



SUBJECT	PROPERTY COMMITTEE AND HOUSING ACTION PLAN WORKING GROUP TERMS OF REFERENCE - PROPOSED AMENDMENTS	
REPORT TO	PROPERTY COMMITTEE	
MEETING DATE	NOVEMBER 26, 2019	
MATTER TYPE	<input checked="" type="checkbox"/> BOARD DISCUSSION NOT REQUIRED	<input type="checkbox"/> BOARD DISCUSSION REQUIRED
ACTION REQUESTED	No decision requested: for information	
REPORT DATE	November 5, 2019	
EXECUTIVE PROPONENT	Hubert Lai, Q.C., University Counsel	
PRESENTED BY	Hubert Lai, Q.C., University Counsel	
SUPPORTED BY	Karen Choi, Legal Counsel Lorena Vlad, Legal Counsel	

PRIOR SUBMISSIONS No prior submissions.

EXECUTIVE SUMMARY

The *University Act* vests the management, administration and control of the property, revenue, business and affairs of the university in the Board of Governors. It is empowered to establish committees it considers necessary to carry out the Board's functions, and to confer on those committees the power and authority to act for the Board.

The Board has delegated authority to the Governance Committee to approve terms of reference for each of the standing committees, including the Property Committee. The Board has recently reviewed responsibilities where delegated authority is shared among two or more of its standing committees and determined that the practice of holding joint committee meetings will be discontinued. The Committee Chairs have reviewed the list of joint responsibilities and agreed upon a reallocation of each responsibility to one Board committee. The Property and Finance Committees previously had 14 jointly delegated responsibilities, which have now been reallocated.

It is anticipated that at its meeting on November 22, 2019, the Governance Committee will approve revised terms of reference for the Property Committee with the following amendments:

1. revised language to clarify the delegation of authority from the Board to its committees (This language was presented by the Board Secretary to the Governance Committee at its June 2019 meeting and to the Property Committee at its September meeting but has not yet been formally approved.);
2. additional items to be included on list of delegated authority (These items were presented by the Board Secretary to the Property Committee at its September 2019 meeting but have not yet been formally approved.);
3. reallocation of jointly delegated authority (These reallocations have been identified on the basis of the input provided by the Committee Chairs.); and
4. updates to all cross-references to Board policies to reflect the recently approved naming and numbering system for Board policies.

SUPPLEMENTAL MATERIALS

1. Amended Property Committee Terms of Reference
2. Amended Housing Action Plan Working Group Terms of Reference

**PURPOSE**

The Board of Governors has delegated to the Property Committee responsibility for ensuring that the University's property development and management is carried out in accordance with adopted policies, principles and strategies.

COMMITTEE OBJECTIVES

Without limiting the general responsibilities as described above, the Property Committee shall:

1. Review, monitor, recommend and initiate policies to the Board that enhance the University's property development and management including, but not limited to land use, physical planning, use of space, development objectives and endowment wealth creation from long-term leasing to ensure alignment to the needs of the University.
2. Advise the Board of Governors on the exercise of its powers relating to the management, administration, and control of the real property of the University as described in the *University Act* (with specific emphasis on Lieutenant Governor in Council approvals where required) and the *Municipalities Enabling & Validating Act*.
3. Oversee performance and management of UBC Properties Trust.
4. Provide project oversight where capital budgets are between \$5M and \$20M; review and make recommendations ~~(jointly with the Finance Committee)~~ for the consideration of the Board of Governors where capital budgets exceed \$20M.
5. Oversee assurance of project funding sources and approval of budgets through the Board-approved project management process.
6. Review, monitor and recommend to the Board of Governors the capital plan for buildings and infrastructure, annual minor capital and cyclical maintenance budgets, and seismic resilience plan.
7. Review and make recommendations regarding the acquisition or disposal of real property, whether by purchase, sale, leases over five (5) years or greater than \$2 million, or other transfer; and the acquisition or construction of new space, the major renovation of existing space, or the decommissioning or disposition of existing space.
8. Review, monitor and recommend to the Board of Governors campus plans, master development agreements, comprehensive community plans, land use plans and neighbourhood plans; identify the impact of any of the above plans on the community.
9. Advise the Board of Governors on deepening engagement with campus neighbourhoods, including aspects of municipal and municipal-like governance related to development and management of property and infrastructure, including development permit boards, urban design panels, infrastructure impact charges, community amenity charges and other development protocols.

10. Review, from time to time as the Committee deems appropriate, the administrative structures, policies and practices in place to ensure the ongoing health and safety of utilities and physical plant, including grounds, buildings and infrastructure and recommend, as appropriate, changes in policy or practices arising from this review.
11. Review (in open session) UBC Board of Governors policies as assigned by the Governance Committee (see appendix).
12. Review, monitor and make recommendations to the Board of Governors in support of the ongoing development of sustainable, healthy and connected campuses and communities (including utilities usage, waste management, transportation planning, etc.).
13. Review, monitor and make recommendations to the Board of Governors regarding the aesthetics of the campuses (including landscaping and signage) in support of the creation of welcoming physical and virtual spaces that will advance collaboration, innovation and community development, and will ensure harmony through ecologically sensitive design of new buildings and open spaces.
14. Advise and recommend for adoption by the Board of Governors matters pertaining to the control of vehicular and pedestrian traffic on University campuses.
15. Review off-campus property initiatives.
16. Advise and assist the Board of Governors and the President in advancing the property-related objectives of the University's strategic plan, *Shaping UBC's Next Century*.

MEMBERSHIP & PROCEDURES

Committee members are appointed from among the Board members and include:

- five (5) Governors who are external to the University
- the Board of Governors Vice-Chair
- one (1) student Governor
- one (1) faculty Governor
- the Board Chair, the Chancellor and the President as *ex officio* voting members

The Chair of the Board of Governors appoints Committee members with the assistance of the President, based on qualifications and interest, and to avoid potential conflicts of interest.

Appointments are made, and reviewed, at each instance of changes in Board membership.

The Committee Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Chair is responsible for the better conduct of meetings, including agendas, information processes, and oversight of reporting and action items.

The Committee Vice-Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Vice-Chair assumes the responsibilities of the Committee Chair in the absence of the Committee Chair, and may also be assigned additional tasks at the discretion of the Committee Chair.

The Committee will receive additional and reasonable support (through the Board Secretariat) for the assembly, assessment and reporting of information, including, with the approval of the Board Chair, access to independent counsel, subject to reasonable limits on resources available to the Board of Governors for these matters.

MEETINGS & QUORUM

The Property Committee meets prior to each regularly scheduled Board of Governors meeting and in addition may meet at the call of the Chair as required.

Attendance by 35% of Property Committee members (including *ex officio* members) is required to establish quorum.

ACCOUNTABILITY

Minutes of Property Committee meetings are approved at the next Committee meeting or by means of electronic approval and are distributed as soon as practicable. Minutes of closed sessions are distributed only to Governors and others authorized to attend such closed sessions and are confidential unless resolved otherwise by the Committee Chair

A record of all agenda items considered and any resolutions passed during *in camera* meetings of the Property Committee are approved as soon as practicable by the Committee Chair, are distributed only to those individuals who are authorized to attend such *in camera* sessions, and are confidential.

The Chair of the Property Committee reports on discussion and any action taken at the next regularly scheduled meeting of the Board of Governors.

In addition to the above, procedures and practices of the Property Committee are governed by ~~Policy 93 (Open, Closed and In-Camera Meetings of the Board of Governors)~~ Meetings Policy(GA8) and associated Committee Meeting Rules and Practices.

DELEGATED AUTHORITY

The Board of Governors has delegated to the Property Committee authority to ~~approve~~ transact the following business on its behalf:

- Approve the following reports ~~on behalf of the Board of Governors:~~ Agency Agreements with UBC Properties Investments Ltd ~~(jointly with Finance Committee)~~
- Capital projects valued between ~~\$5M and \$20M~~ million and \$20 million (Board 1 – Board 3) in accordance with the Capital Projects Policy (FM11)
- Development Permit Board (DPB) Terms of Reference
- Statutory Rights of Way
- ~~UBC Development Cost Charges Plans (jointly with Finance Committee)~~
- UBC Okanagan Campus Plan
- UBC Okanagan Design Guidelines

- UBC Okanagan Public Realm
- UBC Vancouver Campus Plan
- ~~The Board of Governors has delegated to the Property Committee authority to receive~~ [Receive for information](#) the following reports ~~on behalf of the Board of Governors~~: Advisory Urban Design Panel (AUDP) Annual Report (Vancouver)
- Advisory Urban Design Panel (AUDP) Conflict of Interest Guidelines

~~Board 4 Reports (jointly with Finance Committee)~~

- ~~Capital Planning and Prioritization Process (jointly with Finance Committee)~~ [Campus Planning Updates / Oversight](#)
- Capital Projects Updates ~~(jointly with Finance Committee)~~
- Climate Action Plan
- Development Permit Board (DPB) Annual Report (Vancouver)

~~Flexible Learning Updates (jointly with L&R Committee and Finance Committee)~~

- Land Use Plan, Transportation and Engagement Monitoring Principles Monitoring Report

~~Routine Capital Plan (jointly with Finance Committee)~~

- Seismic Resilience Plan | Progress Updates ~~(jointly with Finance Committee)~~
- Student Housing Growth Plans ~~(jointly with Finance Committee)~~
- UBC *GamePlan* Updates ~~(jointly with Finance Committee)~~
- UBC Okanagan Campus Sustainability Report
- UBC [Okanagan Learning Factory Follow Up](#)
- [UBC Okanagan Student, Staff, Faculty Housing](#)
- [UBC Properties Trust 20-Year Outlook](#) ~~(jointly with Finance Committee)~~
- UBC Properties Trust Update ~~(jointly with Finance Committee)~~
- ~~UBC-Controlled, Affiliated or Related Organizations~~, Major Campus Tenancies, Off-Campus Properties ~~and Advisory Committees Annual Report (jointly with Finance Committee)~~ [Annual Report](#)
- [Post-completion Report for capital projects valued between \\$5 million and \\$20 million \(Board 4\) in accordance with the Capital Projects Policy \(FM11\)](#)
- UBC's Rapid Transit Strategy Updates ~~(jointly with Finance Committee)~~

Appendix
Board Policies for Review by Property Committee

Policy	Name
5	Sustainable Development
16 UP5	Non-University Ownership and Use of University UBC Equipment and UBC Support Services and Facilities
92 UP12	Land Use and , Permitting Land Use Rules (updated 2009) <u>and Sustainability</u>
107 UP9	Booking and Rental of UBC Space
120 UP8	Posting of Notices, Posters and Signs
126 FM1 <u>1</u>	Capital Projects, Capital Purchases & Internal Loans

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HOUSING ACTION PLAN WORKING GROUP (3)

Terms of Reference

BACKGROUND and PURPOSE

The Board of Governors established the Housing Action Plan Working Group in September 2016, for the time-limited purpose of developing faculty housing recommendations for the consideration of the Finance Committee and the Board of Governors. The Working Group was dissolved following presentation of recommendations to the Board of Governors in February 2017.

The Board of Governors reconstituted the Housing Action Plan Working Group (3) (HAP3) in September 2018, to further consider options for affordable housing and other faculty, staff and student housing issues, to provide feedback to the Stadium Road Neighbourhood and other planning processes, and to develop recommendations for the consideration of the Property Committee (~~jointly with the Finance Committee~~) and the Board of Governors.

MEMBERSHIP & PROCEDURES

Membership of the HAP3 Working Group:

- Chair: Chair of the Board of Governors
- Vice-Chair: Chair of the Property Committee
- Chair of the Finance Committee
- Additional Governors at the discretion of the Chair
- Student Representative (AMS)
- Faculty Representative
- President and Chancellor (ex officio voting members)

Members are appointed based on qualifications and interest, availability of time to engage in the business of the HAP3 Working Group, and to avoid potential conflicts of interest.

The HAP3 Working Group Chair is responsible for the better conduct of meetings, including agendas, information processes, and oversight of reporting and action items.

The HAP3 Working Group Vice-Chair assumes the responsibilities of the HAP3 Working Group Chair in the absence of the HAP3 Working Group Chair, and may also be assigned additional tasks at the discretion of the HAP3 Working Group Chair.

The HAP3 Working Group will receive (through the Board Secretariat) additional and reasonable support for the assembly, assessment and reporting of information.

MEETINGS & QUORUM

The HAP3 Working Group will meet according to a schedule ~~jointly~~ approved by the Board of Governors' Property ~~Committee and Finance~~ Committee.

Quorum will be 35% of the voting membership.

ACCOUNTABILITY

Minutes of HAP3 Working Group meetings are approved at the next Working Group meeting or by means of electronic approval and are distributed as soon as practicable.

Minutes of closed sessions are distributed only to Governors and others authorized to attend such closed sessions and are confidential unless resolved otherwise by the HAP3 Working Group Chair.

The Chair of the HAP3 Working Group reports on discussion and any action taken at the next regularly scheduled ~~joint~~ meeting of the Property ~~Committee and Finance~~ Committee.

In addition to the above, procedures and practices of the HAP3 Working Group are governed by ~~Policy 93 (Open, Closed and In Camera Meetings of the Board of Governors)~~ [Meetings Policy \(GA8\)](#) and associated *Committee Meeting Rules and Practices*.

DISSOLUTION

The HAP3 Working Group will be dissolved by ~~joint~~ resolution of the Property ~~Committee and Finance~~ Committee upon completion of tasks assigned by the Property ~~Committee and Finance~~ Committee.

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