THE UNIVERSITY OF BRITISH COLUMBIA

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VANCOUVER SENATE AGENDA COMMITTEE MEETING MINUTES

October 9, 2026 from 12:02-12:24 pm via Zoom

Attendees	
Senators	D. Fontana, J. Panchi
Ex Officio	B. Britton, L. Burr, J. Fox (Vice-Chair), K. Lo, W. Norman
Regrets	G. Averill, J. Gilbert, S. Gopalakrishnan, L. Moss, R. Ng, N. Pindell, M. Prost
Senate Staff	C. Eaton (Clerk to Senate), B. Menard (Cmte Secretary)
Call to Order and Land Acknowledgement	The meeting of the Senate Agenda Committee (the "Committee") was called to order at 12:02 pm by the Vice-Chair, Joanne Fox. She also provided an acknowledgement of the land.
Agenda	**Motion:** *That the Committee adopt the October 9, 2026 agenda.* Adopted by General Consent
Meeting Minutes	**Motion:** *That the Committee approve the September 4, 2026 meeting minutes.* . Approved by General Consent
Business Arising from the Minutes	The Committee Secretary, Bradley Menard, advised that the memo regarding the previously approved motion to develop a Senate Handbook had been forwarded to the Nominating Committee.
In Camera – Agenda of the October 21, 2026 Vancouver Senate	By general consent, the Committee entered an *in camera* session to consider the agenda of the October 21, 2026 Vancouver Senate meeting. The Committee rose from *in camera* session at 12:14 pm.
Other Business	Senator Ben Britton recommended that the Agenda Committee adopt a proactive approach to agenda-setting and develop a work plan early in the triennium. The Clerk to Senate, Christopher Eaton, responded that once the committees were reconstituted and Chairs elected, the Chairs would be

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invited to attend the Committee an orientation will be provided. He proposed discussing proactive agenda-setting in December.

Senator Drédyn Fontana requested an update on the previously approved motion concerning additional funding for the Senate Office. He also asked whether the Agenda Committee's support for the request had been communicated.

The Clerk advised that he had submitted a budget request for additional resources and that it was proceeding through the University's budget process. He confirmed that the Provost was aware of the Agenda Committee's support for the request.

Senator Wendy Norman asked whether the Agenda Committee's previous practice of scheduling meetings for an additional 30 minutes to allow for strategic planning should be reinstated. She noted that the extended meeting time had provided an opportunity for longer-term planning and leadership work.

The Clerk responded that the extended meeting schedule had ended with the previous triennium.

By general consent, the Committee approved extending its meetings by 30 minutes on a continuing basis.

The Vice-Chair confirmed that meetings would be scheduled from 12:00 to 1:30 pm.

Senator Norman recommended that prospective Committee Chairs be informed of the monthly time commitment associated with serving on the Agenda Committee. She also suggested developing guidance materials outlining the responsibilities associated with committee leadership roles.

Senator Britton confirmed that developing a handbook or related materials remained on the Nominating Committee's agenda. He noted that the materials would clarify role expectations and recommended that the Agenda Committee develop a work plan to guide its activities during the triennium.

The Vice-Chair recommended that the Senate Office clearly communicate the additional responsibilities associated with Committee Chair and Vice-Chair appointments, including ex officio membership on other committees.

The Clerk clarified that these additional memberships had originally been intended to ensure that Committee Chairs received meeting materials and remained informed of overlapping matters. He explained that regular attendance at those committees had not necessarily been intended as a requirement.

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The Vice-Chair responded that her understanding had been that attendance at these committees was expected and that participation had been useful in keeping her informed of matters under consideration.

Senator Norman recommended clarifying committee membership and attendance expectations in the handbook.

Senator Britton proposed that the Agenda Committee contribute information about its responsibilities to support the Nominating Committee's development of the handbook. He asked whether the Clerk could prepare a framework for members to contribute to a shared document.

The Clerk advised that he planned to prepare a template or framework that members could complete and refine collaboratively. He noted that developing the materials comprehensively could take approximately a year.

The Vice-Chair noted the need to communicate these responsibilities before the next regular committee meetings, when nominations for Chairs and Vice-Chairs would be sought.

Senator Norman recommended that Senate staff supporting the committees prepare lists of the responsibilities associated with each role including any additional ex officio committee memberships.

The Clerk undertook to communicate these expectations to the Senate staff who support the committees.

Next Meeting November 6, 2026 from 12:00-1:30pm

Adjournment Seeing no other business, the meeting was adjourned at 12:24 pm