



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**ANNUAL GENERAL MEETING  
SEPTEMBER 28, 2022  
MINUTES**

Minutes of the University Neighbourhoods Association (UNA) 2022 Annual General Meeting (AGM) held at 7:00 p.m. on Wednesday, September 28, 2022, at Wesbrook Community Centre, 3335 Webber Lane, Vancouver, BC.

**PRESENT:**

Richard Watson – Chair  
Eagle Glassheim – Director  
Carole Jolly – UBC Member  
Jane Kang – Director  
Fei Liu – Director  
Murray McCutcheon – Director  
Ali Mojdehi – Director  
Holly Shepherd – UBC Member

**REGRETS:**

Erin Co – AMS Designated Student  
Bill Holmes – Director

**STAFF:**

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

**ALSO PRESENT:**

Kara Aziz, Portfolio Finance Director, University of British Columbia  
Allan Cheng, Portfolio Finance Manager, University of British Columbia  
Scott Leitch, Policy Analyst, Campus and Community Planning  
Rob Matty, Practice Leader, Johnsen Archer LLP  
Prabh Toor, Senior Staff Accountant, Johnsen Archer LLP

## **CALL TO ORDER**

Richard Watson, UNA Board Chair, called the meeting to order at 7:01 p.m. and welcomed residents to the 2021 AGM.

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

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

Chair Watson reviewed the meeting procedure, noting that per Bylaw 4.4, a quorum is 10 members, and with 36 members present, declared that a quorum was present.

UNA Board of Directors, guests, and staff members present at the Annual General Meeting (AGM) were introduced and the Chair acknowledged that the AGM was being held in the traditional unceded territory of the Musqueam First Nation.

Sundance Topham, Chief Administrative Officer (CAO), reviewed the voting protocol and provided guidelines for questions and answers.

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

**IT WAS MOVED (Richard Watson) and SECONDED (Suresh Prasad)**

THAT the UNA membership adopt the Annual General Meeting 2022 agenda as it appears in the Notice of AGM 2022.

**CARRIED**

### **3. Motion to Accept the 2020 Annual General Meeting Minutes**

**IT WAS MOVED (Richard Watson) and SECONDED (Wendy Rigby)**

THAT the UNA membership adopt the Annual General Meeting 2020 minutes as circulated.

**CARRIED**

### **Motion to accept the 2021 Annual General Meeting Minutes**

**IT WAS MOVED (Richard Watson) and SECONDED (Alex Volkoff)**

THAT the UNA membership adopt the Annual General Meeting 2021 minutes as circulated.

**CARRIED**

## **B. REPORTS**

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

The Chair acknowledged UNA's efforts to maintain consistency in service and governance throughout the COVID-19 pandemic and its efforts to restore services to pre-pandemic standards over the past year.

The Chair's Report highlighted:

- The 2018-2021 Strategic Plan was extended to include the 2021-2022 fiscal year

- A new plan created by the current Board would soon be announced
- Key activities of the Board relating to priorities of the current Strategic Plan include:
  - Governance:
    - Prepared the 2021 election, increasing the number of directors to seven
    - Supported the Neighbours' Agreement Committee's updates to the 2020 Neighbours' Agreement
  - Financial Stability:
    - Participated in ongoing work of the UNA/UBC Joint Financial Task Force (JFTF)
    - Progressed the review of the Reserves Policy with UBC as part of the JFTF and Neighbours' Agreement process
    - Updated the UNA's five-year financial planning model
    - Reviewed Athletic and Community Access Fees and reserve policies
  - Operational Capacity:
    - Participated in a review of policies and procedures to identify deficiencies, focusing on the creation of the Board and Committee Code of Conduct Policy and a Director Vacancy Appointment process
  - Community and Stakeholder Relations:
    - Expanded engagement initiatives and tools as part of the Community Engagement and Advisory Committee's work
    - Established a Land Use Advisory Committee.

The Chair acknowledged three new UBC Members, Eagle Glassheim, Ali Mojdehi, and Fei Liu, who joined the Chair, Richard Watson, and Directors Murray McCutcheon, Jane Kang, and Bill Holmes on the UNA Board of Directors. In addition, he thanked UBC-appointed Member Carole Jolly for continued service and outgoing Director Terry Mullen, UBC Member James Heth and AMS Designated Student Saad Shoab, for sharing their knowledge and insights.

During a question-and-answer period, the following questions/comments (Q) and answers (A) were offered:

Q: When we changed the bylaws of the UNA, one of the key changes was greater advocacy on behalf of the neighbourhood Members. I would be interested to hear more about how you have engaged UBC on land use issues that have come forward and discussions you have had with the provincial government or Campus Community Planning. *(Alex Volkoff)*

A: The change in the bylaws gave the UNA elected Directors a stronger voice. Several times in the past year, we met in a closed format where we could speak freely about our strategies for engaging with UBC. UBC Members also felt free to express their opinions without the burden of fiduciary responsibilities. *(Chair Richard Watson)*

Q: That is helpful background, but I was really asking to hear what kind of discussions you have had with the university and provincial government on land use issues. Advocacy has become an important part of the UNA Board. *(Alex Volkoff)*

A: Most of the action has happened since March 2022 (which is beyond the scope of this AGM); however, I can tell you we have had good, frank discussions with Campus Community Planning and UBC, enabled by the structure of governance. During one of the open meetings, which were free to attend, we asked about a letter we had sent to the Board of Governors with no response, expressed our disappointment, and asked for

an explanation. At the next meeting, we received a response letter, and Michael White came to speak on behalf of the Board of Governors. (*Chair Richard Watson*)

A: I have been helping the UNA act as a voice for residents. Our Land Use Advisory Committee comprises three Directors and several Community Members who put their names forward to participate. We have conducted activities, such as a Town Hall in February 2022, during which we considered the overall parameters of Campus Vision 2050 and the Terms of Reference (TOR) that UBC put forth. Later, the Committee conducted an analysis, including a survey of residents with over 800 respondents, showing a significant concern regarding the scope and scale of proposed developments.

The TOR proposed to increase development by 20% over the entire UBC development, an approximate increase of 50% on the remaining development. In response to feedback received from residents, we recommended that the UNA Board engage with UBC to express concern, so we wrote a letter to the UBC Board that focused on the impacts of the proposed development on livability, community, climate impacts, biodiversity, and affordability. As mentioned earlier, the letter did not garner a response at first; instead, the TOR were passed “as is” by the UBC Board. Subsequently, we heard from the Associate Vice President of Campus Community Planning, Michael White, that our letter was acknowledged and incorporated into the results, which was disappointing.

The strong views expressed by residents were advocated to UBC. We have yet to have a meaningful dialogue about that; however, we will continue to act as your voice. (*Land Use Advisory Committee Chair and UNA Board Director Murray McCutcheon*)

Q: Related to UNA’s advocacy, almost 20,000 people signed a petition regarding the eagle’s nest, wanting more information about why specific steps were being taken, the evidence supporting expert recommendations, and who those experts were. Can you give concrete examples? It is difficult to understand how UNA could represent the community’s concerns, working with UBC, Polygon, etc., on an issue like that without understanding what power UNA has and how that would be exercised. (*Connor Kerns*)

A: The question of the coning of the eagle’s nest in Wesbrook did come up at the latest UNA Board meeting. At this point, we were only able to ask questions of the UBC representatives, and the answers received mirrored what had been shared with the public. This is not necessarily the place to pursue it. Still, it is an open question, what position the UNA might take on behalf of residents in the future on issues that are not in the immediate jurisdiction of UNA but are, nevertheless, of concern to the residents. I expect the UNA Board to come back to that in the future. (*Director Eagle Glassheim*)

Q: There are complaints from the people in my building regarding the ongoing project at Acadia Daycare. It is a small project; however, with only two or three people working on it, it has been going on for three months over the summer. When UBC plans a project, it should consider the impacts on the surrounding area and hire sufficient people to complete the project in the shortest time. It is unfair for the residents to have their patience tested without empathy or avenues to complain. (*Suresh Prasad*)

A: Thank you for the comments. Perhaps they could be brought up later in the Agenda. (*Chair Richard Watson*)

## 2. Finance and Audit Committee Report

Athena Koon, Finance Manager, provided the Finance and Audit Committee Report on behalf of the Finance and Audit Committee Chair Director Bill Holmes. The report included an overview of the UNA revenue and expenses for 2022, its financial performance, and position at the end of the fiscal year, and highlighted:

- Flow of funds:
  - Municipal and residential service levies and contributions from UBC are collected into the Neighbours' Fund and appropriate reserves, including the Infrastructure Replacement Reserve and Capital reserve
  - Funds are distributed from the Neighbours' Fund to:
    - UBC, for athletics access fees, utilities, fire protection, and administration
    - UNA, for projected operational expenses
  - Funds are distributed from the appropriated reserves to:
    - UBC, for capital and infrastructure replacement
    - UNA
- Financial position for 2021-2022:
  - \$5 million in revenue, the largest portions being the Neighbours' Levy (73%) and Recreation and Culture (12%), with the Canadian Emergency Wage Subsidy and other income for the remainder
  - \$4.9 million in expenses, the largest portions being Recreation and Culture (44%) and General Operation Services (40%), with Engineering and Operations for the remainder
  - \$42,329 in excess revenue
  - Assets and liabilities as of March 31, 2022:
    - Total assets of \$3.4 million
    - Liabilities of \$1.5 million
    - Net assets of \$1.9 million.

UNA's financial position can be viewed at [www.myuna.com](http://www.myuna.com) under the Governance and Finance section.

## 3. Presentation of UNA Financial Statements for the Fiscal Year Ending March 31, 2022

Rob Matty, Practice Leader, Johnsen Archer LLP, reviewed the audited financial statements for the fiscal year ending March 31, 2022. The purpose of the 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, were referenced.

The Auditor emphasized that the presentation provided similar highlights to the Finance and Audit Committee Report and explained some specific changes when compared to previous years:

- Largest cash change in 2022 was due to the allocation of roughly \$1 million into a term deposit for the UBC field replacement and to retain cash reserves for future expenses
- Increase in accounts receivables and prepaids were due to a field replacement in 2020
- Increase in deferred revenue represents paid annual memberships to be brought into

- income in 2023
- Community centre revenues higher due to return to normal operations after COVID-19 pandemic shutdowns
  - Lowering pandemic restrictions required more employees, activities, and services, leading to increased community and municipal service expenditures.

During discussion, clarification was provided regarding:

- Reasons for the 2022 increase in accounts payable
- Reasons for 2021 surplus
- Availability of audited financial statements on [www.myuna.com](http://www.myuna.com).

**IT WAS MOVED (Richard Watson) and SECONDED (Brian Savage)**

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, UBC Portfolio Finance Manager, provided a presentation on the Neighbours' Fund Audited Financial Statements of 2021-2022 and provided the following highlights:

- Auditors provided a clean opinion on the 2021-2022 Neighbours' Fund financial statements
- \$6.6 million in service levies were collected in 2022, comprising the largest amount allocated to UNA's Operating Budget
- The Neighbours' Fund holds reserves of \$10.2 million, which includes:
  - \$5.44 million in the Infrastructure Replacement Reserve
  - \$2.2 million in the Capital Reserve
  - \$1.09 million in the Contingency Reserve
  - \$254,000 in the Rate Stabilization Reserve
  - \$580,000 in the Community Field Replacement Reserve
  - After funds are appropriated based on the Reserve Policy, additional funds are added to the Unappropriated Reserves.

During a question-and-answer period, the following questions/comments (Q) and answers (A) were offered:

Q: Do you have this presentation in written form? Can we, as residents, get a copy of this? *(Brian Savage)*

A: The audit was finalized just today. It will be posted on our website soon. *(Allen Cheng)*

Q: How much input does the UNA have on this entire process? *(Brian Savage)*

A: The process is governed by the Neighbours' Agreement, over which UNA does have influence. *(Allen Cheng)*

A: From a Board perspective, it is defined by the Neighbours' Agreement. There is not much flexibility the UNA Board can provide in decisions made year-over-year. *(Chair Richard)*

Watson)

A: It starts in the Neighbours' Agreement. A UNA policy approved by the UBC Board of Governors defines the reserve policies and is part of the JFTF work in progress. The UNA Board can take money out of the reserve, and some policies define what goes into the reserve. The UBC Board of Governors currently signs off those based on UNA input, but it is in process; if you ask the same question next year, you may get a different answer. *(CAO Sundance Topham)*

A: Part of the Neighbours' Agreement under review is the Reserves Policy. It is up for negotiation and further definition. *(Chair Richard Watson)*

Q: I am concerned about the replacement of equipment at The Old Barn, as it is falling apart. Will that happen this year? *(Alex Volkoff)*

A: Capital reserves do not cover equipment within a building. We have found that there are UNA capital assets, which are not UBC assets, which have not been replaced as quickly as they should be. We are seeking to implement an internal reserve policy soon. In this year's budgeting process, we are looking to schedule some significant upgrades at The Old Barn. *(CAO Sundance Topham)*

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

The CAO noted the disruptions caused by the COVID-19 pandemic, thanking staff for their hard work in navigating the provision of services in novel ways while observing public health guidelines.

The CAO provided an overview of key accomplishments as they relate to the Strategic Plan:

- Focus was maintained on the four strategic priorities: governance, financial sustainability, operational capacity, and community and stakeholder engagement in 2022
  - Governance:
    - Planning and execution of the 2021 UNA election
  - Financial Sustainability:
    - Conducted a five-year office space needs assessment
    - Participated in the ongoing work of the UNA/UBC JFTF
    - Planned for a 2022/2023 UNA infrastructure assessment to identify what changes and replacements are required, leading to a five-year Capital Plan to accomplish those needs
    - Initiated the process for a Landscape Management Plan with opportunities for public engagement
    - Began implementation of a Reserve Policy review as part of the Neighbours' Agreement review
    - Updated the UNA's five-year financial planning model
    - Reviewed Athletic and Community Access and Community Access Fees to determine a fair model
  - Operational Capacity:
    - Created a Professional Development Policy
    - Identified new metrics for the Recreation and Communications Departments
    - Implemented a new records management plan

- Completed Return to Work guidelines, including Work from Home Policies
- Conducted analysis of virtual programming to interact with the community
- Community and Stakeholder Engagement:
  - Implemented Advisory Committees
  - Supported Community Engagement and Land Use Advisory committees in obtaining more input from community members.

During a question-and-answer period, the following questions/comments (Q) and answers (A) were offered:

Q: Has any progress been made on leaf blowers and a policy to limit air quality and noise pollution? (*Monica Lambton*)

A: Yes, work has been done on this topic. During the last Board Meeting, we received an update on testing with leaf blowers and mowers. (*CAO Sundance Topham*)

A: We completed one round of a pilot project using electric equipment within some UNA park spaces. The groundskeeper provided a report regarding the efficiency and viability of electric tools from an operational perspective. It was indicated that the electric leaf blower battery drained too quickly, and the contact point is not as sturdy as it should be; however, the issues may be addressed in a newer model. As mentioned, we are creating a Landscape Management Plan. We want to make our department more sustainable, so electric may be part of this strategy. We expect to deliver the Landscape Management Plan at the end of this year or early next year. (*Operations Manager Wegland Sit*)

Q: What aspects of operation is the landscaper testing? (*Monica Lambton*)

A: It is general testing from a noise perspective. We also balance the usage and efficiency of using electric equipment compared to gas-powered equipment. (*Operations Manager Wegland Sit*)

Q: I am grateful that UNA has negotiated access issues for us. Are you aware that the Biodiversity Museum appears not to be signed into the UNA system? (*Chris Finch*)

A: There is no current agreement with the Biodiversity Museum. We have not had anything active for several years, so that is one of the things we will investigate. (*CAO Sundance Topham*)

Q: Some years ago, UNA negotiated an agreement with the tennis centre to have an outdoor court; however, during the summer months, summer schools use the court from 9:00 a.m. to 4:00 p.m. Can the corner court be set aside for residents from 9:00 a.m. to 4:00 p.m. during the summer? (*Chris Finch*)

A: UBC requires us to book the courts, and there would be a cost involved, but we can look further into it. (*Recreation Manager David Gillis*)

A: Access to the tennis courts, the Museum of Anthropology, and the Biodiversity Centre are part of what is under negotiation for the Athletics Access Fee. UBC has an organization called "U Town," and UBC provides access to most campus venues to all UTown residents, primarily UBC faculty staff living in the UBC campus and UBC



neighbourhoods. This creates confusion, and I hope to gain access to the same facilities through the UNA. (*Chair Richard Watson*)

Q: I am excited about the landscape survey and interested to hear about the electric leaf blowers. Washington, DC, has banned gas-powered leaf blowers, so I am glad you are pursuing that. When I fill out the survey, I wonder what is within the realm of possibility. For example, there is a lot of mowing. Lots of wildflowers get mowed down, which is a shame. What is the necessity of cutting down naturally occurring wildflowers that are good for the birds and bees? (*Connor Kerns*)

A: Thank you for these comments. We are trying to balance the sensibilities of the neighbourhood and solicit feedback to address the community's needs. The survey will help us to move forward in this respect. Historically for landscaping and municipal services, someone designs, someone else builds, and we are responsible for maintaining the resulting assets. We are trying to grow as an organization and provide more input, even though we are not the ultimate decision-maker. (*CAO Sundance Topham*)

### **C. OTHER BUSINESS**

No other business was raised.

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

During a general question-and-answer period, the following questions/comments (Q) and answers (A) were offered:

Q: I would like to mention the eagles from the residents' perspective. Can the UNA do anything about the process and its impact on the residents? My profession is to work with critical issues and help build resilience in children, youth, and families. I know from experience that when people watch a process going on, and there is no sense of addressing concerns, and there are fears of trying to contain or whitewash, it can be very damaging.

The UNA has a responsibility to the residents. Can you, as an organization, do anything for the residents to see if they can allow more input in the process, even if it is to hold a public forum? Or, to see if next time, you can have more input in the process to assure us, for example, that even if there is nothing more to be done for these eagles, there is support for biodiversity, eagle reserves, etc. This is critical for the wellness of the next generation to believe that we can meet the sustainability goals we have promised and that we run elections based on what we want. (*Monica Lipton*)

A: I appreciate your comments. I hear you saying you would like UNA to be more involved in soliciting and sharing community opinions. Within our Land Use Advisory Committee and the letter that was sent to the Board of Governors, one of the three points we emphasized was the importance of biodiversity to the campus and its residents. We were not involved in the process regarding the eagle's nest. UNA is not able to do anything but be an advocate. The provincial government's scientists put forward a position that this is standard practice; however, I acknowledge there has not been a research-based answer to the concerns raised. Maybe calling for more input on that

would be helpful as well. (*Chair Richard Watson*)

A: Representing residents for livability is a focus of the Land Use Advisory Committee. Community design, and proximity to nature, are prime reasons we choose to live here. However, we should understand that a massive amount of development is coming. The height limit caps developments at 22 stories, yet UBC intends to ask for that height to be raised to 30 stories or more. The eagle's nest is an important issue, but it is a microcosm of a more significant problem. Imagine what this peninsula will look like in 30 years – there may not be eagles with 40,000 people living here and 40 20-35 story towers. I would issue a call to action. If you are concerned, you need to get involved. The residents need to organize, write letters, and petition. I would put it back to everyone here to get involved. (*Director Murray McCutcheon*)

Q: There is no avenue for residents to speak to anyone who makes decisions. If UNA cannot do it, I do not know who can. It is concerning that the Land Use Advisory Committee's letter was not acknowledged until after the decision was made. I am hearing that there needs to be an avenue for having our voices heard. Perhaps this is part of strategic planning? 18,000 people signed a petition, and no one acknowledged it.

Campus Planning engages us but does not consult us. They ask our opinions after the decision is already made. Maybe this is outside of UNA; perhaps it is something the residents must organize themselves, but it is important to have a way of representing points of view so residents feel consulted rather than just engaged. In UNA's work, I recommend you use the term "consultation" to show that you want to hear from the people. "Engagement" signals that the decision has been made and will be shared. People hear the word "engage" as a public relations strategy. (*Jennifer Douglas*)

A: Thank you for your comments. They are appreciated. At this point, we are limited by our governance structures. Part of our Strategic Plan is to hear, consult, and advocate. In the future, there is a possibility to change governance structures. Right now, we are a society, not a municipality. (*Chair Richard Watson*)

Q: I am not upset with UNA, just upset in general. We need to find some way to have serious conversations about governance as a community. As the population grows, it becomes more important. How can we shift the model from advocacy to having a say and a voice? (*Jennifer Douglas*)

Q: It is clear that people at this table care, and their hands are tied. If all we can do is be a fly in UBC's ear, it could help our community feel less powerless. Can we have letter-writing events and organize our activism as a community?

Also, I am concerned about the school situation. Norma Rose is over capacity. This is a pressing issue that will increase as the population increases. (*Connor Kerns*)

A: We have engaged with UBC on the topic of schools. The Vancouver School Board makes decisions about when schools are built. We were astounded by their projections over five years. Their forecast showed University Hill declining in numbers and a moderate increase for Norma Rose. We need to campaign with UBC on this issue jointly. We need to solve the disconnected processes around forecasting. (*Director*

*Murray McCutcheon)*

Q: With the increase in population, is there a plan to increase the number of staff at UNA?  
*(Ethan Woojin Lyu)*

A: We have done a space needs assessment based on projections. Once we know more about internal needs, we will better understand the staffing we need. We will drill down over the next year or so. A lot of this ties into Campus Planning. *(CAO Sundance Topham)*

Q: We have a small population growing into a larger city. I have been complaining to Wegland Sit about the noise. Later I found out he has several jobs to do, all the operational jobs and IT, so I cannot keep bugging him. We know we do not live in the City of Vancouver and that UNA is doing its best, but we lack supporting infrastructure. When the population goes up by 50%, what will happen? *(Ethan Woojin Lyu)*

A: These are all valid points. This year, we hired an IT manager and an Operations and Facilities Assistant because it reached the point where Wegland Sit could not single-handedly meet the demands that were coming in. We thank the Board's support for staffing up. *(CAO Sundance Topham)*

Q: If you are hiring more staff, can you please try to recruit from among the residents here? The community centre can focus on new residents, increase some programs related to mental health, and provide support for parents and newcomers. Many newcomers are not employed. We encourage them to do volunteer work and find community. Also, I need to receive the newsletter. One day, I went to Vancouver when everything was closed at UBC and missed having the newsletter for information on what was happening around us. We need a media platform that connects residents to the community – volunteer opportunities, employment opportunities, and each other. *(Sandy Chong)*

A: You mention two important points. First, you are involved in volunteering. I hope that UNA can better encourage and facilitate volunteer groups to operate. Regarding the Campus Residents Newsletter, we are making progress. Our editor passed away last year, but we are in the process of creating a new publication. *(Chair Richard Watson)*

A: Newcomers are far from their old networks and families; many moms with small kids need emotional support, advice on how to live here, and any resources. Newcomers can support each other to a certain extent. We have these issues within our future meeting agenda. *(Director Jane Kang)*

A: We have been using our survey results to communicate to the campus communities and to work on some of these issues. *(Chair Richard Watson)*

## **E. MOTION TO ADJOURN**

**IT WAS MOVED (Richard Watson) and SECONDED (Wendy Rigby)**  
That the UNA membership adjourn the Annual General Meeting 2022.

The 2022 AGM was adjourned by unanimous consent at 8:56 p.m.