



## **AGENDA**

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

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

1. **Motion:** *THAT the Board approve the February 20, 2024 agenda, as circulated.*

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

1. **Motion:** *THAT the Board approve the January 16, 2024 minutes, as circulated.* 1

### **D. DELEGATIONS**

None.

### **E. EXTERNAL REPORTS & PRESENTATIONS**

1. RCMP Quarterly Report – Chuck Lan, RCMP Detachment Commander Staff Sergeant
2. Campus and Community Planning Report – Carole Jolly, Director of Community Development and Engagement, Campus and Community Planning 6
3. Electoral Area A Director Monthly Report – Jen McCutcheon, Electoral Area A Director 9

### **F. REPORTS**

1. February 2024 Management Report 17
2. Lot 11 Community Garden License Agreement Extension Report – Wegland Sit, Operations Manager 30

#### Relevant Attachments:

- Lot 11 Community Garden License Agreement – Dated March 2021 33
- Lot 11 Community Garden License Agreement Extension – March 2024 45

#### **Recommendation:**

*THAT the Board approve the Lot 11 Community Garden License Agreement Extension and authorize the Chair to execute the agreement, as circulated.*

3. Finance & Audit Committee Update
- a. Final Draft 2024-25 UNA Annual Budgets Report – Athena Koon, Finance Manager 47



Relevant Attachments:

- 2024-25 UNA Draft Budgets Public Consultation Feedback 52
- Voices for Change Letter – Dated February 1, 2024 53
- 2024-25 Funding for Neighbourhood Services Letter – Dated February 1, 2024 57
- Final Draft 2024 Projected Neighbours Levy 59
- Final Draft 2024-25 UNA Operating Budget – Summary 60
- Final Draft 2024-25 UNA Operating Budget – Detailed 62
- Final Draft 2024-25 UNA Capital Budget – Summary 67
- Final Draft 2024-25 UNA Capital Budget – Detailed 68
- Summary of 2024-25 Proposed Projects for Board Approval 69

**Recommendation:**

*THAT the Board approve the 2024/25 operating and capital budgets and, pursuant to section 10.2 of the Neighbours Agreement, direct staff to submit the budget summaries to UBC for approval.*

- b. 2023-24 Q3 Financial Results Report – Athena Koon, Finance Manager 70

Relevant Attachments:

- Fire Services Charge Calculation – FY2023/24 84

- c. UNA Banking Signing Authority Report – Athena Koon, Finance Manager 87

Relevant Attachments:

- Draft RBC Master Client Agreement 90

**Recommendation:**

*THAT the Board approve changes to the RBC Master Client Agreement to reflect the authorization of Paul Thorkelsson as a signing authority of the UNA.*

4. Governance & Human Resources Committee Update

- a. Byelection & Appointment Process Report – Chris Hakim, Corporate Services Specialist 95

**Recommendation:**

*THAT the Board direct staff to draft the bylaw amendments and policy statements that reflect the general process described in the report, as circulated.*



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

## UNA BOARD OF DIRECTORS MEETING

**Date:** February 20, 2024

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

**Location:** Social Room, Wesbrook  
Community Centre

5. Neighbours Agreement Committee Update – Director Holmes

### G. UNFINISHED BUSINESS

None.

### H. NEW BUSINESS

1. UBC President Meeting with Residents – Director Glassheim

**Recommendation:**

*THAT the Board direct UNA staff to facilitate a public meeting between the UBC President and residents, with time, place, and format determined in consultation with the President's office.*

### I. ADJOURNMENT

**Recommendation:**

*THAT the Board adjourn into a closed session to discuss matters that are, or are related to, discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests; the appointment of an individual to fill a vacancy on the Board; and the approval of minutes for a closed session or restricted closed session of a Board meeting.*



## MINUTES

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### **PRESENT:**

Richard Watson – Chair  
Bill Holmes  
Eagle Glassheim  
Fei Liu (attending via videoconference)  
Murray McCutcheon

### **UBC MEMBERS:**

Carole Jolly  
Silvia Magnano

### **STAFF:**

Athena Koon – Interim Co-Chief Administrative Officer & Finance Manager  
Wegland Sit – Interim Co-Chief Administrative Officer & Operations Manager  
Abdalla Hobi – IT Specialist  
Chris Hakim – Corporate Services Specialist  
Dave Gillis – Recreation Manager  
Emmanuel Samoglou – Communications Specialist  
Glenda Ollero – Communications Manager  
Robyn Chan – Sustainability Specialist  
Sai Karnam – Communications Specialist

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

The University Neighbourhoods Association (UNA) Board meeting was called to order at 6:32 p.m.

The Chair acknowledged that the meeting was held on the traditional and unceded territories of the Musqueam people.

The Board welcomed Paul Thorkelsson, the incoming Chief Administrative Officer.

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

**MOVED** by the Chair

**SECONDED** by Director McCutcheon

*THAT the Board approve the January 16, 2024 agenda, as circulated.*

**CARRIED**

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

**MOVED** by the Chair

**SECONDED** by Director Glassheim



*THAT the Board approve the December 19, 2023 minutes, as circulated.*

**CARRIED**

**D. DELEGATIONS**

None.

**E. EXTERNAL REPORTS & PRESENTATIONS**

1. Neighbourhood Climate Action Plan Update

Kerry Shaw and John Madden presented the report contained in the meeting package, followed by questions from the Board.

2. Campus and Community Planning Report

Carole Jolly, UBC Director of Community Development and Engagement, presented the report contained in the meeting package, followed by questions from the Board.

3. Electoral Area A Monthly Report

There was no monthly report at this time.

**F. REPORTS**

1. January 2024 Management Report

The Management team presented their respective reports contained in the meeting package, followed by questions from the Board.

2. 2023/24 UNA Staff Work Plan, 3<sup>rd</sup> Quarter Update

The Interim Co-Chief Administrative Officer & Finance Manager presented the report contained in the meeting package, followed by questions from the Board.

3. Janitorial Services Agreement for WCC and OBCC 2024/25

The Interim Co-Chief Administrative Officer & Operations Manager presented the report contained in the meeting package, followed by questions from the Board.

**MOVED** by the Chair

**SECONDED** by Director Glassheim

*THAT the Board approve the circulated 2024-2025 Scandinavian Building Services Agreement and authorize the Chair to executive the agreement.*

**CARRIED**

4. UNA Committee Appointment Report

The Corporate Services Specialist presented the report contained in the meeting package, followed by questions from the Board.

**MOVED** by the Chair



**SECONDED** by Director McCutcheon

*THAT the Board appoint Director Glassheim, in place of Director Liu, to the Finance & Audit Committee.*

*AND THAT the Board appoint Director Liu, in place of Director Glassheim, to the Governance & Human Resources Committee.*

5. Finance & Audit Committee Update

a. Draft II 2024/25 UNA Annual Budgets Report

The Interim Co-Chief Administrative Officer & Finance Manager presented the report contained in the meeting package, followed by questions from the Board.

**MOVED** by Director Holmes

**SECONDED** by Director Liu

*THAT the Board approve the publication of the second draft of the 2024/25 budgets for public consultation.*

**CARRIED**

b. Repayment of UBC Support & Withdrawals by UBC Report

The Interim Co-Chief Administrative Officer & Finance Manager presented the report contained in the meeting package, followed by questions from the Board.

**MOVED** by Director Holmes

**SECONDED** by Director McCutcheon

*THAT the Board approve the following withdrawals by UBC from the Neighbours Fund:*

- a) Residents contributions for recreation facilities: for 2022/23 - \$575,153; for 2023/24 - \$595,037; and*
- b) Residents contributions for cultural facilities: for 2022/23 - \$30,000; for 2023/24 - \$30,000.*

**CARRIED**

c. Investment of Neighbours Fund Report

The Interim Co-Chief Administrative Officer & Finance Manager presented the report contained in the meeting package, followed by questions from the Board.

**MOVED** by Director Holmes

**SECONDED** by Director Liu

*THAT the Board direct the Finance Manager to instruct UBC Treasury to "invest" \$3 million of the Neighbours Fund for a 3-year term.*

**CARRIED**



d. Capital Reserve Policy Report

The Corporate Services Specialist presented the report contained in the meeting package, followed by questions from the Board.

**MOVED** by Director Holmes

**SECONDED** by Director Liu

*THAT the Board approve the Capital Reserve Policy #05-14, as circulated.*

**CARRIED**

**MOVED** by Director Holmes

**SECONDED** by Director Liu

*THAT the Board approve the transfer of \$200,000 from the unrestricted fund to the capital reserve.*

**CARRIED**

6. Governance & Human Resources Committee Update

a. Online Voting System RFP Report

The Corporate Services Specialist presented the report contained in the meeting package, followed by questions from the Board.

7. Community Engagement Advisory Committee Update

The Chair provided a verbal report. No questions followed.

8. Neighbours Agreement Committee Update

Director Holmes provided a verbal report. No questions followed.

**G. UNFINISHED BUSINESS**

None.

**H. NEW BUSINESS**

None.

**I. ADJOURNMENT**

**MOVED** by the Chair

**SECONDED** by Director McCutcheon

*THAT the Board adjourn into a closed session to discuss employee relations and other human resources matters, and the approval of minutes for a closed session or restricted closed session of a Board meeting.*

**CARRIED**



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**UNA BOARD OF DIRECTORS MEETING**  
**Open Session**

January 16, 2024

*The meeting adjourned into a closed session at 7:16 p.m.*

\* \* \* \*





# THE UNIVERSITY OF BRITISH COLUMBIA

## Campus + Community Planning

### Memorandum

**From:** Simmi Puri, Communications Manager, Campus + Community Planning  
**To:** UNA Board  
**Date:** February 20, 2024  
**Subject:** Monthly Update from Campus and Community Planning

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### Film & Events Notification

#### February

##### **Mid-term Break**

Tuesday, February 20<sup>th</sup> to 23<sup>rd</sup>.

#### March

##### **UBC Triathlon**

Saturday, March 9<sup>th</sup> from 7am to 4pm. Road closures will be in place. For details, see <https://planning.ubc.ca/event/ubc-triathlon-duathlon>

**Storm the Wall** at University Commons, Aquatic Centre, University Boulevard and Main Mall. Sunday, March 24<sup>th</sup> to Wednesday, March 27<sup>th</sup> from 7:00am to 6:00pm each day. For details, see <https://planning.ubc.ca/event/storm-wall>

##### **Good Friday**

Friday, March 29<sup>th</sup>. University closed.

##### **UTSAV Holi** at B4 Parking Lot.

Saturday, March 30<sup>th</sup> from 11am to 5pm.

Annual cultural event with coloured powder and DJ. Agronomy Road will be closed from East Mall to West Mall. For details, see <https://planning.ubc.ca/event/holi>

### Development Update

On Wednesday January 31, the Development Permit Board endorsed the recommendation to approve the market residential project for a 16-storey high rise and eight townhomes on Lot 26. The permit is expected to be issued by the Director of Planning in the coming weeks. For project details, see <https://planning.ubc.ca/Lot26>

## Neighborhood Climate Action Planning

The second round of engagement for NCAP will be held between March 5<sup>th</sup> and March 22<sup>nd</sup>. During this time, detailed actions to achieving a net-zero and climate resilient community will be presented to the community for feedback.

Engagement will include an online survey, two workshops, presentations to the PACs, sessions with community groups, and several pop-ups held throughout the campus neighbourhoods. Feedback from this phase of engagement will be used to refine a final draft plan. The final draft plan will be shared with the UNA Board before going to UBC's Board of Governors for endorsement in June 2024.

Since the last engagement, which wrapped up in November last year, C+CP staff have been reviewing the feedback and refining the draft goals, targets and further developing NCAP actions with the support of faculty members and technical experts. The NCAP team is also engaging with UNA staff on the next phase of NCAP development.

The updated NCAP will help inform any amended and future Neighbourhood Plans to shape how UBC's Land Use Plan is implemented, as well as other initiatives like transportation and zero waste planning.

To learn more about NCAP and upcoming engagement, visit: <https://planning.ubc.ca/NCAP>

## Construction/Roadwork Update

Construction work related to the Neighbourhood District Energy System will affect parking and local traffic in Wesbrook Place. Resident parking along the east side of Wesbrook Mall from south of Binning Avenue to north of Ross Drive will be CLOSED starting February 1. The northbound lane on Wesbrook Mall will be CLOSED from Monday, February 5 to approximately March 29, resulting in single lane alternating traffic in the southbound lane between Binning Avenue and Ross Drive. For more details, visit: <https://planning.ubc.ca/roadwork>

## Community Update

### **Kids Take Over UBC is February 18!**

Watch out grownups...on February 18, kids are taking over UBC! We look forward to seeing many of UBC's youngest residents (and their grownups) play their way across campus at this amazing Arts and Culture Festival! <https://kidstakeover.ubc.ca/> (Note: this event is sold out)

### **Learn all about marine invertebrates at the UTown@UBC Nature Club February 3!**

Explore the world of molluscs, sea stars, crustaceans, sponges, jellyfish, and corals, just to name a few! The Beaty Biodiversity [museum collection](#) contains several thousand specimens representing the major lineages of invertebrate animals. Nature Club is a collaboration between UTown@UBC and Beaty Biodiversity Museum. <https://beatymuseum.ubc.ca/visit/nature-club/>

### **Inspiring Community Grants**

Have a great idea for a project that inspires community connection? It's your last chance to apply for an Inspiring Community Grant and receive up to \$500 to make it happen. Applications close March 1, 2024! [www.utown.ubc.ca/inspiringcommunity](http://www.utown.ubc.ca/inspiringcommunity)



## Director's Report



*Celebrating the start of the Year of the Dragon with Premier Eby*

Hello UNA/UBC/UEL neighbours,

Happy Lunar New Year! This is a festive time in many Asian cultures, and a great opportunity for the rest to learn more and enjoy this important time in the lunar calendar. I hope to see many neighbours at this weekend's [UNA Lunar New Year Festival](#) on Sunday February 11<sup>th</sup> at the Wesbrook Community Centre.

In this month's newsletter, you can read about a new location for TransLink's rectifier, funding concerns for expansion of our public transportation system (and how you can help), and some regional updates regarding climate action.

You can also find out more about Metro Vancouver's recent snow pack report, which indicated that our current snow pack is significantly lower than usual.

As always, please reach out if you have any questions, suggestions or concerns that I may be able to assist with. I'm always happy to connect.

All the best,

*Jen McCutcheon*

Jen McCutcheon, Metro Vancouver Director for Electoral Area A ([www.areaajen.ca](http://www.areaajen.ca) or [areaajen@gmail.com](mailto:areaajen@gmail.com))



*Despite the relative lack of snow this year, we've enjoyed some good family fun in the mountains*

## Mayors (and your Electoral Area Director) Call for More Funding for Public Transportation

In January, TransLink's Mayors' Council (where I represent Electoral Area A) launched a new campaign in partnership with community leaders, calling on residents of Metro Vancouver to ask governments to fund urgent transit expansion in the region. Specifically, we are asking members of our communities to write to provincial and federal elected officials, urging governments to fund the "Access for Everyone" plan. You can do this by [signing this online petition](#) to our MLA (Premier Eby), and MP (Joyce Murray).

Transit ridership in Metro Vancouver continues to rise, with post-pandemic ridership recovery in this region now at more than 90 per cent, surpassing all other major transit systems in Canada





and the United States, including New York, Toronto, Montreal and Miami. Transit service levels have remained frozen since the beginning of the pandemic. Overcrowding on the system has now surpassed the previous records set in 2019 – when TransLink’s service was expanding every year, and with population growth half of what it is today. Now, more than a quarter of rush-hour trips in Vancouver and Surrey are overcrowded and only getting worse.

The Mayors’ Council has unanimously approved the initial phase of the “Access for Everyone” transit expansion plan, which TransLink is ready to start rolling out in mid-2024 if funding can be secured by April. It includes the finalizing of planning for three new Bus Rapid Transit (BRT) projects, expansion of TransLink’s bus fleet and

additional bus depot capacity, active transportation and road safety projects, and new bus service starting in September 2024 focused on the most critical off-peak overcrowding hotspots around the region.

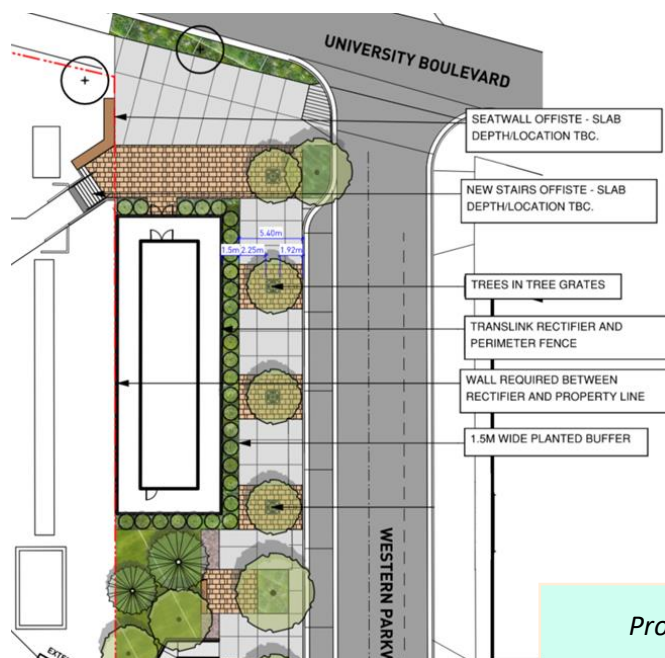
As local leaders, the only two ways that we have to fund public transportation are through fare increases and by raising property taxes. We need more funds from both the provincial and federal governments, as well as more predictability in funding through a permanent funding source.

You can find out more, and sign the petition here: <https://accessforeveryone.ca/>

## TransLink Trolley Bus Rectifier Location Update

TransLink has identified a new site to locate a replacement rectifier unit, which is vital to ensuring continuity of electric trolley bus service on the UBC peninsula. They are not proceeding with the originally proposed location on the northwest corner of Western Parkway and University Boulevard, based on concerns shared by UEL residents and the developer of the adjacent property.





The new location, south of Western Parkway at University Boulevard, meets technical requirements. TransLink's project team is working with Regent College to integrate the rectifier unit into the streetscape through landscaping. More information is available at [translink.ca/rectifiers](https://translink.ca/rectifiers).

TransLink is seeking feedback on the new location from the UEL community. Community members with questions or feedback can contact TransLink at [publicengagement@translink.ca](mailto:publicengagement@translink.ca).

All feedback received by TransLink by **February 20, 2024** will be reviewed by the administration and the Ministry of Transportation as part of TransLink's development application.

*Proposed location of TransLink's new rectifier for trolley buses*

## What Are the Key Actions that our Region Needs to Take to Address Climate Change?

Metro Vancouver, like other similar jurisdictions, is at a critical juncture. Its Board of Directors has adopted the necessary targets and plans aligned with the global science to avoid the worst impacts of climate change, and it is time to put those plans into action. The pathway to a zero-emissions and resilient region – the technology, regulations, and investments – is well understood. Metro Vancouver's [Clean Air Plan](#) and [Climate 2050](#) strategy and supporting roadmaps outline the necessary actions and roles. The next step is to move swiftly from comprehensive planning to bold leadership.

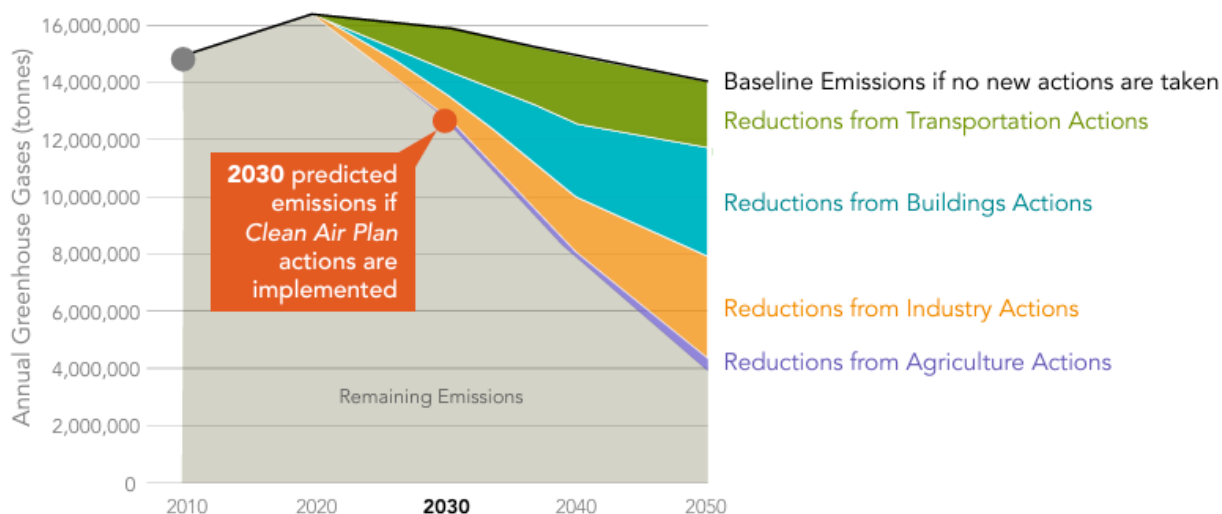
At our January Board meeting, we received a comprehensive and timely report that identifies priority Big Moves needed to accelerate toward the Board-adopted greenhouse gas (GHG) emissions reduction targets. We need to be acting on these Big Moves now, and our actions need to reflect both the current climate crisis and the affordability crisis.

For Metro Vancouver, the most pressing and impactful Big Moves are:

1. Developing and adopting a regional GHG emission regulation for existing large buildings
2. Developing and adopting regional regulations for shifting to sustainable transportation
3. Developing and adopting regional GHG emission regulations for industry
4. Strong regional advocacy for the transition to clean, renewable, and resilient energy



### Potential Reductions in Regional Greenhouse Gases



Modeling data showing the potential reductions in regional greenhouse gases if Metro Vancouver's "Big Moves" are implemented, per the Clean Air Plan: <https://metrovanancouver.org/services/air-quality-climate-action/Documents/clean-air-plan-2021.pdf>

For member jurisdictions priority actions that complement the above include:

1. Zero Carbon Step Code, EV-ready bylaws, and support for existing buildings regulations
2. Community plans, zoning, and infrastructure to enable sustainable transportation
3. Collaboration on advocacy for clean, renewable energy policy

Collectively, the Big Moves for buildings and transportation, together with supporting policies and investments from other orders of government, could reduce regional emissions by up to 6 million tonnes per year by 2050, and up to 2.8 million tonnes by 2030 (40 per cent of the 2030 target). In this fiscally challenging time, affordability and equity are key considerations; it is imperative that regulatory measures are grounded with related supportive policies. Without these Big Moves, the region will not meet its climate action targets. Staff will be seeking direction from the MVRD Board on these priority Big Moves and other Climate 2050 actions in the near future.





## Disappointing Lack of Action on Engagement for Large Building Retrofits

As described in the previous section, developing GHG reduction requirements for existing buildings is a Big Move or priority climate action in Metro Vancouver's Clean Air Plan and Climate 2050 Buildings Roadmap. I was disappointed that at its January meeting, the Metro Vancouver Board did not support conducting further engagement on a regulatory proposal for reducing GHG emissions from existing large buildings over 2,322 square metres.

The regulatory proposal had been developed based on initial engagement with key stakeholders, and staff were now looking to engage further with impacted and interested audiences. The regulatory proposal was designed to cover about 9,000 buildings, which represent less than 2 per cent of the region's overall building stock, yet contribute over one-third of building GHG emissions. The proposal included annual GHG reporting for buildings over 2,322 square metres, initial GHG limits for office and retail buildings over 9,290 square metres,, and a final GHG limit of zero emissions for all buildings over square metres by 2045. Initial and final GHG limits would exclude those emissions from cooking and district energy. The goals of engagement were to broaden awareness and seek input from those likely to be impacted, or have a role in implementation. A distinct stream of engagement was focused on equity and affordability considerations.

Unless decision makers are willing to move forward with key climate actions identified by scientists, it is going to be increasingly difficult to meet our climate targets. As a parent and as someone who cares deeply about our planet, this is very concerning.







Feb  
2024

## Very Low Snow Pack Levels in Metro Vancouver and Beyond

Metro Vancouver's most recent snow survey shows low snow pack levels for this time of year. Our region tends to experience a low snow pack year once every five to ten years. The last notable year was in 2015 when the snow pack reached a record low during the winter and spring months.

As of February 1, 2024, our reservoirs are showing about one-third of average historical for both snow depth and snow water equivalent. This is in contrast to last year, when they were well over 70 per cent for both during the same sampling period.

There are still a few months left in the snow accumulation seasons, so it's still too early to tell what impact current conditions will have on the water supply for spring, summer and fall. Nevertheless, it's vital that everyone proactively conserve water.

As a result of low snow pack levels, there are potential implications for our drinking water supply and to the fish populations in our rivers. Metro Vancouver will continue to monitor snow levels and weather patterns over the next few months in advance of the high demand season. Operational adjustments are likely to include an early start to filling the water supply lakes for the summer demand period.

As a result of low snowpack levels, there are potential implications for our drinking water supply and to the fish populations in our rivers. It is important that we continue to proactively take measures to conserve our water supply both for drinking water and to support river flows for fish.



*Metro Vancouver watershed staff conduct a snowpack depth on the west side of Loch Lomond, an alpine lake in the Seymour watershed. Image source: Metro Vancouver*

Annual seasonal lawn watering restrictions will come into effect on May 1. If people don't follow the rules, there is a chance we may need to ban lawn watering, like last year. We know that proactive public education campaigns supported by robust local enforcement is key to conserving our summer water supply for where it's needed most — drinking, cooking, and cleaning.



## Celebrating 100 Years of Drinking Water in Metro Vancouver



Speaking of water, this year, Metro Vancouver is celebrating the 100th anniversary of the [Greater Vancouver Water District](#). Over the last century, our drinking water treatment and transmission system has expanded to match the growth and complexity of our region. Today, thanks to collaboration, foresight, and planning, Metro Vancouver provides high-quality drinking water for 2.8 million residents through a system of water supply areas, dams, treatment facilities, reservoirs, pump stations, and water mains. Metro Vancouver is now planning for the next 100 years to meet the needs of a growing population and ensure the water supply system is resilient to the effects of climate change and seismic events.

Image source: <https://metrovanancouver.org/services/water/watersheds-reservoirs>

## Family Day Campfire in Pacific Spirit Regional Park



Join Metro Vancouver staff for stories, songs, and surprises about local plants and animals.

**February 19, 2024**

11:00 am to 3:00 pm at [Pacific Spirit Regional Park](#)

For all the details, visit [metrovanancouveronline.org](https://metrovanancouveronline.org).

We gratefully acknowledge the financial support of the Province of British Columbia.

## I Love Transit Week: February 12-16

From February 12 to 16, TransLink is celebrating all the things we love about transit. Whether you're a seasoned transit rider or a curious newcomer, there's something for everyone during this special week.

**I ♥ TRANSIT**



For those who are unfamiliar, I Love Transit Week celebrates the countless ways public transportation enriches our communities and helps shape our region. From reducing traffic congestion to fostering those connections to the people and places that matter the most, transit plays a vital role in our daily lives.

Visit [translink.ca/ilovetransit](https://translink.ca/ilovetransit) for more!





## Did You Know That “Compostable” Bags Actually are NOT Compostable?



Did you know that you shouldn't put ANY plastic bags in the compost?

Plastic and plastic-lined bags, even the ones labelled "biodegradable" or "compostable" are not accepted at all local facilities as they can cause operational problems, may not break down properly during processing, and may contaminate the finished compost. If the operator identifies plastic bags or other non-compostable materials in the green bin, the entire load may be rejected and sent to landfill. Leave them out of your green bin to be safe, unless specifically allowed by your municipality or service provider.

## Jen's Board and Committee Appointments for 2024

I am excited to announce that I was re-appointed to the same Metro Vancouver Committees for 2024. Here is a list of the boards and committees that I serve on in my role as Electoral Area A Director. Feel free to reach out to me if you would like to learn more.

- Metro Vancouver Regional District (MVRD) Board of Directors
- TransLink Mayors' Council for Regional Transportation
- Chair of the Electoral Area Committee, MVRD
- Climate Action Committee, MVRD
- Mayors' Committee, MVRD
- Flood Resiliency Taskforce, MVRD
- Caucus of Committee Chairs, MVRD
- TransLink Planning & Priorities Committee
- Co-chair of TransLink's Indigenous Relations Working Group
- Board Member for Metro Vancouver Zero Emission Innovation Centre (ZEIC)
- ZEIC Governance Committee
- ZEIC Human Resources Committee Co-chair
- Fraser Valley Regional Library Board of Directors
- Lower Mainland Local Government Association (LMLGA) Third-Vice President
- Municipal Finance Authority of BC Alternate Director

## Links & Connections

[Jen McCutcheon's Website](http://www.areaajen.ca)

[www.areaajen.ca](http://www.areaajen.ca)

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

[www.facebook.com/AreaAJen](https://www.facebook.com/AreaAJen)

[Metro Vancouver](http://www.metrovancouver.org)

[www.metrovancouver.org](http://www.metrovancouver.org)

[Mayors' Council on Regional Transportation](http://www.translink.ca)

[www.translink.ca](http://www.translink.ca)



**Report Date:** February 8, 2024  
**Meeting Date:** February 20, 2024  
**From:** Paul Thorkelsson, Chief Administrative Officer  
**Subject:** February 2024 Management Report

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## **Background**

The February 2024 Management Report is presented for information.

## **Decision Requested**

For information.

## **Discussion**

### **CHIEF ADMINISTRATIVE OFFICER**

This marks the inaugural Board Meeting for my tenure as Chief Administrative Officer at the UNA. My initial weeks have been interesting and exciting as I build my understanding of the organization, its unique qualities and challenges, and its particularly unique context of operations and service delivery to the community.

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

### ***Board Relations***

- Attended the January 2024 Land Use Advisory Committee, February 2024 Neighbours Agreement Committee, February 2024 Governance & Human Resources Committee, and February 2024 Finance & Audit Committee meetings.
- Met with Board Directors, UBC Members, and the AMS Member for an introduction and discussion of priorities.
- Established a regular (weekly) meeting schedule with the UNA Chair.

### ***Operations***

- Reviewed proposals in response to the ongoing online voting system request-for-proposals process.
- Toured the Neighbourhoods with UNA Operations Manager for familiarity with ongoing or upcoming work and issues.
- Participated with UNA staff in the Neighbourhood Climate Action Plan (NCAP) working group.

### ***Finance***

- Worked with the Management Team to prepare a final draft of the UNA 2024/25 budgets, supported the public engagement period on the draft budget materials, the compiling of feedback received from the community, and the organization in finalizing the annual budget for submission to UBC.

### ***Risk Management***

- Began initial overview and understanding of existing financial controls and policy framework in the UNA.

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

- Met with the Management Team and each department as an introduction and to learn about each department's regular operations and goals.
- Met with the Recreation Management and Senior Staff team for an overview of department structure and activities.
- Met with the Communications Department team for an overview of department activities including internal and external communications priorities.
- Implemented a revised approach for internal tracking of departmental projects and initiatives.

### ***Human Resources***

- Reviewed and issued a new version of the UNA Employee Handbook.
- Received an onboarding for personal HR systems access as well as corporate processes and practice.

### ***Community Relations***

- Met with various community and working partners, such as different UBC units, as an introduction and to discuss priorities.
- Attended the UBC Development Permit Approval Board meeting – decision-making meeting regarding new development project on Lot 26 in the Wesbrook Neighbourhood.

## **COMMUNICATIONS**

### **Communications Plan for New Schedule F and F.1**

- **Coordination with UBC**
  - **For Recreation Facilities:** The Communications Manager and Recreation Manager have been coordinating with UBC Athletics and they have updated all their websites with information about UNA discounts. We have also offered free advertising space in any issue of the UNA Program Guide to advertise the discounts and program offerings.

- **For Cultural Facilities:** The Communications team has been working with UBC to coordinate information on UBC cultural facilities. As of this report's writing, all cultural facilities have added new information on their websites except for the Museum of Anthropology, which is closed for seismic upgrades and will add the new information once they are closer to re-opening; and the UBC Botanical Gardens who are currently working on the update.
- **Communication to Staff:** The Communications team has met with the Front Desk leads and have provided information about the new Schedule F and F.1 and the UNA Card. Front Desks leads have instructed their team to proactively discuss these benefits with residents.
- **Communication to Residents:** The Communications team has planned a year-long information campaign for the UNA Card and the new benefits. The campaign includes website updates, newsletter updates, prominent advertising spots in the *Program Guide*, ads on *The Campus Resident* website and print editions, new posters, pull-up banners and outdoor advertising on the community center exteriors.

## Program Guide Production

Communications team has been working closely with the Recreation Programming team to produce the Spring/Summer 2024 Program Guide. The upcoming issue of the Guide features all-new program descriptions that have been written for a more consistent voice, structure, and content. The back cover of the Guide will feature a newly-designed advertisement for the UNA Card.

## *The Campus Resident*

The Communications Team, with instructions from the Newspaper Editorial Committee (NEC), has been working with our web developer to add advertisement sections for The Campus Resident's website. The structure has been finalized and the site is now capable of holding ads. The Campus Resident Editor is working with the NEC to determine advertising rates. The February issue of paper came out online and via newsletter on February 1, 2024. The next issue will come out on March 7, 2024 and it will be accompanied by the quarterly printed digest.

## Online *UNA Guidebook for Newcomers*

Work on creating the online UNA Guidebook for Newcomers is continuing. The Communications team is currently working on finalizing the content. We have engaged our

web design team to create the structure for the online booklet and we anticipate a launch of the project by late-Spring/early-Summer.

## UNA Website

- The Communications team is working with the Finance Manager and the Finance & Audit Committee in implementing structural and content changes to the finance section of the UNA website.
- The information for the UNA Card, UNA Account and UNA Society Membership were updated with new info from Schedule F and F.1 and additional FAQs.
- The website menus have slightly changed for consistency.

## RECREATION

### Recreation Manager Highlights

January turning into February is always a busy time for the Recreation Department, with balancing Winter programs starting and planning for Spring and Summer programs and events. Despite preparing for the fiscal year end, personal assessments, snow days, the recent transit strike, and lots of sick staff, we have been able to not miss a beat in the delivery of our programs and services.

#### Wesbrook Community Centre

- Lunar New Year Celebration – Saturday, February 10<sup>th</sup>

#### Old Barn Community Centre

- No updates

#### UNA Community Centres Hours of Operation – Winter 2024

| Hours of Operation    | Wesbrook Community Centre      |                                | Old Barn Community Centre      |                                |
|-----------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| JAN 1 to MAR 31, 2024 | Main Facility                  | Fitness Centre                 | Main Facility                  | Fitness Centre                 |
| Weekday               | 8:30am to 10:00pm<br>Mon – Fri | 6:00am to 10:00pm<br>Mon – Fri | 7:00am to 9:00 pm<br>Mon - Fri | 7:00am to 9:00 pm<br>Mon - Fri |

|         |                               |                                 |                               |                               |
|---------|-------------------------------|---------------------------------|-------------------------------|-------------------------------|
| Weekend | 8:30am to 9:00pm<br>Sat & Sun | 7:00 am to 9:00 pm<br>Sat & Sun | 7:00am to 7:00pm<br>Sat & Sun | 7:00am to 7:00pm<br>Sat & Sun |
| Holiday | 10:00 am to 5:00 pm           | 7:00 am to 5:00 pm              | 10:00 am to 5:00 pm           | 10:00 am to 5:00 pm           |

#### Staffing

- Daniel Gowyluk – NEW Youth Coordinator
- Volunteer & Newcomer Support Coordinator – Final Interviews Complete – Feb 16<sup>th</sup>.
- Recreation currently hiring ALL Summer 2024 positions – Camps and 4 Auxiliary Front Desk positions.

#### New & Ongoing Projects

##### UBC Athletics & Recreation Committee

- No updates
- Next Meeting – February 13, 2024 – Thunderbird Areana
  - Agenda Item – Neighbourhoods Agreement – Communication, front line staff.
  - UBC Aquatic Schedule remains unchanged from last report. Members of the UNA are informed to always consult the online schedule prior to visiting: <https://recreation.ubc.ca/aquatics/schedule/>

##### UNA/UBC Newcomers Project

- Timeline
  - Feb 5-19 – Final hiring stage – Determination of best hire
  - Feb 19-26 – Job offer/hiring
  - March 4 – Onboarding
  - April 1 – Position begins

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#### Facilities & Customer Service / Front Desk – January 2024

##### General Front Desk Services

- A busy start to 2024 with over 200 winter programs commencing on January 8 and the increased sports activities. New residents continue to move into the neighbourhoods. 594 new clients were enrolled in our registration system, including





366 UNA and 116 UBC/UTown members. 52 parking applications were reviewed, and 34 new paid parking permits were issued.

The following metric shows the Front Desk services in January in comparison with the same period of 2022 and 2023.

#### UNA Drop-In General Services (January) Comparisons

|                        | <b>2022</b> | <b>2023</b> | <b>2024</b> |
|------------------------|-------------|-------------|-------------|
| Open Gym               | N/A         | 648         | 801         |
| Parent & Tot Drop in   | 43          | 205         | 185         |
| Sports Drop in         | 54          | 72          | 449         |
|                        | 2022 - JAN  | 2023 - JAN  | 2024 - JAN  |
| Parking Permit Issued  | 17          | 29          | 34          |
| New members Enrollment | 428         | 610         | 594         |

The two community centres observe the following hours of operation in 2024: no change from 2023 and confirmation of maintaining extra hours of operation as implemented in September 2023.

#### Hours of Operation 2024

| <b>Hours of Operation</b> | <b>Wesbrook Community Centre</b>                            |   | <b>Old Barn Community Centre</b>                           |  |
|---------------------------|---|---|--|--|
|                           | Main facility   | Fitness Centre  | Main facility  | Fitness Centre   |
| 2024                      | Mon – Fri: 8:30am to 10:00pm<br>Sat & Sun: 8:30am to 9:00pm | Mon – Fri: 6:00am to 10:00pm<br>Sat & Sun: 7:00 am to 9:00 pm | Mon – Fri: 7:00am to 9:00pm<br>Sat & Sun: 7:00am to 7:00pm | Mon – Fri: 7:00am to 9:00pm<br>Sat & Sun: 7:00am to 7:00pm |
| Holiday                   | 10:00 am to 5:00 pm   | 7:00 am to 5:00 pm  | 10:00 am to 5:00 pm  | 10:00 am to 5:00 pm  |

#### Snow Day Response

The 2024 Snow Response was led by the Recreation Manager, in partnership with the Operations Manager and assisted by the Communications Team. Information for staff was accurate and timely allowing adjustments. The Communications Team worked diligently to ensure the general public was updated in the same expeditious manner.

|                                   | <b>WCC</b>   | <b>OBCC</b>                                   | <b>Community Field</b>          |
|-----------------------------------|--|---|---------------------------------|
| <b>Jan 17, 2024<br/>Wednesday</b> | Facility opened from 9am to 3pm; all programs cancelled. | Open from 9am to 3pm; all programs cancelled. | Closed from Jan 11 to 22, 2024. |



|                                  |   |   |  |
|----------------------------------|---|---|--|
| <b>Jan 18, 2024<br/>Thursday</b> | Facility opened from 9am to 12pm; all programs cancelled. | Facility opened from 9am to 12pm; all programs cancelled. |  |
| <b>Jan 19, 2024<br/>Friday</b>   | Facility opened regular hours; all programs cancelled.    | Facility opened regular hours; all programs cancelled.    |  |
| <b>Jan 20, 2024<br/>Saturday</b> | Facility opened regular hours; all programs resumed.      | Facility opened regular hours; all programs.              |  |

#### Facility Management

- The exterminator from Westside Pest was called on service on Jan 19 to seal the entry points from north side of the building. New door sweeps were installed. Fewer reports of rodent sightings were submitted by staff in the past two weeks. We will continue to monitor the situation.
- New janitorial service from Scandinavian Building Services started on Feb 1 at WCC and OBCC.
- To better respond to the increased community inquires on bookings and parking, an extended training will be provided to more Front Desk staff.
  - Parking
    - Trained already: Peng, Gavin, Olivia, Mariia, Nandini, Anne
    - To be trained: Sandy, Adepa, Gurneet, Ruta, and Paola
    - Timeline: to be completed by March 31, 2024
  - Bookings and Field
    - Staff to be trained: Peng, Nandini and Cathy
    - Timeline: to be completed by Jan 31, 2024

#### RECREATION TEAM MONTHLY BOARD REPORT - PROGRAM COORDINATORS

##### Registration Updates

|                         | Winter 2022 | Winter 2023 | Winter 2024 #s<br>as of Jan 2 | Winter 2024 #s<br>as of Feb 1 |
|-------------------------|-------------|-------------|-------------------------------|-------------------------------|
| Programs offered        | 275         | 348         | 320                           | 278                           |
| Registered participants | 1614        | 2210        | 1469                          | 1874                          |
| Waitlist                | 301         | 366         | 174                           | 229                           |
| Withdrawals             | 219         | 280         | 49                            | 115                           |

| Category | Winter 2022 | Winter 2023 | Winter 2024<br>Revenue<br>as of Jan 2 | Winter 2024<br>Revenue<br>as of Feb 1 |
|----------|-------------|-------------|---------------------------------------|---------------------------------------|
|----------|-------------|-------------|---------------------------------------|---------------------------------------|

|                   |             |                     |                     |                     |
|-------------------|-------------|---------------------|---------------------|---------------------|
| Physical Activity | \$55,519.17 | \$98,764.14         | \$81,702.95         | \$92,427.54         |
| Arts              | \$24,600.64 | \$48,025.99         | \$34,215.59         | \$40,408.73         |
| Music             | \$14,257.20 | \$20,797.65         | \$22,469.10         | \$20,702.70         |
| Education         | \$15,798.38 | \$19,183.15         | \$26,838.10         | \$28,650.78         |
| Camps             | \$33,810.10 | \$31,451.70         | \$7134              | \$12,711.60         |
| Events            | \$0         | \$95                | \$0                 | \$0                 |
| <b>TOTAL</b>      |             | <b>\$219,334.40</b> | <b>\$172,359.74</b> | <b>\$194,901.40</b> |

#### Programming-Wide Updates

- We are hiring summer camp staff! Job postings are open, and we are accepting applications for Camp Coordinator, Camp Leaders, and After-Camp Care Leaders.
- Increased camp offerings by an additional ages 5-7 camp each week of summer due to full camps and waitlists last year for this age group.
- We are also introducing after-camp care, due to popular request! After-camp care provides an additional 2 hours of childcare services to help busy parents.
- Spring Art Fair – Artisan Vendor call out. We had many requests from artists in the community for an opportunity to sell their craft at the Spring Art Fair last year. This year, we are accepting applications from Feb 12 – Apr 30!

#### Program Coordinator Updates

- On January 21, as a part of the *Weaving Wellness: A Mental Health Initiative* series, we hosted a Tai Chi class for members of the community.
- Youth portfolio to the new Youth Program Coordinator.
- On February 4, a two-hour workshop titled "Arts for Emotional Wellbeing" will be conducted at the WCC as part of the *Weaving Wellness: A Mental Health Initiative* series.
- We currently have over 300 adult volunteers in our system with 48 adult volunteers who are facilitating, instructing and/or assisting with programs.
- Newcomers Highlights
  - A variety of **English Conversation** classes continue to be offered and there are still some spaces left in several of the programs.
  - **Newcomers' English Club** is off to a great start with 30 people registered and 16-20 people attending each session. It is a very mixed group of people coming from countries in the Americas, Europe, Middle East and Asia.
- Upcoming Events
  - **Pharmacists Services** information sessions. Doctor of Pharmacy students from UBC will present two workshops to share the new services that pharmacists can now offer, including assessing, treating and prescribing for minor ailments and contraception.
    - Saturday, February 17 at 1pm at Wesbrook Community Centre (Mandarin session)



- Wednesday, February 21 at 10am at Wesbrook Community Centre.  
(English session)
- **Dance Party for Seniors**, February 24 at 7pm at Wesbrook Community Centre

## Fitness Board Report - January 2024

### January 2024 Fitness Centre Attendance

| Weekday       | WCC Total   | OBCC Total | Combined Total |
|---------------|-------------|------------|----------------|
| Sunday        | 497         | 70         | 567            |
| Monday        | 795         | 122        | 917            |
| Tuesday       | 868         | 100        | 968            |
| Wednesday     | 678         | 99         | 777            |
| Thursday      | 402         | 56         | 458            |
| Friday        | 475         | 78         | 553            |
| Saturday      | 538         | 73         | 611            |
| <b>Totals</b> | <b>4253</b> | <b>598</b> | <b>4851</b>    |

### January Fitness & Yoga Class Stats

| Classes Ran in January 2024 | Total Drop-in Revenue | Total Revenue | Total Instructor Costs | UNA Take Home Revenue |
|-----------------------------|-----------------------|---------------|------------------------|-----------------------|
| 110 Classes                 | \$1,372.75            | \$36,713.81   | \$2,070.00             | \$34,643.81           |

### January 2024 Personal Training Stats

|                      | Angie   | Abby | Rio      | Benjamin | Hanif    |
|----------------------|---------|------|----------|----------|----------|
| <b>Appointments</b>  | 7       | TBD  | 13       | 14       | 19       |
| <b>Total Revenue</b> | \$356.2 | TBD  | \$609.05 | \$616.52 | \$948.35 |

### January Fitness Comparison Stats

|             | WCC Passes Sold   | OBCC Passes Sold   | OBCC Attendance | WCC Attendance | Fitness/ Yoga Programs | Personal Training |
|-------------|-------------------|--------------------|-----------------|----------------|------------------------|-------------------|
| <b>2022</b> | 217               | 12                 | 64              | 322            | 3                      | 0                 |
| <b>2023</b> | 303<br>(\$25,414) | 62<br>(\$3,057.10) | 395             | 4493           | 36                     | 42 (\$2,080)      |



|             |                      |                    |     |      |    |                    |
|-------------|----------------------|--------------------|-----|------|----|--------------------|
| <b>2024</b> | 398<br>(\$31,438.72) | 57<br>(\$2,938.07) | 599 | 4256 | 37 | 53<br>(\$2,530.12) |
|-------------|----------------------|--------------------|-----|------|----|--------------------|

#### EXTERNAL BOOKINGS REPORT JANUARY 2024

| Room             | Booked | Total<br>Hours | Rate  | Booking        | Tax included        |
|------------------|--------|----------------|-------|----------------|---------------------|
| UNA Soccer Field |        |                | \$    | \$             | \$                  |
| UNA/UBC          | Yes    | 22             | 50.00 | 1,100.00       | 1,155.00            |
| UNA Soccer Field |        |                | \$    | \$             | \$                  |
| Youth            | Yes    | 263.5          | 75.00 | 19,762.50      | 20,750.63           |
| <b>Total</b>     |        | <b>285.5</b>   |       | <b>20862.5</b> | <b>\$ 21,905.63</b> |

#### INTERNAL BOOKINGS REPORT JANUARY 2024

| Room         | Total<br>Hours | Rate | Booking     | Tax included    |
|--------------|----------------|------|-------------|-----------------|
|              |                |      |             | \$              |
| <b>Total</b> | <b>79.5</b>    |      | <b>4911</b> | <b>5,156.55</b> |

### OPERATIONS + SUSTAINABILITY

#### Operations

#### Onboarding New Janitorial Services Provider in OBCC and WCC - Scandinavian Building Services

We are pleased to announce that Scandinavian Building Services is now working in the Old Barn Community Centre and Wesbrook Community Centre, providing both onsite and evening janitorial services seven days a week. Feedback from staff so far has been positive, the Operations department will continue to work closely with both the Recreation Department and Scandinavian Building Services to improve overall service delivery.

#### Preparation of sidewalks repair project around the UNA

Based on the initial draft sidewalk condition assessment report, the Operations department is scheduling an early spring sidewalk repair around the UNA neighbourhoods. As we are still in the early phase of the project, the Operations department will provide

information regarding the work schedules and locations to the community through the stratas and a weekly electronic newsletter.

### **UNA On-street Electric Vehicle Charging Stations Updates**

The UNA is collaborating with UBC and BC Hydro to locate additional on-street electric vehicle (EV) charging stations.

The Community Works Fund originally approved funding for the construction of five charging stations around the neighbourhoods. With BC Hydro now participating in the charging station project, the Operations department expect that the cost-savings may be possible with BC Hydro sponsoring the charging station hardware cost (minus potential civil modification cost in order to meet BC Hydro design requirement). The collaboration with BC Hydro will also create efficiency by speeding up the BC Hydro's internal approval process. The objective is to use the potential savings from the BC Hydro partnership to develop additional charging stations within the UNA with the allocated budget.

The Operations department is expected to provide the Board with an update in April 2024.

## **Sustainability**

### **UBC NCAP Updates – Workshops and updates**

Staff attended NCAP Technical Working Group sessions with UBC staff, academics, and UBCPT staff. The Technical Working Groups reviewed action items, technical frameworks, and responsible parties for each of the NCAP scope areas, including embodied carbon, existing buildings, ecosystems services, and more. Materials from the Technical Working Groups will be shared with the Board and broader public during the public engagement sessions.

### **Sustainability Coordinator Position and Transition Arrangement**

The UNA Sustainability Coordinator, Robyn Chan will be leaving the UNA at the end of February for a new position. I am appreciative of all the hard work that Robyn has done for us over the past two years, especially in expanding Green Depot operating hours and developing workshops for retrofit programs; she will be greatly missed. I would personally like to wish her the best of success in all her future endeavors.

We are in the midst of the hiring process for a replacement and expect that the new hire will be onboard before mid-late March 2024. During the transition period, we do not expect to see any impact to the UNA Green Depot's operations and UNA community garden renewal process.

## **FINANCE**

### **Highlights of Major Activities:**

- Budget public consultation
- Financial system upgrade
- Fiscal year-end preparation

### ***Budget Public Consultation:***

The second draft of the 2024-25 UNA budgets was presented to the Board at the January Board meeting and was posted on the UNA website from January 19 to February 4 for public consultation. Public feedback was received and has been presented to the Finance & Audit Committee for review and discussion. Further details can be viewed at the Finance & Audit Committee Update section for the Board to review and discuss further.

### ***Financial System Upgrade:***

The new financial system's basic structure has been built. The Finance team is undergoing training on how to use the new system and transferring some historical data onto the new system. The goal is to continue using the existing system this fiscal year and move to the new system in the new fiscal year 2024/25. Further testing and training are required during the next few months to ensure all the modules and functions are in place and work properly.

### ***Fiscal Year End Preparation***

Planning for the end of the 2023/24 fiscal year has already been started. The closing time and process for this year will be impacted by the current financial system upgrade. The Finance team has already started working with all the departments on establishing a timeline and the logistics of getting all the required information to ensure the year end closing is smooth and timely.

### **Financial Implications**

None.

### **Operational Implications**

None.

### **Strategic Objective**

None.



**Attachments**

None.

**Concurrence**

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

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Paul Thorkelsson', written over a horizontal line.

Paul Thorkelsson  
Chief Administrative Officer





**Report Date:** February 12, 2024  
**Meeting Date:** February 20, 2024  
**From:** Wegland Sit, Operations Manager  
**Subject:** Lot 11 Community Garden License Agreement Extension

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## Background

The first community garden in the neighbourhoods, Hawthorn Community Garden, opened in 2008, followed shortly by Rhodo Community Garden. Nobel Community Garden was opened in 2012. Greenway North and Greenway South Gardens were opened in 2021. There are a total of 246 plots between the five gardens.

The five community gardens provide opportunities for community members to grow their own food and flowers, connect with nature, and be a part of the garden community.

The UNA manages all five community gardens, with day-to-day garden operations being supported by volunteers. As of January 2024, due to high demand, the wait time for the Greenway gardens is between four to five years.

## Decision Requested

*THAT the Board approve the Lot 11 Community Garden License Agreement Extension and authorize the Chair to execute the agreement, as circulated.*

## Discussion

On April 2021, UBCPT licensed the management and operations of the Lot 11 Community Garden, often referred to as the Greenway North Community Garden, Garden to the UNA.

The existing license agreement between UBCPT and the UNA will expire soon, but both parties have expressed an interest in continuing the current arrangements. Since this is a license agreement between the UNA and UBCPT, the Delegation of Authority Policy (#01-14) requires the agreement to be approved by the Board.

The license is based on similar terms as the Hawthorn Community Garden License Agreement. This license has a 5-year term and will grant the UNA the permission to operate and manage Lot 11 as a community garden from March 29, 2024 to March 28, 2029. The UNA will be responsible for the upkeep and maintenance of the Lot 11 Community Garden. At the end of the term there is an option for extension. However, the extension is subject to UBCPT's decision.



## **Financial Implications**

The financial implications of the Lot 11 community garden are largely divided into two main categories:

- 1) Annual Garden Revenue; and
- 2) Operations and Management Expense

### *Annual Garden Revenue*

The current annual garden plot gardening fee is at \$60.00 for a full garden plot and \$38.50 for a half garden plot. The annual garden fee covers the use of a garden plot, access to tools and equipment, workshops, and any other garden activities.

Given the high demand, we expect the Lot 11 Community Garden will be fully filled up by our waitlist gardeners immediately. This garden is expected to generate \$1,500.00 of garden revenue annually.

### *Operations and Management Expenses*

For the garden's day-to-day operations, the short-term expenses are mainly from the springtime topsoil delivery, green garden waste removal service, organic weed spray, and line trimming. These expenses total approximately \$900.00 annually.

Long-term operational expenses are more challenging to predict. The garden is expected to face more expenses as it ages. For example, an expected expense in the short-term is the mulch resurfacing cost. In 2-7 years, garden plots will require repair and garden fixtures maintenance costs will gradually grow in the future.

The revenue of the community garden is an ongoing budgeted item under the Operations and Sustainability department. The operational expenses are an ongoing budgeted item under the Sustainability and Operation department.

## **Operational Implications**

The Operations and Sustainability department manages the maintenance and operations of the UNA Community Garden program. The existing service provider that oversees the garden day-to-day operations can easily absorb the additional workload associated with the Lot 11 Community Garden.

## **Strategic Objective**

Creating Connection

**Attachments**

1. Lot 11 Community Garden License Agreement – Dated March 2021
2. Lot 11 Community Garden License Agreement Extension – March 2024

**Concurrence**

1. Robyn Chan, Sustainability Specialist

Respectfully submitted,



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Wegland Sit  
Operations Manager



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Paul Thorkelsson  
Chief Administrative Officer

**LICENSE AGREEMENT**  
**(Over Part of Lot 11, Plan EPP102569)**

This License Agreement is dated for reference **March 29, 2021**

BETWEEN:

**UBC PROPERTIES INVESTMENTS LTD.**, (Incorporation No. BC0578584), a British Columbia company having an office at Suite 200, 3313 Shrum Lane, Vancouver, British Columbia, V6S 0C8, as Trustee, for UBC Properties Trust

(the "**Licensor**")

AND:

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**, a society duly incorporated under the law of British Columbia (Incorporation No. S0044722), having its registered office at #202 – 5923 Berton Avenue, Vancouver, British Columbia V6S 0B3

(the "**Licensee**")

In this License Agreement "we", "our" and "us" refer to the Licensor and "you and "your" to the Licensee.

**WHEREAS:**

A. The Licensor is the leasehold owner of lands lying and being situate on the campus of The University of British Columbia and legally described as:

PID: 029-436-796  
Lot 11 District Lot 6494 Group 1 New Westminster District Plan  
EPP29484 except Air Space Plan EPP102569

(the "**Lands**")

B. The Licensee has requested a license to occupy a portion of the Lands to operate a community garden as shown outlined in black dashed lines and identified on Schedule A (the "**Licensed Area**").

C. The Licensor and the Licensee have agreed to enter into this License Agreement to permit the Licensee to operate a community garden on the Licensed Area and such other ancillary facilities as may be approved by the Licensor (collectively, the "**Permitted Uses**").

NOW THEREFORE, in consideration of the license fees, mutual covenants and agreements contained in this License Agreement and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by the parties), the Licensor grants the Licensee the license and contractual right (the "**License**") to the exclusive use and enjoyment of the Licensed Area on the terms and conditions set out in this License.

## **1.0 GRANT OF LICENSE**

1.1 The Licensors grants to the Licensee a License to occupy, subject to the terms and conditions of this License Agreement, the Licensed Area as shown outlined in black dashed lines and identified on the plan attached as Schedule A.

1.2 The Licensee agrees that this License is subject to and that the Licensee will perform all of the covenants, conditions and provisos concerning the construction, occupation and maintenance of the License Area that are contained in the lease set out in Schedule "C" hereto (the "**Ground Lease**") as if they were also contained in this License *mutatis mutandis*, including without limitation, the covenants with respect to release, indemnification, limitation of liability, insurance, repairs and maintenance, builders' liens, inspection, and observance of regulations. In the event of a conflict between the terms of this License Agreement and the terms of the Ground Lease, the terms of this License Agreement shall prevail. For greater certainty, the Term and Expiry Date shall be as set forth herein.

## **2.0 TERM:**

2.1 The term of this License (the "**Term**") shall be three (3) years commencing on March 29, 2021 to and including March 28, 2024 (the "**Expiry Date**").

2.2 We may extend the term of this License on either a month-to-month, or year-to-year basis, at our sole discretion, for such additional period of time as you may require, provided however, it is always understood and agreed that we may give you notice prior to the end of a month, or year during any such extension period that, as of the end of the following month or year, the term shall be at an end.

## **3.0 LICENSE FEE, TAXES UTILITIES**

3.1 The license fee for the term of this License shall be Ten Dollars (\$10.00), the receipt and sufficiency of which are hereby acknowledged by the Licensors.

3.2 The Licensee shall pay and discharge all existing and future taxes, levies, charges, assessments, duties and outgoings whatsoever which are now or during the term of the License shall be imposed, levied, assessed or charged upon the Licensed Area or the Licensee in respect thereof.

3.3 The Licensee covenants and agrees to pay all utilities which are incurred by the Licensee in connection with the operation of a community garden in the Licensed Area on their due dates to the providers thereof.

## **4.0 USE OF LICENSED AREA**

4.1 The Licensed Area shall not be used by the Licensee for any purposes other than the Permitted Uses. The Licensee acknowledges that it has satisfied itself that the Licensed Area may be used for the Permitted Uses. The Licensee will not use or permit or suffer the Licensed Area to be used for any other purposes.

4.2 The Licensee shall conduct its business and affairs in the Licensed Area in a respectful and reputable manner. The Licensee shall not carry on or perform or suffer or permit to be carried on or performed or suffered on the Licensed Area any unreasonable practice or act, or engage in any activities which is or becomes a nuisance, a source of annoyance, a disturbance or interference to any person using or occupying the Lands.

4.3 For the purpose of section 4.2 above, the Licensee covenants and agrees that it will cause any individuals who are assigned a plot of land within the Licensed Area for gardening to sign the Plot Holder Agreement as annexed hereto at Schedule B, and make sure that all the rules and regulations stipulated thereon will be duly observed and performed by individual plot holder.

## **5.0 LIABILITY AND WAIVER**

5.1 All property kept or stored by the Licensee on the Licensed Area shall be at the Licensee's sole risk. The Licensee shall be liable for any loss or damage (including; without limitation any obligation or liability with respect to any claim for personal injury, loss of life, consequential or other indirect damage with respect to property, revenues or profit) caused to the Licensee or other persons using the Licensed Area.

## **6.0 INSPECTION**

6.1 The Licensors shall be entitled at all reasonable times (after written notice given to the Licensee specifying the purpose) to enter the Licensed Area and other improvement thereon for any of the following purposes:

- (a) inspecting the same;
- (b) inspecting the performance by the Licensee of the terms, covenants,, agreements and conditions of this License, and by any permitted sublicense claiming by, through or under the Licensee of any of its obligations under its License;
- (c) posting and keeping posted thereon notices as required or permitted by any law or regulation;
- (d) conducting an environmental audit; or
- (e) any other reasonable purpose.

In the event of a chemical spill or any incident related to hazardous materials being exposed or after receiving a complaint, the Licensors shall have the right of immediate access to the Licensed Area to inspect facilities and/or operations as necessary.

## **7.0 INDEMNITY**

7.1 Except to the extent of the sole negligent acts of the Licensors, its employees and agents, the Licensee hereby indemnifies the Licensors, its employees and agents and save harmless the Licensors, its employees and agents from and against any and all claims, actions, damages, liabilities and expenses in connection with the loss of life, personal injury, bodily injury including death or damage to property arising from any act in the Licensed Area or through the occupancy or use of the Licensed Area, occasioned wholly or in part by an act or omission of the Licensee. In case the Licensors, its employees and agents, without actual (as opposed to merely vicarious) fault on its part, is made a party to litigation begun by or against the Licensee excepting in a bona fide action by the Licensee against the Licensors, its employees and agents, the Licensee will protect and hold harmless the Licensors, its employees and agents.

1.1 Without limiting Section 1.2 or 7.1, the Licensee agrees that the indemnity provisions contained in the Ground Lease will also apply to this License and the Licensee agrees to indemnify and save harmless UBC Properties Investments Ltd. as trustee for UBC Properties

Trust, the University of British Columbia and any other parties that are permitted to be indemnified in the Ground Lease, from and against all claims resulting from the actions of the Licensee under this License or as a result of the granting of this License.

7.2 It is hereby acknowledged and agreed that any person who enters the Licensed Area shall be deemed to be the invitee of the Licensee.

7.3 The obligations of the Licensee to defend, indemnify and save harmless the Licenser shall apply and continue notwithstanding the termination of this License.

## **8.0 INSURANCE**

8.1 The Licenser, its employees and agents shall not be responsible for damage or losses to the Licensee's property on the Licensed Area. The Licensee shall take out and keep in force during the term of this License General Liability Insurance on an occurrence basis, against claims for bodily injury, death and property damage, with respect to the Licensee's use and occupation of the Licensed Area and shall be in accordance and compliance with the Ground Lease. Such insurance shall have a per occurrence limit of not less than \$5,000,000.00 and shall include the Licenser, its employees and agents as an Additional Insured and shall contain a cross liability clause, and coverage for the Licensee's legal liability and broad form contractual liability. Evidence that the Licensee has purchased insurance in accordance with the above terms and conditions shall be provided to the Licenser upon execution of this License.

## **9.0 REPAIR AND MAINTENANCE**

9.1 The Licensee shall execute all construction, repairs, maintenance or alterations on the Licensed Area in a good and substantial state of repair in accordance with any applicable statute, bylaw, code or regulation of any government, government agency or regulatory authority (the "**Authorities**"), including without limitation the British Columbia Building Code, the Rules and Regulations and Development Guidelines of the University of British Columbia (the "**University**"), the Ground Lease and pay all necessary fees, permits, assessments and charges related to any such construction, renovations or alterations.

9.2 The Licensee shall maintain the Licensed Area and those portions of the Lands in the immediate vicinity of the Licensed Area in a neat and sanitary condition.

9.3 The Licenser acknowledges that the Licensee shall make certain alterations, repairs, renovations, modifications, installations or improvements ("**Alterations**") to the Licensed Area consistent with the use of the Licensed Area as community gardens. The Licenser agrees that the Licensee shall not be obliged to obtain the Licenser's consent in relation to any Alterations PROVIDED that the Licensee shall not make any Alterations until it has first obtained the consent of the appropriate permitting Authorities and unless it shall first obtain and pay for all necessary fees for permits from the relevant Authorities. Upon the termination of this License and at the request of the Licenser, the Licensee shall forthwith remove any Alterations and restore the Licensed Area to its previous conditions.

9.4 All Alterations shall be done by contractors or other workers or trades-persons in good and a professional manner with first class materials in accordance with all applicable laws, building codes, rules and regulations of the University and Ground Lease.

## **10.0 SIGNAGE**

10.1 The Licensee shall not display any sign, picture, advertisement, or notice of any kind on any part of the Licensed Area, without the prior written consent of the Licensor. Notwithstanding the foregoing, the Licensee may only install signs in and on the Licensed Area, including fascia signage to the maximum extent permitted by the University's sign criteria.

## **11.0 LICENSES, PERMITS AND SAFETY**

11.1 The Licensee is responsible for obtaining and maintaining all licenses and permits required by the federal and provincial laws and the rules and regulations of the University, which pertain to the conduct of the Licensee's operation on the Licensed Area and the Licensee will obtain and maintain such licenses and permits during the Term or any extension period of this License.

11.2 The Licensee is solely responsible for ensuring the safety of all persons that enter the Licensed Area.

11.3 The Licensee will not install or suffer to be installed equipment which will exceed or overloaded the capacity of utility facilities servicing the Lands and if equipment installed or allowed to be installed by the Licensee requires additional utility facilities such facilities will be installed at the Licensee's expenses in accordance with plans and specifications approved by the Authorities in writing prior to installation.

## **12.0 PARKING**

12.1 The Licensee, its agents, officers, invitees and other persons having business with the Licensee shall be prohibited from using any part of the Lands designated for parking except as permitted by the Licensor. Should the Licensee, its agents, officers or invitees park vehicles in the designated parking area or area of the Lands not allocated for that purpose, the Licensor shall have the right to remove the trespassing vehicles and the Licensee shall indemnify and save harmless the Licensor and the Licensor from any costs, claims, damage, liability and expense from any claims by third parties arising out of the removal of trespassing vehicles.

## **13.0 TERMINATION**

13.1 The Licensor shall have the right to terminate the Licensee's license by notice to the Licensee if the Licensee defaults in performing or observing any of the terms, and conditions of this License and fail to cure the default within 30 days after notice thereof is given to the Licensee.

13.2 If the Licensor terminates the Licensee's license pursuant to this License Agreement or if this License otherwise expires, the Licensee shall, upon the request of the Licensor and at the Licensor's sole discretion, be required at its expense to reinstate the Licensed Area to its original conditions immediately before the commencement of this License.

## **14.0 ASSIGNMENT**

14.1 The Licensee shall not assign or sublicense or otherwise part with possession or permit others to use the whole or any part of the Licensed Area, without the written consent of the Licensor. The Licensee agrees that prior to providing consent pursuant to this section, the Licensor may request to see and approve of any proposed agreements with the proposed Licensees.



## **15.0 OCCUPATION OF THE LICENSED AREA**

15.1 If the Licensee without default pays the License Fee, utilities and taxes at the times and in the manner herein provided and keeps and performs all the terms, covenants and agreements contained in this License that are required to be kept and performed by the Licensee, the Licensee may continue to occupy the Licensed Area for the Term without any interruption or disturbance from the Licensor, its successors or assigns or any other person or persons lawfully claiming by, from or under the Licensor or any of them, but subject always to the rights of the Licensor set out in this License.

## **16.0 NOTICE**

16.1 Any notice, demand, request consent or objection required or contemplated to be given or made by any provision of this License shall be given or made in writing and shall be considered given or made on the day of delivery if delivered before 4:00 p.m. by personal delivery, otherwise it shall be considered delivered on the next following business day, or in the case of mail three clear business days after the day of delivery if sent by prepaid registered mail, addressed to the Licensor at:

University of British Columbia  
Suite 200, 3313 Shrum Lane  
Vancouver, BC, V6S 0C8  
Attention: Don Matheson

or addressed to the Licensee at:

University Neighbourhood Association  
#202 – 5923 Berton Avenue  
Vancouver, BC V6S 0B3  
Attention: Executive Director

## **17.0 NO PARTNERSHIP OR JOINT VENTURE**

17.1 It is understood and agreed that nothing contained in this License or in any acts of the Licensor and the Licensee hereby shall be deemed to create a partnership or joint venture or any relationship between the parties other than the relationship of Licensor and Licensee.

## **18.0 NON-WAIVER OF DEFAULT**

18.1 The waiver or acquiescence by the Licensor of any breach by the Licensee of any term or condition shall not be deemed to be a waiver of such term or condition or any subsequent or other breach of any term or condition of this License.

## **19.0 LICENSOR CAN CURE DEFAULTS**

19.1 The Licensor shall have the right at all times to remedy or attempt to remedy any default of the Licensee, and in so doing may make any payments due or alleged to be due by the Licensee to third parties and may enter upon the Licensed Area to do any work or other things therein, and in such event all expenses of the Licensor in remedying or attempting to remedy such default together with an administrative charge equal to 15% of the total of such expenses shall be payable by the Licensee to the Licensor forthwith upon demand.

## **20.0 ENUREMENT**

20.1 This Sublicense shall be binding upon and enure to the benefit of the Licensor's and the Licensee's successors and permitted assigns.

## **21.0 SEVERABILITY**

21.1 If any article, section, paragraph or subparagraph of this License Agreement shall be held to be indefinite, invalid, illegal, or otherwise voidable or unenforceable, the entire License Agreement shall not fail on account thereof, and the balance of the License shall continue in full force and effect.

## **22.0 SURVIVAL OF OBLIGATIONS**

22.1 All of the Licensee's obligations under the terms of this License and all of the indemnities hereunder shall survive the termination of this License.

IN WITNESS WHEREOF the parties hereto have hereunto executed this License.

EXECUTED by the Licenser on \_\_\_\_\_, 2021.

**UBC PROPERTIES INVESTMENTS LTD.,** )  
AS TRUSTEE FOR UBC PROPERTIES )  
TRUST, by its authorized signatories: )  
)

\_\_\_\_\_  
Authorized Signatory )  
)  
)  
\_\_\_\_\_  
Authorized Signatory )  
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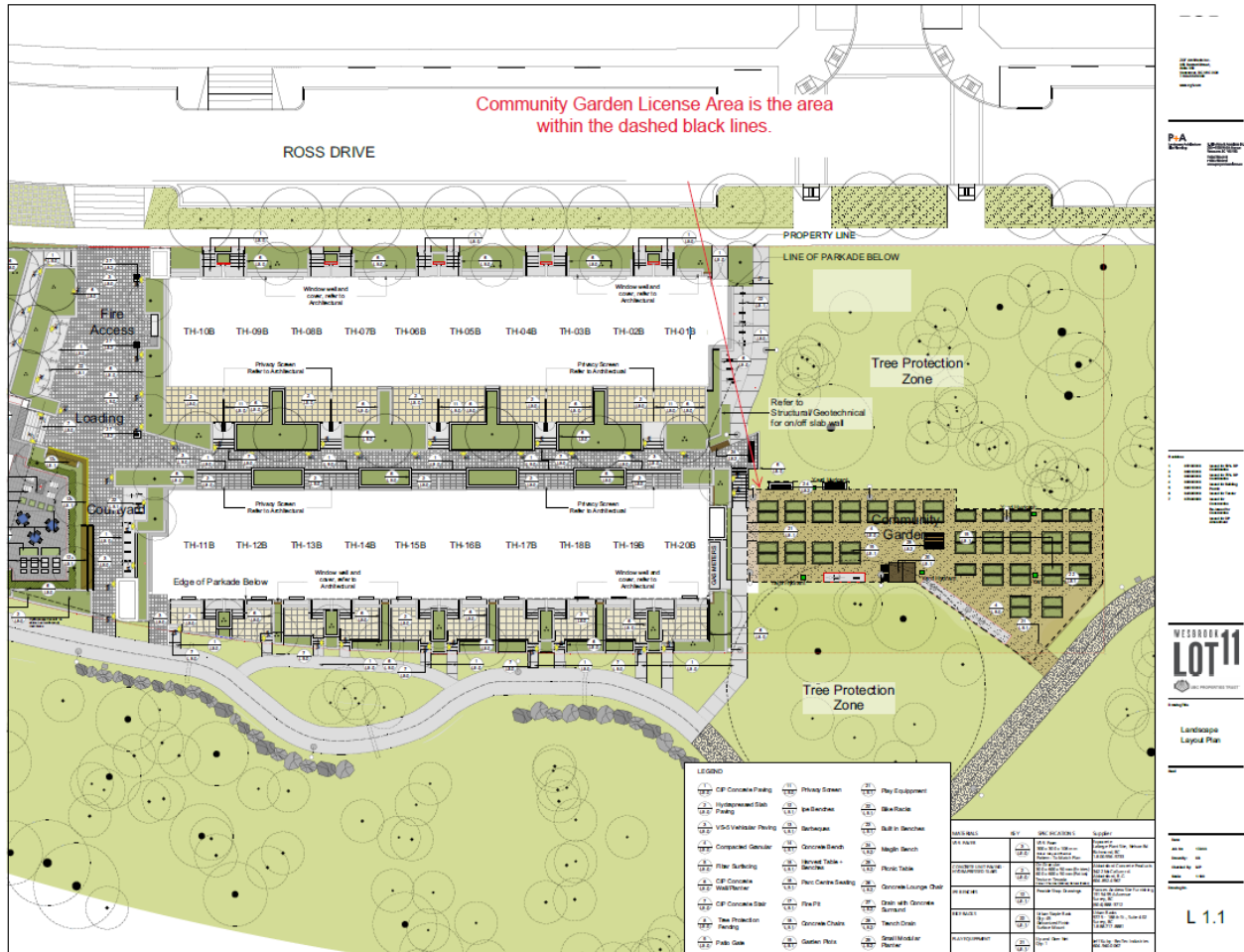
EXECUTED by the Licensee on \_\_\_\_\_, 2021

**UNIVERSITY NEIGHBOURHOOD** )  
**ASSOCIATION,** by its authorized signatory: )  
)

\_\_\_\_\_  
Authorized Signatory )  
)

\_\_\_\_\_  
Authorized Signatory )  
)

## Schedule "A" Plan of Licensed Area





**Schedule “B”  
Plot Holder Agreement**

**Schedule "C"**  
**Ground Lease**



**License Modification Agreement  
(Over Part of Lot 11, Plan EPP102569)**

THIS MODIFICATION AGREEMENT (the "**Agreement**") is made February 2, 2024.

BETWEEN:

**UBC PROPERTIES INVESTMENTS LTD.**, (Incorporation No. BC0578584) as trustee for UBC Properties Trust having an office at Suite 200, 3313 Shrum Lane, Vancouver, British Columbia V6S 0C8

(the "**Licensor**")

AND:

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**, a society duly incorporated under the law of British Columbia (Incorporation No. S0044722), having its registered office at 6308 Thunderbird Boulevard, Vancouver, British Columbia V6T 1Z4

(the "**Licensee**")

WHEREAS:

- A. By a license agreement dated for reference March 29, 2021 (the "**License Agreement**"), the Licensor licensed to the Licensee a portion of the lands legally described as PID: 029-436-796 Lot 11, District Lot 6494, Group 1, New Westminster District Plan EPP102569, for a term of three (3) years, commencing on March 29, 2021, and ending on March 28, 2024 (the "**Expiry Date**"), upon and subject to the terms and conditions set forth in the License Agreement; and
- B. The Licensor and the Licensee have agreed to extend the term of the License Agreement on the terms and conditions hereinafter set forth.

NOW THEREFORE for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby covenant and agree with each other as follows:

- 1. The term of the License Agreement is extended such that the Expiry Date is now March 28, 2029.
- 2. Notwithstanding any other term of the License Agreement or this Agreement to the contrary, the Licensor shall have the right to terminate the License Agreement, as modified by this Agreement, at its sole discretion anytime during the term on 9 months' notice to the Licensee.
- 3. Provided the Licensee is not in default under the terms of the License Agreement, the Licensee shall have the option to extend the term of the License Agreement for an additional period of five (5) years with no less than 9 months' written notice and no more than 12 months' written notice to the Licensor.

4. This Agreement shall be read together with the License Agreement and be construed as if they were one document and the parties confirm that, except as modified herein, all covenants and conditions in the License Agreement remain unchanged, unmodified and in full force and effect.
5. Any capitalized word or term not otherwise defined herein shall have the meaning given thereto in the License Agreement.
6. The parties agree, from time to time, to do or cause to be done all such things, and shall execute and deliver all such documents, agreements and instruments reasonably requested by another party, as may be necessary or desirable to complete the modifications contemplated by this Agreement and to carry out its provisions and intention.
7. This Agreement may be executed by the parties in any number of counterparts, each of which when executed and delivered is deemed to be an original, but all of which when taken together will constitute one and the same instrument. This Agreement may be executed by the parties hereto and delivered by fax, electronic mail in "portable document format" (".pdf") form or an electronic signature platform such as [www.docusign.com](http://www.docusign.com). Any such digital execution and delivery shall constitute effective execution and delivery of this Agreement. Provided however, in the event either the Landlord or the Tenant require this Agreement in paper form with original signatures, upon request, the parties shall manually execute this Agreement in paper form.

IN WITNESS WHEREOF the parties hereto have hereunto executed this Agreement as of the date first written above.

**UBC PROPERTIES INVESTMENTS LTD.** )  
as trustee for UBC Properties Trust )  
by its Authorized Signatories: )

\_\_\_\_\_) )  
Authorized Signatory )  
Name: )  
Title: )

**UNIVERSITY NEIGHBOURHOOD** )  
**ASSOCIATION** )  
by its Authorized Signatory(ies): )

\_\_\_\_\_) )  
Authorized Signatory )  
Name: )  
Title: )



**Report Date:** February 13, 2024  
**Meeting Date:** February 20, 2024  
**From:** Athena Koon, Finance Manager  
**Subject:** Fiscal 2024-25 UNA Budgets – Final Draft

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## Background

In November 2023, the first draft budgets for the 2024-25 fiscal year were presented to the Finance & Audit Committee and the Board. To allow more time for public feedback, the Board opened the public consultation period after the first draft was presented. The second draft of the 2024-25 UNA budgets was presented to the Board at the January 2024 Board meeting and was posted on the UNA website from January 19, 2024 to February 4, 2024, for public consultation. The public consultation period has ended, and this report provides a summary of the public feedback received.

The purpose of this report is to present all the public feedback to the Board, provide further details regarding specific budget line items, and provide a proposed list of projects to be funded from the Board projects line.

## Decision Requested

*THAT the Board approve the 2024-25 operating and capital budgets and, pursuant to section 10.2 of the Neighbours Agreement 2020, direct staff to submit the budget summaries to UBC for approval.*

## Discussion

### Public Consultation:

The Board approved the first draft for public consultation at the November 2023 Board meeting and the draft budgets were published with the following timeline:

- Dec 22, 2023 to Jan 18, 2024: First draft budgets published
- Jan 19, 2024 to Feb 4, 2024: Second draft budgets published

The following has been done:

- Send out newsletter notifications.
- Live web page section for 2024-25 budgets on the UNA website.
- Creating a budget package that the public can download and review.
- Outline the timeline of the budget development.

- Specific section to allow residents to provide feedback.

In total, we have had over 400 views of our consultation page and 8 responses. Please refer to the attachment for all the public feedback we received during the period. At its February 2024 meeting, the Finance & Audit Committee reviewed and discussed the individual points of feedback provided by the public. Following the February 2024 Board meeting, staff will send responses to the questions and comments provided during the public consultation period and upload additional information regarding the UNA's budgets on its website.

Further details for this budget:

Please see below for further details regarding specific budget lines that have been mentioned during the public consultation period:

- **\$60,000 for Professional Fees – Consulting Fees**
  - UNA compensation and benefit review \$15K
  - UBC & UNA joint project consulting \$20K
  - Operations consulting project \$10K
  - Record management and other projects by the CAO \$10K
  - Other miscellaneous fees \$5K (HR, space assessment, etc.)
- **\$43,000 for General Operating Services – Conferences, Travel, & Training**
  - Board Orientation - \$7K (election for 2024)
  - Membership dues - \$7K (Professional & LGMA)
  - Training and Professional Development - \$29K (for all employees)
- **\$79,200 for General Operating Services – IT Services**
  - Financial, HR, and Recreation Software & Management Licenses - \$46K
  - Day-to-Day licenses (office 365, adobe, printer, security) - \$33K (most licenses are under not-for-profit license, that is significantly cheaper than retail pricing).
- **\$32,130 for Communications – General Communications**

The cost is mainly for subscription fees for URL Shortener Subscription, Newsletter Email Service Subscription, Customer Service, and Software Subscription. These subscriptions and software are equivalent to ones used by

other organizations, as we are using software and services that are considered to be the industry standard. Their rates do not change for every organization and, in some instances, we are getting a lower rate because we're a non-profit.

Social Media Advertising expenditure is minimal and used only when disseminating information to the public where their participation is important (e.g. public engagement campaigns) or if we are promoting a new service or a keynote event (e.g.. Neighbours Day, the return of The Campus Resident). In 2023, the UNA spent less than \$300 on social media ads.

- **\$27,950 for Communications – Newspaper**

This line item includes the \$5.4K newspaper template improvement. The previous newsletter template was not designed for accessibility and readability. The new one was specifically designed for improved accessibility and better organization of information. The template is planned to be used over a period of three years and it goes out to over 4,000 subscribers. That's a cost of \$0.009 per subscriber.

For the newspaper, we've done our best to improve sustainability by creating an online version and limiting the print run to quarterly as opposed to monthly (which was the publication schedule of the previous iteration of the paper). As for a performance assessment, it wouldn't be fair to do one right now as the paper has only been publishing for four months – that said, the Newspaper Editorial Committee has received feedback from many residents asking for more frequent print editions and this tells us that the paper has a loyal following and people interested in seeing it more frequently distributed.

- **\$22,050 for Communications – Website**

The UNA is built with a custom API that pulls information from several sources to make sure that the website contains the most up-to-date information on programs and events. Maintaining the API requires some support from an external web development team. Absorbing that cost in-house (i.e. hiring a web developer) would quadruple the dollar amount. The web development team's rate is competitive with market standards.

*Finalized Projects:*

An amount of \$103K has been tentatively allocated to fund Board projects. A list of these projects has been included to provide the Board with insight into what projects

staff are proposing to be funded from this amount. This list has been reviewed by the Finance & Audit Committee, but can be further reviewed by the Board at a future date.

Next Steps:

After reviewing the public feedback and the draft budgets with the team and Finance & Audit Committee, minor changes to the second draft of the budget have been proposed.

UBC also provided a letter confirming the \$690K landscaping funding support for the 2024-25 fiscal year. Reimbursement will be via UBCPT – the same process that was conducted this fiscal year. Please refer to the attached letter for further information.

Based on the UNA budgeting process, after public consultation, the next step is for the Board to consider the final draft and for approval. After Board approval, the final budget will be submitted to UBC for final approval, and this should conclude our 2024-25 budgeting process.

As per the Neighbours Agreement 2020, the UNA budget needs to be submitted to UBC a minimum of 45 days (on February 15) before the end of the fiscal year. An extension request had been sent to UBC for our budget to be submitted by the end of the month. Since the Board meeting is scheduled to be on February 20, 2024, it should allow us enough time to meet the deadline.

If the new fiscal year budget cannot be finalized and approved by the UNA Board before end of February, due to UBC's meeting schedule, they will not be able to approve the new budget and get back to us on time before the new fiscal year begins. If that is the case, the UNA may make expenditures in accordance with the prior year's budget until the UNA has a UBC-approved budget for the fiscal year.

**Financial Implications**

None.

**Operational Implications**

None.

**Strategic Objective**

Governance



### Attachments

1. 2024-25 UNA Draft Budgets Public Consultation Feedback
2. Voices for Change Letter – Dated February 1, 2024
3. 2024-25 Funding for Neighbourhood Services Letter – Dated February 1, 2024
4. Final Draft 2024 Projected Neighbours Levy
5. Final Draft 2024-25 UNA Operating Budget – Summary
6. Final Draft 2024-25 UNA Operating Budget – Detailed
7. Final Draft 2024-25 UNA Capital Budget – Summary
8. Final Draft 2024-25 UNA Capital Budget – Detailed
9. Summary of 2024-25 UNA Proposed Projects for Board Approval

### Concurrence

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

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 black ink, appearing to read 'Paul Thorkelsson', written over a horizontal line.

Paul Thorkelsson  
Chief Administrative Officer

| Public Consultation Feedback on 2024/25 Draft Budgets |                                   |        |  |                         |
|---|-----------------------------------|--------|--|-------------------------|
| Date Received   | Name                              | Member | Feedback   | Changes to Draft Budget |
| 2024.01.25  | Vincent Meng<br>(Eton Council VP) | Yes    | 1. We need to know why the landscaping budget has increased from over \$400,000 to over \$1.4 million. Has there been a competitive bidding process with other companies to ensure fairness?   | No                      |
|   |                                   |        | 2. Regarding the two salary expenses, can we have a detailed breakdown of the positions, annual salaries, and additional benefits such as RRSP contributions?  | No                      |
|   |                                   |        | 3. Please compare our annual budget with the Dunbar Community Centre and West Point Grey Centre. Are our staff and salaries significantly higher?  | No                      |
| 2024.01.26  | Claire Atkinson                   | Yes    | The budget spends way too much on landscaping (more than an eighth of the total revenue!) when the UNA is reluctant to even consider spending money on community issues such as animal control. Having a safe neighborhood is more important than having a pretty neighborhood.  | No                      |
| 2024.01.27  | Vindy Lin                         | Yes    | We need better clarity on the budget. The increase of UBC levy did not show in service improvement. UNA programs are 3-5 times more expensive than nearby community centers, and community centers staff and managers there are not inclusive of all users.  | No                      |
| 2024.01.29  | Vincent Meng<br>(Eton Council VP) | Yes    | All the UBC strata buildings draft new year budget based on last years actual expense, not last years budget. is there any special reason? I also would like to ask the finance committee about the last years break down of the wage and salary expensed.   | No                      |
| 2024.01.31  | Hilary Percy                      | Yes    | We have had a second crime incident this year. The first was a break-in through the intercom. This week a prowler was approaching, but obviously dissuaded by a security camera. I am at home a lot and am not aware of patrols by police...only the odd UBC traffic patrol. Perhaps some of the huge budget could be allocated to improved policing/security. | No                      |
| 2024.01.31  | Xingbin Chang                     | Yes    | As the budget has grown significantly, but community services have changed little. I am worried that there is a lack of necessary supervision in the budget formulation and execution processes, and there are big problems in community operations. We really need a transparent and detailed rule to bind the UNA operations team.                           | No                      |
| 2024.02.01  | Charles Menzies                   | Yes    | Solid work demonstrating care and attention to detail. Do not be swayed by fiscal conservatives who want to second guess everything you have done.   | No                      |

# Voices for Change: A Community's Call for a More Effective UNA Budget Process

Dear UNA Finance Team, UNA Management Team, and UNA Board Members,

UNA's expenditure has nearly doubled from \$4 million in 2019 to an anticipated \$8 million in 2024. However, residents paying more in taxes have not observed significant positive changes in the community, raising concerns about the inefficient use of funds.

My ongoing dialogue with the UNA CAO (now former), Finance Manager and UNA board since October last year has not yielded substantial progress in addressing these concerns. The new budget for 2024-25 does not critically review past issues and continues the previous budgeting approach. This lack of action led me to initiate a petition on January 25th at <https://www.change.org/una-budget-2024> to amplify residents' concerns and suggestions. As of Feb. 1st, the petition has garnered **323 supporters** from residents and strata council members at UBC within a week, with the number still growing.

Firstly, I would like to highlight the key concerns of UBC residents regarding the "UNA 2024-25 Draft Budget", which persists despite previous discussions and presentation:

1. The annual budget is crucial for UNA's operations, yet there seems to be a **lack of thorough review and oversight by the board**. Despite nine months of board meetings having minutes over the past year, the key budget review meetings in November 2023 and January 2024 lack records. Moreover, there's barely any change requested by the board between the first and second drafts of the budget, raising questions about the board's commitment to its critical financial supervisory responsibilities.
2. **Community-focused budgeting should be based on the needs and priorities of the community**. Despite receiving no feedback on last year's budget and ineffective outreach methods still being employed this year, no feedback has been received for this year's draft (from the first draft in November to the second draft on January 16th), rendering the process merely formal. In contrast, a petition initiated by a resident like me garnered more than 300 household signatures and feedback in just a few days. I also believe my petition has provoked much direct feedback to UNA since Jan. 25th. Therefore, what excuse does the UNA team, with dozens of full-time staff, have for failing to gather feedback? It's advised that UNA steps out of the office to engage directly with residents or start by communicating with building strata councils for more effective feedback. And the collection of community

needs and priorities should be an ongoing activity before the annual budgeting process starts.

3. Without properly gathering community needs, **lacking real priority projects to compete for budget allocation**, and missing active supervision and overall control by the UNA board, the budgeting process inevitably becomes a **formality**. This leads to inefficient allocation of funds and high management costs without direct outcomes (specific expenditure issues are detailed in the petition and other resident feedback provoked by this petition). This situation calls for a budgeting process that is more transparent and inclusive.
4. **Insufficient Savings for Emergencies:** The Neighbours' Fund displays large deficits in several of the past years, indicating inadequate financial planning. In 2020 and 2021, UNA required financial aid from UBC. From 2014 to 2019, the Rate Stabilization Reserve had continuous significant drops (-\$504,167 in 2016; -\$1,136,777 in 2017), as indicated in my previous presentation, showing that a mere 1% annual reserve contribution is inadequate. In the current economic context of high inflation and recession, the absence of a strategy for expense control and savings in the budget is alarming.
5. **Excessive Administrative Overheads** (35% of total 2024/25 Budget): The budget allocations for wages and salaries, office expenses per headcount, professional consulting fees, and IT services for a small organization like UNA seem excessively high, especially when compared to conservative spending on public infrastructure and impactful projects for residents. The rise in expenses, especially when a large part of our revenue is granted and not within our direct control, leads to unforeseen variations in our surplus or deficit figures. Remember, both UBC levy rate and property assessment value could drop, as they have in the past.
6. **Lack of a detailed headcount or staffing budget:** It is imperative that the annual budget distinctly includes a comprehensive headcount or staffing budget, detailing the number of full-time and part-time employees, and noting any year-over-year changes. This transparency is key to assessing financial allocations for human resources and aligning them with UNA's operational needs and strategic goals. The clear presentation of this data is crucial for operational efficiency, stakeholder accountability, and informed decision-making.
7. There are **no necessary procurement control measures** for significant expenditure items. For example, at the board meeting I personally attended on October 17, 2023, I was surprised to find that the Hawthorn Community Garden replacement project, costing about \$70,000, was approved by the board with only one supplier's quote. This makes me question whether UNA has similar situations in many other projects. In my building's strata corporation, any project exceeding \$5,000 requires at least two quotes. Therefore, please confirm whether UNA has written quotation regulations for such project procurement expenses.

Secondly, specific points of contention regarding 2024-25 budget include:

1. **Community Center Income Expectations:** Why have the income expectations for both community centers (excluding programming) been lowered for 2024-25, including the recently renovated and refitted Old Barn? WCC dropped from \$383,000 in 2023 to \$327,000 and OBCC from \$140,000 in 2023 to \$125,425. If this is attributed to being over budget in 2023-24, it implies that the actual performance for the fiscal year 2023-24 was not achieved. Does this reflect in the performance and salary evaluations at UNA? I have noticed that the annual report only compares actual numbers for the current and previous year, while the annual budget compares budget numbers for the next and current year, without a comprehensive item-by-item comparison of actual vs. budget. Such comparisons are common practice in any company or institution, aiding in identifying problems between actuals and budget, and facilitating future improvements.
2. **Substantial Increases in Salaries and Benefits:** UNA has seen considerable increases in salaries and benefits expenses, surpassing UBC's 2024 COLA of 3.08% by a wide margin. Administration Salaries and Benefits for Non-Management Salaries will increase 12% to \$737,593, which is difficult to explain by just "5% RRSP plus COLA". Are more staff being added? This situation underscores my earlier request for a detailed staffing budget in the annual budget for better understanding. The 62% total increase in General and Administrative Salaries and Wages from 2019 to 2023, amidst reduced operations due to the pandemic, calls for a reassessment of salary scales, especially as revenue from community centers is only beginning to recover.
3. **Professional Consulting Fee and IT Services:** I query the justification of a \$60,000 expense for salary review and professional consulting fees for a small organization like UNA. A detailed breakdown of conference travel, training costs, and specifics of the \$79,200 annual IT services expenditure is required.
4. **High Communication Expenses with Poor Results:** The cost-effectiveness of spending \$27,950 + \$22,050 on simple static content website maintenance with limited traffic is questionable. The \$5,400 expenditure for newspaper template improvement and the effectiveness of this investment also require evaluation. I request a performance assessment of the newspaper website and newsletter. Why not use leading modern software-as-a-service tools like Wix.com (\$36/month) and Mailchimp.com (\$27/month) at only a fraction of the expense? Given that both the website and newspaper currently have low traffic and engagement, resources should be redirected towards driving visits, increasing engagement, and producing higher quality, relevant content.
5. **AGM & Election for 2024/25:** I inquire about the rationale behind the \$25,000 increase

from \$5000, possibly for online election software. How many votes were received in past election campaigns? Is such a large expenditure necessary?

6. **\$32,130 for Various Subscriptions and Services:** The allocation of \$32,130 for URL shortener subscription, social media ads, newsletter email service subscription, customer service, and software subscription seem unusually high. A detailed breakdown or clarification is essential to understand how these funds are distributed, particularly with regards to social media ads. Typically, subscription fees for a small organization like UNA should be modest. For instance, a few tens of dollars per account per month would be more appropriate. A shift towards community-based online/offline engagement could potentially offer greater value compared to broad social media promotions. My petition, which incurred zero cost, serves as a practical case study in this regard. Conducting an analysis of the Return on Investment (ROI) from previous advertising campaigns is crucial for assessing their effectiveness and justifying these expenses.

I urge UNA to consider these points and re-examine the budget in light of our earlier discussions, making necessary adjustments before public consultation. Please note, as an outsider and not a finance expert, I acknowledge that there might be blind spots, inaccuracies, or even errors in my observations. I am open to corrections and welcome any supporting evidence to refine my understanding.

Our >300 co-signatories, including members of various strata councils in the UBC neighborhood, share a deep investment in the financial health and operational efficiency of UNA. We urge the board to consider our concerns, recognizing the broader community's vested interest in these matters. I am committed to reporting back to the co-signatories about the progress I make with UNA.

Sincerely,

**Brad Chen, and all co-signatories**  
**February 1, 2024**





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

February 1, 2024

Sent via email: [richard.watson@myuna.ca](mailto:richard.watson@myuna.ca)  
CC: [paul.thorkelsson@myuna.ca](mailto:paul.thorkelsson@myuna.ca)

Subject: 2024-2025 Funding for Neighbourhood Services

Dear Mr. Watson,

Since April 1, 2023, the UNA has taken over responsibility for directly managing third-party neighbourhood landscaping and maintenance agreements in UBC's campus neighbourhoods from UBC Properties Trust. UBC appreciates the UNA's leadership in successfully managing this transition, ensuring neighbourhood service levels continue to meet the demands of a growing community.

The UNA has historically received financial support from UBC Properties Trust (UBCPT) for delivery of landscaping services, which has continued through this transition period. This support is important for the UNA's financial sustainability and the ongoing delivery of neighbourhood landscaping and maintenance services. As such, UBCPT is committed to continuing this financial support for 2024/25 (\$690,000) and through a transition period over the next five years as the Wesbrook Place Neighbourhood continues to develop. This commitment forms an important part of a long-term transition plan being developed by the UNA, UBC and UBCPT, and includes:

1. Implementation of a financial model with reducing UBC financial support as the Wesbrook Place Neighbourhood continues to develop and the UNA receives additional Services Levy revenue to support service delivery;
2. Acknowledgement by UBC Properties Trust's of ongoing financial interest in the marketability of new developments through the transition;
3. Reflecting the outcomes of the Neighbours Agreement discussions and the UNA's Landscape Management Plan to determine future landscape and maintenance standards and opportunities for cost reductions, including work underway to clarify and document current service standards and costs; and,
4. Finalizing a location, operating model and timeline to meet the UNA's needs for a neighbourhood works yard.

We look forward to working with the UNA on this transition plan, recognizing the importance of neighbourhood landscape and maintenance to our organizations and to the broader community. If



you have any questions about this process, please contact Chris Fay, Director, Strategic Policy, Campus and Community Planning ([chris.fay@ubc.ca](mailto:chris.fay@ubc.ca)).

Yours truly,

Michael White, Associate Vice President, Campus and Community Planning  
The University of British Columbia

A handwritten signature in black ink, appearing to be 'M. White', written over a horizontal line.

Aubrey Kelly, Chief Executive Officer  
UBC Properties Trust

A handwritten signature in blue ink, appearing to be 'A. Kelly', written over a horizontal line.

**UBC Neighbours Fund**  
**Projected Amount of Neighbours Levy**  
**Available to the UNA**

|   | <b>2023</b>         | <b>2024</b>         |
|---|---------------------|---------------------|
| <b>Neighbours Levy (Services Levy and GMSL)</b>         | <b>8,625,731</b>    | <b>9,650,000</b>    |
| <b>Contributions to Reserves</b>                        |                     |                     |
| Infrastructure Replacement Reserve (IRR) <sup>1</sup>   | -207,018            | -231,600            |
| Capital Reserve (CR) <sup>2</sup>                       | -103,509            | -115,800            |
| Rate Stabilization Reserve                              | -86,257             | -96,500             |
| Community Field Replacement Reserve <sup>3</sup>        | -60,000             | -60,000             |
| <b>Total Contributions to Reserves</b>                  | <b>-456,784</b>     | <b>-503,900</b>     |
| <b>UBC Withdrawals</b>                                  |                     |                     |
| Stormwater Sewers                                       | -693,831            | -777,954            |
| Fire Service Charge                                     | -1,803,361          | -1,835,115          |
| Recreation and Cultural Facilities Charges <sup>4</sup> | -719,704            | -812,000            |
| <b>Total UBC Withdrawals</b>                            | <b>-3,216,896</b>   | <b>-3,425,069</b>   |
| <b>Net Amount of Neighbours Levy</b>                    | <b>4,952,051</b>    | <b>5,721,031</b>    |
| <b>GST (Net of UBC GST Credit)</b>                      | <b>-81,181</b>      | <b>-93,787</b>      |
| <b>Amount Available to the UNA <sup>5</sup></b>         | <b>\$ 4,870,870</b> | <b>\$ 5,627,244</b> |

**Notes:**

**1 & 2.** The study conducted by Vann Struth in 2022 recommended that the combined contribution rate for the IRR & CR (currently 3.6%) be increased by 0.1% /year from 2024 to 2029 to 4.2%. The amounts shown here are based on the current contribution rates. A 0.1% increase in the combined contribution rate would equal \$9.7K

**3.** The 2023 contribution was the last contribution required to be made to the Community Field Replacement Reserve. It has been assumed that a new agreement for the Wesbrook Field will require contributions to continue to be made to the reserve.

**4.** Recreation and Cultural Facilities Charges have been finalized.

**5.** The amount available to the UNA is for its fiscal year beginning in the calendar year.

**University Neighbourhoods Association (UNA)**  
**Operating Budget 2024-25 (Summary)**

| <b>University Neighbourhoods Association (UNA)</b> | <b>2022-23<br/>ACTUALS</b> | <b>2023-24<br/>APPROVED<br/>BUDGET</b> | <b>2024-25<br/>DRAFT<br/>BUDGET</b> |
|--|----------------------------|--|-------------------------------------|
| <b>REVENUE</b>                                     |                            |  |                                     |
| <b>Payments from UBC</b>                           |                            |  |                                     |
| Neighbours Levy                                    | 4,110,109                  | 4,946,636                              | 5,627,244                           |
| <b>        Total Payment From UBC</b>              | <b>4,110,109</b>           | <b>4,946,636</b>                       | <b>5,627,244</b>                    |
| <b>Recreation &amp; Culture</b>                    |                            |  |                                     |
| Wesbrook Community Centre                          | 216,536                    | 383,000                                | 327,000                             |
| Old Barn Community Centre                          | 109,013                    | 140,000                                | 125,425                             |
| Programming  | 807,199                    | 698,500                                | 886,770                             |
| Playing Fields & Park Rentals                      | 101,440                    | 105,000                                | 109,700                             |
| <b>        Total Recreation &amp; Culture</b>      | <b>1,234,188</b>           | <b>1,326,500</b>                       | <b>1,448,895</b>                    |
| <b>Other Revenue</b>                               |                            |  |                                     |
| Parking  | 150,459                    | 111,900                                | 144,525                             |
| Miscellaneous                                      | 47,509                     | 32,840                                 | 50,933                              |
| Common Area Maintenance Support (UBCPT)            | -                          | 733,256                                | 690,000                             |
| <b>        Total Other Revenue</b>                 | <b>197,967</b>             | <b>877,996</b>                         | <b>885,458</b>                      |
| <b>Grants &amp; Other Funding</b>                  |                            |  |                                     |
| External Grants & Miscellaneous                    | 160,880                    | 165,000                                | 150,250                             |
| <b>        Total Grants &amp; Other Funding</b>    | <b>160,880</b>             | <b>165,000</b>                         | <b>150,250</b>                      |
| <b>TOTAL REVENUE</b>                               | <b>5,703,144</b>           | <b>7,316,132</b>                       | <b>8,111,846</b>                    |

| <b>University Neighbourhoods Association (UNA)</b> | <b>2022-23<br/>ACTUALS</b> | <b>2023-24<br/>APPROVED<br/>BUDGET</b> | <b>2024-25<br/>DRAFT<br/>BUDGET</b> |
|--|----------------------------|--|-------------------------------------|
| <b>EXPENDITURES</b>                                |                            |  |                                     |
| <b>Engineering &amp; Operations Services</b>       |                            |  |                                     |
| Parking & Bylaw Enforcement                        | 114,923                    | 161,856                                | 165,886                             |
| General Maintenance                                | 103,027                    | 132,520                                | 71,066                              |
| Common Area Maintenance                            |                            |  |                                     |
| Landscaping  | 418,977                    | 1,249,736                              | 1,461,259                           |
| Road, Gutter and Sidewalk Maintenance              | 65,843                     | 53,550                                 | 56,228                              |
| Streetlights                                       | 38,832                     | 53,000                                 | 42,500                              |
| UBCPT Management Fees                              | 80,000                     | -                                      | -                                   |
| Electricity  | 73,067                     | 80,000                                 | 84,000                              |
| Other Common Area Maintenance Costs                | 47,186                     | 52,500                                 | 55,125                              |
| <b>Total Engineering &amp; Operations Services</b> | <b>941,856</b>             | <b>1,783,161</b>                       | <b>1,936,064</b>                    |
| <b>Recreation &amp; Culture Services</b>           |                            |  |                                     |
| Wesbrook Community Centre                          | 554,383                    | 529,650                                | 568,035                             |
| Old Barn Community Centre                          | 213,811                    | 219,602                                | 252,515                             |
| Recreation Salaries & Benefits                     | 974,790                    | 1,292,487                              | 1,490,386                           |
| Programming  | 765,099                    | 708,500                                | 843,313                             |
| Fields   | 16,312                     | 18,000                                 | 20,000                              |
| Community Access (VPL)                             | 64,600                     | 120,000                                | 100,000                             |
| Community Support                                  | 59,286                     | 76,500                                 | 105,550                             |
| <b>Total Recreation &amp; Culture Services</b>     | <b>2,648,282</b>           | <b>2,964,739</b>                       | <b>3,379,799</b>                    |
| <b>General Operation Services</b>                  |                            |  |                                     |
| Administration Salaries & Benefits                 | 1,216,661                  | 1,540,274                              | 1,674,898                           |
| Sustainability                                     | 33,391                     | 32,029                                 | 62,338                              |
| General Operating Services                         | 520,041                    | 662,889                                | 680,798                             |
| Professional Fees                                  | 165,462                    | 155,660                                | 159,200                             |
| Communications                                     | 102,176                    | 106,000                                | 119,300                             |
| Public Engagement                                  | 65,238                     | 71,380                                 | 99,450                              |
| <b>Total General Operation Services</b>            | <b>2,102,969</b>           | <b>2,568,232</b>                       | <b>2,795,983</b>                    |
| <b>TOTAL EXPENDITURES</b>                          | <b>5,693,106</b>           | <b>7,316,132</b>                       | <b>8,111,846</b>                    |
|  |                            |  |                                     |
| <b>SURPLUS OR (DEFICIT)</b>                        | <b>10,038</b>              | <b>0</b>                               | <b>0</b>                            |

| University Neighbourhoods Association (UNA) |   |                          |                            |                         |   |
|---|---|--------------------------|----------------------------|-------------------------|---|
| Operating Budget 2024-25 (Detailed)         |   |                          |                            |                         |   |
|   |   | Actual Number<br>2022-23 | APPROVED BUDGET<br>2023-24 | DRAFT BUDGET<br>2024-25 | COMMENT   |
| <b>REVENUE</b>                              |   |                          |                            |                         |   |
| Payments from UBC                           | Neighbours Levy                             | 4,110,109                | 4,946,636                  | 5,627,244               | Refer to Neighbours Fund chart for details  |
|   | Total Payments from UBC                     | 4,110,109                | 4,946,636                  | 5,627,244               |   |
| <b>Recreation &amp; Culture</b>             |   |                          |                            |                         |   |
| Wesbrook Community Centre                   | Wesbrook Function Rentals                   | 24,158                   | 32,500                     | 27,000                  | Rental space is at a premium, over budget for 23/24 and adjust to reflect new budget Over budget for 2023/24. May see small growth form 2023 actual of memberships with increased holiday hours.                          |
|   | Wesbrook Fitness Membership                 | 191,341                  | 295,000                    | 250,000                 |   |
|   | Wesbrook Personal Trainer                   | 1,037                    | 55,500                     | 50,000                  | Projected growth due to upgrades at the OBCC, and intent to use OBCC as a PT Hub.   |
|   | Total Wesbrook Community Centre             | 216,536                  | 383,000                    | 327,000                 |   |
| Old Barn Community Centre                   | Old Barn: Bean Around the World Coffee Shop | 74,962                   | 65,000                     | 77,925                  | Under budget last year & should be close to actual for 2022/23 Rental Bookings, Wedding, Corporate Bookings, Retreats, UBC and Community Groups - Improvement to OBCC and OBCC Kitchen, provides more user friendly space |
|   | Old Barn Function Rentals                   | 20,674                   | 25,000                     | 27,500                  |   |
|   | Old Barn Fitness Membership                 | 13,377                   | 50,000                     | 20,000                  | Overbudget for 2023/24. Increased Operational Hours, Newly Upgraded Fitness Centre, Drop in Synergy Programming to increase from actual from 2023   |
|   | Total Old Barn Community Centre             | 109,013                  | 140,000                    | 125,425                 |   |
| Programming                                 | Wesbrook Program Fees                       | 741,645                  | 550,000                    | 763,895                 | Program revenues include recreational programs, fitness program, and camp revenue   |
|   | Birthday Parties                            | 2,965                    | 15,000                     | 35,875                  | Includes OBCC & WCC birthday parties rental   |
|   | Wesbrook Yoga Studio Revenue                | 16,488                   | -                          | 38,500                  | Increased Operational Hours - Additional Group Fitness class revenue  |
|   | Virtual Program Revenue                     | 1,028                    | 5,000                      | -                       | Change Virtual to Satelight   |
|   | Withdrawal Fee Revenue                      | 5,550                    | 1,500                      | 3,500                   |   |
|   | Old Barn Program Fees                       | 39,523                   | 127,000                    | 45,000                  | Fitness program is redistributed to Wesbrook Program Fees   |
|   |   | 807,199                  | 698,500                    | 886,770                 |   |
| Playing Fields & Park Rentals               | Parks Rental                                | 90                       | -                          | -                       | Restricted Increase - Balance of UBC, Green Space and available Rental Time Continued Bookings - Price Review - Fall 2023 effect September 2024   |
|   | Nobel Softball Diamond Revenue              | 2,123                    | 15,000                     | 15,000                  |   |
|   | Community Field Revenue                     | 99,227                   | 90,000                     | 94,700                  |   |
|   |   | -                        |                            |                         |   |
|   | Total Playing Fields & Park Rentals         | 101,440                  | 105,000                    | 109,700                 |   |
| <b>Other Revenue</b>                        |   |                          |                            |                         |   |
|   | Parking Revenue                             | 74,405                   | 70,000                     | 73,500                  | No change at 5 %  |
|   | Towing Administration Fees                  | 10,380                   | 10,500                     | 11,025                  | No change at 5%   |
|   | Car Share Parking Revenue                   | 65,674                   | 31,400                     | 60,000                  | increase usage after COVID  |
|   | Newspaper/Program Guide Advertising Sales   | 4,560                    | -                          | 6,000                   | -   |
|   | Interest Revenue                            | 24,662                   | 20,000                     | 25,653                  | -   |
|   | Miscellaneous Revenue                       | 3,232                    | -                          | 5,000                   | Seniors Lunches and Youth Pizza Days  |
|   | Community Gardens                           | 12,906                   | 12,000                     | 12,600                  | -   |
|   | Sustainability Funding                      | 2,150                    | 840                        | 1,680                   |   |
|   | Common Area Maintenance Support (UBCPT)     | -                        | 733,256                    | 690,000                 | Gradually decreasing  |
|   | Total Other Revenue                         | 197,967                  | 877,996                    | 885,458                 |   |
| <b>Grants &amp; Other Funding</b>           |   |                          |                            |                         |   |
|   | Transfer from 20xx-20xx Surplus Reserves    |                          | -                          | -                       | Continued increase through station rentals, food revenue and potential return of Beer Garden and addition of Outdoor Movie Canada Summer Jobs - 2024 - Submission for (2+2+1+1) Staffing                                  |
|   | Neighbours Day                              | 455                      | 2,500                      | 4,500                   |   |
|   | CRA summer job funding (Federal Funding)    | 16,479                   | 22,000                     | 22,000                  |   |



|  |  |                |                |                |   |
|--|--|----------------|----------------|----------------|---|
|  | Operating Contribution to Community Field (VSB Funding)    | 15,235         | 10,000         | 10,500         | Community Field                           |
|  | Youth Programming (C+CP Contribution)                      | 39,065         | 43,500         | 45,000         | Youth - share 50/50 with UBC              |
|  | Safe & Connected Community Coordinator (C+CP Contribution) | 65,051         | 62,000         | 42,000         | Funding structure change 50/50 with UBC   |
|  | Miscellaneous Funding                                      | 24,595         | 25,000         | 26,250         | Celebrate Canada Grant, New Horizon Grant |
|  | <b>Total Grants &amp; Other Funding</b>                    | <b>160,880</b> | <b>165,000</b> | <b>150,250</b> |   |

|                      |                  |                  |                  |
|----------------------|------------------|------------------|------------------|
| <b>TOTAL REVENUE</b> | <b>5,703,144</b> | <b>7,316,132</b> | <b>8,111,846</b> |
|----------------------|------------------|------------------|------------------|

ENGINEERING & OPERATIONS SERVICES

Parking & Bylaw Enforcement & Emergency Management (UNA)

|  |                |                |                |  |
|--|----------------|----------------|----------------|--|
| Parking                                      | 14,746         | 32,599         | 31,386         |  |
| Bylaw enforcement                            | 98,388         | 126,697        | 126,000        | Adjust to reflect actual cost and include ALPR system rollout with UNA purchase equipment outright |
| Emergency Management                         | 1,789          | 2,560          | 8,500          | Supplies and modular storage unit for emergency storage, emergency radio                           |
| <b>Total Parking &amp; Bylaw Enforcement</b> | <b>114,923</b> | <b>161,856</b> | <b>165,886</b> |  |

Common Area Maintenance (UNA)

|                     |         |         |        |   |
|---------------------|---------|---------|--------|---|
| General Maintenance | 103,027 | 132,520 | 71,066 | Project oriented line. Reduce 23K out transfer to Sustainability Recycling and Dog waste Line item. |
|---------------------|---------|---------|--------|---|

Common Area Maintenance

|             |                                  |                |                  |                  |   |
|-------------|----------------------------------|----------------|------------------|------------------|---|
| Landscaping | Public realm/parks maintenance   | 584,290        | 934,886          | 1,028,374        | Cost increase at 10%                      |
|             | Irrigation maintenance and water | 100,783        | 245,850          | 270,435          | Cost increase at 10%                      |
|             | Tree Maintenance                 | 48,190         | 69,000           | 162,450          | Tree maintenance plan \$90K & 5% increase |
|             | UBCPT Landscaping Credits        | (314,286)      | -                | -                |   |
|             | <b>Total Landscaping</b>         | <b>418,977</b> | <b>1,249,736</b> | <b>1,461,259</b> |   |

Road, Gutter and Sidewalk Maintenance

|  |               |               |               |   |
|--|---------------|---------------|---------------|---|
| Roads and Gutters                                  | 7,702         | 27,300        | 28,665        | Expect increase in repair cost for sidewalks and roadways after report. |
| Snow/ice removal program                           | 58,141        | 26,250        | 27,563        | No change at 5%   |
| <b>Total Road, Gutter and Sidewalk Maintenance</b> | <b>65,843</b> | <b>53,550</b> | <b>56,228</b> |   |

|              |                             |               |               |               |                               |
|--------------|-----------------------------|---------------|---------------|---------------|-------------------------------|
| Streetlights | Streetlight Maintenance     | 38,832        | 53,000        | 42,500        | Reduce to reflect actual cost |
|              | Ongoing Capital Maintenance | -             | -             | -             | #N/A                          |
|              | <b>Total Streetlights</b>   | <b>38,832</b> | <b>53,000</b> | <b>42,500</b> |                               |

|                       |                     |        |   |   |  |
|-----------------------|---------------------|--------|---|---|--|
| UBCPT Management Fees | Property Management | 80,000 | - | - | No UBCPT Management Fee applicable for 24/25 |
|-----------------------|---------------------|--------|---|---|--|

|                   |                                      |                |                  |                  |                 |
|-------------------|--------------------------------------|----------------|------------------|------------------|-----------------|
| Other UBCPT Costs | Electricity                          | 73,067         | 80,000           | 84,000           | Inflation of 5% |
|                   | Others                               | 47,186         | 52,500           | 55,125           | Inflation of 5% |
|                   | <b>Total Other UBC PT Costs</b>      | <b>120,253</b> | <b>132,500</b>   | <b>139,125</b>   |                 |
|                   | <b>Total Common Area Maintenance</b> | <b>723,906</b> | <b>1,488,786</b> | <b>1,699,112</b> |                 |

|  |  |                |                  |                  |
|--|--|----------------|------------------|------------------|
|  |  | -              | -                |                  |
| <b>TOTAL ENGINEERING &amp; OPERATIONS SERVICES</b> |  | <b>941,856</b> | <b>1,783,161</b> | <b>1,936,064</b> |

RECREATION & CULTURE SERVICES

|                          |        |        |        |  |
|--------------------------|--------|--------|--------|--|
| Operating Costs - Fields | 16,312 | 18,000 | 20,000 | Added maintenance frequency after field replacement at 2024 summer |
|--------------------------|--------|--------|--------|--|

Operating Cost - Wesbrook Community Centre

|   |  |                |                  |                  |   |
|---|--|----------------|------------------|------------------|---|
|   | Janitorial                             | 121,541        | 129,600          | 136,080          | New RFP cost at \$10K WCC and considered \$1K per month for consumables plus extra service to support onsite cleaning |
|   | Waste Removal                          | 32,082         | 36,500           | 38,325           | \$3800 per month now with 4 Regular waste pickup. Expect to drop the current cost by \$500/ month with reduce pickup. |
|   | Security                               | 9,647          | 3,000            | 6,392            | Under budget in previous year. Security camera purchased in 23/24 one time purchase, no change in 24/25               |
|   | Utilities                              | 54,782         | 66,830           | 70,172           | No change usage may reduce slightly as we address the leak and boiler timer.  |
|   | Amortization WCC                       | 97,585         | 99,000           | 103,950          | -   |
|   | Water & Sewer                          | 30,292         | 23,741           | 45,582           | To reflect actual number  |
|   | Misc. Supplies                         | 1,490          | 2,450            | 3,473            | Need kitchen supplies for seniors, youth lunch program  |
|   |  |                |                  |                  |   |
|   | Fitness Centre Maintenance WCC         | 1,489          | 3,000            | 8,000            |   |
|   | Elevator Maintenance                   | 4,143          | 3,898            | 4,093            | No change keep 5%   |
|   | Building Maintenance                   | 19,084         | 21,851           | 16,000           | Reduce to match actual  |
|   | Site Supervisor                        | 78,510         | 59,023           | 55,000           | Reduce to match actual. No move in and out projected/Special IT project .   |
|   | Office Expense                         | 7,430          | 5,213            | 5,473            | No change keep 5%   |
|   | Fire & Emergency                       | 17,495         | 11,831           | 12,422           | No change keep 5%   |
|   | Property Tax                           |                | -                | -                |   |
|   | Operating Costs - Others               | 46,505         | 46,161           | 48,469           | No change keep 5%, small buffer for unexpected repairs  |
|   |  |                |                  |                  | Added lines in WCC for additional position. We can find potential saving if organization wide switch to               |
|   | Phone & Credit Card Line               | 9,934          | 9,356            | 6,000            | Teams Phone.  |
|   | Office Supplies                        | 22,375         | 8,194            | 8,604            | No change keep 5 %  |
|   | <b>Total Wesbrook Community Centre</b> | <b>554,383</b> | <b>529,650</b>   | <b>568,035</b>   |   |
| Operating Cost - Old Barn Community Centre                                  |  |                |                  |                  |   |
|   | Internet                               | 3,082          | 3,898            | 4,873            |   |
|   | Janitorial                             | 54,152         | 56,753           | 68,103           | Increase 7 days onsite service with the new RFP. To stop the gap we see during the weekend.                           |
|   | Waste Removal                          | 14,600         | 13,621           | 18,000           | \$1500 per month combine. Need to review. Upped budget to match current expense.                                      |
|   | Security                               | 1,226          | 2,000            | 2,100            | No change keep 5%   |
|   | Gas                                    | 2,056          | 1,879            | 1,973            | No change keep 5%   |
|   | Hydro                                  | 13,607         | 13,901           | 14,596           | No change keep 5%   |
|   | Water & Sewer                          | 11,131         | 9,468            | 18,000           | To reflect actual   |
|   | Misc. Supplies                         | -              | 4,353            | 6,021            | OBCC kitchen supplies upgrades  |
|   | Elevator Maintenance                   | 4,645          | 4,511            | 4,736            | No change keep 5%   |
|   | Building Maintenance                   | 11,989         | 8,688            | 9,122            | No change keep 5%   |
|   | Fitness Centre Maintenance             | 1,655          | 1,285            | 1,700            | Newly scheduled OBCC Maintenance and Addition of all Sports Equipment Maintenance                                     |
|   |  |                |                  |                  | Less repair with newer furniture. Reno project for repainting the interior and john young flooring                    |
|   | Site Supervisor                        | 38,136         | 27,030           | 32,000           | replacement (special project)   |
|   | Office Expense                         | 3,684          | 4,054            | 4,257            | No change keep 5%   |
|   | Fire & Emergency                       | 5,875          | 5,569            | 5,848            | No change keep 5%   |
|   | Property Tax                           | 10,167         | 13,923           | 14,619           | No change keep 5%   |
|   | Amortization OBCC                      | 23,071         | 26,520           | 27,846           | -   |
|   | Operating Costs - Others               | 7,694          | 11,138           | 8,000            | Reduce to reflect actual cost   |
|   | Phone & Credit Card Line               | 3,348          | 4,455            | 3,838            | Phone conversion  |
|   | Office Supplies                        | 3,692          | 6,555            | 6,883            | No change keep 5%   |
|   | <b>Total Old Barn Community Centre</b> | <b>213,811</b> | <b>219,602</b>   | <b>252,515</b>   |   |
| Recreation Salaries & Benefits Community Centres Full Time Salaries & Wages |  | 332,078        | 491,200          | 572,164          | COLA and new added RRSP benefit and 1 position trf from part time   |
| Community Centres Part Time Salaries & Wages                                |  | 526,726        | 605,536          | 710,683          | Add 2 after camp leader, 2 extra summer camp leader & senior Assistant \$62K.   |
| Community Centres Benefits  |  | 115,986        | 195,751          | 207,539          |   |
| <b>Recreation Salaries &amp; Benefits</b>                                   |  | <b>974,790</b> | <b>1,292,487</b> | <b>1,490,386</b> |   |

|                                      |   |           |           |           |  |
|--------------------------------------|---|-----------|-----------|-----------|--|
|                                      | Community Centre Programming WCC              | 50,422    | 17,500    | 47,715    |  |
|                                      | Utown Collaborative Programming               | 78,143    | 80,000    | 90,000    | 50/50 funding with UBC   |
|                                      | Safe & Connected Community Coordinator (SCCC) | 77,995    | 80,000    | 84,000    | 50/50 funding with UBC   |
|                                      |   |           |           |           |  |
|                                      | Program Instructors                           | 480,355   | 456,500   | 524,923   |  |
|                                      |   |           |           |           |  |
|                                      | Community Events                              | 16,831    | 11,000    | 30,000    |  |
|                                      |   |           |           |           |  |
|                                      | Online S/C                                    | 34,583    | 38,000    | 39,900    |  |
|                                      |   |           |           |           |  |
|                                      | Program Guide                                 | 26,771    | 25,500    | 26,775    |  |
|                                      | Total Programming                             | 765,099   | 708,500   | 843,313   |  |
|                                      |   |           |           |           |  |
| Community Access                     | Vancouver Public Library                      | 64,600    | 120,000   | 100,000   | To reflect actual usage of the VPL   |
|                                      | Total Community Access                        | 64,600    | 120,000   | 100,000   |  |
|                                      |   |           |           |           |  |
| Community Support                    | Community Garden Committee Supplies           | 2,006     | 3,300     | 3,630     |  |
|                                      | Volunteer Event Support                       | 6,239     | 6,000     | 13,000    |  |
|                                      | Children's Garden                             | 2,029     | 2,200     | 2,420     | -  |
|                                      | General Committee Support                     | 2,410     | 21,000    | 16,000    | Committees Supports  |
|                                      | Volunteer Support                             | 874       | 5,000     | 15,000    | Volunteer appreciation acknowledgement event and newcomer support                                  |
|                                      | Neighbours Day                                | 21,071    | 15,000    | 15,000    | To reflect actual cost to organize the biggest event of the UNA                                    |
|                                      | Try-it Week                                   | -         | 4,000     | 1,000     | Reduction of cost due to the selection of a variety of programs to run, over running all programs. |
|                                      | Community Sponsorship Program                 | 24,656    | 20,000    | 39,500    |  |
|                                      | Total Community Support                       | 59,286    | 76,500    | 105,550   |  |
|                                      |   |           |           |           |  |
|                                      | TOTAL RECREATION & CULTURE SERVICES           | 2,648,282 | 2,964,739 | 3,379,799 |  |
|                                      |   |           |           |           |  |
| GENERAL & ADMINISTRATIVE SERVICES    |   |           |           |           |  |
|                                      |   |           |           |           |  |
| Administration Salaries and Benefits |   |           |           |           |  |
|                                      | Management Salaries                           | 655,990   | 659,870   | 709,950   |  |
|                                      | Non-Management Salaries                       | 396,153   | 655,464   | 737,593   | 5% RRSP plus COLA  |
|                                      |   |           |           |           |  |
|                                      | Extended Benefits                             | 164,518   | 224,940   | 227,355   |  |
|                                      | Total Administration Salaries & Benefits      | 1,216,661 | 1,540,274 | 1,674,898 |  |
|                                      |   |           |           |           |  |
| Sustainability                       | Program Cost                                  | 27,029    | 21,879    | 24,000    | Increase offering and sustainability focus program and initiatives                                 |
|                                      | Recycling Centre Operations                   | 4,831     | 7,700     | 13,000    | Expect to double pickup frequency with increase operation hours.                                   |
|                                      | Dog Waste Disposal                            | -         | -         | 10,542    | Est Scooby annual \$8K, Badger waste pickup monthly cost found in formula *new*                    |
|                                      | Waste Disposal                                | -         | -         | 12,096    | Badger pickup cost and centralize bin collection cost *new*  |
|                                      | Education/Sustainability Communication        | 1,531     | 2,450     | 2,700     | Increase workshop offering   |
|                                      | Total Sustainability                          | 33,391    | 32,029    | 62,338    |  |
|                                      |   |           |           |           |  |
| Professional Fees                    | Legal Fees                                    | 15,505    | 40,000    | 40,000    | General issues, legal advises, agreement etc   |
|                                      | Consulting Fees                               | 83,435    | 60,000    | 60,000    | Salary review & other professional consulting fee  |
|                                      | Audit Fees                                    | 23,470    | 20,000    | 21,000    | -  |
|                                      | Contractor Fees                               | 22,694    | 30,660    | 33,200    | HR & Payroll Service Fee & Record Management Fee   |
|                                      | Hiring Fees                                   | 20,359    | 5,000     | 5,000     | -  |

| Total Professional Fees                 |                                  | 165,462   | 155,660   | 159,200   |   |
|---|----------------------------------|-----------|-----------|-----------|---|
| General Operating Services              | Berton Operating Cost            | 5,100     | 7,113     | 7,469     | No change keep 5%   |
|   | Bank Fees and Service Charges    | 2,677     | 4,130     | 4,336     |   |
|   | Conferences, Travel & Training   | 22,565    | 36,000    | 43,000    |   |
|   | Amortization                     | 91,841    | 93,500    | 98,175    |   |
|   | Deferred Amortization            | (22,220)  | (22,222)  | (22,222)  |   |
|   | Internet/Email                   | 3,232     | 3,609     | 5,789     | Backup internet and access point  |
|   | IT Services                      | 114,257   | 72,000    | 79,200    | All license fee reduce IT cost, minus dyrand Maintance fee  |
|   | Insurance                        | 180,601   | 200,000   | 225,000   | UCIPP 10% Market at 12-15%  |
|   | Postage & Courier                | 7,084     | 1,790     | 1,879     | No change keep 5%   |
|   | Office Supplies                  | 10,018    | 7,342     | 7,710     | No change keep 5%   |
|   | Office Equipment                 | 7,194     | 7,457     | 7,830     | No change keep 5%   |
|   | Office Rent                      | 67,322    | 72,221    | 80,832    | July 2024 office renewal expect to be at \$32-\$34 per sq ft vs \$28  |
|   | Miscellaneous                    | 7,616     | 7,803     | 5,000     | Reduce to reflect actual cost   |
|   | Staff Engagement                 | 7,122     | 8,306     | 10,000    | Staff team building, implementation and departmental engagement   |
|   | Telephone/Fax/Cellular           | 15,633    | 18,840    | 23,800    | Phone conversion plus adding two corporate mobile phones for Comm & Operation   |
|   | Board Projects                   | -         | 145,000   | 103,000   | Projects identified and listed seperately   |
|   | Total General Operating Services | 520,041   | 662,889   | 680,798   |   |
| Communications                          | General Communications           | 34,756    | 30,600    | 32,130    | URL shorter subscription, Social media ads, newsletter email service subscription, customer service software subscription |
|   | Consultation and Engagement      | 10,609    | 10,000    | 10,500    | -   |
|   | Newspaper                        | 10,864    | 19,000    | 27,950    | Improve newsletter template design to address emerging trends and template bugs & new contract with newspaper website     |
|   | Websites                         | 24,800    | 21,000    | 22,050    |   |
|   | General Marketing & Promotions   | 21,147    | 25,400    | 26,670    | Graphic designs & Posters   |
|   | Total Communications             | 102,176   | 106,000   | 119,300   |   |
| Public Engagement                       | General Meeting                  | 9,160     | 15,000    | 40,000    | AGM & Election for 2024/25  |
|   | Hospitality                      | 6,907     | 5,000     | 5,250     | -   |
|   | Stipend for Elected Directors    | 49,171    | 51,380    | 54,200    | -   |
|   | Total Public Engagement          | 65,238    | 71,380    | 99,450    |   |
| TOTAL GENERAL & ADMINISTRATIVE SERVICES |                                  | 2,102,969 | 2,568,232 | 2,795,983 |   |
| TOTAL OPERATING EXPENDITURES            |                                  | 5,693,106 | 7,316,132 | 8,111,846 |   |
| SURPLUS OR (DEFICIT) FROM OPERATIONS    |                                  | 10,038    | 0         | 0         |   |

**University Neighbourhoods Association (UNA)**  
**Capital Budget 2024-25 (Summary)**

| University Neighbourhoods Association (UNA)                          | 2023-24            | 2024-25         |
|--|--------------------|-----------------|
|  | APPROVED<br>BUDGET | DRAFT<br>BUDGET |
| Leasehold Improvements   | 32,000             | 15,000          |
| Furniture, Fixtures & Equipment                                      | 64,500             | 63,000          |
| Computer Software & Hardware   | 8,200              | 56,500          |
| Website  | -                  | 17,500          |
| Multi Media Equipment  | 60,000             | -               |
| Recreational & Fitness Equipment                                     | 43,000             | 25,000          |
| Parks & Roadway Enhancement  | -                  | 13,200          |
| <b>TOTAL CAPITAL PROJECTS COSTS</b>                                  | <b>207,700</b>     | <b>190,200</b>  |
| <b>TRANSFERS FROM RESERVES, UNRESTRICTED NET ASSETS &amp; OTHERS</b> |                    |                 |
| Transfer from Unrestricted Net Assets                                | -                  | -               |
| Transfer from UNA Capital Reserve                                    | 207,700            | 190,200         |
| <b>BALANCE</b>   | <b>\$ -</b>        | <b>\$ -</b>     |

University Neighbourhoods Association (UNA)  
Capital Budget 2024-25 (Detailed)

|   |   | APPROVED BUDGET | DRAFT BUDGET | COMMENT   |
|---|---|-----------------|--------------|---|
|   |   | 2023-24         | 2024-25      |   |
|   |   | TOTAL           | TOTAL        |   |
| <u>CAPITAL PROJECTS</u>                                   | <b>Leasehold Improvements</b>               |                 |              |   |
|   | Leasehold Improvements (WCC)                | 15,000          | 7,500        | WCC dance studio upgrade  |
|   | Old Barn - Tenant Improvements (OBCC)       | 17,000          | 7,500        | OBCC Mirrors Meeting Room 1 &2  |
|   | Total                                       | 32,000          | 15,000       | WCC dance studio upgrade & OBCC mirror room upgrade   |
|   | <b>Furniture, Fixtures &amp; Equipment</b>  |                 |              |   |
|   | Old Barn - Furniture, Fixtures, equip       | 52,500          | -            |   |
|   | Wesbrook - Furniture, Fixtures, Equip       | 12,000          | 63,000       | Mechanical lift \$25K, Table tennis table \$5K, Washer/Dryer \$6K Entertainment System \$1.5K |
|   | Total                                       | 64,500          | 63,000       | Mechanical lift \$25K, Table tennis table \$5K, Washer/Dryer \$6K Entertainment System \$1.5K |
|   | <b>Computer Software &amp; Hardware</b>     |                 |              |   |
|   | Computer Software                           | -               | 32,000       | Backup internet service \$25K & Volunteer Mgt Software \$7K                                   |
|   | Computer Hardware                           | 8,200           | 4,500        | IT hardware   |
|   | Wesbrook - Computer HW                      | -               | 20,000       | WCC wireless mic set up   |
|   | Total                                       | 8,200           | 56,500       | WCC wireless mic Backup internet service \$25K & various IT hardware & software               |
|   | <b>Website</b>                              | -               | 17,500       | Campus Resident & UNA website improvements  |
|   | <b>Multi Media Equipment</b>                | 60,000          | -            |   |
|   | <b>Recreational &amp; Fitness Equipment</b> |                 |              |   |
|   | WCC - Recreation & Fitness Equipment        | -               | 25,000       | WCC fitness equipment upgrade   |
|   | OBCC - Recreation & Fitness Equipment       | 43,000          | -            |   |
|   | Total                                       | 43,000          | 25,000       | WCC fitness equipment upgrade   |
|   | <b>Parks &amp; Roadway Enhancement</b>      | -               | 13,200       | Shading structures in parks   |
| Total Capital Costs                                       |   | 207,700         | 190,200      |   |
| TOTAL CAPITAL PROJECTS COSTS                              |   | (207,700)       | (190,200)    |   |
| TRANSFERS FROM RESERVES, UNRESTRICTED NET ASSETS & OTHERS |   |                 |              |   |
| Transfer from Unrestricted Net Assets                     |   |                 | -            |   |
| Transfer from UNA Capital Reserve                         |   | 207,700         | 190,200      |   |
| BALANCE   |   | -               | -            |   |

| UNA's Value & Priorities | Operating Projects to Consider  | Dept (GL)      | Total             | Project Description  | Why is this Important?  |
|--------------------------|---|----------------|-------------------|--|---|
| Governance               | <b>Dog Park Implementation:</b><br><i>Park structure, fence &amp; other set up costs</i>                | OPS<br>(64650) | \$ 20,000         | To setup the first temporary off-leash dog park in the UNA that allows dog owners to let their dogs to run freely.   | The UNA is working closely with UBC to secure a location for an off-leash dog park in the UNA. It is currently at UBC's desk to finalize the potential dog park location. Once a location is secured, we will have to set-up the necessary structure for the park to ensure that the space is safe to use and be around. The opening of an off-leash dog park will also play a role in a larger conversation about dog leash regulations in the UNA public space. |
| Organizational Capacity  | <b>Mental Health Program:</b><br><i>Program for staff to boost mental health &amp; cope with stress</i> | REC<br>(71005) | \$ 5,000          | A workplace mental health program that would provide staff with funding to seek out group training or other opportunities that would promote wellness in the workplace.  | UNA Staff have identified wellness initiatives as one of the top needs within the Association. This project is also part of the UNA's goal to develop programs that would enhance the UNA's ability to attract qualified staff in a competitive labour market.  |
| Responsible              | <b>IT Firewall Service and Network Upgrade:</b><br><i>Enhance security and network redundance</i>       | OPS<br>(57440) | \$ 20,000         | Firewall system and necessary license to protect our network system from any cybersecurity threats and attacks. Wireless network and hardware to provide a backup network for WCC, OBCC and Administration Office.   | This service and upgrade will add an additional layer of security to the UNA's network. By further securing the UNA's network, any data stored and platforms operating on the UNA's network will be more secure from cybersecurity threats.   |
| Service Oriented         | <b>Fitness Attendant Service at OBCC:</b><br><i>Mon to Fri afternoon only</i>                           | REC<br>(55110) | \$ 21,000         | To regularly schedule a certified fitness staff member to work on site at the OBCC.  | Transformation of the Old Barn Community Centre Fitness room to a multi-station, synergy programming, personal training fitness room/studio, has led to an increase of users and the expectation moving into 2024/2025 is to continue current trends. Additional programming is scheduled for OBCC, which increase the need for supervision, and instruction. Additional staffing will ensure safety risks are minimized.   |
|                          | <b>Operations vehicle:</b><br>Gator truck for operational use   | OPS<br>(64650) | \$ 15,000         | To lease an operations off-road vehicle for the UNA, that can operate on the road as well as other terrains (e.g. work yard, park etc.).   | The UNA Operations team can use this vehicle to perform off-site inspection, transport tools and materials, and respond more quickly to landscape/weather-related incidents. The UNA Recreation team will be able to move larger item (e.g. tents) without pre-arranging transportation. The residents will benefit from a faster response time for the UNA to attend to snow and ice removal + non emergency incidents in the future.                            |
| Sustainability           | <b>Green depot extended hours:</b><br><i>Provide daily service at Green Depot</i>                       | OPS<br>(54110) | \$ 22,000         | Funding to support an extension of the Green Depot's operating hours from 28 hours/week to 48 hours/week. This will include both weekdays and weekends to match up with the peak visiting hours, in order to better serve our community's recycling needs. | Extending the Green Depot's service hours has a direct relationship with the volume of waste diversion. By increasing the operating hour, there is potential to expand the sustainability portfolio and the green depot attendant role into areas: tool lending project and further community engagement project.   |
|                          |   | <b>TOTAL</b>   | <b>\$ 103,000</b> |  |   |





**Report Date:** February 9, 2024  
**Meeting Date:** February 20, 2024  
**From:** Athena Koon, Finance Manager  
**Subject:** 2023-24 Q3 Financial Results Report

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## Background

Financial report highlights for fiscal 2023/24 Q3 are as follows:

### Revenue

Total revenue at the end of the Q3 is at 74% of what is budgeted (the benchmark for Q3 is 75%).

- Actual revenue from the Neighbours Levy for 2023 is \$8.6M, which is \$140K more (+2% variance) compared to the original projected amount used in our budget. The Fire Services Charge had an actual total cost of \$1.8M, which is \$211K over the projected amount (-13% variance). The Athletics and Community Access fees have now been finalized and the actual amount for the 2023/24 fiscal year is \$625,037 (+13% variance). The amount available to the UNA from the Neighbours Levy, after all contributions, withdrawals, and payments regarding GST are made, is almost the same as originally projected.
- Total Recreation and Culture revenue in Q3 is at 79% of what is budgeted, which is higher than our benchmark (the benchmark for Q3 is 75%). The revenue from programming is high, in part due to the performance of the programs held at the Wesbrook Community Centre (WCC). Fitness membership has not picked up during Fall/Winter 2023 for both community centres. The Old Barn Community Centre (OBCC) was under renovation during Q2 and the roof was replaced in Q3; the revenue generated from the OBCC was affected by this, but should pick up during Q4.
- Total Other Revenue in Q3 is at 66% of what is budgeted. Common Area Maintenance Support (UBCPT) is now billed to UBC on a monthly basis – half of the revenue from this item came in during Q3 and the remaining balance will be billed in Q4. The interest revenue, a subitem included in "Miscellaneous", is higher than budgeted, as the budgeted interest rate is much lower than the actual interest rate for the 2023/24 fiscal year.
- Total revenue from External Grants and Other Funding in Q3 is at 91% of what is budgeted (the benchmark for Q3 is 75%). The variance is a result of receiving a major subsidy, the Canada Summer Jobs subsidy, during Q3. No other major

grant is budgeted, and only miscellaneous revenue is expected to come in during the remainder of the fiscal year.

### Expenditures

Total expenditures at the end of Q3 are at 66% of what is budgeted (the benchmark for Q3 is 75%). Expenditures will likely pick up during Q4.

- Total Engineering and Operations Services expenditures in Q3 are at 56% of what is budgeted.
  - o General Maintenance costs are low due to timing, as most of the projects only started in Q2 and will be completed in Q4.
  - o With the Common Area Maintenance services now transferred to the UNA, the supporting amount from UBC is no longer displayed as a credit to net our cost, as in prior years. Instead, the support is reported separately as part of our revenue. The Q3 landscaping cost for last fiscal year cannot be used as a good benchmark to compare to this year. The overall Common Area Maintenance services costs for Q3 comes in a bit lower than budgeted, but mainly due to timing and weather event factors such as snow removal and storm cleaning.
- Total Recreation & Culture Services expenditures in Q3 are at 70% of what is budgeted.
  - o Fields maintenance expenditures are at 144% of what is budgeted (benchmark is at 75% for Q3) due to pre-replacement preparation and required maintenance work.
  - o Recreation Salaries & Benefits expenditures are lower than budgeted due to timing differences in filling a new budgeted position.
  - o For the Vancouver Public Library (VPL) fees, the assessment for 2023/24 based on prior year's usage is \$84.1K. It will end up being 30% under budget for the fiscal year.
  - o Community Support expenditures are at 36% of what is budgeted, mainly due to timing differences, as some of the expenses, such as the Newcomers Guide, the Lunar New Year event, and volunteer support, will occur in Q4.
- Total General Operations Services expenditures in Q3 are at 70% of what is budgeted.



- General Operations Services at Q3 will pick up before the end of the fiscal year due to some timing factors, such as property insurance from UBC being due in Q4. The after hours call service project is in progress and should be wrapping up before end of the fiscal year. However, there were funds set aside for Board Contingency projects, such as dog rules enforcement, which may not be implemented this fiscal year.
- Public Engagement expenses include AGM and stipend expenses for the year. These expenses were mostly completed in Q3.

**Decision Requested**

For information.



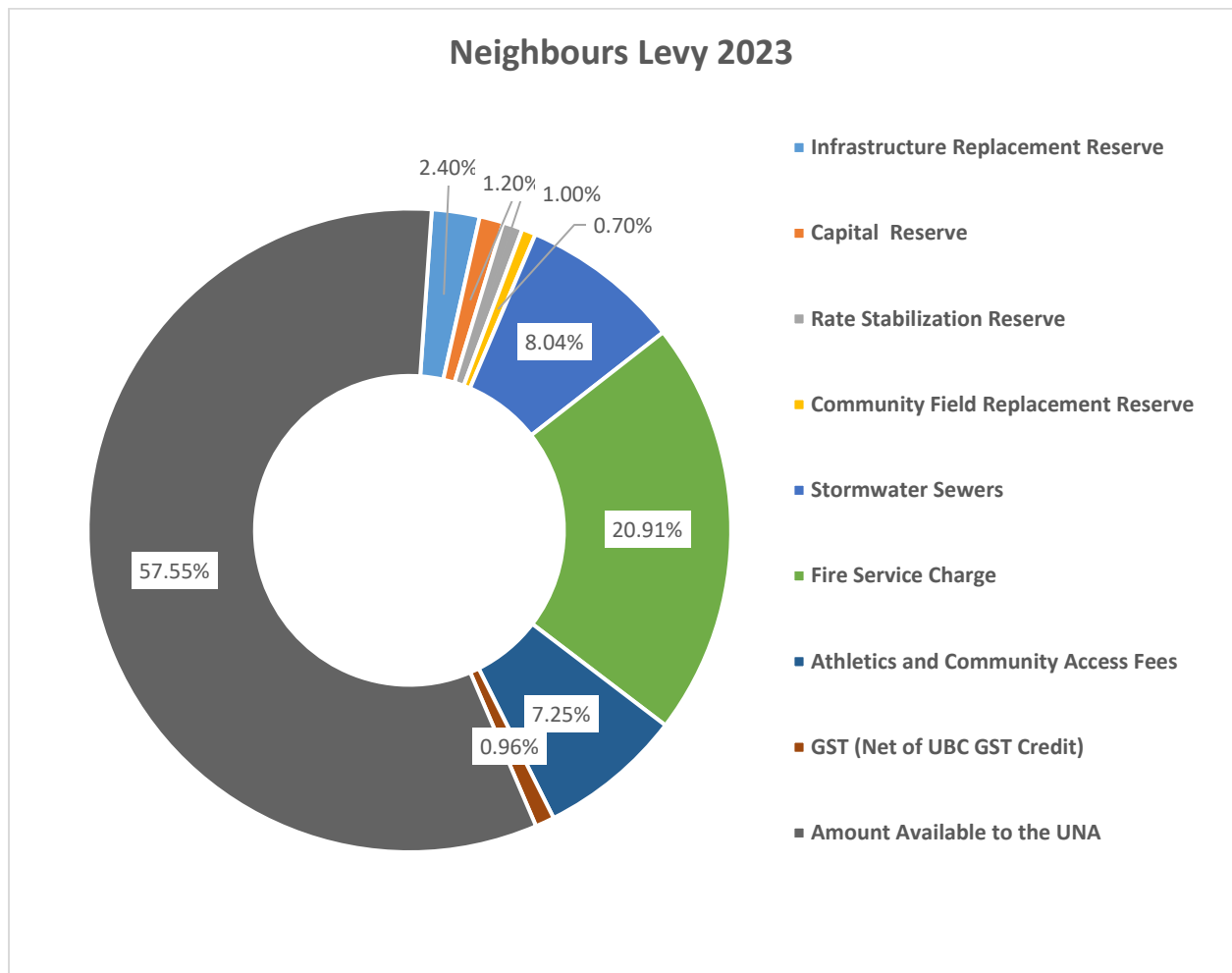
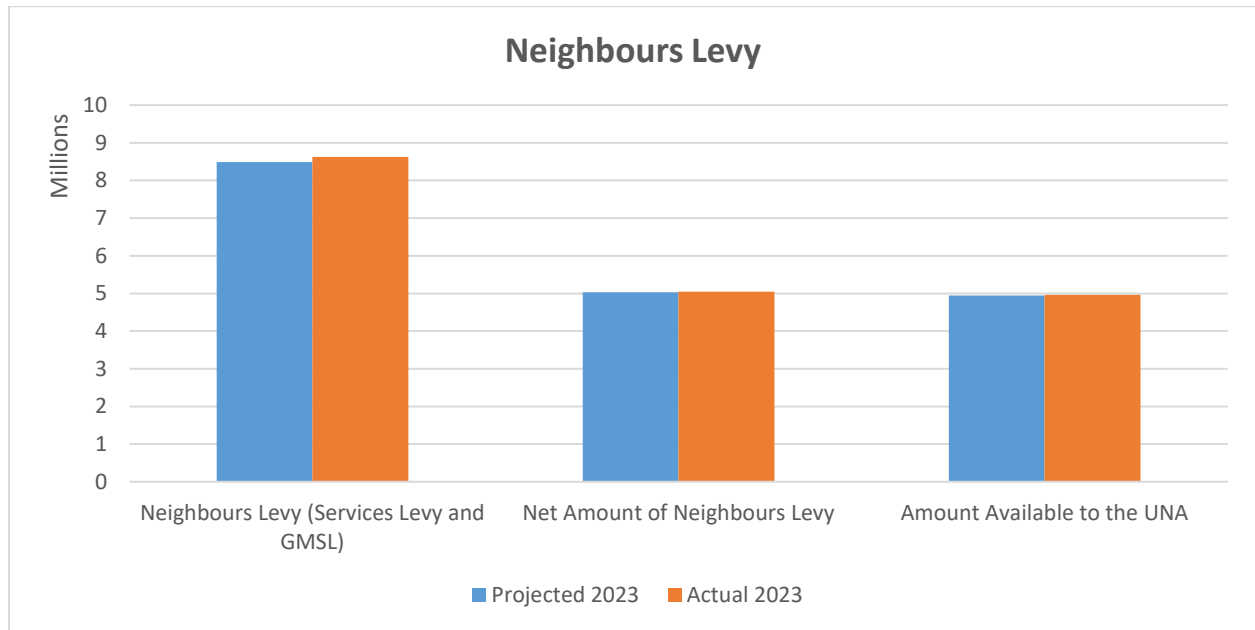
**Discussion**

**UBC Neighbours Fund (Amount Available to the UNA)**

|   | <b>Projected<br/>2023</b> | <b>Actual 2023</b>  | <b>Variance</b> |
|---|---------------------------|---------------------|-----------------|
| <b>Neighbours Levy (Services Levy and GMSL)</b> | <b>8,485,000</b>          | <b>8,625,731</b>    | <b>2%</b>       |
| <b>Contributions to Reserves</b>                |                           |                     |                 |
| Infrastructure Replacement Reserve              | -203,640                  | -207,018            | 2%              |
| Capital Reserve                                 | -101,820                  | -103,509            | 2%              |
| Rate Stabilization Reserve                      | -84,850                   | -86,257             | 2%              |
| Community Field Replacement Reserve             | -60,000                   | -60,000             | 0%              |
| <b>        Total Contributions to Reserves</b>  | <b>-450,310</b>           | <b>-456,784</b>     | <b>1%</b>       |
| <b>UBC Withdrawals</b>                          |                           |                     |                 |
| Stormwater Sewers*                              | -693,831                  | -693,831            | 0%              |
| Fire Service Charge**                           | -1,592,075                | -1,803,360          | 13%             |
| Athletics and Community Access Fees***          | -719,704                  | -625,037            | -13%            |
| <b>        Total UBC Withdrawals</b>            | <b>-3,005,610</b>         | <b>-3,122,228</b>   | <b>4%</b>       |
| <b>Net Amount of Neighbours Levy</b>            | <b>5,029,080</b>          | <b>5,046,719</b>    | <b>0%</b>       |
| <b>GST (Net of UBC GST Credit)</b>              | <b>-82,444</b>            | <b>-82,733</b>      | <b>0%</b>       |
| <b>Amount Available to the UNA****</b>          | <b>\$ 4,946,636</b>       | <b>\$ 4,963,986</b> | <b>0%</b>       |

**Notes:**

- \* Stormwater Sewers are still under estimation.
- \*\* Fire Service Charge calculation see attachment
- \*\*\* The Athletics and Community Access Fees have been finalized.
- \*\*\*\* The Amount Available to the UNA is for its fiscal year beginning in the calendar year



**Summary of Revenue and Expenditure:**

|  | 2023-24<br>BUDGET | 2023-24<br>Q3<br>Budget<br>(at 75%) | %<br>YTD<br>Act/Bud | Year to Date:    |                  |
|--|-------------------|-------------------------------------|---------------------|------------------|------------------|
|  |                   |                                     |                     | Actual           | Prior<br>Year    |
| <b>REVENUE</b>                                 |                   |                                     |                     |                  |                  |
| <b>Payment from UBC</b>                        |                   |                                     |                     |                  |                  |
| Neighbours Levy                                | 4,946,636         | 3,709,977                           | 74%                 | 3,672,094        | 3,088,785        |
| <b>        Total Payment From UBC</b>          | <b>4,946,636</b>  | <b>3,709,977</b>                    | <b>74%</b>          | <b>3,672,094</b> | <b>3,088,785</b> |
| <b>Recreation &amp; Culture</b>                |                   |                                     |                     |                  |                  |
| Wesbrook Community Centre                      | 383,000           | 287,250                             | 53%                 | 203,400          | 148,651          |
| Old Barn Community Centre                      | 140,000           | 105,000                             | 63%                 | 88,640           | 79,857           |
| Programming                                    | 698,500           | 523,875                             | 97%                 | 680,340          | 565,973          |
| Playing Fields & Park Rentals                  | 105,000           | 78,750                              | 74%                 | 78,095           | 72,419           |
| <b>        Total Recreation &amp; Culture</b>  | <b>1,326,500</b>  | <b>994,875</b>                      | <b>79%</b>          | <b>1,050,475</b> | <b>866,899</b>   |
| <b>Other Revenue</b>                           |                   |                                     |                     |                  |                  |
| Parking  | 111,900           | 83,925                              | 121%                | 135,461          | 110,722          |
| Miscellaneous                                  | 32,840            | 24,630                              | 227%                | 74,424           | 34,690           |
| Common Area Maintenance Support (UBCPT)        | 733,256           | 549,942                             | 50%                 | 366,627          | -                |
| <b>        Total Other Revenue</b>             | <b>877,996</b>    | <b>658,497</b>                      | <b>66%</b>          | <b>576,513</b>   | <b>145,412</b>   |
| <b>Grants &amp; Other Funding</b>              |                   |                                     |                     |                  |                  |
| External Grants & Miscellaneous                | 165,000           | 123,750                             | 91%                 | 149,393          | 155,704          |
| <b>        Total Grand &amp; Other Funding</b> | <b>165,000</b>    | <b>123,750</b>                      | <b>91%</b>          | <b>149,393</b>   | <b>155,704</b>   |
| <b>TOTAL REVENUE</b>                           | <b>7,316,132</b>  | <b>5,487,099</b>                    | <b>74%</b>          | <b>5,448,475</b> | <b>4,256,800</b> |



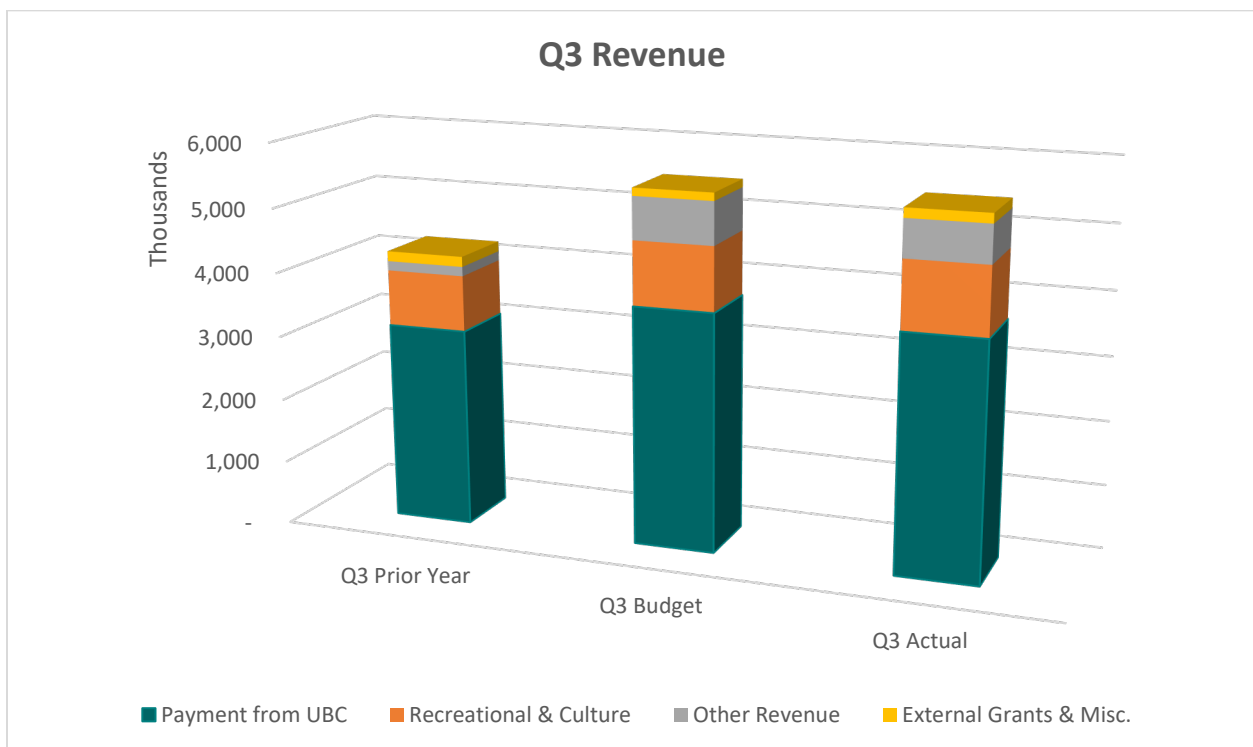
|  | 2023-24<br>BUDGET | 2023-24<br>Q3<br>Budget<br>(at 75%) | %<br>YTD<br>Act/Bud | Year to Date:    |                  |
|--|-------------------|-------------------------------------|---------------------|------------------|------------------|
|  |                   |                                     |                     | Actual           | Prior<br>Year    |
| <b>EXPENDITURES</b>                                |                   |                                     |                     |                  |                  |
| <b>Engineering &amp; Operations Services</b>       |                   |                                     |                     |                  |                  |
| Parking & Bylaw Enforcement                        | 161,856           | 121,392                             | 54%                 | 87,602           | 85,154           |
| General Maintenance                                | 132,520           | 99,390                              | 62%                 | 82,357           | 22,286           |
| Common Area Maintenance Fees                       |                   |                                     |                     |                  |                  |
| Landscaping  | 1,249,736         | 937,302                             | 59%                 | 737,961          | 333,703          |
| Road, Gutter and Sidewalk Maintenance              | 53,550            | 40,163                              | 0%                  | 40               | 49,848           |
| Streetlights                                       | 53,000            | 39,750                              | 59%                 | 31,288           | 28,967           |
| UBCPT Management Fees                              | -                 | -                                   | 0%                  | -                | 60,001           |
| Electricity  | 80,000            | 60,000                              | 66%                 | 52,876           | 51,185           |
| Other Common Area Maintenance Costs                | 52,500            | 39,375                              | 23%                 | 12,117           | 40,045           |
| <b>Total Engineering &amp; Operations Services</b> | <b>1,783,161</b>  | <b>1,337,371</b>                    | <b>56%</b>          | <b>1,004,240</b> | <b>671,189</b>   |
| <b>Recreation &amp; Culture Services</b>           |                   |                                     |                     |                  |                  |
| Fields   | 18,000            | 13,500                              | 144%                | 25,872           | 11,587           |
| Wesbrook Community Centre                          | 529,650           | 397,237                             | 73%                 | 389,043          | 406,908          |
| Old Barn Community Centre                          | 219,602           | 164,701                             | 72%                 | 158,609          | 156,314          |
| Recreation Salaries & Benefits                     | 1,292,487         | 969,365                             | 63%                 | 817,861          | 706,530          |
| Programming  | 708,500           | 531,375                             | 84%                 | 593,800          | 556,658          |
| Community Access (VPL)                             | 120,000           | 90,000                              | 44%                 | 52,563           | 48,450           |
| Community Support                                  | 76,500            | 57,375                              | 36%                 | 27,915           | 31,262           |
| <b>Total Recreation &amp; Culture Services</b>     | <b>2,964,739</b>  | <b>2,223,554</b>                    | <b>70%</b>          | <b>2,065,663</b> | <b>1,917,708</b> |
| <b>General Operation Services</b>                  |                   |                                     |                     |                  |                  |
| Administration Salaries & Benefits                 | 1,540,274         | 1,155,206                           | 74%                 | 1,142,521        | 868,890          |
| Sustainability                                     | 32,029            | 24,022                              | 68%                 | 21,827           | 16,582           |
| Professional Fees                                  | 155,660           | 116,745                             | 73%                 | 112,958          | 75,585           |

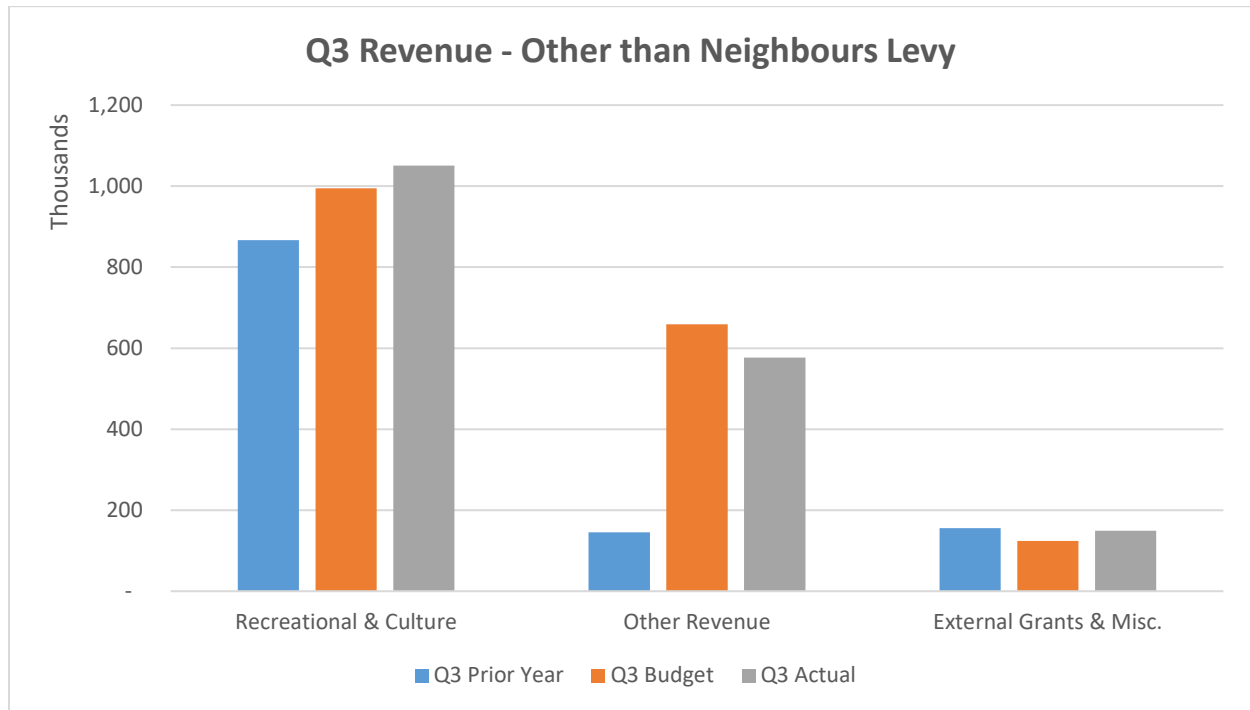


|   |                  |                  |            |                  |                  |
|---|------------------|------------------|------------|------------------|------------------|
| General Operating Services              | 662,889          | 497,167          | 57%        | 380,665          | 380,928          |
| Communications                          | 106,000          | 79,500           | 72%        | 76,655           | 64,358           |
| Public Engagement                       | 71,380           | 53,535           | 83%        | 59,383           | 62,639           |
| <b>Total General Operation Services</b> | <b>2,568,232</b> | <b>1,926,174</b> | <b>70%</b> | <b>1,794,010</b> | <b>1,468,983</b> |
| <b>TOTAL EXPENDITURES</b>               | <b>7,316,132</b> | <b>5,487,099</b> | <b>66%</b> | <b>4,863,913</b> | <b>4,057,879</b> |
|   |                  |                  |            |                  |                  |
| <b>BALANCE SURPLUS (OR DEFICIT)</b>     | <b>0</b>         | <b>0</b>         |            | <b>584,562</b>   | <b>198,921</b>   |

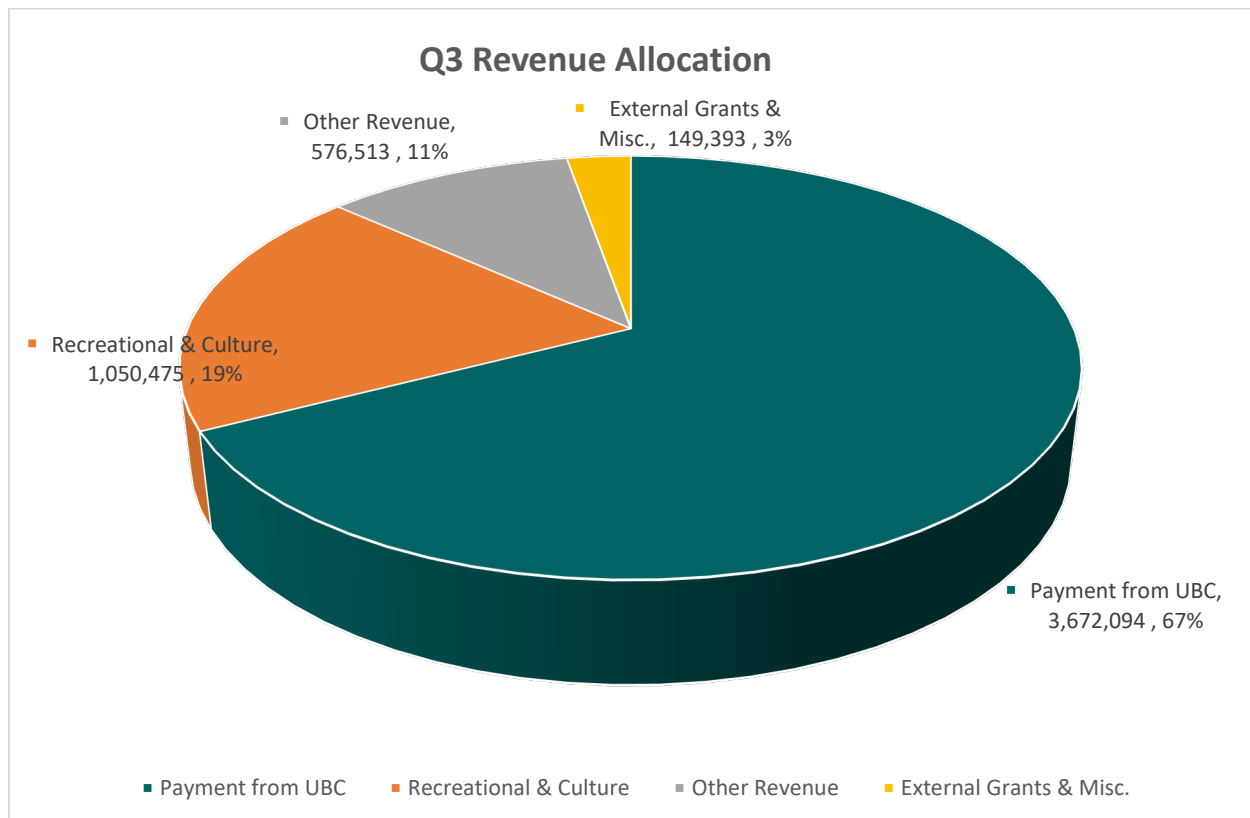
These supplementary notes are provided as background information for the financial performance during fiscal year 2023/24.

**Revenue for Fiscal 2023/24 (Q3):**

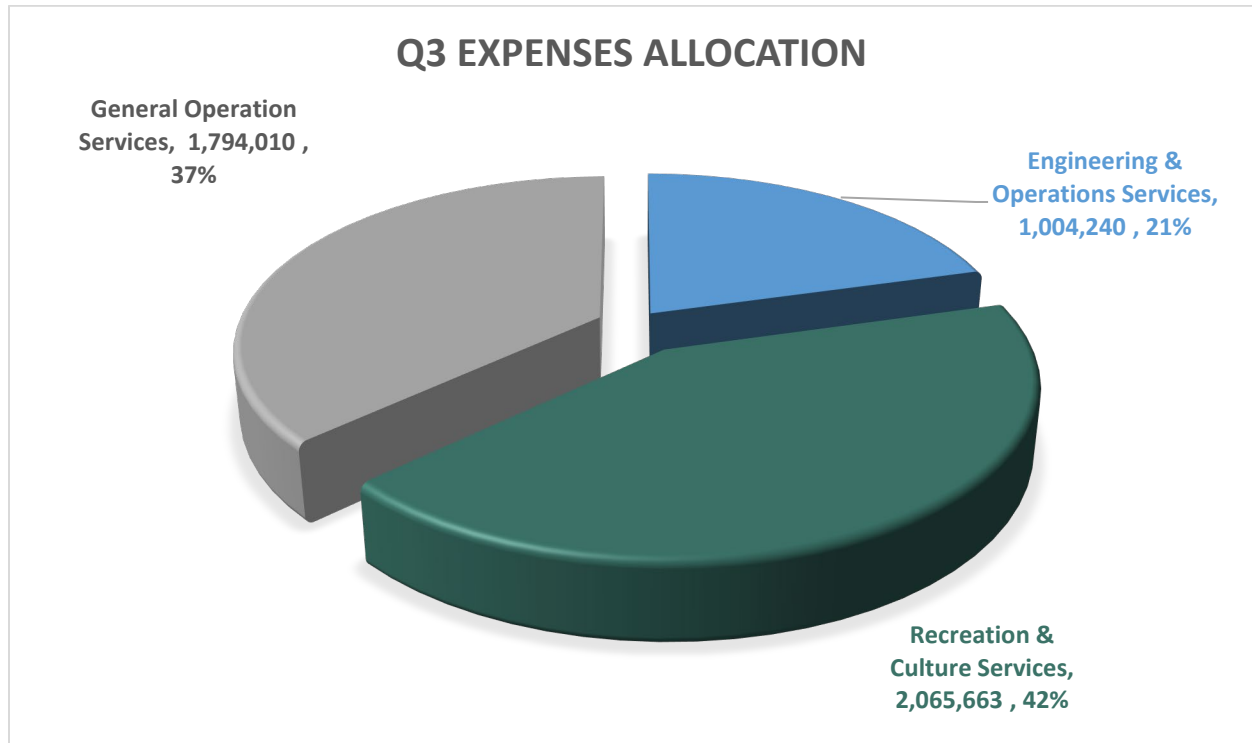




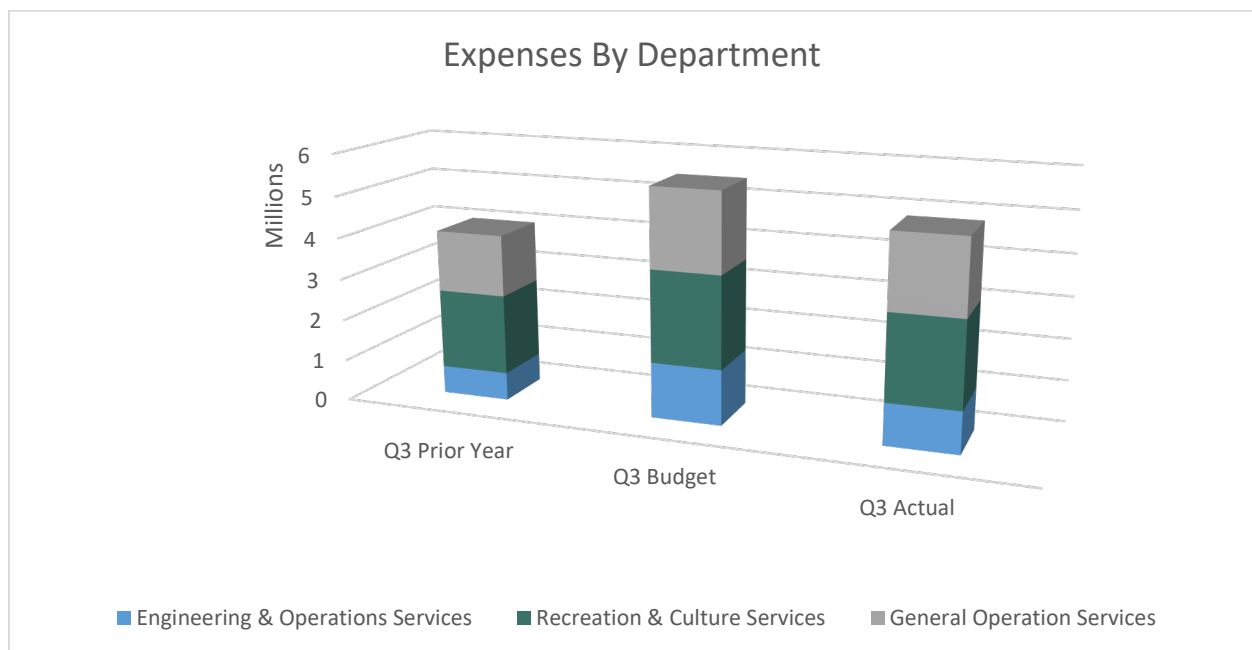
### Revenue Allocation for Fiscal 2023/24 (Q3):



**Expenses Allocation for Fiscal 2023/2024 (Q3):**



**Total Expenses Comparison for Fiscal 2023/24 (Q3):**





**Vendors who had cheques over \$25k issued to them during Q3:**

| Vendor                | Q3 Total  | Payment Date | Amount   | Description             |
|-----------------------|-----------|--------------|----------|-------------------------|
| Badger Earthworks Ltd | \$164,951 | 2023-10-03   | \$2,338  | Landscaping Maintenance |
|                       |           | 2023-10-17   | \$7,358  |                         |
|                       |           | 2023-10-24   | \$27,618 |                         |
|                       |           | 2023-11-01   | \$11,173 |                         |
|                       |           | 2023-11-08   | \$30,086 |                         |
|                       |           | 2023-11-10   | \$22,975 |                         |
|                       |           | 2023-11-13   | \$16,931 |                         |
|                       |           | 2023-12-13   | \$19,221 |                         |
|                       |           | 2023-12-20   | \$27,251 |                         |
| BC Hydro              | \$37,493  | 2023-10-24   | \$28     | Utilities               |
|                       |           | 2023-10-24   | \$164    |                         |
|                       |           | 2023-10-24   | \$400    |                         |
|                       |           | 2023-10-24   | \$461    |                         |
|                       |           | 2023-10-24   | \$490    |                         |
|                       |           | 2023-10-24   | \$622    |                         |
|                       |           | 2023-10-24   | \$726    |                         |
|                       |           | 2023-10-24   | \$759    |                         |
|                       |           | 2023-10-24   | \$796    |                         |
|                       |           | 2023-10-24   | \$894    |                         |
|                       |           | 2023-10-24   | \$931    |                         |
|                       |           | 2023-10-24   | \$1,459  |                         |
|                       |           | 2023-10-24   | \$1,802  |                         |
|                       |           | 2023-10-24   | \$3,074  |                         |
|                       |           | 2023-10-31   | \$1,737  |                         |
|                       |           | 2023-11-09   | \$3,201  |                         |
|                       |           | 2023-11-09   | \$935    |                         |
|                       |           | 2023-11-09   | \$788    |                         |
|                       |           | 2023-12-20   | \$802    |                         |
|                       |           | 2023-12-20   | \$612    |                         |
|                       |           | 2023-12-20   | \$1,124  |                         |
|                       |           | 2023-12-20   | \$954    |                         |
|                       |           | 2023-12-20   | \$2,020  |                         |
|                       |           | 2023-12-20   | \$1,068  |                         |
|                       |           | 2023-12-20   | \$1,029  |                         |
|                       |           | 2023-12-20   | \$1,182  |                         |
|                       |           | 2023-12-20   | \$1,312  |                         |
|                       |           | 2023-12-20   | \$2,498  |                         |
|                       |           | 2023-12-20   | \$210    |                         |
|                       |           | 2023-12-20   | \$1,511  |                         |



|   |                  |            |          |                                   |
|---|------------------|------------|----------|-----------------------------------|
|   |                  | 2023-12-20 | \$518    |                                   |
|   |                  | 2023-12-20 | \$3,357  |                                   |
|   |                  | 2023-12-20 | \$28     |                                   |
| <b>Commissionaires BC</b>                             | <b>\$29,042</b>  | 2023-10-17 | \$9,156  | Security                          |
|   |                  | 2023-11-08 | \$3,729  |                                   |
|   |                  | 2023-11-30 | \$8,389  |                                   |
|   |                  | 2023-12-22 | \$7,768  |                                   |
| <b>Cutting Edge Vancouver<br/>Landscape Services</b>  | <b>\$44,100</b>  | 2023-10-11 | \$15,603 | Landscaping Maintenance           |
|   |                  | 2023-11-08 | \$14,301 |                                   |
|   |                  | 2023-12-13 | \$14,196 |                                   |
| <b>Dexterra Integrated<br/>Facilities</b>             | <b>\$56,799</b>  | 2023-10-24 | \$17,127 | Janitorial                        |
|   |                  | 2023-11-01 | \$2,237  |                                   |
|   |                  | 2023-11-10 | \$15,730 |                                   |
|   |                  | 2023-12-13 | \$3,958  |                                   |
|   |                  | 2023-12-20 | \$17,747 |                                   |
| <b>Flaman Fitness</b>                                 | <b>\$35,330</b>  | 2023-10-17 | \$24,470 | OBCC Fitness Centre<br>Renovation |
|   |                  | 2023-11-08 | \$8,286  |                                   |
|   |                  | 2023-12-20 | \$2,574  |                                   |
| <b>Kontur Geotechnical<br/>Consultants Inc.</b>       | <b>\$30,111</b>  | 2023-10-17 | \$30,111 | Roadway Condition<br>Assessment   |
| <b>Koshimura Gardening<br/>Service</b>                | <b>\$26,907</b>  | 2023-10-11 | \$5,355  | Landscaping Maintenance           |
|   |                  | 2023-11-10 | \$14,055 |                                   |
|   |                  | 2023-12-20 | \$7,497  |                                   |
| <b>Mack Kirk Roofing &amp;<br/>Sheet Metal Ltd.</b>   | <b>\$62,490</b>  | 2023-12-12 | \$62,490 | OBCC Roof Replacement             |
| <b>Meridian Landscaping<br/>Ltd.</b>                  | <b>\$45,839</b>  | 2023-10-11 | \$18,825 | Landscaping Maintenance           |
|   |                  | 2023-10-17 | \$1,986  |                                   |
|   |                  | 2023-11-01 | \$70     |                                   |
|   |                  | 2023-11-10 | \$16,254 |                                   |
|   |                  | 2023-12-13 | \$8,705  |                                   |
| <b>PJS Systems Inc.</b>                               | <b>\$36,421</b>  | 2023-10-31 | \$11,200 | WCC Audio Visual Project          |
|   |                  | 2023-12-06 | \$11,200 |                                   |
|   |                  | 2023-12-20 | \$14,021 |                                   |
| <b>Silver Star Painting &amp;<br/>Renovation Ltd.</b> | <b>\$42,124</b>  | 2023-10-24 | \$13,694 | Facility Maintenance              |
|   |                  | 2023-12-13 | \$15,261 |                                   |
|   |                  | 2023-12-20 | \$13,169 |                                   |
| <b>UBC Utilities</b>                                  | <b>\$100,231</b> | 2023-10-17 | \$95,105 | Utilities                         |
|   |                  | 2023-11-08 | \$2,293  |                                   |
|   |                  | 2023-12-13 | \$2,833  |                                   |
| <b>Vancouver Public Library</b>                       | <b>\$42,050</b>  | 2023-10-05 | \$42,050 | Public Library Service            |



**Total Capital Items for Fiscal 2023/24 (Q3):**

| Location                  | Budget     | YTD Total  | Amount     | Comment                        |
|---------------------------|------------|------------|------------|--------------------------------|
| Wesbrook Community Center | \$ 87,000  | \$ 89,363  | \$ 3,297   | Furniture & Fixture            |
|                           |            |            | \$ 24,807  | Tenant Improvement             |
|                           |            |            | \$ 56,570  | Multi-Media Equipment          |
| Old Barn Community Center | \$112,500  | \$144,368  | \$ 57,313  | Furniture & Fixture            |
|                           |            |            | \$ 29,361  | Recreation & Fitness Equipment |
|                           |            |            | \$ 2,046   | Computer & IT Equipment        |
|                           |            |            | \$ 55,648  | Tenant Improvement             |
| Office                    | \$ 8,200   | \$ 2,727   | \$ 2,194   | Computer & IT Equipment        |
| Total                     | \$ 207,700 | \$ 236,458 | \$ 236,458 |                                |

In Q1, an inspection was done of the OBCC's audio visual system, and it was identified that the system is in inoperable condition. The service provider recommended that the UNA replace the current OBCC audio visual system because parts are difficult to source and it can no longer be adequately maintained. This item was not included in the 2023/24 fiscal year Capital Budget and in July 2023, the UNA Board passed a resolution agreeing to withdraw funds from the Contingency Reserve to fund this replacement project. The project was in total \$35K.

**Financial Implications**

None.

**Operational Implications**

None.

**Strategic Objective**

Organizational Capacity

**Attachments**

1. Fire Service Charge Calculation – FY2023/24



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**UNA BOARD MEETING  
OPEN SESSION**

**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 black ink, appearing to read 'Paul Thorkelsson', written over a horizontal line.

Paul Thorkelsson  
Chief Administrative Officer





Invoice #: FY24UBCF01

July 24, 2023

Matthew Boydston  
Assistant Comptroller, University of British Columbia  
Finance Leadership Office  
1958 Main Mall  
Vancouver, BC V6T 1Z2

Dear Matthew Boydston:

**Re: Invoice for Fire Protection Services Provided to UBC Neighbourhood Areas**

In accordance with the UBC Neighbourhood Fire Services Contribution Agreement, the Ministry of Municipal Affairs is requesting payment of \$1,803,360.47 for expenditures incurred by the Government of British Columbia pertaining to fire services provided to the neighbourhood areas within the University of British Columbia for the period April 1<sup>st</sup>, 2023 through to March 31<sup>st</sup>, 2024.

Payment is due within 30 days of receipt of this invoice.

Ministry EFT banking information below:

SWIFT: CIBC TORONTO, CIBCCATT  
Account and Institution: //CC001000090  
Canadian Imperial Bank of Commerce  
1175 Douglas St.  
Victoria, BC V8W 2E1  
Beneficiary Account Number: /0964301  
Ministry of Municipal Affairs

Should you require further information, please contact me at 778-698-5488.

Thank you,

Chris McLean  
Director, Financial Planning and Reporting  
Management Services Division  
Ministry of Municipal Affairs

## Fire Service Charge 2023/24 Calculation

*Note: Population calculations reflect the formula in the UBC Neighbourhoods Fire Contribution Agreement, dated April 1, 2021*

### Population Summary

|  | Current Year<br>(23/24) Population | Following Year<br>(24/25)<br>Population<br>Projection |
|--|------------------------------------|---|
| UBC Students (Annualized FTEs as of March 1, 2023) | 53,525                             | 55,131  |
| UBC Faculty/Staff (FTEs as of November 1, 2022)    | 14,626                             | 15,065  |
| UBC Market Properties (as of June 1, 2023)         | 14,909                             | 15,673  |
| UEL (as of June 1, 2023)                           | 4,386                              | 4,386   |
| <b>TOTAL</b>                                       | <b>87,446</b>                      | <b>90,255</b>   |

| UBC Market Properties Population Calculation             |  | Current Year                    |                     | Following Year                  |                     |
|--|--|---------------------------------|---------------------|---------------------------------|---------------------|
| Housing type   | 2021 Census<br>people/dwelling<br>type (A) | UBC Market<br>Properties<br>(B) | Population<br>(A*B) | UBC Market<br>Properties<br>(C) | Population<br>(A*C) |
| Single-detached house                                    | 2.7  | 0                               | 0                   | 0                               | 0                   |
| Apartment in a building that has five or more storeys    | 2.1  | 3,712                           | 7,795               | 4,071                           | 8,549               |
| Apartment or flat in a duplex                            | 2.7  | 658                             | 1,777               | 662                             | 1,787               |
| Apartment in a building that has fewer than five storeys | 2.2  | 2,426                           | 5,337               | 2,426                           | 5,337               |
| <b>TOTAL</b>   |  |                                 | <b>14,909</b>       |                                 | <b>15,673</b>       |

| UEL Population Calculation                               |  | Current Year          |                     | Following Year           |                     |
|--|--|-----------------------|---------------------|--------------------------|---------------------|
| Housing type   | 2021 Census<br>people/dwelling<br>type (A) | UEL Properties<br>(B) | Population<br>(A*B) | UEL<br>Properties<br>(C) | Population<br>(A*C) |
| Single-detached house                                    | 2.7  | 447                   | 1,207               | 447                      | 1,207               |
| Semi-detached house                                      | 2.7  | 0                     | 0                   | 0                        | 0                   |
| Rowhouse (townhouse)                                     | 3  | 66                    | 198                 | 66                       | 198                 |
| Apartment in a building that has fewer than five storeys | 2.2  | 769                   | 1,692               | 769                      | 1,692               |
| Apartment in a building that has five or more storeys    | 2.1  | 605                   | 1,271               | 605                      | 1,271               |
| Frat House Bedrooms                                      | 1  | 19                    | 19                  | 19                       | 19                  |
| <b>TOTAL</b>   |  |                       | <b>4,386</b>        |                          | <b>4,386</b>        |

|                       | Current Year (2023/24) |            |                    | Following Year (2024/25) |            |                              |
|-----------------------|------------------------|------------|--------------------|--------------------------|------------|------------------------------|
|                       | Population             | % of total | Total Annual Costs | Population               | % of total | Projected Total Annual Costs |
| UBC Academic          | 68,151                 | 77.9%      | \$ 7,828,095       | 70,196                   | 77.8%      | \$ 8,202,651                 |
| UBC Market Properties | 14,909                 | 17.0%      | \$ 1,712,507       | 15,673                   | 17.4%      | \$ 1,831,446                 |
| UEL                   | 4,386                  | 5.0%       | \$ 503,816         | 4,386                    | 4.9%       | \$ 512,543                   |
| Total                 | 87,446                 | 100.0%     | \$ 10,044,419      | 90,255                   | 100.0%     | \$ 10,546,640                |

#### COST INPUTS

##### 2023/24 Current Year Budgeted Total Fire Services Costs

\$ 10,044,419

##### 2024/25 Following Year Projected Total Fire Services Costs

\$ 10,546,640

#### Previous Year Adjustment Calculation (2022/23 Forecast to 2022/23 Actual)

##### 2022/23 Adjustment

2022/23 total forecasted cost \$ 9,222,639

2022/23 total actual cost 9,766,020

Variance \$ (543,381)

Adjustment credit or (debit) for UBC based on 2022/23 16.72% population share: \$ (90,853)

##### 2023/24 Net Fire Service charge with 2022/23 Adjustment applied

2023/24 UBC fire service charge Based on Forecast \$ 1,712,507

2022/23 Fire Service Adjustment based on Actuals \$ (90,853)

2023/24 Net fire service charge \$ 1,803,360.47



**Report Date:** February 9, 2024  
**Meeting Date:** February 20, 2024  
**From:** Athena Koon, Finance Manager  
**Subject:** UNA Banking Signing Authority Report

---

## Background

Pursuant to the Neighbours Agreement, the UNA may not change the required signatories on any account of the UNA with its banking institution without the consent of the Board. With the onboarding of the new Chief Administrative Officer, staff are recommending the approval of Paul Thorkelsson as one of the UNA's authorized banking signatories.

## Decision Requested

*THAT the Board that approve the changes to the RBC Master Client Agreement to reflect the authorization of Paul Thorkelsson as a signing authority of the UNA.*

## Discussion

The Chief Administrative Officer is normally one of the UNA's authorized banking signatories, allowing them to sign cheques and other transactions on behalf of the UNA. With the onboarding of the new Chief Administrative Officer, Paul Thorkelsson, the Board would have to approve his authorization as a signatory on the UNA's accounts with its banking institution before he would be able to sign off on any transactions on behalf of the UNA.

The Master Client Agreement between the UNA and the Royal Bank of Canada (RBC) details a list of the UNA's authorized signatories and any special instructions relating to the signing authorities. If the changes to the RBC Master Client Agreement to reflect the authorization of Paul Thorkelsson as a signing authority of the UNA, staff will work with RBC to implement those changes.

## Financial Implications

None.



**Operational Implications**

None.

**Strategic Objective**

None.

**Attachments**

1. Draft RBC Master Client Agreement

**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 black ink, appearing to read 'Paul Thorkelsson', written over a horizontal line.

Paul Thorkelsson  
Chief Administrative Officer

**Master Client Agreement for Business Clients  
Signature Card**

SRF No.: 156744906

Legal Name: UNIVERSITY NEIGHBOURHOODS ASSOCIATION

This Signature Card forms part of the Master Client Agreement for Business Clients between Royal Bank and the Customer identified in section C below. The Agreement consists of this Signature Card, the Legal Terms and Conditions, and all other Documents that may become part of this Agreement in accordance with the Legal Terms and Conditions. All capitalized terms not defined in this Signature Card have the meanings given in the Legal Terms and Conditions, and the rules of interpretation prescribed by the Legal Terms and Conditions also apply.

**SECTION A - Incumbency Certificate**

Each Person identified on this Signature Card has the power and authority to exercise certain rights on behalf of the Customer in connection with the Agreement and all Services, including to incur liabilities, assume obligations, and otherwise conduct business on behalf of the Customer, and to delegate power and authority on behalf of the Customer in accordance with the Agreement.

The Customer confirms, in accordance with the Customer's representations, warranties, covenants, and agreements contained in the Legal Terms and Conditions, all necessary actions have been taken in connection with these authorizations.

The Customer acknowledges, by way of each Person signing below, receipt of the Agreement, and confirms all information provided to Royal Bank, including regarding the Customer's ownership, control, and structure, is true, complete, and accurate in all respects.

This Signature Card constitutes part of the Customer's official corporate or business records.

**A.1 - Signing Authorities**

Each Person identified in this section is a signing authority for the Customer and is authorized, acting alone, to exercise and delegate all rights, powers, and authorities on behalf of the Customer with respect to all matters and dealings with Royal Bank, including to amend this Signature Card and otherwise legally bind the Customer and provide instructions on behalf of the Customer, except to the extent of any special instructions provided on this Signature Card below.

For authorized individuals:

| Name                  | Title  | Signature | Special Instructions |
|-----------------------|--|-----------|----------------------|
| <b>GROUP A</b>        |  |           |                      |
| <b>WILLIAM HOLMES</b> | <b>DIRECTOR (CHAIR OF THE F&amp;A COMMITTEE)</b> |           | <b>YES</b>           |
| <b>RICHARD WATSON</b> | <b>BOARD CHAIR</b>                               |           | <b>YES</b>           |
|                       |  |           |                      |
| <b>GROUP B</b>        |  |           |                      |

|                            |                                     |  |            |
|----------------------------|-------------------------------------|--|------------|
| <b>PAUL THORKELSSON</b>    | <b>CHIEF ADMINISTRATIVE OFFICER</b> |  | <b>YES</b> |
| <b>ATHENA KOON</b>         | <b>FINANCE MANAGER</b>              |  | <b>YES</b> |
|                            |                                     |  |            |
| <b>GROUP C</b>             |                                     |  |            |
| <b>MARIA GLENDA OLLERO</b> | <b>COMMUNICATIONS MANAGER</b>       |  | <b>YES</b> |
| <b>WAI KOK WEGLAND SIT</b> | <b>OPERATIONS MANAGER</b>           |  | <b>YES</b> |
| <b>DAVID GILLIS</b>        | <b>RECREATION MANAGER</b>           |  | <b>YES</b> |
|                            |                                     |  |            |
|                            |                                     |  |            |
|                            |                                     |  |            |

For authorized corporations and other entities:

| SRF (internal use only): | Name | Special Instructions |
|--------------------------|------|----------------------|
|                          |      |                      |
|                          |      |                      |

### Special Instructions relating to Signing Authorities

Special instructions should only be provided if the Customer has limited the authority of a Person to act on its behalf. Indicate below if special instructions are provided:

☒ Yes ☐ No

Instructions for the withdrawal of funds from accounts by way of cheque, wire payment instruction, pre-authorized debit authorization, or other order for the payment of money from accounts

Two signatures mandatory with one signature from Group A **OR** Group B.

Agreements for accounts or cash management products or services

Two signatures mandatory with one signature from Group A **OR** Group B.

#### **MCA changes, i.e., Section D - Amendment:**

Two signatures mandatory with one signature from Group A **AND** one signature from Group B.

Agreements for borrowing money or otherwise obtaining credit, granting security, and/or providing guarantees

Two signatures mandatory with one signature from Group A **OR** Group B.

Requests for draws, drawdowns, or advances under any agreements relating to borrowing money or otherwise obtaining credit

Two signatures mandatory with one signature from Group A **OR** Group B.

**Note:** All changes must be initialed by an authorized individual(s)



**A.2 - RBC Commercial Credit Cards - Lead Program Administrator(s)**

Does the Customer have an RBC Commercial Credit Card account?

☐ Yes      ☒ No

If the Customer has an RBC Commercial Credit Card account, there must be at least one Lead Program Administrator (as defined in the Commercial Card Program Service Materials) identified below.

Each Person identified in this section is a Lead Program Administrator for the Customer in connection with the RBC Commercial Card Program and is authorized, acting alone, to exercise and delegate the rights, powers and authorities on behalf of the Customer, as described in the Commercial Card Program Service Materials.

| Name | Signature |
|------|-----------|
|      |           |
|      |           |
|      |           |
|      |           |
|      |           |

## SECTION B - Trade name

The Customer is the owner of each trade name below, and has the rights, powers, and authorities necessary to use each trade name below in connection with the Services.

**Trade Name (Operating As)**

## SECTION C - Effect

This Signature Card is effective as 

|   |   |   |   |
|---|---|---|---|
| 2 | 0 | 2 | 4 |
| Y | Y | Y | Y |

 - 

|   |
|---|
| 0 |
| M |

 - 

|   |   |
|---|---|
| 0 |   |
| D | D |

 and supersedes and replaces any previous version signed by the Customer.

Customer's Legal Name: **UNIVERSITY NEIGHBOURHOODS ASSOCIATION**

Authorized Person's Name: **WILLIAM HOLMES**

Authorized Person's Title: **DIRECTOR (CHAIR OF THE F&A COMMITTEE)**

Authorized Person's Signature:

Customer's Legal Name: **UNIVERSITY NEIGHBOURHOODS ASSOCIATION**

Authorized Person's Name: **PAUL THORKELSSON**

Authorized Person's Title: **CHIEF ADMINISTRATIVE OFFICER**

Authorized Person's Signature:

Customer's Legal Name:

Authorized Person's Name:

Authorized Person's Title:

Authorized Person's Signature:

SECTION D - Amendment

This Signature Card is amended as of 

—

—

 and supersedes and replaces any previous version signed by the Customer.

|                                |
|--------------------------------|
| Customer's Legal Name:         |
| Authorized Person's Name:      |
| Authorized Person's Title:     |
| Authorized Person's Signature: |

|                                |
|--------------------------------|
| Customer's Legal Name:         |
| Authorized Person's Name:      |
| Authorized Person's Title:     |
| Authorized Person's Signature: |

|                                |
|--------------------------------|
| Customer's Legal Name:         |
| Authorized Person's Name:      |
| Authorized Person's Title:     |
| Authorized Person's Signature: |



**Report Date:** February 7, 2024  
**Meeting Date:** February 20, 2024  
**From:** Chris Hakim, Corporate Services Specialist  
**Subject:** UNA Byelection & Appointment Process Report

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## Background

In December 2023, the Governance & Human Resources Committee was presented with a research report on how other similar or close-in-proximity organizations fill vacancies on their governing bodies. In addition, the Committee was provided with multiple models describing different approaches to filling vacancies. Following that report, the Committee asked staff to prepare a draft process that would entail the UNA filling vacancies on the Board primarily through a byelection, but allowing for vacancies to be handled through appointment in certain situations.

This report details a potential process for filling vacancies on the Board, while also noting the financial and operational implications of implementing such a process.

## Decision Requested

*THAT the Board direct staff to draft the bylaw amendments and policy statements that reflect the general process described in the report, as circulated.*

## Discussion

The general process written below describes how the UNA would fill vacancies on the Board by means of byelection and, in some cases, appointment. Summaries of the major components of the process are also provided.

### Byelection Process Summary

Generally, if a vacancy were to occur, the UNA would conduct a byelection to fill it. The Board would be responsible for setting a byelection timeline that would be similar to the UNA's general election timeline, but accelerated. In other words, the byelection timeline would have a shorter nomination period and voting period. Furthermore, the relevant sections of the UNA Bylaws related to the conduct of elections of directors (e.g. voting to take place online, how candidates would be elected) would still apply to a byelection, with the exception of the deadlines that would normally apply to a general election.



### Appointment Process Summary

This process does include exceptions for circumstances that would allow the Board to decide that a byelection not be held and, instead, appoint a Resident Member to fill a vacancy.

The first exception is in the case where a vacancy occurs soon after a general election. Specifically, the process stipulates that if the vacancy occurs within 90 days after the start of the first Board meeting after the last day of the voting period for a general election of directors, the Board may decide that a byelection not be held and may appoint a Resident Member to fill a vacancy. The process for filling the vacancy in this scenario can be by offering the vacant position to the persons who received the greatest number of votes, in the order of the number of votes received, in the most recent general election who were not elected, provided that such person received a number of votes at least equal to 20% of the number of ballots casted in the election.

The second exception is in the case where a vacancy occurs after January 1 in the year of a general election. In this situation, the Board may decide that a byelection not be held and may appoint a Resident Member to fill a vacancy. However, instead of leveraging the most recent general election results, the Board would appoint a Resident Member by conducting an interview-like process.

### Disclaimer

The process written below is presented in a procedure-like format in order for it to be more easily reviewed; it is not intended to be approved as a policy in its current form. Much of the procedures included in this process would have to be either established in the UNA Bylaws or approved solely by the Board. Instead, the expectation is that if the process meets the Committee and the Board's expectations, staff can begin to draft the exact bylaw and policy language that would have to be approved.

### Proposed General Process

#### **1. Byelections**

- 1.1. Notwithstanding Section 2, a byelection must be held to fill a vacancy on the Board.
- 1.2. As soon as practicable after a vacancy occurs, the Board shall
  - 1.2.1. set the nomination period, which must be a period of at least 7 days;
  - 1.2.2. set the deadline by which the UNA must mail or email to members the name of each nominee, a statement provided by each nominee, and the instructions for voting, which deadline must be at least 15 days from the deadline in Section 1.2.1; and

- 1.2.3. set the voting period, which must be a period of at least 15 days.
- 1.3. A Resident Member elected in a byelection holds offices for a term that
  - 1.3.1. commences at the start of the first Board meeting after the last day of the voting period of the byelection; and
  - 1.3.2. ends at the start of the first Board meeting after the last day of the voting period for the next general election of directors.

## 2. Appointments

- 2.1. As an exception to Section 1, if the vacancy occurs after January 1 in the year of a general election of directors, the Board may decide that a byelection is not to be held.
- 2.2. As an exception to Section 1, if the vacancy occurs within 90 days after the start of the first Board meeting after the last day of the voting period for a general election of directors, the Board may decide that a byelection is not to be held and may offer the vacant position to the persons who received the greatest number of votes, in the order of the number of votes received, in the most recent general election of directors who were not elected, provided that such person received a number of votes at least equal to 20% of the number of ballots casted in the election.
  - 2.2.1. If there are no such persons who are willing or able to accept the vacant position, the vacancy may be filled pursuant to Subsection 2.3.
- 2.3. If the Board decides that a byelection is not to be held, the Board may appoint a Resident Member to fill a vacancy on the Board; the process by which could follow
  - 2.3.1. The UNA shall post a public call for nominations with a nomination period of at least 30 days;
  - 2.3.2. Interested Resident Members are required to submit a nomination form, a candidate statement, and a skills matrix by the end of the nomination period;
  - 2.3.3. The Board shall review the submitted materials in closed session and creating a short-list of, at most, three candidates;
  - 2.3.4. The Board shall conduct interviews with short-listed candidates in open session; and
  - 2.3.5. The Board shall review the interviews in closed session and may appoint a short-listed candidate to fill a vacancy on the Board.
- 2.4. A Resident Member appointed by the Board holds offices for a term that
  - 2.4.1. commences on the day specified by the Board; and
  - 2.4.2. ends at the start of the first Board meeting after the last day of the voting period for the next general election of directors.

### Next Steps

In terms of next steps, the Board may review the proposed general process and suggest further changes to the underlying model driving it. Furthermore, the Board may direct staff to begin drafting relevant bylaw amendments and policy statements to reflect the general process. In practice, staff would work with the Committee to identify and draft the bylaw amendments and policy statements necessary to reflect the general process in principle. However, the minute details, such as deadlines or thresholds, may change during the drafting process. In addition, the exact wording used in the draft bylaw amendments and policy statements will likely differ from what is used in the process described in this report.

### **Financial Implications**

Moving forward with and implementing such a process may have two main financial implications:

1. the costs associated with drafting relevant bylaw amendments to reflect this process.
2. the costs associated with conducting a byelection.

Regarding the second implication, the Board and staff may have to consider purchasing a multi-election license for an online voting system, which would entail a larger annual fee.

### **Operational Implications**

The operational implications of implementing such a process are primarily related to holding a byelection. The logistics behind conducting a byelection are similar to the ones related to a general election – staff would have to set-up an online voting platform, promote awareness of the byelection, and ensure that relevant and required information is being delivered to Resident Members in accordance with set deadlines. The accelerated timeline included in the draft process alleviates some of these operational implications by shortening the period over which staff would have to focus on electoral-related work.

### **Strategic Objective**

Governance



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**UNA BOARD MEETING  
OPEN SESSION**

**Attachments**

None.

**Concurrence**

None.

Respectfully submitted,

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

Chris Hakim  
Corporate Services Specialist

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

Paul Thorkelsson  
Chief Administrative Officer