



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** *THAT the Board approve the February 18, 2025 open session agenda, as 1 circulated.*

C. APPROVAL OF MINUTES

1. **Motion:** *THAT the Board approve the January 21, 2025 open session meeting 4 minutes, as circulated.*

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. TransLink Burrard Peninsula Area Transport Plan Phase 2 Consultation 8
Presentation – Drew Ferrari, Senior Advisor, Stakeholder & Community Relations,
TransLink; Iona Bonamis, Lead Planner, Area Transport Planning, TransLink
2. UBC Campus and Community Planning Report – Carole Jolly, Director of 21
Community Development and Engagement, UBC Campus and Community Planning
3. Electoral Area A Director Monthly Report – Jen McCutcheon, Electoral Area A 24
Director

F. REPORTS

1. February 2025 Management Report 31
2. FY2024/25 Staff Work Plan Q3 Report – Paul Thorkelsson, Chief Administrative 47
Officer

Relevant Attachment:

- FY2024-25 UNA Staff Work Plan – Q3 Update 49

3. Finance & Audit Committee Update

- a. Final Draft FY2025/26 UNA Annual Budget Report – Athena Koon, Finance 60
Manager

Relevant Attachments:

- FY2025/26 UNA Draft Budgets Public Consultation Feedback 65



- Final Draft 2025 Projected Neighbours Levy 75
- Final Draft FY2025/26 UNA Operating Budget – Summary 76
- Final Draft FY2025/26 UNA Operating Budget – Detailed 78
- Final Draft FY2025/26 UNA Capital Budget – Summary 84
- Final Draft FY2025/26 UNA Capital Budget – Detailed 85

Recommendation:

THAT the Board approve the FY2025/26 operating and capital budgets, and, pursuant to section 13.5 of the Neighbours Agreement 2024, direct staff to deliver the budget summaries to UBC for approval.

- b. FY2024/25 UNA Q3 Financial Results Report – Athena Koon, Finance Manager 86
- 4. Governance & Human Resources Committee Update
 - a. UNA Board Rules of Procedure Revisions Report – Chris Hakim, Corporate Services Specialist 100

Relevant Attachment:

- UNA Board Rules of Procedure – February 2025 Draft, Redline 102
- UNA Board, Appointees + Representatives Code of Conduct Policy (#01-16) 122

Recommendation:

THAT the Board approve the proposed revisions to the Board Rules of Procedure, as circulated.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

- 1. UNA US-Canada Products and Services Procurement – Director Luo

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; employee relations



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD OF DIRECTORS MEETING
Open Session

Tuesday, February 18, 2025 | 5:30 p.m.
Wesbrook Community Centre, Social Room

and other human resources matters; the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body; and the approval of minutes for a closed session or restricted closed session of a Board meeting.



MINUTES

PRESENT:

Eagle Glassheim – Chair
Evan Luo – Secretary
Jake Wiebe
Michael Kerns
Ronald Bourgeois
Sandy Song (via videoconference)
Yanbo (Paul) Li (via videoconference)

UBC MEMBERS:

Carole Jolly
Holly Shepherd

AMS DESIGNATED STUDENT:

Ayesha Irfan

STAFF:

Paul Thorkelsson – Chief Administrative Officer
Athena Koon – Finance Manager
Chris Hakim – Corporate Services Specialist
Dave Gillis – Recreation Manager
Glenda Ollero – Communications Manager
Isabel Todorova – Sustainability Specialist
Wegland Sit – Operations Manager

GUESTS:

Jen McCutcheon – Electoral Area A Director
Joanne Proft – Associate Director, UBC Campus and Community Planning
Madeleine Zammar – Engagement Manager, UBC Campus and Community Planning

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting's open session was called to order at 5:34 p.m.

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

B. APPROVAL OF AGENDA

MOVED by the Chair

SECONDED by Director Wiebe

THAT the Board approve the January 21, 2025 open session agenda, as circulated.



CARRIED

C. APPROVAL OF MINUTES

MOVED by the Chair

SECONDED by Director Luo

THAT the Board approve the December 17, 2024 open session meeting minutes, as circulated.

CARRIED

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. Wesbrook Place Neighbourhood Plan Amendment Process Presentation

Joanne Proft, the Associate Director for UBC Campus and Community Planning, and Madeleine Zammar, the Engagement Manager for UBC Campus and Community Planning provided a presentation, followed by questions from the Board.

2. UBC Campus and Community Planning Report

Carole Jolly, the UBC Director of Community Development and Engagement, presented the report contained in the meeting package. No questions followed.

3. Electoral Area A Monthly Report

Jen McCutcheon, the Electoral Area A Director, presented a verbal report, followed by questions from the Board.

F. REPORTS

1. January 2025 Management Report

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

2. UNA Dog Park Public Consultation Report

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

* * * *

The Board recessed at 6:54 p.m. and reconvened at 7:12 p.m.

* * * *

3. Road and Sidewalk Infrastructure Maintenance Report



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

4. Finance & Audit Committee Update

a. Draft II FY2025/26 UNA Annual Budget Report

The Finance Manager presented the report contained in the meeting package, followed by questions from and discussion amongst the Board.

MOVED by Director Wiebe

SECONDED by Director Bourgeois

THAT the Board approve the publication of the second draft of the FY2025/26 budgets for public consultation.

CARRIED

b. FY2023/24 Neighbours Fund Financial Statements Report

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

c. Neighbours Fund Investment Report

The Finance Manager presented the report contained in the meeting package, followed by a comment from the Board.

MOVED by Director Wiebe

SECONDED by Director Bourgeois

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

CARRIED

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

I. ADJOURNMENT

MOVED by the Chair

SECONDED by Director Wiebe

THAT the Board adjourn into a closed session to discuss matters that are, or are related to, discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests; the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; the appointment of individuals other



than Directors to, or removal from, a committee, working group, or other body; 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 7:51 p.m.

* * * *

Burrard Peninsula Area Transport Plan

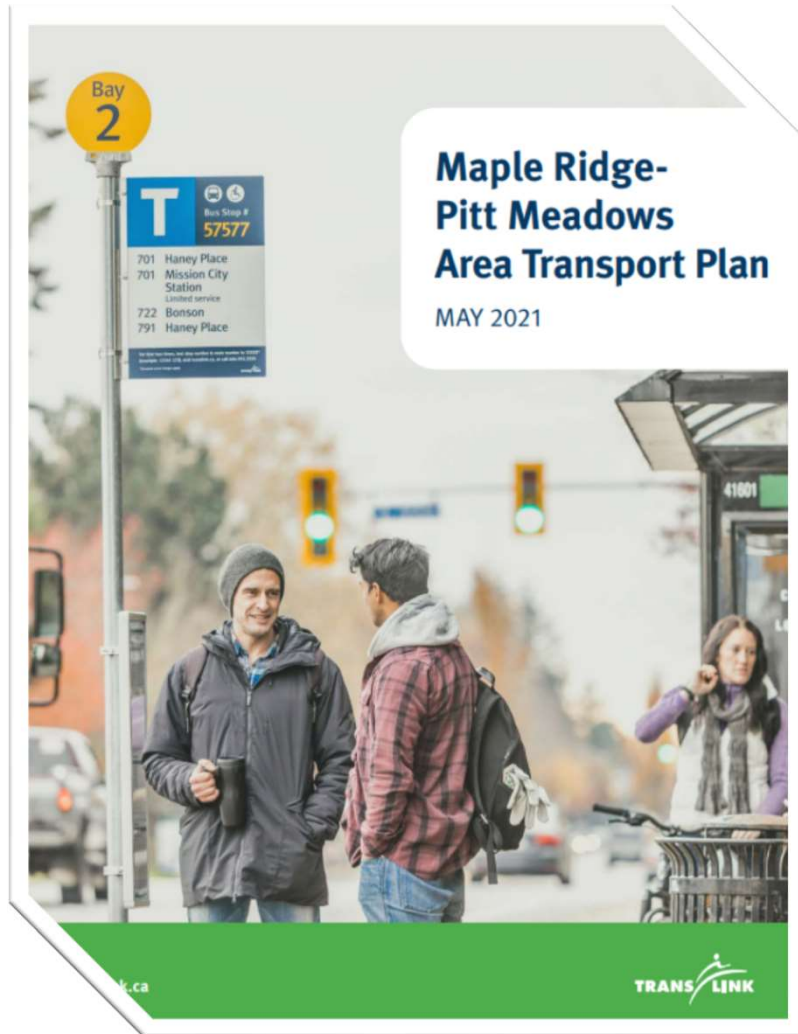
Draft Goals and Actions

University Neighbourhoods Association

February 18, 2025



What is an Area Transport Plan (ATP)?



Geographic scale - A deeper dive into transportation issues, opportunities, and priorities at a sub-regional level.

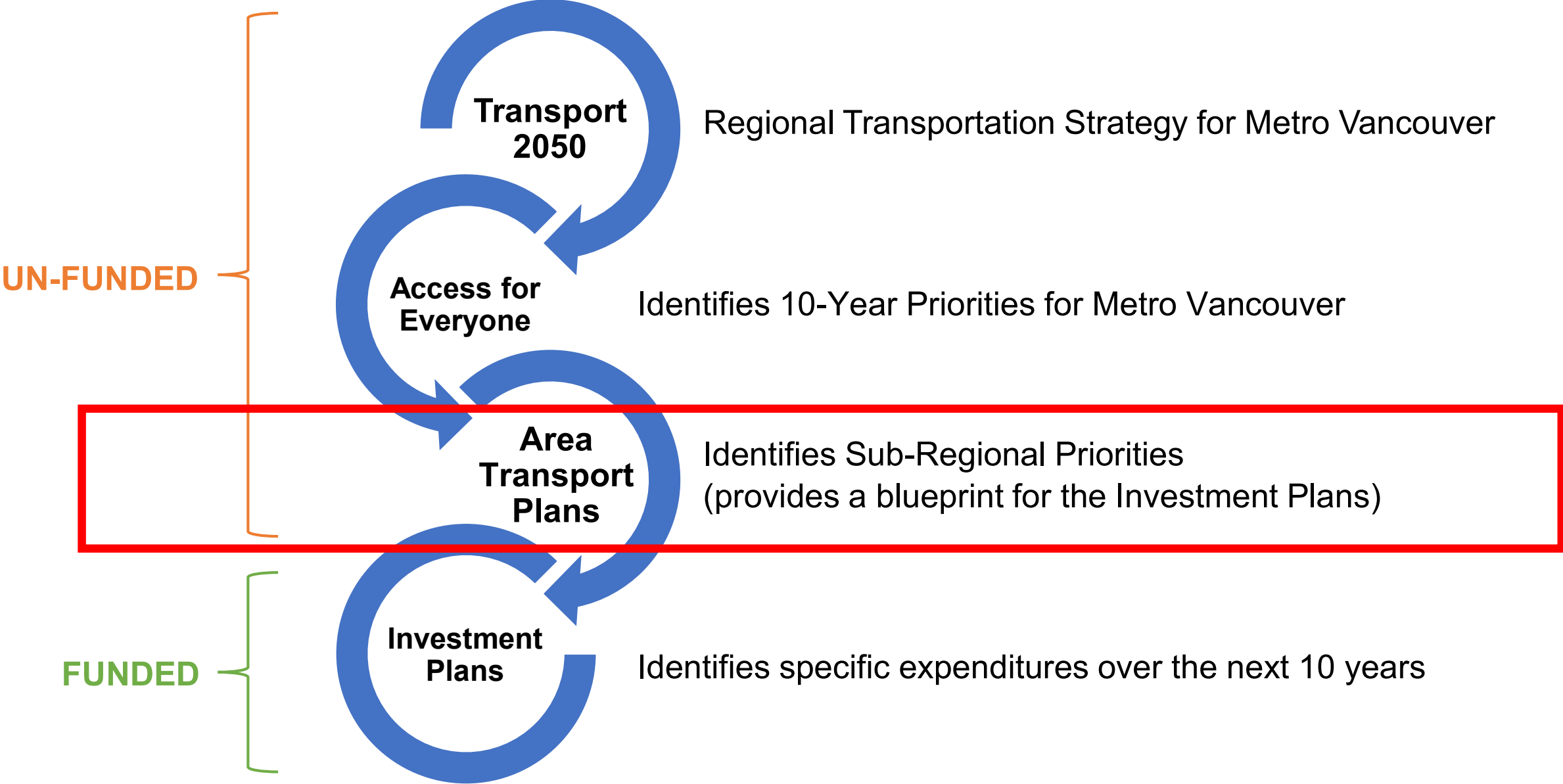
Scope & content - Transit, cycling, walking, roads; generally focused on network-level changes.

Approach – Involves technical analysis, and engagement with internal and external interested parties and the public.

Planning horizon – Medium term covering next 1-15 years.

Timeline – Generally a two-year planning process.

Plan Hierarchy and Relationship



What We Learned in Phase 1 - Transit

- 1 Some areas without **convenient** access to transit service or where bus routes are too **circuitous** (e.g. South Vancouver)
- 2 Many planned **major transit services** and known **major growth areas** that will require more **integrated bus service** (e.g. Senákw)
- 3 Need for **safe, reliable, and accessible** transit service, reduce **overcrowding and travel times**, and extended hours of **service**



What We Learned in Phase 1 Active Transportation

1

Need for safety and accessibility improvements around transit stations (e.g. wider sidewalks that are in a state of good repair, safer pedestrian crossing, more traffic-calming)

2

Need for more complete urban bikeway network and improved connections between urban centres, along with greater access to bike parking and shared mobility options



Transit Goals

- ① Advance a transit network that provides **direct and efficient connections**
- ② **Integrate the bus network** with future major transit services and major growth areas
- ③ Provide transit service that is **readily available, comfortable, reliable and safe**

Packages of Network Changes

A: Prepare the local bus network for opening day of the Broadway Subway in Vancouver

B: Additional future route changes to integrate the local bus network with the Broadway Subway

C: Create a simple and easier to understand network in Central Burnaby

D: Improve and simplify the local bus connections in Southeast Burnaby and New Westminster

E: Provide more transit connections in South Vancouver and South Burnaby

F: Improve connections to Stanley Park

G: Integrate the local bus network with planned future growth areas

H: Improve service reliability between Downtown Vancouver and Phibbs Exchange in North Vancouver

I: Improve service and reliability on routes that travel to, from, and through Downtown Vancouver

J: Make longer trips faster with new express routes

K: Integrate the local bus network with the Burnaby Mountain Gondola

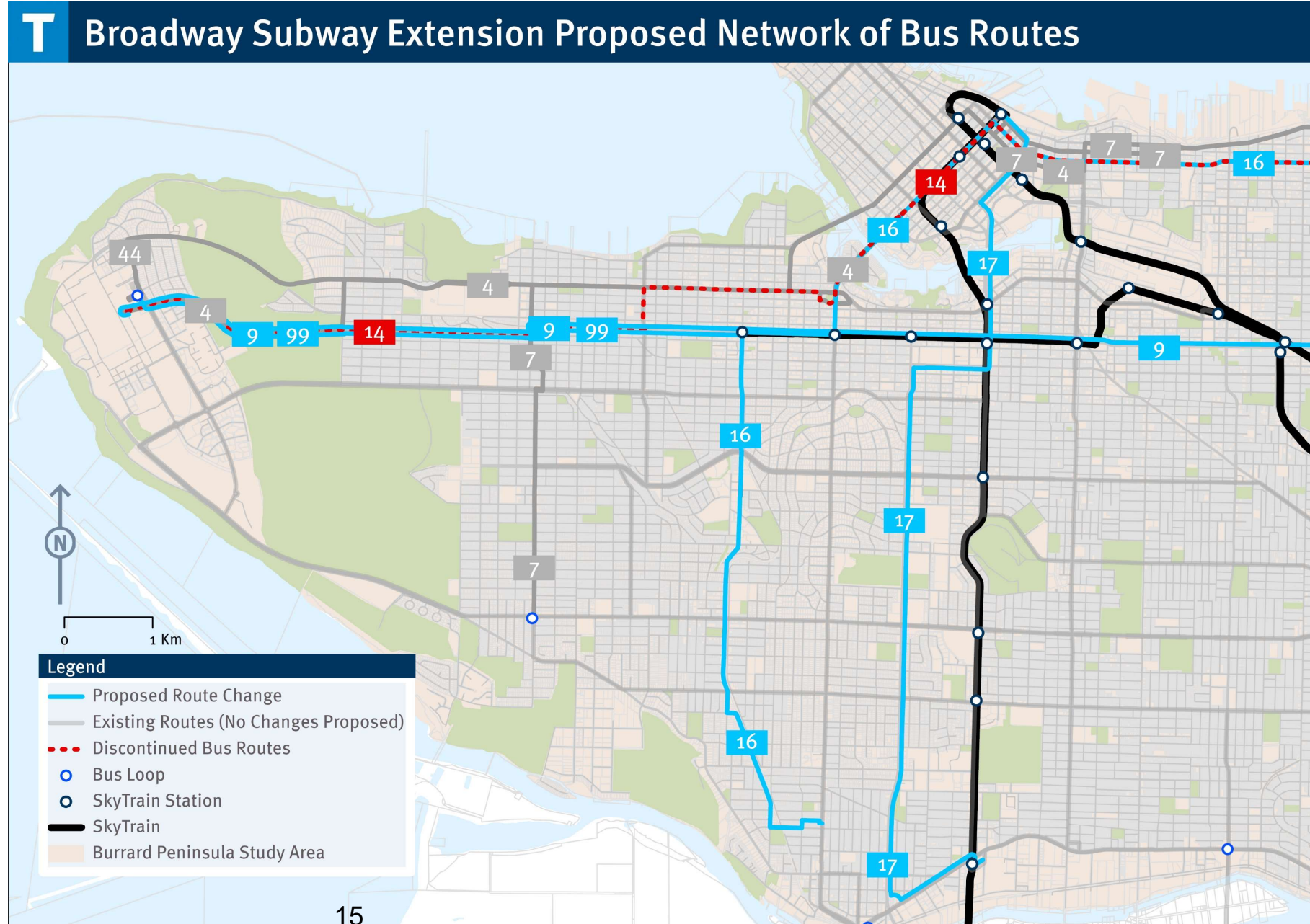
L: Integrate the local bus network with the UBC Extension of the Millennium Line

M: Proposed future study areas



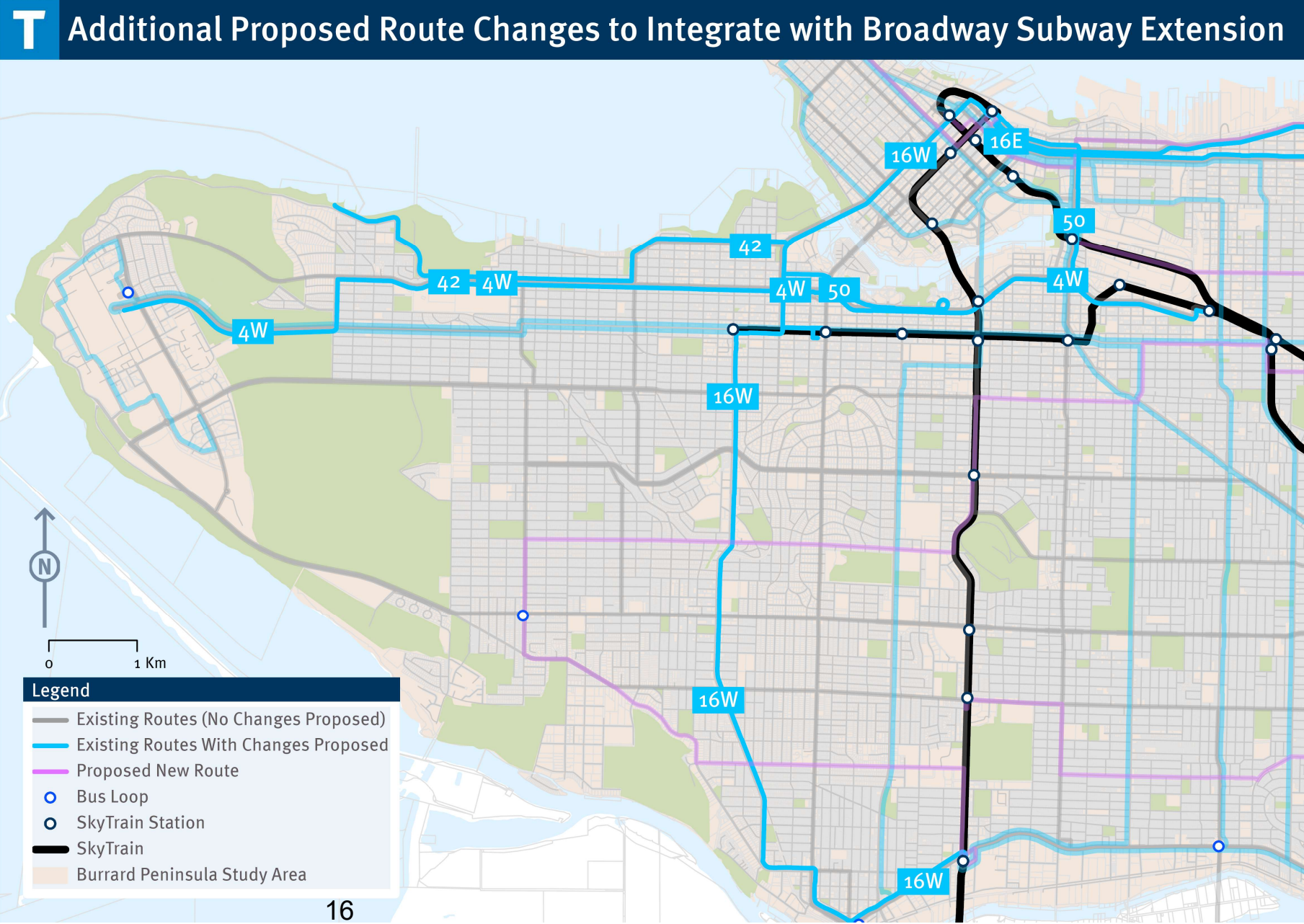
Package A: Broadway Subway Integration (Opening Day)

- **99 B-Line:** Change eastern end of route to Arbutus Station
- **Routes 4 & 7:** Improve service levels to maintain local service between UBC and Downtown
- **Route 9:** Extend more westbound trips to UBC and start more eastbound trips at UBC
- **Route 14:**
 - Remove this route to create a network that is easier to understand
 - Reallocate service hours to other routes along Broadway, East Hastings or those connecting Downtown and UBC



Package B: Broadway Subway Integration (Future)

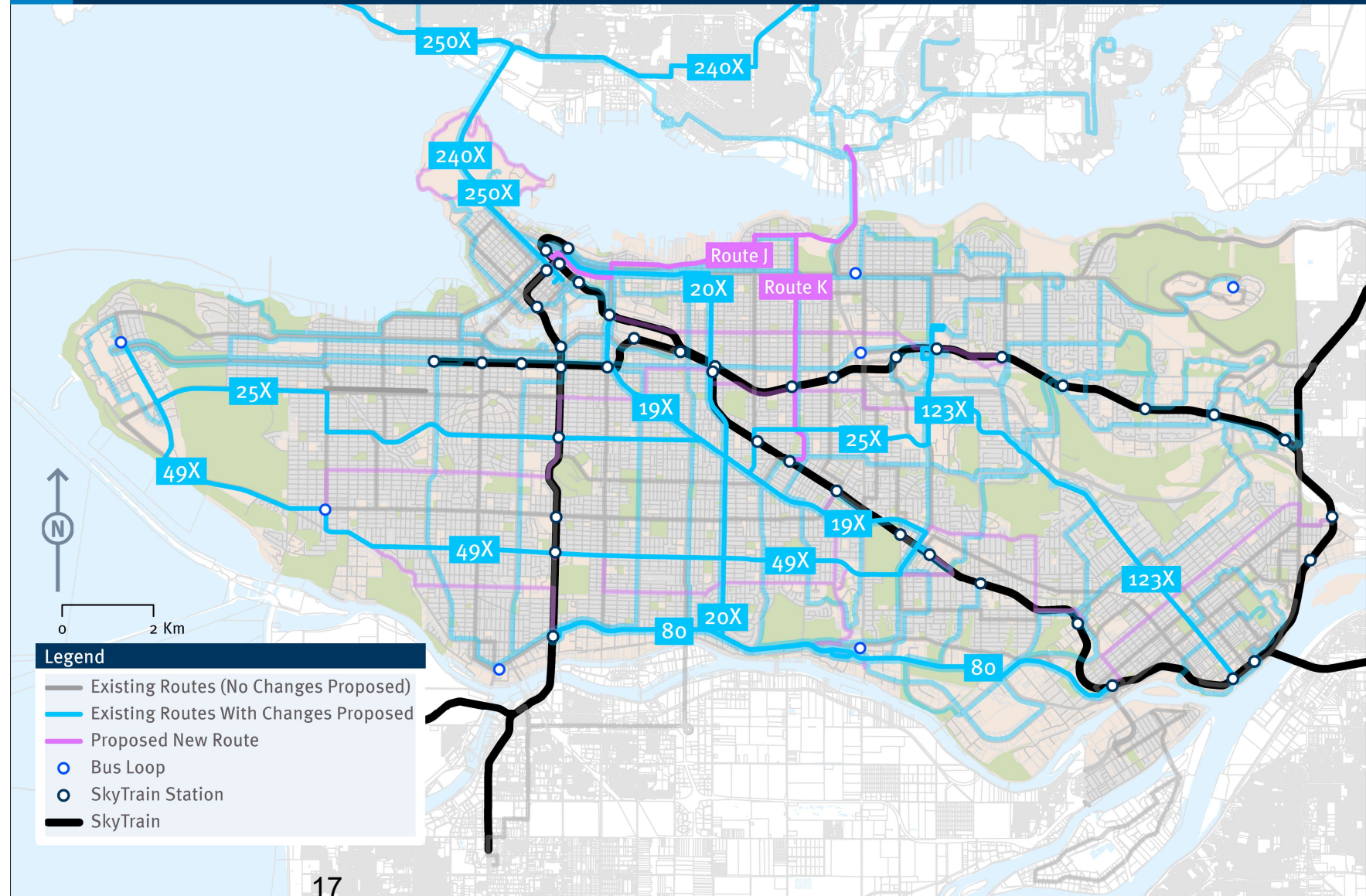
- **Route 4:** Split into eastern route and western route
 - **4W:** UBC/VCC-Clark Station
 - **4E:** Waterfront Station / Kootenay Loop via McGill St
- **Route 42:** Extend eastern end of route to South Granville Station via Cornwall Ave



Package J: New Express Routes

- **Same path** as local buses
- **Adjustments** to local buses
- Some may follow a **new routing**
- Express buses would **work with** their local routes
- New express routes include:
 - 49X
 - 25X

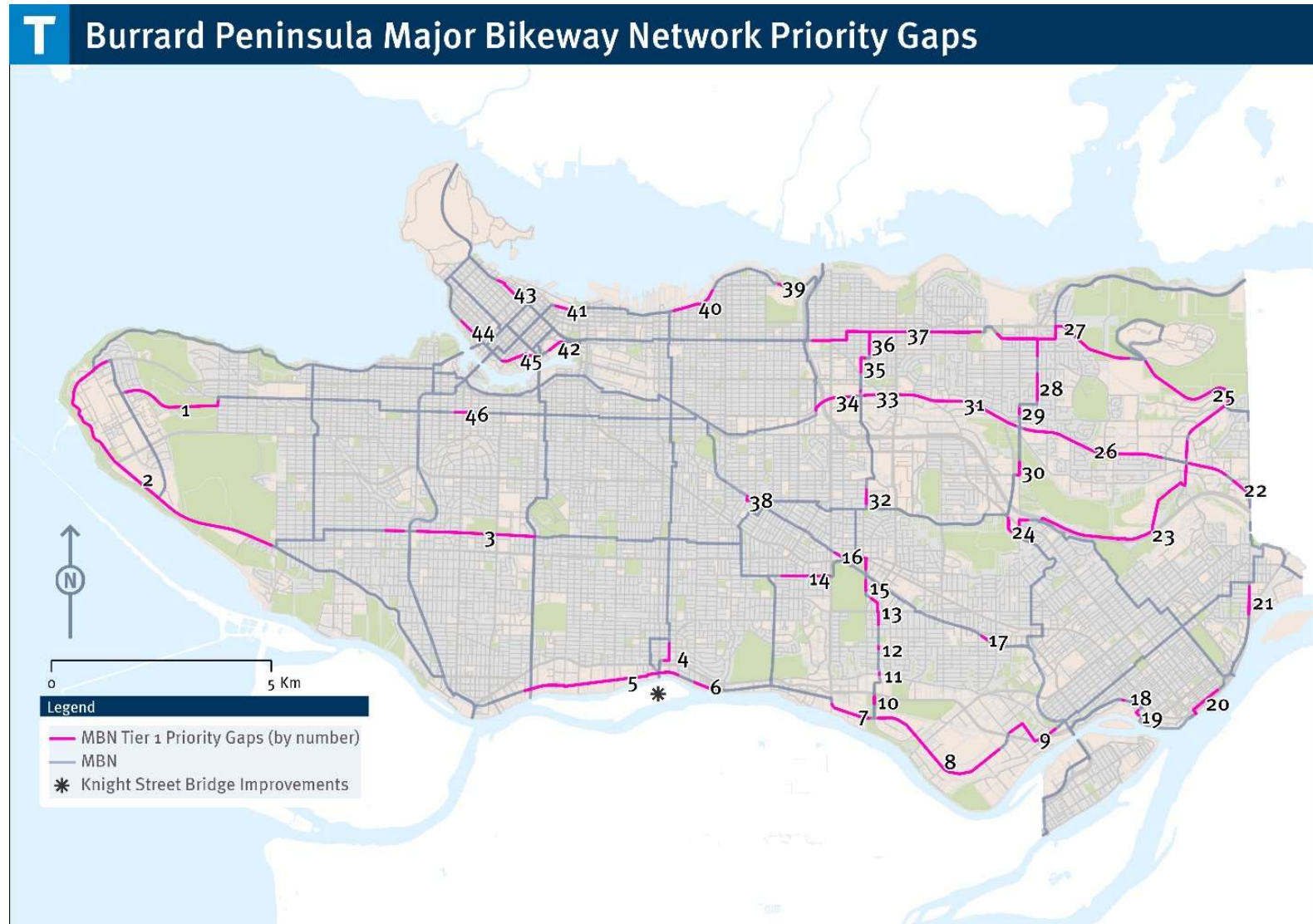
T Proposed New Express Bus Network



Draft Cycling Goal: Advance a safer, more complete regional cycling network

Draft Action:

Work with local governments to create a connected cycling network that is comfortable for most people. We would start with the priority gaps identified through TransLink's *Major Bikeway Network (MBN) and Urban Centre Bikeways Action Plan* (marked in pink), with the remainder of the Major Bikeway Network (marked in grey) on the map to the right.



Next Steps

Please share our online survey with your members and network! www.translink.ca/bpatpsurvey



Feedback collected from these public engagement events, along with our survey and other technical analysis, will help determine the main transportation priorities for the final Burrard Peninsula Area Transport Plan





Thank You





Memorandum

To: UNA Board

From: Simmi Puri, Communications Manager, Campus + Community Planning

Date: February 18, 2025

Subject: Monthly Update from Campus and Community Planning

Film & Events Notification

February

- Friday, February 14th from 9am to 9:30pm. **Invictus Games** at the UBC Aquatic Centre. Crane will be in the area for setup on Thursday, February 13th from 8am to 10pm and takedown on Tuesday, February 18th from 8am to 5pm.
- Monday, February 17th. **Family Day**. University closed
- Monday, February 17th to Friday, February 21st. **Mid-term break**

March

- Saturday, March 8th from 7am to 3pm. **UBC Triathlon/Duathlon** at University Commons and various roads on and around campus. Road closures to be in place. See <https://planning.ubc.ca/event/ubc-triathlon-duathlon-0>
- Sunday, March 23rd to Wednesday, March 26th from 7am to 6pm each day. **UBC Storm the Wall** at University Commons and various roads on and around campus. See <https://planning.ubc.ca/event/storm-wall-3>
- Saturday, March 29th from 10:30am to 4:30pm. **UTSAV Holi** event at B4 Parking Lot. Annual cultural event with DJs and colour powder. Agronomy Road will be closed from East Mall to West Mall. Local traffic only through Thunderbird Lane (behind Thunderbird Residence). See <https://planning.ubc.ca/event/utsav-holi-2025>

Wesbrook Place South Planning Process

UBC is continuing to engage the community in a process to update the Wesbrook Place Neighbourhood Plan, with a focus on a new area of the neighbourhood, Wesbrook Place South, which will become a hub of housing, amenities, open space and community activity.

From February 4 to 26, UBC is seeking feedback from the community on key elements of the draft update to the neighbourhood plan, including:

1. Housing and built form: the types, heights, locations and orientations of buildings
2. Amenities and services: the location and arrangement of new commercial and community space
3. Parks, ecology and tree retention: the location and concept designs for new parks and open spaces, including the retention and enhancement of trees and ecology
4. Rainwater management and climate: measures to help adapt to a changing climate, including rainwater management features, building performance and climate resilient plant selection and placement
5. Mobility, streets and parking: proposed transportation improvements to manage future traffic volumes, curbside management and parking principles

Key elements of the draft update to the neighbourhood plan build upon further technical analysis, design work, and community feedback received during the first phase of engagement (Oct 29th-Nov 15th 2024), which focused on four preliminary directions.

[See Wesbrook Place Neighbourhood Plan Update phase two engagement materials](#) (board 4) for a high-level summary of what was learned through the first period of engagement.

Next steps

Feedback on the key elements, together with further technical analysis, will be incorporated into a full draft of the amended Wesbrook Place Neighbourhood Plan, which will be shared with the UNA Board and made available for public comment in late March. The final draft Plan is expected to be presented to the Property Committee of the UBC Board of Governors for approval in early June 2025.

Learn more about the Wesbrook Place South planning process:

<https://planning.ubc.ca/wesbrook-update>

Development Update

- SLP25002 issued January 30 to Hovercraft Builders to connect telecommunications wiring from the boulevard on Walter Gage to the new Carey Hall project.
- SLP24047 issued January 15 to UBC Properties Trust for soil sampling and testing for a new UNA Works Yard at 6055 Nurseries Road.
- DP14027-19 – an amendment application was received from UBC Properties Trust to convert the existing ground floor amenity space at Central, 6065 University Boulevard to a commercial retail unit and adjoining outdoor patio.
- DP17028 -7 – an amendment application was received January 26 from Eagle Glassheim to permit a Little Free Library structure at Oakwood Georgia Point, 3383 Ross Drive.
- DP10033-3T Ext 4 – a DP amendment application to extend the validity period of the Loafe Café Patio adjacent to the Alumni Building at 6163 University Boulevard was received from Timothy Yu on January 27.
- DP03055-7 – an amendment application was received from UBC Properties Trust to update the Sign and Patio Guidelines for the commercial units at the Strangway Building, 5990 University Boulevard.
- DP21003-6 – an amendment application was received from UBC Properties Trust for new Sign and Patio Guidelines for the commercial unit at the new School of Biomedical Engineering, 6088 University Boulevard.

Community Update

Light Up Lee Square rescheduled for Feb 25, 5-7pm

Join UBC Inspired on Feb 25 from 5pm to 7pm to celebrate our rescheduled Light Up Lee Square event! This year, we've teamed up with the Move U Crew for Move UBC month, bringing you a DJ, dancing games, glow-in-the-dark swings, and more!

Learn more: <https://inspired.ubc.ca/event/light-up-lee-square/>



Director's Report

Hello UNA/UBC/UEL neighbours,

I hope that you are enjoying, or at least tolerating, the snow. It certainly is beautiful, and a source of great joy for the kids.

This month's newsletter has updates from across the region which I think you will find interesting. There are a number of ways that you can get involved by providing feedback or attending events.

One item that I would like to highlight for all readers is an engagement session on Thursday, March 6 that I will be hosting to discuss possible changes to on- and off-leash dog areas within Pacific Spirit Regional Park. This will be a chance for residents and anyone else who uses Pacific Spirit Regional Park to learn more about some proposed changes to which areas of the park dogs will be allowed to be off leash, and then to provide their input. We will also be hearing from the UNA about the final plans for the new off-leash dog park coming to Wesbrook Village. I hope you can join me for this session. More details are found below.



Jen inside a snow cave that a number of community members made on Main Mall during a recent snowfall

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)



Community Engagement Session on Dog Management in Pacific Spirit Park and the UNA

I'm excited to invite you to an important discussion on how best to manage human-dog and dog-dog interactions in Pacific Spirit Regional Park. In recent years, park usage has grown rapidly, reaching 3.9 million visits in 2023. As both human and dog use of the park has grown, so have the number of negative interactions between dogs and humans, or between dogs. This is something that I regularly hear concerns about. Metro Vancouver, which manages Pacific Spirit Regional Park, has been looking at various options to ensure safe and positive experiences in the park for both humans and dogs. Parks staff will present some of the options that they are considering, and this will form the basis of a community dialogue on best management practices.

In addition, UNA staff and Board have been advancing plans for a new off-leash dog park in Wesbrook Village, and staff will present the latest plans for the park.

I have heard very helpful feedback on this issue from a number of you. Please consider attending the event, preferably in person, or via Zoom (<https://ca01web.zoom.us/j/6044516562?omn=63298007954>) if needed. See below for details and please encourage your neighbours to attend as well.

Please RSVP for the event [HERE](#)



YOU'RE INVITED: Dog Management in a Rapidly Growing Area

You are invited to a presentation and discussion on potential changes to on-leash and leash-optional trails in Pacific Spirit Regional Park, as well as the proposed off leash dog area in Wesbrook Village. In person and virtual options available.

Date: Thursday, March 6

Time: 7:00 pm – 8:30 pm

Location: Social Room, Westbrook Community Centre (3335 Webber Lane)

Hybrid Option Available:

Zoom link - <https://ca01web.zoom.us/j/6044516562?omn=63298007954>

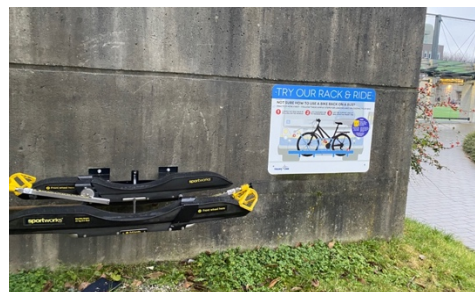


How Do I Get My Bike Onto the Bus?

I have heard some apprehension from residents about putting their bikes on TransLink buses, as they feel a bit stressed trying to get the bike on without delaying other passengers.



Did you know that you can try putting your bike on a TransLink bike rack right here on the UBC campus? On



the southwest corner of War Memorial Gym (near the loading area for the R4 bus), there is a bus bike rack mounted on the wall (see image above right). You can bring your bike and practise putting it on and taking it off the rack. If you are interested, bike over to the bus loop and give it a try!

Strata Energy Advisor Program Recently Launched – Is Your Building Interested in Participating?

The [Zero Emissions Innovation Centre \(ZEIC\)](#) recently launched its Strata Energy Advisor Program, to support strata councils bringing climate and energy upgrades to their buildings. This free service will help provide thousands of residents with healthy,

comfortable, and energy-efficient buildings. The Strata Energy Advisor Program evolved from a Metro Vancouver pilot project that leveraged funding from multiple sources. This program is already providing hands-on guidance for strata councils from start to finish, including identifying retrofit opportunities aligned with major capital renewals and navigating technology and financing options.

Strata Energy Advisor
☒ **Better buildings start here**
 Powered by **ZEIC**

Learn more and see if your strata building would be interested in participating: strataenergyadvisorbc.ca



Feb
2025

Help Shape a New Area of Wesbrook Place Through a Survey and Events Until February 23



UBC Campus + Community Planning (C+CP) is continuing to engage the community in a process to update the *Wesbrook Place Neighbourhood Plan*, with a focus on a new area of the neighbourhood,

Wesbrook Place South, which will become a hub of housing, amenities, open space, and community activity. This is the first major step in implementing *Campus Vision 2050*, the long-range plan for how UBC's Vancouver campus will change and grow to support the needs of the university, its students, faculty, residents, staff, and xʷməθkʷəy̓əm (Musqueam).

The lived experiences and perspectives of community members like you are essential in the process to update the neighbourhood plan. This second phase of engagement explores key elements of the draft updated neighbourhood plan, which builds upon the four preliminary directions explored with the community in the first phase of community engagement in fall 2024. The key elements of the draft plan respond to public input and further technical analysis and design work.

Community feedback on the key elements of the draft plan is happening via a survey and engagement events (including open houses and walking tours) until February 23. Visit the website to learn more: <https://planning.ubc.ca/wesbrook-update>.

Email Madeleine Zammar, C+CP's Manager of Engagement, if you have any questions: madeleine.zammar@ubc.ca

Provide Input on Metro Vancouver's New Liquid Waste Management Plan



Metro Vancouver is seeking feedback on the [draft content for the updated Liquid Waste Management Plan](#). The draft plan was developed through engagement with residents, First Nations, and other interested groups over the past four years. Public feedback will help inform the final version of the plan, which Metro Vancouver will submit to the BC Ministry of Environment and Parks for approval later this year. If you are interested in providing your input, you can do so via a survey that will be open until February 21.

Find the survey here: <https://metrovanancouver.org/services/liquid-waste/liquid-waste-management-plan-update>



Upcoming Events in Pacific Spirit Regional Park

From Family Day campfires, to spring break Night Quest, to forest bathing, there are many fun, free, and family-friendly events coming up in Pacific Spirit Regional Park. You can find out more (and sign up) on the [regional parks activities page](#).



Video on Preserving Salmon Habitat in Metro Vancouver

If you are looking for some more positive news in these challenging times, then have a look at this salmon-focused video that Metro Vancouver produced a few months ago: [Wild Waters: Preserving salmon habitat in Metro Vancouver](#).

Here is a brief summary of the 10-minute video. Hiking up slippery stairs in the rain is hard enough — try doing it with a pack full of salmon on your back. Protecting our local salmon takes a lot of effort and timing; watch as workers race the clock to get young salmon past the dams that hold our water supply and see the careful planning needed to make sure new wastewater infrastructure at the mouth of the Fraser enhances precious salmon habitat at the ocean's edge. Metro Vancouver supports and improves salmon habitat across the region.





Food Scraps Are Not Garbage

Recycling food scraps is an easy way to have a big impact in our region. By putting food scraps in the green bin, the region's residents prevented 160,000 tonnes of greenhouse gases in 2023 — comparable to taking 50,000 cars off the road. Residents are also helping reduce the amount of garbage sent to landfill and creating compost for gardens, farms, and landscaping.

Learn More: [Tools and Resources](#)

Watch: [Green Bin Party](#)

Metro Vancouver Climate 2050 Progress Report Available



Climate 2050
PROGRESS REPORT
2023/2024

The *Climate 2050* Progress Report includes updated regional greenhouse gas emissions data for key sectors and other indicators of progress towards regional climate goals. It also provides an update on the implementation of actions in the *Climate 2050* roadmaps and highlights several climate action projects implemented by Metro Vancouver, member jurisdictions, and other partners.

Learn More: [Climate 2050](#)

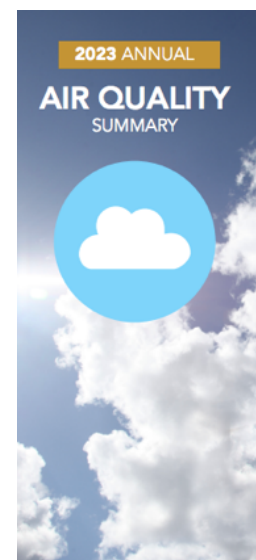
Read: [Climate 2050 Annual Report 2023/2024](#)

Updates to Metro Vancouver's Ambient Air Quality Objectives

Metro Vancouver has updated its ambient air quality objectives to align with more stringent national objectives that came into effect in 2025. To achieve the updated objectives, Metro Vancouver will continue to manage air quality and reduce emissions of air contaminants in the region through its programs, information, permits, and regulations, in collaboration with member jurisdictions and other partners.

Learn more: [Ambient Air Quality Objectives](#)

Explore: [Annual Air Quality Summary](#)





Jen's Board and Committee Appointments for 2025

Below are 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 and Small Communities 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) Second-Vice President
- Municipal Finance Authority of BC Alternate Director

Links & Connections

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

www.areaajen.ca

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

www.facebook.com/AreaAJen

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

www.metrovancouver.org

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

www.translink.ca



Report Date: February 7, 2025
Meeting Date: February 18, 2025
From: Paul Thorkelsson, Chief Administrative Officer
Subject: February 2025 Management Report

Background

The February 2025 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 January 2025 Land Use Advisory Committee meeting, and the February 2025 Finance & Audit Committee (via proxy) and Governance & Human Resources meetings.
- Scheduled one-on-one meetings with Directors to discuss their individual priorities.
- Continued the weekly meeting schedule with the UNA Chair.
- Supported the Board in the introductory meeting with Michael White, AVP UBC C+CP

Operations

- Discussed operational implementation of municipal-service provisions in the Neighbours Agreement 2024 – meeting with UBC C+CP representatives and senior UNA staff.
- Continued work on implementing Province of B.C. parking regulation in collaboration with UBC – supported the development of permit fee refunds for UNA residents implementing Board direction



Finance

- Continued developing the FY2025/26 UNA budget – supporting and developing responses/materials for UNA Committee and Board consideration arising from public engagement on the draft Budget.

Programs and Services

- Update and opportunities discussion with UBC Farm supported by UBC C+CP and UNA Operations and Sustainability staff.

Human Resources

- Finalized work with external consultant on UNA salary review and market comparison and presented the compensation report to the Governance & Human Resources Committee.

Community Relations

- Continued regular meetings with AVP UBCC+CP.
- Initiated introduction meeting with xʷməθkʷəy̓əm (Musqueam) representatives supported by AVP UBC C+CP
- Attended UBC Planning Advisory Committee meeting – Wesbrook Neighbourhood Plan review – reviewed results from first engagement cycle, provided comments to UBC C+CP on proposed directions for subsequent engagement representing UNA on the Committee.
- Attended regular UNA / UBC-PT / UBC C+CP Quarterly meeting – discussed opportunities for Wesbrook parking plaza revisioning/enhancement, village traffic issues, future UNA office space, emergency services site redevelopment, UNA Dog Park initiative, neighbourhood development/construction impacts, future engagement /introduction of UBC-PT with UNA Board.

COMMUNICATIONS

Spring/Summer *Program Guide*

The Spring/Summer Recreation *Program Guide* was launched on the website on January 31 and hard copies were mailed to residents in surrounding areas in the on February 11. Please watch out for your copies in your mailboxes if you haven't received them yet. Hard copies of the *Program Guide* are, as usual, available at both UNA community centres.

Joint Seasonal Marketing Meeting for Spring/Summer 2025

The Communications and the Recreation Teams met on January 22 for our seasonal marketing meeting where we discuss promotions for programs and events for the upcoming Spring/Summer 2025 season.

UNA Website

- **Improving the Drop-in Calendar**

The Communications Department is continuing its work with Recreation Team and our website developers to create an automated drop-in calendar that draws content directly from our program management system, Xplor. Key issues have been resolved, and the programming of the calendar is underway. For context, a manually populated drop-in calendar was introduced earlier this year and has become one of the most frequently visited pages on the website. Current calendars include sports and field drop-in times. We will be expanding the content to include drop-ins for fitness centre and other miscellaneous drop-in classes. Pending any further technical barriers, we are hoping to launch the new calendar in March 2025.

- **Expanded Top Section of the UNA Website Front Page**

The Communications Teams has started work on improving the website's front page "latest news" section to include more items as well as introducing a new "highlights" section that will feature ongoing initiatives and important Association business in a prominent and easy-to-access area.

The Campus Resident

The Campus Resident published its latest issue on February 6, 2025. The next issue will be a print and online issue released on March 6. The March paper will include an ad from the UNA that features the UNA Card and a list of benefits, and another ad for the Spring/Summer Recreation *Program Guide*. To read the February issue, please visit thecampusresident.ca.

Draft UNA Budget Consultation

The Communications Team worked with the Finance Team to launch the 2025/26 Draft UNA Budget Consultation. The consultation ran from January 22 until February 5, 2025. The Communications Team assisted in creating a website landing page and email communications to UNA Society Members and the Community Newsletter. The consultation was also advertised on the Winter Program Guide and appeared in a story on *The Campus Resident*. The Communications Team also assisted in drafting responses to the feedback that was received from the consultation. The feedback will go to the UNA Board and any further comments from the Directors will be incorporated into the responses.

Others:

- Updating the UNA Guidebook for 2025, including the message from the new Chair of the Board of Directors.
- Continuing promotions for the UNA Card.
- Coordinating with UBC on events, roadworks, traffic updates and facility closures that affect resident of UNA areas.



- Planning a workshop with the Youth Coordinator to deliver to members of the Youth Leadership Group to help them with graphic design principles and provide information on how to create effective promotional materials for their youth leadership programs.

RECREATION

FRONT DESK SERVICE AND FACILITIES REPORT

Wesbrook and Old Barn Community Centre General Services (Jan 1-31)

	JAN 2022	JAN 2023	JAN 2024	JAN 2025
New Clients – Enrolled in the UNA registration system for the first time	424	606	574	556
Parking Permit Issued (Resident and Visitor parking)	13	21	22	53
Programs and Events Registration at Front Desk	330	832	1085	1171
Sports Drop in	57	96	447	467
Open Gym	5	140	403	133

UNA Card & Registration (JAN 1-31)

	JAN 2022	JAN 2023	JAN 2024	JAN 2025
New Clients	424	606	574	556
UNA Discount Enrollment/Renewal	188	358	357	323
UBC/UTown Discount Enrollment	34	115	117	117

Parking Services

Issued UNA Parking Permits (January 1- 31)

	Resident Parking Permit	Visitor Parking Permit	Day Pass	Total / Neighborhood
Wesbrook	18	23	9	50
Hampton	1	1	2	4
Hawthorn	5	5	1	11
Total	24	29	12	65

Customer Service – January 1-31st 2025

Method	Received	Resolved	Average Resolution time	Unresolved
Verbal	8	Initial Feedback provided (FD)	Vary	Follow-up required at other levels.
Feedback Form	1	No	No	No Contact information
Online (Zendesk)	3	No	1 day	Initial resolution – some follow up required.
External (UBC)	0	0	0	0

PROGRAMMING REPORT

Registration Updates – Winter 2025

	Winter 2024	Winter 2025 as of Feb 2, 2025
Programs offered	264	284
Registered participants	2042	1892
Waitlist	255	227
Withdrawals	160	146

Category	Winter 2024	Winter 2025 as of Feb 2, 2025
Physical Activity	\$94,695.83	\$114,967.00
Arts	\$40,300.02	\$44,209.08
Music	\$19,605.00	\$30,454.50
Education	\$28,874.93	\$27,653.52
Camps	\$18,184.60	\$13,499.00
Events	\$0	\$545.00
TOTAL	\$201,660.38	\$231,328.10

Recreation Updates

- Winter registration:

- Exceeded Winter 2024 registration by \$30,000.
- Popular waitlisted programs include youth programs (Leadership, Into to Robotics, Chess), private piano lessons, various children's sports (basketball, soccer, badminton), adult watercolour, adult pickleball, and various adult fitness & yoga
- Spring Break camps have picked up in registration and expected to continue to increase into March
- Events revenue is starting to be generated through Spring Art Fair vendor fees
- Spring/Summer programs are viewable online on Feb 7, and registration opens on March 9 at 9 a.m.
- Staffing:
 - Claire Smith returned from her maternity leave on Feb 3.
 - Gillian Bobert starts as the new Connected Communities Coordinator on Feb 10. Gillian comes with a background of community engagement, events, and fundraising.

Programming Highlights

- New programs for spring/summer
 - External summer camps
 - Lego Slow Motion Animation and Claymation Camp
 - Superhero Karate Camp
 - Sports
 - New 45-minute pickleball drop-in sessions for ages 19+
 - Early years & Children's T-ball (two sessions) will be running as a summer program at the Nobel Diamond.
 - Volleyball BC: Smash Ball – an introductory game to volleyball
 - Adult art programs
 - Watercolor Painting
 - Traditional Chinese Painting
 - Seniors
 - Seniors pickleball will be coming to the UNA for the first time as a full program in the Spring and Summer. This had been tested during multiple long weekends with spectacular success. Great value for seniors.
 - Seniors' Hour at Wesbrook – This program will have a variety of offerings aimed at creating more community amongst senior members as well as an opportunity for the Seniors Coordinator to engage with

community members, learn about their needs and interests, and create targeted programming in future seasons.

Youth Engagement – UBC – UTown

- Pre-Teen Leadership
 - We started off the Winter sessions with 13 participants enrolled in the program – 10 returned from the Fall. The participants worked together with Youth Activity Leader Marko to plan the sessions together. On Feb 3, Campus Planning visited the Pre-teens again for the second time this school year to report back on their visit from the Fall and to share that their feedback made an impact on their decision on how to move forward with the Wesbrook Neighbourhood Plan.
- Youth Leadership
 - We completed the fall semester together with a celebration at the Old Barn with pizza, music, and fun. The group has been focusing on creating a mental health zine, coordinating mental health workshops, and working on their activities for the upcoming Kids Take Over UBC on Sunday, Feb 16.
 - One of our Youth Leaders has been accepted into Shad Canada, a competitive month-long summer program focused on STEAM and developing leadership skills.
- Youth Nights
 - For the Winter, we have rebranded Youth Social Drop-in to now be known as Youth Nights. We have also promoted the program via postcards, flyers, and weekly Instagram stories for a wider reach. This past month, we have had nights celebrating everything from National Hot Chocolate Day to Lunar New Year with snacks and crafts.
- Youth program highlights for winter:
 - *Digital Art | Youth & Seniors* and *Introduction to Robotics* launched for the Winter. Both programs have been well received by participants facilitated by youth leader volunteers.

Community Engagement – Newcomers Programming & Events

- Newcomers Series
 - On Jan 11th, we had a session on Medical Emergency Preparedness. Full registration. More than 25 people attended the session. We provided Chinese translation. During the session, registrants have a bunch of good comments after that.
 - On Jan 18, we had a session on UNA sustainability for newcomers. Around 20 people attended. UNA Sustainability Specialist led a good vibe

discussion. Registrants got a lot of fresh information about UNA garbage sorting, green depot, green transportation etc.

- o On Jan 25, our youth volunteers brought a session to introduce Canadian Universities. This is extremely helpful for the parents of secondary school students. The session attracted 20 parents to attend. UNA volunteers supplied large amount of information of top Canada universities.
- New newcomers program started Spring 2025: Spanish & English Conversation Exchange. This is the first time in a while to have a supporting program for Spanish speakers.

FITNESS REPORT

UNA Fitness Centre Attendance

Wesbrook Monthly Totals		5369	Old Barn Monthly Totals		753
Sunday Total		619	Sunday Total		86
Monday total		797	Monday total		107
Tuesday total		778	Tuesday total		94
Wednesday Total		562	Wednesday Total		74
Thursday total		721	Thursday total		105
Friday Total		6054	Friday Total		860
Saturday total		509	Saturday total		66

Wesbrook Community Centre - Membership Revenue – January 1-31 st 2025								
Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	7	\$ 266.70	84	\$ 4,000.08	29	\$ 1,657.06	120	\$ 5,923.84
1 Month Pass	20	\$ 762.00	121	\$ 5,762.02	16	\$ 914.24	157	\$ 7,438.26



3 Month Pass	2	\$ 209.52	102	\$ 10,628.97	9	\$ 1,285.74	113	\$ 12,124.23
6 Month Pass	0	\$ -	15	\$ 3,142.80	10	\$ 2,381.00	25	\$ 5,523.80
Year Pass	0	\$ -	6	\$ 2,285.70	0	\$ -	6	\$ 2,285.70
Total	29	\$ 1,238.22	328	\$ 25,819.57	64	\$ 6,238.04	421	\$ 33,295.83

Old Barn Community Centre - Membership Revenue – January 1-31st 2025

Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	4	\$ 71.43	41	\$ 1,171.37	7	\$ 266.70	52	\$ 704.73
1 Month Pass	0	\$ -	58	\$ 485.69	0	\$ -	58	\$ 366.65
3 Month Pass	4	\$ 209.52	14	\$ 1,066.66	1	\$ 104.76	19	\$ 514.28
6 Month Pass	0	\$ -	0	\$ -	1	\$ 190.48	1	\$ 142.86
Year Pass	0	\$ -	2	\$ 476.20	0	\$ -	2	\$ -
Total	8	\$ 280.95	115	\$ 3,199.92	9	\$ 561.94	132	\$ 1728.52

December 2023 & December 2024 Membership & Revenue Comparisons

Month & Year	10 Punch Pass	1 month Pass	3 month pass	6 month pass	1 year pass	TOTALS	DIFFERENCE IN YEARS
January 2024 Purchases	137	152	141	17	8	455	+ 48

December 2024 Purchases	168	172	130	25	8	503	
December 2023 Revenue	\$ 6,628.63	\$ 6,962.05	\$ 14,157.57	\$ 3,866.64	\$ 2,761.90	\$ 34,376.79	+\$2961.85
December 2024 Revenue	\$ 7,433.34	\$ 7,923.95	\$ 13,505.17	\$ 5,714.28	\$ 2,761.90	\$ 37,338.64	

EVENTS REPORT

Event Review

- Family Movie Night – Jan 11 from 6-8:30 pm at OBCC
Inside Out 2 was the movie for the night and we had 26 people in attendance.
- Lunar New Year – Feb 2 from 1-4pm at WCC
 - The LNY committee organized a vibrant and festive Lunar New Year to bring in the year of the Snake! Approximately 1000-1500 people came throughout the 3hr event to take in performances (Lion dance, children's K-pop dance, traditional dancing and music performances, Korean drumming), try Chinese and Korean snacks, and participate in various games & activities. A special thanks to the volunteer committee for their dedication and hard work in organizing the event, and all event volunteers for their contributions.

Upcoming Events

- Don't Tell Comedy – Feb 8 from 7:30-9:15pm at OBCC
- Kids Takeover UBC – Feb 16 at UBC
- Family Day – Feb 17 from 10am-5pm at WCC
- Family Movie Night – Feb 22 from 6-8:30 pm at OBCC
- Spring Art Fair – Mar 15 from 11:30am-2pm at WCC

UBC Events

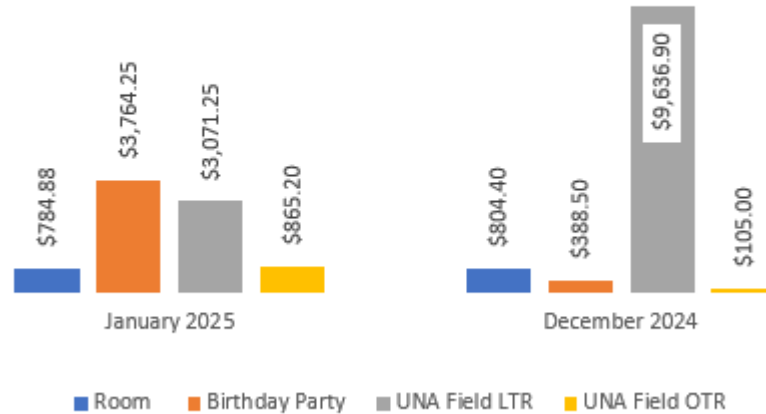
- Invictus Games – February 14
 - The UBC Aquatic Centre will be closed for this event.

BOOKINGS REPORT

Bookings and Rentals Analysis

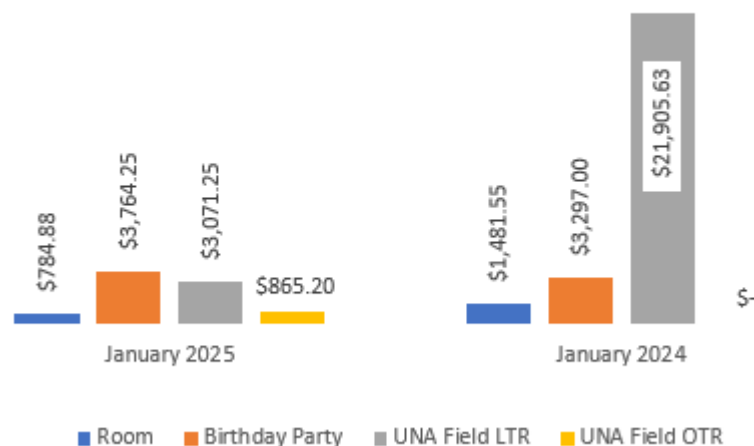
- We saw a decrease of 2% in room rentals during January 2025 in comparison to the previous month.

Comparative January 2025 - December 2024



- We saw a decrease of 58% in room rentals in January 2025 in comparison with January 2024. Some factors include less room availability due to increased programs offering.

Comparative January 2025 - January 2024



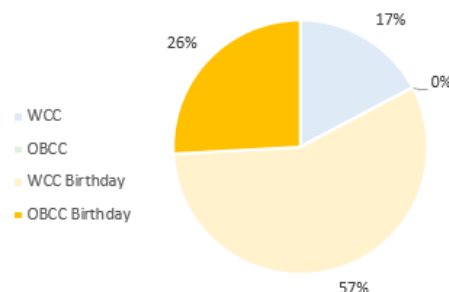
LTR (Long Time Renters) - OTR (One Time Renter)

- In January 2025, we received 55 email requests for rooms, birthday parties, and field rentals.

- In January 2025, we completed a total of 16 bookings. Four room bookings for WCC, seven birthday party packages for WCC, three birthday party packages for OBCC, one time booking for the field (booking in advance for May 3), two Long Term Field Renter.
- Birthday parties were fully booked during January 2025 at both locations after resuming on January 11. Two at Wesbrook community centre and two at Old Barn community centre.
- February birthday parties are fully booked at both locations. Three at Old Barn community centre, and three at Wesbrook Community Centre, apart from February 2 at Wesbrook due to Luna New Year Celebration, and February 22 at Old Barn for a karate belt test.
- We have received amazing feedback from families about the perfect organization of the party, the activities, the amazing birthday party leaders, and the booking process.
- Wesbrook continues to be the preferred location for room bookings. January 2025 bookings by location were Wesbrook with 17% room booking, Wesbrook birthday party with 57%, Old Barn Birthday Party with 26%.

Booking by Location

WCC	\$	784.88
OBCC	\$	-
WCC Birthday	\$	2,588.25
OBCC Birthday	\$	1,176.00



- We could not complete 39 requests due to room, event availability, or direct competition based on the UNA Booking Policy.
- Booking requests continue to be a mix of residents and non-residents.



OPERATIONS + SUSTAINABILITY

Sustainability Report

Tree Management Plan

The UNA has established a partnership with the UBC Urban Natures Lab and Diamond Head Consulting to develop tangible, practical solutions for tree retention, planting, and the maximization of ecosystem services from community urban greenspaces. The project will take place in Q4 and continue to 2025/26.

Partnership with the UBC Urban Forestry Capstone Class

The UNA has partnered with a UBC Urban Forestry Capstone Class, part of which students are researching and providing recommendations for complex ecological and operational focus areas within the UBC neighbourhoods. The projects will explore topics such as the effect of small water features on microclimates, designing for thermal comfort throughout the year, heat's impact on biodiversity, and more.

UBC Sustainability Scholars: *Development of a Strata Retrofit Communication and Engagement Plan for UBC Neighbourhoods*

Candidate selection and hiring are underway for the Sustainability Scholar project that will develop a Strata Retrofit Communication and Engagement Plan for the UBC Neighbourhoods. Funding for this project has been secured by the UNA and C+CP from BC Hydro. Project development work will begin in May 2025 with a completion date in late-August.

Community Garden Plot Assignments

Community garden plot renewals and assignments have been ongoing since renewal notices were sent to community gardeners in November 2024. The garden plot renewal rate for the 2025-2025 season is 86%.

SEEDS Project: Updating and Mapping UBC Community Garden Biodiversity to Increase Climate Resilience

The UNA is working with the SEEDS (Social Ecological Economic Development Studies) program on a project on the biodiversity of community gardens at UBC and to explore ways in which to enhance the climate resilience of community gardens.

Operations Report

UNA Sidewalk Snow and Ice Removal



The snow and ice removal team was active during the most recent snowstorm. The team was onsite over the weekend to provide quality snow removal service to keep the UNA sidewalk accessible to our communities.

For Snow and Ice Removal info, please visit our [snow removal page](#).

Road Repair Project Planning in 2025-26

In late-January 2025, the UNA operations team completed an initial onsite meeting with UBC for the initial discussion and scoping of the road and sidewalk repair work project in the 2025-26 fiscal year. More information will be reported back to the Board as soon as the scope of work and project plan is finalized.

Implementation of ZOHO Desk & Operations Service Ticketing System

We are pleased to announce the UNA has migrated our support ticketing system to [ZOHO Desk](#). ZOHO Desk provides a more efficient, flexible ecosystem to support the UNA's growing customer relationship management needs.

For Recreation supporting ticket, please continue to submit through the regular support email at support@myuna.ca or through the "Support Widget" at the bottom right corner of the window at myuna.ca.

For Operations related inquiries (sidewalk, roadway, irrigation, park, public space), please submit your service ticket through ticketing system at operations@una.zohodesk.ca or through the "Support Widget" at the bottom right corner of the window at myuna.ca.

This new Operations ticketing system is monitored by the operations team and our team will ensure operation and municipal requests are tracked properly and looked after in a timely manner.

Road and sidewalk repair works - Completed

A round of pothole repairs was completed in Hampton Place and Wesbrook Area in late-January.

For sidewalks along Iona Drive and Theology Mall, a temporary sidewalk repair work was scheduled to be completed by mid-February to address the raised concrete panels issues. Additional follow up sidewalk repair work is planned for the Iona Drive area to fully address the paver issues.

Planning and Scheduling for Road Marking Repair

The Operations team is in the process of scheduling the road marking service vendor to perform stop bars rehabilitation along the Wesbrook Mall bus route.

UNA Off Leashed Dog Park Refined Design – March Board Meeting

The UNA Operations and Sustainability team is working with the landscape architect for the development of the Off Leashed Dog Park Refined Design with community engagement inputs.

The project is in process and unfortunately there is a slight delay for the board report. The Operations team will provide a board report in the coming March Board Meeting.

FINANCE

FY2025/26 Budget Public Consultation

The second draft of the 2025-26 UNA budget was presented to the Board at its January 2025 meeting and made available for public consultation on the UNA website from January 22 to February 5. Public feedback has been collected and reviewed by the Finance & Audit Committee. Further details can be found in the Finance & Audit Committee Update agenda item for the Board's review and consideration.

HR System Implementation

A timeline has been set, and schedules are being coordinated among departments for the new HR system implementation. Work will begin in March and is expected to take a few months, with a tentative completion by early summer.

Fiscal Year-End Preparation

Preparations for the 2024/25 fiscal year-end are underway. The Finance team is working with all departments to establish timelines and coordinate the necessary logistics to ensure a smooth and timely closing process.

Financial Implications

None.

Operational Implications

None.

Strategic Objective



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

None.

Attachments

None.

Concurrence

1. Athena Koon, Finance Manager
2. Dave Gillis, Recreation Manager
3. Sai Karnam, Communications Specialist
4. Wegland Sit, Operations Manager

Respectfully submitted,

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

Paul Thorkelsson
Chief Administrative Officer



Report Date: February 3, 2025
Meeting Date: February 18, 2025
From: Paul Thorkelsson, Chief Administrative Officer
Subject: 2024-25 UNA Staff Work Plan – Q3 Update

Background

The 2024-25 UNA Staff Work Plan – Q3 update is presented for information.

Decision Requested

For information.

Discussion

The 2024-25 UNA Staff Work Plan was approved by the Board at its April 2024 meeting. This update is comprised of the work that has taken place during the months of October, November, December in 2024.

The first major initiative to highlight is the finalization of the Neighbours Agreement 2024. In December 2024, the UNA and UBC have completed its negotiations and approved the new relationship agreement, following 4 years of work. The Neighbours Agreement 2024 further clarifies the UNA's responsibilities and provision of municipal-like services in the neighbourhoods. Following this approval, the UNA is coordinating with UBC the implementation of new responsibilities prescribed in the agreement.

The second item to highlight is the conclusion of the 2024 UNA Board of Directors Election. This event featured the introduction of online voting in the UNA and the voter turnout was one of the highest in the organization's electoral history. One of the most notable points of success for the election was the development of a robust and resilient operational workflow, so that future elections in the UNA are able to operate smoothly. Part of this work also involved the onboarding and orientation of our newly elected Directors.

Finally, the third initiative to highlight is the progress on the establishment of a dog park in Wesbrook Place. UNA staff presented an initial design of the dog park to the Board during Q3. Following the presentation, the UNA solicited public feedback on the potential dog park. Community members provided feedback to the UNA through various mediums, such as online survey, in-person open house, and pop-up booths. The UNA will revise the dog park's design based on the feedback in Q4.



Financial Implications

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

Operational Implications

None.

Strategic Objective

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

Attachments

1. 2024-25 UNA Staff Work Plan – Q3 Update

Concurrence

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

Respectfully submitted,

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

Paul Thorkelsson
Chief Administrative Officer

STRATEGIC PLAN 2023-2025

UNA STAFF WORK PLAN 2024-2025 – Third Quarter Update

GOVERNANCE	
<p>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.</p>	
<p>Goals:</p> <p>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.</p> <ul style="list-style-type: none"> Support the Board and Neighbours Agreement Committee on any changes to Neighbours Agreement 2020 with the goal of finalizing the new agreement in 2024. <p>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.</p> <ul style="list-style-type: none"> 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. 	<p>Progress:</p> <p>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.</p> <ul style="list-style-type: none"> Negotiations have been completed, and a new agreement was approved in December 2024. <p>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.</p> <ul style="list-style-type: none"> Public consultation on a preliminary design of a potential dog park has been completed. The design will undergo a review based on the feedback received before a final design and budget is presented to the Board for approval. <p>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.</p>

<p>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.</p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> The 2024 UNA Board of Directors election has concluded, and a new slate of directors has begun its term. A call for applications for seats reserved for residents on the UNA’s committees will be conducted in FY2024/25 Q4. Renewed CEAC committee in 2025 to support UNA engagement in the community on specific projects and to support UNA Strategic Plan review/renewal. Staff are reviewing initiatives to improve the accessibility of the UNA’s annual general meetings and elections.
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<div>ADVOCACY</div> <div>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.</div>	
<div>Goals:</div> <div>Develop well-researched and well-articulated positions on matters of community development for presentation to UBC following the development of Campus Vision 2050.</div> <ul style="list-style-type: none"> 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. <div>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.</div> <ul style="list-style-type: none"> Undertake preliminary assessment work on the formation of a strategy for UNA advocacy following completion of the amendments to the Neighbours Agreement. 	<div>Progress:</div> <div>Develop well-researched and -articulated positions on matters of community development for presentation to UBC as part of the Campus Vision 2050 planning process.</div> <ul style="list-style-type: none"> Supported the Board and the Land Use Advisory Committee in their work with UBC on the ongoing Wesbrook Place Neighbourhood Plan amendment process. <div>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.</div> <ul style="list-style-type: none"> UNA Off-Leash Dog Park Public Engagement took place between November 6 to December 25, 2024. The objective was to provide the community with information about the project, and solicit public feedback on the design and features of the dog park.

ENVIRONMENTAL SUSTAINABILITY	
<p>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>	
<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 the NCAP. • Begin implementation of actions under the NCAP following its approval by the UBC Board of Governors. <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"> • 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 	<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"> • The UNA continue to work with C+CP on the implementation of the NCAP through recurring working meetings. • The Green Depot has expanded its services to offer consignment and re-use of items through the “Free Store” initiative. • The UNA is engaging with Metro Vancouver and C+CP to collaboratively plan and fund programming designed to support repair. The UNA is also working with SEEDS to gauge community interest in Share, Reuse, Repair (SRR) initiatives. <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"> • The initial design for the Main Mall Greenway transformation project was presented to the Board in November 2024. A follow-up report on the public engagement plan for the project is expected to be presented to the Board in FY2024/25 Q4. • Work of UNA Tree Management Plan is underway, collaboration with external expert consultants and with UBC Forestry Department on scoping and developing plan.

<p>Tree Management Plan and the landscape transformation projects.</p> <ul style="list-style-type: none"> • 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"> • 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. <p>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.</p> <ul style="list-style-type: none"> • 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. <p>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.</p>	<p>Seek ways to reduce the environmental and climate impacts of UNA’s own operations.</p> <ul style="list-style-type: none"> • The UNA along with the C+CP NCAP team, are exploring funding options for the retrofitting of the Old Barn Community Centre. The retrofit project entails updating the HVAC system to equip the community centre to serve as a community cooling facility—addressing the climate emergency and the increasing occurrences of heat dome events, additionally, reducing the environmental impacts of its day-to-day operations. <p>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.</p> <ul style="list-style-type: none"> • The UNA, in partnership with C+CP, acquired funding from BC Hydro for a Sustainability Scholar project. The project will develop a retrofit communications and engagement toolkit to support condo owners and strata councils to undertake unit- and building-level retrofits. Project goals include developing a toolkit for communications and engagement with condo owners and strata councils to undertake unit-level heat pump retrofits for efficient, low-carbon heating and cooling, and supports for strata councils to undertake building-level electrification retrofits to add low carbon building hot water and heating systems. <p>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.</p> <ul style="list-style-type: none"> • Working with UBC on the development of a community-wide communications strategy on the campus’s emergency response approach.
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<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Supporting training and knowledge of emergency preparedness with Stratas in the neighbourhoods and with UBC Properties Trust – building capacity and understanding at the building level. • Collaborate with UBC Risk and Services, on-site operation team from Wesbrook Properties and Village Gate Homes, on the development of a long term post-disaster building response plan.
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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 (UNA Guidebook) 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.
 - Increased in desired drop-in recreational activities

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.

- *The Campus Resident* has started making preparations for it to increase its distribution from a quarterly printed digest to a monthly print issue while also retaining its monthly online schedule.
- The UNA website has been updated with redesigned sections focused on the UNA and the Neighbours Fund's finances, neighbourhood taxes, land use, and campus planning.
- An updated edition of the printed UNA Guidebook has been completed and will be distributed to new buildings as well as at community centres as usual.

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

- Initial meetings with xʷməθkʷəy̓əm (Musqueam) representatives scheduled for Chief Administrative Officer supported by UBC Campus and Community Planning

Activate and support, directly and through the actions of others, volunteers in the community who wish to undertake or participate in community-

<ul style="list-style-type: none"> ○ Free programming – Seniors ○ Increased Volunteer recruitment, engagement and acknowledgement. <p>Work with UBC to define a role for the UNA in supporting the University’s reconciliation efforts.</p> <ul style="list-style-type: none"> • TBD <p>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.</p> <ul style="list-style-type: none"> • 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 <i>The Campus Resident</i>. <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"> • Improve UNA communication resources to ensure that residents can easily interact with the UNA, including implementing an after-hours call service. 	<p>building efforts, local service delivery and other initiatives aimed at strengthening community.</p> <ul style="list-style-type: none"> • Four volunteer appreciation events have been scheduled, along with additional volunteer supports have been established. • The UNA Newcomers Program features 2 events per month, focused on welcoming those new to the UNA community and providing education to services in Vancouver. <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"> • The volunteer registration database has been undergoing a review. • The after-hour report system and 311 report system are under review and development.
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| <ul style="list-style-type: none">• Work with UBC for the development of GIS based asset management system, in preparation of the development of the online 311 reporting system. | |
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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.

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.

Progress:

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

- The compensation review has been completed and recently presented to the Governance & Human Resources Committee.

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.

- The new financial and accounting system has been successfully implemented.
- The new HR management system implementation is underway, with the goal of modernizing the UNA's human resource management processes, onboarding/offboarding process, and employee records management.

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

- Continuing work on identification of additional metrics for reporting, ongoing quarterly financial and organizational reporting and reporting materials for incorporation in Annual Report.

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| <ul style="list-style-type: none">• 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. | |
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Report Date: February 12, 2025
Meeting Date: February 18, 2025
From: Athena Koon, Finance Manager
Subject: Final Draft FY2025/26 UNA Annual Budget Report

Background

In November 2024, the first draft of the 2025/26 fiscal year budget was presented to the Finance & Audit Committee and the Board, followed by a presentation to the new Board in December 2024. The second draft was reviewed at the January 2025 Board meeting and made available for public consultation on the UNA website from January 22 to February 5, 2025.

The public consultation period has now ended, and this report summarizes the feedback received. Its purpose is to present the feedback to the Board and advance the finalization of the 2025/26 budget. The proposed budgets have been recommended by the Finance & Audit Committee for approval.

Decision Requested

THAT the Board approve the FY2025/26 operating and capital budgets, and, pursuant to section 13.5 of the Neighbours Agreement 2024, direct staff to submit the budget summaries to UBC for approval.

Discussion

Public Consultation:

The Board approved the second draft of the budget for public consultation at the January 2025 Board meeting. The draft budgets were published on January 22, 2025, for a two-week consultation period.

To engage the public, the following actions were taken:

- Sent newsletter notifications starting in December 2024.
- Created a dedicated webpage for the FY2025/26 budget on the UNA website.
- Provided a downloadable budget package for public review.
- Outlined the budget development timeline.
- Included a section for residents to submit feedback.

Key highlights from the feedback include:

1. Infrastructure & Maintenance

- Install plumbed restrooms at sports fields (soccer & softball).
- Build outdoor basketball courts for children.
- Prioritize maintenance of roads, sidewalks, and public spaces over recreation spending.

2. Safety & Traffic Management

- Improve road markings and sidewalk conditions for better visibility and safety.
- Enforce sidewalk rules to prevent conflicts between pedestrians and fast-moving vehicles (e.g. e-scooters, bikes, skateboards).

3. Recreation & Community Services

- Lower recreation fees, especially for seniors, and introduce free access days like other City of Vancouver communities.
- Expand seniors' programs and designate exclusive gym hours at Wesbrook Gym.
- Ensure UNA residents have fair access to facilities, reducing student overcrowding.

4. Governance & Budget Concerns

- Changes to the UNA's governance with respect to UBC and internal structure.
- Increase budget transparency and justify spending, including the need for a social media specialist.
- Shift funding to parks, libraries, shopping, and essential services over general operations.
- Concerns that UBC holds too much control, limiting UNA's independence.

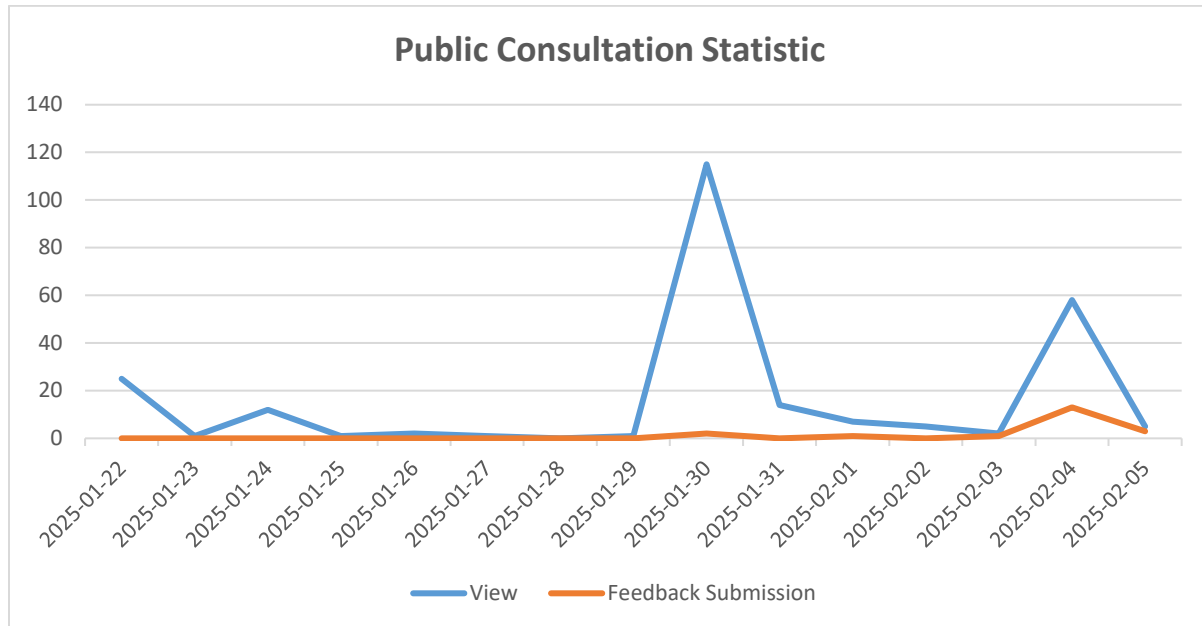
5. General Feedback

- Some residents appreciate the budget process, while others feel UNA dismisses critical feedback and lacks oversight.

Please note that some of the feedback received concerned matters that are not entirely in the UNA's purview, do not require funding from the budget in order to handle, or do not reflect past or ongoing work.

Key Statistics:

Thank you to all the residents who took the time to participate in the public consultation process. In total, the consultation received 249 webpage views and 22 responses. The statistics are as follows:



Consultation Year	Form Views	Submissions	Total Submit %
2025/26 Draft Budget Consultation	151	22	14.57%

Breakdown of submissions by neighbourhood:

Wesbrook	Hampton	Chancellor	Unknown
12	7	1	2

All feedback received has been included in this report. The Finance & Audit Committee has also reviewed the feedback received. In addition, the Committee reviewed the draft responses to each feedback submitted that staff have prepared. Since staff will send its responses to each feedback after the budget has been approved by the Board, the draft responses have not been included in the public package in order to not prematurely share draft materials.



Next Steps:

After reviewing all public feedback, we believe that the second draft budget meets expectations and accounts for the feedback received. Some of the feedback can be addressed by maintaining the proposed budgeted expenses and reprioritizing the use of those funds.

It is important to note that these budgets are focused on the UNA's budgets. Staff intend to continue working with UBC to utilize funding from the Neighbours Fund reserves to fund other public serving projects, such as maintenance and repairs of public roads, sidewalks, and pathways. Since the Neighbours Agreement 2024 was only recently approved and it changed the terms of the Neighbours Fund reserves, staff are working with UBC to finalize the scope and approach of public infrastructure maintenance projects.

As per the UNA budgeting process, following public consultation, the next step is for the Finance & Audit Committee to recommend the draft budget to the Board for approval. Once approved, the final budget will be submitted to UBC by March 1, 2025 for final approval, concluding the FY2025/26 budgeting process.

If the new fiscal year budget is not finalized and approved by the UNA Board by the end of February 2025, UBC may be unable to review and approve it in time before the new fiscal year begins. In this case, UNA may continue expenditures based on the prior year's budget until UBC grants approval. Further details can be found in section 13.5 of the Neighbours Agreement 2024.

Financial Implications

None.

Operational Implications

None.

Strategic Objective

Governance; Organizational Capacity

Attachments

1. FY2025/26 UNA Draft Budgets Public Consultation Feedback
2. Final Draft 2025 Projected Neighbours Levy

3. Final Draft FY2025/26 UNA Operating Budget – Summary
4. Final Draft FY2025/26 UNA Operating Budget – Detailed
5. Final Draft FY2025/26 UNA Capital Budget – Summary
6. Final Draft FY2025.26 UNA Capital Budget – Detailed

Concurrence

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

Respectfully submitted,

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

Athena Koon
Finance Manager

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

Paul Thorkelsson
Chief Administrative Officer

Date Received	Name	Member	Loc	Public Comments / Questions /Feedback	Dept	Changes to Draft Budget
2025-01-30	Jenna Holm	Yes	Wesbrook	Please consider putting restroom facilities at the sports fields - the community soccer field and Nobel park softball field both need properly plumbed restroom facilities for patrons	Operations	No
2025-01-30	Heidi Hood	Yes	Wesbrook	Look good	All	No
2025-01-30	Guy-Réjean Paquin	NA	West Hamstead	Hello! I some comments on the upcoming budget for the UNA, not on the dollars figures themselves but on a detail that should be clearly made. The item of which I speak is ensuring the safety of all users of the roadway system in the UNA, both pedestrians and vehicles, by ensuring that the painted roadway markers, in particular, are constantly made clear for ALL to see and follow. (That goes without saying that the roadway/sidewalk physical surfaces themselves should also be well maintained for the same reasons!) That is certainly NOT the case at present and which, unfortunately, allows certain cultures to make up their own rules at the cost of the safety of all others! It is going on 10yrs now that I have lived in the UNA, and my point above has been seen as just getting constantly worse! I believe that budget should make the safety of all users of our roadway system a high priority, always! Please let me know if my budgeting point has been made properly or, if not, who/where should I invest my energy to ensure that it is being well understood?	Operations	No

2025-02-01	Richard Turner	Yes	Wesbrook	<p>Below please find points which I think UNA should consider.</p> <p>By-Laws. With respect to sidewalks:-</p> <p>Obviously, seniors must not infringe on the freedom of the younger generation, particularly students, who are in large majority in this neighbourhood .and who are essential for the UBC economy.. We seniors are in the (very very small) minority and should really not live in the UBC environment, where we are a nuisance.UNA does not make sidewalks safe for seniors. There is NO CONTROL. Signs painted on the pavement are ridiculous in that they are meaningless without proper control, of which there is obviously non and there is no intention that there should be any. UNA signs indicate that many different wheeled vehicles are allowed to operate on the sidewalk. There are even pictures of skateboards and scooters, accompanied by the word “SLOW”, painted on the sidewalk.</p> <p>What does “SLOW “ mean ? How is speed judged ? Who does the judging, if any?</p> <p>Electric scooters can travel at 40km / hr. To them, slow may mean 20km / hr.</p> <p>Slow for a senior pedestrian is commonly about 1 km / hr . A factor of 20 in the speed differential between objects on a sidewalk with limited space is absolutely dangerous and is a source of considerable unsafety for seniors..In the past, it was forbidden to ride a skateboard on the sidewalk. I have met people carrying skateboards on the sidewalk and who have told me that they knew very well that it was dangerous for them to ride there. Some years ago, my wife was knocked down as a result of a skateboarder on the sidewalk who did not stop. I am still waiting for UNA / UBC to take appropriate action. I will probably die before anything is done, so never mind.</p> <p>Also dangerous on sidewalks are the bicycles, often electrically powered. Cyclist are notoriously discourteous and are often in conflict with motorists. I personally prefer to walk on the street with the motorists rather than use the sidewalk where I must look out for cyclists and other wheeled vehicles all the time. They approach at high speed and I do not see them coming. They have bells and hooters but they NEVER sound them. Their proximity is alarming.</p> <p>If there are any by-laws in regard to wheeled vehicles on sidewalks, they are certainly not enforced. There is NO CONTROL .There are provincial laws about bicycles on sidewalks in Vancouver but they are not enforced. The only time we see the RCMP is when a squad car accompanies the firetruck to escort one of us to hospital.</p>	Operations	No
				<p>Landscaping.</p> <p>Landscaping is not gardening. The intensive pruning of bushes often results in the elimination of blossoms / flowers, especially in the case of rhododendrons. Words that come to mind to describe the effect of local landscaping are:-</p> <p>Words :-Colourless, geometric, tidy, unimaginative, clean.</p> <p>Residents’ allotments</p> <p>These are in good supply and are excellent .</p> <p>Words:- Variety, enjoyment, pleasure, enthusiasm, gardeners. beautiful, well- tended..</p>		
2025-02-03	Grace Sun	Yes	Wesbrook	<p>I have a question about our UNA recreation activities program: Why our program are so expensive to our residents? They are more expensive than in other communities in Vancouver. We paid so much levy to UBC. In fact, our property tax plus UBC Levy is more than city of Vancouver's property tax. Why our cost is so much? Also, for signor's program, the price is going up and up. While in other community such as Kerrisdale, Point Grey, the program fees are less. I don't feel any benefit living in UBC area. While we bought this place, we were told we could use UBC facilities (to save the environment, our buildings don' have facilities). While, UNA member could only get one quarter off to go to the swimming pool! Don't mention other facilities...</p> <p>City of Vancouver or in any other city in lower mainland, community center all have a free day for the residents. Why we don't have any? To live in UBC not means we are all rich people.</p> <p>Please consider our normal income, ordinary signors wellbeing.</p> <p>Looking forward some improvement in UNA service and programs!</p>	Recreation	No

2025-02-04	Kevin Shillitto	Yes	Wesbrook	<p>I wish to thank everyone who contributed to this well-thought out report. It is both concise and transparent. I find no issue and fully support the goals listed in this summary. The monetary allocations seem very reasonable given the ongoing growth of the community. I also appreciate the ample opportunities of public consultation to review. Please know that your hard work is greatly appreciated by myself and my family!</p> <p>I wanted to take time to mention this, as criticisms are often rampant whereas compliments are few. Thank you for your diligent service to this community!</p>	All	No
2025-02-04	Janet Steinberg	Yes	Hampton	<p>Too much allocated to recreation and culture and not enough allocated for common area maintenance.</p> <p>Adequate, pro-active maintenance is far more important that recreation or culture. At the very least, please make them equal.</p>	Operations	No
2025-02-04	Maria Lourdes Palomares	Yes	Wesbrook	The draft report is well organized and the budget itself is well presented.	All	No
2025-02-04	Matt Li	Yes	Wesbrook	Can we pls set up some outdoor basketball courts for the kids? we really need more active sports place and time for our growing kids....	Recreation	No
2025-02-04	Keith Switzer	Yes	Chancellor	<p>I have nothing substantive to offer re the budget, but could contribute towards the Strategic Plan going forward. Specifically in relation to Governance, Advocacy, and Creating Connection to positively influence future budgeting.</p> <p>The budget seems appropriate for the plan and objectives.</p>	G&A	No

2025-02-04	Elizabeth Payne	Yes	Hampton	I think the UNA’s governance should be changed so it functions more like a municipality, with elected officials and more accountability. It also looks like a lot of the funds go to general operations. I think more funds should go to programs and facilities such as recreations, parks , better shopping and services . We should have a library in the UBC area. Also UNA. should have more control over what happens in the UBC neighborhoods. As I understand it UBC itself has all the power and can veto any “recommendations” made by UNA . The people who live at UBC have absolutely no recourse if they do not like the direction the area is heading towards.	G&A	No
2025-02-04	Linda Moore	Yes	Hampton	<p>I am providing a couple of on-going UNA budget / management concerns re: budget allocations that I hope you will seriously consider for review:</p> <p>1. The UNA needs to spend more TIME and BUDGET on Governance-related issues given the historic, ONGOING and overwhelming opposition by UNA Residents to the so-called 'community consultation' by Campus & Community Planning who repeatedly appear to host community consultation with a pre-determined, immovable and repetitive approach to land use, density, built form and/or the UNA Neighbours agreement.....all of this despite overwhelming opposition and insightful suggestions by UNA Residents & UNA Board Members for evolving the 'status quo' & 'carved in stone' approach to design and development by UBC Properties Trust & Campus & Community Planning. The role of the UBC Board of Governors, as you know, is to simply endorse the professional recommendations of UBC PT & C&CP.....who are a conjoined team tasked with leadership accountability</p>	G&A	No
				<p>2. Every UNA Community Centre Program that I have reviewed for the last 20+ years is increasingly & unbelievably overloaded (eg. pages upon pages upon pages) with programs & events for 'children' and 'families' first & foremost and by 'adults' second. Compare the UNA Recreational programming to any community centre in the City of Vancouver and one has to wonder if this tsunami of 'children' and 'family' recreation & 'special events' is simply meant to distract from the very real need for UBC to further engage & address UNA's need for more governance !</p> <p>All things considered, please consider a more conservative line-up & budget re: the scope of 'child & family recreation' as well as the 'birthday parties'.....and please consider providing more recreational opportunities & budget for Seniors Recreation (eg. beyond the social events).</p>	Recreation	No

				<p>3. FYI - The Wesbrook Gym is an amazing facility & it has become the favourite on-campus gym of UBC Students despite the fact that UBC Students already have access to 2 large gyms on campus and another large Rec Centre that is nearing completion. I have heard directly from from talking with students using the Wesbrook Gym that the Wesbrook Gym is easier for them in terms of avoiding the apparently incredible lineups in the other UBC Gyms..</p> <p>As a Senior whose health & immunity is vulnerable in crowds (especially during this flu & COVID season) - and as a tax-paying UNA Resident - I would like to start using the Wesbrook Gym so I followed up with Wesbrook Rec Centre staff in early January to request if consideration could please be given to assigning time for 'Seniors Strength Training' in the Wesbrook Gym 3X a week (eg. M, W & F from 9-10am or 10-11am) to create/ensure some semblance of equal opportunities for Seniors (55+) to work out in the Gym in a more supported versus over-crowded context. These suggested windows of 'seniors opportunity' would neither impede nor impact all the other UNA Residents as well as all of the other students, faculty, staff and/or other workers to continue to have exclusive access to the gym before heading to work or to classes.</p>	Recreation	No
				<p>4. FYI, entry & use of the UNA Recreation Facilities is largely based on an honour system (noting that anyone can easily use someone else's UNA Card) - a system which is somehow meant to work in a university campus context that includes many more thousands of UBC Students than UNA Residents. A more balanced approach, awareness & management re: the actual sharing of those using UNA facilities needs to be regularly reviewed outside of the existing honour system and adjusted to ensure access by UNA Residents (eg. Wesbrook GYM).</p> <p>FYI - I became a UNA Member on Day 1 many decades ago.....and my original membership card included a photo. When I was advised that I needed to renew my membership card, I received the new card without a photo.</p> <p>How does that work, I wonder? I am all for reciprocity & sharing between UNA and UBC.....but it appears that taxpaying Residents aren't able to compete with the sheer number of UBC Students. Food for thought....and for hopefully returning to the issuing of UNA Cards with Photo ID so that there can be a real understanding of the programming & reality of who is using the UNA Recreational Facilities</p>	Recreation	No
2025-02-04	Peijang Ding	Yes	Wesbrook	<p>As a resident of UNA for over 10 years, when I go thru the budget I was upset. I have more than a few issues with how UNA currently manages its budget and oversees spending. Last year Brad Chen took the lead in writing specifically about the current UNA budget and the lack of oversight of spending, waste, and inaction on performance reviews of the operations team in particular, and asked to attend the UNA Board of meeting, which was very valuable and was ignored by the arrogance of the UNA, and none of the board members really listened to such pertinent comments, which were based on the data given. The opinions are based on data, not slogans. Compared to a sizable community, UNA is incompetent in terms of management expenditures and staff performance reviews.</p> <p>For this year's budget, my first question is why we need to add a social media specialist, according to UNA's own annual report, there are currently about 1,800 follower at UNA, and I would like to ask what is the specific goal of hiring this position, and what kind of effect do we need to achieve in the promotion of digital media, and what kind of effect does this I would like to ask what specific objectives are being pursued in recruiting for this position, what kind of results need to be achieved in the promotion of digital media, how the performance of this position will be assessed and by whom.</p>	Comm	No

				<p>Secondly, as a vice presedient of two strata councils, we all require at least two or more quotes to compare in terms of vendor selection, and I'm wondering why UNA doesn't follow the principle of comparison in vendor selection. An example of this is the blatant lie on the Hawthor communitcy garden project, when questioned by the owner first saying there were multiple quotes and then changing the story to follow the sole-source principle. What is the point of having a budget if the goal is to spend it all instead of allocating it more efficiently to more realistic projects.</p> <p>Thirdly, regarding the review of the operation team's salary, benefits and salary increase, is the increase rate set by the operation team themselves or what is the basis. I manage companies in Canada, Macau, and China, and increases are based on company profitability, employee performance, and inflation. What is the reason for the employees of the operations team of a non-profitable UNA to receive annual salary increases that are much higher than the inflation index for the same year. How are the KPIs for employee performance set and reviewed, and which specific UNA department is responsible for this review. In terms of budgeting, the salary increase is the highest of all budget lines. general admin staff salary has increased from 1.53 million in 2023 to 1.67 million in 2024 to 1.83 million budgeted for 2025, what is the basis for your increase. I understand that the operations team's salary has increased by 16% even though there is no increase in staff in 2023, what is the basis for the increase.</p> <p>As an elected council, you have the duty and responsibility to manage the levy that everyone paid, to follow the principles of reasonableness and comparability to choose better suppliers, and to provide the UNA team with the salary they deserve and are reasonably paid for. I hope that the current UNA team can drop their posturing and look closely at the table of comparisons that Brad sends to everyone, and look at the side-by-side comparisons of UNA's operation of the community center, and the management oversight of the operations team, versus other community centers managed by city of Vancouver, and value the opinions of the residents at the root of the matter</p>	G&A	No
2025-02-04	Suresh Prasad	Yes	Hampton	<p>I would request an increase under Creating Connection an amount of \$4000 for our annual summer barbecue.</p> <p>We used to hold the event every summer on the patio of Westbrook Community Centre.</p> <p>It was a community inclusive affair.</p>	Recreation	No
2025-02-04	Kai Tung Tong Cheng (submitted twice)	Yes	Wesbrook	<p>1) It should setup a Finance and Operation committee in UNA like Land Using committee and engagement committee. This new committee will look at some new ways of doing things (like Elon Musk DOGE in US) to save cost and promote efficiency e.g. cloud computing solutions.</p> <p>2) Work close with engagement committee to listen to needs and spend the right money. Don't follow the old methods and having the mindset to spend all the money away. e.g. saving money not to employ some consultant company to review the staff salary and spend money in promote the security and safety of the communities.</p>	G&A	No
2025-02-04	Biljana Radovic	Yes	Wesbrook	<p>Considering the significant investments in landscaping, would you be willing to replace leaf blowers, as well as restore the water fountains in Wesbrook buildings that are currently out of service? We all recognize that these water fountains play a crucial role in noise reduction within our densely populated residential community, also during construction. Leaf blowers contribute to significant unnecessary noise, especially in areas where the fountains are not functioning. If this needs to go through Strata, then you can set the expectation. Thanks</p>	Operations	No

2025-02-04	Yan Zhang	Yes	Wesbrook	<p>I have some questions about the budget data and would like more detailed information or clarification:</p> <p>I noticed that the Recreational and Fitness Equipment category requires \$25,000. I'd like to understand what criteria the community center follows when purchasing this equipment. Has there been a survey to assess residents' needs? If so, how many people participated, and what percentage of residents did they represent? What are the guidelines for equipment upgrades? Once the equipment is purchased, what is the usage rate among residents, and what is the expected lifespan of these items? Is there a record of maintenance and damage? In my building, any new gym equipment purchases require providing such data. I also noticed that around 10 spin bikes are placed in the hallway near the WCC gym entrance, and they are rarely used, while the fitness center inside is already overcrowded with fitness equipment.</p> <p>Under the Recreation and Culture Services section, there is a budget allocated for two community centers. Could you clarify what exactly this covers? Does it include front desk staff salaries, or is it for other purposes?</p> <p>I also noticed that both Community Support and Public Engagement have a budget of over \$70,000 each. Could you clarify what these funds are typically used for? What is the difference between these two categories? How does UNA assess the effectiveness of these expenditures?</p>	Recreation	No
2025-02-04	Mel Rowles	NA	NA	<p>I am curious as to why the Audit Committee is not independent from the Finance Committee!</p> <p>This is a conflict of interest</p>	Finance	No

2025-02-05	Ethan Li	Yes	Hampton	<p>Landscaping cost reduction: I am writing in regards to below quote from the UNA’s website."UNA is responsible for delivering specific levels of landscaping services to the neighbourhoods. Landscaping does not only pertain to the maintenance of plants, but also common areas, garbage collection, cleaning, clearing of fallen trees, and more."</p> <p>I remember few years ago, pre-pandemic, we were told at the yearly meeting that the UNA will be taking a poll/survey from residents on the “level of gardening” that we would like to have provided by the landscaping. I don’t believe we received any survey. If we did, we didn’t have a chance to specify our opinions.If it was indeed given, then we would like to be shown that survey result and IF the current landscaping work is reflecting the residents’ opinion.We believe landscaping, while it is necessary and important for safety reasons, is being overdone. There is no reason to justify gardeners coming twice per week during non-peak seasons (non-peak season being all months except fall (Oct-end of Nov.) and summer (July-Aug.)We see them using leaf blowers in December just to blow five peace of leaves and just pushing dust, when all leaves are gone. We took video footage of it. We never asked for “No dust allowed” level of cleanliness. If anyone did, then we’d like to see such proof. The street was so clean, he had to waste time so he decided to walk around with a leaf blower to blow dusts. Dusts are not hazardous to walkers and there is no way to get rid of them. He merely pushed them to the side street. The noise caused by doing redundant unnecessary work such as walking around with a leaf blower when the street is clean is a noise nuisance. And there is a good reason why the City of Vancouver is moving towards getting rid of them or changing to electric.But somehow the UNA will only use electric for only few months.IF they only visited once per week during the off seasons, they would not have to do such thing. We would like to ask the UNA to independently review the true amount of necessary work, and make an independent evaluation, NOT just rely on the landscaping company for an answer; since they will say “it is ALL necessary”. There are endless amount of trees in the area, and there no end to tending them. Clear priority should be spelled out to the residents to the residents: ex)Removing hazardous branches for safety, clearing big piles of leaves in fall seasons for safety reason etc. and not obsessively mowing grass and not letting it grow one inches higher, every single week. That is a waste of time and money but also huge nuisance (the noise and gas emitted from the gardening tools does not justify the benefit).Using gardeners twice a week is a luxury cost, unless it can be proven to be absolutely necessary for the safety of the residents and some moderate level of aesthetics</p>	Operations	No
2025-02-05	Ronald Knight	NA	NA	<p>Let me preface my comments by saying we are living through an affordability crisis.</p> <p>I don’t think this budget reflects the current realities of living.</p> <p>When we pay property taxes, I believe basic services should be provided.</p> <p>Yet it seems, net of revenues an inordinate amount of our budget goes to recreation, yet we don’t receive a basic services like garbage removal.</p> <p>Our garbage removal bill goes up by over 10 percent a year and now stands at 2500 per year.</p> <p>Conversely, if I want recreation, I can do it for a fraction of the cost we are being charged in assessment.</p> <p>I urge you to reallocate a portion of the budget to waste removal which should be a basic community service.</p> <p>Ideas include a subsidy to rate payers or alternatively organizing and procuring a service from a large waste removal company for the all of UNA at a more competitive rate.</p> <p>Sadly, I don’t think the current budget as constructed fills our needs as a resident of this wonderful place to live.</p>	Operations	No

2025-02-05	Alison Wyle	Yes	Hampton	<p>I really appreciate the clarity and detail of this budget report. I have certainly appreciated the services and amenities available to us, as UNA members and residents, but this gives me a much better sense of all that’s involved. I don’t have any specific requests or proposals - but here are a couple of initiatives that I particularly endorse. One is the plan to develop a Repair Cafe; the Recycle facility is invaluable, and this proposed expansion is most welcome. I don’t know what all is involved in the “forest” and “field” lines in the budget but I support any initiative that enhances these features of our neighborhoods. I appreciate the support for the community gardens but would urge more attention to repairs and upkeep for Rhodo Garden where I have a plot.</p> <p>My major concern, as a UNA resident, is with the plans to develop the Stadium Road area, with multiple high rises. I have found the UBC consultation process extremely frustrating - input from residents seems entirely irrelevant judging from the multiple reversals of their plans. I am concerned that the density proposed is radically inconsistent with their insistence on a commitment to liveability and sustainability. That impression was reinforced by the way the UBC community liaison handled multiple complaints about the notice about a liquor license that UBC was applying for last summer. She was completely unresponsive. I hope UNA can ensure greater accountability on that front</p>	Operations	No
2025-02-05	Laurenne Garneau	Yes	Wesbrook	<p>Overall, I am supportive of your proposed budget, at least, from what I understand. Here are a few questions and suggestions.</p> <p>In terms of revenues:</p> <p>I am proposing to find additional ways to raise revenues by implementing bylaws where they already exist and, where needed, adopt new ones. I am thinking of: a) fining dog owners who walk their dogs off leash where clearly against the common good and/or do not pick up after their dogs; b) fining developers like Polygone who create a significant amount of garbage outside of the perimeter of their construction, for example plastic bags that find their ways in the water landscape features; d) fining individuals who smoke in the forest when clearly forbidden because of drought c) illegal parking even if there is a driver waiting in the car except for those delivering goods and food - they need to make a living; d) find ways to penalize those irresponsible drivers, particularly on 16th, but not exclusively. I am not clear how we could work with the RCMP on this one. There are also positive ways to raise funds in addition to the above proposed punitive approach. As fun fund-raising, we could have special bingo nights 2-3 a year. These funds would go directly to recreation. This brings me to expenditures (operational and capital spending).</p>	Operations	No
				<p>In terms of expenses:</p> <p>The Westbrook gym is too small and congestion will become a greater issue in the coming months and years with the increase of the population. Many installations like treadmills are obsolete. Poorer countries like Thailand have better facilities. Perhaps we could think of partnering with private entities but keeping the gym a community accessible facility. I see that the Westbrook CC gym is at times closed, lights closed. There is such a demand for pickle ball for example. The gym could remain open for longer hours. People are ready to pay and it does not require supervision</p>	Recreation	No

				<p>Security issues:</p> <p>I would finally want to have a better sense of who ensures the security of residents. Do we already have a community watch program? Do we only have a responsive mechanism under which residents call the RCMP in times of emergency? How do we address this situation with an important segment of our community represented by a moving/transient population?</p> <p>Having said all this, congratulations to your team, you do a great job, and I look forward to finding a way to support our collective efforts</p>	Operations	No
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UBC Neighbours Fund
Projected Amount of Neighbours Levy
Available to the UNA

	Actual 2024	Projected 2025
Neighbours Levy (Services Levy and GMSL)	9,659,244	10,625,000
Contributions to Reserves		
Infrastructure and Capital Reserve ¹	-367,051	-414,375
Rate Stabilization Reserve	-96,592	-106,250
Community Field Replacement Reserve ²	-75,000	-75,000
Total Contributions to Reserves	-538,644	-595,625
UBC Withdrawals		
Administration Fee ³	-87,000	-87,000
Urban Forest Cost ⁴	0	-80,000
Stormwater Sewers	-675,000	-760,000
Fire Service Charge	-2,181,974	-2,227,799
Recreation and Cultural Facilities Charges ⁵	-817,806	-833,377
Total UBC Withdrawals	-3,761,780	-3,988,176
Net Amount of Neighbours Levy	5,358,821	6,041,199
GST (Net of UBC GST Credit)	-87,850	-99,036
Amount Available to the UNA ⁶	\$ 5,270,971	\$ 5,942,163

Notes:

1. Under the 2024 Neighbors Agreement, the Infrastructure Replacement Reserve and the Capital Reserve have been combined. The reserve rate for 2024 is set at 3.8% and will increase to 3.9% in 2025. It will continue to rise by 0.1% annually, reaching 4.2% by 2029.

2. The contributions for 2024 and 2025 are estimated based on future replacement costs.

3. UBC's fees and expenses cover all administrative duties, including the costs of the annual audit.

4. Urban Forest Cost is still under discussion with UBC and the amount shown is the possible maximum.

5. Recreation and Cultural Facilities Charges 2024 amount included \$88.7K amount owing for 2021. Projected 2025 amount is calculated based on population of 16,003 times per capita rate of \$49.50 (last year's per capita rate of \$48.06 plus 3% inflation assumption). Community Access is set at 40K plus 3% inflation.

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

University Neighbourhoods Association (UNA)
Operating Budget 2025-26 (Summary) Draft

University Neighbourhoods Association (UNA)	2023-24 ACTUAL	2024-25 APPROVED BUDGET	2025-26 DRAFT BUDGET	% Change 24/25 Budget vs 25/26 Budget
REVENUE				
Payments from UBC				
Neighbours Levy	5,040,600	5,627,244	5,942,163	6%
Total Payment From UBC	5,040,600	5,627,244	5,942,163	6%
Recreation & Culture				
Wesbrook Community Centre	298,777	327,000	347,000	6%
Old Barn Community Centre	122,694	125,425	129,740	3%
Programming	918,636	886,770	992,000	12%
Playing Fields & Park Rentals	105,324	109,700	125,000	14%
Total Recreation & Culture	1,445,431	1,448,895	1,593,740	10%
Other Revenue				
Parking	180,538	144,525	50,000	-65%
Miscellaneous	109,570	50,933	92,158	81%
Common Area Maintenance Support (UBCPT)	733,256	690,000	590,000	-14%
Total Other Revenue	1,023,364	885,458	732,158	-17%
Grants & Other Funding				
External Grants & Miscellaneous	155,693	150,250	168,500	12%
Total Grants & Other Funding	155,693	150,250	168,500	12%
TOTAL REVENUE	7,665,088	8,111,846	8,436,561	4%

University Neighbourhoods Association (UNA)	2023-24 ACTUAL	2024-25 APPROVED BUDGET	2025-26 DRAFT BUDGET	% Change 24/25 Budget vs 25/26 Budget
EXPENDITURES				
Engineering & Operations Services				
Parking & Bylaw Enforcement	125,280	165,886	144,592	-13%
General Maintenance	68,256	71,066	48,198	-32%
Common Area Maintenance				
Landscaping	1,078,370	1,461,259	1,338,430	-8%
Road, Gutter and Sidewalk Maintenance	42,312	56,228	112,914	101%
Streetlights	46,901	42,500	43,775	3%
Electricity	76,893	84,000	94,520	13%
Other Common Area Maintenance Costs	43,874	55,125	36,779	-33%
Total Engineering & Operations Services	1,481,886	1,936,064	1,819,208	-6%
Recreation & Culture Services				
Wesbrook Community Centre	522,297	568,036	581,677	2%
Old Barn Community Centre	215,896	252,515	281,364	11%
Recreation Salaries & Benefits	1,100,598	1,490,386	1,529,371	3%
Programming	810,224	843,313	935,483	11%
Fields	30,876	20,000	25,600	28%
Community Access (VPL)	84,100	100,000	90,000	-10%
Community Support	41,142	105,550	77,232	-27%
Total Recreation & Culture Services	2,805,133	3,379,800	3,520,726	4%
General Operation Services				
Administration Salaries & Benefits	1,532,234	1,674,898	1,838,426	10%
Sustainability	40,492	62,338	110,722	78%
General Operating Services	530,114	680,798	742,149	9%
Professional Fees	155,668	159,200	128,000	-20%
Communications	106,107	119,300	203,329	70%
Public Engagement	61,600	99,450	74,000	-26%
Total General Operation Services	2,426,214	2,795,983	3,096,626	11%
TOTAL EXPENDITURES	6,713,234	8,111,847	8,436,561	4%
SURPLUS OR (DEFICIT)	951,854	0	0	

University Neighbourhoods Association (UNA)
Operating Budget 2025-26 (Detailed) - Draft

		Actual Number 2023-24	APPROVED BUDGET 2024-25	DRAFT BUDGET 2025-26	COMMENT	% Change 24/25 Budget vs 25/26 Budget
		TOTAL	TOTAL	TOTAL	Notes	
<u>REVENUE</u>						
Payments from UBC	Neighbours Levy	5,040,600	5,627,244	5,942,163	Refer to Neighbours Fund chart for details	6%
	Total Payments from UBC	5,040,600	5,627,244	5,942,163		6%
Recreation & Culture						
Wesbrook Community Centre	Wesbrook Function Rentals	26,289	27,000	27,000		0%
	Wesbrook Fitness Membership	239,875	250,000	270,000	Up to match closer to actual	8%
	Wesbrook Personal Trainer	32,613	50,000	50,000		0%
	Total Wesbrook Community Centre	298,777	327,000	347,000		6%
Old Barn Community Centre	Old Barn: Bean Around the World Coffee S	78,749	77,925	79,740	Refer to contract for new year's rental	2%
					Increased one-off events rentals subject to the acquisition of stage properties, making us a hub for events, parties, retreats, AGMs, weddings	
	Old Barn Function Rentals	23,856	27,500	30,000		9%
	Old Barn Fitness Membership	18,179	20,000	20,000		0%
	Old Barn Merchandise/other	1,910	-	-		-
	Total Old Barn Community Centre	122,694	125,425	129,740		3%
Programming	Wesbrook Program Fees	793,067	763,895	965,000	Combined WCC, OBCC program Fees, Yoga Revenue	26%
	Birthday Parties	10,555	35,875	22,000	To match closer to actual number	-39%
	Wesbrook Yoga Studio Revenue	52,352	38,500	-	Combined to program fees	-100%
	Withdrawal Fee Revenue	5,515	3,500	5,000	To match closer to actual number	43%
	Old Barn Program Fees	57,147	45,000	-	Combined to program fees	-100%
		918,636	886,770	992,000		12%
					Rental limited to configuration of field, required quality of field, and inconsistent schedule of UBC Athletics. Field is also designated as a safe play space for community families.	
	Nobel Softball Diamond Revenue	3,360	15,000	5,000		-67%
	Community Field Revenue	101,964	94,700	120,000	Rental Cost Review (Winter 2025) Effective Fall 2025	27%
	Total Playing Fields & Park Rentals	105,324	109,700	125,000		14%
Total Recreation & Culture		1,445,431	1,448,895	1,593,740		10%
Other Revenue						
	Parking Revenue	82,446	73,500	-		-100%
	Towing Administration Fees	22,745	11,025	-		-100%
	Car Share Parking Revenue	75,347	78,000	50,000		-17%

	Newspaper/Program Guide Advertising Sa	7,630	6,000	6,180		3%
	Interest Revenue	76,869	25,653	60,000		134%
	Miscellaneous Revenue	9,455	5,000	10,000	Special Event Sales	100%
	Community Gardens	12,717	12,600	12,978		3%
	Sustainability Funding	2,898	1,680	3,000	To match closer to actual number	79%
	Common Area Maintenance Support (UBC	733,256	690,000	590,000	Gradual reduction of support from UBC PT	-14%
	Total Other Revenue	1,023,364	885,458	732,158		-17%

Grants & Other Funding

	Neighbours Day	4,721	4,500	6,000	Snack bar & alcohol sales at Community Events and Barn Events, Vendor fees at craft sales	33%
	CRA summer job funding (Federal Funding	12,802	22,000	25,000	Requesting funding of 1+3 (Leaders / Staff) - Previous years have been 1+2 - UNA running with 2 +4 for 2025	14%
	Operating Contribution to Community Field (VSB Funding)	20,758	10,500	20,000	Underbudget previous year and amount to reflect closer to actual	90%
	UBC Funding -Youth Programming	45,028	45,000	47,500	Rename to "UBC Funding - Youth Programming". Requested increase to account for COLA and general inflation.	6%
	UBC Funding - Connected Communities	64,474	42,000	45,000	Rename to "UBC Funding - Connected Communities". Requested increase to account for COLA and general inflation.	7%
	Miscellaneous Funding	7,910	26,250	25,000	Senior Grant	-5%
	Total Grants & Other Funding	155,693	150,250	168,500		12%

TOTAL REVENUE	7,665,088	8,111,846	8,436,561		4%
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ENGINEERING & OPERATIONS SERVICES

Parking & Bylaw Enforcement & Emergency Management (UNA)

	Parking	23,402	31,386	16,592		-47%
	Bylaw Enforcement	99,235	126,000	80,000	Adjust cost to reflect actual usage and process	-37%
	Emergency Management	2,643	8,500	48,000	Including 311 Emergency hotline	465%
	Total Parking & Bylaw Enforcement	125,280	165,886	144,592		-13%

Common Area Maintenance (UNA)

	General Maintenance	68,256	71,066	48,198	reduce based on actual usage.	-32%
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Common Area Maintenance

	Landscaping				24/25 est. actual cost adjustment with approximate 4% increase. New Wesbrook Park space "Research Park" @ \$45K	2%
	Public Realm/Parks Maintenance	888,139	1,028,374	1,050,800	Actual 24/25 est cost, with 60K repair project in place in Hawthorn	
	Irrigation Maintenance and Water	107,432	270,435	205,230	with the change of the contractor.	-24%
	Tree Maintenance	82,799	162,450	82,400	Pruning work	-49%
	Total Landscaping	1,078,370	1,461,259	1,338,430		-8%

Road, Gutter and Sidewalk Maintenance	Roads and Gutters	29,849	28,665	84,525	Sidewalk repair special projects	195%
	Snow/ice removal program	12,463	27,563	28,389		3%
Total Road, Gutter and Sidewalk Maintenance		42,312	56,228	112,914		101%
Streetlights	Streetlight Maintenance	46,901	42,500	43,775		3%
	Total Streetlights	46,901	42,500	43,775		3%
Other UBCPT Costs	Electricity	76,893	84,000	94,520	Noted general metering increase by 20 percent during peak in some meters	13%
	Others	43,874	55,125	36,779	Reduce based on actual usage 20K this year. 30K repair in 25/26	-33%
	Total Other UBC PT Costs	120,767	139,125	131,299		-6%
	Total Common Area Maintenance	1,288,350	1,699,112	1,626,418		-4%
TOTAL ENGINEERING & OPERATIONS SERVICES		1,481,886	1,936,064	1,819,208		-6%
<u>RECREATION & CULTURE SERVICES</u>						
Operating Costs - Fields		30,876	20,000	25,600	Contracted maintenance to Fieldturf 2 times/year	28%
Operating Cost - Wesbrook Community Centre	Janitorial	141,997	136,080	148,162	Increase supplies consumption 115K service	9%
	Waste Removal	35,967	38,325	35,475	Slight reduction in cost due to reduced pickup	-7%
	Security	3,765	6,392	5,084	Adjusted to reflect actual usage	-20%
	Utilities	64,748	70,172	72,277		3%
	Amortization WCC	104,417	103,950	107,069		3%
	Water & Sewer	33,871	45,582	46,949		3%
	Misc. Supplies	1,700	3,473	3,577		3%
					Regular Maintenance. \$8000 cost will increase or decrease pending approval of \$25,000 for replacement of older equipment.	0%
	Fitness Centre Maintenance WCC	8,428	8,000	8,000		3%
	Elevator Maintenance	4,344	4,093	4,216		
					Less repairs. Under this year but retain 3% for unexpected repairs based on historical figures	3%
	Building Maintenance	12,273	16,000	16,480		3%
	Site Supervisor	41,498	55,000	56,650		3%
	Office Expense	5,955	5,473	5,638		3%
	Fire & Emergency	11,270	12,422	17,795	Expenditure for inspections and repairs.	43%
	Operating Costs - Others	27,732	48,469	39,923	Currently less \$10K due to removal of maintenance contract.	-18%
					Conversion to RingCentral reduces WCC office phone cost from \$800 to \$265	-8%
	Phone & Credit Card Line	11,800	6,000	5,520		3%
	Office Supplies	12,532	8,604	8,862		
Total Wesbrook Community Centre		522,297	568,036	581,677		2%
Operating Cost - Old Barn Community Centre	Internet	3,082	4,873	5,019		3%
	Janitorial	62,847	68,103	70,146		3%
	Waste Removal	19,089	18,000	32,724	Increase in compost bin services	82%
	Security	1,770	2,100	2,163		3%
	Gas	2,170	1,973	2,033		3%
	Hydro	9,857	14,596	15,034		3%

	Water & Sewer	11,384	18,000	18,540		3%
	Misc. Supplies	1,183	6,021	6,201		3%
	Elevator Maintenance	4,517	4,736	4,878		3%
	Building Maintenance	6,764	9,122	9,396		3%
					With increased maintenance to the machines, it has a reduction in the overall repair costs. 85% of machines is under warranty	294%
	Fitness Centre Maintenance	9,052	1,700	6,700		
	Site Supervisor	28,699	32,000	32,960		3%
	Office Expense	3,516	4,257	4,385		3%
	Fire & Emergency	8,795	5,848	7,017	Adjust to reflect actual charges	20%
	Property Tax	11,162	14,619	19,607	Adjust to reflect actual charges	34%
	Amortization OBCC	17,227	27,846	28,681		3%
	Operating Costs - Others	8,558	8,000	8,240	Under this year, 5K special pest management project in 23/24	3%
	Phone & Credit Card Line	3,494	3,838	2,640	Monthly \$211 * 12. Reduced phone expense	-31%
	Office Supplies	2,728	6,883	5,000	assume \$3K actual with new added rotational desk consumption	-27%
	Total Old Barn Community Centre	215,896	252,515	281,364		11%
Recreation Salaries & Benefits	Community Centres Full Time Salaries & V	378,326	572,164	610,468	New Event Coordinator position added on top of reg COLA	7%
	Community Centres Part Time Salaries & V	581,821	710,683	700,987	New Admin Assistant, Senior Coordinator and Camp Coordinator added on top of COLA. Review scheduling and bring it closer to actual.	
	Community Centres Benefits	140,451	207,539	217,916		-1%
	Recreation Salaries & Benefits	1,100,598	1,490,386	1,529,371		5%
Programming	Community Centre Programming WCC	43,931	47,715	110,000		131%
	Community Centre Programming	8,883	-	5,000		-
	Utown Collaborative Programming	68,280	90,000	95,000		6%
	Safe & Connected Community Coordinato	65,354	84,000	90,000		7%
	Program Instructors	517,081	524,923	498,908		
						-5%
	Community Events	38,961	30,000	65,000		117%
	Online S/C	36,981	39,900	39,900		
						0%
	Program Guide	30,753	26,775	31,675		18%
	Total Programming	810,224	843,313	935,483		11%
Community Access	Vancouver Public Library	84,100	100,000	90,000		-10%
	Total Community Access	84,100	100,000	90,000		-10%
Community Support	Community Garden Committee Supplies	1,138	3,630	3,739		3%
	Volunteer Event Support	7,471	13,000	-		-100%

	Children's Garden	1,686	2,420	2,493		3%
	General Committee Support	6,455	16,000	10,000		-38%
					Increase to continue Volunteer Management Software subscription, bi-annual appreciation dinner, and more resources in volunteer recognition.	
	Volunteer Support	1,648	15,000	17,000		13%
	Neighbours Day	21,958	15,000	17,000		13%
	Try-it Week	111	1,000	-	No longer an Expense	-100%
	Community Sponsorship Program	675	39,500	27,000		
						-32%
	Total Community Support	41,142	105,550	77,232		-27%
	TOTAL RECREATION & CULTURE SERVICES	2,805,133	3,379,800	3,520,726		4%
	<u>GENERAL & ADMINISTRATIVE SERVICES</u>					
	Administration Salaries and Benefits					
	Management Salaries	681,932	709,950	748,460		5%
	Non-Management Salaries	649,823	737,593	845,643	Budget one extra full-time position: Green Depot Lead; one extra part-time position: Social Media Specialist	15%
	Extended Benefits	200,479	227,355	244,323		
						7%
	Total Administration Salaries & Benefits	1,532,234	1,674,898	1,838,426		10%
Sustainability						
	Program Cost	15,082	24,000	31,400	Bike kitchen project added for \$5K	31%
	Recycling Centre Operations	23,038	13,000	18,310	Add double pickup frequency.	41%
	Dog Waste Disposal	-	10,542	10,858		3%
	Waste Disposal	-	12,096	25,184	Add actual cost for first year and next year increase for garbage and recycling hauler fee (\$7200 annual)	108%
	Education/Sustainability Communication	2,372	2,700	24,970	Community planting event \$7K plus \$15K Repair Café project	825%
	Total Sustainability	40,492	62,338	110,722		78%
Professional Fees						
	Legal Fees	21,899	40,000	40,000		0%
	Consulting Fees	45,411	60,000	40,000		-33%
	Audit Fees	28,934	21,000	22,000		5%
	Contractor Fees	26,038	33,200	21,000	Part of the HR platform fee is transferred to IT	-37%
	Hiring Fees	33,386	5,000	5,000		0%
	Total Professional Fees	155,668	159,200	128,000		-20%
General Operating Services						
	Berton Operating Cost	7,383	7,469	4,693	To reflect actual cost	-37%
	Bank Fees and Service Charges	4,123	4,336	4,466		3%
	Conferences, Travel & Training	25,926	43,000	46,000		7%
	Amortization	94,082	98,175	101,120		3%
	Deferred Amortization	(22,222)	(22,222)	(22,222)		0%
	Internet/Email	3,081	5,789	8,263	Backup internet from Telus for OBCC and WCC annual \$2300	43%

					ADP implementation 19K , New GIS system licenses 43K, Transfer 9K from Comm for the new ticketing system, New 7.2K web server managemnt fee, Xplor license fee increase	
	IT Services	89,937	79,200	153,492		94%
	Insurance	209,631	225,000	247,500	10% increase	10%
	Postage & Courier	1,053	1,879	1,935		3%
	Office Supplies	6,090	7,710	7,941		3%
	Office Equipment	8,087	7,830	6,065	To reflect actual usage	-23%
					Potential office space available at 4th level extra \$45K/year plus two month rental buffer of \$14.4K	
	Office Rent	68,181	80,832	140,232		73%
	Miscellaneous	7,271	5,000	5,150		3%
	Staff Engagement	7,463	10,000	13,000		30%
	Telephone/Fax/Cellular	19,553	23,800	24,514		3%
	Board Projects	475	103,000	-		-100%
Total General Operating Services		530,114	680,798	742,149		9%
Communications	General Communications	28,621	32,130	36,094	Materials to support NCAP and Communications Team Planning	12%
	Consultation and Engagement	8,981	10,500	10,815		3%
	Newspaper	19,530	27,950	77,950	Changed to 12 issues/year instead of only 4. Plus promotional materials, workshops and others	179%
	Websites	27,225	22,050	48,000	Server Cost increase due to new upgarde in Aug 2024 for better service	118%
	General Marketing & Promotions	21,750	26,670	30,470	Additional photos for marketing and UNA Society Membership drive	14%
Total Communications		106,107	119,300	203,329		70%
Public Engagement	General Meeting	3,881	40,000	10,000	No election for next fiscal	-75%
	Hospitality	7,370	5,250	8,000	To reflect closer to actual amount	52%
	Stipend for Elected Directors	50,349	54,200	56,000		3%
	Total Public Engagement	61,600	99,450	74,000		-26%
TOTAL GENERAL & ADMINISTRATIVE SERVICES		2,426,214	2,795,983	3,096,626		11%

TOTAL OPERATING EXPENDITURES		6,713,234	8,111,846	8,436,561
SURPLUS OR (DEFICIT) FROM OPERATIONS		951,854	(0)	(0)

University Neighbourhoods Association (UNA)
Capital Budget 2025-26 (Summary)

University Neighbourhoods Association (UNA)	2023-24	2024-25	2025-26
	ACTUAL	APPROVED BUDGET	DRAFT BUDGET
Leasehold Improvements	80,455	15,000	-
Furniture, Fixtures & Equipment	59,568	63,000	64,000
Computer Software & Hardware	14,910	56,500	40,200
Website	-	17,500	-
Multi Media Equipment	59,867	-	-
Recreational & Fitness Equipment	33,372	25,000	32,500
Parks & Roadway Enhancement	-	13,200	185,000
TOTAL CAPITAL PROJECTS COSTS	\$ 248,172	\$ 190,200	\$ 321,700
TRANSFERS FROM RESERVES, UNRESTRICTED NET ASSETS & OTHERS			
Transfer from Unrestricted Net Assets	248,172	-	-
Transfer from UNA Capital Reserve		190,200	321,700
BALANCE	\$ -	\$ -	\$ -

University Neighbourhoods Association (UNA)				
Capital Budget 2025-26 (Detailed) - Draft				
	Actual Number 2023-24	APPROVED BUDGET 2024-25	DRAFT BUDGET 2025-26	COMMENT
	TOTAL	TOTAL	TOTAL	
CAPITAL PROJECTS				
Leasehold Improvements				
Leasehold Improvements (WCC)	24,807	7,500	-	
Old Barn - Tenant Improvements (OBCC)	55,648	7,500	-	
Total	80,455	15,000	-	
Furniture, Fixtures & Equipment				
Office Furniture & Equipment	2,254	-	-	
Old Barn - Furniture, Fixtures, equip	57,313	-	20,000	Entertainment Package - Stage & Lighting
Wesbrook - Furniture, Fixtures, Equip		63,000	44,000	Studio Window Blinds, Security Gate & Locker, Art room storage, water fountains
Total	59,568	63,000	64,000	OBCC - Entertainment Package - Stage & Lighting WCC - Window Blinds, Security Gate & Locker, Art room storage
Computer Software & Hardware				
Computer Software		32,000	-	
Computer Hardware	2,194	4,500	40,200	Life cycle replacement for staff laptop and for new position
Old Barn - Comp HW	3,050	-	-	
Wesbrook - Computer HW	9,666	20,000	-	
Total	14,910	56,500	40,200	Life cycle replacement for staff laptop and for new position
Website	-	17,500	-	
Multi Media Equipment	59,867	-	-	
Recreational & Fitness Equipment				
WCC - Recreation & Fitness Equipment	4,011	25,000	32,500	WCC fitness & Early Childhood equipment upgrade
OBCC - Recreation & Fitness Equipment	29,361	-	-	
Total	33,372	25,000	32,500	WCC fitness & Early Childhood equipment upgrade
Parks & Roadway Enhancement	-	13,200	185,000	Shading structures in parks, Wesbrook outdoor plug for events & park pathway lighting adaptor upgrade
Total Capital Costs	248,172	190,200	321,700	
TOTAL CAPITAL PROJECTS COSTS				
	(248,172)	(190,200)	(321,700)	
TRANSFERS FROM RESERVES, UNRESTRICTED NET ASSETS & OTHERS				
Transfer from Unrestricted Net Assets	248,172	-	-	
Transfer from UNA Capital Reserve		190,200	321,700	
BALANCE				
	-	-	-	



Report Date: February 12, 2025
Meeting Date: February 18, 2025
From: Athena Koon, Finance Manager
Subject: FY2024/25 Q3 Financial Results Report

Background

This report details the UNA's financial performance during its third quarter. This report has been reviewed and forwarded to the Board by the Finance & Audit Committee.

Financial report highlights for FY2024/25 Q3 are as follows:

Revenue

- The 2024 Neighbours Levy (NL) has been updated to \$9.6M, reflecting a \$96K adjustment due to commercial property assessment appeals. This brings the total in line with our original projection at the beginning of the fiscal year.
- The 2024 Neighbours Agreement is now in effect, introducing updates such as revised Infrastructure and Capital Reserve contribution rates and increased administrative costs. As a result, the amount available to the UNA is now \$5.2M—approximately 6% lower than projected. This adjustment will be reflected in our fourth-quarter installments billed to UBC.
- Recreation and Culture Revenue: Q3 revenue is at 78%, slightly above the 75% benchmark. The Community Field replacement in Q2 led to lower rental revenue, but this was offset by strong fall season programming performance. No other significant variances for Q3.
- Other Revenue: Q3 revenue stands at 83%, exceeding the 75% benchmark by 8%. Parking revenue remains strong, specifically with car share parking performing 10% above expectations. Miscellaneous revenue is also higher due to underbudgeted interest revenue, which will continue to exceed projections for the rest of the fiscal year. Common Area Maintenance Support (UBCPT) remains on budget, as it is billed monthly to UBC.
- External Grants and Other Funding is over the Q3 benchmark at 79% instead of the projected 75%, as most of the major grants were received in Q1. In Q3, we received the Canada Summer Job grant, which will be the majority of our grant revenue for this fiscal year.
- **Total Revenue:** By the end of Q3, revenue is on target at 75%, as budgeted.

Expenditures

At the end of Q3, total expenditures are at 67%, falling 8% below the 75% target. However, with most special projects set for completion in Q4, this figure is expected to rise. Year-end expenses are still projected to be lower than originally planned.

- Total Engineering and Operations Services expenses for Q3 are around 60% compared to budget.
 - General maintenance costs are low due to timing, as most projects began in Q2 and Q3 and will be completed in Q4.
 - Common Area Maintenance costs for Q2 were lower than budgeted. Landscaping expenses were low due to the ongoing tree maintenance project, while significant streetlight and sidewalk maintenance took place this quarter.
- Total Recreation & Culture Services expenses are at 68% of budget for Q3:
 - Fields Maintenance: Costs are at 91% of the budget (Q3 benchmark: 75%) due to pre-replacement preparations and required maintenance. With the field replacement complete, maintenance costs should decrease.
 - Recreation Salaries & Benefits: Below target due to staff turnover and timing delays in filling positions.
 - Community Access: Primarily Vancouver Public Library (VPL) fees, assessed at \$89.7K for 2024/25 based on prior year usage. This will be 10% under budget for the fiscal year.
 - Community Support: Spending is at 38%, mainly covering Neighbours Day, Diwali, and Lunar New Year, and other major events. With the Community Engagement Committee (CEAC) inactive and no senior program leader until year-end, this category is unlikely to reach budgeted levels.
- Total General Operations Services expenses are at 72% of budget for Q3.
 - Communication: Expenses are higher than budgeted due to an unplanned website upgrade. This line item will remain over budget for the rest of the year but has been accounted for in next year's budget.
 - Professional Fees: Currently 60%, falling below the 75% target due to timing. Payments for some projects will be made in Q4.

Decision Requested



For Information.

Discussion:

UBC Neighbours Fund (Amount Available to the UNA)

	Projected 2024	Actual 2024	Variance
Neighbours Levy (Services Levy and GMSL)	9,650,000	9,659,244	0%
Contributions to Reserves			
Infrastructure and Capital Reserve ¹	-347,400	-367,051	6%
Rate Stabilization Reserve	-96,500	-96,592	0%
Community Field Replacement Reserve ²	-60,000	-75,000	25%
 Total Contributions to Reserves	-503,900	-538,644	7%
UBC Withdrawals			
Admin Expenses ³	0	-87,000	NA
Stormwater Sewers	-777,954	-675,000	-13%
Fire Service Charge	-1,835,115	-2,181,974	19%
Recreation and Cultural Facilities Contributions (2021) ⁴	0	-88,676	NA
Recreation and Cultural Facilities Contributions (2024/25)	-812,000	-729,130	-10%
 Total UBC Withdrawals	-3,425,069	-3,761,780	10%
Net Amount of Neighbours Levy	5,721,031	5,358,821	-6%
GST (Net of UBC GST Credit)	-93,787	-87,850	-6%
Amount Available to the UNA	\$ 5,627,244	\$ 5,270,971	-6%

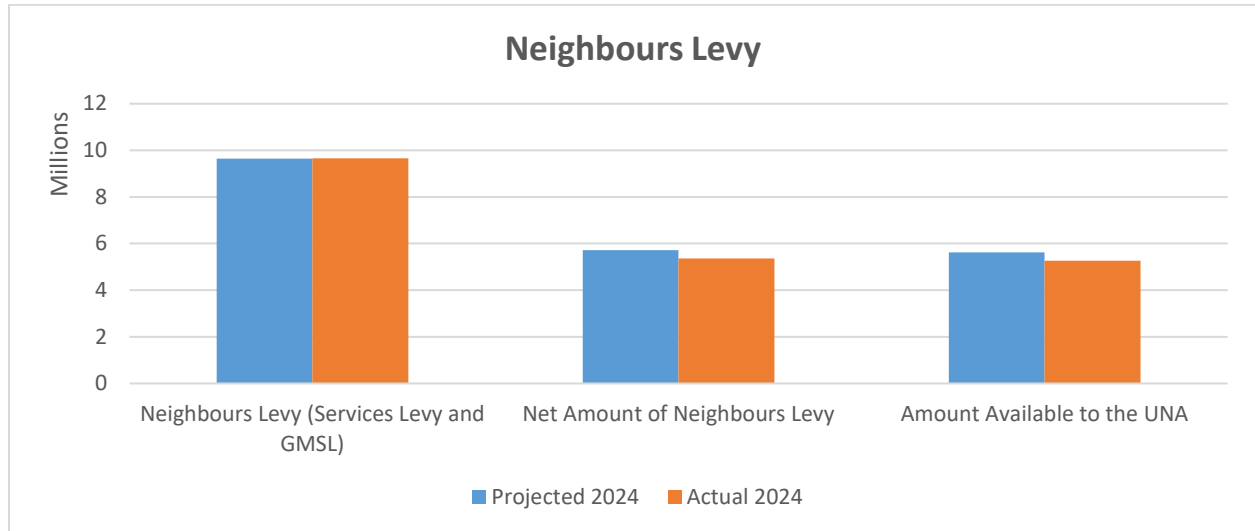
Notes:

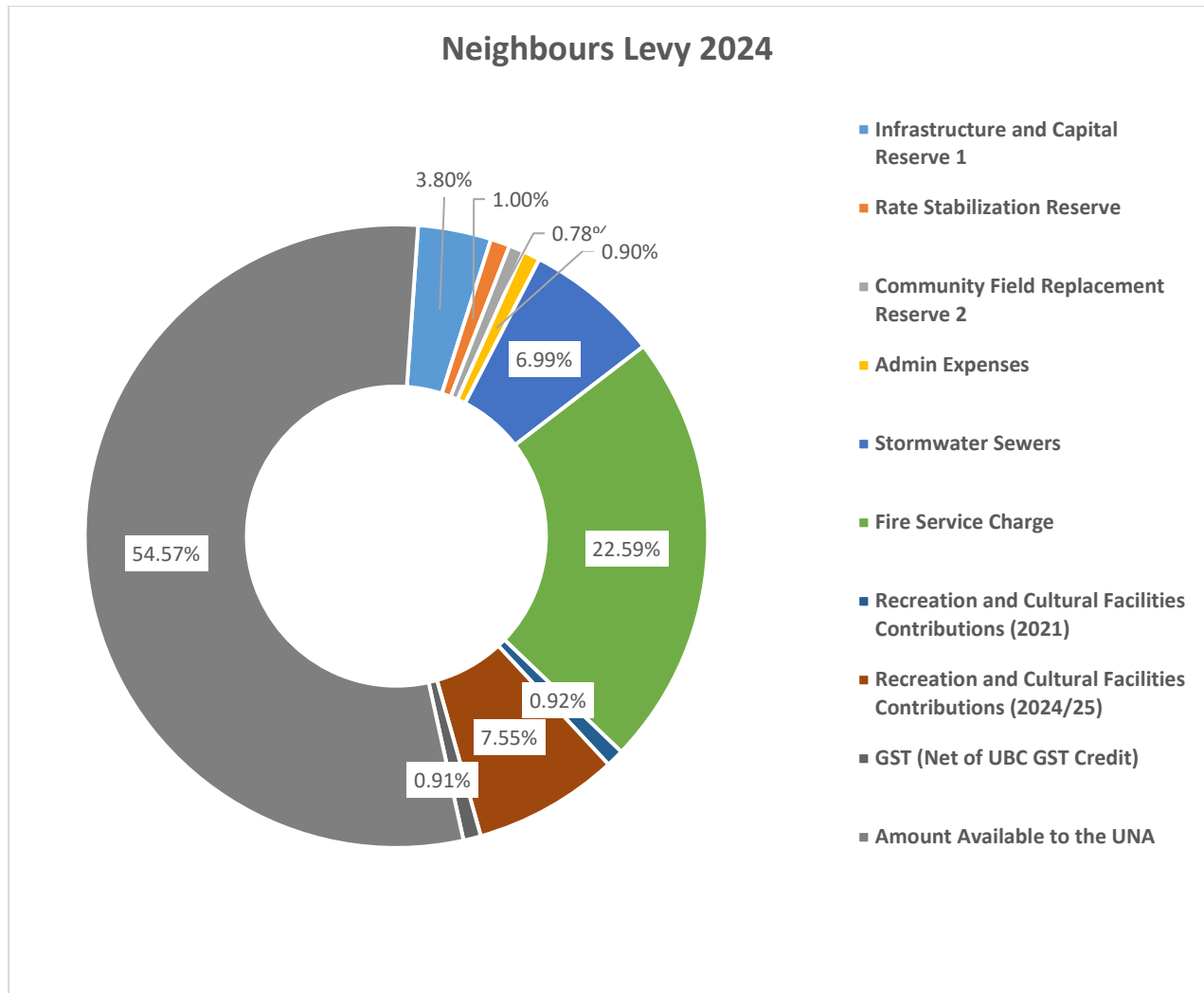
1. Under the 2024 Neighbors Agreement, the Infrastructure Replacement Reserve and the Capital Reserve have been combined. The reserve rate for 2024 is set at 3.8%.

2 New agreement under discussion based on future replacement costs.

3. UBC's fees and expenses cover all administrative duties, including the costs of the annual audit.

4. This amount is for 2021. Based on the letter agreement with UBC dated July 19 2021, the amount owing of \$88,676 is due at the end of the UNA’s earliest fiscal year for which it is reasonable to conclude that the payment of the debt in full would not result in the UNA incurring a deficit for the year or an increase in the amount of a deficit. The UNA Board approved the withdrawal by UBC in September 2024.





Summary of Revenue and Expenditure:

	2024-25	2024-25	%	Year to Date:		Projection
	BUDGET	Q3 Budget (at 75%)	YTD Act/Bud	Actual	Prior Year	March 2025
REVENUE						
Payment from UBC						
Neighbours Levy	5,627,244	4,220,433	74%	4,140,123	3,672,094	5,270,971
Total Payment From UBC	5,627,244	4,220,433	74%	4,140,123	3,672,094	5,270,971
Recreation & Culture						
Wesbrook						
Community Centre	327,000	245,250	79%	258,112	203,400	344,149



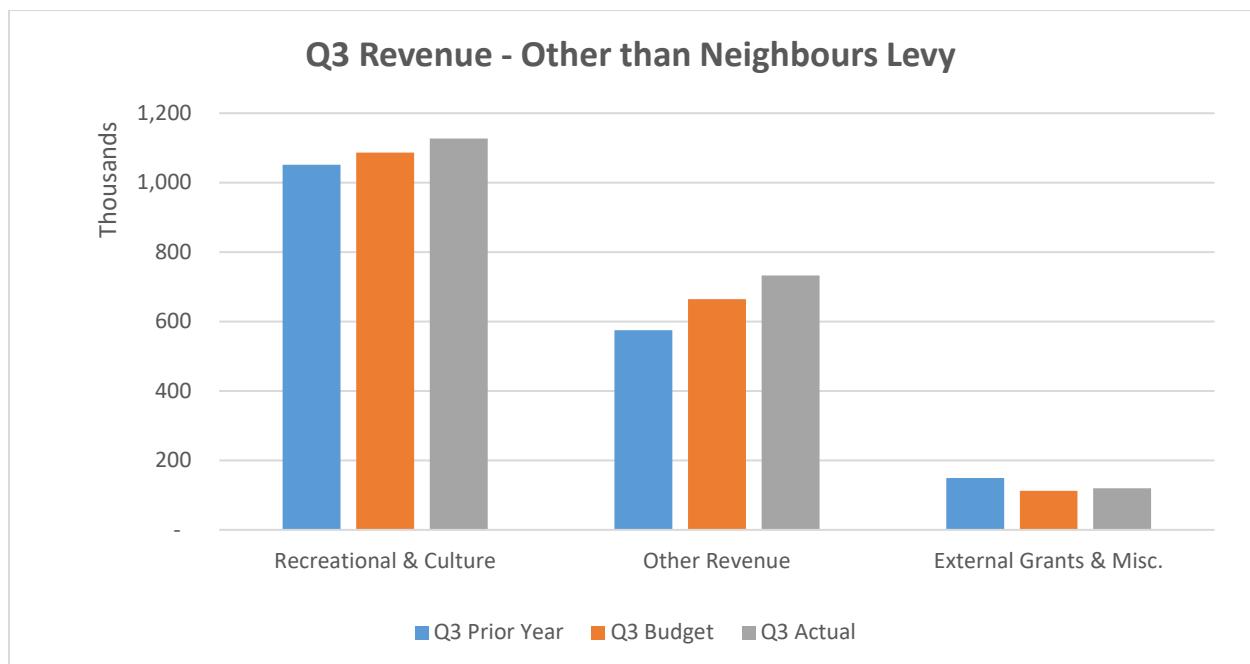
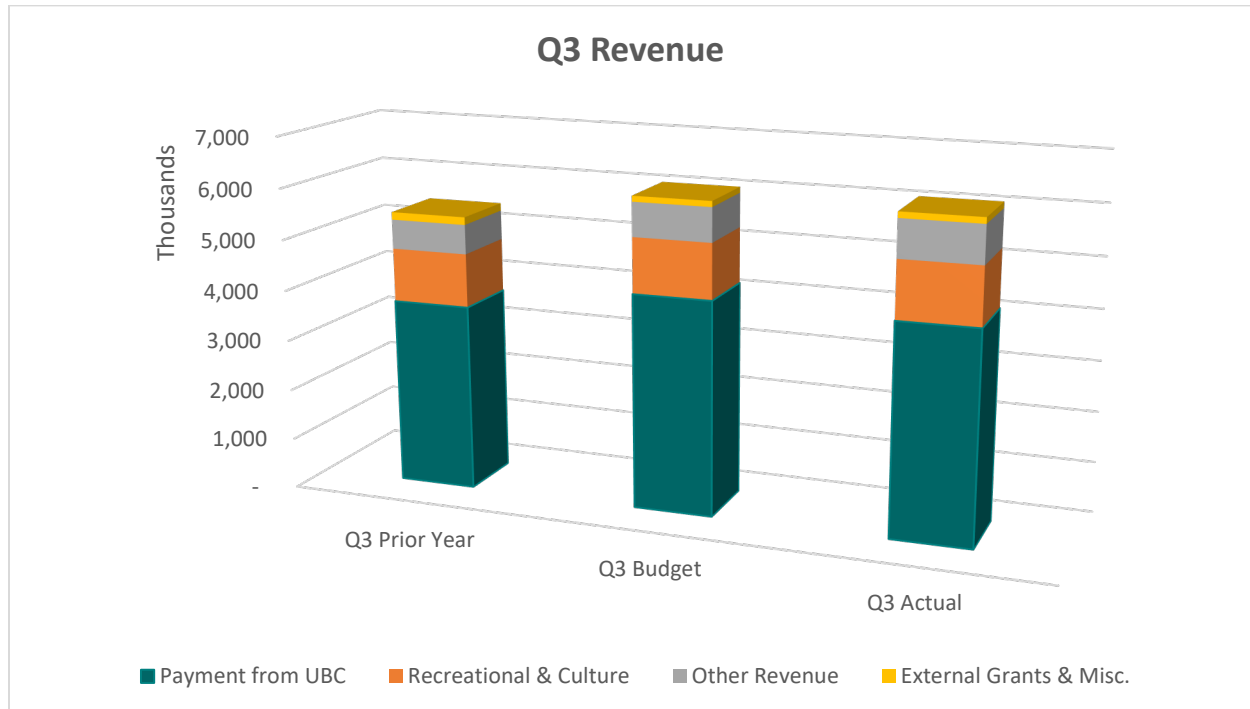
Old Barn Community Centre	125,425	94,068	75%	94,009	89,886	126,378
Programming	886,770	665,078	79%	702,821	680,341	935,220
Playing Fields & Park Rentals	109,700	82,275	66%	72,383	78,095	96,003
Total Recreation & Culture	1,448,895	1,086,671	78%	1,127,325	1,051,721	1,501,751
Other Revenue						
Parking	144,525	108,394	85%	123,244	135,459	115,180
Miscellaneous Common Area	50,932	38,199	181%	92,159	73,179	147,141
Maintenance Support (UBCPT)	690,000	517,500	75%	517,500	366,627	690,000
Total Other Revenue	885,457	664,093	83%	732,903	575,265	952,320
Grants & Other Funding						
External Grants & Miscellaneous	150,250	112,688	79%	119,356	149,395	129,010
Total Grand & Other Funding	150,250	112,688	79%	119,356	149,395	129,010
TOTAL FUNDING SOURCES & REVENUE	8,111,846	6,083,884	75%	6,119,706	5,448,475	7,854,052

	2024-25 BUDGET	2024+25 Q3 Budget (at 75%)	% YTD Act/Bud	Year to Date:		Projection March 2025
				Actual	Prior Year	
EXPENDITURES						
Engineering & Operations Services						
Parking & Emergency Management	165,886	124,415	58%	96,571	87,602	133,129
General Maintenance Common Area	71,066	53,300	69%	48,855	82,357	65,139
Maintenance Fees	-					
Landscaping	1,461,258	1,095,944	57%	839,615	739,348	1,324,486
Road, Gutter and Sidewalk Maintenance	56,228	42,171	106%	59,566	40	114,201
Streetlights	42,500	31,875	112%	47,583	31,286	63,444
Electricity	84,000	63,000	73%	61,605	52,876	82,140

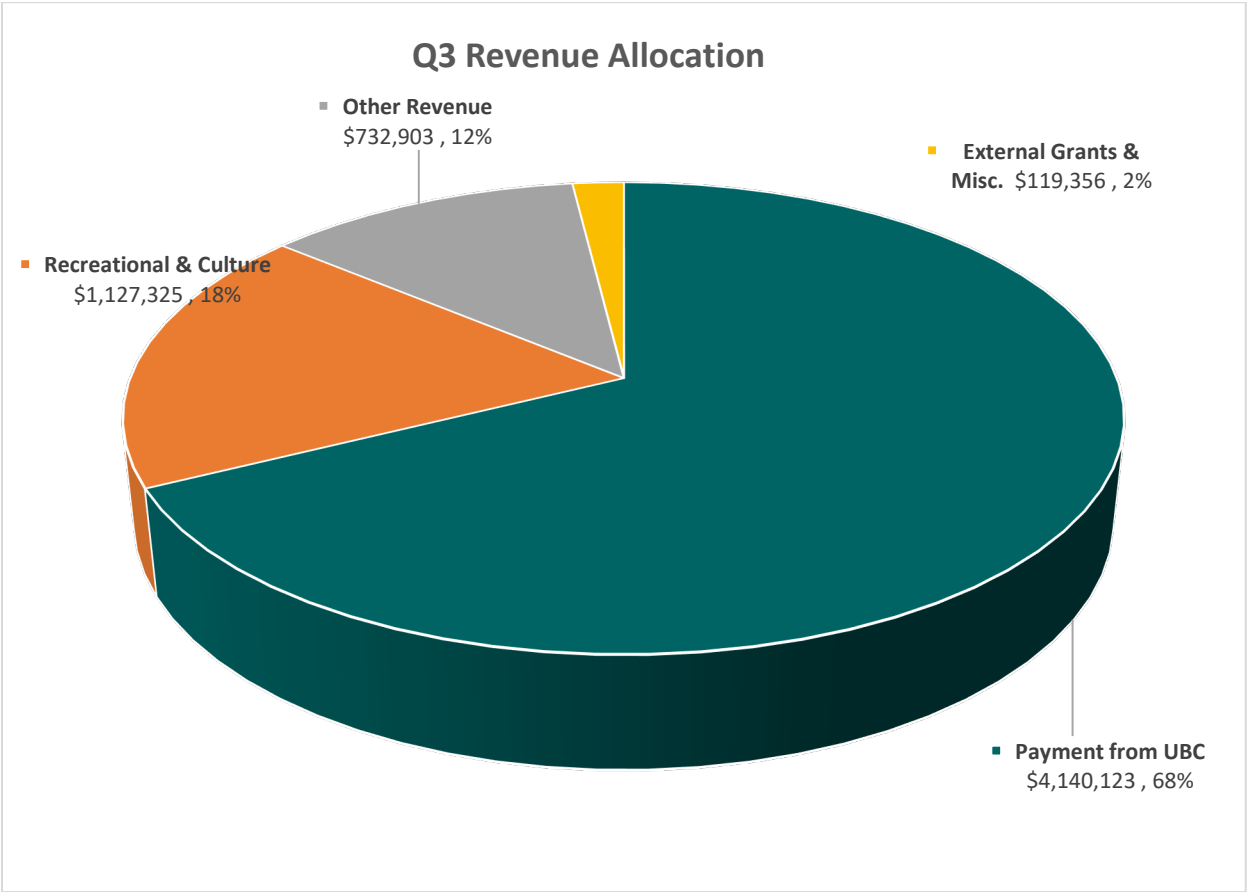
Other Common Area Maintenance Costs	55,125	41,344	30%	16,370	12,117	36,827
Total Engineering & Operations Services	1,936,063	1,452,047	60%	1,170,165	1,005,626	1,819,366
Recreation & Culture Services						
Fields	20,000	15,000	91%	18,189	25,873	24,252
Wesbrook Community Centre	568,036	426,027	73%	415,414	389,042	554,900
Old Barn Community Centre	252,515	189,386	73%	184,568	159,288	239,746
Recreation Salaries & Benefits	1,490,386	1,117,790	62%	930,996	817,859	1,241,328
Programming	843,313	632,485	75%	631,858	593,800	842,478
Community Access	100,000	75,000	67%	67,275	52,563	89,700
Community Support	105,550	79,163	38%	40,268	23,879	48,712
Total Recreation & Culture Services	3,379,800	2,534,850	68%	2,288,568	2,062,305	3,041,116
General Operation Services						
Administration Salaries & Benefits	1,674,897	1,256,172	73%	1,229,323	1,142,522	1,647,915
Sustainability	62,338	46,754	66%	41,089	22,165	56,785
Professional Fees	159,200	119,400	60%	95,629	112,959	139,271
General Operating Services	680,798	510,599	67%	457,413	384,860	551,864
Communications	119,300	89,475	95%	113,593	74,092	132,874
Public Engagement	99,450	74,588	76%	75,860	59,385	76,860
Total General Operation Services	2,795,983	2,096,987	72%	2,012,908	1,795,982	2,605,570
TOTAL EXPENDITURES	8,111,846	6,083,884	67%	5,471,641	4,863,914	7,466,052
BALANCE SURPLUS (OR DEFICIT)	-	-		648,066	584,561	388,000

These supplemental notes are provided as background information for the financial performance during fiscal year 2024/25.

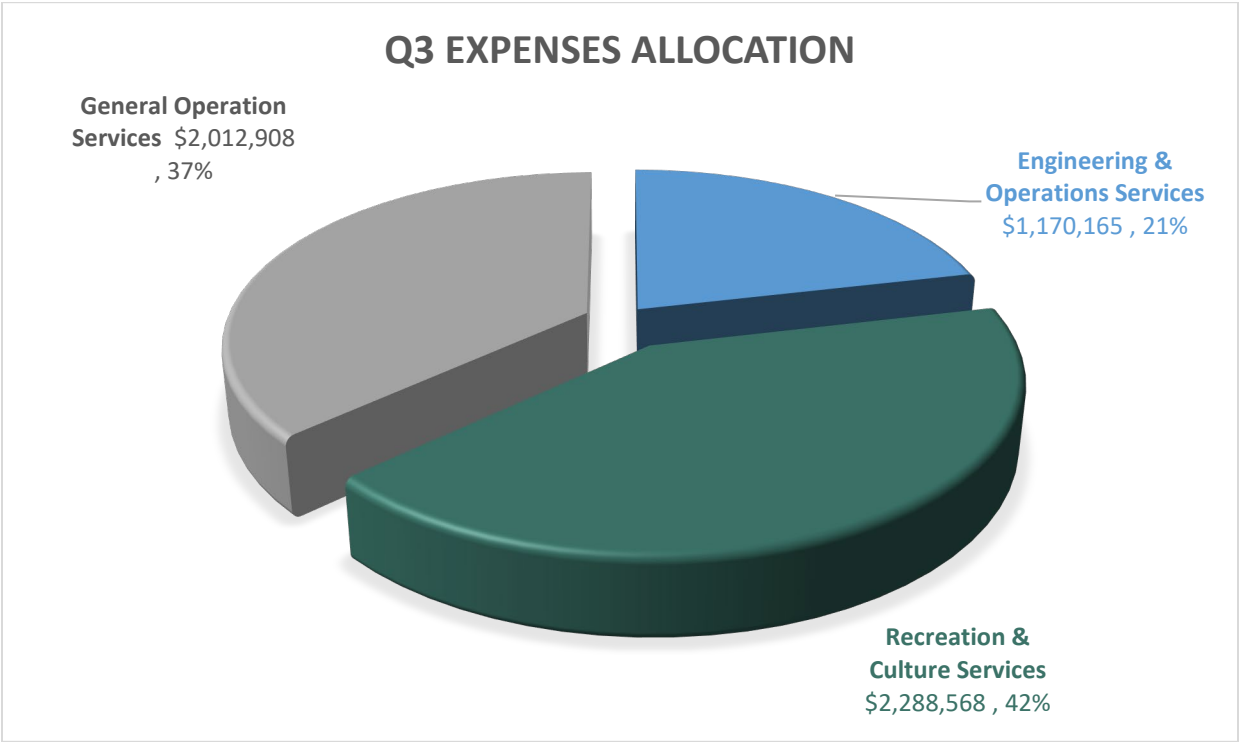
Revenue for Fiscal 2024/25 (Q3):



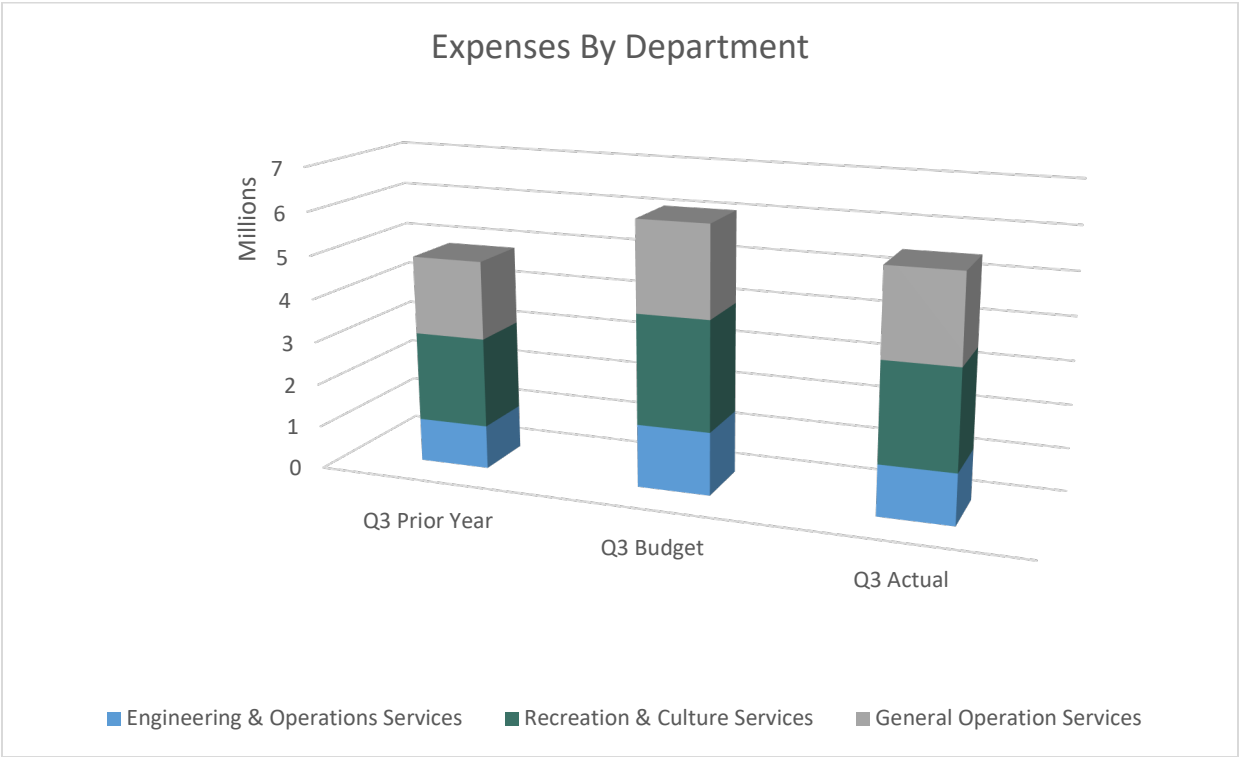
Revenue Allocation for Fiscal 2024/25 (Q3):



Expenses Allocation for Fiscal 2024/2025 (Q3):



Total Expenses Comparison for Fiscal 2024/25 (Q3):



Vendors who had cheques over \$25k issued to them during the Third Quarter:

Vendor	Q3 Total	Payment Date	Amount	Description
Badger Earthworks Ltd	\$210,727	10/02/2024	\$ 2,881.10	Landscaping Maintenance
		10/16/2024	\$ 26,296.78	
		10/23/2024	\$ 29,719.15	
		10/30/2024	\$ 7,273.35	
		11/20/2024	\$ 28,904.04	
		11/26/2024	\$ 40,294.56	
		12/06/2024	\$ 29,422.06	
		12/13/2024	\$ 29,004.57	
		12/20/2024	\$ 16,931.51	
BC Hydro	\$ 25,197	10/23/2024	\$ 13,258.64	Electricity
		10/29/2024	\$ 2,022.89	
		12/12/2024	\$ 7,790.44	
		12/19/2024	\$ 2,124.89	
Commissionaires BC	\$ 29,536	10/16/2024	\$ 8,659.23	Security
		10/30/2024	\$ 4,199.33	
		11/13/2024	\$ 4,169.26	
		11/27/2024	\$ 4,489.97	
		12/13/2024	\$ 4,169.26	
		12/20/2024	\$ 3,848.55	
Cutting Edge Vancouver Landscape Services	\$ 45,275	10/16/2024	\$ 15,891.75	Landscaping Maintenance
		11/20/2024	\$ 14,903.70	
		12/13/2024	\$ 14,479.50	
Koshimura Gardening Service	\$ 27,871	10/16/2024	\$ 7,087.50	Landscaping Maintenance
		11/13/2024	\$ 13,507.46	
		12/13/2024	\$ 7,276.50	
Meridian Landscaping Ltd.	\$ 59,487	10/02/2024	\$ 22,380.73	Landscaping Maintenance
		10/23/2024	\$ 3,016.61	
		11/06/2024	\$ 17,044.97	
		12/06/2024	\$ 8,522.48	
		12/20/2024	\$ 8,522.48	
Paragon Micro Canada	\$25,273	11/20/2024	\$ 25,272.80	Audio Visual Installation
Scandinavian Building Services Ltd	\$ 55,366	10/16/2024	\$ 5,881.40	Janitorial
		10/23/2024	\$ 15,367.78	
		11/27/2024	\$ 15,367.78	
		12/13/2024	\$ 18,749.53	
Silver Star Painting & Renovation Ltd	\$ 32,596	10/16/2024	\$ 13,346.75	
		11/20/2024	\$ 8,629.70	



		12/13/2024	\$ 10,619.79	Monthly Facility Maintenance
UBC Properties Trust	\$ 359,637	11/26/2024	\$ 359,637.37	Community Project - VSB Share (40%)
UBC Utilities	\$ 98,101	10/22/2024	\$ 93,451.26	Water & Sewer
		11/20/2024	\$ 2,364.87	
		12/13/2024	\$ 2,284.80	
Vancouver Public Library	\$44,850	11/05/2024	\$ 44,850.00	Library Service

Total Capital Items for Fiscal 2024/25 (Q3):

Location	Budget	YTD Total	Amount	Comment
Wesbrook Community Center	\$115,500	\$71,948	\$22,684	Furniture & Fixture
			\$36,166	Computer & IT Equipment
			\$8,018	Tenant Improvement
			\$5,080	Recreation & Fitness Equipment
Old Barn Community Center	\$7,500	\$ -	\$ -	Tenant Improvement
Office	\$54,000	\$10,772	\$10,772	Computer & IT Equipment
Park and Roadway Enhancement	\$ 13,200	\$ -	\$ -	Shading Structures in Parks
Total	\$ 190,200	\$ 82,720	\$ 82,720	

The budgeted capital items added to this quarter are completing the water foundation projects and starting and completing the AV equipment project. The shading project is also underway and will be completed in Q4.



UNA Balance Sheet as of December 31, 2024

**University Neighbourhoods Association
Balance Sheet**

As of Date:

12/31/2024

	Year To Date 12/31/2024	Prior Year To Date 12/31/2023	Prior Year End 03/31/2024
Assets			
Current Assets			
Cash and Cash Equivalents	1,853,633	898,120	2,458,132
Term Deposits	1,660,194	1,606,245	906,245
Accounts Receivable	148,665	361,940	211,587
Prepaid expense	137,395	113,802	72,909
Total Current Assets	3,799,886	2,980,107	3,648,873
Long-term Assets			
Capital Assets	2,763,519	2,749,630	2,684,299
Amortization	2,038,423	1,874,824	1,870,728
Total Long-term Assets	725,096	874,806	813,571
Total Assets	4,524,982	3,854,913	4,462,444
Liabilities & Net Assets			
Liabilities			
Short-term Liabilities			
Accounts payable & accrued Liabilities	309,951	371,898	526,461
Deferred Income	461,656	397,858	476,311
Total Short-term Liabilities	771,607	769,756	1,002,772
Long Term Liabilities			
Deferred contributions (Note 8)	97,966	422,883	435,659
Deferred capital contributions (Note 9)	150,000	172,222	166,667
Total Long Term Liabilities	247,966	595,106	602,326
Total Liabilities	1,019,573	1,364,862	1,605,098
Net Assets			
Internally restricted (Note 10)	1,144,214	700,000	1,144,214
Invested in Capital Assets	646,906	579,931	646,904
Unrestricted Fund	1,714,290	1,210,120	1,066,228
Total Net Assets	3,505,410	2,490,051	2,857,346
Total Liabilities & Net Assets	4,524,982	3,854,913	4,462,444

Financial Implications

None.



Operational Implications

None.

Strategic Objective

None.

Attachments

None.

Concurrence

None.

Respectfully submitted,

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

Athena Koon
Finance Manager

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

Paul Thorkelsson
Chief Administrative Officer



Report Date: January 24, 2025
Meeting Date: February 18, 2025
From: Chris Hakim, Corporate Services Specialist
Subject: Board Rules of Procedure Revisions Report

Background

With the approval of the Neighbours Agreement 2024, staff have reviewed the Board Rules of Procedure to ensure its consistency with the new agreement. In addition, staff have reviewed the rules with the goal of improving the UNA's conflict of interest management practices.

The report describes the details of the proposed changes to the Board Rules of Procedure. These changes are also recommended by the Governance & Human Resources Committee.

Decision Requested

THAT the Board approve the proposed revisions to the Board Rules of Procedure, as circulated.

Discussion

The Board's conflict of interest rules are mainly prescribed in the Board Code of Conduct Policy (#01-16), in addition to the requirements in the *Societies Act*. Directors have an individual responsibility to identify a conflict of interest and disclose it to the Chair of the Board or Committee. The UNA's current practices rely on individual Directors to prompt themselves to identify their own potential conflicts of interest.

The proposed changes to the Board Rules of Procedure require the Chair of the Board or Committee to invite Directors or committee members to disclose any conflicts of interest in relation to topics on the agenda that have not already been disclosed in advance of the meeting. This change would assist in the identification of potential conflicts of interest by having the meeting chair prompt Directors (or committee members) to review their own obligations, instead of only relying on Directors to prompt themselves. This is also a standard conflict of interest management practice amongst other boards of directors.



The other proposed changes are minor or clerical, such as updating references to the new Neighbours Agreement 2024.

Financial Implications

None.

Operational Implications

None.

Strategic Objective

Governance

Attachments

1. Board Rules of Procedure – February 2025 Draft, Redline
2. UNA Board, Appointees + Representatives Code of Conduct Policy (#01-16)

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

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PART 1 – INTRODUCTION

Definitions

1.1 In these rules of procedure:

“Board” means the UNA Board of Directors.

“Bylaws” means the bylaws of the UNA as amended or replaced from time to time.

“CAO” means the Chief Administrative Officer of the UNA except that, at any time there is no CAO, “CAO” means the individual or individuals fulfilling the responsibilities of the CAO position.

“Chair” means the Chair of the UNA.

“Director” means a UNA director.

“Fully Electronic Meeting” means a meeting of the Board in which persons are entitled to participate solely by telephone or other communications medium.

“In-Person Meeting” means a meeting of the Board in which persons are entitled to participate solely in person.

“Partially Electronic Meeting” means a meeting of the Board in which persons are entitled to participate in person or by telephone or other communications medium.

“Point of Order” means a point or query concerning procedure.

“Presiding Director” has the meaning given in section 5.1.

“Rules” means these rules of procedure.

“*Societies Act*” means the *Societies Act*, S.B.C. 2015, c. 18, as amended from time to time, and includes any legislation that replaces that Act.

“UBC” means The University of British Columbia.

“UNA” means the University Neighbourhoods Association.

References to bylaws and to sections and parts

1.2 A reference to a Bylaw followed by a number is to that numbered provision in the Bylaws.

- 1.3 A reference in square brackets to a numbered Bylaw is to a provision in the Bylaws that requires, in whole or in part, the section of the Rules in which the reference is included.
- 1.4 Except as otherwise stated, a reference to a section or Part is to that section or Part of the Rules.

Applicable rules of procedure for Board meetings

- 1.5 Proceedings of all meetings of the Board are governed by the Rules and, to the extent not inconsistent with the Rules, by the most recent edition of Robert's Rules of Order, with such modifications as are necessary in the circumstances.
- 1.6 If any rule is inconsistent with the requirements of the *Societies Act*, the requirements of that Act prevail.

Delegation by CAO

- 1.7 The CAO may delegate to other UNA employees any of the responsibilities and functions assigned to him or her by the Rules.

Substitute for Chair

- 1.8 If at any time the Chair is absent or unable to act or the office of Chair is vacant, the powers of the Chair are to be exercised, and the duties carried out, by the Director appointed by the Board for this purpose. [Bylaw 9.3]

PART 2 – BOARD MEETINGS

Format

- 2.1 Board meetings are to be In-Person Meetings except when the Chair or CAO has made a determination under section 2.2 or 2.3.
- 2.2 The Chair may determine that a Board meeting is to be a Partially Electronic Meeting or a Fully Electronic Meeting.
- 2.3 The CAO may determine that an initial meeting of the Board is to be a Partially Electronic Meeting or a Fully Electronic Meeting.

Location

- 2.4 In-Person Meetings and Partially Electronic Meetings are to take place on the UBC Vancouver campus.

Inaugural meeting

- 2.5 The CAO must convene an initial meeting of the Board within one month after an election of Directors.
- 2.6 The CAO is to preside over the initial meeting until a Chair is elected.
- 2.7 At the initial meeting, the Board must elect a Chair in accordance with the following:
 - (a) The call for nominations for the office of Chair is to be conducted by the CAO.
 - (b) If only one candidate is nominated, that candidate is to be declared elected by acclamation.
 - (c) If more than one candidate is nominated, voting is to be conducted by secret ballot.
 - (d) Ballots are to be counted by the CAO, and the candidate with the most votes is to be declared elected.
 - (e) If more than one candidate receives the largest number of votes, the CAO is to determine the procedure for determining which of those candidates is elected. For greater certainty, the procedure may include a runoff election or determination by lot.

Regular meetings

- 2.8 The Chair must determine the dates and times of the regular Board meetings, which meetings must be held at least 6 times in a calendar year. The Chair must also determine the location of regular Board meetings, on the assumption that the meetings will be In-Person Meetings. [*Bylaw 7.1; Bylaw 7.3*]
- 2.9 No later than the beginning of a calendar year, the CAO must prepare, in consultation with the Chair, a schedule of the dates, times, and locations of the regular Board meetings for the year and must post the schedule of regular Board meetings on the UNA's website.
- 2.10 A regular Board meeting may
 - (a) be cancelled by the Board, except that two consecutive regular Board meetings may not be cancelled; or
 - (b) be moved to a different day, time, or location by the Chair, but only if 5 days' notice of the change is provided to the Board.
- 2.11 If a regular Board meeting is cancelled or there is a change to the date, time, or location of the meeting, the CAO must, as soon as reasonably possible, post a notice of the cancellation or change on the UNA's website.

Special meetings

- 2.12 A special Board meeting must be called by the CAO at the request of any two Directors.
- 2.13 To call a special Board meeting, the CAO must give notice of
- (a) the date and time of the meeting,
 - (b) the format of the meeting (an In-Person Meeting, a Partially Electronic Meeting, or a Fully Electronic Meeting), and
 - (c) if the meeting is an In-Person Meeting or a Partially Electronic Meeting, the location of the meeting.
- 2.14 Unless waived by all Directors, the CAO must give the notice of a special Board meeting at least 48 hours before the meeting is to take place.
- 2.15 The CAO must give the notice of a special Board meeting by
- (a) sending a copy of the notice to each Director by email, and
 - (b) posting a copy of the notice on the UNA website.

Open, closed, and restricted closed sessions

- 2.16 Each Board meeting consists of one or more of an open session, a closed session, and a restricted closed session.
- 2.17 The open session of a Board meeting must be open to the public. *[Bylaw 7.10]*
- 2.18 The closed session of a Board meeting may be attended only by the Directors, the CAO, UNA employees invited by the CAO or the Board, and other individuals invited by the Board.
- 2.19 The restricted closed session of a Board meeting may be attended only by the Directors and individuals invited by the Board.
- 2.20 The Board must hold at least 6 meetings in a calendar year that have an open session.
- 2.21 A matter may be considered at a closed session or a restricted closed session of a Board meeting only if the matter is, or relates to, one or more of the following:
- (a) discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests;
 - (b) employee relations and other human resources matters;
 - (c) a matter which the UNA is required by contract or law to keep confidential;
 - (d) litigation or potential litigation affecting the UNA;

- (e) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (f) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the UNA or another position appointed by the Board;
- (g) the appointment of an individual to fill a vacancy on the Board;
- (h) the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body;
- (i) the approval of minutes for a closed session or restricted closed session of a Board meeting;
- (j) consideration of whether a matter on the agenda for the session is eligible to be considered in the session;
- (k) the addition of a matter to the agenda for the session; and
- (l) consideration of whether particular individuals should be permitted to attend the session.

2.22 In the preparation of the agendas for a Board meeting, the Chair is to determine which matters are to be included on the agenda for the closed session and which matters are to be included on the agenda for the restricted closed session. The Chair's determination is subject to being overturned during the closed session or restricted closed session.

2.23 If a Board meeting includes an open session and also a closed or restricted closed session, the agenda for the open session is to state

- (a) the fact that the open session will be followed by a closed or restricted closed session, and
- (b) the basis or bases permitting the consideration of matters in the closed or restricted closed session.

2.24 If a Board meeting does not include an open session, the CAO must give notice to the public on the UNA website of the basis or bases permitting the consideration of matters in the meeting.

Confidentiality

2.25 Except as otherwise authorized by the Board,

- (a) discussion and decisions made at a closed session or a restricted closed session of a Board meeting must be kept in confidence; and
- (b) information considered during a closed session or a restricted closed session of a Board meeting must be kept in confidence, until the information is discussed in an open session of a Board meeting or is released to the public.

PART 3 – ELECTRONIC MEETINGS

Partially Electronic Meeting

- 3.1 If a Board meeting is a Partially Electronic Meeting,
 - (a) the meeting notice is to provide information regarding the communications medium; and
 - (b) all persons attending the meeting (other than the public) must be able to fully participate in it, whether in person or by the communications medium.
- 3.2 If a Board meeting is a Partially Electronic Meeting, a Director may participate using the communications medium only if the Director
 - (a) is unable to attend the meeting in person because of illness, absence from Metro Vancouver, or other circumstances that prevent the Director from attending in person, and
 - (b) at least 24 hours before the agendas for the meeting are sent to Directors, the Director gives the CAO notice that the Director intends to participate using the communications medium.
- 3.3 At least 24 hours before the commencement of a Partially Electronic Meeting, the CAO must provide persons who intend to participate using the communications medium with instructions on how to connect to and participate in the meeting.

Fully Electronic Meeting

- 3.4 If a Board meeting is a Fully Electronic Meeting,
 - (a) the meeting notice is to provide information regarding the communications medium;
 - (b) all persons attending the meeting (other than the public) must be able to fully participate in it by the communications medium; and
 - (c) if the meeting includes an open session, the public must be able to hear all participants.
- 3.5 If a Board meeting is a Fully Electronic Meeting, at least 24 hours before the meeting,
 - (a) the CAO must provide participants with instructions on how to connect to and participate in the meeting; and
 - (b) if the meeting includes an open session, the CAO must post on the UNA website information on how the public may hear, or watch and hear, the session.

PART 4 – AGENDAS AND ORDER OF BUSINESS

Preparation and availability of agendas

- 4.1 Separate agendas are to be prepared for the open session, closed session, and restricted closed session of a Board meeting.
- 4.2 The agendas for the open and closed sessions of a regular Board meeting are to be prepared and made available as follows:
- (a) The CAO, in consultation with the Chair, must prepare agendas for the open and closed sessions, setting out all items for consideration at the sessions.
 - (b) The agendas are to include items proposed by Directors at least 10 days before the meeting.
 - (c) At least 5 days before the meeting, the CAO must provide the agendas to the Directors and make the agenda for the open session available to the public.
- 4.3 Section 4.2 applies with respect to the agendas for the open and closed sessions of a special Board meeting, except that the time by which the agendas are to be provided to Directors and made available to the public is the lesser of 5 days before the meeting and such time as is reasonably practicable having regard to when the decision to hold the meeting is made.
- 4.4 Prior to each Board meeting that includes a restricted closed session,
- (a) the Director appointed by the Board for this purpose must prepare an agenda for the session; and
 - (b) that Director must provide the agenda to Directors at least two days before the meeting.

Agenda for open session of a meeting

- 4.5 The agenda for the open session of a Board meeting is to contain the following headings in the order in which they are listed:
- (a) Approval of agenda
 - (b) Approval of minutes
 - (c) Delegations
 - (d) External reports and presentations
 - (e) Reports¹

¹ “Reports” are UNA reports, such as reports from committees, working groups, Directors, and staff. These may just provide information or may include recommendations for action.

- (f) Unfinished business²
- (g) New business³
- (h) Adjournment

Agendas for closed and restricted closed sessions of a meeting

- 4.6 The agendas for the closed and restricted closed sessions of a Board meeting are to contain such of the headings listed in section 4.5 as are applicable.

Addition of agenda items by Directors

- 4.7 At the time the adoption of an agenda is being considered, a Director may propose to place an additional item on the agenda. The item is to be added to the agenda only if approved by the Board.
- 4.8 After an agenda has been adopted, a Director may propose to place an item of an urgent nature on the agenda. The item is to be added to the agenda only if the proposal is approved by the Board.

Order of business

- 4.9 Business at a session of a Board meeting is to be taken up in the order in which it is listed on the agenda for that session, unless an alternative order is approved by the Board.

New Directors

- 4.10 For the purposes of this Part, a Director includes, in relation to a Board meeting, any person whose term of office as a UNA director will commence at the beginning of the meeting.

² “Unfinished business” consists of

- the item (if any) that was actually in the process of being considered when the last meeting adjourned;
- items that were on the agenda for the last meeting but were not reached before the adjournment of the meeting; and
- items from a prior meeting that, by motion, were postponed.

There will usually not be any unfinished business.

³ “New business” is any item for discussion or decision that does not belong under reports or unfinished business. It includes items that were previously considered by the Board, unless the item has been referred to a committee or working group.

PART 5 – MEETING CHAIR AND QUORUM

Meeting chair

- 5.1 The chair of a Board meeting (the “Presiding Director”) is to be determined in accordance with Bylaw 7.6.
- 5.2 If the Chair is absent from a Partially Electronic Meeting, the Directors are to choose a Director who is present in person to chair the meeting.

Quorum

- 5.3 The quorum for a Board meeting is a majority of the Directors at the time of the meeting. [Bylaw 7.5]
- 5.4 The Board must not conduct business at any time at which a quorum is not present.

Adjourning meeting if no quorum

- 5.5 If there is no quorum present within 15 minutes after the scheduled time for a Board meeting or such longer time as the majority of the Directors present agree,
- (a) the CAO must record the names of the Directors present; and
 - (b) the meeting stands adjourned.

PART 6 – MOTIONS

Making motions

- 6.1 Except as otherwise provided in the Rules, a motion must be made and seconded before being debated or finally put to a vote by the Presiding Director. It is not necessary that the Presiding Director restate the motion.
- 6.2 A Director may make a motion only if the Director is recognized by the Presiding Director.

Motions belong to Board

- 6.3 When a motion has been made and seconded, it is in possession of the Board.

Permissible motions

- 6.4 Only the following motions may be made when the Board is considering a main motion (i.e., the motion that initiates formal Board consideration of a matter):
- (a) to adjourn;

- (b) to recess;
- (c) to call the vote;
- (d) to postpone;
- (e) to refer;
- (f) to amend;
- (g) to postpone indefinitely.

6.5 The order of precedence of the motions listed in section 6.4 is from top (highest) to bottom (lowest). Except for a motion to amend a pending motion, a motion is in order if any motion below it is pending and is out of order if any motion above it is pending. A motion to amend a pending motion may be made to any motion that is amendable.

Motion to call the vote

- 6.6 A motion to call the vote is a motion to end debate and vote immediately on the pending motion.
- 6.7 A motion to call the vote is not debatable and requires at least two-thirds of the votes cast to be in favour of the motion in order to succeed.

Motion to postpone

- 6.8 A motion to postpone a pending main motion must specify when the main motion is to be taken up again, which may be
 - (a) during the same Board meeting, in which case the motion must specify when in the order of business, or after which circumstances, the main motion is to be considered further; or
 - (b) in a future Board meeting, in which case the motion must specify which Board meeting or the conditions that must be fulfilled in order for the main motion to be considered further.
- 6.9 A motion to postpone is debatable, but only as to the merits of postponement.

Motion to refer

- 6.10 A motion to refer can be made only with respect to a main motion as amended by any amendments approved before the motion to refer.
- 6.11 A motion to refer can be made with respect to a matter on the agenda for the meeting before the making of a main motion with respect to the matter.
- 6.12 A motion to refer a matter may be to a committee, working group, or any individual or group of individuals and is to specify when a report is to be made to the Board.

6.13 Debate on a motion to refer must be limited to the merits of the referral.

Motion to amend

6.14 A motion to amend must not be made with respect to a motion that is non-amendable.

6.15 A motion to amend may take the form of the deletion, addition, or substitution of words. It must be germane to the motion proposed to be amended and may not change the motion into another type of motion or negate the intent of the motion.

6.16 A secondary amendment may be moved to a primary amendment. The secondary amendment is not amendable, and no further amendments may be moved to the primary amendment until the secondary amendment is disposed of.

6.17 A primary amendment must be debated and voted on before the motion that is proposed to be amended.

6.18 A secondary amendment must be debated and voted on before the pending primary amendment.

Motion to postpone indefinitely

6.19 A motion to postpone indefinitely is a motion not to make a decision on the pending main motion (i.e., to kill the main motion).

6.20 Debate on a motion to postpone indefinitely may go into the merits of the pending main motion.

Withdrawal of motion

6.21 The Director who made a motion may request at any time while the motion is pending that the motion be withdrawn.

6.22 A motion is withdrawn if all Directors present at the meeting consent to the request to withdraw.

6.23 If any Director objects to the request to withdraw,

- (a) the Presiding Director must put the request to a vote;
- (b) no debate is allowed; and
- (c) to succeed, the request requires a majority vote.

Division of motion

6.24 If requested by a Director, where a motion comprises separate parts that can stand alone as separate motions, there is to be a separate vote on each part.

PART 7 – RECONSIDERATION, RESCISSION, OR AMENDMENT OF A MOTION

Reconsideration

- 7.1 A Director who voted with the majority for or against a motion (the “original motion”) may make a motion to reconsider the original motion, either at the same open, closed, or restricted closed session of the meeting at which the original motion was voted on or at the next such session.
- 7.2 When a motion to reconsider an original motion is made, the original motion may not be discussed before approval of the motion to reconsider.
- 7.3 A motion may not be reconsidered if it has been acted upon irreversibly.

Rescission or Amendment

- 7.4 After the Board has approved a motion (the “approved motion”), a Director may make a motion to rescind or amend the approved motion, either at the same open, closed, or restricted closed session of the meeting at which the approved motion was approved or at the next such session.
- 7.5 A motion to rescind or amend an approved motion requires at least two-thirds of the votes cast to be in favour of the motion in order to succeed if
 - (a) the motion to rescind or amend is not made at the same meeting at which the approved motion was approved, and
 - (b) advance notice of the intent to make the motion was not given in the agenda for the session of the meeting at which the motion is made.
- 7.6 An approved motion may not be rescinded or amended if it has been acted upon irreversibly.

PART 8 – DEBATE AND CONDUCT

Discussion prior to motion

- 8.1 A matter may be discussed prior to the making of a motion regarding the matter.

Debate

- 8.2 A Director may speak to a matter only if recognized by the Presiding Director.
- 8.3 The Presiding Director may speak to any matter.
- 8.4 Subject to sections 8.5 and 8.6, if more than one Director wishes to speak, the Presiding Director is to determine the order in accordance with the order in which each Director indicated an intention to speak.

- 8.5 The Director who moves a motion may speak first to the motion.
- 8.6 Each Director must be given an opportunity to speak before a Director is given a further opportunity to speak.
- 8.7 A Director must not speak at one time for more than 5 minutes, unless the Board gives permission for the Director to speak longer.
- 8.8 A Director may require the motion being debated to be read at any time during the debate, but not so as to interrupt another Director who is speaking.

Motion to postpone or refer

- 8.9 If a motion to postpone or refer a main motion is made while there remain Directors who have indicated an intention to speak, the Presiding Director may refuse to accept the seconding of the motion to postpone or refer until those on the speakers list have been heard.

Conduct

- 8.10 A Director may not interrupt a Director who is speaking except to raise a Point of Order.
- 8.11 Directors must:
 - (a) use respectful language;
 - (b) refrain from using rude or offensive gestures or signs or engaging in rude or offensive conduct;
 - (c) refrain from attacking or questioning the motives of other Directors;
 - (d) speak only in connection with the matter being debated; and
 - (e) adhere to the Rules and to rulings of the Presiding Director and decisions of the Board.

Call to order

- 8.12 A Director who is called to order by the Presiding Director:
 - (a) must immediately stop speaking;
 - (b) may explain their position on the Point of Order; and
 - (c) may appeal the Presiding Director's ruling, in which case section 9.2 applies.

Conflict of Interest

- 8.13 If a Director has a direct or indirect material interest in a matter before the Board, the obligations in section 56 of the *Societies Act* (or in any provision that replaces that section) are applicable.

8.138.14 At the beginning of each session of a Board meeting, the Presiding Director will report any conflicts of interest in relation to any topics on the agenda disclosed by Directors in advance of the meeting and how those conflicts will be managed. The Presiding Director will also invite Directors to disclose any conflicts of interest in relation to any topics on the agenda that have not been disclosed in advance of the meetings.

Participation of individuals other than Directors

8.148.15 Staff and advisors may speak on a matter only if recognized by the Presiding Director.

8.158.16 Members of the public in attendance at a meeting may speak on a matter if invited to do so by the Presiding Director.

PART 9 – POINTS OF ORDER

9.1 A Director may raise a Point of Order at any time, whereupon the Presiding Director must:

- (a) interrupt the matter currently under consideration;
- (b) ask the Director to state the substance of and the basis for the Point of Order; and
- (c) decide the matter and state the reasons for the decision.

9.2 A Director who is dissatisfied with a decision of the Presiding Director under section 9.1 may appeal the decision, in which case

- (a) the Director is permitted to state the basis for the appeal;
- (b) the Presiding Director may make a response;
- (c) the Presiding Director must then ask whether his or her decision is to be sustained;
- (d) the question is to be voted on without debate; and
- (e) the Presiding Director's decision is sustained unless there is a majority vote in the negative.

PART 10 – VOTING

10.1 When debate on a motion is closed, the Presiding Director must put the motion to a vote.

10.2 Votes are to be cast by the raising of hands.

10.3 When there is a vote on a motion, no Director may leave the meeting, other than a Director who has declared a conflict of interest.

10.4 Unless provided otherwise in the Rules, a motion is carried only if a majority of the votes cast are in favour of the motion. [Bylaw 7.8]

- 10.5 In the event of an equality of votes, the Presiding Director does not have a second vote. [Bylaw 7.8]
- 10.6 The Presiding Director must declare the result of a vote by stating that the motion is carried or not carried.

PART 11 – REQUEST FOR INFORMATION

- 11.1 Directors have the right to request information about any matter before the Board or related to the UNA's affairs.
- 11.2 A Director's inquiry is to be addressed to the Presiding Director.
- 11.3 Inquiries must not include opinion or argument.
- 11.4 An inquiry that is not asked in connection with debate on a matter may only be raised as an item under new business.
- 11.5 If an inquiry cannot be answered when asked, the CAO must respond, or have someone else respond, at the next regular Board meeting.

PART 12 – DELEGATIONS

- 12.1 During the open session of a regular Board meeting, an individual or group of individuals (a "Delegation") may, if permitted by this Part, make a presentation to the Board.
- 12.2 A Delegation wishing to make a presentation at a Board meeting must make a written request setting out the topic of the presentation and must submit the request to the CAO at least 7 days before the meeting.
- 12.3 When a Delegation has made a presentation to the Board on a topic, neither the Delegation nor any individual who was a member of the Delegation may, within 6 months after the presentation, make a further presentation on the topic.
- 12.4 The Board may permit a Delegation to make a presentation notwithstanding that the Delegation has failed to comply with section 12.2 or the presentation fails to comply with section 12.3.
- 12.5 Delegations are to be heard in the order in which the CAO receives their requests, unless the Board decides otherwise.
- 12.6 The Board will hear from a maximum of 3 Delegations at a meeting.
- 12.7 A Delegation's presentation is limited to 5 minutes.

- 12.8 Directors may ask clarification questions of a Delegation, and hear responses to those questions, for a maximum of 5 minutes.
- 12.9 Any time limit in this Part may be extended with the Board's consent.

PART 13 – MINUTES

Preparation of minutes

- 13.1 Separate minutes are to be prepared for the open, closed and restricted closed sessions of a Board meeting.
- 13.2 Minutes of an open, closed, or restricted closed session of a Board meeting must contain:
- (a) the type of session;
 - (b) the date of the meeting;
 - (c) if the meeting was not a Fully Electronic Meeting, the location of the meeting;
 - (d) if the meeting was a Fully Electronic Meeting, the communications medium used to conduct the meeting;
 - (e) the times at which the session began and adjourned;
 - (f) the names of Directors, staff, and invited attendees who attended the session;
 - (g) the name of the Presiding Director;
 - (h) a record of decisions made on all main motions; and
 - (i) the names of any Directors who have declared conflicts of interest and the matter with respect to which each conflict was declared.
- 13.3 The minutes of restricted closed sessions are to be prepared by a Director appointed by the Board for that purpose.

Approval, distribution, and retention of minutes

- 13.4 A draft of the minutes of an open, closed, or restricted closed session of a Board meeting must be provided to Directors for approval and included with the agenda for the next session of that type.
- 13.5 Within 14 days of the Board approving the minutes of an open session of a Board meeting, the CAO must post the minutes on the UNA website.
- 13.6 The approved minutes of the closed session of a Board meeting are to be maintained confidentially by the CAO.

- 13.7 The approved minutes of a restricted closed session of a Board meeting are to be distributed to all Directors, who must maintain the confidentiality of the minutes.

Inclusion of resolutions approved without meeting

- 13.8 A resolution approved in accordance with Bylaw 7.11 (resolution approved without meeting) must be included with the minutes of the next open, closed, or restricted closed meeting of the Board, depending on the type of session at which the resolution would otherwise have been presented for approval.

PART 14 – UBC AND AMS PARTICIPANTS

- 14.1 With respect to an individual appointed by UBC who is entitled pursuant to sections 8.1 to 8.5 of the Bylaws to attend and participate in Board meetings, the Rules apply as if the individual were a Director, except that
- (a) the individual has no right to make motions;
 - (b) the individual has no right to vote on any matter, including for greater certainty any procedural matter; and
 - (c) to the extent that sections 8.1 to 8.5 of the Bylaws are inconsistent with the Rules, those sections prevail.
- 14.2 With respect to an individual appointed by the Alma Mater Society of the University of British Columbia who is entitled pursuant to section ~~54.6~~ of the Neighbours' Agreement 202~~40~~ to attend and participate in Board meetings, the Rules apply as if the individual were a Director, except that
- (a) the individual has no right to vote on any matter, including for greater certainty any procedural matter; and
 - (b) to the extent that section ~~54.6~~ of the Neighbours' Agreement 202~~40~~ is inconsistent with the Rules, that section prevails.

PART 15 – COMMITTEES

Establishment and membership of committees

- 15.1 Subject to any delegation of its power to establish committees, only the Board may establish committees and determine their membership.
- 15.2 Individuals who are not Directors may be members of a committee.
- 15.3 The chair of a committee must be a Director.

- 15.4 A Director who is a member of a committee ceases to be a member upon ceasing to be a Director unless otherwise provided in the appointment of the Director to the committee.

Rules of procedure

- 15.5 Board committees are to conduct business in accordance with the Rules, with such modifications as are necessary.
- 15.6 The quorum for a committee meeting is a majority of the committee's members.
- 15.7 A motion made at a committee meeting is not required to be seconded.
- 15.8 In the event of an equality of votes on a motion at a committee meeting,
- (a) the chair of the committee does not have a second vote; and
 - (b) the motion fails.

Minutes of meetings

- 15.9 A committee must provide minutes of its meetings to the Board.

Attendance of non-member Directors

- 15.10 Directors who are not members of a committee
- (a) may attend meetings of the committee,
 - (b) may participate in discussion only with the approval of a majority of the committee members present, and
 - (c) have no vote.

Priority of committee terms of reference

- 15.11 The provisions in this Part are not applicable with respect to a committee to the extent that the provisions conflict with the committee's terms of reference.

SUBJECT:	UNA Board, Appointees + Representatives Code of Conduct Policy	POLICY #01-16
CATEGORY:	Administration	
AUTHORITY:	Board of Directors	
ADOPTED:	May 2022	
AMENDED:	–	
REVIEWED	–	

PURPOSE

The University Neighbourhoods Association (“**UNA**”) seeks to maintain and enhance the quality of life for all UNA residents through responsible, fair, community-minded and sustainable representation. To help achieve this goal, the UNA Board of Directors (“**Board**”) has adopted a Code of Conduct Policy (“**Policy**”) applicable to UNA Directors (“**Directors**”) and to all persons appointed by the Board to UNA committees or task forces (“**Appointees**”). This Policy is also applicable to any individuals appointed or designated by the University of British Columbia or the Alma Mater Society who attend and participate in UNA Board or Committee meetings (“**Representatives**”).

The purposes of the Policy are to ensure that:

- Business is conducted with integrity, in a fair, honest and open manner;
- Directors, Appointees and Representatives respect one another, the public and staff and recognize the unique role each has in making the UNA a better place to work and live;
- The conduct of Directors, Appointees and Representatives in the performance of their duties and responsibilities with the UNA is above reproach;
- Decision making processes are accessible, participatory, understandable, timely and just;
- Directors and Appointees identify and address any real or perceived conflict of interest; and,
- Directors, Appointees and Representatives respect and uphold confidentiality requirements.

The Policy provides general guidance on the standards of conduct required, including guidelines on conflicts of interest, processes to raise concerns and breaches of the Policy, as well as an accompanying acknowledgement statement.

SCOPE

This Policy is applicable to all Directors of the UNA Board and includes provisions that are relevant to Appointees and Representatives. The bodies to which Directors, Appointees and Representatives can be appointed are referred to collectively as “**Committees**” throughout this Policy.

POLICY STATEMENTS

Duties of Directors

The Board of the UNA, collectively, are entrusted with the management, administration and control of the property, revenue, business and affairs of the UNA.

Director duties are set out in the *Societies Act*, the UNA Bylaws and established by common law. Each Director has a responsibility, first and foremost to the best interests of the UNA and must function primarily as a Director of the Board and not as a representative of any particular constituency. Taken together, the fundamental duties of the Directors include the following:

Fiduciary Duty: Directors must act honestly and in good faith with a view to serving the best interests of the UNA. In placing the UNA's interests ahead of their own personal interests, each Director is required to:

- Be honest in their dealing with the UNA and others on behalf of the UNA;
- Act in accordance with the conflict of interest provisions contained within Section 56 of the *Societies Act*, UNA Bylaw 6.15 and 6.16 as well as the requirements of this Policy;
- Remain impartial and loyal to the best interests of the UNA and not act as a delegate or representative of any interest, stakeholder, or group;
- Maintain the confidentiality of information submitted to the Director in confidence, and in accordance with the requirements set out in this Policy and any applicable policies; and
- Respect the Board and Board decisions, and avoid undermining any decision of the Board, regardless of whether the Director agrees with or voted for the decision.

Duty of Care: Directors must exercise the degree of care, skill, and diligence reasonably expected from a person having their knowledge and experience.

Duty of Knowledge: Directors must be familiar with and generally knowledgeable about:

- The UNA's mandate, goals, objectives, and operations;
- The community, business and political environments within which the UNA operates;
- The relevant legislation applicable to the UNA and Directors; and
- The current governance policies and practices of the UNA.

Duty of Compliance: Directors must comply with all applicable laws and regulations and with policies applicable to Directors.

Duty to Disclose: Directors must disclose information within their knowledge that is of significance to the UNA.

Expectations: In fulfilling their responsibilities and duties, Directors are expected to:

- Act in a manner consistent with the trust and confidence placed in the Board, as a responsible steward of UNA resources;
- Devote the necessary time and attention required to prepare for and attend meetings of the Board and applicable Committees;

- Participate fully and frankly in the deliberations and discussions of the Board and applicable Committees;
- Act in a manner which is courteous of others, including to treat others with respect;
- Avoid any situations that impair or have the potential to impair the Director's independence or impartiality in performing the duties of a Director or otherwise to cause, or have the potential to cause, damage to the UNA or its reputation; and,
- Act consistent with the Board's protocols on Board communications and public comment.

Duties that apply to Directors and Appointees

Conflict of Interest

All Directors and Appointees shall be aware of and declare, in writing where necessary, any real or perceived conflicts of interest.

General. A Director or Appointee holds a position of trust *vis-à-vis* the UNA. As such, there is a general obligation to avoid situations of real or potential conflicts of interest as well as even the appearance of a conflict of interest.

Definition of Conflict of Interest. A conflict of interest arises where the Director or Appointee's interests and those of the UNA might be in real, potential or perceived conflict. A conflict of interest puts into question the independence, impartiality and objectiveness that a Director or Appointee is obliged to exercise in the performance of their duties.

- A **"private interest"** means a direct or indirect economic interest or other personal benefit or advantage, and it may involve a financial or non-financial interest. The interest may be personal to the Director or Appointee themselves, or to the Director or Appointee's relatives (a spouse, parent, child, sibling or other family member whether connected by blood, marriage or adoption), or a business in which the Director or Appointee is involved.
- A Director or Appointee has a **"real conflict of interest"** when the Director or Appointee is performing a duty or function and in the performance of that duty or function has the opportunity to further their private interests.
- A Director or Appointee has a **"potential conflict of interest"** when there exists some private interest that could influence the performance or exercise of a Director or Appointee's duty or function.
- A Director or Appointee has a **"perceived conflict of interest"** when a reasonably well-informed person could perceive that a Director or Appointee's ability to perform a duty or function of the position was, or will be, affected by the Director or Appointee's private interests and interfere with the Director or Appointee's judgment in making decisions in the UNA's best interest.

A conflict of interest does not exist simply where a Director or Appointee has or may have an interest in common with many other people or where the issue may concern a particular UNA neighbourhood, including one in which the Director or Appointee lives. In general, debating or discussing and voting on matters which have an effect on a broad group is not a conflict of interest. However, a conflict of interest due to representation of or relation to a specific constituency may occasionally arise. Conflict could reasonably be considered to exist for the following identified groups when considering these matters (*as illustrative examples only and in no way meant to be exhaustive*):

- For a Director or Appointee where a contract or matter before the Board involves only the specific strata development in which they resides and not other strata developments;
- For a Director or Appointee serving on the board of another organization and being in possession of information confidential to the UNA that is of importance to a matter being considered by the board of the other organization.

Responsibility to Disclose Conflict of Interest

It is the responsibility of a Director or Appointee to identify a conflict of interest to the Chair of the Board or Committee (with a copy to the Chief Administrative Officer (“**CAO**”)) in writing, in advance of a meeting if possible, in which the subject matter relating to the conflict will arise for Consideration or, where that is not practicable or possible, verbally at a Board or Committee meeting. In this Policy the word “**Chair**”, includes the Acting Chair and any Director or Appointee who is elected to Chair a meeting of a Board or Committee. “**Consideration**” may include discussion, debate and voting.

If the real or perceived conflict of interest arises at a Board or Committee meeting without notice then the Director or Appointee should forthwith advise the Chair of the conflict.

Where a conflict of interest exists, Directors and Appointees are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter, must declare to the body that a conflict exists, and must absent themselves from the meeting during consideration of the issue to which the conflict relates. The declaration of a conflict and the Director’s or Appointee’s exit from and return to the meeting shall be noted in the minutes.

Where in the opinion of a Board or a Committee member, a Director or Appointee is in a real or perceived conflict of interest and has not so declared, the body may ask for a review of the matter by the CAO. The matter, if unresolved, may then be referred to Board for review and then, if still unresolved, to legal counsel.

A Director or Appointee who has or is deemed to have a conflict of interest shall be counted in the quorum for a meeting at which the Director or Appointee attends notwithstanding that the Director or Appointee is absented while any matter is discussed, debated or voted on in respect of which a conflict exists for that Director or Appointee.

Advocacy

Directors and Appointees shall represent the official policies or positions of the UNA, Board or Committee to the best of their abilities when designated as delegates for this purpose. When presenting their individual opinions and positions, Directors and Appointees shall explicitly state

they do not represent Board, their Committee or the UNA, nor will they condone the inference that they do.

Decisions Based on Merit

Directors and Appointees shall base their decisions on the merits and substance of the matter at hand.

Duties that apply to Directors and Appointees and Representatives

Confidentiality

In the course of their duties, Directors, Appointees and Representatives will have access to confidential information relating to the UNA and may also learn of other confidential or non-public information relating to third parties.

Directors, Appointees and Representatives are expected to maintain the confidentiality of all confidential and non-public information and are required not to disclose or release any such confidential or non-public information unless authorized by the UNA or required by law to do so.

Proceedings in closed and restricted closed sessions of the UNA Board and Committees are confidential. Proceedings in strategy sessions, forums, workshops or other sessions the UNA may hold from time to time are also confidential, unless otherwise provided. Directors, Appointees and Representatives must hold in confidence all views and opinions expressed by other Directors, Appointees and Representatives or individuals in such sessions.

The duty to maintain information in confidence continues after the individuals cease to be a Director, Appointee or Representative.

Respectful Workplace Environment

Directors, Appointees and Representatives shall treat each other, the public, and UNA staff with respect and shall be supportive of the personal dignity, self-esteem and well being of those with whom they come in contact with during the course of their professional duties. Directors, Appointees and Representatives shall be aware of and act in accordance with the UNA Discrimination, Harassment and Bullying in the Workplace Policy #02-03.

Respecting Governance Structure

Directors, Appointees and Representatives shall respect and adhere to the structure of governance as established in the UNA. In this structure, the Board determines the policies of the UNA with the advice, information and analysis provided by the public, Committees, and UNA staff. Directors, Appointees and Representatives, therefore, shall not interfere with the administrative functions of the UNA or with the professional duties of UNA staff, nor shall they impair the ability of staff to implement Board policy decisions.

Compliance with Processes

- Directors, Appointees and Representatives shall perform their duties in accordance with the policies, procedures and rules of order established by the UNA Board which govern the deliberation of issues, meaningful involvement of the public, and implementation of policy decisions of the Board by UNA staff.

- Directors, Appointees and Representatives shall be aware of the mandate of their respective Committees and act in accordance.

Gifts and Favours

- Directors, Appointees and Representatives shall not accept any gift, money, property, position or favour of any kind whether to be received at the present or in the future, from a person having, or seeking to have dealings with the UNA, except as follows:
 - Where such a gift or favour is authorized by law; or
 - Where such gifts or favours are received as an incident of the protocol, social obligation or common business hospitality that accompany the duties and responsibilities of the Director, Appointee or Representative.
- Directors, Appointees and Representatives may participate in UNA programs open to the public and may purchase UNA property or goods offered for public sale.

Use of Public Resources

Directors, Appointees and Representatives shall not use public resources that are not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

Compliance and Enforcement

This Policy is intended to be self-enforcing. The Policy expresses standards of conduct expected, and Directors, Appointees and Representatives themselves have the primary responsibility to assure that these standards are understood and met.

Where the circumstances warrant, the Board may impose sanctions on Directors and Appointees whose conduct does not comply with this Policy.

To ensure procedural and administrative fairness, a Director or Appointee who is accused of violating any provision of the Policy shall have a minimum of one week or the time between two consecutive meetings, whichever is greater, to prepare their response to the allegations.

Before considering a sanction, the Board must ensure that a Director or Appointee has:

1. Received a written copy of the complaint against them;
2. A minimum of one week or the time between two consecutive meetings, whichever is greater, to prepare a defence against any allegations; and,
3. A fair opportunity to be heard.

Any conduct by Representatives that contradicts this Policy will be raised with both the Representative, and the organization that appointed or designated them to attend and participate in UNA Board or Committee meetings.

Implementation of the Policy

Directors, Appointees and Representatives should view the Policy as a set of guidelines that expresses the standards of conduct expected of them. Implementation is most effective when individuals are thoroughly familiar with the Policy and embrace its provisions. For this reason, the Policy will be provided to candidates for Board, applicants to Committees and appointed Representatives.

Directors, Appointees and Representatives will be requested to sign the statement, attached as Appendix A, affirming they have read and understood the Policy. In addition, the Governance and Human Resources Committee (“**GHR Committee**”) shall review the Policy periodically, and the Board shall consider recommendations from GHR Committee and update the Policy as necessary.

Violation Not Cause to Challenge a Decision

A violation of this Policy shall not be considered a basis for challenging the validity of a Board or Committee decision.

Related Documents and Legislation

- UNA Discrimination, Harassment and Bullying in the Workplace Policy #02-03
- UNA Board Rules of Procedure
- UNA Bylaws
- Societies Act, *S.B.C. 2015, c. 18*



APPENDIX A

MEMBER STATEMENT

Board of the UNA, Appointees and Representatives

As a Director on the UNA Board, an Appointee or a Representative, I acknowledge and agree that:

- 1) I have received a copy of the Policy.
- 2) I will conscientiously and in good faith observe the provisions of the Policy.
- 3) A breach of the Policy may result in the Board imposing sanctions on individuals whose conduct does not comply with this Policy.

Signature: _____

Date: _____

Name (please print):

Office/Committee:
