



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** THAT the Board approve the March 15, 2022 Agenda as circulated.

C. APPROVAL OF MINUTES

1. **Motion:** THAT the Board approve the February 15, 2022 Minutes as circulated. 1

D. DELEGATIONS

None

E. EXTERNAL REPORTS & PRESENTATIONS

1. Campus Vision 2050 – Joanne Proft, Associate Director, Community Planning, Campus + Community Planning 6
2. Campus and Community Planning Report – Carole Jolly, Director of Community Development and Engagement, Campus and Community Planning 28
3. Electoral Area A Overview Presentation and Area A Report – Electoral Area A Director, Jen McCutcheon (Read: [Electoral Area Newsletter](#)) 31

F. REPORTS

1. Management Report – Chief Administrative Officer 43
2. UNA Office Space Needs Assessment Implementation – Chief Administrative Officer 53

Recommendations:

THAT the Board support the plan to relocate the Communications Department from the Berton Avenue location to the Classroom of the WCC and revamp the existing recreation department office spaces in the Wesbrook Community Centre and Old Barn Community Centre.

AND THAT the Board approve the attached Lease Extension Agreement for a six-month extension of the UNA Administrative Office lease and authorize the Chief Administrative Officer to execute the agreement.



3. Wesbrook Basketball Court – Campus + Community Planning Update – Chief Administrative Officer 61
4. Finance Committee Update
 - a. 2022/23 Budget Draft III – Finance Manager 64

Recommendations:

- i. THAT the Board approve the 2022-23 operating and capital budgets and direct staff to submit the budget summaries to UBC for approval pursuant to section 10.2 of the Neighbours Agreement 2020.
- ii. THAT the Board's approval of the operating budget does not constitute the UNA's approval for UBC to withdraw an amount from the Neighbours Fund in respect of the athletics access fee for fiscal year 2022/23.

The following additional recommendations relating to the operating budget and the Neighbours Fund are made by Director Holmes:

- iii. THAT the Board will consider approving the withdrawal by UBC of an amount from the Neighbours Fund in respect of the athletics access fee for 2022/23 in connection with the preparation of a revised Schedule F of the Neighbours Agreement.
 - iv. THAT the Board's approval of the operating budget does not constitute the UNA's approval for UBC to withdraw an amount from the Neighbours Fund in respect of the community access fee for fiscal year 2022/23.
 - v. THAT the Board will consider approving the withdrawal by UBC of an amount from the Neighbours Fund in respect of the community access fee for 2022/23 in connection with an agreement between the UNA and UBC setting out the details of what residents will receive in return for this fee.
5. Governance and Human Resources Committee Update
 - a. Board Rules of Procedure Review – Chief Administrative Officer 79

Recommendation:

THAT the GHR Committee recommend that the Board direct the Governance and Human Resources Committee to review and recommend potential amendments to Part 2 – Inaugural Board Meetings (Inaugural meeting), Part 3 – Electronic Participation and Electronic Meetings (along with any other relevant sections of the Rules of Procedure that relate to electronic participation), Part 12 – Delegations, and Part 15 – Committees (in relation to electronic participation and meetings) of the UNA Board Rules of Procedure.



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| 6. Community Engagement Advisory Committee Update | |
| a. Survey | 104 |
| b. January 26, 2022 Approved Minutes | 115 |
| 7. Land Use Advisory Committee Update | |
| a. January 26, 2022 Approved Minutes | 119 |
| 8. Neighbours Agreement Committee – Director Holmes | |

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

- | | |
|--|-----|
| 1. Commissionaires BC Services Agreement Renewal 2022 – Operations Manager | 122 |
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Recommendation:

THAT the Board approve the attached 2022 – 2023 Commissioners BC Services Agreement and authorize the Chair to execute the agreement.

I. ADJOURNMENT

The Board will adjourn into a Closed Session to discuss the appointment of an individual to fill a vacancy on the Board; and the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body.



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Eagle Glassheim
Maria Gallo

Jane Kang
Ali Mojdehi
Murray McCutcheon

UBC OBSERVERS:

Carole Jolly
James Heth

AMS REPRESENTATIVE:

Saad Shoaib

STAFF:

Wegland Sit – Operations Manager/Acting CAO
Dave Gillis – Recreation Manager
Wegland Sit – Operations Manager
Glenda Ollero – Communications Manager
Athena Koon – Finance Manager
Marta Mikolajczyk – Administrative Assistant

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting was called to order at 5:30 p.m.

The Board Chair acknowledged that the meeting was held online, but regularly met on the unceded traditional territory of the Musqueam people.

B. APPROVAL OF AGENDA

Motion by Chair:

That the Board approve the February 15, 2022 Meeting Agenda.

Seconded by Director Glassheim.

Carried.

C. APPROVAL OF MINUTES

Motion by Chair:

THAT the Board approve the January 18, 2022 Open Session Minutes.

Seconded by Director Mojdehi.

Director McCutcheon asked that the dates under Sections B. and C. be corrected.



Director Holmes asked that Sections F.2.a. and H.3. be corrected to reflect motions as “Carried.”

Motion by Chair:

THAT the Board approve the January 18, 2022 Open Session Minutes, as corrected.

Seconded by Director Mojdehi.

Carried.

D. DELEGATIONS

1. Point Grey Islamic Society

Delegates Kimani M. Shukuru, Abdullah Raja, Usman Siddique, and Zainab Kehinde addressed the Board.

2. Proposed Wesbrook Basketball Court

UNA Resident, Marcus Moore, addressed the Board.

3. Proposed Wesbrook Basketball Court

UNA Resident, Matthew Ramsey, addressed the Board.

E. EXTERNAL REPORTS AND PRESENTATIONS

1. Electoral Area A Report

Electoral Area A Director, Jen McCutcheon stated that there is no published report for February 2022 and provided a brief verbal update to the Board.

2. Campus and Community Planning Report

Carole Jolly, Director of Community Development and Engagement at Campus and Community Planning presented the February 2022 report.

F. REPORTS

1. Management Report

The Management report was received by the Board.

2. Proposed Wesbrook Basketball Court

Motion by Director Glassheim:

THAT the UNA ask UBC Properties Trust (UBCPT) to submit an amended development permit application for the temporary basketball court development in Wesbrook Place to Campus and Community Planning - based on the attached siting analysis and revised site design.

Seconded by Director Kang.

Carried. (*Director Holmes opposed*)

3. Third Quarter Work Plan Update

The Third Quarter Work Plan report was received by the Board

4. Campus Resident Update

Motion by Chair:

THAT the Board direct staff to leave The Campus Resident budget allocation in the 2022-23 draft budget (under communications) and to report back to the Board on how the funds can be best utilized to provide increased support for the UNA community.

Withdrawn.

Motion by Director Holmes.

THAT the Board direct staff to leave The Campus Resident budget allocation in the 2022-23 draft budget as an unallocated amount and to report back to the Board on how the funds can best be utilized.

Seconded by Director McCutcheon.

Carried.

5. Finance Committee Update

a. Fiscal 2021/22 Q3 Result

The Fiscal 2021/22 Q3 report was received by the Board.

b. Neighbours Fund Investment Options

Motion by Director Holmes:

THAT the Board direct the Finance Manager to inform UBC Treasury to “invest” \$5M of the Neighbours’ Fund in the following manner: \$1M for 1 year, \$1M for 2 years, and \$3M for 3 years

Seconded by Director Mojdehi:

Carried.

6. Land Use Advisory Committee Report

Motion by Director McCutcheon:

THAT the Board direct UNA staff to work with the Land Use Advisory Committee to plan and conduct a resident town hall on the topic of Campus Vision 2050 in early February or early March.

Seconded by Director Glassheim.

Carried.

Motion by Director McCutcheon:



That the Board empower the Land Use Advisory Committee to conduct research, ask questions of UBC, and post its findings online on the Campus Vision website.

Seconded by Director Glassheim.

Carried.

7. Community Engagement Advisory Committee Report

a. November 24, 2021 Approved Minutes

The Minutes were received by the Board.

8. Neighbours Agreement Committee

Director Holmes provided a verbal update to the Board.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

Motion by Director Holmes:

THAT Item 5 be added to section H of the Agenda – The Point Grey Islamic Society Request.

Seconded by Director Glassheim.

Carried.

1. Public Spaces Solid Waste Management Plan

Motion by Chair:

THAT the Board approve the UNA advancing an application to the Area A Community Works Fund Committee for the procurement and installation of 20 two-stream waste receptacles and 35 single-stream waste receptacles for up to \$140,000.

Seconded by Director Glassheim.

Carried.

2. Vista Point Childcare Agreement

Motion by Chair:

THAT the board approve the attached Vista Point Childcare Facility Sublicense and Operating Agreement Modification and Second Extension and authorize the Board Chair to execute the agreement.

Seconded by Director Gallo.

Carried.

3. Designation of UNA Enforcement Officer



Motion by Chair:

THAT the Board appoint Operations Manager Wegland Sit and Chief Administrative Officer Sundance Topham to serve as the UNA Enforcement Officers.

Seconded by Director McCutcheon.

Carried.

4. AMS-UNA Advisory Committee Appointments

Motion by Chair:

THAT the Board appoint Director Murray McCutcheon and Director Eagle Glassheim to the AMS-UNA Joint Advisory Committee.

Seconded by Director Wang.

Carried.

5. Point Grey Islamic Society

Motion by: Director Glassheim:

That the UNA Board express its support for the efforts of the Point Grey Islamic Society to attain a permanent space at UBC for the purposes of religious observance and community building.

Seconded by Director Holmes.

Carried.

I. ADJOURNMENT

The meeting adjourned at 8:29 p.m.

The Board moved into a Closed Session to hold discussions on dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests.

UBC
campus
vision
2050



UNA Board March 15th, 2022

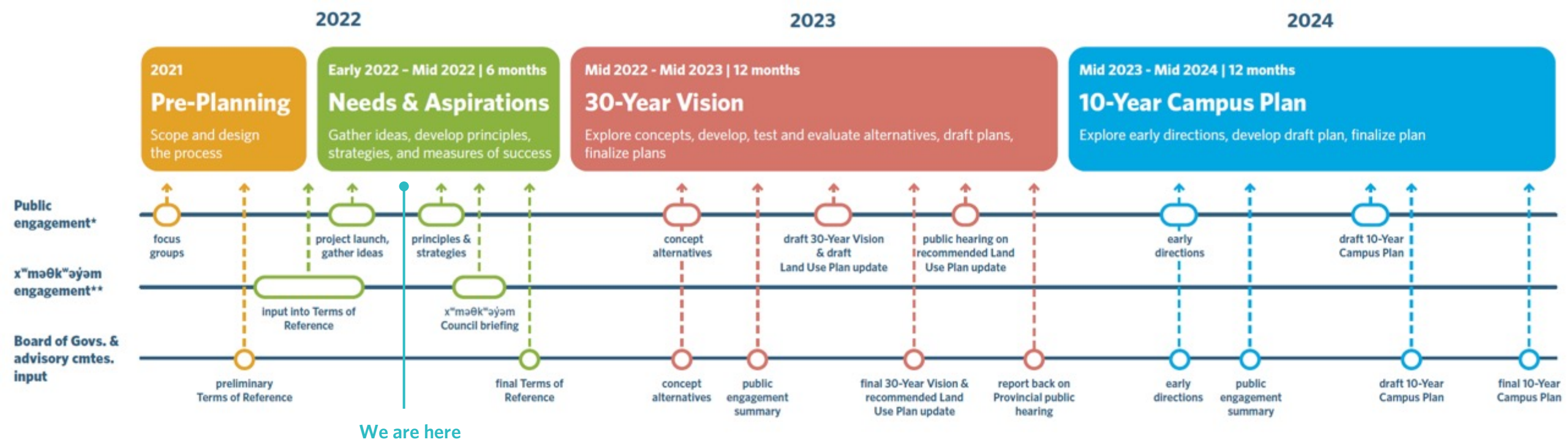




Agenda

1. Progress update: Where we're at in the process
2. Engagement Results: What we heard
3. Early Draft Principles
4. Preliminary Growth Assumptions/Inputs
5. Next Steps and how UNA Board will be engaged

Timeline



* Includes ongoing conversations with UBC groups (faculties, AMS, GSS, staff, alumni, UNA, external agencies, others)
**x'məθk'əyəm engagement aligned with UBC-Musqueam Relationship Agreement, other major milestones TBC

Needs and Aspirations Engagement: **What We Heard**

Engagement Highlights

Website

- **3,237** visits
- **334** registered participants and **302** engaged participants
- **227** survey, **77** mapping tool, and **56** ideas board contributors

Events

- **1,914** engagement touchpoints
- **1** kick-off event with keynote Minelle Mahtani and panel of UBC community and Musqueam members
- **3** virtual open houses, **2** virtual workshops, **2** in-person workshops, and **6** in-person pop-ups
- **31** roadshows with faculty, student, staff and resident organizations
- **16** community conversations with student, staff, and resident organizations

What We Heard

Challenges

- Addressing affordability crisis
- Accessibility and safety of campus
- Meeting the needs of our diverse communities (housing, open space, amenities, community services, etc.)
- Concern around how UBC uses land to finance campus needs

Opportunities

- Enriching Musqueam and Indigenous presence
- UBC's mission focusing on people, the pursuit of knowledge, and regional connections
- Climate emergency and campus resilience
- Managing growth to accommodate the preservation of green space and biodiversity

Early Draft Principles

What We're Striving For in a Principle

- Capture the essence of what we're hearing (challenges and opportunities)
- Unique and specific to UBC
- Guide planning action
- Use plain/accessible language
- Informed by review of other recent plans

Early Draft Principles

1. Support UBC's pursuit of excellence in research, teaching and learning.
2. Deepen Musqueam and UBC's relationship and ensure the campus is welcoming to Musqueam and Indigenous communities.
3. Support affordability for the campus community.
4. Steward the land to support the academic mission, sustainable communities and strategic university priorities.
5. Prioritize livability and a strong sense of place.
6. Meet the diverse needs of all community members through an accessible, complete community.
7. Foster diversity, equity, inclusion, openness and respect.
8. Respect, repair and indigenize the campus ecology.
9. Respond boldly to the climate emergency.
10. Make it convenient, safe and affordable to get to, from and around campus.
11. Be transparent and inclusive throughout the planning process.

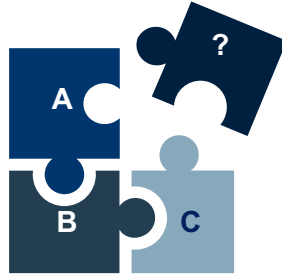
Preliminary Growth Assumptions/ Inputs

Academic Assumptions: Inputs



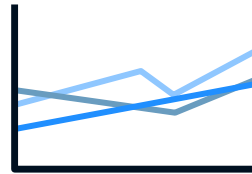
**Existing Conditions,
Policy Context,
Challenges & Opps**
(Cross-UBC Engagement)

+



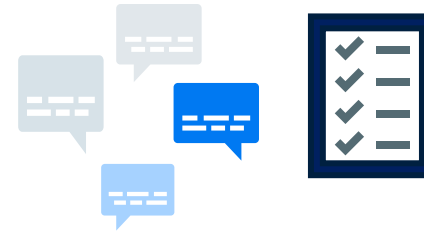
**Academic
Infrastructure Plan**
(Provost's Office)

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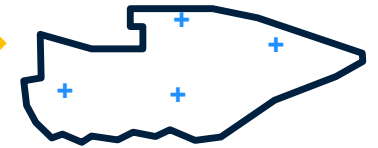


Enrollment Projections
(Provost's Office + PAIR)

+



Space Needs Assessment
(Infrastructure Development
w/ Deans)



**Test Future Space Needs
Against Land Capacity**
(Infrastructure Dev. + C+CP)

- *Research excellence, innovation, global engagement*
- *Core building needs*
- *Land use context*
- *Regional presence*

- *What are the future academic needs of university (research, curriculum, teaching, etc.)*

- *Students*
- *Faculty hiring*
- *Other demographic trends*

- *Interviews on needs*
- *Verify against known capital projects*

- *Model space needs*
- *How much land is needed and where*
- *Identify other dependencies*

Residential Development Yield Inputs

Current Board Of Governors Policy

- Current Land Use Plan
 - 13.7 million square feet of development across eight neighbourhoods
(Approximately half completed)
- Residential development revenue supports:
 - UBC Community Housing
(faculty, staff, students)
 - Academic Endowment
(TREK, Student Housing, Faculty Housing Affordability)
 - Amenities & Infrastructure
(neighbourhood and academic)



Residential Development Yield Inputs

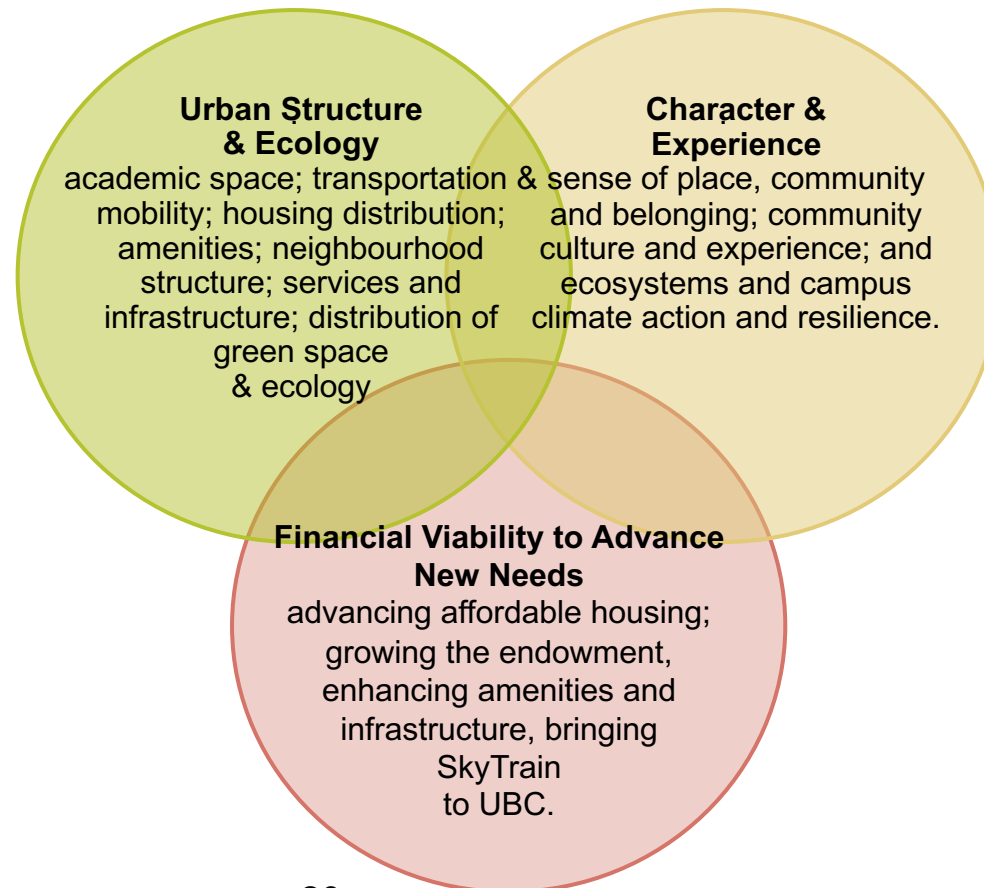
Supporting Future Needs

- Campus Vision 2050 will explore additional residential development to advance future needs:
 - More UBC Community Housing
 - Growing the Academic Endowment
 - Enhancing Amenities & Infrastructure
 - Bringing SkyTrain to UBC
(Board of Governors' 2018 direction)
- Options will be tested against qualitative and quantitative criteria
- Explore phasing over 30+ years



Proposed Approach: Option Generation and Testing

- June-Sept 2022: Generate and test options (to support existing and new needs) against guiding principles and 3 areas of inquiry (to right)
- Identify tradeoffs and choices to balance community livability, ecology, and growth with land stewardship and financial sustainability



Proposed Approach: Option Generation and Testing

- Areas of growth opportunity
 - i.e., infill in the campus core & other academic areas, future neighbourhoods
- Areas of no growth
 - i.e., UBC Farm, Botanical Garden, Rhododendron Wood, Totem Research Fields, UBC Botanical Gardens, Museum of Anthropology, Nitobe Garden
- Coordinating with broader regional planning
- Comprehensive interest-based engagement and input

Approach to Stadium Neighbourhood Plan

- 2017-2019: Draft plan developed through extensive community engagement, technical, financial analysis
- Majority of housing for UBC community; provides and protects open space, amenities, character, ecology; new Thunderbird Stadium location/fit
- Some concern about proposed height and density
- 2020 Board of Governors direction: determine the timing and heights and density in the context of 30-Year Vision

Framing for Campus Vision 2050 Terms of Reference:

- Resolve issues through engagement on 30-Year Vision; heights and density not to exceed current draft plan

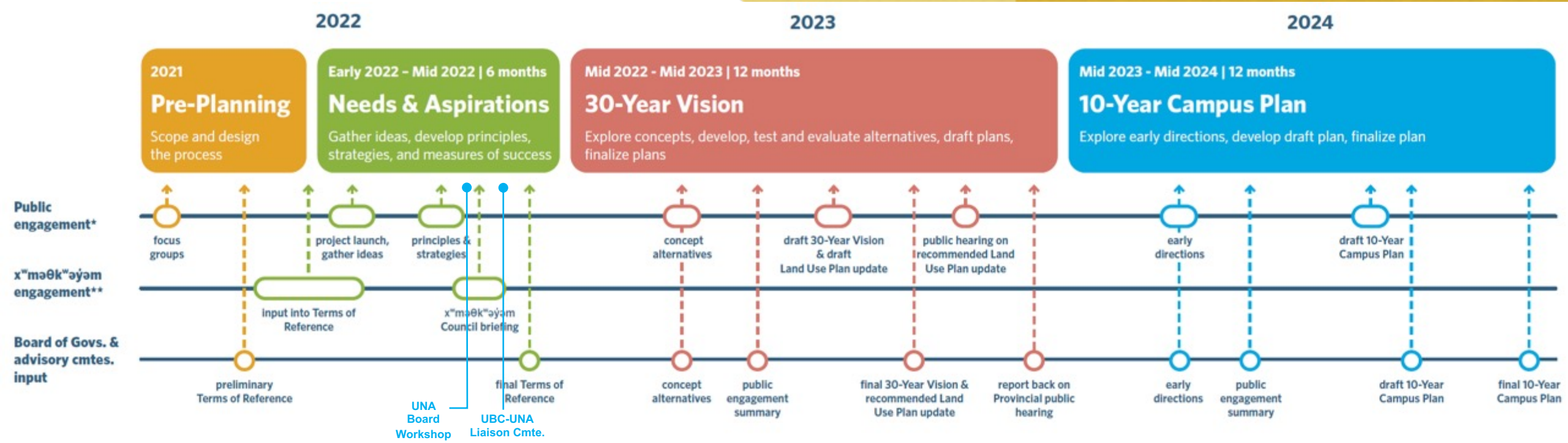
Next Steps

Next Steps: UNA Engagement

March – Late May

- **Targeted Engagement (early March):** Engage with key constituents (including UNA Board) to report back What We Heard during Jan/Feb engagement, shape the draft principles and strategies, and review growth assumptions and how they will be used to generate and test options for the 30-Year Vision.
- **Public Engagement (March 23 – April 12):** Report back on Jan/Feb engagement, share and gather feedback on draft principles strategies and growth assumptions and how they will be used to generate and test options for the 30-Year Vision. **In-Person and Virtual Open Houses:** 2 in-person and 1 virtual open houses
- **April:** UNA Board workshop on revised draft principles, strategies and more detail on growth assumptions and how they will be used as to generate and test options for the 30-Year Vision
- **May:** UBC-UNA Liaison Cmte. to review draft Final Terms of Reference, including final draft principles, strategies, growth assumptions and how they will be used to generate and test options for the 30 Year Vision.

Timeline



* Includes ongoing conversations with UBC groups (faculties, AMS, GSS, staff, alumni, UNA, external agencies, others)
**x'məθk'əyəm engagement aligned with UBC-Musqueam Relationship Agreement, other major milestones TBC

campusvision2050.ubc.ca



Thank you!





THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

Memorandum

From: Celene Fung, Senior Policy Planner, Community Development and Engagement, Campus and Community Planning
To: UNA Board
Date: March 7, 2022
Subject: Monthly Update from Campus and Community Planning

UBC Response to COVID-19

For UBC COVID-19 announcements see <https://covid19.ubc.ca/>.

Film & Events Notification

March

- Saturday, March 5th, 7:00 am to 4:00 pm – **UBC Triathlon/Duathlon**. Aquatic Centre University Commons, University Boulevard, Main Mall, West 16th. Setup on Thursday, March 3rd and Friday, March 4th; takedown Sunday, March 6th. See <https://planning.ubc.ca/event/ubc-rec-triathlon-duathlon>
- Saturday, March 19th to Wednesday, March 23rd, 7:00 am to 7:00 pm each day – **Storm the Wall**. Aquatic Centre, Main Mall, various roads on campus. Wall setup March 7th to 12th. Clinics from March 14th to 18th. Takedown March 24th to 29th. See <https://planning.ubc.ca/event/storm-wall-2022>
- Friday, March 25th, 4:00 pm to 10:00 pm – **Relay for Life. MacInnes Field**.
- Sunday, March 27th, 7:00 am to 6:30 pm – **Stick It to Cancer ball hockey**. C2 Parking Lot.

April

- Friday, April 8th – **Last day of classes**
- Friday, April 8th, 3:30 pm to 10:30 pm – **AMS Block Party**. University Commons and Lee Square.
- Tuesday, April 12th to Wednesday, April 27th – **Final exams**
- Friday, April 15th – **Good Friday**. University closed
- Monday, April 18th – **Easter Monday**. University closed
- Saturday, April 30th, 11:00 am to 4:00 pm – **HOLI**. B4 Parking Lot

Kids Take Over UBC!

Thank you to everyone who joined us for Kids Take Over UBC! The event was held on the Family Day weekend. A special thanks to our event partners including UBC Arts and Culture District, First Nations House of Learning, Active Kids, and the UNA, and to those who helped plan outstanding activities for everyone to enjoy. Missed out on the event? Check out the Kids Take Over UBC! Photo Album on the [UTown@UBC Facebook page](#).

Campus Vision 2050

The first phase of public engagement for Campus Vision 2050 concluded on February 20th, 2022. Through over 1,900 engagement touchpoints, campus residents and other members of the UBC community shared feedback, input and ideas on the Preliminary Terms of Reference, including eight initial needs and aspirations themes. The input received through this period of engagement will be used to develop draft principles and strategies. The next engagement period, scheduled for March 23-April 12, will provide residents, students, faculty, and staff with the opportunity to review a summary of feedback received to date, provide input on draft principles and strategies, and learn more about growth assumptions for the neighbourhood and academic lands, and how they will be used to generate and test options for the 30-Year Vision. Information on this engagement period will be posted on the Campus Vision 2050 website, promoted through a range of communication channels that reach residents, students, faculty, and staff, and shared through direct outreach to community members and groups.

In addition to broad public engagement, a Community Advisory Committee is providing input into the process. The Community Advisory Committee, which had its first meeting on February 24, includes four neighbourhood representatives – a UNA Board member, a UFASTA representative and two residents at large. The Campus Vision staff team will also continue to engage directly with the UNA Board to share information and seek input as part of this next phase of engagement.

Feedback received through the March-April period of public engagement, along with input from direct outreach, presentations and meetings with neighbourhood and campus community groups, including the UNA Board, will be used to refine the Preliminary Terms of Reference for Campus Vision 2050. The finalized Terms of Reference will be presented to the Board of Governors in June and be shared widely with the UBC community. Development of a range of options for the 30-Year Vision that respond to the principles, strategies and emerging needs will begin this summer and presented to the community for feedback in the fall.

Development Project Updates

For more information on major development projects, please visit:

<http://planning.ubc.ca/planning-development/projects-and-consultations>

DP22002 Lot 6 Wesbrook Place

The Lot 6 Wesbrook Place development permit application proceeded to the UBC Development Permit Board on March 9, 2022. The Development Permit Board supported the proposal and recommended issuance of the development permit.

DP22001 Carey College Expansion

The Carey College Expansion development permit will no longer be proceeding to the upcoming UBC Development Permit Board. Campus and Community Planning will be working with the project team to consider the feedback provided by the community.

Wesbrook Mall Upgrades

The Wesbrook Mall corridor between Student Union Boulevard and Chancellor Boulevard is being upgraded in phases to repair the condition of the roadway and enhance safety and user experience for all modes of transportation. Construction will begin in April 2022 and is estimated to continue until September 30th, 2022. Road and sidewalk closures will be required to accommodate the construction activity safely. For more details about what to expect during construction please visit: <https://planning.ubc.ca/wesbrook-mall-upgrades>.



Mar
2022

Director's Report

Hello UNA/UBC/UEL neighbours,

Another month and another set of challenges facing our world. The news out of Ukraine is so heartbreaking and infuriating – my heart goes out to the people of Ukraine, and to all our neighbours who have connections to this brave country.

In addition to the terrible situation in Ukraine, this past month also brought a new, and even more urgent report on climate change from the International Panel on Climate Change (IPCC).

Even amid the devastating news from Ukraine and the scary climate projections, there are stories of hope, and in particular, of individuals doing what they can to help, whether through heroic acts or small gestures. If you would like to donate to support the people of Ukraine, the Canadian government is matching donations by individuals until March 18. You can find out more here.

Another source of hope are the brighter days, blooming flowers, and the indications that the COVID-19 situation in BC seems to be moving

steadily in the right direction. It is great to hear of people being able to gather and to travel again. While I don't have any international travel plans yet, I am enjoying diving in into the logistics of a multi-day family kayak trip for this summer. It definitely feels good to have nice things to look forward to!

I hope you enjoy this month's newsletter, and as always, please reach out if you have any questions, suggestions or concerns that I may be able to assist with.



Jen planning for summer family adventures here in beautiful BC.

All the best,

Jen McCutcheon

Jen McCutcheon, Metro Vancouver Director for Electoral Area A (www.areaajen.ca or areaajen@gmail.com)



Daffodils blooming in the shape of a yellow peace sign in Boston the spring after the Boston marathon bombings. I remember feeling a sense of hope each time I passed this simple act of kindness that a neighbour planted in our (Boston) community. I hope you can find both heroic acts as well as small gestures of kindness as we navigate these challenging times.

Image source: Jen McCutcheon



ELECTORAL AREA A Director's Update

From Jen McCutcheon, Director, Electoral Area A

Mar
2022

New Minister of Municipal Affairs



As you may have heard, Premier Horgan announced in late February that the previous Minister of Municipal Affairs, Josie Osborne, was moved to Land, Water, and Resource Stewardship and Minister Responsible for Fisheries. Nathan Cullen, MLA for Stikine (in northwestern BC) is our new Minister of Municipal Affairs. I have requested a meeting with him to review concerns and requests from Electoral Area A, and especially from the UEL where he acts as the governing body on matters such as land use, taxes, and rezoning (including the proposed cannabis store rezoning application). You can read more about the ministerial change [here](#), and about the UEL administration [here](#).

Resources from my Recent Engagement Session on Plastics

The audio recording of the recent engagement session about recycling is [now available](#). Hear about how best to recycle plastics, as well as what happens to our recycling, garbage and compost here in Metro Vancouver, you can listen to the audio recording [here](#). The slides for both Paul Henderson (General Manager for Solid Waste Management at Metro Vancouver) and Julia Gellman (Sustainability Specialist for the University Neighborhoods Association) can be reviewed on the "Resources" page of my website [here](#).



Some specific resources that were referenced during the presentation:

- UNA Green Depot (which offers recycling services in Wesbrook Village): <https://www.myuna.ca/depot/>
- If you are not sure if something is recyclable, you can usually find out here: <https://recycling.metrovanancouver.org> or call 604-RECYCLE
- If you would like to check if the recycling company that your condo/apartment building uses is part of Recycle BC, you can ask them at info@recyclebc.ca or 778-588-9504

Conversation with Antarctica Climate Scientist



Dr. Holland speaking to Metro Vancouver Directors

Sea level rise due to climate change is an imminent threat to coastal communities around the world and in Metro Vancouver, warned climate scientist Professor David Holland during an engaging event on February 18.

Holland spoke to Sav Dhaliwal, chair of Metro Vancouver's Board of Directors and Adriane Carr, chair of Metro Vancouver's Climate Action Committee, as well as members of the Metro Vancouver Board of Directors, Climate Action Committee, and the Flood Resiliency



Task Force about the changing landscape of Antarctica as a result of global warming and the implications for global sea level rise.

You can listen to this fascinating conversation with Antarctica climate scientist, David Holland [here](https://vimeo.com/678930007/a4c25300e6) (<https://vimeo.com/678930007/a4c25300e6>)

NW Marine Drive Closures for Replacement of a Stormwater Outfall

The UEL is starting construction on a new stormwater outfall on NW Marine Dr to replace an existing wood stave pipe which is past the end of its service life. This replacement will continue to service a significant portion of the UEL's developed area that includes all of Area B and peak flows from Areas A and D. Changes required to the existing system to realize the full catchment area include:

- sewer separation of Area B to meet the goals of the region's Integrated Liquid Waste and Resource Management Plan related to sewer separation (removing rainwater from the sanitary sewer system).
- diversion of peak storm flows from Areas A and D at Acadia Road and Chancellor Boulevard to mitigate erosion in the Salish Creek ravine as recommended in the UEL's 2007 Drainage Master Plan.
-

Based on the above noted works, incremental increases in flow are expected over the next 50+ years. The outfall will require an extension of the UEL storm sewer of approximately 325 m on NW Marine Drive with an outfall structure that discharges to a rip rap lined channel to the Burrard Inlet foreshore.

Work is expected to continue until the end of April and includes a full road closure of NW Marine Dr. Access to the Acadia Beach parking lot will be maintained; currently vehicles and pedestrians can access from the west but at some point, access will only be from the east (Jericho). The Pacific Spirit Park trail system will remain open although some points of access to NW Marine Dr will be blocked as construction work proceeds.



NW Marine Drive closures while a new stormwater outfall is constructed



Community Connections

This section highlights community initiatives and people that we think would be of interest to neighbours. Please send me your ideas about people who are going out of their way to make our neighbourhoods even better. I know there are lots of examples and I'd love to hear from you about some of them (email me at areaajen@gmail.com).

I thoroughly enjoyed getting to know the subject of this month's Community Connections, Olivia Fermi, and I think you will, too. She comes from a fascinating background (the scientists out there may recognize her last name...) and has an enlightening perspective on life.

Jen: We first met on the mall here at UBC and then I learned your grandfather was the Nobel-prize winning physicist Enrico Fermi. He made a number of major contributions to twentieth century physics, including building the first self-sustaining nuclear chain reaction (CP-1) and working on the development of the first atomic bombs during WWII. How has being Enrico Fermi's granddaughter changed your life?

Olivia: My maternal grandfather Enrico died a few years before I was born so I never met him. Yet somehow I felt his energy in the house. There was something thrilling about him, though I barely comprehended what. From childhood, more was expected of me because of my grandfather's genius. Being told I could achieve anything was a gift I'm grateful to my parents for. At the same time, such high expectations from one's family were a burden I've grappled with for most of my life.



Electoral Area A Resident, Olivia Fermi

I liked the attention when someone who loves science or history of science learned of my relation to Enrico—that special connection is a delightful conversation starter!

As I grew older and slightly more mature, I realized I was bothered that too many folks are raised to feel that they are not special, they are not smart. Lots of people have these internalized messages from their parents or from school that they're stupid. That's not right. Each of us is unique, each of us, given half a chance, can express our own greatness in whatever form. In graduate school, I was studying for an MA in Applied Behavioral Science with an emphasis in Leadership in Human Systems (1999). I had a requirement to give a presentation to our faculty and my cohort. I chose to talk for the first time in a more public forum about what it might be like to have someone great in your ancestral lineage. I asked everyone to choose a real figure who they

admired and to imagine they were a descendent of that person. What inspiration might that give them? Only after that did I talk about my grandfather and his impact on me. For a couple of days after that, folks came up to thank me for the inspiration I'd offered. When I was in Rome in 2011, I was invited to give a TEDx talk, which I called "Becoming the Inspiration We Seek".



Jen: *Speaking of inspiration, from reading your website, I understand your grandmother Laura Fermi was also influential in forming your world view. Please tell us about that and growing up in Chicago.*

Olivia: Yes, my grandmother lived close by and we'd see her a couple of times a week. She was a huge inspiration to me, a major role model. Laura was a pioneer in the environmental movement around the time Rachel Carson published her seminal exposé on the interconnected nature of life: *Silent Spring*. One of my earliest memories—I would have been in kindergarten—is of my grandmother and her friends folding flyers and teaching me how to fold them too. They successfully lobbied to transition from coal to natural gas in some of the buildings in Chicago—which at the time was revolutionary. I got a lot of encouragement to express myself creatively from my parents. My grandmother encouraged me to write from the time I was seven years old. She modelled a very forward way of looking at society to see what she might contribute. When the environmental movement gained traction, Laura and her colleague friends moved on to start the first-hand gun control lobby in the US. I learned about human systems thinking from my grandmother at a very young age and it is part of how I look at the world.

Jen: *Given the US government's controversial decision to push ahead with developing atomic weapons starting in the 1940s and your grandfather's integral role there, the legacy of his work is complicated. This is something that you have addressed head on. I can see how your grandmother's guidance helped you with this. Can you tell me about your Neutron Trail project and your personal work to come to terms with this legacy?*

Olivia: My Neutron Trail project is actually dedicated to all of us coming to terms with our shared nuclear legacy. I went on a kind of pilgrimage (2009-2014) to visit the people and places most impacted by that legacy of nuclear weapons, nuclear waste, and the question of nuclear energy. Los Alamos, where the first bombs were put together, Richland, WA where plutonium was first refined, and Hiroshima and Nagasaki, Japan, where atomic bombs were dropped on civilians, are some of the main stops on my Neutron Trail pilgrimage over those years.

Neutron Trail popped into my mind one day in early 2009. Later I realized where that name came from. Trails aren't obvious like a highway, yet there is a track to follow. Neutrons are neutrally charged particles, part of the nucleus of atoms. Enrico had the intuition to bombard elements in the periodic table with slow neutrons to learn more about the make-up of the universe. He won his Nobel-prize (1938) in part for pioneering this technique—he was a neutron genius.

I'm not a physicist. I'm a humanist, an activist of the soul. To me, these slow-moving, neutral particles with the power to open up the nuclei of atoms are a metaphor for how to create dialogue on the extremely difficult and complex topic of dealing with our shared nuclear legacy. When I went to these places, I went with an open-mind, open-heart, and sometimes quite naïve so as not to have pre-conceived ideas. All sorts of wonderful coincidences happened and profound dialogues that moved me and changed me. And I gather, from the responses I got, changed and impressed those I had contact with. Often I would give a talk and a workshop, though a lot of the dialogue was informal, like I said there were a lot of synchronicities. I shared many stories on my Neutron Trail blog.

"Inclusive neutrality rather than either/or logic to penetrate the pressing problems putting humanity's future in peril"
- Olivia Fermi

I feel deeply saddened that First Peoples and marginalized peoples around the world have suffered the greatest proportion of harm from nuclear waste stream products, including losing access to their sacred and traditional



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areas to nuclear facilities, as have the Tewa pueblo people of New Mexico, living in the shadow of these facilities, and being exposed to harmful levels of radiation.

While I was trekking the Neutron Trail, I learned about ancestral healing and family constellations (if you haven't heard of constellations, check out Netflix, *Sex, Love & Goop*, ep 5). These modalities connected me more deeply with my grandfather's spirit and I was fortunate to train and become a constellations facilitator to help others with healing their lineages.

Jen: *What are some of your current interests (personal and professional)?*

Olivia: I'm a counsellor, coach, and constellations facilitator in private practice. I love my work. I also volunteer in my spiritual community (Diamond Approach), with supporting dialogue and assisting with conflict resolution. I enjoy Pilates, walking, deep and quirky conversations, and all different kinds of creative expression. Here on campus, I enjoy my role as Engagement volunteer for the Old Barn Children's Garden. Since we're in the midst of a climate emergency, I'm very interested in how we UNA residents might envision and incorporate substantive actions at a community-wide level, beyond recycling, like retrofitting our homes, more community gardens, that whole arena.



The Reconciliation Pole located on Main Mall at UBC.
Image source: [here](#)

Jen: *On your Neutron Trail website, you describe an approach of using "inclusive neutrality rather than either/or logic to penetrate the pressing problems putting humanity's future in peril." How can we apply this approach to the challenges we are currently facing in our world today?*

Thank you, yes, that's the heart of the project. Here is a short answer. I think we have to chunk it down, "think global, act local." Basically, choose the places where you personally have the resources and passion to make a difference. That could be in your family, your community, at work—there's so many possibilities. The main things are to not give in to doubt, guilt, or shame and to remember you have your unique greatness to offer the world. And to keep doing your inner growth work as you take action.

I often walk by [Reconciliation Pole](#) and reflect on its messages to us. In terms of your question about inclusive neutrality, Reconciliation Pole stands as a profound and literal statement of the Coast Salish ways that were before European contact (bottom third of pole), the Indian Residential School genocide (middle) and the incredibly generous gesture at the top of the pole to the possibilities for navigating together into the future. Near the base, standing on the Salmon House, between the legs of Bear Mother is *sGaaga* who signals when to begin the salmon harvest. He waits until some of the first

and strongest salmon have gone by out of respect and care for all our relations. Reconciliation Pole is inclusive and raw in the truths portrayed.

You can learn more about Olivia [here](#) and about *On the Neutron Trail* [here](#).

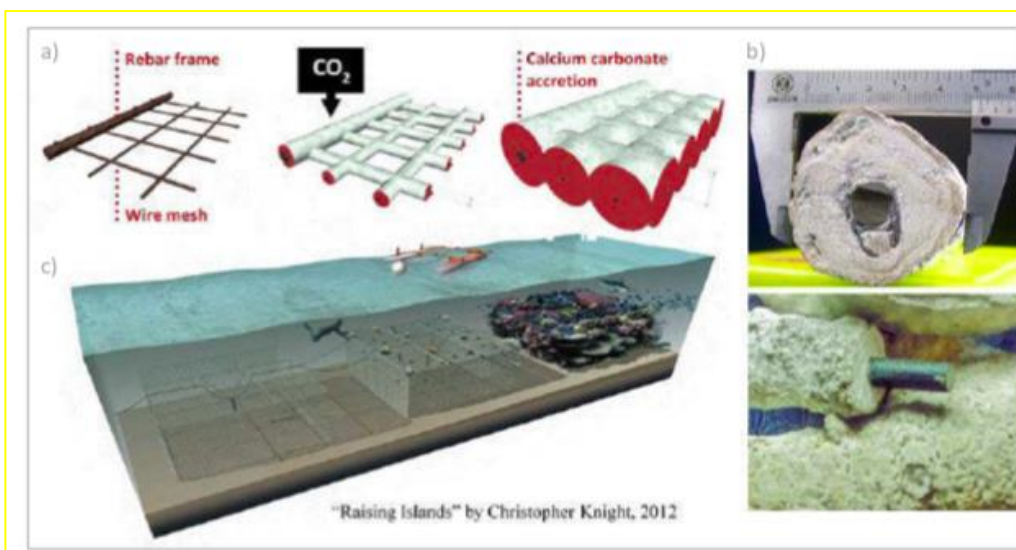
ELECTORAL AREA A Director's Update

From Jen McCutcheon, Director, Electoral Area A

Mar
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Sustainability Innovation Fund Projects Look to Advance Climate Action

As a member of the Metro Vancouver Climate Action Committee, I get the opportunity to learn about (and vote whether to endorse!) a variety of innovation projects for the region. A salmon enhancement action plan and an initiative to use “biorock” to sequester carbon and protect coastal infrastructure are two of the exciting projects included in Metro Vancouver’s 2022 [Sustainability Innovation Program](#).



Biorock formation process – an innovative way to sequester carbon and protect coastal infrastructure

The program consists of projects or initiatives undertaken by Metro Vancouver that contribute to the region's sustainability. After being approved by the Board, projects are financed from the Sustainability Innovation Fund and delivered by Metro Vancouver staff and project partners.

This year’s projects advance big moves in climate action across the region, as set out in the *Climate 2050 Strategy*. A full list of the projects can be found [online](#).

Food Waste Action Week!

Canadians produce nearly 10 million tonnes of greenhouse gases each year, simply by wasting perfectly edible food at home — however, there are plenty of simple actions everyone can take to help prevent unnecessary food waste.

This year, from March 7 to 13, Canada will join with environmental charity WRAP for the first global Food Waste Action Week, with the goal of driving home the message, “*Wasting Food Feeds Climate Change*.” The international week of action will be delivered through the National Zero Waste Council, an initiative of Metro Vancouver, and its well-known Love Food Hate Waste Canada campaign.

Sixty-three per cent of the food Canadian households throw away is considered avoidable, meaning it could have been eaten. Nationwide, that amounts to almost 2.2 million tonnes of edible food wasted each year, at a cost of more than \$17 billion. The environmental impact of this waste is equivalent to 9.8 million tonnes of CO₂ emissions, or 2.1 million cars on the road.



Globally, around one-third of all food produced is lost or wasted, which accounts for between eight and 10 per cent of total greenhouse gas emissions. Fighting food waste at home has a direct impact on these emissions: every tonne of household food waste that is avoided is the equivalent of taking one car off the road each year.

To participate in Food Waste Action Week, Canadians are encouraged to use the food-saving tips shared on the Love Food Hate Waste Canada social channels ([Instagram](#), [Facebook](#), and [Twitter](#)) and through the #foodwasteactionweek hashtag. From storing food correctly, to using up leftovers and making sure none of the food we love goes to waste, every small change can make a big difference.



TransLink Updates

Please note that in my February 2022 update, I mistakenly stated that TransLink was committed to achieving net zero emissions by **2022**. This should have read 2050, not 2022. My apologies for the error. This has been corrected in the online version, located [here](#).

Free WiFi on TransLink Vehicles

Earlier this month, TransLink and Shaw Communications launched free WiFi for customers on six Rapidbuses, on three SkyTrains, at Edmonds Station in Burnaby, and at Carvolth Exchange in Langley. This is the beginning of a system-wide rollout that will provide free WiFi for customers on all buses, SeaBuses, SkyTrains, transit station, and major transit hubs. TransLink expects the rollout of WiFi to be complete in 2026. [Visit TransLink's WiFi webpage](#)





HandyDART Discounts

As of October 1, HandyDART customers can now benefit from age-based discounts and contactless payment through Compass Cards and Tap to Pay. These improvements are a result of the HandyDART Modernization Program, and will make HandyDART more equitable with the conventional transit system while simplifying use and payment through Compass. These improvements will reduce costs for HandyDART customers aged 65+, and for customers between the ages of 13 and 18.

[Register at TransLink's HandyDART webpage](#)

Tap In To win.

As of November 1, TransLink customers can be eligible to win a series of amazing prizes with the tap of their compass card! TransLink launched its first ever sweepstakes to thank customers, help boost economic recovery, and rebuild ridership. Upon registration, customers are eligible for monthly prize draws which run for the next five months. Prizes include 2 e-bikes, 5 one-year Compass Cards, 15 stay-and-play packages including hotels, restaurants, and attractions, and more!



[Register and find out more on the Tap In To Win page](#)

Impacts of COVID-19 on Mental Health – Round 4 Survey Results

Some of you may remember that around this time last year, I hosted an engagement session on coping and connecting during the pandemic. One of the guest speakers for that event was UBC researcher and UNA resident, Dr. Emily Jenkins, a lead investigator in a national longitudinal study on the impact of COVID-19 on mental health, conducted in partnership with the Canadian Mental Health Association (CMHA). Earlier this month, results of the fourth round of their national monitoring survey *Assessing the Impacts of COVID-19 on Mental Health*

Far from feeling the pandemic is over, most people in Canada are stressed about what's next, with 64% worried about new variants and 57% worried about COVID-19 circulating in the population for years to come. Two years of pandemic-related stressors, including grief and trauma, are likely to lead to significant long-term mental health effects on both our population and the frontline mental health providers caring for them.



You can read a summary of the survey findings [here](#).

While deteriorating mental health was seen in 37% of the general population, the following population subgroups were disproportionately impacted:

- 57% of those who are unemployed due to COVID-19
- 56% of those with a pre-existing mental health condition
- 47% of students
- 44% of those with a disability
- 49% of LGBTQ2+ people

Researchers also asked survey respondents about coping mechanisms that they are using to help their mental health. The following were the most common responses by respondents in British Columbia

- Going for a walk or exercise outside (57%)
- Maintaining a healthy lifestyle (e.g. balanced diet, enough sleep, exercise, etc.) (46%)
- Connecting in- person with friends or family (37%)
- Doing a hobby (38%)
- Enjoying outdoor activities with friends or family (34%)



This is the fourth round of a cross-sectional monitoring survey on the impacts of COVID-19 on mental health in Canada led by academic researchers from the UBC in partnership with CMHA and Maru/Matchbox. Early iterations of the survey questions were informed by a UK longitudinal survey commissioned by the Mental Health Foundation in March 2020 and guided by research evidence on mental health impacts of past pandemics as well as input from people with lived experience of mental health conditions. Questions were refined for the Canadian context and to respond to emerging issues of priority. Round 1 data were collected May 2020, Round 2 data were collected September 2020, Round 3 data were collected January 2021, and Round 4 was collected November/December 2021. Round 4 included a total of 3,030 respondents, representative of the adult Canadian population by age, gender, province/territory, and household income. The maximum margin of error for proportions derived from this sample is +/- 1.79% at a 95% level of confidence (overall sample).





What to Do with Old Clothes? Think Thrice!

During my recent engagement session on plastics recycling, a question came up about what consumers can (and should) do with their old clothing and other textiles. I hope that this segment provides further insight on this topic.

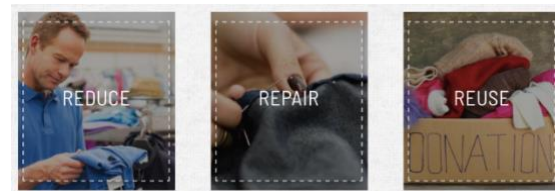
When clothing is at end of life, putting those items in the donation and recycle stream benefits the community and the environment. There are plenty of local opportunities to swap, sell or donate unwanted clothing, and even frayed, stretched, lightly stained, or otherwise worn-out clothes can be donated, as long as they're clean.

Textile waste is one of the fastest growing categories of waste globally, and makes up about five per cent of garbage produced each year in Metro Vancouver. The region's residents dispose of an average of 20,000 tonnes of textiles each year, which works out to eight kilograms of clothing per person, or the weight of about 44 t-shirts.

Starting March 10, learn about tailoring and repair service providers, donation services, brands tackling clothing waste, and more with an interactive [Facebook Live](#) series, hosted by Metro Vancouver solid waste experts. Follow Metro Vancouver's Facebook page (facebook.com/metrovancouver) for updates and notifications.

Before your clothes even get to the end of their life, think thrice about your clothes:

- Reduce: Develop an eagle-eye for finding quality items
- Repair: Make the most out of your existing wardrobe
- Reuse: Find great second-hand gems and donate what you're done with



Find tips and information about reducing clothing waste at think-thrice.ca, and visit mvrecycles.org to find locations to donate or recycle unwanted clothing items.

Jen's Board and Committee Appointments for 2022

Below are the boards and committees that I serve on. Feel free to reach out to me if you would like to learn more.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Metro Vancouver Regional District (MVRD) Board of Directors • TransLink Mayors' Council for Regional Transportation • Climate Action Committee, MVRD • Finance Committee, MVRD • Chair of the Electoral Area Committee, MVRD • Mayors' Committee, MVRD • MVRD Flood Resiliency Task Force | <ul style="list-style-type: none"> • E-Comm Board of Directors • Human Resources Committee, E-Comm • Fraser Valley Regional Library Board of Directors • Joint Regional Planning Committee for TransLink • Inaugural Board Member for Metro Vancouver Zero Emission Innovation Centre (ZEIC) • Ocean Watch Action Committee • Lower Mainland Local Government Association Board Director |
|---|---|

Links & Connections

[Jen McCutcheon's Website](#)
www.areaajen.ca



ELECTORAL AREA **A** Director's Update

From **Maria Harris**, Electoral Area A Director

DECEMBER
2016

[Jen McCutcheon's Facebook](#)
www.facebook.com/AreaAJen



Report Date: March 8, 2022
Meeting Date: March 15, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: March Management Update

Background

The March 2022 Management Update is presented for information.

Decision Requested

For information

Discussion

CHIEF ADMINISTRATIVE OFFICER

In late February and early March a major focus was budgeting and preparing for the Joint Financial Task Force (JFTF) meeting, with background work on the Athletics Access Fee and Reserve's Policies. Time was also spent assisting the Land Use Advisory Committee and working on a variety of human resources related items.

Some of the key areas that I worked on over the past month include the following:

Board Relations

- Attended the March Finance and Governance and Human Resources Committee meetings.
- Attended the February Neighbours Agreement Committee and Land Use Advisory Committee meetings.
- Worked with the Governance and Human Resources Committee to support ongoing Board governance projects, including working on an updated Board Code of Conduct policy, electronic voting and an investigation of Board vacancy appointment processes.
- Met with Director Kang and the Communications Manager to review UNA Communications items.

COVID-19 Support

- Ongoing monitoring of UNA COVID 19 processes.

Operations

- Ongoing work to advance the proposed UNA-UBC Community Works Funds projects to the next stage – including attending a meeting with Campus + Community Planning representatives and UBCPT officials to discuss consultation timing for the proposed Wesbrook Basketball Court project.

Finance

- Assisted with budget planning work.

Risk Management

- Continue to support the UNA in implementing policy/training or contractual changes required as a result of the new UNA insurance coverage.

Programs and Services

- Records Management work - Continue to assist with the implementation of the Records Classification and Retention System.
- Finalized the Office Space Needs Assessment. An update on next steps is included as a separate report in this Board package.
- Attended the Quarterly UNA, UBC and UBCPT Staff meeting. Topics of discussion included potential transition of landscaping responsibilities from UBCPT to UNA.

Human Resources

- Preparations underway for annual performance reviews.
- Early work underway preparing job descriptions for proposed new staff positions.

Community Relations

- Attended the Land Use Advisory Committee Town Hall Zoom meeting.
- Attended the UBC Campus Vision 2050 Community Advisory Committee meetings as the UNA representative. The first meeting was focused on introductions and a review of the Terms of Reference and process. The second meeting was supposed to be a workshop format that reviewed draft principals and strategies, but due to scheduling issues with the Musqueam representatives the review was delayed, and the meeting focused on an overview of Campus Vision 2050 process and the UBC Endowment Fund.
- The University RCMP detachment undertook a Managerial Review last fall, and during interviews with external clients it was identified by some that there may be a need to change the name of University Detachment to one that is more reflective of the community. Feedback received at the time was that the current name represents UBC rather than other communities such as UNA or UEL. RCMP



Detachment Commander Chuck Lan has asked me to solicit Board feedback on any potential name change (no new name has been forwarded for consideration).

OPERATIONS

Sustainability Updates

March 14 will be the second instalment of the Sustainability Sessions: A Virtual Lunch & Learn Series. In this session, we will hear from guest speaker Daniel Rotman, who has recently completed a waste audit of the UNA's public realm receptacles and will be talking about Metro Vancouver's waste systems and behaviour change.

The UNA Staff and the UBC C+CP Community Energy Manager will be working with a Sustainability Scholar to produce research and a report on retrofit design options, incentives, and barriers for low-carbon, climate resilient apartments. More information about future engagement opportunities will be available shortly.

Recycling, Compost & Waste | March 14 | 12-1pm | [Register Here](#)

EV Charging Station Assessment Study

As part of the advancement of the proposed Metro Vancouver Community Works Fund projects, the UNA partnered with UBC to have an engineering consultant perform an on-street Electric Vehicle (EV) charging station feasibility study in the UNA neighbourhoods. The preliminary report is now available and UNA staff will provide a full report in the April 2022 Monthly Board Meeting.

Landscape Management Plan

UNA staff will team up with the Landscape Management Plan consultant from Lanarc to setup the initial site visit with UBC Properties Trust and UNA landscaping teams on the second week of March. This initial onsite meeting is intended to get a better understanding about the current operations, learn more about best practices and to engage with our key stakeholders in the project.

Wesbrook Parking Permit and Visitor Pass Renewal Reminder

A reminder that the Wesbrook Parking Permit and Visitor Passes will expire on April 30, 2022.

The UNA Parking Service Team is in the process of finalizing the timeline for the renewal process. We expect 2022/23 renewal information will be available the third week of March.

Wesbrook parking permit and visitor pass renewal information will be emailed to current pass holders through their registered email. Additional renewal reminder will be available through the UNA regular communication channels like weekly newsletter, myuna.ca website and strata chair distribution list.



FINANCE

Highlights of major activities:

- Budget Public Consultation for 2022/2023
- JFTF Meeting

Details:

Budget Public Consultation for 2022/2023

The draft 2022/2023 UNA budget public consultation was completed on February 18th, 2022. All the public feedback received has been presented to the Finance and Audit Committee and further details can be viewed at the Finance Committee Update section. We will also move forward with completing the budgeting process in March.

Joint Financial Task Force (JFTF) Meeting:

There was a JFTF meeting in February. The main topics on the agenda were the Athletic & Community Access Fees and the Reserves policy update. The Athletic Access Fee is still under discussion with UBC and the Reserves policy update is underway with no further update at this point.

COMMUNICATIONS

Board Meeting Summary

To help keep the community informed of the activities of the Board of Directors, the Communications Team will be working with the Administration Team to start publishing a summary of the Board meetings on the UNA website and the weekly community newsletter. The Board meeting summaries will be published on the fourth Friday of the month.

Newsletter Improvement Project

Communications is looking to improve the weekly newsletter and has hired Good Digital, a creative digital agency to provide support. We have started work on reviewing the current newsletter and reviewing its strategic goals. The project aims to implement several improvements on the backend platform including tagging, better and more modular templates, click tracking and smarter ways to collect metrics. On the frontend, we'll be working to improve the layout and organization of the newsletter with a more consistent approach to graphics and quality HTML code that renders correctly on all current email and browsers.

Records Management Training Materials Development

Communications has been working with the Administrative Assistant (the project lead for the records management project) to develop training materials for staff to help them in transitioning to the new records management system. Currently, we are in content development. Deliverables will include tools and reference materials, a PowerPoint presentation and a training script.

Volunteer Materials

Communications has been working with the Old Barn and Volunteer Coordinator and the Youth Program Coordinator to create new materials for the UNA's volunteer program. Recently, volunteering has been added as a function to the UNA Account. People who wish to volunteer may now do so through the UNA Account as opposed to previous practice of signing up through the website or directly with staff. We will be doing a mini promotion around this with a new volunteer brochure, new website landing page. Communications will also be designing new lanyards specific for volunteers.

UNA Card Folders

To increase awareness of the benefits that UNA residents are entitled to, Communications will be designing a new UNA Card folder that will be issued with the UNA Card. The folder will contain information about facilities where the UNA Card is honoured as well as a short explainer on the UNA Account.

Program Guide Support

The Communications Team provided support in the online and print publication of the Spring/Summer 2022 Program Guide including graphic design, content review and advertising. The Program Guide was published online March 4 and the print version will be in mailboxes this week.

UNA Guidebook Updates

Communications has reviewed the UNA Guidebook, and a second edition will be available soon. Updates are minimal and will include new volunteer information.

Staff Social Events Committee

The UNA Staff Social Events Committee (SSEC) has started recruitment for the new committee for 2022-2023. The SSEC is in charge of quarterly birthday parties and two major staff events (one in the summer and one in the winter).

CEAC Support

The Communications Manager has been working to support the Community Engagement Advisory Committee as they finalize their community engagement survey. A report with more details on the survey will follow later on in the agenda.



LUAC Town Hall Support

The Communications Manager helped support the Land Use Advisory Committee in promoting the UNA Virtual Town Hall on Campus Vision 2050. Communications Team also helped the LUAC launch a website landing page dedicated to the work the committee is doing related to Campus Vision 2050.

Other Work

- Youth programs support
- Events promotional support
- Employee Handbook updates

RECREATION

UNA facilities had many restrictions to access lifted allowing greater access to our programs and events at both the Westbrook Community Centre (WCC) and Old Barn Community Centre (OBCC). Winter registration and attendance of offerings started slow, because of PHO orders that severely restricted access in January 2022 but saw an increase corresponding to the removal all PHO Orders apart from the mask mandate and proof of vaccination. Gearing up for spring the team is excited to be offering a full slate of programs for the first time in two-and-half-years, along with camps and events like the Golden Easter Egg Hunt in April, which should bring the centres back to life.

Front Desk Update

Hours of Operation

Winter Hours: <https://www.myuna.ca/facilities/#wesbrook>

No holidays or other changes coming up in March

PHO Operational Structure

Front Desk Staff, continue to follow the remaining mandates, with proof of vaccination being checked, and a mask being required to enter the facility.

Usership (Drop-In)

- 260 Program Drop-ins
- 17 new paid parking permits issued (resident and visitor and replacements permits)
- 21 Applications reviewed (includes successful, unsuccessful, refunds, replacements, and all pass types)
- 8 submitted online
- 13 submitted in person



New Complimentary day passes are difficult to track in PM but likely represent the majority of parking applications

ZenDesk – Tickets Received / Tickets Solved / Touches

- 152 Received
- 115 Solved
- 286 Touches

Programming Update

Programs currently being offered across UNA (Winter)	184
Registered Participants	2141
# Withdraws	97
Financials for Month – Total fees (including refunds)	\$140,172

For the upcoming Spring Break, we are offering eight camps which will run sports, arts, science, and outdoor activities for over 100 young learners.

The spring and summer programming has been completed, there is a 30% increase in our programming offering in the areas of arts and culture, adult fitness, summer camps, and community events. The program guide is viewable [online](#). Registration will open on March 14 both in person and online.

Bookings for room rental and birthday party have resumed. We foresee a gradual uptake from the community of renting spaces at the community centres for hosting meetings and parties.

For our seniors, Sam's Computer Workshops and one-on-one sessions are ending on March 5. We have a group of five volunteers that are designing and implementing a weekly Saturday program to provide ongoing support. Community Digital Support will provide a ½ hour workshop followed by Q&A and drop-in assistance. The focus will be on empowering people to learn how to use their electronic devices. Open to all adults. They will also be able to provide support in Mandarin and Cantonese.

Vincente Regis our fantastic Santa Claus has been accepted to the UBC Doctorate program and will be leaving the UNA with his last day being March 17. We all wish Vicente the best of luck in his pursuit of higher education.

Programming Highlights

- Weaving Wellness Art Therapy workshop was well attended with 18 registered and had a successful night of creating artwork in a therapeutic environment. We received a lot positive feedback from participants, and this program has developed into a new Acrylic Paint Pour workshop in the spring.

- Get Active! A grant funded program reaching out to women within the UNA and run by programmer Josie Chow is well on its way. Many Get Active! participants have been highly active in fitness classes and dropping into fitness centre. Mentors have been organizing small group activities as well.

Youth programming continues to be well attended, with programs like Homework help - Peer tutoring, Preteen slam poetry, youth slam poetry, Math Tutoring - Small groups, and Yoga for students.

Drop-in program numbers for Feb

Youth Social Drop-in (Wednesdays 3 – 5:30) – 42 participants

Open Studio – Dance (Fridays 3:30 – 4:30) - 25 participants

Homework Help (Tuesdays 4 – 6) - 10 participants

Basketball Drop-in (Wednesdays 5:30 – 6:45) - 20 participants

- We recently became members of BC Youth Week which takes place May 1-7, this week and the BC Youth Week organization's vision is to bring municipalities and youth serving agencies together to celebrate youth in your community. Etana and Hal are working with the Youth Leaders to plan events and activities during the week.

- Events Highlights

- UNA Orientation in Mandarin on Zoom on Feb 24. 27 in attendance. They found the following information extremely helpful: Information on UNA's government, scope of responsibilities, how season works, program registration process, and browsing the UNA website were useful
- Kids Take over UBC
 - The Youth Art Engagement Committee (YAEC) was a big part of the UNA's contribution to Kids Take Over this year. The YAEC facilitated craft stations outside of the Old Barn Community Centre, they made friendship bracelets, Teru teru bōzu dolls and sidewalk chalk.
 - There were six volunteers from the YAEC
 - We hosted 50 participants throughout the couple hour event.
- Family Day 2022
 - Drop-in sports, art, and social activities were available at WCC and OBCC, there was also open field time on community fields and a family walk hosted by the Pacific Spirit Park Society.

- Estimated attendance:
 - 38 attended Basketball, Yoga
 - 42 attended Arts and Crafts,
 - 54 attended Badminton, Table Tennis
 - 33 registered for Family EcoWalk
- Upcoming Events
 - **Coffee Talk March 28**, free, topic will be Sustainability in the UNA.
 - **Family Movie Night returns on March 19** at 6pm. Special session hosted by the pre-teen leadership group.
 - **Seniors and Friends, March 31** 10am at the Barn, free, Music appreciation, including a piano performance.
 - **Easter Egg Hunt, April 17th**, 10am – 12pm, We will have crafts hosted by the YAEF, an easter egg hunt, and carnival games.
 - **Youth Volunteer Appreciation BBQ**, end of April

Health and Fitness Update

Due to Public Health Order, WCC and OBCC fitness centres remained closed for the month of January.

	Wesbrook	Old Barn	UNA Total
Attendance Fitness Centre	1418	209	1723
Attendance Fitness Classes	96	0	96
Personal Training Sessions	0	0	0

Health and Fitness Focus upcoming:

Anthony Evangelista long-time UNA Fitness Supervisor is moving on to the travel tourism industry, Anthony's last day will be March 18th. We wish Anthony well with his new direction.

Financial Implications

None



Operational Implications

None

Strategic Objective

None

Attachments

None

Concurrence

1. Dave Gillis, Recreation Manager
2. Athena Koon, Finance Manager
3. Glenda Ollero, Communications Manager
4. Wegland Sit, Operations Manager

Respectfully submitted,

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Sundance Topham
Chief Administrative Officer



Report Date: March 4, 2022
Meeting Date: March 15, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: UNA Office Space Needs Assessment Implementation

Background

At the January 18, 2022 UNA Board meeting staff provided an overview of the recently completed UNA Office Space Needs Assessment. At that time, it was noted that staff would review the implications of moving forward with Option A from the report and report back to the Board at a future date.

Staff have had the opportunity to further flesh out the details of this option and have also received new information from UBC Properties Trust (UBCPT) as to the possibility of a new space for our administrative functions.

This report summarizes this new information and includes recommendations for Board consideration.

Decision Requested

THAT the Board support the plan to relocate the Communications Department from the Berton Avenue location to the Classroom of the WCC and revamp the existing recreation department office spaces in the Wesbrook Community Centre and Old Barn Community Centre.

AND THAT the Board approve the attached Lease Extension Agreement for a six-month extension of the UNA Administrative Office lease and authorize the Chief Administrative Officer to execute the agreement.

Discussion

The UNA worked with Resource Planning Group (RPG) to complete a fulsome UNA Office Space Needs Assessment in late 2021.

The process led to the consultants recommending three potential options for the UNA office space needs over the next 10 years. Two of the options involve moving administrative staff from the current Berton Avenue location to either the Wesbrook Community Centre (WCC) or Old Barn Community Centre (OBCC).

The final option would relocate the entire Berton Avenue Administrative Office to a new stand-alone office location with sufficient space to accommodate the administrative department (along with room for growth).

Staff reviewed the various options with the Board at the January Board meeting, and at that time it was decided that next steps would entail fleshing out potential details around Option A, which is summarized below:

Option A:

Option A involves moving the Communications Department from the Berton Avenue location to the Classroom Room on the second floor of the WCC. This would free up space in the Berton Avenue location, while not significantly cutting into programming space at the WCC.

With the Communications Department moved to the WCC, the Berton Avenue location would receive upgrades to office and meeting spaces and restructuring to accommodate additional employees.

This option also involves revamping the recreation department office space on the WCC main floor as well as improvements to the existing recreation department office space on the ground floor of the OBCC.

This option is estimated to cost approximately \$215,000 and would require maintaining our existing office within the Berton Avenue location, at an annual cost of approximately \$70,000.

The review of details was focused around three main areas, whether the use of the Classroom for office space was allowed under our license with UBC, the effect of any move to the Classroom on programming, and implementation considerations for potential renovations to the existing Berton Avenue location.

License Considerations:

When Option A was discussed at the Board meeting one of the considerations raised was whether our license for the Wesbrook Community Centre would allow for the use of the second floor Classroom Room for staff office space. Staff were confident during the planning process that this was an allowed use, and subsequent conversations with UBC officials have concluded that this is an allowed use under the license.

Impact of Programming:

A move to utilize the Classroom for office space instead of programming would have an effect on programming, both from a space perspective and a revenue perspective. An analysis was performed on the historical usage of the room and the potential impact on programming space/revenue that losing the space would cause.

The analysis showed that the majority of the programming could be moved to other spaces within the WCC for the foreseeable future, and that the loss of revenue

associated with any temporary use of the space would be minimal. This is in part due to the fact that the WCC was built to a size to match future buildout of the UNA neighbourhoods, and there is currently excess space available.

Renovation Considerations

Although preliminary conversations were held with our landlord (UBCPT) during the project planning, those conversations were high level, and staff investigated what would be entailed in upgrading the existing Berton Avenue offices to meet our requirements, including looking at options for consultants for the renovations, and beginning conversations with the landlord as to long-term rental amounts.

Those conversations were at an early stage when the landlord advised that there may be a space opening up in the near future that would allow for the relocation of the entire administrative office to a new location that met our long-term space requirements.

Although this option was discussed at the January Board meeting, at the time there was no suitable location at UBC – and our short-term needs precluded the option of taking a wait and see approach.

UBCPT has indicated that the existing office space occupied by Wesbrook Properties and Village Gate Homes (the office space that was formerly occupied by the UNA up until 2017) may be available in the fall of 2022. This space would total 2859 square feet, which puts it directly in line with the number noted in our space needs assessment for our administrative functions, which is approximately 2,900 sf.

UBCPT cannot guarantee that this space will be available, but they believe that there is a strong possibility that it will open up in the fall, and they are willing to look at a short-term six-month extension of our existing offices space lease in the interim.

With this new information, staff are recommending that rather than moving forward with undertaking major planning and/or upgrades to our existing Berton Avenue location, that we move forward with the other items identified in Option A of the assessment, notably moving the Communications Department from the Berton location to the Classroom of the WCC, and revamping the recreation department office spaces in the WCC and OBCC. We would also enter a short-term six-month extension of the existing lease for our current office space.

The relocation of the Communications Department to the Classroom of the WCC won't require any structural changes to that room, and if the new larger space opens up in the fall, any office furniture purchased can be utilized in the new location, as UBCPT has advised that they would be taking all of their office furniture with them if they move.

From a programming perspective, the Classroom in the WCC has been removed as a useable space for the spring and fall sessions, and this can be reviewed again moving forward, depending on the outcome of any proposed office relocation.

If, for whatever reason, the space doesn't open up, staff can continue the investigation of the more extensive repairs to the current administrative office space and look to enter into a longer-term lease.

Financial Implications

The UNA currently has \$150,000 budgeted for capital upgrades and approximately \$65,583 budgeted for our 2022-23 administrative lease. The estimates for implementing Option A capital improvements ranged from \$145,800 to \$215,800 (with medium to major renovations).

If the UNA enters into a short-term lease extension for the existing office, and then switches to a new larger space, there will be savings in the capital budget (as a result of not requiring major renovations – there would still be costs for the upgrades to WCC and OBCC – along with furniture and moving costs), which will be offset with increased operational lease costs.

The current UNA lease costs \$5,610.03 per month inclusive (with Common Area/Property Tax and GST). If we were to move to the adjacent office space, our short-term renewal lease would increase costs slightly as the base rate would raise from \$25 per square foot to \$28 per square foot (plus the Common Area/Property Tax and GST) for a total of \$6,018.43 per month. Any longer-term rent for the new space would be offered at \$30 per square foot plus the Common Area/Property Tax and GST, for a total of \$10,859 per month (with potential annual Common Area Maintenance increases after that). This equates to a total of \$25,130 over budget (for the 2022-23 fiscal year) and \$58,093 per year in additional costs.

The overall financial impact on the UNA from the loss of program/rental revenue associated with any of these options will be minimal in the short term, but as the population grows, and the need for programming spaces increases, it is assumed that these impacts will increase as well.

Operational Implications

Moving forward with a revised Option A, with a move to a new Administrative Office Space in the fall, would have less operational implications than moving forward with the original proposal, as there would be less impacts on spaces when people were working in them. The new larger space is a better long-term solution for the administrative functions of the UNA, as the trend for the organization is to take on more responsibilities, which in turn equates to the need for more staffing.

The office space needs assessment was created with this long-term lens, and provides for this growth.



Strategic Objective

Operational Capacity

Attachments

1. Schedule A – Lease Extension Agreement for the UNA Administrative Office

Concurrence

1. Dave Gillis, Recreation Manager
2. Athena Koon, Finance Manager
3. Glenda Ollero, Communications Manager
4. Wegland Sit, Operations Manager

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', written over a horizontal line.

Sundance Topham
Chief Administrative Officer

SECOND LEASE EXTENSION AGREEMENT

THIS AGREEMENT is made as of the 24th day of January, 2022.

BETWEEN:

UBC PROPERTIES INVESTMENTS LTD., (Incorporation No. BC0578584), a British Columbia company having an office at Suite 201, 5923 Berton Avenue, Vancouver, British Columbia, V6S 0B3, as Trustee, for UBC Properties Trust

(the "**Landlord**")

AND:

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
(Incorporation No. S0044722), a British Columbia Society having an office at Suite 202, 5923 Berton Avenue, Vancouver, British Columbia, V6S 0B3

(the "**Tenant**")

WHEREAS:

A. By a sublease dated January 21, 2018, which sublease was amended by a lease extension agreement dated April 21, 2021 (together, the "**Lease**"), the Landlord did sublease to the Tenant certain premises (the "**Premises**") consisting of approximately 1,661 rentable square feet and described as Unit #202 of the Building located at 5923 Berton Avenue, Vancouver, British Columbia, all as more particularly described in the Lease for a term expiring on May 31, 2022 (the "**Term**").

B. The Landlord and the Tenant have agreed to extend the Term and further modify the terms of the Lease on the terms and conditions set out herein.

NOW THEREFORE:

In consideration of the premises, the mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties covenant and agree as follows:

1. The Term of the Lease is hereby extended for a period of Six (6) months commencing on June 1, 2022 and expiring on November 30, 2022 (the "**Second Extension Term**").

2. The Tenant shall pay to the Landlord the following Minimum Rental in accordance with the Lease and without demand, deduction or right of offset, in advance, in equal monthly instalments on the first day of each month during the Second Extension Term:

Period	Annual Minimum Rental	Monthly Minimum Rental	Minimum Rental per annum per square foot of the Area of the Premises
June 1, 2022 to November 30, 2022	\$46,508.00	\$3,875.67	\$28.00

3. The Tenant is continuing occupation of the Premises in its "as is" condition and the Landlord is not required to perform any work to the Premises. The Tenant confirms that all Landlord's Work has been completed in accordance with the terms of the Lease.

4. The Landlord and Tenant acknowledge and agree that the Tenant has no further rights of renewal or extension with respect to the Lease, as amended herein.

5. The Tenant represents and warrants to the Landlord that, save and except as specifically set out herein, all improvement allowances and other inducements provided for in the Lease have been paid and provided and no further inducements are due to the Tenant under the Lease, as amended herein.

6. This Agreement will be read and construed together with the Lease, and the Lease, as modified hereby, will continue in full force and effect for the remainder of the Term of the Lease as extended hereby and in accordance with the terms hereof, save and except the right of further renewal or extension, Landlord's Work (if any), improvement allowances (if any), rent free period(s) (if any) and any other inducements shall not apply to the Second Extension Term unless specifically set out herein. The Landlord and the Tenant acknowledge and agree to perform and observe, respectively, the obligations of the Landlord and the Tenant under the Lease as modified hereby. The Landlord and the Tenant hereby confirm and ratify the terms and conditions contained in the Lease, as modified hereby. In the event of a conflict or discrepancy between the terms of the Lease and this Agreement, this Agreement will govern.

7. The Tenant agrees, from time to time, to do or cause to be done all such things, and shall execute and deliver all such documents, agreements and instruments reasonably requested by the Landlord, as may be necessary or desirable to complete the extension contemplated by this Agreement and to carry out its provisions and intention.

8. This Agreement shall enure to the benefit of and be binding upon the parties and their respective heirs, executors, administrators, successors and permitted assigns.

9. Any capitalized term used in this Agreement which is not defined herein but which is defined in the Lease will have the meaning ascribed to that term in the Lease.

10. This Agreement may be executed by the parties in any number of counterparts, each of which when executed and delivered is deemed to be an original, but all of which when taken together will constitute one and the same instrument. This Agreement may be executed by the parties hereto and delivered by fax or other electronic means and if so executed and delivered this Agreement will be for all purposes as effective as if the parties had executed and delivered an originally signed Agreement.

IN WITNESS WHEREOF the Landlord and the Tenant have executed this Agreement as of the day and year first above written.

UBC PROPERTIES INVESTMENTS LTD.,)
as Trustee for UBC PROPERTIES TRUST)
By its authorized signatory(ies):)
)
)
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_____)
Authorized Signatory)
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_____)
Authorized Signatory)

UNIVERSITY NEIGHBOURHOODS)
ASSOCIATION)
By its authorized signatory(ies):)
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Authorized Signatory)



Report Date: March 7, 2022
Meeting Date: March 15, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: Wesbrook Basketball Court – C+CP Update

Background

At the February 15, 2022 meeting the UNA Board passed the following motion in relation to the proposed Wesbrook Basketball Court project:

THAT the UNA ask UBC Properties Trust (UBCPT) to submit an amended development permit application for the temporary basketball court development in Wesbrook Place to Campus and Community Planning - based on the attached siting analysis and revised site design.

The Development Permit application has been submitted to Campus and Community Planning (C+CP) – who have subsequently passed on a revised timeframe for their required consultation process, along with a request to provide an independent noise assessment.

Decision Requested

For information

Discussion

The original proposed timeline from C+CP for moving forward the development permit application was as follows:

February 23: DP application submitted

February 25:

DP application posted on website with feedback form

Notification to residents (scope to be determined)

Email notification to UBC agencies

Ad prepared for Ubyyssey

Site Notification sign content prepared

March 3: Site sign installed on site

March 10: Development Review Committee (DRC) meeting held by Zoom (presentation by applicant team)

March 16*: Virtual Open House held by Zoom (11:30-1:00pm and 7:00-8:30pm); presentation by applicant team

March 23: Public consultation on website concludes

April 4: Minor C+CP recommended revisions to plans in response to community feedback (if required)

April 7: Staff report prepared by C&CP for DP Board

April 13: Development Permit Board meeting (by Zoom) 5:00pm

*or March 15/17 – suggesting 2 open houses

Due to concerns regarding holding public consultation during spring break that schedule has been revised as follows:

February 23: DP application received

March 17: application distributed to Development Review Committee (DRC)

March 24: Development Review Committee Meeting

Site Notification sign content prepared

DP application posted on website with feedback form

Notification to residents (scope to be determined)

Email notification to UBC agencies

Ad prepared for Ubysey

Site sign installed on site

April 12/13: Virtual Open Houses held by Zoom (11:30-1:00pm and 7:00-8:30pm); presentation by applicant team

April 19/20: public consultation on website concludes (22 day period for consultation)

April 25: revised plans submitted (if required)

April 25 - May 3: Staff report prepared by C&CP for DP Board (KR away from Apr 28 to May 6)

May 10*: Development Permit Board meeting (by Zoom) 5:00pm



End May/June: Development Permit issued (subject to UNA and funding approval)

***subject to quorum – moved forward from regular date (May 11)**

Campus and Community Planning have also advised that they would like to see the existing noise study undertaken by UNA staff replaced with an independent noise study. Staff are working to satisfy this requirement.

Financial Implications

The preliminary work associated with site layout and design will be included in the overall project budget, which will be funded through Metro Vancouver Community Works Funds. If the project does not advance, the funds for the preliminary consulting work will come from the consulting fees budget of the UNA.

Operational Implications

Advancing the proposed project to the development permit stage will require input from Administration, Operations and Communications staff.

Strategic Objective

UNA Community and Stakeholder Relations

Attachments

None

Concurrence

None

Respectfully submitted,

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Sundance Topham
Chief Administrative Officer



Report Date: March 9, 2022
Meeting Date: March 15, 2022
From: Athena Koon, Finance Manager
Subject: Fiscal 2022/23 UNA Budget – Draft III

Background

The draft 2022-23 UNA budget was presented to the Board at the January Board meeting and was posted on the UNA website from January 26th to February 18th, 2022, for public consultation. We have now officially closed the public consultation process and this report provides a summary of the public feedback received. The report also contains new information received since January that has resulted in minor changes to the draft 2022-23 budget. The Finance Committee has reviewed this final draft and is recommending that the Board approve the attached budgets.

Decision Requested

1. THAT the Board approve the 2022-23 operating and capital budgets and direct staff to submit the budget summaries to UBC for approval pursuant to section 10.2 of the Neighbours Agreement 2020.
2. THAT the Board's approval of the operating budget does not constitute the UNA's approval for UBC to withdraw an amount from the Neighbours Fund in respect of the athletics access fee for fiscal year 2022/23.

Discussion

Changes compared to Draft II

There are only two adjustments compared to the previous draft presented to the Board in January. They are both in the operating budget under the section of General Operation Services:

General Operation Services	Draft II	Current Draft	Difference	Reason
General Operating Services	448,752	558,252	109,500	From Comm Newspaper budget of \$76.5K & \$33K for insurance
Communications	168,600	92,100	- 76,500	Newspaper budget of \$76.5K transfers to General Operating

Newspaper:

Based on the direction provided at the February Board meeting, a decision cannot be made at this point-in-time as to how to utilize the budgeted newspaper amount. Staff were directed to leave the Campus Resident budget allocation in the 2022-23 draft budget as an unallocated amount and report back to the Board on how the funds can best be utilized. To reflect this the \$76.5K original budget from the newspaper line under Communication is moved to the General Operating Services under Board directed contingency as an unallocated amount until a decision is made.

Insurance:

The other adjustment is for insurance. New information was received in February regarding our annual UCIPP insurance premiums, and our insurance payments for 2021/2022 resulted in amount of \$134K for nine months of payments. For 2022/23, this budget line item will go up to \$181K to capture one full year of insurance payments plus estimated increases (Marsh at 15% and UCIPP at 10%). Total adjustments compared to the Draft II presented in January is \$33K. This adjustment will increase the total operating budget deficit by an extra \$33K, but the surplus balance from 2020/21 currently sitting in our unrestricted net assets is enough to cover the extra \$33K expenditure.

There is no update or change for the capital budget compared to the draft presented in January.

Public Consultation

The draft budget for 2022-23 presented to the Board in the January Board meeting was posted on the UNA website from January 26th to February 18th, 2022 for public consultation.

This year, our consultation included the following:

- Specific web page for UNA Budget Consultation
- Content includes budget overview, an information package, detailed information, budget development process & timeline
- An online fill-in form for public feedback

We received feedback from the five members of the public and all the details can be found in the Appendix I for your review. Based on the public feedback, responses were provided to the public and potential financial impacts to the 2022-23 budget were considered. At this point staff are not recommending any changes to the budget based on the feedback received.



Athletics Access Fee

The Athletics Access Fee is still under discussion with UBC, and the assumption currently being used in the draft budget is based on the five-year per capita cost of approx. \$43.50, multiplied by the estimated UNA population for 2022/23 (as discussed at the February meeting).

The per capita amount utilized in the budget will need to work in tandem with the results/recommendations from the updated Neilson Report Athletics Access review along with any recommendations from the Neighbours Agreement Committee/UNA Board and is an interim placeholder amount while negotiations continue. Included in the Athletic Access Fee total is \$30K for Community Access Fees.

Next Steps

After review of public feedback and Board approval, the final budget will be submitted to UBC for final approval, and this should conclude our 2022/23 budgeting process.

Financial Implications

None

Operational Implications

None

Strategic Objective

Balancing the UNA 2022-23 budget ties directly into the UNA strategic priority of Financial Sustainability

Attachments

1. Appendix I – Public Consultation Feedback & Comments
2. Schedule A – Draft 2022-23 UNA Operating Budget – Summary
3. Schedule B – Draft 2022-23 UNA Operating Budget – Detailed
4. Schedule C – Draft 2022-23 UNA Capital Budget – Summary
5. Schedule D – Draft 2022-23 UNA Capital Budget – Detailed



Concurrence

1. Dave Gillis, Recreation Manager
2. Glenda Ollero, Communications Manager
3. Wegland Sit, Operations Manager

Respectfully submitted,

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Athena Koon
Finance Manager

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Sundance Topham
Chief Administrative Officer

Appendix I

Public Consultation for Budget 2022-23 Feedback

Received	Name	Member	Feedback	Dept	Changes to Draft Budget
01/27/2022 & 02/13/2022	Corrine Larson	Yes	I don't know if it's in landscaping or sidewalk maintenance, but there needs to be money for the clearing of sidewalks from snow and ice. This winter the sidewalks at intersections were treacherous because of the accumulation of snow and ice from the plows clearing the road. Can the contracting of the snow removal be to one company that is responsible for both the roads and the sidewalks?	Operations	No
01/27/2022	Russell Horner	Yes	The budget needs to be balanced, there is no need for borrowing in the UNA as our infrastructure is relatively new so make sure this and future budgets are 100% balanced. Based on our current status we should be building reserves, not consuming them.	Finance	No
02/10/2022	Arushi Raina	Yes	Would like to see more renewable energy projects in the community: e.g., investments in solar panels, microgrids - to aspire to be carbon negative vs just meeting building codes	Operations	No
			Yes there are some nice projects addressing sustainability e.g., community gardens - but they do not go far enough.		
			Should also have a budget including a carbon budget estimate and what the plan is for the community to meet overall climate action targets, and surpass them. UNA is a comparatively rich neighborhood and so should be going beyond, and even assisting the overall community in addressing the climate action.		
			I am wondering also how indigenous engagement/programming is being included more substantially in programming.		
02/11/2022	Cedar Zhang	Yes	Please explain which part of the levy with an increase of 13% is used, and what is the reason for the increase over last year? With the continuous completion of new buildings, Levy Fee had been more and more. Why should Levy fee increase by more than 10% every year?	Finance	No
2022-02-17	Mel Rowles	Yes	Looks very comprehensive with a lot of time and effort put into the budget. My only comment is the cost \$20k to 25K (not clear) for Electric Landscape Equipment. Should the landscapers not be paying for this cost? One of the major Landscapers also does contract work for some of the stratas. If UNA is contributing to a Landscaper's cost of equipment, should they be using this subsidized equipment on strata properties?	Operations	No

University Neighbourhoods Association (UNA)
Operating Budget 2022-23 (Summary)

University Neighbourhoods Association (UNA)	2021-22	2022-23
	APPROVED BUDGET	DRAFT BUDGET
FUNDING SOURCES		
Neighbours Levy (Service Levy & 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)
UNA/VSB Playing Field Replacement Reserve	(60,000)	(60,000)
Total Contributions to Reserves	(355,090)	(394,650)
Deductions		
Engineering & Operations		
Stormwater	(563,852)	(627,446)
Fire Services Fee	(1,310,513)	(1,376,039)
Total Engineering & Operating Services	(1,874,365)	(2,003,485)
Recreation & Culture		
Athletics + Community Access Fee	(481,125)	(689,391)
General Operating Services		
GST (unrecoverable: Neighbours Levy less UBC Costs & Contributions to Reserves)	(69,411)	(69,753)
Total Neighbours Levy & Reserves Available	3,635,009	4,117,721
REVENUE		
Recreation & Culture		
Wesbrook Community Centre	142,500	398,675
Old Barn Community Centre	61,850	132,924
Programming	317,792	621,431
Playing Fields & Park Rentals	108,000	99,250
Total Recreation & 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 & Other Funding		
External Grants & Miscellaneous	117,822	154,110
Total Grants & Other Funding	117,822	154,110
TOTAL REVENUE	4,595,462	5,669,911

University Neighbourhoods Association (UNA)	2021-22 APPROVED BUDGET	2022-23 DRAFT BUDGET
EXPENDITURES		
Engineering & Operations Services		
Parking & 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 & Operations Services	852,507	1,001,000
Recreation & Culture Services		
Wesbrook Community Centre	571,436	489,241
Old Barn Community Centre	202,243	208,283
Recreation Salaries & 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 & Culture Services	2,291,664	2,696,019
General Operation Services		
Administration Salaries & Benefits	994,745	1,241,825
Sustainability	28,684	29,118
General Operating Services	414,295	558,252
Professional Fees	226,500	195,530
Communications	110,000	92,100
Public Engagement	81,826	68,932
Total General Operation Services	1,856,050	2,185,757
TOTAL EXPENDITURES	5,000,222	5,882,776
SURPLUS OR (DEFICIT)	(404,760)	(212,865)
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	145,394
BALANCE	\$ 0	\$ 0

University Neighbourhoods Association (UNA)		APPROVED BUDGET	DRAFT BUDGET	Notes
Operating Budget 2022-23 (Detailed)		2021-22	2022-23	
		TOTAL	TOTAL	
Neighbours Levy (Service Levy + GMSL)		6,415,000	7,275,000	as per 5 year projections
Contributions to Reserves (Outgoing Funds)				
Infrastructure Replacement Reserve		(153,960)	(174,600)	Current contribution rate is 2.4% of Neighbours Levy
Capital Replacement Reserve		(76,980)	(87,300)	Current contribution rate is 1.2% of Neighbours Levy
Rate Stabilization Reserve		(64,150)	(72,750)	Current contribution rate is 1% of Neighbours Levy
Contingency Reserve		-	-	Current contribution rate is 1% of Neighbours Levy
UNA/VSB Community Field Replacement Reserve		(60,000)	(60,000)	Fix contribution at 60K annually
Total Transfers to Reserves		(355,090)	(394,650)	
		6,059,910	6,880,350	
Deductions			-	
Engineering & Operations				
Stormwater		(563,852)	(627,446)	as per 5 year Van Struth Projections
Fire Services Fee		(1,310,513)	(1,376,039)	as per 5 year Van Struth Projections
Recreation & Culture				
UBC Athletics + Community Access Fee		(481,125)	(689,391)	Based on estimated per capita cost of \$43.50 (5 years average) times population of 15160. Difference comparing to 7.5% of Neighbours Levy is 113K. Include \$30K Community Assess Fee
GST (unrecoverable on Neighbours Levy less UBC costs)		(69,411)	(69,753)	calculated on net neighbours levy distribution (33% unrecoverable of 5% GST)
Total Neighbours Levy & Reserves after UBC Payments		3,635,009	4,117,721	total NL available to UNA
REVENUE				
Recreation & Culture				
Wesbrook Community Centre	Wesbrook Function Rentals	25,000	68,425	Strategic Marketing to School District and UBC for off site retreats and available use of space.
	Wesbrook Fitness Membership	100,000	270,250	Projected 15% growth off 3 year pre-pandemic average
	Wesbrook Personal Trainer	17,500	60,000	New PT focus team, small group training, off site training.
	Wesbrook Merchandise/other		-	
	Wesbrook: TBD Lease Options		-	
	Total Wesbrook Community Centre	142,500	398,675	
Old Barn Community Centre	Old Barn: Bean Around the World Coffee Shop	48,000	65,000	Max rent set at \$6.5K monthly and factor in summer, spring break, Christmas etc.
	Old Barn Function Rentals	3,250	16,000	Project 15% growth off 3 year pre-pandemic average. Gatherings, Celebrations, Weddings, Retreats - Requires increased specialized marketing
	Old Barn Fitness Membership	10,500	51,182	Redesign of Fitness Centre, focus on small group training and specialized circuit training.
	Old Barn Merchandise/other	100	742	Green Bin Sales, Additional event sales
	Total Old Barn Community Centre	61,850	132,924	

Programming	Wesbrook Program Fees	250,000	450,000	Projected 3 year pre-pandemic average, 4 additional summer camps to be run at WCC
	Catering	500	-	-
				Increased push on the hiring of a birthday party agent, specialized birthday packages.
	Birthday Parties	1,750	11,583	Possible addition of Bouncy castle.
	Wesbrook Yoga Studio Revenue	-	-	-
	Virtual Program Revenue	-	5,000	Projected growth Online fitness, education and mental health initiatives.
	Withdrawal Fee Revenue	500	500	Reduction due to services being fully running
Playing Fields & Park Rentals				35% of 3 year average, increased focus of programming and camps - 4 new camps, 12 new programs for September 2022
	Old Barn Program Fees	65,042	154,348	
		317,792	621,431	
	Parks Rental	-	-	Park renal in previous year but confirm nothing for this year
	Nobel Softball Diamond Revenue	3,000	10,000	League Play, Event Rentals
	Community Field Revenue	105,000	89,250	3 year average, subject to review on access and use.
Other Revenue	Total Playing Fields & Park Rentals	108,000	99,250	
	Total Recreation & Culture	630,142	1,252,280	
	Parking Revenue	91,051	90,000	
	Towing Administration Fees	10,000	10,000	
	Car Share Parking Revenue	28,000	28,000	
Grants & Other Funding	Newspaper/Program Guide Advertising Sales	-	5,000	
	Interest Revenue	3,120	3,000	Low interest rate
	Miscellaneous Revenue	65,000	-	-
	Community Gardens	13,000	9,000	Average from the previous years
	Green Depot	1,622	-	Currently we do not make revenue for green depot
	Sustainability Funding	695	800	
	Total Other Revenue	212,489	145,800	
TOTAL REVENUE	Neighbours Day	-	5,000	Projected Food Sales - Tent Rentals \$150.00 for the day.
	CRA summer job funding (Federal Funding)	16,352	22,000	Based on CRA funding of current year plus the addition of one new staff
	Operating Contribution to Community Field (VSB Funding)	2,150	5,000	VSB contribution to field operating costs
	Youth Programming (C+CP Contribution)	37,941	38,700	Utown agreement, sharing 50% with UBC
	Safe & Connected Community Coordinator (C+CP Contribution)	46,379	62,410	New C+CP agreement, 79K total UBC shared 79%
	Miscellaneous Funding	15,000	21,000	Senior Grant 18K, Lunar new year 3K
	Total Grants & Other Funding	117,822	154,110	
TOTAL REVENUE		4,595,462	5,669,911	

ENGINEERING & OPERATIONS SERVICES

Parking & Emergency Management (UNA)

	Parking	144,486	151,711	-
	Emergency Management	1,000	10,000	Includes AED equipment repairs update \$3.5K & other emergency control
	Total Parking & Emergency Management	145,486	161,711	

Common Area Maintenance (UNA)

				Include road cleaning of \$8K missing before. Includes \$5.2K waste audit assessment outcome. Road marking \$20K, others \$10K D: Dog waste pick up service \$5K D: Includes electric landscape equipment 25K, D: \$20K for GIS
	General Maintenance	10,000	93,200	

Common Area Maintenance

Landscaping	Public realm/parks maintenance	845,933	849,896	Budget include Chancellor Walter Gage Landscape Fee & summer waste pick up
	Irrigation maintenance and water	221,800	223,500	
	Tree Maintenance	38,000	60,000	
	UBCPT Landscaping Credits	(715,672)	(716,307)	
	Total Landscaping	390,061	417,089	
Road, Gutter and Sidewalk Maintenance	Roads and Gutters	9,500	26,000	Snow removal for side roads within the neighbourhoods (in case if that is falling back to the UNA responsibility) Estimated number only
	Snow/ice removal program	19,000	25,000	
	Total Road, Gutter and Sidewalk Maintenance	28,500	51,000	
Streetlights	Streetlight Maintenance	55,960	53,000	
	Total Streetlights	55,960	53,000	
UBCPT Management Fees		-	-	
		80,000	80,000	
Other UBCPT Costs	Electricity	99,500	95,000	
	Others	43,000	50,000	
	Total Other UBC PT Costs	142,500	145,000	
Total Common Area Maintenance		697,021	746,089	
		-	-	
TOTAL ENGINEERING & OPERATIONS SERVICES		852,507	1,001,000	

RECREATION & CULTURE SERVICES

Operating Costs - Fields		16,500	18,000	Landscaping (Cutting edge), Recycling pickup , Annual AstroTurf maintenance, plus labor & material for ongoing repair work.
Operating Cost - Wesbrook Community Centre	Janitorial	120,400	120,000	
	Waste Removal	16,800	30,000	increase pickup frequency to address waste generated from WCC and daycare facilities.
	Security	84,604	3,000	Security guard no longer required, reduce to normal range
	Utilities	62,400	63,648	
	Amortization WCC	120,000	90,000	Over budget for 2021/22
	Water & Sewer	18,720	22,610	
	Misc. Supplies	2,288	2,334	
	Fitness Centre Maintenance WCC	1,200	1,224	
	Elevator Maintenance	3,640	3,713	
	Building Maintenance	14,560	20,851	Includes \$6K patio wood refinishing project
	Site Supervisor	54,080	55,162	
	Office Expense	4,867	4,965	
	Fire & Emergency	10,840	11,057	
	Property Tax	-	-	
	Operating Costs	43,101	43,963	
	Phone & Credit Card Line	8,736	8,911	
	Admin Expense	-	-	
	Office Supplies	5,200	7,804	Includes 2.5K cost missing before
Total Wesbrook Community Centre		571,436	489,241	
Operating Cost - Old Barn Community Centre				

	Security	-	-	
	Internet	3,640	3,713	
	Janitorial	52,000	53,040	
	Waste Removal	12,480	12,730	-
	Security	3,118	3,181	-
	Gas	1,755	1,790	-
	Hydro	12,979	13,239	-
	Water & Sewer	8,840	9,017	-
	Misc. Supplies	2,197	2,241	-
	Elevator Maintenance	4,211	4,296	-
	Building Maintenance	8,112	8,274	-
	Fitness Centre Maintenance	1,200	1,224	-
	Site Supervisor	25,000	25,500	-
	Office Expense	3,786	3,861	-
	Insurance	-	-	-
	Fire & Emergency	5,200	5,304	-
	Property Tax	13,000	13,260	-
	Amortization OBCC	26,000	26,520	-
	Direct Operating Costs	10,400	10,608	-
	Phone & Credit Card Line	4,160	4,243	-
	Admin Expense	-	-	-
	Variance Expense	5	-	-
	Office Supplies	4,160	6,243	Includes \$2K cost missing
	Total Old Barn Community Centre	202,243	208,283	
Recreation Salaries & Benefits	Community Centres Full Time Salaries & Wages	406,850	428,440	-
				Includes full FD request & Fitness Staff. If only having minimum staff, impact is 23K. 5 Summer student included and each if no grant received, net impact for each student is 7.2K and if grant received, net impact is 1.1K per student
	Community Centres Part Time Salaries & Wages	408,064	573,626	
	Community Centres Benefits	122,080	152,929	
	Recreation Salaries & Benefits	936,995	1,154,994	
Programming	Community Centre Programming WCC	11,440	11,700	WCC Program expenses, supplies, minor equipment replacement (non-Capital) Includes 55870 Virtual Programming and 5K for 55640 General programming
	Community Centre Programming	-	-	-
	Utown Collaborative Programming	37,941	77,400	As per C+CP agreement
	SCCC	62,579	79,000	\$79K Yearly , UBC shared 79% of cost
	Program Instructors	220,529	402,900	Per full year projected program and costing plan projections.
				Outreach/ Special projects for youth (Mural \$2.5K & Youth center \$2K) Supplies and Materials - Replacement and Professional table cloths - 6 UNA pop up events, community awareness and marketing
	Community Events	5,200	10,000	
	Online S/C	35,000	44,000	
	Program Guide	25,000	25,500	Reduced circulation to UBC-area only.
	Total Programming	397,690	650,500	
Community Access	Vancouver Public Library	120,000	120,000	as per VPL Services Usage (VPL Access worksheet)
	UBC Library	-	-	
	Botanical Garden	-	-	JFTF with UBC, may/may not be charged
	Changing Aging	-	-	

	Museum of Anthropology	-	-	
	Access Card	1,800	-	
	Total Community Access	121,800	120,000	
Community Support	Community Garden Committee Supplies	3,000	3,000	
	Emergency Preparedness Committee	-	-	
	Multicultural Committee	5,000	6,000	5000 LNY Sponsorship grants and funding
	Children's Garden	2,000	2,000	-
	Comm Supp - Community Engagement	10,000	10,000	Lots of projects planned in their 2 year work plan approved by the Board last summer
	Volunteer Support	3,000	3,000	On par with 2021
	Neighbours Day	5,000	10,000	Neighbours Day, projected cost per 2022 event, recovery of associated cost through partnerships with local community groups and food/water sales.
	Try-it Week	2,000	3,000	Try-It week community communication
	Community Sponsorship Grants	15,000	18,000	Senior Grant
	Total Community Support	45,000	55,000	
	TOTAL RECREATION & CULTURE SERVICES	2,291,664	2,696,019	
GENERAL & ADMINISTRATIVE SERVICES				
Administration Salaries and Benefits				
	Management Salaries	566,610	613,670	
	Non-Management Salaries	313,850	474,580	Including new hires IT & Oper Support 75K & 65K.
	Extended Benefits/CCRA	114,285	153,575	Including new hires IT & Oper Support 12K
	Total Administration Salaries & Benefits	994,745	1,241,825	
Sustainability	Program Cost	19,500	19,890	-
	Recycling Centre Operations	7,000	7,000	
	Education/Sustainability Communication	2,184	2,228	-
	Total Sustainability	28,684	29,118	
Professional Fees	Legal Fees	50,000	50,000	General issues, legal advises, agreement etc
	Consulting Fees	120,000	100,000	External Aid Board Support \$15K, Strategic project \$25K, facility Space needs \$10K, EB charging \$10K & random study \$15K, \$25K for rec dept program review,
	Audit Fees	15,000	20,000	Actual - 2020-21: \$19K
	Contractor Fees	40,000	24,000	Ceridian \$1K/mth for outsourced payroll; HR Consultant \$1k/mth , IT Support removed saving 24K
	Hiring Fees	1,500	1,530	
	Total Professional Fees	226,500	195,530	
General Operating Services	Berton Operating Cost	6,641	6,774	
	Bank Fees and Service Charges	3,856	3,933	-
	Conferences, Travel & Training	33,436	36,000	
	Amortization	85,000	83,549	
	Deferred Amortization	(39,100)	(39,100)	
	Internet/Email	3,370	3,437	
	IT Services	91,919	72,945	Include software license missing before of 4.2K and saving \$25K of IT support
	Insurance	100,000	181,200	Est 15% increase for Marsh and 10% increase for UCIPP

	Postage & Courier	1,671	1,704	-
	Office Supplies	6,856	6,993	-
	Office Equipment	6,963	7,102	-
				Wesbrook Properties base rent @ \$25/sq = \$3460.42/mth + CAM \$1897.69 budgeted for
	Office Rent	69,628	65,583	12 months
	Miscellaneous	6,011	7,431	Includes UBC parking permit that is shared between manager's personal vehicle
	Staff Engagement	4,316	7,400	Social Committee, Wellness, lunch & learn for staff
	Telephone/Fax/Cellular	13,728	16,800	
	Contingency	20,000	96,500	Reg contingency \$20K plus newspaper budget \$76.5K transferred
	Total General Operating Services	414,295	558,252	
Communications	General Communications	30,000	30,600	Includes Zendesk \$12K a year.
	Consultation and Engagement	5,000	20,100	Includes Social Media Support project 15K, 5.1K for others
	Newspaper	40,000	-	Total amount \$76.5K transferred to Contingency
	Websites	15,000	21,000	Getting quotes from Kimbo on certain identified projects
	General Marketing & Promotions	20,000	20,400	
	Total Communications	110,000	92,100	
Public Engagement	General Meeting	30,000	15,000	AGM only for 2022/23 no election
	Hospitality	4,000	5,000	
	Stipend for Elected Directors	47,826	48,932	6 Directors & Chair including COLA adjustment
	Total Public Engagement	81,826	68,932	
	TOTAL GENERAL & ADMINISTRATIVE SERVICES	1,856,050	2,185,757	
	Contingency (2% on Engineering & Ops and Recreation Services)	-	-	
TOTAL OPERATING EXPENDITURES		5,000,222	5,882,775	
SURPLUS OR (DEFICIT)		(404,760)	(212,865)	
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	145,394	
BALANCE		0	0	

University Neighbourhoods Association (UNA)
Capital Budget 2022-23 (Summary)

University Neighbourhoods Association (UNA)	2021-22 APPROVED BUDGET	2022-23 DRAFT BUDGET
CAPITAL PROJECTS		
Leasehold Improvement	35,400	170,000
Furniture, Fixture & Equipment	62,163	24,500
Computer Software & Hardware	-	20,500
Multi Media Equipment	-	7,800
Recreational & Fitness Equipment	-	45,000
Parks & Roadway Enhancement	-	20,000
TOTAL CAPITAL PROJECTS COSTS	(97,563)	(287,800)
FUNDING TRANSFERS FROM RESERVES & 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	-	-

University Neighbourhoods Association (UNA)
Capital Budget 2022-23 (Detailed)

		APPROVED BUDGET	DRAFT BUDGET	
		2021-22	2022-23	
		TOTAL	TOTAL	
CAPITAL PROJECTS				
Leasehold Improvements				
Leasehold Improvements (Office)		35,400	150,000	P: New Office Location \$150K
Old Barn - Tenant Improvement (OBCC)		-	20,000	B: OCCC Roof Inspection & Repair \$20K (Funding from capital reserve)
Total		35,400	170,000	B: OCCC Roof Inspection & Repair \$20K, P: New Office location \$150K
Furniture, Fixtures & Equipment				
Old Barn - Furniture, Fixture, equip		2,163	20,000	P: OBCC Capital Asset Replacement Project \$15K. D: OBCC Storage \$5K
Wesbrook - Furniture, Fixture, Equip		60,000	4,500	Multi Modal Transportation \$4.5K
Total		62,163	24,500	B: Multi Modal Transportation 4.5K P: OBCC Capital Asset Replacement Project \$15K. D: OBCC Storage \$5K
Computer Software & Hardware				
Computer Software		-	10,000	Firewall \$5K each for Old Barn & Wesbrook
Computer Hardware		-	10,500	B: Firewall & IT equipment for team\$10.5K
Total		-	20,500	B: Firewall & IT equipment for team\$20.5K
			-	
Multi Media Equipment		-	7,800	Digital Signage \$7.8K
WCC - Recreation & Fitness Equipment		-	45,000	P: Spin Bikes Fitness Equipment \$40K, D: Bouncy Castle 5K
Parks & Roadway Enhancement		-	20,000	Speed Bump Installation \$20K (Funding from Infrastructure replacement reserve)
Total Capital Costs		97,563	287,800	
TOTAL CAPITAL PROJECTS COSTS		(97,563)	(287,800)	
FUNDING TRANSFERS FROM RESERVES & 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		-	-	-



Report Date: February 24, 2022
Meeting Date: March 1, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: Board Rules of Procedure Review

Background

The UNA Board Rules of Procedure were updated in 2021. When the Board Rules of Procedures were approved by the Board it was noted during the discussion that they should be reviewed after being used, to see if additional tweaks should be made and to ensure they worked effectively.

The following report recommends that Part 2 – Inaugural Board Meetings (Inaugural meeting), Part 3 – Electronic Participation and Electronic Meetings (along with any other relevant sections of the Rules of Procedure that relate to electronic participation), Part 12 – Delegations, and Part 15 – Committees (in relation to electronic participation and meetings), be reviewed by the Governance and Human Resources Committee (GHR Committee).

Decision Requested

THAT the GHR Committee recommend that the Board direct the Governance and Human Resources Committee to review and recommend potential amendments to Part 2 – Inaugural Board Meetings (Inaugural meeting), Part 3 – Electronic Participation and Electronic Meetings (along with any other relevant sections of the Rules of Procedure that relate to electronic participation), Part 12 – Delegations, and Part 15 – Committees (in relation to electronic participation and meetings) of the UNA Board Rules of Procedure.

Discussion

The UNA Board Rules of Procedure were completely re-written in 2020, with the new Rules of Procedure approved by the UNA Board at their January 2021 Regular Board meeting. The rules came into affect when the new UNA Bylaws were filed with the province.

When the rules were being discussed by the Board it was noted that they should be reviewed after being utilized to see if they were working as intended.

A couple of items have arisen in regard to the rules over the past year, and it is recommended that the following sections be reviewed:

Part 2 – Inaugural Board Meetings (Inaugural meeting): Clarification that the Chief Administrative Officer is to Chair the Inaugural meeting.

Part 3 – Electronic Participation and Electronic Meetings: The *Societies Act* provisions in relation to electronic meetings was updated in 2021, and our electronic participation and electronic meetings section, along with any other relevant sections that relate to electronic participation, should be reviewed in relation to the new legislation. This section should also be reviewed in relation to Part 15 – Committees, as it pertains to the ability for committee meetings to be held electronically.

Part 12 – Delegations: The current delegation section of the rules lacks the ability to effectively enforce delegations, both in relation to clear time limits, as well as the ability to properly reschedule or deny the delegation (i.e. speaking repeatedly on the same topic within a short timeframe).

Part 15 – Committees: The Committees section should be reviewed in relation to Part 3 – Electronic Participation and Electronic Meetings, to review whether this section needs to be amended to allow for the increased ability to hold electronic meetings.

The background report from when the Board Rules of Procedure were updated is included for background information. Please note that the final approved rules were tweaked slightly by the Board subsequent to this report, and the attachments to the original report are not included.

Financial Implications

None

Operational Implications

None

Strategic Objective

Community and Stakeholder Relations

Attachments

1. Schedule A – UNA Board Rules of Procedure
2. Schedule B – UNA Board Rules of Procedure update report (2020)



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**GOVERNANCE AND
HUMAN RESOURCES
COMMITTEE REPORT**

Concurrence

None

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', written over a horizontal line.

Sundance Topham
Chief Administrative Officer

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INTRODUCTION

Definitions

1.1 In these rules of procedure:

“Board” means the UNA Board of Directors;

“Bylaws” means the bylaws of the UNA as amended or replaced from time to time;

“CAO” means the Chief Administrative Officer of the UNA except that, at any time there is no CAO, “CAO” means the individual or individuals fulfilling the responsibilities of the CAO position;

“Chair” means the Chair of the Board;

“Director” means a UNA director;

“Point of Order” means a point or query concerning procedure;

“Presiding Director” has the meaning given in section 5.1;

“Rules” means these rules of procedure;

“*Societies Act*” means the *Societies Act*, S.B.C. 2015, c. 18, as amended from time to time, and includes any legislation that replaces that Act;

“UBC” means The University of British Columbia;

“UNA” means the University Neighbourhoods Association.

References to bylaws and to sections and parts

1.2 A reference to a Bylaw followed by a number is to that numbered provision in the Bylaws.

1.3 A reference in square brackets to a numbered Bylaw is to a provision in the Bylaws that requires, in whole or in part, the section of the Rules in which the reference is included.

1.4 Except as otherwise stated, a reference to a section or Part is to that section or Part of the Rules.

Applicable rules of procedure for Board meetings

1.5 Proceedings of all meetings of the Board are governed by the Rules and, to the extent not inconsistent with the Rules, by the most recent edition of Robert’s Rules of Order, with such modifications as are necessary in the circumstances.

- 1.6 If any rule is inconsistent with the requirements of the *Societies Act*, the requirements of that Act prevail.

Delegation by CAO

- 1.7 The CAO may delegate to other UNA employees any of the responsibilities and functions assigned to him or her by the Rules.

Substitute for Chair

- 1.8 If at any time the Chair is absent or unable to act or the office of Chair is vacant, the powers of the Chair are to be exercised, and the duties carried out, by the Director appointed by the Board for this purpose.

PART 2 – BOARD MEETINGS

Location

- 2.1 Board meetings are to take place on the UBC Vancouver campus.

Inaugural meeting

- 2.2 The CAO must convene an initial meeting of the Board within one month after an election of Directors.
- 2.3 At the initial meeting, the Board must elect a Chair in accordance with the following:
- (a) The call for nominations for the office of Chair is to be conducted by the CAO.
 - (b) If only one candidate is nominated, that candidate is to be declared elected by acclamation.
 - (c) If more than one candidate is nominated, voting is to be conducted by secret ballot.
 - (d) Ballots are to be counted by the CAO, and the candidate with the most votes is to be declared elected.
 - (e) In the event that more than one candidate receives the largest number of votes, the CAO is to determine the procedure for determining which of those candidates is elected. For greater certainty, the procedure may include a runoff election or determination by lot.

Regular meetings

- 2.4 The Chair must determine the dates, times, and places of the regular Board meetings, which meetings must be held at least 6 times in a calendar year. [Bylaw 7.1]

- 2.5 No later than the beginning of a calendar year, the CAO must prepare, in consultation with the Chair, a schedule of the dates, times, and locations of the regular Board meetings for the year and must post the schedule of regular Board meetings on the UNA's website.
- 2.6 A regular Board meeting may
 - (a) be cancelled by the Board, except that two consecutive regular Board meetings may not be cancelled; or
 - (b) moved to a different day, time, or place by the Chair, but only if 5 days' notice of the change is provided to the Board.
- 2.7 If a regular Board meeting is cancelled or there is a change to the date, time, or place of the meeting, the CAO must, as soon as reasonably possible, post a notice of the cancellation or change on the UNA's website.

Special meetings

- 2.8 A special Board meeting must be called by the CAO at the request of any two Directors.
- 2.9 Except where notice of a special meeting is waived by all Directors, the CAO must give notice of the date, time, and place of the special meeting at least 48 hours before the time of the meeting by
 - (a) sending a copy of the notice to each Director via email, and
 - (b) posting a copy of the notice on the UNA website.

Open, closed, and restricted closed sessions

- 2.10 Each Board meeting consists of one or more of an open session, a closed session, and a restricted closed session.
- 2.11 The open session of a Board meeting must be open to the public.
- 2.12 The closed session of a Board meeting may be attended only by the Directors, the CAO, UNA employees invited by the CAO or the Board, and other individuals invited by the Board.
- 2.13 The restricted closed session of a Board meeting may only be attended by the Directors and individuals invited by the Board.
- 2.14 The Board must hold at least 6 meetings in a calendar year that have an open session.
- 2.15 A matter may be considered at a closed session or a restricted closed session of a Board meeting only if the matter is, or relates to, one or more of the following:
 - (a) discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests;

- (b) employee relations and other human resources matters;
 - (c) a matter which the UNA is required by contract or law to keep confidential;
 - (d) litigation or potential litigation affecting the UNA;
 - (e) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (f) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the UNA or another position appointed by the Board;
 - (g) the appointment of an individual to fill a vacancy on the Board;
 - (h) the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body;
 - (i) the approval of minutes for a closed session or restricted closed session of a Board meeting;
 - (j) consideration of whether a matter on the agenda for the session is eligible to be considered in the session;
 - (k) the addition of a matter to the agenda for the session; and
 - (l) consideration of whether particular individuals should be permitted to attend the session.
- 2.16 In the preparation of the agendas for a Board meeting, the Chair is to determine which matters are to be included on the agenda for the closed session and which matters are to be included on the agenda for the restricted closed session. The Chair's determination is subject to being overturned during the closed session or restricted closed session.
- 2.17 If a Board meeting includes an open session and also a closed or restricted closed session, the agenda for the open session is to state
- (a) the fact that the open session will be followed by a closed or restricted closed session, and
 - (b) the basis or bases permitting the consideration of matters in the closed or restricted closed session.
- 2.18 If a Board meeting does not include an open session, the CAO must give notice to the public on the UNA website of the basis or bases permitting the consideration of matters in the meeting.

Confidentiality

- 2.19 Except as otherwise authorized by the Board,
- (a) discussion and decisions made at a closed session or a restricted closed session of a Board meeting must be kept in confidence; and

- (b) information considered during a closed session or a restricted closed session of a Board meeting must be kept in confidence, until the information is discussed in an open session of a Board meeting or is released to the public.

PART 3 – ELECTRONIC PARTICIPATION AND ELECTRONIC MEETINGS

Electronic Participation

- 3.1 A Director who is unable to attend a Board meeting in person because of illness, absence from Metro Vancouver, or other circumstances that prevent the Director from attending in person may participate in the meeting by electronic facilities if
 - (a) the facilities enable all meeting participants to hear each other; and
 - (b) if there is an open session, the facilities enable the public in attendance at the session to hear the Director.
- 3.2 A Director who intends to participate in a Board meeting electronically must give the CAO notice of this intention at least 24 hours prior to the time of the meeting.
- 3.3 Subject to section 3.4, as soon as reasonably possible after receiving notice from a Director, the CAO must provide the Director with instructions on how to connect to and participate in the meeting.
- 3.4 If more than two Directors intend to participate in a Board meeting electronically, only the first two Directors who notify the CAO of their intention may so participate.

Electronic Meeting

- 3.5 A Board meeting may be conducted by electronic facilities if
 - (a) the circumstances are such that, in the view of the Chair, it would be impractical or impossible for an in-person meeting to be held or, in the case of a special Board meeting, either
 - (i) the meeting is called with less than 72 hours' notice, or
 - (ii) at least three Directors will not be able to attend in person;
 - (b) the facilities enable all meeting participants to hear, or watch and hear, each other; and
 - (c) if there is an open session, the facilities enable the public to hear, or watch and hear, the session.

- 3.6 If a Board meeting that includes an open session is to be conducted by electronic facilities, information on how the public may hear, or watch and hear, the session must be posted on the UNA website.
- 3.7 The notice of a special Board meeting to be conducted by electronic facilities must, if the meeting includes an open session, provide information on how the public may hear, or watch and hear, the session, or how the public may obtain this information.

PART 4 – AGENDAS AND ORDER OF BUSINESS

Preparation and availability of agendas

- 4.1 Separate agendas are to be prepared for the open session, closed session, and restricted closed session of a Board meeting.
- 4.2 The agendas for the open and closed sessions of a regular Board meeting are to be prepared and made available as follows:
 - (a) The CAO, in consultation with the Chair, must prepare agendas for the open and closed sessions, setting out all items for consideration at the sessions.
 - (b) The agendas are to include items proposed by Directors at least 10 days before the meeting.
 - (c) At least 5 days before the meeting, the CAO must provide the agendas to the Directors and make the agenda for the open session available to the public.
- 4.3 Section 4.2 applies with respect to the agendas for the open and closed sessions of a special Board meeting, except that the time by which the agendas are to be provided to Directors and made available to the public is the lesser of 5 days before the meeting and such time as is reasonably practicable having regard to when the decision to hold the meeting is made.
- 4.4 Prior to each Board meeting that includes a restricted closed session,
 - (a) the Director appointed by the Board for this purpose must prepare an agenda for the session; and
 - (b) that Director must provide the agenda to Directors at least two days before the meeting.

Agenda for open session of a meeting

- 4.5 The agenda for the open session of a Board meeting is to contain the following headings in the order in which they are listed:
 - (a) Approval of agenda
 - (b) Approval of minutes

- (c) Delegations
- (d) External reports and presentations
- (e) Reports¹
- (f) Unfinished business²
- (g) New business³
- (h) Adjournment

Agendas for closed and restricted closed sessions of a meeting

- 4.6 The agendas for the closed and restricted closed sessions of a Board meeting are to contain such of the headings listed in section 4.5 as are applicable.

Addition of agenda items by Directors

- 4.7 At the time the adoption of an agenda is being considered, a Director may propose to place an additional item on the agenda. The item is to be added to the agenda only if approved by the Board.
- 4.8 After an agenda has been adopted, a Director may propose to place an item of an urgent nature on the agenda. The item is to be added to the agenda only if the proposal is approved by the Board.

Order of business

- 4.9 Business at a session of a Board meeting is to be taken up in the order in which it is listed on the agenda for that session, unless an alternative order is approved by the Board.

¹ "Reports" are UNA reports, such as reports from committees, working groups, Directors, and staff. These may just provide information or may include recommendations for action.

² "Unfinished business" consists of

- the item (if any) that was actually in the process of being considered when the last meeting adjourned;
- items that were on the agenda for the last meeting but were not reached before the adjournment of the meeting; and
- items from a prior meeting that, by motion, were postponed.

There will usually not be any unfinished business.

³ "New business" is any item for discussion or decision that does not belong under reports or unfinished business. It includes items that were previously considered by the Board, unless the item has been referred to a committee or working group.

New Directors

- 4.10 For the purposes of this Part, a Director includes, in relation to a Board meeting, any person whose term of office as a UNA director will commence at the beginning of the meeting.

PART 5 – MEETING CHAIR AND QUORUM

Meeting chair

- 5.1 The chair of a Board meeting (the “Presiding Director”) is to be determined in accordance with Bylaw 7.6.
- 5.2 For the purposes of determining the chair of a Board meeting that is not conducted electronically, a Director who participates electronically in the meeting is deemed not to be present.

Quorum

- 5.3 The quorum for a Board meeting is a majority of the Directors at the time of the meeting. [Bylaw 7.5]
- 5.4 The Board must not conduct business at any time at which a quorum is not present.

Adjourning meeting if no quorum

- 5.5 If there is no quorum present within 15 minutes after the scheduled time for a Board meeting or such longer time as the majority of the Directors present agree,
- (a) the CAO must record the names of the Directors present; and
 - (b) the meeting stands adjourned.

PART 6 – MOTIONS

Making motions

- 6.1 Except as otherwise provided in the Rules, a motion must be made and seconded before being debated or finally put to a vote by the Presiding Director. It is not necessary that the Presiding Director restate the motion.
- 6.2 A Director may make a motion only if the Director is recognized by the Presiding Director.

Motions belong to Board

- 6.3 When a motion has been made and seconded, it is in possession of the Board.

Permissible motions

- 6.4 Only the following motions may be made when the Board is considering a main motion (i.e., the motion that initiates formal Board consideration of a matter):
- (a) to adjourn;
 - (b) to recess;
 - (c) to call the vote;
 - (d) to postpone;
 - (e) to refer;
 - (f) to amend;
 - (g) to postpone indefinitely.
- 6.5 The order of precedence of the motions listed in section 6.4 is from top (highest) to bottom (lowest). Except for a motion to amend a pending motion, a motion is in order if any motion below it is pending and is out of order if any motion above it is pending. A motion to amend a pending motion may be made to any motion that is amendable.

Motion to call the vote

- 6.6 A motion to call the vote is a motion to end debate and vote immediately on the pending motion.
- 6.7 A motion to call the vote is not debatable and requires at least two-thirds of the votes cast to be in favour of the motion in order to succeed.

Motion to postpone

- 6.8 A motion to postpone a pending main motion must specify when the main motion is to be taken up again, which may be
- (a) during the same Board meeting, in which case the motion must specify when in the order of business, or after which circumstances, the main motion is to be considered further; or
 - (b) in a future Board meeting, in which case the motion must specify which Board meeting or the conditions that must be fulfilled in order for the main motion to be considered further.
- 6.9 A motion to postpone is debatable, but only as to the merits of postponement.

Motion to refer

- 6.10 A motion to refer can be made only with respect to a main motion as amended by any amendments approved before the motion to refer.

- 6.11 A motion to refer can be made with respect to a matter on the agenda for the meeting before the making of a main motion with respect to the matter.
- 6.12 A motion to refer a matter may be to a committee, working group, or any individual or group of individuals and is to specify when a report is to be made to the Board.
- 6.13 Debate on a motion to refer must be limited to the merits of the referral.

Motion to amend

- 6.14 A motion to amend must not be made with respect to a motion that is non-amendable.
- 6.15 A motion to amend may take the form of the deletion, addition, or substitution of words. It must be germane to the motion proposed to be amended and may not change the motion into another type of motion or negate the intent of the motion.
- 6.16 A secondary amendment may be moved to a primary amendment. The secondary amendment is not amendable and no further amendments may be moved to the primary amendment until the secondary amendment is disposed of.
- 6.17 A primary amendment must be debated and voted on before the motion that is proposed to be amended.
- 6.18 A secondary amendment must be debated and voted on before the pending primary amendment.

Motion to postpone indefinitely

- 6.19 A motion to postpone indefinitely is a motion not to make a decision on the pending main motion (i.e., to kill the main motion).
- 6.20 Debate on a motion to postpone indefinitely may go into the merits of the pending main motion.

Withdrawal of motion

- 6.21 The Director who made a motion may request at any time while the motion is pending that the motion be withdrawn.
- 6.22 A motion is withdrawn if all Directors present at the meeting consent to the request to withdraw.
- 6.23 If any Director objects to the request to withdraw,
 - (a) the Presiding Director must put the request to a vote;
 - (b) no debate is allowed; and
 - (c) to succeed, the request requires a majority vote.

Division of motion

- 6.24 If requested by a Director, where a motion comprises separate parts that can stand alone as separate motions, there is to be a separate vote on each part.

PART 7 – RECONSIDERATION, RESCISSION, OR AMENDMENT OF A MOTION

Reconsideration

- 7.1 A Director who voted with the majority for or against a motion (the “original motion”) may make a motion to reconsider the original motion, either at the same open, closed, or restricted closed session of the meeting at which the original motion was voted on or at the next such session.
- 7.2 When a motion to reconsider an original motion is made, the original motion may not be discussed before approval of the motion to reconsider.
- 7.3 A motion may not be reconsidered if it has been acted upon irreversibly.

Rescission or Amendment

- 7.4 After the Board has approved a motion (the “approved motion”), a Director may make a motion to rescind or amend the approved motion, either at the same open, closed, or restricted closed session of the meeting at which the approved motion was approved or at the next such session.
- 7.5 A motion to rescind or amend an approved motion requires at least two-thirds of the votes cast to be in favour of the motion in order to succeed if
- (a) the motion to rescind or amend is not made at the same meeting at which the approved motion was approved, and
 - (b) advance notice of the intent to make the motion was not given in the agenda for the session of the meeting at which the motion is made.
- 7.6 An approved motion may not be rescinded or amended if it has been acted upon irreversibly.

PART 8 – DEBATE AND CONDUCT

Discussion prior to motion

- 8.1 A matter may be discussed prior to the making of a motion regarding the matter.

Debate

- 8.2 A Director may speak to a matter only if recognized by the Presiding Director.

- 8.3 The Presiding Director may speak to any matter.
- 8.4 Subject to sections 8.5 and 8.6, if more than one Director wishes to speak, the Presiding Director is to determine the order in accordance with the order in which each Director indicated an intention to speak.
- 8.5 The Director who moves a motion may speak first to the motion.
- 8.6 Each Director must be given an opportunity to speak before a Director is given a further opportunity to speak.
- 8.7 A Director must not speak at one time for more than 5 minutes, unless the Board gives permission for the Director to speak longer.
- 8.8 A Director may require the motion being debated to be read at any time during the debate, but not so as to interrupt another Director who is speaking.

Motion to postpone or refer

- 8.9 If a motion to postpone or refer a main motion is made while there remain Directors who have indicated an intention to speak, the Presiding Director may refuse to accept the seconding of the motion to postpone or refer until those on the speakers list have been heard.

Conduct

- 8.10 A Director may not interrupt a Director who is speaking except to raise a Point of Order.
- 8.11 Directors must:
- (a) use respectful language;
 - (b) refrain from using rude or offensive gestures or signs or engaging in rude or offensive conduct;
 - (c) refrain from attacking or questioning the motives of other Directors;
 - (d) speak only in connection with the matter being debated; and
 - (e) adhere to the Rules and to rulings of the Presiding Director and decisions of the Board.

Call to order

- 8.12 A Director who is called to order by the Presiding Director:
- (a) must immediately stop speaking;
 - (b) may explain their position on the Point of Order; and
 - (c) may appeal the Presiding Director's ruling, in which case section 9.2 applies.

Conflict of Interest

- 8.13 If a Director has a direct or indirect material interest in a matter before the Board, the obligations in section 56 of the *Societies Act* (or in any provision that replaces that section) are applicable.

Participation of individuals other than Directors

- 8.14 Staff and advisors may speak on a matter only if recognized by the Presiding Director.
- 8.15 Members of the public in attendance at a meeting may speak on a matter if invited to do so by the Presiding Director.

PART 9 – POINTS OF ORDER

- 9.1 A Director may raise a Point of Order at any time, whereupon the Presiding Director must:
- (a) interrupt the matter currently under consideration;
 - (b) ask the Director to state the substance of and the basis for the Point of Order; and
 - (c) decide the matter and state the reasons for the decision.
- 9.2 A Director who is dissatisfied with a decision of the Presiding Director under section 9.1 may appeal the decision, in which case
- (a) the Director is permitted to state the basis for the appeal;
 - (b) the Presiding Director may make a response;
 - (c) the Presiding Director must then ask whether his or her decision is to be sustained;
 - (d) the question is to be voted on without debate; and
 - (e) the Presiding Director's decision is sustained unless there is a majority vote in the negative.

PART 10 – VOTING

- 10.1 When debate on a motion is closed, the Presiding Director must put the motion to a vote.
- 10.2 Votes are to be cast by the raising of hands. [Bylaw 7.7]
- 10.3 When there is a vote on a motion, no Director may leave the room other than a Director who has declared a conflict of interest.
- 10.4 Unless provided otherwise in the Rules, a motion is decided in the affirmative if a majority of the Directors present, excluding those who abstain from voting, vote in the affirmative. [Bylaw 7.7]
- 10.5 In the event of an equality of votes, the Presiding Director has a second vote. [Bylaw 7.7]

- 10.6 The Presiding Director must declare the result of a vote by stating that the motion is decided in either the affirmative or the negative.

PART 11 – REQUEST FOR INFORMATION

- 11.1 Directors have the right to request information about any matter before the Board or related to the UNA's affairs.
- 11.2 A Director's inquiry is to be addressed to the Presiding Director.
- 11.3 Inquiries must not include opinion or argument.
- 11.4 An inquiry that is not asked in connection with debate on a matter may only be raised as an item under new business.
- 11.5 If an inquiry cannot be answered when asked, the CAO must respond, or have someone else respond, at the next regular Board meeting.

PART 12 – DELEGATIONS

- 12.1 During the open session of a regular Board meeting, an individual or group of individuals (a "Delegation") may make a presentation to the Board.
- 12.2 The maximum amount of time for hearing from Delegations at a Board meeting is 30 minutes.
- 12.3 Delegations are to be heard in the order in which they notify the CAO of their intention to make a presentation to the Board, unless the Board decides otherwise.
- 12.4 A Delegation's presentation is limited to 10 minutes.
- 12.5 Directors may ask clarification questions of a Delegation, and hear responses to those questions, for a maximum of 5 minutes.
- 12.6 Any time limit in this Part may be extended with the consent of the Board.

PART 13 – MINUTES

Preparation of minutes

- 13.1 Separate minutes are to be prepared for the open, closed and restricted closed sessions of a Board meeting.

13.2 Minutes of an open, closed, or restricted closed session of a Board meeting must contain:

- (a) the type of session;
- (b) the date and location of the meeting;
- (c) the times at which the session began and adjourned;
- (d) the names of Directors, staff, and invited attendees who attended the session;
- (e) the name of the Presiding Director;
- (f) a record of decisions made on all main motions; and
- (g) the names of any Directors who have declared conflicts of interest and the matter with respect to which each conflict was declared.

13.3 The minutes of restricted closed sessions are to be prepared by a Director appointed by the Board for that purpose.

Approval, distribution, and retention of minutes

13.4 A draft of the minutes of an open, closed, or restricted closed session of a Board meeting must be provided to Directors for approval and included with the agenda for the next session of that type.

13.5 Within 14 days of the Board approving the minutes of an open session of a Board meeting, the CAO must post the minutes on the UNA website.

13.6 The approved minutes of the closed session of a Board meeting are to be maintained confidentially by the CAO.

13.7 The approved minutes of a restricted closed session of a Board meeting are to be distributed to all Directors, who must maintain the confidentiality of the minutes.

Inclusion of resolutions approved without meeting

13.8 A resolution approved in accordance with Bylaw 7.9 (resolution approved without meeting) must be included with the minutes of the next open, closed, or restricted closed meeting of the Board, depending on the type of session at which the resolution would otherwise have been presented for approval.

PART 14 – UBC AND AMS PARTICIPANTS

- 14.1 With respect to an individual appointed by UBC who is entitled pursuant to sections 8.1 to 8.5 of the Bylaws to attend and participate in Board meetings, the Rules apply as if the individual were a Director, except that
- (a) the individual has no right to make motions;
 - (b) the individual has no right to vote on any matter, including for greater certainty any procedural matter; and
 - (c) to the extent that sections 8.1 to 8.5 of the Bylaws are inconsistent with the Rules, those sections prevail.
- 14.2 With respect to an individual appointed by the Alma Mater Society of the University of British Columbia who is entitled pursuant to section 4.6 of the Neighbours' Agreement 2020 to attend and participate in Board meetings, the Rules apply as if the individual were a Director, except that
- (a) the individual has no right to vote on any matter, including for greater certainty any procedural matter; and
 - (b) to the extent that section 4.6 of the Neighbours' Agreement 2020 is inconsistent with the Rules, that section prevails.

PART 15 – COMMITTEES

Establishment and membership of committees

- 15.1 Subject to any delegation of its power to establish committees, only the Board may establish committees and determine their membership.
- 15.2 Individuals who are not Directors may be members of a committee.
- 15.3 The chair of a committee must be a Director.
- 15.4 A Director who is a member of a committee ceases to be a member upon ceasing to be a Director unless otherwise provided in the appointment of the Director to the committee.

Rules of procedure

- 15.5 Board committees are to conduct business in accordance with the Rules, with such modifications as are necessary.
- 15.6 The quorum for a committee meeting is a majority of the committee's members.
- 15.7 A motion made at a committee meeting is not required to be seconded.

15.8 In the event of an equality of votes on a motion at a committee meeting,

- (a) the chair of the committee does not have a second vote; and
- (b) the motion fails.

Minutes of meetings

15.9 A committee must provide minutes of its meetings to the Board.

Attendance of non-member Directors

15.10 Directors who are not members of a committee

- (a) may attend meetings of the committee,
- (b) may participate in discussion only with the approval of a majority of the committee members present, and
- (c) have no vote.

Priority of committee terms of reference

15.11 The provisions in this Part are not applicable with respect to a committee to the extent that the provisions conflict with the committee's terms of reference.



Date: December 7, 2020
From: UNA Board Procedural Rules Working Group
Re: Board Rules of Procedure

Recommendation

Alternative 1

That the Board approve the proposed Board Rules of Procedure included with this report, to take effect when the UNA Bylaws approved at the September 30, 2020 Special General Meeting take effect.

Alternative 2

That the Chief Administrative Officer be directed to convene, as soon as reasonably practicable, a special meeting of the Board to discuss the proposed Board Rules of Procedure included with this report.

Alternative 3

That the Board postpone further consideration of the proposed Board Rules of Procedure included with this report until its January meeting.

Background

At its February 13, 2018 meeting, the Board approved *in principle* a “Board Procedures Policy” that sets out procedural rules relating to Board meetings. In a report presented to the Board meeting of April 21, 2020, Director Holmes identified several issues with the procedural rules, and proposed the establishment of a small working group to develop a revised set of procedural rules and also proposed terms of reference for the working group. The Board approved these proposals. The working group members are Directors Holmes and Mullen and former Board Chair Mike Feeley.

Proposed Rules of Procedure

The proposed Board Rules of Procedure (the **Rules**) developed by the working group (Draft Version 3 – December 5, 2020) are included with this report, as is the current Board Procedures Policy (the **Procedures Policy**). Because the revisions to the Procedures Policy are extensive, a blacklined version showing the revisions would not be helpful and so is not included.

The following is a description of the more noteworthy revisions to the Procedures Policy, including new provisions:

- The proposed Rules are considerably more extensive than the Procedures Policy. The goal has been to make the Rules fairly comprehensive.
- One example of this comprehensiveness is that the proposed Rules include a listing of the types of motions that may be made and their order of precedence.

- Rules have been added regarding the inaugural board meeting (i.e., the first meeting after an election of directors).
- The portion of a Board meeting that is limited to directors and invited persons is called a “restricted closed session”.
 - The term currently used is “in camera”, which is confusing because “in camera” is generally an alternative for “closed”.
- The list of matters that may be considered in a closed session or restricted closed session of a Board meeting has been revised, using as a guide the list of matters for which a municipality may or must exclude the public. In particular, the open-ended reference to “matters for which disclosure could be harmful to the interests of the Association” has been narrowed, and “any other business that, by resolution of the Directors, the Board determines should be considered in a closed session of the Board” has been deleted.
- The requirements relating to the calling of a special Board meeting have been revised. The CAO is required to call a special meeting at the request of any two directors. The minimum notice required is 48 hours, unless waived by all directors.
 - The Procedures Policy allows a special meeting to be called by the Board Chair or by another director with the consent of the Board Chair.
 - The Procedures Policy requires that notice be given at least 4 business days before the meeting, unless waived by all directors.
- Up to two directors are permitted to participate electronically in a Board meeting, subject to specified conditions.
- Special meetings may be conducted electronically in certain circumstances.
- The director presiding at a meeting is referred to as the “Presiding Director”.
 - The Procedures Policy is written on the basis that the UNA Chair will chair all Board meetings.
- There is a mechanism for appealing decisions of the Presiding Director on points of order.
 - This is not expressly included in the Procedures Policy, but may be applicable pursuant to the provision stating that meetings are governed by Robert’s Rules.
- A matter may be discussed prior to the making of a motion regarding the matter.
 - This is one of the rules for small boards contained in Robert’s Rules and is the practice now.
- There is no limit on the number of times that a director may speak (another Robert’s Rule for small boards). However, a director may not speak for more than 5 minutes at a time without Board approval, and can only be given a further opportunity to speak after other directors have been given an opportunity to speak.



- Members of the public in attendance at a Board meeting may speak on a matter under debate if invited to do so by the Presiding Director.
- Several changes have been made to the rules regarding delegations. One is that the condition for a delegation to make a presentation to the Board has been deleted. Another change is the addition of a rule stating that delegations are to be heard in the order in which they notify the CAO of their intention to appear (unless the Board decides otherwise). A further change is that a 30-minute time limit for all delegations has been added.
 - The Procedures Policy requires that a delegation seek advance permission from the Executive Director (now the CAO) before the publication of the meeting agenda or else be given permission by the Board to appear.
- A Part dealing with requests by directors for information has been added.
- A Part regarding UBC and AMS participants has been added. This Part repeats certain of the rights that are in the new UNA Bylaws and Neighbours' Agreement 2020.
- A Part on committees has been added. One of the rules in this Part provides that directors who are not members of a committee may attend meetings of the committee, but have no vote and may participate only if the majority of the committee members agree.



Report Date: March 7, 2022
Meeting Date: March 15, 2022
From: Jane Kang, CEAC Chair/UNA Director
Subject: Community Engagement Advisory Committee Survey

Background

As part of its 2021-2023 Work Plan the Community Engagement Advisory Committee (CEAC) has been working on a survey to learn more about the community and its engagement behaviours and needs.

As requested by the Board a copy of the draft survey is attached. Ryan Williams from TWI Surveys (a research company) will be attending the meeting to help answer any Board questions in relation to the survey.

Decision Requested

THAT the UNA Board approve the attached Community Engagement Survey 2022 as endorsed by the Community Engagement Advisory Committee.

Discussion

The Community Engagement Advisory Committee (CEAC) has been working with TWI Surveys in developing a community engagement survey.

Survey goal: To understand residents' attitudes, behaviours, and demographics in relation to their use and experience of the UNA's services and communication methods.

Other objectives:

- Capture feedback from the community
- Capture expectations and experiences
- Inform future engagement activities
- Inform UNA planning
- Support an ongoing conversation about how to best serve the community

Tentative timeline:

- Finalize draft – March 29 (Tues.)
- Complete communications – March 29 (Tues.)

- Administer survey – April 5
- Report the findings – May/June

Reaching the audience:

- Incentivize participation
- Content that is relevant to residents
- Communicate about the value of participation and use of the data to enrich their community
- A short survey
- Anonymous feedback opportunity
- A draw

Data Management and Validating

- Ask descriptors (demographics), attitudes, and behaviours
- Confirm protocols for handling the data (collection, access, reporting)
- Results can be built on in future discussions (follow up to representative groups to validate or test ideas)

Distribution

- UNA Newsletter Electronic Mailing List: 4,637 subscribers
- UNA Members Electronic Mailing List: 5,284 subscribers
- Postcard Mailing (Canada Post): 6,500 addresses (approx. \$1500-2000)

Questionnaire

- Please see the attached copy of the Community Engagement Survey Questionnaire.

Financial Implications

- TWI Surveys Professional Fees: \$8,000
- Promotional Materials: \$1,500-2,000

Operational Implications

Work will be required from the UNA Communications Manager in preparing promotional materials and leading the roll-out of the survey through UNA newsletters and emails to members.

Strategic Objective

Community/Stakeholder Relations



Attachments

1. Community Engagement Survey Questionnaire

Concurrence

1. Glenda Ollero, Communications Manager/CEAC Staff Liaison

Respectfully submitted,

A handwritten signature in cursive script that reads 'Jane Kang'. The signature is written in black ink and is positioned above a horizontal line.

Jane Kang
CEAC Chair/UNA Director



Community Engagement Survey 2022

The University Neighborhoods Association (UNA) is conducting a survey with residents in order to gather feedback on programs, services, and communications. The survey will take approximately five minutes to complete.

Your feedback will provide valuable information for creating an amazing community.

In recognition of the time spent in completing the survey, participants can enter a draw. To enter the draw, provide your name and contact information at the end of the survey. (Note that all survey responses are confidential; names will only be used for draw purposes and are not correlated with survey responses.)

If you have any questions about the UNA, please contact the UNA's Communication Manager, Glenda Ollero, at Glenda.Ollero@myuna.ca.

Below are a few helpful definitions to ensure we have a common understanding of terms.

Definitions

- **UNA community/neighborhoods** – Residents of Chancellor Place, East Campus, Hampton Place, Hawthorn Place, Wesbrook Place, Focal Building and Central Building
- **UNA Member** – Residents who opted in to become a member and are eligible to vote in UNA elections and participate in general meetings.
- **Community events** – Events open to the UNA community organized by the UNA, including festivals, fairs, elections, AGMs, holiday-related events
- **UNA facilities** – Wesbrook Community Centre, Old Barn Community Centre, Community Field, Collings Field, the Green Depot, UNA community gardens
- **UNA services** – Services offered by the UNA
- **Engagement** – Participation in any event, use of any facility, interactions with UNA

staff, volunteering with the UNA, sending feedback

Outcome measures

	Strongly disagree	Disagree	Not sure	Agree	Strongly agree
1. I am interest in participating in UNA community events, facilities, and services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I am satisfied with community life within the UNA neighborhoods.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I feel well informed about community events.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I feel well informed about UNA services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. It is important to be involved in community decision-making opportunities (examples: elections, AGMs, committees, board meetings).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Communications

6. How would you like to be communicated with about events and community news?

(Select up to three options)

- | | |
|--|--|
| <input type="checkbox"/> Community newspaper | <input type="checkbox"/> UNA social media feeds (Facebook, Instagram, Twitter) |
| <input type="checkbox"/> Community notice boards | <input type="checkbox"/> UNA webpage |
| <input type="checkbox"/> Community meeting | <input type="checkbox"/> Word of mouth (neighbors) |
| <input type="checkbox"/> Email newsletter | <input type="checkbox"/> Other (Please specify) <input type="text"/> |
| <input type="checkbox"/> Mailouts | |

7. What topics are you most interested in?

(Select up to three options)

- | | |
|---|--|
| <input type="checkbox"/> Annual General Meetings / Special General Meetings | <input type="checkbox"/> Legal and bylaws (community policies) |
| <input type="checkbox"/> Board of Directors meetings | <input type="checkbox"/> Parking and road works information |
| <input type="checkbox"/> Changes to the neighborhood (new buildings or amenities) | <input type="checkbox"/> Recreation opportunities |
| <input type="checkbox"/> Community events | <input type="checkbox"/> Taxes and fees |
| <input type="checkbox"/> Elections (community representatives) | <input type="checkbox"/> Other (Please specify) <input type="text"/> |

8. How often do you visit the UNA website (<https://www.myuna.ca>)?

- ☐ Daily ☐ Weekly ☐ Monthly ☐ Periodically every few months ☐ Rarely
- ☐ Never

9. Which social media sites/platforms do you or are likely to follow or join the UNA?

(Pick all that apply)

☐ Facebook

☐ WeChat

☐ Twitter

☐ I don't use social media

☐ YouTube/other video platform

☐ I don't want to follow UNA

☐ Instagram

☐ Other (Please specify)

10. Have you attended a UNA event?

☐ Yes

☐ No

☐ Prefer not to say

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Tell Us About Yourself

11. How long have you lived in the UNA?

- ☐ Less than 1 year ☐ 1-2 yrs ☐ 3-6 yrs ☐ 7 years or more

12. How old are you?

- ☐ Under 25 yrs ☐ 25 – 34 yrs ☐ 35-44 yrs ☐ 45-54 yrs ☐ 55-64 yrs
☐ 65 and over yrs

13. What are the languages you speak within your home?

(Pick all that apply)

☐ Cantonese

☐ Korean

☐ English

☐ Mandarin

☐ French

☐ Punjabi

☐ Hindi

☐ Other (Please specify)

14. What is your primary employment status?

☐ Student

☐ Retired

☐ Self-employed

☐ In transition

☐ Part-time employee

☐ Other

☐ Full time employee

Periodically, UBC, through UBC Campus+Community Planning, holds public consultations to gather feedback from the community about proposed development and planning projects taking place across campus in academic spaces, neighborhoods and outdoor spaces – for example: upgrades to the Nobel Park softball field, new buildings, Campus Vision 2050.

15. I am likely to attend public consultations held by UBC Campus + Community Planning?

☐ Yes ☐ No ☐ Not sure

We want to know how active our community is in volunteering in all capacities. Please share your expectations in the following question.

16. How many hours a month do you expect to volunteer next year:

☐ I don't
volunteer ☐ 1 - 10 hours ☐ 11 - 50
hours ☐ 51 - 100
hours ☐ 100 plus
hours

| Display logic > Show if All but 'I don't volunteer'

Would you consider volunteering with the UNA?

☐ Yes ☐ No ☐ Not sure

| **Page 5**

Win a \$50 Save-on-Foods Gift Card

If you would like to enter the prize draw, please enter your contact information below. This information will not be associated with your survey responses in any way and will only be used to contact you if your name is drawn.

First Name:

Last Name:

Email:

Phone:

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MINUTES

PRESENT:

Jane Kang, Chair
Ran Keren, Co-Vice-Chair
Susan Eadie, Co-Vice-Chair
Alice Bradley
Maria Gallo

David Hahn (arrived at 4:50 p.m.)
Eileen Le Gallais (departed at 5:39 p.m.)
Sofia Ngieng
Michelle Niu (arrived at 4:57 p.m.)
Nidhi Raina

REGRETS:

Lee Weinstein

GUESTS:

Madeleine Zammar, Campus and Community Planning (departed at 5:24 p.m.)

STAFF:

Glenda Ollero, Communications Manager

RECORDING SECRETARY:

Debbie Reimer, Mosaic Writing Group

A. CALL TO ORDER

Jane Kang, Chair, called the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) meeting to order at 4:37 p.m.

B. NEW MEMBERS

1. New Appointed Members

The Chair introduced and welcomed the new members to the UNA CEAC:

- Maria Gallo, UNA Board of Directors appointee
- Sofia Ngieng, Alma Mater Society (AMS) appointee.

C. APPROVAL OF AGENDA

Draft agenda of the January 26, 2022 UNA CEAC meeting was provided with the agenda material.

It was moved (Jane Kang) and seconded (Nidhi Raina)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the January 26, 2022 agenda, as circulated.

Carried

D. APPROVAL OF MINUTES

Draft minutes of the November 24, 2021 UNA CEAC meeting was provided with the agenda material.

It was moved (Jane Kang) and seconded (Ran Keren)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the November 24, 2021 minutes as circulated with the following amendments:

- Correct titles of Susan Eadie and Ran Keren to Co-Vice-Chairs
- Indicate that Susan Eadie and Nidhi Raina were accessing audio only.

Carried

Member Arrived

David Hahn joined the meeting at 4:50 p.m.

E. EXTERNAL GUESTS/PRESENTATIONS

1. Madeleine Zammar, Manager, Engagement; Community Development and Engagement; Campus and Community Planning

i. Introduction

Ms. Zammar, led the review of the presentation titled “UBC Campus Vision 2050 Roadshow” dated January 2022 and highlighted:

- Campus Vision 2050 is a 30-year comprehensive land use planning and public engagement process:
 - Campus Vision 2050 will take two-and-a-half-years to complete
- The 2010 plan required changes related to mobility, affordability, and connectivity.

Member Arrived

Michelle Niu joined the meeting at 4:57 p.m.

- Campus Vision 2050 will include:
 - Overall spatial layout and sustainability
 - Areas of growth and no growth
 - Development and density ranges for academic and neighbourhood areas
 - Proportions of services, amenities, and open space
 - Coordination with broader regional planning
 - Quick start projects
- The engagement approach of the Campus Vision 2050 is centered on equity, diversity, and inclusivity for under-represented communities
- An online engagement platform is available for use by panels, pop-up events, and surveys
- Campus Vision 2050 engagement with diverse communities involved in the UBC community
- Purpose of engagement:
 - To seek insights into experiences of the campus
 - Feedback on a set of themes that emerged from the pre-planning process
- Mandarin translators will be available for some events.

ii. Discussion

There was no discussion.

Guest Departed

Madeleine Zammar departed the meeting at 5:24 p.m.

F. ITEMS/REPORTS

1. Approved Amendments to the CEAC Terms of Reference

The following documents were provided with the agenda material:

- *Community Engagement Terms of Reference Report*
- *Terms of Reference Extract and Approved Amendments.*

i. Introduction

The Chair referenced the documents provided with the agenda material and highlighted:

- Language barriers impact engagement in the community
- Initiatives should be designed to specifically address the new residents
- The types of initiatives that could be considered by the CEAC for new residents include:
 - Seminars and workshops
 - Use of languages, other than English, in UNA communications, including the weekly email newsletter and The Campus Resident
 - Social events
 - Annual bus tours
- CEAC members will provide additional ideas to increase new residents' community engagement.

Member Departed

Eileen Le Gallais departed the meeting at 5:39 p.m.

ii. Discussion

Discussion ensued on:

- Suggestion to conduct interactive townhalls
- Policies are difficult to change without supporting data and documentation.

2. CEAC 2022 Meeting Schedule

Document titled "CEAC 2022 Meeting Schedule" was provided with the agenda material.

i. Introduction

The Chair referenced the document provided with the agenda material.

ii. Discussion

Discussion ensued on:

- The Chair and Co-Vice-Chairs will determine the length of the meeting
- Suggestion to create a platform for members who attend other workshops to report back to the UNA CEAC
- Suggestion to change the meeting time to 4:00 p.m. from 4:30 p.m.

iii. Motion

It was moved (Jane Kang) and seconded (Ran Keren)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the CEAC 2022 meeting schedule with the amended start time of 4:00 p.m.

Carried

3. Community Survey: Request for Additional Quotes

The following documents were provided with the agenda material:

- Argyle PR – UNA CEAC Engagement Survey Estimate
- Delaney – UNA CEAC Engagement Survey Estimate.

i. Introduction

Ms. Ollero, CEAC Staff Liaison, referenced the documents provided with the agenda material and noted:

- Estimates have been provided from two additional survey companies that incorporate additional languages
- Further conversations could be scheduled with the submitting companies.

ii. Discussion

Discussion ensued on:

- TWI Surveys provided an estimate of \$10,000 with no additional language options
- A request for additional funds could be presented to the Board for a multi-language survey:
 - Requests to be submitted to the Board by February 15, 2022
 - The current CEAC budget year terminates on March 31, 2022
- Concern for the necessity of multiple languages and costs involved
- Workshops offered by the UNA could provide data on demographics of participants:
 - Previous surveys conducted would have differing goals than the CEAC
- The need for to be clear about the goal of the survey to avoid survey fatigue.

iii. Motion

It was moved (Jane Kang) and seconded (David Hahn)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee (CEAC) engages TWI Surveys Inc. in an English language survey with potential further engagement initiatives for other languages.

Carried

(Opposed: Ran Keren)

G. ADJOURNMENT

The next UNA CEAC meeting to be held on February 23, 2022 at 4:00 p.m.

It was moved (Jane King) and seconded (Maria Gallo)

That the University Neighbourhoods Association Community Engagement Advisory Committee meeting adjourned at 6:25 p.m.

Carried



MINUTES

PRESENT:

Murray McCutcheon – Chair
Richard Watson
Eagle Glassheim
Saad Shoaib
Susan Eadie

Ian Carter
Guangriu (Maggie) Xia
Matthew Mitchell
Alex Volkoff

STAFF:

Marta Mikolajczyk – Administrative Assistant

A. CALL TO ORDER

This meeting was called to order at 12:04 p.m.

B. APPROVAL OF AGENDA

Motion by Director Watson:

That the Committee approve the January 26, 2022 Meeting Agenda as circulated.

Carried.

C. APPROVAL OF MINUTES

None

D. DELEGATIONS

None

E. EXTERNAL REPORTS AND PRESENTATIONS

None

F. REPORTS

1. Introductions

The Chair offered brief opening remarks with a personal introduction and invited all Committee members to take turns with introductions.

2. Land Use Advisory Committee – Terms of Reference

The Chair presented the Terms of Reference of the Committee, highlighting its purpose as an advisory body to the UNA Board of Directors in land use planning and development on UBC Campus, as well as a forum to facilitate discussions with residents regarding the aforementioned.



The Chair underlined the engagement and approval process for the Preliminary Terms of Reference for Campus Vision 2050 as a priority for the Committee.

a. Meeting Schedule

The Committee agreed to meet from 4:30 p.m. to 6:00 p.m., on the fourth Wednesday of each month. The schedule will be further reviewed in May of 2022.

b. Agenda Process

The Chair outlined the Agenda setting process to the Committee members, emphasizing that discussion items should be submitted no later than a week prior to the meeting.

3. Campus Vision 2050

a. Timeline

The Chair provided an overview of the Campus Vision 2050 anticipated milestones timeline and underlined the importance of UNA's active participation in the engagement phase.

b. Draft Terms of Reference

The Chair reiterated that the Campus Vision 2050 Final Terms of Reference are to be presented to the Board of Governors in June 2022 for endorsement. The Chair highlighted the need for identifying and communicating the priorities of the UNA community in context of regional pressures on livability, affordability and connectivity of the UBC campus.

c. UNA Resident Engagement

Alex Volkoff highlighted the importance of disseminating the information about Campus Vision 2050 public engagement events to the UNA resident community. The Committee discussed various methods of increasing community awareness.

Motion by Alex Volkoff:

That the Committee recommends to the Board that they consider having a townhall as soon as possible and that they consider possible focus groups in individual areas at the same time.

Carried.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA LAND USE ADVISORY
COMMITTEE MEETING**

January 26, 2022
Held via Videoconference

I. ADJOURNMENT

The meeting was adjourned at 1:03 p.m.



Report Date: March 9, 2022
Meeting Date: March 15, 2022
From: Wegland Sit, Operations Manager
Subject: Commissionaires BC Services Agreement Renewal 2022

Background

In 2014 the Ministry of Transportation and Infrastructure (MoTI) transferred the maintenance and operations of the interim parking regulations to the UNA. As per the authorization in the transfer agreement the UNA contracts with the BC Commissionaires to provide parking enforcement within the UNA, under the authority of the MOTI. The UNA office continues to be responsible for issuing and the administration of parking permits. The BC Commissionaires contract is up for renewal and the updated agreement is attached to this report.

Decision Requested

THAT the Board approve the attached 2022 – 2023 Commissioners BC Services Agreement and authorize the Chair to execute the agreement.

Discussion

Commissionaires BC has provided parking invigilation services for the residential neighbourhoods in the UNA since 2012. Commissionaires BC invigilators provide seven day a week invigilation services in Chancellor, Hawthorn, Wesbrook and East Campus, to ensure adequate and consistent parking enforcement level across all UNA areas.

Commissionaires BC provides the following parking invigilation services:

1. Foot and vehicle patrols in UNA all areas.
2. Parking enforcement and issue of towing notices to vehicles.
3. Supporting documentation of parking offences and collect evidence related to parking offences.
4. Submits and coordinates towing service requests.

Commissionaires BC submitted a contract renewal in March 2022. This new 2022-2023 services agreement represents an estimate 7.1% increase in overall costs. The increase reflects the overall increases in hiring costs.



The agreement has updated insurance and indemnification language that meets the UNA requirements.

The UNA Delegation of Authority corporate policy identifies contracts that exceed \$100,000 will be subjected to the UNA Board's approval.

Financial Implications

Based on the current invigilation service level, at seven days a week (excluding any statutory holidays). The estimate costs for this renewal agreement is \$120,000 for the period of April 1, 2022 to March 31, 2023.

The renewal is an ongoing budgeted item that is fully budgeted under the Operations department.

Operational Implications

The UNA Operations department manages the maintenance and operations of the UNA interim parking regulations. The UNA Parking Service Desk at Wesbrook Community Centre provides administration and issues parking permits and visitor passes to UNA residents.

The Commissionaires BC provides a key invigilation function for UNA's day to day parking operations.

Strategic Objective

None

Attachments

1. UNA Contract for Commissionaires BC Services – 2022

Concurrence

1. Athena Koon, Finance Manager



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wegland Sit', written over a horizontal line.

Wegland Sit
Operations Manager

A handwritten signature in blue ink, appearing to read 'Sundance Topham', written over a horizontal line.

Sundance Topham
Chief Administrative Officer

Contractual Agreement

IN CONSIDERATION of the following

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

(herein called the "Client" at the following address):

202-5923 Berton Ave
Vancouver, BC V6S 0B3

AND

THE BRITISH COLUMBIA CORPS OF COMMISSIONAIRES

(herein called "Commissionaires BC" at the following address):

600-595 Howe Street
Vancouver, BC V6C 2T5

AGREE AS FOLLOWS

COMMISSIONAIRES BC

1. Commissionaires BC shall:

- A. Provide the services described in Annex A to this Agreement, commencing on **April 01, 2022** and ending **March 31, 2023**, notwithstanding the date of execution of this Agreement. The term of the Agreement will be subject to renewal or earlier termination in accordance with the terms agreed to.
- B. Keep the Client fully informed on the work done by Commissionaires BC on their behalf and permit the Client at all reasonable times to inspect, review and copy all accounting records, reports and documents that have been received or prepared by the Contractor as a result of this Agreement.
- C. Comply with all applicable municipal, provincial and federal legislation and regulations.
- D. Comply and agree to all procedures, and terms and conditions as set by the Client and the Ministry of Transportation in association with the Services as described in Annex A.
- E. Promptly pay all persons employed by Commissionaires BC on this contract.
- F. Not assign this Agreement, nor subcontract any of its obligations under this Agreement, to any person, firm or corporation.
- G. At all times exercise the standard of competence, reliability and integrity normally exercised and observed by all persons engaged in the performance of services similar to those outlined in this Agreement.
- H. At all times treat as confidential any information or material obtained by Commissionaires BC as a result of this Agreement and not, without prior consent of the Client, permit the publication, release or disclosure of such information.
- I. Not perform any services for any other person, firm or corporation which, in the reasonable opinion of the Client, may give rise to conflict of interest.

- J. Ensure that all personnel hired by Commissionaires BC to perform the services outlined will be employees of Commissionaires BC and not of the Client, with Commissionaires BC being solely responsible for the arrangement of reliefs, substitutions and all other matters arising out of the relationship of employer and employee.
- K. Not in any manner whatsoever commit or purport to commit the Client to the payment of money.
- L. Establish and maintain time records and books of account, invoices, receipts and vouchers of all expenses incurred.
- M. Indemnify and save harmless the Client from and against all losses, claims, damages, actions, causes of action, costs and expenses that the Client may sustain by any negligent act or omission of Commissionaires BC or of any employee, officer or Governor of Commissionaires BC.
- N. During the terms of the Agreement, provide, maintain and pay for Comprehensive General Liability Insurance up to an amount not less than FIVE MILLION DOLLARS (\$5,000,000.00) inclusive of any one occurrence, in such form and amounts as may be acceptable to the Client.
- O. Commissionaires BC will supply professional uniforms to all personnel assigned to perform Services for the Client.
- P. Commissionaires BC will be responsible for all costs associated with providing the necessary patrol vehicles to perform the Services, including lease costs, fuel and insurance.
- Q. Commissionaires BC will attend quarterly meetings with the Client scheduled at a mutually agreeable time and date.
- R. Commissionaires BC will maintain a ticketing rate consistent with current levels of ticketing. Tickets issued in any given month should be consistent with the prior three month rolling average with a 5% variance on the bottom end. The above mentioned formula will be reviewed quarterly to reflect the most current parking violations and adjusted accordingly if mutually agreeable between both parties.

THE CLIENT

- 2. The Client shall:
 - A. Take such action as is necessary to provide members of Commissionaires BC with the right to invigilate parking regulations under Motor Vehicle Act Section 209-1.
 - B. Comply and agree to all terms and conditions as set by the Ministry of Transportation in regards to invigilation of parking regulations on roads under their jurisdiction.
 - C. Pay to Commissionaires BC in full payment and reimbursement for providing the services and for expenses connected herewith the amounts, in the manner and at the times set out by Annex B of this Agreement.
 - D. Make available to Commissionaires BC, all available information considered by the Client to be pertinent to the services to be provided.
 - E. Give Commissionaires BC reasonable notice of anything the Client considers likely to materially affect the provision of the services, including a minimum of 30 days notice in writing of any intention not to renew this contract.

- F. Examine all studies, reports or recommendations provided by Commissionaires BC under this Agreement, and shall render decisions pertaining thereto within a reasonable time.
- G. Provide all necessary enforcement equipment and supplies necessary to perform all services required under this contract, including ticketing devices, paper tickets and software database.
- H. The Client has the right to request the removal of any personnel whom they deem unfit.
- I. The Client will attend quarterly meetings with Commissionaires BC scheduled at a mutually agreeable time and date.

TERMINATION

- 3. In the event of substantial failure to perform in accordance with the terms and conditions of this Agreement, it may be terminated by either party on 15 days written notice of the other.
- 4. Either party may, at its sole discretion, terminate this Agreement on 30 days written notice and the payment of all funds owing in accordance with this Agreement up to the time of termination.

GENERAL

- 5. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia.
- 6. Any notice required to be given hereunder shall be delivered or mailed by prepaid registered mail to the addresses above, and any such notice shall be deemed to be received 72 hours after mailing.
- 7. A waiver of any provision or breach of this Agreement shall be effective only if it is in writing and signed by the Client.
- 8. The Client may, at its option, renew this Agreement by notice in writing to Commissionaires BC, for a further period and on such terms and conditions as agreed to by both parties.
- 9. The Contractor agrees to indemnify, defend and save harmless the Association, its employees, officers, directors, affiliates, representatives, agents, and their respective successors and assigns (collectively, the "**Association Parties**") from and against any and all losses, claims, damages, demands, fees (including legal fees and expenses on an indemnity basis), actions and causes of action, including those that the Association or the Association Parties may sustain, incur, suffer or be put to at any time, either before or after the expiration or termination of this Agreement, that arise out of the acts, errors, or omissions, including the negligent acts or omissions, of the Contractor or those for whom the Contractor is responsible, including, but not limited to, its sub-contractors, servants, agents and employees (collectively, the "**Contractor Parties**"). The Contractor acknowledges and agrees that the foregoing obligations of the Contractor to indemnify the Association and the Association Parties will survive and continue notwithstanding the termination or expiration of this Agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the

_____ Day of _____ 2022.

Signed on behalf of **UNIVERSITY NEIGHBOURHOODS ASSOCIATION**

Authorized Representative

Signed on behalf of **THE BRITISH COLUMBIA CORPS OF COMMISSIONAIRES**
In the presence of

Authorized Representative

Description of Services

1. Commissionaires BC will provide the Client with parking invigilation services at UBC. Invigilation will be limited to those areas of identified designated public roads in the various neighbourhoods of UBC campus including Hawthorn, Wesbrook, Hampton, East Campus and Chancellor. Post Orders will be referenced, updated and followed accordingly based on site requirements; Post Orders are subject to change based on agreement between the Client and Commissionaires BC and will be reviewed annually with the Client.
2. Commissionaires BC will provide the Client parking invigilation services for a minimum of **60 hours** per week, with the days and shifts being mutually agreed to by both parties. One commissioner and one vehicle will be designated per shift. Service includes a designated Site Supervisor working **44 hours** per week, with **4** of those hours being billed at Overtime Level 1.
3. Commissionaires BC will supply a vehicle necessarily for the patrolling of the applicable neighbourhoods, and will bear all costs associated with the vehicle including lease costs, fuel, and insurance. Commissionaires BC will also supply a cell phone for communication requirements.
4. It is mutually agreed that any increase or decrease to service levels over the current service levels will be discussed by all parties to ensure that there are adequate resources to meet the increased demand for service.
5. The selected commissionaires shall have a valid BC Driver's license.
6. Commissionaires BC will provide documentation of Parking Violation Warnings and Tickets, and photos supporting the validity of tows.
7. New staff on site will undergo on-site training, job shadowing as well as a portion of their training will be supervised by operations management to ensure that operations and protocols specific to the Client are maintained.
8. Unsubstantiated tows will not be tolerated. In the event of a dispute, a towing appeals committee consisting of the UNA, Commissionaires BC, and Buster Towing will review the validity of dispute applications, and approve or deny the applications. If disputes are valid, the committee will determine which party will be responsible for the valid tow.

BILLING RATES
April 01, 2022 – March 31, 2023

Position	Regular Hourly Rate	Overtime Level 1 (x1.5) Hourly Rate	Overtime Level 2 (x2) Hourly Rate	Statutory Holiday Hourly Rate
Bylaw Officer	\$35.03	\$52.54	\$70.06	\$52.54

*Above rates are based on one commissionaire and one vehicle per shift

NOTES:

- A. The amount due will be invoiced biweekly each month. Applicable taxes will be added to the invoice total. Payment will be made by the Client to Commissionaires BC on a Net 30 day basis from date invoiced. Interest on overdue accounts will be payable at the rate of 2% compounded monthly.
- B. Commissionaires BC reserves the right to adjust the rate in consultation with the Client in the event of changes in Federal or Provincial legislation affecting wages and/or employee contributions.
- C. Commissionaires BC reserves the right to negotiate an adjustment in the billing rate if there are substantive changes to this Agreement or with respect to the services/duties that are being provided under the terms of this Agreement.
- D. Overtime is paid at 1.5 times the regular billing rate for the first 4 hours and double time thereafter.

Overtime shall not be payable by the Client unless the prior verbal approval of a person designated by the Client to approve overtime is first obtained as well as written documentation with confirmation from the Client; email is sufficient. Should the Client's designate be unavailable by phone, Commissionaires BC may proceed with the overtime but shall notify the Client as soon as is practical as to the attempts made to contact the Client's designate.

In the case of an emergency Commissionaires BC may proceed with the overtime but shall notify the Client as soon as is practical as to the nature of the emergency.

- E. Minimum callout is 4 hours, overtime rates may be applicable if call out is in addition to regular hours.
- F. Statutory Holidays are charged at 1.5 times the regular billing rate.
- G. Commissionaires BC reserves the right to negotiate an adjustment in the billing rate if fuel costs rise above \$1.55 per litre for longer than 60 days.
- H. Short notice requests, less than 48 hours' notice, are billed at Overtime Level 1 per guard. Overtime and statutory holiday rates apply to this short notice rate.