



OPEN SESSION AGENDA

CALL TO ORDER	
PRESENTATIONS	
<ul style="list-style-type: none">• NOBEL PARK UPGRADE - Dan Cooper, Associate Director of Facilities, UBC Athletics and Recreation• ELECTORAL AREA A REPORT – Jen McCutcheon	
1. APPROVAL OF AGENDA	Decision Requested: That the Board approve the November 19, 2019 Agenda, as presented.
2. ELECTION OF BOARD OFFICERS – CHAIR, TREASURER, SECRETARY.	
3. APPROVAL OF MINUTES	Decision Requested: That the Board approve the September 17, 2019 Minutes, as presented.
4. COMMITTEE ASSIGNMENTS (Verbal Update on process, timing)	
5. MATTERS ARISING FROM MINUTES	
REPORTS	
6. UBC CAMPUS & COMMUNITY PLANNING REPORT	For Information
7. INTERIM CO-EXECUTIVE DIRECTORS' REPORT and STRATEGIC PLAN - 2019 Q2 PROGRESS REPORT	For Information
NEW BUSINESS	
8. Q2 2019 Financial Statements	For Information
9. Executive Director Recruitment Update (Verbal)	For Information
OLD/OTHER BUSINESS	
ADJOURNMENT	

CLOSED AND IN CAMERA SESSIONS TO FOLLOW

NOBEL PARK



CURRENT STATE

- Original field design and construction included a number of safety risks (e.g. irrigation heads along base paths).
- There is limited use of the field due its current condition and youth sport programming is limited
- Informal community use throughout the year, but limited to a handful of hours
- Formal use of the field is limited
 - September to March period typically has zero hours of booked field use
 - April to August averages 7 hours of use per week



OPPORTUNITY

- Provide a home for Women's Varsity Softball (currently playing at Softball City in South Surrey)
- Improve field condition to allow for increased and more diverse community usage
- Additional community programming – youth sport, camps etc.
- Enhanced amenities (water fountain, portalets etc.)
- Improved safety
- Enhanced vibrancy in the area
- Increase UNA revenue through field use



PROPOSED UPGRADES

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





LEGEND

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

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

POTENTIAL BENEFITS

- Community usage
 - UBC Softball would typically host 7 daytime home dates on weekends through February-April, with daytime weekday training sessions through the academic year
 - At all other times, the improved field surface will allow for increased youth, community, and recreational use contributing to community vibrancy
- Revenue Generation
 - Opportunity to run daytime summer camps and increase youth community rentals or host local tournaments
- Contribution to gender equity
 - UBC Softball currently does not have a softball field for training, and is forced to travel outside Vancouver for home games



POTENTIAL CHALLENGES/MITIGATIONS

- Displacement of current usage (rental/informal)
 - Varsity practices would be scheduled during school day to minimize impact on other field uses
 - Higher quality surface will not preclude any current use, and will allow greater volume
- Hours of usage
 - Lights will not be included, usage will continue to remain within daylight hours
- Impact on community/resident parking
 - Parking impact will be limited. A&R is pursuing opportunity to access parking at Triumph to absorb increase during games. Currently there are only 7 game dates required.
- Noise
 - Daytime usage will increase, no impact to late night or early morning hours
 - Some music during games



PROPOSED CONSULTATION

- Nov 12th – Targeted consultation for feedback on broader community engagement
- Nov 19th – update to UNA Board to seek initial support
- Late November - Feedback session with broader community to review concept pending support
- Pending community feedback, determine if we proceed with next steps on formal development process and approval, which would consist of the following:
 - December/January – Formal UBC Development permit process including open house consultation
 - Early 2020 – Return to UNA board for approval



QUESTIONS?





THE UNIVERSITY OF BRITISH COLUMBIA

THE UNIVERSITY OF BRITISH COLUMBIA



My Upcoming Meetings

Climate Action Committee
Friday, November 15, 2019

MVRD Board (Inaugural)
Friday, November 29, 2019

FVRL Library Board Meeting
Wednesday, November 20, 2019

TransLink Mayors' Council
Thursday, November 28, 2019

 Metro Vancouver Board and Committee Agendas & Minutes
<http://www.metrovancouver.org/boards/search/>

Director's Report

Hello UBC and UEL neighbours,

I am excited to let you know that I have been appointed to **Metro Vancouver's Climate Action Committee**. This standing committee, chaired by Councillor Adriane Carr of the City of Vancouver, includes a number of fellow elected officials who are concerned about our climate and environment, and who are committed to our region achieving the [IPCC targets](#) of zero net emissions by 2050. For me personally, being able to contribute to protecting our environment and helping our society move away from our dependency on fossil fuels was one of the drivers for me running for the position of Electoral Area A Director. I am grateful to have a voice on these issues on the Metro Vancouver Board of Directors, the TransLink's Mayor's Council, and now the Climate Action Committee. You can follow the work of this committee on the [Agendas and Minutes](#) section of Metro Vancouver's website.



Speaking of our environment, I was fortunate to attend this year's **Zero Waste Conference**. One of the main concepts discussed was something that was new to me: the circular economy. The idea being that in our current, linear economy, products are made, used, and then thrown away. However, as one speaker stated, there is no such thing as "throwing something away." Everything we throw 'out' or even recycle still needs to be dealt with at a significant cost – both financially and in terms of fossil fuels used. In contrast, a circular economy is aimed at continual use and reuse of resources, thereby eliminating waste. The conference speakers presented a number of new innovations on the horizon to address various aspects of waste reduction.

More important than all the technological changes however, is a significant behaviour change by each of us. This means rethinking each of our purchases – is this something we need to purchase? Is there a rental or used option? What are the eco-friendly and less plastic-dependent alternatives? As was mentioned at the conference, each item we chose to buy (or not to buy) sends a message to producers to make more or less of that product. It may feel like your individual decision in the grocery store doesn't matter, but it does, as does that of your neighbours.

Sometimes the "reduce-reuse-recycle" motto is shown as a circle, but it is actually a hierarchy, with reducing and reusing being far superior to recycling (which of course, is much better than throwing something in the garbage).

ELECTORAL AREA A Director's Update

From Jen McCutcheon, Director, Electoral Area

NOVEMBER 2019

As we move into the holiday season, this is a great time to challenge you and your family to make as many small (or big!!) changes as you can to consume less (less waste, less plastics, less stuff ... just less!). If you are interested in finding out more about what was presented and discussed at the conference, [you can do so here](#), or I am happy to chat more about it – just send me an email.

For a number of residents, the ongoing strike of the employees of Coast Mountain Bus Company is of great concern. The Mayors' Council on Regional Transportation is watching the situation between Unifor and the Coast Mountain Bus Company carefully, in hopes of reaching a fair and reasonable agreement as quickly as possible. TransLink, which oversees Coast Mountain Bus Company, as well as Skytrain and other regional transportation services, has seen unprecedented ridership growth in the past few years – a 20% increase in ridership since 2016 – and is working to secure the additional funding needed to complete the Mayors' 10 Year Vision. This includes addressing overcrowding on many bus routes to UBC and extending the Skytrain from Arbutus to UBC.



When you attend a Zero Waste conference on Halloween, sometimes you end up dressing up as our oceans' future – one option full of plastic, and the other full of marine life ☺

Naturally, the majority of the focus in these monthly reports is on activities related to work being done at Metro Vancouver and TransLink, since these are the areas of my local responsibility. However, I'd love to add any additional community information that would be of interest to our UEL/UNA/UBC residents. If you have information you would like me to share in a monthly report, please email me.

Finally, if you are reading this update on my website, and would prefer to receive monthly updates directly in your inbox, please email me at areaajen@gmail.com.

All the best,

Jen McCutcheon

<https://www.ipcc.ch/sr15/> <http://www.zwc.ca/>

MVRD 2020 Budget

At the November 1, 2019 meeting, the Metro Vancouver Board approved the 2020 annual budget of \$890.1 million, which is necessary to build, maintain and upgrade the infrastructure required to ensure the region meets federal and provincial regulations and has the resiliency and capacity to serve our growing population of 2.5 million residents. The 2020 budget breakdown is as follows: \$498 million for operating programs, \$135 million for debt servicing on capital investments and a \$257.1 million contribution to capital.



In 2020, the average household will pay an additional \$33 (5.9%) for all Metro Vancouver services for an annual total of \$568. The increase will be used for crucial upgrades to our water, liquid and solid waste infrastructure along with improvements to air quality, affordable housing and regional parks services that will benefit all residents of our region.

The Board also endorsed the Five-Year Financial Plan (2020-2024), which is indicative of future annual budgets and long-term financial plans with respect to anticipated capital projects, expenditures and funding projections of the regional district's four legal entities.

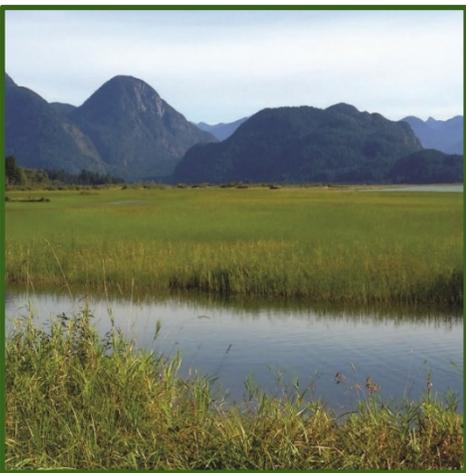
Projected capital investments over the five years total \$6.3 billion, and focus on utility system upgrades and major capital projects that are necessary to make infrastructure more resilient to an earthquake, to accommodate future population growth, and to meet federal requirements for upgrades to wastewater treatment plants.

Water Services, for instance, has \$2.4 billion in capital investments planned over the next five years, focused primarily on responding to growth, improving resiliency and ensuring maintenance of critical drinking water infrastructure. Metro Vancouver is encouraging water metering across the region as a way to conserve water both through decreased use, and through better identification of leaks in the system. I am happy to report that both the UEL and UBC already participate in water metering.

The Board also endorsed The Five-Year Financial Plan (2020-2024) which is indicative of future annual budgets and long-term financial plans with respect to anticipated capital projects, expenditures and funding projections of the regional district's four legal entities. Over the five-year period, the cost to the average regional household is currently projected to increase an average of \$46 per year.

Regional Parks Land Acquisition & Development Fund

Metro Vancouver's Regional Parks continue to grow in popularity, with visitor numbers increasing at an average rate of 3.9 percent per year – twice as fast as the population.



The increasing demand means existing parks are often at capacity during peak times, prompting Metro Vancouver in 2018 to adopt a Regional Parks Land Acquisition 2050 Strategy, which explores options for acquiring new parkland to further develop the Regional Parks system to meet increasing demand and to protect sensitive ecosystems.

In the past five years, more than 1,600 hectares of sensitive ecosystems have been lost across the region – the equivalent of four Stanley Parks. Metro Vancouver has identified 1,286 hectares of land for potential Regional parks and greenways but given the competitive property market,



it estimates it will need additional funding over the current allocated \$7.6 million annually to buy and develop this land over the next 30 years.

The recently-approved 2020 budget includes a new tax requisition that will see an additional \$4 million added to the Regional Park Land Acquisition Reserve Fund, in order to further develop the Regional Parks system. This requisition will result in an approximate additional household impact of about \$4 per year.

This funding is intended to accelerate parkland purchases and development for the future enjoyment and conservation before land is redeveloped for other purposes.

Metro Vancouver will continue to explore other funding options such as grant programs, partnering with non-governmental organizations and member jurisdictions, as well as fundraising.

In the past 50 years, the Regional Parks system has grown from 3,835 hectares to an estimated 13,557 hectares of parkland, with 22 regional parks, five greenways, two ecological conservancy areas and three regional park reserves in communities from Bowen Island to Maple Ridge. About 9,644 hectares, or 68 percent of those lands, are classified as sensitive ecosystems in the regional Sensitive Ecosystem Inventory.

Zero Waste Conference

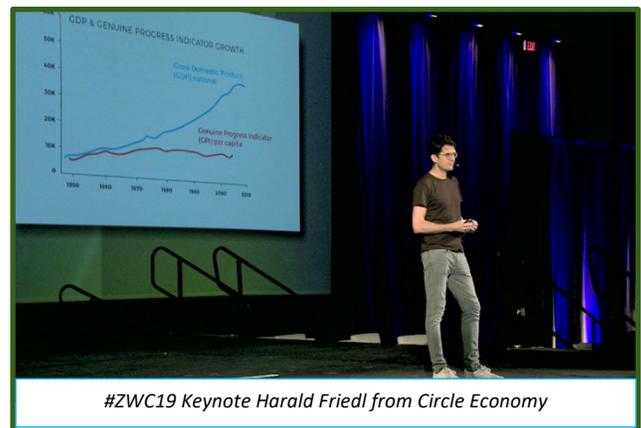
Metro Vancouver's Ninth Annual Zero Waste Conference took place on October 30 and 31, 2019. As you read in my introduction, I was fortunate to be able to attend this year's conference and learned a great deal from it.

With the conference theme of "Mobilizing for Success in the Circular Economy," the conference attracted over 500 attendees representing governments, businesses, industry associations, academic institutions, activists and more.

Conference attendees heard about innovative technologies, proven and novel circular business models, and learned the latest lore on everything from the influence of packaging on food waste, to national and global efforts to reduce the negative impacts of plastic waste. Speakers and conference participants grappled with big questions that probed our society's fundamental relationship with plastics and the systemic biases that are barriers to a thriving Circular Economy in Canada.

All of the presentations from the conference will be available on the official website in the coming weeks. But in the meantime, you can run a Twitter search for the conference hashtag ([#ZWC19](https://twitter.com/ZWC19)) to get a taste of the discussions and insights from the conference.

www.zwc.ca





Council of Councils

Metro Vancouver hosted its fall Council of Councils on October 26, 2019 at the City of Surrey's Civic Hotel. The event featured an overview of Metro Vancouver's draft Budget for 2020, as well as updates on the Regional Parks Land Acquisition Strategy, Metro Vancouver's 10-Year Housing Plan, the Regional Economic Prosperity Service, Climate 2050, Metro 2050 and other important issues. TransLink also provided an update on Transportation 2050.

Metro Vancouver Monitors Viruses in Wastewater

Metro Vancouver has partnered with the British Columbia Centre for Disease Control (BCCDC) to assess the fate of viruses in its Liquid Waste Services system and the potential risks associated with wastewater discharges.



Viral enteric pathogens are responsible for a wide range of infections, resulting in various symptoms for humans, and include viruses such as norovirus and rotavirus.

Current monitoring techniques mostly use surrogates or indicators of fecal contamination, such as E. coli, in the wastewater treatment plants and the environment. However, their link to human disease is not necessarily direct and the risk to human health may be over- or underestimated.

The work, conducted by BCCDC's Dr. Natalie Prystajek and her team, employs a molecular technique called real-time quantitative polymerase chain reaction and focuses on viruses that directly cause disease, with the intent to better understand the sources and associated risks. The results of this research are expected to provide Metro Vancouver with a more accurate understanding of the fate of viruses throughout the wastewater treatment and disinfection process.

Understanding what is going into the wastewater treatment system may also provide the BCCDC with an early warning system for viral outbreaks that may be occurring in the community.

Clean Air Plan



Metro Vancouver is developing its next Clean Air Plan aimed at reducing emissions of greenhouse gases and air contaminants in the region over the next 10 years. As a member of the Metro Vancouver Climate Action Committee, I am excited to be able to contribute to this plan, and to help push our region to meet the aggressive but necessary IPCC greenhouse gas emission targets.

The Clean Air Plan is a near-term action plan that will launch in conjunction with Climate 2050, a 30-year strategy to help the region become carbon neutral and resilient.



The Plan will be organized around seven issue areas, with feedback from the public, stakeholders and other orders of government, including First Nations, to take place in two phases during 2019 and 2020. The feedback will consider the goals, targets and actions to help protect human health and the environment and avoid dangerous levels of climate change.

The Plan is the fourth air quality and greenhouse gas management plan, following others in 1994, 2005 and, most recently, the Integrated Air Quality and Greenhouse Gas Management Plan (IAQGGMP) in 2011. The Clean Air Plan, will build on the 2011 plan and identify opportunities for accelerated emissions reductions, including greenhouse gas emission reduction actions.

Mayors' Council on Regional Transportation Updates

While the ongoing Transit strike is occupying much of the TransLink news, there are other activities going on.

Record-high 31,682 responses for Transport 2050 Phase One engagement: The first phase of Transport 2050 engagement with Metro Vancouver's residents is complete. Translink reached 159,000 people and received 31,682 responses. In addition, residents submitted over 4,000 ideas on the future of transportation.

The full Phase One report will be released later in November, and the phase two engagement will begin in Spring 2020. [Click here to learn more.](#)

TransLink is proposing two new bus routes serving North Vancouver, Vancouver and Burnaby. These new routes are:

- **Phibbs Exchange to Metrotown Exchange** – A proposed limited-stop express service that would connect North Vancouver to Skytrain and destinations including Brentwood Station and BCIT
- **River District** – A proposed service that would run between Metrotown Station and the East Fraser Lands (River District)



Find out more about these proposed routes [here](#).

<https://buzzer.translink.ca/2019/11/record-high-31682-responses-for-transport-2050-phase-one-engagement/#more-57798>
<https://buzzer.translink.ca/2019/10/translink-proposes-two-new-major-bus-routes/#more-57683>

Media

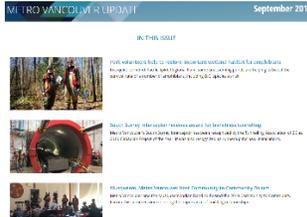


Metro Vancouver Close Up shows how municipalities and community groups are promoting sustainability and shared regional goals. New videos are posted each month. To see sustainability stories about Metro Vancouver, you can search "Metro Vancouver Close Up" at metrovancover.org or follow metrovancoverblog.org.



For More Metro Vancouver News and Updates

<http://www.metrovancouver.org/metroupdate/>



Links & Connections

Metro Vancouver

www.metrovancouver.org

Mayors' Council on Regional Transportation

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

Jen McCutcheon's Website

www.areaajen.ca

Jen McCutcheon's Twitter

www.twitter.com/jcmcc2

Jen McCutcheon's Facebook

www.facebook.com/AreaAJen

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

@MetroVancouver Twitter

www.twitter.com/metrovancouver

Metro Vancouver Facebook

www.facebook.com/metrovancouver



PRESENT:

Ying Zhou – Chair
Laura Cottle – Secretary
Matthew Delumpa – Treasurer
Tor Album

Richard Alexander
Cristina Initchi
Carole Jolly

Regrets: Terry Mullen

STAFF:

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

CALL TO ORDER

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

1. **AGENDA**

Motion: It was moved that the Board approve the September 17, 2019 Meeting Agenda. **Approved**

2. **MINUTES**

Motion: It was moved that the Board approve the Minutes of the June 18, 2019 Meeting, as circulated. **Approved**

3. **MATTERS ARISING FROM MINUTES**

None.

4. **UBC PROPERTIES TRUST UPDATE**

Aubrey Kelly, President & CEO of UBC Properties Trust (“UBCPT”) presented a report on UBCPT and responded to questions. It was noted that the revenue UBCPT receives is paid to and invested by Investment Management Trust Inc. under the direction of UBC. It was suggested that Management arrange for a presentation on childcare funding at a future meeting. Director Jolly offered to provide an estimate of the number of hectares comprised by the UNA neighbourhoods.

5. **AMS PRESENTATION**

Chris Hakim, President of the AMS made a presentation with respect to proposed amendments to the UNA Bylaws that would eliminate appointed Board members from the



UNA Board. President Hakim noted that the AMS is opposed to the change, provided the reasons for this position and responded to questions from Board members. President Hakim noted that it is critical for students to be involved with the UNA given that in their estimate students make up approximately one quarter of the UNA population. The AMS is proposing that the student member be elected rather than appointed and that the term be established at one year for the student director.

6. ELECTORAL AREA A REPORT

Jen McCutcheon, director of Electoral Area A, was introduced and the Board received the Electoral Area A July Report. Ms. McCutcheon encouraged members to take the Translink Transport 2050 Survey and recommended that UNA Board members meet with UEL members to discuss issues of common concern.

7. UBC CAMPUS & COMMUNITY PLANNING REPORT

The Board received the report. A request was made for future reports to include hyperlinks to the events and information contained in the report, where available. It was also noted that both Interim Co-Executives are now sitting on the Stadium Road Planning Committee.

8. FINANCE - 2019 Q1 FINANCIAL STATEMENTS

The Treasurer and Finance Manager presented the Q1 Financial Statements. The Board was advised that the Finance Committee had reviewed the statements and found no issues.

9. GIFTS POLICY

Motion: It was moved that the Board approve the proposed Gifts Policy amended to make it applicable to the Board and direct the Interim Co-Executives to implement a corresponding policy for employees. *Carried.*

10. STRATEGIC PLAN UPDATE

10.1 2019 Q1 Progress Report – The Board received the Report and requested that the Board receive a more formal update on operations, recreation and communications in future reports.

10.2 Assessment and Evaluation Update (Neilson Report) – The Board received the Report.

11. SPECIAL GENERAL MEETING, BYLAW AMENDMENTS AND NEIGHBOURS' AGREEMENT AMENDMENT UPDATE

The Board received the Report.



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

BOARD OF DIRECTORS MEETING
Tuesday, September 17, 2019
MINUTES

12. UBC UNA LIAISON COMMITTEE MEETING UPDATE

The Board received the update and was advised that more information would be forthcoming in due course.

13. OLD BUSINESS

None.

ADJOURNMENT

The meeting adjourned at approximately 6:30PM.



THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

Memorandum

From: Campus and Community Planning
Date: November 8, 2019
Subject: Monthly Update from Campus and Community Planning

Upcoming Film & Events Notification (November – December)

Mon. November 11th – Remembrance Day. University Closed. For information on UBC Remembrance Day Ceremony see <https://ceremonies.ubc.ca/remembrance-day-ceremony/>

Wed. November 27th to Friday, November 29th – UBC Fall graduation. See <https://graduation.ubc.ca/welcome/>

Wed. December 3rd to Wed December 18th – Final exams

Community Development

Fall Community Grants Recipients Announced!

We are excited to announce the recipients of UTown@UBC Community Grants Spring Cycle. Our diverse volunteer grants selection committee made up of residents, faculty, students and staff members chose 14 projects for funding this cycle. We look forward to seeing the variety of ways these projects will enrich our community. Read more about the projects here: <https://utown.ubc.ca/articles/11-7-2019/utown-ubc-community-grants-recipients-fall-2019>

Bring Kids to Work Day

Campus and Community Planning hosted six youth members from UHill Secondary to experience a day in life of planners, architects, and community-makers. Student participated in various activities ranging from attending our first ever campus movie tour, to participating in the advisory committee meeting for the planning of our annual event, Kids Take Over UBC.

Thrive UBC

Thrive is a mindset and (this year) a month-long series of events focused on helping everyone at UBC explore their path to mental health. In the spirit of promoting positive mental health, we will be hosting two free events: Thrive by the Fire on November 21, and Nourish to Flourish on November 22. Details will be posted on our website shortly. <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>

Engagement and Consultation

Stadium Neighbourhood Plan

In May and June, staff received comments on the first draft of the Stadium Neighbourhood Design Guidelines from the Planning Advisory Committee.

In June, staff published a plan update on the Stadium Neighbourhood website including a summary of the current plan option. Staff also presented the current plan option and proposed housing tenure mix to the Housing Action Plan Working Group (a committee of the Board of Governors). At the meeting, staff were requested to explore alternative scenarios for residential densities and building heights to understand economic, urban design and neighbourhood character implications.

In early 2020, staff will report back to the Housing Action Plan Working Group on the analysis of alternative development scenarios for Stadium Neighbourhood. Subject to the outcomes at this meeting, staff expect to present the final plan 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.

See the project website at: www.stadiumneighbourhood.ubc.ca/plan-update

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

Musqueam Engagement

UBC is working to deepen its relationship with Musqueam, on whose traditional, ancestral and unceded territory the UBC Vancouver campus is located. This includes updating the 2006 UBC-Musqueam Memorandum of Affiliation, reflecting the priorities described in UBC's new Indigenous Strategic Plan. <https://aboriginal.ubc.ca/indigenous-strategic-plan/>

Wesbrook Mall Upgrades

The Wesbrook Mall corridor from 16th Avenue to Chancellor Boulevard is being redesigned to repair the condition of the roadway and enhance safety and user experience for all modes of transportation. These improvements focus on the bus, pedestrian and cyclist environment and help create a positive arrival experience to campus. The first phase of construction, which was from Student Union Boulevard to University Boulevard, is substantially complete and provides improved pedestrian facilities, fully repaved roadways, and new, separated, bike lanes for cyclists. To date, the feedback has been very positive from the campus community, particularly with regard to their experience going through the University Boulevard / Wesbrook Mall intersection.

TransLink was also carrying out work along the Wesbrook Mall corridor this summer as part of the new 41 B-Line coming to UBC next January. Their work included new bus stops on Wesbrook Mall, improved bus stops on 16th Avenue, a new pedestrian signal at UBC Hospital, and a new bus priority lane southbound on Wesbrook Mall from University Boulevard to 16th Avenue. The bus priority lane is already benefitting transit passengers in front of the launch of the new 41 B-Line. Up to date information regarding the new 41 B-Line can be found at www.translink.ca.

The remaining phases of future work along Wesbrook Mall will be completed as funding allows. 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

DP18028 Wesbrook Place Lot 4 – “Mundell House” (faculty/staff housing)

DP18028-2 was issued on January 8, 2019 for an amendment permit to 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 amendment application for architectural and landscape changes was received on January 25, 2019. 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 amendment application was made for the temporary relocation of three street trees on the perimeter of the site to protect them during construction activity. 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. October Update: DP18028-6 was issued October 23, 2019. This amendment permits the reduction in bicycle storage lockers from 110 to the minimum required 35 and increase in the number of secure bicycle stalls from 313 to 458.

<https://planning.ubc.ca/vancouver/projects-consultations/under-construction/neighbourhood-lands/wesbrook-place-lot-4>

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. An amendment application for minor architectural and landscape changes was received on September 5, 2019. October Update: The applicant has responded to the comments and concerns to the satisfaction of the reviewers and the development permit was issued on October 7, 2019. <https://planning.ubc.ca/vancouver/projects-consultations/under-construction/neighbourhood-lands/wesbrook-place-lot-8>

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. October update: On October 24, 2019 the Development Review Committee reviewed revised civil engineering and landscape drawings, as well as a traffic management plan. Measures to ensure the integrity of the adjacent cliffs and trees of Pacific Spirit Regional Park are being required. The development permit for this project is anticipated shortly.

For more information, see www.infrastructuredevelopment.ubc.ca/projects/moa-great-hall-seismic-upgrades/

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 was held on February 13, 2019. The Development Permit DP12017-5 was issued on March 5, 2019. September update: a revised roofing plan for the Child Care addition to simplify the design was submitted on August 28, 2019. October Update: A development permit for this amendment was issued October 29, 2019. <https://planning.ubc.ca/vancouver/projects-consultations/under-construction/neighbourhood-lands/wesbrook-community-centre-child-care-addition>

DP19001 “Pacific Residences” (student housing):

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.

Revisions were made in the Development Application submission to address community feedback and Board 2 approval was granted on April 18, 2019 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. A revised Development Permit submission, aligning with the site plan/massing presented in the Board of Governors report was submitted May 24, 2019. Following re-submission to the Development Review Committee, a further revised plan set was received August 29, 2019. October update: A development permit was issued October 4, 2019. <https://planning.ubc.ca/vancouver/projects-consultations/under-construction/academic-lands/pacific-residences>

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. October Update: an application was received from the tenant (Copy Smart) for exterior illuminated signage on the building façade and reviewed by C+CP. A development permit being issued on October 30, 2019.

DP17024 South Campus Greenway:

An updated Development Permit application was received 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 was held on May 28, 2019 in the Wesbrook Welcome Centre. The public comment period on this application closed on June 5, 2019, and a further meeting was held with the UBC Farm on June 14. The project was approved by the Development Permit Board on July 17. Final drawing revisions are to be produced after final Development Review Committee. October update: A development permit was issued September 20, 2019. A Streets and Landscape Permit for detailed design is currently under review. <https://planning.ubc.ca/vancouver/projects-consultations/application/neighbourhood-lands/south-campus-greenway>

DP19020 Brock Commons Phase 2 (academic and student housing):

The second phase of the Brock Commons development encompasses 30,163m² in two buildings as an academic and student housing hub. This project comprises an 18-storey north tower and 13-storey south tower that will provide up to 600 student beds, associated student and housing services, and a mix of academic and institutional space. On March 18, 2019, the project team held a workshop with the Advisory Urban Design Panel to introduce the Brock Commons Phase 2 project and to solicit feedback on a number of potential massing strategies.

An updated application was submitted on July 10, 2019, with the project being presented at the Development Review Committee on July 27, 2019. A first public open house was held with moderate attendance on August 7, 2019, with a second Public Open House was held in the Concourse of the UBC Life Building on September 10, 2019 from 11:30 to 1:30 pm. Online submission of comments were also accepted, with public feedback to be received until September 17, 2019. October Update: A separate development permit application for the public realm/landscape design of the adjacent commons is expected soon. For more information see www.planning.ubc.ca/vancouver/projects-consultations/application/academic-lands/brock-commons-phase-2

DP19030 Arts Student at Brock Commons

October Update: A Public Open House was held on October 16th at the UBC Life Building, where the proponent, architects, and C+CP presented the new siting and building design. Views on the proposal varied, with both support and opposition. While attendees were generally supportive, some questioned the design, location practicality, and impacts on the existing green space. The project will proceed to the Board of Governors Meeting on December 5th for final consideration <https://planning.ubc.ca/vancouver/projects-consultations/application/academic-lands/arts-student-centre-brock-commons>

DP19027 Wesbrook Place Lot BC Research Site 8 – “Evolve” (faculty/staff housing):

A Development Permit application was received on September 4, 2019 for a 6-storey wood-frame building “Evolve” designated for 110 units of Faculty and Staff housing. The project is targeting Passive House certification. The build is totalling approx. 9,500m² in gross floor area and is situated at the northwest corner of the BC Research subdivision, along Wesbrook Mall and Gray Avenue. The application was presented to the Development Review Committee on September 12, 2019. A public open house was held on Thursday, September 19, 2019 from 4:30 pm to 6 pm at Wesbrook Welcome Centre. October Update: The project was presented at the Development Permit Board Meeting on October 9, 2019 and recommended the approval of the development permit. Variances were granted to allow the massing to follow Passive House principles, for balcony projections into required side yards and a reduction in the number of required visitor and accessible parking stalls. <https://planning.ubc.ca/vancouver/projects-consultations/under-construction/neighbourhood-lands/wesbrook-place-lot-bcr-8>

NEW ITEMS**DP17030-2 Baseball Field Improvements**

DP17030-2 was issued on October 29, 2019 for additions to the Thunderbird Park baseball field. Improvements include a new LED scoreboard, perimeter fencing, irrigation, entrance signage, and batter’s eye. This amendment is a continuation of improvement work to the field started in 2017.

DP18011 Temporary Beach Volleyball Courts

DP18011T-2 was issued on October 29, 2019 for the renewal of the temporary development permit allowing beach volleyball league play on Lot 1 in Wesbrook Place for the April to September 2020 season.

DP07017-7 Eat Café Signage

DP07017-7 was issued on November 1, 2019 for signage for the tenant of commercial retail unit 5 (Eat Café) of the Tapestry Building at 3378 Wesbrook Mall. This amendments allows use of a blade sign, wall plaque, and continued use of the existing internally lit sign.

DP03055-2 Strangway Building Sign Guidelines

DP03055-2 was issued November 4, 2019 approving Sign and Patio Guidelines for the David Strangway Building at 5950 University Boulevard. This amendment was a requirement of an earlier amendment (DP 03055-1) issued earlier in August converting a larger commercial retail unit (formerly Mahoney & Sons) into four smaller units.

Focal Signage Compliance

The signage and patio layouts of two tenants (Kinton Ramen and Koodo/Telus) at the Focal building, 6111 University Boulevard, were deemed compliant with the building’s Exterior Sign and Patio Guidelines (approved in May 2019 as DP16013-1).



From: Andrew Clements, Interim Co-Executive Director
Wegland Sit, Interim Co-Executive Director

Re: Interim Co-Executive Directors' Report and Q2 2019 Strategic Plan
Progress Report

SUMMARY

This document contains the Interim Co-executive Directors' Report and Q2 2019 Strategic Plan Progress Report.

DECISION REQUESTED

N/A

DISCUSSION

Quarter 2 saw consistent progress towards our 2019-2020 work plan. Much work was done over the summer in preparation for our elections and Annual General Meeting.

In September the UNA Liaison Committee met with the UBC Board of Governors to discuss the details of the Neighbours' Agreement and UNA Bylaw Review. The UNA elected to resurrect the Bylaw Working Group to discuss the outstanding issue of the AMS appointed director. Conversations are ongoing.

The PerfectMind operating system launch was delayed until February 2020 as the configuration team is now well positioned to roll out the system in tandem with a new website in the new year.

A draft budget was created and submitted to the Finance Committee.

Finally, a meeting was held between the UNA Interim Co-Executive Director and the Presidents Advisory Committee on Community Engagement (PACCE) to discuss further contact and engagement between the universities Emeriti community and the UNA. Some ideas that came forth were a lecture series, emergency preparedness plan and general event information sharing. The forthcoming formation of the UNA's Community Advisory Group on Community Engagement will be paramount in helping continually connect these two groups.

The detailed Strategic Plan Update - 2019 Q2 progress report is attached.

Recreation Report:

July, August and September were busy months running programs, planning for fall and executing some key community events. Program revenue experienced a 7% increase from the 2018 summer season. Program participants exceeded 2,700 as compared to 2,314 from last year. 19 summer camps were offered with an enrollment of 215 campers. Most of the camps ran at full capacity and some had a wait list. A plan has been discussed to hire extra Canada



Summer Jobs students as camp staff to accommodate the growing needs for our summer camps.

Programmers continued to evaluate our current and new program proposals using our Programming Assessment Rubric that we developed in the first quarter of this year in effort to move towards full cost recovery as part of the organization's financial sustainability goal.

Our PerfectMind configuration team was part of two PerfectMind trainings in August and September. As mentioned above the Go Live date was pushed back in order to ensure our full understanding and delivery of the system.

Our annual community celebration was revamped this year, with a new name to be inclusive of all five UNA neighbourhoods. The *UNA Neighbours Day* event saw an estimated attendance of 1,500 community members and was supported by 26 youth volunteers. Event highlights included a free BBQ, live DJ, dance party, bouncy castles and 14 community partner booths. This UNA event received financial support from David Eby and Wesbrook Properties.

During the first week of September we ran *Try It Week* which featured free classes to kick off the Fall Recreation season. Wesbrook Community Centre was bustling with returning and new participants. We had 322 individuals register for programs and offered 20 classes which ran at full capacity. This was a very successful event for promoting our fall registration and encouraging our population to experience our programs.

Finally, both Fitness Centres had over 10,500 visits from nearly 1200 unique users. Net revenue in Fitness Centre memberships totalling nearly \$62,650 in Q2. Personal Training generated over \$9,000 net revenue for the quarter.

QUARTER 2: COMMUNICATIONS UPDATE

The Communications Team helped create a communications plan for the UNA Recreation's newly developed Foundational Principles, including an internal campaign that aimed to get Recreation staff to contribute their ideas on how to uphold the principles. We also finalized the Program Guide brand identity for 2020, centering it around the Foundational Principles.

Our team helped in the marketing and branding of Neighbour's Day and Try-It Week, creating posters, post cards, advertising and digital assets.

The Communications Team led the organization of the Annual General Meeting and the logistics of UNA Board of Directors elections. A schedule and materials for the AGM and the elections were prepared.

Work on the community survey continues as we try to narrow down topics and questions.

We continue our work that was started in Q1 on the new UNA website. The wire-framing was finished for all the major pages of the site and integration of the PerfectMind API was started.

The Communications Team is working on creating a new historical display in The Old Barn. They have enlisted the help of a graphic design consultant with an expertise in museum displays. The inauguration of the display is expected to happen in the new year.



Sustainability:

- First Summer Yard Sale.
- Clothing Repair Workshop.
- UBC Seeds Project for Community Gardens Signages completed.
- UBC Seeds Project for Bee Hive and Pollination in Gardens completed.
- Residential Environmental Assessment Program Community Carshare Credit Exploratory Study (REAP)
- Green Deport – Increased hour, increased waste diversion item (added textiles, shoes, clothes and ink cartridges).
- Developed relationship with Free Geek to increase repurposing of donated items.
- Implementation of monthly online Sustainability Tips.
- Community Bike Rack Clean up program, bikes donated to AMS Bike kitchen.

Operations:

- Insurance Application in preparation for Bylaws and Neighbourhood Agreement Revisions.
- Establish ESC HVAC DDC (Backend control system) Maintenance Agreement in Wesbrook Community Centre.
- Review and update Service Agreement with multiple UBC partners.
- UBC and UNA East Mall crosswalk upgrade and collaboration.
- Translink/UBC Bus Stops update review and adjustments (Articulate Bus).
- Rapid Transit Strategic Engagement with UBC Campus Planning and UNA Communication Department.
- UNA Privacy Policies review and updates.
- Recreation & Operational Business Process Flow Review.
- PerfectMind API Development.
- PerfectMind staff training and workshops.
- Legal review of contract for Instructors: Employee vs Contractor with Accounting Team and Recreation Team.
- Wesbrook Child Care Centre Project.
- Arborist Report for East Mall near Logan Lane.
- Emergency Management Engagement and Mass Care meeting with UBC SRS (Safety and Risk Services).



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD MEETING
Tuesday, November 19, 2019

- Parking Invigilator and process review with BC Commissioners.
- Towing service provider RFP.
- UNA Parking Survey in Q4.
- UBC Bikeshare parking locations proposal and implementation.
- UBC Seeds Project – Decarbonizing Transportation.



Strategic Direction	Task	Task	Q1 Update (April, May, June.)	Q2 Update (July, August, September.)	Q3 Update (October, November, December)	Q4 Update (January, February, March)	Staff Lead/s	Notes
UNA Governance	Review the bylaws and constitution	Support the Bylaw Review Working Group established by the Board of directors	On going.	Liaison Committee met with UBC BOD and continue to work through AMS issue. UBC BOD submission of amended by laws delayed until Feb 2020.			Executive Director	
UNA Governance	Review the bylaws and constitution	Support the Board on the bylaws and the Neighbours' Agreement, 2015 project with	On going.	On going.			Executive Director	
UNA Governance	Review the bylaws and constitution	Create and implement a community consultation plan for bylaw recommendations	On going.	On going.			Executive Director/Communication Manager	
UNA Governance	Review the bylaws and constitution	Explore UNA bylaws related to water management, noise, sidewalk snow removal operations, parking operations, smoking in public and park space.	Ongoing	On going. Meeting with UBC in Q2.			Operations Manager	
UNA Governance	Review the Board's and director's roles and responsibilities within the context of the UNA's municipal-like mandate	Explore reserves, terms of reference	BOD met with Watson August 13th. On going	To be initiated further by new ED.			Executive Director	Led by the Board with staff support as needed.
UNA Governance	Articulate and clarify the relationship between the UNA, UBC and UBC Properties Trust, and explore opportunities to enhance and strengthen the relationship	On going.	On going.				Executive Director	Led by the Board with staff support as needed.
Financial Sustainability	Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks	Use the Nelson Report as a guideline for implementing business case scenarios to determine an appropriate level of success for all current and future programming at both community centres. Hold program offerings at 2018 levels.	On going.	Programming staff made significant head way in terms of assessment and evaluation of programs developing a Programming Assessment Matrix which scores current and proposed program offerings. Programmers continue to evaluate and determine adjustments accordingly from season to season.			Recreation Manager	See attached report in September BOD meeting package.
Financial Sustainability	Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks	Use Nelson Report templates to develop benchmarks for evaluating programs.	On going.	On going			Recreation Manager	See attached report in September BOD meeting package.
Financial Sustainability	Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks	Identify programs that have been traditionally underperforming and make necessary adjustments by Fall 2019.	On going. -See attached report in September BOD meeting package. Drop In Yoga Model was eliminated for start of fiscal 2019/2020.	On going.			Recreation Manager	
Financial Sustainability	Review the reserves policy in partnership with UBC	With the Finance Manager and UNA Finance Committee, examine the reserves (both long and short term).	On going. - Finance Committee has completed an initial review of existing documentation	On going. Neighbours Agreement changes will ultimately affect management of the reserve policies. On hold until NA is approved.			Finance Manager	
Financial Sustainability	Review the reserves policy in partnership with UBC	Review any existing documentation regarding reserves, terms of reference, Neighbours' Agreement, amendments since incorporation.	On going. - Finance Committee has completed an initial review of existing documentation	On hold until NA is approved.			Finance Manager	
Financial Sustainability	Review the reserves policy in partnership with UBC	Set timelines for future review and revision of terms of reference and reserve policies.	On going. - further review and revision will be impacted by potential changes in the Neighbours Agreement	On hold until NA is approved.			Finance Manager	
Financial Sustainability	Continue to explore financial models with the University Neighbourhoods Liaison Committee	On going.	On going.				Executive Director	Ongoing with UBC Neighbourhoods Liaison Committee
Operational Capacity	Develop a professional development and compensation policy	Implement HR consultant's recommendation on updating job descriptions, creating professional development policy and developing compensation policy based on a market review.	HR Consultant has suggested a Q4 delivery of this project.	On going.			Executive Director	
Operational Capacity	Develop a professional development and compensation policy	Explore management training options and continue to invest and enhance staff training on customer service, IT and first aid.	HR Consultant has suggested a Q4 delivery of this project.	On going.			Executive Director	
Operational Capacity	Create and implement metrics to measure service delivery	Connected to community engagement goals, survey residents to gain feedback on satisfaction with services.	On going.	On going.			Executive Director	
Operational Capacity	Create and implement metrics to measure service delivery	Improve data gathering and build foundation for improved metrics.	Ongoing	On going.			Executive Director	
Operational Capacity	Create and implement metrics to measure service delivery	Analyze overall service delivery and service quality starting with identified landscaping contractors.	On going.	On going.			Operations Manager	
Operational Capacity	Develop a robust IT platform that supports internal and external information exchange	Migrate to Microsoft 365.	Done	Done. Developing backend to accept external users in MS Teams collaboration.			Operations Manager/Executive Director	
Operational Capacity	Develop a robust IT platform that supports internal and external information exchange	Implement and integrate PerfectMind with the UNA website. Learn and master PerfectMind communications tool and make it as user-friendly and brand-relevant as possible.	Ongoing - PerfectMind is on schedule for a November 18th GO LIVE date.	Perfectmind launch delayed until February 19th, 2020 due to competing priorities due to leadership change.			Recreation/Operations/C Communications Manager	
Operational Capacity	Develop a robust IT platform that supports internal and external information exchange	Redesign and upgrade the website.	Contracted web design firm, Kimbo Design, to help with the redesign and upgrade. Started wire-framing, engaging PerfectMind (for their API) and created a list of priorities for the new website.	On going. Moving towards final stages of design phase. Expected to launch in tandem with PerfectMind. Estimated delivery February 2020.			Communications Manager	
Operational Capacity	Develop a robust IT platform that supports internal and external information exchange	Identify and evaluate options for cloud-based accounting solutions offered by Sage.	On going.	On going.			Finance Manager/Operations Manager	
Operational Capacity	Develop a robust IT platform that supports internal and external information exchange	Develop a MS Sharepoint extranet for the UNA Board of Directors.	On going.	On going. Planned implementation in Q3.			Wegland	
Operational Capacity	Develop a robust IT platform that supports internal and external information exchange	Update internal communication platforms and tools, and develop an MS SharePoint to host an intranet site for staff.	Microsoft Teams and One Drive have been implemented and is being used by staff.	On going and moved to 2020.			Operations Manager	
Operational Capacity	Develop a robust IT platform that supports internal and external information exchange	Update enterprise documentation procedures and filing infrastructure.	On going.	On going. Interview with Diligents a board documentation management system.			Operations Manager/Executive Director	
Operational Capacity	Develop a robust IT platform that supports internal and external information exchange	Develop a communication platform in MS Sharepoint to support strata chairs and facilitate the exchanging of ideas, sharing of contractor information and collaboration between buildings.	On going.	On going, and in preparation for training session for strata chairs and property managers to utilize this system.			Operations Manager/Executive Director	
Operational Capacity	Align operations and allocation of resources with strategic priorities	Review and enhance departmental budgeting processes.	On going. Recreation department instituted budgetary tools to enhance assessment and evaluation criteria of program offerings in order to assist in the goal of full cost recovery.	Departmental budgets were due at end of september in order to put a draft 2020-2021 budget ready for end of Q3.			Finance Manager	
Operational Capacity	Align operations and allocation of resources with strategic priorities	Partner with UBC PT to review landscaping around the UNA, categorize and prioritize areas in a table format for operation and management purpose.	On going.	On going. Planned meeting in Q3.			Operations Manager	
Community and Stakeholder Relations	Develop more robust engagement tools to assess community needs	Examine surveys, focus groups and other mechanisms to assess needs, demographics and identify gaps.	Contracted company TWI Surveys to help with creating the community survey. Examined previous surveys to see what information has been helpful to collect in the past.	Narrowed down some of the general topics of the survey that we want to inquire with residents about.			Communications Manager	
Community and Stakeholder Relations	Create feedback tools for residents and other stakeholders	Develop a feedback form system at the UNA community centres.	Completed: Created a new comment card system at both community centres.	Completed.			Communications Manager	
Community and Stakeholder Relations	Create feedback tools for residents and other stakeholders	Establish processes on how feedback is reviewed/processed.	Completed: Communications tracks, reviews and redirects all comments to appropriate department/staff lead.	Completed.			Communications Manager	
Community and Stakeholder Relations	Create feedback tools for residents and other stakeholders	Work with communications department to review operations department communications toolkit.	Q3 or Q4	Q3 or Q4.			Communications Manager/ Operations Manager	
Community and Stakeholder Relations	Adapt and implement the Advisory Committee report in phases starting with the Community Engagement Advisory Committee	Work with the Chair of the committee to develop membership criteria and set the committee up.	On hold: New BOD lead to be assigned by BOD. Work to resume once new committee chair is appointed.	January 2020 establishment.			Communications Manager	
Community and Stakeholder Relations	Adapt and implement the Advisory Committee report in phases starting with the Community Engagement Advisory Committee	Once the committee is established, examine the report and develop community engagement core values to help guide our work (similar to IAP2). Resident survey in the fall of 2019 to inform the preliminary work of the committee.	Communications Manager attended an IAP2 Principles and Foundations seminar.	Community Advisory Committee on Community Engagement to be initiated once new BOD of directors is in place. Estimated launch date is Jan 2020.			Communications Manager	
Community and Stakeholder Relations	Explore opportunities to enhance the relationship between the UNA and the UBC academic community.	Attend regular meetings at PACCE (President's Advisory Committee on Campus Enhancement).	On going	Met with PACCE and discussed opportunities to connect Emeriti with the UNA. Topics discussed included Speakers series and Emergency Preparedness.			Executive Director	Led by the UNA Board of Directors.



University Neighbourhoods Association (UNA) Operating Budget 2019-20 Summary		2019-20 BUDGET	% YTD Act/Bud	Year to Date: Qtr 2 Actual Prior Year	
1	FUNDING SOURCES				
2	Neighbours Levy (Service Levy & GMSL)	4,246,844	50%	2,123,422	1,755,786
3					
4	Contributions to Reserves (Outgoing Funds)				
5	Infrastructure Replacement Fund	(101,924)	50%	(50,962)	(27,777)
6	Capital Replacement Fund	(50,962)	50%	(25,481)	(13,889)
7	Rate Stabilization Fund	-		-	-
8	Contingency Reserve Fund	(42,468)	50%	(21,234)	-
9	UNA/VSU Playing Field Replacement Reserve	(60,000)	50%	(30,000)	(30,000)
10	Total Contributions to Reserves	(255,355)	50%	(127,677)	(71,665)
11					
12	Transfers from Reserves (Incoming Funds)				
13	Contingency Reserve	80,002	50%	40,001	250,000
14	Total Transfers from Reserves	80,002	50%	40,001	250,000
15	Grants & Other Funding				
16	UBC Community Services Grant	500,000	50%	250,000	-
17	Transfer from 2012-2015 Surplus Reserves	200,000	0%	-	-
18	Total Grants & Other Funding	700,000	36%	250,000	-
19	Deductions				
20	Engineering & Operations Services				
21	Water & Sewage	441,631	50%	220,816	197,400
22	Fire Services Fee	1,188,674	50%	594,337	559,392
23	Total Engineering & Operations Services	1,630,305	50%	815,153	756,792
24	Recreation & Culture Services				
25	Athletics Access Fee	318,513	50%	159,257	86,802
26					
27	General Operation Services				
28	GST (unrecoverable: Neighbours Levy less UBC Costs & Contributions to Res	43,274	50%	21,637	17,994
29					
30	Total Neighbours Levy & Reserves Available	2,779,399	46%	1,289,699	1,072,533
31					
32	REVENUE				
33	Neighbours Levy Received	2,779,399	48%	1,328,875	1,058,581
34	Recreation & Culture				
35	Wesbrook Community Centre	342,426	44%	151,880	155,324
36	Old Barn Community Centre	120,617	52%	62,124	63,709
37	Programming	664,803	58%	383,615	378,658
38	Playing Fields & Park Rentals	93,503	108%	100,676	48,935
40	Total Recreation & Culture	1,221,349	57%	698,295	646,627
41	Other Revenue				
42	Parking	147,940	63%	93,578	79,143
43	Miscellaneous	27,143	145%	39,477	18,729
44	Total Other Revenue	175,083	76%	133,055	97,871
45	Grants & Other Funding				
46	External Grants & Miscellaneous	38,312	27%	10,291	6,682
47					
48	TOTAL FUNDING SOURCES & REVENUE	4,214,142	52%	2,170,517	1,809,761



49	University Neighbourhoods Association (UNA)	2019-20	%	Year to Date: Qtr 2	
50	Operating Budget 2019-20 Summary	BUDGET	YTD Act/Bud	Actual	Prior Year
51	EXPENDITURES				
52	Engineering & Operations Services				
53	Parking & Emergency Management	123,000	37%	45,467	51,609
54	Common Area Maintenance Fees				
55	Landscaping	257,744	52%	134,790	160,311
56	Road, Gutter and Sidewalk Maintenance	22,050	19%	4,178	1,078
57	Streetlights	52,332	38%	19,987	19,956
58	UBCPT Management Fees	63,000	63%	40,000	42,961
59	Electricity	102,375	29%	29,190	30,635
60	Other Common Area Maintenance Costs	59,924	36%	21,693	20,353
61	Total Engineering & Operations Services	680,425	43%	295,305	326,901
62	Recreation & Culture Services				
63	Wesbrook Community Centre	314,158	128%	403,023	136,397
64	Old Barn Community Centre	160,072	60%	95,293	79,404
65	Recreation Salaries & Benefits	856,381	53%	456,611	364,187
66	Programming	350,000	58%	201,486	208,432
67	Fields	17,360	23%	4,024	10,180
68	Community Access	118,700	53%	62,935	56,620
69	Community Support	26,600	57%	15,182	13,008
71	Total Recreation & Culture Services	1,843,271	67%	1,238,554	868,227
72	General Operation Services				
73	Administration Salaries & Benefits	929,996	51%	475,999	355,666
74	Sustainability	18,500	44%	8,130	12,245
75	General Operating Services	189,500	37%	70,364	81,911
76	Professional Fees	141,000	34%	48,142	151,092
77	Communications	240,000	37%	88,619	68,327
78	Public Engagement	84,000	4%	3,573	53,315
79	Total General Operation Services	1,602,996	43%	694,828	722,555
80					
81	Contingency (2% on Engineering & Ops and Recreation & Culture Services)	101,171	0%	-	-
82	TOTAL EXPENDITURES	4,227,864	53%	2,228,687	1,917,683
83					
84	BALANCE SURPLUS (OR DEFICIT)	(13,721)		(58,170)	(107,922)



These supplementary notes are provided to assist as background information for the 2019-20 Quarter 2 Financial Statements.

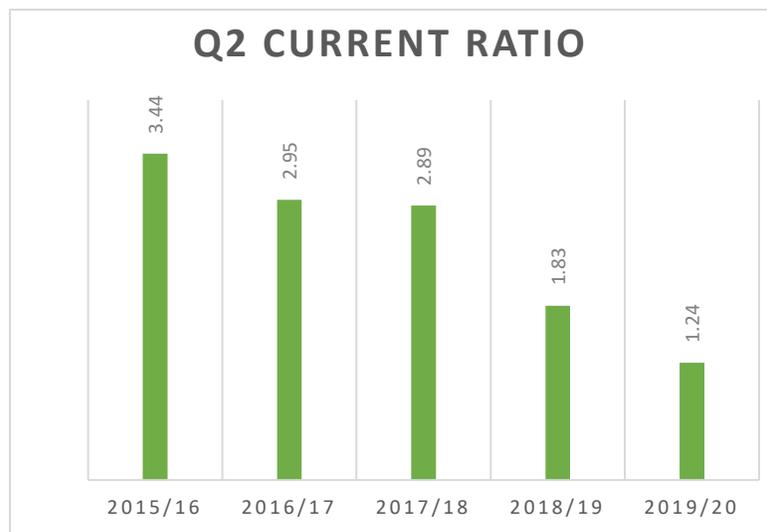
Q2 METRICS:

Liquidity

This ratio measures the extent to which UNA has enough cash to pay bills as they are due. The preferred range is 1.00 and above. At the end of Q2, the UNA’s current ratio was 1.24, which is considered a healthy ratio.

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

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





Budget to Actual Expenses

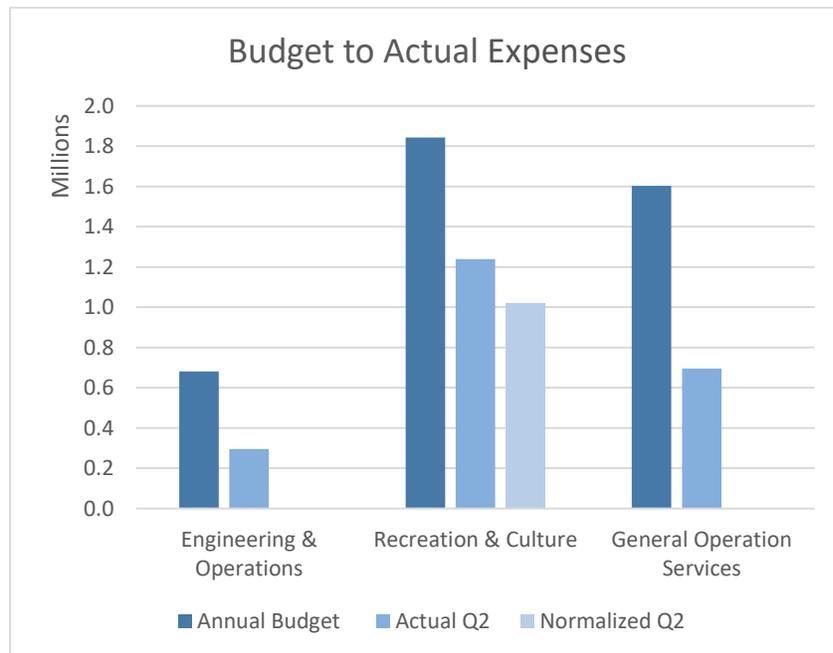
Total Engineering & Operations and General Operating Services expenditures were under budget expectations for Q2, at 43%.

Recreation and Culture expenses were 67% of budget in Q2. During the quarter, the UNA Finance and Operations underwent a massive effort to create a comprehensive list of assets currently held and owned by the UNA. This allowed UNA to identify assets, including outdated software and equipment no longer owned by the UNA, to be removed from the UNA’s balance sheet, and recalculate amortization for the remaining assets. As a result of the asset clean-up efforts, there was a \$220K impact Wesbrook, and a \$4K impact to Old Barn operating expenses.

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

The Recreation & Culture expenses are reduced to 55% of budget when normalizing for, or removing, the asset adjustment expense. Similarly, without the adjustment, Wesbrook Community Centre expenses decrease from 128% to 57% of budget. These normalized figures are consistent with Recreation & Culture revenue, at 57% of budget.

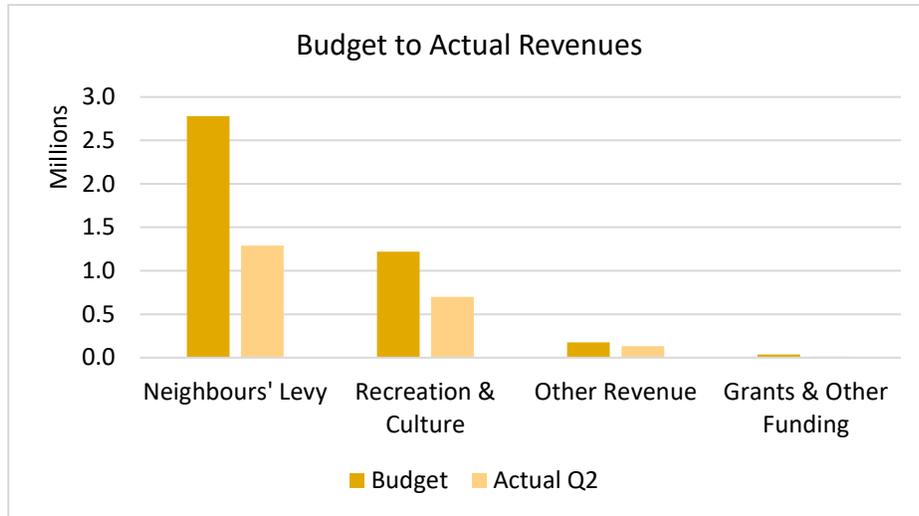
Please see the graph below for the Budget, Actual Q2, and Normalized Q2 comparison.





Budget to Actual Revenues

The overall revenues for Q2 are in line with budget expectations. Community Centre and Programming revenues are in line with the budget, with 57% of expected revenues received.



Overall, UNA's financial health is aligned with the budget for Quarter 2.