



Time: 5 p.m.

Location: Wesbrook Community Centre, Social Room

1. CALL TO ORDER

2. PRESENTATIONS

- a. Ryan Williams, Tekara – *Employee Engagement Survey Report*
- b. Krista Falkner, UBC Transportation Engineer – Wesbrook Mall Redesign and 41st Ave B-line project update

3. AGENDA

Recommendation that the UNA Board approve the May 21, 2019 Agenda as circulated.

4. MINUTES

Recommendation that the UNA Board approve the Minutes of the April 2, 2019 meeting as circulated.

5. MATTERS ARISING FROM MINUTES

6. REPORTS – For Information

- a. Electoral Area A Report – M. Feeley
- b. Campus + Community Planning – C. Fung
- c. Management Report - J. Blenkin, W. Sit, G. Ollero, A. Clements

7. NEW BUSINESS

- a. Verbal updates on the UBC/UNA quarterly meeting and the UBC Neighbourhoods Liaison Committee meeting.

8. OLD BUSINESS

- a. Proposed draft of the *UNA Bylaws and Constitution* as recommended by the UNA Bylaw Working Group

The Bylaw Working Group recommends that the board pass the following motions:

Motion: That the UNA board approve for a vote by the members the bylaws set out in the document titled *Draft UNA Constitution and Bylaws – Version 5 – April 26th, 2019* subject to any further amendments approved by the board prior to the vote.

Motion: That the UNA board approve for a vote by the members the Constitution set out in the document titled *Draft UNA Constitution and Bylaws –Version 5 – April 26th, 2019* subject to any further amendments approved by the board prior to the vote.



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

BOARD OF DIRECTORS MEETING

May 21, 2019

AGENDA

Recommendation: That the UNA board review the UNA Constitution as part of the Strategic Plan and put any changes to the members for vote at the 2020 fall AGM.

9. FINANCE REPORT

10. ADJOURNMENT

An In Camera meeting will follow.



PRESENT:

Ying Zhou - Chair
Laura Cottle – Secretary
Tor Album

Cristina Initchi
Carole Jolly
Terry Mullen

REGRETS: Matthew Delumpa, Nataliya Jatskevich

STAFF PRESENT:

Johanne Blenkin – Executive Director
Wegland Sit – Operations Manager
Andrew Clements – Recreation Manger

Glenda Ollero – Communications Manager
Marta Mikolajczyk – Admin Assistant

1. CALL TO ORDER

The meeting was called to order at 5:04 p.m.

2. AGENDA

Motion to approve the April 2, 2019 Agenda – **Approved**

3. MINUTES

Motion to approve the February 19, 2019 Minutes - **Approved**

4. MATTERS ARISING FROM MINUTES

- i. **Note:** Presentations are generally included in board packages and may be found on the website as part of the package. Staff will ensure they are available.

5. REPORTS

- a. Electoral Area A Report – M. Feeley - **Received**
 - i. The Electoral Area A Director highlighted the upcoming June by-election, and areas of the report relating to textile recycling, sewer treatment, and rapid transit.
- b. Management Reports – J. Blenkin, W. Sit, G. Ollero, A. Clements - **Received**
 - i. Laura Cottle raised a question about neighbourhood events' notices - the management team reiterated the purpose of the UNA Events Calendar and highlighted two upcoming events (Earth Day and Run for Women) to be broadcast in the UNA Newsletter.
 - ii. Communications Manager announced plans to contract a professional photographer to update the UNA photo library.
 - iii. The Executive Director noted that the AMS consultation would take place now that the AMS elections were finished.



6. NEW BUSINESS

a. Report on UNA Public Consultation - **Received**

- i. Executive Director provided an overview of the report, underlined the success of the online survey responses, and recommended organizing future public consultations earlier in the process.
- ii. Communications Manager advised that staff will create, in consultation with the board, an information package on the proposed bylaws that will be included in the Special General Meeting (SGM) package to be mailed to UNA members in advance of the SGM.
- iii. AMS expressed the willingness to assist in furthering engagement among the student resident population for future UNA surveys. Director Initchi also raised a query regarding an AMS submission to the Bylaw Working Group that was met with approval.

b. UNA Negotiating Committee – Terms of Reference and Appointments

- i. The board discussed amendments to start the negotiation of the Neighbours' Agreement 2015 phase of the UNA Bylaw review process. The following amended motion was introduced by Terry Mullen:

Motion: That the board adopt the draft UNA Bylaw Negotiating Committee Terms of Reference subject to the changes set out below:

- That the Negotiating Committee be comprised of Terry Mullen, *Lead Negotiator and Chair*; Ying Zhou, Bill Holmes, Mike Feeley, and Johanne Blenkin, *Staff Support*.
- That the 'Purpose' section of the Draft Terms of Reference be renamed 'Mandate' and replaced with the following:
 - The mandate of the committee is, first, to negotiate with UBC changes to the Neighbours' Agreement 2015 so as to bring the agreement into conformity with the proposed amendments to the UNA bylaws, and, second, to address any concerns of UBC arising out of it no longer being able to appoint directors to the UNA Board. The committee will present to the board proposed amendments to the Neighbours' Agreement 2015 which have been agreed to in principle by the committee and the UBC negotiating group and will provide the board with its recommendations with respect to those proposed amendments. In accordance with the board's instructions, the committee will continue its negotiations with UBC in respect of matters upon which agreement has not been reached.
- That the 'Scope' of UNA Negotiating Committee section of the draft be replaced with the following:
 - The committee is a committee created by, and responsible to, the UNA Board of Directors. Insofar as such opinions relate to its mandate, the committee will



take into consideration opinions expressed in the UNA Bylaw public consultation survey, the public forum, and the AMS consultation. Similarly, the committee will take advice from the UNA Bylaw Working Group and, if requested by the board, from the UNA solicitor, provided further that the committee may recommend to the board that legal advice be obtained in respect of any matter which the committee deems desirable.

- That the criteria for selection of members, namely knowledge of UNA bylaws, the Neighbours' Agreement 2015, and the UNA's mandate be added to the Terms of Reference.

Carried Unanimously.

c. Special General Meeting Timelines – Briefing Note

- i. The board discussed tabling any decision regarding the SGM timelines to a future date following the UNA Bylaw Negotiation Committee meeting.

7. OLD BUSINESS

a. Community Engagement Advisory Committee

Motion: To approve the Community Engagement Advisory Committee Terms of Reference and to appoint Natalia Jatskevich as Chair. ***Carried Unanimously.***

Staff will provide criteria for selection to the board for information.

8. ADJOURNMENT

The meeting was adjourned at 6:35pm.

A closed session and an In Camera meeting followed.

My Upcoming Meetings

Mayors' Council on Transportation

Thursday, April 25, 2019

Metro Vancouver Board

Friday, April 26, 2019

Electoral Area Committee

Wednesday, May 1, 2019



Metro Vancouver Board and Committee Agendas & Minutes

<http://www.metrovancouver.org/boards/search/>

By-election Update

Following the resignation of the Electoral Area A Director on February 13, 2019, a by-election will be held to fill the vacancy. General Voting Day is Saturday, June 15, 2019. There will also be two advance voting opportunities, on Wednesday, June 5, 2019 and Saturday, June 8, 2019.

Metro Vancouver has set up a dedicated [Elections webpage](#) for all relevant information related to the election, including contact information in case residents or potential candidates have questions. The webpage will be updated throughout the election process.

<http://www.metrovancouver.org/boards/elections/voting/>

Unflushables Campaign

On April 1, Metro Vancouver launched its third annual Unflushables campaign, which reminds residents not to flush wipes and other items like hair, floss and tampons down their toilets, because they can clog the sewer system and damage pumping equipment. This year's campaign focuses on wipe products, which are often misleadingly marketed as 'flushable.'



Initial findings from tests at Ryerson University found that only 11 of 101 products met the 'flushable' specifications developed by the International Water Services Flushability Group (IWSFG) – and all of those were normal toilet paper.

Every wipe brand tested failed the flushability or disintegration test, as the wipes remained intact even after 30 minutes inside a 'slosh box,' which means they are likely to cause clogs at homes or throughout the wastewater system, including pumps, pipes and other infrastructure. A limited number of products also showed they contained synthetic fibres that could result in the release of microplastics into the ocean.

The Ryerson findings support efforts by the Municipal Enforcement Sewer Use Group (MESUG) and the Canadian Water and Wastewater Association to establish a Canadian specification and/or a requirement for all products labelled as 'flushable.' Metro Vancouver contributed \$10,000 to the development of this specification and the testing by Ryerson University.

Besides wipes, Metro Vancouver's campaign highlights the damage other unflushables can cause to the sewer system. The worst offenders include dental floss, hair, paper towels, tampons and applicators, and condoms. Also on the list of unflushables are medications, which may end up in our environment. Medications should be returned to your local pharmacy for proper disposal through the provincial medications return program.

<http://www.metrovancouver.org/services/liquid-waste/preventing-problems-pipes/unflushables/>

Regional Culture Grants

Metro Vancouver provides annual funding assistance to arts and culture organizations for regional projects. Regional culture grants support research, creation, production, dissemination, audience development, project staff and/or administrative capacity building, with a maximum award of \$10,000.

Completed applications must be submitted by 4:00 p.m., Wednesday, May 15, 2019.

The 2019 application form, project grant eligibility and selection criteria can be downloaded from Metro Vancouver's website.

Questions can be directed by email to Sarah Faucher at sarah.faucher@metrovancouver.org or 604-456-8828.

<http://www.metrovancouver.org/cultural-grants>

Night Quest 2019 Review



On Saturday, March 23, Metro Vancouver hosted Night Quest in partnership with the Pacific Spirit Park Society.

A record-breaking 4,000 visitors attended this year's event in Pacific Spirit Regional Park, exploring two kilometres of lantern-lit trails where park interpreters shared stories, performances, exhibits and activities all about the lives of resident nocturnal animals such as squirrels, skunks and salamanders.

Other activities included storytelling, face painting and roasting marshmallows at the campfire. There was a full lineup of guest exhibitors including the Musqueam Indian Band, Stanley Park Ecology Society, Nature Vancouver, UBC Astronomy Club and others.

If you or your family missed it this time, be sure to catch the next Night Quest, in spring 2020.

Mayors' Council on Regional Transportation

On April 9, 2019, The Mayors' Council on Regional Transportation, in partnership with the Federation of Canadian Municipalities, called for a permanent, predictable, direct federal funding mechanism for modern public transit across Canada. This fund would guarantee Metro Vancouver the transportation funding needed for urgent congestion-fighting transit and road investments.

The Council calls on the federal government to help accelerate completion of the region's current transportation plan, the 10-Year Vision, so the next phase of projects can start being defined in the 30-year Regional Transportation Strategy.

You can learn more about the Council's position and [2019 Federal Election Platform](#) at the links below.

<https://www.curecongestion.ca/>

<https://www.curecongestion.ca/wp-content/uploads/2019/04/Cure-Congestion-2019-Federal-Election-Platform.pdf>

Events

Sustainability Community Breakfast - Managing Invasive Species in the Region

April 17, 2019 - BCIT downtown campus, Vancouver

Get a jump start on May – officially Invasive Species Action Month in British Columbia. Hear about the Metro Vancouver Regional Parks invasive species management program, and how Metro Vancouver is supporting municipalities, including developing best management practices for 11 priority invasive species with the Invasive Species Council of Metro Vancouver. <http://www.metrovancouver.org/events/community-breakfasts/>

Wednesday Wanderings: Bog Wonders

May 1, 2019 – Pacific Spirit Regional Park

Learn about the unique plant species that thrive in the acid-rich and nutrient-poor bog habitat that would kill most other plants. Discover secrets of this ecologically sensitive wetland.

Ages 19+ \$3 per person, registration with barcode 7629 at <http://www.metrovancouveronline.org/>

Nature Tot: Bug Out with Invertebrates**May 7, 2019 – Pacific Spirit Regional Park**

Become a nature explorer with your child and experience the wonder of nature together. Ages 3 - 5 (must be accompanied by an adult). \$4.50 per child. Register with barcode 7635 at <http://www.metrovancouveronline.org/>

Metro Vancouver's Five Year Outlook – Greater Vancouver Board of Trade**Wednesday, May 22, 2019**

Join Metro Vancouver Board Chair Sav Dhaliwal for his inaugural address to the Greater Vancouver Board of Trade. Dhaliwal will outline Metro Vancouver's Five-Year Financial Outlook, including nearly \$5.5 billion worth of capital projects, and discuss key initiatives such as the Climate 2050 strategy and the Industrial Lands Task Force. [More info and registration. https://www.boardoftrade.com/events/individual-events/1582-6418](https://www.boardoftrade.com/events/individual-events/1582-6418)

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.metrovancouver.org/metroudate/>

Links & Connections**Metro Vancouver**

www.metrovancouver.org

Mayors' Council on Regional Transportation

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

Union of BC 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.metrovancouver.org/media-room

Metro Vancouver Videos

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

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THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

Memorandum

From: Campus and Community Planning
Date: May 7, 2019
Subject: Bi-Monthly Update from Campus and Community Planning

Film & Events Notification (May - June)

Sun. May 5th, 8:30am -- 1pm. BMO Vancouver Marathon. Road closures will occur. See <https://planning.ubc.ca/news-events/event/2016-04-27/bmo-vancouver-marathon>.

Tues. May 7th, 6pm - 8pm. World Tuesday Night Championship Bike Race. See <https://planning.ubc.ca/news-events/event/world-tuesday-night-championship-bike-race-2>

Tues. May 14th, 10am to 6pm. H&S Big Bike. See <https://planning.ubc.ca/news-events/event/heart-stroke-foundation-big-bike>

Tues. May 28th, 6pm - 8pm. World Tuesday Night Championship Bike Race. See <https://planning.ubc.ca/news-events/event/2019-04-26/world-tuesday-night-championships-bike-race>

May 22nd to 24th, 27th to 30th, 7am - 7pm each day - UBC Graduation. Chan Centre. Crescent Road will be blocked to vehicular traffic. Access will be provided for emergency vehicles. See <https://graduation.ubc.ca/schedule/>

June 1st to 7th - Congress of the Humanities & Social Sciences. See <https://www.congress2019.ca/>

Community Development

Safe and Sustainable Transportation Month (SSTM):

This May, we are celebrating safe, active and sustainable transportation with activities and events aimed at promoting walking and cycling on campus. A number of events are part of SSTM including:

- **Jane's Walk (May 3)** in honour of urbanist and community advocate Jane Jacobs, the University Landscape Architect, Dean Gregory led a walk around campus touring new improvements in the public realm. Stops included the recently-finished Library Gardens and UBC Pride and Trans Installation.
- **Walk 'n Roll to School (May 27-31):** This is semi-annual collaboration between CCP, UNA and local schools promotes active and sustainable transportation through walking school buses and bike as well as a week full of activities to promote active transportation.
- **Car Free Morning (May 31):** At the end of Walk n' Roll is our grand finale event – Car Free morning, which aims to transform a vehicle entry area into a family friendly festival with fun games, bike tune-ups, treats and more.

- **Community Bike Clinics:** We are collaborating with the Bike Co-op on free bike clinics in various locations across campus throughout the month of May. To find a clinic near you, visit the Bike Co-op's Calendar: <https://www.thebikekitchen.ca/programs-menu>
- **Bike to Work Week (May 27 to June 2):** Participants can compete regionally by tracking their daily trips, and enter to win great prizes. Near the end of the month, a celebration station will be held at Lee Square featuring cycling education, tune ups and free anti-bike theft registration.

Kids Takeover UBC:

On February 17, young volunteers from the UBC community took on adult-sized roles, working alongside staff and volunteers to host a fun and exciting day of arts and culture activities on campus. The second year for Kids Take Over was a huge success with 300 passes sold and over 1000 people attending. This year's program included a Theatre Lab at the Frederic Wood Theatre, Culture Kids at the Museum of Anthropology and an instrument petting zoo at the School of Music. We also added two exciting new partnerships that were very popular with event attendees: the First Nations House of Learning worked with local Musqueam students to deliver tours and stories at the Longhouse and Athletics and Recreation generously hosted free drop-in family hockey and a public skate at Doug Mitchell at the end of the day. To view photos of the day, please visit our Facebook page:

https://www.facebook.com/pg/utownubc/photos/?tab=album&album_id=2022795394424552

UTown@UBC Rebranding and Website Redesign:

The process of rebranding the UTown@UBC place making identity and redesign of the utown.ubc.ca website is still underway. This discovery process began with an online survey and two in-person community sessions late last year. The team is now conducting specific audience research and working with consultants on brand objectives and positioning, guided by UBC's overall brand strategy.

UTown@UBC Community Grants:

UTown@UBC Community Grants award up to \$1000 for projects that foster community building and connectedness on campus or in the Musqueam community. We are excited to announce that 16 recipients were awarded a UTown@UBC Community Grant for the spring cycle. Our diverse volunteer grants selection committee, made up of residents, faculty, students and staff members, chose the funding for this cycle and awarded grants to projects such as a monthly cultural awareness night, an art festival at U-Hill Elementary, a fit teen program and a parent support group. To read more about the projects, please visit: <https://utown.ubc.ca/articles/04-8-2019/spring-2019-community-grant-projects>

Tough Toddler:

The Community Development Programming team, in partnership with the School of Kinesiology, UBC Recreation, the UNA and SHHS are launching an new free outdoor event in June called Tough Toddler, aimed at campus families. The event is a fun take on Tough Mudder involving obstacle games and other activities that help to promote physical literacy for our youngest community members and their families. Event is for all ages but pays special attention to having age-appropriate activities for toddlers age, 1-5.

Date & time: Sunday, June 23rd 10am to 2pm.

Location: Warren Field

What: Fun obstacle games, face-painting, info booths, food trucks and more

Engagement and Consultation

Stadium Neighbourhood Plan:

Staff continue to explore three key areas related to the Neighbourhood Plan: 1) UBC community housing opportunities, through the Board of Governors Housing Action Plan Working Group; 2) services to support population growth (e.g. schools, daycare, grocery stores), and 3) further Musqueam engagement.

In February, staff held a half-day workshop to discuss draft design strategies and guidelines that will be included in the Neighbourhood Plan. The workshop involved members of the Planning Advisory Committee, other stakeholders and technical experts and built on input from previous ideas workshops in April and October, 2018.

In June, staff will provide a status update to the Board of Governors. Final approval of the Neighbourhood Plan is subject to statutory Public Hearing and subsequent referral to the province for the necessary Land Use Plan amendments.

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

Wesbrook Mall Redesign Project and TransLink's Bus Priority Improvements along Wesbrook Mall:

Construction of the first phase of the Wesbrook Mall Redesign project is underway, from University Boulevard to Student Union Boulevard. Improvements will include new intersections, improved pedestrian facilities, and new bike lanes for cyclists.

Wesbrook Mall will continue to be closed to the public from University Boulevard to Student Union Boulevard. Further detours and delays can be expected over the summer as construction moves into the Wesbrook Mall / University Boulevard intersection. Updates will be provided on the transportation.ubc.ca website as they are confirmed. During construction, buses will continue to provide service to the UBC community. Starting April 15, all diesel buses will start using the UBC Bus Exchange, located next to the Aquatic Centre. This includes the buses that are currently stopping on Student Union Boulevard.

Throughout the summer TransLink will also be making some modifications to the Wesbrook Mall corridor between University Boulevard and 16th Avenue. This work coincides with the launch of a new 41 B-Line to the UBC campus and the interest in improving transit priority along the corridor. A new bus lane and a new bike lane will be provided in the southbound direction from University Boulevard to 16th Avenue. This will mostly be done by working within the existing roadway, but some roadwork is required to widen the roadway south of Thunderbird Boulevard. To accommodate construction, a few trees must be removed; however new trees will be planted and the ecological value will be replaced along the corridor.

Timing for the launch of the new 41 B-Line is to be confirmed. TransLink has released an update that they are experiencing delays in delivering the service; however, they are committed to bringing the new route to UBC as soon as they can. Up to date information regarding the new 41 B-Line can be found on the www.translink.ca website as they are available.

Construction is expected to be completed in fall 2019. More information about the planned improvements to Wesbrook Mall and the new 41st Avenue B-Line bus service is available online at www.planning.ubc.ca/wesbrook-mall.

Development Project Updates

DP17028 Wesbrook Place Lot 11 Amendments:

C+CP received the following amendment applications for the Georgia Point and Oakwood Residences, a market rental residential high rise and faculty/staff townhouses on Lot 11 in Wesbrook Place.

- Amendment 1 application for revisions to: the unit mix; parking ratios; indoor/outdoor amenity areas; and additional balconies was received July 4, 2018. This amendment is currently under review by Campus and Community Planning Staff. FEB UPDATE: DP17028-1 is currently under review and the permit is expected to be issued in the next couple weeks. MAY UPDATE: No Change.
- Amendment 4: An application for the temporary removal of (1) street tree and the pruning of (4) trees in the adjacent greenway was received on April 24, 2019. The application is currently under review and additional supporting documentation has been requested.

DP18028 Wesbrook Place – “Mundell House” Lot 4 Faculty/Staff Housing:

DP18028-2 was issued on January 8, 2019. This amendment permits the temporary removal of one maple street tree on Birney Avenue at Lot 6 to permit access for staging to serve the faculty/staff rental residential midrise development on Lot 4 in Wesbrook Place. The tree will be temporarily stored and returned to the site following construction. DP18028-3 DP amendment application for architectural and landscape changes was received on January 25, 2019 and is currently under review. DP18028-4 DP amendment application for the temporary relocation of 3 street trees on the perimeter of the site to protect them during construction activity is currently under review. All trees will be returned to the site at the end of construction. DP18028-3 was issued on March 21, 2019. This amendment permits architectural and landscape changes to Mundell House on Lot 4 in Wesbrook Place. DP18028-4 was issued on March 21, 2019 for the temporary relocation of 3 street trees on the perimeter of the site to protect them during construction activity. All trees will be returned to the site at the end of construction. May update: No Change.

DP 18001 Lot 8 – “Ivy on the Park” – Market housing:

An amendment application for architectural and unit mix changes was received on December 07, 2018. DP18001-3 was issued on March 21, 2019. This amendment permits architectural and unit mix changes to “Ivy on the Park” on Lot 8 in Wesbrook Place. May update: No Change.

DP10001-6 Bioenergy Research Demonstration Project (BRDF) Expansion:

An application was received on October 24, 2018 for a 150m² expansion to the existing Bioenergy Research Demonstration Project (BRDF), at 2337 Lower Mall. The proposal includes the addition of hot water boiler capacity to the existing BRDF steam plant and interior and exterior modifications to the existing building. The expanded use of biomass as an energy source shall provide additional heat at a lower cost than natural gas and shall help UBC to diversify its fuel mix, and reduce UBC’s carbon tax through lowered Gas House Gas (GHG) emissions. The Public Open House was held on Wednesday, November 21, 2018 at the existing facility at 2337 Lower Mall. The open house was well attended and guided tours of the existing BRDF were available for those in attendance. Project was on hold over the holiday period. Revised Architectural drawings have been recently requested by C+CP for review.

Revised architectural drawings are forthcoming. For more information:

<https://planning.ubc.ca/vancouver/projects-consultations/application/academic-lands/bioenergy-research-and-demonstration-facility-brdf-biomass-expansion> May update: No Change.

DP18004-1 Museum of Anthropology Temporary Access Road:

An application was received on October 24, 2018 for the installation of a temporary access road on the north west side of the Museum of Anthropology, 6393 NW Marine Drive to support upcoming 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 existing condition at the end of the project. For more information on the Great Hall Seismic Upgrades: <http://infrastructuredevelopment.ubc.ca/projects/moa-great-hall-seismic-upgrades/>
May UPDATE: No Change.

DP18048 Institute for Accelerator-based Medical Isotopes (IAMI) at TRIUMF:

A Development Permit application was received on December 3, 2018 for the proposed 3,400m² 5-level (2 levels below grade) Institute of Advanced Medical Isotopes (IAMI) to accommodate a new TR-24 cyclotron and integrated lab and office space at TRIUMF, Canada's National Laboratory for Particle and Nuclear Physics. A Public Open House was held on December 11, 2018 in the TRIUMF Administration Building in South Campus. The applicant team has been working with C+CP to finalize their DP submission package and the latest amendment was received on January 18, 2019. DP18048 was issued on February 28, 2019. May update: The IAMI excavation and shoring Building Permit was issued on April 11, 2019.

DP18045 MacInnes Field Public Realm Plan:

A Development Permit application was received on November 15, 2018 for the layout and design of MacInnes Field (5,255m²) for athletic and recreational use and adjacent public realm landscape connections. A Public Open House was held on November 27, 2018 in the Lobby of the Alumni Centre and was well attended. DP18045 was issued on January 31, 2019. A Streets and Landscape Permit application (SLP19030) was received on March 21, 2019 with detailed drawings for the layout and design of MacInnes Field and adjacent public realm landscape connections. Construction is targeted to begin on May 1, 2019. May update: Campus and Community Planning is awaiting the applicant response and resubmission to the first round review comments.

DP12017-5 Wesbrook Community Centre Child Care Addition:

A Development Permit application was received on January 10, 2019 for a one-storey child care addition for 49 licensed child care spaces on the west side of the existing Wesbrook Community Centre, 3335 Webber Lane. A Public Open House was held on January 29, 2019 in the lobby of the Wesbrook Community Centre and was lightly attended. A Development Permit Board presentation will be in the Community Room at the Wesbrook Community Centre on February 13, 2019 starting at 5:00PM. Development Permit DP12017-5 was issued on March 5, 2019 for an addition of the existing Wesbrook Community Centre at 3335 Webber Lane to accommodate child care uses in accordance with the recommendation of the Development Permit Board at its meeting on February 13, 2019. The associated building permit for this work is currently under review. May update: No Change.

DP19002 Acadia Modular Child Care:

A Development Permit application was received on January 10, 2019 for three (3) modular buildings with outdoor playspace to provide nearly 100 child care spaces by August 2019 in Acadia Park. A Public Open House was held on February 5, 2019 in the Child Care Services Building at 2881 Acadia Road and was lightly attended. The public comment period on this application closed on February 12, 2019. The DP19002 drawings are being updated to reflect adjusted building footprints, landscape works, tree removals; and minor architectural changes. The associated site works Streets and Landscape Permit (SLP19029) is currently under review. May update: DP19002 and SLP19029 were issued on May 1, 2019.

DP19001 Pacific Residences:

A Development Permit application was received on January 8, 2019 for five new student housing buildings totalling approx. 34,500m, adjacent to the existing Gage Residences along Wesbrook Mall and Student Union Boulevard. The project will comprise up to 970 student beds; office space for Student Housing and Hospitality Services; and associated amenity and service spaces. Two open houses were held on February 26, 2019 between 11:30am to 1:00pm and 4:30-6:30pm in the concourse of the UBC Life Building. Approximately 30-40 people attended. At these Open Houses, information on potential concepts for improving Walter Gage Road was also presented for feedback. Overall, feedback suggested the need to ensure the design of the roadway is responsive to parking needs and traffic, supports social interaction, provides more green space and is bike and pedestrian friendly. This feedback will help to inform a future permit application. Revisions were made in the Development Application submission to address community feedback including: Reduction of overall project density from approximately 1000 to 935 student beds; Removal and replacement of previously proposed towers (12 and 16 storeys) on Wesbrook Mall with lower building heights; General reduction of building heights (7 storey buildings fronting Wesbrook Mall and Walter Gage Road and 8 and 10 story buildings fronting Student Union Boulevard); Significant increase in the size and quality of the outdoor commons, to serve as a social heart for both the existing Gage and Pacific residents. May update: The Board of Governors granted Board 2 approval on April 18 for the Pacific Residence project, with authorization to issue the development permit and a funding release of \$2,000,000 to complete working drawings and tender documents. Campus and Community Planning is awaiting a revised Development Permit submission to align with the site plan/massing presented in the Board of Governors report.

DP07034-5 MBA House Change of Use:

A Development Permit application was received on November 27, 2018 for the conversion of the commons lounge, server, and library space into a new 188m² commercial retail unit. A Public Open House was held on February 28, 2019 in MBA House at 3385 Wesbrook Mall and was lightly attended. DP07034-5 was issued on March 8, 2019. May update: The associated Building Permit and DP Amendment for exterior signage is currently under review and should be issued shortly.

NEW ITEMS**DP19006 Arts Student Centre + DP19007 Bosque Revitalization Design:**

A Development Permit application for the proposed Arts Student Centre (ASC), a 912m²-, multi-purpose facility to support learning, social-interaction, and collaboration for Faculty of Arts students, was received on February 28, 2019. This was followed by the submission of a Development Permit application on March 15, 2019 for the Bosque Revitalization Design to improve the ecological health and usability of the adjacent Bosque. Construction of the ASC will require the removal of 8 of the existing 60 pin oak trees in the Bosque.

A combined Public Open House was held for these two projects on April 2nd, 2019 between 11:30am-1:30pm in the concourse of the UBC Life Building and was well attended (80+ppl). The public comment period on these applications -concluded on April 9, 2019. Feedback gathered from the public consultation will inform the final designs for these projects and a summary of the feedback will be presented to the Board of Governors in June 2019, as part of the Board 2 approval process for the ASC. Subject to approval, construction is expected to begin in the fall of 2019 and revitalization of the Bosque will proceed as part of the ASC construction process. C&CP is piloting an evidence-based approach to a tree removal compensation, in partnership with UBC faculty and external technical experts to evaluate the ecological, social and cultural benefits lost due to the removal of the 8 trees. 8 new trees will also be planted elsewhere on campus.

This project also includes creating four plots to test the viability of a number of native plants to determine what species will thrive in a mixture of different sun and shade conditions. SLP19032 for the Bosque Revitalization Test Plots was issued on April 25, 2019 and subsequently installed on site.

For more information on these projects, including project plans, public open house display boards and frequently asked questions, please visit:

- **DP19006 Arts Student Centre (ASC):** <https://planning.ubc.ca/vancouver/projects-consultations/application/academic-lands/arts-student-centre>
- **DP19007 Bosque Revitalization Design:** <https://planning.ubc.ca/vancouver/projects-consultations/application/public-spaces-campus-landscape/bosque-revitalization-design>

DP19009T is a temporary Mason Bee Habitat Student Project in Hawthorn Community Garden:

A Temporary Development Permit application was received on March 15, 2019 for the installation of a mason bee habitat student project (LFS450 001) northwest of the Hawthorn Community Garden, Main Mall Greenway south of Eagles Drive. The installation will be monitored and maintained by the University Neighborhoods Association (UNA) Gardens Program. DP19009T issued on March 28, 2019, will expire on March 31, 2021. <https://planning.ubc.ca/vancouver/projects-consultations/application/public-spaces-campus-landscape/bosque-revitalization-design> May update: No Change.

DP17024 South Campus Greenway:

An updated Development Permit application is expected on May 10th for a proposed greenway on the western edge of Wesbrook Place between Nobel Park and West 16th Avenue. The path will be integrated within the existing treed area between UBC Farm and the Wesbrook Place Neighbourhood.

A Public Open House will be held on May 28, 2019 in the Wesbrook Welcome Centre at 3378 Wesbrook Mall between 4:30-6:30PM to present draft principles from a working group meeting held last year and to review proposed greenway plans. The public comment period on this application will close on June 5, 2019. This project will then be presented to the Development Permit Board Meeting for final approval on June 19th in the Wesbrook Community Centre starting at 5PM.



EXECUTIVE DIRECTOR

Stadium Neighbourhood Planning Advisory Committee Update

The committee met on April 30. Isaaku Inami, representing Pacific Sprit Park, joined the committee. Planning staff provided an update on the plan status, housing for the UBC community, design guidelines, and botanical garden interface. A representative from the Vancouver School Board provided information on the long-range facilities plan at VSB. UBC Planning staff will be reporting on the stadium project to a committee of the UBC Board of Governors at their June meeting, and that report will be available one week prior to the meeting. The C & CP report has more detail on the process.

The project continues to be paused while a number of issues are being addressed in more detail.

Childcare Coordination Committee

The YMCA Kids Club reports that the before and after school care spaces at both Wesbrook Community Centre and the Old Barn Community Centre will be filled in September, with waiting lists at both locations. The childcare facility to be built adjacent to Wesbrook Community Centre has completed the design and specifications stage and will be starting construction this year. The UNA will continue to share wait list data with UBC childcare to ensure continued co-ordination.

UNA/AMS Discussions

UNA directors along with the Executive Director will meet with the new AMS executive on May 28 to continue discussions on the relationship between the two entities.

Staff Gifts

An issue arose following the Mother's Day Run, when extra participant gift bags were left for staff. The UNA currently does not have a staff or volunteer gift policy. This can place staff in an awkward position. Senior staff is checking with other similar entities about their policies and will report to the board in June with a policy recommendation.

I attended the UBC/UNA quarterly meeting and the UBC Neighbourhoods Liaison Committee meeting. The former provided an opportunity to meet Robin Ciceri, VP External, and the latter gave an update on the UNA's financial situation and the bylaw and Neighbours' Agreement 2015 negotiations currently in process.



RECREATION

Community Events

On Easter Monday, members of our Junior Leadership Program planned and executed an Easter event. Over 300 participants gathered at the Old Barn Community Centre to share candy, hunt eggs, and do Easter themed crafts. Community member Richard Scarth ran a Mason Bee Keeping workshop.

On April 27, the UNA hosted an Earth Day celebration that attracted over 300 residents. Booths and activities focused on education and celebration of the natural world, as well as information on reducing human impact and encouraging positive change. Community partners included UBC Botanical Gardens, Pacific Spirit Park Society, Evo, Emotive, Encorp's Return-It, Adam's Apples, UBC Climate Hub and Campus and Community Planning. 25 youth volunteers supported the event.

UBC Seeds Lending Library (a partnership between UBC Farm and UBC Library) hosted a seed exchange, as well as a variety of kids' activities, and UBC Farm was there with a pop-up farmer's market. This event also saw the launch of the UNA's first Fix-it event with Framework Education Society. These are free events where people can come to use provided supplies to mend garments, and also to learn how to mend first-hand, working together with sewing experts.

May 12 Run for Women featured over 1000 participants running for women in support of Mental Health Programs at the B.C. Women's Hospital. Wesbrook Community Centre was a major support facility offering space to house the delegates and participants.

Over 30 mothers from the campus community gathered at The Old Barn Community Centre on May 15 to celebrate Mother's Day. Dr. Farah Shroff from the School of Population and Public Health at UBC led an engaging discussion on improving mothers and childrens' lives and well-being. The event is a partnership among the UNA, UTown@UBC, and UBC Wellbeing with the support of 2019 UBC Women Deliver Grants.



OPERATIONS

Perfect Mind Training & Initial Building

Ongoing workshops and training sessions with the recreation team to lay the foundation work for our PerfectMind system.

Office 365, File Management & File Naming Convention Training

This training teaches best practices of naming conventions which will enable our team to be more consistent, and better manage our documentation, resulting in improving our overall long-term operation efficiency.

This training also lays the groundwork to facilitate our server migration to a Microsoft cloud infrastructure.

Stage 1 Restrictions & Lawn Watering Schedule

This is an important reminder for Metro Vancouver Lawn Watering Regulation - water restrictions are in effect May 1 to October 15.

For Chancellor Neighborhood, East Campus Neighborhood, Hampton Neighborhood and Hawthorn Neighborhood:

- Even-numbered addresses: Wednesday, Saturday mornings 4 a.m. to 9 a.m.
- Odd-numbered addresses: Thursday, Sunday mornings 4 a.m. to 9 a.m.
- Watering trees, shrubs and flowers is permitted any day, from 4 a.m. to 9 a.m., if using a sprinkler, or any time if hand watering or using drip irrigation. All hoses must have an automatic shut-off device.

For our Wesbrook Neighborhood, UBC Energy & Water Services had come up with a new irrigation scheduling approach, that was based on Metro Vancouver guidelines. This new schedule will ensure enough separation between buildings to address massive spike in water draw and related false fire alarm issue on main campus.



COMMUNICATIONS

PerfectMind Integration and Updates to Website

We've contracted a web design firm, Kimbo Design, to help us integrate PerfectMind into our website, as well as update some of its functionalities. Initial meetings were set with both PerfectMind and Kimbo Design on May 13 and 14. The target date for launch will coincide with the community centres' winter 2019 programming.

Professional Photography at Westbrook Community Centre

Continuing with efforts to strengthen the UNA brand and update our online and digital collateral, we've hired a professional photographer to help build the UNA photo library. The photographer will be at WCC all day on May 22. Users of the community centre have been asked to sign consent forms and an information campaign has been rolled out.

House Writing Guide and *Canadian Press Styleguide* Workshops for Staff

We have providing tools and workshops for staff to help them learn to adhere to an organization-wide writing style guide that will help provide a consistent approach to how we write for our external and internal audiences. Communications has decided to adopt the *Canadian Press Styleguide* supplemented by a house writing guide for UNA-specific terms.

Membership Drive

Communications has started developing modular kits for when we are out interacting with the community in event booths. One of the kits being developed is a membership drive kit that will contain materials to help us inform and recruit members. The kit will contain sign-up sheets, a verification process, a guide for booth volunteers, branded signs and banners, and more. We are aiming to have these booths up at community events like the upcoming Community Yard Sale and Barn Raising.

Business Process Specialist Coop Student

A coop student from the UBC Sauder School of Business has joined the staff for four months starting May 6. We are pleased to welcome Faye Chaisang who is an Economics and Master of Management student with experience analyzing inefficiencies and identifying improvement opportunities. She has been tasked with reviewing some of our business processes, preparing recommendations for improvements and helping us create an implementation plan.



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

BOARD OF DIRECTORS MEETING
May 21, 2019
MANAGEMENT REPORT

Fitness Centre Policy Signs and Window Decal

New fitness centre policy signs have been created for both the Old Barn Community Centre and Wesbrook Community Centre. A new marketing window decal has been installed on the Fitness Centre window of the Wesbrook Community Centre.

Staff and Volunteer T-shirts

New staff and volunteer t-shirts have been printed to help with identifying UNA personnel at community events.

CONSTITUTION

1. The name of the Society is the UNIVERSITY NEIGHBOURHOODS ASSOCIATION (the “*Association*”).
2. The purposes of the Association are:
 - (a) To promote a distinctive “university-town” community that will support and enhance The University of British Columbia’s (“UBC”) academic mission particularly for the common good of those residents within the Local Areas and Designated Buildings, as defined in the Bylaws;
 - (b) To promote, develop and deliver services, amenities and facilities which better provide for the development of good neighbourhoods within the Local Areas and Designated Buildings, particularly for residents with respect to community health, safety, education, culture, recreation, comfort or convenience;
 - (c) To operate and maintain, or provide for the operation and maintenance, of any properties which may from time to time be designated, leased, licenced or otherwise conveyed to the Association for operation and maintenance as areas serving the general well-being of the residents with regard to community health, safety, education, culture, recreation, comfort or convenience of the residents;
 - (d) To receive funds from UBC, the residents and others, and to use such amounts for the fulfilment of any and all of the purposes set out above in any lawful manner as determined by the board of directors of the Association; and
 - (e) To promote, in the conduct of business and work of the Association, qualities of good neighbours, including civility, fairness, good faith, respect and understanding, all in the context of being a unique part of the UBC community, particularly through work to:
 - (i) establish, advance and perpetuate information management and liaison systems; and
 - (ii) provide timely input with respect to enhancing the quality of life in the public realm of the neighbourhoods,for the ongoing development of a community for living, working and learning in a creative, healthy, safe, enjoyable, and interactive environment.

BYLAWS OF UNIVERSITY NEIGHBOURHOODS ASSOCIATION

1.0 INTERPRETATION

1.1 In these Bylaws, unless the context otherwise requires:

Association means the University Neighbourhoods Association;

Board means the Directors;

Business Day means a day on which the Association's business office is open;

Chair means the Chair of the Association;

Designated Building means a building whose residents are eligible to become members pursuant to agreement between the Association and UBC, made in accordance with the Neighbours' Agreement 2015 or any successor agreement to the Neighbours' Agreement 2015;

Director means a person who is a director of the Association and, for greater certainty, does not include a person elected or appointed as a director until the person's term of office begins;

Faculty and Staff Housing means all institutional accommodation units, townhouses, apartments and housing used exclusively or primarily by faculty and/or staff of UBC;

Land Use Plan means the land use plan for the Point Grey campus of UBC deemed adopted by the Minister of Community and Rural Development in accordance with the *Municipalities Enabling and Validating Act (No. 3)*, Part 10 – 2010, as amended from time to time;

Local Areas means those residential neighbourhood plan areas identified for non-institutional development in Schedule C – Plan Areas, of the Land Use Plan, excluding all Student Housing, but not excluding Faculty and Staff Housing;

Qualified Recipient has the meaning given by the *Societies Act*;

Resident Member means a person who is a member pursuant to Bylaw 2.1(a);

Secretary means the Secretary of the Association;

Societies Act means the *Societies Act* of British Columbia from time to time in force and all amendments to it and any legislation that succeeds the *Societies Act*;

Student Housing means institutional accommodation units, townhouses, apartments and housing used exclusively or primarily by students of UBC or UBC's affiliated theological colleges, including students visiting from other educational institutions;

Treasurer means the Treasurer of the Association;

UBC means The University of British Columbia; and

UBC Member means a person who is a member pursuant to Bylaw 2.1(b).

1.2 For the purpose of these Bylaws, a Resident Member who becomes a Director by acclamation is deemed to have been elected.

1.3 Except for terms defined in these Bylaws, the definitions in the *Societies Act* apply to these Bylaws.

1.4 If there is a conflict between a provision of these Bylaws, and the *Societies Act*, the regulations under the *Societies Act*, or any other enactment of British Columbia or Canada, the provision has no effect.

2.0 MEMBERSHIP

2.1 The members of the Association are the following persons:

- (a) persons who become members in accordance with Bylaw 2.3; and
- (b) up to 2 persons appointed from time to time by the President of UBC.

2.2. To be eligible to be a member, a person must

- (a) be at least 18 years of age, and
- (b) except for persons who are members pursuant to Bylaw 2.1(b), reside in a Local Area or Designated Building.

2.3 A person who is eligible to be a member may apply to become a member by application to the Association and becomes a member upon the confirmation of the Association that the person meets the eligibility requirements for membership.

2.4 A person appointed pursuant to Bylaw 2.1(b) becomes a member on receipt by the Association of written notice from UBC of the appointment.

2.5 Every member shall uphold the Constitution and comply with these Bylaws.

2.6 A person ceases to be a member:

- (a) by delivering the person's resignation in writing to the business office of the Association;
- (b) on the person's death;
- (c) on ceasing to be eligible to be a member; or
- (d) in the case of a person who is a member pursuant to Bylaw 2.1(b), on receipt by the Association of written notice from UBC that the person's appointment as a member has terminated or been revoked.

3.0 MEETINGS OF MEMBERS

3.1 Every general meeting shall be held on the day and at the time and place, in accordance with the *Societies Act*, as the Board decides.

3.2 An annual general meeting shall be held in each calendar year not more than 6 months after the fiscal year end of the Association.

3.3 The members may requisition a general meeting by delivering to the Association's registered office a requisition signed by not less than 10% of the members and the Board shall, within 21 days, call a general meeting, to be held within 60 days after the date of the Association's receipt of the requisition, to consider the business stated in the requisition.

3.4 The members may deliver to the Association's business office a notice signed by not less than 1% of the members setting out a matter that the members propose to have considered at an annual general meeting and the Association shall, in accordance with section 81 of the *Societies Act*, include the proposal in the notice of the annual general meeting if the proposal was received by the Association at least 7 days before notice of the annual general meeting is sent.

3.5 The Association shall, not less than 21 days before it holds a general meeting, give notice of the general meeting to the members in accordance with Bylaw 14. A proxy in the form determined by the Board shall accompany the notice.

3.6 The notice of a general meeting shall specify:

- (a) the place, the day and the time of the meeting;
- (b) in the case of special business (as defined in Bylaw 4.1), the nature of that business; and
- (c) the text of any special resolution to be considered at the meeting.

3.7 Every general meeting, other than an annual general meeting, is a special general meeting.

3.8 The accidental omission to give notice of a general meeting to a member, the accidental omission to include a proxy with a notice, or the non-receipt of a notice of a general meeting by any member does not invalidate proceedings at that general meeting.

4.0 PROCEEDINGS AT GENERAL MEETINGS

4.1 Special business is:

- (a) all business at a special general meeting except the adoption of rules of order and procedural motions, and
- (b) all business at an annual general meeting, except,
 - (i) the adoption of rules of order and procedural motions;

- (ii) the consideration of the financial statements;
- (iii) the report of the Directors;
- (iv) the most recent report of the auditor;
- (v) the appointment of the auditor; and
- (vi) the other business that, under these Bylaws, must be transacted at an annual general meeting or business which is introduced in the report of the Directors.

4.2 No business, other than the election of a chair for the meeting and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.

4.3 If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

4.4 A quorum for a general meeting is 10 members who are present in person or by proxy.

4.5 If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

4.6 Subject to Bylaw 4.7, the Chair shall preside as chair of a general meeting, unless another person is selected by the Board in advance of the meeting.

4.7 If the person who, pursuant to Bylaw 4.6, is to chair a general meeting is not present within 15 minutes after the time appointed for holding the meeting, any Director present may be appointed by the members present to act as chair. If no Director is present or no Director is willing to act as chair, the members present shall choose a chair.

4.8 The chair of a general meeting may, or, if so directed by the members at the meeting, must, adjourn a general meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

4.9 When a general meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given in the manner set out under Bylaw 14.2 except that the Association shall not be required to provide 21 days advance notice of the adjourned meeting.

4.10 Except as provided in Bylaw 4.9, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.

4.11 A resolution proposed at a general meeting must be seconded and the chair of a general meeting may propose a resolution.

4.12 In case of an equality of votes at a general meeting, the chair shall not have a casting vote in addition to the vote to which the chair may be entitled as a member and the proposed resolution shall not pass.

4.13 A member is entitled to one vote at a general meeting.

4.14 Voting on ordinary resolutions at a general meeting shall be by show of hands. Voting on special resolutions at a general meeting shall be by ballot provided that at any meeting the members may agree by ordinary resolution to vote by a show of hands on a special resolution. Every ballot cast upon a poll and every proxy appointing a proxyholder who casts a ballot upon a poll shall be retained by the Secretary for a period of 3 months after the general meeting and shall be subject to inspection by a member at the business office of the Association during normal business hours.

4.15 A member may appoint by proxy a person to act and vote on behalf of the member at a general meeting.

4.16 A proxy:

- (a) shall be in writing and in the form determined by the Board;
- (b) shall be signed by the member giving it;
- (c) may contain limitations on the exercise of the power conferred by it; and
- (d) is valid only at the general meeting for which it is given and any adjournment of that meeting.

4.17 A proxyholder:

- (a) must be a member; and
- (b) if not a Director, may be the proxyholder for at most 5 other members who have given a general power of proxy.

4.18 The original or a copy of a proxy may be deposited at such place as is specified for that purpose in the notice calling the general meeting at any time prior to the commencement of the meeting, or adjourned general meeting, or with the chair of the meeting, the Secretary, or the senior manager of the Association.

4.19 A vote given in accordance with a proxy is valid notwithstanding the previous death or incapacity of the member giving the proxy.

4.20 A proxy may be revoked only by an instrument in writing:

- (a) executed by the member who gave the proxy; and
- (b) delivered either to the business office of the Association at any time up to and including the last Business Day preceding the day of the general meeting or adjourned general meeting for which the proxy is given, or to the chair of the

meeting, the Secretary, or the senior manager of the Association on the day of the meeting, or any adjournment thereof, before any vote in respect of which the proxy is given has taken place.

4.21 Directors may, but are not obliged to, solicit proxies prior to a general meeting.

4.22 Any issue at a general meeting which is not required by these Bylaws or the *Societies Act* to be decided by a special resolution shall be decided by an ordinary resolution.

5.0 ELECTION OF DIRECTORS

5.1 An election of directors shall be held in 2019, in 2021, and in every third calendar year thereafter.

5.2 An election of directors in a year shall be held after the Association's annual general meeting for the year and before December.

5.3 For a year in which an election is required, the Board shall:

- (a) set the deadline by which nominations must be received by the Association, which shall be at least 15 days before the date set by the Board under Bylaw 5.3(b);
- (b) set the deadline by which the Association must send ballots to members;
- (c) set the deadline by which completed ballots must be received by the Association, which shall be at least 21 days after the date set by the Board under Bylaw 5.3(b); and
- (d) at least 14 days before the date set by the Board under Bylaw 5.3(a), publish an advance notice of the election in a community, local or other newspaper, and on the Association website, which notice shall include a call for nominations and the deadlines set by the Board under this Bylaw.

5.4 Any Resident Member wishing to be elected as a director must be nominated by not less than 5 Resident Members with the nominations to be made in writing and delivered to the Association's business office by the deadline for nominations set by the Board under Bylaw 5.3(a).

5.5 The nomination of a member who is prohibited by Bylaw 6.17 from serving an additional term is invalid.

5.6 If, at any time after the close of nominations and on or before the date set by the Board under Bylaw 5.3(c), the number of nominees (excluding persons who have ceased to be nominees) is equal to or less than the number of directors to be elected, the nominees are acclaimed as Directors.

5.7 If Bylaw 5.6 does not apply and any nominee is a Director seeking to serve an additional term as permitted by Bylaw 6.18, nominees, other than nominees who are such Directors, are acclaimed as directors and an election shall be held in which the only candidates are the Directors seeking to serve an additional term as permitted by Bylaw 6.18.

5.8 For each election – other than an election for which it can be determined in sufficient time that Bylaw 5.6 applies – the Association must send, by the date set by the Board under Bylaw 5.3(b), to every person who is a member at least 7 Business Days before that date:

- (a) the name of each nominee who has not been acclaimed as Director;
- (b) a 200 word or less biographical description of the nominee that has been provided by the nominee;
- (c) a ballot; and
- (d) instructions for the completion and return of the ballot, including the date set by the Board under Bylaw 5.3(c).

5.9 Each member eligible to vote in an election is entitled to complete and return one ballot in accordance with the instructions provided by the Association.

5.10 Ballots shall be secure, secret, and in a form that the Board approves.

5.11 The persons eligible to vote in an election are those persons who are members 2 Business Days prior to the date set by the Board under Bylaw 5.3(c). Any person becoming a member in the period

- (a) beginning immediately after the day that is 7 Business Days before the date set by the Board under Bylaw 5.3(b), and
- (b) ending at the end of the second Business Day before the date set by the Board under Bylaw 5.3(c)

shall be provided with the materials referred to in Bylaw 5.8 at the time of becoming a member, unless it has been determined that Bylaw 5.6 applies with respect to the election.

5.12 The Board shall establish all procedures for the conduct of an election that are not provided under these Bylaws.

5.13 The nominees who are elected as Directors are those who receive the larger number of votes until all positions are filled.

5.14 If 2 or more nominees receive the same number of votes and, as a result, their election together with the election of nominees who receive a larger number of votes would result in more elected nominees than positions to be filled, the nominee or nominees to be elected from among the nominees who receive the same number of votes shall be determined by lot using the method described in section 151(a) to (c) of the Local Government Act (as it read at the time of adoption of these Bylaws), administered by the person responsible for the conduct of the election.

5.15 If the method in Bylaws 5.13 and 5.14 for determining the elected nominees would or may, before the application of this Bylaw, result in more than 3 Directors who reside in a particular Local Area or Designated Building, the following provisions apply:

- (a) each nominee whose election would result in more than 3 Directors who reside in that Local Area or Designated Building is deemed to have received fewer votes than nominees who do not reside in that Local Area or Designated Building;
- (b) in applying (a), nominees shall be assumed to be elected one after the other, in accordance with the number of votes received (starting with the nominee who received the most votes); and
- (c) if the number of nominees, other than nominees with respect to whom (a) applies, is less than the number of positions to be filled, the remaining positions shall be filled by applying Bylaws 5.13 and 5.14 with respect to the remaining nominees.

5.16 For the purposes of Bylaw 5.15(a), if

- (a) 2 or more nominees who reside in the particular Local Area or Designated Building receive the same number of votes,
- (b) the election of all those nominees would result in more than 3 Directors who reside in the particular Local Area or Designated Building, and
- (c) the election of some but not all of those nominees would not have this consequence,

the nominees with respect to whom Bylaw 5.15(a) applies shall be determined by lot using the method described in section 151(a) to (c) of the Local Government Act (as it read at the time of adoption of these Bylaws), administered by the person responsible for the conduct of the election.

5.17 Notwithstanding anything to the contrary, in the event that an election cannot take place in accordance with these Bylaws due to circumstances beyond the control of the Association, the Board may make alternate arrangements for the election, with such arrangements to comply as closely as possible to the requirements for elections under these Bylaws.

6.0 DIRECTORS

6.1 The Directors must manage, or supervise the management of, the activities and internal affairs of the Association and may exercise all the powers and do all the acts and things that the Association may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Association in a general meeting, but subject, nevertheless, to:

- (a) all laws affecting the Association,
- (b) in recognition of its unique relationship with UBC, and the necessity to support and enhance UBC's academic mission, compliance with all agreements made between UBC and the Association; and
- (c) these Bylaws.

6.2 Subject to Bylaw 6.3, the number of directors is 6.

6.3 The Board may increase the number of directors to 7. Once it has set the number of directors at 7 it may not lower the number.

6.4 No person may become a Director if the person is not qualified pursuant to the *Societies Act* to be a director of a society. If a person is not qualified, the election or appointment of the person is void.

6.5 If, at any time, a Director ceases to be qualified pursuant to the *Societies Act* to be a director of a society, he or she ceases to be a Director.

6.6 A person elected as a Director holds office for a term that

- (a) commences at the start of the first Board meeting after the date set by the Board under Bylaw 5.3(c) for the election, and
- (b) ends at the start of the first Board meeting after the date set by the Board under Bylaw 5.3(c) for the next election of directors.

6.7 The Board may, from time to time, appoint a Resident Member as a Director to fill a vacancy. The term of office of a Resident Member so appointed commences on the day specified by the Board and ends at the start of the first Board meeting after the date set by the Board under Bylaw 5.3(c) for the next election of directors.

6.8 The members may, by special resolution, remove a Director from office and may elect a successor at the general meeting at which the Director is removed to complete the term of the Director.

6.9 Each Director shall uphold and comply with the Constitution and Bylaws.

6.10 Each Director, when exercising the powers and performing the functions of a Director, shall:

- (a) act honestly and in good faith with a view to the best interests of the Association; and
- (b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances.

6.11 A stipend shall be paid each year, within 5 Business Days after November 30 of the year, to each person who was a Director at any time between December 1 of the preceding year and November 30 of the year.

6.12 The annual amount of the stipend for the period February 1, 2018 to January 31, 2019 is \$5,700 for service as a director other than the Chair and \$8,550 for service as the Chair. The amount of the annual stipends shall be adjusted as of February 1 of each year commencing in 2019 to reflect the annual inflation rate for the 12 months of the prior calendar year in the Consumer Price Index for all items for the Province of British Columbia, as determined by Statistics Canada.

6.13 The amount of the stipend payable to a person for service as a director other than the Chair for the period for which the stipend is payable at a particular level – i.e., December 1 to

January 30, or February 1 to November 30 – shall be determined by prorating the annual amount of the stipend applicable in the period by the ratio of the number of days in the period that the person served as a director other than the Chair to 365. The amount of the stipend payable to a person for service as the Chair shall be determined in a similar manner.

6.14 A Director shall be reimbursed for all expenses reasonably incurred by the Director while engaged in the affairs of the Association.

6.15 For any matter that is, or is to be, the subject of consideration by the Board, if that matter could result in the creation of a duty or interest that materially conflicts with a Director's duty or interest as a Director, directly or indirectly, that Director shall fully disclose the interest to the Board, abstain from voting on the matter, leave the meeting when the matter is being discussed or voted on, and refrain from any action intended to influence the discussion or vote.

6.16 A Director shall account to the Association for any profit made as a consequence of the Association entering into or performing any contract or transaction, unless:

- (a) the Director complies with Bylaw 6.15; or
- (b) the contract or transaction was reasonable and fair to the Association at the time it was entered into, and after full disclosure of the nature and extent of the interest in the contract or transaction it is approved by special resolution of the members.

6.17 Except as permitted by Bylaw 6.18, a member may not serve more than 2 consecutive terms as a Director.

6.18 If, before giving effect to this Bylaw, there are fewer nominees for an election of directors than positions to be filled, a member who would otherwise be prohibited by Bylaw 6.17 from serving another term may serve another term. For greater certainty, this Bylaw may apply more than once to a Director.

6.19 A partial term as a director served by a member who has been appointed to fill a vacancy (other than a member appointed after 2020 and within 6 months after the end of an election of directors) shall not be counted as a term for the purposes of Bylaw 6.17.

6.20 A Director may resign in accordance with the *Societies Act*.

7.0 PROCEEDINGS OF DIRECTORS

7.1 The Directors shall meet not less than 6 times per calendar year. The Chair shall determine the dates, times and locations of Board meetings.

7.2 The Directors shall be given reasonable notice of the date, time and location of each Board meeting. For this purpose, "Director" includes any person whose term of office as a director will commence at the beginning of the meeting.

7.3 The date, time and location of each Board meeting shall be publicized. Members and other residents of the Local Areas and Designated Buildings are entitled to attend all Board meetings which are not closed or *in camera*.

7.4 Subject to these Bylaws, the Directors may establish the procedure for Board meetings, and may adjourn meetings.

7.5 The quorum to transact business at a Board meeting is a majority of the Directors at the time of the meeting.

7.6 Except as otherwise provided in this Bylaw, the Chair shall chair all meetings of the Board. If the Chair is not present within 30 minutes after the time for the start of the meeting, if the Chair has indicated an intended absence from the meeting, or if there is no Chair, the Directors present shall choose a Director who is present to chair the meeting. If the Directors elect a Chair at a Board meeting, the Chair shall thereupon commence to chair the meeting.

7.7 Questions arising at a Board meeting shall be decided by a majority of votes on a show of hands. In case of an equality of votes, the chair of the meeting shall have a second vote.

7.8 The chair of a Board meeting may move or propose a resolution.

7.9 The Directors may approve a resolution without meeting if they consent unanimously, excluding abstentions, in writing.

7.10 A Director, with the consent of the Chair, may at any time convene a meeting of the Board.

7.11 The Board may delegate any, but not all, of its powers provided that it continues to supervise the management and affairs of the Association. In making any such delegation the Board shall establish terms of reference which shall include that any committee, delegate, or delegates to which powers are delegated shall regularly report to the Board.

8.0 UBC OBSERVERS AT BOARD MEETINGS

8.1 Subject to Bylaw 8.2, the UBC Members may attend all Board meetings.

8.2 The Board may, by resolution, exclude the UBC Members from attending the portion of a closed or *in camera* meeting that involves consideration of a matter for which it can reasonably be concluded that UBC may be adverse in interest to the Association. Unless permitted by the meeting chair, the UBC Members may not be present for the discussion of a motion to exclude them.

8.3 The UBC Members may participate in discussions at a Board meeting, except any discussion for which the meeting chair decides otherwise.

8.4 Subject to Bylaw 8.5, the Association shall provide the UBC Members with reasonable notice of all Board meetings and with all documents prepared for Board meetings.

8.5 Bylaw 8.4 does not apply with respect to documents relating to any matter for which it can reasonably be anticipated, as determined by the Chair or a delegate of the Chair, that the UBC Members will not be permitted to be present when the matter is considered by the Board. If the Board does not exclude the UBC Members from attending when the matter is considered, they shall be given the documents relating to the matter.

9.0 OFFICERS

9.1 The officers of the Association consist of a Chair, Secretary, Treasurer and such other officers as the Directors elect from time to time from among themselves. An officer holds his or her office until the earlier of the election of a successor or the time at which the officer ceases to be a Director.

9.2 The Chair shall undertake such activities in connection with the affairs of the Association as determined by the Board.

9.3 The Secretary shall, either directly or by delegation:

- (a) issue notices of meetings of the Association and Board,
- (b) keep minutes of all meetings of the Association and Board,
- (c) have custody of all records and documents of the Association,
- (d) have custody of the common seal of the Association, and
- (e) maintain the register of members.

9.4 The Treasurer shall, either directly or by delegation, oversee the financial affairs of the Association.

10.0 MANAGEMENT

10.1 The Board may appoint a senior manager of the Association in accordance with section 61 of the *Societies Act*, and such other employees and persons as may be required to manage the business, financial and other affairs of the Association under the direction of the Board.

11.0 SEAL

11.1 The Board may provide a common seal for the Association and may destroy a seal and substitute a new seal in its place.

11.2 The common seal shall be affixed only when authorized by a Board resolution and then only in the presence of the persons prescribed in the resolution or if no persons are prescribed, in the presence of the Chair and the Secretary.

12.0 RECORDS AND FINANCES

12.1 In order to carry out the purposes of the Association the Board may, on behalf of and in the name of the Association, raise or borrow and secure the payment or repayment of money in the manner it decides, and, in particular but without limiting the foregoing, by the issue of debentures.

12.2 No debenture shall be issued without the sanction of a special resolution of the members.

12.3 The members may by special resolution restrict the borrowing powers of the Board, but a restriction imposed expires at the next annual general meeting.

12.4 The Association shall keep proper accounting records in respect of all financial and other transactions, including the following:

- (a) each receipt or disbursement of the Association;
- (b) every asset and liability of the Association; and
- (c) every other transaction affecting the financial position of the Association.

12.5 The records of the Association that must be available for inspection by the members under the *Societies Act* may be inspected by the members at the business office of the Association.

13.0 AUDITOR

13.1 The Association shall have an auditor, who shall prepare an annual report to the members on the financial statements that are to be placed before the Association at each annual general meeting. The auditor shall state in the report whether, in the auditor's opinion, the financial statements present fairly the financial position of the Association and the results of its operations for the period under review and, shall identify expenditures or commitments which appear to be inconsistent with the purposes of the Association or significant changes from prior annual reports. If the opinion contained in the report of the auditor is qualified, the auditor shall state the reasons in the report.

13.2 At each annual general meeting the Association shall appoint an auditor to hold office until the next annual general meeting.

13.3 An auditor may be removed by ordinary resolution.

13.4 An auditor shall be promptly informed in writing of appointment or removal.

13.5 No Director, employee or member of the Association may be auditor.

13.6 The auditor may attend general meetings.

14.0 NOTICES TO MEMBERS

14.1 Unless otherwise specified in these Bylaws, a notice may be given either personally, by mail, or by email to the members at their addresses as noted in the records of the Association or, in the case of notice of a general meeting, in accordance with Bylaw 14.2.

14.2 Provided the Association has more than 250 members, notice of a general meeting may be given by:

- (a) emailing it to the email address of every member who has provided an email address to the Association; and

- (b) posting it to the Association website throughout the period commencing at least 21 days before the meeting and ending when the meeting is held.

14.3 A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove that the notice was properly addressed and put in a Canadian post office receptacle.

14.4 Notice of a general meeting shall be given to:

- (a) every person who is a member on the day the notice is given; and
- (b) the auditor.

15.0 BYLAWS

15.1 A member is entitled to receive, without charge, one copy of the current Constitution and Bylaws of the Association.

15.2 These Bylaws shall not be altered or added to except by special resolution.

15.3 Notwithstanding anything to the contrary, Bylaws 6.1(b), 16.2, and this Bylaw, shall not be altered or added to except by special resolution where at least one UBC Member is present and no UBC Member opposes the resolution.

16.0 DISSOLUTION OF ASSOCIATION

16.1 In the event the Local Areas become part of the City of Vancouver or another municipality or become governed by a similar type of local government, the Directors shall put the question of the dissolution of the Association to the members at a special general meeting called for that purpose.

16.2 If the members authorize dissolution of the Association, or if the Association enters into liquidation proceedings pursuant to the *Societies Act*, the assets remaining after all liabilities have been paid or adequate provision for payment of the liabilities has been made, shall be distributed to the Qualified Recipient that replaces the Association as the provider of municipal-like services. If there is no such Qualified Recipient, then the remaining assets shall be distributed to the Qualified Recipient or Qualified Recipients specified in an ordinary resolution of the members or, if passing an ordinary resolution is not feasible, specified in a Board resolution.

17.0 TRANSITION

17.1 This Bylaw 17 applies notwithstanding any other provision in these Bylaws.

17.2 In this Bylaw 17,

AMS means the Alma Mater Society of the University of British Columbia Vancouver; and

Application means the bylaw alteration application in respect of the alterations to the Association's Bylaws authorized by special resolution passed at the special general meeting held in 2019.

17.3 A person who is a member of the Association immediately before the filing of the Application:

- (a) if appointed a member by the President of the AMS, ceases to be a member on the filing of the Application;
- (b) if appointed a member by the President of UBC, is deemed to have been appointed pursuant to Bylaw 2.1(b); and
- (c) otherwise, is deemed to have become a member in accordance with Bylaw 2.3.

17.4 A person who, immediately before the filing of the Application, is a Director because of appointment by the President of the AMS or the President of UBC ceases to be a Director on the filing of the Application and is not entitled to a stipend for any period in which the person was a Director.

17.5 The term of office of Directors

- (a) elected in January 2018 ends at the start of the first Board meeting after the date set by the Board under Bylaw 5.3(c) for the election of directors in 2019, and
- (b) elected in November 2018 ends at the start of the first Board meeting after the date set by the Board under Bylaw 5.3(c) for the election of directors in 2021.

17.7 The number of directors to be elected in the election to be held in 2019 is 3 plus the number of Directors, if any, elected in November 2018 who cease to be Directors on or before the date set by the Board under Bylaw 5.3(c) for the election.

17.8 For any person elected as a director in 2019 who was not elected as a director in January 2018, the reference in Bylaw 6.17 to “2 consecutive terms” shall be read as “3 consecutive terms”.



University Neighbourhoods Association (UNA)

Operating Budget 2018-19

Summary

		2018-19	%	Year to Date: Qtr 4	
		BUDGET	YTD Act/Bud	Actual	Prior Year
1	FUNDING SOURCES				
2	Neighbours Levy (Service Levy & GMSL)	2,314,719	152%	3,511,572	2,830,000
3					
4	Contributions to Reserves (Outgoing Funds)				
5	Infrastructure Replacement Fund	(55,553)	100%	(55,553)	(79,277)
6	Capital Replacement Fund	(27,777)	100%	(27,777)	(39,638)
7	UNA/VSB Playing Field Replacement Reserve	(60,000)	100%	(60,000)	(60,000)
8	Total Contributions to Reserves	(143,330)	100%	(143,330)	(178,915)
9					
10	Transfers from Reserves (Incoming Funds)				
11	Rate Stabilization Reserve	-			688,000
12	Contingency Reserve	500,000	47%	237,307	-
13	Community Access Supplemental Reserve	-			60,000
14	Total Transfers from Reserves	500,000	47%	237,307	748,000
15					
16	Total Neighbours Levy & Reserves Available	2,671,389	135%	3,605,549	3,399,085
17					
18	REVENUE				
19	Recreation & Culture				
20	Wesbrook Community Centre	310,000	101%	311,601	295,049
21	Old Barn Community Centre	99,831	122%	121,366	130,448
22	Programming	542,500	118%	638,918	578,013
23	Playing Fields & Park Rentals	47,840	181%	86,576	41,516
25	Total Recreation & Culture	1,000,171	116%	1,158,461	1,045,025
26	Other Revenue				
27	Parking	147,600	41%	60,869	63,694
28	Miscellaneous	21,000	408%	85,767	127,187
29	Total Other Revenue	168,600	87%	146,636	190,881
30	Grants & Other Funding				
31	UBC Community Services Grant	907,092	0%	-	-
32	Transfer from 2012-2015 Surplus Reserves	733,419	100%	733,419	-
33	External Grants & Miscellaneous	64,000	97%	62,266	50,596
34	Total Grants & Other Funding	1,704,511	47%	795,685	50,596
35					
36	TOTAL FUNDING SOURCES & REVENUE	5,544,671	103%	5,706,331	4,685,587



	2018-19 BUDGET	% YTD Act/Bud	Year to Date: Qtr 4	
			Actual	Prior Year
37 EXPENDITURES				
38 Engineering & Operations Services				
39 Water & Sewage	394,800	100%	394,800	376,000
40 Fire Services Fee	1,118,784	100%	1,118,784	1,000,000
41 Parking & Emergency Management	123,000	80%	98,758	92,226
42 Common Area Maintenance Fees				
43 Landscaping	232,928	119%	277,094	626,605
44 Road, Gutter and Sidewalk Maintenance	21,000	74%	15,536	21,960
45 Streetlights	49,840	92%	45,625	38,280
46 UBCPT Management Fees	60,000	138%	82,961	80,000
47 Electricity	97,500	70%	68,375	65,181
48 Other Common Area Maintenance Costs	57,070	122%	69,508	22,339
49 Total Engineering & Operations Services	2,154,922	101%	2,171,442	2,322,590
50 Recreation & Culture Services				
51 Athletics Access Fee	173,604	100%	173,604	247,740
52 Wesbrook Community Centre	277,428	115%	319,193	262,418
53 Old Barn Community Centre	152,522	109%	166,165	159,639
54 Recreation Salaries & Benefits	667,548	110%	731,645	943,833
55 Programming	372,000	141%	525,257	351,560
56 Fields	17,360	82%	14,230	557
57 Community Access	114,430	103%	117,955	112,523
58 Community Support	26,900	133%	35,763	26,663
60 Total Recreation & Culture Services	1,801,792	116%	2,083,813	2,104,933
61 General Operation Services				
62 GST (unrecoverable: Neighbours Levy less UBC Costs & Contribu	18,604	100%	18,604	35,197
63 Administration Salaries & Benefits	791,584	96%	757,071	351,533
64 Sustainability	12,500	148%	18,524	20,278
65 General Operating Services	161,135	134%	215,189	190,907
66 Professional Fees	228,500	104%	237,016	134,362
67 Communications	230,000	60%	138,505	111,686
68 Public Engagement	66,500	99%	66,166	62,308
69 Total General Operation Services	1,508,823	96%	1,451,075	906,272
70				
71 Contingency (2% on Engineering & Ops and Recreation & Cultur	79,134	0%	-	70,617
72 TOTAL EXPENDITURES	5,544,671	103%	5,706,330	5,404,412
73				
74 BALANCE SURPLUS (OR DEFICIT)	0		0	(718,825)



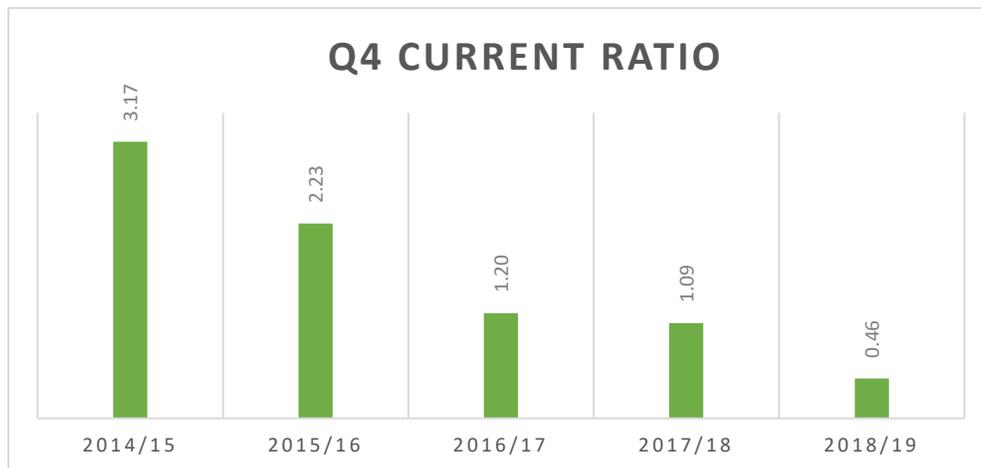
These notes are provided to assist as background information for the 2018-19 Quarter 4 Financial Statements. The Quarter 4 Statements are preliminary figures that do not include audit adjustments for 2018-19.

Due to the higher than anticipated 2018-19 Neighbours Levy, the structural deficit was able to be covered without the use of the UBC Community Services Grant. Discussions with UBC regarding the allocation and use of future grant funding are ongoing.

Q4 METRICS:

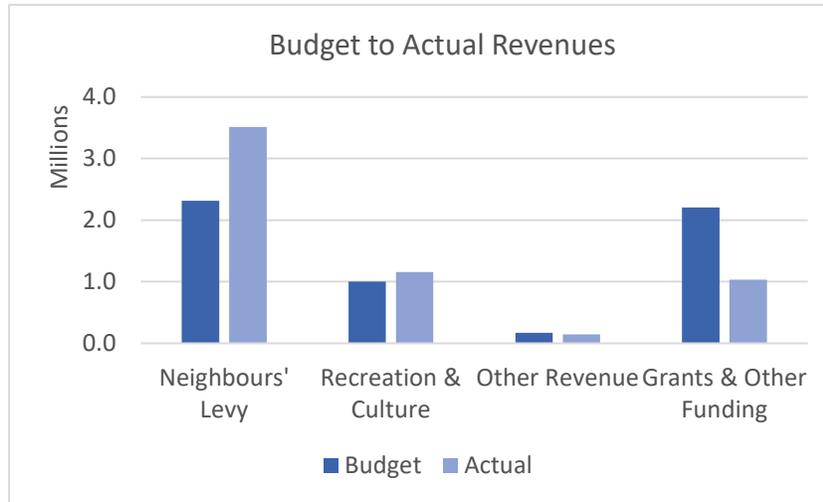
Liquidity - This ratio measures the extent to which UNA has enough cash to pay bills as they are due. The preferred range is 1.00 and above.

The UNA normally holds a lower cash balance at the end of the 4th quarter, as funding for the next year is received during the beginning of the 1st quarter. The current ratios in past years have been high due to larger Neighbours Levy contributions between 2012/13 -2014/15. In those years, the UNA was able to invest funds in GIC investments. As the Neighbours Levy declined between 2016-2018, the GICs were slowly depleted, and the current ratio declined to where it is now.

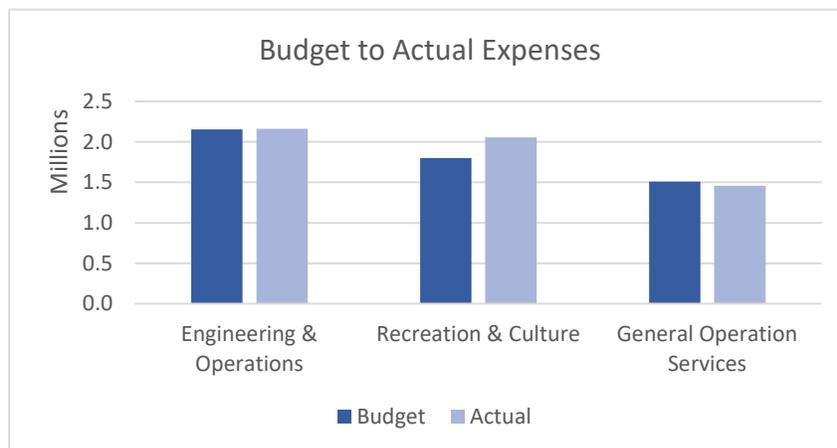




Budget to Actual Revenues: The primary increase to revenues was a 52% increase in the budgeted Neighbours Levy due to changes in the mil rate. Recreation & Culture revenue was 16% higher than anticipated due to increases in field rentals and community centre program participation. Included in the Grants & Other Funding in the graph below are budgeted transfers from Reserves as well as the Internal Surplus and UBC Community Services Grant. The increase in the Levy resulted in fewer grants and transfers needed to cover the structural deficit.

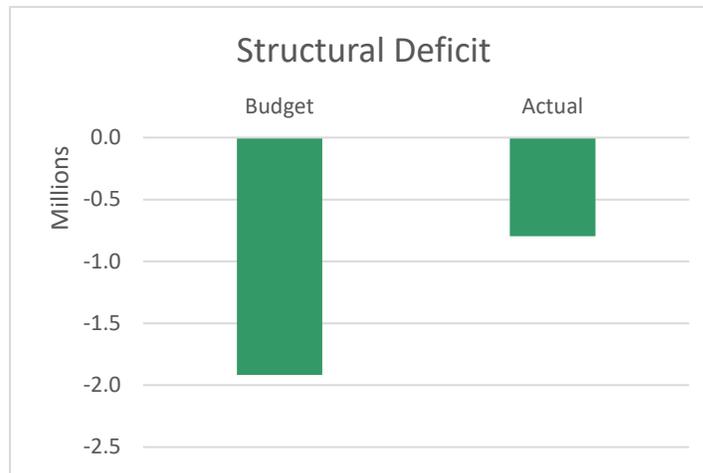


Budget to Actual Expenses: Engineering & Operations Services were within 1% of budgeted expenses and General Operating Services was under budget by 4%. Recreation & Culture Services expenses and revenues exceeded budgeted figures. Recreation expenses were 16% above budget. This was primarily due to higher program participation driving programming revenues \$113K above budget, and programming expenses \$153K above budget. As well, operating costs of both Wesbrook Community Centre and the Old Barn Community Centre were higher this year for maintenance, repairs, and utilities costs.





Structural Deficit: The structural deficit is measured by comparing UNA revenues, less Reserve Fund transfers, the UBC Community Service Grant, and the 2012-2015 Surplus Reserve, against total expenses. The structural deficit is driven by the Neighbours Levy and contributed to by the UNA's levels of service. Due to the increase in the Neighbours Levy in 2018-19, the structural deficit decreased from a budgeted \$1.9M to \$796K.



QUARTERLY HIGHLIGHTS:

- Common Area Maintenance - due to storms and snowfall in Q4, higher costs were incurred for storm clean up and snow and ice removal. Additional neighbourhood maintenance costs were incurred in the coordination of a tree pruning project across all 5 UNA neighbourhoods
- Recreation and Culture revenue/costs – Winter program revenue grew 17% from winter 2018. This increase is attributed to higher program enrollment, a different variety of programs being offered, and new communications strategies leading to increased visibility and public knowledge of UNA programs. Additionally, UNA continues to see high resident engagement in community events, including Lunar New Year, Family Day, and Move UBC activities.
- Parking Permit Renewal Season - renewal services were transitioned to the Wesbrook Community Centre, with expanded parking service hours, to be more convenient for residents.
- Safety and Emergency Preparedness - UNA staff had the opportunity to take a Community Services CPR and First Aid workshop to attain their first aid certification. The UNA is also collaborating with UBC Risk Management Services for emergency preparedness training.



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

BOARD OF DIRECTORS MEETING

May 21, 2019

**Financial Statements – 2018/19 Quarter 4
Supplemental Note**

- Professional Fees - UNA engaged external consulting services to complete reports on Community Centre programming. This report supports objectives from the long-term strategic plan for UNA. By agreement with UBC they will cover 50% of these costs when they are fully billed. With that expected contribution, UNA was within budget for professional fees in 2018-19.

Overall, UNA's financial health is aligned with the budget for Quarter 4.