



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** THAT the Board approve the September 21, 2021 Agenda as circulated.

C. APPROVAL OF MINUTES

1. **Motion:** THAT the Board approve the July 20, 2021 Minutes as circulated. 1
2. **Motion:** THAT the Board approve the September 7, 2021 Special Meeting Minutes as circulated. 6

D. DELEGATIONS

1. Finding Ways for the UNA to respond to the climate emergency (as declared by UBC and City of Vancouver) – Olivia Fermi – UNA Resident 8

E. EXTERNAL REPORTS & PRESENTATIONS

1. Electoral Area A Report – Electoral Area A Director, Jen McCutcheon – Verbal Update
2. Campus and Community Planning Report – Senior Policy Planner, Celene Fung 9

F. REPORTS

1. Management Update – Chief Administrative Officer 12
2. Community Works Fund – Chief Administrative Officer 22

Recommendation:

THAT the Board approve the UNA advancing the following joint UNA and UBC projects to the Electoral Area A Community Works Fund working group:

- a. Electric Vehicle (EV) Charging Stations Project
 - b. Solid Waste Receptacle Replacement Project
 - c. Wesbrook Outdoor Basketball Court Project
 - d. Acadia Neighbourhood Active Transportation Improvement Project
3. UNA-UBC Liaison Committee Member Appointments 34



Recommendation:

THAT the Board appoint Chair Richard Watson and Directors Bill Holmes and Terry Mullen as the UNA Liaisons to the UNA-UBC Liaison Committee.

4. Finance Committee Update

- | | |
|-------------------------------------------------------------|----|
| a. 2022-23 Budget Timeline – Finance Manager | 39 |
| b. 2021/22 1 st Quarter Update – Finance Manager | 43 |
| c. Signing Authorities – Finance Manager | 50 |

Recommendation:

THAT the Board approve the signing authorities and special instructions, as set out in the attached Draft RBC Master Client Agreement document.

5. Neighbours' Agreement Committee – Director Holmes – Verbal Update

6. Community Engagement Advisory Committee Update – Director Kang

- | | |
|----------------------------------------|----|
| a. June 28, 2021 Approved CEAC Minutes | 67 |
|----------------------------------------|----|

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None

I. ADJOURNMENT

The Board will adjourn into a Closed Session to discuss employee relations and other human resources matters, as well as dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests.



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Terry Mullen

Murray McCutcheon
Jane Kang

UBC OBSERVERS:

Carole Jolly
James Heth

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:

Kate Norris – Senior Manager, Johnsen Archer LLP

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting was called to order at 5:35 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

The Chair requested that 7 p.m. be called the stated hour to accommodate the auditors' availability to present item F.12, after which regular business is to be resumed.

Motion by Chair:

THAT the Board approve the July 20, 2021 Meeting Agenda as modified.

Seconded by Director Holmes.

Carried.

C. APPROVAL OF MINUTES

Motion by Chair:

THAT the Board approve the June 15, 2021 Minutes, as circulated.



Director Holmes requested that item F.4 be corrected to state that Director Holmes provided the update.

Motion by Chair:

THAT the Board approve the June 15, 2021 Minutes, as modified.

Seconded by Director Holmes.

Carried.

Motion by Chair:

THAT the Board approve the June 28, 2021 Special Meeting Minutes, as circulated.

Seconded by Director Holmes.

Carried.

D. DELEGATIONS

1. Dog Bite Bylaw

UNA residents Stephen Pannuto and Robyn Pitman provided a verbal presentation to Board.

Motion by Director Mullen:

To direct Staff to report back to the Board on what steps can be taken to control dogs within the UBC neighbourhoods.

Seconded by Director Holmes.

Carried.

E. EXTERNAL REPORTS AND PRESENTATIONS

1. UBC RCMP Detachment Update

Sergeant Chuck Lan provided a verbal update to the Board.

2. Electoral Area A Report

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

3. Campus and Community Planning Report

The Board received the July 2021 report for information.

F. REPORTS

1. Management Update

The Management Report was presented for information.

2. 2021-22 UNA Staff Work Plan – First Quarter Update

The CAO presented the 2021-22 UNA Staff Work Plan quarterly update for information.

3. 2020 and 2021 Annual General Meetings Final Documents



Motion by Chair:

THAT the Board approve the 2020 Notice of AGM and Proxy Form as amended.

Seconded by Director Holmes.

Carried.

THAT the Board approve the 2021 Notice of AGM and Proxy Form as amended.

Seconded by Director Holmes

Carried.

4. 2021 UNA Election Planning

Motion by Chair:

THAT the Board approve the attached ballot for use in the 2021 UNA Director elections.

Seconded by Director Holmes

Carried.

Motion by Chair:

THAT the Board approve the attached "How to Vote" document.

Seconded by Director McCutcheon.

Carried.

5. 2021 Release of Membership Data

Motion by Chair:

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.

Seconded by Director Holmes.

Carried.

Motion by Chair:

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 electronic information containing a copy of the members' register, listing each member and their name, mailing address, email and phone number, if available, on condition that: (a) the electronic information 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.

Seconded by Director McCutcheon.

Carried.

Motion by Chair:

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.

Seconded by Director Mullen. (*Director Mullen and Holmes opposed*)

Carried.

Kate Norris joined the meeting.

6. Audited Financial Statements

Kate Norris of Johnsen Archer LLP presented the Audited Financial Statements to Board.

Motion by Director Holmes

That the Board approve the UNA's financial statements for the year ended March 31, 2021 and that the Chair be authorized to sign the financial statements on behalf of the Board to confirm that approval has been given.

Seconded by Director Kang

Carried.

7. UNA-AMS Balloting Box

The AMS Designated Student presented his report to the Board.

8. Land Use Advisory Committee Update

The Communications Manager presented the report to the Board.

9. Community Engagement Advisory Committee Update

a. June 1, 2021 CEAC Approved Minutes

The Minutes were received for information.

b. Work Plan 2021-2023

Motion by Director Kang:

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

Seconded by Director Holmes.

Carried.



10. Finance Committee Update

a. Neighbourhood Levy For 2021-22

The Finance Manager presented the Neighbourhood Levy For 2021-22 report for information.

11. UNA Taxation Working Group

Motion by Director Holmes.

THAT the UNA Taxation Working Group be disbanded.

Seconded by Director McCutcheon

Carried.

12. Neighbours' Agreement Committee

Director Holmes provided a verbal update to the Board.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None

I. ADJOURNMENT

The meeting was adjourned at 7:45 p.m.



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Terry Mullen

Murray McCutcheon
Jane Kang

UBC APPOINTED OBSERVERS:

James Heth
Carole Jolly

STAFF:

Sundance Topham – Chief Administrative Officer
Glenda Ollero – Communications Manager
Marta Mikolajczyk – Administrative Assistant

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Special Board meeting was called to order at 9:01 a.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 September 7, 2021 Special Meeting Agenda as circulated.

Seconded by Director Holmes

Carried.

C. APPROVAL OF MINUTES

None.

D. DELEGATIONS

None

E. EXTERNAL REPORTS AND PRESENTATIONS

None.

F. REPORTS

1. 2020 + 2021 Annual General Meetings – Notice and Proxy Form



Motion by Chair:

THAT the Board confirm the following items for the 2020 + 2021 Annual General Meetings:

- a. THAT the UNA hold the 2020 and 2021 Annual General Meetings back-to-back on September 29, 2021 commencing at 7:00 pm online via Zoom.
- b. THAT the voting format for both regular voting and proxy voting take place via show of hands through Zoom.
- c. THAT all UNA Directors be available to receive proxies for voting.

Seconded by Director Holmes

Carried.

Motion by Chair:

THAT the Board approve the attached 2020 Notice of AGM and Proxy Form as amended.

Seconded by Director Holmes

Carried.

THAT the Board approve the attached 2021 Notice of AGM and Proxy Form as amended.

Seconded by Director Holmes

Carried.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None

I. ADJOURNMENT

None

Finding Ways for the UNA to respond to the climate emergency – suggestions from Olivia Fermi, Hawthorn PI.

Discussion of Climate Change mitigation strategies. Given that both City of Vancouver and UBC have declared climate emergencies, how can we of the UNA respond? A few ideas, I'm sure there's lots more...

— Identify and study possible strategies for adapting UNA neighbourhood buildings for higher summer temperatures: to lower costs and increase energy efficiencies across the UNA. In other words, try to engineer solutions that are the most ecologically friendly, not just short-term band-aids. For example could research:

- Window coverings that capture heat in winter, reflect heat off the windows in summer.
- Mini-split A/C is the most efficient and can also be used for heating. Since installation requires drilling a 3" hole in an exterior wall, one would need to look into insurance and protection of building envelope integrity. Note: There are condo units in the UNA with lots of cover (window set far back under balcony) where this might be quite feasible.

— Strategies should also include review of standard strata by-laws across the UNA. Examples:

- Encourage hanging clothes to dry on decks and balconies instead of discouraging. Offer new by-law wording to UNA members for their stratas to replace the standard by-law that says you shouldn't hang your washing out to dry on your balcony. Dryers especially in the summer are creating more heat and wasting energy. This would be a small symbolic change to help shift our culture of waste and throw away.
- Review standard by-law for window coverings—could change that one to encourage window coverings that capture heat in winter and reflect it in summer, along with recommendations for same.

— Create a no-idling by-law similar to what CoV instituted a number of years ago. I don't know which governing body(ies) could implement—joint UNA-UBC?





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: September 8, 2021

Subject: Monthly Update from Campus and Community Planning

UBC Response to COVID-19

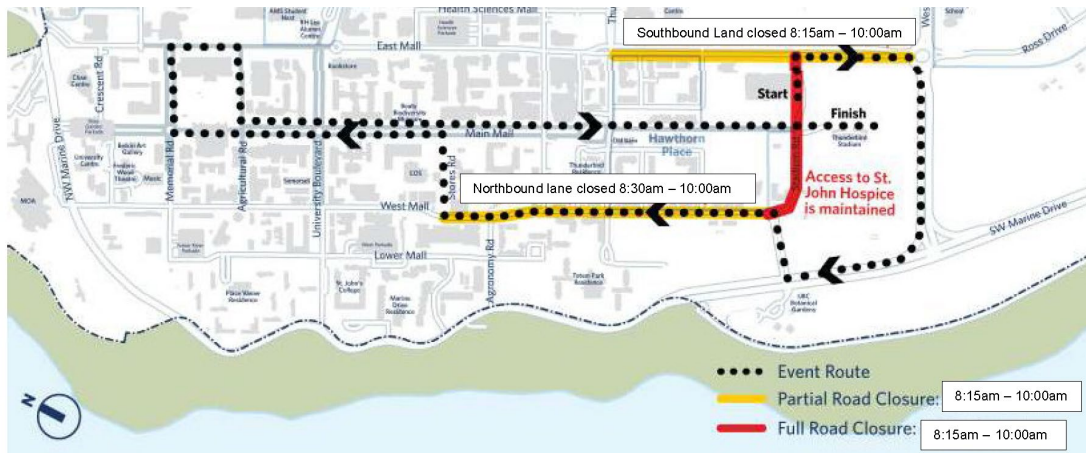
UBC is implementing the [COVID-19 Return to Campus Guidelines](#). The Guidelines were developed by a team of experts from B.C.'s post-secondary sector, the Office of the Provincial Health Officer, regional health authorities, and the BC Centre for Disease Control. UBC will also require [COVID-19 rapid testing](#) for all students, faculty, and staff, with exemptions provided for those who are fully vaccinated against COVID-19. To keep up to date on UBC COVID-19 announcements see <https://covid19.ubc.ca/>.

Film & Events Notification

September

- Tuesday, September 7th - **First day of classes.**
- Thursday, September 9th to Thursday, September 16th from 8:30 am to 4:30 pm daily. **AMS Firstweek.** University Commons.
- Thursday, September 9th from 3:30 pm to 5:30 pm. **Vancouver School of Economics (VSE) Graduate Welcome Event.** Iona Green.
- Thursday, September 9th to Friday, September 10 from 4:40 pm to 7:00 pm. **Picnic with Biochemistry Student Association (BSA).** Thunderbird Commons.
- Friday, September 10th from 9:00 am to 5:00 pm. **Stephen Toope Garden Naming Ceremony.** Library Garden.
- Friday, September 10th from 5:15 pm to 7:45 pm. **UBC Pride Picnic.** Thunderbird Commons.
- Saturday, September 11th to Sunday, September 12th from 10:00 am to 4:00 pm. **The Spark 2021 - Orientation for incoming students.** Various locations on campus.

- Friday, September 17th from 9:00 am to 8:30 pm. **'Almost' Welcome Back BBQ and Homecoming Screening.** University Commons.
- Sunday, September 19th from 8:45 am to 10:00 am. **Summerfast 5km.** See map below for routes and closure notice.



- Sunday, September 19th from 6:00 pm to 8:00 pm. **UBC Terry Fox Run.** Main Mall and University Blvd.
- Saturday, September 25th to Sunday, September 26th from 9:00 am to 5:00 pm. **Faculty of Land and Food Systems (LFS) Firsts.** Thunderbird Commons.

October

- October 23rd (in person) and October 16th to 31st (virtual race). The **Great Trek** features races for everyone with a Half Marathon, 10KM, 5KM and 36.1KM options. The route is the same for all runs but the distance is mapped out separately depending on the race's length. For more information see <https://www.greattrek.ca>



Community Development

Inspiring Community Grants

Have a great idea for a project that can inspire a sense of community connection? Apply for an Inspiring Community Grant and you could receive up to \$500 to make it happen. Applications are due September 30th. Apply online at <https://utown.ubc.ca/whats-happening/community-grants>

“Lights on Lee Square”- Lighting Designs on the Money and Raymond M.C. Lee Square

To welcome community members back to campus, there will be new illuminate designs outside the UBC Bookstore. The light displays will run in the evenings throughout September.

Development Project Updates

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

DP13010-2 - The Pemberley Tree Removals

A permit was issued on August 11th for the removal of four Honey Locust trees from The Pemberley in Hampton Place. The trees pose a potential hazard as they were being crowded by the existing street trees and “lion-tailing” over the roof.

SLP21037 - Wesbrook Mall EV Charging Station

An application was received on September 1st for a public Level 2 EV charging parking stall on Wesbrook Mall near the southwest corner of the Evolve building (BCR8). The application is currently under review by the SLP committee. It is anticipated that the EV charger will be installed by the end of September.



Report Date: September 14, 2021
Meeting Date: September 21, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: August + September Management Update

Background

The August + September 2021 Management Update is presented for information.

Decision Requested

For information

Discussion

CHIEF ADMINISTRATIVE OFFICER

In August through to mid-September a considerable amount of time was spent on COVID related work, preparing for the fall AGMs and election, providing support to the Neighbours Agreement Committee 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 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 (AGMs) and 2021 Director elections – including working closely with Communications staff to move the AGMs from the planned in-person events to a fully online event. Helped finalize the UNA Elections Guide for Candidates and other election support pieces.

COVID-19 Support

- Provided support on COVID-related policies and procedures – focusing on mask policies, proof of vaccination requirements and return to work planning. As the UNA runs recreation facilities, we are required to enforce the PHO proof of vaccination requirements for any non-essential aspects of our recreation facilities. Individuals who need to access non-recreation services, such as parking passes or UNA membership information, youth accessing the

programming, or those using common areas but not recreating or participating in a program, do not have to show proof of vaccination.

As an interim measure the UNA will be engaging an outside security guard agency to assist staff with checking for proof of vaccination – with a pivot to UNA staff once additional resources can be brought on board.

More information in regard to how the UNA is implementing the Provincial Health Officer Orders is available on the www.myuna.ca website.

Operations

- Worked closely with Chair Watson and Director Kang, as well as Campus and Community Planning (C+CP) staff, with support from Operations and Recreation staff, to finalize potential Community Works Funds projects for Board review.

Finance

- Assisted with the budget planning work – including providing input on new budget planning tools and the budget timeline.

Risk Management

- Continue to support the Operations department and Recreation department in implementing policy/training or contractual changes required as a result of the new UNA insurance coverage.

Programs and Services

- Records Management work - Continue with implementing the Records Classification and Retention System. Pilot project is finalized, and other departments are starting to implement the new system.
- An Office Space Needs Assessment Request for Proposals was issued, and a consultant has been engaged. The work will take place between September and November, with the idea that any potential projects can be included in the 2022-23 budget.
- Continue to compile preliminary information regarding a possible Dog Bylaw for the UNA. A detailed report with options for next steps will be coming to the October Board meeting.

Human Resources

- Finalized the hiring of the new Recreation Manager. The successful candidate is Dave Gillis – who started at the UNA on August 16th.
- Helped with the planning work for the well-being task force – aimed at supporting staff as they transition back into in-office work.
- Formalized Work from Home (WFH) arrangements with numerous staff across various departments.

Community Relations

- Moderated a UBC Return to Campus Community Town Hall on Wednesday, August 18th at 7:00 pm. The event included a presentation and question and answer period with UBC representatives in relation to UBC return to campus plans.

COMMUNICATIONS

Provincial Health Officer's Orders on Face Coverings and Proof of Vaccination

The Communications Team worked closely with the Recreation Team to implement the new Provincial Health Officer's orders on face coverings and proof of vaccinations. Communications rolled-out internal and external communications including newsletter updates, email updates, website updates and creation of new signage for UNA facilities.

Website Upgrades Plan

A new website plan for upgrades has been created to map out the continuing efforts to keep our website current, efficient and responsive to the needs of the community. The projects are divided into two types: content projects and functionality projects.

Some examples of content projects are: Creation of UNA Members page, updates to the Facilities Page and creation of AGM and Elections landing pages, and others. Some examples of functionality projects are: addition of URL parameter functionalities, addition of recreational program search functionalities, streamlining of API integrations, and more.

The full plan is a 12-month plan with 22 projects identified to date.

Town Hall Meeting: UBC Return to Campus

The UNA and UBC held a town hall meeting on August 18, 2021 where leaders from the UBC Vancouver Office of the Provost & Vice-President Academic, and from Safety & Risk Services delivered a presentation on what to expect on campus for residents living in UBC neighbourhoods.

The town hall had 100 registrations and 67 attendees with UBC resource persons answering questions until the end of the hour. Attendees had mixed feedback though most of them found the information useful while a few others were not happy about the restrictions that UBC was implementing.



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
- Pam Ratner, Vice-Provost & Associate Vice-President, Faculty Planning

Moderator:

- Sundance Topham, Chief Administrative Officer, UNA

AGM Date and Delivery Format Change

To honour the new federal statutory holiday, the National Truth and Reconciliation Day on September 30, the Board decided to move the AGM to September 29 and in anticipation of tightening restrictions due to the COVID-19 Delta variant, the Board has also decided to change the delivery format from in-person to online. Communications worked to ensure that we can implement these changes by updating the notices and coordinating the changes with affected staff. The Notices of AGMs were sent out on September 8, 2021 as prescribed by the Bylaws.

UNA Membership Drive

The Communications Team has created, and is in the process of rolling out a membership drive in order to increase membership numbers in the lead-up to AGM and Board of Directors Elections. Tactics include: a new UNA Membership landing page, Campus Resident ads, Program Guide ads, newsletter promotions, new printed materials, Facebook ads and signage.

Seasonal Marketing Meeting (Communications/Recreation Depts.)

The Communications Department and the Recreation Program Team held our seasonal marketing meeting, and we outlined some key strategies to support the promotion of Fall Programs. Strategies include posters, promotions to Stratas, newsletter promotions, advertising and partner outreach.

Program Guide Covers for 2022

The Communications Team worked with the Recreation Program Team and our graphic designer to conceptualize the covers for the 2022 Winter, Spring/Summer and Fall Program Guide. For 2022, inspired by the newly launched UNA member cards we'll explore a patterned artwork, featuring seasonal celebrations, activities and events. The artwork should serve as a reminder of all the fun, activities and community building the UNA has to offer balanced with abstract graphic elements. After a year and a half of dealing with the pandemic, we want to re-energize the publication as we bring patrons

back into a safe social space, to have fun, be adventurous and explore new activities. The artwork will be bold, bright and colourful.

Mindfulness Walk 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 engaged well-being coach, Sep Alavi, to lead us on a guided mindfulness morning walk on Friday, September 10. Sep led the team on an easy walk where everyone was asked to put their electronics away and allow themselves to focus on their surroundings, thoughts and practice mindfulness.

Other Work:

- Communications support for Neighbours Day and Try-It Week
- Communications support for Recreation Team initiatives and Front Desk leads
- Communications support for Sustainability initiatives
- Internal Communications support for the file restructuring project
- Participating in preliminary budget building

OPERATIONS

COVID 19 and Operations

Following the BC Provincial Health Orders, the UNA has put effective measures in place to reduce the risk of infection:

- Development of an update Mask Policy in all UNA indoor area - [Link](#)
- Implement Proof of Vaccination Procedure check point in Wesbrook Community Centre and Old Barn Community Centre - [Link](#)

Ross Drive and Gray Ave – Parking, Sidewalks and Intersection Upgrades

On top of the recently completed parking project along Ross Drive and Gray Ave, there are additional upgrades in the nearby Ross Drive and Gray Ave Intersection. These upgrades included sidewalks, let downs, and a new crosswalk at the Gray Ave and Ross Drive intersection.

New parking bays and on street parking signage in nearby areas are expected to ready. New residential permit only parking area will be available along Ross Drive South, and Gray Ave West. All road and parking projects expect to be completed before the end of September 2021.

YMCA Before and After School Agreement

The UNA is in the process of formalizing the YMCA Before and After School Agreement. The new agreement will help residents to secure the much needed before and after school care services provided by YMCA Kids Club.

The new agreement is expected to be ready for the UNA Board of Directors to review at the October UNA Board Meeting.

YMCA Wesbrook Kids Club Enrollment: 15 – at full capacity

YMCA Thunderbird (Old Barn) Kids Club Enrollment: 38 – at full capacity

YMCA Vista Point Childcare Agreement

The YMCA Vista Point Childcare agreement will expire at the end of December 2021. The UNA Operations team has reached out to YMCA Childcare services and the YMCA Childcare team expressed an interest to renew the Vista Point Childcare license. UNA staff will continue to work with YMCA to develop the renewal agreement.

YMCA Vista Point Childcare Enrollment: 18 – at full capacity

Record Management Process

The UNA IT department is working closely with all internal departments to reorganize the UNA network storage. Part of the project is the development of a new permission structure based on user groups. This new user group structure will streamline new user onboarding, reduce administration effort, and improve IT management efficiency. This new user group structure is expected to be carried over into the eventual IT cloud storage migration.

WCC and OBCC Exterior Project

UNA Operations team has recently completed window cleaning and power washing of all UNA facilities (OBCC, WCC and WCC Daycare). Special emphasis has been placed on refreshing the wooden exterior panels on Wesbrook Community Centre.

FINANCE

Highlights of major activities:

- Wrapping up audit and surplus arrangement for fiscal 2021/22
- Budget Planning for fiscal 2022/23
- Continue working with JFTF



Details:

Wrapping Up Audit and Surplus Arrangement for fiscal 2021/22:

The Board approved the audited financial statements for fiscal 2021/22 in July and a copy has been shared to the UBC per the requirement of the Neighbours' agreement.

The UNA has a surplus of \$995,585 for the fiscal year of 2020/2021. Currently, we have put away \$700K to a GIC account to earn more interest than the regular daily account, which currently earns no interest. The estimated net cash left for the surplus is approximately \$356K. This amount will be kept in our bank for future use.

Budget Planning for the next fiscal 2022/23:

Planning work has been started for fiscal 2022/23 budget and the 2022-23 budget process report provided more details of the planning.

Continue Working with Joint Financial Task Force (JFTF):

We received the official letter confirming UBC's Financial Support for the UNA's 2021-2022 Budget in July and a signed copy of the agreement was returned to the UBC. The Neilson report update, which examines the level of resident access to basic recreation facilities and programs should be finalized by the end of September.

RECREATION

Both Community Centres

The Wesbrook and Old Barn Community Centres continue to be open to community members. Summer camps dominated all programming for the month of August. UNA card, parking, program registration and other registration is now available in person. Common areas are reorganized and back and frequently in use.

The recreation centres are almost back to normalcy, although the mask mandate is still in effect and enforced, and proof of vaccination is required for non-essential-recreation focused visits. The Living Room at the Old Barn continues to see regular visits by families and seniors.

Mask and Vaccination roll-out

Close communications have been made with BCRPA on the roll-out of mask and vaccination requirements for the recreation sector. Messaging and information on the impact of the mask and proof of vaccination requirements was sent to program participants and instructors upon the release of the Provincial Health Order. Recreation staff have worked closely with Communications and Operations staff on implementing required access controls and internal and external communications.

Programming

	TOTAL NUMBER OF PROGRAMS TO BE OFFERED IN SEPTEMBER AS OF AUGUST 31/2021	CONFIRMED NUMBER OF REGISTRATIONS SEPTEMBER AS OF AUGUST 31/2021	TOTAL NUMBER OF DROP-IN PROGRAMS
EARLY YEARS	16	225	0
CHILDREN	48	296	8
YOUTH	44	236	9
ADULT	39	259	3
SENIORS	12	78	0
	156	1,130	20

Sept 13 was the first day of fall programming. We are offering over 150 programs for this season which is at 90% of the pre-covid capacity. With the current registration, we foresee a strong performance of the recreation programs in the fall.

The Old Barn Community Centre has begun to offer programs, the Safe and Connected Community portfolio were well received by our community. Musical Breakfast, Andy the Musical Scientist and Theatre for The Young Audience are artistic performances for families hosted in the Barn. In total, we have more than one hundred people registered for these three sessions, which reveals the interest in our community for cultural attractions. Singing Together and Jamming Together are programs that aim to connect people by music. We also had a great uptake from participants: we have more than thirty people registered in total. Strong at Heart, a program designed to foster mental health literacy in our community, had also a good reception.

Community Events

The recreation team planned and held a welcome back event and Try-it-Week in early September.

Neighbours' day

Despite the rainy weather, Neighbours Day offered a fun event for the community to gather and reconnect. About 150-200 people filtered through the three-hour event. The Community Art Project - where individuals decorated pieces of fabric to contribute to bunting for future UNA events – was a great hit. The UBC Marching band was a fantastic addition, providing live music both at the community and while marching through the neighbourhood.

Many kids were also excited to collect stamps for the Activity Stamp Card by visiting different booths at Neighbours Day. Three winners will be drawn randomly. The volunteers were beneficial – many of the youth took over the booths assigned to, took ownership, and ran them independently, which freed staff members to engage with families, people more organically.

Human Resources

New Hires

New Recreation Manager, Dave Gillis came on board August 16th after spending time at UBC Recreation and the YMCA. Three new Front Desk Attendants have been hired and will be trained in the coming couple weeks. A few suspended positions during COVID are being reviewed for re-hiring, including Youth Activity Leader, Bookings Coordinator, and the Birthday Party Leader.

Etana Tam – Youth Activity Leader, started early September with onboarding and planning programming – her first class was with the pre-teens!

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



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

4. Dave Gillis, Recreation Manager

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer



Report Date: September 10, 2021
Meeting Date: September 21, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: Area A Community Works Funds – UNA + UBC Potential Projects

Background

Metro Vancouver receives Gas Tax monies through the Community Works Fund that may be used for eligible projects to benefit the Electoral Area A communities.

To help Metro Vancouver decide which projects would benefit the University Neighbourhoods Association (UNA), University of British Columbia (UBC), and University Endowment Lands (UEL) communities Jennifer McCutcheon, Chair, Electoral Area A Committee, invited the UNA to appoint representatives from the UNA Board and staff to participate in a process to discuss potential projects.

This process, which includes representatives from the various communities, has led to the shortlisting of several potential UNA and UBC projects. These project are being presented to the Board for review and approval for advancement, before being brought to the Electoral Area A Community Works Fund working group for further consideration.

Decision Requested

THAT the Board approve the UNA advancing the following joint UNA and UBC projects to the Electoral Area A Community Works Fund working group:

1. Electric Vehicle (EV) Charging Stations Project
2. Solid Waste Receptacle Replacement Project
3. Wesbrook Outdoor Basketball Court Project
4. Acadia Neighbourhood Active Transportation Improvement Project

Discussion

The UNA Board appointed Chair Watson and Director Kang to participate in the Electoral Area A Community Works Fund working group at the May 18, 2021 Board meeting.

The inaugural meeting of the working group took place on June 21, 2021, and at the meeting it was decided that the UNA and UBC would look to identify joint projects, while the UEL would investigate their own projects.

Within these parameters, the UNA members, along with myself as the staff representative, have been working diligently with UBC representatives to identify projects that would both meet the broader community interests, and fit within the requirements of the Community Works Fund funding.

As a result of this work, the following projects have been identified as projects worthy of further consideration.

It is important to note that the cost estimates for these potential projects are currently high level and need further work to refine – including the need for feasibility studies, as well as the need to confirm any operational considerations.

For all of these proposed projects it is intended that UBC will own the assets and pay for and project manage the projects.

It is also important to note that the timeframe for implementing these projects is anticipated to stretch over the next few years.

Funding Amount and Funding Requirements:

The total amount of funding available to be allocated to the UNA/UBC area through 2023 is \$636,703.30.

Although the list of infrastructure and capacity building projects that the Community Works Funds can be utilized for is extensive, there are a number of limitations, as per the attached *Examples of Eligible Community Works Fund Projects* sheet. The projects that have been identified fit within the guidelines.

Potential Projects:

- Electric Vehicle (EV) Charging Stations – This project would see UBC installing new Level 2 EV Charging Stations in the UNA neighbourhoods. There are currently two existing or proposed EV Charging Stations in the Wesbrook neighbourhood (one Level 3 Station (faster) and a proposed Level 2 Station). With this project it is proposed that two new Level 2 public EV Charging Stations would be installed in each of the Hawthorn, Chancellor and Hampton neighbourhoods, along with one additional Level 2 public EV Charging Station in the Wesbrook neighbourhood.

Installing an EV Charging Station requires pre-planning/feasibility work to ensure that they can be installed in the neighbourhoods. Each Level 2 EV Charging Station is anticipated to cost \$25,000 (for a two-charger station) – along with an additional \$5,000 per station for a feasibility study.

The total high level cost estimate for this project would be approximately \$210,000 for the seven new stations and feasibility study.

The first step in the project will be to undertake a feasibility study to determine where new stations could go - as installing the stations is a technically challenging process, and there may need to be adjustments to the plan, such as number or location of proposed stations.

The Community Works Funds will only cover a feasibility study if it is attached to a capital project – so there is a slight risk that the study would not identify any locations – in which case UNA and UBC would be on the hook for the cost of the study.

- Solid Waste Receptacle Replacement Project – This project would see UBC replace the existing stand-alone garbage containers within the UNA neighbourhoods with new multi-stream solid waste containers. This would build upon existing work and policies contained within the UBC Zero Waste Strategy.

High level numbers show that it would cost approximate \$3,500 per new receptacle, and that there would be approximately 35 receptacles to be replaced, for a total estimated cost of \$122,000.

This potential project ties into the work that staff will be undertaking in the fall to create a Public Space Solid Waste Management Plan. Any capital replacement of the existing garbage cans will need to wait until that process is finalized, to ensure that the new solid waste streams can be integrated into our existing contracts/pick-up process.

- Wesbrook Outdoor Basketball Court – Identifying a suitable location, and constructing an outdoor basketball court in the Wesbrook neighbourhood has been requested by UNA residents for a number of years. Finding funding and a suitable location has proven to be challenging, but there may be an opportunity to address this through the Community Works Funding – utilizing the currently vacant site that is earmarked for the future elementary school.

Initial conversations with Campus + Community Planning (C+CP) staff indicate that the elementary school site will sit vacant for approximately 10 years, and that the installation of a basketball court on the site, on the corner of Birney Avenue and Webber Lane, adjacent to the water park would be considered – subject to further engagement with the Vancouver School Board and any required permitting processes.

The idea would be to try and incorporate any court into the design of the future elementary school site – but that wouldn't be guaranteed. The total estimated cost for a full-sized outdoor court and related connecting paths and potential fencing is approximately \$200,000.

- Acadia Neighbourhood Active Transportation Improvements – The Transportation Engineer at C+CP has identified a number of active transportation projects that will improve the Active Transportation Corridor in Acadia Park. The enhancements are composed of items such as formalizing the active transportation route with crushed gravel paths, and carrying out landscaping and asphalt paving improvements to improve pathway conditions. These enhancements would improve pedestrian safety for children accessing Norma Rose Point School. Potential improvements up to \$100,000.

If the Board approves advancing the projects to the next level, the following steps will take place:

- Provide Area A with description of potential projects – September working group meeting. Receive approval to advance the projects.
- Move forward with any required studies/detailed costing.
- Adjust/amend the projects as necessary. Provide update to UNA Board. Request approval of final projects.
- Bring finalized projects to Electoral Area A Committee for approval and advancement to Metro Vancouver Regional District Board for approval.

Financial Implications

As noted in the description of the potential projects the cost estimates for the potential projects are currently high level and need further work to refine.

The total amount available for the projects through to 2023 is \$636,703. Current cost estimates for the projects are as follows:

Project	Estimated Cost
Electric Vehicle (EV) Charging Stations	\$210,000
Solid Waste Receptacle Replacement	\$122,000
Wesbrook Outdoor Basketball Court	\$200,000
Acadia Neighbourhood Active Transportation Improvements	\$100,000
Total:	\$633,000



Operational Implications

Moving forward with any of these projects will require input and support from multiple UNA departments, including Operations, Administration, Recreation, Finance and Communications.

Strategic Objective

Community and Stakeholder Relations

Attachments

1. Schedule A – Examples of Eligible Community Works Funds Projects – August 2021
2. Schedule B – Map of proposed Basketball Court Location

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

Examples of Eligible CWF Projects

The following projects examples are ineligible uses of Community Works funding:

- Fire truck purchases as stand-alone projects*
- Emergency Operations Centres and Search and Rescue Facilities
- City halls, public works buildings and other administrative buildings
- Child care centres
- Social housing
- Seniors care facilities and housing
- Health care related infrastructure
- Small equipment purchases as stand-alone projects
- Feasibility studies and detailed design plans (without additional capital spending)

**Note: As of April 1, 2021, the eligibility criteria for fire halls and fire station infrastructure have been expanded. Please see page 5 of this document for more details.*

Infrastructure Projects		
Category	Description	Examples
Local Roads, Bridges, & Active Transportation	Roads, bridges and active transportation (active transportation refers to investments that support active methods of travel)	<ul style="list-style-type: none"> – New construction and rehabilitation of local roads, bridges, cycling lanes, sidewalks paths, and hiking trails – Intelligent Transportation systems – Additional capacity for high occupancy/ transit lanes, grade separations, interchange structures, tunnels, intersections and roundabouts
Drinking Water	Infrastructure that supports drinking water conservation, collection, treatment and distribution systems	<ul style="list-style-type: none"> – Drinking water treatment infrastructure – Drinking water distribution system (including metering)
Wastewater	Infrastructure that supports wastewater and storm water collection, treatment and management systems	<ul style="list-style-type: none"> – Wastewater collection systems and or wastewater treatment facilities or systems – Separation of combined sewers and or combined sewer overflow control, including real-time control and system optimization – Separate storm water collection systems and or storm water treatment facilities or systems

		<ul style="list-style-type: none"> – Wastewater sludge treatment and management systems
Community Energy Systems	Infrastructure that generates or increases efficient use of energy	<ul style="list-style-type: none"> – Renewable electricity generators – Electric vehicle infrastructure/fleet vehicle conversion – Hydrogen infrastructure (generation, distribution, storage) – Wind/solar/thermal/geothermal energy systems – Alternative energy systems that serve local government infrastructure – Retrofit of local government buildings and infrastructure not captured in any other eligible category.
Public Transit	Infrastructure which supports a shared passenger transport system which is available for public use	<ul style="list-style-type: none"> – Transit infrastructure such as rail and bus rapid transit systems, and related facilities – Buses, rail cars, ferries, Para-transit vehicles, and other rolling stock and associated infrastructure – Intelligent Transport Systems such as fare collection, fleet management, transit priority signalling, and real time traveler information system at stations and stops – Related capital infrastructure including bus lanes, streetcar and trolley infrastructure, storage and maintenance facilities, security enhancement, and transit passenger terminals
Solid Waste	Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage	<ul style="list-style-type: none"> – Solid waste diversion projects including recycling, composting and anaerobic digestion facilities that are clearly linked to a solid waste management plan or sustainability plan. – Solid waste disposal projects including thermal processes, gasification, and landfill gas recovery – Solid waste disposal strategies that reduce resource use that are clearly linked to a solid waste management plan or sustainability plan
Sport Infrastructure	Amateur sport infrastructure (excludes facilities, including	<ul style="list-style-type: none"> – Sport infrastructure for community public use

	arenas, which would be used as a home of professional sports teams or major junior hockey teams	<ul style="list-style-type: none"> – Sport infrastructure in support of major amateur athletic events
Recreation Infrastructure	Recreational facilities or networks	<ul style="list-style-type: none"> – Large facilities or complexes which support physical activity such as arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball or other sport---specific courts, or other facilities that have sport and/or physical activity as a primary rationale; – Community centers that offer programming to the community at large, including all segments of the population; – Networks of parks, fitness trails and bike paths
Cultural Infrastructure	Infrastructure that supports arts, humanities, and heritage	<ul style="list-style-type: none"> – Museums – The preservation of designated heritage sites – Local government owned libraries and archives – Facilities for the creation, production, and presentation of the arts – Infrastructure in support of the creation of a cultural precinct within an urban core
Tourism Infrastructure	Infrastructure that attracts travelers for recreation, leisure, business or other purposes	<ul style="list-style-type: none"> – Convention centers – Exhibition hall-type facilities – Visitor centres
Disaster Mitigation	Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters	<ul style="list-style-type: none"> – Construction, modification or reinforcement of structures that protect from, prevent or mitigate potential physical damage resulting from extreme natural events, and impacts or events related to climate change – Modification, reinforcement or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme natural events and impacts or events related to climate change <p><i>Note: this category is related to disaster prevention (such as dykes, berms, seismic</i></p>

		<i>upgrades etc.) and not response (such as fire trucks, fire halls, etc.)</i>
Broadband Connectivity	Infrastructure that provides internet access to residents, businesses, and/or institutions in British Columbia	<ul style="list-style-type: none"> – High-speed backbone – Point of presence – Local distribution within communities – Satellite capacity
Brownfield Redevelopment	Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: the construction of public infrastructure as identified in the context of any other category under the GTF, and/or the construction of municipal use public parks and publicly---owned social housing.	<ul style="list-style-type: none"> – New construction of public infrastructure as per the categories listed under the Federal Gas Tax Agreement – New construction of municipal use public parks and affordable housing
Regional and Local Airports	Airport related infrastructure (excludes National Airport System)	<ul style="list-style-type: none"> – Construction projects that enhance airports and are accessible all year---round, through the development, enhancement or rehabilitation of aeronautical and/or non--- aeronautical infrastructure (includes runways, taxiways, aprons, hangars, terminal buildings etc.) – Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities
Short-line Rail	Railway related infrastructure for carriage of passengers or freight	<ul style="list-style-type: none"> – Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal – Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel – Construction, development or improvement of facilities to improve interchange of goods between modes

		<ul style="list-style-type: none"> – Procurement of technology and equipment used to improve the interchange of goods between modes – Operators must offer year-round service
Short-sea Shipping	<p>Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean</p>	<ul style="list-style-type: none"> – Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities – Capitalized equipment for loading/unloading required for expansion of short---sea shipping – Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS) <p><i>Note: The purchase of vessels, infrastructure that supports passenger-only ferry services, rehabilitation and maintenance of existing facilities such as wharves and docks, and dredging are not eligible for funding</i></p>
Fire Halls and Fire Stations	<p>Fire hall and fire station infrastructure*</p> <p>* Exclusive to the fire station category, costs must have been incurred after April 1, 2021 to be eligible for investment</p>	<ul style="list-style-type: none"> – New fire hall (building) for housing fire-fighting apparatus and staff (may include attached dorms, basic training facilities and administration areas) – Retro-fit and modernization of existing firehalls and attached building space – Acquisition of a fire-truck as a capital asset as part of an overall capital upgrade to an existing fire hall or construction of a new firehall <p><i>Note: the following investments are <u>not eligible</u> in the fire hall category:</i></p> <ul style="list-style-type: none"> – Acquisition or replacement of fire trucks or other vehicles as a standalone project – Personal protective equipment (PPE) and gear and other fire station related equipment – Fire hydrants and reservoirs – Communications devices (Ex.: Cell phones, radios, pagers) – Structural Protection Units and contents

Capacity Building Projects		
Category	Description	Examples
Asset Management	Increase local government capacity to undertake asset management planning practices.	<ul style="list-style-type: none"> – Asset Management Practices Assessment – Current State of Assets Assessment – Asset Management Policy – Asset Management Strategy – Asset Management Plan – Long---Term Financial Plan – Asset Management Practices Implementation Plan – Asset Management Plan Annual Report
Integrated Community Sustainability Plans	Increase local government capacity to undertake integrated community sustainability plans	<ul style="list-style-type: none"> – Integrated community sustainability plans – Regional growth strategies – Community development plans – Community plans
Long-term Infrastructure Plans		<ul style="list-style-type: none"> – Transportation plans – Infrastructure development plans – Liquid waste management plans – Solid waste management plans – Long---term cross---modal transportation plans – Water conservation/demand management plans – Drought management contingency plans – Air quality plans – GHG reduction plans – Energy conservation plans

Schedule B – Proposed Basketball Location (not to scale)





Report Date: September 10, 2021
Meeting Date: September 21, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: UNA-UBC Liaison Committee Member Appointments

Background

The UNA-UBC Liaison Committee Terms of Reference (TOR) were approved by the Board at its June 15, 2021 meeting and by the UBC Board of Governors on June 24, 2021. As per the TOR the University Neighbourhoods Association (UNA) needs to appoint its voting and non-voting members.

Decision Requested

THAT the Board appoint Chair Richard Watson and Directors Bill Holmes and Terry Mullen as the UNA Liaisons to the UNA-UBC Liaison Committee.

Discussion

Under the terms of the Neighbours Agreement 2020 (NA 2020) a new UNA-UBC Liaison Committee (The “Liaison Committee”) was established as a stand-alone committee to replace the former Neighbourhood Liaison Committee.

A Terms of Reference (TOR) for the Liaison Committee were approved by the Board at its June 15, 2021 meeting, and by the UBC Board of Governors on June 24, 2021

The TOR note that the Liaison Committee membership is composed of the following:

1. *six voting members, as follows:*
 - a) three members of the UBC Board of Governors (each, a “**UBC Liaison**” and collectively, the “**UBC Liaisons**”) appointed by the Chair of the UBC Board of Governors, as a delegate of the UBC Board of Governors; and
 - b) three members of the UNA Board of Directors (each, a “**UNA Liaison**” and collectively, the “**UNA Liaisons**”) appointed by that Board, one of whom must be the Chair, UNA Board of Directors.
2. *non-voting members, who are such individuals as may be agreed upon from time to time by the Liaison Committee, with the expectation that these members will include:*



- a) UBC's Vice-President, External Relations
- b) UBC's Associate Vice-President, Campus + Community Planning
- c) UNA's Chief Administrative Officer

UBC has recently confirmed that the UBC Liaisons are Ms. Alison Brewin, Ms. Sandra Cawley and Mr. Max Holmes. These appointments came into effect on September 1, 2021.

A date for the first UNA-UBC Liaison Committee has not been set yet, but tentative planning indicates that an early-to-mid November date would be appropriate.

Financial Implications

None

Operational Implications

None

Strategic Objective

Community and Stakeholder Relations

Attachments

1. Schedule A – UNA-UBC Liaison Committee Terms of Reference

Concurrence

None

Respectfully submitted,

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Sundance Topham
Chief Administrative Officer

Terms of Reference

UNA-UBC LIAISON COMMITTEE

UBC's campus neighbourhoods are an integral part of the University community and the relationship between UBC and the University Neighbourhoods Association ("**UNA**") is vital for the success of a sustainable university town community. UBC and the UNA are parties to the Neighbours' Agreement 2020 which became effective March 19, 2021 ("**NA 2020**").

Pursuant to section 4.5(a) of NA 2020, UBC and the UNA have established the stand-alone UNA-UBC Liaison Committee (the "**Liaison Committee**"), which provides a formal platform for collaboration and discussion on issues of shared interest.

A. PURPOSES

The purposes of the Liaison Committee are:

1. to fulfill the functions assigned to the Liaison Committee by sections 4.5, 10.2, and 19.3 of NA 2020;
2. to be a vehicle through which the UNA Board of Directors acts as an advisory board in accordance with section 4.4 of NA 2020; and
3. to discuss such matters as are added to meeting agendas by either the UBC Liaisons or the UNA Liaisons (as defined below).

B. MEMBERSHIP & PROCEDURES

The Liaison Committee is comprised of:

1. *six voting members, as follows:*
 - a) three members of the UBC Board of Governors (each, a "**UBC Liaison**" and collectively, the "**UBC Liaisons**") appointed by the Chair of the UBC Board of Governors, as a delegate of the UBC Board of Governors; and
 - b) three members of the UNA Board of Directors (each, a "**UNA Liaison**" and collectively, the "**UNA Liaisons**") appointed by that Board, one of whom must be the Chair, UNA Board of Directors.
2. *non-voting members, who are such individuals as may be agreed upon from time to time by the Liaison Committee, with the expectation that these members will include:*
 - a) UBC's Vice-President, External Relations
 - b) UBC's Associate Vice-President, Campus + Community Planning
 - c) UNA's Chief Administrative Officer(or then equivalent positions)

An individual appointed as a UBC Liaison ceases to be a UBC Liaison on the earlier of the appointment of a replacement UBC Liaison by the Chair of the UBC Board of Governors, as a delegate of the UBC Board of Governors, and the cessation of the individual's membership on the UBC Board of Governors. An individual appointed as a UNA Liaison ceases to be a UNA Liaison on the earlier of the appointment of a replacement UNA Liaison by the UNA Board of Directors and the cessation of the individual's membership on the UNA Board of Directors.

The UBC Liaisons will appoint one of the UBC Liaisons and the UNA Board of Directors will appoint one of the UNA Liaisons to serve as Co-Chairs of the Liaison Committee. The Co-Chairs are responsible for the conduct of meetings, including setting agendas, determining information processes, and providing oversight with respect to reporting and action items.

Either Co-Chair may, with the consent of the other Co-Chair, invite individuals, including UBC and UNA staff, to participate in meetings of the Liaison Committee from time to time or on an ongoing basis.

The Liaison Committee may request that certain work and action items be undertaken by the UNA administration, the UBC administration, or third parties.

C. LIMITS ON REPRESENTATION

In section 4.5(a)(ii) of NA 2020, the UNA and UBC acknowledge that the Liaison Committee is a forum for discussion and collaboration, and further acknowledge that:

1. The UNA Liaisons and the UBC Liaisons are bound to comply with any directions provided by their respective governing bodies; and
2. Except for binding votes under section 19.3 of NA 2020, the UNA Liaisons and the UBC Liaisons are not authorized to bind their respective organizations.

D. MEETINGS & QUORUM

The Liaison Committee will meet at least semi-annually and in addition may meet at the call of the Co-Chairs as required.

The quorum for a meeting is two of the UNA Liaisons and two of the UBC Liaisons.

Meetings may be in person or by tele/videoconference.

Meetings may be attended only by Liaison Committee members and individuals invited by the Co-Chairs.

The Liaison Committee will be supported by UBC administration for scheduling, circulating agendas, and providing technical support at meetings, and by the UNA administration for minute taking. Minutes will be provided to the Liaison Committee for review, comment, and approval.



Report Date: September 14, 2021
Meeting Date: September 21, 2021
From: Athena Koon, Finance Manager
Subject: 2022-23 Budget Timeline

SUMMARY

One of the functions of the Finance and Audit Committee is to work with staff to develop the annual budget for submission to the Board for approval. This report summarizes the timeline for the creation of the 2022-23 budget.

DECISION REQUESTED

For Information

DISCUSSION

The biggest impact on the budget planning cycle this year is the fact that the UNA Board of Director elections are taking place mid-way through the process. This will affect the amount of time the new Finance and Audit Committee members and UNA Board of Directors have to get up-to-speed on the process.

As per Neighbours Agreement 2020 (NA2020) the UNA budget needs to be submitted to the UBC Board of Governors a minimum of 45 days before the end of the fiscal year (February 15), but this deadline has typically been extended through until the end of March. For this reason, staff are working with UBC as part of the NA2020 amendments to change the budget deadline until after our March Board meeting.

The revised deadline is more reasonable for the UNA, as it provides more time for adequate public consultation, and allows for anomalies, such as this fiscal year when the budget process will be affected by UNA Board of Director elections.

The proposed timeline included in this report uses the end of March as the submission deadline – noting that the deadline can either be secured through the revamped NA2020 or through a request for an extension.

The proposed timeline is as follows:

Approximate Date	Assigned To	Task
September	Finance Committee	Review budget schedule
September	Board	Budget schedule to Board for information
September	Staff	Start departmental budget drafts
October	Staff	Compile organizational budget
November	Staff	Reach out to UBC regarding next year's levy estimates and funding needs
November	Finance Committee	First review of draft budget
November	Board	Board first review of draft budget
November & December	Staff	Refinement of draft budget
January	Finance Committee	Second review of draft budget and recommend budget to the Board
January	Board	Recommend budget release for public consultation
February	Staff	Post draft budget and narrative information on the UNA website for a minimum 2-week period, collating all comments received
March	Finance Committee	Review public feedback, recommend budget to the Board for approval
March	Board	Approve draft budget
March	Staff	Submit budget to UBC for approval

Because of the UNA Board of Director elections there will be no Committee meetings in December. The plan is to have members appointed to the Board committees at the December Board meeting and to restart the meetings in January. We have factored this into our planning and will try to give the Finance and Audit Committee and UNA Board as much exposure to our budget planning before and after the election (i.e., as part of any onboarding/board orientation process).

The new Finance and Audit Committee and UNA Board will see the draft budget for the first time in January, and in order to meet our budget deadlines the UNA Board will need to recommend release for public consultation at the January Board meeting.

Ideally, if a Board member has specific preferences and recommendations for the 2022/23 budget, they should be addressed ahead of time to the Finance and Audit Committee first. Staff can then incorporate the requests and recommendations into the draft, instead of having last minute additions at the Board meeting.

The new Board will be advised of the budget process/timeline as part of their orientation – and reminded that they can attend the January's Finance and Audit Committee meeting to provide input.

Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

None

Concurrence

None

Respectfully submitted,



Athena Koon
Finance Manager



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA Board Meeting
Open Session**

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Sundance Topham
Chief Administrative Officer

Report Date: September 14, 2021
Meeting Date: September 21, 2021
From: Athena Koon, Finance Manager
Subject: Fiscal 2021/22 Q1 Result

SUMMARY

UNA ended Q1 in good financial health, with no major concerns. Financial report highlights for the 1st quarter are as follows:

Revenue

- Actual Neighbours Levy for 2021/22 is \$6,403,835, which is only \$11K short (-0.17% variance) compared to our original budget amount and the impact to the UNA should be minimal. Variance will be adjusted in our Q3 installment.
- Recreation and Culture Revenue for Q1 is only at 19% (instead of 25% compared to our annual budget), due mainly to most of the programming and facility rentals occurring only during fall and winter. Based on the current fall programs' registration, revenue for Q2 & Q3 should pick up.
- Total Other Revenue is only 14% of budget at Q1 and should pick up in Q2 once CEWS money is received.
- Total External Grants is 72% of budget, the reason being that one of the major grants was received in Q1 and it accounted for 40% of the budgeted amount. A majority of the grants should be received by Q2 (CEWS is other revenue and not part of this external grants)
- Total Funding Sources & Revenue is about 22% in comparison to the budget

Expenditures

- Engineering and Operations Services reached 21% of the budget, and so far, there are no major concerns or variances from budget for this category.
- Recreation and Culture Services expenditures were significantly lower than budgeted - reaching only 17%. This was mainly due to programming picking up only in Q2 and Q3 onward.
- Total General Operation Services expenses was on budget.
- Total expenditures at the end of Q1 were around 20% compared to budget.

DECISION REQUESTED

For Information

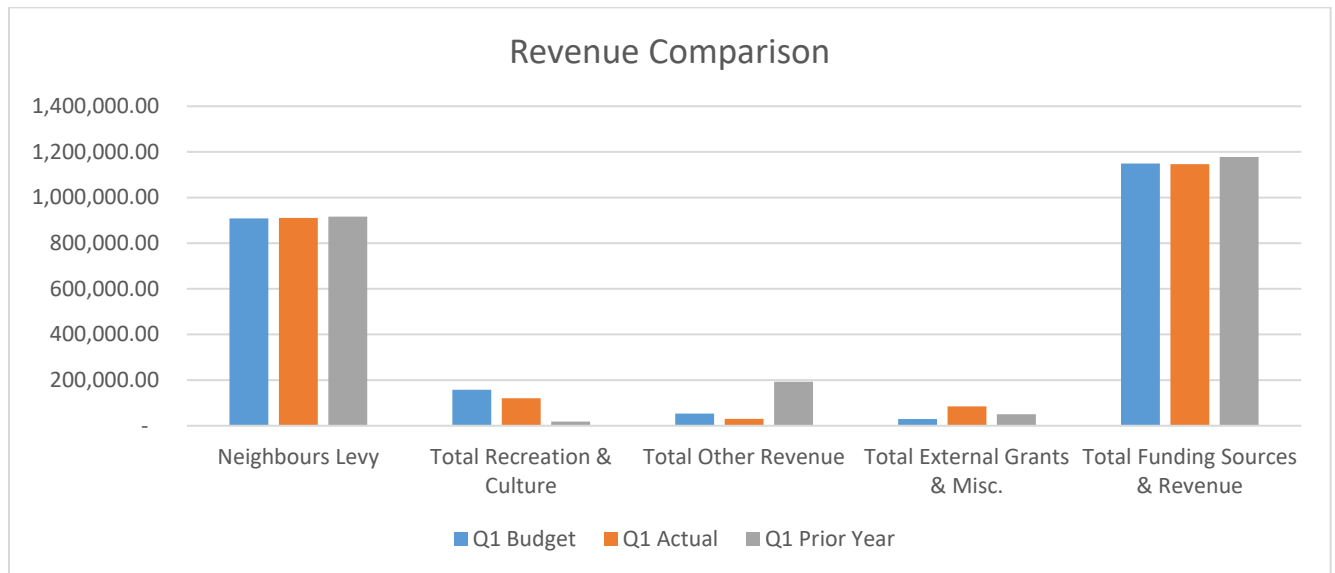
	2021-22 BUDGET	% YTD Act/Bud	Year to Date: Actual Prior Year	
FUNDING SOURCES				
Neighbours Levy (Service Levy & GMSL)	6,415,000	25%	1,603,750	1,498,410
Contributions to Reserves (Outgoing Funds)				
Infrastructure Replacement Fund	(153,960)	25%	(38,490)	(35,962)
Capital Replacement Fund	(76,980)	25%	(19,245)	(17,981)
Rate Stabilization Fund	(64,150)	25%	(16,038)	(14,984)
UNA/VSB Playing Field Replacement Reserve	(60,000)	25%	(15,000)	(45,000)
Total Contributions to Reserves	(355,090)	25%	(88,773)	(113,927)
Deductions				
Engineering & Operations Services				
Water & Sewage	(563,852)	25%	(140,963)	(134,005)
Fire Services Fee*	(1,310,513)	25%	(327,628)	(338,684)
Total Engineering & Operations Services	(1,874,365)	25%	(468,591)	(472,689)
Recreation & Culture Services				
Athletics Access Fee	(481,125)	25%	(120,281)	(112,381)
General Operation Services				
GST (unrecoverable: Neighbours Levy less UBC Costs & Contributions to Reserves)	(69,411)	22%	(15,281)	(15,373)
Total Neighbours Levy & Reserves	3,635,009	25%	910,824	784,040
Transfers from Reserves (Incoming Funds)				
Rate Stabilization Reserve Fund	102,323	0%	-	
Surplus Carry Forward	400,000	0%	-	
Total Transfers from Reserves	502,323	0%	-	132,299
Total Neighbours Levy & Reserves Available	4,137,332	22%	910,824	916,339
REVENUE				
Neighbours Levy Received	4,137,332	22%	910,824	916,339
Recreation & Culture				
Wesbrook Community Centre	142,500	10%	14,799	10,251
Old Barn Community Centre	61,850	19%	11,532	2,086
Programming	317,792	20%	63,558	3,587
Playing Fields & Park Rentals	108,000	29%	30,788	2,455
Total Recreation & Culture	630,142	19%	120,677	18,380
Other Revenue				
Parking	129,051	20%	25,511	22,470
Miscellaneous	83,438	5%	4,428	170,489
Total Other Revenue	212,489	14%	29,939	192,959
Grants & Other Funding				
External Grants & Miscellaneous	117,822	72%	85,103	50,374
TOTAL FUNDING SOURCES & REVENUE	5,097,785	22%	1,146,543	1,178,052

*Fire Services Fee is currently under review and discussion



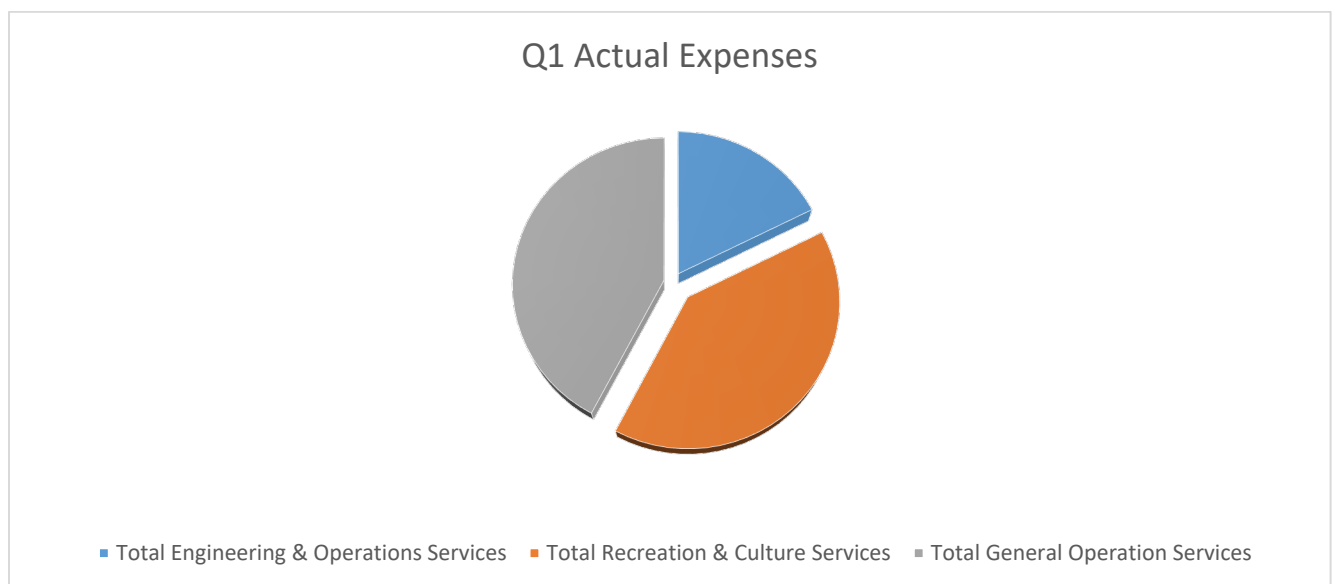
	2021-22 BUDGET	% YTD Act/Bud	Year to Date:	
			Actual	Prior Year
EXPENDITURES				
Engineering & Operations Services				
Parking & Emergency Management	145,486	19%	28,281	29,036
General Maintenance	10,000	7%	716	588
Common Area Maintenance Fees				
Landscaping	390,061	24%	92,487	53,451
Road, Gutter and Sidewalk Maintenance	28,500	2%	618	776
Streetlights	55,960	21%	11,971	11,668
UBCPT Management Fees	80,000	25%	20,000	20,000
Electricity	99,500	18%	18,280	16,187
Other Common Area Maintenance Costs	43,000	14%	5,846	8,464
	-		-	-
Total Engineering & Operations Services	852,507	21%	178,198	140,169
Recreation & Culture Services				
Fields	16,500	7%	1,129	5,133
Wesbrook Community Centre	631,436	13%	80,938	58,108
Old Barn Community Centre	204,407	20%	40,038	36,283
Recreation Salaries & Benefits	936,995	20%	191,254	163,578
Programming	397,690	18%	72,106	(10,725)
Community Access	121,800	14%	17,525	29,150
Community Support	45,000	2%	782	2,308
Total Recreation & Culture Services	2,353,828	17%	403,773	283,835
General Operation Services				
Administration Salaries & Benefits	994,745	31%	308,307	225,410
Sustainability	28,684	7%	1,934	3,464
Professional Fees	226,500	10%	23,039	44,038
General Operating Services	449,695	14%	64,897	56,814
Communications	110,000	26%	28,457	31,944
Public Engagement	81,826	0%	110	-
Total General Operation Services	1,891,450	23%	426,745	361,671
TOTAL EXPENDITURES	5,097,785	20%	1,008,715	785,675
BALANCE SURPLUS (OR DEFICIT)	0		137,828	392,377

Total Revenue Comparison

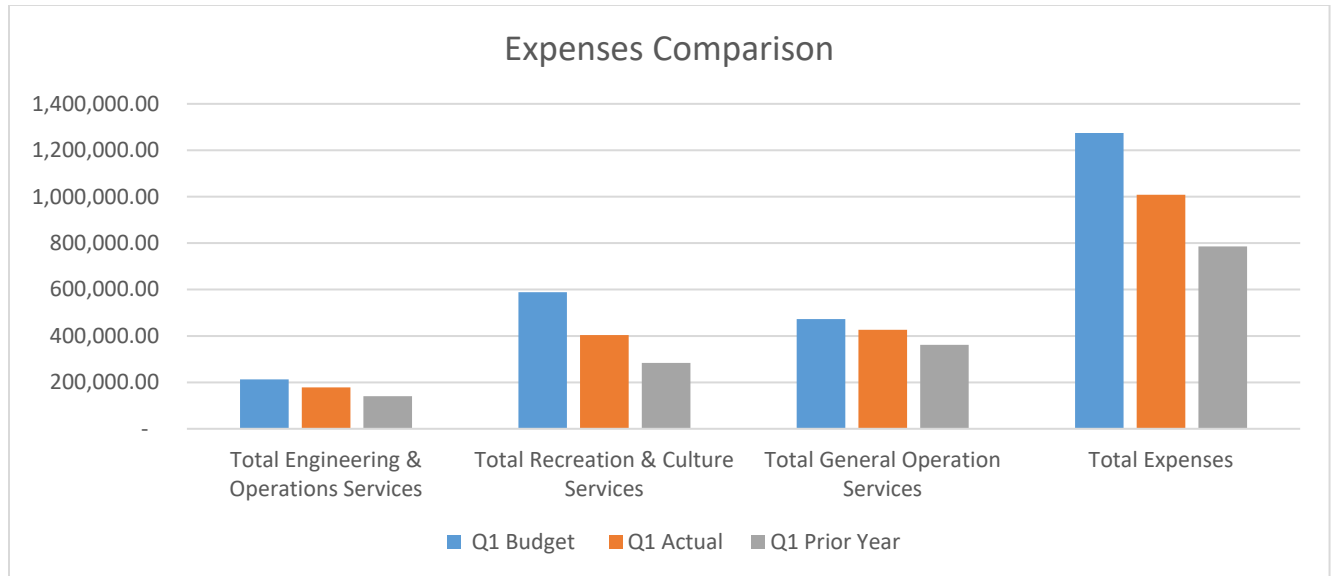


**Fire Services Fee deducted from the Neighbours Levy in \$327K (25% of \$1.31M) is currently under review and discussion*

Actual Expenses for Fiscal 2021/2022



Total Expenses Comparison:



Vendors had cheques Issued to them over 25K for the 1st Quarter:

Vendor	Q1 Total	Payment Date	Amount	Category of Payment
UBC Properties Trust	\$ 159,664.65	04-08-2021	\$ 30,172.14	Common area maintenance
		05-10-2021	\$ 72,594.72	Common area maintenance
		06-07-2021	\$ 56,897.79	Common area maintenance
CRA	\$ 40,614.20	04-26-2021	\$ 40,614.20	GST
Vancouver Public Library	\$ 35,050.00	05-10-2021	\$ 35,050.00	VPL Cards
Tricom Building Maintenance Ltd	\$ 30,960.03	04-08-2021	\$ 10,320.01	Janitorial
		05-03-2021	\$ 10,320.01	Janitorial
		06-07-2021	\$ 10,320.01	Janitorial
KIMBO Design	\$ 28,061.25	04-14-2021	\$ 18,348.75	Website
		06-14-2021	\$ 9,712.50	Website



Total Capital Items for the 1st Quarter:

Location	Budget	Actual	Comment
Wesbrook Community Center	\$ 60,000	\$ 1,632	Furniture & Fixture
Old Barn Community Center	\$ 2,163	\$ -	
Office	\$ 35,400	\$ 11,116	Computer Hardware & Website
Total	\$ 97,563	\$ 12,747	

Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

None

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', written over a horizontal line.

Sundance Topham
Chief Administrative Officer



Report Date: September 14, 2021
Meeting Date: September 21, 2021
From: Athena Koon, Finance Manager
Subject: Bank Signatories – Making Changes

SUMMARY

At the December 2021 Board meeting open session, the Board approved the attached Master Client Agreements (MCA) from the Royal Bank of Canada (RBC). With the current MCA, the Chief Administrative Officer, all UNA Department managers, along with the Board Chair and the chair of the Finance & Audit Committee have been granted signing authority for the UNA banking account.

Recent changes in staffing and the potential changes for Board of Director members after the election in November has necessitated the requirement to update the UNA's authorized signatories again.

RECOMMENDATION

THAT the Board approve the signing authorities and special instructions, as set out in the attached Draft RBC Master Client Agreement document.

DISCUSSION

The revised MCA recommended in this report addresses the following items which the existing MCA (approved by the Board in December 2020) did not touch upon:

- In section A.1 of the MCA, that section states that each person identified in the section is authorized, acting alone, to exercise and delegate all rights, and authorities on behalf of the UNA, including to amend the Signature Card. RBC has confirmed to me both in writing and verbally that two signatures are required if the UNA is requesting any changes to the signing authorities, with the two signatures coming from any of the signors mentioned in Section A.1.

This may become an issue since either the Board or the staff can make changes to the MCA without any consent of the other party. To further enhance the control, another condition will be added to the revised MCA, instead of allowing any two signatures. This new condition is that for any MCA changes, two signatures are mandatory with one signature being from the Board (Board Chair /Chair of the Finance and Audit Committee) and the other one from a staff

member (CAO/Finance Manager). With this change, no one party (staff or Board) can make any change to the signing authorities without the consent of the other.

- In the existing MCA, individual names were tied to the special instructions section. The new revised version will propose that the special instruction section to be tied to groups set out in section A.1 instead, to avoid any unnecessary revision of this part. If we need to make changes of any signing authorities, only section A.1(Signing Authorities) will need to be updated and the special instruction section will not need to be changed as long as all the groups in A.1 are being set accordingly.

Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

1. Master Client Agreement 2 (Approved by Board in December)
2. Revised Master Client Agreement – 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', written over a horizontal line.

Sundance Topham
Chief Administrative Officer

**Master Client Agreement for Business Clients
Signature Card**

SRF No.: 156744906

Legal Name: UNIVERSITY NEIGHBOURHOODS ASSOCIATION

This Signature Card forms part of the Master Client Agreement for Business Clients between Royal Bank and the Customer identified in section C below. The Agreement consists of this Signature Card, the Legal Terms and Conditions, and all other Documents that may become part of this Agreement in accordance with the Legal Terms and Conditions. All capitalized terms not defined in this Signature Card have the meanings given in the Legal Terms and Conditions, and the rules of interpretation prescribed by the Legal Terms and Conditions also apply.

SECTION A - Incumbency Certificate

Each Person identified on this Signature Card has the power and authority to exercise certain rights on behalf of the Customer in connection with the Agreement and all Services, including to incur liabilities, assume obligations, and otherwise conduct business on behalf of the Customer, and to delegate power and authority on behalf of the Customer in accordance with the Agreement.

The Customer confirms, in accordance with the Customer's representations, warranties, covenants, and agreements contained in the Legal Terms and Conditions, all necessary actions have been taken in connection with these authorizations.

The Customer acknowledges, by way of each Person signing below, receipt of the Agreement, and confirms all information provided to Royal Bank, including regarding the Customer's ownership, control, and structure, is true, complete, and accurate in all respects.

This Signature Card constitutes part of the Customer's official corporate or business records.

A.1 - Signing Authorities

Each Person identified in this section is a signing authority for the Customer and is authorized, acting alone, to exercise and delegate all rights, powers, and authorities on behalf of the Customer with respect to all matters and dealings with Royal Bank, including to amend this Signature Card and otherwise legally bind the Customer and provide instructions on behalf of the Customer, except to the extent of any special instructions provided on this Signature Card below.

For authorized individuals:

Name	Title	Signature	Special Instructions
WILLIAM HOLMES	DIRECTOR		YES
ANDREW G CLEMENTS	RECREATION MANAGER		YES
MARIA GLENDA OLLERO	COMMUNICATIONS MANAGER		YES
WAI KOK WEGLAND SIT	OPERATIONS MANAGER		YES
SUNDANCE TOPHAM	CHIEF ADMINISTRATIVE OFFICER		YES

RICHARD WATSON	BOARD CHAIR		YES
ATHENA KOON	FINANCE MANAGER		YES

DRAFT

For authorized corporations and other entities:

SRF (internal use only):	Name	Special Instructions

Special Instructions relating to Signing Authorities

Special instructions should only be provided if the Customer has limited the authority of a Person to act on its behalf. Indicate below if special instructions are provided:

☒ Yes ☐ No

Instructions for the withdrawal of funds from accounts by way of cheque, wire payment instruction, pre-authorized debit authorization, or other order for the payment of money from accounts

TWO SIGNATURES MANDATORIES WITH ONE SIGNATURE FROM ANY OF RICHARD WATSON, SUNDANCE TOPHAM, ATHENA KOON AND WILLIAM HOLMES

Agreements for accounts or cash management products or services

TWO SIGNATURES MANDATORIES WITH ONE SIGNATURE FROM ANY OF RICHARD WATSON, SUNDANCE TOPHAM, ATHENA KOON AND WILLIAM HOLMES

Agreements for borrowing money or otherwise obtaining credit, granting security, and/or providing guarantees

TWO SIGNATURES MANDATORIES WITH ONE SIGNATURE FROM ANY OF RICHARD WATSON, SUNDANCE TOPHAM, ATHENA KOON AND WILLIAM HOLMES

Requests for draws, drawdowns, or advances under any agreements relating to borrowing money or otherwise obtaining credit

TWO SIGNATURES MANDATORIES WITH ONE SIGNATURE FROM ANY OF RICHARD WATSON, SUNDANCE TOPHAM, ATHENA KOON AND WILLIAM HOLMES

Note: All changes must be initialed by an authorized individual(s)

A.2 - RBC Commercial Credit Cards - Lead Program Administrator(s)

Does the Customer have an RBC Commercial Credit Card account?

☐ Yes ☒ No

If the Customer has an RBC Commercial Credit Card account, there must be at least one Lead Program Administrator (as defined in the Commercial Card Program Service Materials) identified below.

Each Person identified in this section is a Lead Program Administrator for the Customer in connection with the RBC Commercial Card Program and is authorized, acting alone, to exercise and delegate the rights, powers and authorities on behalf of the Customer, as described in the Commercial Card Program Service Materials.

Name	Signature

SECTION B - Trade name

The Customer is the owner of each trade name below, and has the rights, powers, and authorities necessary to use each trade name below in connection with the Services.

Trade Name (Operating As)

SECTION C - Effect

This Signature Card is effective as of

2	0	2	0	-	1	1	-	2	0
Y	Y	Y	Y		M	M		D	D

 and supersedes and replaces any previous version signed by the Customer.

Customer's Legal Name: **UNIVERSITY NEIGHBOURHOODS ASSOCIATION**

Authorized Person's Name: **WILLIAM HOLMES**

Authorized Person's Title: **DIRECTOR**

Authorized Person's Signature:

Customer's Legal Name: **UNIVERSITY NEIGHBOURHOODS ASSOCIATION**

Authorized Person's Name: **ANDREW G CLEMENTS**

Authorized Person's Title: **RECREATION MANAGER**

Authorized Person's Signature:

Customer's Legal Name: **UNIVERSITY NEIGHBOURHOODS ASSOCIATION**

Authorized Person's Name: **MARIA GLENDA OLLERO**

Authorized Person's Title: **COMMUNICATIONS MANAGER**

Authorized Person's Signature:

Customer's Legal Name: UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Authorized Person's Name: WAI KOK WEGLAND SIT
Authorized Person's Title: OPERATIONS MANAGER
Authorized Person's Signature:

Customer's Legal Name: UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Authorized Person's Name: SUNDANCE TOPHAM
Authorized Person's Title: CHIEF ADMINISTRATIVE OFFICER
Authorized Person's Signature:

Customer's Legal Name: UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Authorized Person's Name: RICHARD WATSON
Authorized Person's Title: BOARD CHAIR
Authorized Person's Signature:

Customer's Legal Name: UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Authorized Person's Name: ATHENA KOON
Authorized Person's Title: FINANCE MANAGER
Authorized Person's Signature:

Customer's Legal Name:
Authorized Person's Name:
Authorized Person's Title:
Authorized Person's Signature:

Customer's Legal Name:
Authorized Person's Name:
Authorized Person's Title:
Authorized Person's Signature:

Customer's Legal Name:
Authorized Person's Name:
Authorized Person's Title:
Authorized Person's Signature:

Customer's Legal Name:
Authorized Person's Name:
Authorized Person's Title:
Authorized Person's Signature:

SECTION D - Amendment

This Signature Card is amended as of – – and supersedes and replaces any previous version signed by the Customer.

Y

Y

Y

Y

–

M

M

–

D

D

Customer's Legal Name:

Authorized Person's Name:

Authorized Person's Title:

Authorized Person's Signature:

Customer's Legal Name:

Authorized Person's Name:

Authorized Person's Title:

Authorized Person's Signature:

Customer's Legal Name:

Authorized Person's Name:

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Authorized Person's Signature:

**Master Client Agreement for Business Clients
Signature Card**

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SECTION A - Incumbency Certificate

Each Person identified on this Signature Card has the power and authority to exercise certain rights on behalf of the Customer in connection with the Agreement and all Services, including to incur liabilities, assume obligations, and otherwise conduct business on behalf of the Customer, and to delegate power and authority on behalf of the Customer in accordance with the Agreement.

The Customer confirms, in accordance with the Customer's representations, warranties, covenants, and agreements contained in the Legal Terms and Conditions, all necessary actions have been taken in connection with these authorizations.

The Customer acknowledges, by way of each Person signing below, receipt of the Agreement, and confirms all information provided to Royal Bank, including regarding the Customer's ownership, control, and structure, is true, complete, and accurate in all respects.

This Signature Card constitutes part of the Customer's official corporate or business records.

A.1 - Signing Authorities

Each Person identified in this section is a signing authority for the Customer and is authorized, acting alone, to exercise and delegate all rights, powers, and authorities on behalf of the Customer with respect to all matters and dealings with Royal Bank, including to amend this Signature Card and otherwise legally bind the Customer and provide instructions on behalf of the Customer, except to the extent of any special instructions provided on this Signature Card below.

For authorized individuals:

Name	Title	Signature	Special Instructions
GROUP A			
WILLIAM HOLMES	DIRECTOR (CHAIR OF THE F&A COMMITTEE)		YES
RICHARD WATSON	BOARD CHAIR		YES
GROUP B			

SUNDANCE TOPHAM	CHIEF ADMINISTRATIVE OFFICER		YES
KIN TAO ATHENA KOON	FINANCE MANAGER		YES
GROUP C			
MARIA GLENDA OLLERO	COMMUNICATIONS MANAGER		YES
WAI KOK WEGLAND SIT	OPERATIONS MANAGER		YES
DAVID GILLIS	RECREATION MANAGER		YES

For authorized corporations and other entities:

SRF (internal use only):	Name	Special Instructions

Special Instructions relating to Signing Authorities

Special instructions should only be provided if the Customer has limited the authority of a Person to act on its behalf. Indicate below if special instructions are provided:

☒ Yes ☐ No

Instructions for the withdrawal of funds from accounts by way of cheque, wire payment instruction, pre-authorized debit authorization, or other order for the payment of money from accounts

Two signatures mandatory with one signature from Group A OR Group B.

Agreements for accounts or cash management products or services

Two signatures mandatory with one signature from Group A OR Group B.

MCA changes, i.e., Section D - Amendment:

Two signatures mandatory with one signature from Group A AND one signature from Group B.

Agreements for borrowing money or otherwise obtaining credit, granting security, and/or providing guarantees

Two signatures mandatory with one signature from Group A OR Group B.

Requests for draws, drawdowns, or advances under any agreements relating to borrowing money or otherwise obtaining credit

Two signatures mandatory with one signature from Group A OR Group B.

Note: All changes must be initialed by an authorized individual(s)

A.2 - RBC Commercial Credit Cards - Lead Program Administrator(s)

Does the Customer have an RBC Commercial Credit Card account?

☐ Yes ☒ No

If the Customer has an RBC Commercial Credit Card account, there must be at least one Lead Program Administrator (as defined in the Commercial Card Program Service Materials) identified below.

Each Person identified in this section is a Lead Program Administrator for the Customer in connection with the RBC Commercial Card Program and is authorized, acting alone, to exercise and delegate the rights, powers and authorities on behalf of the Customer, as described in the Commercial Card Program Service Materials.

Name	Signature

DRAFT

SECTION B - Trade name

The Customer is the owner of each trade name below, and has the rights, powers, and authorities necessary to use each trade name below in connection with the Services.

Trade Name (Operating As)

SECTION C - Effect

This Signature Card is effective as of

2	0	2	1	-	0	9	-	0	3
Y	Y	Y	Y		M	M		D	D

 and supersedes and replaces any previous version signed by the Customer.

Customer's Legal Name: **UNIVERSITY NEIGHBOURHOODS ASSOCIATION**

Authorized Person's Name: **WILLIAM HOLMES**

Authorized Person's Title: **DIRECTOR (CHAIR OF THE F&A COMMITTEE)**

Authorized Person's Signature:

Customer's Legal Name: **UNIVERSITY NEIGHBOURHOODS ASSOCIATION**

Authorized Person's Name: **SUNDANCE TOPHAM**

Authorized Person's Title: **CHIEF ADMINISTRATIVE OFFICER**

Authorized Person's Signature:

Customer's Legal Name:

Authorized Person's Name:

Authorized Person's Title:

Authorized Person's Signature:

SECTION D - Amendment

This Signature Card is amended as of

Y	Y	Y	Y

 —

M	M

 —

D	D

 and supersedes and replaces any previous version signed by the Customer.

Customer's Legal Name:

Authorized Person's Name:

Authorized Person's Title:

Authorized Person's Signature:

Customer's Legal Name:

Authorized Person's Name:

Authorized Person's Title:

Authorized Person's Signature:

Customer's Legal Name:

Authorized Person's Name:

Authorized Person's Title:

Authorized Person's Signature:



MINUTES

PRESENT:

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

David Hahn (departed at 5:29 p.m.)
Eileen Le Gallais
Michelle Niu (arrived at 4:39 p.m.)
Nidhi Raina

REGRETS:

Lee Weinsten

STAFF:

Glenda Ollero, Communications Manager

RECORDING SECRETARY:

Debbie Reimer, Mosaic Writing Group

A. CALL TO ORDER

Jane Kang, Chair, called the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) meeting to order at 4:33 p.m.

B. APPROVAL OF AGENDA

It was moved (Jane Kang) and seconded (Susan Eadie)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the June 28, 2021 agenda, as circulated.

Carried

C. APPROVAL OF MINUTES

It was moved (Jane Kang) and seconded (Eileen Le Gallais)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the June 1, 2021 minutes, as circulated.

Carried

D. ITEMS/REPORTS

1. Chair and Vice-Chair's Discussion with UNA Board Chair and UNA Chief Administrative Officer (CAO)

i. Oral Update

Susan Eadie, and Ran Keren, Co-Chairs, provided an update on discussions with the UNA Board of Directors (Board) Chair and CAO regarding the CEAC's mandate:

- Provide input to the Board on the needs and interests of the community to improve engagement
- Recommend ideas to improve community engagement:
 - CEAC is not responsible for implementation of the ideas.

Member Arrived

Michelle Niu joined the meeting at 4:38 p.m.

ii. Discussion

Discussion ensued on:

- The need for the CEAC to understand the Board's current priorities
- Election for Board positions will occur in November 2021
- The Board meets the second Tuesday of every month at 5:00 p.m.:
 - Board meetings are open to the public
- CEAC may make recommendations to the Board to foster engagement in the community:
 - Projects or concerns outside of the CEAC mandate may be brought forward to staff to determine if they should be presented to the Board.

2. CEAC Work Plan

i. Overview of the Draft CEAC Work Plan

Glenda Ollero, Communications Manager, led the review of the document titled, "Community Engagement Advisory Committee Work Plan (2021-2023)", and highlighted:

- The CEAC Work Plan (2021-2023) (Work Plan) can be amended to reflect shifting priorities
- Current CEAC priorities:
 - Conduct a survey to learn about the community
 - Be a voice for the community
 - Connect the community by establishing communication channels
 - Support the Board's priorities
- Potential for the CEAC members to be invited to participate in the UNA Recreation Department's fall 2021 focus group to inform 2022 programming
- Timelines for the completion of tasks included in the Work Plan:
 - Recognition that surveys take time to prepare and the timeline may be altered.

ii. Discussion

Discussion ensued on:

- The tasks can be implemented concurrently, subject to the availability of CEAC members and resources
- Ideas are to be presented to the Board through formal recommendations
- CEAC members may propose additional Work Plan items to the Chair or Co-Chairs for inclusion on a future CEAC meeting agenda
- Survey:
 - Suggestion to utilize the UBC Properties Trust survey as a model
 - Concern with the effectiveness of the survey as there are a statistically low number of responses
 - The survey will be promoted through a number of channels to increase the level of responses
 - The need to develop survey questions that will seek input and representation from many groups and demographics
 - Suggestion to contact Linda Quamme regarding her research into UBC groups

- Importance of collecting information on demographics, in addition to community needs:
 - Suggestion to retain professionals to assist with the development of the questions, potentially in multiple languages
 - Suggestion to review previous UNA surveys to obtain demographic data
 - Suggestion to approach the UBC Sociology Department for assistance
 - Suggestion that the preliminary survey be brief to narrow the focus for a follow-up survey.

iii. Motion

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

That the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) approves the draft CEAC Work Plan (2021-2023) for submission to the UNA Board of Directors.

Carried

3. Setting up a Standing Meeting

i. Introduction

Ms. Ollero recommended that the CEAC schedule meetings in the third week of each month to ensure there is sufficient time for staff to prepare reports for inclusion on the Board meeting agendas.

ii. Discussion

Discussion ensued on:

- Suggestion that the length of the meetings be a maximum of two hours
- Holiday flexibility can be accommodated.

iii. Motion

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

That the Community Engagement Advisory Committee establish standing meetings on the third Wednesday of every month from 4:30 p.m. to 5:30 p.m.

Carried

ii. Discussion (continued)

Discussion continued on:

- Resident groups have used petitions to communicate concerns to the Board:
- The CEAC's mandate is limited to social engagement:
 - Political action, insurance costs and security not within mandate of the CEAC
 - The CEAC could inform the Board of community concerns of which it becomes aware

Member Departed

David Hahn departed the meeting at 5:29 p.m.

- Suggestions to create a shared Google doc to propagate a list of ideas that fall within the CEAC's mandate

- Suggestion to have a town hall meeting to engage strata council chairs
- Suggestion to develop a list of UNA groups with specific interests with which the CEAC could engage.

Action Item (01): *Glenda Ollero to create a shared Google document for CEAC members to propagate a list of ideas for discussion at the next CEAC meeting*

E. ADJOURNMENT

It was moved (Jane Kang) and seconded (Alice Bradley)

That the University Neighbourhoods Association Community Engagement Advisory Committee meeting adjourned at 5:38 p.m.

Carried