

BOARD MEETING AGENDA

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students
Board of Directors Meeting, June 28, 2021, Virtual Call

13:00 Call to Order

Directors Present

President (meeting chair)	Tashia Kootenayoo
Vice-President Finance & Operations	Muhammad Waseem
Vice-President External	Ahmed Ahmed
Vice-President Internal	Shiven Vinod Khera
Vice-President Campus Life	Jakson Pashelka
Director at Large	Kai Rogers
Director at Large	Priscilla Uribe
Director at Large	Jaanvi Shah
Director at Large	Cade Desjarlais
Faculty of Arts and Social Sciences Representative	<i>vacant</i>
Faculty of Creative & Critical Studies Representative	<i>vacant</i>
Graduate Studies Representative	<i>vacant</i>
Faculty of Science Representative	Leoul Woldemariam
Faculty of Management Representative	Josie Leung
Faculty of Applied Science Representative	Sam Diab
Faculty of Health & Social Development Representative	<i>vacant</i>
Faculty of Education Representative	<i>vacant</i>
Board of Governors Representative (<i>ex-officio</i>)	Shola Fashanu
Senate Caucus Student Representative (<i>ex-officio</i>)	Dylan Rogers

Directors Absent

Staff Present

Advocacy & Governance Coordinator	Sarah Furgason
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1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

21/06/28.01

Be it resolved that the agenda be adopted.

21/06/28.02

Be it resolved that Kirthana Ganesh be appointed to the position of Graduate Student Representative.

21/06/28.03

Be it resolved that Grace Halpin be appointed to the position of Health and Social Development Representative.

21/06/28.04

Be it resolved that Laavanya Prakash be appointed to the position of Creative and Critical Studies Representative.

21/06/28.05

Be it resolved that Serena Slonowski be appointed to the position of Faculty of Education Representative.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

21/06/28.06

Be it resolved that minutes of the meeting held, June 14, 2021 be adopted.

4. PRESENTATIONS

4.1 Print Shop

4.2 Capital Project

5. EXECUTIVE REPORTS

21/06/28.07

Be it resolved that the Executive Summary reports be adopted as attached.

6. COMMITTEE BUSINESS

6.1 Executive Committee

21/06/28.08

Be it resolved that the minutes of the meeting held June 15 and 22, 2021 be adopted.

6.2 Finance Committee

- 6.3 Policy Committee
- 6.4 Campus Life Committee
- 6.5 Campaigns Committee
- 6.6 Oversight Committee

21/06/28.09

Rogers/

Be it resolved that the minutes of the meeting held June 23, 2021 be adopted.

6.7 Media Fund Committee

21/06/28.10

Pashelka/

Be it resolved that Jaanvi Shah and Joe Haugen be appointed to the Media Fund Committee.

7. REPORT ON UNIVERSITY RELATIONS

- 7.1 Board of Governors
- 7.2 Senate
- 7.3 Other University Committees

8. OLD BUSINESS

21/06/28.11

Whereas colonial violence continues to impact Indigenous, Inuit, and Métis communities in Canada, and

Whereas the federal government has a responsibility to act on the recommendations of the Truth and Reconciliation Commission,

Be it resolved that the attached SUO statement be approved and,

Be it further resolved the statement be sent to the Office of the Prime Minister, Minister of Crown and Indigenous Affairs, the Member of Parliament for Kelowna-Lake Country, and federal government party leaders.

9. NEW BUSINESS

21/06/28.12

Whereas the 2020-2021 Board of Directors approved the SUO capital building project, and

Whereas the building proposal was approved at the UBC Board of Governors executive one phase, and

Whereas the project requires a functional planning programming contractor to continue in the UBC procedures for capital project procedures,

Be it resolved that the Board of Directors approve forty thousand dollars (\$40,000) to hire the Resource Planning Group (RPG).

10. INFORMATION ITEMS

- 10.1 Promotional Items

10.2 TRC Education

10.3 Board of Directors Reports

10.4 Board Retreat

10.5 Next Board Meeting Date

11. ADJOURNMENT

BOARD MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students
Board of Directors Meeting, June 14, 2021, Virtual Call

Meeting called to order at 13:15

Directors Present

President (meeting chair)	Tashia Kootenayoo
Vice-President Finance & Operations	Muhammad Waseem
Vice-President External	Ahmed Ahmed
Vice-President Internal	Shiven Vinod Khera
Vice-President Campus Life	Jakson Pashelka
Director at Large	Kai Rogers
Director at Large	Priscilla Uribe
Director at Large	Jaanvi Shah
Director at Large	Cade Desjarlais
Faculty of Arts and Social Sciences Representative	<i>vacant</i>
Faculty of Creative & Critical Studies Representative	<i>vacant</i>
Graduate Studies Representative	<i>vacant</i>
Faculty of Management Representative	Josie Leung
Faculty of Health & Social Development Representative	<i>vacant</i>
Faculty of Education Representative	<i>vacant</i>
Board of Governors Representative (<i>ex-officio</i>)	Shola Fashanu
Senate Caucus Student Representative (<i>ex-officio</i>)	Dylan Rogers

Directors Absent

Faculty of Applied Science Representative	Sam Diab
Faculty of Science Representative	Leoul Woldemariam

Staff Present

Advocacy & Governance Coordinator	Sarah Furgason
Well Pub Manager	Mike Ouellet
Finance Manager	Leanne Smailes

1. ACKNOWLEDGEMENT OF TERRITORY

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1.1 Truth and Reconciliation Commission Calls to Action

Rogers introduced the discussion on the TRC Calls to Action 1 – 5. Furgason provided comments on her research regarding the “Child Welfare” section.

2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

21/06/14.01

Rogers/Desjarlais

Be it resolved that the agenda be adopted.

Carried

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

21/06/14.02

Ahmed/Waseem

Be it resolved that minutes of the meeting held May 31, 2021 be adopted.

Carried

4. EXECUTIVE REPORTS

21/06/14.03

Leung/Uribe

Be it resolved that the Executive Summary reports be adopted as attached.

Carried

Rogers reminded directors that adoption of the Executive Summary reports is not automatic and that they should be reviewed prior to adoption and being made public.

5. COMMITTEE BUSINESS

5.1 Executive Committee

21/06/14.04

Waseem/Desjarlais

Be it resolved that the minutes of the meeting held June 8, 2021 be adopted.

Carried

5.2 Finance Committee

5.3 Policy Committee

21/06/14.05

Desjarlais/Ahmed

Be it resolved that Nolan Schmeekle be appointed to the Policy Committee.

Carried

Desjarlais provided information regarding the process for Student-at-Large recommendations.

Following a fulsome discussion, Desjarlais called the question, seconded by Rogers. The motion carried.

5.4 Campus Life Committee

21/06/14.06

Desjarlasi/Khera

Be it resolved that Colby Jeffries be appointed to the Campus Life Committee.

Carried

5.5 Campaigns Committee

21/06/14.07

Dejarlais/Ahmed

Be it resolved that Muhammad Konain be appointed to the Campaigns Committee.

Carried

5.6 Oversight Committee

21/06/14.08

Rogers/Waseem

Be it resolved that Fatima Al-Roubaiai be appointed to the Oversight Committee.

Carried

After some questions unrelated to the motion at hand, Desjarlais called the question, seconded by Rogers. The motion was carried.

21/06/14.09

Rogers/Khera

Be it resolved that Sarah Furgason be appointed to the Oversight Committee until a General Manager has been hired.

Carried

6. REPORT ON UNIVERSITY RELATIONS

6.1 Board of Governors

6.2 Senate

6.3 Other University Committees

7. OLD BUSINESS

8. NEW BUSINESS

21/06/14.10

Ahmed/Waseem

Be it resolved that the resignation of the Chief Returning Officer, Tyleigh Massey-LecLerc be accepted.

Carried

21/06/14.11

Rogers/Waseem

Be it resolved that Lorelei Stevenson be removed as signing authority on all bank & investment accounts held by the Students' Union Okanagan of UBC, namely the Valley First Credit Union, the Royal Bank of Canada, & RBC Dominion Securities as of June 11, 2021.

Carried

21/06/14.12

Khera/Ahmed

Whereas the Health & Dental Plan Working Group was previously created and tasked with researching potential enhancements to the Student Care Health & Dental Plan, and

Whereas the Health & Dental Plan Working Group has identified enhancements for 2021-22,

Be it resolved that the enhancements to the Student Care Health & Dental Plan for 2021-22 be approved as follows:

Adding dietician coverage at \$35 per visit up to \$350 per year,

Increasing psychology coverage per visit maximum from 80% to 100%, and

Increasing the annual maximum psychology benefit amount from \$600 to \$1000.

The motion was carried unanimously

Khera motivated the motion and Waseem provided additional points.

Desjarlais spoke in favour of the motion.

Ahmed spoke in favour of the motion, commending Khera on his work.

Kootenayoo spoke in favour of the motion and thanked the working group for their contribution.

Oulette provided additional information as a working group member.

Uribe spoke in favour of the motion.

9. INFORMATION ITEMS

9.1 Audit

Kootenayoo let directors know that the annual audit is currently underway.

9.2 Next Board Meeting Date

The next board meeting will take place June 28, 2021.

10. ADJOURNMENT

Meeting adjourned at 14:14

SUO EXECUTIVE BI-WEEKLY SUMMARY

NAME: Tashia Kootenayoo REPORT END DATE : 06-18-21

#HOURS WORKED:

ACTIVITIES COMPLETED THIS PERIOD

- Attended and facilitated sessions with BCCAMPUS on their Sexualized Violence Forum.
- Transitional timeline/plan for Staff and Executive interim period.
- Facilitated UBC introduction meetings with Executives such as the Equity, Inclusion Office, and Student Experience.
- Bi-Weekly meeting with the AVP of Students' Dale Mullings to discuss the UBC resumption plan and goals for 2021-2022 to better student experience on campus etc.
- Strategic Planning Session number two is scheduled and planned for June 28th, 2021. Completed the working document of Executive goals to send to BCFS for content planning for session.

ACTIVITIES IN PROGRESS

- Hiring Committee- facilitated working meetings for GM posting and have followed up on action items for the committee timeline.
- Open Educational Resources (OER) Working Group event planning for Indigenous Knowledge events for Open Access week. I'm meeting with Donna Langille the chair for the second time, next week to go over event content and invitations for panelists.
- WorkSafe Procedures, forwarded schedule for Executive office hours to the Execs, awaiting confirmation. Will continue to work with White and Fortin for a staff plan following Provincial mandates.
- Capital Planning- met with UBC to discuss the next steps the SUO must take for the building. We reviewed the cost to hire an external party for functional planning. I will work with Mike Oulette on next steps of budget process for capital building project and other internal pieces such as communication to students and consultations.
- Meeting with Staff to go-over the interim transitional plan for action items the GM covers.

ISSUES FOR IMMEDIATE ATTENTION

- Board of Directors appointments, these were approved to begin the process by the BOD. I want to follow-up with Shiven and Sarah next week to ensure there is more social media push for these applications.

ACTIVITIES TO BE STARTED

- Re-draft Executive Goal Report- Scheduled with Izzy Rusch to review current goals and re-establish via the feedback from the Oversight committee review meeting.

NOTES / OTHER

PLEASE LIMIT YOUR REPORT TO ONE PAGE

SUO EXECUTIVE BI-WEEKLY SUMMARY

NAME: Jakson

REPORT END DATE: 06-18-2021

#HOURS WORKED: 46

ACTIVITIES COMPLETED THIS PERIOD

- Struck the Media fund committee and reviewed necessary documents for meeting on June 24.
- Programmed full events calendar for September and began planning sponsorship (Mike and Joe Redbull).
- Designed Swag Items and actively seeking a quote for suppliers.
- Scheduled a meeting with SVPro to begin events campaign for fall, CL x Campaigns.

ACTIVITIES IN PROGRESS

- Preparing and finding a date for the first Campus Life Committee, (end of June)
- Comparing and contrasting partnerships with NHP and Blueprint
- SEO UNC consultation to happen on June 28.
- ... (add / remove bullets as required)

ISSUES FOR IMMEDIATE ATTENTION

- Signing off with the AVPS for approval for large events this year.
- Meet with Dale and Sherry, June 24

ACTIVITIES TO BE STARTED

- Swag Item and T-shirt orders being placed.
- Phase 1 of the SUO hotdesk volunteering guide
- Harmony date to be sought out further. Winter or Spring?
- ... (add / remove bullets as required)

NOTES / OTHER

- Folder of the Be Mindful campaign to review with Joe for Social media, possible launch in Sept.
- Ask Finance for previous budget lines, SUP budget?
- ...

PLEASE LIMIT YOUR REPORT TO ONE PAGE

SUO EXECUTIVE BI-WEEKLY SUMMARY

NAME: Ahmed Ahmed

PAY PERIOD ENDED: 15-06-21

#HOURS WORKED: 50

ACTIVITIES COMPLETED THIS PERIOD

- Attended all Positive Space, Student Task Affordability, Climate Action Plan 2030 and OER Committee committee meetings and followed up with my duties in providing a student point of view.
- Collaborated with the Advocacy & Governance Coordinator in working on the Indian Residential School statement to the Prime Minister's Office and Parliament members.
- Worked along with the Advocacy & Governance Coordinator on the Kelowna Senior Secondary statement that will be sent with the donation approved by the Board of Directors.
- Worked with Joe on the Indigenous Peoples Day graphic that will be placed on the SUO business doors informing students that the businesses are closed celebrating the holiday. The graphic will also refer students to an educational website.
- Met with Third Space Charity and proposed my idea of connecting mental health resources and providing easy access to information for students.
- Proposed adding an informative session on SUO services at Jumpstart Orientation to the Student Experience Office and got approved.

ACTIVITIES IN PROGRESS

- Meeting with all on-campus mental health resources and services to receive input on how to better connect mental health services and make them easier for students to access.
- Budget planning is still ongoing; more detail is being collected and provided to the VP Finance for the campaigns budget line.
- Researching the possibility of creating a BC Transit petition for a bus Loop between Academy, Quail and UBCO
- Working with the VP Campus Life to finalize SWAG items order for campaigns and SUO events.

ISSUES FOR IMMEDIATE ATTENTION

ACTIVITIES TO BE STARTED

- U-Pass petition promotion and campaign
- Mental Health campaign

NOTES / OTHER

- Thank you!

SUO EXECUTIVE BI-WEEKLY SUMMARY

NAME: Muhammad Waseem

REPORT END DATE: 06-15-21

#HOURS WORKED:50-60

ACTIVITIES COMPLETED THIS PERIOD

- Health and Dental Plan discussion with VP Internal
- Budget meeting with Campus life
- Budget meeting with External team
- Budget meeting with VP Internal
- GM hiring committee meeting
- Review/signing of payroll, budget YTD, expenses
- Meeting with Project Manager
- Strategic planning
- Finance committee Meeting
- Meeting with Finance Manager
- Training

ACTIVITIES IN PROGRESS

- Gathering quotes and a list of capital costs
- Finance committee presentation
- Connecting with Career Services

ISSUES FOR IMMEDIATE ATTENTION

- 2nd round budget meetings
- Preparation of finance committee agenda

ACTIVITIES TO BE STARTED

- Final Budget Presentation

NOTES/OTHER

SUO EXECUTIVE BI-WEEKLY SUMMARY

NAME: Shiven Vinod Khera
#HOURS WORKED:60

PAY PERIOD ENDED: 06-15-2021

ACTIVITIES COMPLETED THIS PERIOD

- Relationship made with UBC Food services- Working on a food security initiative for the Pantry
- Health and Dental plan recommendations approved unanimously by the board 😊
- Multiple meetings with the VP Finance regarding the budget line items.
- Reached out to PRC, IPS, Equity and inclusion
- Working with Health and Wellness in their Strat planning.

ACTIVITIES IN PROGRESS

- Ombuds survey for the students + helping them with their working committee
- Food security plan with Food Services- UBCO Pantry- Ongoing discussions
- Working on creating a mental health initiative with Rachel and potentially Agelink
- Meeting with the SEO to collaborate on initiatives like Create and Jumpstart 😊

ISSUES FOR IMMEDIATE ATTENTION

- No issues that require immediate action, initiatives at this point are longer term and except for admin immediate actions, project actions are ongoing.

ACTIVITIES TO BE STARTED

- Planning to start the mental health initiative working group to involve more directors to be part of the team – Rachel and Age link working group
- Policy committee starting
- Commons steering committee 😊))

NOTES / OTHER

- All great so far!! Looking forward to all the learning 😊

PLEASE LIMIT YOUR REPORT TO ONE PAGE

EXECUTIVE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC
Executive Committee Meeting, June 15, 2021, Virtual Call

Meeting called to order at 11:12

Committee Members Present

President (meeting chair)

Vice-President External

Vice-President Finance & Operations

Vice-President Internal

Vice-President Campus Life

Tashia Kootenayoo

Ahmed Ahmed

Muhammad Waseem

Shiven Vinod Khera

Jakson Pashelka

Staff Present

Advocacy & Governance Coordinator

Sarah Furgason

1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

2. ADOPTION OF AGENDA

21/06/15.01

Waseem/Ahmed

Be it resolved that the agenda be adopted.

Carried

3. PRESENTATIONS

4. OLD BUSINESS

4.1 Indian Residential School Survivors Society (IRSSS)

21/06/15.02

Ahmed/Khera

Be it Resolved that the Executive committee approve the SUO donate three thousand dollars (\$3000.00 CAD) to the Indian Residential School Survivors Society.

The motion was carried unanimously.

5. NEW BUSINESS

5.1 Indigenous Peoples Day SUO Closures

21/06/15.03

Khera/Ahmed

Be it resolved that the Students' Union of University of British Okanagan businesses and office be closed June 21st, 2021 for Indigenous Peoples Day, and

Be it further resolved that the closure of the SUO businesses and office include pay for an eight (8) hour day for all full-time regular staff.

Carried

6. INFORMATION ITEMS

6.1 SUO Tkemlups te Secwepemc Statement/Video

Kootenayoo will reach out to a media company to work on getting a video made for the membership.

6.2 Kelowna Secondary School Memorial Fund Donation

Khera said the memorial fund had been closed. He reached out to KSS to see how the funds could still be passed on to the families and is working with the Finance Manager to process the donation.

Directors discussed whether to include personal letters for the families and/or KSS

community.

6.3 Donations Procedures

Directors went over the procedures for making donations on behalf of the SUO. Kootenayoo suggested the Finance Committee come up with a formal procedure for donations.

6.4 H&D Plan Enhancement Next Steps

Khera will be communicating with Student Care on the decision to make enhancements to the Plan. Kootenayoo suggested a statement be made available to the members to let them know about the changes.

Waseem asked if it was possible to review the Plan and see if there is a different insurer that is a better option.

Kootenayoo asked Khera make the request with Student Care.

Waseem asked how the Plan changes would be promoted.

Khera said the Health and Dental Working Group has plans for promotion and he will follow up with the group and report back in a few weeks.

6.5 Executive Reports

Kootenayoo asked for feedback from directors on what they need for clear expectations for the reports and for general comments on the reporting process.

Waseem said that he did not prefer the format and it was difficult to provide content without being repetitive.

Ahmed said it is difficult to know what is expected in the reports.

Kootenayoo agreed that the level of detail required is not clear.

Furgason suggested directors provide feedback on the report template to the Oversight Committee for considerations on improvements. She also advised that directors send a draft of their report with their staff partner for review prior to submitting.

6.6 General Manager Hiring Committee Update

Kootenayoo provided an update on the hiring committee. She asked for input from the committee on spending an additional \$265 on promotion of the posting. All agreed.

7. ADJOURNMENT

Meeting adjourned at 12:30

EXECUTIVE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC
Executive Committee Meeting, June 22, 2021, Virtual Call

Meeting called to order at 11:06

Committee Members Present

President (meeting chair)

Vice-President External

Vice-President Finance & Operations

Vice-President Internal

Vice-President Campus Life

Tashia Kootenayoo

Ahmed Ahmed

Muhammad Waseem

Shiven Vinod Khera

Jakson Pashelka

Staff Present

Advocacy & Governance Coordinator

Sarah Furgason

1. ACKNOWLEDGEMENT OF TERRITORY

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2. ADOPTION OF AGENDA

21/06/22.01

Khera/Ahmed

Be it resolved that the agenda be adopted.

Carried

3. OLD BUSINESS

3.1 Budget

Waseem gave an update on the budget planning and next steps.

Kootenayoo said she will have more information on her budget items by July 9th. Khera said he should have numbers ready soon but asked for clarification on who should budget for the policy review. Directors agreed that Khera should research external consulting firms for a suitable option for a full review.

3.2 Strategic Plan

Kootenayoo reminded Executive Directors of the upcoming strategic planning session on June 29th. A final draft will be presented at the Board of Directors meeting on July 12th.

4. INFORMATION ITEMS

4.1 Indigenous Peoples Day Socials

Kootenayoo asked for information on the lack of social media for Indigenous Peoples Day. Directors agreed that there was confusion around who was responsible for ensuring social media assets are created. Kootenayoo suggested having social posts planned in advance and adding a social media discussion to the strategic planning session.

4.2 KSS Donation Update

Khera said the donation and letters are ready to be delivered. Khera and Desjarlais will be stopping by the school on June 28th.

4.3 WorkSafe Procedures

Kootenayoo requested that Executive Directors provide their schedules so the SUO can create an updated worksafe plan.

4.4 Transport Survey

Ahmed discussed the need for a route between campus, Academy Hill and Quail Ridge. He suggested a petition to put pressure on BC Transit to create a new route. Waseem

liked the idea since so many students live in these areas. Khera agreed but cautioned against expecting a quick resolution. Furgason cautioned not to make an immediate decision on the petition but to reach out for more information first. Ahmed said he wanted to move ahead with the petition. Kootenayoo said that the SUO should take a collaborative approach, working with the University. Waseem said the investment should not be substantial since transit already services these areas; however, he wanted to see a collaborative approach as well. Khera agreed.

4.5 Fair Trade Programming

Kootenayoo gave an update on the implementation of Fair Trade products at the University. Kootenayoo expressed concerns about SUO businesses being able to accommodate that change, especially with a focus on local products. Waseem did not think it was reasonable to expect the SUO to take on the expense, with no direct benefit to students.

4.6 Staff Executive Meeting

Kootenayoo provided information about the recent staff meeting; going forward, staff members would like more opportunities to discuss action items and updates at staff meetings.

5. ADJOURNMENT

Meeting adjourned at 12:29

OVERSIGHT COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC
Oversight Committee Meeting, June 23, 2021, Virtual Call

Meeting called to order at 16:33

Committee Members Present

Director at Large

Student at Large

Advocacy & Governance Coordinator

Kai Rogers

Fatima Al-Roubaiai

Sarah Furgason

Committee Members Absent

1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

2. ADOPTION OF AGENDA

3. PRESENTATIONS

4. OLD BUSINESS

5. NEW BUSINESS

21/06/23.01

Al-Roubaiai/Furgason

Be it resolved that Kai Rogers be appointed chair of the Oversight Committee.

Carried

6. INFORMATION ITEMS

6.1 Executive Review Process

Rogers gave an overview of the review process to date. Committee members discussed the Summary Reports, Executive Goal Reports, and Executive Director performance.

The review report will be submitted to the July 12th board meeting.

6.2 Executive Time Off Request

Kootenayoo made a request for five paid vacation days in July. The Committee members were in agreement with the request.

7. ADJOURNMENT

Meeting adjourned at 17:41

On behalf of the 10,000 students of UBC Okanagan,

The Students' Union Okanagan of UBC stands in solidarity with Tk'emlúps te Secwépemc as they mourn the loss of their children. Their deaths are a result of the colonial violence inflicted by the residential school system, Catholic Church, and Canadian government. We recognize that colonial violence is not only part of our history but is ongoing and systematic.

We ask the federal government to commit adequate resources and funding to implement the 94 calls to action outlined in the Truth and Reconciliation Commission report. The support provided to Indigenous communities must be trauma-informed, community-led, and with the involvement of Knowledge Keepers in those communities.

As part of this commitment, the federal government must cease fighting against compensation for Indigenous children and the survivors of the St. Anne's residential school. The federal government cannot claim its support for Indigenous communities while engaging in legal battles against Indigenous survivors of colonial violence.

We understand the intention of lowering Canadian flags. But we must do more. We need a national day of mourning to grieve the loss of these children.

The Canadian government must take action that is meaningful and informed in order to move toward reconciliation.

Students' Union Okanagan of UBC Board of Directors



Advanced Planning &
Facilities Programming

2021 06 11, Friday

Natalie Walliser, Senior Facilities Planner, University of British Columbia Okanagan,
3333 University Way, Kelowna, BC V6V 1V7

RE: FUNCTIONAL PROGRAM FOR UBCO STUDENT UNION BUILDING

NATALIE, we are pleased to submit this brief Proposal of Services for developing a Functional Program for the proposed Student Union Building project at The University of British Columbia Okanagan Campus.

KEY PARAMETERS AND SCOPE OF WORK

We understand the scope of work and key process parameters to be as follows:

- **Student Union Building:** The components of the Functional Program will generally align with the work conducted thus far, which identifies 15 types of use, including:
 - Students Union of Okanagan Administrative Space
 - Graduate Student Centre
 - Forum/Chamber
 - Bookable Multi-Use Rooms
 - Service/Resource Centres, including Orientation/Security Services, Resource Group Centres, including multi-faith space, Sexual Assault Support Centre, and Childminding
 - Media/Communications Facilities, including the student newspaper and radio station
 - Club Facilities
 - Presentation/Performance Facilities
 - Recreation Facilities, including a climbing wall, Dojo, shower and change rooms, and storage
 - Retail/Commercial Services Operations, including SUO commercial retail space, Lease commercial retail space and a lease service office
 - Common Domain Space, including a programmable atrium/concourse, extended seating areas, multi-use lounge space and pocket lounge space, and computer lounges
 - Archives/Special storage
 - SUO Building and Support Operations, including loading dock and support services, and
 - UBCO Building and Support Operations.

Project Scope

The project size has been identified as between 50,000 and 80,000 gross square feet and a capital budget of between \$40 - \$60 million. It will be important for programming to identify the primary driver – amount of space or project budget – and to identify a more specific target.

Resource Planning Group Inc.

205-1525 West 8th Avenue
Vancouver, BC V6J 1T5
T 604-736-6426
F 604-736-4079
E info@rpg.ca

PO Box 10030,
RPO Henley Gardens
Scarborough, ON M1N 0A6
T 416-498-5205
E info@rpg.ca

www.rpg.ca

- **Process:** RPG understands that there is a need to work closely with representatives from the Students' Union and UBCO in the development of the Functional Program, including advising on engaging students and building infrastructure requirements. RPG will provide input on the content of any student survey questions that could help inform the development of Functional Program as well as analysis and summary but will not be responsible for hosting the survey.

RPG understands that meetings with user representatives to develop Functional Program will take place over the summer and that there will be a Project Steering Committee comprised of representatives from UBCO as well as SUO that can confirm the any needed directions and approve parameters, and the final Functional Program document.

- **Document:** Student Union Functional Program, including graduate student lounge if included, will be integrated into a single document, titled Student Union Building Functional Program.
- **Outcomes and Subsequent Steps:** RPG understands that the results of the Functional Program will help to inform a student referendum that will determine whether the project will proceed.

PROJECT ORGANIZATION

Project Liaison

We understand that Natalie Walliser will act as the UBC Project Liaison for the project. The Project Liaison will be the key RPG contact or "point person", and will schedule meetings as required, and assist in the collection of information, distribution of draft and interim documentation, resolution of issues, and will generally help expedite the process.

User Groups

We understand that there will be a core group of individuals representing the Students' Union and supporting the development of information for each component. RPG will work with the Project Steering Committee to identify the number, focus and membership of representative user groups that will most effectively support the development of the functional program. Individual component groups should not be larger than six individuals. It will be important for their to be continuity of membership throughout the project; as a result, we would recommend that where an individual is not able to attend all meetings, that they designate an alternative who is able to attend when they are not able.

It is recommended that User Group meetings be chaired by RPG and be scheduled to expedite the development of the work. It is assumed that each User Group will meet with RPG two times, and will be responsible for providing relevant information for their respective component(s), review and comments of draft documentation as required and, as necessary, consulting with colleagues to quickly confirm decisions and bring forward consensus.

WORK PLAN

RPG recommends the following Work Plan to complete the Functional Program.

0.0 Project Initiation and Management

- 0.1 Collect all relevant information related to the project.
- 0.2 Tour UBCOSUO facilities to understand current functions and uses.
- 0.3 Tour UBC Alma Mater Society's The Nest in Vancouver and meet with Michael Kingsmill regarding process for development as well as programmatic areas of success, and lessons learned.
- 0.4 Prepare for and conduct an orientation session with representatives from SUO around the capital development process, particularly focused on functional program development.
- 0.5 Prepare for and conduct a Project Initiation meeting with the Project Steering Committee to review and discuss the objectives for the project, project organization and the proposed work plan; revise as required.
- 0.6 Conduct regular meetings with the Project Liaison and others as required to monitor the progress of the project and assist in preparing for subsequent steps.

1.0 Project Parameters

- 1.1 Assist the SUO with the formulation of questions for the student survey; collect final survey data, analyze and summarize.

Note that this may be conducted at the outset of the project to inform the Project Parameters (i.e., elements to be included) or later, in the Functional Program task, to provide broader inputs related to the character of the facility or environmental stance, etc.
- 1.2 Prepare for and conduct a Project Parameters work session with the Project Steering Committee to review and confirm proposed functions to be included, their proposed scope, and overall targets around project scope, including size of the facility or project budget.
- 1.3 Document results of the work session in a draft Project Parameters Working Paper that identifies overall targets for the facility, the functions and services to be included, statements around scope of each element, and a component list; submit for review.
- 1.4 Meet with the Project Steering Committee to review draft Working Paper; revise as required and submit final Project Parameters Working Paper.

2.0 Functional Program

- 2.1 Identify user group representation for each functional component and schedule, prepare for and conduct a series of component User Group meetings to discuss information related to the functional component, including activities, current and future workloads if any, current and future staff to be accommodated, if any, relationships to other components, functions and services, and space requirements.

Assumes that there will be a total of 10 components as follows:

- Common Space, including entrances, atrium/concourse, and various seating areas and lounges, and Security Services

- Retail/commercial services, including SUO, leased commercial retail, and support space
 - SUO Administrative space, Forum/Chamber, and Archives/Special storage
 - Bookable Multi-Use Rooms
 - Service/Resource Centres, including orientation, group spaces, such as multi-faith space, Sexual Assault Support Centre, and childminding
 - Club and media/communications facilities, including the student news and radio station
 - Presentation/Performance facilities
 - Recreation facilities, including a climbing wall, Dojo, shower and change rooms, and storage
 - Graduate Student Centre
 - SUO building and support operations, including loading dock and support services, and UBCO building and support operations.
- 2.2 Develop draft Working Paper Component Planning Criteria for each component and submit for review.
 - 2.3 Identify any issues, particularly where User Groups have recommended component directions that do not align with Project Parameters, describe and provide a recommendation where possible, and submit to the Project Steering Committee for direction.
 - 2.4 Conduct a series of User Group meetings to review draft Component Planning Criteria and further develop functional relationships, design criteria.
 - 2.5 Incorporate User Group meeting information into the Component Planning Criteria and submit for final review.
 - 2.6 Collect comments from User Groups through the Project Liaison and revise Component Planning Criteria as required.
 - 2.7 Develop introduction and summaries, and submit for review; collect comments and revise as required.
 - 2.8 Assemble all working papers into a UBCO Students' Union Building Functional Program document and submit.

SCHEDULE

RPG is prepared to begin project work in the middle of July. Subject to meetings scheduling, timely submission of any required information from UBC representatives, draft document reviews, and resolution of any outstanding issues by project User Groups, we expect to substantially complete all project work by the end of September 2021.

DELIVERABLES

RPG will provide PDF files of *draft* and *final* documents.

If you agree with the proposal as presented above and would like us to proceed with the work as proposed, please either issue a contract/work order, or sign where indicated below and return to my attention. Thank you for considering us for this project.

Sincerely,

RPG - RESOURCE PLANNING GROUP INC., VANCOUVER



Mark Mehrer
Senior Principal, Principal
P2130

Natalie Walliser, Senior Project Manager