



SUBJECT	Proposed Policy Amendment Snow Policy (SC5)
SUBMITTED TO	People, Community & International Committee
MEETING DATE	June 14, 2023
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	For information only - No action requested
LEAD EXECUTIVE	Hubert Lai, K.C., University Counsel
SUPPORTED BY	Frank Laezza, Vice-President, Finance and Operations Lorena Vlad, Legal Counsel

PRIOR SUBMISSIONS

The subject matter of this submission has not previously been considered by the People, Community & International Committee.

EXECUTIVE SUMMARY

The Snow Policy and its associated Procedures (together referred to as the “**Policy**” in this submission) have been in place since May 1994 and no substantive changes have been made since the initial approval. The responsible Board Committee is the People, Community & International Committee and the Responsible Executive is the Vice-President, Finance and Operations. The Policy delineates responsibility for decisions concerning cancelling classes and curtailing services in the event of snow and outlines guidelines for communication and staffing over heavy snowfall days.

Upon request by the Responsible Executive that the Policy be reviewed on a priority basis, the Office of the University Counsel convened a Policy Development Committee consisting of subject matter experts and key stakeholder representatives (the “**Policy Development Committee**”) to review the current Policy and make recommendations to the Board of Governors regarding amendments to the Policy. The primary objectives of the review are to:

- a) expand the scope of the Policy to address extreme environmental conditions more broadly;
- b) provide greater clarity regarding employees whose roles and responsibilities require them to work on UBC’s campuses during extreme environmental conditions;
- c) include information regarding remote work arrangements during extreme environmental conditions; and
- d) confirm that the Policy does not restrict the ability to move cancelled in-person learning activities to online learning activities.

More specifically, the proposed amendments to the Policy:

1. expand the scope of the Policy to apply in the event of any adverse environmental conditions such as snow, storms, extreme heat, wildfire smoke, or floods;
2. replace the current long title “*Disruption of Classes/Services by Snow*” with “*Curtailment of Normal Campus Operations Due to Extreme Environmental Conditions*” and replace the current short title “*Snow Policy*” with “*Extreme Environmental Conditions Policy*” to reflect the proposed expanded scope of the Policy;

3. clarify that the Policy applies with respect to in-person operations on UBC's Point Grey campus and UBC's Okanagan campus, and that it does not apply with respect to other UBC spaces such as UBC's Robson Square facility, space administered by UBC within the teaching hospitals, UBC's research forests, or other areas outside of the boundaries described in the Policy proposal;
4. set out the decision-makers with respect to determining whether UBC will cancel, curtail, or re-schedule in-person operations that would otherwise have been scheduled to take place on campus, as follows:
 - the Principal and Deputy Vice-Chancellor (UBC Okanagan) or delegate as decision-maker with respect to Learning Activities (as defined below) and other operations on the Okanagan campus;
 - the Provost and Vice-President, Academic (UBC Vancouver) or delegate as decision-maker with respect to Learning Activities on the Point Grey campus; and
 - the President or delegate as decision-maker with respect to other operations on the Point Grey campus;
5. include a comprehensive definition for "Learning Activities" as follows:
 - "**Learning Activities**" means (i) lectures or events related to UBC credit and non-credit course offerings; (ii) tutorials, laboratories, seminars, discussion groups, and similar activities related to UBC credit and non-credit course offerings; and (iii) conferences, symposia, and other academic/educational activities hosted by UBC; but excludes examinations that are scheduled by the Registrar pursuant to policies established by the Okanagan Senate, Vancouver Senate, and/or the Council of Senates;
6. confirm that:
 - decisions to curtail, reschedule, or cancel examinations scheduled by the Registrar are made pursuant to policies established by the Okanagan Senate, Vancouver Senate, and/or the Council of Senates and are not within the scope of the Policy;
 - in the event of an Emergency (as defined in the Disaster Management Policy), the Disaster Management Policy will apply;
 - online Learning Activities will normally continue to take place during extreme environmental conditions; and
 - this Policy does not impact the ability for UBC to change in-person Learning Activities to online Learning Activities;
7. to reflect current practices, set out that Media Relations is responsible to communicate decisions made in accordance with the Policy to curtail, cancel, or re-schedule in-person Learning Activities or other operations;
8. set out that, where feasible, UBC will make and communicate decisions to curtail, cancel, or re-schedule:
 - in-person Learning Activities by 6:00am for morning and afternoon Learning Activities and by 3:00pm for evening Learning Activities; and
 - other operations by 6:00am;
9. require that, where decisions to curtail, cancel, or re-schedule in-person operations have to be made or updated at other times throughout the day in response to changing conditions, UBC communicate such decisions as soon as it reasonably can;
10. provide information about which services are necessary during extreme environmental conditions, being such activities, operations, and services that are: (i) required to comply with applicable laws; (ii) required to comply with applicable UBC policies, procedures, rules, or regulations; or (iii) UBC deems necessary to maintain safe and ongoing operations at UBC, such as animal care, snow removal, emergency repair and maintenance, health, and student residence services;

11. set out a definition for Necessary Employees that allows flexibility to determine, based on the circumstances, which employees are required to perform their duties in order to maintain the necessary services; the applicable Administrative Heads of Unit (being a Director of a service unit; Head of an academic department; Director of a centre, institute, or school; Principal of a College; Dean; Associate Vice-President; University Librarian; Registrar; Vice-President; Principal and Deputy Vice-Chancellor; or the President) would make the determination as to which employees within their units are Necessary Employees as the Administrative Heads of Unit would be in the best position to determine if an employee's role falls within the parameters of necessary services;
12. clarify work arrangements during extreme environmental conditions as follows:
 - Necessary Employees would nonetheless be required to continue to perform their duties, including attending on the applicable campus in circumstances in which their presence on campus is required to maintain the necessary services;
 - in circumstances in which, as a result of cancelling or curtailing in-person operations, UBC directs some employees not to work hours they would have otherwise been required to work, UBC will pay those employees for the hours missed as a result of that direction; and
 - all other employees may choose to attend on campus to perform their duties, or, with their supervisor's prior approval, may: (i) perform their duties remotely if their duties are capable of being performed remotely, (ii) make up the time if scheduling permits, (iii) take a vacation day, or (iv) take the day off without pay.

NEXT STEPS


Subject to any feedback from the People, Community & International Committee, the next step will be to post the proposed amendments to the Policy on the website of the Office of the University Counsel and in UBC Today for public comments by the UBC community. There will be an extended consultation period of approximately two and a half months until mid-September 2023 to give members of the UBC community an opportunity to provide their feedback. The Policy Development Committee will reconvene after the consultation period to consider the comments received. After reviewing the community's input, the Policy Development Committee will submit a final recommendation to the People, Community & International Committee for targeted approval by the Board of Governors in December 2023.

APPENDICES

1. Proposed amendments to the Snow Policy

SUPPLEMENTAL MATERIALS (optional reading for Governors)

1. Blackline showing proposed amendments against the current version of the Snow Policy
2. List of Members of the Policy Development Committee
3. [Current Snow Policy and Associated Procedures](#)

 <p>The University of British Columbia Board of Governors</p>	<p>Policy No.: SC5</p>
<p>Long Title: Curtailment of Normal Campus Operations Due to Extreme Environmental Conditions</p>	
<p>Short Title: Extreme Environmental Conditions Policy</p>	

Background & Purposes:

This Policy delineates responsibility for decisions concerning cancellation, curtailment, or other interruption in normal Campus operations in the event of Extreme Environmental Conditions, sets out the process for communicating such decisions to the public, and provides direction regarding Necessary Services and Necessary Employees.

Any decisions to curtail, reschedule, or cancel examinations scheduled by the Registrar are made pursuant to policies established by the Okanagan Senate, Vancouver Senate, and/or the Council of Senates, including, without limitation, the Vancouver Senate’s Sudden Examination Disruption Procedures, and are not within the scope of this Policy.

1 General

- 1.1 In response to Extreme Environmental Conditions, UBC may cancel, curtail, or reschedule in-person Learning Activities as well as other operations that would otherwise have been scheduled to take place on Campus. Decisions regarding Learning Activities will be made by the Principal and Deputy Vice-Chancellor (UBC Okanagan) or the Provost and Vice-President, Academic (UBC Vancouver), as applicable, or their delegates, and decisions regarding other operations will be made by the Principal and Deputy Vice-Chancellor (UBC Okanagan) or the President, as applicable, or their delegates.
- 1.2 For greater certainty and notwithstanding anything to the contrary in this Policy, in the event of an Emergency (as defined in the Disaster Management Policy), the Disaster Management Policy will apply.

2 Learning Activities

- 2.1 Online Learning Activities will normally continue to take place during Extreme Environmental Conditions.
- 2.2 Nothing in this Policy or its Procedures impacts the ability for UBC to change in-person Learning Activities to online Learning Activities.

3 Definitions

- 3.1 **“Administrative Head of Unit”** means any of the following: Director of a service unit; Head of an academic department; Director of a centre, institute, or school; Principal of a college; Dean; Associate Vice-President; University Librarian; Registrar; Vice-President; Principal and Deputy Vice-Chancellor; or President.
- 3.2 **“Campus”** means, depending on the context, (i) the campus located at Point Grey and bounded by Acadia Road, Wesbrook Mall and Chancellor Boulevard, or (ii) the campus located in the city of Kelowna and bounded by John Hindle Drive, Hollywood Road North, and Innovation Drive. For greater certainty, “Campus” does not include UBC’s Robson Square facility, space administered by UBC within the teaching hospitals, UBC’s research forests, or other areas outside of the boundaries described above.
- 3.3 **“Extreme Environmental Conditions”** means any adverse environmental conditions and may include, without limitation, snow, storms, extreme heat, wildfire smoke, or floods.
- 3.4 **“Learning Activities”** means (i) lectures or events related to UBC credit and non-credit course offerings; (ii) tutorials, laboratories, seminars, discussion groups, and similar activities related to UBC credit and non-credit course offerings; and (iii) conferences, symposia, and other academic/educational activities hosted by UBC; but excludes examinations that are scheduled by the Registrar pursuant to policies established by the Okanagan Senate, Vancouver Senate, and/or the Council of Senates.
- 3.5 **“Necessary Services”** means such activities, operations, and services that: (i) are required to comply with any applicable federal, provincial, and local laws and regulations; (ii) are required to comply with any applicable UBC policies, procedures, rules, or regulations; or (iii) UBC deems to be necessary to maintain safe and ongoing operations at UBC, which may include, without limitation, animal care, snow removal, emergency repairs and maintenance, security services, IT services, libraries, certain physical plant operations such as the central heating plant, health services such as medical/dental clinics, and services related to student residences such as food services.
- 3.6 **“Necessary Employees”** means UBC employees who are required to perform their duties in order to maintain the Necessary Services, as determined by the applicable Administrative Heads of Unit.



PROCEDURES ASSOCIATED WITH THE EXTREME ENVIRONMENTAL CONDITIONS POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Extreme Environmental Conditions Policy.

1 Communicating Decisions to Cancel, Curtail, or Reschedule In-Person Learning Activities or Other Operations

- 1.1 Media Relations on the applicable Campus will communicate any decision made pursuant to section 1.1 of the Policy on the homepage of the following UBC website: www.ubc.ca and will normally communicate any such decision on UBC social media platforms. In some circumstances, Media Relations may also communicate any such decision to local media.
- 1.2 Where Extreme Environmental Conditions are anticipated, UBC will monitor conditions on an ongoing basis, including overnight. With respect to Learning Activities, where feasible, it is UBC's goal that decisions pursuant to section 1.1 of the Policy are made and communicated no later than 6:00am for morning and afternoon Learning Activities, and no later than 3:00pm for evening Learning Activities.
- 1.3 With respect to other operations, where feasible, it is UBC's goal that decisions pursuant to section 1.1 of the Policy are made and communicated no later 6:00am.
- 1.4 While UBC will make decisions in accordance with the schedules set out in sections 1.2 and 1.3 of these Procedures where feasible, Extreme Environmental Conditions can change at a rapid pace. Therefore, UBC may make or update decisions pursuant to section 1.1 of the Policy at any time and will communicate any such decisions as soon as it reasonably can thereafter.

2 Work Arrangements During Extreme Environmental Conditions

- 2.1 In the event of Extreme Environmental Conditions, Necessary Employees must nonetheless continue to perform their duties. Where Necessary Employees must be present on Campus to maintain Necessary Services, Necessary Employees must attend on Campus as required. Where Necessary Employees are able to maintain Necessary Services while working remotely, they may do so with their supervisor's prior approval.
- 2.2 If, as a result of cancelling or curtailing in-person Learning Activities or other operations in accordance with section 1.1 of the Policy, UBC may direct employees not to work hours that they would otherwise have been required to perform, in which case UBC will pay those employees for the hours missed as a result of that direction.

2.3 In the event of Extreme Environmental Conditions, employees not affected by sections 2.1 and 2.2 of these Procedures may choose to:

2.3.1 attend on Campus to perform their duties;


2.3.2 perform their duties remotely, provided that their duties are capable of being performed remotely and they have their supervisor's prior approval;

2.3.3 make up the time, provided that scheduling permits this and they have their supervisor's prior approval;

2.3.4 take a vacation day, provided that they have their supervisor's prior approval; or

2.3.5 take the day off without pay, provided that they have their supervisor's prior approval.

DRAFT

 <p>The University of British Columbia Board of Governors</p>	<p>Policy No.: SC5</p>
<p>Long Title:</p> <p style="text-align: center;">Disruption of Classes/Services by Snow <u>Curtailment of Normal Campus Operations Due to Extreme Environmental Conditions</u></p>	
<p>Short Title:</p> <p style="text-align: center;">Snow<u>Extreme Environmental Conditions</u> Policy</p>	

Background & Purposes:

~~To delineate~~

This Policy delineates responsibility for decisions concerning ~~cancelling classes and curtailing services in the event of snow~~ cancellation, curtailment, or other interruption in normal Campus operations in the event of Extreme Environmental Conditions, sets out the process for communicating such decisions to the public, and provides direction regarding Necessary Services and Necessary Employees.

Any decisions to ~~outline guidelines for communication and staffing over heavy snowfall days~~ curtail, reschedule, or cancel examinations scheduled by the Registrar are made pursuant to policies established by the Okanagan Senate, Vancouver Senate, and/or the Council of Senates, including, without limitation, the Vancouver Senate's Sudden Examination Disruption Procedures, and are not within the scope of this Policy.

1 ~~1.~~ General

1.1 ~~The University will remain open during snow storms but may cancel or reschedule classes on a campus-wide basis and/or curtail non-essential services in response to the conditions.~~ In response to Extreme Environmental Conditions, UBC may cancel, curtail, or reschedule in-person Learning Activities as well as other operations that would otherwise have been scheduled to take place on Campus. Decisions regarding Learning Activities will be made by the Principal and Deputy Vice-Chancellor (UBC Okanagan) or the Provost and Vice-President, Academic (UBC Vancouver), as applicable, or their delegates, and decisions regarding other operations will be made by the Principal and Deputy Vice-Chancellor (UBC Okanagan) or the President, as applicable, or their delegates.

1.2 For greater certainty and notwithstanding anything to the contrary in this Policy, in the event of an Emergency (as defined in the Disaster Management Policy), the Disaster Management Policy will apply.

2 Learning Activities

2.1 Online Learning Activities will normally continue to take place during Extreme Environmental Conditions.

2.2 Nothing in this Policy or its Procedures impacts the ability for UBC to change in-person Learning Activities to online Learning Activities.

3 Definitions

3.1 “Administrative Head of Unit” means any of the following: Director of a service unit; Head of an academic department; Director of a centre, institute, or school; Principal of a college; Dean; Associate Vice-President; University Librarian; Registrar; Vice-President; Principal and Deputy Vice-Chancellor; or President.

3.2 “Campus” means, depending on the context, (i) the campus located at Point Grey and bounded by Acadia Road, Wesbrook Mall and Chancellor Boulevard, or (ii) the campus located in the city of Kelowna and bounded by John Hindle Drive, Hollywood Road North, and Innovation Drive. For greater certainty, “Campus” does not include UBC’s Robson Square facility, space administered by UBC within the teaching hospitals, UBC’s research forests, or other areas outside of the boundaries described above.

3.3 “Extreme Environmental Conditions” means any adverse environmental conditions and may include, without limitation, snow, storms, extreme heat, wildfire smoke, or floods.

3.4 “Learning Activities” means (i) lectures or events related to UBC credit and non-credit course offerings; (ii) tutorials, laboratories, seminars, discussion groups, and similar activities related to UBC credit and non-credit course offerings; and (iii) conferences, symposia, and other academic/educational activities hosted by UBC; but excludes examinations that are scheduled by the Registrar pursuant to policies established by the Okanagan Senate, Vancouver Senate, and/or the Council of Senates.

3.5 “Necessary Services” means such activities, operations, and services that: (i) are required to comply with any applicable federal, provincial, and local laws and regulations; (ii) are required to comply with any applicable UBC policies, procedures, rules, or regulations; or (iii) UBC deems to be necessary to maintain safe and ongoing operations at UBC, which may include, without limitation, animal care, snow removal, emergency repairs and maintenance, security services, IT services, libraries, certain physical plant operations such as the central heating plant, health services such as medical/dental clinics, and services related to student residences such as food services.

3.6 “Necessary Employees” means UBC employees who are required to perform their duties in order to maintain the Necessary Services, as determined by the applicable Administrative Heads of Unit.

DRAFT



PROCEDURES ASSOCIATED WITH THE SNOWEXTREME ENVIRONMENTAL CONDITIONS POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the SnowExtreme Environmental Conditions Policy.

1- General

~~1.1—The University remains open during extreme snow conditions where essential services are required. Examples of this activity are the food service needed for students in residence, the functioning of the central heating plant and maintenance of security.~~

~~1.2—Certain extreme weather conditions may dictate the cancellation of classes (both credit and non-credit) on a campus wide basis and the curtailment of non-essential services. In this situation, the decision will be made by the Deputy Vice-Chancellor of each campus or his/her delegate. The decision will be communicated within the university community by the Vice-Presidents, Deans, Heads and Directors. The decision will be communicated to local radio and television stations by Public Affairs. All communication with the media will be from the Office of the Deputy Vice-Chancellor of each campus or Public Affairs.~~

2- Detailed Procedures

~~2.1—In the event of deteriorating conditions overnight, every effort will be made to communicate the decision to the radio and television stations by 6:00 a.m.~~

~~2.2—Heads of administrative units are to formulate their own guidelines about which individual members of faculty and staff must report for work because of the essential nature of their responsibilities when classes are cancelled and/or services curtailed because of snow. Members of faculty and staff who have not been designated by their administrative head of unit as essential for snow services may choose to stay at home under this circumstance, and may arrange with their administrative head of unit to make up the time (if scheduling permits);~~

1 Communicating Decisions to Cancel, Curtail, or Reschedule In-Person Learning Activities or Other Operations

- 1.1 Media Relations on the applicable Campus will communicate any decision made pursuant to section 1.1 of the Policy on the homepage of the following UBC website: www.ubc.ca and will normally communicate any such decision on UBC social media platforms. In some circumstances, Media Relations may also communicate any such decision to local media.
- 1.2 Where Extreme Environmental Conditions are anticipated, UBC will monitor conditions on an ongoing basis, including overnight. With respect to Learning Activities, where feasible, it is UBC's goal that decisions pursuant to section 1.1 of the Policy are made and communicated no later than 6:00am for morning and afternoon Learning Activities, and no later than 3:00pm for evening Learning Activities.
- 1.3 With respect to other operations, where feasible, it is UBC's goal that decisions pursuant to section 1.1 of the Policy are made and communicated no later 6:00am.
- 1.4 While UBC will make decisions in accordance with the schedules set out in sections 1.2 and 1.3 of these Procedures where feasible, Extreme Environmental Conditions can change at a rapid pace. Therefore, UBC may make or update decisions pursuant to section 1.1 of the Policy at any time and will communicate any such decisions as soon as it reasonably can thereafter.

2 Work Arrangements During Extreme Environmental Conditions

- 2.1 In the event of Extreme Environmental Conditions, Necessary Employees must nonetheless continue to perform their duties. Where Necessary Employees must be present on Campus to maintain Necessary Services, Necessary Employees must attend on Campus as required. Where Necessary Employees are able to maintain Necessary Services while working remotely, they may do so with their supervisor's prior approval.
- 2.2 If, as a result of cancelling or curtailing in-person Learning Activities or other operations in accordance with section 1.1 of the Policy, UBC may direct employees not to work hours that they would otherwise have been required to perform, in which case UBC will pay those employees for the hours missed as a result of that direction.
- 2.3 In the event of Extreme Environmental Conditions, employees not affected by sections 2.1 and 2.2 of these Procedures may choose to:
- 2.3.1 attend on Campus to perform their duties;
- 2.3.2 perform their duties remotely, provided that their duties are capable of being performed remotely and they have their supervisor's prior approval;
- 2.3.3 make up the time, provided that scheduling permits this and they have their supervisor's prior approval;
- 2.3.4 take a vacation day, provided that they have their supervisor's prior approval; or ~~to~~

2.3.5 take the day off without pay-

~~2.3— In the event of deteriorating conditions during a person’s normal workday, the administrative head of unit has the authority to permit members of faculty and staff who are not designated as essential for snow services to leave early without loss of pay, upon receiving the communication originating from the Deputy Vice-Chancellor of each campus.~~

~~2.4— A member of staff who is expected at work but unable to come because of snow is expected to advise the administrative head of unit as soon as possible. Also, a member of staff may be delayed in getting to work because of snow. In both cases, with the agreement of the administrative head of unit, the member of staff may receive compensation for the day by using vacation time or accumulated time owing, or may make arrangements to make up the time, provided that they have their supervisor’s prior approval.~~

**SNOW POLICY (SC5)
POLICY DEVELOPMENT COMMITTEE**

List of Members:

1. Lorena Vlad, *Legal Counsel (Chair)*
2. T. Bruce Anderson, *Director, Occupational Health & Safety, UBC Vancouver*
3. Bert Annear, *Deputy Registrar, Enrolment Services, UBC Okanagan*
4. Jannik Eikenaar, *Associate Provost, Inclusion, Diversity, Equity and Anti-Racism, UBC Okanagan*
5. Bhushan Gopaluni, *Vice-Provost and Associate Vice-President, Faculty Planning pro tem, UBC Vancouver*
6. Grace Halpin, *Student Union of UBC Okanagan Nominee*
7. Shelley Kayfish, *Director, Campus Operations and Risk Management, UBC Okanagan*
8. Philip Loewen, *Professor, Faculty of Science, Department of Mathematics*
9. Andrew Parr, *Associate Vice-President, Student Housing and Community Services*
10. Jenniffer Sheel, *Director, Municipal Services, UBC Vancouver*
11. Leah Terai, *Senior Manager, Faculty and Employee Relations, UBC Okanagan*
12. Annie Yim, *Deputy Registrar, Enrolment Services, UBC Vancouver*
13. Mike Vizsolyi, *Executive Director, Employee and Labour Relations, UBC Vancouver*
14. Enav Zusman, *Graduate Student Society of UBC Vancouver Nominee*