



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** *THAT the Board approve the April 16, 2024 agenda, as circulated.*

C. APPROVAL OF MINUTES

1. **Motion:** *THAT the Board approve the March 12, 2024 minutes, as circulated.* 1

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. Campus and Community Planning Report – Carole Jolly, Director of Community Development and Engagement, Campus and Community Planning 4
2. Electoral Area A Director Monthly Report – Jen McCutcheon, Electoral Area A Director 7

F. REPORTS

1. April 2024 Management Report 14
2. 2023-24 UNA Staff Work Plan 4th Quarter Update – Paul Thorkelsson, Chief Administrative Officer 27

Relevant Attachments:

- 2023-24 UNA Staff Work Plan – 4th Quarter Update 30

3. 2024-25 UNA Staff Work Plan – Paul Thorkelsson, Chief Administrative Officer 38

Relevant Attachments:

- Draft 2024-25 UNA Staff Work Plan 41

Recommendation:

THAT the Board approve the 2024-25 UNA Staff Work Plan, as circulated.

4. 2024/25 Board Projects Report – Athena Koon, Finance Manager 48

Relevant Attachments:

- FY2024/25 Proposed List of Board Projects 50



Recommendation:

THAT the Board approve the funding of the proposed list of projects, as circulated.

- 5. Finance & Audit Committee Update
 - a. 2023/24 Year End Audit Plan Report – Athena Koon, Finance Manager 51
Relevant Attachments:
 - Johnsen Archer LLP 2023 to 2025 Engagement Proposal 54
 - b. FY2023/24 Capital Reserve Transfer – Athena Koon, Finance Manager 60
Relevant Attachments:
 - UNA Capital Reserve Policy #05-14 62

Recommendation:

THAT the Board approve the transfer to the Capital Reserve equal to the amortization amount for capital assets for fiscal year 2023/24 minus the amortization of the deferred capital contributions.

- 6. Governance & Human Resources Committee Update
 - a. Byelection & Appointment Process Report – Chris Hakim, Corporate Services Specialist 65
Relevant Attachments:
 - Byelection & Appointment Process – March 2024 Draft 72
 - b. Corporate Policy Framework Report – Chris Hakim, Corporate Services Specialist 74
Relevant Attachments:
 - Corporate Policy Framework (#01-19) – March 2024 Draft 77
 - UNA Corporate Policy Index – March 2024 81

Recommendation:

THAT the Board approve the proposed Corporate Policy Framework (#01-19), as circulated.

- 7. Neighbours Agreement Committee Update – Director Holmes



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD OF DIRECTORS MEETING

Date: April 16, 2024

Time: 5:30 p.m.

Location: Social Room, Wesbrook
Community Centre

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

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, and the approval of minutes for a closed session or restricted closed session of a Board meeting.



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Eagle Glassheim
Fei Liu
Murray McCutcheon

UBC MEMBERS:

Carole Jolly
Silvia Magnano

STAFF:

Paul Thorkelsson – Chief Administrative Officer
Athena Koon – Finance Manager
Chris Hakim – Corporate Services Specialist
Dave Gillis – Recreation Manager
Emmanuel Samoglou – Communications Specialist
Wegland Sit – Operations Manager

A. CALL TO ORDER

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

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

B. APPROVAL OF AGENDA

MOVED by the Chair

SECONDED by Director Glassheim

THAT the Board approve the March 12, 2024 session agenda, as circulated.

CARRIED

C. APPROVAL OF MINUTES

MOVED by the Chair

SECONDED by Director Glassheim

THAT the Board approve the February 20, 2024 session minutes, as circulated.

CARRIED



D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. Campus and Community Planning Report

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

2. Electoral Area A Monthly Report

A report circulated under a separate cover was presented. No questions followed.

F. REPORTS

1. March 2024 Management Report

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

MOVED by Director Holmes

SECONDED by Director Glassheim

THAT the Board direct staff to prepare a report to the Board on the options for increasing the frequency of the printed edition of The Campus Resident.

CARRIED

2. BC Corps of Commissionaires Agreement Renewal

The Operations Manager presented the report contained in the meeting package, followed by questions from the Board.

MOVED by the Chair

SECONDED by Director Holmes

THAT the Board approve the 2024-25 BC Corps of Commissionaires Agreement, as amended, and authorize the Chair to execute the agreement.

CARRIED

3. UBC Withdrawal from Neighbours Fund

The Finance Manager presented the report contained in the meeting package. No questions followed.

MOVED by Director Holmes

SECONDED by Director Glassheim

THAT the Board approve the withdrawal by UBC of an additional amount of \$41,721 from the Neighbours Fund as residents contributions for recreational facilities for 2023/24.



CARRIED

4. Neighbours Agreement Committee Update

Director Holmes provided a verbal report, followed by questions from the Board.

Director Holmes noted that Terry Mullen had resigned from the Neighbours Agreement Committee. The Board thanked Terry Mullen for his service on the Neighbours Agreement Committee.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

I. ADJOURNMENT

MOVED by the Chair

SECONDED by Director Glassheim

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, and the approval of minutes for a closed session or restricted closed session of a Board meeting.

CARRIED

The meeting adjourned into a closed session at 6:23 p.m.

* * * *



THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

Memorandum

From: Simmi Puri, Communications Manager, Campus + Community Planning
To: UNA Board
Date: April 16, 2024
Subject: Monthly Update from Campus and Community Planning

Film & Events Notification

May

BMO Vancouver Marathon

Sunday, May 5th from 7:30am to 11:30am.

The BMO Vancouver Marathon is happening on Sunday May 5th. Road closures along the event route will be in effect throughout the City of Vancouver all morning and early afternoon. Around UBC, road closures will be in effect between 8am and 12pm. It is strongly recommended to plan ahead and **avoid any driving trips TO Wesbrook Place during this time**. Emergency vehicle access will be maintained at all times and access to UBC Hospital and St. John Hospice will be available at all times from University Boulevard at Blanca to Wesbrook Mall. For details on road closures and detours, see <https://planning.ubc.ca/event/bmo-marathon-road-closure-alert>

Summer session classes start. Monday, May 13th.

Victoria Day. University closed Monday, May 20th.

UBC Spring Graduation at Chan Centre for the Performing Arts, Buchanan Courtyard and Main Mall from Crescent Road to Memorial Road.

Wednesday, May 22nd to Friday, May 24th and Monday, May 27th to Thursday, May 30th from 8am to 4pm each day.

Crescent Road will be closed each day from 7am to 7pm. A schedule of ceremonies can be [found here](#).

June

Longest Day Road Race. Road closures will apply.

Friday, June 14th from 5pm to 9pm. Details to come

Vancouver Half Marathon. Road closures will apply.

Sunday, June 23rd from 7:30am to 11am. Details to come

Neighborhood Climate Action Plan - Update

Community engagement for the draft Neighbourhood Climate Action Plan (NCAP) took place between March 5th and March 22nd, resulting in 645 engagement touchpoints. The community had the opportunity to engage in a number of ways including an online survey, open houses, a walking tour, workshops, community conversations, presentations and pop-up events held throughout the neighbourhoods. A summary of what we heard from this round of engagement will be available on the C+CP website in the coming weeks.

This feedback will be used to further refine the NCAP and shape the draft plan, which will be presented to the UNA board before going to UBC's Board of Governors for approval in June 2024.

NCAP will adapt and evolve to ensure we are taking advantage of all opportunities including new technical advancements and government policies and programs. Regular reporting updates will be provided to the community to highlight our progress on actions, and to monitor our progress towards our targets and goals. We will develop effective monitoring, evaluation and reporting systems as part of implementation of the plan.

To learn more, visit: <https://planning.ubc.ca/NCAP>

Roadwork update

Approximately 400m of aging water main needs to be replaced along 16th Avenue from Wesbrook Mall to Binning Road. The work to replace the water main will be localized to the eastbound curb lane on 16th Avenue. There will be impacts to Wesbrook Place residents and visitors where the water main crosses Wesbrook Mall. Campus and Community Planning is working closely with the project team to minimize disruptions, however, delays should be anticipated. More details of what to expect are as follows:

- Construction will take place from April 15th to June 30th.
- The eastbound curb lane on 16th Avenue will be closed from Wesbrook Mall to Binning Road.
- From April 29th until approximately May 11th, the northbound lane of Wesbrook Mall from Berton Avenue to 16th Avenue will be **CLOSED** (excluding buses) and detours will be in place for through traffic **during work hours** (see map below).
- For one week in June, the northbound lane of Wesbrook Mall between Berton Avenue and 16th Avenue will be closed again during work hours. Dates to be confirmed.
- There will be no impacts to buses or bus stops on Wesbrook Mall.
- The bus stop east of Wesbrook Mall on 16th Avenue (Bus Stop ID 51484) will be temporarily closed for a portion of time. More information can be found on the TransLink website or at the bus stop closer to the date.
- The multi-use pathway along the south side of 16th Avenue will be open for use throughout construction.



Director's Report

Hello UNA/UBC/UEL neighbours,

Happy spring!

In this month's newsletter, you will find information on our province's worryingly low snowpack. Water restrictions officially begin at the start of May, but I encourage all of us to look for ways to conserve water in our daily life. This could mean using the rain to "wash" your car, taking shorter showers, or planting more drought tolerant plants.

There are also updates on TransLink bus service to UBC, approval of the UEL's community works fund, and upcoming Camosun Bog celebrations in Pacific Spirit Regional Park

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

All the best,

Jen McCutcheon

Jen McCutcheon, Metro Vancouver Director for Electoral Area A (www.areaajen.ca or areaajen@gmail.com)



Jen and her family enjoying a warm and sunny break this past March

Stage 1 Watering Restrictions Come Into Effect May 1, 2024

According to the most recent (April 1, 2024) snowpack monitoring, BC's snow pack is "extremely low, averaging 63% of normal across" the province. You can read the full report [here](#). Metro Vancouver's drinking water reservoirs are on target to be full by mid-May and the snowpack is currently at 56 per cent of the historical average. Since late winter, Metro Vancouver has taken proactive steps including starting seasonal dam and reservoir operations earlier than usual to maximize water storage ahead of the dry season.

Stage 1 watering restrictions will be in effect starting on May 1, 2024, during which lawn watering is only permitted one morning per week.

Metro Vancouver began sending notifications last week to remind stakeholders and member jurisdictions of the May 1, 2024 start of watering restrictions and to emphasize the importance for all of us to continue taking measures to conserve our water supply.



WATERING RESTRICTIONS UNDER STAGE 1

Residential:

Watering lawns: Even-numbered addresses on Saturdays and odd-numbered addresses on Sundays:

- Automatic watering — from 5:00am to 7:00 am.
- Manual watering — from 6:00 am to 9:00 am.

Watering of trees, shrubs, and flowers, excluding edible plants:

- Any day from 5:00 am to 9:00 am if using a sprinkler.
- Any day at any time if using a handheld hose, soaker hose, water container, or drip irrigation.

Non-Residential and Governments/Schools/Parks:

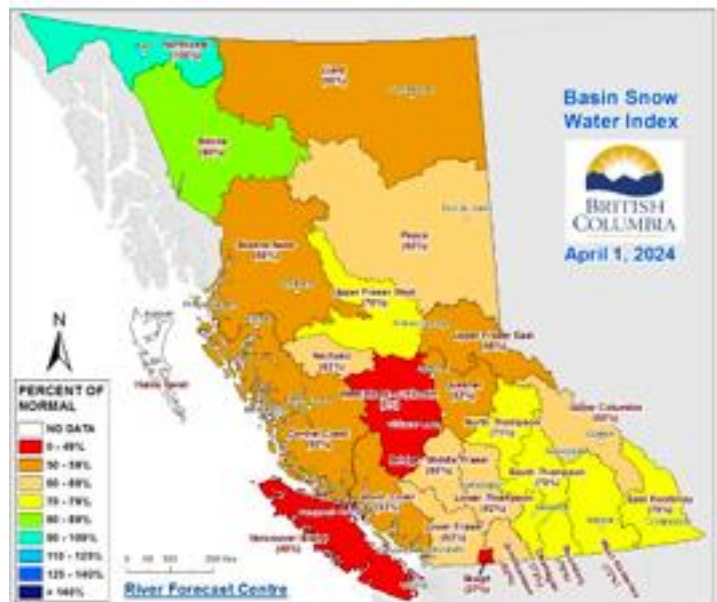
Watering lawns and grass boulevards:

Even-numbered addresses on Mondays and odd-numbered addresses on Tuesdays:

- Automatic watering — from 4:00 am to 6:00 am.
- Manual watering — from 6:00 am to 9:00 am.

Watering of trees, shrubs, and flowers, excluding edible plants:

- Any day from 4:00 am to 9:00 am if using a sprinkler.
- Any day at any time if using a handheld hose, soaker hose, water container, or drip irrigation.



– April 1st, 2024 (available here: https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/river-forecast/2024_apr1.pdf)

In cases of mixed zoning (where commercial or industrial uses are on the same property as residential) the property is designated as “Non-Residential”.

Watering Soil-based and Sand-based Playing Fields are Permitted as Follows:

- Overnight from 7:00 pm to 9:00 am, except if:
 - Watering newly over-seeded fields in compliance with a member jurisdiction permit.
 - Operating under a member jurisdiction’s approved water management plan.



Climate Action Dialogues: Transportation



Climate Action Dialogues: Transportation

How do we make it easier to move people and goods around in this region without relying on fossil fuel vehicles? Join us as we explore this conversation and learn about solutions that will work in this region at the upcoming Climate Action Dialogues on transportation. Attend in-person events on May 28 or 30 in Surrey and Vancouver, or join online on June 6.

About the event

Metro Vancouver's [Climate 2050 Transportation Roadmap](#) charts the course toward a carbon-neutral, resilient transportation system, with strategies to reduce emissions and protect the network from climate impacts. This Dialogue will explore ways to move people and goods, while relying less on individual cars. There are positive impacts of reduced driving: enhanced air quality, reduced congestion, and healthier, more active living.

Join the conversation, hear from an expert panel, and network with other sustainably-minded residents. Whether you're in the industry or simply curious about transportation in a climate-ready region, this dialogue is for you.

Featured speakers:

- Moderator: Uytae Lee, Founder, [About Here](#)
- Speakers (Vancouver and Webinar):
 - Eve Hou, RPP, MCIP, Senior Manager, Policy Development and Decision Analysis, TransLink
 - Erin Rennie, Senior Planner, Community Planning, City of Burnaby
 - Lon LaClaire, General Manager of Engineering Services, City of Vancouver
 - Peter Ladner, Board Chair, B.C. Cycling Coalition
 - Sandra Phillips, Mobility Architect, CEO and Founder, movmi Shared Transportation Services



Register now

Limited seating available for in-person events. Register early to avoid missing out. Doors open 30 minutes before and after the program for networking and refreshments.

Vancouver session

Thursday, May 30 | 7:30 am – 9:00 am (doors 7:00 am; networking session from 8:30 am to 9:00 am) at the SFU Wosk Centre for Dialogue

580 W Hastings St, Vancouver, BC V6B 1L6

[Register for the Vancouver session](#)

Webinar session

Thursday, June 6 | Noon – 1:00 pm

[Register for the webinar](#)

TransLink Updates

Starting April 15, TransLink is implementing seasonal changes to improve access to popular seasonal destinations. This includes additional service on 10 routes and the re-introduction of three summer-only routes. With the school year coming to an end, TransLink will reduce service on five routes serving post-secondary institutions until September.

TransLink is adjusting bus service levels around the region to respond to changing customer demand and to address overcrowding. Bus service is being reallocated to provide more service on 17 routes across the region. To provide service where it's needed most, TransLink is reducing bus service on 13 routes where there is excess capacity. On nine routes, they are reducing service at certain times of day to provide more service during periods of high demand.

Details of Service Changes in Electoral Area A:

TransLink will be implementing typical spring seasonal changes to increase access to popular seasonal destinations:

- 99 Commercial-Broadway / UBC (B-Line)

TransLink will be making seasonal adjustments (decreases) to routes serving UBC:

- 9 Boundary / Commercial-Broadway / Granville / Alma
- 44 UBC / Downtown

TransLink is adjusting service on the following routes to provide more space for customers at times when it's needed most:

- 14 Hastings / UBC
- 49 Metrotown Station / Dunbar Loop / UBC
- 84 UBC / VCC-Clark Station



TransLink is upgrading most trips on the 25 from 40-foot to 60-foot articulated buses, increasing capacity by up to 30 per cent on one of the busiest routes in Metro Vancouver. To accommodate these upgrades, we're making adjustments throughout the week.

Find the most up to date information about service changes [here](#).

Community Works Funds Approved for the UEL

The Community Works Fund is delivered to all local governments in British and is distributed within Electoral Area A based on population. Over the past ten years, Electoral Area A has received approximately \$130,000 per year on average. As of the end of 2023, the University Endowment Lands' (UEL) accumulated portion based on population stands at approximately \$160,000. In 2022 and 2023, the Electoral Area A Director and staff consulted with the UEL Community Advisory Council (CAC) and UEL Administration on potential projects that are eligible under the Community Works Fund.

In January 2024, the UEL CAC, with support from the UEL Administration, endorsed seeking funding for the Chancellor Blvd. Sidewalk Project with an estimated cost of \$157,000. The project entails replacement of the current substandard walkway with a two-metre wide finished concrete sidewalk. If the MVRD Board approves funding for this project, it would allow Metro Vancouver to enter into an agreement with UEL to reimburse them for eligible costs up to the maximum approved amount upon submission of required receipts and other documentation.



Images of the section of Chancellor Blvd where UEL's Community Works Funds will be used to improve the sidewalk (at the recommendation of the UEL and their Community Advisory Council)



The table below shows projects that the board has previously funded through the Electoral Area A Community Works Fund.

Year	Community	Amount	Project
2019	UBC/UNA	\$424,925	Pedestrian and cycling improvements to the Wesbrook Mall and University Boulevard intersection
2019	UEL	\$138,575	Green infrastructure to mitigate storm water impacts from climate change
2021	Barnston Island	\$12,100	Dike pump house electrical upgrades
2022	UBC/UNA	\$195,824	Electric vehicle charging stations
2022	UBC/UNA	\$139,276.50	Solid waste (recycling) receptacle replacement
2022	UBC/UNA	\$100,000	Acadia neighbourhood active transportation improvements

Proposed sidewalk construction is scheduled to commence during the school summer break 2024 (last day of classes is June 28th) to allow for minimal interruption to pedestrian traffic, efficiency of construction works, and to accommodate for potential inclement weather.

The project estimate is \$157,000 to remove and replace the sidewalk with landscaping costs in addition. The UEL is prepared to cover the cost of the project over and above funds available through the CWF.

Celebrating 30 Years of Bog Restoration



When: Sat. May 4, 2024. 10am to 12pm
 Where: Camosun Bog, south entrance off 21st Ave.
 What: Displays, Bog learning stations, light refreshments & more
 Who: All are WELCOME! (Free admission)
 Questions?: Contact volunteer@pacificspiritparksociety.org

On May 4, 10am to 12pm, we'll celebrate 30+ years of bog restoration! All are welcome to this free event.

There will be exhibit, children's and refreshment tables at the south entrance to Camosun Bog [here](#) (accessed via 21st Ave.), and inside the bog area, there will be learning stations set up around the boardwalk.

The "crazy boggers" began their restoration work in the early 90's with the aim to preserve a small piece of this unique ecosystem. Camosun Bog, originally a large area stretching over many ha, has significant Indigenous importance and features in tradition tales such as that of the 2-headed serpent. Today the Camosun Bog Restoration Group (CBRG) supply native bog plants such as Labrador tea to Musqueam.



Jen's Board and Committee Appointments 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](#)
www.areaajen.ca
[Jen McCutcheon's Facebook](#)
www.facebook.com/AreaAJen

[Metro Vancouver](#)
www.metrovancouver.org
[Mayors' Council on Regional Transportation](#)
www.translink.ca



Report Date: April 2, 2024
Meeting Date: April 16, 2024
From: Paul Thorkelsson, Chief Administrative Officer
Subject: April 2024 Management Report

Background

The April 2024 Management Report is presented for information.

Decision Requested

For information.

Discussion

CHIEF ADMINISTRATIVE OFFICER

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

Board Relations

- Attended the April 2024 Finance & Audit Committee and Governance & Human Resources Committee meetings.
- Reviewed an analysis of potential sites for an off-leash dog area as part of the project's Board working group's work.
- Continued weekly meeting schedule with UNA Chair.

Operations

- Completed a review of the online voting system proposals.
- Attended quarterly UBCC+CP, UBCPT, UNA staff meeting.

Finance

- Received confirmation of UBC's approval of the UNA 2024/25 budgets.
- Attended new financial system implementation training session.

Programs and Services

- Supported Neighbours Agreement Committee meeting with UBC C+CP – reviewed progress on amendments to agreement schedules.

Human Resources

- Initiated scoping analysis for UNA Staff compensation review.

Community Relations

- Assisted with the communication of the Board's position on the March 2024 draft Neighbourhood Climate Action Plan (NCAP).
- Attended UBC C+CP – UNA NCAP Staff Working Group meeting.
- Attended draft NCAP engagement with Strata Presidents meeting.
- Attended draft NCAP public open house event at Wesbrook Community Centre.
- Introductory meeting with UBC Health Staff regarding UBC Primary Care Clinic.
- Attended meeting with UBC AVP Michael White and established monthly check-in meeting cycle.

COMMUNICATIONS

UNA Website

The Communications Department is working with the Operations Team and our third-party website team to investigate options for better infrastructure for the UNA website. With increasing traffic and content, the website is requiring some upgrades. We're hoping that these upgrades will address issues with loading times and capacity.

The Campus Resident

As per the Board's request, the Communications Department is looking at options for a more frequent print publication schedule of The Campus Resident. We are looking at options for printing six times a year and 12 times a year. A report will be coming to the Board in an upcoming meeting.

The Campus Resident published its latest issue online on April 4, 2024.

UNA Guidebook for Newcomers Mini-Website

Work on creating the online *UNA Guidebook for Newcomers* is continuing. Our web design team is finalizing the content population on the demo site. Once the Communications Department has reviewed the completed demo site, a report will be sent to the Board for their review and approval of the mini-site. Following approval from the Board, we'll be updating the printed version of the *UNA Guidebook* to mirror the final version of the mini-site and it will be made available for anyone who prefers a hard copy of the *Guidebook*.



UNA Annual Report 2023

The Communications Department is working on a modified format for the Annual Report that will include more metrics, departmental information and services summary. The Annual Report is distributed at the Annual General Meeting in September.

Others:

- Continuing promotions for the UNA Card (Schedule F and F1)
- Continuing communications support for the Hampton Place parking enforcement

Upcoming:

- Coordinating with UBC on the content and production of the Services Levy information flyer.
- Provide internal communications support for the roll-out of the new UNA phone system.
- Provide communications support for the closure of the UNA community field due to resurfacing
- Update the UNA’s current media relations policy and develop a framework for responding to and pitching stories to the media.
- Coordinate with Admin Department and create a communications plan for the upcoming elections to build awareness of the changes in the elections process as well as to recruit candidates.

RECREATION

RECREATION TEAM MONTHLY BOARD REPORT – RECREATION MANAGER

Highlights of the March report, include:

- Easter Celebration attended by an estimated 1,600 people.
- 2023/2024 Fiscal Year End.
- Continued Hiring of Recreation Staff.

Wesbrook Community Centre – Highlights

- Community centre open spaces continue to be used by a wide range of UNA community members.
- Peng Wang, our new Volunteer & Newcomers Support Coordinator, has begun to investigate newcomer programming to provide more opportunities of participation and instruction.

- Staff of WCC and UHill Secondary have worked together to successfully resolve the issue with garbage being left behind by students.

Old Barn Community Centre – Highlights

- Six months into the revamp of the family room, feedback has been all positive and use continues to be steady.
- OBCC has increased programming related to community and social activities that are low cost or free.
- Comic Night is to be held at the OBCC Saturday, April 27. This is the first of what is a focus on community events aimed at adults.

Staffing – Recreation

- **Alina Stadnyk** is one of our new Program Coordinators.
- **Cody Stepura** is also one of our new Program Coordinators, temporarily covering for **Claire Smith** during her paternal leave.
- **Volunteer & Newcomers Support Coordinator.** Peng Wang is our new Volunteer & Newcomers Support Coordinator. Peng is currently handling our volunteers, and will begin to work along side Glenda Ollera, Dr. Henry Yu, Josie Chow, and myself to help ensure that newcomers to our community have a strong sense of belonging, worth, and identity. Over the next 3 months, this team will work together to develop the core practice of the new position.

UBC Athletics & Recreation Committee – Highlights

- Arena
 - Saturday morning addition of Stick and Puck Drop In
 - 6:00 PM-7:00 PM Weekday Public/Family Skates
 - March “Try It” Nights have been a huge success
- Aquatic Centre
 - Increased number of lifeguards.
 - Registration during high performance time remains.
 - Pool closure March 28-April 20.

UBC recommends any members of the UNA should always consult the online schedule prior to visiting: <https://recreation.ubc.ca/aquatics/schedule/>

RECREATION TEAM MONTHLY BOARD REPORT – FRONT DESK OPERATIONS

New residents continue to move into the UNA neighbourhoods.

- 633 new clients were enrolled in our registration system, including 353 UNA and 81 UBC/UTown members.



- 32 parking applications were reviewed, and 12 new paid parking permits were issued.

The following metrics show the front desk's services during the month of March in 2022, 2023, and 2024:

Front Desk General Services (March)

	2022	2023	2024
Open Gym	6	306	432
Parent & Tot Drop in	54	246	288
Sports Drop in	95	273	292
Parking Permit Issued	14	18	12
New Members Enrollment	369	678	633

RECREATION TEAM MONTHLY BOARD REPORT - PROGRAM COORDINATORS

Registration Updates

	Winter 2022	Winter 2023	Winter 2024 as of Feb 27	Winter 2024 as of Mar 27
Programs offered	275	348	276	279
Registered participants	1614	2210	2023	2067
Waitlist	301	366	244	255
Withdrawals	219	280	145	160

Category	Winter 2022	Winter 2023	Winter 2024 as of Feb 27	Winter 2024 as of Mar 27
Physical Activity	\$55,519.17	\$98,764.14	\$93,706.18	\$94,695.83
Arts	\$24,600.64	\$48,025.99	\$40,289.27	\$40,300.02
Music	\$14,257.20	\$20,797.65	\$20,624.70	\$19,605.00
Education	\$15,798.38	\$19,183.15	\$29,128.98	\$28,874.93
Camps	\$33,810.10	\$31,451.70	\$17,695.60	\$18,184.60
Events	\$0	\$95	\$0	\$0
TOTAL	\$143,985.49	\$219,334.40	\$201,444.73	\$201,660.38

	Spring 2022	Spring 2023	Spring 2024 as of Mar 27
Programs offered	428	485	485



Registered participants	2752	3567	1879
Waitlist	349	381	250
Withdrawals	417	488	46

Category	Spring 2022	Spring 2023	Spring 2024 as of Mar 27
Physical Activity	\$86,007.03	\$120,544.69	\$91,833.89
Arts	\$48,040.83	\$64,155.15	\$37,861.07
Music	\$28,801.80	\$29,153.55	\$29,162.00
Education	\$22,546.40	\$28,666.25	\$27,040.15
Camps	\$115,809.72	\$138,387.30	\$55,205.60
Events	\$955.00	\$1,452.00	\$800.00
TOTAL	\$302,160.80	\$382,658.90	\$244,280.70

Programming-Wide Updates

- It is my pleasure to announce that long-time UNA employee Nancy Li has been hired as the Camps Coordinator! She was a Camp Leader herself in 2019, and has also since volunteered as a Get Active mentor and worked as a Fitness Attendant. She will be coordinating all internal summer camps. This year, we have expanded the capacity of Summer Adventures Camp by an additional camp per week (additional 14 campers). We have also introduced After-Camp Care after hearing feedback from the community that working parents need additional child-care services post-camp. We are excited to introduce these new camp offerings!

Program Coordinator Updates

CCC & Youth Programming

- Providing temporary coverage for the following portfolios: Physical Activity, Youth
- Social programs now permanently under the Connected Communities portfolio, including Food for Thought, Women’s Social Club, Wesbrook and Old Barn book clubs, French Club, and more.
- Kelly Tan has been hired as the new Connected Communities Program Assistant. She will start April 16.
- 18 new applications for youth volunteers.
- 27 youth volunteered for events, including birthday parties, Family Movie Night, and Easter.

Easter Review

Easter celebration occurred on March 30, 2024, at the Old Barn from 9:30 am to 11 am. The gathering included an eagerly awaited egg hunt for both children and adults, an arts and crafts station featuring the "Hands of Youth" project, face painting, a magician's performance, and a hot chocolate station. The event was run by 7 staff members and 17 volunteers. Over 750 community members attended the event, with 450 children joining the egg hunt and 40 cups of hot chocolate being sold. In summary, the family-oriented event was successful, shown by the enjoyment and community engagement.



RECREATION TEAM MONTHLY BOARD REPORT – HEALTH & FITNESS

FITNESS CENTRE ATTENDANCE

Wesbrook Monthly Totals		Old Barn Monthly Totals		Combined
Sunday Total	669	Sunday Total	70	739
Monday Total	729	Monday Total	85	814



Tuesday Total	650	Tuesday Total	82	732
Wednesday Total	692	Wednesday Total	81	773
Thursday Total	614	Thursday Total	65	679
Friday Total	750	Friday Total	79	829
Saturday total	649	Saturday Total	50	699

FITNESS CENTRE MEMBERSHIP SALES & REVENUE

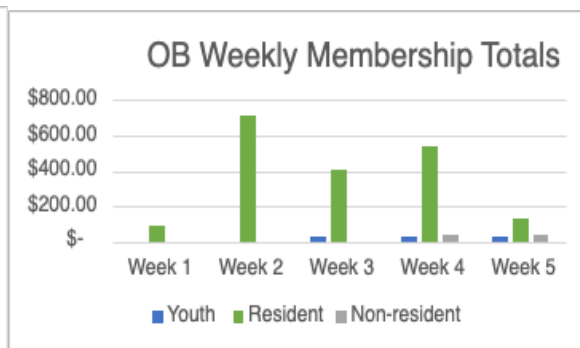
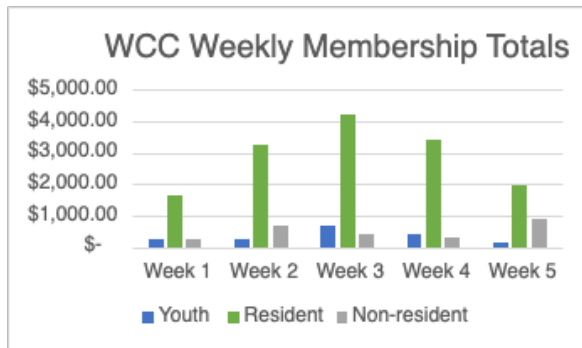
Wesbrook Community Centre - Membership Revenue								
Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	15	\$571.50	70	\$3,333.40	21	\$1,199.94	106	\$5,104.84
1 Month Pass	20	\$762.00	102	\$4,857.24	8	\$457.12	130	\$6,076.36
3 Month Pass	2	\$209.52	31	\$3,542.99	3	\$428.58	36	\$4,181.09
6 Month Pass	1	\$190.48	4	\$838.08	0	\$0.00	5	\$1,028.56
Year Pass	0	\$0.00	5	\$1,904.75	1	\$428.57	6	\$2,333.32
Total	38	\$1,733.50	212	\$14,476.46	33	\$2,514.21	283	\$18,724.17
Old Barn Community Centre - Membership Revenue								
Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	1	\$23.81	12	\$342.84	1	\$38.10	14	\$404.75
1 Month Pass	2	\$47.62	12	\$342.84	1	\$38.10	15	\$428.56



3 Month Pass	0	\$-	2	\$152.38	0	\$-	2	\$152.38
6 Month Pass	0	\$-	4	\$571.44	0	\$-	4	\$571.44
Year Pass	0	\$-	2	\$476.20	0	\$-	2	\$476.20
Total	3	\$71.43	32	\$1,885.70	2	\$76.20	37	\$2,033.33

Combined - Membership Revenue

Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	16	\$595.31	82	\$3,676.24	22	\$1,238.04	120	\$5,509.59
1 Month Pass	22	\$809.62	114	\$5,200.08	9	\$495.22	145	\$6,504.92
3 Month Pass	2	\$209.52	33	\$3,695.37	3	\$428.58	38	\$4,333.47
6 Month Pass	1	\$190.48	8	\$1,409.52	0	\$0.00	9	\$1,600.00
Year Pass	0	\$-	7	\$2,380.95	1	\$428.57	8	\$2,809.52
Total	41	\$1,804.93	244	\$16,362.16	35	\$2,590.41	320	\$20,757.50



RECREATION TEAM MONTHLY BOARD REPORT – RENTALS & BOOKINGS

Number of Inquirers March	47
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Finalized March Bookings	9
Finalized April Bookings	4
Finalized May Bookings	2
Finalized June Bookings	1
Total Finalized	16
Pending Payment	0
Non completed Bookings	31
Total	47

OPERATIONS + SUSTAINABILITY

New Sustainability Specialist – Isabel Todorova

We are pleased to announce that Isabel Todorova will join the UNA as the Sustainability Specialist on April 16. Isabel has a strong academic background in environmental science and urban forestry and planning, with hands-on experience in community-based projects.

Crosswalks Road Paint Repair Project in Wesbrook Place

A new round of crosswalk road paint repairs will take place in Wesbrook Place during April.

Landscaping Contract Renewal and Landscape Transition Discussion with UBC

The UNA Operations team continues to work with landscaping contractors and UBC representatives on the transition of the landscape management in Stadium Road area and Wesbrook Mall South area. We expect to be able to provide an update at the May 2024 Board meeting.

Wesbrook Place Tree Assessment

The UNA Operations team will be working with UBC on the development and rollout of the Wesbrook Place Tree Assessment project.

Wesbrook Community Centre Pest Management

The UNA Operations team has been working with a pest control consultant to address the mice issues reported in the Wesbrook Community Centre (WCC). An initial round of mouse proofing work was completed and the objective was to fix the mouse access issue. After the initial work, there have not been any new mouse sightings reported in the WCC. The Operations and Recreation teams will continue to monitor the situation and address as required.



Parking Enforcement in Hampton Place

[The final phase](#) of the parking enforcement will be implemented on May 1 and full enforcement will take place on May 13.

Parking permits and visitor passes are available to purchase online or at the Wesbrook Community Centre front desk. All parking permits are purchased at an annual rate, with a daily prorated fee structure applied. For fee information, please visit the [UNA Parking Page](#).

The parking management team is looking for input from Hampton Place residents and on the proposed accessibility stalls and 2-hour parking locations. The proposed accessibility and 2-hour parking locations information was distributed amongst the Hampton Place Strata Council in March 2024.

Phone Service Migration

The UNA Administration Office will be migrating to a new IP phone service provider in the coming month. We do not expect there will be any impact on the residents' ability to contact the UNA.

The new phone service is designed to support the after-hour call directory service and voice-to-email function that will better serve the community as well as our staff members.

High impact event list for April and May 2024

April

[AMS Block Party](#) Friday, April 12

May

[BMO Marathon](#) Sunday, May 5

Shoppers Drug Mart Run for Women Saturday, May 11

FINANCE

Financial System Upgrade

The new financial system upgrade is almost complete. All the required users were trained in March, and April is planned to be soft launching of the new platform. The existing database for fiscal 2023/24 will be loaded to the new platform once all the year end



2023/24 transactions are completed. It is aimed to be completed before the last week of April.

Fiscal Year End Closing

The Finance team is working closely with all the parties to ensure a timely closing of fiscal 2023/24-year end and, so far, everything is on schedule. The Finance team has also begun preparation work for the annual audit. A report regarding the 2023/24 audit plan can be found at the Finance & Audit Committee Update section to provide further details and information to the Board regarding the audit plan for the 2023/24 fiscal year.

Budget Submission to UBC BOG

The final 2024/25 budget was submitted to UBC in February and UBC took the UNA budget to their Board of Governors Finance Committee on March 13, 2024, where it was approved. The only piece left now is a list of projects under the Board Projects line item yet to be approved which further details can be found within this Board meeting package.

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



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

4. Wegland Sit, Operations Manager

Respectfully submitted,

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

Paul Thorkelsson
Chief Administrative Officer



Report Date: April 5, 2024
Meeting Date: April 16, 2024
From: Paul Thorkelsson, Chief Administrative Officer
Subject: 2023-24 UNA Staff Work Plan – 4th Quarter Update

Background

The 2023-24 UNA Staff Work Plan – 4th Quarter Update is presented for information.

Decision Requested

For information.

Discussion

The 2023-24 UNA Staff Work Plan was approved by the Board at the April 18, 2023 meeting. This update highlights progress and the work that has taken place since the Q3 Update, and is up-to-date through the end of March 2024.

Highlights of Q4 include:

Finalized the content for the UNA Newcomers Guide and a design for the ‘mini-website’.

Recreation programming has followed key identified needs from the Recreation and Cultural Review, and the Recreation Department is completing all necessary hirings. Evaluation will be undertaken in Spring 2024 on future needs for programming, events, fitness, wellness, customer services and general facility care.

Supported the Board’s engagement with UBC on the draft Neighbourhood Climate Action Plan (NCAP) and the preparation of the UNA’s response to the NCAP draft plan engagement.

Supported the Neighbours Agreement Committee in its negotiations with UBC. By the end of the fourth quarter, significant progress and discussion with UBC on amendments to Schedules B, C, D and G were made.

Completed an overhaul of the UNA Program Guide content to include a more cohesive tone and voice, calls to action, easily understandable program descriptions, consistent terminology, and inclusive language.

Finally, the fourth quarter saw the release of an RFP for an electronic voting system into the marketplace. Evaluation of proponents and award of contract for the 2024 elections



is before the Board for consideration. A secure online voting system for the upcoming elections will be in place.

Financial Implications

The initiatives contained within the work plan are funded in the 2023-24 approved budget.

Operational Implications

None.

Strategic Objective

The 2023-24 UNA Staff Work Plan moves forward all five of the Board's strategic initiatives:

1. Governance
2. Advocacy
3. Environmental Sustainability
4. Creating Connection
5. Organizational Capacity

Attachments

1. 2023-24 UNA Staff Work Plan – 4th Quarter Update.

Concurrence

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



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

Respectfully submitted,

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

Paul Thorkelsson
Chief Administrative Officer

STRATEGIC PLAN 2023-2025
UNA STAFF WORK PLAN 2023-2024 – Fourth Quarter Update

GOVERNANCE

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

Goals:

Continue to work with UBC on the revision of the Neighbours Agreement to set out, in a clear and complete fashion, the rights and obligations of the UNA and UBC.

- Support the Board and Neighbours Agreement Committee on any changes to the Neighbours Agreement 2020.

Develop the capacity and tools to regulate matters of public safety and public order, including matters related to animal control and protection for pedestrians and cyclists.

- Investigate increased regulatory rules implementation (i.e. Dog Control Rules).
- Work with UBC and Area A Director to advocate for increased pedestrian and cyclist safety improvements.

Work to strengthen local democracy by engaging residents on the importance of UNA membership, encouraging residents to

Progress:

Continue to work with UBC on the revision of the Neighbours Agreement to set out, in a clear and complete fashion, the rights and obligations of the UNA and UBC.

- Supported the Neighbours Agreement Committee in its negotiations with UBC. By the end of the fourth quarter, significant progress and discussion with UBC on amendments to Schedules B, C, D and G were made.

Develop the capacity and tools to regulate matters of public safety and public order, including matters related to animal control and protection for pedestrians and cyclists.

- Significant progress with UBC on the analysis of potential locations for an off-leash dog park was made.
- Follow-up meeting and consideration of a recommended location by the working group is scheduled for early-April.

Work to strengthen local democracy by engaging residents on the importance of UNA membership, encouraging residents to become

<p>become members, and helping residents to overcome challenges to voting and participating in civic affairs.</p> <ul style="list-style-type: none"> • Work with the Governance and Human Resources Committee and Board to investigate electronic voting options for UNA elections. 	<p>members, and helping residents to overcome challenges to voting and participating in civic affairs.</p> <ul style="list-style-type: none"> • The fourth quarter saw the release of an RFP for an electronic voting system into the marketplace. Evaluation of proponents and award of contract for the 2024 elections is before the Board for consideration. A secure online voting system for the upcoming elections will be in place. • Undertook significant efforts to communicate and engage the UNA community in and on the 2024-25 Budget process.
<p>ADVOCACY</p> <p>Enhance the capacity of the UNA to represent the University Neighbourhoods, and to advocate on behalf of the community in discussions with the University of British Columbia as well as with a range of other public bodies whose decisions and services affect the University Neighbourhoods.</p>	
<p>Goals:</p> <p>Develop well-researched and -articulated positions on matters of community development for presentation to UBC as part of the Campus Vision 2050 planning process.</p> <ul style="list-style-type: none"> • Support the Board and Land Use Advisory Committee in interactions with UBC. <p>Create a UNA Advocacy Strategy to identify the key public agencies whose decisions and initiatives impact the University Neighbourhoods, identify opportunities and methods for engagement, and develop UNA positions to advocate.</p> <ul style="list-style-type: none"> • Undertake preliminary assessment work on the formation of the strategy. 	<p>Progress:</p> <p>Develop well-researched and -articulated positions on matters of community development for presentation to UBC as part of the Campus Vision 2050 planning process.</p> <ul style="list-style-type: none"> • Continued to support the Board and the Land Use Advisory Committee on land use matters on campus. • Supported the Board’s engagement with UBC on the draft Neighbourhood Climate Action Plan (NCAP) and the preparation of the UNA’s response to the NCAP draft plan engagement. <p>Create a UNA Advocacy Strategy to identify the key public agencies whose decisions and initiatives impact the University Neighbourhoods, identify opportunities and methods for engagement, and develop UNA positions to advocate.</p>

- No progress on a broad advocacy strategy. Focus in the fourth quarter was on supporting Board discussions in relation to future governance evolution with the expectation that advocacy priorities will emerge from these discussions.
- Secured a date in Q1 2024/25 for UBC President-UNA Board meeting.

ENVIRONMENTAL SUSTAINABILITY

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

<p>Goals:</p> <p>Participate with UBC in the development of a Neighbourhood Climate Action Plan for the community.</p> <ul style="list-style-type: none"> • Support the Board in ensuring that UNA interests are incorporated in any REAP revisions. • Support the Board in ensuring that UNA interests are incorporated in any Neighbourhood Climate Action Plan. <p>Work with UBC to ensure that the UNA’s landscaping service is based on, incorporates, and makes optimum use of, sustainable landscaping practices.</p> <ul style="list-style-type: none"> • Finalize the creation of a Board endorsed Landscape Management Plan. • Work with UBC and UBCPT to ensure that neighbourhood developments incorporate sustainable landscaping practices. <p>Seek ways to reduce the environmental and climate impacts of UNA’s own operations.</p> <ul style="list-style-type: none"> • Ensure the Landscape Management Plan reduces the environmental and climate impacts of UNA landscaping contractors. • Continue to increase use of electric landscaping in UNA operations. <p>Develop accessible information resources and supports to help residents reduce greenhouse gas emissions, adapt to</p>	<p>Progress:</p> <p>Participate with UBC in the development of a Neighbourhood Climate Action Plan for the community.</p> <ul style="list-style-type: none"> • Took part in UNA-UBC working group meetings and gave input to UBC's Climate Adaptation and Risk Assessment process. • Participated in the UBC engagement on the draft NCAP and supported the development of UNA Board input into the engagement. <p>Work with UBC to ensure that the UNA’s landscaping service is based on, incorporates, and makes optimum use of, sustainable landscaping practices.</p> <ul style="list-style-type: none"> • Reviewed current landscaping practices and service standards with an up-to-date GIS dataset. • Gradually adjusted future landscaping practices to align with the Landscape Management Plan. • Integrated a new landscaping service into service agreement development. • Developing sustainable landscape pilot project in Hawthorn to address the ongoing lawn issue along Main Mall Greenway. <p>Seek ways to reduce the environmental and climate impacts of UNA’s own operations.</p> <ul style="list-style-type: none"> • Collaborated with UBC and UBC SEEDS programs on research and pilot projects. • Continued working with UBC Campus Planning and BC Hydro to expand the Fast-Charging Network and Level Two Charging Network in the UNA.
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irreversible climate changes, connect to nature, and protect the environment.

- Complete the Community Works Fund Electric Vehicle Charging Station project.
- Work with the UBC Sustainability Scholars Program to identify short-term and long-term measures to provide cool, accessible public spaces during extreme heat events and where they could be situated in the university residential neighbourhoods.

Ensure that natural disaster planning efforts undertaken by UBC and Metro Vancouver take into account the needs and expectations of the UNA and the University Neighbourhoods.

- Work closely with UBC to ensure that UNA residents and stratas have access to up-to-date and accessible emergency planning resources.

Locations for new charging stations has been identified – installation expected mid-2024.

Develop accessible information resources and supports to help residents reduce greenhouse gas emissions, adapt to irreversible climate changes, connect to nature, and protect the environment.

- Hosted sessions for UNA residents focused on gardening, tours of UBC Botanical Garden, and community yard sale.
- Shared information and resources about recycling and waste reduction in the community newsletter and at the Green Depot.

Ensure that natural disaster planning efforts undertaken by UBC and Metro Vancouver take into account the needs and expectations of the UNA and the University Neighbourhoods.

- Continued work with UBC Risk Services to distribute weekly emergency preparedness tips and links to UBC Risk Services website in UNA communications platforms.
- Continue work with Electoral Area A Director, Metro Vancouver representatives and UBC Risk Services to provide recurring Emergency Response Engagement Session.

CREATING CONNECTION

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

Goals:

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

- Identify and implement new communications processes.
- Implement electronic streaming of Board meetings.
- Implement the recommendations of the Recreation Programming Review.
- Create a UNA Newcomers Guide.

Work with UBC to define a role for the UNA in supporting the University’s reconciliation efforts.

- TBD

Activate and support, directly and through the actions of others, volunteers in the community who wish to undertake or participate in community-building efforts, local service delivery and other initiatives aimed at strengthening community.

- Increase UNA volunteer appreciation events.
- Implement changes to volunteer programming and services as recommended in the Recreation Program Review.

Create technological and other platforms that can be used by the UNA to engage the community, and by different groups in the community to engage each other.

Progress:

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

- Relunched the UNA’s social media channels, including Facebook and Instagram, with an emphasis on increasing events and programs promotions and general engagement. Social media audiences and engagement continue to grow.
- Relunched The Campus Resident in September 2023 and has since published every month online and in print every quarter, with a third printed digest published in March 2024.
- Launched YouTube streaming of the Board meetings.
- Complete overhaul of UNA Program Guide content to include a more cohesive tone and voice, calls to action, easily understandable program descriptions, consistent terminology and inclusive language.
- Finalized the content for the UNA Newcomers Guide and a design for the mini-website.

Work with UBC to define a role for the UNA in supporting the University’s reconciliation efforts.

- No progress. Additional evaluation and focus are required in this area.

Activate and support, directly and through the actions of others, volunteers in the community who wish to undertake or participate in community-building efforts, local service delivery and other initiatives aimed at strengthening community.

- Planning for the Formal Volunteer Appreciation and Acknowledgement Night to be hosted in June 2024. 2024 Volunteer and Acknowledgement

<ul style="list-style-type: none"> • Improve UNA communication resources to ensure that residents can easily interact with the UNA, including implementing an after-hours call service. • Explore partnerships with UBC and other local jurisdictions on the creation of a 311 reporting tool. • Update the Living Room of the Old Barn Community Centre to improve community connection. 	<p>dinner was hosted on March 14th to great success and a recommendation of a smaller event held twice a year.</p> <ul style="list-style-type: none"> • <u>Completed a volunteer database.</u> <p>Create technological and other platforms that can be used by the UNA to engage the community, and by different groups in the community to engage each other.</p> <ul style="list-style-type: none"> • Undertake the implementation of a new network phone service that can support after hour call service. • Engaged with GIS service provider to explore and develop a municipal service ticketing tool.
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ORGANIZATIONAL CAPACITY

Ensure that the organization has the people and resources in place to support the Board in its work, take decisive action on the UNA’s strategic priorities, and meet the local service needs of the community in innovative and cost-effective ways.

<p>Goals:</p> <p>Develop programs, incentives and other initiatives aimed at enhancing the UNA’s ability to attract qualified staff in a tightening labour market.</p> <ul style="list-style-type: none"> • Review existing hiring processes to ensure diversity, equity and inclusion principles are effectively incorporated. <p>Develop a long-term organizational resources strategy to ensure that the UNA has the operational capacity to meet the evolving needs of the organization and community.</p> <ul style="list-style-type: none"> • TBD 	<p>Progress:</p> <p>Develop programs, incentives and other initiatives aimed at enhancing the UNA’s ability to attract qualified staff in a tightening labour market.</p> <ul style="list-style-type: none"> • Introduced and implemented an expanded group RRSP program for staff. • Instructors are provided input into current programs during planning stage. In addition, 15% of programs, ear marked for development programming, that serves to provide diversity in programming. • Programming has followed key identification from the Recreation and Cultural Review.
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<p>Create and implement metrics to measure the organization’s performance in delivering services and acting on the UNA’s strategic priorities.</p> <ul style="list-style-type: none"> • Explore what metrics we would like to track and what is presently within our capacity to do so. 	<p>Develop a long-term organizational resources strategy to ensure that the UNA has the operational capacity to meet the evolving needs of the organization and community.</p> <ul style="list-style-type: none"> • Recreation Department completing all current hiring and will be subject to evaluation in Spring of 2024 on future needs in the fields of Programming, Events, Fitness, Wellness, Customer Services and General Facility care. <p>Create and implement metrics to measure the organization’s performance in delivering services and acting on the UNA’s strategic priorities.</p> <ul style="list-style-type: none"> • Implemented additional metric reporting on Recreation programs and activities in monthly reporting, including prior year comparisons <ul style="list-style-type: none"> ○ Began organization wide examination of appropriate metrics and measures for reporting to UNA Board and community as part of annual report process.
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Report Date: April 2, 2024
Meeting Date: April 16, 2024
From: Paul Thorkelsson, Chief Administrative Officer
Subject: 2024-25 UNA Staff Work Plan

Background

The 2024-25 UNA Staff Work Plan is presented to the Board for approval.

Decision Requested

THAT the Board approve the 2024-25 UNA Staff Work Plan, as circulated.

Discussion

The 2024-25 UNA Staff Work Plan is attached for the Board’s review and approval. The Work Plan ties in directly with the 2023-2025 UNA Strategic Plan and consists of projects and initiatives that are undertaken in conjunction with the day-to-day operations of the organization.

Typically, about 70 percent of the work that takes place in the organization is operational in nature, with the other 30 percent consisting of projects directly related to strategic priorities. That balance is important to maintain as it is the day-to-day services that affect UNA residents most directly and immediately.

The Staff Work Plan is a direct result of the organizational strategic plan and annual budget processes. For the organization to perform in a healthy manner, the strategic plan, budget, and work plan processes are aligned – with the 2023-2025 Strategic Plan setting the overall context for the organization and supported by specific projects and action items.

The Staff Work Plan follows the finalization of the budget and highlights the projects and actions that are above and beyond the core day-to-day operations.

The Board is involved in all three phases of these processes, providing policy guidance in the creation of the Strategic Plan, approving the overall operations of the organization through the approval of the budget, and finally signing off on the resulting staff work plan.

The proposed 2024-25 work plan builds on the work under taken in previous cycles (and under the previous strategic plan), reflects the expressed priorities of the UNA, and recognizes the transition underway on several important items – including revisions to the Neighbours Agreement (NA) 2020, the accompanying updates to the NA’s important

schedules, a strengthened advocacy role, increased organizational focus on environmental sustainability, and a recognition that the UNA can play a larger role in regulating public spaces.

The work plan looks to move forward the UNA's strategic priorities, focusing on the goals contained within the Strategic Plan for this term.

Some highlights of the 2024-25 Work Plan include:

- Work with UBC to develop a UNA-wide tree health assessment project.
- Work with landscape service providers to develop a matrix and measurements to enhance operational efficiency that also aligns with the Landscape Management Plan's service-level and sustainable management practices.
- Implement plans and projects recommended by the Landscape Management Plan, which includes the development of the UNA Tree Management Plan and the landscape transformation projects.
- Explore with the UBC Scholar program and SEEDS program for the development of a GHG benchmarking project for the UNA own's operations.
- Develop accessible information resources and supports to help residents reduce greenhouse gas emissions, adapt to irreversible climate changes, connect to nature, and protect the environment.
- Planned rollout of misting stations, drinking fountains, and shading structures around the UNA in 2024/25 to supports residents during extreme heat events.
- Publish an enhanced UNA Annual Report that outlines functions and services delivered by UNA departments, including metrics to illustrate growth over time.
- Launch and promote the UNA Newcomers Guide and work with Stratas and UBC partners to ensure the resource is available to new residents.
- Undertake a compensation review of UNA staff positions to maintain market alignment for wages and salaries.
- Develop a recognition policy for staff.
- Identify metrics that would accurately measure the UNA's performance and are within the UNA's capacity to implement.
- Develop scope and process for undertaking a long-term staffing plan for the UNA in preparation for a project in 2025-26.

There is a small number of specific projects that are still under consideration by the UNA Board following the approval of the 2024-25 Budget. Once approved, the projects will be included, where appropriate, into this new Work Plan. Periodic reporting to the Board on the work plan priorities' progress will continue throughout the 2024-25 fiscal year as it has in previous fiscal years.

Financial Implications

The initiatives contained within the proposed work plan are funded through the 2024-25 approved budget.

Operational Implications

The attached draft 2024-25 Staff Work Plan considers the existing operational capacity.

Strategic Objective

The attached draft 2024-25 UNA Staff Work Plan moves forward all five of the Board's strategic initiatives:

1. Governance
2. Advocacy
3. Environmental Sustainability
4. Creating Connection
5. Organizational Capacity

Attachments

1. Draft 2024-25 UNA Staff Work Plan.

Concurrence

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

Respectfully submitted,



Paul Thorkelsson
Chief Administrative Officer



STRATEGIC PLAN 2023-2025

UNA STAFF WORK PLAN 2024-2025

GOVERNANCE

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

Goals:

Continue to work with UBC on the revision of the Neighbours Agreement to set out, in a clear and complete fashion, the rights and obligations of the UNA and UBC.

- Support the Board and Neighbours Agreement Committee on any changes to Neighbours Agreement 2020 with the goal of finalizing the new agreement in 2024.

Develop the capacity and tools to regulate matters of public safety and public order, including matters related to animal control and protection for pedestrians and cyclists.

- Work with UBC on the development and implementation of a dog park and related to dog control rules.
- Work with UBC and Electoral Area A Director to advocate for increased pedestrian and cyclist safety improvements.
- Work with UBC and NCAP to retrofit existing transportation network to improve resilience and safety.

Work to strengthen local democracy by engaging residents on the importance of UNA membership, encouraging residents to become members, and helping residents to overcome challenges to voting and participating in civic affairs.

- Implement the use of electronic voting for the UNA 2024 Board of Directors election.
- Continue efforts to engage the UNA community regarding participation in civic affairs.



ADVOCACY

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

Goals:

Develop well-researched and well-articulated positions on matters of community development for presentation to UBC following the development of Campus Vision 2050.

- Support the Board and Land Use Advisory Committee in interactions with UBC, with particular focus on the development of the Neighbourhood Climate Action Plan (NCAP) and the amendment of the Wesbrook Place Neighbourhood Plan.

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

- Undertake preliminary assessment work on the formation of a strategy for UNA advocacy following completion of the amendments to the Neighbours Agreement.

ENVIRONMENTAL SUSTAINABILITY

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

Goals:

Participate in the development of the Neighbourhood Climate Action Plan.

- Support the Board in ensuring that UNA interests are incorporated in any REAP revisions.
- Support the Board in ensuring that UNA interests are incorporated in the NCAP.
- Begin implementation of actions under the NCAP following its approval by the UBC Board of Governors.

Work with UBC to ensure that the UNA's landscaping service is based on, incorporates, and makes optimum use of, sustainable landscaping practices.

- Work with UBC Campus Planning to develop a UNA-wide tree health assessment project.
- Work with landscape service providers to develop a matrix and measurements to enhance operational efficiency that also aligns with the Landscape Management Plan's service-level and sustainable management practices.
- Implement plan and project recommended by the Landscape Management Plan, that includes the development of UNA Tree Management Plan and the landscape transformation projects.
- Work with UBC and UBCPT to ensure that neighbourhood developments incorporate sustainable landscaping practices.

Seek ways to reduce the environmental and climate impacts of UNA's own operations.

- Develop a management matrix and measurements to enhance operational efficiency that aligns with the Landscape Management Plan's service-level and sustainable management practices.
- Explore with the UBC Scholar program and SEEDS program for the development of a GHG benchmarking project for the UNA own's operations.
- Develop accessible information resources and supports to help residents reduce greenhouse gas emissions, adapt to irreversible climate changes, connect to nature, and protect the environment.

- Work with UBC and BC Hydro on the delivery of additional fast charging stations and the rollout of level two charging stations within the UNA.
- Explore other community works fund projects that will enhance community engagement and promote active living and connection to the nature.

Ensure that natural disaster planning efforts undertaken by UBC and Metro Vancouver take into account the needs and expectations of the UNA and the University Neighbourhoods.

- Work with UBC to develop and launch the train-the-trainer program.
- Work with UBC to develop a program that will build capacity to respond to emergencies at a building-level.
- Develop an internal operations and staff policy that can extend the operating hours of UNA facilities under extreme climate conditions.
- Planned rollout of misting station, drinking fountains and shading structures around the UNA in 2024/25 to supports residents during extreme heat events.

CREATING CONNECTION

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

Goals:

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

- Publish an enhanced UNA Annual Report that outlines functions and services delivered by UNA departments, including metrics to illustrate growth over time.
- Find ways to increase the capacity of *The Campus Resident* so that it can publish more print issues per year.
- To keep up with the increasing pace of news and developments in the community, redesign the front page of the UNA website to feature more news and information on the top level.
- Launch and promote the UNA Newcomers Guide and work with Stratas and UBC partners to ensure the resource is available to new residents.
- Enhance the UNA's current media relations policy and develop a framework for responding to and pitching stories to the media.
- Implement the recommendations of the Recreation Programming Review.

Work with UBC to define a role for the UNA in supporting the University's reconciliation efforts.

- TBD

Activate and support, directly and through the actions of others, volunteers in the community who wish to undertake or participate in community-building efforts, local service delivery and other initiatives aimed at strengthening community.

- Increase UNA volunteer appreciation events.
- Implement changes to volunteer programming and services as recommended in the Recreation Program Review.
- With the Newspaper Editorial Committee, deliver regularly scheduled journalism workshops to recruit and support volunteer contributors of *The Campus Resident*.

Create technological and other platforms that can be used by the UNA to engage the community, and by different groups in the community to engage each other.

- Improve UNA communication resources to ensure that residents can easily interact with the UNA, including implementing an after-hours call service.
- Work with UBC for the development of GIS based asset management system, in preparation of the development of the online 311 reporting system.

ORGANIZATIONAL CAPACITY

Ensure that the organization has the people and resources in place to support the Board in its work, take decisive action on the UNA's strategic priorities, and meet the local service needs of the community in innovative and cost-effective ways.

Goals:

Develop programs, incentives, and other initiatives aimed at enhancing the UNA's ability to attract qualified staff in a tightening labour market.

- Review existing hiring processes to ensure diversity, equity, and inclusion principles are effectively incorporated.
- Undertake a compensation review of UNA staff positions to maintain market alignment for wages and salaries.
- Develop a recognition policy for staff.

Develop a long-term organizational resources strategy to ensure that the UNA has the operational capacity to meet the evolving needs of the organization and community.

- Develop scope and process for undertaking a long-range staffing plan for the UNA in preparation for a project in 2025-26.
- Implement new Financial and HR system to support day to day operations, reduce risks to the organization and support long term stability and needs of the UNA.

Create and implement metrics to measure the organization's performance in delivering services and acting on the UNA's strategic priorities.

- Identify metrics that would accurately measure the UNA's performance and are within the UNA's capacity to implement.
- Initiate the incorporation of these metrics in the UNA Annual Report and other appropriate reports.



Report Date: March 27, 2024
Meeting Date: April 16, 2024
From: Athena Koon, Finance Manager
Subject: FY2024/25 Board Projects

Background

At its February 2024 meeting, the Board approved the operating and capital budgets for the 2024/25 fiscal year. Included in the operating budget is \$103K tentatively allocated to fund projects prioritized by the Board.

This report details a proposed list of projects to be funded from that amount and a recommendation to do so.

Decision Requested

THAT the Board approve the funding of the proposed list of projects, as circulated.

Discussion

As part of the 2024/25 budget development process, the Finance & Audit Committee reviewed the proposed list of projects to be funded from the tentatively allocated \$103K budget item. The workplan thus far has been to review and recommend the list of projects to the Board for approval following the finalization of the UNA’s 2024/25 budget.

The attached list details the proposed projects from staff.

Financial Implications

None.

Operational Implications

None.

Strategic Objective

None.



Attachments

1. FY 2024/25 Proposed List of Board Projects

Concurrence

None.

Respectfully submitted,

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Athena Koon
Finance Manager

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Paul Thorkelsson
Chief Administrative Officer

UNA's Value & Priorities	Operating Projects to Consider	Dept (GL)	Total	Project Description	Why is this Important?
Governance	Dog Park Implementation: <i>Park structure, fence & other set up costs</i>	OPS (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	Mental Health Program: <i>Program for staff to boost mental health & cope with stress</i>	REC (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	IT Firewall Service and Network Upgrade: <i>Enhance security and network redundance</i>	OPS (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	Fitness Attendant Service at OBCC: <i>Mon to Fri afternoon only</i>	REC (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.
	Operations vehicle: <i>Gator truck for operational use</i>	OPS (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	Green depot extended hours: <i>Provide daily service at Green Depot</i>	OPS (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.
		TOTAL	\$ 103,000		



Report Date: April 8, 2024
Meeting Date: April 16, 2024
From: Athena Koon, Finance Manager
Subject: FY2023/24 – Year End Audit Plan

Background

According to the *Income Tax Act*, the University Neighbourhoods Association (UNA) is required to file its T2 Corporation Income Tax Return to the CRA for every tax year, and the filing deadline is within six months after the end of the corporation's tax year. The UNA's 2023/24 fiscal year ended on March 31, 2024, so the deadline to file the tax return is before the end of September 2024.

In addition, the *BC Societies Act* requires that an AGM be held in each calendar year and that financial statements for a period ending no more than six months before the AGM be presented at the AGM. Though the Act doesn't state that the financial statements presented at the AGM must be year-end financial statements, to avoid having to prepare a different set of financial statements, the AGM should be held within six months after the end of the fiscal year.

This report outlines how the UNA will complete the annual audit to meet the six months time frame.

Decision Requested

For information.

Discussion

The UNA is required by the Neighbours Agreement, the UNA Bylaws, and the *BC Societies Act* to appoint an auditor to conduct an annual audit for the year end financial statements.

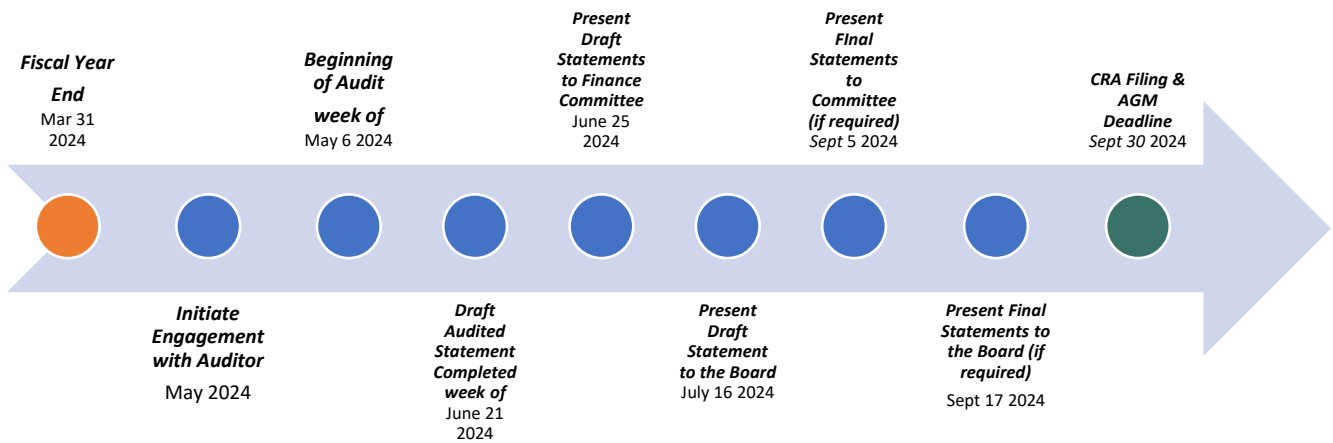
At the AGM 2023, the UNA appointed Johnsen Archer LLP as the UNA's auditor until the next AGM. Based on this decision, Johnsen Archer LLP is undertaking our 2023-24 fiscal year's audit, and an audit engagement letter, which outlines the objectives, responsibilities, and deliverables of the audit is required to be signed before the audit process begins in May.

For the UNA’s 2023-24 fiscal year audit, the process will start early-May, as the auditor needs a minimum of six weeks to complete their audit and have the draft financial statements ready.

The auditor will present the audit results to the Finance & Audit Committee on June 25. It is anticipated that, at that meeting, the Finance & Audit Committee will recommend the 2023-24 Audited Financial Statements to the Board for approval at its July 2024 meeting.

If the audited financial statements are approved at the July 2024 Board meeting, the statements will go directly to the September 2024 AGM for presentation. If any changes are required, the final 2023-24 Audited Financial Statement will be presented to the Board of Directors for approval during their September meeting. This will allow sufficient time for the UNA to file the required annual return to the CRA and to prepare for the AGM (tentatively to be on September 25 but will need to be confirmed) before the end of September 2024.

The timeline of this year audit plan is as follows:



The Engagement Proposal from Johnsen Archer is attached and the proposal states that it is for fiscal year-ends in 2023 to 2025. Please note that the UNA is not committing to engage the firm for those three fiscal year-ends and should be for the audit of fiscal 2023-24 only. Since the AGM is where the auditor should be appointed, a separate report will be presented to the Board before the 2024 AGM with a recommendation to appoint next year’s auditor.

Financial Implications

None.



Operational Implications

None.

Strategic Objective

Governance

Attachments

1. Johnsen Archer LLP 2023 to 2025 Engagement Proposal

Concurrence

None.

Respectfully submitted,

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Athena Koon
Finance Manager

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Paul Thorkelsson
Chief Administrative Officer



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Engagement Proposal

For the fiscal year-ends March 31, 2023, 2024, and 2025

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WWW.JOHNSENARCHER.CA



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1. JOHNSEN ARCHER LLP

A. Firm Profile

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

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

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

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

B. Services Provided and Experience

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

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

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

2. ENGAGEMENT STAFF

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

Leroy Van Spronsen, CPA, CGA – Partner, Assurance and Accounting

Leroy is the Partner overseeing risk management for our firm's accounting and audit practices. Leroy has spent his career in public practice offering accounting, assurance, taxation, and business advisory services to privately held, owner-managed enterprises and not-for-profit organizations (“NPOs”) of all sizes. Over the years, Leroy has served on many boards and currently serves on the board of directors for Affordable Housing Societies and at the church he attends.

Prabh Toor, CPA – Manager, Assurance and Accounting

Prabh started her career with Johnsen Archer in 2017 where she articulated and obtained her CPA designation. Prabh specializes in audits ranging from small to large enterprises, including NPOs. She often presents financial statements and audit reports to clients' finance and audit committees. Prabh works closely with the audit staff and client to ensure timelines are met and the highest professionalism is maintained throughout the engagement.

Field Staff

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

3. ENGAGEMENT STRATEGY

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

A. **Planning**

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

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

B. **Execution**

The work will commence at a mutually agreed upon time. The manager in charge of the engagement will correspond with you and review the information and working papers provided to us to audit the financial statements. The audit engagement will be performed in our office, remotely. Any questions which need to be addressed by the accounting department will be done via telephone, e-mail, or in a manner preferred by you. A substantive approach will be adopted for the audit of the financial statements at year-end. In addition, we would perform other testing such as the confirmation of certain accounts, analytical review and vouching selected samples of significant items.

C. **Finalization**

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

4. PROPOSED FEES

As a general rule, our field staff are billed out at an hourly rate that averages \$120 to \$195 per chargeable hour. More senior staff, such as our accounting and assurance managers, are billed at rates of \$245 to \$420 per hour, and partners are billed at \$500 to \$550 per hour. Disbursements and GST are in addition to any chargeable time spent on client work.

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

Financial Statement Audit		
Fiscal Year Ended	Professional Fees	Expenses
March 31, 2023	\$17,000	\$160
March 31, 2024	\$18,550	\$160
March 31, 2025	\$20,400	\$160

The above fees are based on the following assumptions:

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



Report Date: April 8, 2024
Meeting Date: April 16, 2024
From: Athena Koon, Finance Manager
Subject: FY2023/24 Capital Reserve Transfer

Background

The Capital Reserve Policy (#05-14) requires that, after the end of each fiscal year, the Finance & Audit Committee shall recommend to the Board an amount to be transferred to the UNA’s Capital Reserve.

This report details a recommended amount to be transferred to the Capital Reserve for the 2023/24 fiscal year.

Decision Requested

THAT the Board approve the transfer to the Capital Reserve equal to the amortization amount for capital assets for fiscal year 2023/24 minus the amortization of the deferred capital contributions.

Discussion

The UNA established the Capital Reserve in fiscal year 2022/23 and approved an accompanying policy in fiscal year 2023/24. The Capital Reserve’s current balance is as follow:

Capital Reserve	Amount
Initial Balance	\$ 700,000
Contributions	\$ 200,000
Interest Income	\$ 51,529
Estimated Total Balance	\$ 951,529

The estimated total amortization minus the amount of the amortization of deferred capital contribution is around \$200K for fiscal year 2023/24. After the transfer, the closing balance of the Capital Reserve should be around \$1.1M for fiscal 2023/24.



Financial Implications

None.

Operational Implications

None.

Strategic Objective

Governance

Attachments

1. UNA Capital Reserve Policy #05-14

Concurrence

None.

Respectfully submitted,

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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



SUBJECT:	Capital Reserve Policy	POLICY #05-14
CATEGORY:	Finance	
AUTHORITY:	Board of Directors	
ADOPTED:	January 2024	
AMENDED:	-	
REVIEWED:	-	

1. Purpose

This Policy applies with respect to transfers to the Capital Reserve, the uses of the Capital Reserve, and withdrawals from the Capital Reserve.

2. Definitions

Board: The UNA Board of Directors.

Capital Asset: A tangible or intangible property that has a useful life of more than one year.

Capital Expenditure: An expenditure for the acquisition of a Capital Asset or for the improvement, maintenance, or repair of a Capital Asset.

Capital Reserve: The capital reserve account in the UNA’s financial accounts.

Finance Committee: The UNA Finance and Audit Committee.

UNA: University Neighbourhoods Association.

Unrestricted Fund: The unrestricted fund account in the UNA’s financial accounts.

3. Transfers to the Capital Reserve

3.1 Board Direction. Amounts are to be transferred from the Unrestricted Fund to the Capital Reserve on the direction of the Board.

3.2 Committee Recommendation. After the end of each fiscal year, the Finance Committee shall recommend to the Board an amount to be transferred to the Capital Reserve.

3.3 Amount of Transfer. Unless the Finance Committee has reasons to recommend a different amount, the amount of the transfer it recommends after the end of a fiscal year is to approximately equal the amount of the amortization of capital assets in the UNA’s financial accounts for the year minus the amount of the amortization of deferred capital contributions.

3.4 Board-Initiated Transfer. The Board may, at any time, direct the transfer of an amount from the Unrestricted Fund to the Capital Reserve without a recommendation from the Finance and Audit Committee.

3.5 Interest. At the end of each fiscal year, an amount is to be transferred from the Unrestricted Fund to the Capital Reserve equal to the estimated amount of investment earnings during the year on UNA investments reasonably attributable to the Capital Reserve.

3.6 Limitation. Notwithstanding sections 3.1 to 3.5, an amount transferred from the Unrestricted Fund to the Capital Reserve may not exceed the balance in the Unrestricted Fund immediately before the transfer.

4. Uses of the Capital Reserve

4.1 Permissible Uses. Subject to sections 4.2 and 4.3, the Capital Reserve is to be used to fund Capital Expenditures made for the following purposes:

- (a) to acquire Capital Assets that replace Capital Assets;
- (b) to acquire Capital Assets, other than Capital Assets referred to in (a), for which the cost is immaterial relative to the balance in the Capital Reserve;
- (c) to improve Capital Assets;
- (d) to make major repairs to, or to perform major maintenance on, Capital Assets;
- (e) to make minor emergency repairs to Capital Assets; and
- (f) other purposes relating to Capital Assets approved by the Board.

4.2 Limitation to UNA Assets. Section 4.1 applies only with respect to Capital Assets that are owned by, or are to be acquired by, the UNA.

4.3 Other Funding Sources. Except as otherwise determined by the Board, section 4.1 does not apply with respect to a Capital Expenditure to the extent that other sources of non-debt funding are available for the expenditure.

5. Withdrawals from the Capital Reserve

5.1 Capital Budget. The amount of a Capital Expenditure may be withdrawn from the Capital Reserve if the expenditure is included in the UNA's approved capital budget for a fiscal year and the funding source for the expenditure is stated to be the Capital Reserve.

5.2 Board Authorization. If section 5.1 does not apply with respect to a Capital Expenditure, the amount of the expenditure may be withdrawn from the Capital Reserve only if the Board authorizes the withdrawal in an open session of a Board meeting.

6. Revision of Policy

6.1 Finance Manager. The Finance Manager will periodically consider whether revisions should be made to this Policy and will propose revisions in a report to the Finance Committee.



- 6.2 Finance Committee.** The Finance Committee may direct the Finance Manager to consider whether revisions should be made to this Policy and to report back to the committee with proposed revisions, if any.
- 6.3 Recommendations for Revisions.** The Finance Committee shall consider revisions to this Policy proposed by the Finance Manager and proposals for revisions from committee members. If the Finance Committee determines that revisions should be made, it shall recommend the revisions to the Board.
- 6.4 Board-Initiated Revisions.** The Board may make revisions to this Policy that have not been recommended by the Finance Committee.



Report Date: February 26, 2024
Meeting Date: April 16, 2024
From: Chris Hakim, Corporate Services Specialist
Subject: UNA Byelection & Appointment Process Report

Background

In December 2023, the Governance & Human Resources Committee asked staff to prepare a draft process that would entail the UNA filling vacancies on the Board primarily by means of byelection, but allowing for vacancies to be handled through appointment in certain situations. In February 2024, the Board reviewed a proposed general process on filling vacancies and provided feedback to be included in a revised draft.

This report details a revised general 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, in consultation with legal counsel, and policy statements that reflect the general process described in the report, as circulated.

Discussion

Based on the feedback provided by the Board at its February 2024 meeting, a revised version of the proposed general process for filling vacancies on the Board has been drafted and is attached to this report. A summary of the changes is detailed below.

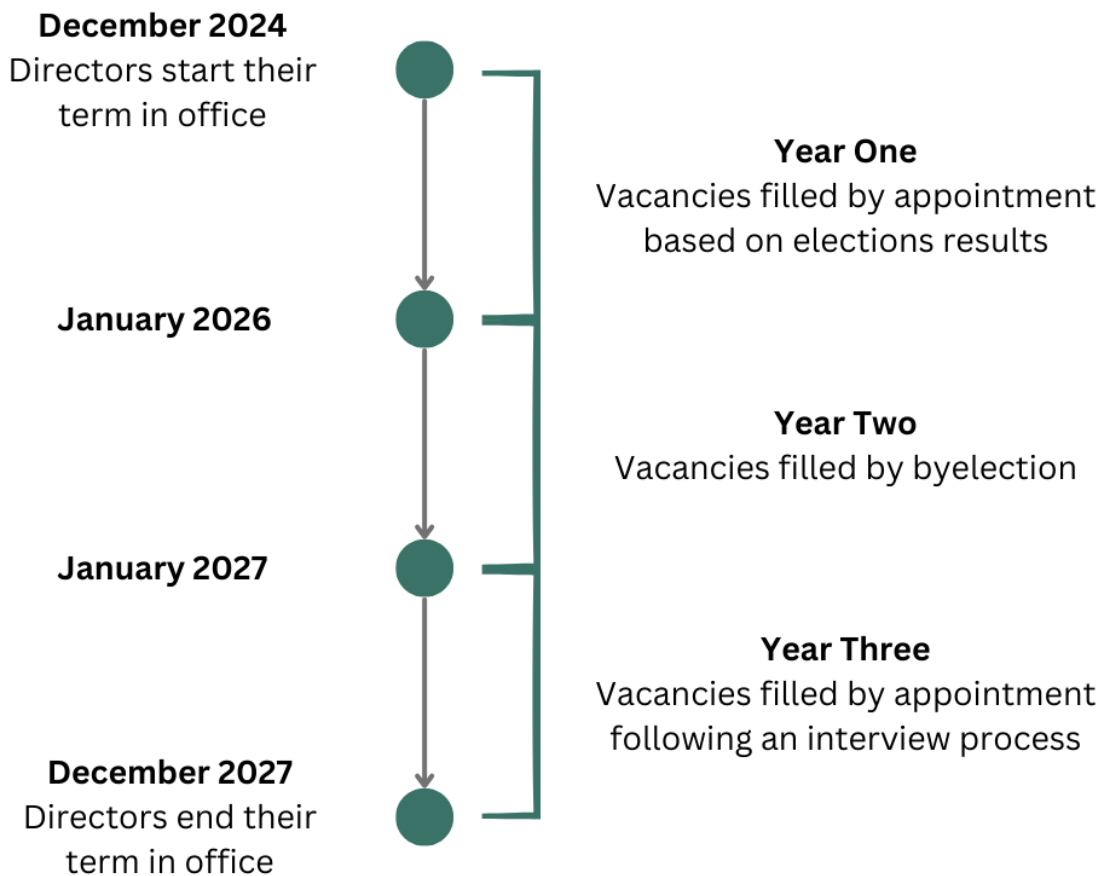
Change	Reason
<p>The general process has been restructured from two sections into three sections.</p>	<p>This change has been made to have the general process organized in such a way that each of the three vacancy filling procedures matched each year of the three-year term that Directors normally serve.</p>
<p>The period in which a vacancy occurs and the Board can fill it by way of appointment, based on the most recent general election results, has been extended from 90 days following the start of the newly elected Directors' terms to approximately a year.</p>	<p>An extension has been made to provide the Board with more flexibility to choose the less resource-intensive appointment option over the more resource-intensive byelection process.</p>
<p>The voting period of a byelection has been shortened from 15 days to 10 days.</p>	<p>This change will accelerate the timeline for the Board to fill a vacancy. In addition, a shorter voting period means there will be a shorter period in which staff will be focused on managing the logistics of a byelection.</p>
<p>The voting period of a byelection will generally occur after the annual general meeting but before December in a given calendar year.</p>	<p>This change will concentrate byelections within a consistent timeframe, similar to when the general elections occur (i.e. around November). By doing so, if multiple vacancies exist and would have to be filled by byelection, a single byelection would be held.</p> <p>Some flexibility has been included for the Board to determine, on a case-by-case basis, that the byelection will be held during a different timeframe. This would allow the Board to have the byelection conducted at a different time than what has been stipulated if it deems necessary (e.g. new vacancy during an ongoing byelection).</p>

Byelection & Appointment Process Summary

The UNA Bylaws prescribes a triennial electoral cycle and a 3-year term that Directors serve following an election¹. The revised vacancy filling process can be summarized based on each of those 3 years:

1. The first year, in which vacancies may be filled by appointment based on the most recent general election results;
2. The second year, in which vacancies may be filled by byelection;
3. The third year, in which vacancies may be filled by appointment following an interview-like process.

To visualize this timeline, a graphic is provided using the standard triennial term a Director would serve following the 2024 UNA Board of Directors election as an example:



¹ The UNA Bylaws specify when the term of a person elected as a director commences and ends. The relevant bylaws set a Director’s standard term in such a way that it is not a fixed uniform number of days. However, for the sake of simplicity and explanation, it is noted as 3 years in this report.

If a vacancy occurs in the first year, the Board may fill it by way of appointment based on the most recent general election results. In this case, the Board would offer the vacant position to the persons who were not elected receiving the greatest number of votes, in the order of the number of votes received, in the most recent general election. However, such persons must have received a number of votes at least equal to 20% of the number of ballots casted in the election. In the case where it does not fill that vacancy, the Board would have to call a byelection instead.

If a vacancy occurs in the second year, the UNA will conduct a byelection to fill it. The Board would be responsible for setting a byelection timeline similar to the UNA's general election timeline, but shorter. In other words, the byelection timeline would have shorter nomination and voting periods. In addition, unless the byelection could not practicably take place during this timeline, a byelection's voting period must commence after the annual general meeting for that calendar year and end before the month of December in the aforementioned calendar year.

If a vacancy occurs in the third year, the Board may fill it by way of appointment following an interview-like process. The attached general process describes the steps the Board would undertake to select an individual for appointment in this case.

Disclaimers

The general process attached is prepared 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 will have to be either established in the UNA Bylaws or approved solely by the Board. Instead, the expectation is that if the general process meets the Committee and the Board's expectations, the exact bylaw and policy language would then have to be drafted and approved in order to reflect the general process.

This general process is based on applying the existing 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, the election of more than 3 Directors who reside in the same neighbourhood) to a byelection, with the exception of the deadlines that would normally apply to a general election. The Board would have to consider if the restriction that there not be 3 or more directors from a single neighbourhood should apply to appointments too. If the Board decides to move forward with implementing a byelection process, the drafting stage of the appropriate bylaw amendments would include a fulsome consideration of what existing bylaws would also be applicable to the conduct of a byelection.

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 the process of drafting relevant bylaw amendments and policy statements to reflect what has been proposed. Staff would also involve the UNA's legal counsel to assist with the drafting of the bylaw amendments. 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 differ from what is used in the process described.

A key matter regarding the drafting is how the proposed general process would be implemented. The Board would have to determine which provisions concerning byelections and appointments should be included in our bylaws or a policy. One option is to put many (if not all) of the details in our bylaws, particularly those related to byelections. The other option is to draft provisions in our bylaws that provide the Board with some discretion to determine the exact processes for byelections and appointments, likely in the form of a policy.

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; and
2. the costs associated with conducting a byelection.

The costs associated with drafting and processing necessary bylaw amendments are expected to be within existing budgets.

The costs of conducting a byelection are primarily dependent on the production of election materials and their mode of delivery. It is proposed that voting in any byelection to take place online, eliminating the cost of producing and mailing voting ballots to Resident Members. However, even if voting was done online, the UNA would still have to produce and deliver other election materials (e.g. candidate lists, voting instructions) to Resident Members. These can be done either physically or electronically – the latter would drastically reduce costs in both production and mailing. The Board and staff would have to determine which mode of delivery would be most appropriate in any given circumstance.

A breakdown of two different byelection budget scenarios and the costs of the 2021 election is provided below.



1. The 2021 UNA Board of Directors election budget.
2. The estimated budget of a byelection where election materials are produced and delivered physically.
3. The estimated budget of a byelection where election materials are produced and delivered electronically.

Expenditure	2021 Election	Byelection (Mail)	Byelection (Email)
Production	\$15,498.06	\$11,000.00	\$3,500.00
Mailing	\$13,157.68	\$12,000.00	-
Food & Beverages	\$694.26	\$500.00	\$500.00
Volunteer Appreciation	\$1,414.00	\$750.00	\$750.00
IT Services	-	\$2,000.00	\$2,000.00
Total	\$30,764.00	\$26,250.00	\$6,750.00

One point that has been discussed is whether a more accelerated byelection timeline would reduce the financial costs of conducting a byelection. The costs of a byelection are not drastically affected by the length of a byelection, but by the costs of materials and distribution to Resident Members. If the timeline was shortened even further than detailed in this report, the costs would not be reduced, because the UNA would still have to produce and deliver the materials related to the ones detailed under Bylaw 5.

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 the time investment in conducting a byelection by shortening the period over which staff would have to focus on electoral-related work.



Strategic Objective

Governance

Attachments

1. Byelection & Appointment Process – March 2024 Draft

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

1. Appointment Based on Election Results

- 1.1. If a vacancy occurs after the start of the first Board meeting following a general election of directors, but by the end of the first calendar year following that election, the Board may offer the vacant position to the candidate who received the greatest number of votes, in the order of the number of votes received, in the most recent general election of directors, provided that such candidates received a number of votes at least equal to 20% of the number of ballots casted in the election.
 - 1.1.1. If there are no such candidates that accept or are eligible to accept the vacant position, the vacancy must be filled pursuant to Section 2.
 - 1.1.2. If the Board does not fill the vacancy in accordance with Section 1.1, the vacancy must be filled pursuant to Section 2.
- 1.2. A Resident Member appointed by the Board holds office for a term that
 - 1.2.1. commences on the day specified by the Board; and
 - 1.2.2. 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. Byelections

- 2.1. If a vacancy occurs during the second calendar year following a general election of directors, a byelection must be held to fill that vacancy on the Board.
- 2.2. If a byelection is to be held, the Board shall
 - 2.2.1. set the nomination period, which must be a period of at least 7 days;
 - 2.2.2. 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 2.2.1; and
 - 2.2.3. set the voting period, which must be a period of at least 10 days.
- 2.3. Subject to Section 2.2, a byelection is to be held after the annual general meeting for the calendar year and end before the month of December in the aforementioned calendar year.
- 2.4. Notwithstanding Sections 2.1, if a byelection could not be practicably held in accordance with Section 2.3, the Board shall determine an alternative period to hold a byelection during or exercise its discretion as to whether to fill the vacancy and how.
- 2.5. For greater clarity, Bylaw 5.18 applies with respect to a byelection.
- 2.6. A Resident Member elected in a byelection holds office for a term that
 - 2.6.1. commences at the start of the first Board meeting after the last day of the voting period of the byelection; and
 - 2.6.2. ends at the start of the first Board meeting after the last day of the voting period for the next general election of directors.

3. Appointment Through Interview

- 3.1. If the vacancy occurs during the calendar year of a general election of directors, the Board may appoint a Resident Member to fill a vacancy on the Board; the process by which could follow
 - 3.1.1. The UNA shall post a public call for nominations with a nomination period of at least 30 days;
 - 3.1.2. Interested Resident Members are required to submit a nomination form, a candidate statement, and a skills matrix by the end of the nomination period;
 - 3.1.3. The Board shall review the submitted materials in closed session and creating a short-list of, at most, three candidates;
 - 3.1.4. The Board shall conduct interviews with short-listed candidates in open session; and
 - 3.1.5. The Board shall review the interviews in closed session and may appoint a short-listed candidate to fill a vacancy on the Board.
- 3.2. A Resident Member appointed by the Board holds office for a term that
 - 3.2.1. commences on the day specified by the Board; and
 - 3.2.2. ends at the start of the first Board meeting after the last day of the voting period for the next general election of directors.



Report Date: March 11, 2024
Meeting Date: April 16, 2024
From: Chris Hakim, Corporate Services Specialist
Subject: Corporate Policy Framework Report

Background

In December 2023, the Governance & Human Resources Committee discussed the Board and the public’s accessibility of the UNA’s corporate policies. The matter was deferred to a future point when a new Chief Administrative Officer would be able to weigh in.

This report details a recommendation to approve the accompanying Corporate Policy Framework and the reasons and implications for doing so.

Decision Requested

THAT the Board approve the proposed Corporate Policy Framework (#01-19), as circulated.

Discussion

Currently, the UNA has 32 corporate policies in effect, including the Board Rules of Procedure. 29 of these corporate policies list the Board as their approving authority, while 3 list the Chief Administrative Officer as their approving authority. However, the UNA does not have an existing framework regarding how its corporate policies interact and co-exist in a larger governance framework, the development and approval of its corporate policies, the delineation between strategic and operational policies, and the access of its corporate policies by individuals external to the UNA.

The proposed Corporate Policy Framework clarifies the UNA’s policy hierarchy and regulatory framework. It defines and differentiates between a Board Policy and an Administrative Policy and how they interact with each other. Furthermore, the proposed document is intended to create a degree of consistency in the structure and content of the UNA’s corporate policies. Finally, the proposed policy also prescribes the general public’s access to Board Policies.

Non-profit organizations and municipalities often have an established policy framework or “policy on policies” that outlines this critical corporate governance mechanism. In

large public-facing organizations, these frameworks may include further details regarding key parts of the policy management process (e.g. who can initiate the development of policies, stakeholders that must be involved) and the use cases of different policy tools. In comparison, the UNA’s policy management program is straightforward, in part due to the size and scale of the UNA and its work. Nevertheless, the proposed Corporate Policy Framework creates a baseline that encourages consistency, clarity, and quality in the UNA’s policy management program and can be further expanded if necessary.

An index is attached to this report to provide an overview of all UNA corporate policies in effect and their respective approval authority. For greater clarity, this proposed framework does not include a reorganization of the existing policies’ respective approval authority. However, following the approval of this framework, the Board may determine that certain policies’ respective approval authority should be changed. For example, the Board may decide that a specific policy under the Board’s authority should be revised to being under the Chief Administrative Officer’s authority instead.

Financial Implications

None.

Operational Implications

The operational implication of the proposed policy concerns the 3-year periodic review timeline that applies to all corporate policies if a review timeline for any particular one does not already exist. The UNA will have to invest resources into reviewing all of the applicable policies.

Strategic Objective

Governance

Attachments

1. Corporate Policy Framework (#01-19) – March 2024 Draft
2. UNA Corporate Policy Index – March 2024



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



TITLE:	Corporate Policy Framework	POLICY #01-19
CATEGORY:	Administration	
AUTHORITY:	Board of Directors	
ADOPTED:	-	
EFFECTIVE:	-	

Purpose

The Board establishes corporate policies as a mean to manage, or supervise the management of, the activities and internal affairs of the UNA. The Chief Administrative Officer also establishes corporate policies with respect to matters that are within the responsibilities delegated or assigned to them by the Board.

The purposes of this Policy are:

- to define and establish a framework for the development, approval, review, revision, repeal, and maintenance of the UNA’s corporate policies; and
- to outline the UNA’s corporate policy hierarchy and regulatory framework.

Scope

This Policy applies to all UNA corporate policies and their associated procedures, rules, manuals, or guidelines.

1. Definitions

- 1.1. **Administrative Policy** means a corporate policy approved by the Chief Administrative Officer with the purpose of regulating matters that are within the responsibilities delegated or assigned to them, or other employees, volunteers, or contractors, by the Board.
- 1.2. **Board Policy** means a corporate policy approved by the Board with the purpose of regulating matters that are within the Board’s jurisdiction.

2. Roles and Responsibilities

- 2.1. The Board is responsible for the approval, review, and repeal of Board Policies.
- 2.2. The Chief Administrative Officer is responsible for the approval, review, and repeal of Administrative Policies.
- 2.3. Pursuant to the CAO Powers, Duties, and Functions Policy (#01-15), the Chief Administrative Officer, in maintaining all UNA records and documents, may revise Board Policies and Administrative Policies to make clerical changes, provided that such changes do not substantively affect the corporate policy in question. In the case of Board Policies, the Chief Administrative Officer will report such revisions to the Board.

2.4. Where the Chief Administrative Officer has established, reviewed, or repealed an Administrative Policy, the Chief Administrative Officer shall report such exercise to the Board.

3. Regulatory Framework

- 3.1. To the extent of any conflict between a Board Policy and an Administrative Policy, the Board Policy prevails.
- 3.2. To the extent of any conflict between Board Policies, the Board is responsible for determining which provisions prevails. The Chief Administrative Officer may do the same with respect to any conflict between Administrative Policies.
- 3.3. The Board may establish procedures, rules, manuals, or guidelines that are associated with a Board Policy and its application. The Chief Administrative Officer may do the same with respect to Administrative Policies.
- 3.4. Except for those with a specified review timeline, all Board Policies and Administrative Policies should be periodically reviewed at least every three years.

4. Policy Structure, Classification, and Access

- 4.1. All Board Policies and Administrative Policies shall specify:
 - 4.1.1. whether the corporate policy is a Board Policy or an Administrative Policy;
 - 4.1.2. a policy title;
 - 4.1.3. an approving authority;
 - 4.1.4. the date when the corporate policy was adopted;
 - 4.1.5. the date when the corporate policy comes into effect;
 - 4.1.6. a policy classification index;
 - 4.1.7. a policy purpose;
 - 4.1.8. a written policy; and
 - 4.1.9. a timeline in which the corporate policy should be reviewed by.
- 4.2. It is recommended, but not required, that all Board Policies and Administrative Policies are prepared using and presented in the format contained under Appendix A.
- 4.3. The Chief Administrative Officer shall devise a policy classification system and assign each Board Policy and Administrative Policy a policy classification index.
- 4.4. Board Policies shall be made accessible to the public.

5. Transition

- 5.1. Any corporate policy existing at the time of the approval of this Policy that specifies the Board as its approving authority shall be considered a Board Policy.
 - 5.1.1. For greater clarity, the Board Rules of Procedure shall be considered a Board Policy.



- 5.2. Any corporate policy existing at the time of the approval of this Policy that specifies the Chief Administrative Officer as its approving authority shall be considered an Administrative Policy.
- 5.3. Section 4 does not apply with respect to any corporate policy existing at the time of the approval of this Policy until after the corporate policy in question has been reviewed.
- 5.4. For greater clarity, pursuant to Section 3.4, any corporate policy existing at the time of the approval of this Policy shall be reviewed within three years of the approval of this Policy.

Policy History & Information

Original Policy Approval Date	DATE
Review Date	DATE (every year)

Related Documents & Legislation

- *Societies Act* (SBC 2015, c. 18)
- UNA Bylaws
- UNA Delegation of Authority Policy (#01-14)
- UNA CAO Powers, Duties and Functions Policy (#01-15)



APPENDIX A

TITLE:	Policy Name	POLICY #
CATEGORY:	-	
AUTHORITY:	-	
ADOPTED:	-	
EFFECTIVE:	-	

Purpose

-

Scope

-

Definitions

-

Written Policy (title not required)

-

Policy History & Information

Original Policy Approval Date	DATE
Revised Policy Approval Date	DATE
Review Date	DATE

Related Documents & Legislation

-

Policy #	Category	Policy Subject	Authority	Date Created	Date Last Revised
#01-02	Administration	Facilitate Political Presentations	Board of Directors	17-Mar-07	N/A
#01-03	Administration	Acknowledge the Contribution of Community Volunteers	Board of Directors	13-Mar-07	N/A
#01-04	Administration	UNA Community Privacy	Board of Directors	11-Dec-07	17-Mar-20
#01-09	Administration	Outdoor Bench Naming	Board of Directors	13-Oct-15	N/A
#01-10	Administration	Video Surveillance	Board of Directors	13-Oct-15	N/A
#01-11	Administration	Video Surveillance – Old Barn Community Centre	Board of Directors	23-Sep-16	N/A
#01-13	Administration	Gifts	Board of Directors	17-Sep-19	N/A
#01-14	Administration	Delegation of Authority	Board of Directors	16-Feb-21	N/A
#01-15	Administration	CAO Powers, Duties, and Functions	Board of Directors	20-Apr-21	21-Nov-23
#01-16	Administration	UNA Board, Appointees, and Representatives Code of Conduct	Board of Directors	17-Apr-22	N/A
#01-17	Administration	Sponsorship	Board of Directors	20-Jun-23	N/A
#01-18	Administration	Records Management	Board of Directors	21-Nov-23	N/A
#02-01	Health & Safety	Occupational Health and Safety	Board of Directors	12-Mar-13	N/A
#02-03	Health & Safety	Discrimination, Harassment, Bullying in the Workplace	Board of Directors	11-Feb-14	15-Sep-23
#02-04	Human Resources	Compensation	Board of Directors	08-Feb-11	17-Oct-23
#02-05	Human Resources	Extended Absence	Board of Directors	08-Mar-16	14-Mar-17
#02-06	Human Resources	Childcare	Board of Directors	13-Jun-17	N/A
#02-07	Human Resources	Criminal Record Check	Chief Administrative Officer	01-Feb-21	N/A
#02-08	Human Resources	Facility Users Code of Conduct	Board of Directors	19-May-21	N/A
#02-09	Human Resources	Work from Home	Chief Administrative Officer	22-Jun-21	N/A
#02-10	Human Resources	Professional Development	Chief Administrative Officer	26-Apr-22	N/A
#03-02	Recreation	Community Centres Rental	Board of Directors	17-Mar-20	N/A
#04-03	Communications	Community Newspaper	Board of Directors	13-Dec-22	N/A
#05-01	Finance	Food and Beverage	Board of Directors	09-May-06	11-Apr-17
#05-04	Finance	Donations for the Purpose of Community Amenities	Board of Directors	13-Mar-07	N/A
#05-07	Finance	Neighbours Fund Reserve	Board of Directors	08-Apr-08	N/A
#05-09	Finance	Neighbours Fund Reserve Amendment #1	Board of Directors	13-Oct-09	N/A
#05-10	Finance	Neighbours Fund Reserve Amendment #2	Board of Directors	14-Dec-10	N/A
#05-12	Finance	Use of Staff Vehicles in UNA Business	Board of Directors	14-Feb-12	11-Apr-17
#05-13	Finance	Neighbours Fund Reserve Amendment #3	Board of Directors	14-Dec-10	N/A
#05-14	Finance	Capital Reserve	Board of Directors	16-Jan-24	N/A