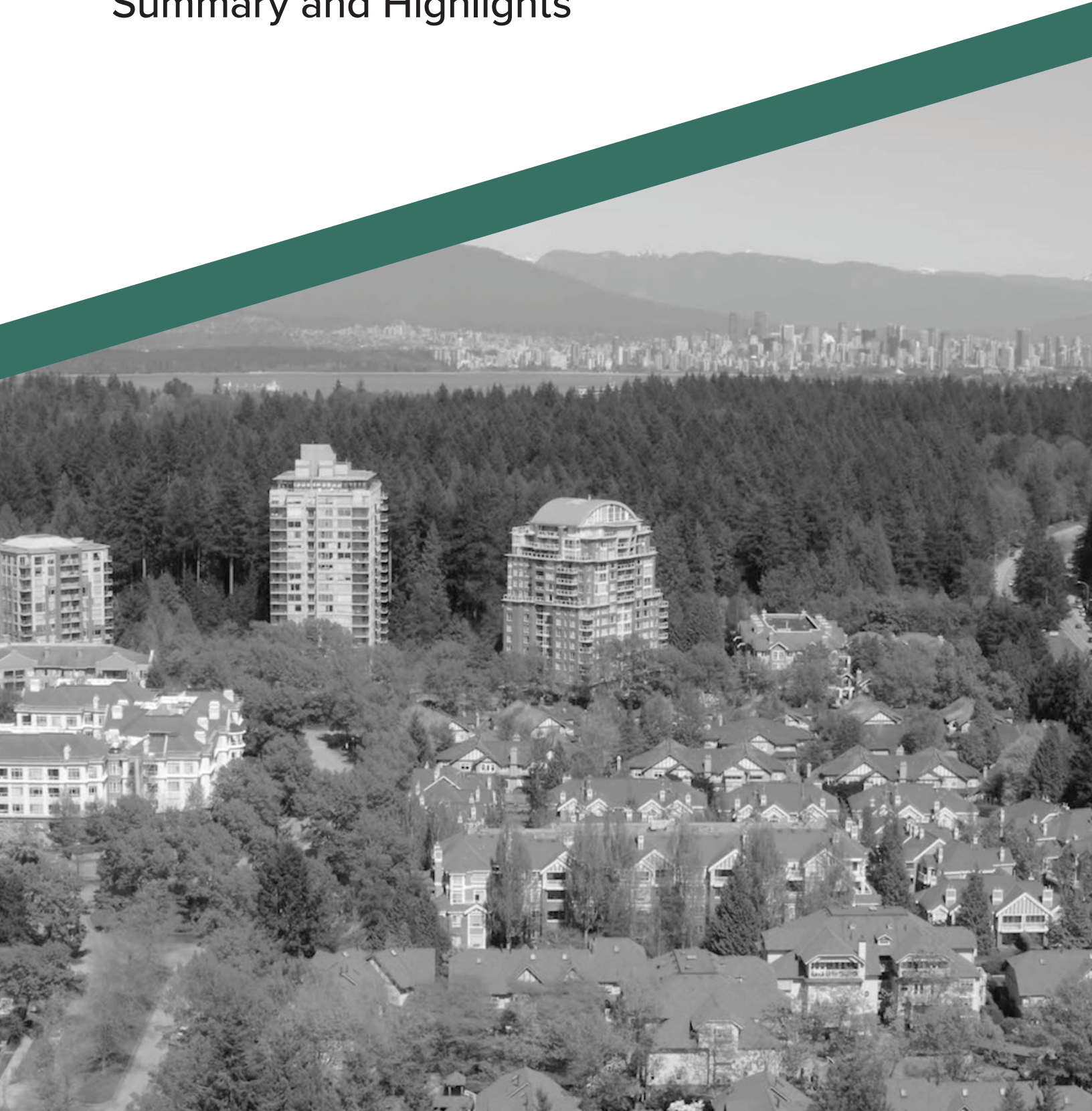


2022-2023

DRAFT BUDGET

Summary and Highlights



Overview

This is a public consultation package provided by the University Neighbourhoods Association to the community for the purpose of receiving feedback on the 2022-2023 draft budget.

This package contains key information including the draft budget (developed with input from the UNA Board of Directors, the UNA Finance Committee and staff, and guided by the UNA Strategic Plan), highlights, a summary of changes, an overview of the budget process and the UNA Strategic Plan, and information on how to submit feedback.

For more information about the draft budget, including the first and second budget review reports, the budget process and the consultation process, please visit myuna.ca/budget2022.

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UNA Strategic Plan

The University Neighbourhoods Association is guided by its strategic plan.

The UNA's strategic plan includes four strategic directives: UNA governance, financial stability, operational capacity and, community and stakeholder relations. The budgeting process is an important way for the UNA to financially back its strategic objectives with concrete actions.



UNA Governance

The UNA aims to explore opportunities to evolve governance to meet the changing needs of a growing population and community, including a review of the decision-making mechanisms of the UNA to ensure the organization can respond to community needs.



Financial Sustainability

The UNA aims to explore opportunities to address the cost of core services to meet community needs, potential revenue generation, and the alignment of resource allocation with the mandate and identified priorities.



Operational Capacity

The UNA aims to continue the foundational work to streamline processes, build staff skills and ensure there are adequate resources to support the board and the UNA in meeting its mandate.



Community and Stakeholder Relations

The UNA aims to identify and implement initiatives and processes to identify community needs and engage the community in ways that support the UNA's vision of being "the place people choose to live."

Budget Development Process

The UNA budget development process for the fiscal year starting April 1, 2022 to March 31, 2023.

The UNA's annual budget is an essential component of the UNA's process for financial planning, management and control. The purpose is for the UNA to plan the management of its resources, revenues and expenditures in order to best serve the community and to meet the strategic plan.

The budget development process is summarized in the following chart:



Changes and Highlights

The 2022-2023 budget plan is based on the UNA's current year's budget, along with estimates developed from economic forecasts and other expected impacts on revenues and spending for the following year. This plan provides a financial road map for the UNA to manage its resources, revenues and spending to best serve the community.

The 2022-2023 budget is the first time the UNA separates the Operating Budget and Capital Budget into two different sections. The Operating Budget covers the day-to-day operations that keep all the UNA services running smoothly. The capital budget covers the expenditures spent on asset items or infrastructure to support UNA's services.

Operating Budget

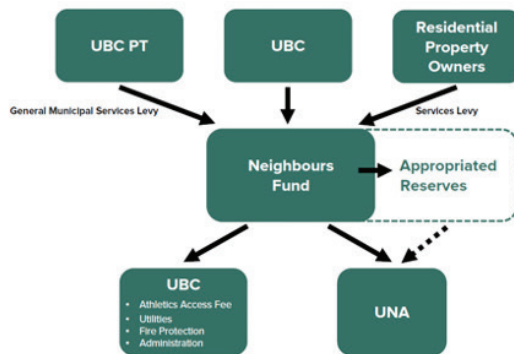
- Neighbours Levy (NL) is estimated to increase by 13 per cent.
- Athletic Access Fee is still under discussion with UBC and the assumption currently being used is based on a per capita cost.
- Community Assess Fees are included in the Athletic Access Fee which includes access to the Museum of Anthropology, Botanical Garden and UBC Library, plus two new museums – the Beaty Biodiversity Museum and the Pacific Museum of Earth.
- Fire Services Fee contract will be renewed for another five years and a total amount based on the current method of determining the fee has been included in the budget.
- Operating Budget is in deficit (\$179,000) and is balanced by the Restricted Net Asset (\$67,500) and Unrestricted Net Asset (\$112,400). The Restricted Net Asset is internally restricted amount currently on our books from some of the surplus years we had in the past and have not been used. The remaining of the operating budget will be balanced by the surplus from 2020-2021 which is currently recorded in the UNA's book as Unrestricted Net Asset.
- Invest over \$100,000 annually in Sustainability Services which includes programming, recycling center operations, educations and a Sustainability Coordinator position.
- To enhance communications, this year's budget includes provisions for a social media enhancement project and a continued commitment to support the community newspaper.
- The Recreation Department has outlined new initiatives and goals for the budget year to bring more dynamic programming to the community.
- For Engineering and Operations Services, the UNA will continue working with UBC Properties Trust to serve the community and will have a higher snow removal budget for 2022-2023.
- Two new positions (IT Support Specialist and Operation Assistant) have been added to the 2022-2023 budget, along with some savings from the provisions of the existing services.
- The draft budget commits for over \$400,000 in landscaping (over 7 per cent of the operating budget). The budget also provides for an expansion of the electric landscaping sustainability pilot project.

Capital Budget

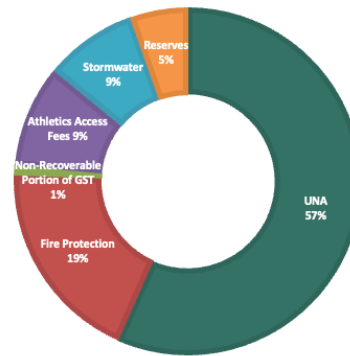
- Total proposed Capital Projects are in total of \$287,800.
- Capital Budget includes leasehold improvements (\$170,000), replacement of furniture, fixtures and equipment (\$24,500), buying new fitness equipment to enhance the existing programming (\$45,000), parks and roadway enhancement (\$20,000), IT equipment (\$20,500) and multimedia equipment (\$7,800).
- Funding for the Capital budget: Unrestricted Net Asset (\$247,800 - 86 per cent), Capital Reserve (\$20,000 - 7 per cent) and Infrastructure Replacement Reserve (\$20,000 - 7 per cent).

Neighbours' Fund

Flow of Money



Neighbours' Fund Allocation 2022-2023



Reserves Balances from the Neighbours Fund 2020/2021 Audited Financial Statements

• Infrastructure Replacement Reserve	\$ 5,209,953	(Max = \$ 10 million)
• Capital Replacement Reserve	\$ 2,095,581	(Max = \$ 5 million)
• Contingency Reserve	\$ 1,077,288	(Max = \$ 1 million)
• Rate Stabilization Reserve	\$ 185,231	(Max = \$ 2 million)
• Community Field Replacement Reserve	\$ 332,335	(Max = \$ 600,000)
• Unappropriated Reserve	\$ 517,994	

Capital Replacement Reserve

- Covers the anticipated repair and replacement of community centres, playgrounds and equipment.
- Contribution: 1.2 per cent of annual Services Levy to a maximum of \$5 million.

Contingency Reserve

- Guards against unforeseen annual needs.
- Contribution: 1 per cent of annual Services Levy to a maximum of \$1 million.

Infrastructure Reserve

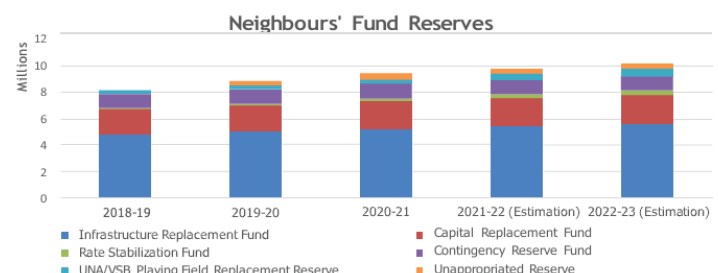
- Covers the anticipated replacement of roads, lighting, utilities and municipal-like infrastructure.
- Contribution: 2.4 per cent of annual Services Levy to a maximum of \$10 million.

Rate Stabilization Reserve

- Guards against unforeseen changes in the City of Vancouver's mill rates.
- Contribution: 1 per cent of annual Services Levy to a maximum of \$2 million.

Community Field Replacement Reserve

- Covers the VSB Playing Field replacement.
- Contribution: \$100,000 per year for 10 years; 60 per cent contributed by the UNA.



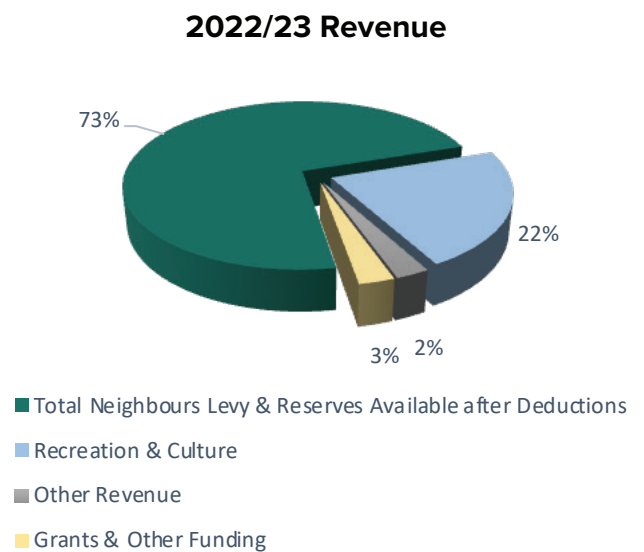
Draft Operating Budget Overview

The Operating Budget covers day-to-day operations that keep UNA services running smoothly.

REVENUE

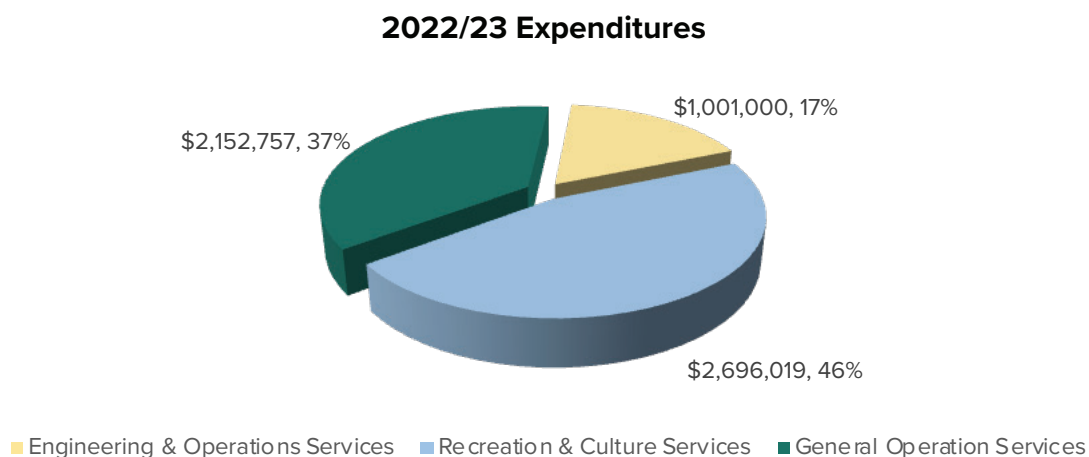
Total funding sources and revenue for fiscal year 2022-2023 are **\$5,669,911**, an overall increase of 23 per cent compared to the 2021-2022 budget.

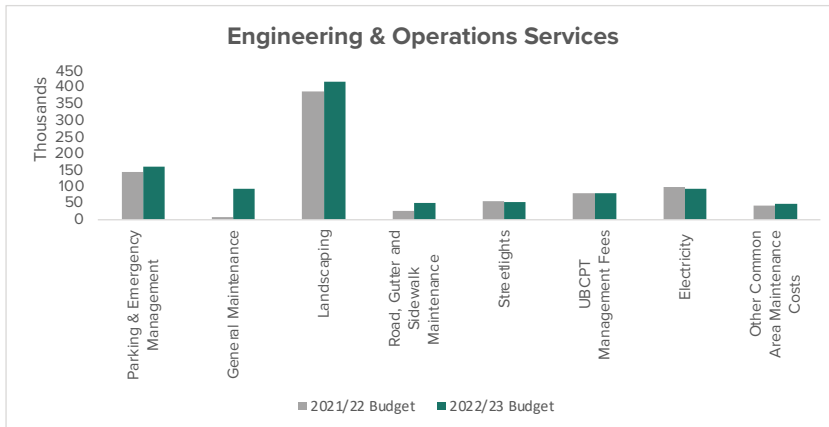
- Neighbours Levy (NL) is expected to increase \$0.8 million (from \$6.4 million in 2021-2022 to \$7.2 million in 2022-2023), mainly from the completion of new buildings and the latest assessment projections.
- Recreation and Culture revenue is expected to increase to \$1.2 million, mainly from programming improvements and overall membership increases for the two community centers. This increase puts revenue in-line with 2019-2020 numbers, the last full year before COVID.
- The Other Revenue section drops quite a bit, as parking revenue is not forecasted for growth, but mostly because the government wage subsidy is no longer available.



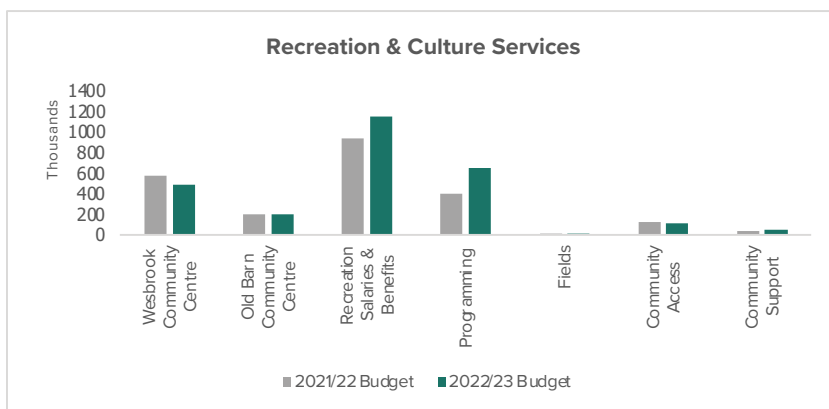
EXPENDITURES

Total budgeted expenditures for the 2022-2023 fiscal year are **\$5,849,776**, an overall increase of 17 per cent compared to the 2021-2022 budget.

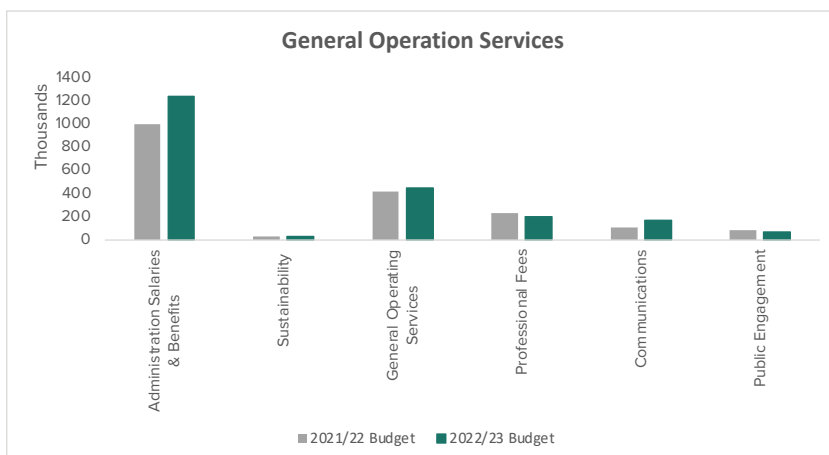




Engineering and Operations Services
Overall expenses will increase by 17 per cent compared to the 2021-2022 budget.



Recreation and Culture Services
Overall expenses will increase by 18 per cent compared to the 2021-2022 budget.



General Operation Services
Overall expenses will increase by 16 per cent compared to the 2021-2022 budget.

FUNDING SOURCES AND REVENUE

Draft Operating Budget 2022-2023

University Neighbourhoods Association	2021-2022 Approved	2022-2023 Draft
FUNDING SOURCES		
Neighbours Levy (Services Levy and GMSL)	\$ 6,415,000	\$ 7,275,000
Contributions to Reserves (Outgoing Funds)		
Infrastructure Replacement Fund	(153,960)	(174,600)
Capital Replacement Fund	(76,980)	(87,300)
Rate Stabilization Fund	(64,150)	(72,750)
Contingency Reserve Fund	-	-
UNA/VSF Playing Field Replacement Reserve	(60,000)	(60,000)
Total Contributions to Reserves	(355,090)	(394,650)
Deductions		
Engineering and Operations		
Stormwater	(563,852)	(627,446)
Fire Services Fee	(1,310,513)	(1,376,039)
Total Engineering and Operations Services	(1,874,365)	(2,003,485)
Recreation and Culture		
Athletics + Community Access Fee	(481,125)	(689,391)
General Operating Services		
GST (unrecoverable: Neighbours Levy less UBC Costs and Contributions to Reserves)	(69,411)	(69,753)
Total Neighbours Levy and Reserves Available	3,635,009	4,117,721
REVENUE		
Recreation and Culture		
Wesbrook Community Centre	142,500	398,675
Old Barn Community Centre	61,850	132,924
Programming	317,792	621,431
Playing Fields and Park Rentals	108,000	99,250
Total Recreation and Culture	630,142	1,252,280
Other Revenue		
Parking	129,051	128,000
Miscellaneous	83,438	17,800
Total Other Revenue	212,489	145,800
Grants and Other Funding		
External Grants and Miscellaneous	117,822	154,110
TOTAL FUNDING SOURCES AND REVENUE	\$ 4,595,462	\$ 5,669,911

EXPENDITURES

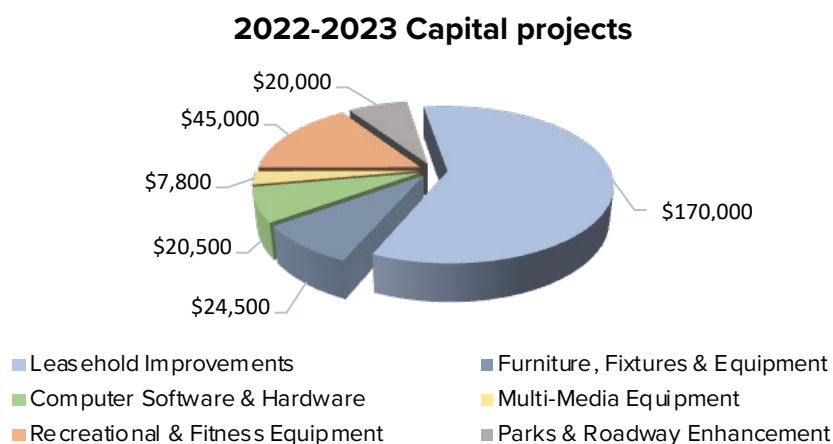
Draft Operating Budget 2022-2023

University Neighbourhoods Association	2021-2022 Approved	2022-2023 Draft
EXPENDITURES		
Engineering and Operations Services		
Parking and Emergency Management	\$ 145,486	\$ 161,711
General Maintenance	10,000	93,200
Common Area Maintenance Fees		
Landscaping	390,061	417,089
Road, Gutter and Sidewalk Maintenance	28,500	51,000
Streetlights	55,960	53,000
UBCPT Management Fees	80,000	80,000
Electricity	99,500	95,000
Other Common Area Maintenance Costs	43,000	50,000
Total Engineering and Operations Services	852,507	1,001,000
Recreation and Culture Services		
Wesbrook Community Centre	571,436	489,241
Old Barn Community Centre	202,243	208,283
Recreation Salaries and Benefits	936,995	1,154,995
Programming	397,690	650,500
Fields	16,500	18,000
Community Access	121,800	120,000
Community Support	45,000	55,000
Total Recreation and Culture Services	2,291,664	2,696,019
General Operation Services		
Administration Salaries and Benefits	994,745	1,241,825
Sustainability	28,684	29,118
General Operating Services	414,295	448,752
Professional Fees	226,500	195,530
Communications	110,000	168,600
Public Engagement	81,826	68,932
Total General Operation Services	1,856,050	2,152,757
TOTAL EXPENDITURES	5,000,222	5,849,776
BALANCE SURPLUS OR (DEFICIT)	(404,760)	(179,865)
Transfers from Reserves and Restricted/Unrestricted Net Assets		
Transfer from Rate Stabilization Reserve	102,323	-
Transfer from Restricted Net Assets		67,471
Transfer from Unrestricted Net Assets	302,437	112,394
SURPLUS (OR DEFICIT) AFTER TRANSFERS	\$ 0	\$ 0

Draft Capital Budget

The capital budget covers the expenditures spent on asset items or infrastructure. The UNA is focused on making these investment decisions that align with the strategic plans and priorities.

For 2022-2023, the total for all the capital projects is \$287,800.



CAPITAL PROJECTS

Draft Capital Budget 2022-2023

University Neighbourhoods Association	2021-2022 Approved	2022-2023 Draft
CAPITAL PROJECTS		
Leasehold Improvement	\$ 35,400	\$ 170,000
Furniture, Fixtures and Equipment	62,163	24,500
Computer Software and Hardware		20,500
Multimedia Equipment		7,800
Recreational and Fitness Equipment		45,000
Parks and Roadway Enhancement		20,000
TOTAL CAPITAL PROJECTS COSTS	(97,563)	(287,800)
FUNDING TRANSFERS FROM RESERVES AND UNRESTRICTED NET ASSETS		
Transfers from Reserves		
Infrastructure Replacement Fund	-	20,000
Capital Replacement Fund	-	20,000
Transfer from Unrestricted Net Assets	97,563	247,800
BALANCE	\$ 0	\$ 0

Reports

Detailed information about the draft budget and the budget process can be found in the reports linked below, or by visiting myuna.ca/budget2022.

- **UNA Budget Process (Download PDF)**
Presented to the UNA Board of Directors at the September 2021 board meeting.
- **Draft Budget: First Board Review (Download PDF)**
Includes the detailed draft operating budget and capital budget. Submitted to the UNA Board of Directors at the November 2021 board meeting.
- **Draft Budget: Second Board Review (Download PDF)**
Includes the detailed draft operating budget and capital budget. Submitted to the UNA Board of Directors at the January 2022 board meeting.

Feedback

Please send your comments on the 2022-2023 draft budget to the UNA Finance Department by emailing finance@myuna.ca.

The deadline to submit comments is on February 18, 2022, 12 p.m.

All comments received by the deadline will be provided to the UNA's Finance and Audit Committee for review and then to the UNA Board of Directors to consider during the March board meeting. For more information about the board meeting schedule and how to attend, please visit myuna.ca/board-meetings.

University Neighbourhoods Association

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