



SUBJECT	Proposed Policy Amendment Snow Policy (SC5)
SUBMITTED TO	People, Community & International Committee
MEETING DATE	November 21, 2023
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	Action requested - Recommendation to Board for approval IT IS HEREBY RESOLVED that the People, Community & International Committee recommends to the Board of Governors approval of amendments to the Snow Policy (SC5) in the form set out in Appendix 1 attached to this briefing, effective December 7, 2023.
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 been considered previously by the People, Community & International Committee on the following occasion:

1. [June 14, 2023](#) (OPEN SESSION)

Action/Follow up: The People, Community & International Committee considered the proposed amendments to the Snow Policy, following which the Office of the University Counsel (“OUC”) published the proposed amendments for community consultation.

The following Executive Summary assumes familiarity with the prior submission and provides a status update from the date of that submission.

EXECUTIVE SUMMARY

Following the People, Community & International Committee’s consideration of the proposed amendments to the Snow Policy during its meeting on June 14, 2023, the OUC published a notice of the proposed amendments and invited community feedback on the Policy proposal. The comment period remained open from June 15, 2023 until September 25, 2023.

Calls for comments were also published in the June 20, 2023 and September 12, 2023 versions of UBC Today, the weekly newsletter that is published on UBC’s publicly-facing web site and which is also distributed by e-mail to all UBC faculty members and staff. Email notices were also sent on June 16, 2023 and September 11, 2023 to everyone on the open self-service subscription service maintained by the OUC, which includes representatives from the Alma Mater Society, the Graduate Student Society, and all employee associations and unions (other than BCGEU child care and BCGEU Okanagan, who have not elected to receive subscription emails).

The OUC received responses from more than 40 sources, including faculty members, staff members, students, and unions. The Policy Development Committee that was constituted to develop the proposed amendments to the Snow Policy was reconvened (subject to the change noted below) to consider the feedback and to adjust the Policy proposal as appropriate.

One change was made in the membership of the Policy Development Committee: a new nominee of the Graduate Student Society replaced the previous Graduate Student Society nominee. An updated list of Policy Development Committee members is included as Supplemental Materials #5.

A table setting out the community input that was received and the Policy Development Committee's response to each comment can be found in Supplemental Materials #3. The full text of the Extreme Environmental Conditions Policy proposal, highlighted to show changes from the version that was published for consultation, is attached as Supplemental Materials #1.

The key changes that have been made to the proposed Extreme Environmental Conditions Policy and associated Procedures in response to community feedback are as follows:

1. Language has been inserted in the Background & Purposes to:
 - a. confirm that the Policy applies only to decisions regarding in-person operations on Campus and that individuals who are located at off-Campus sites, whether or not within UBC's control, should seek direction from their Administrative Heads of Unit when determining whether to attend the off-Campus site in person in the event of Extreme Environmental Conditions; and
 - b. clarify that the Registrar is responsible for the scheduling of undergraduate examinations and that the Faculty of Graduate and Postdoctoral Studies and the College of Graduate Studies, as applicable, are responsible for the scheduling of graduate student examinations and oral defences of graduate theses and doctoral dissertations, and accordingly, any decisions to curtail, reschedule or cancel these assessments are made pursuant to policies established by those units and are not within the scope of the Policy.
2. The decision-maker with respect to determining whether to cancel, curtail, or reschedule in-person Learning Activities and other operations on Campus in the event of Extreme Environmental Conditions for the UBC Point Grey Campus has been reverted back to the President or the President's delegates (which is consistent with the current Snow Policy).
3. Language has been inserted to confirm that, when determining whether to cancel, curtail, or reschedule in-person Learning Activities or other operations pursuant to the Policy, the decision-makers will consider a number of relevant factors, which may include, without limitation, the status of public transit, weather forecasts, and road conditions.
4. Recognizing that the Senates, the Council of Senates, and the President have authority over academic matters at UBC, section 2.2 of the Policy has been clarified to confirm that nothing in the Policy impacts the authority of the Vancouver Senate, the Okanagan Senate, or the Council of Senates over the academic governance of UBC or the authority of the President to supervise and direct the academic work of UBC, including, without limitation, with respect to modality of learning. This language is consistent with the *University Act*. It is also consistent with the language presented to the People, Community & International Committee for information in June 2023, but clarifies that the reference to "UBC" means the Senates, Council of Senates, and the President. Pursuant to their authority, the Senates, Council of Senates, and the President can provide for instructors to make determinations around modality (online learning, in-person requirements, etc.) in the event of cancellation, curtailment, or rescheduling of in-person activities under the Policy.
5. The definition of "Campus" in the Policy has been simplified to refer to the "UBC Okanagan Campus" and the "UBC Point Grey Campus" as further described in the Procedures associated with the Policy. These terms are defined in the Procedures by reference to a set of maps outlining the boundaries of the UBC Okanagan Campus and the UBC Point Grey Campus.


6. An addition was made to the definition of “Extreme Environmental Conditions” to include wildfires as an example of the adverse environmental conditions that are within the scope of the Policy.
7. The definition of “Learning Activities” has been modified to explicitly include performances related to UBC credit and non-credit course offerings (for example, School of Music performances).
8. The definition of “Necessary Services” includes a list of examples and this list has been modified to replace the generic reference to “libraries” with specific references to the Irving K. Barber Learning Centre at UBC Vancouver and the Commons at UBC Okanagan. In addition, the list of examples has been simplified by removing the references to the individual components within facility operations and health services.
9. The amendments clarify that decisions to cancel, curtail, or reschedule in-person Learning Activities or other operations on Campus will be communicated at www.ubc.ca for the UBC Point Grey Campus and at www.ok.ubc.ca for the UBC Okanagan Campus. In addition, the amendments add a reference to the UBC Safe App as one of the social media platforms through which such decisions may be communicated.
10. Language has been inserted to clarify that unit-specific communications related to decisions to cancel, curtail, or reschedule in-person Learning Activities or other operations on Campus will be made and communicated within the unit by the applicable Administrative Heads of Unit or supervisors using such modes of communication as they consider to be efficient and appropriate within their unit, and will not be posted on the above-noted websites or social media platforms.
11. In order to provide the UBC community with as much certainty as possible in the event of Extreme Environmental Conditions, language has been inserted to clarify that once a decision is made to cancel, curtail, or reschedule in-person Learning Activities for a particular morning or afternoon and such decision is communicated, the decision will not be modified.
12. To provide additional clarity to employees, language has been inserted in the Procedures to require Administrative Heads of Unit who determine that employees in their unit are Necessary Employees to communicate that determination to such Necessary Employees.

APPENDICES

1. Proposed Extreme Environmental Conditions Policy

SUPPLEMENTAL MATERIALS (optional reading for Governors)

1. Blackline showing amendments by Policy Development Committee to the version previously presented to the People, Community & International Committee for information in June 2023
2. Blackline of proposed amendments showing changes against current version of the Snow Policy
3. Summary of community feedback and Policy Development Committee’s response
4. Current version of the Snow Policy
5. Updated List of Policy Development Committee Members

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

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. The Policy applies in respect of decisions regarding in-person operations on Campus.

In the event of Extreme Environmental Conditions, individuals who are located at off-Campus sites, whether or not they are within UBC's control, should seek direction from their Administrative Head of Unit when determining whether to attend the off-Campus site in-person.

The Registrar is responsible for the scheduling of undergraduate examinations, and the Faculty of Graduate and Postdoctoral Studies and the College of Graduate Studies, as applicable, are responsible for the scheduling of graduate student examinations and oral defences of graduate theses and doctoral dissertations. Accordingly, any decisions to curtail, reschedule or cancel these assessments are made pursuant to policies established by those units and are not within the scope of the 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 and other operations will be made by the Principal and Deputy Vice-Chancellor (UBC Okanagan) or the Principal and Deputy Vice-Chancellor (UBC Okanagan)'s delegates with respect to the UBC Okanagan Campus and by the President or the President's delegates with respect to the UBC Point Grey Campus.
- 1.2 In determining whether to cancel, curtail, or reschedule in-person Learning Activities or other operations pursuant to section 1.1., the decision-makers will consider a number of relevant factors, which may include, without limitation, the status of public transit, weather forecasts, and road conditions.

- 1.3 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 authority of the Okanagan Senate, the Vancouver Senate, or the Council of Senates over the academic governance of UBC or the authority of the President to supervise and direct the academic work of UBC, including, without limitation, with respect to modality of learning.

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 UBC Okanagan Campus (as defined in the Procedures associated with this Policy), or (ii) the UBC Point Grey Campus (as defined in the Procedures associated with this Policy).
- 3.3 **“Extreme Environmental Conditions”** means any adverse environmental conditions and may include, without limitation, snow, storms, extreme heat, wildfires, wildfire smoke, or floods.
- 3.4 **“Learning Activities”** means (i) lectures, events or performances 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, the Irving K. Barber Learning Centre, the Commons certain facility operations, health services, 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 for the UBC Point Grey Campus and on the homepage of the following UBC website: www.ok.ubc.ca for the UBC Okanagan Campus, and will normally communicate any such decision on UBC social media platforms, which may include UBC's Safe App. In some circumstances, Media Relations may also communicate any such decision to local media. Unit-specific communications related to any decision made pursuant to section 1.1 of the Policy will be made and communicated within the unit by the applicable Administrative Heads of Unit or supervisors and will not be posted on www.ubc.ca, www.ok.ubc.ca, or social media platforms. Administrative Heads of Unit or supervisors, as the case may be, will determine how to communicate this information and may elect to use e-mail, text messages, phone trees, or any other form of communication they consider to be efficient and appropriate within their unit.
- 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. Once a decision is made to cancel, curtail, or re-schedule in-person Learning Activities for a particular morning or afternoon and such decision is communicated, the decision will not be modified.
- 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.

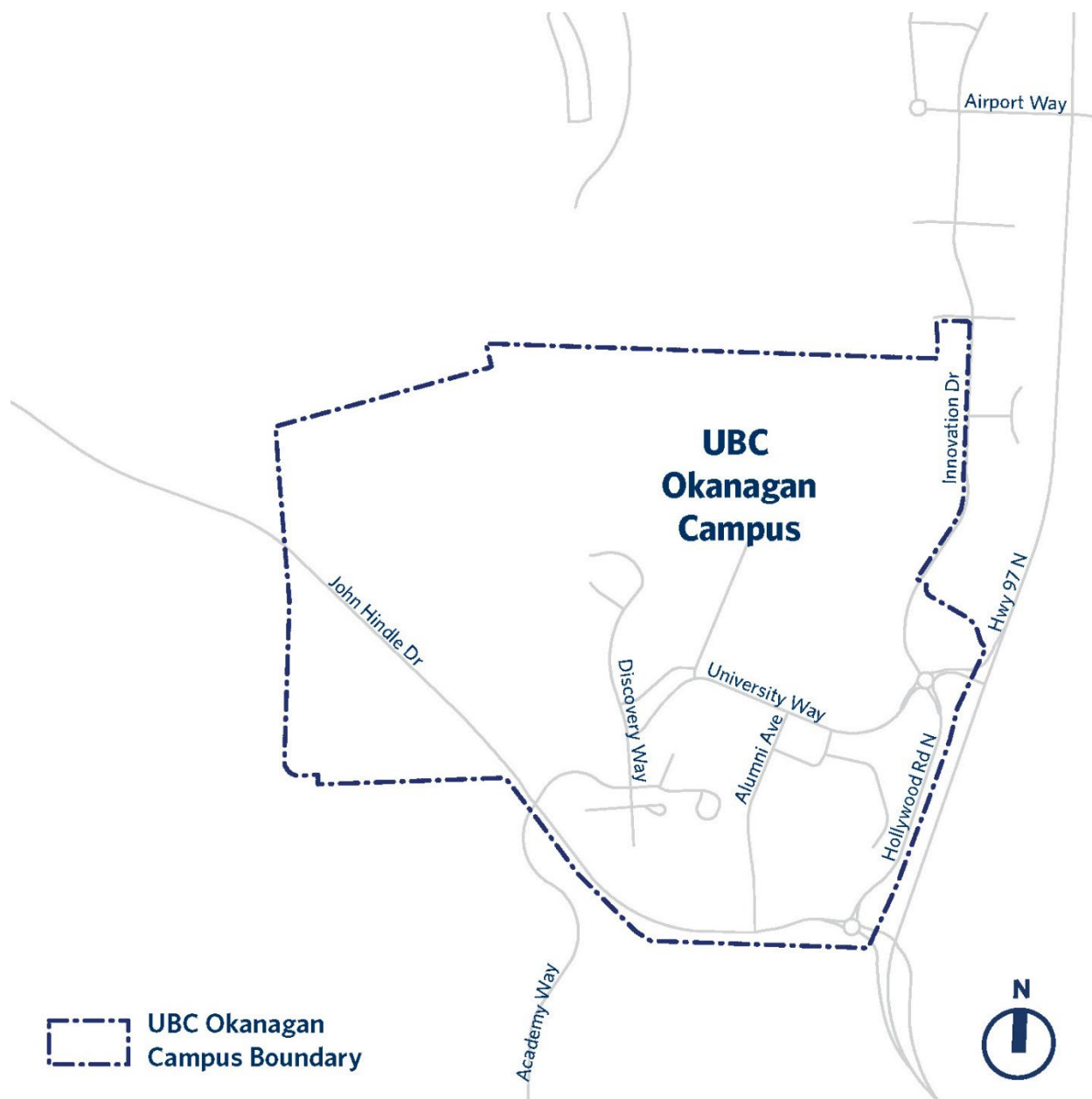
2 Work Arrangements During Extreme Environmental Conditions

- 2.1 Where an Administrative Head of Unit has determined that employees in their unit are Necessary Employees, the Administrative Head of Unit must communicate that determination to such Necessary Employees.
- 2.2 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.
- 2.3 If, as a result of cancelling, curtailing, or re-scheduling in-person Learning Activities or other operations in accordance with section 1.1 of the Policy, UBC directs employees not to work hours that they would otherwise have been required to perform, UBC will pay those employees for the hours missed as a result of that direction.
- 2.4 In the event of Extreme Environmental Conditions, employees not affected by sections 2.2 and 2.3 of these Procedures may choose to attend on Campus to perform their duties, or, if they have their supervisor's prior approval, may:
 - 2.4.1 perform their duties remotely, provided that their duties are capable of being performed remotely;
 - 2.4.2 make up the time, provided that scheduling permits this;
 - 2.4.3 take a vacation day; or
 - 2.4.4 take the day off without pay.

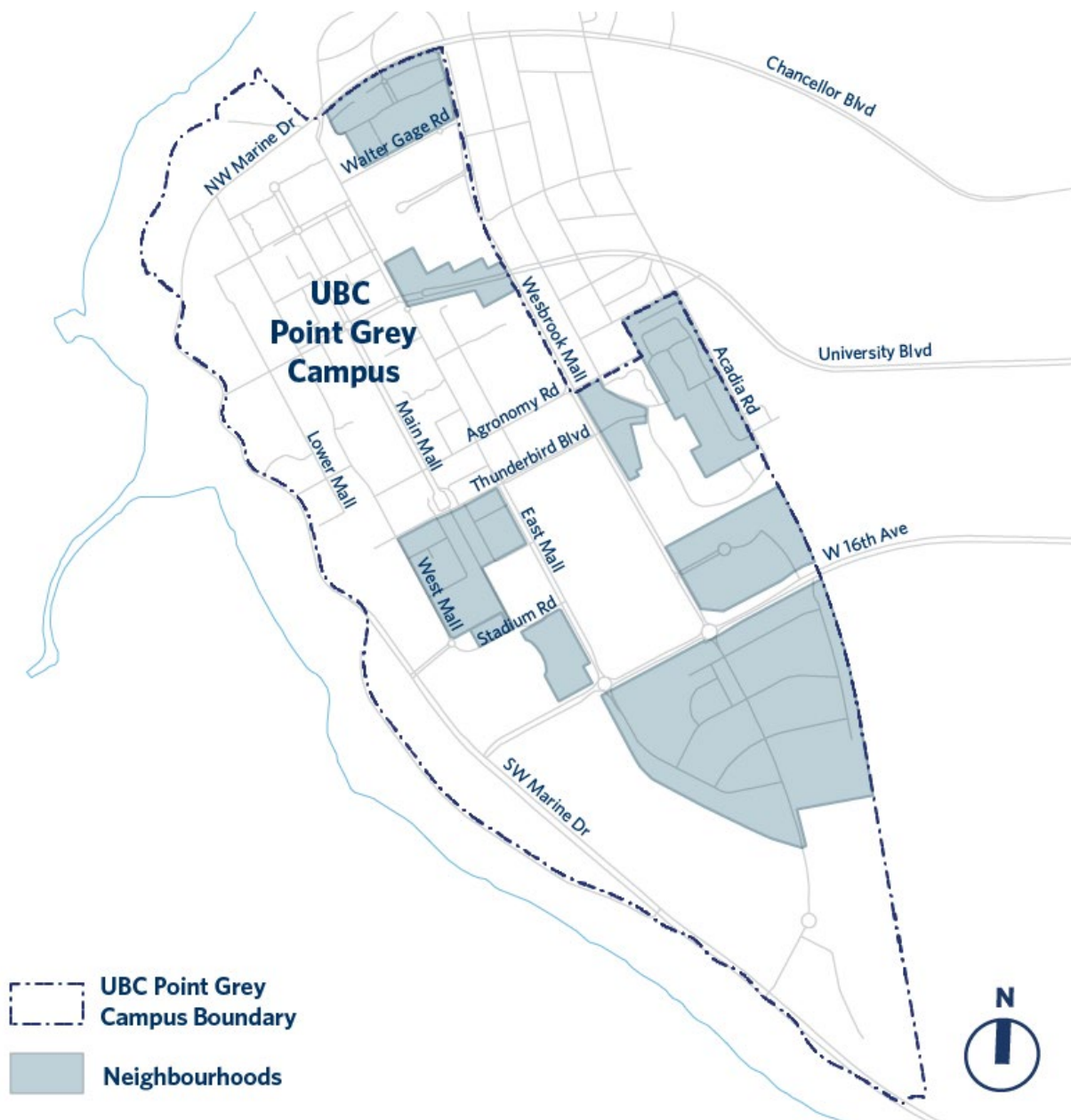
3 Definitions


- 3.7 For the purposes of section 3.2 of the Policy, "UBC Okanagan Campus" and the "UBC Point Grey Campus" are as outlined in the maps included in these Procedures.

Map of UBC Okanagan Campus:



Map of UBC Point Grey Campus:



 The University of British Columbia Board of Governors	Policy No.: SC5
Long Title: Curtailement of Normal Campus Operations Due to Extreme Environmental Conditions	
Short Title: Extreme Environmental Conditions Policy	

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. [The Policy applies in respect of decisions regarding in-person operations on Campus.](#)

Any

[In the event of Extreme Environmental Conditions, individuals who are located at off-Campus sites, whether or not they are within UBC's control, should seek direction from their Administrative Head of Unit when determining whether to attend the off-Campus site in-person.](#)

[The Registrar is responsible for the scheduling of undergraduate examinations, and the Faculty of Graduate and Postdoctoral Studies and the College of Graduate Studies, as applicable, are responsible for the scheduling of graduate student examinations and oral defences of graduate theses and doctoral dissertations. Accordingly, any decisions to curtail, reschedule, or cancel examinations scheduled by the Registrar these assessments 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, those units and are not within the scope of this the 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 [and other operations](#) 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)'s [delegates with respect to the UBC Okanagan Campus and by the President](#) or the President, ~~as applicable, or their's~~ [delegates with respect to the UBC Point Grey Campus.](#)

1.2 In determining whether to cancel, curtail, or reschedule in-person Learning Activities or other operations pursuant to section 1.1., the decision-makers will consider a number of relevant factors, which may include, without limitation, the status of public transit, weather forecasts, and road conditions.

1.3 ~~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~~ authority of the Okanagan Senate, the Vancouver Senate, or the Council of Senates over the academic governance of UBC or the authority of the President to supervise and direct the academic work of UBC, including, without limitation, with respect to modality of learning.

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~~ UBC Okanagan Campus (as defined in the Procedures associated with this Policy), or (ii) the UBC Point Grey Campus (as defined in the Procedures associated with this Policy).

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

3.4 “**Learning Activities**” means (i) lectures ~~or~~ events or performances 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,~~[the Irving K. Barber Learning Centre, the Commons](#) certain ~~physical plant~~[facility](#) 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 for the UBC Point Grey Campus and on the homepage of the following UBC website: www.ok.ubc.ca for the UBC Okanagan Campus, and will normally communicate any such decision on UBC social media platforms, which may include UBC's Safe App. In some circumstances, Media Relations may also communicate any such decision to local media. Unit-specific communications related to any decision made pursuant to section 1.1 of the Policy will be made and communicated within the unit by the applicable Administrative Heads of Unit or supervisors and will not be posted on www.ubc.ca, www.ok.ubc.ca, or social media platforms. Administrative Heads of Unit or supervisors, as the case may be, will determine how to communicate this information and may elect to use e-mail, text messages, phone trees, or any other form of communication they consider to be efficient and appropriate within their unit.
- 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. Once a decision is made to cancel, curtail, or re-schedule in-person Learning Activities for a particular morning or afternoon and such decision is communicated, the decision will not be modified.
- 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 Where an Administrative Head of Unit has determined that employees in their unit are Necessary Employees, the Administrative Head of Unit must communicate that determination to such Necessary Employees.

2.2 ~~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.

2.3 ~~2.2~~ If, as a result of cancelling ~~or~~, curtailing, or re-scheduling in-person Learning Activities or other operations in accordance with section 1.1 of the Policy, UBC ~~may direct~~ directs 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.

2.4 ~~2.3~~ In the event of Extreme Environmental Conditions, employees not affected by sections ~~2.1~~ 2.2 and ~~2.2~~ 2.3 of these Procedures may choose to ~~2.3.1~~ attend on Campus to perform their duties; or, if they have their supervisor's prior approval, may:

2.4.1 ~~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;~~

2.4.2 ~~2.3.3~~ make up the time, provided that scheduling permits this ~~and they have their supervisor's prior approval;~~

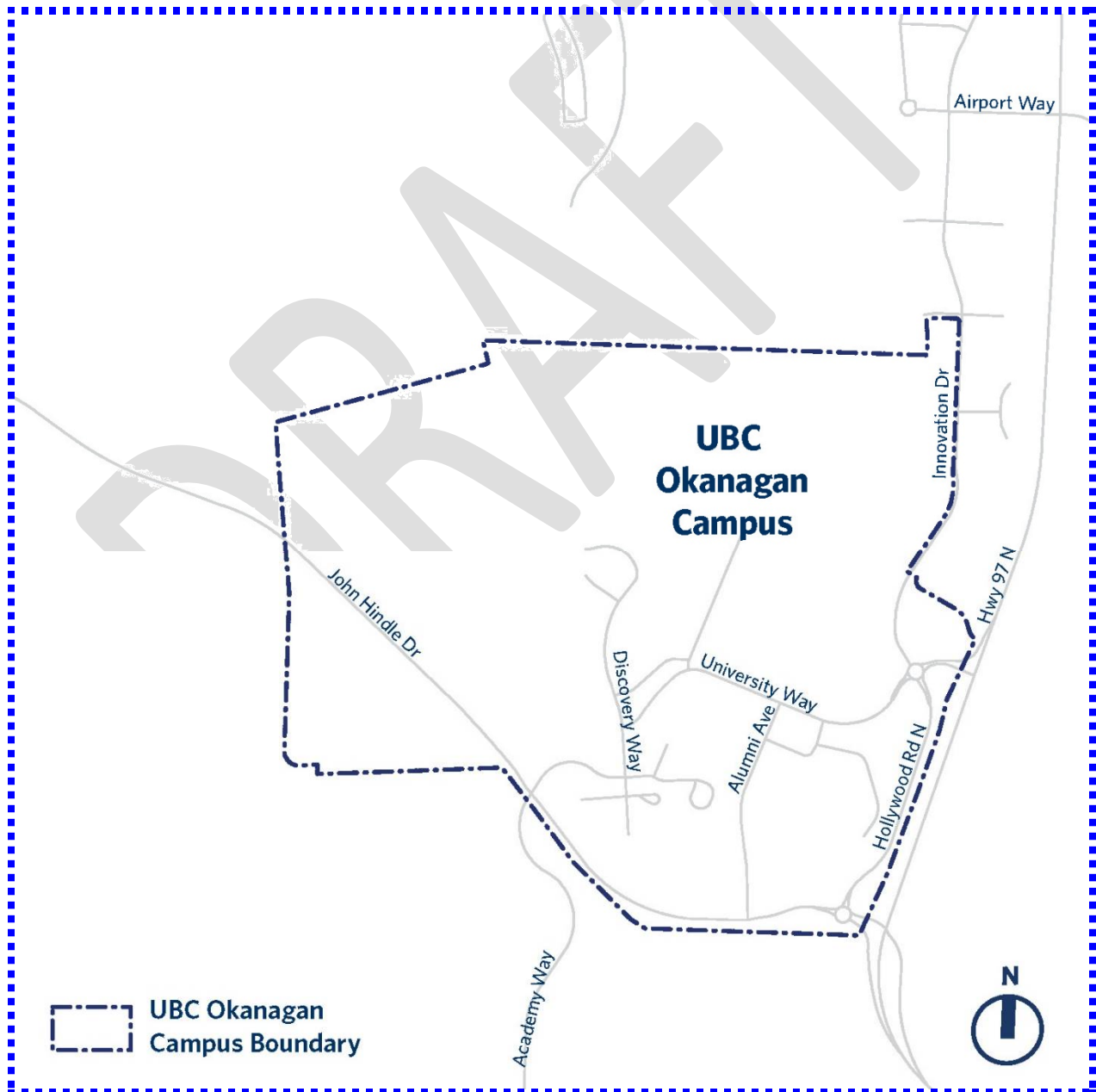
2.4.3 ~~2.3.4~~ take a vacation day, ~~provided that they have their supervisor's prior approval;~~ or

2.4.4 ~~2.3.5~~ take the day off without pay, ~~provided that they have their supervisor's prior approval.~~

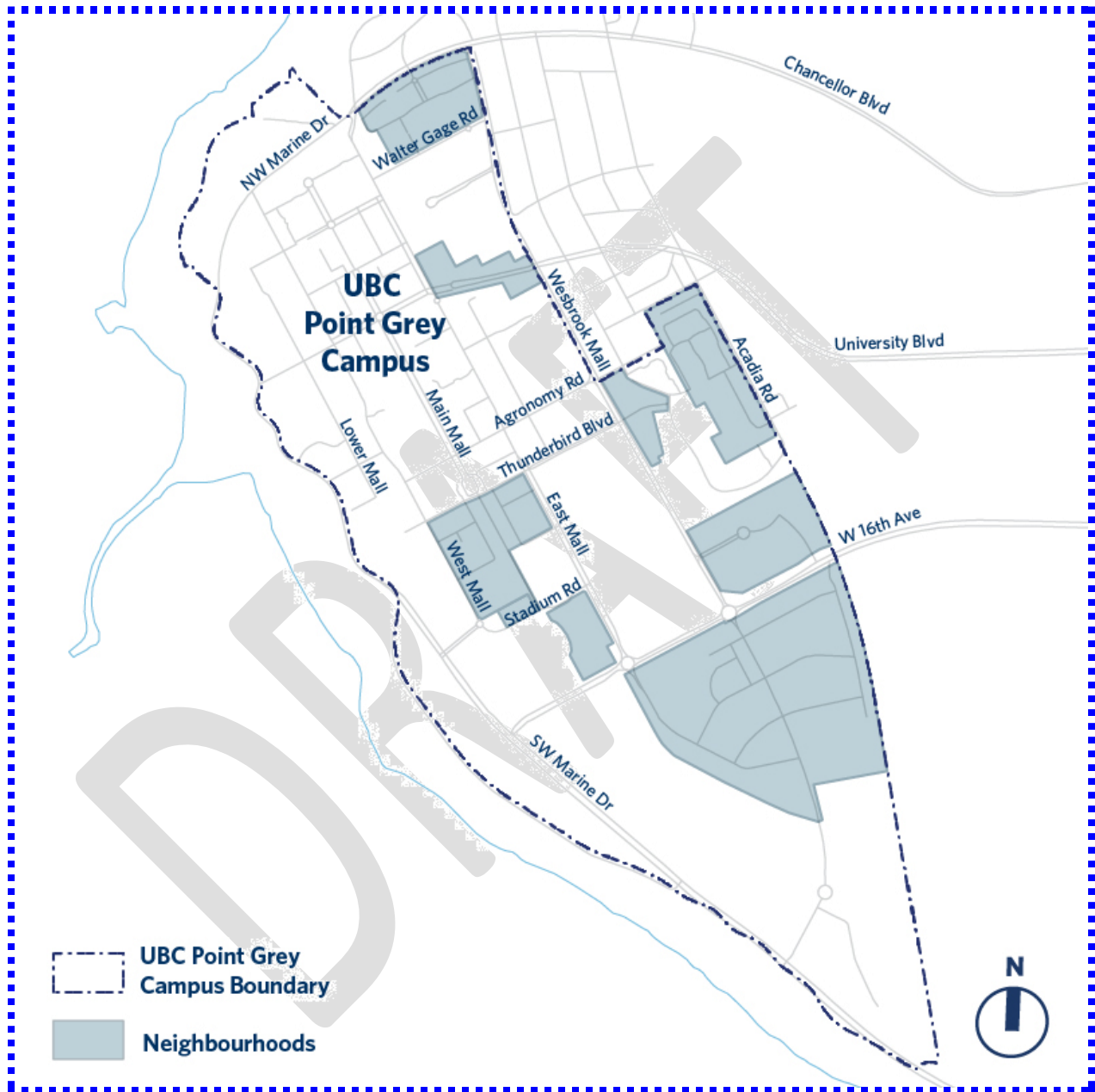
3 Definitions


3.7 For the purposes of section 3.2 of the Policy, "UBC Okanagan Campus" and the "UBC Point Grey Campus" are as outlined in the maps included in these Procedures.

Map of UBC Okanagan Campus:



Map of UBC Point Grey Campus:



 The University of British Columbia Board of Governors	Policy No.: SC5
Long Title: Disruption of Classes/Services by Snow <u>Curtailment of Normal Campus Operations Due to Extreme Environmental Conditions</u>	
Short Title: Snow <u>Extreme Environmental Conditions</u> Policy	

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. The Policy applies in respect of decisions regarding in-person operations on Campus.

In the event of Extreme Environmental Conditions, individuals who are located at off-Campus sites, whether or not they are within UBC's control, should seek direction from their Administrative Head of Unit when determining whether to attend the off-Campus site in-person.

The Registrar is responsible for the scheduling of undergraduate examinations, and the Faculty of Graduate and Postdoctoral Studies and the College of Graduate Studies, as applicable, are responsible for the scheduling of graduate student examinations and oral defences of graduate theses and doctoral dissertations. Accordingly, any decisions to curtail, reschedule or cancel these assessments are made pursuant to policies established by those units and are not within the scope of the Policy.

~~To delineate responsibility for decisions concerning cancelling classes and curtailing services in the event of snow and to outline guidelines for communication and staffing over heavy snowfall days.~~

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 and other operations will be made by the Principal and Deputy Vice-Chancellor (UBC Okanagan) or the Principal and Deputy Vice-Chancellor (UBC Okanagan)'s delegates with respect to the UBC Okanagan Campus and by the President or the President's delegates with respect to the UBC Point Grey Campus.

1.2 In determining whether to cancel, curtail, or reschedule in-person Learning Activities or other operations pursuant to section 1.1., the decision-makers will consider a number of relevant factors, which may include, without limitation, the status of public transit, weather forecasts, and road conditions.

1.3 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 authority of the Okanagan Senate, the Vancouver Senate, or the Council of Senates over the academic governance of UBC or the authority of the President to supervise and direct the academic work of UBC, including, without limitation, with respect to modality of learning.

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 UBC Okanagan Campus (as defined in the Procedures associated with this Policy), or (ii) the UBC Point Grey Campus (as defined in the Procedures associated with this Policy).

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

3.4 “Learning Activities” means (i) lectures, events or performances 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, the Irving K. Barber Learning Centre, the Commons certain facility operations, health services, 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.

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PROCEDURES ASSOCIATED WITH THE ~~SNOW~~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 ~~Snow~~Extreme 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~~

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 for the UBC Point Grey Campus and on the homepage of the following UBC website: www.ok.ubc.ca for the UBC Okanagan Campus, and will normally communicate any such decision on UBC social media platforms, which may include UBC's Safe App. In some circumstances, Media Relations may also communicate any such decision to local media. Unit-specific communications related to any decision made pursuant to section 1.1 of the Policy will be made and communicated within the unit by the applicable Administrative Heads of Unit or supervisors and will not be posted on www.ubc.ca, www.ok.ubc.ca, or social media platforms. Administrative Heads of Unit or

supervisors, as the case may be, will determine how to communicate this information and may elect to use e-mail, text messages, phone trees, or any other form of communication they consider to be efficient and appropriate within their unit.

- 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. Once a decision is made to cancel, curtail, or re-schedule in-person Learning Activities for a particular morning or afternoon and such decision is communicated, the decision will not be modified.
- 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 deteriorating conditions overnight, every effort will be made to communicate the decision to the radio and television stations by 6:00 a.m.~~Where an Administrative Head of Unit has determined that employees in their unit are Necessary Employees, the Administrative Head of Unit must communicate that determination to such Necessary Employees.
- 2.2 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.
- 2.3 If, as a result of cancelling, curtailing, or re-scheduling in-person Learning Activities or other operations in accordance with section 1.1 of the Policy, UBC directs employees not to work hours that they would otherwise have been required to perform, UBC will pay those employees for the hours missed as a result of that direction.
- 2.4 In the event of Extreme Environmental Conditions, employees not affected by sections 2.2 and 2.3 of these Procedures may choose to attend on Campus to perform their duties, or, if they have their supervisor's prior approval, may:
 - 2.4.1 perform their duties remotely, provided that their duties are capable of being performed remotely;
 - 2.4.2 make up the time, provided that scheduling permits this;

2.4.3 take a vacation day; or

2.4.4 ~~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), take a vacation day or to~~ take the day off without pay.

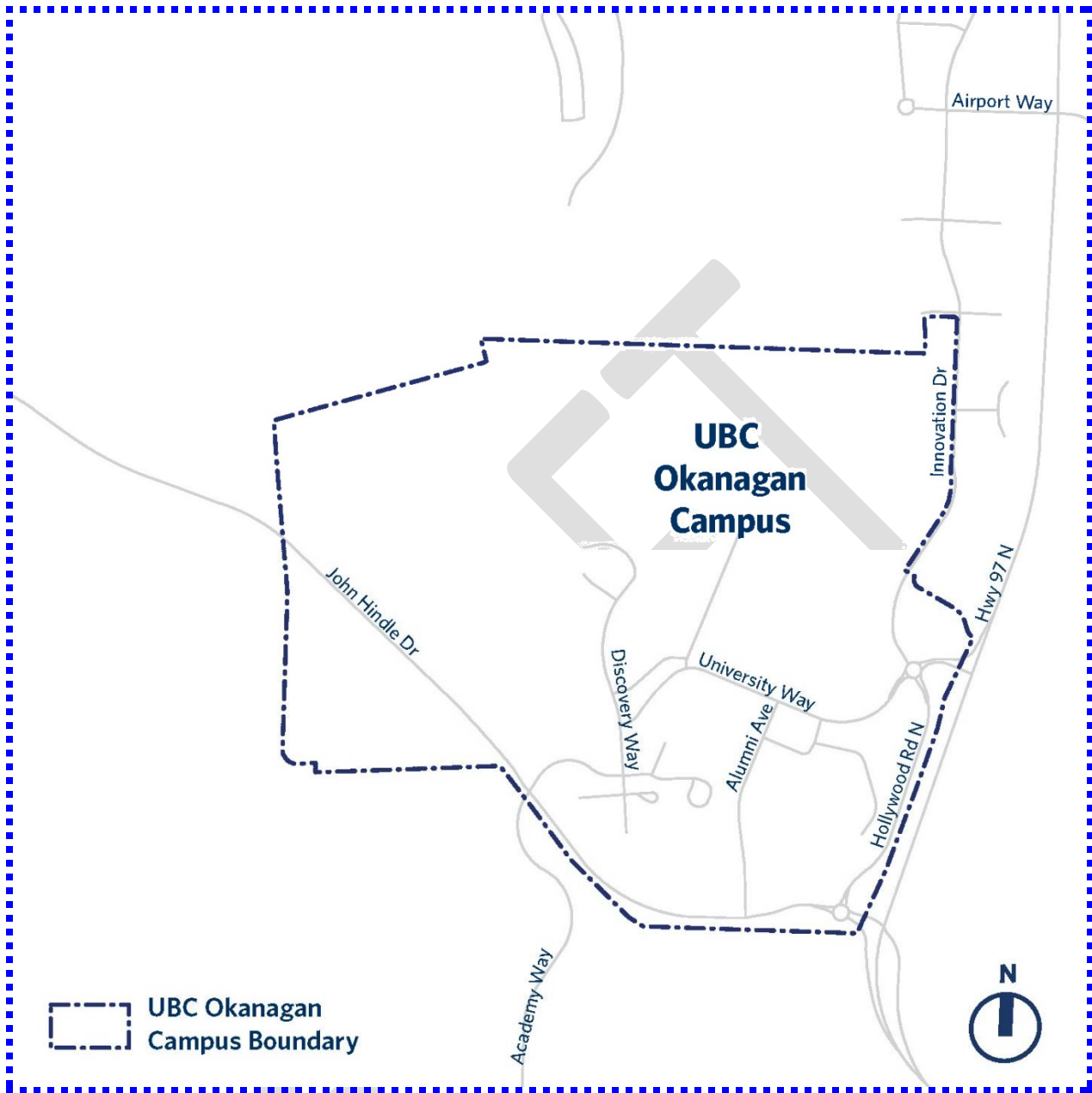
~~2.3 In the event of deteriorating conditions during a person's normal workday, the administrative head of unit has the authority to permit members of faculty and staff who are not designated as essential for snow services to leave early without loss of pay, upon receiving the communication originating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

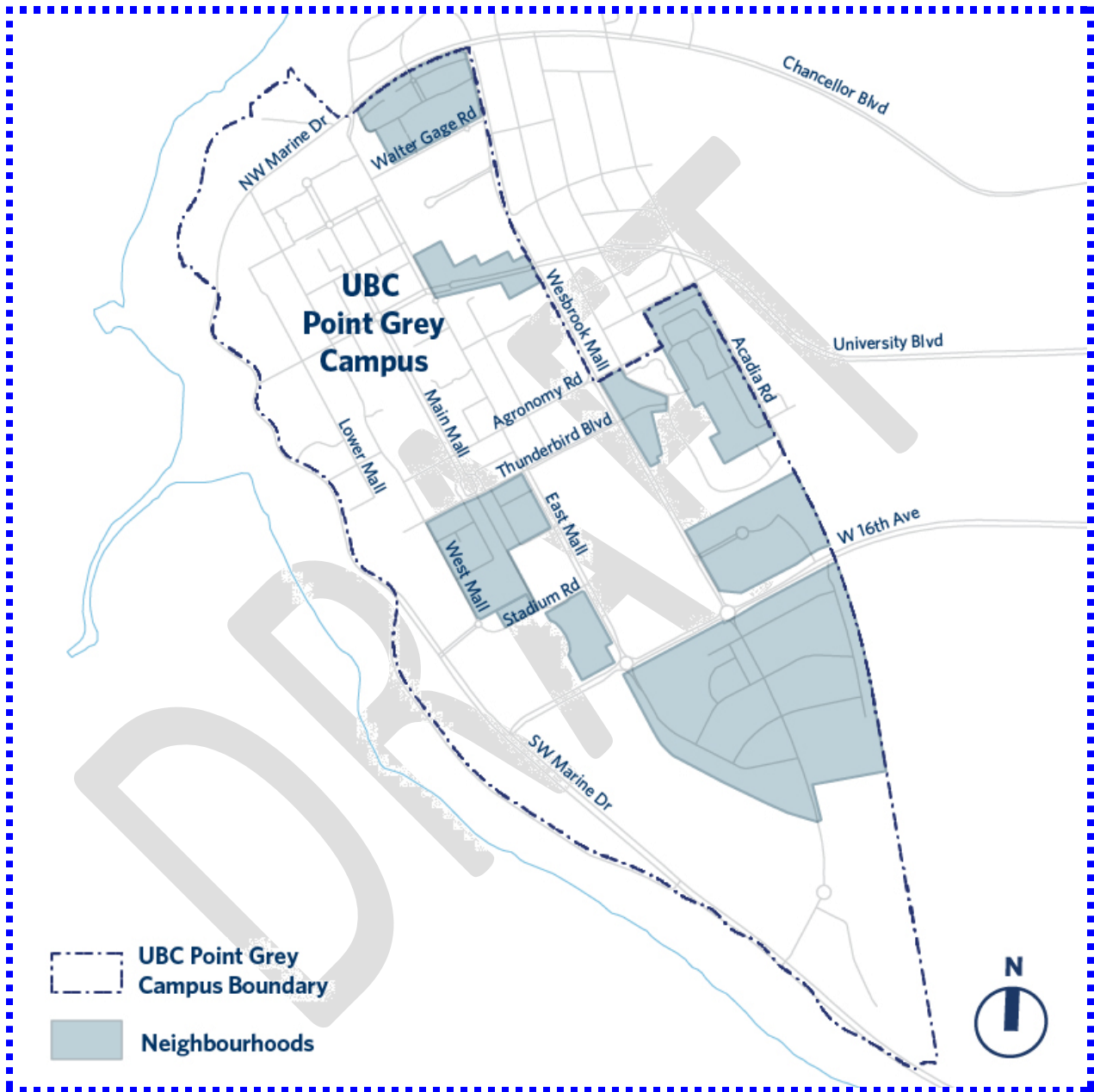
3 Definitions

3.7 For the purposes of section 3.2 of the Policy, "UBC Okanagan Campus" and the "UBC Point Grey Campus" are as outlined in the maps included in these Procedures.

Map of UBC Okanagan Campus:



Map of UBC Point Grey Campus:



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Unless otherwise specified below, all section references are to sections of the proposed amended Extreme Environmental Conditions Policy (the “**Proposal**”) set out in Appendix 1 in the [June 14, 2023 submission](#) to the Board of Governors’ People, Community & International Committee and all capitalized terms have the meanings set out in the Proposal.

No.	Comment	Committee Response
1.	<p>Expression of Support of Proposal</p> <p>Nine of the sources who provided comments expressed support of the Proposal, and in particular the expansion of the scope of the Policy and recognition of ability to teach remotely.</p>	N/A
2.	<p>Scope of Policy</p> <p>Multiple staff members have requested that the scope of the Policy be broadened. The requests are to include:</p> <ul style="list-style-type: none"> any kind of event that results in disruption of Learning Activities, or a minimum, find a way to include IT-related issues; transit strikes; seismic events, sudden outbreak of disease, and public disorder as examples in the definition of “Extreme Environmental Conditions”; and wildfire as examples in the definition of “Extreme Environmental Conditions”. <p>A staff member has requested clarity about what policy governs sites that are not part of the UBC Point Grey and UBC Okanagan campuses such as the Learning Exchange and Robson Square, and who would decide to curtail activities in these locations. The staff member has indicated that this information would be helpful for these units to make appropriate contingency plans for work arrangements.</p>	<ul style="list-style-type: none"> IT-related issues will be dealt with by UBC IT and transit strikes will be dealt with by Human Resources on a case-by-case basis. Outbreak of disease, seismic events, and public disorder are already captured in the scope of the Disaster Management Policy. <i>The Committee recommends including “wildfire” as an example in the definition of Extreme Environmental Conditions.</i> <i>The Committee recommends including language in the Background & Purposes section of the Policy to clarify that in the event of Extreme Environmental Conditions, those that are located at an off-Campus site, whether or not it is within UBC’s control, should seek direction from their Administrative Head of Unit with respect to whether to attend the off-Campus site in-person.</i>
3.	<p>Meaning and Scope of Learning Activities</p> <p>A graduate student seeks clarity regarding the expectations for graduate students during extreme environmental conditions given that graduate students are enrolled in credit courses/sessions meant for thesis research. The student requests that the definition of Learning Activities be amended to include research activities, including without limitation, of graduate students, honours students, and students undergoing directed studies.</p>	<ul style="list-style-type: none"> The definition of “Learning Activities” already includes laboratories, seminars, and similar activities related to UBC credit course offerings, which would capture research activities being undertaken as part of the credit courses a student is enrolled in for thesis research. However, as research is often self-directed, it may be a case-by-case decision if an individual is required or wishes to attend Campus to conduct research in the event that in-person Learning Activities are cancelled, curtailed, or re-scheduled. <i>The Committee recommends adding performances related to UBC course offerings to the definition of “Learning Activities” because, while these may be</i>

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	A staff member has asked whether the definition of “Learning Activities” includes public performances and events such as musical or theatrical performances by UBC students as part of credit courses and held at the Chan Centre, School of Music, and other locations.	<i>similar to examinations, they are not scheduled by the Registrar and are generally scheduled by the course instructor.</i>
4.	<p>Factors When Determining to Curtail In-Person Activities</p> <p>Multiple staff members have requested information regarding the determining factors used to decide if/when the campus will be closed or activities curtailed. Some staff and faculty members suggest the following should be taken into consideration:</p> <ul style="list-style-type: none"> the weather forecast (as the primary consideration); the status of the City of Vancouver and Lower Mainland transit; roads in other parts of the lower mainland. <p>Another staff member has requested information about which indicators will be used as thresholds for smoke and extreme heat, such as a certain AQHI index or particulate matter value or a certain maximum indoor/outdoor temperature.</p>	<ul style="list-style-type: none"> <i>The Committee recommends including some potential relevant factors that decision-makers may consider when determining whether to cancel, curtail, or reschedule in-person Learning Activities or other operations on Campus, including, without limitation, the status of public transit, weather forecasts, and road conditions.</i>
5.	<p>Services to Third Parties</p> <p>Staff members have requested clarification about whether the definition of “Necessary Services” applies to contractual services provided to third parties for public or private events held on campus, and consideration of whether “products and services provided by UBC under contract” could be included in the definition of “Necessary Services”.</p>	<ul style="list-style-type: none"> Service agreements with third parties are governed by the applicable contract between UBC and the third party. The contracts would set out each party’s obligations, and depending on the contract, there may be a force majeure clause permitting a party not to perform obligations or to delay performing obligations in the event that certain conditions arise which are beyond the party’s control. Performing the services will be an operational decision to be made by the individuals who are responsible for the relevant contract. Generally, UBC receives services on Campus so this issue is not likely to arise often.
6.	<p>Suggestions to Err on the Side of Caution</p> <p>A faculty member and an Associate Dean suggest that the Policy should allow UBC to make decisions that err on the side of cancelling in-person classes when perhaps it wasn’t entirely necessary. The faculty member indicates that students are increasingly apt to skip lectures on days they judge it may be difficult, slow, or dangerous to commute to campus and hybrid teaching is often less effective than teaching everyone online.</p>	<ul style="list-style-type: none"> The Proposal already provides decision-makers with the flexibility to exercise their judgment and they may choose to err on the side of caution where they consider appropriate.
7.	<p>Timing of Communicating Decisions to Cancel, Curtail or Re-schedule In-Person Activities</p>	<ul style="list-style-type: none"> The Proposal provides the flexibility to cancel, curtail, or re-schedule Learning Activities or other operations at any time in response to changing environmental conditions. However, the Committee still considers it desirable

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	<p>Multiple individuals have expressed concerns regarding proposed timelines to communicate decisions to curtail in-person activities. The main consensus among these individuals is that the decision be made earlier than 6:00am because many people have to leave home earlier than that time to make it to campus on time, particularly when teaching starts at 8:00am and there are extreme weather conditions.</p> <p>The following suggestions were made:</p> <ul style="list-style-type: none"> • communicate decisions by 5:00am for morning classes and by 12:00pm for classes beginning from 3:00pm; • communicate decisions by 5:30am; • communicate decisions the night before; • for classes starting between 8:00am-11:00am, communicate decision at 10:00pm the night before; • for classes starting between 11:00am-3:00pm, communicate decision at 6:00am the day of; • for classes starting after 3:30pm, communicate decision at 12pm the day of; • early enough to ensure that when transit cannot operate, people can leave early enough to make it home; • communicate decisions the night before where possible, and by 6:00am where required. <p>There were suggestions that decisions made the night before not be overturned in the morning.</p> <p>CUPE 116 requested that the Policy clarify that every effort will be made to ensure the decision is made and communicated by 6:00am. Feedback from a staff member provided a similar sentiment that the decisions must be made by the timelines stated rather than having this as a goal only.</p>	<p>to minimize the likelihood that last minute changes need to made. Therefore, the Committee has chosen deadlines that the Committee feels balance the desire to provide as much advance notice as possible with the desire that decisions that are made by the deadlines are based on an accurate understanding of the latest conditions and therefore are less likely to need to be changed after the fact.</p> <ul style="list-style-type: none"> • In addition, the deadlines do not prevent decisions from being made and announced earlier, such as where the decision-makers are confident that conditions are stable and unlikely to change materially. • <i>The Committee recommends including additional language in the Procedures to clarify that once a decision is made and communicated to cancel, curtail, or re-schedule in-person Learning Activities for a particular morning or afternoon, that decision will not be changed.</i>
8.	<p>Communicating the Decision to Cancel, Curtail, or Re-Schedule In-Person Activities</p> <p>A staff member has requested that communications and updates on www.ubc.ca expressly state whether staff should try to go to work, whether professors should go in to teach or switch to remote, etc. The</p>	<ul style="list-style-type: none"> • Decisions whether to cancel, curtail, or re-schedule in-person Learning Activities and other operations on Campus will be communicated on www.ubc.ca for the Point Grey Campus and on www.ok.ubc.ca for the Okanagan Campus, and normally also on UBC's social media platforms. Phone trees are not expected to be used to communicate these decisions.

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	<p>staff member also commented that including status updates on the UBC Safe App has been helpful. Another staff member has asked whether all communications will be only through the ubc.ca website, social media, and local media, and whether departmental “phone trees” of communications from local department heads would be included.</p>	<ul style="list-style-type: none"> • <i>The Committee recommends including additional language in section 1.1 of the Procedures to clarify that UBC will communicate decisions to cancel, curtail or re-schedule in-person Learning Activities and Operations on the UBC Okanagan Campus at the following website: www.ok.ubc.ca, and that UBC’s social media platforms may include the UBC Safe App.</i> • <i>The Committee recommends including additional language in section 1.1 of the Procedures to clarify how unit-specific communications will be made. The recommended language states that unit-specific communications will be provided by the Administrative Heads of Unit or supervisors and will not be posted on www.ubc.ca, www.ok.ubc.ca, or social media platforms. Administrative Heads of Unit or supervisors will decide how to communicate this information and may elect to use e-mail, text messages, phone trees, or any other form of communication they consider to be efficient and appropriate within their unit.</i>
9.	<p>Meaning of Cancelling and Curtailing Learning Activities and Other Operations while Campus Remains Open</p> <p>One staff member has requested clarification about the following phrases: “campus is closed”, “classes are cancelled, campus remains operational”, and “services are curtailed”. The individual notes that it appears this language is sometimes used interchangeably even though it has different meanings and impacts on employees. The individual suggested defining these terms and using them consistently to allow UBC Media Relations to distribute advisory bulletins that are clear.</p>	<ul style="list-style-type: none"> • The Proposal defines “Campus” to mean the geographic areas in which UBC Okanagan and UBC Vancouver carry out the bulk of their learning and research activities. The term does not include other facilities such as downtown locations, or remote research forests or marine research stations. The Proposal does not use the phrase “campus is closed” but instead refers in-person Learning Activities and certain other operations potentially being: (1) cancelled, (2) curtailed, or (3) re-scheduled. The Committee has drawn these distinctions to the attention of Media Relations to ensure that they use language in their public announcements that is consistent with the Policy.
10.	<p>Online Learning Activities</p> <p>Staff members have provided feedback that online learning activities may also be impacted by heat, smoke, and fires given that these conditions could impact people working and learning from home. The recent fires in the Okanagan and the resulting evacuation orders were provided as an example.</p>	<ul style="list-style-type: none"> • The Proposal addresses decision-making and communications regarding in-person activities and states that online learning will normally continue to take place during extreme environmental conditions (i.e., there may be rare instances where this is not possible).

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	<p>An Associate Dean has requested information about whether the Provost or their delegate will be responsible to decide if in-person Learning Activities will be switched to online learning activities. In addition, the Associate Dean recommends that communications clearly indicate that online learning may be replacing cancelled in-person Learning Activities, which would presumably also be addressed in the applicable course syllabi. The Associate Dean has requested information regarding the communication plan when on-campus classes cannot happen but some will be offered online.</p> <p>A graduate student has requested clarity as to whether power outages that affect campus will be considered.</p>	<ul style="list-style-type: none"> • <i>The Committee recommends adding the following language to the Proposal to clarify decision-making regarding switching to online learning: “Nothing in this Policy or its Procedures impacts the authority of the UBC Vancouver Senate, the UBC Okanagan Senate or the Council of Senates over the academic governance of UBC or the authority of the President to supervise and direct the academic work of UBC, including, without limitation, with respect to modality of learning”.</i> • In practice, the President may choose to delegate the authority to the Deans of the Faculties to make Faculty-specific decisions or to further authorize individual instructors to determine if their in-person Learning Activities can be switched to online learning. The Committee has recommended to the Okanagan and Vancouver Senates that they incorporate advice where appropriate in their guidance on syllabus content. • Where a power outage is the result of extreme environmental conditions (i.e., storms), it would be a factor considered in decision-making under the language that is already in Proposal. While not explicitly addressed in this language, where a power outage is not the result of Extreme Environmental Conditions (i.e., a mechanical issue in a substation), it will be dealt with by UBC Facilities and Operations on a case-by-case basis in accordance with existing standard operating procedures.
11.	<p>Exclusion of Examinations</p> <p>Certain feedback requested clarification as to how examinations will be impacted by extreme conditions, and requested that examinations be included in the scope of the Policy.</p> <p>A graduate student has requested clarity as to whether the Policy applies to in-person graduate degree defenses/comprehensive examinations, and indicates that the Policy excludes examinations scheduled by the Registrar but not oral examinations associated with graduate degrees.</p>	<ul style="list-style-type: none"> • The Proposal does not address disruption of examinations (including comprehensive examinations and oral defences of graduate theses and doctoral dissertations) because the Registrar is responsible for the scheduling of undergraduate examinations and the Faculty of Graduate and Postdoctoral Studies and the College of Graduate Studies, as applicable, are responsible for the scheduling of graduate student examinations and oral defences of graduate theses and doctoral dissertations. • The Faculty of Graduate and Postdoctoral Studies (FGPS) and the College of Graduate Studies (COGS) regulate comprehensive examinations and oral defences for UBC Vancouver and UBC Okanagan graduate students. • Information about FGPS comprehensive examinations can be found here: https://www.grad.ubc.ca/faculty-staff/policies-procedures/comprehensive-examination-candidacy

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		<ul style="list-style-type: none"> Information about FGPS examinations generally can be found here: https://www.grad.ubc.ca/faculty-staff/policies-procedures/examinations-masters-theses-doctoral-dissertations Information about COGS examinations can be found here: https://gradstudies.ok.ubc.ca/academics/thesis-and-dissertation/examination/ The Senates have policies to address all other examinations. The UBC Vancouver Senate policy can be found here: https://senate.ubc.ca/vancouver/policies/examination-disruption/. At this time, UBC Okanagan uses the same regulation as UBC Vancouver regarding disruption of examinations. <p><i>The Committee recommends including additional clarifying language in the Background & Purposes section of the Policy as follows: “The Registrar is responsible for the scheduling of undergraduate examinations, and the Faculty of Graduate and Postdoctoral Studies and the College of Graduate Studies, as applicable, are responsible for the scheduling of graduate student examinations and oral defences of graduate theses and doctoral dissertations. Accordingly, any decisions to curtail, reschedule or cancel these assessments are made pursuant to policies established by those units and are not within the scope of the Policy.”</i></p>
12.	Incorporation of Equity, Diversity and Inclusion A staff member suggests that EDI be embedded in decision making processes under this Policy, and mentions as examples staff with medical conditions who need to take medication but may not make it home on time or staff who have to get home to children who are home alone.	<ul style="list-style-type: none"> EDI permeates all decision-making at UBC and is not specific to how UBC handles extreme environmental conditions.
13.	Employee Work Arrangements A staff member has requested examples of staff who are not affected by the provisions regarding Necessary Employees and employees who are directed by UBC not to work hours they otherwise would have been required to perform.	<ul style="list-style-type: none"> Necessary Employees may change depending on the circumstances and the Extreme Environmental Conditions. Therefore, rather than attempting to catalog every person who is not a Necessary Employee, the Policy provides a definition of “Necessary Employee” and requires Administrative Heads of Unit to determine which of their staff members fall within this definition. <i>The Committee recommends that language be added to the Proposal to make it explicit that, where an Administrative Head of Unit has determined that employees in their unit are Necessary Employees, they must communicate that determination to the employees.</i> The language requested by CUPE 116 has been replaced by language in Section 1.4 of the proposed Procedures, which recognizes that conditions can change

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	<p>CUPE 116 has requested that language regarding deteriorating conditions in the workday be re-inserted into the proposed Policy. A staff member also requested that discretionary language remain to allow for departmental discretion in permitting staff to leave early.</p> <p>A staff member has asked whether section 2.3 of the Procedures applies when Learning Activities have not yet been cancelled.</p> <p>A faculty member has asked whether the Policy can explicitly acknowledge that individuals with family care responsibilities may struggle to provide quality instruction when teaching from home during extreme conditions.</p> <p>The IT Joint Occupational Health & Safety Committee has raised a concern that the options set out in section 2.3 of the Procedures could be perceived as inequitable because non-Necessary Employees have the option to work remotely and are not required to use their vacation/leave without pay, nor make up the time while Necessary Employees who cannot perform their work remotely are required to use their own vacation time, take leave without pay, or make up the time.</p> <p>A staff member has suggested: (1) adding definitions to encompass all staff at UBC, not only those doing Necessary Services; and (2) providing “more specific instruction around the treatment of employees who aren’t ‘Necessary’ and default the treatment to being paid”. The staff member also suggested the Policy should provide details for how a unit determines who is a Necessary Employee.</p>	<p>rapidly and that decisions to cancel, curtail, or re-schedule in-person activities can be made at any time. If such a decision is made, the applicable supervisors have discretion in determining which employees need to remain on Campus and which can continue working from home, and which can take the rest of the day off under one of the options in section 2.4 of the proposed Procedures (previously section 2.3). Given the language in section 1.4, the Committee does not recommend re-inserting the old language, which it considers to now be redundant.</p> <ul style="list-style-type: none"> Section 2.4 of the Procedures (previously section 2.3) provides that it applies if a decision has been made to cancel, curtail, or re-schedule in-person operations on Campus in accordance with section 1.1 of the Policy. (However, the Committee notes that, if in-person Learning Activities are still taking place, it is very unlikely that other in-person Campus operations would be cancelled.) This is addressed in the Hybrid Work Guidelines issued by Human Resources, which can be accessed here: https://hr.ubc.ca/working-ubc/hybrid-work-ubc/hybrid-work-guidelines. Necessary Employees are those who are required to perform their duties in order to maintain Necessary Services. The commentator may have mis-read the Proposal and may not appreciate that the Proposal already recognizes that, in some cases, Necessary Employees may perform their duties remotely. Of course, in some cases, these duties cannot be performed remotely. While UBC strives to treat all employees in the same manner where possible, the nature of individuals’ work results in unavoidable differences and for some Necessary Employees, this is the case. As noted above, the Proposal includes information about how units determine who are Necessary Employees. The Administrative Head of Unit makes the determination as to which employees are required to perform their duties in order to maintain Necessary Services. The Proposal indicates that those who are not Necessary Employees (i.e., all other employees at UBC who have not been designated as Necessary Employees pursuant to the Policy, would be subject to section 2.4 of the proposed Procedures (previously section 2.3) in

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	<p>CUPE 116 suggests that:</p> <ul style="list-style-type: none"> the options set out in section 2.3 of the Procedures should be made available to Necessary Employees who are unable to attend work because of extreme conditions; the status of non-Necessary Employees should be clarified to indicate that if employees are non-Necessary Employees and cannot work remotely, then they should always be directed not to work and be paid for their time. A staff member also suggests that employees who are not Necessary Employees should either be able to perform their duties remotely, or if remote work is not feasible, UBC should pay the employee for the hours missed. 	<p>the event of cancellation, curtailment or re-scheduling of in-person activities on Campus due to Extreme Environmental Conditions. The Proposal sets out the options available to non-Necessary Employees, and also provides clarity that, in the event UBC directs them not to work hours they would have otherwise been required to work, then UBC will pay them for the hours missed as a result of the direction. If UBC does not direct them not to work, and remote work is not possible, non-Necessary Employees can determine if they wish to go to Campus for work, or, with their supervisor's approval, take a vacation day, take the day off without pay or make up the time (if scheduling permits).</p> <ul style="list-style-type: none"> The options available to non-Necessary Employees are possible due to the nature of these individuals' work and the fact that it is not required to maintain Necessary Services during extreme environmental conditions. However, the same options cannot also be provided to Necessary Employees given that they are required to continue to perform their duties in order to maintain Necessary Services. As a general employment condition, employees are required to perform work in order to receive remuneration. Accordingly, if a non-Necessary Employee chooses not to work during Extreme Environmental Conditions, then the employee has the option of taking a vacation day, taking the day off without pay, or making up the time (if scheduling permits).
14.	<p>Work Arrangements for Faculty Members and Graduate Students</p> <p>A faculty member requests clarity regarding the application of section 2 of the Procedures to faculty members. The faculty member recommends clarifying whether individual faculty members can choose to teach or if curtailment of Learning Activities means faculty members have no discretion for their individual classes, and whether section 2.2 of the Procedures would apply in the latter case.</p> <p>A graduate student requests clarification as to whether graduate students could be considered Necessary Employees due to animal husbandry associated with their degrees. For example, the student has indicated he is designated as an essential employee due to his animal husbandry duties and therefore is expected to perform those duties. The student seeks clarification as to whether graduate students are expected</p>	<ul style="list-style-type: none"> If in-person Learning Activities are cancelled, then faculty members cannot continue with an in-person Learning Activity, but, subject to approval and delegation from the President, faculty members may have the ability to pivot the Learning Activity to an online modality. Section 2.3 of the Procedures (previously section 2.2) would not apply because teaching is not the sole responsibility of faculty members. As the commentator has indicated, graduate research assistants are students and not workers, and accordingly they would not fall under the category of Necessary Employees. If they take on a part-time position such as an animal care technician, then they may be considered Necessary Employees.

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	<p>to perform such duties in extreme conditions despite the duties being directly associated with their degree. The student mentions that UBC has taken the position that graduate research assistants are students, not workers, of UBC and therefore would not be subjected to the rules of employees but of students.</p>	
15.	<p>Different Expectations of Students and Employees</p> <p>Two staff members have indicated that the expectations for employees in the event of extreme conditions should be the same as those for students, and if classes are cancelled because of extreme conditions, then staff should not have to go to work because if it is unsafe for one group to go to campus, it is unsafe for others as well.</p> <p>A graduate student expressed concern that supervisors are making the determination as to whether an employee who is a non-Necessary Employee must come to campus for work as the supervisor might not act reasonably in making the decision nor take into account where the employee lives. The student further requests clarification as to why the default in section 2.3 of the Procedures is to go into work rather than one of the other options given that if it is too unsafe for students to come to campus, it would also be unsafe for employees.</p> <p>CUPE 2950 expressed concern about the safety of its members and proposes that staff be given the same consideration as that given to students. CUPE 2950 suggests inclusion of language similar to the following: <i>“When severe weather prompts the curtailment of University activities and/or classes, the safety of employees at work and the safety of employees travelling to and from work shall be considered of paramount importance. During the period of curtailment, non-vital work will be curtailed or performed remotely, the employees affected being informed concurrently with notice of curtailment sent to students. Employees who cannot perform their work remotely will be advised to avoid travel to campus, and to shelter in place remotely. No employees will suffer loss of pay due to work affected by inclement weather prompted curtailment of services. In the event of deteriorating conditions during a workday when University activities have been curtailed due to</i></p>	<ul style="list-style-type: none"> • Due to the differing roles, rights, and responsibilities of students and employees, the two groups cannot be treated the same with respect to what is expected of them when in-person Learning Activities or other operations on Campus are cancelled, curtailed, or re-scheduled. • The commentator may have misread section 2.4 of the proposed Procedures (previously section 2.3). This section provides various options for non-Necessary Employees, and does not make one of the options the default option. The Committee notes that the expectation is that supervisors exercise their discretion in a reasonable manner, and that there are other human resources mechanisms available to resolve situations in which the exercise of discretion may be inappropriate. • Safety is a key consideration in decision-making under the Policy, including with respect to whether or not to cancel, curtail, or re-schedule in-person activities on Campus. However, depending on the circumstances, some employees will be required to perform their duties to maintain Necessary Services. Some of these duties will by their nature be required to be performed in-person on Campus. As noted previously, non-Necessary Employees have the option to take the day off, but must take a vacation day or take the day off without pay.

Proposed Amendments to Snow Policy (SC5) – Community Consultation Summary


No.	Comment	Committee Response
	<i>environmental conditions, employees who are not designated as essential may leave early without loss of pay."</i>	
16.	<p>Libraries as Necessary Services</p> <p>Multiple staff members from the UBC Library, including the University Librarian, have indicated that they are not able to commit to ensuring all locations and branches remain open during extreme conditions but that they will do everything possible to ensure that Irving K. Barber Learning Centre remains open to students and staff. Staff also mention that occasionally students ask if they can sleep overnight in the library but this is not something that the library can safely offer.</p> <p>Staff also recommend clarifying that it is the Library's collections and remote services that are necessary during extreme conditions, and not the physical branches. If physical study space is deemed necessary, then it should be study spaces within Irving K. Barber Learning Centre but the other library spaces would remain closed.</p> <p>The University Librarian has requested that reference to the "libraries" in the definition of "Necessary Services" be replaced with "Irving K. Barber Learning Centre".</p>	<ul style="list-style-type: none"> The Committee recommends replacing the generic reference to "libraries" in the list of examples included in the definition of "Necessary Services" with specific references to "Irving K. Barber Learning Centre" and "the Commons".
17.	<p>Supports for Necessary Employees</p> <p>A staff member suggests that the Policy address circumstances in which a Necessary Employee cannot take public transit to work and incurs additional expenses to travel to and from UBC, and asks whether such additional expenses would be reimbursed by UBC in the event of extreme conditions. Another staff member has inquired whether additional support is available to departments that have Necessary Employees to ensure their health and safety are not negatively impacted during extreme conditions.</p> <p>A staff member has suggested that Necessary Employees should be prioritized for on-campus housing and receive a wage premium.</p>	<ul style="list-style-type: none"> The Committee notes that the general practice has been to reimburse Necessary Employees for reasonable expenses incurred to travel to and from Campus in the event that in-person operations on Campus have been cancelled, curtailed, or re-scheduled and the Necessary Employees have received pre-authorization from their supervisors to incur the expense. In addition, where possible, UBC provides accommodation or other support to Necessary Employees when they work late on Campus in the event of cancellation, curtailment, or re-scheduling of in-person operations on Campus. Housing programs provide for priority by, among other factors, date of registration. For further information, please see the following link: https://hr.ubc.ca/working-ubc/housing-programs. Those employees who are designated as Necessary Employees change from time to time and depend on the circumstances, and accordingly, it would not be feasible to prioritize on-campus housing on the basis of Necessary Employee designation. The

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No.	Comment	Committee Response
		Committee has forwarded the suggestion for wage premiums to the Vice-President, Human Resources.
18.	Environmental Considerations A staff member has asked whether there “could be a specific statement about care for the environment and how UBC will follow least harmful, or sustainable best practices”, and gave as an example, limiting salt use as much as possible. The staff member also suggests that snow clearing efforts should be emphasized on safe walking paths as much or more than clearing roads.	<ul style="list-style-type: none"> The Committee notes that UBC has an Environmental Protection Policy which already addresses environmental protection matters on Campus.
19.	Snow Clearing A staff member has indicated that the Policy doesn’t address snow removal requirements or plans on campus, who makes the decisions around snow clearing and priority, and whether UBC staff are expected to clear snow from their building areas in addition to custodial workers and plant operations. The member mentions that, in the Faculty of Arts building, the fire escapes need to be cleared in addition to two primary pathways to the building. A staff member from Animal Care Services has indicated that the facility is not serviced by campus snow removal which has proven to be a safety hazard when staff is required to work. The staff member requests including required snow removal for facilities in which Necessary Employees work. The UBC Joint Occupation Health & Safety Committee expressed concern regarding inadequate clearing of snow/ice in a timely and consistent manner and inadequate clearing of sidewalks, building entrances, loading bays, and parking lots where Necessary Employees are required to work.	<ul style="list-style-type: none"> The Committee has relayed this feedback to UBC Facilities and Operations.
20.	UBC Vancouver Thermal Energy Plants Staff from Energy and Water Services has provided the following feedback: <ul style="list-style-type: none"> the thermal plants must be staffed at all times; the roads to the Bioenergy Research and Demonstration Facility need to be clear to allow tanker trucks to get to the Campus Energy Centre in order to safely receive biomass fuel; 	<ul style="list-style-type: none"> Staff from Energy and Water Services is already captured in the definition of Necessary Employees. The Committee has relayed the operational components of this feedback to UBC Facilities and Operations.

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	<ul style="list-style-type: none"> • staff may need a place to stay at UBC while off shift if they cannot safely get home and if they may be needed to return to work; and • staff may need to work beyond 12 hours should there be no one to relieve them at the end of their shift. 	
21.	Evacuation Plans A staff member has requested information about UBC's evacuation plan in the event of wildfire, floods or storms.	<ul style="list-style-type: none"> • Information regarding emergency preparedness at UBC can be accessed here: https://ready.ubc.ca/get-informed/emergency-plans/.

 The University of British Columbia Board of Governors	Policy No.: SC5
Long Title: Disruption of Classes/Services by Snow	
Short Title: Snow Policy	

Background & Purposes:

To delineate responsibility for decisions concerning cancelling classes and curtailing services in the event of snow and to outline guidelines for communication and staffing over heavy snowfall days.

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.



PROCEDURES ASSOCIATED WITH THE SNOW 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 Snow 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), take a vacation day or to 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.

**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. Tyler Paetkau, *Graduate Student Society of UBC Vancouver Nominee*
11. Jenniffer Sheel, *Director, Municipal Services, UBC Vancouver*
12. Leah Terai, *Senior Manager, Faculty and Employee Relations, UBC Okanagan*
13. Annie Yim, *Deputy Registrar, Enrolment Services, UBC Vancouver*
14. Mike Vizsolyi, *Executive Director, Employee and Labour Relations, UBC Vancouver*