



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** THAT the Board approve the July 19, 2022 Agenda as circulated.

C. APPROVAL OF MINUTES

1. **Motion:** THAT the Board approve the June 21, 2022 Minutes as circulated. 1

D. DELEGATIONS

1. UNA 2022-23 Campus Vision 2050 Engagement Strategy – Joanne Proft, Associate Director, Community Planning, Campus and Community Planning & Madeleine Zammar, Manager, Engagement, Campus and Community Planning 5

E. EXTERNAL REPORTS & PRESENTATIONS

1. UBC RCMP Detachment Update – Sergeant Chuck Lan
2. Campus and Community Planning Report – Carole Jolly, Director of Community Development and Engagement, Campus and Community Planning 6
3. Electoral Area A Overview Presentation and Area A Report – Electoral Area A Director, Jen McCutcheon – Provided on Table (Read: [Electoral Area Newsletter](#))

F. REPORTS

1. UNA Draft Strategic Plan Presentation – Allan Neilson, Neilson Strategies 8
2. Finance Committee Update
 - a. Audited Financial Statements and Report to Board (Draft) – Rob Matty, Partner, Johnsen Archer LLP and Prabh Toor, Manager, Johnsen Archer LLP 15

Recommendation:

THAT the Board approve the UNA's financial statements for the year ended March 31, 2022, and that the Chair be authorized to sign the financial statements on behalf of the Board to confirm that approval has been given.

- b. Appointing an Auditor for the next AGM – Finance Manager 57



Recommendation:

THAT the Committee recommend to the Board that a motion approving Johnsen Archer LLP as the UNA's Auditor be placed on the agenda for the 2022 Annual General Meeting.

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| c. 2022-23 Insurance Renewal Update – Chief Administrative Officer | 66 |
| 3. Management Report – Chief Administrative Officer | 69 |
| 4. First Quarter Work Plan – Chief Administrative Officer | 79 |
| 5. Events Schedule and Neighbours Day Update – Recreation Manager | 86 |

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

- | | |
|--|----|
| 1. 2022.07.05 Letter from Michael White, Associate Vice President Campus and Community Planning – University Neighbourhood Childcare Services and Elementary Schools | 90 |
|--|----|

I. ADJOURNMENT

The Board will adjourn into a Closed Session to discuss the approval of minutes for a closed session or restricted closed session of a Board meeting; and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Eagle Glassheim
Jane Kang

Ali Mojdehi
Murray McCutcheon
Fei Liu

UBC OBSERVERS:

Carole Jolly
James Heth

AMS REPRESENTATIVE:

Erin Co

STAFF:

Sundance Topham – Chief Administrative Officer
Wegland Sit – Operations Manager
Glenda Ollero – Communications Manager
Athena Koon – Finance Manager
Marta Mikolajczyk – Administrative Assistant

*The meeting was held as a Partial Electronic Meeting with
Director Kang attending via teleconference.*

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting was called to order at 5:31 p.m.

The Board Chair acknowledged that the meeting was held on the unceded traditional territory of the Musqueam people.

B. APPROVAL OF AGENDA

Motion by Chair:

That the Board approve the June 21, 2022 Meeting Agenda.

Seconded by Director Mojdehi.

Carried.

C. APPROVAL OF MINUTES

Motion by Chair:

THAT the Board approve the May 17, 2022 Open Session Minutes.

June 21, 2022

Seconded by Director McCutcheon.**Carried.****D. DELEGATIONS**

None

E. EXTERNAL REPORTS AND PRESENTATIONS

1. Campus and Community Planning Report

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

2. Electoral Area A Report

Electoral Area A Director, Jen McCutcheon, provided a verbal update to the Board.

F. REPORTS

1. Management Report

The Management report was received by the Board.

2. Community Engagement Advisory Committee Update

a. Community Engagement Survey 2022

Ryan Williams of TWI Surveys made a presentation to the Board.

b. April 27, 2022 Approved Minutes

The Minutes were received by the Board.

3. Campus Resident Replacement Options

Motion by Director Glassheim:

THAT the Board direct staff to further explore Option 3 and report back at a future meeting.

Seconded by Director Mojdehi.

Carried.

4. 2022 Annual General Meeting Planning

Motion by Chair:

THAT the Board confirm that the UNA will hold the 2022 Annual General Meeting on Wednesday, September 28, 2022 commencing at 7:00 pm at the Wesbrook Community Centre, with in-person attendance.

Seconded by Director Glassheim.

Carried.



Motion by Chair:

THAT the Board approve the 2022 Notice of AGM and Proxy Form, as amended.

Seconded by Director Glassheim.

Carried.

5. Community Amenity Charges Update

The Chief Administrative Officer presented the report to the Board.

6. UNA Recreation – Program and Volunteer Board Update

The Recreation Manager presented the report to the Board.

The Board took a short recess at 7:38 p.m.

The Board reconvened at 7:52 p.m.

7. Finance Committee Update

a. Fiscal 2021/22 Financial Results (Preliminary)

The Finance Manager presented the report to the Board.

b. Fiscal 2021/22 – Year End Audit Plan

c. 2022-23 Insurance Renewal Update

Motion by Director Holmes

THAT the Board authorize the Chief Administrative Officer to enter into the UNA's insurance coverage for the period from July 1, 2022 to June 30, 2023.

Seconded by Director McCutcheon.

Carried.

d. Community Field Replacement Reserve

Motion by Director Homes:

THAT the Board agree to allow UBC to transfer the budgeted amount of \$60,000 to the Community Field Replacement Reserve in the Neighbours Fund for fiscal year 2022/23.

Seconded by Director Kang.

Carried.

Motion by Director Holmes:

THAT the Board direct staff to cash out the GIC in which the Capital Reserve Fund is invested and reinvest the proceeds in a two-year GIC with Royal Bank.

Seconded by Director Mojdehi.

Carried.

8. Governance and Human Resources Committee Update



a. Board Rules of Procedure Report

Motion by Chair:

THAT the Board replace the Board Rules of Procedure approved at its April 19, 2022 meeting with the revised Board Rules of Procedure drafted by Director Holmes.

Seconded by Director Glassheim.

Carried.

9. Land Use Advisory Committee Update

Director McCutcheon provided a verbal update to the Board.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. Recreational Facilities for Youth in Wesbrook – Proposed Letter to UPCPT

Motion by Director Glassheim:

THAT the UNA Board send Campus and Community Planning and UBC Properties Trust a letter advocating for an additional outdoor recreation facility, catering to youth, in the Wesbrook neighbourhood.

Seconded by Director Kang.

Carried.

Motion by Director Holmes:

THAT the letter be made be publicly available once sent.

Seconded by Director Liu.

Carried.

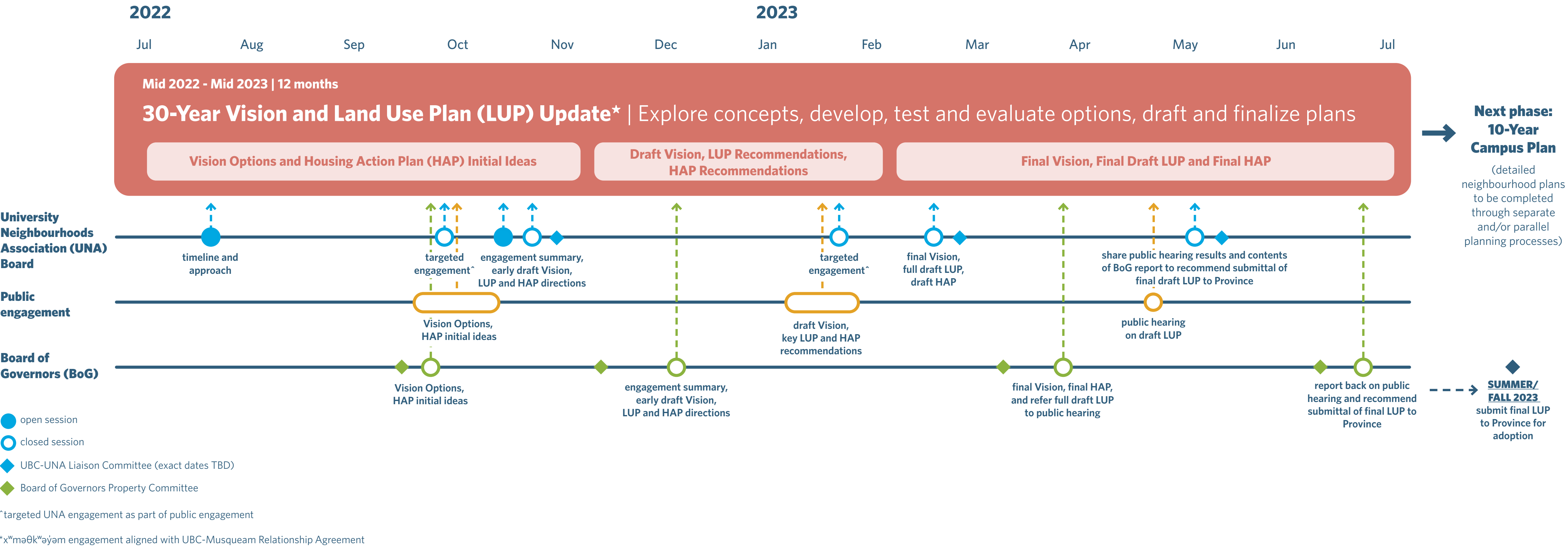
2. July UNA Board Meeting

The Board determined that the July 19, 2022 meeting will be held electronically.

I. ADJOURNMENT

The meeting adjourned at 8 :37 p.m.

Draft UNA 2022-23 Campus Vision 2050 Engagement Strategy





THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

Memorandum

From: Simmi Puri, Communications Manager, Campus + Community Planning
To: UNA Board
Date: July 19, 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

Geering Up Summer Camps

July 4th to September 1st, 8am – 4pm.

Thunderbird Commons, Fairview Commons, EDC Courtyard.

BC Day

August 1st

University Closed.

Jump Start

August 27th (move-in) to September 2nd, 8am – 7pm.

Main Mall from Crescent Road to Agronomy Road, University Commons, the Bosque, Life North Plaza.

Community Update

Celebrate Summer on the Mall!

We welcome UNA residents to join us in celebrating Summer on the Mall—a series of pop-up events, along Main Mall throughout July and August. From mindful moments at outdoor yoga, to a lunch-hour concert, a pop-up mini-golf course, and more, we've planned a summer of free festivities and fun to help you connect, relax, and encourage you to enjoy the beautiful UBC campus—together. For more information on activities, visit utown.ubca.ca/celebratesummer.

Culture Club at MOA

Culture Club (brought to you by MOA and UTown@UBC) celebrated National Indigenous History Month by inviting families to learn about Indigenous cedar bark weaving. The next Culture Club will take place the last Sunday of July, and is free to UNA residents with their UNA Access Card.

For a sneak peek at what you can expect from a typical Culture Club session, check out the UTown@UBC blog.

Construction and Roadwork Update

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 began in April 2022 and will continue until September 2022.

For more details about what to expect during construction, please visit:

<https://planning.ubc.ca/wesbrook-mall-upgrades>



Report Date: July 13, 2022
Meeting Date: July 19, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: Draft 2023-25 UNA Strategic Plan

Background

Allan Neilson, from Neilson Strategies Inc. will be providing the Board with an overview of the Draft 2023-25 UNA Strategic Plan.

Decision Requested

For information

Discussion

The UNA Board of Directors and senior management held a Strategic Planning Session facilitated by Allan Neilson on Friday, June 3 and Saturday, June 4.

Allan will be presenting the outcomes of the session in the attached draft 2023-25 UNA Strategic Plan. The priorities and goals contained within the document will inform the specific actions to be taken by the organization in the coming years and will guide the organization's use of resources.

Feedback provided by Directors at this meeting will be incorporated into a second draft for submission to the Chief Administrative Officer, which will come back to the Board in September.

Financial Implications

None

Operational Implications

None

Strategic Objective

The new 2023-25 Strategic Plan will set the strategic objective for the coming years.



Attachments

1. Schedule A – DRAFT 2023-25 UNA Strategic Plan

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



University Neighbourhoods Association Board of Directors
2023-2025 Strategic Plan
July, 2022

DRAFT FOR REVIEW

BACKGROUND

Over dinner on Friday, June 3, and for the full day on Saturday, June 4, the University Neighbourhoods Association (UNA) Board of Directors and management team participated in a facilitated Strategic Planning Session. The primary purpose of the session was to determine the strategic priorities and associated goals for the UNA's *2023-2025 Strategic Plan*. The priorities and goals will inform the specific actions to be taken by the organization in the coming years, and will guide the organization's use of resources.

The June planning session provided an opportunity for the Board and management to:

- ⑩ define the Board's vision for the University Neighbourhoods community and for the UNA organization
- ⑩ confirm the mission, or central purpose, of the UNA
- ⑩ identify a set of values to guide the organization in all that it does
- ⑩ explore and understand the context in which the organization exists — that is, the forces, trends, pressures, challenges and opportunities that, taken together, define the environment in which the organization works
- ⑩ build a "long list" of potential themes, or strategic priorities, to consider including in the new *Strategic Plan*
- ⑩ create a final list of strategic priorities on which to focus attention and resources in the coming years
- ⑩ provide input for use in defining goals under each priority

This document presents the information that is proposed for the *2023-2025 Strategic Plan*. The document was developed by the UNA's consultant based on the discussions at, and conclusions from, the June planning session. The document is presented to the Board of Directors as a DRAFT for review. Feedback provided by Directors at the July 19, 2022, Board meeting will be incorporated into a second DRAFT for submission to the Chief Administrative Officer. The second DRAFT will be formatted by a graphic designer on the consulting team. Directors are encouraged to focus their review of the initial DRAFT, presented in this document, on the content, not on matters of design.

- VISION:** The University Neighbourhoods is a vibrant and complete community located within the University of British Columbia's Point Grey campus. People of all ages and backgrounds call the Neighbourhoods home, attracted to the community by its high quality of life, celebration of diversity, commitment to sustainable living, and positive energy.
- The community is governed by the University Neighbourhoods Association (UNA), a unique local government that works in partnership with the University of British Columbia in land use planning, regulation and service provision. With its elected Board of Directors and experienced staff, the UNA exercises considerable autonomy within its broad scope of responsibilities, is accountable to residents, and is a strong advocate for the community.
- MISSION:** The University Neighbourhoods Association is the local government for the University Neighbourhoods, in place to provide an increasing range of local services, to advocate for and represent the interests of residents, and to work with residents in building a strong sense of community that is welcoming to all.
- VALUES:** In all that it does, the University Neighbourhoods Association is guided by a set of core values:
- > *Service-Oriented* — The UNA anticipates and responds to the needs of the community, dedicated to seeking solutions to service challenges and to finding ways to help residents.
 - > *Engaging* — The UNA seeks ways to engage all groups in the community, working to eliminate language, access, technological and other barriers in order to promote and facilitate connection.
 - > *Committed to Reconciliation* — The UNA recognizes its responsibility — and that of the community — to reconciliation with the Musqueam people on whose traditional, unceded territory the University Neighbourhoods is situated.
 - > *Responsible* — In its decision-making, service provision, use of resources and interactions with the community, the UNA recognizes its responsibility to honour and respect all cultures, accommodate a diversity of social groups and individuals, protect the natural environment, and work within financial limits.
 - > *Open and Transparent* — The UNA welcomes new ideas from residents, stakeholders and partners. The organization is committed to the

principle of transparency, and works to ensure that residents and others are able to access all information on Board and staff decisions, UNA spending, corporate communications and local government services.

- > *Future-Focused* — The UNA is forward-looking, focused on ensuring it has the authority and means to meet the needs, directly and through others, of the growing and changing University Neighbourhoods community.

PRIORITIES & GOALS:

GOVERNANCE

Strategic Priority

Strengthen the UNA's role as the democratic local government of the University Neighbourhoods, with the authority, autonomy and scope of responsibilities required to meet the needs of the diverse and growing community, raise sufficient financial resources, regulate in public spaces, and effectively represent the interests of the Neighbourhoods.

- Goals**
- > Continue to engage UBC in the review of the Neighbours' Agreement in order to expand the scope of responsibilities, financial resiliency and autonomy of the UNA, and to ensure that residents' needs are met.
 - > Develop the capacity and tools to regulate matters of public safety and public order, including matters related to animal control and protection for pedestrians and cyclists.
 - > Review UNA membership rules and voting procedures to enfranchise as much of the community as possible, remove barriers to voting, and, in general, strengthen the framework of local democracy in the University Neighbourhoods.

ADVOCACY

Strategic Priority

Enhance the capacity of the UNA to represent the positions of the University Neighbourhoods, and to advocate on behalf of the community, in discussions with the University of British Columbia as well as with a range of other public bodies whose decisions and services affect the University Neighbourhoods community.

- Goals**
- > Develop well-researched and -articulated positions on matters of community development for presentation to UBC as part of the *Campus Vision 2050* planning process, which includes the review of the *Land Use Plan* and 10-year *Campus Plan*, individual neighbourhood plans, housing action strategies and other initiatives that affect the University Neighbourhoods.

- > Create a UNA Advocacy Strategy to identify the key public agencies whose decisions and initiatives impact the University Neighbourhoods, identify opportunities and methods for engagement, and develop UNA positions to advocate.

ENVIRONMENTAL SUSTAINABILITY

Strategic Priority

Create opportunities for the organization and the community to reduce the University Neighbourhoods' ecological footprint, take action on climate change, protect the natural environment and position the Neighbourhoods as a leader in environmental sustainability.

- Goals**
- > Work with UBC on the development of policies to promote, and opportunities to enable, residents to transition from fossil-fuel burning automobiles to environmentally-sensitive modes of transport, including walking, cycling, electric vehicles and public transport.
 - > Together with UBC, work to ensure that the UNA's landscaping service is based on, incorporates, and makes optimum use of, sustainable landscaping practices.
 - > Develop accessible information resources and create networks for residents to help them reduce greenhouse gas emissions, adapt to irreversible climate changes, connect to nature, and protect the environment.
 - > Ensure that natural disaster planning efforts undertaken by UBC and Metro Vancouver take into account the needs and expectations of the UNA and the University Neighbourhoods.

CREATING CONNECTION

Strategic Priority

Develop the opportunities, materials and tools to engage residents of the University Neighbourhoods, irrespective of differences in language, culture and background, in UNA services, UNA decision-making, and efforts to build a strong sense of community.

- Goals**
- > Review messaging and methods used to communicate information on the UNA and its role, local services, opportunities for engagement and community-building efforts to different groups in the community.

- > Engage the Musqueam leadership to understand reconciliation, and to identify specific actions the UNA and the community can take to move forward on reconciliation.
- > Activate and support, directly and through the actions of others, volunteers in the community who wish to undertake and/or participate in community-building efforts, local service delivery and other initiatives aimed at strengthening community.
- > Create technological and other platforms that can be used by the UNA to engage the community, and by different groups in the community to engage each other.

ORGANIZATIONAL CAPACITY

Strategic Priority

Ensure that the organization has the right amount and the right mix of resources — staff, equipment, facilities, finances — to effectively support the Board in its work, take decisive action on the UNA's strategic priorities, and meet the local service needs of the community in innovative and cost-effective ways.

- Goals**
- > Identify initiatives to undertake and changes to make to position the UNA as a recognized employer of choice.
 - > Develop a long-term organizational resources strategy to ensure that the UNA has the operational capacity to meet the challenges associated with enhanced autonomy and an expanded scope of services.
 - > Create and implement metrics to measure the organization's performance in delivering services and acting on the UNA's strategic priorities.



Report Date: July 12, 2022
Meeting Date: July 19, 2022
From: Athena Koon, Finance Manager
Subject: Audited Financial Statements and Report to Board

SUMMARY

The annual audit field work started in May and was completed in June. The attached audited financial statements package, along with the report to the Board of Directors are now ready for Board approval.

Please note the Finance and Audit Committee reviewed the draft audited financial statements at their June Finance and Audit Committee meeting and recommended approval.

Representatives from Johnsen Archer LLP will be attending the meeting to present the reports to the Board and answer any questions the Directors may have regarding the audit findings.

DECISION REQUESTED

THAT the Board approve the UNA's financial statements for the year ended March 31, 2022, and that the Chair be authorized to sign the financial statements on behalf of the Board to confirm that approval has been given.

Discussion

The annual audit for fiscal 2021/2022 started on the second week of May and finished the third week of June 2022 as planned. The UNA Finance Team was involved in assisting and providing all the samples and required documents to complete the scheduled field work. In total, we have provided over a few hundred samples, along with files for testing; and the work was completed on schedule by the end of June.

The draft audited financial statements concluded with the following totals:

Description	2021-22	2020-21
Total Revenue	\$ 4,984,409	\$ 4,833,380

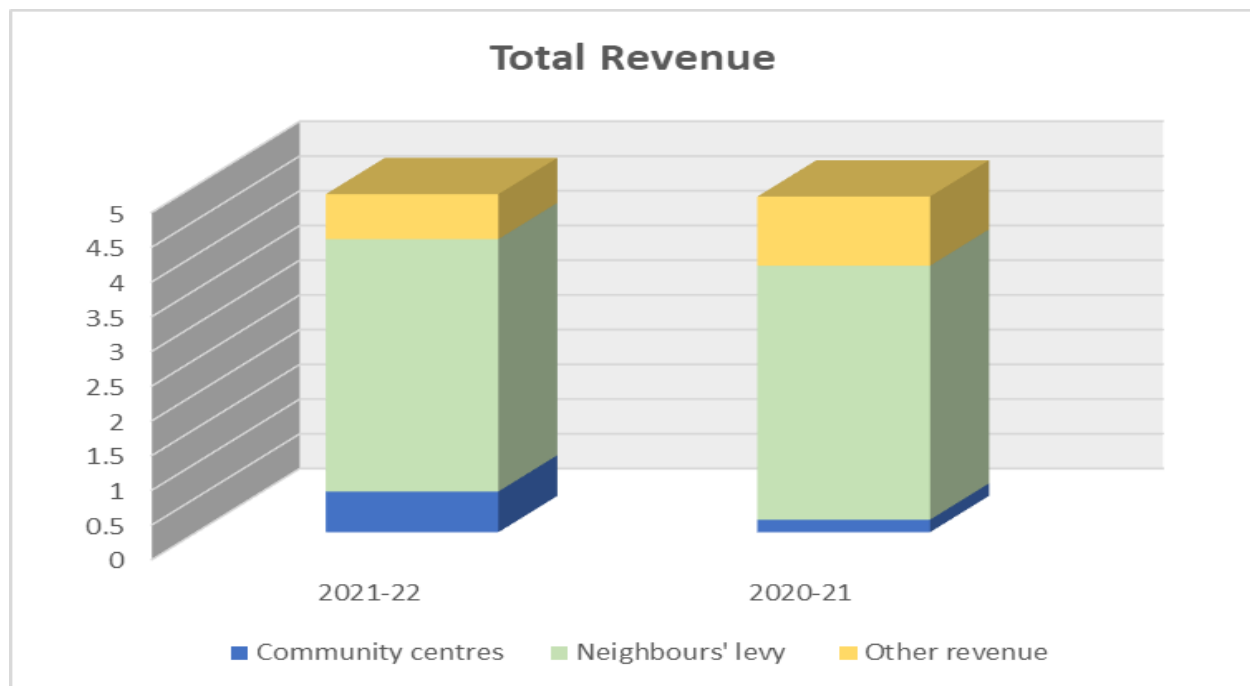
Total Expenditures	\$ 4,942,080	\$ 3,837,795
Total Surplus	\$ 42,329	\$ 995,585
Total Assets	\$ 3,372,988	\$ 3,021,241
Total Liabilities	\$ 1,477,534	\$ 1,168,116
Total Equity	\$ 1,895,454	\$ 1,853,125

The UNA's surplus for fiscal 2021/22 was \$42,329. Based on our preliminary result before the audit was completed, a financial summary and analysis was done and presented to the Board in June and the surplus number stayed the same.

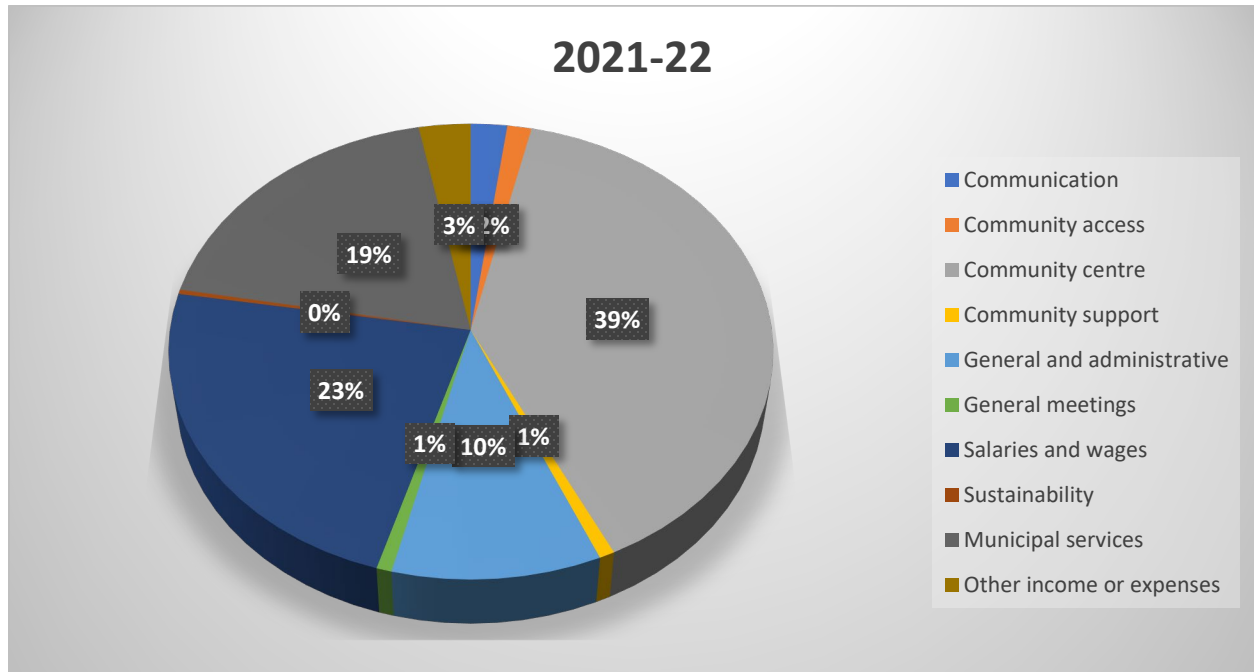
Once the Board approves the final financial statements, they will then be brought to the Annual General Meeting for presentation.

These supplementary notes are provided to assist as background information for the fiscal year end 2021/22 audited financial statements.

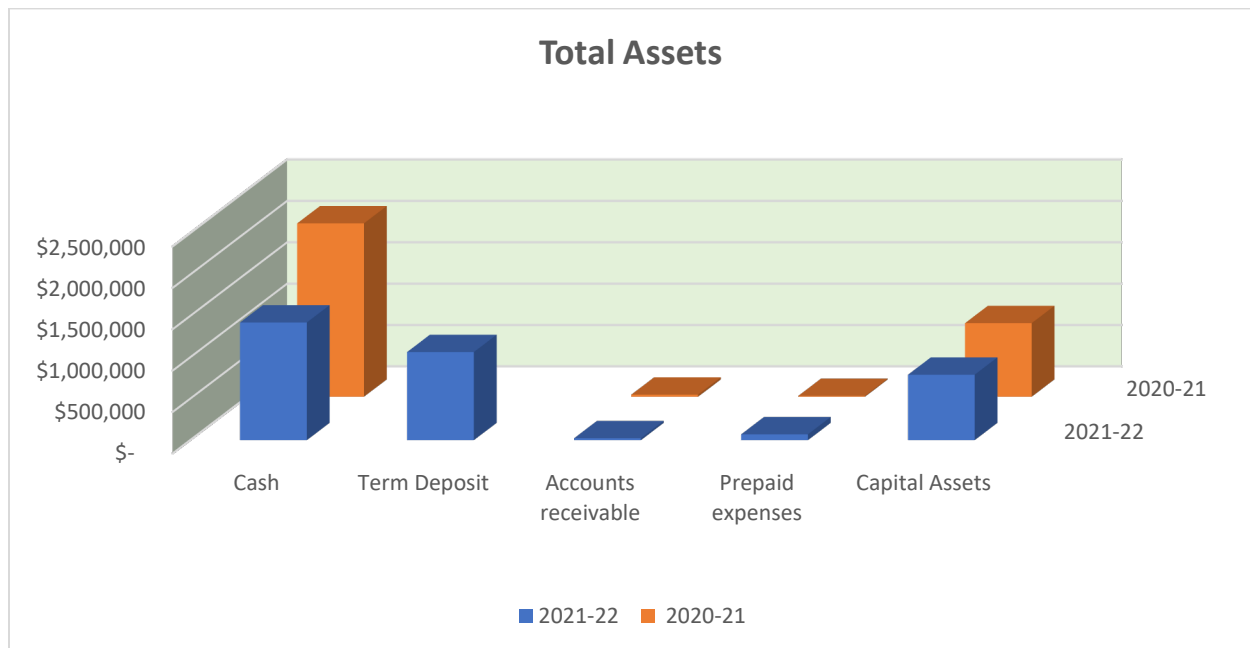
Total Revenue



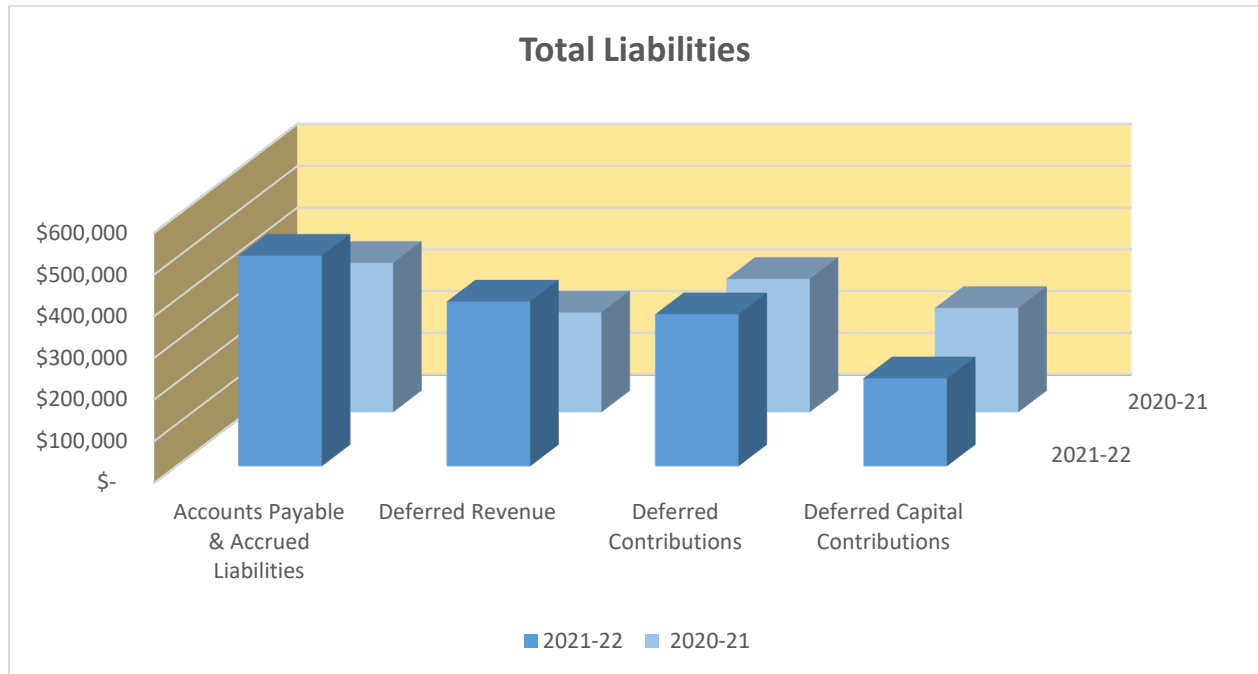
Total Expenditures



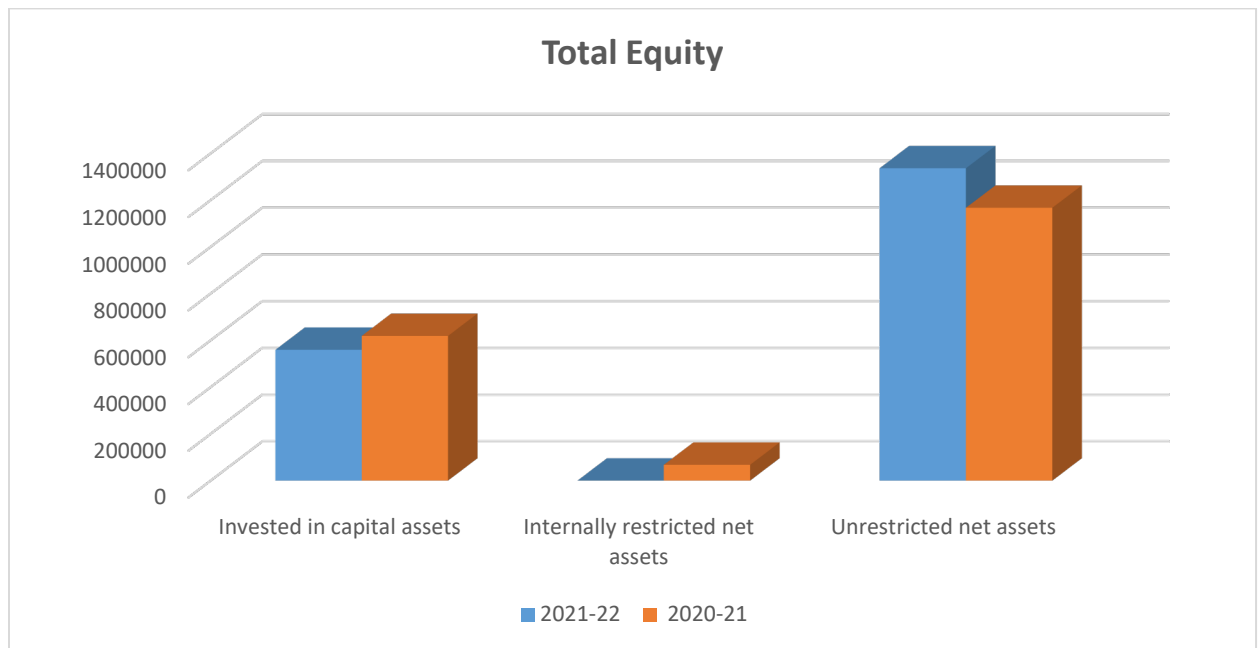
Total Assets



Total Liabilities



Total Equity





Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

1. Schedule A – Johnson Archer LLP – 2021/22 Financial Statements
2. Schedule B – Johnson Archer LLP – Report to the Board of Directors

Concurrence

None

Respectfully submitted,

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

Athena Koon
Finance Manager

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

Sundance Topham
Chief Administrative Officer

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

Financial Statements

Year Ended March 31, 2022

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Index to Financial Statements
Year Ended March 31, 2022

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Statement of Changes in Net Assets	6
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INDEPENDENT AUDITOR'S REPORT

To the Members of University Neighbourhoods Association

Report on the Financial Statements

Opinion

We have audited the financial statements of University Neighbourhoods Association (the Association), which comprise the statement of financial position as at March 31, 2022, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless those charged with governance either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

300 - 7485 130TH STREET, SURREY, BC, CANADA V3W 1H8 • TEL 604.501.2822 FAX 604.501.2832

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(continues)

Independent Auditor's Report to the Members of University Neighbourhoods Association (continued)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Independent Auditor's Report to the Members of University Neighbourhoods Association *(continued)*

Report on Other Legal and Regulatory Requirements

As required by the Societies Act of British Columbia, we report that, in our opinion, the accounting policies applied in preparing and presenting the financial statements in accordance with Canadian Accounting Standards for Not-for-profit Organizations have been applied on a basis consistent with that of the preceding year.

Johnsen Archer LLP

Surrey, B.C.
June 23, 2022

CHARTERED PROFESSIONAL ACCOUNTANTS

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Statement of Financial Position
March 31, 2022

	2022	2021
ASSETS		
Current assets		
Cash	\$ 1,422,441	\$ 2,095,603
Term deposits (Note 4)	1,065,148	-
Accounts receivable	23,598	25,276
Prepaid expenses	70,760	10,873
	2,581,947	2,131,752
Capital assets (Note 5)	791,041	889,489
	\$ 3,372,988	\$ 3,021,241
LIABILITIES		
Current liabilities		
Accounts payable and accrued liabilities (Note 6)	\$ 505,628	\$ 358,382
Deferred revenue (Note 7)	395,649	239,522
	901,277	597,904
Deferred contributions (Note 8)	365,148	320,000
Deferred capital contributions (Note 9)	211,109	250,212
	1,477,534	1,168,116
NET ASSETS		
Invested in capital assets	559,187	618,532
Internally restricted net assets (Note 10)	-	67,471
Unrestricted net assets	1,336,267	1,167,122
	1,895,454	1,853,125
	\$ 3,372,988	\$ 3,021,241

Commitments (Note 12)

COVID-19 Risk (Note 14)

ON BEHALF OF THE BOARD

Director

Director

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Statement of Revenues and Expenditures
Year Ended March 31, 2022

	2022	2021
Revenue		
Community centres	\$ 586,527	\$ 180,154
Neighbours' levy (Note 11)	3,633,645	3,657,288
Other revenue (Note 14)	764,237	995,938
	4,984,409	4,833,380
Community services		
Communication	105,677	84,025
Community access	70,100	138,379
Community centre		
Direct operating costs	565,614	441,184
Programming	507,598	224,795
Salaries and benefits	867,884	642,853
Community support	37,352	33,832
General and administrative	506,610	412,587
General meetings	36,847	31,506
Salaries and wages (Note 13)	1,137,097	1,008,882
Sustainability	15,366	9,818
	3,850,145	3,027,861
Municipal services		
Common area maintenance	675,159	559,633
Direct operating costs	133,016	113,104
Insurance	133,626	-
	941,801	672,737
Excess of revenue over expenditures before other income or expenses	192,463	1,132,782
Other income or expenses		
Amortization of capital assets	189,237	176,300
Amortization of deferred capital contributions	(39,103)	(39,103)
	150,134	137,197
Excess of revenue over expenditures for the year	\$ 42,329	\$ 995,585

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Statement of Changes in Net Assets
Year Ended March 31, 2022

	Invested in Capital Assets	Internally Restricted (Note 10)	Unrestricted	2022	2021
Net assets - beginning of year	\$ 618,532	\$ 67,471	\$ 1,167,122	\$ 1,853,125	\$ 857,540
Excess of revenue over expenditures	(150,134)	-	192,463	42,329	995,585
Internally restricted expenditures	90,789	-	(90,789)	-	-
Reallocation of funds	-	(67,471)	67,471	-	-
Net assets - end of year	\$ 559,187	\$ -	\$ 1,336,267	\$ 1,895,454	\$ 1,853,125

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Statement of Cash Flows
Year Ended March 31, 2022

	2022	2021
Operating activities		
Excess of revenue over expenditures for the year	\$ 42,329	\$ 995,585
Items not affecting cash:		
Amortization of capital assets	189,237	176,300
Amortization of deferred capital contributions	(39,103)	(39,103)
	192,463	1,132,782
Changes in non-cash working capital:		
Accounts receivable	1,678	181,886
Prepaid expenses	(59,887)	(3,308)
Accounts payable and accrued liabilities	147,246	11,583
Deferred revenue	156,127	108,071
	245,164	298,232
Cash flow from operating activities	437,627	1,431,014
Investing activity		
Purchase of capital assets	(90,789)	(95,102)
Financing activities		
Deferred contributions	45,148	40,000
Purchase of term deposits	(1,065,148)	-
Cash flow from (used by) financing activities	(1,020,000)	40,000
Increase (decrease) in cash	(673,162)	1,375,912
Cash - beginning of year	2,095,603	719,691
Cash - end of year	\$ 1,422,441	\$ 2,095,603

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2022

1. NATURE OF OPERATIONS

University Neighbourhoods Association (the "Association") is a not-for-profit organization incorporated under the Society Act of British Columbia on May 29, 2002. The Association represents the residents of the University of British Columbia ("UBC") designated local areas and delivers municipal-like services to them. The Association operates within the guidelines of its constitution and by-laws and the Neighbours' Agreement (the "Agreement") between the Association and UBC.

The Association's operations, as outlined in the Agreement, are funded by levies collected by UBC, community centres, and other revenue.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") and incorporate the following significant accounting policies:

Capital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a straight-line basis:

Computer hardware and software	3 years
Equipment and fixtures	10 years
Leasehold improvements	15 years
Website	5 years

Capital assets are amortized once put into use. No amortization is recorded in the year of disposition. Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

The Association regularly reviews its capital assets to eliminate obsolete items.

Capital assets are written down when they no longer provide any long-term service potential to the Association. Any write-down is recognized as an expense to the extent an asset's carrying value exceeds its residual value.

(continues)

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2022

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Revenue recognition

The Association follows the deferral method of accounting for contributions.

Unrestricted contributions including service levies are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

Externally restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Contributions externally restricted for the purchase of capital assets are deferred and amortized into revenue at the amortization rate of the related capital assets.

Internally restricted net assets consist of deferred operating contributions internally restricted by the Association to be used for board-approved projects, as well as funds internally restricted for future capital purchases and community centre development.

Other revenue such as investment income, community centre fees, newspaper and miscellaneous are deferred and recognized as revenue when earned.

Donated materials and services

The Association does not record the value of donated materials and services as their fair value cannot be reliably measured.

Financial instruments

Financial instruments originated through arm's length transactions are initially measured at fair value. Financial instruments originated through related party transactions are initially measured at cost, except for derivative contracts and investments in equity or debt securities that are quoted in an active market. In subsequent periods financial instruments initially measured at cost continue to be measured at cost.

Subsequent measurement of financial instruments initially measured at fair value depends on their nature:

- Derivative contracts and investments in debt and equity securities that are quoted in an active market are subsequently measured at fair value;
- Financial instruments which management elects to measure at fair value are subsequently measured at fair value;
- All other financial assets and liabilities are measured at amortized cost.

Financial instruments carried at cost are tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments that will subsequently be measured at fair value are expensed when incurred. Transaction costs on financial instruments that will subsequently be measured at amortized cost are deferred and amortized over the life of the related instrument.

(continues)

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2022

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Measurement uncertainty

The preparation of financial statements in conformity with ASNPO requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. These estimates include valuation of accounts receivable, capital assets, accrued liabilities, and deferred revenue. Such estimates are periodically reviewed and any adjustments necessary are reported in the period in which they become known. Actual results could differ from these estimates.

Government assistance

Government assistance is recorded as receivable when the Association qualifies under the terms of a government program and the amount of assistance can be reasonably estimated. Government assistance for current expenses is recorded as other revenue. Government assistance for future expenses is deferred and recognized into revenue in the same period as the related expenses are incurred.

3. FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash, term deposits, accounts receivable and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the Association is not exposed to significant interest, currency or commodity risks arising from these financial instruments.

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from customers. In order to reduce its credit risk, the Association reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts of \$nil (2021 - \$nil) is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information.

Fair Values

The Association's carrying values of cash, term deposits, accounts receivable, and accounts payable and accrued liabilities approximate their fair values due to the immediate or short-term maturity of these instruments.

4. TERM DEPOSITS

The Association has two term deposits in the form of guaranteed investment certificates ("GIC") of \$700,000 and \$365,148, accruing interest at 0.42% and 0.80% respectively, per annum, and with maturity dates of April 15, 2022 and February 7, 2023, respectively. The GICs are cashable deposits and can be cashed out at anytime with full interest earned.

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2022

5. CAPITAL ASSETS

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Computer hardware and software	\$ 115,286	\$ 85,583	\$ 29,703	\$ 22,059
Equipment and fixtures	1,191,957	831,947	360,010	410,337
Leasehold improvements	900,539	576,305	324,234	365,787
Website	132,500	55,406	77,094	91,306
	\$ 2,340,282	\$ 1,549,241	\$ 791,041	\$ 889,489

As at March 31, 2022, no events or changes in circumstances had occurred which indicated that capital assets require a write-down.

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Included in accounts payable and accrued liabilities are the following government remittances payable:

	2022	2021
Employer Health Tax payable	\$ 9,071	\$ 7,485
Goods and Services Tax payable	22,255	40,614
Workers' Compensation Board payable	7,024	5,488
	\$ 38,350	\$ 53,587

7. DEFERRED REVENUE

	2022	2021
Balance at beginning of year	\$ 239,522	\$ 131,451
Current year additions	395,649	239,522
Less: amounts taken into revenue during the year	(239,522)	(131,451)
	\$ 395,649	\$ 239,522

Deferred revenue represents 2022 recreational fees received during the year for programs which have yet to occur.

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2022

8. DEFERRED CONTRIBUTIONS

Deferred contributions are contributions into the Vancouver School Board Field Replacement Reserve to replace field facilities at the end of their useful lives as set out in the University Hill Secondary School Artificial Playfield Joint Use Agreement (the "Joint Use Agreement") between UBC and The Board of Education of School District No. 39 (the "School Board").

The Association was appointed by UBC as manager through the Wesbrook Place Artificial Playfield License Agreement (the "License Agreement") to perform certain functions as described in the Joint Use Agreement.

9. DEFERRED CAPITAL CONTRIBUTIONS

Deferred capital contributions represents funding received from The Neighbours' Fund (a fund managed by UBC consisting of monies raised by way of service levies collected by UBC) to complete leasehold improvements for the Community Centres. This deferred contribution is amortized to operations on the same basis as the related leasehold improvements.

	2022	2021
Deferred capital contributions	\$ 586,543	\$ 586,543
Accumulated amortization	(375,434)	(336,331)
	\$ 211,109	\$ 250,212

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2022

10. INTERNALLY RESTRICTED NET ASSETS

Internally restricted net assets consist of deferred operating contributions internally restricted by the Association to be used for board-approved projects, as well as funds internally restricted for future capital purchases and community centre development. During the year, the Board approved a motion to remove all restrictions on internally restricted net assets.

	2022	2021
Community engagement		
Opening	\$ -	\$ 18,199
Funds internally restricted	-	-
Expenditures incurred	-	-
	-	18,199
Capital projects		
Opening	-	30,898
Funds internally restricted	-	-
Expenditures incurred	-	-
	-	30,898
Training and development		
Opening	-	18,374
Funds internally restricted	-	-
Expenditures incurred	-	-
	-	18,374
Total	\$ -	\$ 67,471

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2022

11. NEIGHBOURS' LEVY

Neighbours' levy funding is recorded net of reserve transfers and contributions, and payments to UBC.

	2022	2021
Neighbours' Levy	\$ 6,403,835	\$ 5,689,051
UBC Community Services Grant	-	500,000
Net Reserve Transfers	<u>(354,576)</u>	<u>(292,500)</u>
Total Neighbours' Levy & Reserves	6,049,259	5,896,551
Payments to UBC	<u>(2,354,653)</u>	<u>(2,177,906)</u>
Net Levy Revenue	3,694,606	3,718,645
Unrecoverable GST	<u>(60,961)</u>	<u>(61,357)</u>
Net Neighbours' Levy	\$ 3,633,645	\$ 3,657,288

Payments to UBC consist of amounts withdrawn by UBC out of the Neighbours' Fund and include the Athletics Access fee and Water and Sewage charges, as well as amounts withdrawn to pay the Fire Services fee.

12. COMMITMENTS

The Association has entered into a lease agreement for its premises and has committed to the following minimum annual lease payments along with a commitment for facility handyman services and photocopier services.

2023	\$ 67,956
2024	3,292
2025	3,292
2026	3,292
2027	3,292
Thereafter	<u>1,920</u>
	\$ 83,044

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2022

13. DIRECTORS' AND EMPLOYEE'S SALARIES

The Association paid the following amounts to directors and the Chair:

	2022	2021
Directors		
Murray McCutcheon	\$ 6,315	\$ 6,195
Terry Mullen	6,315	6,195
William Holmes	6,315	4,646
Zheng Kang	6,315	6,195
Subtotal	25,260	23,231
Chair		
Richard Watson	9,472	9,388
	\$ 34,732	\$ 32,619

Additionally, the Association paid \$641,796 (2021 - \$513,177) to five (2021 - six) employees earning above \$75,000.

14. COVID-19 RISK

In March 2020, the outbreak of the Coronavirus ("COVID-19") disease was declared a pandemic, resulting in governments worldwide enacting emergency measures to mitigate the spread of the virus. The outbreak resulted in serious economic disruption through mandated and voluntary closures of businesses and not-for-profit organizations. The impact of the pandemic on the Association this fiscal year has been minimal. With the easing of restrictions, the Association has been able to reopen recreational facilities and offer more programs, resulting in increased operations during the year.

In response to the economic impact of COVID-19, the Government of Canada announced the Canada Emergency Wage Subsidy ("CEWS") program which is intended to provide payroll expense relief during the pandemic. During the year, the Association applied for government support under this program and has been granted \$262,466 (2021 - \$670,917), which is included in other revenue.

15. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

University Neighbourhoods Association

*Report to the Board of Directors
Year ended March 31, 2022*

June 23, 2022

Board of Directors
University Neighbourhoods Association
202-5923 Berton Avenue
Vancouver, BC V6S 0B3

Dear Members of the Board of Directors:

We have completed our audit of the financial statements of University Neighbourhoods Association for the year ended March 31, 2022 and we propose to issue an unqualified report on those financial statements.

We have issued the accompanying report to assist members of the Board in their review of the financial statements. We would like to express our thanks to the management and staff of the Association who assisted us in carrying out our work.

We are available to meet with any member of the Board to discuss the contents of this report and any other matters which you consider appropriate.

Yours very truly,



Rob Matty, CPA, CA*
Partner
*Incorporated Professional

Encl.

The matters raised in this and other reports, which flow from the audit, are only those which have come to our attention through our audit and we believe, need to be brought to your attention. They are not a comprehensive record of all the matters arising, in particular we cannot be held responsible for reporting all risks in your business or all internal control weaknesses. This report has been prepared solely for your use and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared for, and is not intended for, any other purpose.

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I Overview of Our Audit

Current auditing standards in Canada require Johnsen Archer LLP to communicate with those having oversight responsibility for the financial reporting process of University Neighbourhoods Association (“the Association”) with regard to the planning of the audit.

The financial statements of the Association were the responsibility of the Association’s management. Our responsibility as auditor was to express an opinion as to whether the Association’s financial statements present fairly, in all material respects, the financial position, results of operations and cash flows in accordance with Canadian generally accepted accounting standards for Not-For-Profit Organizations.

It is important to recognize that there were inherent limitations in the auditing process. For example, audits are based on the concept of selective testing of the data underlying the financial statements and are, therefore, subject to the limitation that material misstatements arising from the consequences of errors or fraud, or illegal acts, if any exist, may not be detected. Also, because of the nature of fraud (including attempts at concealment through collusion and forgery) an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a fraud even if the fraud is material in amount.

During our audit we conducted enquiries of management and others within the Association, considered results of analytical procedures and considered whether there are conditions generally present to commit fraud. We assessed risks of fraud throughout the audit and evaluated management’s programs and controls relating to fraud. As part of our audit we examined journal entries and accounting estimates, for biases, and added an element of unpredictability in audit procedures. Part of the governance role of the board is to understand the risks of the Association and management’s responses to those risks, including fraud.

Effective internal controls and procedures reduce the likelihood that errors, fraud or illegal acts will occur and remain undetected; however, it does not eliminate that possibility. Our responsibility regarding fraud was to obtain reasonable assurance that material misstatements resulting from fraud will be detected. Accordingly, while we cannot guarantee that all errors, fraud or illegal acts, if present, have been detected, our audit provides reasonable, but not absolute, assurance of detecting errors or fraud that would have had a material effect on the financial statements as well as illegal acts having a direct and material effect on the financial statements.

We have completed our audit of the financial statements of the Association. We conducted our audit in accordance with Canadian Auditing Standards for not-for-profit organizations. In the course of our work, we did not encounter any unresolved matters material to the financial statements that, in our judgment, required adjustment or reclassification. We confirm that there are no disagreements between management and ourselves about matters that could be significant to the Association's financial statements.

We believe we have been given access to all records, documents and other information we required. Management and employees of the Association have given us their full cooperation throughout the year and kept us informed of important transactions and events.

In addition, we further understood that you required:

- Comments, if any, on internal controls and other matter we believe will be of interest to you
- Information and comments on new and proposed technical pronouncements and regulatory requirements that may affect the financial statements of the Association

In the course of our work, we identified various business matters which have been discussed further under Part III below.

II Engagement Team

Rob Matty, CPA, CA
Engagement Leader

- Has the overall authority and responsibility for the audit engagement and key conclusions reached by the engagement team on all accounting and auditing matters
- Performed quality control on all reports and other information prepared by Johnsen Archer LLP to help ensure the form, content and disclosures meet the latest firm and professional standards

Prabh Toor, CPA
Manager

- Reviewed all reports and other information which Johnsen Archer LLP opined or attested to help ensure that the form, content and disclosures met the latest firm and professional standards
- Served as the day-to-day audit liaison between the Association and Johnsen Archer LLP
- Identified, scheduled and supervised the professionals who performed the day-to-day audit work for the Association, reported directly to the partner

Surya Chaube
Senior Accountant

- Completed all audit field work
- Prepared working paper file
- Examined audit evidence
- Prepared all related analysis
- Reported directly to Manager

III Significant Audit, Accounting and Financial Reporting Matters

A key aspect of our audit approach is to focus our audit on those risks that may impact financial reporting.

Below is a summary of the risk analysis of the Association:

Risk Identified	Audit Response
Self-review Threat During our audit, we may be required to propose journal entries, which raises the issue of self-review as a risk	All journal entries will be explained in detail to management and assurance sought, through discussion, to ensure they are fully understood and embraced by the client. Management reviews all proposed entries and ultimately signs off by posting them to the general ledger.
Overstatement of Expenses There is a presumed high risk of overstatement of expenses for non-for-profit organizations	Expense items recorded throughout the year will be tested and examined for existence and accuracy based on the audit approach.

IV Internal Controls and Business Issues

We considered the Association's system of internal control in order to determine audit procedures for the purpose of expressing our opinion on the financial statements. We are not obligated to search for matters beyond those that come to our attention during the normal course of planning and performing the audit. Accordingly, an audit would not usually identify all matters of interest to management in discharging its responsibilities.

V Other Required Communications

CPA Canada Handbook Section CAS 240, “Communications with Those Having Oversight Responsibility for the Financial Reporting Process” sets out certain specific areas for communication with the Board of directors. Those that are relevant in your circumstances are as follows:

Fraud, Errors and Illegal Acts

We are required to inform the Board of Directors whether, as a result of our testing, we have become aware of any fraudulent or illegal acts. Our audit tests are not specifically designed to detect such items, although should we become suspicious or aware of any occurrences, we would report directly to you. We expect management to inform the Board of Directors and the auditor about any fraud, whether or not material that involves management or other employees who have a significant role in internal controls.

Part of your governance role is to understand the risks of the business, including fraud, and management’s response. We would like to:

- Obtain your view on fraud
- Share our view on fraud, responsibility and procedures

As part of our assessment of risk of fraud, we considered the following, as applicable:

- Key incentives and pressures to commit fraud
- Journal entries and other adjustments
- Accounting estimates
- Significant unusual transactions
- Suspense accounts

Audit Response

During the course of our audit, we detected no circumstances of fraud or suspected fraud and encountered no illegal acts. No such matters have been brought to our attention by management or the Board of Directors. We remind you that this absence of evidence detected during our work does not mean that fraud has not occurred.

Independence

We are required to communicate to the Board of Directors, at least annually, all relationships between the Association and Johnsen Archer LLP that, in our professional judgment, may reasonably be thought to bear on our independence.

Audit Response

We confirm our independence as of the date of this Audit Report.

Qualitative Aspects of Accounting Principles

The primary responsibility for establishing the Association's accounting principles rests with management. To assist the Board of Directors in its review of the financial statements, we have had an open and frank discussion with management about our professional judgments on the qualitative aspects of accounting principles used by the Association. This discussion included items that have a significant effect on the understandability, reliability and comparability of the financial statements.

Audit Response

The Association's significant account policies are summarized in Note 2 to the financial statements. At this time, we are not aware of any inappropriate policies adopted by the Association, or any instances where another accounting policy might be thought to be more appropriate.

Other Communications and our Response

- We are not aware of any management consultations with other accountants relating to potential audit issues.
- We are not aware of any issues with management in connection with the recurring appointment of us as auditors.
- There were no serious difficulties encountered while performing the audit.

Summary of Adjusted Differences

AJE #	Account Name	Debit	Credit
1	Unrestricted Fund		67,470.24
	Internally Restricted Cap Projects	30,899.33	
	Internally Restricted Community Eng	18,199.02	
	Internally Restricted Training	18,371.89	
	<i>To adjust and classify internally restricted funds as unrestricted funds.</i>		

Appendix A – Client’s Representation Letter

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

202 - 5923 Berton Avenue
Vancouver, BC V6S 0B3

July 5, 2022

Johnsen Archer LLP
300 - 7485 130 Street
Surrey, B.C. V3W 1H8

Dear Sir / Madam:

We are providing this letter in connection with your audit of the financial statements of University Neighbourhoods Association as of March 31, 2022 and for the year then ended, for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of University Neighbourhoods Association in accordance with Canadian accounting standards for private enterprises.

We acknowledge that we are responsible for the fair presentation of the financial statements in accordance with Canadian accounting standards for private enterprises and for the design and implementation of internal control to prevent and detect fraud and error. We have assessed the risk that the financial statements may be materially misstated as a result of fraud, and have determined such risk to be low. Further, we acknowledge that your examination was planned and conducted in accordance with Canadian generally accepted auditing standards so as to enable you to express an opinion on the financial statements. We understand that while your work includes an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of monetary value, if it is probable that its omission from or misstatement in the financial statements would influence the decision of a reasonable person relying on the financial statements.

We confirm, to the best of our knowledge and belief, as of June 23, 2022, the following representations made to you during your audit.

General

1. The financial statements referred to above present fairly, in all material respects, the financial position of the Society as at March 31, 2022, and the results of its operations and its cash flows for the year then ended, in accordance with Canadian accounting standards for private enterprises.
2. We have made available to you all financial records and related data and all minutes of the meetings of shareholders, directors and committees of directors.
3. We have responded fully to all enquiries made to us and have made available to you all accounting and financial records and related data of the Society during your audit.
4. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements. All financial statement misstatements identified and discussed with us in the course of the examination have been recorded except for those summarized in the accompanying schedule of proposed adjusting journal entries not recorded. In our opinion, the effects of not recording such identified financial statement misstatements are, both individually and in the aggregate, immaterial to the financial statements of the Society taken as a whole.
5. We have assessed the ability of the Society to continue as a going concern, and determined that the use of the going concern assumption is appropriate in these financial statements. We have disclosed to you all information relevant to the use of the going concern assumption in the financials statements.

...1

6. We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
7. We are unaware of any violations or possible violations of laws or regulations the effects of which should be considered for disclosure in the financial statements or as the basis of recording a contingent loss.
8. We have identified to you all known related parties and related party transactions, including guarantees, non-monetary transactions and transactions for no consideration.
9. We have no knowledge of fraud or suspected fraud affecting the entity involving management; employees who have significant roles in internal control; or others, where the fraud could have a nontrivial effect on the financial statements.
10. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.
11. We believe that the significant assumptions used in arriving at the fair values of financial instruments as measured and disclosed in the financial statements are reasonable and appropriate in the circumstances.
12. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.
13. All related party transactions have been appropriately measured and disclosed in the financial statements.
14. We have disclosed to you all material transactions undertaken during the period, including non-monetary transactions and those for no consideration.
15. The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
16. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.
17. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
18. The Society has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements. This includes:

- a) Appropriate provisions for idle, abandoned, destroyed or obsolete assets or where site restoration costs will be necessary; and
 - b) Impairments in the value of goodwill or intangible assets.
19. We have disclosed to you, and the Society has complied with, all aspects of contractual agreements that would have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
 20. There have been no events subsequent to the balance sheet date up to the date hereof that would require recognition or disclosure in the financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and the related notes.
 21. We have disclosed to you all significant customers and/or suppliers of the Society who individually represent a significant volume of transactions with our Society. We are of the opinion that the volume of transactions (e.g., sales, services, purchases, borrowing and lending) done by the Society with any one party is not of sufficient magnitude that discontinuance would have a material negative effect on the ongoing operations of the Society.
 22. Provision has been made for any material loss to be sustained in the fulfillment of, or from an inability to fulfill, any sales commitments.

23. Receivables recorded in the financial statements represent valid claims against debtors for sales or other charges arising on or before the balance sheet date and have been appropriately reduced to their estimated net realizable value.
24. There were no inventories on consignment, bill-and-hold, or other arrangements, either owned by us or by our suppliers. Provision, when material, has been made (i) to reduce excess or obsolete inventories to their estimated net realizable value and (ii) for any loss to be sustained as a result of purchase commitments for inventory quantities in excess of normal requirements or at prices in excess of the prevailing market prices.
25. There are no material unrecorded assets or contingent assets (such as claims relating to patent infringements or unfulfilled contracts whose value depends on satisfying conditions regarded as uncertain), that have not been disclosed to you.
26. We have disclosed to you all significant estimates and fair value measurements. We are of the opinion that:
- The measurement methods used are permitted under Canadian generally accepted accounting principles and appropriate in the circumstances;
 - The underlying assumptions are reasonable and reflect management's best estimates considering existing market information;
 - The method of valuation has been applied consistently;
 - The assumptions are consistent with management's intended courses of action; and
 - Financial statement disclosures are in accordance with Canadian generally accepted accounting principles.
27. We have obtained all consents that are required under applicable privacy legislation for the collection, use, and disclosure to you of personal information.
28. The minute books of the Society are a complete record of all meetings and resolutions of shareholders and directors throughout the period and to the present date, with the exception of restricted closed meeting minutes.
29. We are aware of the environmental laws and regulations that have an impact on our Society and we are in compliance. There are no known environmental liabilities that have not been accrued for or disclosed in the financial statements.

Other

- None of the members were in debt to the Society, other than in the ordinary course of business at the year-end or at any time during the year.
- The Society did not make any related party transactions during the year that have not been disclosed to you.
- All management fees, bonuses or other remuneration paid to or accrued on behalf of members or related parties represent the fair market value of services performed for, or goods provided to, the Society.
- We hereby acknowledge that Johnsen Archer LLP have made us aware of your legal obligations under the Proceeds of Crime (Money Laundering) and Terrorist Financing Act. We hereby acknowledge that we are aware of potential conflict of interest that may arise as a result of your legal obligations under this Act and authorize Johnsen Archer LLP to release and disclose information about University Neighbourhoods Association as required by statute.
- We confirm that an auditor has not been appointed in respect of these financial statements.

Yours truly,

UNIVERSITY NEIGHBOURHOODS ASSOCIATION



Sundance Topham

July 5, 2022

Date signed



Athena Koon

July 5, 2022

Date signed

Appendix B – Draft Audit Report

Independent Auditor's Report

To the Members of University Neighbourhoods Association

Report on the Financial Statements

Opinion

We have audited the financial statements of University Neighbourhoods Association (the Association), which comprise the statement of financial position as at March 31, 2022, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless those charged with governance either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

As required by the Societies Act of British Columbia, we report that, in our opinion, these accounting policies applied in preparing the financial statements in accordance with accounting standards for Not-For-Profit Organizations have been applied on a basis consistent with that of the preceding year.

Surrey, B.C.
June 23, 2022

CHARTERED PROFESSIONAL ACCOUNTANTS

Appendix C – Independence Letter

July 6, 2022

University Neighbourhoods Association
202 - 5923 Berton Avenue
Vancouver, BC V6S 0B3

Attention: Mr. Sundance Topham, Chief Administrative Officer

Dear Members of the Board of Directors:

We have been engaged to audit the financial statements of University Neighbourhoods Association for the year ended March 31, 2022.

Canadian generally accepted auditing standards require that we communicate at least annually with you regarding all relationships between the Association and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, the standards require us to consider relevant rules and related interpretations prescribed by the Organization of Chartered Professional Accountants of British Columbia ("CPABC") and applicable legislation, covering such matters as:

- a) holding a financial interest, either directly or indirectly, in a client;
- b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- d) economic dependence on a client; and
- e) provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since July 8, 2021, the date of our last letter.

We are aware of the following relationships between the Association and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence. The following relationships represent matters that have occurred from April 1, 2021 to July 6, 2022.

We may provide assistance in the preparation of the financial statements, including adjusting journal entries.

These services may create a self-review threat to our independence. We, therefore, will ensure that the following safeguards are put in place:

- a) management creates the source data for all the accounting entries;
- b) management develops any underlying assumptions required with respect to the accounting treatment and measurement of the entries;
- c) management reviews and approves all journal entries proposed by us, as well as the financial statements; and
- d) someone other than the preparer reviews the proposed journal entries and financial statements.

Canadian generally accepted standards for audit engagements require that we confirm our independence to the proprietor in the context of the CPABC Code of Professional Conduct. Accordingly, we hereby confirm that we are independent with respect to the Association within the meaning of the CPABC Code of Professional Conduct as of July 6, 2022.

This report is intended solely for the use of the board of directors and should not be used for any other purpose.

Should you wish to discuss this matter with us further, please contact us at your earliest convenience. Thank you again for the opportunity of providing our services to your Association.

Yours truly,

JOHNSEN ARCHER LLP

Per:



Rob Matty, CPA, CA*
Partner
*Incorporated Professional



Report Date: June 20, 2022
Meeting Date: June 23, 2022
From: Athena Koon, Finance Manager
Subject: Appointing an Auditor for the next AGM

Background

The University Neighbourhoods Association (UNA) is required by the Neighbours Agreement 2020 and the BC Societies Act to appoint an auditor. This report recommends that the Board put forward the firm of Johnsen Archer LLP on the upcoming AGM agenda as the UNA's Auditor.

Recommendation:

THAT the Committee recommend to the Board that a motion approving Johnsen Archer LLP as the UNA's Auditor be placed on the agenda for the 2022 Annual General Meeting.

Discussion

As a registered society, the UNA is required to comply with the BC Societies Act. Part 9, Section 111 provides guidelines and requirements for the appointment of an auditor:

Appointment of auditor, Section 111

(1) A society

(a) must have an auditor if the society is required to have an auditor by the society's bylaws or under the regulations, and

(b) may have an auditor in any other case.

(2) The first auditor, if any, of a society must be appointed by the directors, or by ordinary resolution, to hold office until the close of the annual general meeting following the appointment.

(3) Each auditor, if any, subsequent to the first auditor must be appointed at each annual general meeting, by ordinary resolution, to hold office until the close of the next annual general meeting.

(4) If a subsequent auditor is not appointed as required under subsection (3), and the society is required to have an auditor under subsection (1) (a), the auditor in office continues as auditor until a successor is appointed.

(5) If there is a vacancy in the office of auditor created by resignation, death or otherwise, other than by removal under section 115 [removal of auditor during term], the directors may appoint an auditor to hold office until the close of the next annual general meeting.

(6) If, for any reason, a society that is required under subsection (1) (a) to have an auditor does not have an auditor, the court may, on the application of a member of the society or another person whom the court considers to be an appropriate person to make an application under this section,

(a) appoint an auditor to hold office until the close of the next annual general meeting, and

(b) set the remuneration the society is to pay for the auditor's services.

Staff are happy with the working relationship that has been established with Johnsen Archer LLP, but also recognize the need to occasionally test the market for a new auditor.

When reviewing the possibility of going out for a new auditor for the upcoming fiscal year a couple of concerns came to mind:

- Higher audit cost: A new auditor will need to spend the time familiarizing themselves with the structure of the company and reviewing the notes and history of the book, resulting in higher costs of billable hours. As a not-for-profit organization, we should try to keep the cost low.
- Changes in operation: The UNA will be taking over the common area maintenance currently being conducted by UBC Properties Trust in April 2023. The transition is happening right at the UNA year end closing and audit time. Since this will be a significant procedural undertaking for the UNA, resources should be focused on this high priority work, instead of taking the time to accommodate the inquiries of a new auditor.

For the above-mentioned reasons, staff are recommending the appointment of Johnsen Archer LLP as UNA's auditor for the 2022-23 fiscal year. Johnsen Archer LLP has been the UNA's auditor for a number of years and they are familiar with the structure of UNA and have been consistent with the work they deliver. With the changes in operations anticipated in 2023, appointment of a new auditor is not recommended at this time.

Please see attached Johnsen Archer LLP's proposal for the years ending March 31, 2022 and 2023 for your consideration.

Financial Implications

None



Operational Implications

None

Strategic Objective

None

Attachments

1. Johnsen Archer Proposal 2022-2023

Concurrence

None

Respectfully submitted,

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

Athena Koon
Finance Manager

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

Sundance Topham
Chief Administrative Officer

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

Engagement Proposal

For the years ending March 31, 2022 and 2023

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1. JOHNSEN ARCHER LLP

A. Firm Profile

Johnsen Archer LLP is a firm of Chartered Professional Accountants in Surrey, British Columbia. The firm was formed in 1983 and is currently comprised of six partners (operating through Professional Corporations) with a complement of approximately 50 staff.

The firm is a member of Abacus International, one of the largest associations of independent accounting firms in the world. This association provides representation in most major centres across North America and throughout the world.

Johnsen Archer LLP continues to experience strong growth as a result of providing clients with a unique brand of professional expertise coupled with an awareness of their business needs. Our high level of commitment to service has resulted in a significant degree of client satisfaction as evidenced by our high client retention rate and by the number of referrals received from current clients. Over a period of four years, our firm has grown from a small proprietorship to a full service medium-sized accounting firm. Our growth results from the commitment of our partners to the success of our clients and to the high calibre of staff that Johnsen Archer LLP has attracted over the years.

We are extremely proud of our reputation and track record with our clients.

B. Services Provided and Experience

The foundation of our practice is based on assurance, accounting and tax advisory services. Additionally, we provide a variety of related services including business advice, systems analysis, management consulting, litigation support, controllership support and a large variety of special projects as required by clients.

Johnsen Archer LLP considers accessibility of partners and senior staff to be a significant factor in the quality of service that can be provided to a client. As evidenced by our commitment to service and to ensure that our standard is met, we assign a minimum of two senior personnel as contact persons to each client. Rob Matty (Assurance and Accounting Practice Leader) and Prabh Toor (Assurance and Accounting Manager) are both already well versed with the activities of the University Neighbourhoods Association. The availability of these key contact people within our firm will ensure that prompt service and timely responses to all issues will be provided throughout the year.

Please visit our website, www.johnsenarcher.ca, for more information.

2. ENGAGEMENT STAFF

The engagement team will be comprised of well-qualified individuals including, at the more senior level, the following:

Rob Matty, CPA, CA – Practice Leader, Assurance and Accounting

Rob is the Practice Leader overseeing personnel for the firm, as well as having overall responsibility for quality control and standards for our firm's accounting and audit practices. Rob has spent his career in public practice working primarily with private companies and not-for-profit organizations of all sizes. Rob also volunteers with the Chartered Professional Accountants of B.C.

Prabh Toor, CPA – Manager, Assurance and Accounting

Prabh started her career with Johnsen Archer in 2017 where she articulated and obtained her CPA designation. Prabh specializes in audits ranging from small to large enterprises, including not-for-profit organizations (NPOs). She often presents financial statements and audit reports to clients. Prabh works closely with the audit staff and client to ensure timelines are met and the highest professionalism is maintained throughout the engagement.

Field Staff

Field staff will be selected who are at an appropriate level of training and qualifications for the particular assignment. Continuity is a priority and staff members will remain with engagements as long as possible.

3. ENGAGEMENT STRATEGY

The engagement will be divided into three phases, with the specific timing to be determined by discussion with management.

A. Planning

Our firm's goal in providing services to our clients is to be pro-active and to take initiative. In that regard, we usually schedule two meetings annually, including a pre year-end meeting, to review and discuss accounting and business issues. Therefore, upon appointment, we will arrange a meeting with management to discuss any special requests or specific management concerns surrounding the engagement. We would also plan the timing of the year-end engagement, address when the audited financial statements are required, when the accounting department would be ready for us to begin the year-end work and to set out the information we will require in order to complete our work in a timely and efficient manner. As part of the planning process, we will ensure that all members of the engagement team possess a strong understanding of the unique aspects of the association.

It is our experience that significant effort in the planning stage generally ensures an effective and efficient engagement.

B. Execution

The work will commence at a mutually agreed upon time. The manager in charge of the engagement will meet with you and review the information and working papers provided to us to audit the financial statements. The majority of the work will be performed in your office, notwithstanding COVID-19 restrictions, thus maximizing the efficiency of the engagement. Any questions which need to be addressed by the accounting department will be done via telephone, e-mail or in a manner preferred by you.

A substantive approach will be adopted for the audit of the financial statements at year-end. In addition, we would perform other testing such as the confirmation of certain accounts, analytical review and vouching selected samples of significant items.

C. Finalization

The audit report will be discussed with the finance or audit committee prior to finalization. Our normal practice is to attend a meeting to review the audit of the financial statements and discuss any issues that have arisen as part of that process. We feel that this communication is an important part of the engagement.

4. PROPOSED FEES

As a general rule, our field staff are billed out at an hourly rate that averages \$90 to \$190 per chargeable hour. More senior staff, such as our accounting and assurance managers, are billed at rates of \$200 to \$330 per hour, and practice leaders are billed at \$400 to \$500 per hour. Disbursements and HST/GST are in addition to any chargeable time spent on client work.

The following is a schedule of estimated fees for audit and support staff and out-of-pocket expenses, exclusive of HST/GST:

Financial Statement Audit		
Fiscal Year Ended	Professional Fees	Expenses
March 31, 2022	\$16,600	\$160
March 31, 2023	\$17,000	\$160

The above fees are based on the following assumptions:

- Management and relevant staff will be available as necessary throughout the audit process
- We will receive all requested information in a timely manner
- No material weaknesses or other deficiencies in internal control over the financial reporting process that have a significant effect on our audit approach will be identified
- There will be no changes in deadlines or reporting requirements
- Significant unanticipated accounting and auditing issues requiring our attention will be discussed with management and billed separately
- Any changes to the scope of the audit or inclusion of additional work shall be agreed to in writing by the auditor and the Association as to remuneration, before any such work is commenced



Report Date: July 13, 2022
Meeting Date: July 19, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: 2022-23 Insurance Renewal Update

Background

The UNA insurance coverage comes up for renewal annually on July 1st.

At the June 21, 2022 meeting the UNA Board passed the following motion:

THAT the Board authorize the Chief Administrative Officer to enter into the UNA's insurance coverage for the period from July 1, 2022 to June 30, 2023.

The applicable insurance coverage has been renewed and the following report summarizes the renewal.

Decision Requested

For information

Discussion

The UNA procures insurance on an annual basis from July 1st to June 30th of the following year.

The UNA has the following insurance coverage:

- Commercial General Liability
- Property All Risk (contents)
- Property (buildings)
- Abuse Liability
- Directors and Officers Liability

As noted at the June Board meeting, the timing for the renewal of the insurance is awkward, as the terms typically do not come in until right before the insurance expires. Due to this, the Board confirmed that the Chief Administrative Officer was to enter into the insurance coverage for the upcoming year.

The renewal of the insurance has been completed, with no surprises or significant cost increases to date.

The following table summarizes the insurance coverage, noting changes (if any) from the previous year's coverage.

The UNA does not receive our new rates from UCIPP (Building Insurance) until August, so the 2021 total with a 10 per cent increase has been utilized as a placeholder for the summary.

Insurance	Provider	Coverage	Coverage Changes	2021 Premium	2022 Premium
Commercial General Liability	AXA XL	\$10M Coverage \$10,000 Deductible	None	\$75,000	\$80,000
Abuse Coverage	Beazley	\$1M Coverage \$50,000 Deductible	Minor wording changes to policy	\$41,000	\$41,000
Directors and Officers	Trisura	\$2M Coverage \$10,000 Deductible	None	\$2,500	\$2,750
Property - Contents Insurance	Aviva	Coverage as per values provided \$2500 Deductible Earthquake 10%	None	\$5,316	\$5,531
Property – Building Insurance	UCIPP	\$10,000 Deductible 10% Earthquake	None	\$39,500	\$43,450 (estimated)

Financial Implications

For 2022-2023 the UNA budgeted \$181,200 to cover the cost of insurance premiums.

The total amount for insurance, with an estimate for UCIPP results in a total cost as follows:



Insurance	Provider	Premium
Commercial General Liability	AXA	\$80,000
Abuse	Beazley	\$41,000
Property	UCIPP	\$43,450*
Contents	Aviva	\$5,531
Directors and Officers	Trisura	\$2,750
Total:		\$172,731

*Estimated

Operational Implications

None

Strategic Objective

Securing adequate insurance ties in directly with the UNA Strategic Priority of UNA Governance.

Attachments

None

Concurrence

1. Athena Koon, Finance Manager
2. Wegland Sit, Operations Manager

Respectfully submitted,

Sundance Topham
Chief Administrative Officer



Report Date: July 13, 2022
Meeting Date: July 19, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: July Management Update

Background

The July 2022 Management Update is presented for information.

Decision Requested

For information

Discussion

CHIEF ADMINISTRATIVE OFFICER

In late June and early July, a major focus was assisting with the insurance renewal and landscaping transition planning. Time was also spent assisting with human resources items and digging into a variety of governance related items, including a more fulsome review of historic UNA policies.

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

Board Relations

- Attended the Finance and Audit Committee meeting.
- Met with Chair Watson and Campus and Community Planning officials for an early-summer check in.

COVID-19 Support

- Ongoing monitoring of UNA COVID 19 processes.

Operations

- Ongoing work with UBC officials and external consultants on the background work required for the review of the reserve policies.
- Ongoing work to advance the proposed UNA-UBC Community Works Funds projects to the next stage. The Electric Vehicle (EV) Charging Stations Project, Solid Waste Receptacle Replacement Project and Acadia Neighbourhood Active Transportation Improvement Project were all approved by the Metro Board in late June, and UBC and Metro Vancouver are currently formalizing the funding

agreement. Once this is complete the parties can start reviewing timelines and project implementation.

Finance

- Assisted with the audit planning process.

Risk Management

- Assisted the Operations Manager in finalizing the annual UNA insurance. A stand-alone report on the agenda provides more information.

Programs and Services

- Records Management work - Continue to assist with the implementation of the Records Classification and Retention System. Current work is focused on transferring the Recreation Department files. This stage of the project is near completion, and approximately 95 per cent of the UNA files have been moved to the new folder structure.
- Continue to work with UBC and UBC Properties Trust (UBCPT) in relation to the proposed transition of landscaping responsibilities from UBCPT to UNA. Met with the new Director of Property Management with UBCPT to discuss the transition.

Human Resources

- Assisted with the ongoing hiring processes for the new IT Specialist and Operations and Facilities Coordinator positions. Interviews are now complete, and it expected that the new employees will be in place by mid-to-late August.
- Assisted with the annual renewal of the UNA Employee Benefits.

Community Relations

- Attended the July UBC Campus Vision 2050 Community Advisory Committee meeting.
- Met with Campus and Community Planning staff to discuss upcoming Campus Vision 2050 engagement. A presentation and engagement timing outline from Campus and Community Planning will take place at the July Board meeting.

OPERATIONS

Green Depot

The Green Depot is now open on Saturdays and Sundays for the summer with the help of 11 volunteers. We will work with the current team of volunteers and/or find new volunteers to try to continue weekend hours into the fall.



In the first half of 2022 the Green Depot diverted over 6400kg of materials from the landfill, including over 2800kg of clothing and textiles. Over 1500 people dropped off items.

Yard Sale

The UNA Community Yard Sale is returning this year! It will be held on Saturday, August 20, from 10:00 am-1:00 pm in the Wesbrook Community Centre gym. The yard sale will run rain or shine. Residents will be able to book a table for a fee.

Registration for the yard sale tables will be available later in July, announcement of the registration will be through myuna.ca and our weekly e-newsletter.

Neighbours Day

Sustainability Specialist Robyn Chan is working with Josie Chow from UNA Recreation Department and the Neighbours Day team to embed sustainability into the event. We have created a Sustainable Event Guide with specific recommendations for Neighbours Day to reduce waste and increase active transportation options.

Electric Vehicle Charging Station

UNA Sustainability and Operations department is working with Ralph Wells from UBC C+CP and AES Consulting to develop site designs for the seven electric vehicle charging stations. Once that step is complete, the next step is to work with C+CP on procuring a Project Manager to oversee the installation of the charging stations.

Landscaping Management Plan

LANARC landscape architects have completed the Phase 1 Analysis and Initial Engagement. LANARC and UNA staff had met up with different stakeholders including: UBCPT main contact, UNA's landscape subcontractors, representatives from UBC municipal services, UBC Campus and Community Planning (C&CP) Policy Group, UBC C&CP Planner group and UBC C&CP landscape architect.

Phase 2 will focus on exploring directions for the Landscape Management Plan and identifying preferred directions to be brought forward. Recommendations within the plan will present a cost benefit analysis from an environmental, social, and financial perspective regarding implementation and operation.

FINANCE

Highlights of major activities:

- Annual Audit
- Joint Financial Task Force (JFTF)
- Services Levy 2022



Details:

Annual Audit:

Our annual audit was completed at the end of June and representatives from Johnsen Archer LLP came to the UNA and met with our Finance and Audit Committee to present the audit results and discuss about the findings. No adjustments were made for the income statements and only one re-classification adjustment was made for the statement of financial position, pertaining to the Board motion made in January in removing the internally restricted asset for our fiscal 2022/23 budget use. Further details regarding the audit findings and report to the Board are covered at the Repots section under Finance Committee Update.

Joint Financial Task Force (JFTF):

The Reserve Study project team met again at the end of June and so far, the project is still on schedule and a high-level cost schedule has been drafted. The schedule still needs to be further reviewed and finetuned, and the next step is to have a major item priority list ready.

Services Levy 2022

UBC Finance mailed out all Services Levy invoices at the end of June. The total Services Levy for fiscal year 2022/23 is \$7,406,759 and the total neighbourhood assessments are \$6,747,652,600. The UNA budgeted \$7,275,000 for the Neighbours levy for fiscal 2022/23 and the actual amount equates to 1.8% positive difference (\$131,759) between the budgeted and actual. This difference will be adjusted at our quarter three levy installment invoice to UBC.

COMMUNICATIONS

Website Updates

With the support page (myuna.ca/support) completed in June, we have completed the next stage of the changes we are implementing on the menu structure. Specifically, we have cleaned up the top right corner "sub-menu" section by focusing attention to two key actions:

- **Log In** - Takes users to their UNA Account login (myuna.perfectmind.com)
- **Support** - Takes users to the UNA Support landing page (myuna.ca/support)

The new information architecture has proven useful in reducing the need for our old "I want to" section that was implemented at the start of the pandemic. Our search option has been temporarily removed due to performance issues and we are having discussions with our developers on taking steps to restore it.

The Programs page (myuna.ca/programs) has also had some adjustments. Particularly, the API carousel for programs has been moved to the top of the page. The season banner used to be the primary focus of the Programs page, promoting registration date and *Program Guide* but with users shifting to online program registration, this section has become less important and can now be found lower on the page.

Seasonal Marketing Meeting

The Communications Team worked with Recreation Team to create a strategic marketing plan for promoting Fall 2022 Season programs and events. Communications will be rolling out promotional materials according to the promo schedule. We'd like to thank Dave and Qiuning for helping improve the efficiency of these large seasonal meetings.

Customer Support Platform (Zendesk)

We continue to make improvements on ticket management efficiency by reducing the cost (i.e. reducing the number of staff accounts) and clearly defining responsibilities, roles and procedures in a way that supports staff. We are looking to implement a tiered response protocol to help reduce "out-of-scope" tickets for staff and setting response time standards.

Support for Production of Fall 2022 Program Guide

Communications is currently working with the Recreation Team to publish the Fall 2022 Program Guide. We are performing seasonal tasks of designing the guide, ensuring ads and promotions are in place and adjusting the distribution map for mailing.

Services Levy Update

We were advised by UBC Finance that there was a slight delay in the mailing of the 2022 Services Levy notices. The notices were supposed to have been mailed out by the end of June, but, instead, were mailed out on July 4. The due date for payment is August 8. Residents are asked to submit their payments online or by mail.

AGM Planning/Materials

AGM materials have been updated as noted by the Board. Materials will be sent out to the members at the end of August/beginning of September.

Board Photos

The Board photoshoot took place at the WCC on June 20, 2022. The Board photos have been updated on our website. We will be scheduling a photoshoot with the Director who was out-of-town.

Community Engagement Advisory Committee (CEAC) Support

The Communications Manager has been working to support the work of the CEAC. The CEAC survey results have been shared with the public through the UNA newsletter and website (myuna.ca/engagement-survey-2022).

Other Items

- Support for Sustainability Department (signage and educational information distribution on community gardens and for conservation of wild amphibians)
- Creation of promotional materials for UNA Camps
- Promotions for Green Depot's extended hours
- Promotions for Seniors Summer BBQ
- Promotions for Neighbours Day

RECREATION

June is a tri-season month and provides the recreation department with its second biggest workload month of the year, as much of the focus for staff turns to summer camps preparation, programming for the fall guide release and preparation of this year's Neighbours Day, which is expected to see crowds of over 1500 people attend.

Front Desk Update

Hours of Operation

The next statutory holiday is BC Day, August 1.

WCC and OBCC will be open during holiday hours, 10am-4pm.

Bookings

- 7 external bookings
- 6 at WCC
- 1 at OBCC

Usership (Drop-In)

- 332 Program Drop-ins
- 295 Casual Room Drop-ins (primarily Open Gym drop-in)
- 168 new paid parking permits issued (resident and visitor and replacements permits)
- 290 parking applications reviewed (includes successful, unsuccessful, refunds, replacements, and all pass types)
- 189 submitted online

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

ZenDesk

	Tickets Created	Tickets Solved
Communications	0	0
Management	1	1
Operations	23	20
Reception	0	0
Recreation	41	17
Support	103	104
Total	168	141

86.5% of solved tickets only took one reply to solve

Staffing Updates

Anne Ejiegbu joined the team as a part-time Front Desk Agent on June 3.

Programming Update

The Programming Team has been super busy with multiple tasks taking place at the same time - wrapping up the spring season, preparing for summer camps, starting the fall programming and the guide production and hosting community events.

Summer Programs

2022 Summer Registration:

Category	Total Enrollment	Revenue
Camps	356	\$106,230
Physical Activity	241	\$19,186
Music Lessons	45	\$9,505
Arts	30	\$3,775
Education	2	\$160
Events	60	\$0
Social	28	\$0
Grand Total	779	\$138,856

Live Well, Stay Strong Project

The planning for [Live Well, Stay Strong Project](#) has rolled out smoothly. The in-person planning event on June 15th saw 32 participants contribute their ideas, with good representation from the mandarin-speaking community. A total of 12 programs are planned for the fall, with a preview at the Seniors Summer BBQ on August 6, 2022.



Canada Day

Our Canada Day event was a success, with 250-300 patrons in attendance including many young and newcomer families. The Community Nature Walk saw 50-60 attendees' journey through Pacific Spirit Park learning about forest biodiversity, conservation and trail etiquette - some for the first time. Parent & Tot open gym time was a major highlight, providing an opportunity for residents to relax and socialize with their neighbours while their children enjoyed unstructured play. Community art projects in the art room saw 70-80 participants engage in various forms of visual storytelling about their roots. Community members expressed gratitude for the event and approved of this year's thematic approach: "Learning. Reflection. Community."

Seniors Summer BBQ and Games

Time: 10am to 1pm, Saturday, August 6, 2022

Location: UNA Field and Wesbrook Community Centre

UNA Neighbours Day – Event Planning

Event Date & Time: Saturday, September 10 from 10:30 a.m.-4 p.m.

Event Location: Wesbrook Community Centre and surrounding area

Summer Camps

This month was busy with preparations for Summer Adventure Camps. Onboarding and training camp leaders, developing operations procedures, planning the program, and shopping for supplies. This year we have expanded the capacity to 24 spaces per week and registration numbers are great – as of this writing there are only a few spaces left throughout the summer. Camps started on July 4th. You may see campers around the neighbourhood in their green UNA Camps T-shirts! (New This Year!)

Youth Programs

Drop-in program numbers for June

- Youth Social Drop-in (Wednesdays) – 57 participants
- Garage band (second and fourth Thursday of the month) – 16 participants
- Open Studio (Fridays) - 37 participants
- Drop-in numbers for the spring season
 - Youth Social Drop-in (Wednesdays) – 153 participants (30 more visits than Winter)
 - Garage band (second and fourth Thursday of the month) – 31 participants
 - Art drop-in (Mondays) - 24 participants
 - Homework help (Tuesdays) - 24 Participants
 - Open Studio (Fridays) - 76 Participants



Youth Dance June 24th at the Old Barn

We had 85 youth RSVP and 75 youth in attendance, as well as 10 volunteers to help decorate & take down and eight youth from the Youth Art Engagement Committee managing the concession and Bake Sale. Erica Leung, a grade 11 student applied and received the Utown grant for \$317 to fund the dance.

Health & Fitness Update

WBCC Fitness Centre Attendance Numbers

Total of 2479 bodies in the Wesbrook Fitness Centre in June.

WBCC Fitness Centre Memberships (June 2022)

Pass	Youth	Resident	No discount	Total
10 Punch Pass	2	32	14	48
1 Month Pass	27	47	12	86
3 Month Pass	2	15	4	21
6-month Pass	0	3	0	3
Year Pass	0	1	0	1
Totals:	31	98	30	159

Pass	Youth	Resident	No discount	Total \$
10 Punch Pass	\$76.20	1523.84	799.96	\$2,400.00
1 Month Pass	1028.7	2238.14	685.68	3952.52
3 Month Pass	209.52	1714.35	571.44	2495.31
6-month Pass	0	628.56	0	628.56
Year Pass	0	380.95	0	380.95
Totals:	\$1,314.42	6485.84	2057.08	\$9,857.34

Recent and Upcoming Events

Personal Training started on June 16th. Since then, Sasha has had 15 sessions. That is 15 sessions in 21 days!

11 spin bikes installed at WBCC on June 27th, 2022. Expectations are for trial spin classes to be taking place by the end of July 2022.

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,

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

Sundance Topham
Chief Administrative Officer



Report Date: July 11, 2022
Meeting Date: July 19, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: 2022-23 UNA Staff Work Plan – 1st Quarter Update

Background

The 2022-23 UNA Staff Work Plan – 1st Quarter Update is presented for information.

Decision Requested

For information

Discussion

The 2022-23 UNA Staff Work Plan was approved by the Board at the April 19, 2022 meeting. This update is comprised of the work that has taken place since that time – and is up to date through the end of June.

There are a few major initiatives to highlight from the first quarter. The first is the preparation for the takeover of the landscaping management responsibilities from UBC Properties Trust - with considerable input required from the operations and finance departments, along with support from administration.

The second item to highlight is governance-related work, including holding the strategic planning session and updates to the Neighbours Agreement (focused on Athletics + Community Access and the Reserves Policies). A significant amount of time was also spent supporting Board committees, including the Land Use Advisory Committee and Community Engagement Advisory Committee.

The third area where a considerable amount of work took place was in the completion of the annual audit process, and lastly, there has been ongoing work to align operations and allocation of resources with strategic priorities, including extensive work with the creation of a Landscape Management Plan, the ongoing Records Management project, and a variety of policy and procedures updates.

Financial Implications

The initiatives contained within the work plan are funded in the 2022-23 approved budget.



Operational Implications

None

Strategic Objective

The 2022-23 UNA Staff Work Plan moves forward all four of the Board's strategic initiatives:

1. UNA Governance
2. Financial Sustainability
3. Operational Capacity
4. Community and Stakeholder Relations

Attachments

1. Schedule A – 2022-23 UNA Staff Work Plan – Third Quarter Update.

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

STRATEGIC PLAN 2019-2022

UNA STAFF WORK PLAN 2022-2023 – First Quarter Update

UNA GOVERNANCE		
Explore opportunities to evolve governance to meet the changing needs of a growing population and community, including a review of the decision-making mechanisms of the UNA to ensure the organization can respond to community needs.		
<p>Strategy:</p> <p>The decision-making mechanisms of the UNA will be reviewed to ensure they meet the needs of a growing community.</p>	<p>Goals:</p> <p>Review the Board’s and director’s roles and responsibilities within the context of the UNA’s municipal-like mandate</p> <ul style="list-style-type: none"> Led by the Board with staff support as needed. Work with the Governance and Human Resources Committee to investigate electronic voting options for UNA elections. <p>Articulate and clarify the relationship between the UNA, UBC and UBC Properties Trust, and explore opportunities to enhance and strengthen the relationship</p> <ul style="list-style-type: none"> Support the Board and Neighbours Agreement Committee on any changes to <i>Neighbours’ Agreement 2020</i>. 	<p>Progress:</p> <p>Review the Board’s and director’s roles and responsibilities within the context of the UNA’s municipal-like mandate</p> <ul style="list-style-type: none"> Initial report provided to the Governance and Human Resources Committee on UNA elections history and possibilities for determining a process to review electronic voting options for UNA elections. <p>Articulate and clarify the relationship between the UNA, UBC and UBC Properties Trust, and explore opportunities to enhance and strengthen the relationship</p> <ul style="list-style-type: none"> Continue to support the Neighbours Agreement Committee and Board in the update of <i>Neighbours’ Agreement 2020 (NA2020)</i>.

FINANCIAL SUSTAINABILITY

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

Strategy:

The UNA is financially sustainable over the long term.

Goals:

Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks

- Participate in the UNA/UBC Joint Financial Task Force.
- In conjunction with UBC undertake a condition assessment of UNA infrastructure.

Review the reserves policy in partnership with UBC

- Review and revise the UNA Neighbours Fund Reserve Policy.

Continue to explore financial models with the University Neighbourhoods Liaison Committee

- Not applicable.

Progress:

Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks

- Participated in the ongoing work of the UNA/UBC Joint Financial Task Force (JFTF).
- Condition assessment of UNA infrastructure to take place in 2022/23. Initial discussions with UBC in relation to scope and timing of assessment.

Review the reserves policy in partnership with UBC

- Reserves Policy review underway with UBC. Currently part of the JFTF + NA2020 update process. Consultant has been engaged, and current work is focused on creating an inventory of assets and a high-level cost structure for the repair and eventual replacement of the infrastructure and facility components.

Continue to explore financial models with the University Neighbourhoods Liaison Committee

- Not applicable.

OPERATIONAL CAPACITY

Continue the foundational work to streamline processes, build staff skills and ensure there are adequate resources to support the Board and the UNA in meeting its mandate.

<p>Strategy:</p> <p>The UNA has the administrative resources and processes in place to deliver mandated services and support the work of the Board.</p>	<p>Goals:</p> <p>Develop a professional development and compensation policy</p> <ul style="list-style-type: none"> Completed. <p>Create and implement metrics to measure service delivery</p> <ul style="list-style-type: none"> Explore what metrics we would like to track and what is presently within our capacity to do so. <p>Develop a robust IT platform that supports internal and external information exchange</p> <ul style="list-style-type: none"> Complete implementation of the records management plan and initiate migration of UNA filing system to the cloud. Identify and evaluate options for cloud-based accounting solutions. <p>Align operations and allocation of resources with strategic priorities</p>	<p>Progress:</p> <p>Develop a professional development and compensation policy</p> <ul style="list-style-type: none"> Completed <p>Create and implement metrics to measure service delivery</p> <ul style="list-style-type: none"> Potential metrics for the Recreation Department and Communications Department are being investigated. <p>Develop a robust IT platform that supports internal and external information exchange</p> <ul style="list-style-type: none"> Implementation of the Records Management Plan ongoing. Currently approximately 95 per cent of the files have been migrated. Awaiting finalization of the Records Management Plan prior to evaluating cloud-based accounting solutions. <p>Align operations and allocation of resources with strategic priorities</p> <ul style="list-style-type: none"> Ongoing work to prepare for assuming administrative responsibilities for landscaping operations in UNA
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	<ul style="list-style-type: none"> • Prepare for change in administrative responsibilities for UNA neighbourhoods landscaping and operations. • Create a Landscape Management Plan. • Investigate increased regulatory rules implementation (i.e. Dog Control Rules). • Implement recommendations from the Office Space Needs Assessment. • Undertake a Recreation Programming Review. • Continue to develop a business case scenario for the effective delivery of virtual programming. • Implement approved Community Works Funds projects. • Continue the policy and internal procedure review. Index existing policies and procedures, identify policy gaps and create a list of missing policies and procedures. Initial Board input on Board Policies to be provided through Governance and Human Resources committee. 	<p>neighbourhoods. Awaiting confirmation letter from UBC. Work continues on assessing workload impact, creating contractor templates, preparing for NA2020 modifications, meeting with contractors.</p> <ul style="list-style-type: none"> • Landscape Management Plan work continues, including meetings with UBC staff, existing contractors. • No current work on increased regulatory rules implementation. • Office Space Needs Assessment implementation ongoing. Preparing for Communications Department move to Wesbrook Community Centre and awaiting input from UBCPT on office availability. • Scoping work underway for Recreation Programming Review. Consultant Request for Proposals to go out in the summer with a fall start date for review. • No current work on business case scenario for virtual programming. • Community Works Projects approved by Metro Vancouver. Current work between UBC and Metro Vancouver to finalize agreements prior to project implementation. • Policy and procedure review underway. List of out-of-date policies to be provided to GHR Committee in the fall.
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COMMUNITY AND STAKEHOLDER RELATIONS

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

Strategy: Improve civic engagement to support evidence-based decision making that is aligned with the UNA's mandate.

Goals:

Develop more robust engagement tools to assess community needs

- Work with the Community Engagement Advisory Committee and Board to identify and implement new communications processes.
- Investigate possibility of electronic streaming of Board meetings.

Create feedback tools for residents and other stakeholders

- Develop modular engagement kits for onsite events.

Adapt and implement the Advisory Committee report in phases starting with the Community Engagement and Land Use Advisory Committees

- Completed.

Reinforce the relationship between the UNA and the UBC academic community.

- Led by the UNA Board of Directors.

Progress:

Develop more robust engagement tools to assess community needs

- Community Engagement and Advisory Committee survey completed. Committee focused on review of data and consideration of recommendations.
- Interim streaming of Board meetings taking place through Teams while a more permanent solution can be investigated.

Create feedback tools for residents and other stakeholders

- Development of modular engagement kits have been restarted after being delayed due to the pandemic.

Adapt and implement the Advisory Committee report in phases starting with the Community Engagement and Land Use Advisory Committees

- Completed

Reinforce the relationship between the UNA and the UBC academic community.

- Support the Board as needed.



Report Date: July 12, 2022
Meeting Date: July 19, 2022
From: Dave Gillis, Recreation Manager
Subject: Events Schedule and Neighbours Day Update

Background

The following report provides an overview of UNA Events, the structure of the events over the period of a calendar year, along with an update on the upcoming September 10th Neighbours Day signature event. In addition, the report also highlights opportunities for Board members to attend and provide opening remarks at the two signature events of the year.

Decision Requested

For information

Discussion

Keeping in line with the UNA Mission Statement of fostering unique and thriving neighbourhoods through community engagement and service delivery, each year the recreation department, puts on several events that vary in size.

Outline and Classification of University Neighbourhood Association Events

Each year, the Recreation Department of the University Neighbourhood Associations, puts on an average of 12 events, ranging from Signature Events, Seasonal Events and Community Events in addition to 12 pop-up events.

Signature Events

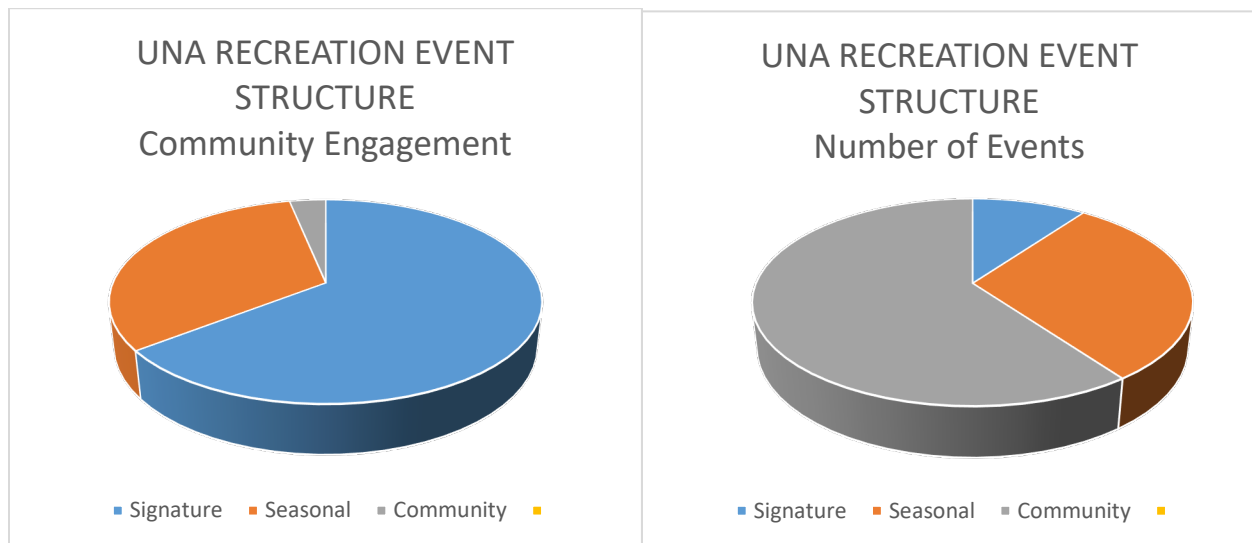
Signature Events are defined by the size and expected public turn out. The UNA traditionally has put on **Neighbours Day**, formally know as Barn Raising, once a year. In March of 2023, a second signature event, the **Spring Arts Festival** will be added. The expected community engagement is 1000+ community members.

Seasonal Events

Seasonal Events celebrate four traditional UNA Events, **Lunar New Year**, **Easter**, **Halloween**, and the **Winter Carnival**. The expected community engagement is between 500–1000 community members.

Community Events

Community Events celebrate six impactful events across the UNA, **Family Day, Pride Month, Mothers Day, Seniors BBQ, Music in the Park, and Christmas Light Tour.** The expected community engagement is between 1-500 community members.



The goals of every UNA Community event are always focussed on engagement, education, access, and diversity, while creating a welcoming friendly and safe environment.

Neighbours Day - UNA Fall Signature Event

Event Name: UNA Neighbours Day

Event Date & Time: Saturday, September 10 from 10:30 a.m.-4 p.m.

Event Location: Wesbrook Community Centre

Event Lead: Josie Chow – Programmer / Dave Gillis – Recreation Manager

Theme: Rejuvenation, Reconnection, Community

Expected Turnout: 1500+ people

Goal:

Neighbours Day is a signature UNA event that builds community by bringing neighbours together through a day of festivities, food and connection.

Components:

1) Festival

- Stage: Cover Band, DJ, Cultural Performances
- Off-stage performances: Marching Band
- Organized Activities: Dance Class, Drop-in Sport, Dog Walk
- Other activities: Inflatables, Crafts, Games, Community Art Project
- Food Trucks, Popcorn, Candy Bags, Drinks, beer garden

2) Community Partners

- Booths: Active Kids, CiTR, Girl Guides, 4-H etc.
- Urban Rec – 4's Volleyball Tournament

3) Promotion

- UNA Recreation Tent
- UNA Public Information Tent

Outline:

Festival Starts at 10:30 am

Land Recognition at 11:00 pm

Guest Speakers: *Unconfirmed*

Board Participation at Community Events

As elected officials, the UNA Board of Directors are the voices of the community, and it is our hope that elected officials will attend and participate in our multiple events. Noting that UNA Directors are both residents, as well as elected officials, there is no expectation or obligation that they will provide remarks at every event, allowing them to participate and enjoy the event as a member of the community; however, when possible, staff will endeavour to acknowledge their presence at the event and introduce them.

For our signature events (Neighbours Day and Spring Arts Festival), staff will be looking to arrange a member of the Board to present a welcoming message. While this will typically be the Chair, it may be another Board member depending on availability.

For other community and seasonal events, Board members are encouraged to let staff know if they would like to provide a few comments in advance, again, this is not required. Staff may also reach out to the Chair for the occasional introductory remarks depending on the event.



Financial Implications

The funding for the events is contained within the approved UNA budget.

Operational Implications

None

Strategic Objective

Community and Stakeholder Relations

Attachments

None

Concurrence

None

Respectfully submitted,

Dave Gillis

Dave Gillis
Recreation Manager

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

Sundance Topham
Chief Administrative Officer



July 5, 2022

Richard Watson
Chair, UNA Board of Directors
University Neighbourhoods Association
#202-5923 Berton Ave.
Vancouver, BC V6S 0B3

Sent via email: richard.watson@myuna.ca

Subject: University Neighbourhood Childcare Services and Elementary Schools

Dear Richard,

Thank you for your June 20th letter outlining the UNA Board's interest in neighbourhood childcare services and elementary school capacity, and the call for greater advocacy from UBC around increasing access to these services for campus residents.

We appreciate the UNA's interest in delivery of childcare services to adequately meet neighbourhood demand, and understand the pressure that many families experience in finding quality childcare. UBC's Childcare Expansion Plan provides a framework to guide the planning, development and operations of childcare on campus for both academic and neighbourhood lands, and includes childcare targets that reflect a balanced approach to expansion: one that ensures that the pace of growth is both in step with the ability to maintain quality childcare spaces and is based on available funding to build childcare across campus.

Through the ongoing implementation of the Childcare Expansion Plan, there are now close to 800 childcare spaces across campus and in the neighbourhood housing areas serving children aged 0-5. As pointed out in your letter, the Expansion Plan calls for new childcare spaces to be created as the UNA neighbourhoods are built out, and notes that new centres should be built to accommodate a minimum of 37 children 0-school age. Since 2016, 74 neighbourhood childcare spaces have been delivered, with another 37-space facility currently in the development process. This new childcare facility in the BCR6 development has been developed to a maximum of 37 childcare spaces, which balances regulatory indoor and outdoor space requirements for a multi-age facility with the constraints of the development site.

As Campus Vision 2050 proceeds, an update to the Childcare Expansion Plan is also being planned, and will explore opportunities for additional childcare facilities beyond what is currently identified in the Expansion Plan. Campus and Community Planning will work closely with the UNA on this process. In the short term, our team will also continue to work with the UNA through the Childcare Coordination Committee to explore additional opportunities for enhancing neighbourhood access to childcare services available across campus and wherever possible.

In terms of elementary school capacity, UBC supports future expansion. The University has set aside a site for a future elementary school in Wesbrook Place. The Vancouver School Board and provincial government



are responsible for deciding when to build new schools based on financial capacity and demand. Campus and Community Planning meets regularly with Vancouver School Board staff to share campus growth projections, including through the Campus Vision 2050 process. Vancouver School Board staff use these projections as part of their modelling for projecting school capacity, in addition to assumptions about changing student ages, and movement in and out of communities. Through our regular engagement, we will continue to share growth information, clarify VSB projections and continue to advocate for the education needs of the community. We would also be happy to explore an event with Vancouver School Board planners as part of Campus Vision 2050 engagement this fall.

Yours Truly,

A handwritten signature in black ink, appearing to read 'Michael White'.

Michael White
Associate Vice President
Campus and Community Planning
Email: michael.white@ubc.ca | Web: www.planning.ubc.ca

Cc: sundance.topham@myuna.ca
carole.jolly@ubc.ca