



## AGENDA

### A. CALL TO ORDER

### B. APPROVAL OF AGENDA

1. **Motion:** THAT the Board approve the July 20, 2021 Agenda as circulated.

### C. APPROVAL OF MINUTES

1. **Motion:** THAT the Board approve the June 15, 2021 Minutes as circulated. 1
2. **Motion:** THAT the Board approve the June 28, 2021 Minutes as circulated. 6

### D. DELEGATIONS

1. Stephen Pannuto, Robyn Pitman – UNA Residents – Dog Bite Bylaw

### E. EXTERNAL REPORTS & PRESENTATIONS

1. UBC RCMP Detachment Update – Sergeant Chuck Lan
2. Electoral Area A Report – Electoral Area A Director, Jen McCutcheon 8  
(Read: [Electoral Area Newsletter](#))
3. Campus and Community Planning Report – Senior Policy Planner, 19  
Celene Fung

### F. REPORTS

1. Management Update – Chief Administrative Officer 22
2. 2021-22 UNA Staff Work Plan – First Quarter Update – Chief 31  
Administrative Officer
3. 2020 and 2021 Annual General Meetings Final Documents – Chief 39  
Administrative Officer

#### **Recommendations:**

- a. THAT the Board approve the 2020 Notice of AGM and Proxy Form.
  - b. THAT the Board approve the 2021 Notice of AGM and Proxy Form.
4. 2021 UNA Election Planning – Chief Administrative Officer 48

#### **Recommendations:**

- a. THAT the Board approve the attached ballot for use in the 2021 UNA Director elections.
- b. THAT the Board approve the attached “How to Vote” document.



- 5. 2021 Release of Membership Data – Chief Administrative Officer 54

**Recommendations:**

- a. THAT the Board confirm in accordance with Section 25 (1) of the Societies Act, that members’ right to inspect the UNA’s register of members is restricted on the basis that inspection would be harmful to the UNA and to the privacy and other interests of its members. Accordingly, access to the members’ register shall be by application to the UNA under section 25(3) of the Societies Act and only for the purposes listed in section 25(7) of the Societies Act.
- b. THAT the Board further resolve that a candidate for election to the UNA Board (each a Candidate”) may, upon application under section 25(3) of the Societies Act, be granted, temporary possession and use of a flash drive containing an electronic copy of the members’ register, listing each member and their name, mailing address, email and phone number, if available, on condition that: (a) the flash drive will be returned to the UNA within 3 days of the end of the election; (b) the members’ information will only be used for the purposes of legitimate election campaigning; and (c) all electronic and paper copies of the members’ information will be deleted promptly upon the conclusion of the election.
- c. That the Board further resolves that a communication will be issued to all members of the UNA inviting members to, by notice to the Society, elect not to have their email contact information shared with Candidates, and that the UNA shall not share with Candidates such email contact information of a member who objects.

- 6. UNA-AMS Balloting Box – Saad Shoaib 59

**Recommendations:**

THAT the UNA board and Chief Administrative Officer, in coordination with the AMS, secure an additional ballot box in the AMS NEST to increase student voter turnout and remove barriers to electoral engagement.

OR

THAT the UNA board and Chief Administrative Officer, in coordination with the AMS, relocate the balloting box at Chancellor Place with a balloting box at the NEST to account for any financial accountabilities that may ensue as a result of the addition of a new balloting box.

- 7. Land Use Advisory Committee Update – Communications Manager 63
- 8. Community Engagement Advisory Committee Update – Director Kang
  - a. June 1, 2021 CEAC Approved Minutes 71
  - b. Work Plan 2021-2023 76



**Recommendation:**

THAT the UNA Board approve the attached 2021-2023 Community Engagement Advisory Committee Work Plan.

- 9. Finance Committee Update
  - a. Neighbourhood Levy For 2021-22 – Finance Manager 81
- 10. UNA Taxation Working Group – Director Holmes – Verbal Update

**Recommendation:**

THAT the UNA Taxation Working Group be disbanded.

- 11. Neighbour’s Agreement Committee – Director Holmes – Verbal Update
- 12. Audited Financial Statements - Rob Matty – Partner, Kate Norris – Senior Manager, Johnsen Archer LLP 84

**G. UNFINISHED BUSINESS**

None

**H. NEW BUSINESS**

**I. ADJOURNMENT**

The Board will adjourn into a Closed Session to discuss dealings with other entities or individuals where disclosure of the information being discussed could be harmful to UNA’s interests.



## MINUTES

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### PRESENT:

Richard Watson – Chair  
Bill Holmes  
Carole Jolly

Terry Mullen  
Murray McCutcheon  
Jane Kang

### UBC OBSERVERS:

Carole Jolly

### AMS REPRESENTATIVE:

Saad Shoaib

### STAFF:

Sundance Topham – Chief Administrative Officer  
Qiuning Wang – Interim Recreation Manager  
Wegland Sit – Operations Manager  
Glenda Ollero – Communications Manager  
Athena Koon – Finance Manager  
Marta Mikolajczyk – Administrative Assistant

### GUESTS:

Honourable Joyce Murray - Member of Parliament  
Joanne Proft – Associate Director, Campus and Community Planning  
Michael White – Associate Vice-President, Campus and Community Planning  
Miao Lin Chen – UNA Resident  
Ethan Ho – UNA Resident  
GuangRui Xia – UNA Resident

### REGRETS:

James Heth

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## A. CALL TO ORDER

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

The Board Chair acknowledged that the meeting was held online, but regularly meets on the unceded traditional territory of the Musqueam people.

The Chair wished to acknowledge his personal sorrow and deepest condolences in light of recent events in Kamloops, BC.

## B. APPROVAL OF AGENDA

The Chair proposed that a new delegation regarding the Cannabis retail in UBC area be added to the agenda.

### Motion by Chair:

That the Board approve the June 15, 2021 Meeting Agenda as modified.



**Seconded** by Director Holmes.

**Carried.**

### C. APPROVAL OF MINUTES

**Motion** by Chair:

THAT the Board approve the May 18, 2021 Minutes, as circulated.

**Seconded** by Director Holmes.

**Carried.**

### D. DELEGATIONS

#### 1. Cannabis Retail Store

UNA residents Miao Lin Chen , Ethan Ho, and GuangRui Xia provided a verbal presentation to Board.

#### 2. Building Back Stronger and More Resilient Communities

The Honourable Joyce Murray, Member of Parliament, presented a verbal update.

#### 3. Campus Vision 2050 Engagement Pre-Planning

Michael White outlined the Campus Vision 2050 presentation to Board.

### E. EXTERNAL REPORTS AND PRESENTATIONS

#### 1. Electoral Area A Report

Electoral Area A Director Jen McCutcheon, presented the June 2021 report.

#### 2. Campus and Community Planning Report

The Board received the June 2021 report for information.

### F. REPORTS

#### 1. Management Report

The Management Report was presented for information.

#### 2. Governance and Human Resources Update

##### a. Land Use Advisory Committee

**Motion** by Director McCutcheon:

I propose that the Board adopt the Land Use Advisory Committee Terms of Reference before you subject to the following changes:

- Removing “technical and other” under Section 1.
- Removing sentence relating to “sustainable community development” in Section 2.1
- Change “Skill Requirements” to “Examples of Relevant Skills” in Section 3.2



**Seconded** by Chair.

**Carried.** (*Directors Kang and Mullen abstained*)

3. Community Engagement Advisory Committee Update

b. March 31, 2021 Approved Minutes

Director Kang provided a verbal update. The Minutes were received for information.

4. Neighbours' Agreement Committee

Director Mullen provided a verbal update.

5. UBC Neighbourhoods' Liaison Committee

The Chair provided a verbal update.

**G. UNFINISHED BUSINESS**

None

**H. NEW BUSINESS**

1. UNA Facilities Restart Plan

The CAO provided a verbal update to the Board.

2. Annual General Meetings Planning

**Motion** by Chair:

THAT the Board confirm that the UNA will hold the 2020 and 2021 Annual General Meetings back-to-back on September 30, 2021 commencing at 7:00 pm at the Wesbrook Community Centre, with in-person attendance.

**Seconded** by Director Holmes.

**Carried.**

**Motion** by Director Holmes:

THAT staff be directed to modify the Draft 2020 Notice of AGM and Proxy Form, and the Draft 2021 Notice of AGM and Proxy Form as discussed, and as further set out in the June 13, 2021 email from Director Holmes.

**Seconded** by Director McCutcheon.

**Carried.**

3. 2021 UNA Election Planning

**Motion** by Chair:

THAT staff investigate two new drop box locations, one in Chancellor and one centrally on Campus and report back to the Board in July meeting on the feasibility of that.

**Seconded** by Director McCutcheon.

**Defeated.**



**Motion** by Director Holmes:

THAT staff be directed to revise the ballot for use in the 2021 UNA director elections and the How to Vote document in accordance with the amendments discussed at this meeting and further amendments as set out in the email from Director Holmes dated June 13, 2021.

**Seconded** by Director Mullen.

**Carried.**

**Motion** by Chair:

THAT the Board approve the UNA election dates as follows:

- i. Deadline for receiving ballots for the election of Directors is 4:30 pm PST on Tuesday, November 30, 2021
- ii. Deadline by which the Association must send ballots + candidate information to members is Monday, November 8, 2021.
- iii. Deadline by which nominations must be received by the Association is Friday, October 8, 2021.

**Seconded** by Director Kang.

**Carried.**

**Motion** by Chair:

THAT the Board confirm the following election signage information:

- i. In the private realm, candidates may make arrangements themselves with owners or landlords.
- ii. In the public realm (parks, boulevards, sidewalks, etc.), the UNA reserves the right to remove any campaign signs that may obstruct traffic, hinder pedestrian visibility, or generally create a hazard to the public.
- iii. All election signs in the public realm must be removed no later than 24 hours after the election.

**Seconded** by Director Mullen.

**Amendment** by Director Holmes:

THAT the motion be amended by deleting part "i" and by renumbering "ii" as "i" and renumbering "iii" as "ii" and revising "ii" to say that the Board requests that all election signs in the public realm be removed no later than 24 hours after the election.

**Seconded** by Director Kang

**Carried.**

**Motion** by Chair:

THAT the Board confirm the following election signage information:



i. In the public realm (parks, boulevards, sidewalks, etc.), the UNA reserves the right to remove any campaign signs that may obstruct traffic, hinder pedestrian visibility, or generally create a hazard to the public.

ii. The Board requests that all election signs in the public realm be removed no later than 24 hours after the election.

**Seconded** by Director Mullen.

**Carried.**

4. UNA-UBC Liaison Committee – Terms of Reference

**Motion** by Chair:

THAT the Board approve the UNA-UBC Liaison Committee Terms of Reference dated June 8, 2021 with the corrections discussed.

**Seconded** by Director Holmes

**Carried.**

5. University Endowment Lands Cannabis Retail Rezoning

The Board held a general discussion on the issue.

**I. ADJOURNMENT**

The meeting adjourned at 8:43 p.m.

The Board moved into a Closed Session to discuss dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests.



## MINUTES

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### PRESENT:

Richard Watson – Chair  
Bill Holmes  
Terry Mullen

Murray McCutcheon  
Jane Kang

### STAFF:

Sundance Topham – Chief Administrative Officer  
Qiuning Wang – Interim Recreation Manager  
Wegland Sit – Operations Manager  
Glenda Ollero – Communications Manager  
Athena Koon – Finance Manager  
Marta Mikolajczyk – Administrative Assistant

### GUESTS:

Shannon Boychuk - Manager, UBC Insurance & Loss Prevention  
Chris Fay - Senior Manager, Strategic Policy, Campus + Community Planning

### REGRETS:

Carole Jolly  
James Heth  
Saad Shoaib

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## A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Special Board meeting was called to order at 3 p.m.

The Board Chair acknowledged that the meeting was held online, but regularly meets on the unceded traditional territory of the Musqueam people.

## B. APPROVAL OF AGENDA

**Motion** by Chair:

That the Board approve the June 28, 2021 Meeting Agendas as circulated.

**Seconded** by Director McCutcheon

**Carried.**

## C. APPROVAL OF MINUTES

None.

## D. DELEGATIONS

None

## E. EXTERNAL REPORTS AND PRESENTATIONS



None.

**F. REPORTS**

1. UNA Insurance – Recommended Coverage

**Motion** by Chair:

**Recommendation:**

THAT the UNA Board approve the following UNA insurance coverage:

Insurance	Provider	Coverage	Premium
Commercial General Liability	AXA XL	\$10M Coverage \$10,000 Deductible	\$75,000
Abuse Coverage	Beazley	\$1M Coverage \$50,000 Deductible	\$41,000
Property - Contents Insurance	Aviva	Coverage as per values provided \$2500 Deductible Earthquake 10%	\$5,316
Property - Building Insurance	UCIPP	\$10,000 Deductible 10% Earthquake	\$35,000 (estimated)

**Seconded** by Director Holmes.

**Carried.**

**G. UNFINISHED BUSINESS**

None

**H. NEW BUSINESS**

None.

**I. ADJOURNMENT**

The meeting adjourned at 3:27 p.m.



**Director's Report**

Hello UNA/UBC/UEL neighbours,

I hope that your summer is off to a good start. As we pass the midpoint of 2021, there are many reasons for optimism, but also continual reminders of the challenges that face us, both globally and locally. I am cautiously excited that BC has moved to Stage 3 of reopening from COVID. This success is in large part because of our collective commitment to getting vaccinated. However, case counts around the world are somewhat concerning, especially with the Delta variant. I trust that this will be extra motivation for each of us to ensure that we, and those we love, are getting their second (and first, of course, if you haven't!) vaccine dose.

I am deeply saddened by the confirmation of unmarked graves at the site of another former residential school here in BC. As difficult as it is for us to hear and digest this news, hearing and really internalizing it is an important step in our truth and reconciliation process. I stand with our Indigenous neighbours during this difficult time.

Finally, the recent heat wave and forest fires around the province and even right here on the UBC Peninsula, are depressing reminders of climate change, and the need for each of us to act now to mitigate the impact of climate change. It is also a good time for us to think about both fire prevention and emergency response mechanisms on the peninsula. You can learn more about this within my newsletter.

In addition to these sobering issues, I hope that you will enjoy reading some heartwarming stories about topics such as salmon fry returning after 115 years, and a child in our neighbourhood who recently identified more than 80 species within Pacific Spirit Regional Park!

For my part, in addition to a busy month of meetings, my husband, kids and I recently returned from a wonderful kayaking adventure off the coast of Quadra Island. I was reminded yet again, of how beautiful our province is, and how precious our natural ecosystems are. I felt very fortunate to have this time together being active and outdoors as a family.



Jen and her family on a recent kayak adventure near Quadra Island (off Vancouver Island).

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

All the best,

*Jen McCutcheon*

Jen McCutcheon, Metro Vancouver Director for Electoral Area A ([www.areaajen.ca](http://www.areaajen.ca) or [areaajen@gmail.com](mailto:areaajen@gmail.com))



**Fire Risks on UBC Peninsula**

Over the past few weeks, the UBC Peninsula has been the site of two small forest fires. I am very grateful to our fire fighters (from Vancouver Fire Department); Metro Vancouver Emergency Response, Parks and Watershed Protection services; and BC Wildfire service for their assistance in quickly extinguishing these fires. You can read more about these fires on my website ([www.areaajen.ca](http://www.areaajen.ca)), and you can sign up to receive updates from me on any future events by emailing me at [areaajen@gmail.com](mailto:areaajen@gmail.com).

These events bring to light a number of important issues that I would like to address: (1) fire prevention, (2) air quality changes as a result of wildfires, and (3) emergency response on the UBC Peninsula.

**1. Fire prevention**

As a result of climate change, it now feels like we have a wet season and a dry season in Vancouver. During these long, hot, dry spells, the responsibility lies with each of us to help prevent fires. Here is a list of ways you can contribute to keeping us all safe.

*How can individual British Columbians help prevent wildfires?*

- There is currently a ban on open burning and campfires ban throughout British Columbia. You can learn more on B.C. fire bans & restrictions: [www.bcwildfire.ca](http://www.bcwildfire.ca)
- The BC Wildfire Service thanks the public for its ongoing help in reporting wildfires quickly. To report a wildfire, unattended campfire or open burning violation, call 1 800 663-5555 toll-free or \*5555 on a cell phone.
- Everyone in the province also has an important role to play in preventing wildfires.
- One of the primary goals is to reduce the number of wildfires caused by people. Human-caused wildfires are entirely preventable and unnecessarily divert firefighting resources from naturally occurring fires.
- Anyone who contravenes an open fire prohibition may be issued a ticket for \$1,150, required to pay an administrative penalty of up to \$10,000 or, if convicted in court, fined up to \$100,000 and/or sentenced to one year in jail.
- If the contravention causes or contributes to a wildfire, the person responsible may be ordered to pay all firefighting and associated costs.



*How can you keep our parks and other “green” spaces safe?*

- All regional parks are currently under a “high” fire danger rating, and as you know, there have been two recent fires in/near Pacific Spirit Regional Park. Click [here](#) for more about park safety and preparedness.
- Smoking is prohibited in all Metro Vancouver regional parks and greenways, except in designated smoking areas. Check the [Pacific Spirit Regional Park webpage](#) frequently for the latest fire rating information and for current restrictions on outdoor cooking appliances.



*What else can people do to help?*

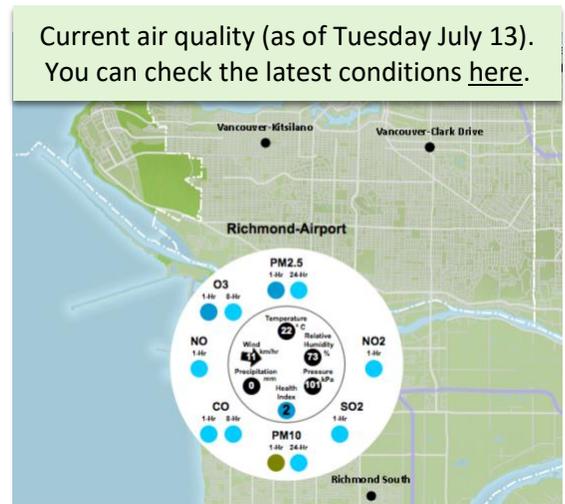
- Please do your part by refraining from activities that may cause wildfires.
- If you're a smoker, always fully extinguish your cigarette and dispose of it responsibly. Never throw it out of a vehicle window. Avoid smoking in dry grassy areas.
- If you ride an ATV, keep it away from dry areas and make sure that a spark arrestor device is installed, as required by law.
- Our firefighters appreciate the expressions of support they get from people all around the province. It's important for them to know that we're all behind them and supporting their extremely important work
- For fire safety tips inside your home, click [here](#).
- To engage your children in fire safety, check out [Ember's Den](#), which includes an engaging mascot with a [video](#) and a [colouring book](#) that has great tips.

*If you see someone throw a cigarette butt or other smoking materials out of a vehicle, what can you do?*

- Call 1 800 663-5555 toll-free or \*5555 on a cell phone to report the incident. If possible, the following information should be provided:
  - location, date, and time of the incident
  - licence plate number
  - make and model of the vehicle
  - direction of travel

**2. Air quality**

Another important aspect of BC's forest fires is the impact that they have on our air quality. Metro Vancouver is responsible for monitoring the quality of our air across the region. You can click [here](#) for the current status of a number of pollutants across 31 monitoring stations across the region. Notifications are given when air quality deteriorates, and you can sign up [here](#) to be notified of these air quality advisories. For example, from June 26 to June 29, an Air Quality advisory was in place, initially for ground-level ozone, then also expanded to include fine particulate matter for the final day.



Fire and other first responders fighting the June 28<sup>th</sup> fire near Wreck Beach

**3. Emergency response**

The multiple areas of jurisdiction on the UBC Peninsula add an extra degree of complexity to emergency response. Coordination and collaboration is ongoing among staff from Metro Vancouver, UBC, the UEL and UNA, however, the response can still feel confusing from a resident's perspective. I have pulled together the table below that describes how major emergencies in the area will be responded to, with a focus on how residents will be informed. Given the complexities, I will be planning additional coordination meetings among stakeholders (for example, how are schools and



daycares on the peninsula informed?), as well as engagement session for residents. Stay tuned for more information on the date and timing of this session. As always, if you have additional suggestion for future engagement sessions, please let me know.

**The table below provides a summary of how you can be notified about major emergencies. Please make sure that you have signed up to receive updates, and that your contact information is up to date.**

**Residents living within the UNA Neighbourhoods:**

UNA residents who are UNA Members, or who have a UNA Access Card, are signed up to receive notifications from UBC Alert, the university’s mass notification system. UBC Alert will only be used in active and urgent situations that require your immediate attention because they have the potential to:

- Result in serious harm to people;
- Cause substantial damage to property; and/or
- Disrupt the usual activities of the university.

If you live within the UNA Neighbourhoods and have not yet signed up to become a member, I encourage you to do so. You can find out more [here](#).

Residents are encouraged to add the [UBC Alert](#) phone numbers to your contact list so you are aware of any incoming UBC Alert notifications.

Voice calls: 604-822-0164  
Text messages: 723-389

The UNA encourages residents to update their emergency contact information through updating their “Primary Phone” contact information in [MyUNA](#) Profile Page. Or alternatively, notify the UNA office of any updates or changes by emailing [reception@myuna.ca](mailto:reception@myuna.ca).

Additional information can be found on [UNA’s Public Safety page](#) and [UBC’s Emergency Communication page](#).

**Residents living on UBC Campus:**

UBC students, faculty, and staff are encouraged to sign up to [UBC Alert](#), the university’s mass notification system.

**Students:** Log into the [UBC Student Service Centre](#) and add your cell phone number to ‘Your Details.’

**Faculty and Staff:** Including a mobile number in your [Workday](#) contact information will enable UBC to send you alerts in urgent situations that pose an immediate safety or security risk to the community.

UBC Alert will only be used in active and urgent situations that require your immediate attention because they have the potential to:

- Result in serious harm to people;
- Cause substantial damage to property; and/or
- Disrupt the usual activities of the university.

Faculty, staff and students are encouraged to add the [UBC Alert](#) phone numbers to your contact list so you are aware of any incoming UBC Alert notifications.

Voice calls: 604-822-0164  
Text messages: 723-389

Additional information can be found on [UBC’s Emergency Communication page](#).

**Residents living within the UEL:**

UEL residents are encouraged to sign up to Metro Vancouver’s [Emergency Notification System](#). If you are registered, the system sends a voice, text and email message to notify Electoral Area A residents of large-scale emergencies and evacuation orders. The [UEL’s Emergency Preparedness page](#) has helpful information related to household emergency kits, the types of risks that exist within the UEL, and more.





understand their considerations related to the issue. I am just formulating this idea, so I am open to other ways to tweak it as it develops.

If you are (or a youth you know is) between the ages of approximately 13 and 30\*, and you are interested in learning more about issues such as climate change, regional planning and transportation, community engagement, and local politics, please send me an email and we can connect further about this opportunity.

*\*if you are older and would like to get involved, please send me an email and we can chat about how you can get involved.*

### Water Conservation in Metro Vancouver



Water for the UBC Peninsula comes from Metro Vancouver's Capilano Watershed, pictured here

Did you know that we, as the Metro Vancouver Region use an average of one billion litres of water a day! Peak consumption occurs in the summer months at approximately 1.5 billion litres per day.

During the recent heat dome, daily water consumption reached 1.79 billion litres on June 27, just shy of the all-time high set in 2009, when the region used almost two billion litres on a single day.

Please be aware of your water consumption and do what you can to conserve this precious resource. You can find out more about water restrictions that are currently in place

across the region (these are standard restrictions each summer), as well as tips on how to conserve water [here](#). ([WeLoveWater.ca](#))

Typically, water demand increases in the summer due to outdoor uses like lawn watering. Under the region-wide regulations in effect until October 15, residential lawn watering is allowed twice a week, in the mornings only. One hour of rain or watering per week is all you need to maintain a healthy lawn, but if you let your lawn go dormant during summer, it will become green again in the fall. For full details, see the current [Lawn Watering Regulations](#).



**Community Connections**

*This section highlights awesome community initiatives. Please send me your ideas about people who are going out of their way to make our neighbourhoods even better. I know there are lots of examples and I'd love to hear from you about some of them (email me at [areaajen@gmail.com](mailto:areaajen@gmail.com)).*

This month's community connections piece is on a 10-year-old boy who probably knows the park and its inhabitants better than most of you.



His name is Eli, and he goes to University Hill Elementary and Soaring Eagle Nature School.

Eli was recently involved in a fundraiser called a species-a-thon. He and many others who go to Soaring Eagle collected pledges for how many species they would each find. I, Jen's son, Simon (the author of this week's piece) got a chance to ask Eli a few questions about this project, and his impressive species identification skills.

Eli recently identified 84 different species within Pacific Spirit Regional Park! *Photo credit: Eli's family*

**Simon's question: What makes Pacific Spirit Regional Park so special to you and what is your favourite thing about the park?**

*Eli's response:* I have a passion for almost all things in the forest. I like to forage for berries and edible plants. I like to climb the trees and see the wildlife. It is a beautiful place and a nice change from where I live, it is so close but so different. My favorite thing about the park is that it is a place where people can come to feel calm and relaxed while also having fun and being excited. At Soaring Eagle, we get a "nature name" at the start of the year. I feel really connected to the name I got this year; a bird called the Northern Flicker.

**Simon's question: Can you tell me a bit more about the fundraiser you were just involved in?**

*Eli's response:* The money went towards the Urban Native Youth Association ([UNYA](#)), they provide indigenous youth with different programs and activities in Vancouver.

The species-a-thon is a scavenger hunt to look for species in Pacific Spirit Park that was organized by my teachers at Soaring Eagle Nature School. I was the only kid in my group who wanted to participate, so I took on the challenge on my own (well, with my family!). I collected pledges from people in my community for each species I found, and then spent a day out in the forest looking for, and identifying plants, animals and fungi.



**Simon's question: What did you accomplish in this fundraiser?**

*Eli's response:* I initially raised \$929 and found 84 species but then one family knew that I had a goal of \$1,000 and upped their pledge to help me reach my goal!

**Simon's question: I heard you identified around 80 species, how were you able to identify so many species?**

*Eli's response:* I spent an entire day in Pacific Spirit looking for species with my family. We brought several field guides that we borrowed from the library so we could look them up while we searched. I also knew a lot of the species from going to Nature School and spending so much time in the forest. We used a mobile app to look up the ones that we couldn't find in the books. *If you'd like to see the list of species Eli identified, send Jen an email at [areaajen@gmail.com](mailto:areaajen@gmail.com)*

**Simon's question: Is there anything else that you would like to share with your neighbours?**

*Eli's response:* I hope this inspires you to raise money for an organization of your own, and also to spend more time out in nature.

If you still want to donate to UNYA, you can use the GoFundMe link on the Soaring Eagle [webpage](#). Thank you to all the community members who have done so already. You've really helped a great organization. Soaring Eagle Nature School has committed to raising \$25,000 for UNYA and have currently raised \$16,741.

Well done, Eli! I bet if we all understood nature as much as you the world would be a better place.

*Article written by Simon McCutcheon.*



Just a few of the 84 species living in Pacific Spirit Regional park that Eli was able to identify as part of his fundraiser for Urban Native Youth Association (UNYA). *Photo credit: Eli's family.*



**TransLink Updates**



**Masks Recommended on TransLink Buses, SkyTrains and Seabuses**

Starting July 1, 2021, masks will move from being mandatory to recommended while onboard transit vehicles and vessels, and at bus stops and platforms. This is consistent with the Provincial Health Orders on mandatory masks being lifted. TransLink has put in place a number of measures to ensure the continued safety of riders and staff. You can read more about their safety plans [here](#).

[More information on TransLink's Fare Increase](#)

My daughter and I on the bus. We were impressed with how many people were still wearing masks, even now that masks are recommended, not required.

**TransLink boosts buses to beaches**

This summer, TransLink is making it easier to reach outdoor attractions across the region by bus. Summer schedules have been adjusted to increase access warmer-weather tourist destinations such as Stanley Park, White Pine Beach, Buntzen Lake, Rocky Point Park, and Lions Bay. If you're heading out this summer, avoid looking for parking and take the bus.

[Find out more about TransLink's summer service adjustments](#)



**TransLink invests in walking, cycling and roads**



In addition to running transit, TransLink supports movement across the region with investments in regional walking and cycling paths, and roads. This year they are supporting 131 projects across the region with \$125 million, including \$148,000 to continue improvements for pedestrians and cyclists using Westbrook Mall.

[Read more about TransLink's investments in the region's paths, infrastructure and roads](#)



**Community Works Fund**

On June 21, I met with representatives from the UNA Board and UEL CAC, along with staff from UNA, UEL, UBC and Metro Vancouver, to kick-off discussions on what potential projects would benefit our communities using the Electoral Area A Community Works Fund. The Community Works Fund comes from federal gas tax money that is delivered through UBCM to all BC local governments through a direct annual allocation to support local priorities.



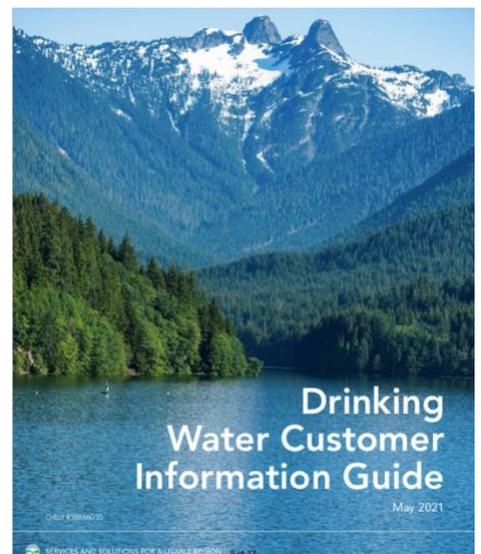
Eligible projects categories are wide-ranging, from transit and road improvements, to infrastructure, to community plans ([click here](#) for examples of eligible projects). The amounts available are based on population, which equates to approximately \$635K for UNA/UBC projects, and \$150K for UEL projects. The first meeting focused on understanding eligibility, process and guiding principles. Representatives were asked to circle back to their organizations to discuss and identify potential projects, which will be discussed at the second meeting scheduled for late September 2021.

**How Safe is our Water?**

Moving back to the topic of our drinking water, Metro Vancouver recently released a Water Consumer “Drinking Water Customer Information Guide”.

Metro Vancouver and its member jurisdictions, in collaboration with the regional health authorities, are responsible for the provision of clean, safe drinking water to the region. This includes providing water to 2.7 million residents and businesses in the region through a complex regional treatment and transmission system and local distribution systems.

To aid frontline staff in answering questions from the public, Metro Vancouver has developed an updated Drinking Water Customer Information Guide (The Guide). The Guide provides information on various topics such as the overall water system, treatment processes, water quality and associated regulations and guidelines, common issues and solutions, and frequently asked questions. While I am quite sure that the guide provides more information that the average resident will ever want to know about water, I thought that there may be some interesting aspects to the report. You can browse through it [here](#).





One example of a question addressed in the report is “*Is bottled water safer than tap water?*”. Here is the response given in the report:



Metro Vancouver’s tap water is required to meet even stricter regulations than bottled water. It comes from the rain and snow that falls on the mountains and flows into the Capilano, Seymour and Coquitlam reservoirs. Metro Vancouver’s tap water is safe to consume; it is continuously monitored and is subjected to over 142,000 tests annually. It tastes great, is inexpensive, and doesn’t contribute to plastic waste in landfills or oceans.

... so skip the single use plastic and drink our beautifully clean tap water. 😊

If you are out and about and looking for a place to fill your reusable drinking bottle, you can use Metro Vancouver’s Tap Map App to quickly locate the closest public drinking fountains across the region. Click [here](#) to try it out.

**Jen's Board and Committee Appointments for 2021**

Below are the boards and committees that I serve on. Feel free to reach out to me if you would like to learn more.

- Metro Vancouver Regional District (MVRD) Board of Directors
- TransLink Mayors' Council for Regional Transportation
- Climate Action Committee, MVRD
- Finance and Intergovernmental Committee, MVRD
- Chair of the Electoral Area A Committee, MVRD
- Mayors’ Committee, MVRD
- E-Comm Board of Directors
- Human Resources Committee, E-Comm
- Fraser Valley Regional Library Board of Directors
- Joint Regional Planning Committee for TransLink
- Inaugural Board Member for Metro Vancouver Zero Emission Innovation Centre (ZEIC)
- Ocean Watch Action Committee

**Links & Connections**

[Jen McCutcheon’s Website](#)

[www.areaajen.ca](http://www.areaajen.ca)

[Jen McCutcheon’s Facebook](#)

[www.facebook.com/AreaAJen](https://www.facebook.com/AreaAJen)

[Metro Vancouver](#)

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

[Mayors’ Council on Regional Transportation](#)

[www.translink.ca](http://www.translink.ca)



# THE UNIVERSITY OF BRITISH COLUMBIA

## Campus + Community Planning

### Memorandum

**From:** Celene Fung, Senior Policy Planner, Community Development and Engagement, Campus and Community Planning

**To:** UNA Board

**Date:** July 7, 2021

**Subject:** Monthly Update from Campus and Community Planning

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### UBC Response to COVID-19

**UBC COVID-19 immunization clinic.** Daily to mid-August from 9:00 am to 7:00 pm. Pharmaceutical Sciences Building. Thunderbird Parkade basement level, ground level and ramp to level 2 have been assigned for vaccination clinic parking. For more info see <https://planning.ubc.ca/news/how-get-covid-19-vaccine-clinic-ubc>. For UBC COVID-19 updates see <https://covid19.ubc.ca/>.

### Film & Events Notification

#### July

- July 5th to September 3rd, 8:00 am to 4:00 pm. **Athletics Summer Camps.** Various exterior and interior locations. See <https://recreation.ubc.ca/camps/summer/>
- July 5th to September 3rd, 8:00 am to 4:00 pm. **Geering Up Summer Camps.** Fairview Commons, Thunderbird Commons, EDC Courtyard, various interior locations. See <https://geeringup.apsc.ubc.ca/camps/general-information/in-person-camps/in-person-elementary-summer-camps>
- Saturdays, weekly from June 19th to August 28th, 12:30 pm to 6:00 pm. **GoGo Fresh pickup booth.** Main Mall grass meridian between Lasserre & Belkin Art Gallery.
- July 11th & 12th, 10:00 am to 4:00 pm each day. **Kinesiology Class Grad Gift Distribution.** Money and Raymond M. C. Lee Square.
- Saturday, July 17th, 11:00 am to 8:00 pm. **Choruibhati Summer Picnic.** Library Garden.
- Saturday, July 17th, 5:00 pm to Sunday, July 18th, 12:00 noon. **Family Camping.** Outside Acadia Residence.
- July 17th, 20th, 22nd, 24th, 27th, 29th, 9:15 am to 12:00 noon. **529 Bike Registration Station.** Various locations. July 17th at Wesbrook Community Centre.

## August

- Monday, August 2<sup>nd</sup>. **BC Day**. University closed.
- Saturday, August 7<sup>th</sup>, 3:45 pm to 6:30 pm. **529 Bike Registration Station**. Fairview Residence Commons block.
- Saturday, August 28<sup>th</sup>. **Student move-in**.
- Monday, August 30<sup>th</sup> to Friday, September 3<sup>rd</sup>, 9:00 am to 5:00 pm daily. **UBC Jumpstart**. Various outdoor and indoor areas. For information, see <https://you.ubc.ca/jump-start-vancouver>

## Community Development

### **Lights, Camera, Action Movie Self Guided Tour**

Did you know UBC is the 9<sup>th</sup> most popular filming location in the world? Our iconic campus buildings and public realm are often transformed for the silver screen—from the 1964 New York World’s Fair (Main Mall, *Tomorrowland*), to a high-rise in Lagos, Nigeria (Buchanan Tower, *X-Men Origins: Wolverine*), to Washington State University (Chan Centre, *50 Shades of Grey*)—and everything in between. For a fun summer activity, check out the *Lights, Camera, Action* self-guided tour, and see if you recognize any locations from your favourite TV shows and movies! <https://utown.ubc.ca/lightscameraactionubc>

### **Central and Focal transitioned to UNA Community Services Card**

The Central and Focal Buildings have recently been designated part of the UNA jurisdiction. Residents of these buildings may now transition from their UTown@UBC Community Services Cards to the UNA Access Card, and enjoy all the services, facilities and amenities that the UNA offers.

### **UBC Summer Passport Contest**

Explore UBC this summer! From events to galleries and gardens, there's something for all ages, interests and levels of comfort. The summer passport contest will help you explore campus by checking out the locations listed in the passport. Participate in the passport contest for a chance to win one of four \$50 gift cards. Learn more at: [www.utown.ubc.ca/articles/07-6-2021/ubc-summer-passport-contest](http://www.utown.ubc.ca/articles/07-6-2021/ubc-summer-passport-contest)

### **Inspiring Community Grants**

Our Inspiring Community Grants offer up to \$500 towards community-building projects that spark new relationships between community members, create opportunities for social connection, and inspire community resilience. With recent changes to the provincial health orders, we are opening the criteria to include in-person projects, following COVID safety plans and adhering to PHO guidelines. For more information, or to apply, visit <https://utown.ubc.ca/articles/06-1-2021/apply-inspiring-community-grant>

## **Development Project Updates**

For more information on major development projects, please visit:

<http://planning.ubc.ca/planning-development/projects-and-consultations>

### **DP21012 Thunderbird Boulevard Basketball Court Relocation**

On June 17, 2021, a Development Permit was issued for a basketball court at the northwest corner of Thunderbird Boulevard and Health Sciences Mall. The court is a replacement of the existing court located next to Thunderbird Parkade – the future site of a Hydrogen Refueling Station (DP21002).

### **SLP21029 King George VI Statue**

On June 24, 2021, a Streets and Landscape Permit was issued for the removal and storage of the King George VI statue and pedestal in the southeast courtyard of the former DH Copp Building at 2146 Health Sciences Mall. The statue was removed by the Morris and Helen Belkin Art Gallery as the adjacent DH Copp site is being redeveloped for the future School of Biomedical Engineering (DP21003). The area formerly occupied by the statue will be landscaped as part of the new project site.



**Report Date:** July 13, 2021  
**Meeting Date:** July 20, 2021  
**From:** Sundance Topham, Chief Administrative Officer  
**Subject:** July Management Update

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## **Background**

The July 2021 Management Update is presented for information.

## **Decision Requested**

For information

## **Discussion**

### **CHIEF ADMINISTRATIVE OFFICER**

In late June and early July a considerable amount of time was spent on COVID reopening planning, preparing for the fall AGMs and election, securing insurance coverage for the UNA as well as human resources items.

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

#### ***Board Relations***

- Attended Board and Committee meetings and supported Board initiatives, including ongoing work for the Joint Financial Task Force and the Neighbours Agreement Committee.
- Continued planning work for the 2020 and 2021 UNA Annual General Meetings and 2021 Director elections.

#### ***COVID-19 Support***

- Provided support on COVID-related policies and procedures – focusing on facility opening and return to work planning.

#### ***Operations***

- Attended the Area A Community Works Fund meeting with Chair Watson and Director Kang.

#### ***Finance***

- Assisted with the annual audit process.



***Risk Management***

- Finalized insurance coverage for the UNA – including Directors and Officers Insurance, Commercial General Liability Insurance, Abuse Insurance and Property and Contents Insurance.

***Programs and Services***

- Records Management work. Started implementing the new Records Classification and Retention System – including the start of a pilot project and organization wide training.

***Human Resources***

- Posted the Recreation Manager job posting and conducted interviews. New hire expected in the coming weeks.

***Community Relations***

- Worked with UBC on the hosting of a UBC Return to Campus Community Town Hall. The event is scheduled for Wednesday, August 18<sup>th</sup> at 7:00 pm, and will be hosted by the UNA, and include a presentation and question and answer period with UBC representatives in relation to UBC return to campus plans.
- Attended the quarterly UBC University Sport and Recreation Committee meeting. The meeting provided an overview of Athletics and Recreation strategic priorities and Equity and Diversity work, as well as highlighted their 2021/22 fiscal year budget. Current projections show a \$2.4M deficit. There was also an overview of the planned new recreation centre.

**COMMUNICATIONS**

***Restart Plan: Step 3***

The Communications Team worked to roll-out the UNA’s Restart Plan for Step 3. The communications plan included: internal communication and information updates to all staff, signage updates for all UNA facilities and information dissemination to the public (website, newsletter).

***Website Updates***

As part of the Restart Plan, we have updated our website content to properly reflect the changes in our operations as we transition back into full-service delivery.

We have also completed the implementation of the updated URL parameter functions that will allow staff and other users to share filtered results of the program’s page. This is helpful when we are sharing a certain subset of programs to a specific audience.

***Town Hall Meeting: UBC Return to Campus***

As UBC plans for a return to on-campus instruction and activities this fall, the UNA Communications Team is working with the CAO and UBC leaders from UBC Safety & Risk Services to deliver a presentation on what to expect on campus to residents living in the UNA designated communities and buildings. The presenters will be taking questions at the end of the presentation. The final line-up of presenters is being finalized. Preliminary details are as follows:

**Event:** UBC Return-to-Campus: Town Hall Meeting for Residents

**Date/Time:** Wednesday, August 18, 2021, 7-8 p.m.

**Delivery:** Online (Zoom Meeting)

**Speaker/s:**

- Rae Ann Aldridge, Executive Director, Safety & Risk Services  
OR  
Bruce Anderson, Director, Occupational & Research Health & Safety
- Pam Ratner, Vice-Provost & Associate Vice-President, Faculty Planning  
OR  
Simon Bates, Associate Provost, Teaching and Learning

**Moderator:**

- Sundance Topham, Chief Administrative Officer, UNA

***AGM and Elections Planning***

The Communications Manager worked with the CAO in creating a detailed timeline and task list in the lead up to AGM 2020, AGM 2021 and Elections 2021 taking careful consideration of deadlines according to current UNA Bylaws, print production, mailing and other parameters.

***UNA Guidebook***

The Communications Team completed the new *UNA Guidebook*, a 30-page full-colour booklet that summarizes the UNA's purpose, governance, services, facilities and publications. The booklet content was written in-house in collaboration with all UNA departments and, to keep consistent with the UNA brand, designed by the same team who redesigned the *UNA Program Guide*. The booklet includes professional aerial photography of the UNA neighbourhoods, community centre activities and UNA community members and volunteers, a community map, a directory of partner facilities and a welcome message from the UNA Chair. You can pick up a copy at any UNA facility.



***Staff Support for CEAC***

The Community Engagement Advisory Committee’s (CEAC) third meeting was held via video conference on June 28, 2021. In preparation for the meeting, staff worked on creating a two-year Work Plan for the committee based on the CEAC’s Terms of Reference and the brainstorming session that was held on June 1. The Work Plan was approved by the committee during the meeting. A full report will be delivered to the Board by the CEAC Chair.

***Well-being Workshop for Staff***

As part of the internal communications efforts to help in the transition of staff back into the office and to help with overall well-being after over a year of pandemic-related challenges, the UNA has invited a well-being coach to conduct a workshop who will be sharing resources and good practices to support mental health while returning to the workplace. The event will be held at the Wesbrook Community Centre on July 22.

**OPERATIONS**

***WCC new vinyl flooring in Teenior Centre and Programmers Office***

New flooring will replace the tile carpets in our high traffic, high usage area in Wesbrook Community Centre Teenior Centre Space as well as in the Programmer Office. It will help address the ongoing maintenance issue we face in both high usage area.

***Old Barn and Wesbrook Community Centre Recreation Centers – Reopening***

A few noticeable updates in Wesbrook Community Center

1. Changing and shower facilities are now available.
2. Drinking fountains return to full operation.
3. Signage and floor marking updated.
4. Front desk workstation arrangement returns to pre-COVID setting. Removal of lounge space desk.
5. Main front entrance resumes to fully operational.
6. Janitorial schedule and scope of work updated.

A few noticeable updates in the Old Barn Community Center

1. Old Barn Fitness Center is opening during Old Barn operation hours.
2. In person UNA Card and Membership application is available at the Old Barn front desk.
3. Washrooms are now open to the public during Old Barn operation hours.



4. Janitorial schedule and scope of work updated.
5. John Young Room and Living Room is open for public use.

***Unseasonably dry and hot weather***

The risk of fire in our parks and other green spaces during the dry summer months is high. Please be extremely vigilant about avoiding any fire hazards, such as smoking near the forest area (particularly, Rhodo Wood in Hawthorn Place and in the vicinity of Pacific Spirit Park in Wesbrook Place and Hampton Place).

Signage has been erected along the Wesbrook Pathway and Hampton Place to remind everyone of the fire hazards and that smoking is prohibited in Metro Vancouver regional parks and greenways. New signage will be installed near Rhodo Wood when it is completed.

***UBC Alert and UNA Account***

Do you know that UBC Alert will be activated through the university's mass notification system? UBC Alert will only be used in active and urgent situations that require your immediate attention. You can update your emergency contact info in UNA Account ([myuna.ca/login](http://myuna.ca/login))

The UNA encourages residents to update their emergency contact information through updating their "Primary Phone" contact information in UNA Profile Page. Or alternatively, notify the UNA office of any updates or changes by email [support@myuna.ca](mailto:support@myuna.ca)

***Collings Field at Nobel Park Now Open***

The Nobel Park Softball Diamond, renamed Collings Field, is now open for public use after renovations. The softball field will be shared by the community with the UBC Women's Varsity Softball team.

Field installations and upgrades include safety nettings surrounding the field, roofs on dugouts, new in-field and warning track, upgrades to fencing and re-alignment of field to meet NCAA requirements including two bullpens.

The field upgrades were completed in April 2021 and it entered the Grow-In Phase of development to allow the turf to re-establish. We are pleased to announce the Grow-In Phase is now completed. We are expecting UBC Women's Varsity Softball team to start practicing in September 2021, for bookings and information please email [bookings@myuna.ca](mailto:bookings@myuna.ca).

### ***Hampton Place Pathway Improvement Project***

The purpose of this improvement project to enhance pedestrian safety and promote active transportation in this well used pathway.

Location: Hampton Place Pathway, pathway between the Stratford and Regency Buildings

We are happy to announce the project was completed earlier in July 2021.

### ***Walk Your Wheels - in Wesbrook Commercial Core Area***

New signage and stencils marking are here to remind everyone will need to dismount and walk with their wheels when entering the Wesbrook Commercial Core Area.

## **FINANCE**

### **Highlights of major activities:**

- Draft Audited Financial Statements
- Neighbourhood Levy for 2021/22

### **Details:**

#### ***Drafted Audited Financial Statements:***

Audit field work was completed at the end of June and the draft audited financial statements along with the report to the Board of Directors are now ready for the Board to review. Since the treatment of the surplus is an outstanding item of this audit and we are still waiting for UBC confirmation as to how they will treat the surplus, the plan is for the Board to only review the draft audited statements at this meeting, with the final audited statements to be presented at the September Board meeting for approval. Please refer to the Draft Audited Financial Statements report for further details of the reporting. Our auditor will also be presenting at this Board meeting to answer any questions the Board may have regarding this year's audit.

#### ***Neighbourhood Levy for 2021/22:***

Neighbourhood Levy for 2021/22 was finalized at the end of June. The total is very close to our budgeted amount which is only around \$11K off. Please refer to the Neighbourhood Levy for 2021-22 report for further details.



**RECREATION**

***Both Community Centres are open now!***

After closing down with restrictive access for over 15 months, both Wesbrook and Old Barn Community Centres have re-opened their front doors to community members on July 5<sup>th</sup>. Summer camps and programs are in progress. UNA card, parking, program registration and other requests have all recommenced in-person services. Furniture and equipment in common areas are reorganized and the social spaces are ready to welcome people back to use. The recreation centres are almost back to normalcy. The first week of re-opening was smooth with most residents coming in for a service. The Living Room at the Old Barn has seen regular visits by families and seniors.

***Facility Hours of Operation***

The Recreation Team is in the process of mapping out the program and operation details for the fall season. Here are the proposed hours of operation for the Fall and winter.

Hours of Operation	Wesbrook Community Centre		Old Barn Community Centre	
	Main facility	Fitness Centre	Main facility	Fitness Centre
Fall and Winter 2021	8:30am to 10:00pm, Mon - Fri 8:30am to 6:00pm, Sat & Sun	6:00am to 10:00pm, Mon - Fri 8:30am to 6:00pm, Sat & Sun	7:00am to 7:00pm, Mon - Sun	7:00am to 7:00pm, Mon - Sun

Wesbrook Community Centre will restore pre-COVID hours of operation; the Old Barn Community Centre will have adjusted hours maintaining the same pre-COVID opening hour but having a slightly earlier closure time. The Old Barn’s new operating hours will be from 7am to 7pm on both weekdays and weekends. Wesbrook Community Centre will offer longer hours and have the capacity to accommodate early or late fitness, programming, rental needs and casual space use. The proposed hours for the two facilities are based on the budget constrains and the notion that the hours will be able to serve the community needs in a most complementary and cost-effective manner.



***Community Events***

Community events will continue to be hosted in a smaller scale or virtually. Recreation Team is planning a welcome back event and Try-it-Week in early September. Neighbors' Day will find a suitable time to take place when wider community celebrations regain their spirit, and our major partners are able to participate.

***Human Resources***

Four summer students are fully onboard and have started their journey of running 11 weeks of summer camps; three new Front Desk Attendants are hired and will get trained in the coming couple weeks. The recruitment of the Program Coordinator position is in the final interview stage and the decision will be made in July. A few suspended positions during COVID are being reviewed for re-hiring, including Youth Activity Leader, Bookings Coordinator, and the Birthday Party Leader.

**Financial Implications**

None

**Operational Implications**

None

**Strategic Objective**

None

**Attachments**

None

**Concurrence**

1. Athena Koon, Finance Manager
2. Glenda Ollero, Communications Manager
3. Wegland Sit, Operations Manager
4. Qiuning Wang, Acting Recreation Manager



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**UNA BOARD MEETING  
OPEN SESSION**

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', is written over a thin horizontal line.

Sundance Topham  
Chief Administrative Officer



**Report Date:** July 8, 2021  
**Meeting Date:** July 20, 2021  
**From:** Sundance Topham, Chief Administrative Officer  
**Subject:** 2021-22 UNA Staff Work Plan – First Quarter Update

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**Background**

The 2021-22 UNA Staff Work Plan – First Quarter Update is presented for information.

**Decision Requested**

For information

**Discussion**

The 2021-22 UNA Staff Work Plan was approved by the Board at the April 20, 2021 meeting.

This update is comprised of the work that has taken place since then – and is up-to-date through until the end of June.

Four major items have dominated the staff work plan over the last quarter – the first is COVID and the effect that this had on operations – including planning associated with reopening in alignment with the province’s restart plan. The second is governance-related work, including planning associated with holding the 2020 and 2021 Annual General Meetings and Elections. The third is financial processes – including implementing the new Dayforce Payroll System as well as completing the annual audit. The fourth major item has been human resources – including policy and procedures updates as well as a number of important hiring processes.

**Financial Implications**

The initiatives contained within the work plan are funded in the 2021-22 approved budget.

**Operational Implications**

None



**Strategic Objective**

The 2021-22 UNA Staff Work Plan moves forward all four of the Board's strategic initiatives:

1. UNA Governance
2. Financial Sustainability
3. Operational Capacity
4. Community and Stakeholder Relations

**Attachments**

1. Schedule A – 2021-22 UNA Staff Work Plan – First Quarter Update.

**Concurrence**

1. Athena Koon, Finance Manager
2. Glenda Ollero, Communications Manager
3. Wegland Sit, Operations Manager
4. Qiuning Wang, Acting Recreation Manager

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', is written over a horizontal line.

Sundance Topham  
Chief Administrative Officer

**STRATEGIC PLAN 2019-2022  
UNA STAFF WORK PLAN 2021-2022 – First Quarter Update**

<p><b>UNA GOVERNANCE</b></p> <p><b>Explore opportunities to evolve governance to meet the changing needs of a growing population and community, including a review of the decision-making mechanisms of the UNA to ensure the organization can respond to community needs.</b></p>		
<p><b>Strategy:</b></p> <p>The decision-making mechanisms of the UNA will be reviewed to ensure they meet the needs of a growing community.</p>	<p><b>Goals:</b></p> <p><b>Review the Board’s and director’s roles and responsibilities within the context of the UNA’s municipal-like mandate</b></p> <ul style="list-style-type: none"> <li>Led by the Board with staff support as needed.</li> </ul> <p><b>Articulate and clarify the relationship between the UNA, UBC and UBC Properties Trust, and explore opportunities to enhance and strengthen the relationship</b></p> <ul style="list-style-type: none"> <li>Support the Board and Neighbours Agreement Committee on any changes to <i>Neighbours’ Agreement 2020</i>.</li> </ul>	<p><b>Progress:</b></p> <p><b>Review the Board’s and director’s roles and responsibilities within the context of the UNA’s municipal-like mandate</b></p> <ul style="list-style-type: none"> <li>Worked with the Board to prepare options for the upcoming Annual General Meetings and Elections – including increasing the number of Directors from six to seven.</li> </ul> <p><b>Articulate and clarify the relationship between the UNA, UBC and UBC Properties Trust, and explore opportunities to enhance and strengthen the relationship</b></p> <ul style="list-style-type: none"> <li>Continue to support the Neighbours Agreement Committee in the update of <i>Neighbours’ Agreement 2020</i>.</li> </ul>

**FINANCIAL SUSTAINABILITY**

**Explore opportunities to address the cost of core services to meet community needs, potential revenue generation, and the alignment of resource allocation with the mandate and identified priorities.**

<p><b>Strategy:</b></p> <p>The UNA is financially sustainable over the long term.</p>	<p><b>Goals:</b></p> <p><b>Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks</b></p> <ul style="list-style-type: none"> <li>• Create a five-year staffing and office space needs assessment.</li> <li>• Participate in the UNA/UBC Joint Financial Task Force.</li> <li>• In conjunction with UBC undertake a condition assessment of UNA infrastructure.</li> </ul> <p><b>Review the reserves policy in partnership with UBC</b></p> <ul style="list-style-type: none"> <li>• With the Finance Manager and UNA Finance Committee, examine the reserves (both long and short term), with the goal of increased clarity in regard to reserve contribution levels, asset management planning and operational/capital roles and obligations.</li> <li>• Set timelines for review and revision of UNA reserve policies.</li> </ul>	<p><b>Progress:</b></p> <p><b>Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks</b></p> <ul style="list-style-type: none"> <li>• Initial discussions underway for creation of five-year staffing plan. Office space needs assessment to take place in 2021-22 fiscal year.</li> <li>• Participated in the ongoing work of the UNA/UBC Joint Financial Task Force (JFTF).</li> <li>• Awaiting feedback from UBC on the condition assessment of UNA infrastructure.</li> </ul> <p><b>Review the reserves policy in partnership with UBC</b></p> <ul style="list-style-type: none"> <li>• Initial discussions in regard to the reserves policy underway with UBC. Currently part of the JFTF process.</li> </ul>
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	<p><b>Continue to explore financial models with the University Neighbourhoods Liaison Committee</b></p> <ul style="list-style-type: none"> <li>• Ongoing with UNA-UBC Liaison Committee</li> </ul>	<p><b>Continue to explore financial models with the University Neighbourhoods Liaison Committee</b></p> <ul style="list-style-type: none"> <li>• Initial conversations to take place as part of the JFTF. Five-year financial planning model has been updated.</li> <li>• Continue to work with UBC for long term financial sustainability.</li> <li>• Current focus is to review Athletic Access fees</li> </ul>
<p><b>OPERATIONAL CAPACITY</b></p> <p><b>Continue the foundational work to streamline processes, build staff skills and ensure there are adequate resources to support the Board and the UNA in meeting its mandate.</b></p>		
<p><b>Strategy:</b></p> <p>The UNA has the administrative resources and processes in place to deliver mandated services and support the work of the Board.</p>	<p><b>Goals:</b></p> <p><b>Develop a professional development and compensation policy</b></p> <ul style="list-style-type: none"> <li>• Formalize professional development policy and departmental allotment.</li> </ul> <p><b>Create and implement metrics to measure service delivery</b></p> <ul style="list-style-type: none"> <li>• Explore what metrics we would like to track and what is presently within our capacity to do so.</li> </ul> <p><b>Develop a robust IT platform that supports internal and external information exchange</b></p>	<p><b>Progress:</b></p> <p><b>Develop a professional development and compensation policy</b></p> <ul style="list-style-type: none"> <li>• Work on formalizing professional development policy to take place in alignment with the budgeting process.</li> </ul> <p><b>Create and implement metrics to measure service delivery</b></p> <ul style="list-style-type: none"> <li>• Preliminary work on potential metrics for the Recreation Department are being investigated.</li> </ul> <p><b>Develop a robust IT platform that supports internal and external information exchange</b></p>

	<ul style="list-style-type: none"> <li>• Update and initiate migration of UNA filing system to the cloud.</li> <li>• 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.</li> <li>• Identify and evaluate options for cloud-based accounting solutions offered by Sage.</li> </ul> <p><b>Align operations and allocation of resources with strategic priorities</b></p> <ul style="list-style-type: none"> <li>• Create and implement a return from COVID human resources work plan.</li> <li>• Create and implement a records management plan.</li> <li>• Finalize a standardized training manual online to ensure efficient training of new staff members.</li> <li>• Continue to develop a business case scenario for the effective delivery of virtual programming.</li> <li>• Continue the policy and internal procedure review. Index existing policies and procedures, identify policy gaps and create a list of missing policies and procedures. Initial Board input on Board Policies to be provided through Governance and Human Resources committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Awaiting finalization of the Records Management Plan prior to migration.</li> <li>• Strata chairs and property management company information has been updated. The Terms and Conditions and training material for the use of online communication platforms are in development.</li> <li>• Awaiting finalization of the Records Management Plan prior to evaluating cloud-based accounting solutions. New Dayforce Time Management solution for payroll implemented.</li> </ul> <p><b>Align operations and allocation of resources with strategic priorities</b></p> <ul style="list-style-type: none"> <li>• COVID human resources return to work plan implemented.</li> <li>• Records Management Plan implementation underway.</li> <li>• Training manual project has been re-started.</li> <li>• An initial investigation of current trends for the effective delivery of virtual programming is continuing. To be tasked to new Recreation Manager</li> <li>• General policy and internal procedure review underway. New policies and procedures</li> </ul>
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		implemented include a new UNA Facility Users Code of Conduct ad a Work from Home Policy.
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**COMMUNITY AND STAKEHOLDER RELATIONS**

**Identify and implement initiatives and processes to identify community needs and engage the community in ways that support the UNA’s vision of being “the place people choose to live.”**

<p><b>Strategy:</b> Improve civic engagement to support evidence-based decision making that is aligned with the UNA's mandate.</p>	<p><b>Goals:</b></p> <p><b>Develop more robust engagement tools to assess community needs</b></p> <ul style="list-style-type: none"> <li>• Launch a newsletter campaign to boost community newsletter distribution list.</li> </ul> <p><b>Create feedback tools for residents and other stakeholders</b></p> <ul style="list-style-type: none"> <li>• Develop modular engagement kits for onsite events.</li> </ul> <p><b>Adapt and implement the Advisory Committee report in phases starting with the Community Engagement and Land Use Advisory Committees</b></p> <ul style="list-style-type: none"> <li>• Create Land Use Advisory Committee.</li> </ul> <p><b>Reinforce the relationship between the UNA and the UBC academic community.</b></p> <ul style="list-style-type: none"> <li>• Led by the UNA Board of Directors.</li> </ul>	<p><b>Progress:</b></p> <p><b>Develop more robust engagement tools to assess community needs</b></p> <ul style="list-style-type: none"> <li>• Part of the Community Engagement and Advisory Committee work plan.</li> </ul> <p><b>Create feedback tools for residents and other stakeholders</b></p> <ul style="list-style-type: none"> <li>• Modular engagement kits delayed due to COVID implications. Will restart.</li> </ul> <p><b>Adapt and implement the Advisory Committee report in phases starting with the Community Engagement and Land Use Advisory Committees</b></p> <ul style="list-style-type: none"> <li>• Land Use Advisory Committee Terms of Reference created and solicitation of members is underway.</li> </ul> <p><b>Reinforce the relationship between the UNA and the UBC academic community.</b></p> <ul style="list-style-type: none"> <li>• Support the Board as needed.</li> </ul>
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**Report Date:** July 12, 2021  
**Meeting Date:** July 20, 2021  
**From:** Sundance Topham, Chief Administrative Officer  
**Subject:** 2020 and 2021 Annual General Meetings Final Documents

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## **Background**

At the June 15, 2021 UNA Open Session the Board provided feedback in relation to edits required to the draft 2020 and 2021 Annual General Meeting (AGM) materials. The changes have been incorporated into the final documents for Board approval.

## **Decision Requested**

1. THAT the Board approve the 2020 Notice of AGM and Proxy Form.
2. THAT the Board approve the 2021 Notice of AGM and Proxy Form.

## **Discussion**

The UNA Board reviewed the draft 2020 and 2021 Notice of AGM and proxy forms at their June 15, 2021 meeting. A number of changes to the document were approved.

The changes as outlined at the meeting and the relevant changes from the attached email from Director Holmes have been made to the documents. An additional edit to the Notice of AGM is the removal of the word “Audited” from the presentation of the Financial Statements. This is to allow for the possibility of UBC presenting the 2020/21 Neighbours Fund statements in an un-audited form – as their internal process and timing will result in audited Neighbours Fund statements not being available in time for the AGM.

Another additional edit is the inclusion of language in the Notice of AGMs clarifying that id is required to receive a voting card. The id will be utilized to confirm that the people voting are UNA members.

Once the Notice of AGMs and Proxy Forms are approved by the Board, staff will begin preparing the materials – which will be emailed to members in early September. Communications staff will also work with the Board Chair and the Chair of the Finance and Audit Committee, as well as the Chief Administrative Officer to prepare the AGM presentations.

### 2020 + 2021 AGM Timeline



\* Includes notice of AGM and proxy forms. Audited Financial Statements, Annual Report and presentation materials to be distributed/available at event. 2021 Audited Financial Statements to be finalized at September Board meeting.

### Financial Implications

There is currently \$30,000 budgeted for an AGM and election. These two processes are now separate, and costs may change this year due to changes – but staff are hopeful that the budgeted amount will be sufficient.

### Operational Implications

Running two AGMs will require involvement from all levels of the organization, but especially Administration, Communications and Operations.

### Strategic Objective

Moving forward the Annual General Meetings ties in directly with the UNA Strategic Priority of UNA Governance.

### Attachments

1. Schedule A – 2020 Notice of AGM and Proxy Form
2. Schedule B – 2021 Notice of AGM and Proxy Form
3. Schedule C – June 13, 2021 email from Director Holmes re. 2021 UNA AGM Planning



**Concurrence**

1. Glenda Ollero, Communications Manager
2. Athena Koon, Finance Manager

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', is written over a horizontal line.

Sundance Topham  
Chief Administrative Officer

Please be advised that the **2020 Annual General Meeting (AGM)** of the University Neighbourhoods Association (UNA) will be held on **Thursday, September 30, 2021 at 7 p.m.** at the **Wesbrook Community Centre, 3335 Webber Lane.**

**NOTE:** The **2020 AGM** was delayed due to governance changes approved at the Special General Meeting (SGM) held on September 30, 2020. The **2021 AGM** will be held immediately after. The notice and agenda for the **2021 AGM** can be found on the UNA website at [myuna.ca/agm](http://myuna.ca/agm).

## AGENDA

Richard Watson, *Chair*

The following business will be conducted at the 2020 Annual General Meeting:

### A. Introduction

1. Review of Meeting Procedure
2. Motion to Adopt the Agenda

### B. Minutes and Presentations

1. Motion to Accept the November 6, 2019 Annual General Meeting Minutes
2. Items arising from the Minutes
3. Motion to Accept the September 23, 2020 Special General Meeting Townhall Minutes
4. Items arising from the Minutes
5. Presentation of UNA Financial Statements for the Fiscal Year Ending March 31, 2020
  - a. Question and Answer Period

### C. Other Business

### D. Question and Answer Period

### E. Motion to Adjourn

## VOTING CARD

Pick up your **YELLOW** voting card at the registration desk. You must be a UNA member and must present a valid photo ID.

## PROXY FORM

If you are unable to attend the AGM, you may consider appointing another UNA member as a proxyholder on your behalf by completing the enclosed **YELLOW 202 AGM Proxy Form**.

This document contains important information that may affect you. Please have it translated if you do not read or understand English.

Ce document renferme des renseignements importants. Veuillez le faire traduire si vous ne lisez ou ne comprenez pas l'anglais.

此文件含有重要信息，可能與您有關。如果您不懂英文，請找人幫您翻譯。

本文件含有重要信息，可能对您有所影响。如果您不懂英文，请找人帮您翻译。

이 문서는 본인에게 영향을 미칠 수 있는 중요한 정보를 담고 있습니다. 영어를 읽지 못하거나 이해하지 못한다면 한국어로 번역을 부탁드립니다.

تذکر: این سند حاوی اطلاعات مهمی است. اگر زبان انگلیسی نمی‌دانید و متوجه نمی‌شوید، خواهشمند است بخواهید آن را برای‌تان ترجمه کنند

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## UNIVERSITY NEIGHBOURHOODS ASSOCIATION ANNUAL GENERAL MEETING (AGM) PROXY FORM

The undersigned, being a member of the above Association,  
hereby appoints,

\_\_\_\_\_

or failing this person,

\_\_\_\_\_

as proxyholder for the undersigned to attend, act and vote for and on behalf of the undersigned at the **2020 Annual General Meeting** of the Association to be held on September 30, 2021 and at any adjournment thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
*Printed Name of UNA Member*

\_\_\_\_\_  
*Signature of UNA Member*

**NOTE:** Proxy forms are used during the AGM to vote on motions.  
To hold proxy for another member, you must be a UNA member.

Please be advised that the **2021 Annual General Meeting (AGM)** of the University Neighbourhoods Association (UNA) will be held on **Thursday, September 30, 2021, immediately after the 2020 Annual General Meeting** at the **Wesbrook Community Centre, 3335 Webber Lane.**

The notice and agenda for the **2020 AGM** can be found on the UNA website at [myuna.ca/agm](http://myuna.ca/agm).

## AGENDA

Richard Watson, *Chair*

The following business will be conducted at the 2021 Annual General Meeting:

### A. Introduction

1. Review of Meeting Procedure
2. Motion to Adopt the Agenda

### B. Reports

1. Chair's Report
  - a. Question and Answer Period
2. Finance and Audit Committee Report
  - a. Question and Answer Period
3. Presentation of UNA Financial Statements for the Fiscal Year Ending March 31, 2021
  - a. Question and Answer Period
  - b. Motion to Appoint an Auditor to Hold Office Until the Next AGM
4. Chief Administrative Officer's Report
  - a. Question and Answer Period

### C. Other Business

### D. Question and Answer

### E. Motion to Adjourn

## VOTING CARD

Pick up your BLUE voting card at the registration desk. You must be a UNA member and must present a valid photo ID.

## PROXY FORM

If you are unable to attend the AGM, you may consider appointing another UNA member as a proxyholder on your behalf by completing the enclosed BLUE **2021 AGM Proxy Form.**

This document contains important information that may affect you. Please have it translated if you do not read or understand English.

Ce document renferme des renseignements importants. Veuillez le faire traduire si vous ne lisez ou ne comprenez pas l'anglais.

此文件含有重要信息，可能與您有關。如果您不懂英文，請找人幫您翻譯。

本文件含有重要信息，可能对您有所影响。如果您不懂英文，请找人帮您翻译。

이 문서는 본인에게 영향을 미칠 수 있는 중요한 정보를 담고 있습니다. 영어를 읽지 못하거나 이해하지 못한다면 한국어로 번역을 부탁드립니다.

تذکر: این سند حاوی اطلاعات مهمی است. اگر زبان انگلیسی نمی‌دانید و متوجه نمی‌شوید، خواهشمند است بخواهید آن را برای‌تان ترجمه کنند

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## UNIVERSITY NEIGHBOURHOODS ASSOCIATION ANNUAL GENERAL MEETING (AGM) PROXY FORM

The undersigned, being a member of the above Association,  
hereby appoints,

\_\_\_\_\_

or failing this person,

\_\_\_\_\_

as proxyholder for the undersigned to attend, act and vote for and on behalf of the undersigned at the **2021 Annual General Meeting** of the Association to be held on September 30, 2021 and at any adjournment thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
*Printed Name of UNA Member*

\_\_\_\_\_  
*Signature of UNA Member*

**NOTE:** Proxy forms are used during the AGM to vote on motions.  
To hold proxy for another member, you must be a UNA member.

## Sundance Topham

---

**From:** Bill Holmes <william.holmes@telus.net>  
**Sent:** June 13, 2021 4:33 PM  
**To:** Sundance Topham  
**Cc:** Glenda Ollero  
**Subject:** Notices of AGMs and Proxy Forms

Hi Sundance,

I have several comments on the above-referenced documents that are better made by email than in the Board meeting. You might consider providing revised versions of the documents for Board consideration.

### Notice of 2020 AGM

- This statement is confusing: “The notice and agenda are enclosed.” I suggest: “The notice and agenda for the 2021 AGM are also enclosed.”
- More fundamentally, if the notices are to be sent by email and posted on the website, as opposed to being mailed, it doesn’t make sense to refer to items that are *enclosed*.
- The agenda has items 1 to 7 under Introduction. Only items 1 and 2 should be under this heading . The other items are not introductory.
- This notice has the heading “Introduction to the Annual General Meeting” whereas the notice for the 2021 AGM just has “Introduction”. The shorter heading is preferable.
- It is not apparent why there are two Q&A periods, one right after the other.
- In the statement about proxy forms, the word “sending” is inappropriate. One “appoints” a proxyholder. Also, “accomplishing” is not a correct use of this word. The word “completing” would be.

### 2020 AGM Proxy Form

- The example given of the appointment of auditor is inappropriate, given that there will not be a vote on the appointment of an auditor. The form could just state: “to vote on motions”.
- Is it really required that valid photo ID be required in order to attend as a proxyholder? What purpose does that serve? Either all attendees should be required to present photo ID or none should.

### Notice of 2021 AGM

- In the second paragraph, “is enclosed” should be “are also enclosed”. See the above comment regarding “enclosed”.
- The singular “auditor” should be used. The term is singular in the bylaws and the Societies Act. This comment is relevant for the 2021 proxy form as well.
- An auditor is not appointed for a fiscal year. Rather, an auditor is appointed to hold office until the next AGM (see bylaw 13.2).
- Will there be a general Q&A period? One is included in the agenda for the 2020 AGM but not for the 2021 AGM.
- See the above comments regarding the statement about proxy forms.

### 2021 AGM Proxy Form

- See the above comment regarding photo ID.

Cheers,  
Bill



**Report Date:** July 12, 2021  
**Meeting Date:** July 20, 2021  
**From:** Sundance Topham, Chief Administrative Officer  
**Subject:** 2021 UNA Election Planning

---

## **Background**

At the June 15, 2021 UNA Open Session the Board provided feedback in relation to edits required to the draft ballot for 2021 Director Elections as well as the “How to Vote” document.

The changes have been incorporated into the attached final documents for Board approval.

## **Decision Requested**

1. THAT the Board approve the attached ballot for use in the 2021 UNA Director elections.
2. THAT the Board approve the attached “How to Vote” document.

## **Discussion**

The UNA Board reviewed the draft 2021 Director Elections Ballot and “How to Vote” document at their June 15, 2021 meeting. A number of changes to the document were approved. The changes as outlined at the meeting and the relevant changes from the attached email from Director Holmes have been made to the documents.

In terms of next steps - once the Board approves the ballot and “How to Vote” document, staff will move forward with further election planning, including the following:

- Communications to residents on how to obtain a UNA Membership and participate in the election process.
- Creation of Notice of Election and Call for Nominations.
- Creation of election information guide for candidates and candidate representatives.
- Updating UNA membership list.
- Hiring an external elections official to oversee the counting of ballots and determination of the election.
- Creation and distribution of candidates’ package + voting materials.
- Planning and providing space for an all-candidates meeting.



<b>Election Timeline</b>		
September 24, 2021	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 (at least 14 days before deadline for receiving nominations)	Bylaw 5.2 (a)
October 8, 2021	Deadline by which nominations must be received by the Association (at least 15 days before sending ballots)	Bylaw 5.2 (b)
October 27, 2021	Deadline for finalizing membership list for mailing out the Ballot (at least seven <i>business</i> days)	Bylaw 5.7
November 8, 2021	Deadline by which the Association must send ballots + candidate information to members (at least 21 days before deadline for receiving ballots)	Bylaw 5.2 (c)
November 30, 2021	Deadline for receiving ballots	Bylaw 5.2 (d)

**Financial Implications**

There is currently \$30,000 budgeted for both the AGMs and election. The costs may change this year due to the new processes – but staff are hopeful that the budgeted amount will be sufficient.

**Operational Implications**

Running an election will require involvement from all levels of the organization, but especially Administration, Communications and Operations.

**Strategic Objective**

Moving forward the election ties in directly with the UNA Strategic Priority of UNA Governance.



**Attachments**

1. Schedule A – UNA “How to Vote” document.
2. Schedule B – UNA 2021 Director Elections Ballot
3. Schedule C – June 13, 2021 email from Director Holmes re. 2021 UNA Election Planning

**Concurrence**

1. Glenda Ollero, Communications Manager

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', is written over a horizontal line.

Sundance Topham  
Chief Administrative Officer

### UNA Elections 2021

The University Neighbourhoods Association (UNA) members will elect seven members to its Board of Directors at the **2021 UNA Elections** that will run from **November 8 to November 30, 2021**. All UNA members can vote in this election. Results will be emailed to members and announced on the UNA website at [myuna.ca](http://myuna.ca).

### Election Process

The election process includes safeguards to protect the integrity of the election by ensuring all votes remain anonymous, while also applying due diligence related to voter eligibility. **Only one ballot per member is allowed.**

Please confirm that this ballot package contains the following:

- A **ballot** with the names of candidates listed,
- A **secrecy envelope**, that lacks identifying marks,
- A **certification envelope**, on which is printed:
  1. A unique envelope number along with space for the voting member to write their name,
  2. A space for the voting member to write their residential address,
  3. A statement attesting that the voting member is entitled to vote,
  4. A statement attesting that the voting member understands that they are entitled to vote only once and that the enclosed ballot is their only vote,
- A **return outer envelope** with postage paid and addressed to the University Neighbourhoods Association.

### How to Vote

1. Vote for **up to SEVEN (7)** candidates by marking the box to the left of your choices on the **ballot**. The ballot will be rejected if votes are cast for more than seven candidates.
2. Insert the marked **ballot** into the **secrecy envelope** and seal it.
3. Place the sealed **secrecy envelope** into the **certification envelope**, seal it and fill out the required information.
4. Place the **certification envelope** into the **return outer envelope** and seal it. The **return outer envelope** is postage paid.

### Voting Options

#### BY MAIL

Drop your **return outer envelope** (with the **ballot**, **secrecy envelope** and **certification envelope** enclosed) in a Canada Post mailbox. Note that the **ballot** must be received by the UNA by **4:30 p.m. on Tuesday, November 30, 2021** for it to be included in the vote counting. Please allow time for mailing.

#### BY DROP BOX

Drop your **return outer envelope** (with the **ballot**, **secrecy envelope** and **certification envelope** enclosed) by **4:30 p.m., Tuesday, November 30, 2021**, in one of the drop boxes at the following locations:

- **Wesbrook Community Centre** at 3335 Webber Ln.
- **Old Barn Community Centre** at 6308 Thunderbird Blvd.
- **UNA Main Office** at 202-5923 Berton Ave.

Please check [myuna.ca](http://myuna.ca) for each location's business hours.

### Frequently Asked Questions

#### WHY ARE ELECTIONS BEING HELD SEPARATELY FROM THE ANNUAL GENERAL MEETING (AGM)?

In the previous version of the UNA Bylaws, elections were held on the same schedule as the AGMs. The change in timing for elections is necessitated by (a.) the requirement in the UNA Bylaws that the AGM be held by September 30 of the year, and (b.) the inclusion in the Bylaws of timing rules for each step in the election process. The change in timing avoids the need for the election procedure to begin in the middle of the summer.

#### WHY SO MANY ENVELOPES?

The package each member receives will include **three envelopes** and a **ballot**. It is important in this election, as it is in others, to ensure that the voting is anonymous. The **return outer envelope** facilitates mailing. The **certification envelope** ensures the validity of the vote and authenticity of the **ballot**. Once removed from the **certification envelope**, the **secrecy envelope** ensures the anonymity of the voter.

#### WHAT IS THE UNIQUE ENVELOPE NUMBER?

Each **certification envelope** bears a unique envelope number that helps the election officers certify the authenticity of the materials used to submit the votes. It is important to note that, to ensure anonymity, no identifying number is assigned to the **ballot** itself.

# UNA

# ELECTIONS 2021: BALLOT

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

## BALLOT

**Candidates for Director**  
SEVEN (7) TO BE ELECTED

To vote, mark the box to the left of your candidate of choice.  
You may vote for up to SEVEN (7) candidates.

<input type="checkbox"/>	

## Sundance Topham

---

**From:** Bill Holmes <william.holmes@telus.net>  
**Sent:** June 13, 2021 5:56 PM  
**To:** Sundance Topham  
**Cc:** Glenda Ollero  
**Subject:** UNA Board Meeting - Open Session - 2021 UNA Election Planning

Hi Sundance,

I have a few comments on the How to Vote document and the proposed ballot:

- In the shaded box at the top, the words “in good standing, as defined by the UNA bylaws” need to be deleted. The old bylaws made a reference to “in good standing”; the new bylaws don’t include this. It was meaningless.
- The left-hand side refers to “election process” whereas the right-hand side refers to “election procedure”. Shouldn’t the same term be used throughout?
- Under “certification envelope” on the left-hand side, the term used in 1 is “voting member” and in 2 and 3 it is “member voting”. The same term should be used in all three places. “Voting member” sounds better than “member voting”.
- I suggest not requiring that an “X” be used to mark ballots. Are ballots going to be rejected if any other mark is used, even though it is clear who is being voted for? Note that BC allows the use of an “X” or a check mark.
- Consider including a statement that a ballot will be rejected if votes are cast for more than 7 candidates.
- The “For: Director” on the ballot serves no purpose. It should be removed.

Best,  
Bill



**Report Date:** July 6, 2021  
**Meeting Date:** July 20, 2021  
**From:** Sundance Topham, Chief Administrative Officer  
**Subject:** 2021 Release of Membership Data

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## Background

At the June 15, 2021 UNA Open Session the Board asked for clarification in regard to the sharing of UNA membership data (register of members) with candidates. Information in regard to past practice is contained within this report, along with an overview of the legal framework, and a recommendation that the Board confirm the process moving forward.

## Decision Requested

1. THAT the Board confirm in accordance with Section 25 (1) of the Societies Act, that members' right to inspect the UNA's register of members is restricted on the basis that inspection would be harmful to the UNA and to the privacy and other interests of its members. Accordingly, access to the members' register shall be by application to the UNA under section 25(3) of the Societies Act and only for the purposes listed in section 25(7) of the Societies Act.
2. THAT the Board further resolve that a candidate for election to the UNA Board (each a Candidate") may, upon application under section 25(3) of the *Societies Act*, be granted, temporary possession and use of a flash drive containing an electronic copy of the members' register, listing each member and their name, mailing address, email and phone number, if available, on condition that: (a) the flash drive will be returned to the UNA within 3 days of the end of the election; (b) the members' information will only be used for the purposes of legitimate election campaigning; and (c) all electronic and paper copies of the members' information will be deleted promptly upon the conclusion of the election.
3. That the Board further resolves that a communication will be issued to all members of the UNA inviting members to, by notice to the Society, elect not to have their email contact information shared with Candidates, and that the UNA shall not share with Candidates such email contact information of a member who objects.

## Discussion

At the June 15, 2021 meeting the Board asked for clarification in regard to how membership information was being disseminated to election candidates – noting that there had been concerns raised about the process after the last election.

A review of the elections materials shows that the following information was provided to candidates at the last election:

### **CONTACTING RESIDENTS DURING THE ELECTION**

*Candidates will be provided with a flash drive containing the list of UNA members with their name, address and phone number, if available. A printout of the UNA members list that contains email contacts will be available at the UNA administrative office for inspection. The board agrees in limiting the access to emails in a motion at a board meeting on September 22, 2018 to comply with the Societies Act and protect residents' privacy. Candidates must return the flash drive within three (3) days of the election and agree not to use the information for any other purpose aside from campaigning.*

Although staff have been unable to find the motion that was passed in support of this process, this information appears to comply with the information contained within the *Societies Act*, which contains the following provisions:

1. S.24(1) allows a UNA member to inspect records that the UNA is required by s.20(1) to keep (but see point 2). Those records include the UNA's register of members, including contact information provided by each member. There is no requirement to include email information on the members' register, but it does constitute "contact information" provided by each member within the meaning of section 20(1).
2. S.25(1) allows the directors, by resolution, to restrict members' right to inspect the register of members if the directors are of the opinion "that the inspection would be harmful to the society or to the interests of one or more of its members".
3. If the right of members to inspect the register of members is restricted, members nonetheless have a right of inspection under s. 25 but can only use the information for limited purposes, one of which is in connection with "an effort to influence the voting of members". If access to the register is restricted, the member seeking access must make an application to the society that includes the statement that "the information obtained from the inspection of the register of members will not be used except as permitted under subsection (7)".
4. S.27 allows a member to obtain a copy of the records that the member is entitled to inspect.

Our legal counsel reviewed our existing language, the *Societies Act* and considered the various privacy implications of sharing member contact information. A summary of the advice appears below:

- Members have a right under the *Societies Act* to inspect the society's register of members (the "Register") (ss. 20(1)(h) and 24).
- Under the *Personal Information Protection Act* ("PIPA") members also have a right to personal information privacy, which extends to their personal email information.

- However, PIPA will be read and interpreted in harmony with the provisions of the *Societies Act*. Accordingly, the inspection of the Register under the *Societies Act* does not give rise to a breach of PIPA, which permits disclosures that are authorized or permitted by statute.
- Nevertheless, the UNA is subject to a general obligation under PIPA to conduct its personal information management practices “reasonably”. Therefore, where a right to restrict or limit access to member personal contact information exists, it is consistent with that obligation for the Board to consider whether to impose such limits or protections. In considering this issue, the Board should also take into account the complaints it received about email use during the last election and the extent to which members have been provided with notice that their information may be disclosed for these purposes.
- We note that the *Societies Act* does not expressly require the Register to contain email contact information. It does require the Register to contain “contact information provided by a member” (s. 20(1)(h)), but does not specify that this must include “all” contact information provided by the member. One approach to protecting member privacy is therefore to omit the email contact information from the Register, and take the position that mailing addresses are sufficient to meet the section 20 requirement to provide “contact information”. That approach aligns with the former *Society Act* (now repealed) which only required mailing address to be included in the Register, but on the wording of the current legislation, is not entirely without doubt.
- The *Societies Act* also provides at section 25 that the board has a discretion to restrict access to the Register, if the directors are of the opinion that inspection would be harmful to the society or the interests of one or more of its members. Restricting access to the Register necessarily means that members would have to apply for access and undertake to use the data only for the purposes permitted by section 25(7) of the Act, which are limited to communications for society business. However, this approach does not resolve the problem of the members who complained about receiving any email communications, such as from candidates during an election.
- However, we note that section 25 is not explicit about whether the right to restrict access to the Register provides the board with a discretion to impose other restrictions beyond those set out in section 25 itself. For example, it is possible to argue that section 25(1) should be interpreted as providing the board with a broad discretion to restrict access to the information of one or more members or to certain categories of information in the Register. Such a discretion did exist under the previous *Society Act*. On the basis of that interpretation, the Board could take the position either that it is restricting access to email addresses

generally or to the email addresses of members who object to this information being provided.

- If the board decides to impose restrictions, it should also consider the extent to which email contact information ought to be provided for use in connection with society business, given the greater ease and cost effectiveness of communicating by email.
- The existing practice permits Candidates to review a list of email addresses, but not obtain electronic copies. This is intended to be a barrier to email communications from candidates to members. However, in the last election, one candidate copied the list and used the email addresses which generated complaints.
- Practically speaking, there does seem to be some value in making email contact information available to Candidates for election campaigning purposes, if it is used responsibly and subject to appropriate controls.
- Taking all of these factors into consideration, including the privacy interests at stake and the absence of case law clarifying how the *Societies Act* would be interpreted, we recommend that the UNA consider providing members who a notice about the disclosure of the email contact information to candidates, and provide them an opportunity to opt out of the disclosure of this information. Section 25 could then be used to restrict access to the email addresses of those members who object. If the board decides to take this approach, then the UNA's privacy policies should also be amended to reflect this process (if applicable).

On the basis of my investigations and the legal advice we received, it is recommended that the Board confirm the process for restricting inspection of the register of members used by the UNA. Once the Board confirms the process staff will work with legal to develop a form for member access that conforms to Section 25 of the Societies Act.

If the Board would like to change the existing process, now is the time to propose alternatives, noting that the information is required to be included in the information to candidates and prospective candidates, which is being prepared this summer.

### **Financial Implications**

None

### **Operational Implications**

The provision of membership data to election candidates will impact the Administration, Communications and Operations departments.



**Strategic Objective**

Moving forward the election ties in directly with the UNA Strategic Priority of UNA Governance.

**Attachments**

None

**Concurrence**

1. Wegland Sit, Operations Manager

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', is written over a horizontal line.

Sundance Topham  
Chief Administrative Officer



OFFICE OF THE VICE PRESIDENT OF EXTERNAL AFFAIRS

## **UNA Board of Directors - 2021 Elections**

*AMS Submission on increasing voter turnout among UNA residents*

### **Submission by:**

Saad Shoaib - Vice-President, External Affairs  
James Cabangon - Associate Vice-President, External Affairs

## INTRODUCTION

The purpose of the UNA is set out in its Constitution and Bylaws. It manages infrastructure, such as street and sidewalk repairs, and regulates matters of concern in the public realm, such as parking and noise, and more responsibilities set out in their constitution<sup>1</sup>. Every three years, the UNA undergoes board elections to ensure that the organization is representing all its constituents in its entirety. A key development that has taken place over the past year has been the designation of Focal and Central as UNA-administered buildings. With a **large number of UNA members being students living on campus at Focal and Central**, it is essential that the UNA works towards supporting the students who are UNA residents as they make up a significant voting population whom the UNA represents.

Supporting the electoral engagement of UNA student residents falls in line with the UNA Constitution which establishes the following principle: “to promote a university-town community that supports and enhances the academic mission of the University of British Columbia, and **that recognizes the interests of students**, who are an integral part of the UBC community”<sup>2</sup>.

## CONTEXT

Due to the impacts of COVID-19 and UBC’s Return-to-Campus plan, Winter 2021/22 will facilitate the first-time residency of two cohorts of incoming students. While first-year students are guaranteed residence through UBC Student Housing, the UNA should expect to see an increase in applications of membership, and by extension, an increase of eligible voters<sup>3</sup>. This increase is as a result of the second-year student cohort being unable to qualify for the guarantee of residence offered by UBC Student Housing. As a result, **many students will choose to live in UNA Designated Buildings and Neighbourhoods such as Focal and Central Point**.

The **AMS NEST experiences one of the highest amounts of foot traffic** out of any building on campus. This foot traffic is due to the NEST being situated by two busloops that are not only utilized by off-campus residents, but on-campus residents as well. Moreover, the NEST also operates several food outlets, a campus bar, convenience stores, and grocery retailers.

Students from both cohorts and many UNA student residents will gather at the NEST as the building possesses the facilities for students to socialize, study, and purchase food. Additionally, the building is home to all student clubs on campus where meetings and events are held

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<sup>1</sup> University Neighbourhoods Association. *About Us*. June 2021, Retrieved from: <https://www.myuna.ca/about-us/>

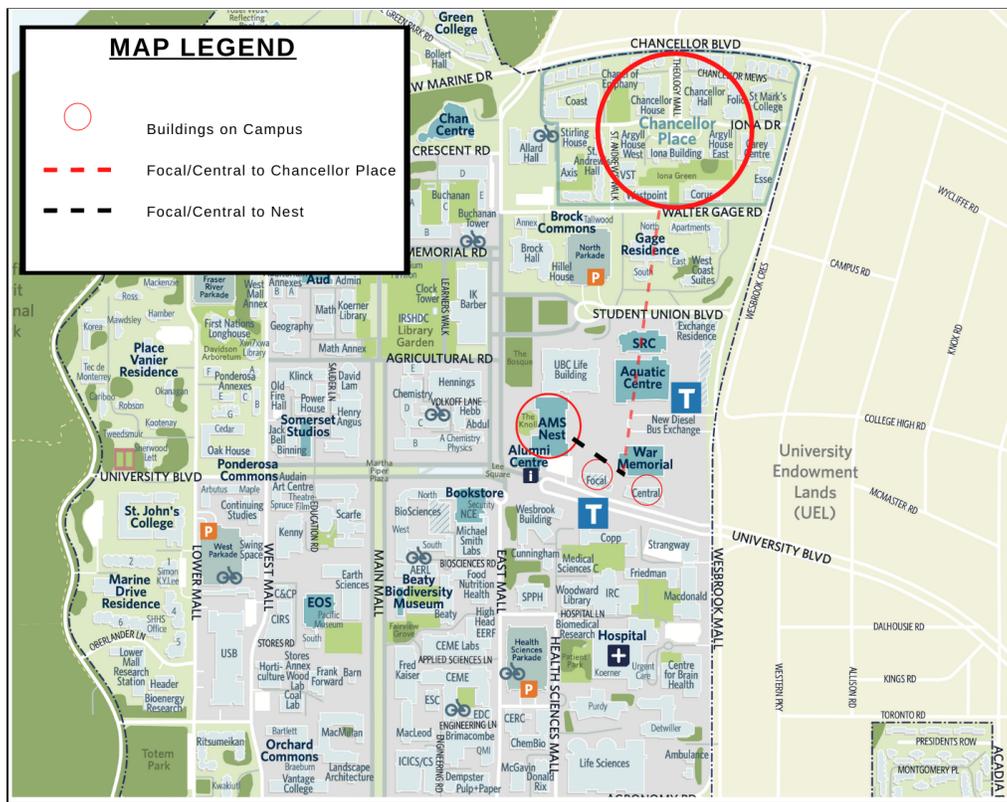
<sup>2</sup> University Neighbourhoods Association. *University Neighbourhoods Association Constitution*. March 18, 2021, Retrieved from: <https://www.myuna.ca/assets/media/2021/03/UNA-Constitution-Certified-Copy.pdf>

<sup>3</sup> The University of British Columbia. *Who Gets Priority*. June 2021, Retrieved from: <https://vancouver.housing.ubc.ca/applications/how-we-assign-rooms/first-year-guarantee/>

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regularly. In understanding that the two cohorts of students have yet to navigate and experience the majority of campus, **the NEST sustains the reputation as a central hub for many campus activities** which ensures the familiarity of the building to all UNA residents and more specifically, UNA student residents. Due to the unique characteristics of the NEST, students and by extension, UNA student residents, see the NEST as the centre of student life. The central nature of the NEST makes it a prime location for a ballot box to be situated.

With Focal and Central Point being attractive developments for first-time residents and incoming UNA members, **the NEST is a prime location which provides the key opportunity of accessible voting for the residents of the two new UNA designated buildings - Focal and Central.**



**Figure 1**

Figure 1 shows us that Chancellor Place, along with being out of relative proximity for the residents of Focal and Central Point, is also isolated from the main campus. The approximate distance between Focal and Central to Chancellor Place is 1 km whereas the NEST is meters away. As a result, this proximity issue creates a barrier to electoral participation for Focal and Central residents. On the contrary, **the AMS NEST provides the UNA with prime location to situate a ballot box** which would not only allow UNA residents from Chancellor Place to vote in



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an accessible manner due to the central nature of the NEST, however, it would also provide Focal and Central residents with a neighbouring ballot box.

With regards to students and UNA residents travelling approximately to Chancellor Place, **only those who are tenants of the buildings in Chancellor Place will be familiar with the area** as it is quite distant from UBC's main campus operations. Additionally, requiring members of the UNA to submit their ballots at Chancellor Place posits a complication of accessibility to Focal and Central residents, many of which are students.

### RECOMMENDED ACTIONS

1. That the UNA board and Chief Administrative Officer, in coordination with the AMS, secure an additional ballot box in the AMS NEST to increase student voter turnout and remove barriers to electoral engagement.

OR

2. That the UNA board and Chief Administrative Officer, in coordination with the AMS, relocate the balloting box at Chancellor Place with a balloting box at the NEST to account for any financial accountabilities that may ensue as a result of the addition of a new balloting box.

**END OF REPORT**



**Report Date:** July 12, 2021  
**Meeting Date:** July 20, 2021  
**From:** Glenda Ollero, Communications Manager  
**Subject:** Land Use Advisory Committee Update

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## Background

The UNA Board of Directors is establishing a new UNA Land Use Advisory Committee. This report includes the final version of the Terms of Reference (TOR) of the committee and the recruitment plan.

## Decision Requested

None

## Discussion

The UNA Board of Directors approved the Terms of Reference of the new UNA Land Use Advisory Committee (LUAC) at the June 15, 2021 meeting subject to minor changes. Attached in this report is the final version of the TOR for the Board's reference.

A recruitment plan for LUAC committee members has been created by staff with a recruitment period running for 11 weeks from June 18 to September 3, and the selection period taking place at the September 21 and October 19 Closed Board meetings. Recruitment tactics include:

- Website promotion
- Community newsletter promotion
- Facebook ads
- *Campus Resident* advertisements
- Strata Chairs outreach
- Community Engagement Advisory Committee (CEAC) outreach
- Staff outreach (through the Volunteer Coordinator)

The LUAC recruitment process is patterned after the recruitment process for the CEAC.



**Financial Implications**

None

**Operational Implications**

Promotional and recruitment work will be led by the Communications Manager and the Communications Team. The UNA Board of Directors will be required to review the final list of applications.

**Strategic Objective**

Community and Stakeholder Relations

**Attachments**

1. Land Use Advisory Committee Terms of Reference

**Concurrence**

None

Respectfully submitted,

Glenda Ollero  
Communications Manager

Sundance Topham  
Chief Administrative Officer

## 1. Committee Purpose:

To assist the Board of Directors (the “Board”) in carrying out the UNA’s purposes as set out in paragraphs (f) and (g) of the UNA Constitution:

- (f) To represent the interests of residents generally, including, for greater certainty, with respect to UBC, the BC Government, Metro Vancouver, Vancouver, and any other public or private entity or any individual;
- (g) To take positions on matters relating to land use and development on the UBC campus that the UNA considers to be in the best interests of residents of the Local Areas and Designated Buildings and to present those positions to UBC and other entities;

The Land Use Advisory Committee (the “Committee”) is to serve as an advisory committee to the Board regarding land use planning and development on the UBC Campus, as well as to act as a forum to facilitate discussions on land use planning and development with residents. The Committee will bring forward advice and recommendations to the Board for their consideration.

*Note: Land Use Planning authority on UBC lands ultimately rests with the Province of BC regulated through the UBC land use Plan.*

## 2. Committee Mandate:

The Committee’s mandate is:

- 2.1. To provide the Board with advice and assistance on matters relating to:
- Changes or amendments to the Land Use Plan or any Neighbourhood Plan, and adoption of new Neighbourhood Plans;
  - Redevelopment of existing residential housing within the Neighbourhood Housing Areas;
  - Planning of future UNA Facilities and Amenities, including input on the use of Community Amenity Charge funds;
  - Land use and development in the academic campus, where these may have an impact on UNA residents;
  - Regional planning that affects the Neighbourhood Housing Areas;
  - Other matters identified by the Committee relating to land use planning and development on the UBC campus;
  - Other matters referred to the Committee by the Board.

*Capitalized terms used within this section and not otherwise defined have the meanings ascribed to them in NA 2020.*

### **3. Committee Composition and Skill Requirements:**

#### **3.1. Composition and Size:**

- The Committee will be comprised of up to seven resident members (“Members”). In selecting residents as Members, priority will be given to residents who have experience and qualifications related to one or more of the “Examples of Relevant Skills” outlined below.
- The Board shall strive to achieve geographical representation from all parts of the University Neighbourhoods.
- The Board shall strive to appoint Members that reflect a variety of ages, genders and ethnicities.
- The Committee will include up to two Board Directors (“Director”), one of whom shall be appointed as Chair. A staff liaison person and a recording secretary will be appointed to act as staff support.
- The Committee may invite staff from UBC to participate in the meetings on an as required basis.
- This is a volunteer Committee that will serve without compensation.

#### **3.2 Examples of Relevant Skills:**

The background and qualifications of the Members should be reflective of an array of interests and perspectives within the University Neighbourhoods. The Board shall strive to balance the make-up of the Committee and appoint Members that are motivated to help build community, and have specific knowledge in one or more of the following areas:

- Accessibility;
- Active Transportation;
- Agriculture;
- Architectural design;
- Children and youth;
- Community planning;
- Construction/development;
- Education;
- Environmental matters;
- Land development/construction;
- Landscape design;
- Recreation;
- Sustainability; and,
- Urban Planning

#### **4. Chair and Vice-Chair:**

##### **4.1. Chair:**

- The Chair will be a member of the Board. The Chair's primary duties are to provide direction to and assist the Committee in achieving its mandate, set the agendas, chair the meetings, and ensure that the Board is kept in touch with what the Committee is working on.
- The Chair will be appointed by the Board for a two-year term, except that an individual appointed as Chair ceases to be Chair if the individual ceases to be a Director.

##### **4.2. Vice-Chair**

The Vice-Chair will be elected annually by the Committee from the Committee membership.

#### **5. Length of Term and Timing of Appointments:**

##### **5.1. Timing and Length of Term:**

The appointment of Members to the Committee will be made on an annual basis at a time to be set by the Board.

Appointments of Members are for two-year terms. It is likely that there will be some attrition of Members before expiry of their terms, but the annual appointment process should allow for timely replacement of vacancies.

Appointments of Directors are for a two-year term, except that membership on the Committee ceases upon ceasing to be a Director.

#### **6. Meeting Procedures:**

##### **6.1. Meeting Location:**

Meeting locations are determined by the Chair and Chief Administrative Officer, and will typically be within the University Neighbourhoods, at a Community Centre.

##### **6.2. Meeting Schedule:**

Meetings will be regularly scheduled as determined by the Committee.

##### **6.3. Chair and Vice-Chair:**

- The Chair will set the agenda in consultation with the Committee members, conduct the meetings, and ensure that the minutes are recorded and reported to the Board.
- In the Chair's absence from a meeting, the Vice-Chair will conduct the meeting, and liaise with the Chair to ensure the minutes are provided to the Board.

##### **6.4. Agendas and Minutes:**

The Chair will set the agenda, with input from the Committee members, and ensure that the minutes are recorded. The minutes will reflect the subjects discussed; key points raised by the

members; all resolutions made by the Committee for referral to the Board, with a brief rationale for the recommendation; and a record of the vote (see 6.6).

**6.5. Rules of Procedure:**

The Committee will generally conduct its business in accordance with the Board Rules of Procedure. At the same time, the Committee should offer a comfortable forum for residents to participate, share their input and opinions with the Committee, and provide advice to the Board. Where possible, a consensus should be sought.

Committee members are expected to participate in a respectful, constructive manner with their fellow members, and in a manner that permits all of the members to voice their comments.

**6.6. Voting:**

All Committee members are entitled to vote.

Resolutions are to be voted upon by a show of hands.

The minutes of Committee meetings are to provide a record of the number of votes (not the names of individuals) for and against each motion. It is helpful to the Board to have a sense of the range of views on a Committee.

**6.7. Quorum:**

Quorum will be achieved when a majority of the Committee members are in attendance. If quorum is not achieved within 30 minutes of the anticipated start of the meeting, it will be deferred to the next regularly scheduled time, unless the Chair calls a special meeting.

**7. Committee Operations:**

**7.1. Advice to the Board:**

- The fundamental role of the Committee is to provide advice to the Board on matters contained within its mandate, or that the Board has referred to the Committee.
- The Committee may bring to the Board's attention emerging issues or concerns it has identified that are within its mandate and seek the Board's approval to review and recommend action on those issues and concerns.
- The Committee does not make decisions on behalf of the Board; it does decide on the advice it will recommend to the Board.
- A key role of the Chair is to ensure that the Committee's advice is taken forward to the Board, and to report back to the Committee on any action taken by the Board on the Committee's recommendations.
- The Chair will rely on the recording secretary assigned to the Committee to prepare the minutes for each meeting. After the Committee approves the minutes for a meeting, staff will submit the minutes for inclusion on the agenda of the first Board meeting following the approval of the minutes.



- Any motions that need to go to the Board before the approval of the minutes for a meeting shall be placed on the agenda of the first Board meeting following the Committee meeting.

**7.2. Staff Support:**

**7.2.1. Administrative:**

A recording secretary will be assigned to the Committee for purposes of assisting the Chair with agendas and to attend the Committee meetings to record the meeting minutes.

**7.2.2. Staff Liaison and Professional / Technical Support:**

- A staff member will be assigned to the Committee to act as a liaison between the Committee and staff and to provide technical support.
- Staff will be available to the Committee to provide advice and information regarding their respective Departments. However, the Committee must not delegate work assignments to the staff. Any work assigned to staff in support of studies or activities must be approved by the Board. If the Committee does not feel the work is sufficient to warrant a request to the Board, the request should be raised with the Chief Administrative Officer.

**7.3. Appointment and Removal of Committee Members:**

Committee members are appointed by the Board and may be removed at the discretion of the Board.

**7.4. Community Consultation and Engagement:**

The Committee should take the opportunity to hear from residents who wish to speak to it on specific issues. However, the Committee should not become involved in community consultation exercises, town hall meetings, “public hearings”, or similar activities, without the specific authorization of the Board.

The Committee represents an opportunity to help make the community aware of what the Board is working on, and what the issues are in the community. The UNA will seek ways of assisting in this “outward communication”, such as through updates on Committee work on the UNA website and in the UNA newsletter, or through other options that may be identified by the Committee.

**7.5. Meetings Open to the Public and Closed:**

Committee meetings will be open to the public, and the Committee will abide by the same requirements for open meetings as the Board, as set out in the Board Rules of Procedure.

Committee meetings should not generally need to go into closed session and should only do so at the direction of the Chair. Closed meetings are reserved for those matters set out in the Board Rules of Procedure.

**7.6. Money for Committee Activities:**

If the Committee wishes to undertake a project or other activity for which it requires funding, it must request Board approval. The request should include a detailed description of the project or activity and an estimate of the amount of money required. The requirement to seek Board



approval does not apply to minor proposed expenditures, which are instead subject to the approval of the Chief Administrative Officer.

**7.7. Orientation and Training:**

The UNA, through the staff liaison, will provide an orientation program for newly appointed Committee members. The orientation will include such matters as an explanation and clarification of the Committee's mandate and requirements, such as those outlined in these terms of reference; a review of the context of the UNA and how it works with UBC; and a review of the role and mandate of the Board.

**7.8. Amendments to the Terms of Reference:**

The Board will undertake a periodic review of these terms of reference and may amend the terms of reference as part of that review or at other times as appropriate. Committee member input will be sought in connection with any proposed amendments to the terms of reference.

In addition, the Board is open to receiving suggestions for improving these terms of reference from Committee members on an ongoing basis.



## MINUTES

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### PRESENT:

Jane Kang, Chair  
Susan Eadie, Co-Chair  
Ran Keren, Co-Chair  
Alice Bradley

David Hahn  
Eileen Le Gallai  
Michelle Niu  
Nidhi Raina

### REGRETS:

Lee Weinsten

### STAFF:

Glenda Ollero, Communications Manager

### RECORDING SECRETARY:

Debbie Reimer, Mosaic Writing Group

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### A. CALL TO ORDER

Jane Kang, Chair, called the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) meeting to order at 4:39 p.m.

### B. APPROVAL OF AGENDA

**Motion:** THAT the University Neighbourhoods Association Community Engagement Advisory Committee approve the June 1, 2021 agenda with the addition of Item D.1.vi – Committee Members' Update.

**Carried.**

### C. APPROVAL OF MINUTES

**Motion:** THAT the University Neighbourhoods Association Community Engagement Advisory Committee approve the March 31, 2021 minutes as circulated.

**Carried**

### D. ITEMS/REPORTS

#### 1. Brainstorming Session

##### i. Review of CEAC Terms of Reference

Glenda Ollero, Communications Manager, reviewed the terms of reference of the CEAC and highlighted:

- The purpose to represent community interests in providing advice to the Board of Directors
- The mandate to provide advice and assistance on matters to improve community engagement in the University neighbourhoods
- The minutes of the first UNA CEAC meeting will be sent to the June 2021 Board meeting for information

- Committee members are appointed for a two-year term:
  - Appointments will be reviewed annually
- Meeting schedules will be determined by the CEAC
- Additions to the agenda should be finalized prior to agenda submission to the Committee members
- Quorum is five of the nine members
- The CEAC may make recommendations to the Board by including motions on the Board meeting agenda
- All motions are required to be moved and seconded
- Board approval is required for:
  - Work assigned to staff in support of studies or activities
  - Funding for projects or activities
- Committee members are also residents and may voice opinions as such
- CEAC meetings will be open to the public
- The terms of reference may be reviewed at any time.

**ii. Review of Existing and Upcoming UNA Committees**

Ms. Ollero reviewed UNA committees and highlighted:

- Board Standing Committee on Finance and Audit is responsible for overseeing the financial Health of the UNA
- Board Standing Committee on Governance and Human Resources considers UNA policies relating to governance and Human Resources policies
- Community Engagement Advisory Committee provides assistance to the Board regarding community engagement
- Joint Task Force consists of UBC and UNA members and provides recommendations regarding the long term financial health of the UNA
- The establishment of the Land Use Planning Advisory Committee is in progress.

**iii. Review of Upcoming UNA Board Activities**

Ms. Ollero led the review of the upcoming UNA Board activities and highlighted:

- The Annual General Meeting (AGM) will be held on September 30, 2021 for the years 2020 and 2021
- Elections of new Board Directors will be held outside of the AGM, in a three-year election cycle
- The requirement to submit an application to become a member of the UNA in order to attend the AGM and vote in the election.

**Agenda Varied**

The order of the agenda was varied to consider Item D.1.vi prior to Item D.1.iv.

**iv. Committee Members' Update**

Committee members shared their reasons for joining the CEAC and their past experiences with UNA.

**Agenda Varied**

The order of the agenda was resumed.

## **v. Brainstorming Discussion**

The CEAC members noted the need to clarify whether the purpose of the CEAC is to support residents or the Board; and to enhance political or community engagement.

Discussion ensued on:

- The need to determine if the mandate of the CEAC includes increasing voter participation in elections
- Clarification of the CEAC's mandate will help to generate ideas for actionable items.

It was suggested that the CEAC meet with the Board or Board Chair to clarify the purpose of the CEAC at the next CEAC meeting.

### **1. Ideas to Support the Board**

The following comments were offered:

- CEAC can be a vehicle to developing a broader and deeper understanding of the interests of residents:
  - Use the CEAC to deliver the residents' voice to leaders
- Develop activities that respond to residents' interests to increase support for the work of the UNA
- Resident survey:
  - Suggestion to survey attendees, in English and Mandarin, to gather information about residents' interests and concerns
  - Suggestion to consult previous surveys
  - The need to know more about the demographics of survey respondents as young families' interests differ from teenage and older groups' interests
  - CEAC members could assist in addressing the language barriers that may prevent residents from participating in the survey
- Community activity:
  - Suggestion to plan an activity to draw the community together and to survey the attendees during the event e.g., a stone picking day on the field designated as a future school site, which would not involve costs and would allow the community to use the field until the new school is constructed
  - Suggestion to provide a website where residents can submit ideas for community activities
- Friday Newsletter:
  - Suggestion to promote the CEAC in the Friday Newsletter
  - Suggestion to ask residents if they utilize the Friday Newsletter as a source of information
  - There are approximately 5,000 subscribers, but the readership is undetermined
- Suggestion to establish communication channels with community opinion leaders and those who already volunteering and heavily engaged in the community to spread ideas e.g., strata council chairs, community leaders, community centre volunteers, Members of Legislative Assembly (MLAs)
- Suggestion to use both quantitative data, collected from the survey, and qualitative data to determine and drive the work of the CEAC:
  - Suggestion that CEAC members augment the survey by interviewing residents within their personal networks

- Suggestion to establish a general email address for the CEAC on the UNA website for residents to inform the CEAC of interest, concerns and accolades:
  - The email account could be managed by a CEAC member
- Develop a welcome package for new residents and include contact information for the CEAC:
  - The updates to the UNA welcome package will be finalized in the next few weeks
  - Suggestion to include engagement questions in the next amendment of the welcome package
- Establish a community portal to facilitate information sharing amongst residents:
  - Suggestion to establish a Facebook group for UNA residents
  - Recognition of the effort associated with the ongoing management of a community portal
  - Funding will be required to provide the ongoing management
- The CEAC's mandate from the Board is to increase community engagement in land issues and elections:
  - The Board's expectation to learn about residents' needs from the CEAC
  - The CEAC is able to make recommendations to the Board by including motions on the Board meeting agenda.

**It was moved (Jane Kang) and seconded (Nidhi Raina)**

THAT the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) directs staff to draft a 2021-2022 CEAC priorities document to reflect the discussions during the June 1, 2021 CEAC meeting.

**Carried**

**2. Emerging Issues**

The following emerging issues were identified:

- Clarify the mandate of the CEAC with the Board
- Consult old surveys and create new ones to gather information about residents' interests and concerns
- Create social media platforms that are limited to neighbourhood residents
- Create communication channels with community opinion leaders
- Language barriers may prevent some residents from participating
- Identify the diverse interests and concerns of UNA residents.

**It was moved (David Hahn) and seconded (Susan Eadie)**

THAT the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) directs the CEAC Chair to request the UNA Board Chair meet with the CEAC to clarify the mandate and expectations of the CEAC.

**Carried**

**2. Election of Vice Chair**

The Chair called for nominations for the position of Vice Chair.

Alice Bradley was nominated and did not consent to the nomination.

Ran Keren was nominated and did not consent to the nomination.

Susan Eadie was nominated and did not consent to the nomination.

Susan Eadie and Ran Keren were jointly nominated and consented to the nominations.

**Member Departed**

David Hahn departed the meeting at 6:28 p.m.

The Chair called a second and third time for nominations.

There being no further nominations, Susan Eadie and Ran Keren were acclaimed as Co-Chairs.

**E. ADJOURNMENT**

The date and time of the next meeting is to be determined.

**It was moved (Jane Kang) and seconded (Ran Keren)**

That the University Neighbourhoods Association Community Engagement Advisory Committee meeting adjourned at 6:31 p.m.

**Carried**



**Report Date:** July 9, 2021  
**Meeting Date:** July 20, 2021  
**From:** Jane Kang, CEAC Chair/UNA Director  
**Subject:** Community Engagement Advisory Committee  
 Work Plan 2021-2023

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**Background**

The Community Engagement Advisory Committee (CEAC) met on June 28, 2021 and discussed and approved its 2021-2023 Work Plan based on the mandate of the committee as laid out in its Terms of Reference, as well as the brainstorming session held on June 1, 2021. The CEAC would like to submit the attached 2021-2023 CEAC Work Plan to the UNA Board of Directors for its approval.

**Decision Requested**

THAT the UNA Board approve the attached 2021-2023 Community Engagement Advisory Committee Work Plan.

**Discussion**

The Community Engagement Advisory Committee (CEAC) Work Plan is based on the mandate of the committee as laid out in the [Terms of Reference](#) (TOR), as well as the brainstorming session held on June 1, 2021. The plan spans the CEAC’s two-year term, and is broken into tasks and general priorities, with an opportunity to review the work plan periodically. Ideas from committee members were compiled and condensed into four work plan goals:

1. **Learn about the community:** To learn about community interests, needs and ideas about how residents want to engage with the UNA.
2. **Be a voice for the community:** To advise the UNA Board of Directors and staff on the opinions and interests in the community and offer suggestions on how to engage residents in the UNA based on what the committee members learn from the residents.
3. **Connect the community:** To identify community groups and identify ways to connect them with each other.
4. **Support UNA engagement initiatives:** To use the committee’s network to broaden the reach of the UNA’s engagement initiatives.

The Work Plan also includes an outline of tasks and a timeline.



### **Financial Implications**

The CEAC will operate within its allotted budget. Any further spending will be submitted to the UNA Board separately for approval.

### **Operational Implications**

The CEAC Work Plan was designed so that majority of the work undertaken will be the responsibility of its members. The UNA Communications Manager acts as staff support/liaison to the CEAC and any further staff support needed by the CEAC will be submitted to the UNA Board or CAO for approval.

### **Strategic Objective**

Community/Stakeholder Relations

### **Attachments**

1. Community Engagement Advisory Committee Work Plan (2021-2023)

### **Concurrence**

1. Glenda Ollero, Communications Manager/CEAC Staff Liaison

Respectfully submitted,

A handwritten signature in cursive script that reads 'Jane Kang'. The signature is written in black ink and is positioned above a horizontal line.

Jane Kang  
CEAC Chair/UNA Director

# Community Engagement Advisory Committee Work Plan (2021-2023)

The Community Engagement Advisory Committee (CEAC) Work Plan is based on the mandate of the committee as laid out in the [Terms of Reference](#) (TOR), as well as the brainstorming session held on June 1, 2021. Ideas from committee members were compiled and condensed into four work plan goals.

The plan spans the CEAC's two-year term, and is broken into tasks and general priorities, with an opportunity to review the work plan periodically.

## Learn about the community

To learn about community interests, needs and ideas about how residents want to engage with the UNA.

### Tasks:

- Examine existing surveys done by UBC and other partner groups
- Create and promote a community survey
- Review the survey results and create a report

## Be a voice for the community

To advise the UNA Board of Directors and staff on the opinions and interests in the community and offer suggestions on how to engage residents in the UNA based on what the committee members learn from the residents.

### Tasks:

- Report on survey results to UNA Board of Directors and share results with UNA staff and other appropriate partner groups
- Recommend alternative communications strategies and tools for engaging with the community
- Participate in focus groups that will help the UNA guide its recreational programs, events planning and service delivery strategies

## Connect the community

To identify community groups and identify ways to connect them with each other.

### Tasks:

- Explore ways to build better communication lines between community leaders and stakeholders
- Create and monitor a general email inbox for the CEAC as a central place to receive information from resident and community groups, and report this information to the UNA Board of Directors and/or UNA staff

## Support UNA engagement initiatives

To use the committee’s network to broaden the reach of the UNA’s engagement initiatives.

### Tasks:

- Support in the recruitment of qualified residents to join advisory committees
- Support in the promotion of a UNA membership drive to encourage civic engagement and participation in the community
- Support in the promotion of a newsletter subscription campaign to help increase the reach of established UNA communications tools.

## Proposed Timeline

Below is a proposed estimated timeline that shows the order in which the tasks outlined in the plan might be undertaken. It proposes that the committee start with the tasks under the learning goal to have a good foundation for decision-making. It also proposes that the committee may undertake multiple tasks concurrently.

SEASON	TASK
Summer 2021	Examine existing surveys done by UBC and other partner groups
Fall 2021	Create and promote a community survey
Fall 2021	Participate in focus groups that will help the UNA guide its recreational programs, events planning and service delivery strategies
Winter 2021	Review the survey results and create a report

Winter 2021	Report on survey results to UNA Board of Directors and share results with UNA staff and other appropriate partner groups
Winter 2022	Explore ways to build better communication lines between community leaders and stakeholders
Year-round or As needed	Recommend alternative communications strategies and tools for engaging with the community
Year-round	Create and monitor a general email inbox for the CEAC as a central place to receive information from resident and community groups, and report this information to the UNA Board of Directors and/or UNA staff
As needed	Support in the recruitment of qualified residents to join advisory committees
Year-round	Support in the promotion of a UNA membership drive to encourage civic engagement and participation in the community
Year-round	Support in the promotion of a newsletter subscription campaign to help increase the reach of established UNA communications tools

**Notes from the Chair:**

1. The CEAC works as a team and serves as a bridge for UNA Board and residents.
2. CEAC members would be the leaders of residents, also connect with the other leaders such as Strata members, cultural groups leaders, parent leaders etc.



**Report Date:** July 13<sup>th</sup>, 2021  
**Meeting Date:** July 20<sup>th</sup>, 2021  
**From:** Athena Koon, Finance Manager  
**Subject:** Neighbourhood Levy For 2021-22

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**SUMMARY**

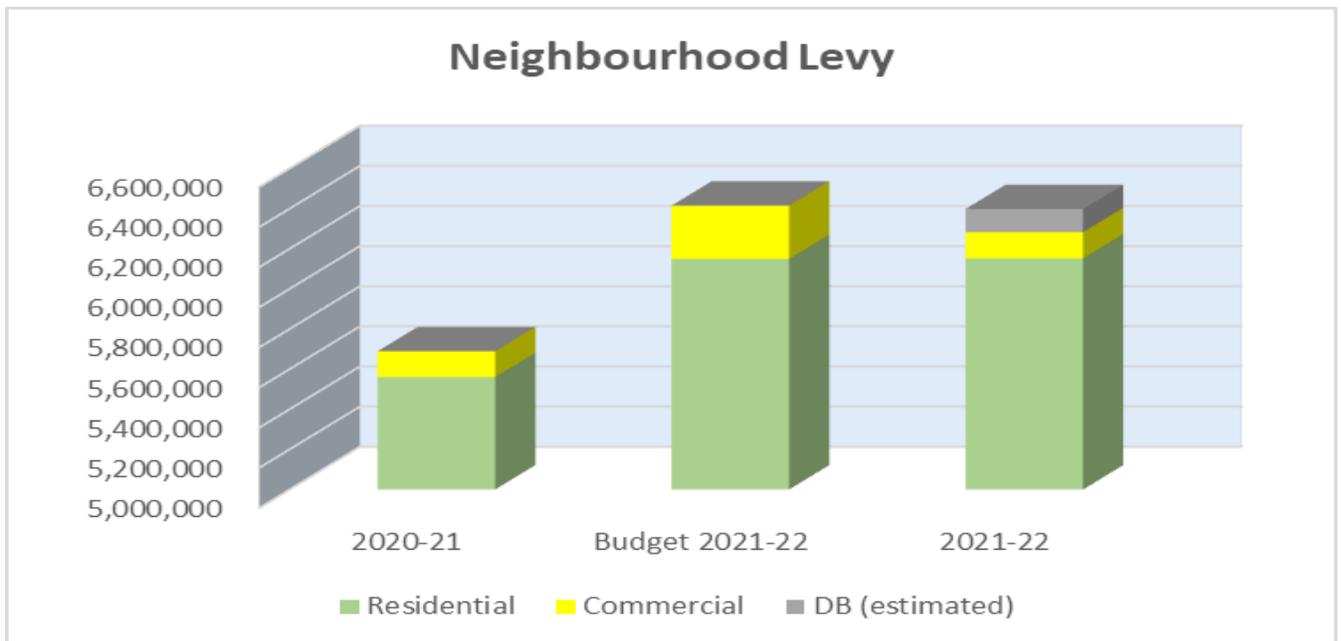
Based on the Neighbours Agreement 2020 (NA2020), the Neighbourhood Levy is charged and collected by UBC and provided to the UNA. This year, UBC and the UNA entered into two Designated Building (DB) Agreements (for the Focal and Central), the Neighbourhood Levy collected for the two Designated Buildings will also be provided to the UNA. For year 2021/22, the Neighbourhood Levy is approximately \$6,283,000 and the Designated Building portion should be around \$121,000. Total Neighbourhood Levy for the UNA is approximately \$6,400,000.

**DECISION REQUESTED**

For Information

**Discussion**

The latest Neighbourhood Levy information provided by UBC is as follow:





	2020-21	Budget 2021-22	Actual 2021-22	Changes to Budget	%
<b>UNA Population Estimate</b>	13,348	14,538	<b>14,538</b>	0	0%
<b>Rate</b>					
Residential	1	1.04	<b>1.04</b>	0	0%
Commercial	1.54	3.18	<b>1.93</b>	-1.25	-39%
<b>Assessed</b>					
Residential	5,536,877,902	5,932,870,142	<b>5,899,083,000</b>	- 33,787,142	-1%
Commercial	83,603,000	83,603,000	<b>67,523,300</b>	- 16,079,700	-19%
<b>Total Levies (SL, GMSL)</b>	<b>\$ 5,689,051</b>	<b>\$ 6,415,000</b>	<b>\$ 6,283,020</b>	<b>-\$ 131,980</b>	<b>-2%</b>

<b>Designated Buildings</b>					
<b>Focal</b>	<b>SL</b>	-	-	48,117	48,117
	<b>GMSL</b>	-	-	25,078	25,078
		-	-	<b>73,195</b>	73,195
				-	-
<b>Central</b>	<b>SL</b>	-	-	47,620	47,620
	<b>GMSL</b>	-	-	-	-
		-	-	<b>47,620</b>	47,620
				-	-
<b>Total for DB</b>		-	-	<b>120,815</b>	120,815
<b>Total SL, GMSL &amp; DB</b>		<b>\$ 5,689,051</b>	<b>\$ 6,415,000</b>	<b>\$ 6,403,835</b>	<b>-\$ 11,165</b>
					<b>0%</b>

**Financial Implications**

For Information

**Operational Implications**

None

**Strategic Objective**

None



**Attachments**

None

**Concurrence**

None

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Athena Koon', written in a cursive style.

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Athena Koon  
Finance Manager

A handwritten signature in blue ink, appearing to read 'Sundance Topham', written in a cursive style.

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Sundance Topham  
Chief Administrative Officer



**Report Date:** July 15, 2021  
**Meeting Date:** July 20, 2021  
**From:** Athena Koon, Finance Manager  
**Subject:** Audited Financial Statements and Report to Board (Draft)

---

**SUMMARY**

The annual audit field work was completed at the end of June and the attached draft audited financial statements, along with the report to the Board of Directors are now ready for the Board to review.

The reason why the audit has not been finalized yet is we are still working with UBC for a resolution of how to treat our fiscal 2020/21 surplus. Their response may impact our Audit findings.

Please note the Finance and Audit Committee reviewed the draft audited financial statements at the July Finance and Audit Committee meeting. Representatives from Johnsen Archer LLP will also be presenting the reports to the Board and answer any questions may have regarding the audit findings.

**DECISION REQUESTED**

For Information.

**Discussion**

The audit for fiscal 2020/2021 started on the second week of May and finished at the end of June 2021 as planned. The UNA Finance Team was involved in assisting and providing all the samples and required documents to complete the scheduled field work. In total, we have provided over a few hundred samples, along with files for testing; and so far, there is no proposed audit adjustment to be made from the findings.

As noted within the Audit, an outstanding item is resolution on possible repayment of the Neighbours' Levy to UBC. Depending on what UBC may come back to us with in relation to our 2020/21 surplus, it may lead to a further amendment of the audit reports. If partial surplus repayment is required by UBC, the UNA will have to set up that repayment as a liability and restrict the cash. If UBC delays in providing an answer and we can't receive a confirmation in time for our AGM and CRA reporting deadline, an additional contingency note will likely to be added as disclosure regarding the maximum balance that would be due to UBC.

The draft audited financial statements concluded with the following totals:

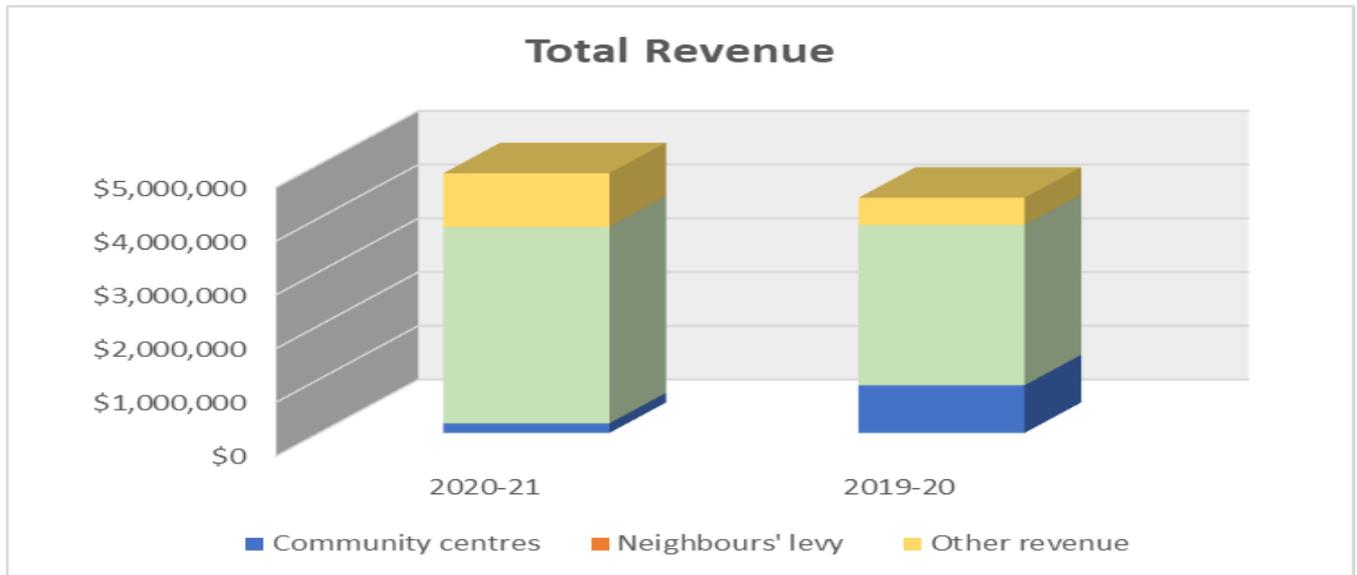
Description	2020-21	2019-20
<b>Total Revenue</b>	<b>\$4,833,380</b>	<b>\$4,376,881</b>
<b>Total Expenditures</b>	<b>\$3,837,795</b>	<b>\$4,374,297</b>
<b>Total Surplus</b>	<b>\$ 995,585</b>	<b>\$ 2,584</b>
<b>Total Assets</b>	<b>\$3,021,241</b>	<b>\$1,905,105</b>
<b>Total Liabilities</b>	<b>\$1,168,116</b>	<b>\$1,047,565</b>
<b>Total Equity</b>	<b>\$1,853,125</b>	<b>\$ 857,540</b>

The UNA’s surplus for fiscal 2020/21 is confirmed to be \$995,585. Based on our preliminary result, a financial summary and analysis was done and presented to the Committee and the Board in May, and after that, three adjustments in total of \$12.K were made before our audit. That explains why the May report shows a surplus of \$1.008M Compared to the audited surplus \$0.996M. Since the amount is immaterial compared to

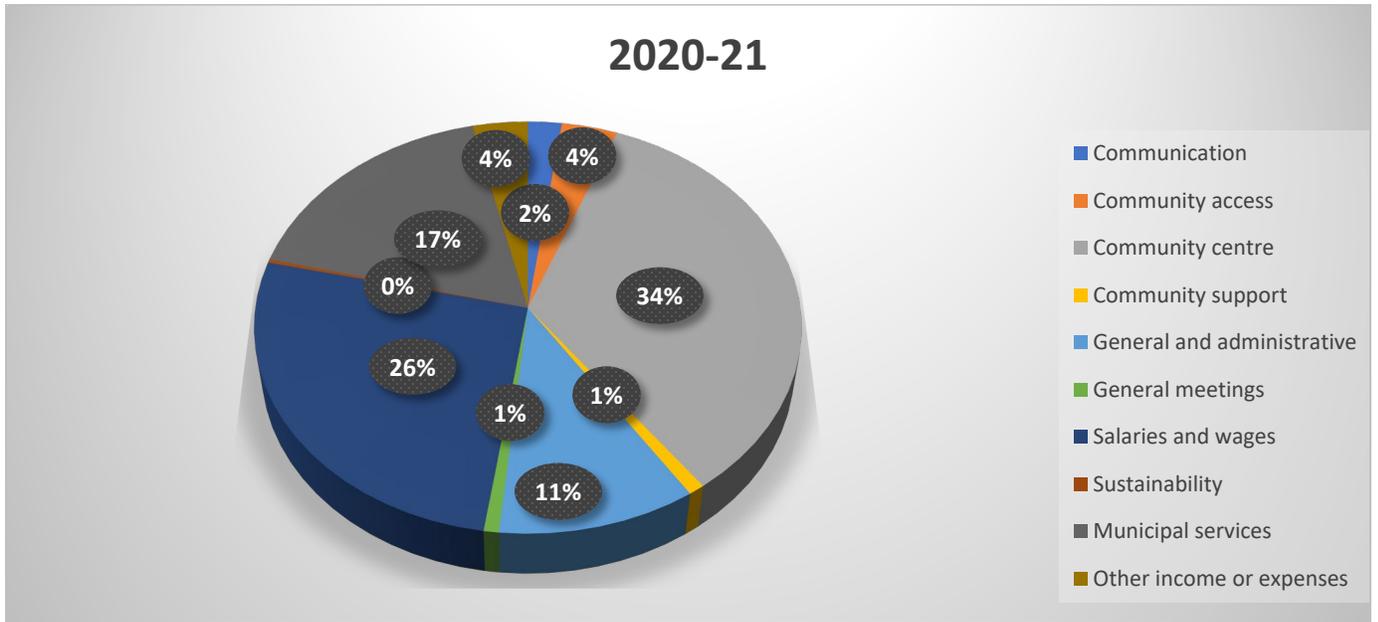
our overall revenue and spending, the ratio and comparison percentage previously provided still stands and no further analysis was performed here.

These supplementary notes are provided to assist as background information for the fiscal year end 2020/21 audited financial statements.

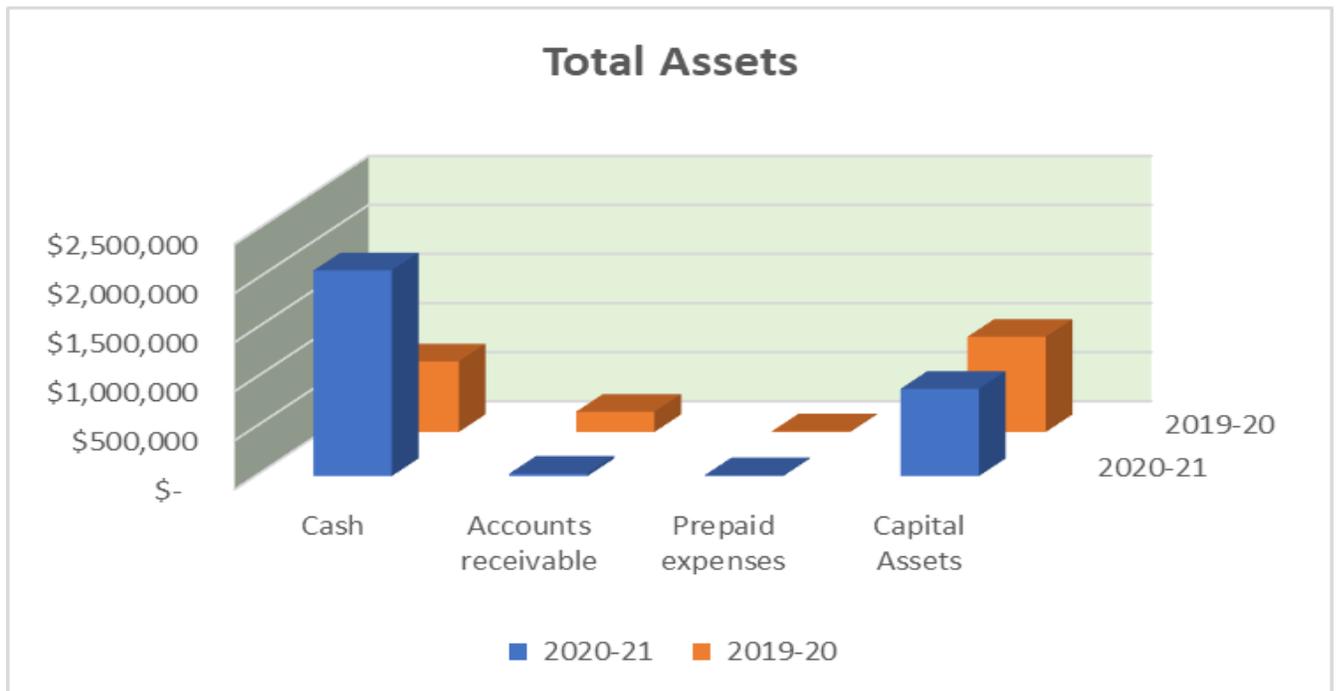
**Total Revenue**



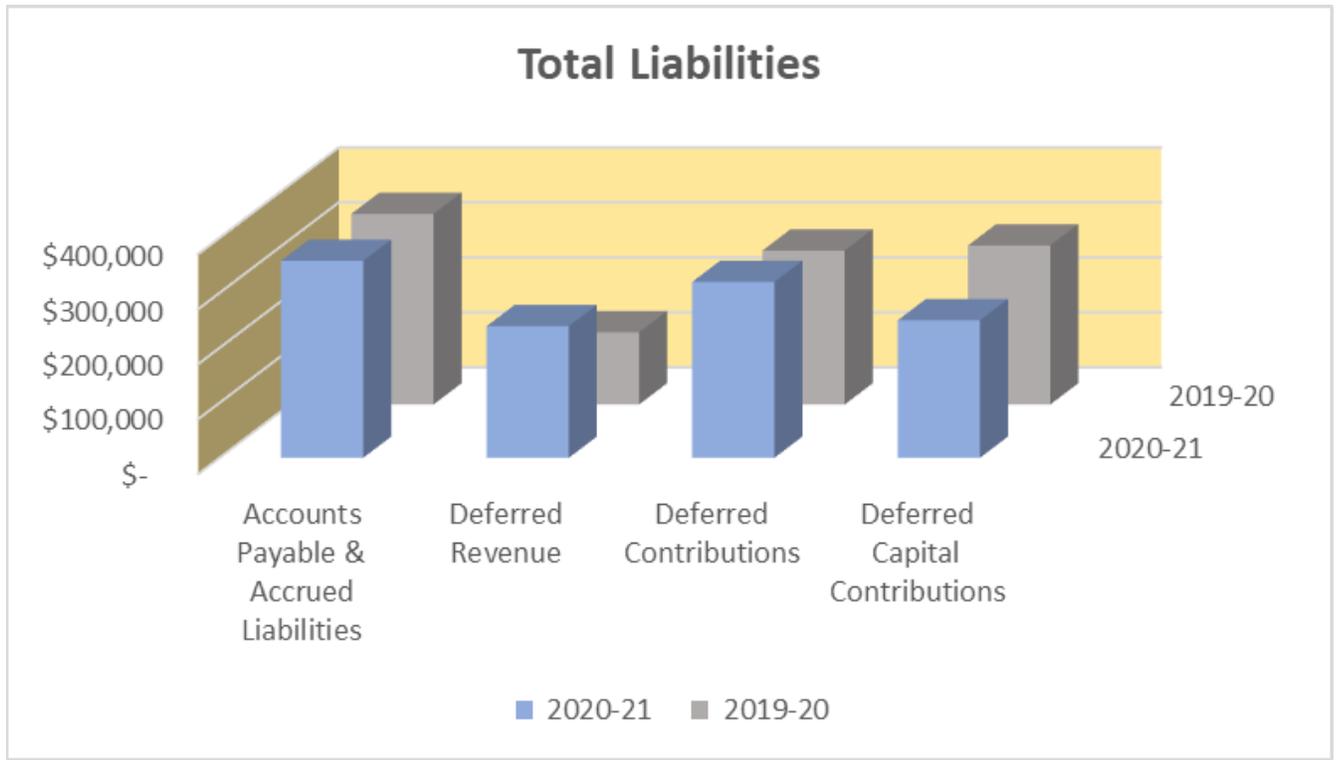
**Total Expenditures**



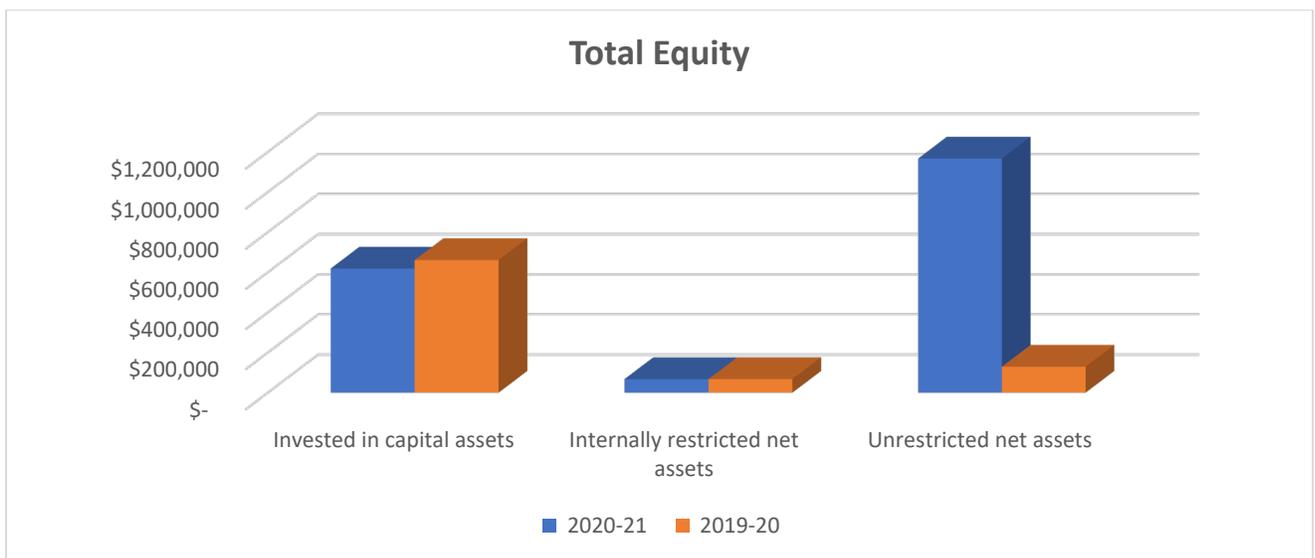
**Total Assets**



**Total Liabilities**



**Total Equity**





In terms of next steps, after the Finance and Audit Committee recommends that the Board approve and accept the audited financials and report to the Board, and the Board ratifies the Committee’s recommendation, Johnsen Archer will finalize the audited statement and the designated UNA representative (historically the Chair) will sign them.

After this is completed, there will be no further actions needed, and the approved audited financial statements will be brought to the Annual General Meeting.

**Financial Implications**

For Information

**Operational Implications**

None

**Strategic Objective**

None

**Attachments**

- 1. Schedule A – Johnson Archer LLP – Report to Board of Director (Draft)
- 2. Schedule B – Johnson Archer LLP – 2020/21 Audited Financial Statements (Draft)

**Concurrence**

None

Respectfully submitted,

Athena Koon  
Finance Manager



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**UNA BOARD MEETING  
OPEN SESSION**

A handwritten signature in blue ink, appearing to read 'Sundance Topham', is written over a thin horizontal line.

Sundance Topham  
Chief Administrative Officer

# **University Neighbourhoods Association**

*Report to the Board of Directors  
Year ended March 31, 2021*

DRAFT

July 8, 2021

Board of Directors  
University Neighbourhoods Association  
202-5923 Berton Avenue  
Vancouver, BC V6S 0B3

Dear Members of the Board of Directors:

We have substantially completed our audit of the financial statements of University Neighbourhoods Association for the year ended March 31, 2021 and we propose to issue an unqualified report on those financial statements.

We will issue the accompanying report to assist members of the Board in their review of the financial statements. We would like to express our thanks to the management and staff of the Association who assisted us in carrying out our work.

We are available to meet with any member of the Board to discuss the contents of this report and any other matters which you consider appropriate.

Yours very truly,

Rob Matty, CPA, CA\*  
Partner  
\*Incorporated Professional

Encl.

*The matters raised in this and other reports, which flow from the audit, are only those which have come to our attention through our audit and we believe, need to be brought to your attention. They are not a comprehensive record of all the matters arising, in particular we cannot be held responsible for reporting all risks in your business or all internal control weaknesses. This report has been prepared solely for your use and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared for, and is not intended for, any other purpose.*

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# I Overview of Our Audit

Current auditing standards in Canada require Johnsen Archer LLP to communicate with those having oversight responsibility for the financial reporting process of University Neighbourhoods Association (“the Association”) with regard to the planning of the audit.

The financial statements of the Association were the responsibility of the Association’s management. Our responsibility as auditor was to express an opinion as to whether the Association’s financial statements present fairly, in all material respects, the financial position, results of operations and cash flows in accordance with Canadian generally accepted accounting principles for Not-For-Profit Organizations.

It is important to recognize that there were inherent limitations in the auditing process. For example, audits are based on the concept of selective testing of the data underlying the financial statements and are, therefore, subject to the limitation that material misstatements arising from the consequences of errors or fraud, or illegal acts, if any exist, may not be detected. Also, because of the nature of fraud (including attempts at concealment through collusion and forgery) an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a fraud even if the fraud is material in amount.

During our audit we conducted enquiries of management and others within the Association, considered results of analytical procedures and considered whether there are conditions generally present to commit fraud. We assessed risks of fraud throughout the audit and evaluated management’s programs and controls relating to fraud. As part of our audit we examined journal entries and accounting estimates, for biases, and added an element of unpredictability in audit procedures. Part of the governance role of the board is to understand the risks of the Association and management’s responses to those risks, including fraud.

Effective internal controls and procedures reduce the likelihood that errors, fraud or illegal acts will occur and remain undetected; however, it does not eliminate that possibility. Our responsibility regarding fraud was to obtain reasonable assurance that material misstatements resulting from fraud will be detected. Accordingly, while we cannot guarantee that all errors, fraud or illegal acts, if present, have been detected, our audit provides reasonable, but not absolute, assurance of detecting errors or fraud that would have had a material effect on the financial statements as well as illegal acts having a direct and material effect on the financial statements.

We have completed our audit of the financial statements of the Association. We conducted our audit in accordance with Canadian Auditing Standards for not-for-profit organizations. In the course of our work, we did not encounter any unresolved matters material to the financial statements that, in our judgment, required adjustment or reclassification. We confirm that there are no disagreements between management and ourselves about matters that could be significant to the Association's financial statements.

We believe we have been given access to all records, documents and other information we required. Management and employees of the Association have given us their full cooperation throughout the year and kept us informed of important transactions and events.

In addition, we further understood that you required:

- Comments, if any, on internal controls and other matter we believe will be of interest to you
- Information and comments on new and proposed technical pronouncements and regulatory requirements that may affect the financial statements of the Association

In the course of our work, we identified various business matters which have been discussed further under Part III below.

As of the date of this report, the following information is outstanding:

- Resolution on possible repayment of the Neighbours' Levy to UBC
- Signed management representation letter
- Signed T1044 CRA annual reporting

DRAFT

## II Engagement Team

**Rob Matty, CPA, CA**  
Engagement Leader

- Has the overall authority and responsibility for the audit engagement and key conclusions reached by the engagement team on all accounting and auditing matters
- Performed quality control on all reports and other information prepared by Johnsen Archer LLP to help ensure the form, content and disclosures meet the latest firm and professional standards

**Kate Norris, CPA, CA**  
Senior Manager

- Reviewed all reports and other information which Johnsen Archer LLP opined or attested to help ensure that the form, content and disclosures met the latest firm and professional standards
- Served as the day-to-day audit liaison between the Association and Johnsen Archer LLP
- Identified, scheduled and supervised the professionals who performed the day-to-day audit work for the Association, reported directly to the partner

**Bunti Gill, CPA**  
Senior Accountant

- Completed all audit field work
- Prepared working paper file
- Examined audit evidence
- Prepared all related analysis
- Reported directly to Manager

### III Significant Audit, Accounting and Financial Reporting Matters

A key aspect of our audit approach is to focus our audit on those risks that may impact financial reporting.

Below is a summary of the risk analysis of the Association:

<b>Risk Identified</b>	<b>Audit Response</b>
<p><b>COVID-19 &amp; Reopening</b> We have noted that the community centers and other facilities were temporarily closed due to Covid-19. The facilities/programs have been re-opening subsequent to year-end but are not offering full programs and services. This causes a concern of the long term sustainability of the Association and its ability to continue as a going concern.</p>	<p>A significant portion of the Associations revenues come from the Neighbours Levy's, which is based on property and rural tax rates and are not directly affected by the community center closures. Furthermore Neighbours' Levy increased by over \$650,000 this year. The community centers are moving toward virtual and in person programs while implementing social distancing protocols. The temporary closure of facilities has also resulted in a reduction of expenses, which reduces the risk that the Association cannot continue. No amendments to the audit report have been made.</p>
<p><b>Self-review Threat</b> During our audit, we may be required to propose journal entries, which raises the issue of self-review as a risk</p>	<p>All journal entries will be explained in detail to management and assurance sought, through discussion, to ensure they are fully understood and embraced by the client. Management reviews all proposed entries and ultimately signs off by posting them to the general ledger.</p>
<p><b>Overstatement of Expenses</b> There is a presumed high risk of overstatement of expenses for non-profit organizations</p>	<p>Expense items recorded throughout the year will be tested and examined for existence and accuracy based on the audit approach.</p>

### IV Internal Controls and Business Issues

We considered the Association's system of internal control in order to determine audit procedures for the purpose of expressing our opinion on the financial statements. We are not obligated to search for matters beyond those that come to our attention during the normal course of planning and performing the audit. Accordingly, an audit would not usually identify all matters of interest to management in discharging its responsibilities.

## V Other Required Communications

CPA Canada Handbook Section CAS 240, “Communications with Those Having Oversight Responsibility for the Financial Reporting Process” sets out certain specific areas for communication with the Board of directors. Those that are relevant in your circumstances are as follows:

### *Fraud, Errors and Illegal Acts*

We are required to inform the Board of Directors whether, as a result of our testing, we have become aware of any fraudulent or illegal acts. Our audit tests are not specifically designed to detect such items, although should we become suspicious or aware of any occurrences, we would report directly to you. We expect management to inform the Board of Directors and the auditor about any fraud, whether or not material that involves management or other employees who have a significant role in internal controls.

Part of your governance role is to understand the risks of the business, including fraud, and management’s response. We would like to:

- Obtain your view on fraud
- Share our view on fraud, responsibility and procedures

As part of our assessment of risk of fraud, we considered the following, as applicable:

- Key incentives and pressures to commit fraud
- Journal entries and other adjustments
- Accounting estimates
- Significant unusual transactions
- Suspense accounts

### *Audit Response*

During the course of our audit, we detected no circumstances of fraud or suspected fraud and encountered no illegal acts. No such matters have been brought to our attention by management or the Board of Directors. We remind you that this absence of evidence detected during our work does not mean that fraud has not occurred.

### ***Independence***

We are required to communicate to the Board of Directors, at least annually, all relationships between the Association and Johnsen Archer LLP that, in our professional judgment, may reasonably be thought to bear on our independence.

#### ***Audit Response***

We confirm our independence as of the date of this Audit Report.

### ***Qualitative Aspects of Accounting Principles***

The primary responsibility for establishing the Association's accounting principles rests with management. To assist the Board of Directors in its review of the financial statements, we have had an open and frank discussion with management about our professional judgments on the qualitative aspects of accounting principles used by the Association. This discussion included items that have a significant effect on the understandability, reliability and comparability of the financial statements.

#### ***Audit Response***

The Association's significant account policies are summarized in Note 2 to the financial statements. At this time, we are not aware of any inappropriate policies adopted by the Association, or any instances where another accounting policy might be thought to be more appropriate.

### ***Other Communications and our Response***

- We are not aware of any management consultations with other accountants relating to potential audit issues.
- We are not aware of any issues with management in connection with the recurring appointment of us as auditors.
- There were no serious difficulties encountered while performing the audit.

### ***Summary of Adjusted Differences***

As at July 8, 2021, the date of this report, we have noted no adjusted differences and we are not aware of material unadjusted differences as discussed in the management representation letter (Appendix A).

**Appendix A – Client’s Draft Representation Letter**

DRAFT

# UNIVERSITY NEIGHBOURHOODS ASSOCIATION

#202 – 5923 Berton Avenue  
Vancouver, BC V6S 0B3

July 8, 2021

Johnsen Archer LLP  
300 - 7485 130th Street  
Surrey, B.C. V3W 1H8

Dear Sir / Madam:

We are providing this letter in connection with your audit of the financial statements of University Neighbourhoods Association as of March 31, 2021 and for the year then ended, for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of University Neighbourhoods Association in accordance with Canadian accounting standards for not-for-profit organizations.

We acknowledge that we are responsible for the fair presentation of the non-consolidated financial statements in accordance with Canadian accounting standards for non-for-profit organizations and for the design and implementation of internal control to prevent and detect fraud and error. We have assessed the risk that the non-consolidated financial statements may be materially misstated as a result of fraud, and have determined such risk to be low. Further, we acknowledge that your examination was planned and conducted in accordance with Canadian generally accepted auditing standards so as to enable you to express an opinion on the non-consolidated financial statements. We understand that while your work includes an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of monetary value, if it is probable that its omission from or misstatement in the non-consolidated financial statements would influence the decision of a reasonable person relying on the non-consolidated financial statements.

We confirm, to the best of our knowledge and belief, as of July 8, 2021, the following representations made to you during your audit.

1. The financial statements referred to above present fairly, in all material respects, the financial position of the Association as at March 31, 2021, and the results of its operations and its cash flows for the period then ended, in accordance with Canadian accounting standards for not-for-profit organizations.
2. We have made available to you all financial records and related data and all minutes of the meetings of directors and committees of directors.
3. We have responded fully to all enquiries made to us and have made available to you all accounting and financial records and related data of the Association during your audit.

4. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements. All financial statement misstatements identified and discussed with us in the course of the examination have been recorded.
5. We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
6. We are unaware of any violations or possible violations of laws or regulations the effects of which should be considered for disclosure in financial statements or as the basis of recording a contingent loss.
7. We have identified to you all known related parties and related party transactions, including guarantees, non-monetary transactions and transactions for no consideration.
8. We have no knowledge of fraud or suspected fraud affecting the entity involving management; employees who have significant roles in internal control, or others, where the fraud could have a nontrivial effect on the financial statements.
9. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.
10. We believe that the significant assumptions used in arriving at the fair values of financial instruments as measured and disclosed in the financial statements are reasonable and appropriate in the circumstances.
11. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.
12. All related party transactions have been appropriately measured and disclosed in the financial statements.
13. We have disclosed to you all material transactions undertaken during the period, including non-monetary transactions and those for no consideration.
14. The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
15. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.
16. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
17. The Association has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements. This includes:

- (a) Appropriate provisions for idle, abandoned, destroyed or obsolete assets or where site restoration costs will be necessary; and
- (b) Impairments in the value of goodwill or intangible assets.

18. We have disclosed to you, and the Association has complied with, all aspects of contractual agreements that would have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
19. There have been no events subsequent to the balance sheet date up to the date hereof that would require recognition or disclosure in the financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and the related notes.
20. We have disclosed to you all significant customers and/or suppliers of the Association who individually represent a significant volume of transactions with our Association. We are of the opinion that the volume of transactions (e.g., sales, services, purchases, borrowing and lending) done by the Association with any one party is not of sufficient magnitude that discontinuance would have a material negative effect on the ongoing operations of the Association.
21. Provision has been made for any material loss to be sustained in the fulfillment of, or from an inability to fulfill, any sales commitments.
22. Receivables recorded in the financial statements represent valid claims against debtors for sales or other charges arising on or before the balance sheet date and have been appropriately reduced to their estimated net realizable value.
23. There were no inventories on consignment, bill-and-hold, or other arrangements, either owned by us or by our suppliers. Provision, when material, has been made (i) to reduce excess or obsolete inventories to their estimated net realizable value and (ii) for any loss to be sustained as a result of purchase commitments for inventory quantities in excess of normal requirements or at prices in excess of the prevailing market prices.
24. There are no material unrecorded assets or contingent assets (such as claims related to patent infringements or unfulfilled contracts whose value depends on satisfying conditions regarded as uncertain), that have not been disclosed to you.
25. We have disclosed to you all significant estimates and fair value measurements. We are of the opinion that:
  - a) The measurement methods used are permitted under Canadian generally accepted accounting principles and appropriate in the circumstances;
  - b) The underlying assumptions are reasonable and reflect management's best estimates considering existing market information;
  - c) The method of valuation has been applied consistently;
  - d) The assumptions are consistent with management's intended courses of action; and
  - e) Financial statement disclosures are in accordance with Canadian generally accepted accounting principles.
26. We have obtained all consents that are required under applicable privacy legislation for the collection, use, and disclosure to you of personal information.
27. The minute books of the Association are a complete record of all meetings and resolutions of directors throughout the period and to the present date.

28. We are aware of the environmental laws and regulations that have an impact on our Association and we are in compliance. There are no known environmental liabilities that have not been accrued for or disclosed in the financial statements.

**Other**

1. None of the members were in debt to the Association, other than in the ordinary course of business at the year-end or at any time during the year.
2. The Association did not make any related party transactions during the year that have not been disclosed to you.
3. All management fees, bonuses or other remuneration paid to or accrued on behalf of members or related parties represent the fair market value of services performed for, or goods provided to, the Association.
4. We hereby acknowledge that Johnsen Archer LLP have made us aware of your legal obligations under the Proceeds of Crime (Money Laundering) and Terrorist Financing Act. We hereby acknowledge that we are aware of potential conflict of interest that may arise as a result of our legal obligations under this Act and authorize Johnsen Archer (LLP) to release and disclose information about University Neighbourhoods Association as required by statute.
5. We confirm that another auditor has not been appointed in respect of these financial statements.

Yours truly,

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**

\_\_\_\_\_  
Sundance Topham

\_\_\_\_\_  
Athena Koon

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Date signed

**Appendix B – Draft Audit Report**

DRAFT

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## Independent Auditor's Report

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To the Members of University Neighbourhoods Association

Report on the Financial Statements

### *Opinion*

We have audited the financial statements of University Neighbourhoods Association (the Association), which comprise the statement of financial position as at March 31, 2021, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless those charged with governance either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### *Report on Other Legal and Regulatory Requirements*

As required by the Societies Act of British Columbia, we report that, in our opinion, these accounting policies applied in preparing the financial statements in accordance with ASNPO have been applied on a basis consistent with that of the preceding year.

Surrey, B.C.  
July 8, 2021

CHARTERED PROFESSIONAL ACCOUNTANTS

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**Appendix C – Draft Independence Letter**

DRAFT

July 8, 2021

University Neighbourhoods Association  
202 - 5923 Berton Avenue  
Vancouver, BC V6S 0B3

Attention: Mr. Sundance Topham, Chief Administrative Officer

Members of the Board of Directors:

We have been engaged to audit the financial statements of University Neighbourhoods Association for the year ended March 31, 2021.

Canadian generally accepted auditing standards require that we communicate at least annually with you regarding all relationships between the Association and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, the standards require us to consider relevant rules and related interpretations prescribed by the Organization of Chartered Professional Accountants of British Columbia ("CPABC") and applicable legislation, covering such matters as:

- a) holding a financial interest, either directly or indirectly, in a client;
- b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- d) economic dependence on a client; and
- e) provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since August 14, 2020, the date of our last letter.

We are aware of the following relationships between the Association and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence. The following relationships represent matters that have occurred from April 1, 2020 to July 8, 2021.

We may provide assistance in the preparation of the financial statements, including adjusting journal entries.

These services may create a self-review threat to our independence. We, therefore, will ensure that the following safeguards are put in place:

- a) management creates the source data for all the accounting entries;
- b) management develops any underlying assumptions required with respect to the accounting treatment and measurement of the entries;
- c) management reviews and approves all journal entries proposed by us, as well as the financial statements; and
- d) someone other than the preparer reviews the proposed journal entries and financial statements.

Canadian generally accepted standards for audit engagements require that we confirm our independence to the proprietor in the context of the CPABC Code of Professional Conduct. Accordingly, we hereby confirm that we are independent with respect to the Association within the meaning of the CPABC Code of Professional Conduct as of August 14, 2021.

This report is intended solely for the use of and should not be used for any other purpose.

Should you wish to discuss this matter with us further, please contact us at your earliest convenience. Thank you again for the opportunity of providing our services to your Association.

Yours truly,

JOHNSON ARCHER LLP

Per:

Rob Matty, CPA, CA\*  
Partner  
\*Incorporated Professional

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**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**  
**Financial Statements**  
**Year Ended March 31, 2021**

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*Draft for discussion purposes only*

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**  
**Index to Financial Statements**  
**Year Ended March 31, 2021**

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*Draft for discussion purposes only*

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of University Neighbourhoods Association

*Report on the Financial Statements*

*Opinion*

We have audited the financial statements of University Neighbourhoods Association (the Association), which comprise the statement of financial position as at March 31, 2021, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2021, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

*Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations., and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless those charged with governance either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

(continues)

*Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Report on Other Legal and Regulatory Requirements*

As required by the Societies Act of British Columbia, we report that, in our opinion, the accounting policies applied in preparing and presenting the financial statements in accordance with Canadian Accounting Standards for Not-for-profit Organizations have been applied on a basis consistent with that of the preceding year.

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**  
**Statement of Financial Position**  
**March 31, 2021**

	2021	2020
<b>ASSETS</b>		
Current assets		
Cash	\$ 2,095,603	\$ 719,691
Accounts receivable	25,276	207,162
Prepaid expenses	10,873	7,565
	<b>2,131,752</b>	934,418
Capital assets (Note 4)	<b>889,489</b>	970,687
	<b>\$ 3,021,241</b>	\$ 1,905,105
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable and accrued liabilities (Note 5)	\$ 358,382	\$ 346,799
Deferred revenue (Note 6)	239,522	131,451
	<b>597,904</b>	478,250
Deferred contributions (Note 7)	<b>320,000</b>	280,000
Deferred capital contributions (Note 8)	<b>250,212</b>	289,315
	<b>1,168,116</b>	1,047,565
<b>NET ASSETS</b>		
Invested in capital assets	<b>618,532</b>	660,627
Internally restricted net assets (Note 9)	<b>67,471</b>	67,471
Unrestricted net assets	<b>1,167,122</b>	129,442
	<b>1,853,125</b>	857,540
	<b>\$ 3,021,241</b>	\$ 1,905,105

Commitments (Note 11)

COVID-19 Risk (Note 13)

**ON BEHALF OF THE BOARD**

\_\_\_\_\_ Director

\_\_\_\_\_ Director

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**  
**Statement of Revenues and Expenditures**  
**Year Ended March 31, 2021**

	2021	2020
<b>Revenue</b>		
Community centres	\$ 180,154	\$ 887,774
Neighbours' levy (Note 10)	3,657,288	2,983,774
Other revenue (Note 13)	995,938	505,333
	<b>4,833,380</b>	4,376,881
<b>Community services</b>		
Communication	84,025	104,017
Community access	138,379	120,935
Community centre		
Direct operating costs	441,184	506,195
Programming	224,795	510,049
Salaries and benefits	642,853	900,020
Community support	33,832	17,282
General and administrative	412,587	334,380
General meetings	31,506	35,533
Salaries and wages	1,008,882	939,857
Sustainability	9,818	14,356
	<b>3,027,861</b>	3,482,624
<b>Municipal services</b>		
Direct operating costs	113,104	110,345
Common area maintenance	559,633	516,716
	<b>672,737</b>	627,061
Excess of revenue over expenditures before other income or expenses	<b>1,132,782</b>	267,196
<b>Other income or expenses</b>		
Amortization of capital assets	176,300	161,401
Amortization of deferred capital contributions	(39,103)	(39,103)
Loss on disposal of capital assets	-	142,314
	<b>137,197</b>	264,612
<b>Excess of revenue over expenditures for the year</b>	<b>\$ 995,585</b>	<b>\$ 2,584</b>

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**  
**Statement of Changes in Net Assets**  
**Year Ended March 31, 2021**

	Invested in Capital Assets	Internally Restricted (Note 8)	Unrestricted	<b>2021</b>	2020
<b>Net assets - beginning of year</b>	\$ 660,627	\$ 67,471	\$ 129,442	<b>\$ 857,540</b>	\$ 854,956
Excess of revenue over expenditures	(137,197)	-	1,132,782	<b>995,585</b>	2,584
Internally restricted expenditures	95,102	-	(95,102)	-	-
<b>Net assets - end of year</b>	<b>\$ 618,532</b>	<b>\$ 67,471</b>	<b>\$ 1,167,122</b>	<b>\$ 1,853,125</b>	<b>\$ 857,540</b>

Draft for discussion purposes only

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**  
**Statement of Cash Flows**  
**Year Ended March 31, 2021**

	2021	2020
<b>Operating activities</b>		
Excess of revenue over expenditure for the year	\$ 995,585	\$ 2,584
Items not affecting cash:		
Amortization of capital assets	176,300	161,401
Amortization of deferred capital contributions	(39,103)	(39,103)
Loss on disposal of capital assets		142,314
	<b>1,132,782</b>	267,196
Changes in non-cash working capital:		
Accounts receivable	181,886	174,184
Prepaid expenses	(3,308)	7,962
Accounts payable and accrued liabilities	11,583	58,065
Deferred revenue	108,071	(91,897)
	<b>298,232</b>	148,314
Cash flow from operating activities	<b>1,431,014</b>	415,510
<b>Investing activity</b>		
Purchase of capital assets	(95,102)	(95,831)
<b>Financing activity</b>		
Deferred contributions	40,000	120,000
<b>Increase in cash</b>	<b>1,375,912</b>	439,679
Cash - beginning of year	719,691	280,012
<b>Cash - end of year</b>	<b>\$ 2,095,603</b>	\$ 719,691

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**  
**Notes to Financial Statements**  
**Year Ended March 31, 2021**

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**1. NATURE OF OPERATIONS**

University Neighbourhoods Association (the "Association") is a not-for-profit organization incorporated under the Society Act of British Columbia on May 29, 2002. The Association represents the residents of the University of British Columbia ("UBC") designated local areas including Hampton Place and delivers municipal-like services to them. The Association operates within the guidelines of its constitution and by-laws and the Neighbours' Agreement (the "Agreement") between the Association and UBC.

The Association's operations, as outlined in the Agreement, are funded by levies collected by UBC.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") and incorporate the following significant accounting policies:

Capital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a straight-line basis:

Computer hardware and software	3 years
Equipment and fixtures	10 years
Leasehold improvements	15 years
Website	5 years

Capital assets are amortized once put into use. No amortization is recorded in the year of disposition. Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

The Association regularly reviews its capital assets to eliminate obsolete items.

Capital assets are written down when they no longer provide any long-term service potential to the Association. Any write-down is recognized as an expense to the extent an asset's carrying value exceeds its residual value.

*(continues)*

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**  
**Notes to Financial Statements**  
**Year Ended March 31, 2021**

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Revenue recognition

The Association follows the deferral method of accounting for contributions.

Unrestricted contributions including service levies are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

Externally restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Contributions externally restricted for the purchase of capital assets are deferred and amortized into revenue at the amortization rate of the related capital assets.

Internally restricted net assets consist of deferred operating contributions internally restricted by the Association to be used for board-approved projects, as well as funds internally restricted for future capital purchases and community centre development.

Other revenue such as investment income, community centre fees, newspaper and miscellaneous are deferred and recognized as revenue when earned.

Donated materials and services

The Association does not record the value of donated materials and services as their fair value cannot be reliably measured.

Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, derivatives and investments in equity instruments quoted in actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments carried at fair value are expensed when incurred. Transaction costs on the acquisition, sale, or issue of financial instruments carried at amortized cost are deferred and amortized over the life of the related instrument.

Measurement uncertainty

The preparation of financial statements in conformity with ASNPO requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. These estimates include valuation of accounts receivable, capital assets, accrued liabilities, and deferred revenue. Such estimates are periodically reviewed and any adjustments necessary are reported in the period in which they become known. Actual results could differ from these estimates.

Government assistance

Government assistance is recorded as receivable when the Association qualifies under the terms of a government program and the amount of assistance can be reasonably estimated. Government assistance for current expenses is recorded as other revenue. Government assistance for future expenses is deferred and recognized into revenue in the same period as the related expenses are incurred.

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**  
**Notes to Financial Statements**  
**Year Ended March 31, 2021**

**3. FINANCIAL INSTRUMENTS**

The Association's financial instruments consist of cash, accounts receivable and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the Association is not exposed to significant interest, currency or commodity risks arising from these financial instruments.

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from customers. In order to reduce its credit risk, the Association reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts of \$nil (2020 - \$nil) is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information.

Fair Values

The Association's carrying values of cash, accounts receivable, and accounts payable and accrued liabilities approximate their fair values due to the immediate or short-term maturity of these instruments.

**4. CAPITAL ASSETS**

	Cost	Accumulated amortization	2021 Net book value	2020 Net book value
Computer hardware and software	\$ 90,968	\$ 68,909	\$ 22,059	\$ 23,714
Equipment and fixtures	1,157,623	747,286	410,337	459,793
Leasehold improvements	882,652	516,865	365,787	424,630
Website	118,250	26,944	91,306	62,550
	<b>\$ 2,249,493</b>	<b>\$ 1,360,004</b>	<b>\$ 889,489</b>	<b>\$ 970,687</b>

As at March 31, 2021, no events or changes in circumstances had occurred which indicated that capital assets require a write-down. During the year, \$nil (2020 - \$142,314) of various capital assets were written off due to the assets no longer being in use.

**5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

Included in accounts payable and accrued liabilities are the following government remittances payable:

	2021	2020
Employer Health Tax payable	\$ 7,485	\$ 7,726
Goods and Services Tax payable	40,614	29,456
	<b>\$ 48,099</b>	<b>\$ 37,182</b>

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**  
**Notes to Financial Statements**  
**Year Ended March 31, 2021**

**6. DEFERRED REVENUE**

	2021	2020
Balance at beginning of year	\$ 131,451	\$ 223,348
Current year additions	239,522	131,451
Less: amounts taken into revenue during the year	(131,451)	(223,348)
	<b>\$ 239,522</b>	<b>\$ 131,451</b>

Deferred revenue represents 2021 recreational fees received during the year for programs which have yet to occur.

**7. DEFERRED CONTRIBUTIONS**

Deferred contributions are contributions into the Capital Reserve Fund to replace field facilities at the end of their useful lives as set out in the University Hill Secondary School Artificial Playfield Joint Use Agreement (the "Joint Use Agreement") between U.B.C. and The Board of Education of School District No. 39 (the "School Board").

The Association was appointed by U.B.C. as manager through the Wesbrook Place Artificial Playfield License Agreement (the "License Agreement") to perform certain functions as described in the Joint Use Agreement.

**8. DEFERRED CAPITAL CONTRIBUTIONS**

Deferred capital contributions represents funding received from The Neighbours' Fund (a fund managed by UBC consisting of monies raised by way of service levies collected by UBC) to complete leasehold improvements for the Community Centres. This deferred contribution is amortized to operations on the same basis as the related leasehold improvements.

	2021	2020
Deferred capital contributions	\$ 586,543	\$ 586,543
Accumulated amortization	(336,331)	(297,228)
	<b>\$ 250,212</b>	<b>\$ 289,315</b>

**9. INTERNALLY RESTRICTED NET ASSETS**

Internally restricted net assets consist of deferred operating contributions internally restricted by the Association to be used for board-approved projects, as well as funds internally restricted for future capital purchases and community centre development.

*(continues)*

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**  
**Notes to Financial Statements**  
**Year Ended March 31, 2021**

**9. INTERNALLY RESTRICTED NET ASSETS (continued)**

	2021	2020
<b>Community engagement</b>		
Opening	\$ 18,199	\$ 18,199
Funds internally restricted	-	-
Expenditures incurred	-	-
	<b>18,199</b>	18,199
<b>Capital projects</b>		
Opening	30,898	30,898
Funds internally restricted	-	-
Expenditures incurred	-	-
	<b>30,898</b>	30,898
<b>Training and development</b>		
Opening	18,374	18,374
Funds internally restricted	-	-
Expenditures incurred	-	-
	<b>18,374</b>	18,374
<b>Total</b>	<b>\$ 67,471</b>	<b>\$ 67,471</b>

**10. NEIGHBOURS' LEVY**

Neighbours' levy funding is recorded net of reserve transfers and contributions, and payments to UBC.

	2021	2020
Neighbours' Levy	\$ 5,689,051	\$ 4,710,785
UBC Community Services Grant	500,000	500,000
Net Reserve Transfers	(292,500)	(196,694)
Total Neighbours' Levy & Reserves	5,896,551	5,014,091
Payments to U.B.C.	(2,177,906)	(1,983,614)
Net Levy Revenue	3,718,645	3,030,477
Unrecoverable GST	(61,357)	(46,703)
Net Neighbours' Levy	<b>\$ 3,657,288</b>	<b>\$ 2,983,774</b>

Payments to UBC consist of amounts withdrawn by UBC out of the Neighbours' Fund and include the Athletics Access fee and Water and Sewage charges, as well as amounts withdrawn to pay the Fire Services fee.

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**  
**Notes to Financial Statements**  
**Year Ended March 31, 2021**

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**11. COMMITMENTS**

The Association has entered into a lease agreement for its premises and has committed to the following minimum annual lease payments along with a commitment for facility handyman services.

2022		\$	89,768
2023			34,168
			123,936
		\$	123,936

**12. DIRECTORS' AND EMPLOYEE'S SALARIES**

During the year, the Association paid \$23,230 (2020 - \$24,317) to four directors, and a further \$9,388 (2020 - \$9,213) to the Chair. Additionally, the Association paid \$513,177 (2020 - \$459,682) to six (2020 - four) employees earning above \$75,000.

**13. COVID-19 RISK**

The outbreak of the Coronavirus disease ("COVID-19") has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of travel bans, self-imposed quarantine periods and social distancing, have caused material disruption to businesses and not-for-profit organizations globally resulting in an economic slowdown. The duration and impact of the COVID-19 outbreak is unknown at this time, as is the efficacy of the government and central bank monetary and fiscal interventions designed to stabilize economic conditions. The Association has closed recreational facilities, resulting in a decline in revenue, and obtained federal government subsidies to assist with employee wages.

The Association applied for government assistance under the Canada Emergency Wage Subsidy ("CEWS") related to the COVID-19 pandemic. The Association has been granted CEWS of \$670,917 for the fiscal year, which is included in other revenue.

**14. COMPARATIVE FIGURES**

Some of the comparative figures have been reclassified to conform to the current year's presentation.