



SUBJECT	Report on Clerical Revision to Extreme Environmental Conditions Policy (SC5)
SUBMITTED TO	People, Community & International Committee
MEETING DATE	March 13, 2024
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	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 Office of the University Counsel (“**OUC**”) has prepared this report pursuant to section 7.3 of the Regulatory Framework Policy (GA2) to report a clerical revision made to the Extreme Environmental Conditions Policy (SC5).

Section 7.3 of the Regulatory Framework Policy permits the OUC to revise Board Policies and Procedures to correct obvious clerical errors, to reflect changes made by the President to Responsible Executive designations or titles, or to reflect changes in contact information upon request from UBC members who have supervisory roles at UBC. Section 7.3 of the Regulatory Framework Policy requires the OUC to report any such revisions to the Board at its next regularly scheduled meeting or as soon thereafter as practicable.

Amendments to the Extreme Environmental Conditions Policy and its Procedures were recently approved by the Board on December 5, 2023 with an effective date of December 7, 2023. Prior to uploading the amended version to the Policy Repository, the OUC made a clerical revision to the version approved by the Board to replace an incorrect section number in the Procedures. The section was previously inadvertently numbered “3.7” instead of “3.1”. The OUC also included the word “version” in the footer of the Policy and Procedures for consistency with the formatting of all other Board Policies and Procedures. Additionally, in January 2024, the OUC corrected a typo in section 1.3 of the Procedures to add the missing word “than”. The corrected section reads: “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 than 6:00am”.

SUPPLEMENTAL MATERIALS (Optional reading for Governors)

1. Blackline showing clerical revisions made to the version of the Extreme Environmental Conditions Policy approved by the Board in December 2023

 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: <p style="text-align: center;">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. 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 than 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.

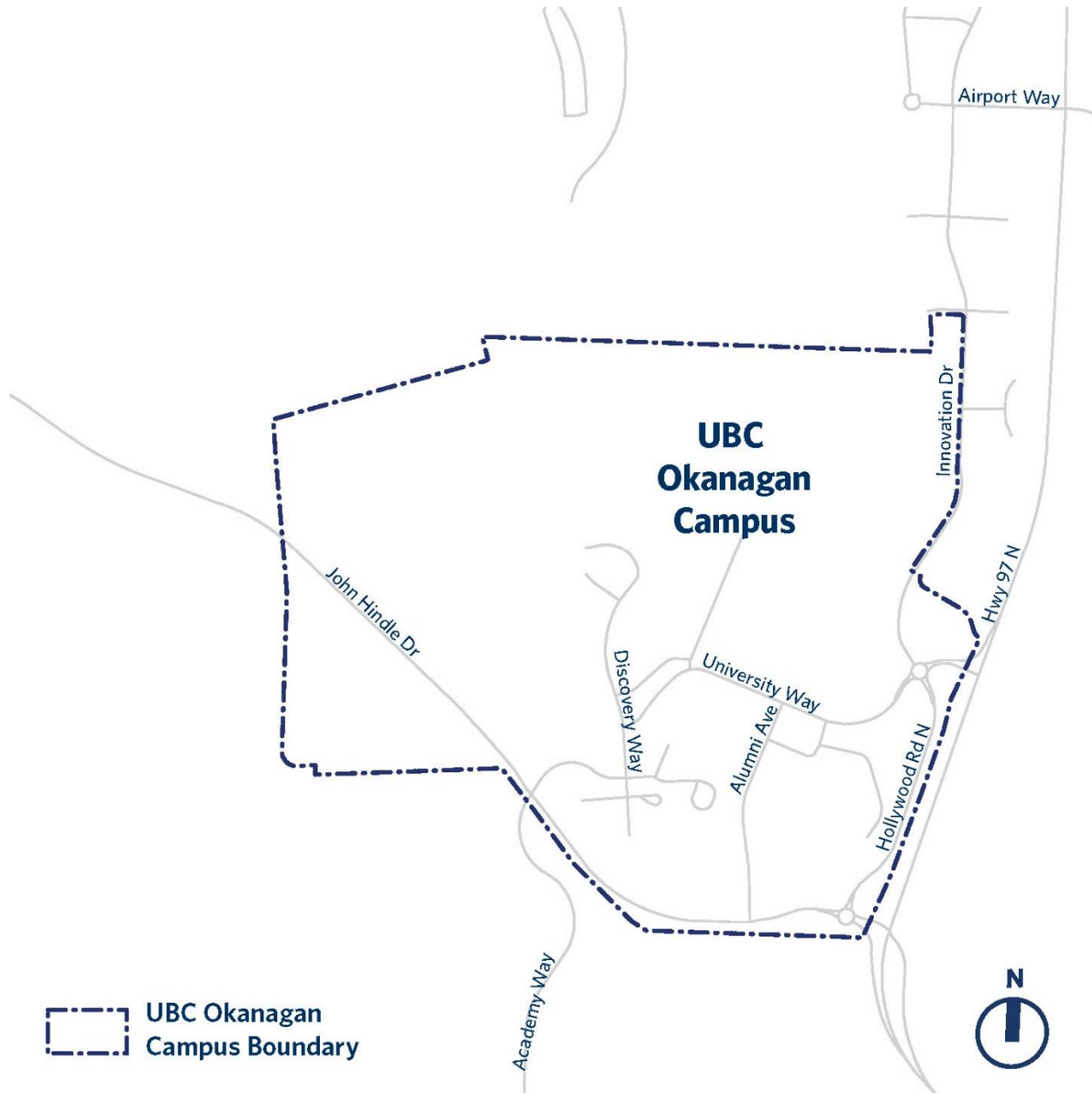
2 Work Arrangements During Extreme Environmental Conditions

- 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

- 3.1 ~~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:

