



## **AGENDA**

### **A. CALL TO ORDER**

### **B. APPROVAL OF AGENDA**

1. **Motion:** THAT the Board approve the October 18, 2022 Agenda as circulated.

### **C. APPROVAL OF MINUTES**

1. **Motion:** THAT the Board approve the September 20, 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.
2. Sandy Zhao – UNA Newcomers Support

### **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 7
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. Management Report – Chief Administrative Officer 10
2. 2022-23 UNA Staff Work Plan – 2<sup>nd</sup> Quarter Update – Chief Administrative Officer 20
3. Finance Committee Update
  - a. 2023/24 Budget Timeline – Finance Manager 27
  - b. 2021-22 Neighbours' Fund Financial Statements – Finance Manager 30
  - c. Establishment of UNA Capital Reserve – Finance Manager 46

#### **Recommendation:**

THAT the Board

- i. Establish a capital reserve in the UNA's financial statements;



- ii. Approve the transfer of \$700,000 from unrestricted net assets to the capital reserve;
- iii. Require that Board approval be obtained for transfers from the capital reserve; and,
- iv. Direct staff to develop a policy for transfers to and from the capital reserve, for Board approval on the recommendation of the Finance and Audit Committee.

4. Neighbours Agreement Committee – Director Holmes 54

#### **G. UNFINISHED BUSINESS**

None

#### **H. NEW BUSINESS**

- 1. Community Security Assistance – Verbal Update – Director Liu
- 2. Community Garden in Chancellor Place Neighbourhood - Request to investigate possibilities – Chair Watson 56

**Recommendation:**

THAT the Board direct UNA staff to investigate the possibilities for a community garden in the vicinity of the VST Epiphany chapel and report back with a recommendation.

- 3. UBC Student Project – Chinese Newcomers Survey – Request for UNA Assistance – Chair Watson 57

**Recommendation:**

THAT the Board direct UNA staff to work with the CEAC and Dr Henry Yu in developing a proposed study that will help answer the following questions:

- a. What are some of the basic demographics of newcomer residents within Wesbrook Village?
- b. How many Chinese speaking residents and families use the services of Wesbrook Community Centre, and what kinds of services do they use?
- c. Are there areas of knowledge and information to which newcomer residents would benefit from having better access?

#### **I. ADJOURNMENT**

**Recommendation:**

- a. THAT the Board adjourn into a Closed Session to discuss dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests.



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**UNA BOARD OF DIRECTORS MEETING**

**Date:** October 18, 2022

**Time:** 5:30 p.m.

- b. THAT the AMS Designated Student and UBC Members be excluded from the Closed Session because of potential adverse interest.



## MINUTES

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### **PRESENT:**

Eagle Glassheim  
Jane Kang  
Murray McCutcheon  
Fei Liu (remotely via Teams)

Bill Holmes  
Ali Mojdehi

### **UBC OBSERVERS:**

Holly Shepherd  
Carole Jolly

### **STAFF:**

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

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## **A. CALL TO ORDER**

The University Neighbourhoods Association (UNA) Board meeting was called to order at 5:32 p.m.

**Motion** by Director Holmes:

THAT Director McCutcheon chair this meeting.

**Seconded** by Director Glassheim.

**Carried.**

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

The Acting Chair welcomed a new UBC Member Observer, Holly Shepherd.

## **B. APPROVAL OF AGENDA**

**Motion** by Director Holmes:

That the Board approve the July 19, 2022 Meeting Agenda.

**Seconded** by Director Glassheim.

**Carried.**



### C. APPROVAL OF MINUTES

**Motion** by Director Glassheim:

THAT the Board approve the June 21, 2022 Open Session Minutes.

**Seconded** by Director Kang.

**Carried**

### D. DELEGATIONS

1. UNA 2022-23 Campus Vision 2050 Fall Engagement

Joanne Proft, Associate Director, Community Planning, Campus and Community Planning and Madeleine Zammar, Manager, Engagement, Campus and Community Planning delivered a verbal summary of the UNA 2022-23 Campus Vision 2050 Fall Engagement report.

### 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 p2022 report was received by the Board.

### F. REPORTS

1. Revised Draft 2023-25 UNA Strategic Plan Presentation

**Motion** by Director Mojdehi:

THAT the Board approve the 2023-25 UNA Strategic Plan, as amended.

**Seconded** by Director Glassheim.

**Carried.**

2. Management Report

The Management Report was received by the Board.

3. UBCPT – Termination of Municipal Services Management

**Motion** by Director Holmes:

THAT the Board authorize the Chief Administrative Officer to execute the attached Notice of Termination for the 2012 UNA - UBCPT Contractor Agreement.

**Seconded** by Director Glassheim.

**Carried.**



4. Landscape Management Plan and Noise Review Update

The Operations Manager presented the report to the Board.

5. Campus Resident Replacement Option

**Motion** by Director Glassheim:

THAT the Board direct staff to move forward with the creation of a UNA Community Newspaper Policy and the hiring of a new Communications Specialist to support the newspaper and reinvigorate UNA social media channels.

**Seconded** by Director Kang.

**Carried.**

6. UNA Office Space Needs Assessment Implementation.

**Motion** by Director Holmes:

THAT the Board approve the attached Lease Extension Agreement for a 20-month extension of the UNA Administrative Office lease up to July 31, 2024 and authorize the Chair to execute the agreement.

**Seconded** by Director Glassheim.

**Carried.**

7. Sublicense Agreement – YMCA Before and After School Program

**Motion** by Director Holmes:

THAT the Board approve the attached Sublicense Agreement - UNA and YMCA - After School Care and authorize the Chair to execute the agreement.

**Seconded** by Director Kang.

**Carried.**

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**Motion** by Director Glassheim:

THAT the Board adjourn into a Closed Session to discuss dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests.

**Seconded** by Director Mojdehi.

**Carried.**



*The Board adjourned at 7:15 p.m. and moved into a Closed Session*

*The Open Session recommenced at 7:48 p.m.*

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8. Vista Point Childcare Facility Sublicence and Operating Agreement Modification and Second Extension.

**Motion** by Director Holmes:

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

**Seconded** by Director Liu.

**Carried.**

9. Election Signage and the UNA.

The Chief Administrative Officer presented the report.

10. Finance Committee Update

- a. Fiscal 2022/23 Q1 Financial Result

The Finance Manager presented the report to the Board.

- b. Neighbourhood Levy and Fire Services Fee for 2022-23

The Finance Manager presented the report to the Board.

- c. Finance + Audit Committee Vice-Chair Appointment

**Motion** by Director Holmes:

THAT the Board appoint Director Mojdehi as the Vice Chair of the Finance and Audit Committee.

**Seconded** by Director Glassheim.

**Carried.**

- d. Investing Excess Cash

**Motion** by Director Holmes:

THAT the Board direct staff to invest \$700,000 excess cash to a 1-year term GIC.

**Seconded** by Director Kang.

**Carried.**



11. Governance & Human Resources Committee

a. Potential Electronic Voting Public Process

**Motion** by Director Glassheim.

THAT the GHR Committee be the locus of activity to prepare information (including community consultation recommendations to the UNA Board) for bringing forth electronic voting into UNA elections.

**Seconded** by Director Mojdehi.

**Withdrawn.**

**Motion** by Director Holmes:

THAT the GHR Committee be the locus of activity to prepare information (including community consultation) for bringing forth electronic voting into the UNA elections cycle, and that the Committee make recommendations to the Board by its April 2022 meeting.

**Seconded** by Director Kang.

**Withdrawn.**

12. Community Engagement Advisory Committee

a. Survey Analysis

Director Kang presented the report to the Board.

b. May 25, 2022 Approved Minutes

The Minutes were received by the Board.

**G. UNFINISHED BUSINESS**

None

**H. NEW BUSINESS**

1. 2022.08.19 Letter from Michael White, Associate Vice President, Campus and Community Planning r.e. Campus Vision 2050

The letter was received by the Board.

2. Music in the Community

Director Holmes provided a verbal update followed by a brief discussion of the Board.

3. School Enrollment Issue

Director Holmes provided a verbal update followed by a brief discussion of the Board.





**I. ADJOURNMENT**

**Motion** by Director Glassheim:

THAT the Board 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.

**Seconded** by Director Mojdehi.

**Carried.**

The meeting adjourned at 8:39 p.m.



# THE UNIVERSITY OF BRITISH COLUMBIA

## Campus + Community Planning

### Memorandum

**From:** Simmi Puri, Communications Manager, Campus + Community Planning  
**To:** UNA Board  
**Date:** October 18, 2022  
**Subject:** Monthly Update from Campus and Community Planning

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### UBC Response to COVID-19

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

### Film & Events Notification

#### October

##### **Great Trek 2022**

Friday, October 22nd from 9:30am – 8pm

University Commons

Road closures will apply. For details, visit: [www.greattrek.ca/](http://www.greattrek.ca/)

##### **UBC Farm Wednesday Market**

Every Wednesdays through to October 27th from 11am – 2pm.

Lee Square (by large tree)

For details, visit: [ubcfarm.ubc.ca/events/category/ubc-farm-markets/](http://ubcfarm.ubc.ca/events/category/ubc-farm-markets/)

##### **Halloween Carnival**

Friday, October 28th and Saturday, October 29th from 6pm to 10pm each day.

University Commons

Alcohol will be served on Friday only. There will be music performances, food trucks and games.

#### November

##### **Remembrance Day**

Friday, November 11<sup>th</sup>

University closed.

##### **UBC Make-up Graduation at Chan Centre**

Monday, November 14th to Tuesday, November 22nd from 8:30am to 5:30pm each weekday.

Buchanan Courtyard (Main Mall from Crescent Road to Memorial Road will also be used)

Crescent Road will be CLOSED from East Mall to west of the circular during ceremonies from 7am to 6pm. For make-up ceremony schedules, visit [graduation.ubc.ca/schedule/makeup/](https://graduation.ubc.ca/schedule/makeup/).

### **UBC Fall Graduation at Chan Centre**

Wednesday, November 23rd to Friday, November 25th from 8:30am to 5pm each weekday.  
Buchanan Courtyard (Main Mall from Crescent Road to Memorial Road will also be used)

Crescent Road will be CLOSED from East Mall to west of the circular during ceremonies from 7am to 6pm. For graduation schedules, visit [graduation.ubc.ca/schedule/fall2022](https://graduation.ubc.ca/schedule/fall2022).

## **Campus Vision 2050**

The third period of public engagement for Campus Vision 2050 began September 21st and will continue until October 13. This phase of engagement is focused on gathering feedback from the community on five “big ideas”, which builds on what we heard through the needs and aspirations phase, research and analysis and reflect the guiding principles and growth parameters contained in the Terms of Reference, which were adopted by the Board of Governors in June.

The community is also being invited to provide input on choices related to how and where to accommodate growth on the campus using two approaches to building heights and open spaces and distribution of future development. This includes seeking input on resolving building heights and densities for the future Stadium Neighbourhood.

Campus residents will have several opportunities to get involved by completing an online survey, participating in a workshop or walking tour or attending an information session. Opportunities to engage were promoted to the UBC community and campus residents through a number of channels and tactics such as, paid and organic social posts, posters, digital signage, and direct email. Campus resident specific communications include, floor decals in the Wesbrook, Hawthorn, Hampton Place, Chancellor and Acadia neighbourhoods, direct mail postcards to all campus residential addresses, UNA newsletter posts, and WeChat posts for Cantonese/Mandarin speaking residents.

In addition, Campus and Community Planning will engage directly with the UNA on the ‘big ideas’ and choices through meetings and workshops with the UNA Board, and the UNA-UBC Liaison Committee

Feedback received through this phase of engagement will shape the draft 30-Year Vision for the campus, which will be presented to the community for feedback in early-2023. The final updated 30-Year Vision and draft Land Use Plan will be presented for Board of Governors consideration in March 2023, prior to public hearing on the Land Use Plan in April 2023.

## **Development Projects Update**

### **DP22001 Carey College Expansion**

A revised submission has been received in response to feedback provided by the community. Two virtual public open house session are scheduled on October 6, 2022 from 11:30 AM - 1:00 PM and 7:00 PM - 8:30 PM.

To register for the open house, please visit: <https://planning.ubc.ca/carey-college-expansion>



**Report Date:** October 12, 2022  
**Meeting Date:** October 18, 2022  
**From:** Sundance Topham, Chief Administrative Officer  
**Subject:** October Management Update

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## **Background**

The October 2022 Management Update is presented for information.

## **Decision Requested**

For information

## **Discussion**

### **CHIEF ADMINISTRATIVE OFFICER**

Late September and early October was spent preparing for and hosting the Annual General Meeting (AGM), as well as working on a variety of governance related items, including the Neighbours Agreement 2020 (NA2020) update, the reserves policies update and preparations for electronic voting consultation.

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

### ***Board Relations***

- Attended Committee meetings and supported Board initiatives, including ongoing support for the Joint Financial Task Force, Land Use Advisory Committee and Neighbours Agreement Committee.
- Assisted with the planning for, and participated in, the 2022 UNA AGM.
- Provided onboarding to Holly Shepherd, the new UBC Member on the UNA Board.
- Attended the UNA Board Campus Vision 2050 engagement session with Campus and Community Planning officials.

### ***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 agreement between UBC and Metro Vancouver for the funding of the Electric Vehicle (EV) Charging Stations Project, Solid Waste Receptacle Replacement Project and Acadia Neighbourhood Active Transportation Improvement Projects has been finalized, and UNA staff are currently working with UBC staff on next steps for the UNA projects.

### ***Finance***

- Assisted with preliminary budget planning work – including finalizing the 2022-23 budget timeline, and planning for a reserve for internal UNA capital assets.

### ***Risk Management***

- Had preliminary investigatory conversations with UBC Risk Management officials regarding their experiences with cyber insurance coverage.

### ***Programs and Services***

- Records Management work - Continue to assist with the implementation of the Records Classification and Retention System. Next steps will include investigating a transition to a cloud-based storage. This work will take place once the new IT Specialist has been hired.
- Met with UBC officials in relation to the transition of municipal services administrative responsibilities from UBC Properties Trust (UBCPT) to the UNA. The conversation was focused on the financial implications of the switch and plans for the continuation of UBCPT landscaping credits.
- Met with officials from Safety and Risk Services to discuss Emergency Management Planning in the UNA neighbourhoods. UBC officials have come up with a short-term engagement plan that speaks to how they plan to liaise with the UNA on Emergency Planning. The plan includes items such as providing educational resources, providing training, volunteer outreach and mass care planning + support assessment.

### ***Human Resources***

- Assisted with the ongoing hiring processes for the new IT Specialist position. We're currently recruiting for the IT Specialist position.

### ***Community Relations***

- Met with UBC officials to discuss noise issues related to the UBC Fraternities and the process in place for addressing community concerns. There is a procedure in place to report noise concerns to UBC Campus Security, and UBC has a process in place to relay concerns and potentially fine the UBC Fraternities in the occasion of unreasonable noise.

## **OPERATIONS**

### ***Landscape Management Plan***

The Landscape Management Plan is currently in its public engagement phase. Over 120 UNA residents have completed the [online survey](#) about the Draft Guiding Principles. The survey is open until October 21. Once this phase is complete the next step is contractor and stakeholder reviews of the draft landscape management plan.

Please visit us online at <https://www.myuna.ca/landscapeplan> to learn more about the Landscape Management Plan.

### ***Public Outdoor Waste Bin Issues in Wesbrook Area***

The UNA office has received increasing reports of household garbage issues relating to several Wesbrook outdoor waste bins. The UNA operations team was mobilized to address the issue. Unfortunately, in less than 24 hours, the same garbage bin that was previously emptied was reported to be clogged and overflowed with household garbage.

The UNA operations team - working with the collection crew input, will jointly analyze our waste collection data, and review our outdoor bin distribution. The UNA operations team will also adjust / increase pickup frequency to address the overspilling issue. At the same time, the non-serviceable bin will be removed due to ongoing overspilling issue.

Several “**Waste in its Place**” communications, reminding residents to keep household waste in their residential building recycling room and avoid bringing residential waste to the public garbage bins, have been sent directly to the Wesbrook Strata Group as well as shared through the UNA weekly e-newsletter. The UNA operations team is taking a pro-active approach, and if our waste collection team can identify any resident’s information on any household garbage, the collection crew is instructed to document the household garbage information, and the UNA Operations team will follow up to notify the building manager directly for the purpose to address the overspilling issue at its source.

### ***16<sup>th</sup> Ave Crosswalks and Tactile Mat Maintenance***

UNA operations team reviewed the condition of crosswalk tactile mats along the 16<sup>th</sup> Ave crosswalks at the following locations:

1. 16<sup>th</sup> Ave & East Mall,
2. 16<sup>th</sup> Ave crosswalk and University Hill,
3. 16<sup>th</sup> Ave and Wesbrook Mall,
4. 16<sup>th</sup> Ave and Binning Ave).

The replacement project is scheduled for the 2<sup>nd</sup> week of October and the plan is to replace all damaged tactile mats that were identified during the review.

### ***Structure Pruning Project - Hampton Place***

The UNA operations team is working with the landscaping team to finalize the timing for the upcoming Hampton Place structure pruning project scheduled for later this year. We will share more detailed information with Hampton Strata Group directly once we have more information available.

### ***Municipal Services Handover Initial Meeting with Landscape Contractors and UBCPT Accountant***

In preparation for the handover of municipal services responsibility from the UBCPT to the UNA in 2023/24 fiscal year, the UNA administrative team has completed a round of initial meetings with all UPBPT landscape service providers for the UNA area. As part of the handover preparation, the UNA operation team, the UNA finance team and UBCPT's accountant team sat down in a meeting in early October in preparation for the offboarding and handover process.

## **FINANCE**

### **Highlights of major activities:**

- Started work on fiscal 2023/24 budget
- Continue planning for Municipal Services Transition
- Continue working on Joint Financial Task Force (JFTF) projects

### **Details:**

#### ***2023/24 Budget:***

We have already started working with all the departments to draft the budget for the new fiscal year 2023/24. As reported in the Finance Committee Update section, the plan is to bring our initial draft to the November Board meeting.

#### ***Municipal Services Transition***

Started planning with UBCPT regarding the upcoming municipal services transition (specific to finance & accounting). Reviewed departmental volume increases, potential cash flow impact, transactions processing and other potential requirements that may impact the finance department when taking on the municipal services administration. The plan is to capture the increased costs and include them in the 2023/24 budget.

#### ***Continue Working on JFTF Projects:***

The Reserve Study project team had an in-person meeting with the consultant in September and the updated asset inventory and costing report should be completed in October, along with some initial scenario analysis. More information will come to the Board through the Finance and Audit Committee.





## **COMMUNICATIONS**

### ***Annual General Meeting (AGM) Planning***

The Communications Team organized the Annual General Meeting 2021-2022 on September 28. The AGM was attended by 50+ UNA members including members of the Board of Directors. Presenters included the UBC Finance team who delivered a report on Neighbours Fund and auditors from Johnsen Archer LLP who reported on the UNA's audited financial statements. Reports were delivered by the UNA Chair, that UNA CAO and the UNA Finance Manager.

The Communications Team's work on the AGM included creation of the annual report, event script, slide decks, printed materials, writing reports, event promotion, registration logistics and other event logistics.

### ***Website***

Some changes have been implemented on the UNA website, including the addition of a [roadworks and traffic updates page](#) that collects all information on important road and construction that will affect residents. Information that is posted on this page is collected from UBC, the Ministry of Transportation and the UNA Operations Team.

### ***Support for Landscape Management Plan***

The Communications Team worked to support the Operations Team's Landscape Management Plan survey and information campaign. A website landing page was created and promotions were done through various channels.

### ***Event Promotions***

The Communications Team worked with the Recreation Team in promoting key fall events, Diwali at Wesbrook and Halloween.

### ***Office Relocation***

The Communications Team moved to a new Communications office at the Wesbrook Community Centre. The new office allows space for the planned new staff person for the department. Most of the renovations have been finished in the space, some work remains but is expected to be finished in the coming weeks.

### ***New Communications Staff***

The UNA has hired a new Communications Specialist, Sai Karnam. Sai will primarily be responsible for maintaining the UNA website and other digital communications channels and supporting general communications at the UNA. Sai has high-level skills in WordPress, SEO, brand management and the Adobe Creative Suite. He joins us from the Vancouver Aboriginal Child and Family Services Society and is a graduate of Simon Fraser University.

## **RECREATION**

With larger offerings of community engagement programs, recreation has surpassed previous standards set in community interaction, program registration, incoming revenue, and community impact. Neighbours Day was successful and our largest event of the year. With the new hours at both Wesbrook Community Centre (WCC) and Old Barn Community Centre (OBCC), we are seeing increased activity in our fitness centres and facilities.

### **Front Desk Update**

#### **Hours of Operation**

- WCC and OBCC are observing Holiday Hours (10am – 5pm) on the following days:
- Nov 11 Remembrance Day

#### **Usership**

- 351 UNA Discount memberships added
- 95 UBC/UTOWN Discount memberships added
- 747 New clients
- 190 Program Drop-ins

#### **Parking**

- 44 new paid parking permits issued in September (resident and visitor and replacements permits)
- Applications reviewed (includes successful, unsuccessful, refunds, replacements, and all pass types)
  - 19 submitted online
  - 35 submitted in person
  - New Complimentary day passes are difficult to track in PM but likely represent the majority of parking applications

#### **ZenDesk – September**

	<b>Tickets Created</b>	<b>Tickets Solved</b>
Communications	4	3
Management	4	2
Operations	6	1
Health & Fitness	9	6
Recreation	30	18
Support	157	155
<b>Total</b>	<b>210</b>	<b>185</b>

88% of solved tickets only took one reply to solve.

### *Support Team*

Median time to first reply – **5.6 hrs**

Median time to first resolution – **4.5 hours**

Median time to full resolution – **14.2 hrs**

### **Programming Update / Highlights**

September saw the beginning of one of two new pushes in UNA recreational programming. The first being our engagement with both seniors and newly arrived immigrants. As a part of this push, we introduced the following new programs,

- Seniors Afternoon Tea
- Dance Party for Seniors
- Playful Thursdays
- Tech-Savvy Wednesdays
- English ABCs for Seniors
  - Two youth have stepped up to create curriculum and delivery this program to our seniors
- Second section of Advanced English Conversation added to address increased demand
- Senior-led Sewing and Mending Studio
  - Two adult volunteers are enthusiastically leading the studio. Four youth will be joining them to work on some special projects
- French Club
- Intermediate French Conversation
- Community Lunch and Learns
  - Fully subscribed for the first session
- Support group for people changing their career path (will start in Nov)
- Let's Cook Club
  - Successfully returned after being on hold because of COVID

### Volunteer hours for September

- Close to 200 hours total for events and programs
- **28 new adult volunteers are leading or assisting programs and clubs**

### Program Highlights

*Get Active: Physical Literacy for Women* – Third iteration of the program has started and we were able to accept 14 participants (as per the conditions of the funding for the program 75% of spots reserved for immigrants) for the Fall 2022 term. We host bi-monthly social activities for the women to get to know each other through physical activity and food, as well as subsidized physical activity programs. First three sessions were a success – participants are very grateful to be part of program that encourages them to be active and meet new friends.

*Music in the Park:* A stage was set up in the park that hosted three different performers from genres including folk, r&b and jazz (Beatrice Doll, Shamir Virgo, UBC Jazz Club). Picnic tables were set up to provide additional seating, and attendees were also encouraged to bring their own blankets and lawn chairs to enjoy the music. Free hot chocolate was offered to attendees throughout the event as well. Peak attendance was about 100 people.

*Stargazing at the Farm:* The UBC Astronomy Club brought their telescopes to the farm and showed community members how to use them to look at the Moon, Jupiter, and Saturn. Approximately 80 people attended, most of whom had never looked through a telescope before. Some people brought their own telescopes to observe.

### Youth programs

- Drop-in program numbers for the summer season
  - Youth Social Drop-in (Wednesdays) – 43 participants
  - Peer tutoring (Tues) - 11 Participants
  - Games drop-in (Thursday) - 35 Participants
  - Pre-teen Social Drop-in (Thursday) - 35 Participants
- We are seeing uptake in pre-teen drop-in programs
- Acadia Drop-in will start up again in November on Friday nights and will be for Pre-teens (ages 9 – 13)

We received the following positive feedback from a parent that they are *“impressed with the youth program offerings at the UNA, there are more offering here than in neighboring community centers. There are many options at no cost, making it accessible for my family and other families kids to be involved.”*

### **Health & Fitness Update**

#### OBCC Fitness Centre Attendance Numbers

Average 45 participants daily

- Intro to Fitness will move into the OBCC Fitness Facility from Sept 26, Oct 17, Oct 24
- There has been an issue with the drop-ins at OBCC Fitness Facility, a dive into PM will need to take place to sort out why drop-ins are not showing up properly.

#### WBCC Fitness Centre Stats

Average 520 participants daily (Mon-Fri)

Average 280 participants daily (Sat/Sun)



42 new fitness passes purchased.

#### Recent/Upcoming Changes and New Equipment

- In addition to Fitness classes being held at WC Fitness Centre, we now have begun to offer classes in the OB Fitness Centre. These include classes such as HIIT, 'bootcamp' style classes, and circuit training.
- Lots of classes will be offered for UNA residents, Staff and Faculty to the University and university students before early morning classes start, during lunch, and before dinner time.
- Drop-ins are welcomed & each class will be adaptable for all levels.

#### **Upcoming Events**

Multicultural Week – Multicultural Week offers workshops that allow participants to learn about and experience cultures. These workshops aim to provide a deeper connection and understanding of various cultures, and to celebrate the diversity in our community. Events include Kairos Blanket Exercise to learn about Indigenous history, Chinese painting class, storytelling and more

New initiative: Re-Creation – a community art project is an initiative that engages community members in the creation of a public art piece that will be displayed at the heart of Westbrook Community Centre. Participants work together to turn waste into an art (repurposing newspapers, magazines, letters) while creating dialogue about environmental issues. This expressive piece will add vibrancy, animate the community centre and remind us of the power that art has to create dialogue and bring people together.

Music in the Park, Sept 22, 5:00 PM – 7:30 PM, Jim Taylor Park, Lineup: Beatrice Doll, Shamir Virgo, UBC Jazz Club

#### **Human Resources**

The Front Desk Supervisor position is under review and is expected to be posted in the coming weeks.

Two front desk staff were hired and began working in September.

- Adepa Anyang started on September 1<sup>st</sup>
- Cathy Chaye started on September 22<sup>nd</sup> at OBCC

#### **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:** October 3, 2022  
**Meeting Date:** October 18, 2022  
**From:** Sundance Topham, Chief Administrative Officer  
**Subject:** 2022-23 UNA Staff Work Plan – 2<sup>nd</sup> Quarter Update

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### **Background**

The 2022-23 UNA Staff Work Plan – 2<sup>nd</sup> 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 September.

There are a few major initiatives to highlight from the second quarter. The first is the preparation for the takeover of the municipal services 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 finalizing 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, and preparing for and hosting the 2021 Annual General Meeting.

The third area where a considerable amount of work took has been the ongoing work to align operations and allocation of resources with strategic priorities, including extensive work with the creation of a Landscape Management Plan, finalizing the 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 – Second 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 – Second 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><b>Strategy:</b></p> <p>The decision-making mechanisms of the UNA will be reviewed to ensure they meet the needs of a growing community.</p>	<p><b>Goals:</b></p> <p><b>Review the Board’s and director’s roles and responsibilities within the context of the UNA’s municipal-like mandate</b></p> <ul style="list-style-type: none"> <li>Led by the Board with staff support as needed.</li> <li>Work with the Governance and Human Resources Committee to investigate electronic voting options for UNA elections.</li> </ul> <p><b>Articulate and clarify the relationship between the UNA, UBC and UBC Properties Trust, and explore opportunities to enhance and strengthen the relationship</b></p> <ul style="list-style-type: none"> <li>Support the Board and Neighbours Agreement Committee on any changes to <i>Neighbours’ Agreement 2020</i>.</li> </ul>	<p><b>Progress:</b></p> <p><b>Review the Board’s and director’s roles and responsibilities within the context of the UNA’s municipal-like mandate</b></p> <ul style="list-style-type: none"> <li>Board approved the Governance and Human Resources Committee moving forward with a process to review electronic voting options for UNA elections.</li> </ul> <p><b>Articulate and clarify the relationship between the UNA, UBC and UBC Properties Trust, and explore opportunities to enhance and strengthen the relationship</b></p> <ul style="list-style-type: none"> <li>Continue to support the Neighbours Agreement Committee and Board in the update of <i>Neighbours’ Agreement 2020 (NA2020)</i>.</li> </ul>

## 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.

<p><b>Strategy:</b></p> <p>The UNA is financially sustainable over the long term.</p>	<p><b>Goals:</b></p> <p><b>Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks</b></p> <ul style="list-style-type: none"> <li>• Participate in the UNA/UBC Joint Financial Task Force.</li> <li>• In conjunction with UBC undertake a condition assessment of UNA infrastructure.</li> </ul> <p><b>Review the reserves policy in partnership with UBC</b></p> <ul style="list-style-type: none"> <li>• Review and revise the UNA Neighbours Fund Reserve Policy.</li> </ul> <p><b>Continue to explore financial models with the University Neighbourhoods Liaison Committee</b></p> <ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>	<p><b>Progress:</b></p> <p><b>Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks</b></p> <ul style="list-style-type: none"> <li>• Participated in the ongoing work of the UNA/UBC Joint Financial Task Force (JFTF).</li> <li>• Condition assessment of UNA infrastructure to take place in 2022/23. Procurement for a consultant currently underway.</li> </ul> <p><b>Review the reserves policy in partnership with UBC</b></p> <ul style="list-style-type: none"> <li>• Reserves Policy review underway with UBC. Currently part of the JFTF + NA2020 update process. Consultant has been engaged, and an inventory of assets and a high-level cost structure for eventual replacement of the infrastructure and facility components is currently being finalized. Consultant will then review possible contribution scenarios.</li> </ul> <p><b>Continue to explore financial models with the University Neighbourhoods Liaison Committee</b></p> <ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>
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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><b>Strategy:</b></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><b>Goals:</b></p> <p><b>Develop a professional development and compensation policy</b></p> <ul style="list-style-type: none"> <li>Completed.</li> </ul> <p><b>Create and implement metrics to measure service delivery</b></p> <ul style="list-style-type: none"> <li>Explore what metrics we would like to track and what is presently within our capacity to do so.</li> </ul> <p><b>Develop a robust IT platform that supports internal and external information exchange</b></p> <ul style="list-style-type: none"> <li>Complete implementation of the records management plan and initiate migration of UNA filing system to the cloud.</li> <li>Identify and evaluate options for cloud-based accounting solutions.</li> </ul> <p><b>Align operations and allocation of resources with strategic priorities</b></p>	<p><b>Progress:</b></p> <p><b>Develop a professional development and compensation policy</b></p> <ul style="list-style-type: none"> <li>Completed</li> </ul> <p><b>Create and implement metrics to measure service delivery</b></p> <ul style="list-style-type: none"> <li>Potential metrics for the Recreation Department and Communications Department are being investigated.</li> </ul> <p><b>Develop a robust IT platform that supports internal and external information exchange</b></p> <ul style="list-style-type: none"> <li>Implementation of the Records Management Plan ongoing. All files have been migrated to the new network drive and the move to the cloud will take place once the new IT Specialist is on board.</li> <li>Awaiting hiring of new IT Specialist prior to evaluating cloud-based accounting solutions.</li> </ul> <p><b>Align operations and allocation of resources with strategic priorities</b></p>

	<ul style="list-style-type: none"> <li>• Prepare for change in administrative responsibilities for UNA neighbourhoods landscaping and operations.</li> <li>• Create a Landscape Management Plan.</li> <li>• Investigate increased regulatory rules implementation (i.e. Dog Control Rules).</li> <li>• Implement recommendations from the Office Space Needs Assessment.</li> <li>• Undertake a Recreation Programming Review.</li> <li>• Continue to develop a business case scenario for the effective delivery of virtual programming.</li> <li>• Implement approved Community Works Funds projects.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing work to prepare for assuming administrative responsibilities for municipal services operations in UNA neighbourhoods. Contractor template agreements have been created. Work continues on assessing workload impact and preparing for NA2020 modifications.</li> <li>• Landscape Management Plan work continues, including meetings with UBC staff, existing contractors.</li> <li>• No current work on increased regulatory rules implementation – awaiting Board direction.</li> <li>• Office Space Needs Assessment implementation ongoing. Communications Department moved to Wesbrook Community Centre. Plans for Administrative Office and Old Barn Community Centre Office improvements underway.</li> <li>• Request for Proposals (RFP) for Recreation Programming Review issued, with limited interest from consultants to date. RFP was re-issued.</li> <li>• No current work on business case scenario for virtual programming.</li> <li>• Community Works Projects agreements between UBC and Metro Vancouver finalized. Project implementation underway.</li> <li>• Policy review underway. List of out-of-date policies provided to GHR Committee.</li> </ul>
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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.
- Streaming of Board meetings taking place through Teams while permanent solution 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:** September 29, 2022  
**Meeting Date:** October 6, 2022  
**From:** Athena Koon, Finance Manager  
**Subject:** 2023-24 Budget Timeline

---

## Background

One of the functions of the Finance and Audit Committee is to work with staff to develop the annual budget for submission to the Board for approval. This report summarizes the timeline for the creation of the 2023-24 budget.

## Decision Requested

For Information

## Discussion

### Budgeting Process:

The budgeting process in the UNA contains the following steps:



After a review of public feedback and Board approval, the final budget will be submitted to UBC for approval. Please note UBC's approval is limited to confirming that the budgeted expenditures from the Neighbours Fund money do not contravene the purposes for which UBC has received the money.

As per Neighbours Agreement 2020 (NA2020) the UNA budget needs to be submitted to UBC a minimum of 45 days before the end of the fiscal year (February 15), but this deadline has typically been extended through until the end of March. The UNA has already communicated with UBC regarding the potential extension of the submission timeline for fiscal 2023/24 budget.

The extended deadline is more reasonable for the UNA, as it provides time for adequate public consultation and allows more time to potentially resolve outstanding issues that

could have major impact to our budget such as the Athletic Access Fee and the Reserves Policies.

**Budgeting Timeline:**

The following table outlines the proposed timeline for our 2023/24 budgeting process:

<b>Date</b>	<b>Assigned To</b>	<b>Task</b>
September	Staff	Start departmental budget drafts
October	Staff	Compile organizational budget
October	Finance Committee	Review budget schedule
October	Board	Budget schedule to Board for information
October	Staff	Reach out to UBC regarding next year levies estimate and funding needs
November	Finance Committee	First review of draft budget
November	Board	Board first review of draft budget
November & December	Staff	Refinement of draft budget
December	Finance Committee	Second review of draft budget and recommend budget to the Board
January	Board	Recommend budget release for public consultation
January/February	Staff	Post draft budget and narrative information on the UNA website for a minimum two-week period, collating all comments received
March	Finance Committee	Review public feedback, recommend budget to the Board for approval
March	Board	Approve draft budget
March	Staff	Submit budget to UBC for approval

Ideally, if a Board member has specific preferences and recommendations for the

2023/24 budget, they should be addressed ahead of time to the Finance and Audit Committee first (before November 3<sup>rd</sup>, if not before December 8<sup>th</sup>). Staff can then incorporate the requests and recommendations into the draft, and to make the budget review and approval process more efficient at the Board meeting level.

**Financial Implications**

None

**Operational Implications**

None

**Strategic Objective**

None

**Attachments**

None

**Concurrence**

None

Respectfully submitted,



Athena Koon  
Finance Manager



Sundance Topham  
Chief Administrative Officer





**Report Date:** September 29, 2022  
**Meeting Date:** October 6, 2022  
**From:** Athena Koon, Finance Manager  
**Subject:** 2021-22 Neighbours' Fund Financial Statements

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### Background

Neighbours' Agreement 2020 (NA2020) stipulates that UBC is required to provide the UNA with audited statements relating to the Neighbours' Fund prepared by auditors independent of UBC on an annual basis.

UBC provided the audited Neighbours' Fund Financial Report for fiscal 2021/22 to the UNA on September 28, 2022.

### Decision Requested

For information

### Discussion

The Neighbours' Fund Reserve Balances per 2021/22 Audited Financial Statements are as follows, and the information was presented at our 2022 AGM on September 28 by the Portfolio Finance Manager of UBC. The 2021-22 Neighbours Fund Financial Statements have also been posted on the UNA website.

Reserve Type	Annual Contribution	Max \$	Min \$	Balance as at March 2021
Infrastructure Replacement	2.4%	10M	0.5M	\$5,440,379
Capital Replacement	1.2%	5M	0.25M	\$2,204,711
Contingency	1.0%	1M	n/a	\$1,092,702
Rate Stabilization	1.0%	2M	n/a	\$253,683
Community Field Replacement	0.06M	0.6M	n/a	\$518,009
Unappropriated Reserve	n/a	n/a	n/a	\$703,133

### Financial Implications

None

**Operational Implications**

None

**Strategic Objective**

None

**Attachments**

1. 2021/22 Neighbours' Fund Financial Statements

**Concurrence**

None

Respectfully submitted,



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Athena Koon  
Finance Manager



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Sundance Topham  
Chief Administrative Officer

**THE UNIVERSITY OF BRITISH COLUMBIA**

**THE NEIGHBOURS' FUND**

**FINANCIAL STATEMENTS**

**March 31, 2022**

	<u>Page</u>
Independent Auditors' Report	1-2
Statement of Financial Position	3
Statement of Operations	4
Statement of Changes in Net Assets	5
Statement of Cash Flows	6
Notes to Financial Statements	7-12

To the Board of Governors of The University of British Columbia the Neighbours' Fund:

### Opinion

We have audited the financial statements of The University of British Columbia the Neighbours' Fund (the "Fund"), which comprise the statement of financial position as at March 31, 2022, and the statements of operations, 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 Fund as at March 31, 2022, and the results of its operations, its remeasurement gains and losses and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### 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 Fund 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 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 public sector accounting standards, 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 Fund'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 management either intends to liquidate the Fund or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Fund'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 Fund'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 Fund'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 Fund 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.

Vancouver, British Columbia

September 21, 2022

*MNP LLP*

Chartered Professional Accountants

**THE UNIVERSITY OF BRITISH COLUMBIA**  
**THE NEIGHBOURS' FUND**  
**Statement of Financial Position**  
**As at March 31**

<b>ASSETS</b>	<b>Note</b>	<b>2022</b>	<b>2021</b>
Current assets			
Due from the University of British Columbia	3	\$ 8,234,143	\$ 7,631,768
Accounts receivable		131,599	200,468
Services levies receivable		1,851,690	1,600,961
<b>Total assets</b>		<b>\$ 10,217,432</b>	<b>\$ 9,433,197</b>
 <b>LIABILITIES AND NET ASSETS</b>			
Current liabilities			
Accounts payable and accrued liabilities		\$ 4,815	\$ 14,815
<b>Net assets:</b>			
Appropriated Reserves			
Infrastructure Replacement Reserve	5	5,440,379	5,209,953
Capital Reserve	6	2,204,711	2,095,581
Contingency Reserve	7	1,092,702	1,077,288
Rate Stabilization Reserve	8	253,683	185,231
Community Field Replacement Reserve	9	518,009	322,335
		9,509,484	8,900,388
Unappropriated Reserve	10	703,133	517,994
		10,212,617	9,418,382
<b>Total liabilities and net assets</b>		<b>\$ 10,217,432</b>	<b>\$ 9,433,197</b>

Impact of COVID-19 (Note 14)

(See accompanying notes to the financial statements)

**Approved:**



**Director**



**Director**

**THE UNIVERSITY OF BRITISH COLUMBIA**  
**THE NEIGHBOURS' FUND**  
**Statement of Operations**  
**As at March 31**

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	<u>Note</u>	<u>2022</u>	<u>2021</u>
<b>Revenue</b>			
Residential services levy		\$ 5,405,660	\$ 4,881,320
General municipal services levy		1,241,740	1,020,233
Interest income	3	118,135	130,134
University's contribution	11	81,995	480,027
		<u>6,847,530</u>	<u>6,511,714</u>
<b>Expenses</b>			
University Neighbourhoods Association	11	3,617,045	3,667,288
Non-recoverable portion of GST/HST on transfers to UNA		63,255	60,345
Fire protection costs	12	1,313,553	1,215,206
Athletics fees	11	480,288	426,679
Utilities	11	497,159	444,679
Administration	11	57,000	57,000
Professional fees	11	11,500	10,000
Communications	11	13,495	13,027
		<u>6,053,295</u>	<u>5,894,224</u>
<b>Surplus of revenue over expenses</b>		<u>\$ 794,235</u>	<u>\$ 617,490</u>

(See accompanying notes to the financial statements)



**THE UNIVERSITY OF BRITISH COLUMBIA**  
**THE NEIGHBOURS' FUND**  
**Statement of Changes in Net Assets**  
**Year ended March 31**

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	<u>Note</u>	<u>Appropriated Reserves</u>	<u>Unappropriated Reserves</u>	<u>2022 Total</u>	<u>2021 Total</u>
<b>Net assets, beginning of year</b>		\$ 8,900,388	\$ 517,994	\$ 9,418,382	\$ 8,800,892
Excess of revenue over expenses		123,315	670,920	794,235	617,490
Transfers	10	<u>485,781</u>	<u>(485,781)</u>	<u>-</u>	<u>-</u>
<b>Net assets, end of year</b>		\$ <u>9,509,484</u>	<u>703,133</u>	<u>10,212,617</u>	\$ <u>9,418,382</u>

(See accompanying notes to the financial statements)

**THE UNIVERSITY OF BRITISH COLUMBIA  
THE NEIGHBOURS' FUND  
Statement of Cash Flows  
Year ended March 31**

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	<u>2022</u>	<u>2021</u>
<b>Cash provided from:</b>		
<b>Operating activities</b>		
Excess of revenue over expenses	\$ 794,235	\$ 617,490
Change in:		
Due from the University of British Columbia	(602,375)	(145,297)
Accounts receivable	68,869	(89,557)
Services levies receivable	(250,729)	(178,697)
Accounts payable and accrued liabilities	<u>(10,000)</u>	<u>(203,939)</u>
	<u>(794,235)</u>	<u>(617,490)</u>
Change in cash	-	-
<b>Cash, beginning of year</b>	<u>-</u>	<u>-</u>
<b>Cash, end of year</b>	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>

(See accompanying notes to the financial statements)

**THE UNIVERSITY OF BRITISH COLUMBIA**  
**THE NEIGHBOURS' FUND**  
**Notes to Financial Statements**  
**Year ended March 31, 2022**

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**1. Nature of Fund**

The Neighbours' Fund (the "Fund") is an unincorporated entity within the University of British Columbia ("UBC" or the "University") that collects a Services Levy from leaseholders, together with a portion of a General Municipal Services Levy for rental housing and commercial space, all located at the University within the Neighbourhood Housing Areas. For fiscal year 2022, the Neighbourhood Housing Areas include Acadia East, Chancellor Place, East Campus, Hampton Place, Hawthorn Place, Stadium Road and Wesbrook Place.

Funding for the annual operations of the University Neighbourhoods Association (UNA) is transferred to the UNA from the Fund and managed directly by the UNA (Notes 4 and 10).

**2. Significant Accounting Policies**

These financial statements have been prepared by management in accordance with Canadian Public Sector Accounting Standards including the 4200 standards for government not-for-profit organizations.

**a) Revenue Recognition**

Residential service levies, general municipal service levies and funding from the University are recognized as revenue in the year received or receivable if the amount to be received can be reasonably established and collection is reasonably assured.

The Fund follows the deferral method of accounting. Amounts received in the current year that relate to future years are deferred and will be recognized in the year the services are provided.

Residential service levies and general municipal service levies are charged to tenants on a calendar year basis and reported in the financial statements on an accrual basis.

Contributions of services that are used in the operations of the Fund and would have otherwise been purchased are recognized as revenue when the fair value of the services can be reasonably estimated.

The Fund also receives investment interest income which is recorded on an accrual basis.

**b) Financial Instruments**

Financial instruments are classified into two categories: fair value or amortized cost.

The carrying amount of financial instruments such as accounts receivables and services levies receivables approximate fair value due to their short-term maturities.

The Fund does not have any financial instruments required or elected to be subsequently recorded at fair value, as a result the Statement of Remeasurement Gains and Losses has not been prepared.

**THE UNIVERSITY OF BRITISH COLUMBIA**  
**THE NEIGHBOURS' FUND**  
**Notes to Financial Statements**  
**Year ended March 31, 2022**

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**c) Use of Estimates**

The preparation of financial statements requires management to make estimates and assumptions that affect reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant areas requiring the use of management estimates relate to valuation of accounts receivable, services levies receivable, provisions for accrued liabilities and contingencies. Actual results could differ from those estimates, as additional information becomes available in the future.

**3. Due from the University of British Columbia**

The University collects and deposits service levies in the University's bank account on behalf of the Fund, and distributes annual operational funding. During the year, interest income of \$118,135 (2021 - \$130,134) was earned on the amounts held in the University's bank account at an average annual rate of 1.43% (2021 – 1.71%).

**4. University Neighbourhoods Association (UNA)**

The UNA was formed under the Society Act (now BC Societies Act) in May 29, 2002 to promote the development of good neighbourhoods, and to provide, operate and maintain services and facilities on behalf of such residents. The UNA is responsible for providing municipal-like services, such as landscaping and street and road maintenance to the residents. The Fund pays a portion of the services levy collected by the University to the UNA as funding for the UNA's operations. The amount recognized as expenses in the year is the net amount paid to the UNA. The amount paid to the UNA in a year is established based on the UNA budget, which represents the estimated expense for the year.

**5. Infrastructure Replacement Reserve**

2.4% (2021 - 2.4%) of the services levy is set aside to pay for the cost of repairing or replacing the municipal-like infrastructure required to service the neighbourhoods. This may include the replacement of infrastructure works, such as sidewalks, roads, water lines, storm and sanitary sewers in future years. Once the reserve reaches \$10 million, the Board of Directors of UNA and Board of Governors of UBC will review future funding levels. Interest is calculated monthly using a rate determined by the University (Note 3) based on the reserve balance in the account.

	<u><b>2022</b></u>	<u><b>2021</b></u>
Balance, beginning of year	\$ 5,209,953	\$ 4,993,749
Transfer from service levy revenue		
through transfer from unappropriated reserves	159,538	141,637
Interest earned during the year	70,888	74,567
	<u>230,426</u>	<u>216,204</u>
Balance, end of year	\$ <u>5,440,379</u>	\$ <u>5,209,953</u>

**THE UNIVERSITY OF BRITISH COLUMBIA**  
**THE NEIGHBOURS' FUND**  
**Notes to Financial Statements**  
**Year ended March 31, 2022**

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**6. Capital Reserve**

1.2% (2021 - 1.2%) of the services levy is set aside to pay for the cost of repairing and replacing facilities and amenities in the neighbourhoods. Once the reserve reaches \$5 million, the Board of Directors of UNA and Board of Governors of UBC will review future funding levels. Interest is calculated monthly using a rate determined by the University (Note 3) based on the reserve balance in the account.

	<u><b>2022</b></u>	<u><b>2021</b></u>
Balance, beginning of year	\$ 2,095,581	\$ 1,991,294
Transfer from service levy revenue through transfer from unappropriated reserves	79,769	70,819
Interest earned during the year	<u>29,361</u>	<u>33,468</u>
	<u>109,130</u>	<u>104,827</u>
Balance, end of year	\$ <u>2,204,711</u>	\$ <u>2,095,581</u>

**7. Contingency Reserve**

1.0% (2021 - 1.0%) of the services levy is set aside to pay for unexpected or unbudgeted repairs and expenses which require immediate action. Interest is calculated monthly using a rate determined by the University (Note 3) based on the reserve balance in the account. The maximum amount of the reserve is \$1 million. Once the maximum is reached, annual contributions are to cease. There were no contributions to the reserve during the years ended March 31, 2022 and March 31, 2021 as the maximum amount was reached.

	<u><b>2022</b></u>	<u><b>2021</b></u>
Balance, beginning of year	\$ 1,077,288	\$ 1,059,180
Interest earned during the year	<u>15,414</u>	<u>18,108</u>
Balance, end of year	\$ <u>1,092,702</u>	\$ <u>1,077,288</u>

**THE UNIVERSITY OF BRITISH COLUMBIA**  
**THE NEIGHBOURS' FUND**  
**Notes to Financial Statements**  
**Year ended March 31, 2022**

**8. Rate Stabilization Reserve**

1.0% (2021 - 1.0%) of the services levy is normally set aside to be used in the event the amount of Services Levy collected by UBC is decreased due to a change in relative ratios between the municipal tax rate of the City of Vancouver levied on residential property as opposed to the provincial/rural service tax levied on residential property. The maximum amount of the reserve is \$2 million. Once the maximum is reached, annual contributions are to cease. Any surpluses from the UNA's annual budget are deposited to this reserve and deficits in unappropriated reserves are funded from this reserve. Interest is calculated monthly using a rate determined by the University (Note 3) based on the reserve balance in the account.

	<u><b>2022</b></u>	<u><b>2021</b></u>
Balance, beginning of year	\$ 185,231	\$ 122,203
Interest earned during the year	1,978	4,012
Transfer from service levy revenue through transfer from unappropriated reserves	66,474	59,016
	<u>68,452</u>	<u>63,028</u>
Balance, end of year	\$ <u>253,683</u>	\$ <u>185,231</u>

**9. Community Field Replacement Reserve**

The Community Field Replacement Reserve was established to set aside funds for the replacement of the turf field. The maximum amount of the reserve to be allocated from unappropriated reserves is \$600,000. Interest is calculated monthly using a rate determined by the University (Note 3) based on the reserve balance in the account. During the year ended March 31, 2022, the UNA Finance Committee passed a motion to transfer \$180,000 (2021 - \$nil) to the Community Field Replacement Reserve from the Fund's unappropriated reserves.

	<u><b>2022</b></u>	<u><b>2021</b></u>
Balance, beginning of year	\$ 332,335	\$ 326,749
Interest earned during the year	5,674	5,586
Transfer from unappropriated reserves	180,000	-
	<u>185,674</u>	<u>5,586</u>
Balance, end of year	\$ <u>518,009</u>	\$ <u>332,335</u>

**THE UNIVERSITY OF BRITISH COLUMBIA**  
**THE NEIGHBOURS' FUND**  
**Notes to Financial Statements**  
**Year ended March 31, 2022**

**10. Unappropriated Reserves**

The unappropriated reserves are the accumulated excess of revenues over expenses, if any, net of amounts transferred to (from) the Infrastructure Replacement, Capital, Community Access, Contingency, Rate Stabilization and Community Field Replacement Reserves.

	<u><b>2022</b></u>	<u><b>2021</b></u>
Balance, beginning of year	\$ 517,994	\$ 307,717
Excess of revenue over expenses	670,920	481,749
Less transfers to (payments from):		
Infrastructure Replacement Reserve	159,538	141,637
Capital Reserve	79,769	70,819
Rate Stabilization Reserve	66,474	59,016
Community Field Replacement Reserve	180,000	-
	<u>485,781</u>	<u>271,472</u>
Balance, end of year	\$ <u>703,133</u>	\$ <u>517,994</u>

**11. Related Party**

Related party transactions include operational funding provided to the UNA of \$3,617,045 (2021 - \$3,667,288).

Related party transactions also include the following payments made to UBC:

	<u><b>2022</b></u>	<u><b>2021</b></u>
UBC Athletics - use of athletic facilities	\$ 480,288	\$ 426,679
UBC Building Operations - utilities	497,159	444,679
	<u>\$ 977,447</u>	<u>\$ 871,358</u>

The University contributed \$81,995 (2021 - \$480,027) to the Fund. This contribution is used to cover administrative costs and other expenses.

**12. Fire protection costs**

Fire protection costs relate to amounts paid to the Province for annual fire protection services for the university community.

During the fiscal year, the entire cost of \$1,313,553 (2021 - \$1,215,206) was paid from the unappropriated reserves.

**THE UNIVERSITY OF BRITISH COLUMBIA**  
**THE NEIGHBOURS' FUND**  
**Notes to Financial Statements**  
**Year ended March 31, 2022**

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**13. Financial Risks and Concentration of Credit Risk**

**a) Credit risk:**

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Fund is exposed to credit risk with respect to accounts receivable.

The carrying value of amounts receivable is valued with consideration for an allowance for doubtful accounts. The amount of any related impairment loss is recognized in Statement of Operations and is set up based on the Fund's historical experience regarding collections. Subsequent recoveries of impairment losses related to accounts receivable are credited to the Statement of Operations.

The Fund assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts. The maximum exposure to credit risk of the Fund at March 31, 2022 is the carrying value of these accounts receivables.

As at March 31, 2022 \$ 131,599 (2021 - \$200,468) accounts receivable were past due, but not impaired.

There have been no significant changes to the credit risk exposure from 2021.

**b) Liquidity risk:**

Liquidity risk is the risk that the Fund will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Fund manages its liquidity risk by monitoring its operating requirements.

Accounts payable and accrued liabilities are generally due 60 days of receipt of an invoice.

There have been no significant changes to the liquidity risk exposure from 2021.

**14. Impact of COVID-19**

In December 2019, a novel strain of the coronavirus (now commonly known as COVID-19) was reported, and has since spread rapidly throughout many countries, and on March 11, 2020, the World Health Organization declared COVID-19 to be a pandemic. In an effort to contain and mitigate the spread of COVID-19, many countries, including the United States, Canada, and China, imposed unprecedented restrictions on travel, and there have been business closures and a substantive reduction in economic activity in countries that have had significant outbreaks of COVID-19.

For the year ended March 31, 2022, the financial impact of COVID-19 on the Fund was not significant. The Fund does not expect COVID-19 to have an impact on future operations, however, management will continue to monitor the impact closely.





**Report Date:** October 10, 2022  
**Meeting Date:** October 18, 2022  
**From:** Athena Koon, Finance Manager  
**Subject:** Establishment of UNA Capital Reserve

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## **Background**

While funds for the replacement of UBC owned assets maintained or overseen by the UNA are contained within the Capital Reserve and Infrastructure Reserve as identified in Neighbours Agreement 2020 (NA2020), the UNA does not currently have a capital reserve policy or reserves set aside to fulfill any internal capital replacement requirements.

Our current process for replacing these internal capital assets is to review our capital needs on a year-to-year basis during budgeting and to try to meet what is required. Because our facilities and equipment are still relatively new, this process has worked, as the amount required to replace the capital items is not significant, and we are still mainly in a maintenance mode. However, for longer-term planning, having a more proactive approach is preferred.

Staff prepared a high-level summary of our current internal capital asset replacement requirements for the Finance and Audit Committee, and based on our current financial position, and the requirement to replace these assets, the Finance and Audit Committee is recommending the establishment of a Capital Reserve within this fiscal year.

## **Decision Requested**

THAT the Board

- (a) establish a capital reserve in the UNA's financial statements;
- (b) approve the transfer of \$700,000 from unrestricted net assets to the capital reserve;
- (c) require that Board approval be obtained for transfers from the capital reserve; and,
- (d) direct staff to develop a policy for transfers to and from the capital reserve, for Board approval on the recommendation of the Finance and Audit Committee.

## Discussion

### Scope of Capital Assets:

The capital assets included in this review do not include items covered in the UBC Capital and Infrastructure Reserves (including major building components & equipment, which are included in the UBC Capital Reserve). UBC and the UNA are currently conducting a joint review of these existing reserves.

Internal Capital Assets included in this review are as follows:

- IT Equipment
- Equipment and Fixtures
- Leasehold Improvements
- Website

### UNA Capital Assets Summary:

Capital Type	Funded By	Cost	Accumulated Amortization	Useful Year	Net Value at 2022
<b>IT Equipment</b>					
Computer Hardware & Software	UNA	\$ 75,735	\$ 61,453	3	\$ 14,282
Old Barn	UNA	\$ 5,738	\$ 3,953	3	\$ 1,785
Wesbrook	UNA	\$ 33,813	\$ 20,177	3	\$ 13,636
Total IT Equipment		<b>\$ 115,287</b>	<b>\$ 85,583</b>		<b>\$ 29,703</b>
<b>Operational Equipment and Fixture</b>				10	
Office Furniture & Equipment	UNA	\$ 107,409	\$ 97,268	10	\$ 10,141
Barn - Furniture, Fixture, equip	UNA	\$ 279,039	\$ 264,580	10	\$ 14,459
Wesbrook - Furniture, Fixture, Equip	UNA	\$ 805,508	\$ 470,099	10	\$ 335,409
Total Operational Equipment & Fixture		<b>\$ 1,191,957</b>	<b>\$ 831,947</b>		<b>\$360,009</b>
<b>Leasehold Improvement</b>				15	
Vista Point	UNA	\$ 364,968	\$ 133,822	15	\$ 231,146
Office	UNA	\$ 247,263	\$ 188,191	15	\$ 59,072
Old Barn	UNA	\$ 270,421	\$ 253,696	15	\$ 16,726
Wesbrook	UNA	\$ 17,887	\$ 596	15	\$ 17,290
Total Leasehold Improvement		<b>\$ 900,539</b>	<b>\$ 576,305</b>		<b>\$ 324,234</b>
<b>Website</b>	UNA	<b>\$ 132,500</b>	<b>\$ 55,406</b>	5	<b>\$ 77,094</b>
<b>Total Capital Assets</b>		<b>\$ 2,340,282</b>	<b>\$ 1,549,241</b>		<b>\$ 791,041</b>

We currently have \$2.3M in costs on our book for capital assets. As of the end of March 2022, total accumulated amortization was at \$1.5M, as approximately 66% of the value of our capital assets has already been amortized.

I have done further analysis of our capital assets based on the year of the assets' acquisition and by using the estimated useful life per our accounting requirements as a benchmark.

The following chart summarizes the estimated replacement costs and the approximate year of when the existing assets should be replaced.

Category	Before 2021	2022	2023	2024	2025	2026	2027	After 2028*	Total
IT Equipment	55,844	24,372	10,751	24,318	-	-	-	-	115,286
Equipment & Fixture	331,590	14,269	4,996	1,065	573,752	135,053	58,205	73,027	1,191,957
Leasehold Improvements	-	251,146	-	-	243,238	-	-	406,154	900,539
Website	-	-	-	69,500	48,750	14,250	-	-	132,500
<b>Total</b>	<b>387,434</b>	<b>289,787</b>	<b>15,747</b>	<b>94,883</b>	<b>865,741</b>	<b>149,303</b>	<b>58,205</b>	<b>479,181</b>	<b>2,340,281</b>

*\*Total of \$364K for Vista Point Assets included in the Leasehold Improvements here will be funded by UBC.*

To come up with the summary as noted above, the following assumptions have been used:

- Assume using the existing cost as the benchmark and any new assets being bought for use other than serving the current scope will need to be extra and added to the number calculated.
- Assume acquisition date of the original assets being bought at anytime during the year will have to be considered as the whole year.
- Assume no inflation rate.
- Assume all the assets in use will be replaced after their useful life.

Based on the above calculations, in theory, there is approximately \$387K in internal capital assets that should have already been replaced in prior years but have not. There are also \$289K in assets coming up for replacement this year, and it is anticipated that we would need to spend close to \$1.2M over the next five years to replace our existing internal capital assets to sustain our current capital capacity.

Please note that the number of years to amortize our assets (and the accompanying assumptions regarding to their useful lives) are set by the government, and our financial records will have to comply with the set useful year of the applicable category for amortization calculations. However, in reality, assets often have a longer useful life, and it is unlikely that the UNA would need the whole amount to replace all the assets within the set timeframe given to us.

### *Establishing the Fund*

We currently have \$700K excess cash available (currently invested in a one-year GIC that matures September 2023). We could set aside this whole amount (or a portion thereof) as the initial capital reserve and start building on it from this point forward.

A few things to keep in mind when we look at the utilization of these funds. Currently, we are in negotiations with UBC to determine a new model for the Athletic Access Fees. Depending on the outcome, under the Financial Support Letter from UBC dated July 19, 2021 (attached as Schedule A), the UNA is required to pay the specified amount when the surplus condition is met. The maximum amount payable is estimated to be close to \$150K (based on 5-year average per-capita formula with no reduction factor). This fee is not yet finalized but it may affect the balance of our excess cash in a few years time when the surplus condition is met.

### *Future Years*

If the Board decides to move forward with the establishment of an Internal Capital Reserve, including restricting an amount of current excess cash for use in the reserve, some thought will need to take place regarding future contributions.

More detailed analysis will need to take place, and an accompanying reserve policy will need to be developed for Board approval, upon recommendation of the Finance and Audit Committee.

### *Priority*

Please note most of the capital replacements “past due” are for the Old Barn Community Centre (OBCC). At the recent Annual General Meeting, we heard from residents that it is time for some improvement and upgrades at this facility.

If the Board decide to move forward with the establishment of a Capital Reserve, improvements at the OBCC will be the initial focus for the capital replacements.

### **Financial Implications**

None

### **Operational Implications**

None

### **Strategic Objective**

None



**Attachments**

1. 2021.05.05 UBC Financial Support Letter

**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



July 19, 2021

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

Sent via email: richard.watson@myuna.ca  
CC: Sundance.topham@myuna.ca  
Michael.white@ubc.ca

Subject: UBC Financial Support for the UNA's 2021-2022 Budget

Dear Mr. Watson,

UBC and the UNA share a commitment to the long-term success of UBC's campus residential neighbourhoods, including the cost-efficient delivery of municipal-like services. As part of this commitment, UBC and the UNA are working collaboratively to ensure the financial health of the UNA in relation to external financial pressures and the impacts of COVID-19.

In response to these budgetary challenges, the UBC-UNA Joint Financial Task Force (JFTF) was reconvened in September 2020 to discuss and make recommendations in regard to the long-term financial health of the UNA. The JFTF's work included an update to the UNA 5-year Financial Model to allow for updated assumptions and to improve accuracy in budget forecasting. This model update informed the JFTF's discussions and recommendations in consideration of the expiration of the Community Services Grant, the Fire Protection Offset, and other UBC funding arrangements as well as the impacts of COVID-19 on the 2021-2022 UNA budget.

We appreciate the UNA's ongoing effort in working with the other JFTF members to ensure long-term financial stability of the UNA and neighbourhood service delivery. I also want to acknowledge the UNA's immediate actions taken to reduce expenses and enhance operational efficiencies in response to the budget deficit that is forecasted for 2021-2022.

As you are aware, at the December 16, 2020 meeting, the JFTF recommended that UBC and UBCPT continue financial support for the UNA in 2021-2022. Specifically, UBC and UBCPT have been asked to provide financial support in the form of:

1. A reduction in the UBC Athletics Access Fee from 15% to 7.5% of the Neighbours' Levy;
2. UBCPT Fire Service Landscaping Credits amounting to \$330,000; and
3. The elimination of fees for residents of the UBC neighbourhoods who have a UNA card to enter the Museum of Anthropology and the Botanical Gardens and the elimination of a charge for UBC Library cards for qualifying residents, which support is assigned a value of \$30,000.

In addition to this support, UBC is being asked to allow the UNA to carry over the UNA's 2020-2021 surplus to partially fund the 2021-2022 anticipated deficit rather than transferring the surplus to a reserve account or paying the surplus to UBC.



UBC confirms that the UNA's 2020-2021 surplus may be retained by the UNA and that the financial support described in points 1 to 3 above will be provided. Furthermore, UBC will not reimburse itself from the Neighbours' Fund for administering the Services Levy and conducting an audit of the fund for its 2021-2022 fiscal year.

In return for this support, the UNA agrees to pay UBC the amount by which the UBC Athletics Access Fee is reduced, subject to the adjustment described below, plus \$3,286 (which equals the \$30,000 value assigned to the elimination of fees referred to in point 3 above minus the requested reimbursement referred to in the next paragraph) (the "Debt"). The Debt is due at the end of the UNA's earliest fiscal year for which it is reasonable to conclude that payment of the Debt in full would not result in the UNA incurring a deficit for the year or increase the amount of a deficit that would otherwise be incurred. In lieu of paying the Debt, the UNA may agree that UBC can withdraw the amount of the Debt from the Neighbours' Fund, in which case the Debt is extinguished. Simple interest will accrue on the Debt each fiscal year of the UNA, at the prime lending rate of UBC's principal bank determined at the end of the year. UBC will forgive (i) the interest for each fiscal year before the fiscal year in which the Debt becomes due, and (ii) if the Debt is paid or the UNA agrees to a withdrawal from the Neighbours' Fund no later than two months after the end of fiscal year in which the Debt becomes due, all outstanding accrued interest.

In its letter to UBC dated August 12, 2020, the UNA requested reimbursement for \$26,714 paid by the UNA to the Museum of Anthropology and the Botanical Gardens in respect of access fees for residents. This reimbursement is being provided by being subtracted above in determining the amount that the UNA is required to pay UBC. (The amount of \$30,462 stated in the letter is incorrect and has been adjusted to reflect a total of \$16,215 paid to the Museum of Anthropology and \$10,499 paid to the Botanical Gardens.)

With the acute financial pressures addressed, the JFTF will shift focus to the long-term financial health of the UNA, including the 5-year plan. In particular, the JFTF will discuss options to limit or decrease the significant expenses of the UNA to address the future deficits projected by the model. In addition, the JFTF will review the basis for determining the UBC Athletics Access Fee. If a new basis is recommended by the JFTF and accepted by UBC and the UNA, and the new basis would produce a UBC Athletics Access Fee for the UNA's 2021-2022 fiscal year that is less than 15% of the Neighbours' Levy, that lower fee will be used in determining the amount by which the UBC Athletics Access Fee for 2021-2022 has been reduced.

Once the JFTF recommendations have been implemented, we expect the UNA will be in a better financial position. These are all positive steps to securing the financial health of the UNA for the benefit of residents and other stakeholders.

Thank you for the UNA's commitment to continue this collaboration. To confirm the UNA's agreement with the foregoing, please sign below.

Yours truly,

A handwritten signature in black ink, appearing to read 'Peter Smailes'.

Peter Smailes  
Vice-President, Finance & Operations, The University of British Columbia



Acknowledged and agreed to on behalf of the University Neighbourhoods Association the 30 day of August, 2021 by:

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

Richard Watson, Chair University Neighbourhoods Association





**To:** Board of Directors  
**From:** Neighbours Agreement Committee  
**Date:** October 11, 2022  
**Re:** Committee Activities

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### Introduction

This is a report on the recent activities of the Neighbours Agreement Committee (the **Committee**), including activities that were reported on orally at the September Board meeting.

The members of the Committee are Mike Feeley, Bill Holmes (Chair), Murray McCutcheon, and Terry Mullen. Sundance Topham works with the Committee.

The Terms of Reference for the Committee provide that the Committee's purposes are

- to prepare amendments to Neighbours Agreement 2020 (**NA 2020**) for recommendation to the UNA Board; and
- to meet with UBC representatives to discuss amendments to NA 2020 proposed by the Committee or by UBC.

### Schedule F

To date, the Committee has focussed on developing a new Schedule F for the Neighbours Agreement. That schedule deals with the use of UBC recreation facilities by UBC neighbourhood residents, programming provided by UBC for the benefit of residents, and the amounts that UBC is entitled to withdraw from the Neighbours Fund as the contribution of residents towards the operating costs of the facilities.

The Committee brought a proposed Schedule F to the May Board meeting for approval. The Board approved the proposed schedule as a basis for negotiation with UBC, and it authorized the Committee to forward the proposed schedule to UBC and to negotiate the terms of the schedule, without authority to bind the UNA.

On May 19, the Committee forwarded proposed Schedule F to UBC, together with a covering memorandum commenting on various aspects of the schedule. UBC responded on August 18 with a memorandum containing its comments and positions regarding the proposed schedule. The Committee met on September 19 to discuss UBC's response, in preparation for a meeting with UBC.

On October 7, the Committee (and Sundance) met with UBC representatives. UBC attendees at the meeting were Michael White, Chris Fay, Scott Leitch, Kavie Toor (Managing Director of Athletics & Recreation), and Taira Jolie (Associate Director, Operations, Athletics & Recreation). The meeting was scheduled for an hour, which was insufficient time to discuss all the issues. While it appears that agreement can be reached on most aspects of the schedule, there remains an area of disagreement, namely the determination of the contribution of residents towards the operating costs of UBC's recreation facilities. UBC undertook to provide the Committee with evidence to support their position. They are also going to provide information regarding their scheduling process and information gathering capabilities, to assist in refining the provisions in proposed Schedule F that would give the UNA a role in

scheduling and would have UBC accountable to the UNA for departures from schedules and for usage of UBC facilities by residents.

UBC and the NA Committee agreed that we should meet again soon to complete our discussion of proposed Schedule F.

### **Other Schedules**

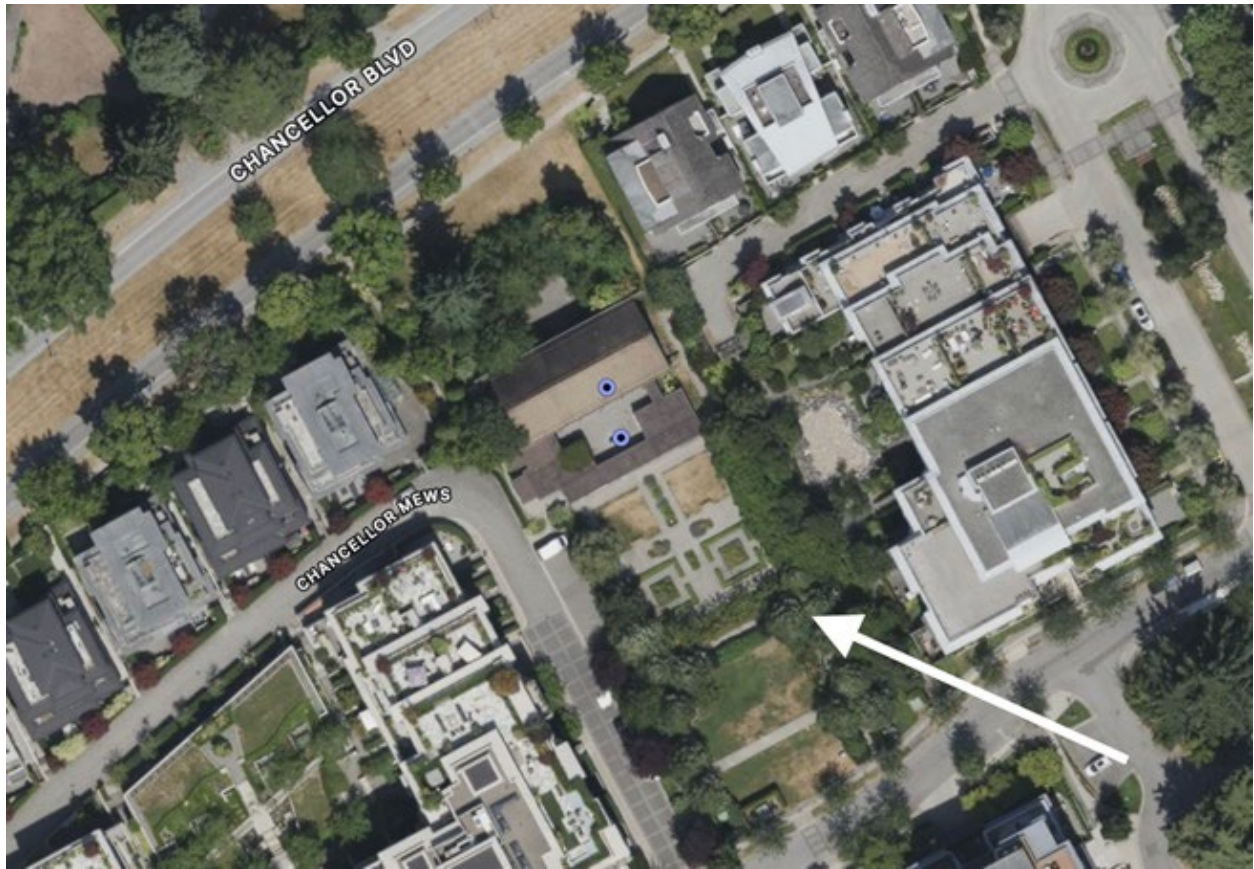
A draft of a new schedule regarding UBC cultural facilities has been prepared but not yet discussed by the Committee. It will be brought to the Board before being sent to UBC.

Work is proceeding on other schedules to NA 2020 but has not reached the stage where drafts can be provided to the Committee.

### **Process**

On October 6, Sundance received an email from Michael White proposing two things: a path to finalize the update of NA 2020 over the coming months; and a meeting of the Committee, Michael, the C&CP team, and Hubert Lai (University Counsel) to discuss process. A draft response has been prepared and should be sent in the next few days (i.e., before the Board meeting). The response will be circulated to Board members after it has been sent.

## Potential Community Garden Site



## For Consideration by the UNA Board

I am writing as the Director for the Initiative for Student Teaching and Research in Chinese Canadian Studies (INSTRCC) at UBC <<https://instrcc.ubc.ca/>>, which has been in existence since 2004. We engage UBC students with community partners to help build capacity and resources for the identification of community needs and the creation of strategies for meeting them.

### Background

Over the summer of 2022, one of our graduate students, Ms. Xin Wang, worked with a group of parents whom she met through the Wesbrook Community Centre, and through a series of engagements including discussions after a Chinese language tour of the "A Seat at the Table" exhibit at the Museum of Vancouver <<https://museumofvancouver.ca/a-seat-at-the-table-mov>>, a group of UNA residents who are active volunteers in helping organize a regular "newcomers" group that meets at the Wesbrook Community Centre worked with our team to identify some areas where UBC students might be able to help answer questions that arose about Chinese language speaking newcomer communities who live in Wesbrook. Although there is a widespread awareness that a significant proportion of residents of Wesbrook Village are recent migrants from China, very little information about these residents has been gathered and even among the residents there is a desire to learn more about how newcomer residents experience life in Wesbrook Village, and how they are using services provided at Wesbrook Community Centre as well as amenities available in Wesbrook Village as a whole.

### Proposal

In collaboration with the resident volunteers who have been running a newcomers program at Wesbrook Community Centre, we propose that UBC INSTRCC provide students under the supervision of our staff and faculty to work on a project that will design a methodology to answer the following areas of questions:

1. What are some of the basic demographics of newcomer residents within Wesbrook Village?
2. How many Chinese speaking residents and families use the services of Wesbrook Community Centre, and what kinds of services do they use?
3. Are there areas of knowledge and information to which newcomer residents would benefit from having better access?

To be clear, **the first stage of this project would not be to conduct a study**, but to work with the UNA resident volunteers and staff at Wesbrook Community Centre to 1) design a process by which these questions can be answered, 2) identify other questions that could or should also be considered, and 3) create an implementation plan for answering the questions.

We ask for the UNA Board's approval for permission to ask Wesbrook Community Centre staff for their help and cooperation in helping co-design a methodology for learning more about the answers to the three areas of questions, including providing their input into the questions themselves and possible approaches to finding answers.

### Timeline

With approval from UNA and the cooperation of Wesbrook Community Centre staff, we would begin discussions on scope and design in late October (roughly 45 - 60 mins of time with appropriate staff); create a proposed approach and solicit feedback (15-20 mins of time for feedback); solicit feedback on the final draft project design (10-15 mins of time for feedback).

We anticipate that by late November we will be able to update the UNA Board with a final project proposal.

### **Team Member (UBC INSTRCC)**

The work will be primarily conducted by a Masters student in the School of Community and Regional Planning (SCARP) at UBC, Rose Wu. Ms. Wu earned her Bachelor degree from UBC in the Faculty of Land and Food Systems and has conducted MITACS-funded research on cultural heritage in Vancouver Chinatown. She was a UBC INSTRCC team member for the "Chinatown Reimagined" forum and online exhibit in 2021 <[chinatownreimagined.ca](http://chinatownreimagined.ca)>, the National Forum on Anti-Asian Racism convened by UBC in 2021 <<https://events.ubc.ca/national-forum-on-anti-asian-racism/>>, and her community engaged work has been featured in the Burnaby Village Museum Neighbourhood Speakers Series <<https://www.facebook.com/BurnabyVillageMuseum/videos/1852368641568648/>>, and the British Columbia Museums Association <<https://museum.bc.ca/bcma-conference-2021/>>. Ms. Wu is a bilingual speaker of English and Mandarin and grew up on campus in the University Neighbourhood.

Ms. Wu's work will be supervised by Prof. Henry Yu, Director, UBC INSTRCC, and Associate Professor, History, UBC.

--

Prof. Henry Yu

余全毅

Associate Professor, Dept. of History, UBC

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UBC's International Graduate College

Read: [\*"The White Elephant in the Room: Anti-Asian Racism in Canada"\*](#)

**"Chinese Canadian Stories" and UBC INSTRCC**

[chinesecanadian.ubc.ca](http://chinesecanadian.ubc.ca)

[instrcc.ubc.ca/](http://instrcc.ubc.ca/)

**Co-Curator, A Seat At The Table: Chinese Immigration and BC**

一席之地卑詩省與華人的遷徙

一席之地卑詩省与华人的迁徙

[museumofvancouver.ca/a-seat-at-the-table](http://museumofvancouver.ca/a-seat-at-the-table)

## **Asian Canadian and Asian Migration Studies at UBC**

*Homepage:* [acam.arts.ubc.ca](http://acam.arts.ubc.ca)

*UBC Vancouver is located on the traditional unceded ancestral territory of the [xʷməθkʷəy̓əm](#) (Musqueam) people.*