



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**ANNUAL GENERAL MEETING  
SEPTEMBER 29, 2021  
MINUTES**

Minutes of the University Neighbourhoods Association (UNA) 2021 Annual General Meeting (AGM) held at 7:38 p.m. on Wednesday, September 29, 2021, via videoconference.

**PRESENT:**

Richard Watson – Chair  
James Heth – UBC Member  
Bill Holmes – Director  
Carole Jolly – UBC Member  
Jane Kang – Director  
Murray McCutcheon – Director

**REGRETS:**

Terry Mullen – Director  
Saad Shoaib – AMS Designated Student

**STAFF:**

Rocio Escalona, Internal Communications and Office Coordinator  
Dave Gillis, Recreation Manager  
Athena Koon, Finance Manager  
Glenda Ollero, Communications Manager  
Brandon Perrett, Communications Specialist  
Wegland Sit, Operations Manager  
Sundance Topham, Chief Administrative Officer  
Qiuning Wang, Assistant Recreation Manager

**ALSO PRESENT:**

Allan Cheng, Portfolio Finance Manager, University of British Columbia  
Rob Matty, Johnson Archer LLP

**CALL TO ORDER**

Richard Watson, UNA Board Chair, called the meeting to order at 7:38 p.m. and welcomed residents to the 2021 AGM. UNA Board of Directors and staff members present at the AGM were introduced and the Chair acknowledged that had the Annual General Meeting (AGM) been in-person, it would have regularly met on the unceded traditional territory of the Musqueam First Nation.

## **A. INTRODUCTION TO THE ANNUAL GENERAL MEETING**

### **1. Review of Meeting Procedure**

The Chair reviewed the meeting procedure, noting that per Bylaw 4.4, a quorum is 10 members, and with 22 members present, declared that a quorum was present.

Sundance Topham, Chief Administrative Officer, reviewed voting protocol, noting that proxy votes were required to be submitted by 4:30 p.m.

### **2. Motion to Adopt the Agenda**

#### **IT WAS MOVED and SECONDED**

THAT the UNA membership adopt the Annual General Meeting 2021 agenda as it appears in the Notice of AGM 2021.

**CARRIED**

## **B. REPORTS**

### **1. Chair's Report, Richard Watson**

The Chair expressed appreciation to the community for their role in helping to slow the spread of COVID-19 in the neighbourhood, and to the staff for providing safe ways to access services important to the community's wellbeing.

The Chief Administrative Officer, Sundance Topham, who was hired following the 2019 AGM, was introduced and thanked for his contributions to the UNA so far, particularly for his involvement in the evolution of the governance structure.

The Chair provided the following highlights of 2020-21 events as part of the UNA Strategic Plan 2018-2021:

- As part of the strategic priorities for governance:
  - The UNA Bylaws and Constitution were adopted at the Special General Meeting on September 30, 2020
  - Director Bill Holmes led the completion of the new Board Rules of Procedure
  - The Terms of Reference for the Finance and Audit and Governance and Human Resources committees were updated
  - A Neighbours' Agreement Committee was initiated
- As part of the strategic priorities for financial stability:
  - A Joint Financial Task Force was formed that will improve the accuracy of budget forecasting and update the UNA five-year financial model
  - An agreement was reached with UBC to retain the 2019-20 surplus
- As part of the strategic priorities for operational capacity:
  - The Compensation Policy was updated
  - A new Delegation of Authority Policy was implemented
  - A UNA Facility Users Code of Conduct was developed
  - The Staff Work Plan continues to be in alignment with the strategic priorities

- As part of the strategic priorities for community and stakeholder engagement, a new Community Engagement Advisory Committee was created.

The Chair advised that the terms of all current Board members would end in November 2021 at which time seven new directors would be elected, and expressed appreciation for current Directors' service.

During discussion, comments were offered on the positive changes in dynamics since the adoption of the new UNA Bylaws and Constitution, and regarding the importance of verifying University of British Columbia (UBC) Board of Governors guiding goals/objectives for the university neighbourhoods.

## **2. Finance and Audit Committee Report**

Director Bill Holmes, Chair of the Finance and Audit Committee, provided the Committee Report and highlighted:

- The Neighbours' Services Levy is paid to UBC and credited to the Neighbours Fund
- UBC Properties Trust pays a services levy to the Neighbours Fund for the buildings it owns and rents out
- UBC also makes contributions to the Fund
- Funds are divided into appropriated reserves; or allocated for payments to UBC for the Athletics Access Fee, utilities, Fire Protection, administration; or to the UNA
- Funds that come to the UNA through the Neighbours Fund are subject to GST
- UNA financial position for 2020-2021:
  - \$4.8 million in revenue:
  - \$3.8 million in expenses:
  - Excess revenue of \$995,585 is a combination of increased revenue and reduced expenses
  - Assets and liabilities as of March 31, 2021:
    - Total assets of \$3 million
    - Liabilities of \$1.1 million
    - Net assets of \$1.8 million.

## **3. Presentation of UNA Financial Statements for the Fiscal Year Ending March 31, 2021**

Rob Matty, Johnson Archer LLP, reviewed the audited financial statements for the fiscal year ended March 31, 2021, and highlighted the purpose of audit engagement and significant risks such as the going concern concept, self-review threat, and overstatement of expenses, all of which were found to be low risk for the UNA.

The Auditor noted that the presentation provided similar highlights to the Finance and Audit Committee Report.

During discussion, comments were offered regarding:

- How the current surplus in the budget would be allocated
- Accountability of the UNA to the current taxpayers
- The Canada Emergency Wage Subsidy as it relates to UNA staff.

## **IT WAS MOVED and SECONDED**

That the UNA membership appoint Johnsen Archer LLP as auditor until the next Annual General Meeting.

**CARRIED**

### **4. University of British Columbia Presentation on Neighbours' Fund**

Allen Cheng, Portfolio Finance Manager, UBC gave a presentation on the Neighbours' Fund Audited Financial Statements 2019-2020, and provided the following highlights:

- The audited financial statements for the 2020-2021 Neighbours' Fund are still in progress
- The Neighbours' Levy allocation for 2019-2020 was \$5.08 million and comprises the largest amount allocated to the UNA Operating Budget
- The Neighbours' Fund holds reserves of \$8.80 million, which includes:
  - \$4.99 million in the Infrastructure Replacement Reserve
  - \$1.9 million in the Capital Reserve
  - \$1.06 million in the Contingency Reserve
  - \$122,000 in the Rate Stabilization Reserve
  - \$326,000 in the Community Field Replacement Reserve
  - After funds are appropriated based on the Reserve Policy, additional funds are added to the Unappropriated Reserves.

### **5. Chief Administrative Officer's Report, Sundance Topham**

Sundance Topham, Chief Administrative Officer, provided the following highlights related to the UNA Strategic Plan 2018-2021:

- The UNA Staff Work Plan was updated to align with the four strategic priorities: governance, financial sustainability, operational capacity, and community and stakeholder engagement
- Because the UNA does not control its key annual revenue source, staff had to pivot during the pandemic to find external funding sources and work with internal and external partners to create cost saving strategies, which ultimately led to an unexpected surplus in the budget
- Staff worked to update the UNA Compensation Policy, create a Delegation of Authority Policy, update all internal job descriptions, finalize compensation bands, update recreation hiring procedures and criminal record check procedures
- Key operational processes moved online for parking, membership, and service-related procedures
- Staff are currently investigating virtual recreation programming and networking with other similar organizations to foster ongoing learning and peer-to-peer mentorship opportunities
- online services and support functions were increased, including website improvements (e.g., loading times, online support tools, etc.).

During discussion, comments were offered regarding:

- Consideration of taxpayers in financial sustainability discussions
- Sensitivity training for the UNA Board and staff members.

### **C. OTHER BUSINESS**

There was no other business.

### **D. QUESTION AND ANSWER PERIOD**

Q: When will the Land Use Advisory Committee begin?

A: The deadline for member applications has been extended until the first week of October 2021 as more resident participation is needed.

Q: What feedback has been received from the provincial government regarding taxation?

A: Since a letter was sent to the Minister of Finance to explain that the UNA is similar to the University Endowment Lands (UEL) and should therefore be treated similarly in regard to taxation, no feedback has been received. This is the time for the UNA to request fair treatment since the Fire Service Agreement with the province has expired.

Q: Are all seven Board members up for re-election in November 2021? Will there be issues with continuity regarding ongoing initiatives and responsibilities with committees?

A: All Board Directors' terms will be over in November 2021. The process behind the new Bylaw was to become more like a municipality. Much of the continuity is provided by the staff and committee members. Holding a yearly election can cause election fatigue as well as increased costs to the UNA, therefore, holding an election every three years is hoped to increase resident participation and reduce costs.

### **E. MOTION TO ADJOURN**

The Chair thanked all UNA members for attending the 2021 AGM and reminded participants of the upcoming UNA Board of Directors Election from November 8-30, 2021.

The 2021 AGM was adjourned by unanimous consent at 9:13 p.m.