



CALL TO ORDER	
1. APPROVAL OF AGENDA	Decision Requested: That the Board approve the February 18, 2020 Agenda, as presented.
PRESENTATIONS	
ELECTORAL AREA A REPORT – Jen McCutcheon, Electoral Area A Director	For Information
NOBEL PARK RENOVATION (10 Mins)	For Information
WESBROOK PLAN AMENDMENT: ENABLING FACULTY-STAFF HOUSING – Michael White, UBC AVP Campus & Community Planning	For Information
UBC CAMPUS & COMMUNITY PLANNING REPORT	For Information
MATTERS ARISING FROM MINUTES	
2. APPROVAL OF MINUTES	Decision Requested: That the Board approve the January 21, 2020 Minutes, as presented.
REPORTS	
3. Q3 – 2020 INTERIM CO-ED REPORT – Strategic Plan Update and Operations	For Information
OLD BUSINESS	
4. 2020-2021 DRAFT BUDGET	Decision Requested: That the Board approve the 2020-2021 Budget, as presented.
5. CHIEF ADMINISTRATIVE OFFICER RECRUITMENT UPDATE (Verbal)	For Information
6. BYLAW UPDATE (Verbal) a. Bylaw Working Group b. UNA Negotiating Committee i. Insurance c. UNA Working Group - AMS	For Information
NEW/OTHER BUSINESS	
7. 2020-21 HAWTHORN and WESBROOK PLACE: Parking Permit Renewal and Pricing	For Decision



NEW/OTHER BUSINESS (continued)	
8. GOVERNANCE & HUMAN RESOURCES COMMITTEE <ul style="list-style-type: none">a. Director Vacancyb. Community Advisory Consultation Committee	a. Director Vacancy: Decision Requested: That the Board appoint Tor Album as UNA Treasurer and Chair of the Finance & Audit Committee until such time that the Board appoints an elected Director to the position. b. Community Advisory Consultation Committee: Decision Requested: That the Board defer implementation of the Community Engagement Advisory Committee until such time as the Board has a full complement of members and the Chief Administrative Officer has been hired.
ADJOURNMENT	

CLOSED AND IN CAMERA SESSIONS TO FOLLOW

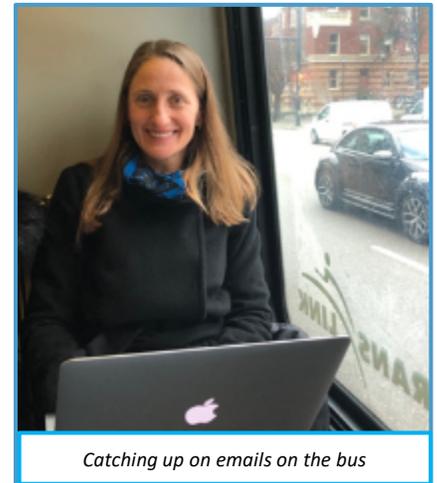


Director's Report

Hello UBC and UEL neighbours,

Happy 2020! Work has definitely ramped up after the winter break, and I am excited to be neck deep again, trying to understand and address the issues most pertinent to Electoral Area A and the region as a whole.

In this month's opening letter, I wanted to reflect on my experiences with public transportation on and off the UBC peninsula. Those who know me personally may know that I thrive on efficiency. Perhaps because of this inherent drive to maximize productivity (which is admittedly a bit of a mixed blessing), I historically haven't been a particularly frequent user of public transit.



Catching up on emails on the bus

That all changed recently, for several reasons. First, I was driven by the feeling that if I am to sit on the Mayors' Council for Regional Transportation and contribute to decisions about the future of our region's transportation networks, I need to have a better first-hand sense of how our public transportation system operates. So, off I set, taking buses and SkyTrain to destinations as far as Port Moody and Coquitlam, and replacing car trips within Vancouver and Burnaby. While I did have one occasion of a no-show bus, my experiences on the whole have been very positive, and my view of public transit has completely changed.

Second, I used to note on that Google Maps, transit trips would be estimated to take 20 to 50 percent longer than car trips, and that usually sealed the decision to drive. However, Google's algorithm excludes some interesting factors, like how time spent driving is more or less time wasted. I suppose you can listen to a podcast or music, but the focus needed to drive safely takes away some of the listening enjoyment. By contrast, I can use my time on the bus to catch up on emails, reread seemingly endless pages of meeting agendas (!), or relax with music or a podcast. So, it's not just the total number of minutes that's important, but the quality of those minutes. There is also generally more certainty around the length of time transit will take — except for those rare occasions when a bus doesn't show up! You don't have to worry about parking or getting stuck in traffic, thanks to new bus priority lanes and signals on many routes, such as the new R4 RapidBus.

Third, I can't help but bring this back to climate change. Did you know that taking the bus results in ten times fewer greenhouse gas (GHG) emissions than driving alone? On average, a single occupancy car emits 25kg of GHGs per 100km, while an occupied bus emits 2.6kg per 100km (and of course, walking or biking won't emit anything). Again, transit for the win for the climate! Speaking of fresher air, on days when I do drive and then sit in meetings all day, I find myself craving some outside time. For most of us, taking transit requires a short walk and wait for the bus, which can literally be a nice 'breath of fresh air.'



Finally, I believe in building a future where we are not dependent on individual vehicles and don't have to spend significant portions of our days stuck in traffic. I'm pleased to say that while biking or running are still my preferred modes of transportation, public transit has moved into a solid second place.

So, maybe I'll see you on the bus (if not in Pacific Spirit Park!)

Best wishes,

Jen McCutcheon

Quarterly EAA Director Engagement Sessions

Thank you to all those who made it out in the rain to my quarterly engagement session in January. I was pleased with the turnout, and appreciated the questions, discussion, and suggestions from residents of by the UEL and UNA/UBC areas.

The next Engagement session will be on Wednesday, April 15 from 6:00 – 8:00 p.m. on the topic of affordable housing and its links to transportation.

I am working on arranging an expert panel to speak on ways to address the housing crisis in our region, as well as the importance of transit-oriented affordable housing.



First UEL/UNA/UBC Engagement Session in January

The subsequent session will be in June (date TBC) and will focus on the SkyTrain Extension to UBC. It'll feature a guest presentation from TransLink staff, who will provide us with the latest plans, next steps, and key decision points. Armed with this information, residents will have plenty of time to ask questions and voice their opinions. Please join me and share these opportunities with friends and neighbours.

Where Does our Waste Go? Solid Waste Annual Report and Other Waste Facts

While I'm still quite shocked by the amount of waste our society produces, it's heartening to know that our region has one of most integrated and responsible waste management systems in North America, and I thought you may be interested in learning more about it.

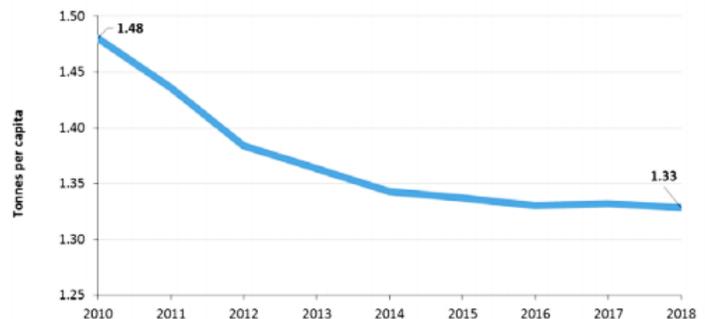


Metro Vancouver and its member jurisdictions work collaboratively to provide waste management services to the region, with Metro Vancouver coordinating the long-range planning and policy for recycling and disposal and operating five regional transfer stations and a Waste-to-Energy Facility.

Collection is handled by municipalities or private companies for the residential sector, and by private companies for the commercial sector. Residential and business customers also drop off waste and recyclables at the five regional transfer stations, or the two facilities managed by the City of Vancouver (the Vancouver South Transfer Station and Vancouver Landfill). Additionally, non-profit product stewardship organizations Recycle BC and Encorp Pacific manage recycling programs for items like residential paper, packaging and beverage containers, backed by financial support from the producers and manufacturers of those products. It's a complex system with many players and it allows our region to be leader in waste reduction and recycling.

Metro Vancouver tracks regional recycling and disposal data to measure progress towards our regional waste reduction goals and compiles that data in an annual summary. According to the most recent report, in 2018, Metro Vancouver continued to reduce the amount of waste sent for disposal, with about 64 per cent of all municipal waste diverted and recycled – resulting in a per capita disposal rate of 0.48 tonnes per capita per year.

PER CAPITA GENERATION RATE (5-YEAR ROLLING AVERAGE)
All Sectors
2010 to 2018



In 2018, the total amount of waste generated was approximately 3.6 million tonnes, or 1.36 tonnes per capita. Using a five-year rolling average, this represents a 10 percent reduction in per-capita waste reduction from 2010 levels. While Metro Vancouver has one of the highest diversion rates in North America, we will not be able to reach our ambitious goal of 80% diversion without new regulatory and policy tools – something I would definitely be in favour of. Key opportunities for diversion include increasing performance in the multi-family and commercial/institutional sectors and enhancing recovery of materials such as plastics, organics and construction and demolition waste.

In addition to our waste diversion activities, Metro Vancouver's Waste-to-Energy Facility in Burnaby is particularly interesting to me. The energy recovered from the waste is turned into steam which is used to create electricity, and the plant produces enough electricity to power 16,000 single family homes on an annual basis.



As I mentioned in my July 2019 Director's Update, all 1,500 tonnes of repatriated Canadian waste that was shipped from the Philippines in summer 2019 was securely disposed of at Metro Vancouver's Waste-to-Energy Facility, following selection of our facility by Environment and Climate Change Canada as the preferred choice for disposal.

Collectively, we all need to produce less waste, because the amount of garbage that we produce in Metro Vancouver is still slightly greater than our capacity to dispose of it at regional facilities. Approximately 58,700 tonnes of the 917,600 tonnes (about 6%) of total waste disposed in the region in 2018 were disposed of at two Metro Vancouver contract sites in the United States.

How much we consume, and how we dispose of our waste (recycling, composting or garbage) does make a difference to our region. The more I learn about waste, the more I see that the responsibility to manage our waste falls on all of us: producers, individual users, corporations, and government. The issue is complex, but I believe that we all have a role to play in the solution.

<http://www.metrovancover.org/services/solid-waste/SolidWastePublications/2019ISWRMPBiennialReport.pdf>

Mayors' Council on Regional Transportation Updates

Catch the New R4 RapidBus to UBC!

The R4, the new RapidBus, runs between the main bus loop at UBC and the Expo Line's Joyce-Collingwood Station via Wesbrook Mall and 41st Avenue, as well as a connection to the Canada Line's Oakridge-41st Avenue Station.

The two things I am enjoying most about this new route are its frequency of service (making it feel more like "rapid transit") with peak service frequency of 2 to 3 minutes and extended hours in the morning and evening, plus also the ability to get on or off at three different locations on campus: the UBC bus loop, Wesbrook Mall at Agronomy, and 16th at Wesbrook. The R4 is expected to be busiest of the new RapidBus routes – learn more about its route and schedule at the link below.

<https://new.translink.ca/schedules-and-maps/service-changes>

Mayors' Council Endorses Inter-Municipal Business Licence for Ride-Hailing

In December, the Mayors' Council released the details of an agreement for an interim inter-municipal business licence (IMBL) bylaw for ride-hailing companies wishing to operate in the Metro Vancouver, Fraser Valley and Squamish-Lillooet regional districts.



Members of the Mayors' Council met with Federal Infrastructure Minister Catherine McKenna



The interim bylaw was developed by a working group led by staff from municipalities with support from TransLink and the provincial government and provides a single set of requirements for all participating municipalities, companies and drivers.

Under the IMBL, ride-hailing companies only need to obtain one licence instead of a separate licence for each municipality within Passenger Transportation Board Region 1.

“The development of the inter-municipal business licence has demonstrated how our region can work collaboratively together,” said Mayors’ Council Chair Jonathan Coté. “The framework that has been developed gives cities a say in managing our roadways while keeping the application process simple and reasonable. This industry has the potential to improve transportation options in our region, if we take steps to properly manage it.” The proposed interim framework would be in place until a permanent IMBL can be developed. Find out more about the new IMBL for ride-hailing at the link below.

https://www.translink.ca/-/media/Documents/about_translink/governance_and_board/council_minutes_and_reports/2020/january/20200130_report_imbl_for_ride_hailing.pdf



Mayors’ Council’s Federal Budget Submission

February 5, 2020 was a busy day for the Mayors’ Council! Before boarding a plane to Ottawa, the Mayors’ Council Vice Chair Jack Froese and Vancouver Mayor Kennedy Stewart met with community leaders and representatives of business, health, transportation, and environment groups at Broadway City Hall station to call on federal government to commit to the next phase of transit expansion in Metro Vancouver.



In Ottawa, Mayor Froese and Mayor Kennedy met with many of our federal representatives including the Honourable Catherine McKenna, Minister of Infrastructure and Communities, and NDP Leader Jagmeet Singh to discuss the growing demand for transit in Metro Vancouver, and the importance of completing the Mayors’ Council 10-Year Vision without delay.

Following up on this Ottawa visit, I and the rest of the Mayors’ Council met with Minister McKenna here in Vancouver to reiterate our requests, and better understand the context and constraints from both a federal and regional level (photo from this meeting on page 4).

Mayors Kennedy and Froese with MPs Jagmeet Sinah and Catherine McKenna



Learn more on the Cure Congestion website and read our formal submission ahead of the 2020/2021 federal budget at the link below.

<https://www.curecongestion.ca/2020/02/04/mayors-and-community-leaders-call-on-federal-government-to-make-new-investments-in-metro-vancouver-transit/>

SkyTrain Announcements Now Include Which Side Doors Open On

When riding SkyTrain's Expo and Millennium Lines, you might have noticed that the "next station" announcements are a little different— they now announcing whether doors will open to the left or right when the train arrives at the station.

It's all part of TransLink's efforts to make transit more accessible for everyone, and a little bit easier for customers with sight loss as well as those who are new to riding SkyTrain. These accessibility improvements were the result of advice and feedback from TransLink's Access Transit Users' Advisory Committee (UAC) and other stakeholders.

<https://www.translink.ca/Rider-Guide/Accessible-Transit/Access-Transit/Users-Advisory-Committee.aspx>

Electric Bikes Can Now Ride the Bus Too!

As Metro Vancouver's transportation authority, TransLink is about more than just buses and SkyTrain! Among their responsibilities is providing cycling options and supporting the more than 107,000 bike trips that happen every day. Cycling with electric assistance is becoming more popular, so TransLink has updated their rules to allow electric bikes to be placed on their bus bike racks, provided that:

- the electric bike weighs less than 25kg (55 lbs);
- the wheels fit properly in bike rack;
- the bike includes a lithium battery; and
- the rider removes the battery and brings it aboard.



There are a few electric bikes that are still not allowed, such as the ones that look more like scooters, as those are too heavy and don't fit properly in the bike racks. Electric bikes are also welcome onboard SeaBus, SkyTrain and the West Coast Express.



Open Burning Regulation Consultation

Metro Vancouver is seeking feedback on a proposed alternative approach for regulating emissions from open-air burning of vegetative debris, as part of initial consultation.

Several thousand open-air burning events of various sizes occur across the region each year. Smoke emissions from open-air burning of vegetative debris contain fine particulate matter, nitrogen oxides, volatile organic compounds, and other harmful compounds, some of which are associated with health and environmental issues and climate change.

Metro Vancouver currently authorizes emissions from open-air burning of vegetative debris through site-specific approvals. The region currently does not have an emission regulation for open-air burning, and is proposing a regulation that would provide a streamlined and more efficient way to authorize open-air burning of vegetative debris in cases where specified requirements are met.

The provincial Open Burning Smoke Control Regulation was amended in September 2019. As Metro Vancouver has the authority to regulate air emissions to address regional needs, a new emission regulation for the Metro Vancouver region cannot be less restrictive than what is required by the provincial regulation.

A two-phase consultation with the public, Indigenous communities, businesses, member jurisdictions, provincial government and other interested parties is intended to provide any person who may be affected by a potential emission regulation with sufficient opportunity to learn about the proposals and provide feedback. The feedback will be presented to the Metro Vancouver Board, which will make the final decision on the potential emission regulation.



<https://www2.gov.bc.ca/gov/content/environment/air-land-water/air/air-pollution/smoke-burning/regulations/openburningregulation>
<http://www.metrovancover.org/services/air-quality/projects-initiatives/open-air-burning/>

Alt'ka7tsem/Howe Sound Biosphere Region Nomination

Did you know that work is well underway for the beautiful Howe Sound biosphere to become recognized by United Nations Educational, Scientific and Cultural Organization (UNESCO)?

The Howe Sound Biosphere Region Initiative Society has been working hard to complete the nomination process for the Alt'ka7tsem/Howe Sound Biosphere Region, with the key objectives to advance biodiversity conservation, sustainable development, and reconciliation.



FEBRUARY
2020

Biosphere regions are areas of terrestrial, coastal or marine ecosystems that are internationally recognized within the UNESCO's Man and the Biosphere Program. There are 701 biospheres worldwide, including 18 in Canada, and two in B.C., both on Vancouver Island.

After obtaining support from local governments, including Metro Vancouver, the nomination was submitted to the Canadian Commission for UNESCO in Ottawa in December 2019. Once the Commission confirms it meets UNESCO's statutory requirements for new biospheres, the nomination will be sent to UNESCO in Paris, which is expected to occur by September 2020.



Howe Sound is the beautiful body of water between West Vancouver and the Sunshine Coast and north to Squamish

For more information, visit www.howesoundbri.org

Non-Road Diesel Engine Regulatory Program

In an effort to decrease greenhouse gas emissions and improve air quality, Metro Vancouver is tightening the rules for non-road diesel engines, requiring owners of older forklifts, excavators and other engines to register their equipment by January 31, 2020.



Metro Vancouver requires all Tier 0 and Tier 1 non-road diesel engines, which have little-to-no emission controls, to be registered and labelled as part of its Non-Road Diesel Engine Emission Regulation Bylaw, introduced in 2012 to manage emissions and protect the region's overall air quality.

Non-road diesel engines are commonly used in construction, industrial and commercial activities or are stationary machines that are not used for transportation on public roads. Failure to comply with the regulation could result in fines of up to \$200,000. Tier 1 engines that have not been registered (including payment of fees), will not be able to operate after this date.

Metro Vancouver is leading the way in Canada with this regulation, and these prohibitions are the strictest we've implemented to date. Since 2012, more than 4,000 older engines have been registered in the region. In order to operate in Metro Vancouver, engine owners must pay fees based on the engine Tier rating and horsepower. The registration and labelling requirements of the bylaw do not currently apply to newer Tier 2, Tier 3 or Tier 4 engines.

Information on the program, or to register older non-road diesel engines, can be found on Metro Vancouver's website. <http://www.metrovancover.org/nonroaddiesel>



Coffee Cup Recycling Pilot

Every year, millions of coffee cups are disposed of in the City of Vancouver and across the region. To help address this challenge, Return-It and Metro Vancouver are working alongside Tim Hortons and A&W Canada to pilot B.C.'s first initiative to recycle coffee cups in commercial and public buildings.

Currently, take-out cups of all types are collected and recycled through Recycle BC's residential recycling program, however, more than half of the hot and cold coffee cups that are disposed of as garbage in Vancouver come from industrial, commercial and institutional sources. This pilot will measure and identify a recycling solution that diverts this material from the landfill.



Launched on February 3, 2020, this six-month pilot program seeks to find a recycling solution for disposable coffee cups that are not included under the residential recycling program. The initiative includes evaluating a new collection network at commercial and public buildings in five downtown Vancouver locations, with customized bins designed to determine the most effective signage and configuration. The public is encouraged to be part of the solution by placing their used coffee cups in the bins provided. Materials – including coffee cups, lids and sleeves – collected during the pilot will be used to test and develop new recycling solutions.

Managed by Return-It, the pilot will evaluate recycling end markets for the items collected, test the marketability of different disposable coffee cup materials (such as laminated cups), encourage public participation, and determine the viability of a broader, permanent program. Recycling Alternative will support the operations of this pilot and The City of Vancouver is supporting the program by providing building access and maintenance staff. Once the pilot wraps up, results and learnings will be gathered to develop next steps.

The collection sites and public recycling bins will be located at the following downtown Vancouver locations:

- 701 Georgia Street
- 777 Hornby Street
- 300 and 350 West Georgia – Library Square
- 401 Burrard Street

Recycling coffee cups is a good step, but remember – bringing a reusable travel mug is always the best option.

<https://www.return-it.ca/about/coffeecuprecycling/>



My Recent and Upcoming Meetings

Electoral Area A Committee

Wednesday February 5, 2020

Local Government Leadership Academy

Wednesday-Friday, February 5 - 7, 2020

Metro Vancouver Board Members' Networking Event with Federal MPs from the region

Monday, February 10, 2020

Finance and Intergovernment Committee

Wednesday, February 12, 2020

Mayors' Council Meeting with Minister of Infrastructure, Catherine McKenna

Wednesday, February 12, 2020

Climate Action Committee

Friday, February 14, 2020

CAC and UNA Board Meetings

Tuesday February 18, 2020

Fraser Valley Regional Library Board Retreat

Wednesday, February, 19, 2020

Council of Councils

Saturday, February 22, 2020

TransLink Mayors' Council

Thursday, February 27, 2020

Metro Vancouver Board

Friday, February 28, 2020

Mayors Committee

Friday, March 6, 2020

Events

Metro 2050: Planning Now for Future Generations

Metro Vancouver is updating *Metro Vancouver 2040: Shaping our Future*, the regional growth strategy. *Metro 2040* is the collective plan for managing growth in the region – including containing and focusing growth, and protecting important lands like greenspaces and employment lands. This update to the regional growth strategy, referred to as *Metro 2050*, will make it more effective and resilient to change. It will also do more to consider social equity and climate change in our communities, the impacts of growth policies, and how to better protect the places we care about. You can get involved in this planning process by attending one or more dialogues across the region. Register for upcoming events at the link below.

February 12: North Vancouver

February 20: Vancouver

February 25: Surrey

February 27: Coquitlam

<http://www.metrovancouver.org/events/sustainability-dialogues>



Media



Metro Vancouver Close Up shows how municipalities and community groups are promoting sustainability and shared regional goals. New videos are posted each month. To see sustainability stories about Metro Vancouver, you can search “Metro Vancouver Close Up” at metrovancover.org or follow metrovancoverblog.org.

For More Metro Vancouver News and Updates

<http://www.metrovancover.org/metroudate/>



Links & Connections

Metro Vancouver

www.metrovancover.org

Mayors' Council on Regional Transportation

www.translink.ca/en/About-Us/Governance-and-Board/Mayors-Council.aspx

Jen McCutcheon's Website

www.areaajen.ca

Jen McCutcheon's Twitter

www.twitter.com/jmcc2

Jen McCutcheon's Facebook

www.facebook.com/AreaAJen

Union of B.C. Municipalities

www.ubcm.ca

University Neighbourhoods Association

www.myuna.ca

University Endowment Lands Administration

www.universityendowmentlands.gov.bc.ca

UEL Community Advisory Council

www.uelcommunity.com

Metro Vancouver Media Releases

www.metrovancover.org/media-room

Metro Vancouver Videos

www.metrovancover.org/media-room/video-gallery

@MetroVancouver Twitter

www.twitter.com/metrovancover

Metro Vancouver Facebook

www.facebook.com/metrovancover

NOBEL PARK – STAKEHOLDER ENGAGEMENT UPDATE



PROJECT CONTEXT

- UBC Athletics and Recreation presented a project concept to renovate Nobel Park to the UNA Board on November 19th, 2019
- The project was endorsed to proceed with further community consultation in advance of a Development Permit application
- The proposed upgrades would allow the UBC Women's Varsity Softball team to train and compete on campus, and provide an upgraded facility to improve safety and allow for increased informal and youth community usage



PROPOSED PROJECT SCOPE

- No field lighting
- Renovated field surface including improved drainage
- Relocated irrigation and renovated field surface improving playability and safety
- Fence caps around perimeter to improve safety of chain link fence
- Covered dugouts to provide weather protection for players
- Space for temporary rolling bleachers to allow for up to 150 spectators (similar to those throughout Thunderbird Park)
- Space for temporary washroom facilities during season (i.e. portalets)
- New bullpens to allow for pitcher warm-ups during play
- New safety netting along north and east sides
- Expected construction window of 2-3 months beginning spring 2020
 - Construction noise impact will be minor





LEGEND

- Sod
- Concrete Paving
- Infield Area (Pro-Mix / Gyro)
- Asphalt Paving
- Existing Backstop Fencing with New Padding
- 3.0m Ht Black Vinyl Chain Link Infield Fencing with 40-50' Ht Netting
- 1.8m Ht Black Vinyl Chain Link Infield Fencing with 40-50' Ht Netting
- 1.8m Ht Black Vinyl Chain Link Outfield Fencing
- A Existing Informal Seating Area (Approximately 100 Seats)
- B Field Access Gate
- C Service Gate
- D Foul Pole
- E Outfield Warning Track (Pro-Mix / Gyro)
- F Removable Rubberized Home Plate and Pitching Rubber
- G Covered Dugout Complete with Two (2) Player's Benches and Dugout Plate
- H Bullpen (Pro-Mix) Complete with Player's Bench, Home Plate and Pitching Rubber
- I Informal Warm-up Area (Pro-Mix / Gyro)
- J Electronic Scoreboard (Future)
- K 3-tier Bleacher (Optional Additional Seating)
- L Temporary Washroom Facilities on Concrete Pad

Note: All field dimensions and marking lines apply to the **minimum** standards and specifications to all competition regulated by NCAA Softball Rules.

FEEDBACK STATS

- Project concept presented to UNA Board on November 19th, 2019
- Public open house session held on January 23rd from 4 to 6pm
- Advertised via UNA newsletter
- Roughly 30 people attended the session
- 10 written comments were provided
- Feedback was provided via 3 further emails



WHAT WE HEARD

- Happy to see upgrades and to support the UBC Softball team
- Desire to ensure informal community access is prioritized
- Desire to ensure UNA does not pay for renovation or increased maintenance costs
- Field should remain unlit
- Impact of shadowing from bleachers should be considered
- Strong need for public washrooms in the area
- Concern around increased noise from practice and rentals
- Opportunity to make bleacher space multi-purpose
- Water fountain needs to be repaired
- Online access to field booking schedule
- Future electronic scoreboard is concern
- Impact from increased parking demand was raised



ADDRESSING CONCERNS

- UBC Athletics and Recreation will cover the cost of renovation and increased maintenance costs
- UBC A&R and UNA to develop framework to protect prime times for informal community use
- Field will not be lit
- Bleachers will be situated to avoid impacting sunlight to any surrounding vegetation, and will be stored in Thunderbird Park when not in season
- Hardscape area behind home plate will be reconfigured to retain open space for basketball and other activities
- Water fountain will be repaired
- Future contemplated electronic scoreboard will be removed from project proposal
- Noise - Varsity softball practices will be scheduled during weekday hours; games will be scheduled midday weekends. There will be no increase in late night or early morning use.
- Washrooms – temporary washrooms will be available for use during softball season
- Parking - A&R is pursuing opportunities to access parking at Triumph to absorb increased demand during games. Currently there are only 7 game dates annually.



NEXT STEPS

- Requesting UNA Board endorsement to (1) proceed with a Development Permit Application through UBC Campus and Community Planning and (2) to proceed with fundraising efforts related to field naming
- Further public stakeholder engagement through DP Process in February/March 2020
- Fundraising plan including exploration of field and amenity naming to be commenced
- Construction start targeted for late-May/June 2020
- Project complete in summer 2020





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WESBROOK PLACE NEIGHBOURHOOD PLAN AMENDMENT

MICHAEL WHITE
AVP CAMPUS AND COMMUNITY PLANNING

FEBRUARY 18TH, 2020



BACKGROUND

- 2005 - Neighbourhood Plan approved
- 2011 - **amendment** to transfer development potential from UBC Farm to neighbourhood
- 2016 - **amendment** to elaborate the design vision
- 2019 - BOG direction to staff to support **timely delivery of faculty-staff housing on available sites**
- 2020 - proposed **amendments** to Wesbrook Place Neighbourhood Plan to support up to 500 faculty-staff housing units



HOUSING ACTION PLAN (HAP)

- HAP target of at least 20% new housing being for faculty and staff rental units
- 6-storey wood-frame is the most efficient building type for faculty and staff rental units
- Amendments to **four sites in Wesbrook** enable timely delivery of faculty-staff units on readily available sites
- This would meet the 20% faculty-staff HAP target and **increase amount to up to 22%** faculty-staff housing in the next 10 years.



WESBROOK PLACE NP

- 44 sites in total
- 9 remaining
- Proposal to change form of development regulations on 4 of 9 remaining sites



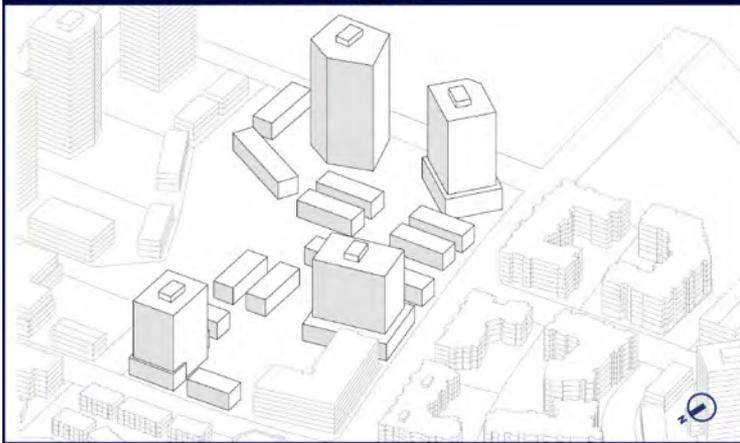
PROPOSED NEIGHBOURHOOD PLAN AMENDMENTS

On these four sites:

- No change to overall buildable area
- Replace 3-storey stand-alone townhouses and 2 towers with stacked townhouses integrated into 4- and 6-storey buildings
- Total units in 6-storey wood frame buildings to enable up to 500 faculty-staff rental units (including stacked townhouses)
- An increase to street massing from 5- to 6-storeys to support more efficient building design



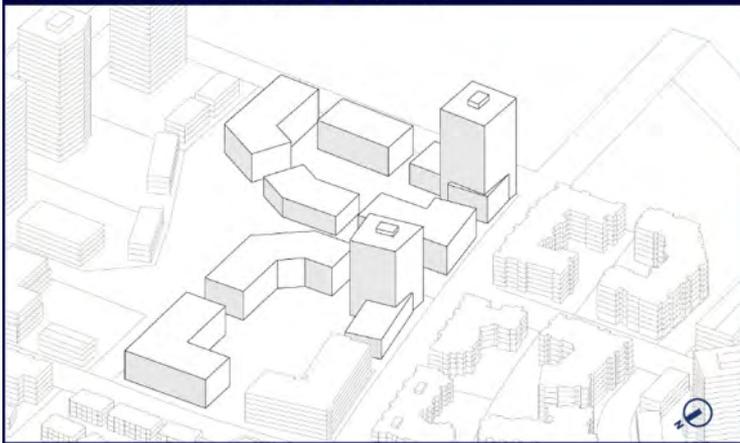
CURRENT - ILLUSTRATIVE 3D MODEL



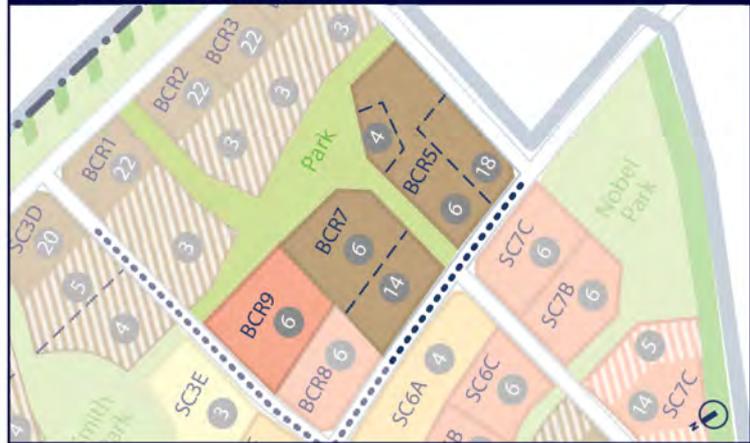
CURRENT - PLAN OF USES



PROPOSED - ILLUSTRATIVE 3-D MODEL



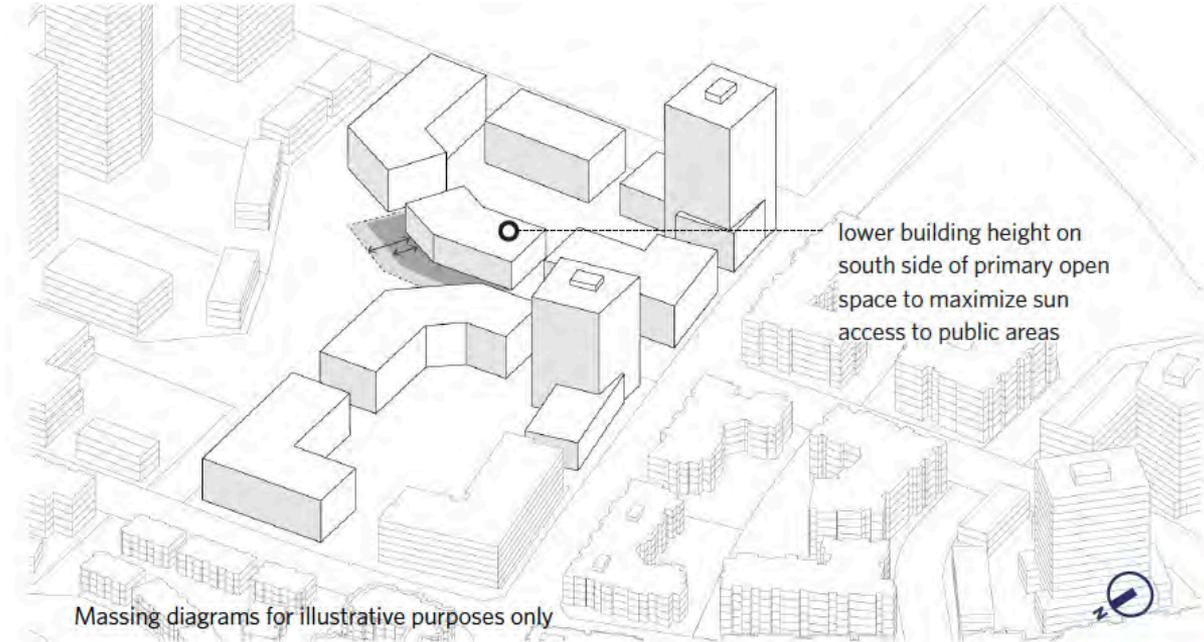
PROPOSED - PLAN OF USES



▲ Massing diagrams for illustrative purposes only.

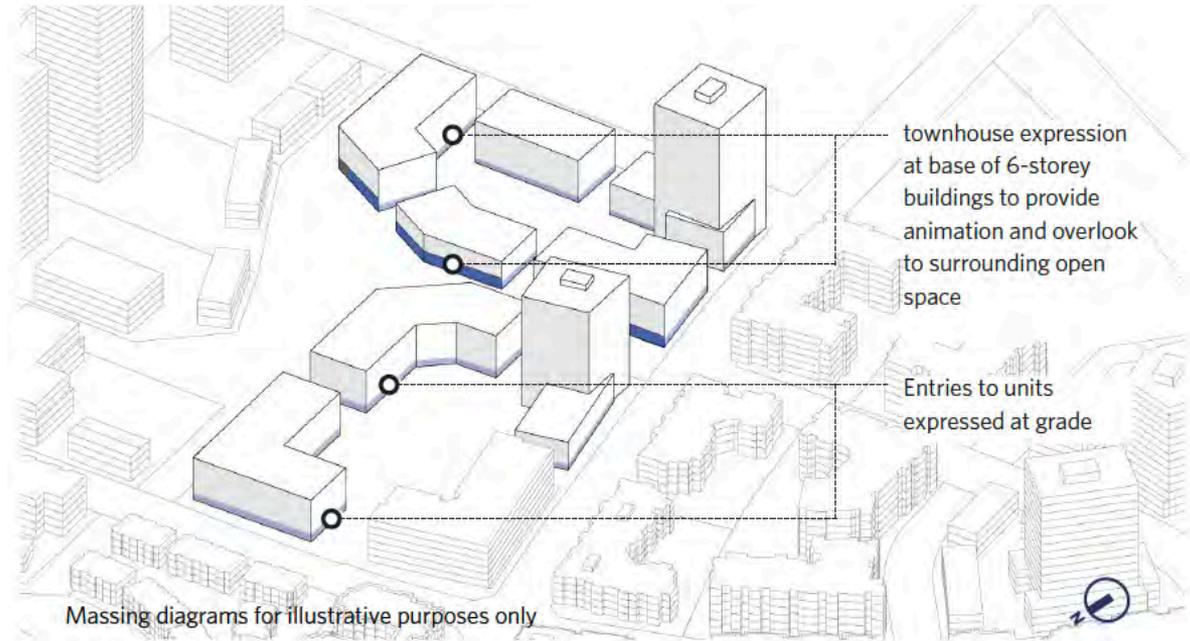
- Maximum 3.5 FSR
- Maximum 2.8 FSR
- Maximum 3.5 FSR
- Maximum 2.8 FSR
- Maximum Number of Storeys
- Internal Site Height Transitions
- Street Wall Massing 5 storeys or less
- Street Wall Massing 6 storeys or less

UPHOLDING THE DESIGN INTENTIONS OF THE NP // BUILDING SHAPE AND CHARACTER



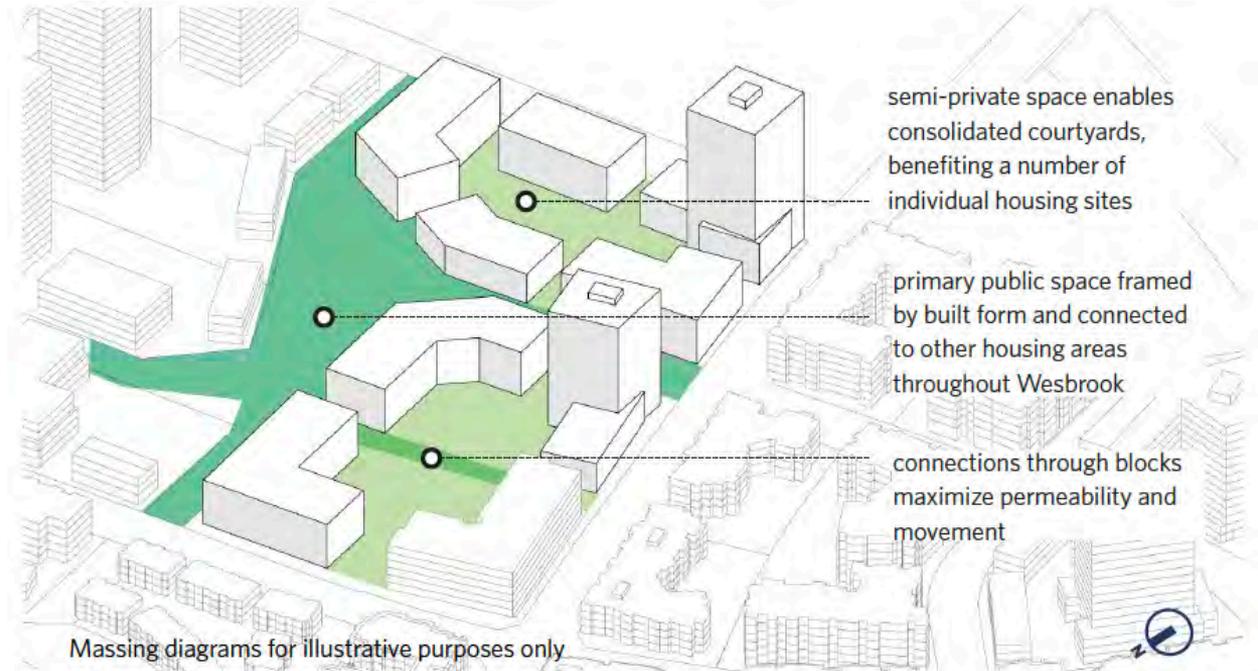
- ▲ The proposed amendment maintains the range of building forms and types in the area. 4-storey buildings on the south side of the park will address shadow impacts on the park.

UPHOLDING THE DESIGN INTENTIONS OF THE NP // STREETScape



- ▲ Stacked townhouses can be incorporated into the lower levels of 6-storey buildings. Ground floor units with individual entries oriented towards adjacent streets and green spaces.

UPHOLDING THE DESIGN INTENTIONS OF THE NP // OPEN SPACE + LANDSCAPE DESIGN



- ▲ Open space is maintained and supports additional pedestrian connections between buildings.

TIMELINE

February 11 2020 – Neighbourhood Plan amendment public consultation

April 2020 - Wesbrook Place Neighbourhood Plan amendment presented to Board of Governors for approval

June 2020 - UBC Development Handbook amendment presented to Board of Governors for approval

2020 – 2026 – Design and delivery of new residential units, including up to 500 units of below market faculty-staff rental, subject to demand



QUESTIONS?





a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

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Campus + Community Planning

Memorandum

From: Campus and Community Planning
Date: February 12, 2019
Subject: Monthly Update from Campus and Community Planning

Upcoming Film & Events Notification (February/March)

February

Monday, February 17th – **Family Day**. University closed
Tuesday, February 18th to Friday, February 21st – **Reading Week** (no classes).

March

Thursday, March 5th, 10 am to 5 pm – **Reach Out and Roar Event** will have runners and walkers along Main Mall. See <https://planning.ubc.ca/event/reach-out-and-run-roar>

Saturday, March 7th, 7 am to 4 pm – **UBC Triathlon Duathlon** will take place at the Aquatic Centre, University Boulevard, Martha Piper Plaza, Main Mall, Thunderbird Stadium, and SW Marine Drive. See <https://planning.ubc.ca/event/ubc-triathlon-duathlon>

Saturday, March 14th, 11:30 am to 4:30 pm – **Holi 2020**. Holi is an outdoor cultural event with colour powder and DJ. It is planned for the B4 Parking Lot by Thunderbird Student Residence. See <https://planning.ubc.ca/event/utsav-ubc-holi-2020>

Saturday, March 21st to Tuesday, March 24th, 8 am to 8 pm - **Storm the Wall** will take place at the Aquatic Centre, University Boulevard. Martha Piper Plaza, and Main Mall. See <https://planning.ubc.ca/event/storm-wall>

Community Development

3rd Annual Kids Take Over UBC!

Time to bring the whole family to Kids Takeover UBC, happening Sunday February 16th. In its 3rd year, kids and youth will take on adult-sized roles and participate in the life of arts and culture by exploring a variety of activities in theater, music, art and much more. This annual event will be jam-packed with activities that everyone in the family is sure to love. Check out the event program and get your UNA-discounted tickets here <https://utown.ubc.ca/kidsrunubc>

Engagement and Consultation

Stadium Neighbourhood Plan

No new updates since December 2019. Details on the Stadium Neighbourhood Plan can be found at www.stadiumneighbourhood.ubc.ca/plan-update.

For more information, contact Aviva Savelson, Senior Manager, Public Engagement at aviva.savelson@ubc.ca (604) 822-0273 if you have any questions.

Faculty and Staff Housing - Wesbrook Neighbourhood Plan Amendments

Through the UBC Board of Governor's Housing Action Plan (HAP) Working Group, the university has heard the urgent need for more rental housing, particularly for faculty and staff. In late 2019, the UBC Administration presented a range of options to the HAP Working Group to enable timely delivery of below market rate faculty-staff rental housing to meet the 20% HAP minimum target and go beyond it over the next 10 years.

The proposed Wesbrook Neighbourhood Plan amendments will enable some of the undeveloped sites in Wesbrook Place Neighbourhood to deliver up to 500 additional faculty-staff rental housing units. This can be accomplished without increasing the amount of floor area permitted or changing the character of the streets, parks and public spaces, by allowing for 6-storey buildings where some towers and stand alone townhouses are currently planned.

Public consultation on the Wesbrook Neighbourhood Plan amendments are taking place between February 10-24, 2020, with a public open house scheduled on February 11 from 4:30-6:30 pm at the Wesbrook Community Centre. More information is available at <http://planning.ubc.ca/wesbrookplace>, including a survey to provide your input online.

Planning for a New Recreation Centre and Upgrades to Student Union Boulevard

Early planning for a new recreation centre on Student Union Boulevard just north of the Life Building is currently underway. As part of the process, upgrades to the adjacent Student Union Boulevard and the surrounding public realm are also being planned. The proposed improvements aim to integrate the new recreation centre into the surrounding public realm and improve vehicular, servicing and pedestrian circulation to create a more usable, functionally efficient and welcoming "arrival" to this part of campus.

Planning for a new recreation centre emerged from the UBC GamePlan: 20-year Recreation and Athletics Facilities Strategy. The Strategy was approved by the Board of Governors in April 2017. The Strategy supports UBC's commitment to well-being by meeting a growing need for recreational fitness and gymnasium space. The new facility will provide much needed recreation space including a state of the art fitness centre, three gymnasiums, an indoor track, and many other amenities.

Public consultation on the new recreation centre and upgrades to Student Union Boulevard will take place between February 10 – 24, 2020, with a public open house scheduled for February 13 from 11:30 am - 1:30 pm at the Life Building. More information is available at <http://planning.ubc.ca/recreation-centre>, including a survey to provide your input online.

Sustainability Planning Initiatives

UNA Neighbourhood Strata Energy Benchmarking Pilot Project

C+CP and the UNA are partnering to launch the UNA Neighbourhood Strata Energy Benchmarking Pilot Project in support of the Green Building Action Plan. This project will provide UNA strata owners the opportunity to have their buildings energy performance evaluated. Participating buildings will receive an energy report that will help building owners understand their building energy use and costs, and identify cost saving measures. The pilot project will also help the UNA and C+CP better understand the various buildings' energy use, as well as support the development of energy efficiency policies and programs. The project will run through the 2020 calendar year. Participating buildings will also have the opportunity to participate in the [Building Benchmark BC](#) project.

For more information see <https://sustain.ubc.ca/campus/green-buildings/green-building-action-plan>

Development Project Updates

For more information on development projects please visit: <https://planning.ubc.ca/planning-development/projects-and-consultations>

DP18004-1 Museum of Anthropology Temporary Access Road:

A development permit amendment application (DP18004-1) was received on October 24, 2018 for the installation of a temporary access road on the northwest side of the Museum of Anthropology, 6393 NW Marine Drive to support seismic upgrades to the Great Hall. The road will connect to the existing fire lane through the berm, pond, and pebble beach. Yosef Wosk Reflecting Pool will be drained for the duration of construction. The site will be returned to the existing condition at the end of the project. On October 24, 2019, the Development Review Committee reviewed revised civil engineering and landscape drawings, as well as a traffic management plan. Measures to ensure the integrity of the adjacent cliffs and trees of Pacific Spirit Regional Park are being required. The permit for the temporary access road was issued on January 8, 2020. Updates on the Museum of Anthropology seismic upgrading project will be forthcoming.

DP19001-1 Pacific Residence and DP19020-1 Brock Commons Phase 2 Public Realms:

Development permit amendment applications (DP19001-1) were received on November 27, 2019 for the Pacific Residences and Brock Commons Phase 2 projects for public realm/landscaping improvements. The improvements would encompass two sites: 1) areas between the future Pacific Residence buildings 1 & 2 and the courtyard of adjacent Walter Gage Residence South Tower, East Tower, and West Coast Suites and 2) an area straddling Walter Gage Road north of Brock Hall. The project proposes outdoor seating, paving treatments, and plantings. A public open house for the proposed improvements was hosted in the Life Building on January 29, 2020. Currently, the applicant is working with the staff from the Belkin Art Gallery to preserve the *Symbols of Education* mosaic, which is planned to be reinstalled as part of the Brock Commons Phase 2 project.

DP19034 Technology Enterprise Facility (TEF) 4

On November 22, 2019 a development permit application was received for a 13-storey office building, proposed for the corner of Agronomy Road and Health Sciences Mall next to the existing TEF3 Building. The 21, 502 m² building would provide market leasable space for UBC research partners and contain

ground floor commercial retail, one level of underground parking, and a landscaped courtyard. A Public Open House occurred on December 5, 2019 at the Pharmaceutical Sciences Building. The project was presented to the Advisory Urban Design Panel (AUDP) on January 9, 2020. The applicant is working with C+CP staff to address outstanding issues raised by the AUDP.

DP19036 The Conservatory

On November 21, 2019 a development permit application was received for the Lot 5 development site at the corner of Binning Road and Berton Avenue in the Wesbrook Place neighbourhood. The proposal includes a 20-storey tower and 3-storey townhouses containing 211 market residential units. On January 5th Development Permit Board recommended approval of the project, subject to addressing outstanding issues with C+CP staff.

DP08017-4 Allard Hall Tree Removals

On January 30, 2020 a development permit amendment was issued allowing for the removal of six trees north of Allard Hall to achieve the originally intended visibility for the House Post of Capilano. The location of replacement trees and an interpretive viewing area are currently in development.

Transportation Planning

Enabling Ride-hailing at UBC

Uber is now operating on campus, with an appropriate permit and license agreement in place. For more information, please see <http://www.planning.ubc.ca/ride-hailing>

Update on UBC's Bike Share Program with HOPR

The UBC community has a bike share program operated by HOPR. Visit gohopr.com/ubc for information.



PRESENT:

Richard Watson – Chair
Matthew Delumpa – Interim Chair
Cristina Initchi
Terry Mullen

Murray McCutcheon
Tor Album
Carole Jolly

Regrets: Jane Kang

STAFF:

Andrew Clements – Interim Co- Executive Director
Wegland Sit - Interim Co- Executive Director
Morgan Chung – Finance Manager
Glenda Ollero – Communications Manager
Shelley Milne – Board Secretary

CALL TO ORDER

The meeting was called to order at 5:30 PM.

1. **AGENDA - Motion:** It was moved that the Board approve the January 21, 2020 Meeting Agenda, subject to moving the Presentation and Reports (item 5 and 6) to the beginning of the Agenda. **Approved.**

PRESENTATIONS – The Board received a presentation from Elsie Nguyen, Owner/Manager, Bean Around The World. Ms. Nguyen reported that she had met earlier in the day with UNA staff and that progress on the lease negotiations had been made. The Board asked to receive regular updates as the negotiations progressed.

Item 5 - ELECTORAL AREA A REPORT– Jen McCutcheon, Director for Electoral Area A reported that a meeting of UEL, UNA and UBC representatives on climate change and environmental protection will take place on Thursday, January 30, 2020 at 6:30 PM. Topics for future meetings include the Translink extension and emergency preparedness. It was also reported that the UEL has written to the Province respecting the level of policing on UEL lands.

Item 6 - CAMPUS & COMMUNITY PLANNING REPORT– The Board received the Report. There was some discussion on the implementation of ride hailing and the increased use of bike sharing.



2. **MINUTES - Motion:** It was moved that the Board approve the Minutes of the December 10, 2019 Meeting, as circulated. **Approved**

3. **MATTERS ARISING FROM MINUTES** - None

4. **COMMITTEES** – The Board received the Submission on Committee Terms of Reference and Membership and reviewed the recommendations. **Motion:** It was moved that the Board approve:

- A. The Committee membership and Working Group appointments as proposed in Schedule “A” to the Board Submission
- B. Revisions to the Bylaw Review Working Group Terms of Reference as proposed in Schedule “C” to the Board Submission
- C. Revisions to the Negotiating Committee Terms of Reference as proposed in Schedule “D” to the Board Submission. **Approved**

The Board also reviewed the recommendation with respect to the Terms of Reference for the UNA Working Group – AMS. **Motion:** It was moved that the Board approve the Terms of Reference for the UNA Working Group – AMS as proposed in Schedule “E” to the Submission subject to the following amendments:

- in the Purpose clause add after the words: “... based on the six propositions...” the words “and other mutually agreeable propositions”
- in the Scope clause delete January 21, 2020 and substitute February 18, 2020. **Approved**

A Meeting of the UNA Working Group – AMS will be scheduled within the next 10 days and the AMS will be making a submission at the next Board Meeting.

5. **ELECTORAL AREA A REPORT (See above)**

6. **CAMPUS & COMMUNITY PLANNING REPORT (See above)**

7. **2019-2021 STRATEGIC PLAN** – Interim Co-Executive Director Andrew Clements provided background on the Strategic Plan.

- Catalyst Fund – Director Mullen introduced the idea of establishing a fund to finance projects of interest to the Community. It was suggested that this idea be referred to the Community Engagement Advisory Committee for further consideration at the appropriate time. It was also noted that this is not a budgeted item for the upcoming fiscal year and that the UNA 2020-21 Budget is showing a structural deficit. **Motion:** It was moved that the Board establish a committee of 3 or 4 members, including one staff member, to propose a plan for making funds available for projects of interest to residents. **Not Approved.**



- Expanding the community garden program – The Board discussed the current status of the program. The Board was advised that expansion has been on hold due to financial constraints. **Motion:** It was moved that the Board establish a group of 3 members, including Murray McCutcheon, Terry Mullen and one staff member to be named by the Interim Co-Executive Directors to explore options to expand the community garden program. **Approved**
- Implementing the Community Engagement Advisory Committee – **Motion:** It was moved that staff be instructed to bring to the next Board Meeting names and qualifications of members to appoint to this Committee. Discussion followed with respect to the appropriate process for the Board to follow. *(No vote was taken on this motion in favour of the motion below to defer the matter to the Governance & Human Resources Committee).* **Motion:** It was moved that this item be referred to the Governance & Human Resources Committee for consideration. **Approved.**
- Strategy for giving UNA residents access to the UBC academic community. Director Mullen expressed interest in establishing a small group to investigate ways to establish greater involvement with the academic community. It was noted that the President’s Advisory Community is looking at ways to engage more meaningfully with the academic community. It was suggested that Director Mullen attend the next PAC Meeting and report back to the UNA Board. **Motion:** It was moved that this item be referred to the Governance & Human Resources Committee for consideration. **Approved**

8. 2020-2021 DRAFT BUDGET – The Treasurer outlined the process for creating the draft Budget and provided a high-level summary, noting that the proposed Budget contains a structural deficit. The Budget will be reviewed line by line in closed session for initial approval, following which it will be posted online for public consultation. Final Board approval will take place at the February 18, 2020 Board Meeting followed by submission to UBC.

9. BYLAW UPDATE –

- A. Bylaw Working Group - The Working Group met once since the last Board Meeting to review the provisions with respect to AGM timelines and concluded no further amendments were necessary.
- B. UNA Negotiating Committee - The Negotiating Committee will be convened in the near future.
- C. UNA Working Group - AMS - A meeting with the UNA will be scheduled within the next 10 days.

10. COMMUNITY CENTRE RENTAL POLICY- The Board reviewed the Policy and provided feedback, requesting that the provision respecting political and religious meetings be removed. The Board may wish to have further discussion on this and requested a copy



of the UBC policy for the Co ED's to use as a resource for providing more clarity. The expectation is that the Co-ED's will report back to the Board with their findings and recommendations.

11. EXECUTIVE DIRECTOR RECRUITMENT UPDATE – The Board received an update on the status of the recruitment effort. It was noted that the role will not likely be filled before May at the earliest.

12. OLD/OTHER BUSINESS – There was no other business.

ADJOURNMENT - The meeting adjourned at approximately 7:10 PM.

Strategic Direction		Task	Q1 Update (April, May, June.)	Q2 Update (July, August, September.)	Q3 Update (October, November, December)	Q4 Update (January, February, March)	Staff Lead/s	Notes
UNA Governance	Review the bylaws and constitution	Support the Bylaw Review Working Group established by the Board of directors	On going.	Liason Committee met with UBC BOG and continue to work through AMS issue. UBC BOG submission of amended by laws delayed until Feb. 2020.	At the October BOD meeting The UNA Negotiating Committee and UNA Working Group AMS were established. At the November meeting UNA Bylaw Review Working Group 2018-Phase 2 was established. Work is on going		Executive Director	Staff appointments are listed as, "as needed" for the newly formed (October 2019) UNA Negotiating Committee and UNA Working Group. TOR for each committee can be found in the January 2020, UNA BOD meeting minutes
UNA Governance	Review the bylaws and constitution	Support the Board on the bylaws and the Neighbours' Agreement.2015 project with	On going.	On going.	On going		Executive Director	
UNA Governance	Review the bylaws and constitution	Create and implement a community consultation plan for bylaw recommendations.	On going.	On going.	On going		Executive Director/Communications Manager	
UNA Governance	Review the bylaws and constitution	Explore UNA bylaws related to water management, noise, sidewalk snow removal operations, parking operations, smoking in public and park space.	Ongoing	On going. Meeting with UBC in Q2.	On going		Operations Manager	
UNA Governance	Review the Board's and director's roles and responsibilities within the context of the UNA's municipal-like mandate		BOD met with Watson August 13th. On going	To be initiated further by new ED.	To be initiated further by new leadership position.		Executive Director	Led by the Board with staff support as needed.
UNA Governance	Articulate and clarify the relationship between the UNA, UBC and UBC Properties Trust, and explore opportunities to enhance and strengthen the relationship		On going.	On going.	On hold		Executive Director	Led by the Board with staff support as needed.
Financial Sustainability	Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks	Use the Neilson Report as a guideline for implementing business case scenarios to determine an appropriate level of success for all current and future programming at both community centres. Hold program offerings at 2018 levels.	On going.	Programming staff made significant head way in terms of assessment and evaluation of programs developing a Programming Assessment Matrix which scores current and proposed program offerings. Programmers continue to evaluate and determine adjustments accordingly from season to season.	Recreation department continues to evaluate using the tools that were developed early in this fiscal. Q3 involved working with legal to renegotiate 12 instructor contracts to change their designation from employees to contractors.		Recreation Manager	See attached report in September BOD meeting package.
Financial Sustainability	Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks	Use Neilson Report templates to develop benchmarks for evaluating programs.	On going.	On going	Revenue and expenditures maintain consistent with 2018-2019 totals as recommended in the Neilson Report.		Recreation Manager	See attached report in September BOD meeting package.
Financial Sustainability	Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks	Identify programs that have been traditionally underperforming and make necessary adjustments by Fall 2019.	On going. -See attached report in September BOD meeting package. Drop In Yoga Model was eliminated for start of fiscal 2019/2020.	On going	On going		Recreation Manager	
Financial Sustainability	Review the reserves policy in partnership with UBC	With the Finance Manager and UNA Finance Committee, examine the reserves (both long and short term).	On going. - Finance Committee has reviewed the existing reserve policies and balances of the reserves.	On going. Neighbours Agreement changes will ultimately affect management of the reserve policies. On hold until NA is approved.	On hold until NA is approved.		Finance Manager	
Financial Sustainability	Review the reserves policy in partnership with UBC	Review any existing documentation regarding reserves, terms of reference, Neighbours' Agreement, amendments since incorporation.	On going. - Finance Committee has completed an initial review of existing documentation	On hold until NA is approved.	On hold until NA is approved.		Finance Manager	
Financial Sustainability	Review the reserves policy in partnership with UBC	Set timeliness for future review and revision of terms of reference and reserve policies.	On going. - further review and revision will be impacted by potential changes in the Neighbours Agreement	On hold until NA is approved.	On hold until NA is approved.		Finance Manager	
Financial Sustainability	Continue to explore financial models with the University Neighbourhoods Liaison Committee		On going.	On going.	On going		Executive Director	Ongoing with UBC Neighbourhoods Liaison Committee
Operational Capacity	Develop a professional development and compensation policy	Implement HR consultant's recommendation on updating job descriptions, creating professional development policy and developing compensation policy based on a market review.	HR Consultant has suggested a Q4 delivery of this project.	On going.	Discussions with Clear HR have landed on pursuing the completion of the compensation review project. Two compensation data surveys were purchased through Boland and Western Compensation and Benefits and are currently being reviewed by Clear HR for delivery in Q4 delivery. Professional development is currently assessed on a case by case basis and will be further reviewed in 2020-2021.		Executive Director	
Operational Capacity	Develop a professional development and compensation policy	Explore management training options and continue to invest and enhance staff training on customer service, IT and first aid.	HR Consultant has suggested a Q4 delivery of this project.	On going.	First Aid Training was led December 7th for all front desk, programmers and fitness centre staff. Updating our patron code of conduct and initiating a 'respect in the work place training' has been identified. Staff will work for a Q4 delivery of this project.		Executive Director	
Operational Capacity	Create and implement metrics to measure service delivery	Connected to community engagement goals, survey residents to gain feedback on satisfaction with services.	On going.	On going.	On going. Connect this task to Community Advisory Committee on Community Engagement once established.		Executive Director	
Operational Capacity	Create and implement metrics to measure service delivery	Improve data gathering and build foundation for improved metrics.	On going	On going.	On going. Connect this task to Community Advisory Committee on Community Engagement once established.		Executive Director	
Operational Capacity	Create and implement metrics to measure service delivery	Analyze overall service delivery and service quality starting with identified landscaping contractors.	On going.	On going	On going		Operations Manager	
Operational Capacity	Develop a robust IT platform that supports internal and external information exchange	Migrate to Microsoft 365.	Done	Done. Developing backend to accept external users in MS Teams collaboration.	On going. Developing a Board document sharing platform. Developing a Strata Chair sharing platform expecting a Q4 delivery.		Operations Manager/Executive Director	
Operational Capacity	Develop a robust IT platform that supports internal and external information exchange	Implement and integrate PerfectMind with the UNA website. Learn and master PerfectMind communications tool and make it as user-friendly and brand-relevant as possible.	Ongoing - PerfectMind is on schedule for a November 18th GO LIVE date.	Perfectmind launch delayed until February 19th, 2020 due to competing priorities and development of new website.	On going. Configuration team has expressed challenges. Decision was made in early Q4 to delay the Go Live date until May 13th, 2020.		Recreation/Operation/Communications Manager	

Operational Capacity	Develop a robust IT platform that supports internal and external information exchange	Redesign and upgrade the website.	Contracted web design firm, Kimbo Design, to help with the redesign and upgrade. Started wire-framing, engaging PerfectMind (for their API) and created a list of priorities for the new website.	On going. Moving towards final stages of design phase. Expected to launch in tandem with PerfectMind. Estimated delivery February 2020.	Estimated completion has been pushed to May 2020 to launch in tandem with PerfectMind. Given the additional time, we've added to the original scope of the project by adding a few more features that we wanted to tackle after the launch.		Communications Manager	
Operational Capacity	Develop a robust IT platform that supports internal and external information exchange	Identify and evaluate options for cloud-based accounting solutions offered by Sage.	On going.	On going.	Ongoing		Finance Manager/Operations Manager	
Operational Capacity	Develop a robust IT platform that supports internal and external information exchange	Develop a MS Sharepoint extranet for the UNA Board of Directors.	On going.	On going. Planned implementation in Q3.	On going. Developing a Board document sharing platform. Developing a Strata Chair sharing platform expecting a Q4 delivery.		Operations Manager	
Operational Capacity	Develop a robust IT platform that supports internal and external information exchange	Update internal communication platforms and tools, and develop an MS SharePoint to host an intranet site for staff.	Microsoft Teams and One Drive have been implemented and is being used by staff.	On going and moved to 2020.	Due to the scope of the project, it has moved to a 2020 - 2021 Work Plan.		Operations Manager	
Operational Capacity	Develop a robust IT platform that supports internal and external information exchange	Update enterprise documentation procedures and filing infrastructure.	On going.	On going. Interview with Diligents a board documentation management system.	On going. UNA Board SharePoint and OneNote infrastructure is expecting a Q4 Delivery.		Operations Manager/Executive Director	
Operational Capacity	Develop a robust IT platform that supports internal and external information exchange	Develop a communication platform in MS SharePoint to support strata chairs and facilitate the exchanging of ideas, sharing of contractor information and collaboration between buildings.	On going.	On going, and in preparation for training session for strata chairs and property managers to utilize this system..	On going. Expecting delivery in Q4.		Operations Manager/Executive Director	
Operational Capacity	Align operations and allocation of resources with strategic priorities	Review and enhance departmental budgeting processes.	On going. Recreation department instituted budgetary tools to enhance assessment and evaluation criteria of program offerings in order to assist in the goal of full cost recovery.	Departmental budgets were due at end of september in order to put a draft 2020-2021 budget ready for end of Q3.	Departmental budgets were included in the draft 2020-21 budget and reviewed by the Finance Committee in Q3.		Finance Manager	
Operational Capacity	Align operations and allocation of resources with strategic priorities	Partner with UBC PT to review landscaping around the UNA, categorize and prioritize area in a table format for operation and management purpose.	On going.	On going. Planned meeting in Q3.	On going.		Operations Manager	
Community and Stakeholder Relations	Develop more robust engagement tools to assess community needs	Examine surveys, focus groups and other mechanisms to assess needs, demographics and identify gaps.	Contracted company TWI Surveys to help with creating the community survey. Examined previous surveys to see what information has been helpful to collect in the past.	Narrowed down some of the general topics of the survey that we want to inquire with residents about.	Deferred to Q4.		Communications Manager	
Community and Stakeholder Relations	Create feedback tools for residents and other stakeholders	Develop a feedback form system at the UNA community centres.	Completed: Created a new comment card system at both community centres.	Completed.	Completed in Q3.		Communications Manager	
Community and Stakeholder Relations	Create feedback tools for residents and other stakeholders	Establish processes on how feedback is reviewed/processed.	Completed: Communications tracks, reviews and redirects all comments to appropriate department/staff lead.	Completed.	Completed in Q3.		Communications Manager	
Community and Stakeholder Relations	Create feedback tools for residents and other stakeholders	Work with communications department to review operations department communications toolkit.	Q3 or Q4	Q3 or Q4.	Deferred to Q4.		Communications Manager/ Operations Manager	
Community and Stakeholder Relations	Adapt and implement the Advisory Committee report in phases starting with the Community Engagement Advisory Committee	Work with the Chair of the committee to develop membership criteria and set the committee up.	On hold: New BoD lead to be assigned by BoD. Work to resume once new committee chair is appointed.	January 2020 establishment. Awaiting decision from Board of Directors.	Deferred. Awaiting decision from Board of Directors.		Communications Manager	
Community and Stakeholder Relations	Adapt and implement the Advisory Committee report in phases starting with the Community Engagement Advisory Committee	Once the committee is established, recommend that we develop community engagement core values to help guide our work (similar to IAP2). Resident survey in the fall of 2019 to inform the preliminary work of the committee.	Communications Manager attended an IAP2 Principles and Foundations seminar.	Community Advisory Committee on Community Engagement to be initiated once new BOD of directors is in place. Estimated launch date is Jan 2020.	Deferred. Awaiting decision from Board of Directors.		Communications Manager	
Community and Stakeholder Relations	Explore opportunities to enhance the relationship between the UNA and the UBC academic community.	Attend regular meetings at PACCE (President's Advisory Committee on Campus Enhancement).	On going	Met with PACCE and discussed opportunities to connect Emeriti with the UNA. Topics discussed included Speakers series and Emergency Preparedness.	On going. Pursuing correct contact with PAACE for communication through UNA communication channels.		Executive Director	Led by the UNA Board of Directors. A27F36A28:136A26:136F36A28:136A24:136F36A28:136A23:136F36A28:136A2A2:136

From: Andrew Clements and Wegland Sit, Interim Co-Executive Directors
Re: Q3 – 2020 Interim Co-Ed Report

INTERIM CO-EXECUTIVE DIRECTOR Q3 REPORT

AGM Elections and New Board Members

Much of the later fall months were spent preparing for and delivering our AGM and elections which took place on November 6. Preparation for these events is extensive and began 12 weeks prior to the AGM date. In this process challenges arose in the interpretation of the present bylaws, promoting a revision of a specific bylaw to accommodate the production of our mailing materials. Staff worked diligently to accommodate the correct interpretation and suggested that the Bylaw Working Group address the bylaw in question, to help facilitate the efficiency of running a UNA election. Addressing issues such as these ultimately takes a significant amount of staff time away from strategic work plan items.

On boarding new board members commenced with a board orientation on December 4th. Each manager gave a high-level presentation of their department. Outlining the Finance, Operations, Recreation and Communication departments, along with the staff that help support these operations, was a valuable exercise for new BOD members. More work can be done to develop an onboarding standard for new board members.

Strategic Work Plan Q3

The UNA Negotiating Committee and UNA Work Group AMS were formed in October 2019 and the UNA Bylaw Review Working Group was formed in November 2019 to further continue the task of delivering an amended Neighbours Agreement. Terms of Reference for each committee can be found in the January 2020, UNA Board Meeting minutes. A very significant amount of work was done by staff to gather the necessary insurance information for application to a broker for presentation to market. The present vacancy of Senior Leadership in the UNA has proved challenging for Interim Co- Executive Directors to navigate the complexities of assisting in evolving our governance, while still providing managerial support for their respective departments. A detailed quarterly update is provided in the attached 2019-2021 Strategic Plan Tracking Document.

Room Bookings

On October 1st, 2019, we returned the administrative duty of room bookings to in-house. Since late 2017 the UNA room and fields bookings had been contracted to UBC Athletics and Recreation. Upon returning the system to in-house, staff identified several procedural revisions and clarifications that were needed in order to maximize efficiency. Staff continues to work, in

collaboration with the Board, to help clarify the UNA facility rental policy in order to prepare for the launch of a more user-friendly online booking system in PerfectMind.

FINANCE DEPARTMENT SUMMARY FOR Q3

Budget Process & Finance Capacity

The first draft of the 2020-21 budget was reviewed by the Finance Committee in October 2019. The feedback from committee members and management was used to prepare a revised budget, presented to the Finance Committee in November. After this meeting, management worked with UBC to review the draft budget in conjunction with the 5-year plan and annual projections to review the structural deficit, and to determine the amount of additional funding that could be accessed through the Community Services Grant. UNA Finance prepared the third budget draft to be reviewed by the Finance Committee in January 2020.

A copy of the 2019-2020 Q3 Finance Report is attached to this Submission.

RECREATION DEPARTMENT SUMMARY FOR Q3

Instructor Contract Negotiations

The Recreation Team was involved in several renegotiations with instructors. Working with our legal team, we changed the designation of 12 instructors from employees to contractors and renegotiated their terms. Now, all 48 instructors are in place as contractors with the UNA. In line with elements of our financial sustainability principle of the strategic plan, all instructors must submit an invoice for services rendered. This process simplifies the payroll process for programmers as well as finance and will be vital to the operations of our new administrative system, (PerfectMind) when it goes live later this year.

PerfectMind Operating System

Training, configuration, programming, and troubleshooting continued with PerfectMind. Q3 included weekly touch bases with their support team as well as several hours per week dedicated by the configuration team to working in the back end of the software system. The configuration and implementation of the Perfectmind operating system has been ongoing. The project is vast and requires significant dedication from our configuration team to design and build. After outlining the time requirements needed from the configuration team to build the final phases of the system, plus train our 25-part time front desk staff a decision was made to push back the launch date until May 13th, 2020. This is to ensure that staff's confidence in building and using the system is at a high level at our Go Live date.

Community Events

The UNA successfully hosted a number of community events including Diwali on October 26th (400 people), Pumpkin Carving on October 23rd (60 people), Halloween on October 31st (800 people), and Photos with Santa (100 people). The UNA also facilitated a polling station for our

federal election October 21st at the Old Barn Community Centre. Our volunteers are a vital component of running these events and many of them are youth. Below is a summary of some of the youth volunteer contributions to our community from Q3.

Halloween Haunted House by Youth Leadership: The annual haunted house took on a new creative, youth vision, by becoming a themed escape room. Campus community members got a good scare from youth volunteer, actors – who featured professional make up done by community members.

Mental Health Literacy Training: A community partner, Adams Apples Foundation, offered free mental health literacy training for youth who submitted applications to attend. Youth received an adapted version of the CMHA's Mental Health First Aid curriculum to ensure they know how to support their own mental health, as well as their peers. Those who completed this opportunity will be applying for grants to lead wellbeing projects on campus.

Winter Thunderland – UBC Athletics Event Collaboration: This Winter season youth leadership participants had the chance to work alongside our community partner UBC Athletics, with the mission of engaging campus families. The event featured free skate, crafts, face painting, family games and a women's hockey game. UNA youth volunteers and UNA residents created a dedicated supporter section at this family focused event.

Safe and Connected Community Coordinator

At the end of December, the UNA was pleased to welcome Vicente Regis to the Programming Department. A resident of the Acadia Neighbourhood, he was hired as the Safe and Connected Community Coordinator. This position provides recreational and educational programs to enhance community wellbeing for residents including those who live in UBC student housing, Acadia Park family housing, and in the five neighborhoods of the UNA. This position will develop, coordinate and deliver programming that focusses on three key areas: community safety, inclusion/social connection and community capacity building.

COMMUNICATIONS DEPARTMENT SUMMARY FOR Q3

UNA AGM

The Communications Department led and executed the preparation of reports and created materials, speeches, presentations, printed and mailed AGM information to residents. Some learnings that came out of this year's AGM will be valuable in the coming years, particularly with regards to mailing deadlines that are prescribed by the bylaws but are proving to be challenging to execute given the restrictive timelines.

UNA Election

The Communications Department led and executed the preparation of election materials, coordinated nominees, organized an All-Candidates Meeting and created and mailed ballots to residents.

Website Project Update

The new UNA website project continues to make progress with the integration of PerfectMind. Front page planning has been completed. Mapping of internal pages was completed. Final templates for the internal pages were developed. The website was on track for launch with PerfectMind on February 2020, but post-Q3, was subsequently deferred to May 2020.

Old Barn Historical Display

Communications has been working on a new, updated historical display that is going up in the John Young Room at the Old Barn Community Centre. New permissions for archived photos were obtained. We are working with a graphic designer from the Burnaby Museum to help design the new display. The display is projected to launch in March.

New UNA Card Identity

Along with the launch of PerfectMind, a new UNA Card and Guest Card will be launched. The Communications Department led the creation of these new cards and new brand identity. We are working with the same graphic designer who helped create the brand identity of the Program Guide that was launched last year.

Other Projects As Usual

The Communications Department continued its day-to-day, week-to-week and month-to-months tasks. This includes event promotions, program promotions and creation of online and traditional communications collateral.

OPERATIONS DEPARTMENT SUMMARY FOR Q3

Insurance Application and Internal Process Review

Insurance application required an extensive review and data collection of UNA operations. A formal insurance application was submitted in Q3. As part of the insurance application, the Operations Department initiated an internal process review across all UNA departments. The objectives of this internal process were to minimize UNA's risk exposure, streamline internal business processes, improve organization efficiency and identify administrative time saving opportunities. Collaborating with the Recreation and Finance Department, the group identified a number of projects that could significantly enhance our internal business processes and reduce risk exposure.

PerfectMind

The Operations Department involvement in PerfectMind is largely divided into three areas: Membership data migration; Business process flow design; And hardware design and testing.

The Operations Department has been doing a data study/audit within our existing membership system in preparation for the actual data migration.

Work together with the Communication Department, both teams began a business process mapping study of our community center front desk operations, which included UNA membership Application process and Program Registration process. The goal of this new business process flow design is to enhance our customer service delivery, implement paperless process into our front desk operation.

The Operations Department explored the application of a new customer facing display/hardware. New hardware will significantly improve data quality (e.g. Address accuracy) during new membership intake and reduce time required to spend on a per customer basis.

Wesbrook Childcare Project

Project began in Q3. The new Wesbrook Child Care Centre is being constructed as an addition to the Wesbrook Community Centre. The facility accommodates 49 childcare spaces for infants, toddlers, and preschool age children. The new centre will be managed by the UNA and operated by the YMCA. Occupancy is targeted for summer 2020.

RFP for Towing and Storage Service

An RFP for Towing and Storage Service was issued back in October 2019. The UNA received two applications. The RFP was awarded to Buster Towing, also a towing service provider for the City of Vancouver.

Board Meeting and Documentation Management Solution

The Operations Department has been investigating a management solution for board meeting/document management. This management solution will be able to: Create and manage meeting agendas and supporting documents. Archive meeting minutes and related documents for access by all stakeholders. Manage policies and procedures through the entire lifecycle. The subscription cost of existing software was prohibitively high. The Operations Department is currently developing a Hybrid solution with Microsoft SharePoint and Microsoft OneNote from an existing Office 365 package.

Bean Around the World Contract Renewal

Bean Around the World initial 10 years lease term has ended. Initial negotiation was started in December 2019 and discussion is ongoing.



University Neighbourhoods Association (UNA)		2019-20	%	Year to Date: Qtr 3	
Operating Budget 2019-20 Summary		ADJUSTED		Actual	Prior Year
		BUDGET	YTD Act/Bud		
1	FUNDING SOURCES				
2	Neighbours Levy (Service Levy & GMSL)	4,710,785	68%	3,185,133	2,633,679
3					
4	Contributions to Reserves (Outgoing Funds)				
5	Infrastructure Replacement Fund	(113,059)	68%	(76,443)	(41,665)
6	Capital Replacement Fund	(56,529)	68%	(38,222)	(20,833)
7	Rate Stabilization Fund	-		-	-
8	Contingency Reserve Fund	(47,108)	68%	(31,851)	-
9	UNA/VSB Playing Field Replacement Reserve	(260,000)	17%	(45,000)	(45,000)
10	Community Access Supplemental Reserve	-		-	-
11	Total Contributions to Reserves	(476,696)	40%	(191,516)	(107,498)
12					
13	Transfers from Reserves (Incoming Funds)				
14	Contingency Reserve	80,002	75%	60,002	375,000
15	Total Transfers from Reserves	80,002	75%	60,002	375,000
16	Grants & Other Funding				
17	UBC Community Services Grant	500,000	75%	375,000	-
18	Total Grants & Other Funding	500,000	75%	375,000	-
19	Deductions				
20	Engineering & Operations Services				
21	Water & Sewage	441,631	75%	331,223	296,100
22	Fire Services Fee	1,188,674	75%	891,506	839,088
23	Total Engineering & Operations Services	1,630,305	75%	1,222,729	1,135,188
24	Recreation & Culture Services				
25	Athletics Access Fee	353,309	68%	238,885	130,203
26					
27	General Operation Services				
28	GST (unrecoverable: Neighbours Levy less UBC Costs & Contributions to Res	46,703	69%	32,456	26,991
29					
30	Total Neighbours Levy & Reserves Available	2,783,774	69%	1,934,549	1,608,800
31					
32	REVENUE				
33	Neighbours Levy Received	2,783,774	70%	1,954,137	1,465,635
34	Recreation & Culture				
35	Wesbrook Community Centre	342,426	67%	229,277	242,966
36	Old Barn Community Centre	120,617	75%	90,528	95,999
37	Programming	664,803	80%	534,386	542,147
38	Playing Fields & Park Rentals	93,503	168%	157,201	60,764
40	Total Recreation & Culture	1,221,349	83%	1,011,392	941,876
41	Other Revenue				
42	Parking	147,940	74%	109,616	94,315
43	Miscellaneous	27,143	161%	43,810	29,656
44	Total Other Revenue	175,083	88%	153,426	123,971
45	Grants & Other Funding				
46	External Grants & Miscellaneous	38,312	139%	53,340	49,047
47					
48	TOTAL FUNDING SOURCES & REVENUE	4,218,518	75%	3,172,295	2,580,529



University Neighbourhoods Association (UNA)		2019-20	%	Year to Date: Qtr 3	
Operating Budget 2019-20 Summary		ADJUSTED			
		BUDGET	YTD Act/Bud	Actual	Prior Year
49	EXPENDITURES				
50	Engineering & Operations Services				
51	Parking & Emergency Management	123,000	56%	69,068	68,187
52	Common Area Maintenance Fees				
53	Landscaping	257,744	91%	234,612	246,972
54	Road, Gutter and Sidewalk Maintenance	22,050	52%	11,500	4,263
55	Streetlights	52,332	56%	29,489	31,662
56	UBCPT Management Fees	63,000	95%	60,000	62,961
57	Electricity	102,375	49%	49,974	46,393
58	Other Common Area Maintenance Costs	59,924	62%	37,027	48,006
59	Common Area Maintenance 1	-		- 15,922	-
60	Total Engineering & Operations Services	680,425	70%	475,749	508,444
61	Recreation & Culture Services				
62	Wesbrook Community Centre	314,158	154%	485,030	226,169
63	Old Barn Community Centre	160,072	80%	128,600	121,986
64	Recreation Salaries & Benefits	856,381	79%	678,361	563,129
65	Programming	350,000	100%	350,190	366,855
66	Fields	17,360	63%	10,870	11,485
67	Community Access	118,700	77%	91,935	84,820
68	Community Support	26,600	67%	17,850	25,710
69	Total Recreation & Culture Services	1,843,271	96%	1,762,837	1,400,153
70	General Operation Services				
71	Administration Salaries & Benefits	929,996	73%	674,395	562,760
72	Sustainability	18,500	54%	9,971	14,692
73	General Operating Services	189,500	86%	162,843	137,821
74	Professional Fees	141,000	59%	82,562	220,554
75	Communications	240,000	38%	90,115	99,673
76	Public Engagement	84,000	76%	64,247	64,994
77	Total General Operation Services	1,602,996	68%	1,084,133	1,100,494
78					
79	Contingency (2% on Engineering & Ops and Recreation & Culture Services)	101,171	0%	-	-
80	TOTAL EXPENDITURES	4,227,864	79%	3,322,719	3,009,091
81					
82	BALANCE SURPLUS (OR DEFICIT)	(9,346)		(150,425)	(428,562)



These supplementary notes are provided to assist as background information for the 2019-20 Quarter 3 Financial Statements.

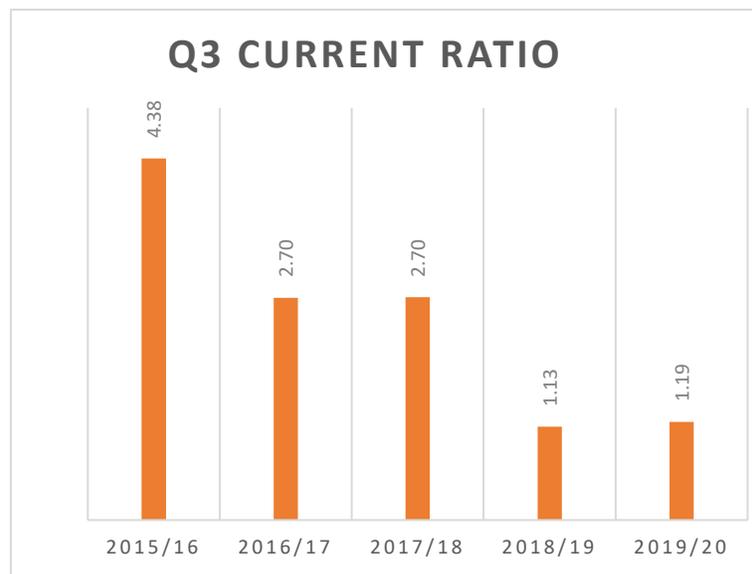
Q3 METRICS:

Liquidity

This ratio measures the extent to which UNA has enough cash to pay bills as they are due. The preferred range is 1.00 and above. At the end of Q3, the UNA's current ratio was 1.19, which is considered a healthy ratio.

The overall year over year current ratio decreases are due to the withdrawal and use of GIC investments to fund operations. As the UNA budgets for a balanced budget, the UNA plans for the exact annual cash needs of the organization. This typically results in limited excess cash on hand at the end of each quarter.

The current ratio was high in 2015/16 due to the surplus in those years. At this point, the Neighbours Levy was significantly higher than the UNA's expenses, leading to a larger amount of cash on hand. In subsequent years, the Neighbours Levy was lower, but the neighbourhood population continued to grow, leading to the year to year declines.





Budget to Actual Expenses

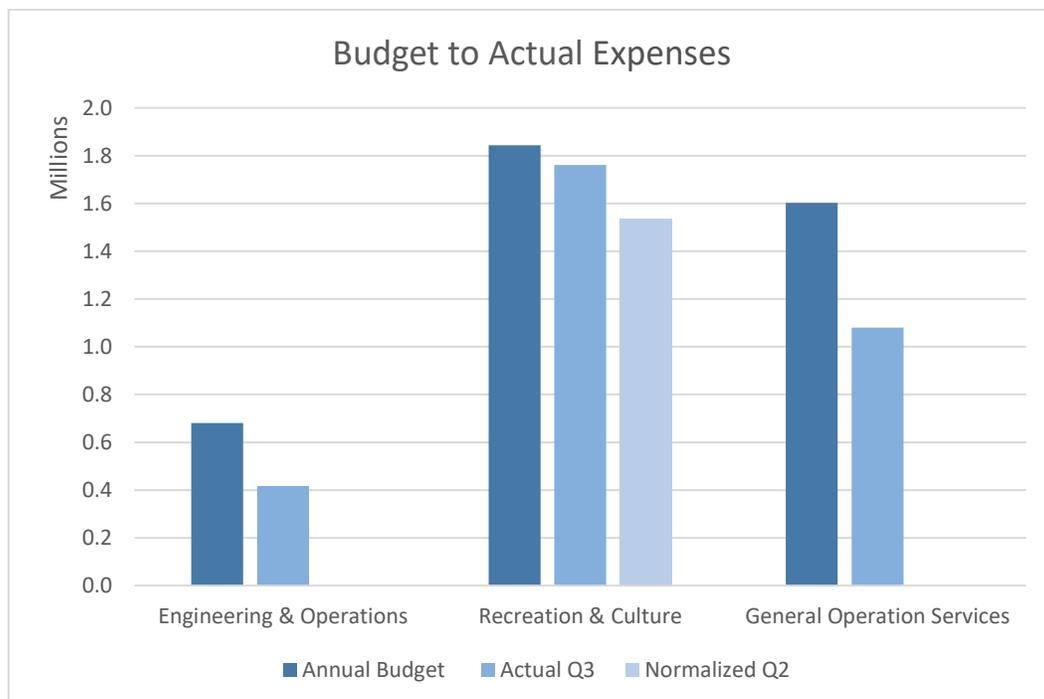
Total Engineering & Operations and General Operating Services expenditures were under budget expectations for Q3, at 70% and 68%, respectively.

Recreation and Culture expenses were 96% of budget in Q3. During Q2, the UNA Finance and Operations underwent a massive effort to create a comprehensive list of assets currently held and owned by the UNA. This allowed UNA to identify assets, including outdated software and equipment no longer owned by the UNA, to be removed from the UNA’s balance sheet, and recalculate amortization for the remaining assets. As a result of the asset clean-up efforts, there was a \$220K impact Wesbrook, and a \$4K impact to Old Barn operating expenses.

These expenses were accounting adjustments with no cash impact, reviewed and approved by the UNA Finance Committee.

The Recreation & Culture expenses are reduced to 83% of budget when normalizing for, or removing, the asset adjustment expense. Similarly, without the adjustment, Wesbrook Community Centre expenses decrease from 154% to 84% of budget. These normalized figures are consistent with Recreation & Culture revenue, at 83% of budget.

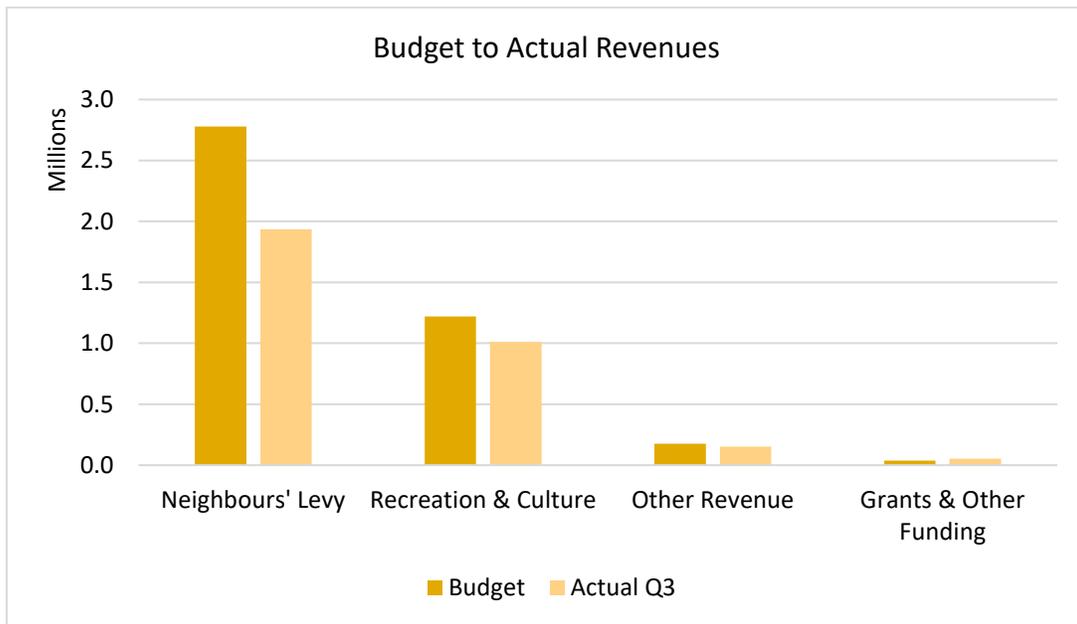
Please see the graph below for the Budget, Actual Q3, and Normalized Q3 comparison.





Budget to Actual Revenues

The overall revenues for Q3 are in line with budget expectations. Community Centre and Programming revenues are in line with the budget, with 83% of expected revenues received.



Overall, UNA's financial health is aligned with the budget for Quarter 3.



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD of DIRECTORS
Tuesday, February 18, 2020
2020-2021 Budget

SUMMARY

The UNA developed the 2020-21 Draft Budget (April 1, 2020 – March 31, 2021). Draft budget was reviewed by the Finance Committee in October 2019, November 2019, and January 2020. The third draft was presented to the January 2020 Board of Directors Meeting and approved to be publicized for public feedback.

The draft budget was posted to the UNA website from January 28, 2020 - February 10, 2020 and residents were asked to submit their comments.

After the Board of Directors approves the draft budget, the approved budget will be submitted to the UBC Board of Governors for information before March 31, 2020.

DECISION REQUESTED

That the Board of Directors approves the 2020-21 Budget, as presented



University Neighbourhoods Association (UNA) Draft Budget Summary 2020-21		2019-20 PROJECTED	2020-21 DRAFT BUDGET
1	FUNDING SOURCES		
2	Neighbours Levy (Service Levy & GMSL)	4,710,250	5,993,640
3			
4	Contributions to Reserves (Outgoing Funds)		
5	Infrastructure Replacement Fund	(113,046)	(143,847)
6	Capital Replacement Fund	(56,523)	(71,924)
7	Rate Stabilization Fund	-	(59,936)
8	Contingency Reserve Fund	(47,103)	-
9	UNA/VSB Playing Field Replacement Reserve	(260,000)	(180,000)
10	Total Contributions to Reserves	(476,672)	(455,707)
11	Deductions		
12	Engineering & Operations		
13	Water & Sewage	(441,631)	(536,020)
14	Fire Services Fee	(1,188,674)	(1,354,735)
15	Total Engineering & Operating Services	(1,630,305)	(1,890,755)
16	Recreation & Culture		
17	Athletics Access Fee	(353,269)	(449,523)
18			
19	General Operating Services		
20	GST (unrecoverable: Neighbours Levy less UBC Costs & Contributions to Reserves)	(46,695)	(61,493)
21			
22	Total Neighbours Levy & Reserves Available	2,203,310	3,136,162
23			
24	REVENUE		
25	Recreation & Culture		
26	Wesbrook Community Centre	304,691	381,294
27	Old Barn Community Centre	115,828	123,678
28	Programming	629,197	776,667
29	Playing Fields & Park Rentals	116,051	82,770
30	Total Recreation & Culture	1,165,767	1,364,409
31	Other Revenue		
32	Parking	128,723	140,251
33	Miscellaneous	43,110	21,901
34	Total Other Revenue	171,833	162,152
35	Grants & Other Funding		
36	External Grants & Miscellaneous	203,641	155,758
37	Total Grants & Other Funding	203,641	155,758
38			
39	TOTAL FUNDING SOURCES & REVENUE	3,744,551	4,818,480



40	University Neighbourhoods Association (UNA)	2019-20	2020-21
41	Operating Budget Summary 2020-21 - ADJUSTED	PROJECTED	DRAFT BUDGET
42	EXPENDITURES		
43	Engineering & Operations Services		
44	Parking & Emergency Management	104,573	143,695
45	General Maintenance		10,000
46	Common Area Maintenance Fees		
47	Landscaping	272,689	301,484
48	Road, Gutter and Sidewalk Maintenance	22,647	23,042
49	Streetlights	45,524	54,687
50	UBCPT Management Fees	80,000	63,000
51	Electricity	77,751	106,982
52	Other Common Area Maintenance Costs	53,113	62,621
53	Total Engineering & Operations Services	656,296	765,510
54	Recreation & Culture Services		
55	Wesbrook Community Centre	546,320	510,100
56	Old Barn Community Centre	172,204	230,945
57	Recreation Salaries & Benefits	906,234	1,029,692
58	Programming	384,278	605,718
59	Fields	10,875	17,800
60	Community Access	122,635	121,800
61	Community Support	29,400	42,800
62	Total Recreation & Culture Services	2,171,946	2,558,855
63	General Operation Services		
64	Administration Salaries & Benefits	917,943	1,038,985
65	Sustainability	15,596	23,100
66	General Operating Services	228,919	233,738
67	Professional Fees	114,361	177,000
68	Communications	158,446	240,000
69	Public Engagement	64,211	72,000
70	Total General Operation Services	1,499,476	1,784,823
71			
72	Contingency (2% on Engineering & Ops and Recreation & Culture)	-	66,487
73	TOTAL EXPENDITURES	4,327,718	5,175,676
74			
75	BALANCE SURPLUS OR (STRUCTURAL DEFICIT)	(583,168)	(357,196)
77	Additional Costs Due to Bylaw and Neighbours Agreement Amendments		
78	Special General Meeting		30,000
79	Insurance		130,000
80	Stipend for Additional Elected Directors		12,000
81			172,000
82	ADJUSTED BALANCE SURPLUS OR (STRUCTURAL DEFICIT)		(529,196)
83	APPROVED STRUCTURAL DEFICIT FUNDING		
84	Transfers from Reserves:		
85	Rate Stabilization Reserve		-
86	Contingency Fund	80,002	29,196
87	UBC Community Services Grant	500,000	500,000
88	Surplus Reserve Funds from 2012-2015		-
89	SURPLUS (OR DEFICIT)	(3,166)	0

Update on UNA-AMS Proposed UNA Bylaw Discussion

The AMS would like to acknowledge that the UNA has come to the table to discuss options for how our two organizations may maintain, or even improve, our relationship moving forward. We hope that this submission will serve to clarify the AMS's position on the proposed UNA bylaw changes that removes the AMS-appointed director, our recognition that the UNA wants to evolve its governance and the limitations of the organization, and a variety of approaches that we are hopeful both parties can find common ground on.

We want to first recognize that these conversations initiated by the UNA are occurring in the aftermath of the decision to remove the AMS-appointed director from the Board. There was no due diligence taken previously to the decision on how a relationship could be maintained or ensuring other opportunities were explored to lower barriers for students to have their voices heard at the decision-making table. This is especially concerning considering that, historically, students have not usually run in UNA elections and have never been elected. Students, who are most often young people that are short-term residents and renters in the neighbourhoods, are a significant community group within the UNA with needs and wants for service delivery that may be different from the rest of the UNA population. While the AMS is dedicated to finding an approach that understands the UNA's desire for governance changes, we cannot agree to any option that increases barriers to student representation and participation.

We also want to strongly encourage the UNA to consider how it conceptualizes the democratization of its governance. It is our opinion, supported by mounting scholarship on equity in political representation, that there should be a focus on bringing in *more* voices to UNA Board that would add diverse perspectives from those who live in the University community. Leadership inevitably bring their lived experiences and beliefs when they make decisions and we should not take steps backward in ensuring a variety of communities' perspectives are listened to and thought of at the decision-making table of the UNA. As the explanation for the removal of the appointed directors reads, "a fundamental aspect of democracy is absent with a mix of appointed and elected directors. The UNA is tasked by the Neighbours' Agreement with providing municipal-like services to the residents of the University Neighbourhoods. It is an anomaly for an entity with such a mandate not to be governed by the residents for whom the services are provided."¹ We wholeheartedly agree that an entity with such a mandate must include within its governance structures space for students who live in the UNA and do, and could increasingly, utilize the services that are provided. There is a lot more that could be done to make a commitment to equity and equitable representation, however, at least within the governing body of neighbourhoods on a university campus, a first step is ensuring that student voices are not removed.

¹ "Handout A: UNA Bylaw Review Presentation," University Neighbourhoods Association, February 4, 2019, <https://www.myuna.ca/wp-content/uploads/2019/03/HandoutA-Bylaw-Review-Working-Group-Recommendation-Highlights.pdf>.

Integrating Equity in Governance

Supporting initiatives that increase representation in leadership is becoming commonplace and much scholarship has been produced in recent years that illuminates how critical it is to have diverse leadership in order to actually have representative decision-making. We cannot ignore the consistent evidence that having decision-making bodies that are homogenous and unreflective of the communities they are meant to represent is not good governance. As Dr. Tolley notes, “decision-making tables are more effective when they include a broader range of perspectives. The exclusion of diverse voices from municipal councils may result in flawed policies, and that threatens the effectiveness and very legitimacy of the decisions that are taken.”²

Looking at several unions, not-for-profits, and public institutions, these organizations have implemented systems or are promoting change to ensure the voices of women, Indigenous peoples, people of colour, and other important, representative community groups have a vote and a voice at the decision-making tables. This looks different for each organization but it is important to start somewhere to tackle the issue and opportunity of democratic governance for a diverse group of individuals. Some examples include:

Unifor: As Canada’s largest private-sector union, Unifor is uniquely suited to tackle new ways to engage their membership through democratic governance and representation. Their National Executive Board is the highest decision-making body between membership-led Conventions, bringing together the leadership team of Unifor. Its duties include approving the audited financials, overseeing National funds, making and amending policies, and so on. The union has a Constitution that gives the Board these powers and it also includes explicitly stated principles that directs their governance. Notably, they highlight democracy, equity and inclusion, and dedication to new people, leadership, and ideas through union renewal; these principles are reflected in the composition of their Board. Twenty-five members on the Board reflect a balance of industrial, gender, equity, and regional representation. While the members may represent distinct groups they make decisions in the best interest of the entire membership.

Public Universities in British Columbia: The University Act is a piece of legislation in BC that sets out the powers, functions, and governance of its universities. The composition of all Boards includes representation from students, staff, faculty - the major community groups on campuses.

Federation of Canadian Municipalities (FCM): FCM is a national voice for municipal governments, representing 2,000 municipalities of all sizes. Municipal leaders from across Canada assemble each year to set FCM policy on key issues. One of FCM’s priorities is driving initiatives related to increasing representation and diversity within municipal leadership. Diverse Voices for Change was a new initiative of FCM’s Women in Local Government project to strengthen the role of women in local government. Through this project, FCM aimed to increase

² Erin Tolley, “Lack of Council Diversity Puts Municipalities at Risk.” Policy Options, October 30, 2018. <https://policyoptions.irpp.org/magazines/october-2018/lack-of-council-diversity-puts-municipalities-at-risk/>.

the number of women from diverse communities who are actively informed by and engaged in local government decision making. FCM intended that this project would contribute to its mandate of attaining 30 per cent participation of women in local government by 2026 by increasing the diversity of urban Indigenous, racialized, and underrepresented immigrant women in creating a more inclusive municipal decision-making system.

[Government of Alberta](#): The government has committed to working with organizations across the province to support gender parity and it created a guide for women to help them run for municipal office. They note that the “United Nations has found women should hold at least 30% of elected seats for a government to reflect women’s concerns.”

Proposals to Evolve Governance in the UNA

The UNA wants:

- A democratically elected board
- Representative of the neighbourhoods’ voices
- Moving towards being more like a municipality in the long-term

Our needs:

- Promoting student representation in UNA decision-making
- Lowering barriers to participation for students, short-term residents, and renters to have a say

1. Keep an AMS-appointed director on the UNA Board. AMS Executives are democratically elected in elections decided upon by the student body. As such, keeping the AMS representative on the Board allows for no change to the governing structure of the UNA.

- Governance changes: None
- Financial implications: None

2. AMS will run an annual election for a UNA director position open to students that are UNA residents.

- Governance changes: May need to create a new designation other than “appointed director”
- Financial implications: None
- Potential issues: Difficulties of outreach to this population if we don’t have any contact information

3. UNA will create an elected, designated student seat on the Board to run on the same cycle as the rest of the Board members in UNA elections.

- Governance changes: Will need to adjust proposed bylaws
- Financial implications: Aligned with reduced costs by switching to three-year terms

→ Potential issues: Students will most likely struggle to complete a three-year term

4. The UNA and AMS will agree to an MOU based on the proposed six principles, however, it will also work with the AMS to create an awareness campaign to encourage students to run in the UNA election, opportunities for mentorship with Board members, and the UNA will adjust its bylaws to allow for (1) one-year elected director position.

→ Governance changes: Changes to proposed bylaws, adjusting election rules

→ Financial implications: Costs related to running one annual election

→ Potential issues: Accommodating UNA elections to this structure

Thank you,

A handwritten signature in black ink, appearing to read "Chulakim".

Christopher Hakim,
AMS President



Date: February 18, 2020
From: Wegland Sit, Interim Co-Executive Director
Re: 2020/2021 UNA Residential Parking Permit and Visitor Parking Pass
Renewal and Pricing

Background:

On February 8, 2013, the UNA Board approved the current parking management strategy including the introduction of fees. The 2013 UNA on-street parking fees in Hawthorn Place and Wesbrook Place have been in effect from June 1, 2013 to March 31, 2014 (10 months) in order to align with the fiscal year. It was also agreed that the fee schedule would be reviewed annually.

In June 2014, the Ministry of Transportation and Infrastructure (MoTI) transferred the maintenance and operations of the interim parking regulations to the UNA. Parking continues to be patrolled by the BC Commissionaires under the authority of the MOTI. The UNA office continues to be responsible for issuing parking permits.

Since the 2019/2020 parking season, the UNA Parking Desk has relocated to Wesbrook Community Center to provide longer service hours to meet resident demand.

Decision Requested

That the Board approve:

- that the 2019/2020 pricing model as described below be carried forward to the 2020/2021 parking renewal season,
- the proposed Renewal Schedule for UNA Residential Parking Decal and Visitor Pass for Wesbrook Neighborhood and Hawthorn Neighborhood as set out below, and
- the proposed 2020/2021 UNA Residential Parking Decal and Visitor Pass Pricing for Wesbrook Neighborhood and Hawthorn Neighborhoods.

Discussion

2019/2020 - Current Pricing Model

- 1st vehicle - \$140.00 + GST (**\$11.6 per month**) *
- 2nd vehicle - \$280.00 + GST (**\$23.2 per month**) *
- 3rd vehicle - \$560.00 + GST (**\$46.7 per month**) *
- Visitor Pass - \$140.00 + 24 % TransLink Parking Tax + GST (**\$11.6 per month**) **

*On street resident parking is subject to 5% GST (included in the fee) but exempt from tax under the *South Coast British Columbia Transportation Authority Act* ("the Act") by virtue of section 2(1) of the *Parking Rights Tax Regulation*. (For the purposes of section 169.07 (a) of the Act [exemptions for residential parking], "residential parking" means parking on a parking area that



... is located in or in close proximity to the building in which the person parking the motor vehicle resides.

**On-street visitor parking is subject to both the South Coast British Columbia Transportation Authority Act parking tax (24%) and 5% GST. GST also applies to the 24% Parking Tax.

2019/2020 – Current Renewal Timeline

- Hawthorn Residential Parking Decal and Hawthorn Visitor Pass - **March 31, 2020**
- Wesbrook Residential Parking Decal and Wesbrook Visitor Pass – **March 31, 2020**
- **Recreation Program Registration start date March 09, 2020.**

Proposed Renewal Schedule for UNA Residential Parking Decal and Visitor Pass

The objective

- This proposed renewal schedule will strategically place parking renewal periods in between the peak time of program registration.
- The objective of a staggered parking renewal approach is to address the overlapping issue of our parking renewal season (beginning of March) and the program registration period, which typically begins on March 9 and continues for at least 3-4 weeks.
- Staggering our parking renewal timeline will also help distribute our community center front line staff workload and will reduce pressure on staffing requirements.
- City of Vancouver applies a [similar approach](#) for their residential parking permit renewal.

Wesbrook Neighbourhood - proposed

- 2020 – 2021 Wesbrook Residential Parking Decals and Wesbrook Visitor Passes will expire on **April 30, 2021**.
- From 2021/2022 parking season and onward, all Wesbrook Residential Parking Decals and Wesbrook Visitor Passes will be valid from **May 1 to April 30** and expire on **April 30 going forward**.

Hawthorn Neighborhood - proposed

- 2020 – 2021 Hawthorn Residential Parking Decals and Hawthorn Visitor Passes will expire on **August 31, 2021**.
- From 2021/2022 parking season and onward, all Hawthorn Residential Parking Decals and Hawthorn Visitor Passes will be valid from **September 1 to August 31** and expire on **August 31 going forward**.

Proposed 2020/2021 UNA Residential Parking Decal and Visitor Pass Pricing

The 2019/2020 pricing model will be carried forward to 2020/2021 parking renewal season in residential parking decal and visitor pass:

- 1st vehicle - \$11.6 per month + GST
- 2nd vehicle - \$23.3 per month + GST
- 3rd vehicle - \$46.7 per month + GST



- Visitor Pass - \$11.6 per month + 24 % TransLink Parking Tax + GST

In order to accommodate the proposed renewal schedule change, the length of 2020/2021 UNA Residential Parking Decal and Visitor Pass will be extended to:

- 13 months in Wesbrook Neighborhood, and
- 17 months in Hawthorn Neighborhood

Wesbrook Neighborhood 2020/2021 Pricing:

- **1st vehicle** - \$11.6 per month x 13 months = **\$151.7 + GST**
- **2nd vehicle** - \$23.3 per month x 13 months = **\$303.3 + GST**
- **3rd vehicle** - \$46.7 per month x 13 months = **\$606.7 + GST**
- **Visitor Pass** - \$11.6 per month x 13 months = **\$151.7 + 24 % TransLink Parking Tax + GST**

Hawthorn Neighborhood 2020/2021 Pricing:

- **1st vehicle** - \$11.6 per month x 17 months = **\$198.3 + GST**
- **2nd vehicle** - \$23.3 per month x 17 months = **\$396.7 + GST**
- **3rd vehicle** - \$46.7 per month x 17 months = **\$793.3 + GST**
- **Visitor Pass** - \$11.6 per month x 17 months = **\$198.3 + 24 % TransLink Parking Tax + GST**