



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** THAT the Board approve the November 16, 2021 Agenda as circulated.

C. APPROVAL OF MINUTES

1. **Motion:** THAT the Board approve the October 19, 2021 Minutes as circulated. 1

D. DELEGATIONS

None

E. EXTERNAL REPORTS & PRESENTATIONS

1. Electoral Area A Report – Electoral Area A Director, Jen McCutcheon
(Read: [Electoral Area Newsletter](#)) - provided On Table
2. Campus and Community Planning Report – Senior Policy Planner, Celene Fung 4

F. REPORTS

1. Management Report – Chief Administrative Officer 6
2. Landscaping Battery Powered Equipment Pilot Project Review – Operations Manager 16
3. Finance Committee Update
 - a. Fiscal 2022/23 UNA Budget – Draft – Finance Manager 24
 - b. Fiscal 2021/22 Q2 Results – Finance Manager 44
 - c. VSB Field Replacement Reserve Investment Options 51

Recommendation:

THAT the Board direct staff to invest the total amount of the VSB Field Replacement Reserve in a one-year cashable term GIC.

4. Governance & Human Resources Committee Update
 - a. UNA Code of Conduct and Conflict of Interest Policy – Chief Administrative Officer 55



Recommendation:

THAT the Board assign the review of the UNA Code of Conduct and Conflict of Interest Policy to the Governance and Human Resources Committee to deal with post election and once the new appointments have been made.

5. Community Engagement Advisory Committee Update
 - a. October 6, 2021 Approved Minutes – For Information 65
6. Neighbours' Agreement Committee Update – Director Holmes

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. Director Kang – Proposed Motions to External Organizations
 - a. THAT the UNA Board bring resident concerns regarding traffic safety at West 16th Avenue and Wesbrook Village crossing to the UBC RCMP Detachment.
 - b. THAT the UNA Board address the development of a bus loop in front of the Tapestry Building with UBC Properties Trust.
 - c. THAT the UNA Board address the shortage of outdoor facilities and green space in Wesbrook with Campus and Community Planning.
2. University, Faculty and Staff Tenants Association (UFASTA) – Letter on Road Safety 71

I. ADJOURNMENT

The Board will adjourn into a Closed Session to discuss the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body; plus 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
Jane Kang

Murray McCutcheon
Terry Mullen

UBC OBSERVERS:

Carole Jolly
James Heth

AMS REPRESENTATIVE:

Saad Shoaib

STAFF:

Sundance Topham – Chief Administrative Officer
Dave Gillis – Recreation Manager
Athena Koon – Finance Manager
Glenda Ollero – Communications Manager
Wegland Sit – Operations Manager

GUESTS:

Christel Guenette – Recording Secretary, Raincoast Ventures
Chuck Lan – Staff Sergeant, RCMP
Jen McCutcheon – Electoral A Director
Gerry McGeough – Director of Planning and Design, Campus and Community Planning
Joanne Proft – Associate Director of Community Planning, Campus and Community Planning
Michael White – Associate Director of Community Planning, Campus and Community Planning

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Motion by Chair:

THAT the Board approve the October 19, 2021 Meeting Agenda as circulated.

Seconded by Director Holmes.

Carried.

C. APPROVAL OF MINUTES

Motion by Chair:

THAT the Board approve the September 21, 2021 Minutes as circulated.

Seconded by Director McCutcheon.



Carried.

D. DELEGATIONS

1. Campus Vision 2050 Update

Director of Planning and Design, Gerry McGeough, provided an onscreen presentation providing further details on Campus Vision 2050.

E. EXTERNAL REPORTS AND PRESENTATIONS

1. UBC RCMP Detachment Update

Staff Sergeant Chuck Lan provided a verbal report to the Board.

2. Electoral Area A Report

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

3. Campus and Community Planning Report

The Chair stated that Senior Policy Planner, Celene Fung, sent her regrets.

F. REPORTS

1. UNA Regulator Rules Options – Control of Dogs

The Board received the UNA Regulatory Rule Options – Control of Dogs Report for information.

Moved by Director Kang:

THAT the Board permit UNA Resident, Stephen Pannuto, an opportunity to address the Board.

Seconded by Chair.

Carried. (3 Directors abstained from the vote.)

UNA Resident, Stephen Pannuto, addressed the Board regarding the report.

2. UNA-UBC Liaison Committee – UNA Co-Chair Appointment

Moved by Director Mullen:

THAT the Board appoint Chair Richard Watson as the Co-Chair to the UNA-UBC Liaison Committee.

Seconded by Director Holmes.

Carried.

3. Management Update

The Management Report was presented for information.

4. 2021-22 UNA Staff Work Plan – Second Quarter Update

The Chief Administrative Officer provided a verbal update to the Board.



5. Neighbours' Agreement Committee

Director Holmes provided a verbal update to the Board.

6. Community Engagement Advisory Committee Update

Director Kang provided a verbal update to the Board.

a. July 21, 2021 Approved CEAC Minutes

The Minutes were received for information.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None

I. ADJOURNMENT

The meeting was adjourned at 7:18 p.m. to a Closed Session.



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: November 5, 2021

Subject: Monthly Update from Campus and Community Planning

UBC Response to COVID-19

For UBC COVID-19 announcements see <https://covid19.ubc.ca/>.

Film & Events Notification

November

- November 10th to 12th. **Fall Reading Week.** No classes.
- Thursday, November 11th. **Remembrance Day.** University closed.
- Thursday, November 11th at 10:00 am. **Remembrance Day service,** War Memorial Gym. See <https://ceremonies.ubc.ca/remembrance-day-ceremony>
- Thursday, November 18th from 9:00 am to 5:00 pm. **UBC Ski & Board Rail Jam.** Grass meridian on University Boulevard at West Mall, outside the Audain Art Centre.
- Tuesday, November 23rd from 11:00 am to 3:00 pm at Money and Raymond M.C. Lee Square. **Thrive by the Fire.** See <https://wellbeing.ubc.ca/thrive-fire-0>

December

- December 11th to 22nd. **Final exams.**
- Saturday, December 25th. **Christmas Day.** University closed.
- Sunday, December 26th. **Boxing Day.** University closed.
- Monday, December 27th. **In lieu of Christmas Day.** University closed.
- Tuesday, December 28th. **In lieu of Boxing Day.** University closed.

January 2022

- Saturday, January 1st. **New Year's Day**
- Monday, January 3rd. **In lieu of New Year's Day.** University closed.
- Monday, January 10th. **Start of Winter Session Term 2 classes.**

Community Development

Thrive by the Fire

November is Thrive month, when the university community comes together to learn, discuss, and explore ways to support mental health. UTown@UBC has teamed up with the Blank Vinyl Project to host Thrive by the Fire, an outdoor drop-in concert on November 23rd to support thriving through music and social connection. Drop by Money and Raymond M.C. Lee Square from 11:00 am to 3:00 pm to sit by the fire pits and enjoy performances from student musicians! For more info see <https://wellbeing.ubc.ca/thrive-fire-0>.

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 December 1st www.utown.ubc.ca/communitygrants.

Development Project Updates

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

DP 20037 Gateway Building

On October 19, 2021, a Development Permit was issued for the Gateway Building - a new six-storey building, located at 5955 University Boulevard. The building will be constructed on the former site of the General Services Administration Building. The building will contain offices, classrooms, and clinical space for the Schools of Nursing and Kinesiology as well as UBC Health and Integrated Student Health Services.

DP 21002 Hydrogen Fueling Station

On October 20, 2021, a Development Permit was issued for a hydrogen fueling station at 6805 Thunderbird Boulevard, on the site of the former basketball court. The site will contain a hydrogen fueling dispenser station, overhead canopy, electrolyzer, and hydrogen storage containers. The station is part of a larger clean energy research hub initiative.

DP 16013-9 CRU-1 Removable Entry Stair Platform

On October 26, 2021, a Development Permit extension was issued for the addition of a stair platform to the existing ramp entrance of commercial retail unit 1 (Browns) at the Focal Building, located at 6111 University Boulevard. Construction was previously delayed due to the pandemic.

SLP 21043 Emergency Sanitary Repair

On November 2, 2021, a Streets and Landscape Permit was issued for the emergency excavation and repair of a sanitary pipe and installation of an inspection chamber at 5519 Presidents Row.



Report Date: November 8, 2021
Meeting Date: November 16, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: November Management Update

Background

The November 2021 Management Update is presented for information.

Decision Requested

For information

Discussion

CHIEF ADMINISTRATIVE OFFICER

In late October and early November a considerable amount of time was spent undertaking budgeting and preparing for the upcoming Board elections. Time was also spent providing support to the Neighbours Agreement Committee as well as working on a variety of insurance related 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.
- Attended the Quarterly UNA UBC Executive Committee meeting.
- Spent considerable time preparing for the 2021 Director elections – including Director onboarding and Board orientation.

COVID-19 Support

- Ongoing monitoring of UNA COVID 19 processes.

Operations

- Ongoing work to advance the proposed UNA-UBC Community Works Funds projects to the next stage. A layout and site plan for the basketball court has been created, which will be advancing through UBC planning and consultation processes prior to coming back to the UNA Board for approval. A virtual public open house to review the design is scheduled for November 23.



Finance

- Assisted with budget planning work
- Provided input on the financial components of the Athletics Access Fee discussion – including a review of proposed per capita amounts.

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.
- Expanded the UNA's roster of legal service providers.

Programs and Services

- Records Management work - Continue to assist with the implementation of the Records Classification and Retention System.
- Participated in the Office Space Needs Assessment. A placeholder for potential capital improvements has been included in the draft 2022-23 budget.

Human Resources

- Continue to work with new Recreation Manager to assist with on-boarding and departmental review.

Community Relations

- Attended the quarterly UBC University Sport and Recreation Committee meeting. The meeting provided an overview of new Athletics and Recreation strategic updates, including Thunderbird brand initiatives as well as indigenous strategic plan initiatives and projects. Updated designs for the planned new recreation centre were also highlighted (<https://recreation.ubc.ca/home-page/new-rec-centre/>), as were new student recreation opportunities. A new “free tickets” for varsity games program has been unveiled – which allows for free access to most UBC varsity games.

OPERATIONS

Sustainability Report

As a complement to the Sustainability Scholarship [Report](#), the UNA hosted a virtual Electric Vehicle Meet & Greet on October 21. Experts from Metro Vancouver and PluginBC gave presentations on Electric Vehicles, infrastructure, rebates, and resources. The presentations were followed by a fruitful discussion among residents who are interested in retrofitting their building infrastructure to accommodate EV charging. There were 20 participants in attendance, and feedback was very positive.

To watch the presentation, view the recording [here](#). We hope to host similar events in future, whether on EV topics or other sustainability topics through the upcoming Neighbourhood Sustainability Champions Network.

Tornado on November 6, 2021

On November 6, 2021 at 6pm UNA staff received a call from the Sage building manager regarding a fallen tree incident that required immediate attention. UNA staff arrived onsite to assess the situation and noticed there were two additional fallen trees in Hampton Place. Badger Earthwork was notified and made aware of the situation immediately. Badger Earthwork subsequently arrived onsite the next morning to remove downed trees.

On November 7, 2021, the UNA, UBC Municipal Crew and Main Road setup a virtual communication and response centre to handle storm related tree down issues.

UNA Operation team mobilized and arrived onsite on November 7 to address the following tree issues:

- Hampton Place near Balmoral and next to Sandringham.
- Wesbrook Place pedestrian pathway behind Sage Building.
- Wesbrook Place near Binning Road North.

Before the end of the day, UNA Operation team was able to address most of the downed trees. UNA Staff would like to take this opportunity to thank you Badger Earthworks, Dan Skals and his team for their quick response to the call.

Ross Drive Speed Concerns

UNA staff met up with a resident representative from Oakwood townhouses 3383 Ross Drive. Residents have expressed concerns about vehicle traffic speed along Ross Drive, pedestrian visibility, and crossing issue in the surrounding area. UNA staff have reached out to UBC Traffic Engineering team to discuss resident's concerns. For traffic speed along Ross Drive North, UBC Traffic Engineering Manager recommended the UNA to install 30km/h signage near 16th Ave entrance to slow down vehicle traffic. UNA staff will take necessary steps to follow up for the 30km/h speed signage recommendation.

Security Guard for Proof of Vaccination in Wesbrook Community Centre

For the proof of vaccination process, the Wesbrook Community Centre has phased out Security Guard Service as of November 7. Security Guard Service was in placed as an interim solution to support the proof of vaccination and enable the UNA to hire additional front desk member to fill the position. Effective November 8, the proof of vaccination verification process has fully transferred to Wesbrook Community front desk team.



FINANCE

Highlights of major activities:

- Budget work for fiscal 2022/23
- Continue working with Joint Financial Task Force

Details:

Budget Planning for the next fiscal 2022/23:

The focus for the Finance team in October was to work with all the departments to come up with a draft budget for 2022/23. A lot of work had been put in by the UNA management team and further details of our 2022/23 budget is covered in a separate budget report to the Board this month

Continue Working with Joint Financial Task Force (JFTF) and UBC Representatives:

One of the key priorities last month was to work with UBC in finalizing the Neighbour's Levy forecast for 2022/23 for budgeting purpose. Another priority was to identify the per capita amount of the Athletic Access Fees, as it represents a significant expenditure in our budget. Any per capita amount identified will need to work in tandem with the results/recommendations from the updated Neilson Report Athletics Access review. This work had not been completed yet but is expected by late November.

COMMUNICATIONS

Website Updates

We continue to make improvements to our website's structure and backend. Here are some highlights:

- **API 2.0 Upgrade:** Development of a new API is underway to manage data being pulled from PerfectMind. We are expecting to be a few weeks away from rollout. Once development is complete on our test site, we will be running some stress tests before pushing it to our live site. We are aiming to have this change implemented with faster load times by the time Winter 2022 registration begins, however our priority is on site stability, so timeline adjustments may be made if needed.
- **Website Structure & Content Transition:** Planning is underway, with significant progress being made on a rollout plan. Due to the interconnected nature of our website, we are aiming to finalize everything in the planning phase before any actions on the live site are taken. The actions for each page include some variation of URL changes, page title changes, content changes, and menu

restructuring. Additionally, we are adding some new pages and sections, but those updates will be provided later.

- **Winter 2022 Programs:** Programs and program events have now been set up in PerfectMind by the program team. We will be working on finalizing all promo images before our go-live date of November 12 so we can launch the programs/program events with a complete set of images. Our development team has been informed of the go-live date and are scheduled to make Winter 2022 the primary (pre-selected) season for website.
- **COVID-19 Page:** New page structure was implemented to simplify content based on current health and safety needs. This page is now functionally an archive of our COVID-19 updates.
- **Facility Hours:** The facility hours section on the home page was updated to redirect to our new facilities page. Facilities page has been updated to include UNA fields. Parks and Community Gardens are still needing to be added.

UNA Elections

Preparations for the elections continue. All elections packages were sent to Canada Post and are expected to arrive in mailboxes starting the week of November 8.

The Communications Manager and CAO have met with the All-Candidates Forum moderator and have discussed the mechanics of the forum. The All-Candidates Forum will be held online through Zoom.

The Communications Team has also served as the primary contact of candidates for questions regarding campaigning.

Winter Program Guide

The Communications Team has been supporting the Recreation Program Team in the publication of the Program Guide for Winter 2022. Communications hopes to boost ad sales for the Program Guide starting with securing long-term advertisers for 2022. The UNA continues to support the UBC Thunderbirds by giving them complementary ad space in the publication.

Looking into Possible Newsletter Improvements

The Communications Team is looking for a consultant to help us improve the UNA Community Newsletter. Over the years, the newsletter has amassed a good following and a steady readership. As it continues to grow in readership and in content, we would like to be proactive in making it a better resource for UNA residents. Some options that we might look into include: improved layout/design, better CSS, branded templates, audience segmentation, automating content sharing and implementing best practices on headline and copywriting.



Other:

- Staff support for CEAC Committee
- Participation in draft budget consultations
- Communications support for front desk team
- Support for the Staff Social Events Committee
- Support for Records Management project

RECREATION

October brought continued changes to the Provincial Health Order (PHO), the weather, and the return of a large-scale events. The month was a success as we continue to build our programming, increase attendance, and re-establish ourselves as a welcoming and diverse community gathering space within the UNA.

Front Desk Update

PHO Operational Structure: Staff have switched to a new schedule to coincide with the end of the security service – 3rd staff person is now scheduled between 4pm and 8pm Monday to Friday to transition smoothly away from security service.

Usership (Drop-In) / Peak times: 377 Program Drop-ins. Peak times continue to be 9am-1pm and 4pm-8pm (this is when many programs are scheduled)

Zen Desk – Tickets Received / Tickets Solved:

- 152 Received
- 115 Solved
- 305 Touches

Staffing Updates - Training Opportunities: First Aid training was completed by 10 Front Desk Staff and two front desk staff were hired and began working in October. Staff kudos go out to Angelica and Karen who volunteered their time to put up Halloween decorations around WCC and OBC.

Programming Update

Programs currently being offered across UNA	231
Registered Participants	1056
# Withdraws	179
Financials for Month – Total fees (including refunds)	\$150,318

As the fall programs are half-way through, the Recreation Team has shifted the focus of this month towards winter programming and the Guide production. The recent PHO on lifting capacity limits will allow our winter operation at the pre-Covid capacity, which is a step forward to a full recovery of the recreation service. In the meantime, the programming team has been proactively seeking new opportunities to revitalize the program offerings for 2022. These efforts include bringing some virtual programs back to the centres, increasing in person arts, cultural, and social programs, offering fitness classes in early mornings, identifying new focuses for seniors' program, and animating the spaces at the Old Barn Community Centre. We will work toward a robust communication plan in the coming weeks to maximize community participation in these opportunities in the new year.

A series of events took place for Halloween this year, from Pumpkin Carving, Murder Mystery Dinner, Scavenger Hunt: Secret Agent Mission, to Haunted House and the carnival games, bringing different experiences to families and residents. A surprising number of over 1200 people came to the event on October 31. Lots of great costumes, patience in queues, and a happy vibe of community gathering. This was the largest event in the past two years since the pandemic. We feel that community life is coming back.

The next event will be Christmas at the Barn on December 11. We look forward to a warm and joyful celebration.

Programming Highlights

- Get Active! A grant funded program reaching out to women within the UNA and run by programmer Josie Chow is well on its way. Many Get Active! participants have been highly active in fitness classes and dropping into fitness centre. Mentors have been organizing small group activities as well.
- Programmer Vicente Regis designed Too Strong at Heart to support mental health within the UNA was attended by 12 participants in October. We received incredibly positive feedback from the community, and we are looking for more opportunities to increase mental health literacy in our community.
- Youth programming continues to be well attended, with programs like Homework help - Peer tutoring, Preteen slam poetry, youth slam poetry, Math Tutoring - Small groups, and Yoga for students. In addition, the youth volunteers assisted in our Halloween events, including the building of the well-attended haunted house.

Events Highlights

Halloween

- # Attended: Approx. **1250**
- Highlights: Very well attended, lots of great costumes, we did not run out of candy, very few issues encountered while checking vaccinations.

- The Haunted House ran well and had a lengthy line from the start, up to the very end.
- Staff Appreciation: Claire, Josie, Hal, Vicente, Qiuning, Vida, Etana, Stephanie, and Security staff all worked extremely hard. The real heroes were the approx. 40 youth volunteers who enthusiastically ran games and a haunted house for 3 hours straight! They deserve all the credit for the success of this event.

Halloween Scavenger Hunt: Secret Agent Mission

- # Attended: 101 entry forms received
- Highlights: There were an overwhelming number of participants (101 forms received). Kids were overly excited about having a mission to complete. A great alternative activity to Wesbrook activities, as lines were exceptionally long to get into Wesbrook and some families decided to do the scavenger hunt instead. Also great for those who do not feel comfortable in large crowds.
- Staff Appreciation: organized by Josie, with support of community member volunteer Kelly Ollivier-Gooch

Pumpkin Carving

- # Attended, 18 families
- Highlights
 - This event was led by Etana Tam (youth activity leader) and the pre-teen leadership program. The feedback has been positive from all sides. The families enjoyed the community togetherness of carving pumpkins with neighbours, the Pre-teens had an enjoyable time volunteering and spending time together.
- Staff Appreciation
 - Etana Tam and the pre-teen leaders! They were given this event, made it their own and had fun doing it!

Murder Mystery Dinner

- # Attended: 12 guests, 3 waitlisted
- Highlights: The event was a hit! All the guests got into their characters and were sleuthing to solve the mystery. We received a lot of positive feedback from our guests, saying that it was a lot of fun, it was well-organized, and that they want us to host more murder mystery dinners.
- Staff Appreciation: organized by Josie with support of Claire



Theatre for the Young Audience: Oopsie

- Free theatre program for families on Saturday morning at the Barn.
- Attended by 50 people.
- Staff appreciation: Organized by Vicente

Upcoming Events

- Photos with Santa event on Dec 11th from 10 AM-1PM at the OBCC. No registration required; proof of vaccination will be required for 12+.
- Get Active! Will be attending the 2021 Thunderbirds women's hockey game on Nov 19 at 7pm.
- Coffee Talk at the Old Barn starts Dec 3, from 10am-11am, this first session will focus on Winter program promotion but is open to any topics that people bring up. This program is the start of many programs allowing the UNA to have a voice in the services offered and shaping of the community.

Health and Fitness Update

	Wesbrook	Old Barn	UNA Total
Attendance Fitness Centre	1461	153	1614
Attendance Fitness Classes	132	0	132
Personal Training Sessions	0	0	0

Health and Fitness Focus upcoming:

November is Fall Prevention Month - Fall Prevention Month encourages organizations to coordinate their efforts for a larger impact. Canadian organizations participate by planning initiatives and sharing evidence-based information on fall prevention.

Movember is an annual event involving the growing of moustaches during the month of November to raise awareness of men's health issues, such as prostate cancer, testicular cancer, and men's suicide.

Building to 2022. January is right around the corner and as we build towards what should be our busiest time of year in the fitness centre, we are an increasing our offerings with new early morning group exercise programs, pop-up events in additions to



a marketing campaign centered around personal training and helping everyone achieve their goals.

In summery both the WCC and the OBCC Recreation team, continue to work within the constraints of the PHO to provide increased programming and events. With the success of most recent events in October, there is great excitement as we move into the holiday season.

Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

None

Concurrence

1. Dave Gillis, Recreation Manager
2. Athena Koon, Finance Manager
3. Glenda Ollero, Communications Manager
4. Wegland Sit, Operations Manager

Respectfully submitted,

Sundance Topham
Chief Administrative Officer



Report Date: November 9, 2021
Meeting Date: November 16, 2021
From: Wegland Sit, Operations Manager
Subject: Landscaping Battery Powered Equipment Pilot Project Review

Background

At the November 2020 UNA Board Meeting, as part of the Landscaping and Noise Review, the Board directed staff to work with UBC Properties Trust (UBCPT) and Meridian Landscaping to develop and implement an electric landscaping equipment pilot project in three Hawthorn Park Spaces – in order to examine the feasibility of a migration to electric powered landscaping equipment.

This report provides an overview of the Hawthorn Pilot Project that took place between April 2021 to the end of September 2021.

Decision Requested

For information

Discussion

UNA staff have been working closely with UBCPT and Meridian Landscaping to develop and implement the battery power landscaping equipment pilot project. The purpose of the pilot project was to serve as a feasibility study for the future adoption of electric powered equipment.

This electric power landscaping equipment pilot project utilized three Hawthorn Park spaces to provide a well-defined boundary for the ease to perform cost estimation and other bench marking processes.

From a noise reduction perspective, electric powered landscape equipment in general reduces noise level up to 10 decibels when compared to gas powered equipment. The number of UNA landscape equipment noise complaints from Hawthorn area was reduced when compared to the number of complaints that the UNA received back in 2020 at the beginning of COVID lockdown.

From the Green House Gas (GHG) reduction perspective, the UNA will refer to the GHG reduction figures provided by the [Reducing Vancouver Board of Parks and Recreation Emission Footprint Using Electric Small Equipment](#), a research study by UBC and Vancouver Parks Board. Based on the reduction figures provided by the study, the UNA landscape operations reduced at least 5000 kg CO2E emission in 2021 by switching our line trimmer and blower to electric powered model.

At the end of the pilot testing project, Meridian Landscaping submitted a Battery Powered Tool Review for the UNA and UBCPT to evaluate their performance and overall bench marking. This Power Tool Review report is attached with this report, and provides a hands on review of the different equipment types, brand, general battery longevity, equipment reliability and highlights other challenges.

Overall results of electric powered landscape equipment were mixed when compared to gas power landscaping equipment. For example, electric powered line trimmers performed well against gas powered trimmers. At the same time, electric hedge trimmers and blowers performed admirably with some limitations. However, electric mowers were not recommended as they were not ideal for our operation due to their output limitations and inconsistent performance.

Below is a quick recap of Meridian Landscaping Power Tool Review.

Equipment Performance Review

- Mowers did not compare to the quality, durability, and speed of the gas-powered alternative. Inconsistent mower performance drove a significant labour hour increase.
- Stihl equipment out-performed the alternatives (line trimmers, hedge trimmers, leaf blowers, and batteries).
- If the project were to expand in the future, the gear may not be able to handle such a large scope of work in the long-term, but the equipment that was selected performed well for this pilot project.
- More information is available in the attached Meridian Landscaping Power Tool Review.

Financial Implications

The financial implication of the pilot project can be divided into two main components. The capital investment costs related the purchase of electric powered landscape equipment, and the additional labour costs incurred due to the switch of technology.

The capital investment will be absorbed by the landscape service provider if there is no external subsidies or financial incentive. The following table provides the list of electric powered equipment that were required for the pilot project.

Quantity	Equipment	Brand
1	21 Inch Mower	STIHL
2	25 inch Mower	Greenworks
2	Blowers	STIHL
2	Backpack Batteries	STIHL

1	Line Trimmer	STIHL
1	Charger	Greenworks
3	Batteries	Greenworks
1	Charger	STIHL
4	Batteries	STIHL

The pilot project was able to leverage Meridian’s existing electric power blowers to reduce the overall implementation cost. It required the purchase of approximately \$10,000.00 of electric power equipment to implement the pilot project in three Hawthorn Park spaces.

The second part of the financial implications was the increase of labour cost that resulted from the switch of technology.

During the pilot project, electric equipment performance was comparable to the gas-powered counter part under optimal conditions. However, the pilot project also highlighted that battery power equipment was prone to changing weather conditions. For example, additional moisture content, wetness of the grass will significantly reduce the battery output to complete the same task that was under a dry optimal condition. Changing weather conditions led to a significant reduction in efficiency by reducing output level, reducing the overall available usage time and increasing overall labour hours.

Weather conditions adversely impacted the electric power landscape equipment efficiency. It was noticeable in the Meridian Landscaping Power Tool Review, that mowers and leaf blowers were having a challenging time handling long durations & heavy-duty work, for example due to the extra weight from water under wet weather.

Given that the general output and efficiency of electric powered equipment are lower than the gas power counterparts, means electric powered landscape equipment will require additional labour hour to complete the same job.

Meridian landscaping was able to estimate additional labour hours incurred during the 2021 landscaping season for the three Hawthorn Park spaces that were included in the pilot project. The pilot project result suggested the landscape labour cost increased by approximately 5% to 8% in 2021 due to the technological change.

The following table uses the higher end labour hour increase of 8% to estimate the financial implication should the UNA want expands the pilot project to other UNA areas. It is a cost estimate without consideration of the challenges related to scaling up electric powered equipment operations to a much larger area. This is an estimation of the landscaping labour cost increase due to the switch of technology and additional labour incurred during the switch.



The table breaks down costs by neighbourhood and excludes the cost of initial capital investment required for the switch to electric powered equipment.

Estimated Annual Increased Labour Costs by Neighbourhood

Chancellor Place – \$5,300

Hampton Place – \$6,700

Hawthorn Place – \$12,000

Wesbrook Place – \$11,000

The increased costs for Hampton and Hawthorn and Wesbrook Park Spaces are included in the draft 2022-23 budget that has gone to the Board.

Operational Implications

During the pilot project, operationally, electric powered landscape equipment will take longer to complete the same task when compared to its gas-powered counter part. As mentioned in earlier section, it generally took an extra 5% to 8% of labour hours to complete the same task.

Through our pilot project, Meridian team also highlighted that the operation of one of their newly acquired electric mower had a negative impact on their operation efficiency. That electric mower was reported to run inconsistently, and had significant challenges to operate when the grass was wet. Ultimately, it slowed down Meridian’s operations and significantly increased labour time by up to 20%.

Another highlight from this pilot project was about the importance and the availability of onsite, accessible, secured charging infrastructure. The UNA was able to provide a secured charging infrastructure for Meridian to use. A secured charging station enabled the landscaping team to charge their batteries while onsite, provide easy access to rotate fully charged and used batteries to support their landscape operation. And at the same time, reduce the overall number of batteries and capital cost required to support their operation.

The current project can paint a relatively accurate prediction for the migration to electric powered landscaping equipment, and related operation implications with a similar area and tool selections.

Scaling up our pilot project to other public realms outside of the park space, will required a phased approach, this approach should expand electric powered equipment to selected areas that have similar settings - for example size and characteristics, and the landscaping team will need to be selective in terms equipment choice by choosing the higher efficiency electric power equipment. UNA staff is working with UBCPT and its subcontractors to expand this pilot project to other Hawthorn public spaces, Wesbrook park spaces and Hampton public space.

The proposed expansion includes the following areas:

- Hawthorn Place, expansion to other public spaces outside of the three park spaces, including boulevard grass that are East of West Mall and North of Rhodo Wood Area.
- Wesbrook Place, implementation of electric powered leaf blowers to all Wesbrook Area park spaces, including Khorana Park, Michael Smith Park, Mundell Park and Noble Park.
- Hampton Place, implementation of electric powered leaf blowers in Hampton public area.

Strategic Objective

Community and Stakeholder Relations

Attachments

1. Meridian Electric Landscape Equipment Report

Concurrence

1. Julia Gellman, Sustainability Specialist

Respectfully submitted,



Wegland Sit
Operations Manager



Sundance Topham
Chief Administrative Officer

Battery Powered Tool Review

August 25th, 2021

Test Date: April 15th-September 30th, 2021

List of equipment tested:

Mowers:

- Stihl RMA-510 - 21 inch mower

- Mower works decently well. Struggles in the wet weather or with thick grass. Speed is comparable to its gas counterpart. Bagging is sufficient. Useful for the very small lawns within the parks at Hawthorne, however it is not really suitable for the larger pieces due to its small width. Battery lasts about 1 hour.

- Greenworks 25" Dual Blade

- We had high hopes for this mower, but have honestly been quite disappointed with it. When the grass is wet, it cuts extremely slow and struggles to properly bag the grass, leaving trails of grass all over the place while sacrificing both quality and speed. Sometimes it will shut down completely and you need to re-engage the mower over and over again which can be quite frustrating. While advertised as a commercial mower, we find this to not be the case as we aren't sure it will hold up for more than 1-2 seasons. Seems the company has put more effort into looks than actual quality. Battery life is also poor considering it has two battery slots (each costing \$500.00) and only lasts for about 1 hour and 15 minutes.

Overall:

- The STIHL mower is a much superior product, although its limitations of only coming in a 21" deck can slow down the crew quite a bit, causing them to opt for the greenworks model despite its operational disadvantages. If STIHL were to come out with a model with a larger deck we would use this brand exclusively. As of right now, neither option comes close to replicating the quality, durability, and speed of its gas powered alternative. While the mowers are useable, the technology is not close for us to voluntarily consider using this equipment for our other sites.

Line Trimmer:

- STIHL FSA 60

- This line trimmer works nearly as well as its gas counterpart. Power is comparable. Definitely not as quiet as one would expect, as the echo from the line spinning can actually be quite loud. Battery lasts approximately one hour – we need three to four batteries to trim all the lawns in all three parks. One

complaint from the crew is that the distribution of weight with the machine is off centred as there is no engine, which makes the machine feel heavier than the gas model and can make the operators shoulder sore and tired after prolonged use. Overall however we are pleased with the performance of this piece of equipment and would be able to operationally use this on nearly any of our small to medium sized sites.

Hedge Trimmers:

- STIHL HAS 56S (Short Shears)
- STIHL HLA 86 (Extension Shears)
 - General reviews from employees are positive. They definitely like the absence of loud noise and gas fumes, especially when working in enclosed spaces. Limitations include a lack of power compared to the gas models. They are good for small hedges that are mostly foliage (boxwoods, laurels) but struggle anytime they are used to cut anything a bit thicker. In comparison, the gas model can easily handle similar plant material. When the battery gets low in power this is amplified as well, leaving messy cuts with split end on the tips. Battery life in general lasts approximately one hour of continuous use. Overall a decent piece of equipment we can work with, but again can't replicate the quality of the commercial gas model.

Leaf Blowers

- STIHL BGA 86 Battery Blower
 - As we have many sites in the west end, or with enclosed courtyards, we have been using this model of blower for years. It works well on small sites for a majority of the year. Definitely lacks the power required during fall for cleaning up massive amounts of wet leaves, but for a majority of the season is perfectly fine for cleaning walkways and moving light debris. One major con with this piece of equipment however is its price – with the battery pack required to power the unit it is about three times as expensive as the gas model.

Batteries

- STIHL AP 300 Battery
- STIHL AR 1000 Battery (works for the blower only)
- Greenworks Commercial GL 500

- The STIHL batteries are both cheaper and seem to have a longer lifespan. We have also experienced a design flaw with the Greenworks batteries. The springs on the bottom that connect into the are extremely sensitive, and if the batteries are not perfectly slotted into place they can easily bend and make the battery unuseable. We have had to replace three already. The distributor has been very good about exchanging them for new ones at no extra charge but I can't imagine they will continue to keep doing so. A big benefit of the STIHL batteries is that the same batteries are interchangeable for the Trimmer, Mower, and Shears, which is quite convenient. One constant of all the batteries is that there seems to be a drop-off in use-age time from when they were brand new and get charged over and over again.

Battery charging station

- At first this was a challenge, although once we were given access to a charging room at Jim Taylor park the issue was resolved. Having a secure place centrally located to charge the batteries was extremely helpful.

Overall, like with any pilot project, the results were mixed. Some of the equipment worked quite well, while others not so much. The biggest hurdle in technology is definitely with the mowers. We have yet to see a battery powered mower that comes close to the quality, performance, and durability of the gas model. Hopefully this improves over time. The blowers, line trimmers, and hedge trimmers, worked fine for this scope of work, although if the project were to expand in the future I would have concerns about this gear being able to handle such a large scope of work, and also about its durability to last more than a season with such heavy use-age. I would have no problem recommending this gear to a homeowner, but commercially to have it as our only viable option, I don't really see this as being possible without major adjustments in our pricing structure to existing clients. For the purpose of this project however, most of the gear worked just fine.



Report Date: November 09, 2021
Meeting Date: November 16, 2021
From: Athena Koon, Finance Manager
Subject: Fiscal 2022/23 UNA Budget - Draft

Background

The 2022-23 budget schedule was presented to the Board in September, and one of the highlights noted in the report was the tight schedule (as a result of the Board elections), and the need to bring budget information to the Finance and Audit Committee and Board as early as possible. Utilizing the planning tools available to the UNA – most specifically the Van Struth five-year financial model, and its associated revenue projections, staff have come up with a first draft of the 2022/23 budget. This report provides an overview of the process to date and presents the draft budget for 2022/23.

Decision Requested

For information

Discussion

Budgeting Process:

Staff members have undertaken extensive work in preparing the draft 2022-23 budget, including:

- Departmental level review:
 - The Departmental managers budget review consisted of analyzing all the line items applicable to their specific department and submitting all the staffing, special project, and capital project planning requests for consideration.
- Organizational level review:
 - The Management team reviewed the consolidated budget plan and discussed all the potential staffing, special projects, and capital projects submitted, cutting, or amending as required to finalize a balanced draft budget for the upcoming year.
- Comparison of draft budget details to historical data (prior to COVID) and current data to validate projected expenditures.
- Working with UBC to confirm the projected Neighbours Levy (NL) for 2022/23.

- Working with UBC to find the best approach to utilize with the limited time frame in finalizing the Athletic Access Fees.

Draft Budget for 2022/23

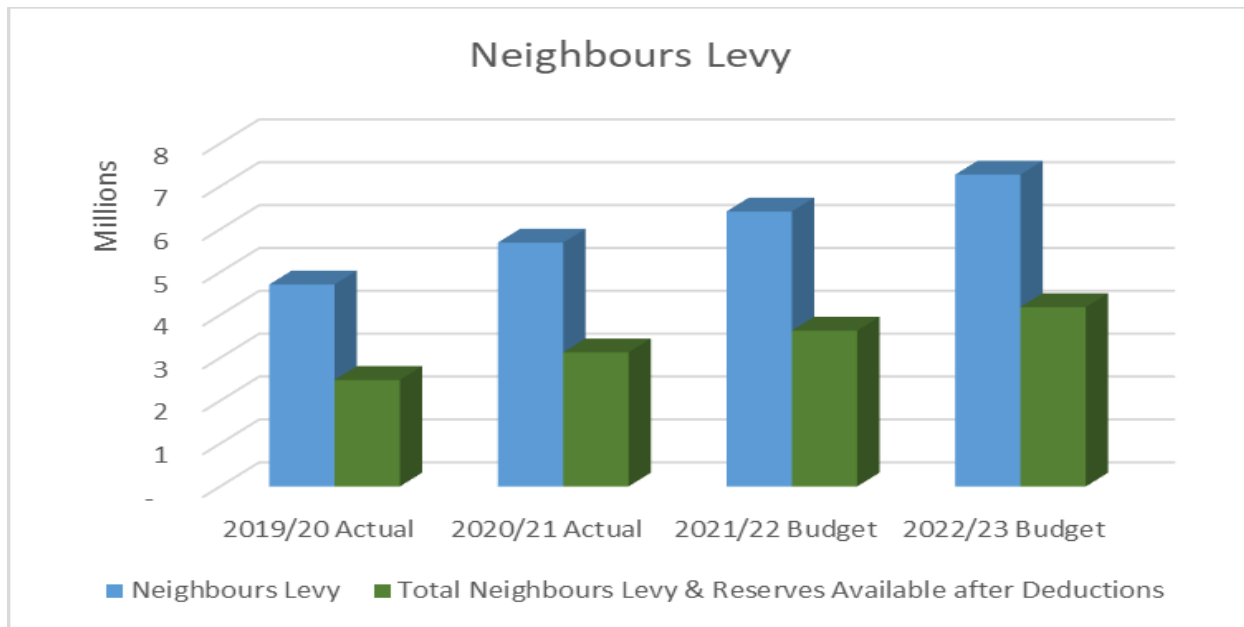
Highlights of the 2023 Budget Draft:

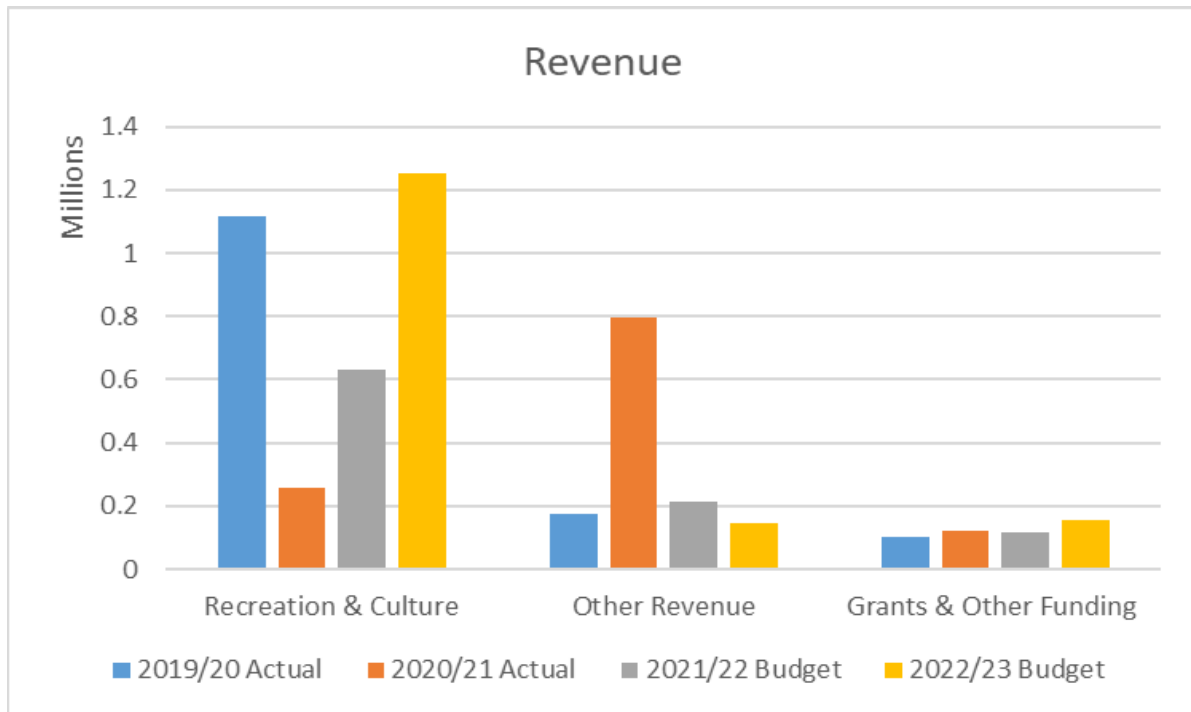
- Neighbours Levy (NL) is estimated to increase by 13%.
- Athletic Access Fee is still under discussion with UBC, and the assumption currently being used in the draft budget is based on a per capita cost of \$43.5, multiplied by the estimated UNA population for 2022/23. This per capita amount identified will need to work in tandem with the results/recommendations from the updated Neilson Report Athletics Access review. This work had not been completed yet but is expected by mid-November.
- Capital projects have been separated into a different section this year, with the total projects amount for the year being \$287.8K
- \$40K is proposed to be withdrawn from Reserve to fund two capital projects: \$20K from Infrastructure Replacement Reserve and \$20K from Capital Replacement Reserve
- For the 2020/21 surplus, the amount is now recorded in the UNA's book under Unrestricted Net Assets in total of \$398,160 will be used to fund the 2022/23 budget.
- Fire Services Fee is still under discussion and a total amount based on the current method of determining the fee has been included in the budget calculation.
- With the re-opening plan going well and the new recreation manager in position, the Recreation department has set a lot of new initiatives and goals for the budget year to achieve. This shows in the budget plan for both the recreation revenue and the recreation expenditures side.
- For Engineering and Operations Services, UBCPT has not finalized their budget to the UNA yet but has requested that the UNA use a 5% increase for now, which includes an expansion of the electric landscaping sustainability pilot project.
- Two new positions (IT Support Specialist & Operation Assistant) have been added to the 2022/23 budget, along with some savings from the provisions of the existing services. Further details are provided at the General Operation Services section.
- For 2022/23, the draft operating budget is estimated to have a deficit balance of \$150,360 which will be funded by the surplus from 2020/21 contained within the Unrestricted Net Assets.

Operating Budget:

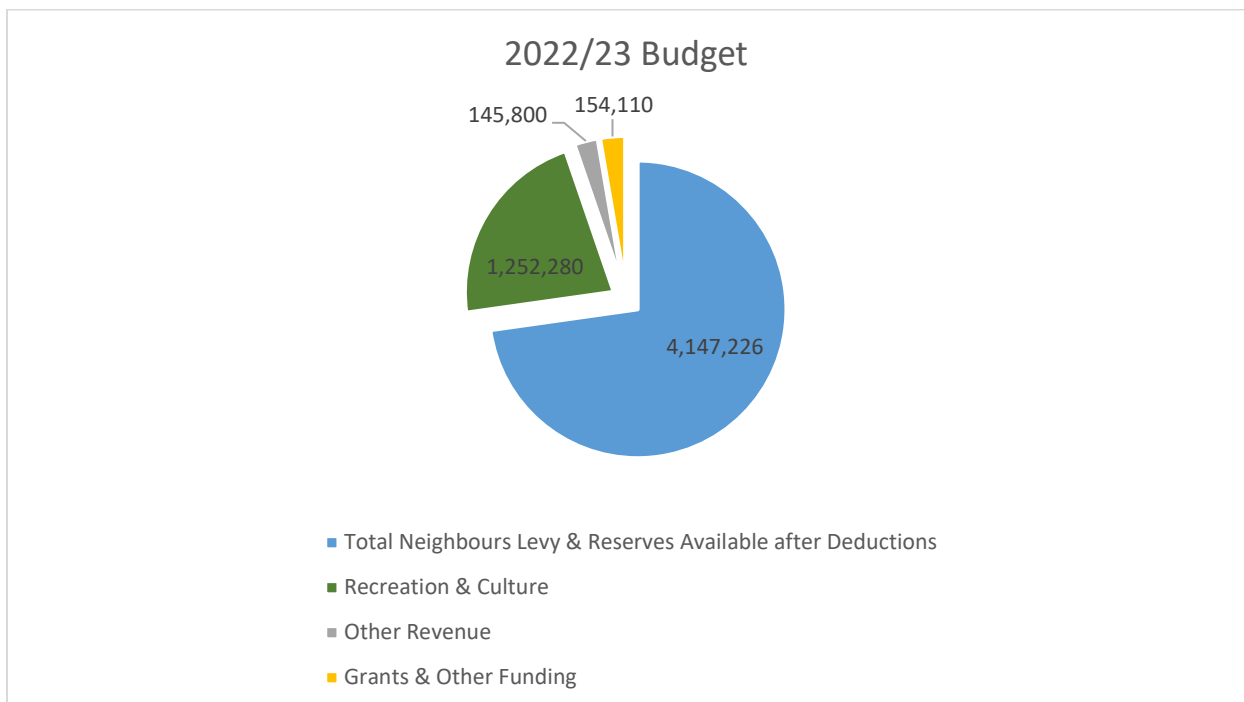
Revenue:

- Neighbours Levy (NL) is expected to increase \$0.8M (from \$6.4M in 2021/22 to \$7.2M in 2022/23), mainly from the completion of new buildings and the latest assessment projections. There are new units completed in 2022/23 that contribute to a \$166K NL increase and the remaining is due to the updated assessment projections from existing units and a slight service levy rate increase. The service levy rate is anticipated to raise slightly, from 1.04 to 1.09 (with an anticipated mill rate of 2.9 for Vancouver and 1.81 for the rural property tax & other taxes). Last year the rate was 2.92 and 1.88 respectively.
- Recreation & Culture revenue is expected to increase to \$1.2M, mainly from programming improvements and overall membership increases for the two community centers. This increase puts revenue in-line with 2019-20 numbers, the last full year before COVID.
- The Other Revenue section drops quite a bit, as parking revenue is not forecasted for growth, but mostly because the government wage subsidy is no longer available.
- Grants & Other Funding will increase slightly as more planning will be put in place to secure the renewal of the existing funding.



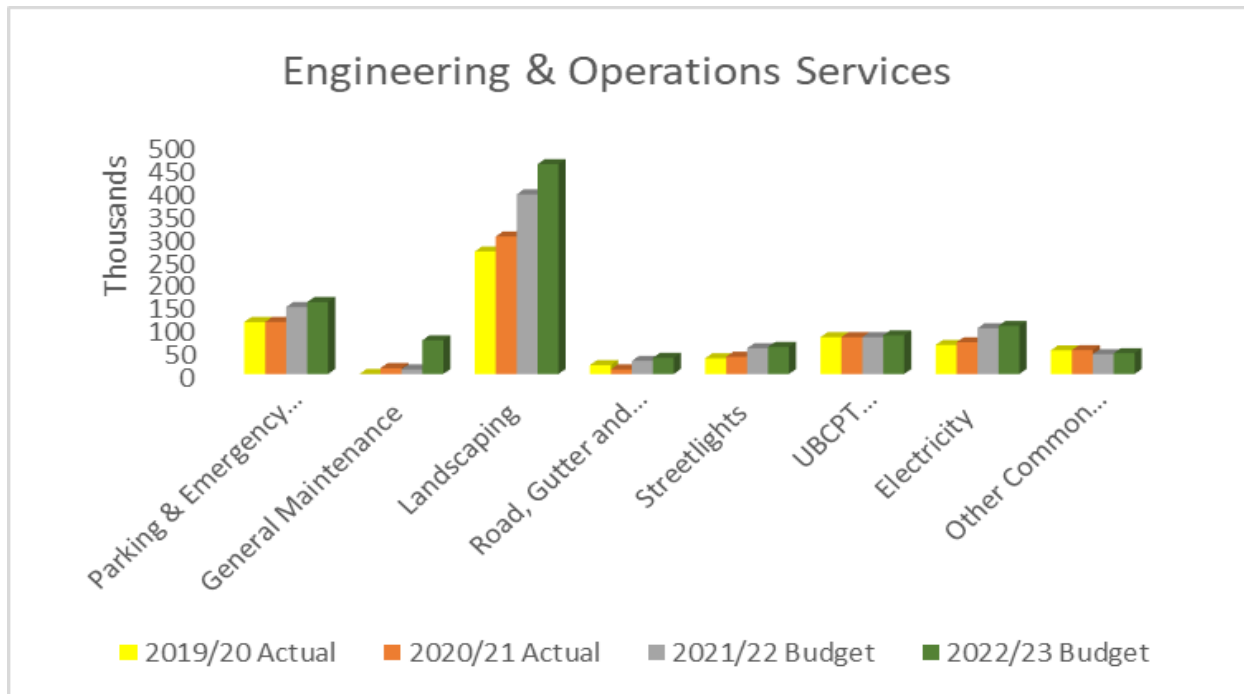


Total Funding Sources and Revenue for fiscal 2022/23 is \$5,699,416, an overall increase of 24%, compared to the 2021/2022 budget.

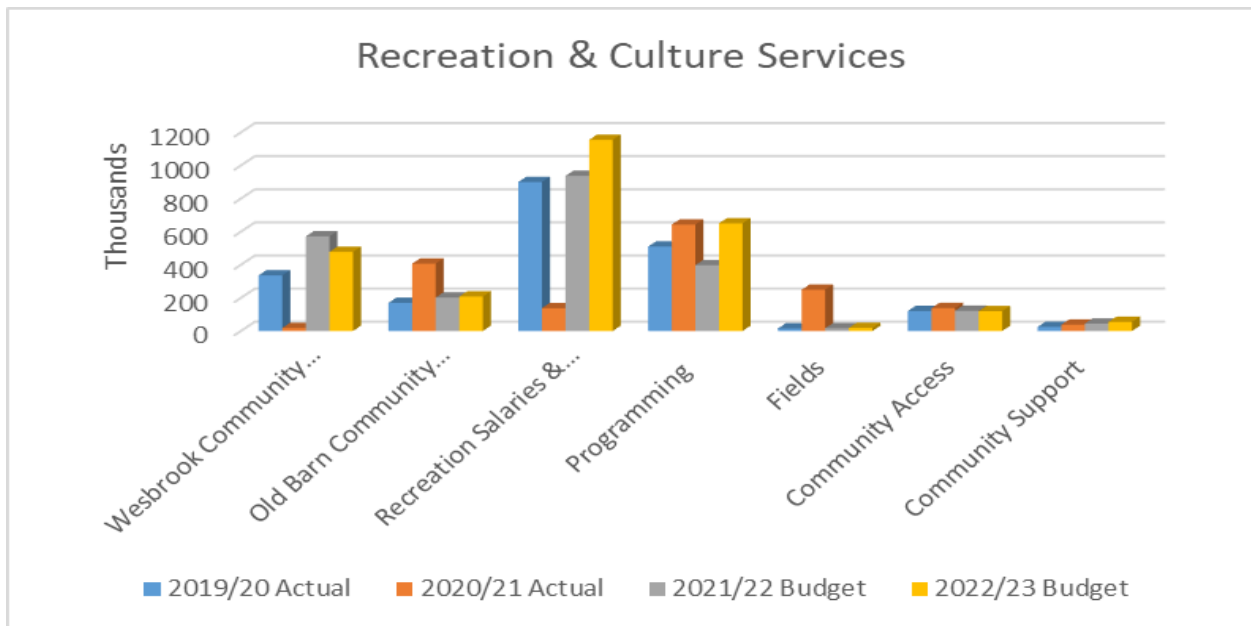


Expenditures:

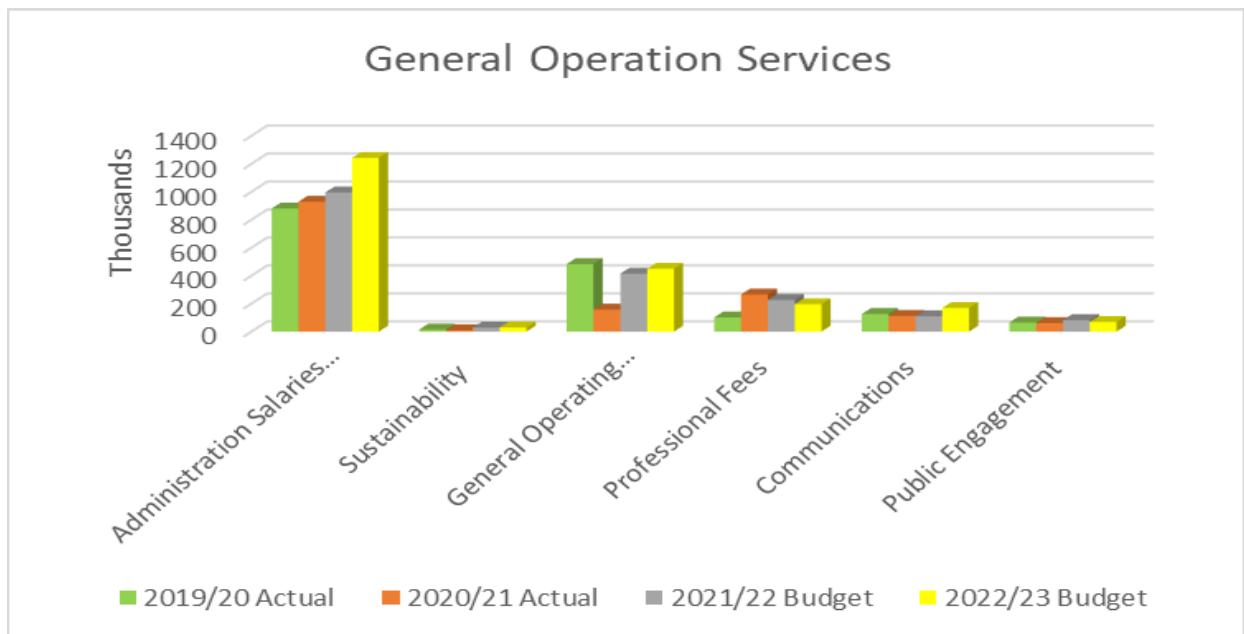
- **Engineering & Operations Services:** Overall expenses will increase by 19% compared to the 2021/22 budget mainly from the following:
 - Emergency Management: Includes AED equipment repairs and update (\$3.5K).
 - General Maintenance: Includes road cleaning (\$8K) which was missing before; a \$5.2K waste audit assessment outcome; dog waste bags (\$5K); electric landscape equipment (\$25K), and road marking of \$20K.
 - Landscaping: Includes an increase of Chancellor Walter Gage landscape fee of \$10.4K as well as an expansion of the electric landscaping sustainability pilot project.
 - Road, Gutter and Sidewalk Maintenance: Includes an amount of \$25K for snow/ice removal (to be held in an internal reserve – carried forward if not utilized).



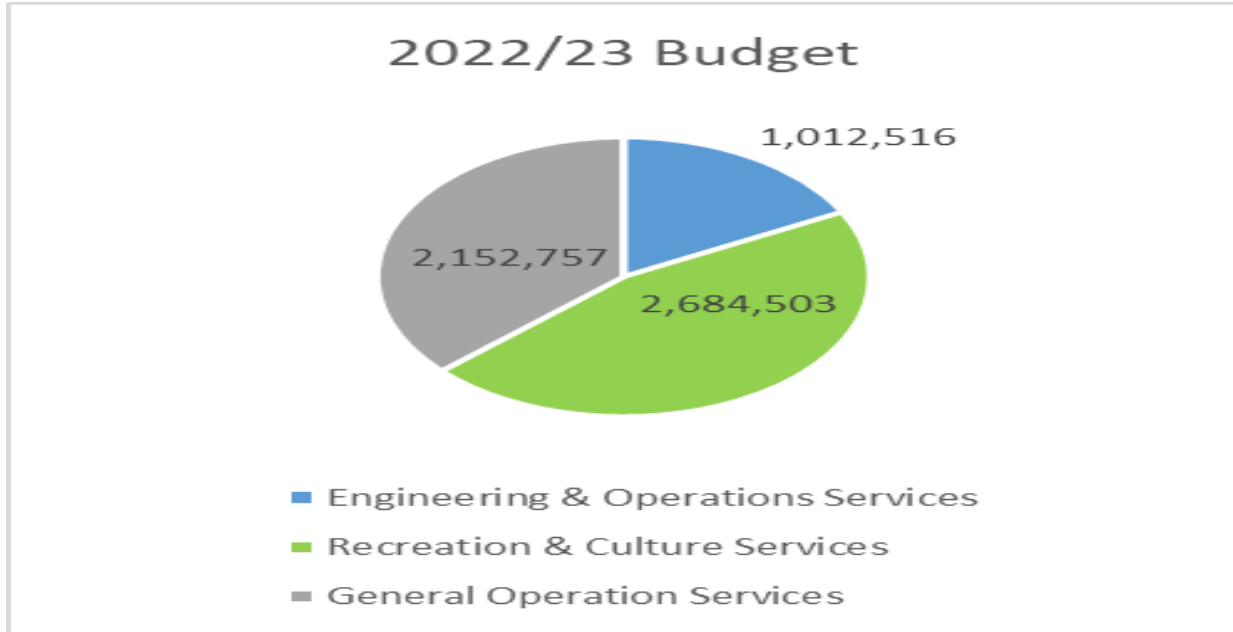
- **Recreation & Culture Services:** Overall expenses will increase by 17% compared to the 2021/22 budget, mainly from the following reasons:
 - Programming: Increase in number of programming instructors to support more programming initiatives.
 - Recreation Salaries & Benefits: Re-assess the front desk and fitness room staffing needs (which includes the coordinator position) to meet the initiatives in place for the year.
 - Fields: Includes annual Astro turf maintenance fee.
 - Community Support: Projected increase in cost for Neighbours Day, but expected to recover associated cost through partnerships with local community groups and food/water sales.
 - Wesbrook Community Centre: Reduced \$80K for security as an onsite guard is no longer required.



- **General Operation Services:** Overall expenses will increase by 16% compared to the 2021/22 budget, mainly from the following reasons:
 - Administration Salaries & Benefit: Includes new staffing positions for IT support specialist and operations assistant, a total impact of approx. \$140K plus benefit (\$75K for IT support specialist and \$65K for operations assistant). For IT support specialist, it's estimated that there will be a total savings of \$49K from the existing providers, so the net impact of adding this position should be approx. \$26K plus the applicable benefits.
 - General Operating Services: Insurance is estimated to be approx. \$148K instead of the \$100K quoted in the budget for 2021/22. IT services should see a savings of \$25K from the new IT special support position.
 - Professional Fees: Contractor Fees is estimated to be reduced by \$24K from the new IT support specialist position.
 - Communications: Consultation & Engagement includes \$15K for social media support project; for Newspaper, a budget of \$80K for 12 issues has been set.
 - Public Engagement: No election for 2022/23 and General Meeting expense is reduced to reflect accordingly.



Total budgeted expenditures for the 2022/23 fiscal year are \$5,849,775, an overall increase of 17% compared to the 2021/22 budget.



Capital Budget:

The Capital budget has been separated from the main UNA operating budget this year. The total for all the capital projects is \$287,800.

Capital Projects for 2022/23

Leasehold Improvements	\$ 170,000	
Furniture, Fixtures & Equipment	\$ 24,500	
Computer Software & Hardware	\$ 20,500	
Multi-Media Equipment	\$ 7,800	
Recreational & Fitness Equipment	\$ 45,000	
Parks & Roadway Enhancement	\$ 20,000	
		-\$ 287,800

Transfers from Reserves

Infrastructure Replacement Reserve	\$ 20,000	
Capital Replacement Reserve	\$ 20,000	
		\$ 40,000

Transfer from the unrestricted net assets \$ 247,800

Balance \$ -



The following table lists out the proposed capital projects for the budget year & how each project will be funded.

Capital Projects	Total	Details	Amount	Funding Source
Leasehold Improvements	\$ 170,000	New office location	\$ 150,000	Unrestricted Net Assets
		OBCC roof Inspection and Repair	\$ 20,000	Capital Reserve
Furniture, Fixtures & Equipment	\$ 24,500	OBCC Capital Asset Replacement project	\$ 15,000	Unrestricted Net Assets
		OBCC Storage	\$ 5,000	Unrestricted Net Assets
		Multi modal transportation	\$ 4,500	Unrestricted Net Assets
Computer Software & Hardware	\$ 20,500	IT equipment for the team	\$ 20,500	Unrestricted Net Assets
Multi-Media Equipment	\$ 7,800	Additional Digital Signage (Pilot)	\$ 7,800	Unrestricted Net Assets
Recreational & Fitness Equipment	\$ 45,000	Bouncy Castle	\$ 5,000	Unrestricted Net Assets
		Spin bikes for fitness (11)	\$ 40,000	Unrestricted Net Assets
Parks & Roadway Enhancement	\$ 20,000	Speed Bump Installation	\$ 20,000	Infrastructure Reserve

The new office location line item, which reflects the largest proposed capital expenditure, is meant to pay for capital improvements in the WCC and OBCC that come about as a result of the ongoing Office Space Needs Assessment. The two proposed withdrawals from the Capital Reserve & Infrastructure Reserve are deemed to be eligible expenditures as per the current reserve policy.

Unrestricted Net Assets :

To balance the 2022/23 operating & capital budget, the projected surplus from 2020/21 currently included in the UNA's Unrestricted Net Assets will be used for the purpose of balancing the budget for the year. Total amount in the Unrestricted Net Assets to fund the Deficit is calculated as follows:

Total Surplus for 2020/21	\$ 995,585
Budgeted Surplus to be used for 2021/22	-\$ 400,000
Rate Stabilization budgeted to be used but covered by 2021/22 Surplus	-\$ 102,323
Capital spending for 2020/21 not included in surplus	-\$ 95,102
Total in Unrestricted Net Assets to fund the 2022/23 Budget	\$ 398,160



Out of the \$398,160 from the Unrestricted Net Assets we will be using \$247,800 to fund our 2022/23 capital budget and \$150,360 will be used to fund the operating budget. Although balancing the budget requires the use of the reserve funds, the current projections in the Van Struth five-year financial model show a projected budget surplus of approximately \$150K, which means the one-time use of the surplus from the unrestricted net assets will not lead to any issues in the following years.

Financial Implications

None

Operational Implications

None

Strategic Objective

Balancing the UNA 2022-23 budget ties directly into the UNA strategic priority of Financial Sustainability

Attachments

1. Schedule A – Draft 2022-23 UNA Operating Budget – Summary
2. Schedule B – Draft 2022-23 UNA Operating Budget – Detailed
3. Schedule C – Draft 2022-23 UNA Capital Budget – Summary
4. Schedule D – Draft 2022-23 UNA Capital Budget – Detailed

Concurrence

1. Dave Gillis, Recreation Manager
2. Glenda Ollero, Communications Manager
3. Wegland Sit, Operations Manager



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA Board Meeting
Open Session**

Respectfully submitted,

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

Athena Koon
Finance Manager

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

Sundance Topham
Chief Administrative Officer

University Neighbourhoods Association (UNA)
Operating Budget 2022-23 (Summary)

University Neighbourhoods Association (UNA)	2020-21	2022-23
	APPROVED BUDGET	DRAFT BUDGET
FUNDING SOURCES		
Neighbours Levy (Service Levy & GMSL)	6,415,000	7,275,000
Contributions to Reserves (Outgoing Funds)		
Infrastructure Replacement Fund	(153,960)	(174,600)
Capital Replacement Fund	(76,980)	(87,300)
Rate Stabilization Fund	(64,150)	(72,750)
Contingency Reserve Fund	-	-
UNA/VSB Playing Field Replacement Reserve	(60,000)	(60,000)
Total Contributions to Reserves	(355,090)	(394,650)
Transfers from Reserves (Incoming Funds)		
Infrastructure Replacement Reserve	-	-
Capital Replacement Reserve	-	-
Rate Stabilization Reserve	-	-
Contingency Reserve	-	-
UNA/VSB Playing Field Replacement Reserve	-	-
Total Transfers from Reserves	-	-
Deductions		
Engineering & Operations		
Stormwater	(563,852)	(627,446)
Fire Services Fee	(1,310,513)	(1,376,039)
Total Engineering & Operating Services	(1,874,365)	(2,003,485)
Recreation & Culture		
Athletics Access Fee	(481,125)	(659,391)
General Operating Services		
GST (unrecoverable: Neighbours Levy less UBC Costs & Contributions to Reserves)	(69,411)	(70,248)
Total Neighbours Levy & Reserves Available	3,635,009	4,147,226
REVENUE		
Recreation & Culture		
Wesbrook Community Centre	142,500	398,675
Old Barn Community Centre	61,850	132,924
Programming	317,792	621,431
Playing Fields & Park Rentals	108,000	99,250
Total Recreation & Culture	630,142	1,252,280
Other Revenue		
Parking	129,051	128,000
Miscellaneous	83,438	17,800
Total Other Revenue	212,489	145,800
Grants & Other Funding		
External Grants & Miscellaneous	117,822	154,110
Total Grants & Other Funding	117,822	154,110
TOTAL FUNDING SOURCES & REVENUE	4,595,462	5,699,416

University Neighbourhoods Association (UNA)	2020-21 APPROVED BUDGET	2022-23 DRAFT BUDGET
EXPENDITURES		
Engineering & Operations Services		
Parking & Emergency Management	145,486	156,211
General Maintenance	10,000	73,200
Common Area Maintenance Fees		
Landscaping	390,061	455,748
Road, Gutter and Sidewalk Maintenance	28,500	34,975
Streetlights	55,960	58,758
UBCPT Management Fees	80,000	84,000
Electricity	99,500	104,475
Other Common Area Maintenance Costs	43,000	45,150
Total Engineering & Operations Services	852,507	1,012,516
Recreation & Culture Services		
Wesbrook Community Centre	571,436	477,725
Old Barn Community Centre	202,243	208,283
Recreation Salaries & Benefits	936,995	1,154,994
Programming	397,690	650,500
Fields	16,500	18,000
Community Access	121,800	120,000
Community Support	45,000	55,000
Total Recreation & Culture Services	2,291,664	2,684,503
General Operation Services		
Administration Salaries & Benefits	994,745	1,241,825
Sustainability	28,684	29,118
General Operating Services	414,295	448,752
Professional Fees	226,500	195,530
Communications	110,000	168,600
Public Engagement	81,826	68,932
Total General Operation Services	1,856,050	2,152,757
TOTAL EXPENDITURES	5,000,222	5,849,776
BALANCE SURPLUS OR (DEFICIT)	(404,760)	(150,360)
TRANSFERS FROM RESERVES AND UNRESTRICTED NET ASSETS		
Transfer from Rate Stabilization Reserve	102,323	-
Transfer from Unrestricted Net Assets	302,437	150,360
SURPLUS (OR DEFICIT) AFTER TRANSFERS	0	(0)

**University Neighbourhoods Association (UNA)
Operating Budget 2022-23 (Detailed)**

GL Acct #		APPROVED BUDGET	DRAFT BUDGET	Partially Discretionary	Discretionary	DRAFT BUDGET	Notes
		2021-22	2022-23			2022-23	
		TOTAL	Operational Non- Discretionary			TOTAL	
	Neighbours Levy (Service I UBC Accounting	6,415,000	7,275,000			7,275,000	as per 5 year projections, big jump from the previous model
	Contributions to Reserves (Outgoing Funds)						
	Infrastructure Replacement UBC Accounting	(153,960)	(174,600)			(174,600)	Current contribution rate is 2.4% of Neighbours Levy
	Capital Replacement Reserve UBC Accounting	(76,980)	(87,300)			(87,300)	Current contribution rate is 1.2% of Neighbours Levy
	Rate Stabilization Reserve UBC Accounting	(64,150)	(72,750)			(72,750)	Current contribution rate is 1% of Neighbours Levy
	Contingency Reserve UBC Accounting	-	-			-	Current contribution rate is 1% of Neighbours Levy
	UNA/VSB Community Field UBC Accounting	(60,000)	(60,000)			(60,000)	Fix contribution at 60K annually
	Total Transfers to Reserves	(355,090)	(394,650)	-	-	(394,650)	
	Total Neighbours Levy less Reserve Contributions	6,059,910	6,880,350	-	-	6,880,350	
	Transfer from Reserves (Incoming Funds)						
	Infrastructure Replacement Reserve					-	
	Capital Replacement Reserve		-			-	To fund capital OBCC roof improvement project 20K, speed bump installation project 20K
	Rate Stabilization Reserve					-	
	Contingency Reserve					-	
	UNA/VSB Community Field Replacement Reserve					-	
	Total Transfers from Reserves	-	-	-	-	-	
	Total Neighbours Levy after Reserve Contributions & Transfer	6,059,910	6,880,350	-	-	6,880,350	
	Deductions						
	Engineering & Operations						
	Stormwater UBC Accounting	(563,852)	(627,446)			(627,446)	as per 5 year Van Struth Projections
	Fire Services Fee UBC Accounting	(1,310,513)	(1,376,039)			(1,376,039)	as per 5 year Van Struth Projections
	Recreation & Culture						
	UBC Athletics Access Fee UBC Accounting	(481,125)	(659,391)			(659,391)	Based on estimated per capita cost of \$43.50 (5 years average) times population of 15160. Difference comparing to 7.5% of Neighbours Levy is 113K
	GST (unrecoverable on N UBC Accounting	(69,411)	(70,248)			(70,248)	calculated on net neighbours levy distribution (33% unrecoverable of 5% GST)
	Total Neighbours Levy & Reserves after UBC Payments	3,635,009	4,147,226	-	-	4,147,226	total NL available to UNA
	REVENUE						
	Recreation & Culture						
	Wesbrook Community Centre 44352	25,000	68,425			68,425	Strategic Marketing to School District and UBC for off site retreats and available use of space.
	44353	100,000	270,250			270,250	Projected 15% growth off 3 year pre-pandemic average
	44354	17,500	60,000			60,000	New PT focus team, small group training, off site training.
	44356		-			-	
	44355		-			-	
	Total Wesbrook Community Centre	142,500	398,675	-	-	398,675	
	Old Barn Community Centre 44100	48,000	65,000			65,000	Max rent set at \$6.5K monthly and factor in summer, spring break, Christmas etc. Project 15% growth off 3 year pre-pandemic average. Gatherings, Celebrations, Weddings, Retreats - Requires increased specialized marketing
	44200	3,250	16,000			16,000	
	44320	10,500	51,182			51,182	Redesign of Fitness Centre, focus on small group training and specialized circuit training.
	44330	100	742			742	Green Bin Sales, Additional event sales
	Total Old Barn Community Centre	61,850	132,924	-	-	132,924	
	Programming 44351	250,000	450,000			450,000	Projected 3 year pre-pandemic average, 4 additional summer camps to be run at WCC
	44210	500	-			-	

44359	Birthday Parties	1,750	11,583	11,583	Increased push on the hiring of a birthday party agent, specialized birthday packages.	
44310	Wesbrook Yoga Studio Revenue	-	-	-	Possible addition of Bouncy castle.	
44370	Virtual Program Revenue	-	5,000	5,000	Projected growth Online fitness, education and mental health initiatives.	
44630	Withdrawal Fee Revenue	500	500	500	Reduction due to services being fully running	
44300	Old Barn Program Fees	65,042	154,348	154,348	35% of 3 year average, increased focus of programming and camps - 4 new camps, 12 new programs for September 2022	
		317,792	621,431	-	-	
Playing Fields & Park Renta 44800	Parks Rental	-	-	-	Park rental in previous year but confirm nothing for this year	
44710	Nobel Softball Diamond Revenue	3,000	10,000	10,000	League Play, Event Rentals	
44720	Community Field Revenue	105,000	89,250	89,250	3 year average, subject to review on access and use.	
	Total Playing Fields & Park Rentals	108,000	99,250	-	-	
	Total Recreation & Culture	630,142	1,252,280	-	-	
Other Revenue						
44500	Parking Revenue	91,051	90,000	90,000		
44515	Towing Administration Fees	10,000	10,000	10,000		
44525	Car Share Parking Revenue	28,000	28,000	28,000		
44450	Newspaper/Program Guide Advertising Sales	-	5,000	5,000		
44400	Interest Revenue	3,120	3,000	3,000	Low interest rate	
44600	Miscellaneous Revenue	65,000	-	-		
44550	Community Gardens	13,000	9,000	9,000	Average from the previous years	
44552	Green Depot	1,622	-	-	Currently we do not make revenue for green depot	
44555	Sustainability Funding	695	800	800		
	Total Other Revenue	212,489	145,800	-	-	
Grants & Other Funding						
44610	Neighbours Day	-	5,000	5,000	Projected Food Sales - Tent Rentals \$150.00 for the day.	
41800	CRA summer job funding (Federal Funding)	16,352	22,000	22,000	Based on CRA funding of current year plus the addition of one new staff	
41900	Operating Contribution to Community Field (VSB Funding)	2,150	5,000	5,000	VSB contribution to field operating costs	
42000	Youth Programming (C+CP Contribution)	37,941	38,700	38,700	Utown agreement, sharing 50% with UBC	
42100	Safe & Connected Community Coordinator (C+CP Contribution)	46,379	62,410	62,410	New C+CP agreement, 79K total UBC shared 79%	
41700	Miscellaneous Funding	15,000	21,000	21,000	Senior Grant 18K, Lunar new year 3K	
	Total Grants & Other Funding	117,822	154,110	-	-	
TOTAL REVENUE		4,595,462	5,699,416	-	-	

ENGINEERING & OPERATIONS SERVICES

Parking & Emergency Management (UNA)

61100 + 61300 +

61500

61200

Parking

Emergency Management

Total Parking & Emergency Management

144,486

1,000

145,486

151,711

4,500

156,211

-

-

-

151,711

4,500

156,211

Includes AED equipment repairs and update \$3.5K

Common Area Maintenance (UNA)

64650

General Maintenance

10,000

43,200

30,000

73,200

Include road cleaning of \$8K missing before. Includes \$5.2K waste audit assessment outcome. Road marking \$20K, others \$10K D: Dog waste pick up service \$5K D: Includes electric landscape equipment 25K

Common Area Maintenance

Landscaping

61000

Public realm/parks maintenance

845,933

898,630

898,630

Includes Chancellor Walter Gage Landscape Fee increases \$10.4K

61001

Irrigation maintenance and water

221,800

232,890

232,890

61002

Tree Maintenance

38,000

39,900

39,900

64550

UBCPT Landscaping Credits

(715,672)

(715,672)

(715,672)

Total Landscaping

390,061

455,748

455,748

Road, Gutter and Sidewalk

62000

Roads and Gutters

9,500

9,975

9,975

62001

Snow/ice removal program

19,000

25,000

25,000

Total Road, Gutter and Sidewalk Maintenance

28,500

34,975

34,975

Snow removal for side roads within the neighbourhoods (in case if that is falling back to the UNA responsibility) Estimated number only

Streetlights

63000

Streetlight Maintenance

55,960

58,758

58,758

Total Streetlights

55,960

58,758

58,758

UBCPT Management Fees

64000

80,000

84,000

84,000

Other UBCPT Costs	63001	Electricity	99,500	104,475			104,475	
	64500	Others	43,000	45,150			45,150	
		Total Other UBC PT Costs	142,500	149,625	-	-	149,625	
		Total Common Area Maintenance	697,021	783,106	-	-	783,106	
			-				-	
		TOTAL ENGINEERING & OPERATIONS SERVICES	852,507	982,516	-	30,000	1,012,516	
RECREATION & CULTURE SERVICES								
Operating Costs - Fields	55720		16,500	18,000			18,000	Landscaping (Cutting edge), Recycling pickup , Annual AstroTurf maintenance, plus labor & material for ongoing repair work.
Operating Cost - Wesbrook Community Centre	55840	Janitorial	120,400	120,000			120,000	
	55842	Waste Removal	16,800	22,000			22,000	increase pickup frequency to address waste generated from WCC and daycare facilities.
	55843	Security	84,604	3,000	-		3,000	Security guard no longer required, reduce to normal range
	55845	Utilities	62,400	63,648			63,648	
	55830	Amortization WCC	120,000	90,000			90,000	Over budget for 2021/22
	55846	Water & Sewer	18,720	19,094			19,094	
	55847	Misc. Supplies	2,288	2,334			2,334	
	55848	Fitness Centre Maintenance WCC	1,200	1,224			1,224	
	55849	Elevator Maintenance	3,640	3,713			3,713	
	55850	Building Maintenance	14,560	20,851			20,851	Includes \$6K patio wood refinishing project
	55851	Site Supervisor	54,080	55,162			55,162	
	55853	Office Expense	4,867	4,965			4,965	
	55854	Fire & Emergency	10,840	11,057			11,057	
	55855	Property Tax	-	-			-	
	55860	Operating Costs	43,101	43,963			43,963	
	55862	Phone & Credit Card Line	8,736	8,911			8,911	
	55863	Admin Expense	-	-			-	
	55864	Office Supplies	5,200	7,804			7,804	Includes 2.5K cost missing before
		Total Wesbrook Community Centre	571,436	477,725	-	-	477,725	
Operating Cost - Old Barn Community Centre	55200	Security	-	-			-	
	55300	Internet	3,640	3,713			3,713	
	55501	Janitorial	52,000	53,040			53,040	
	55502	Waste Removal	12,480	12,730			12,730	
	55503	Security	3,118	3,181			3,181	
	55505	Gas	1,755	1,790			1,790	
	55506	Hydro	12,979	13,239			13,239	
	55507	Water & Sewer	8,840	9,017			9,017	
	55508	Misc. Supplies	2,197	2,241			2,241	
	55511	Elevator Maintenance	4,211	4,296			4,296	
	55512	Building Maintenance	8,112	8,274			8,274	
	55513	Fitness Centre Maintenance	1,200	1,224			1,224	
	55514	Site Supervisor	25,000	25,500			25,500	
	55518	Office Expense	3,786	3,861			3,861	
	55519	Insurance	-	-			-	
	55521	Fire & Emergency	5,200	5,304			5,304	
	55522	Property Tax	13,000	13,260			13,260	
	55530	Amortization OBCC	26,000	26,520			26,520	
	55600	Direct Operating Costs	10,400	10,608			10,608	
	55610	Phone & Credit Card Line	4,160	4,243			4,243	
	55620	Admin Expense	-	-			-	
	55548	Variance Expense	5	-			-	
	55630	Office Supplies	4,160	6,243			6,243	Includes \$2K cost missing
		Total Old Barn Community Centre	202,243	208,283	-	-	208,283	
Recreation Salaries & Bene	55100	Community Centres Full Time Salaries & Wages	406,850	428,440			428,440	
								Includes full FD request & Fitness Staff. If only having minimum staff, impact is 23K. 5 Summer student included and each if no grant received, net impact for each student is 7.2K and if grant received, net impact is 1.1K per student
	55110 - 55113	Community Centres Part Time Salaries & Wages	408,064	573,626			573,626	
	55120-55160	Community Centres Benefits	122,080	152,929			152,929	
		Recreation Salaries & Benefits	936,995	1,154,995	-	-	1,154,994	

	55865	Community Centre Programming WCC	11,440	11,700		11,700	WCC Program expenses, supplies, minor equipment replacement (non-Capital) Includes 55870 Virtual Programming and 5K for 55640 General programming
	55640	Community Centre Programming	-	-		-	-
	55645	Utown Collaborative Programming	37,941	77,400	-	77,400	As per C+CP agreement
	55646	SCCC	62,579	79,000		79,000	\$79K Yearly , UBC shared 79% of cost
	55650 +55867 +55827 +55861	Program Instructors	220,529	402,900		402,900	Per full year projected program and costing plan projections. Outreach/ Special projects for youth (Mural \$2.5K & Youth center \$2K) Supplies and Materials - Replacement and Professional table cloths - 6 UNA pop up events, community awareness and marketing
	55868	Community Events	5,200	5,500	4,500	10,000	
	55803+55804+ 55806+59001 55869	Online S/C Program Guide	35,000 25,000	44,000 25,500		44,000 25,500	Reduced circulation to UBC-area only.
		Total Programming	397,690	646,000	-	4,500	650,500
Community Access	70001	Vancouver Public Library	120,000	120,000		120,000	as per VPL Services Usage (VPL Access worksheet)
	70002	UBC Library	-	-		-	
	70003	Botanical Garden	-	-		-	JFTF with UBC, may/may not be charged
	70005	Changing Aging	-	-		-	
	70007	Museum of Anthropology	-	-		-	
	70008	Access Card	1,800	-		-	
		Total Community Access	121,800	120,000	-	-	120,000
Community Support	70018	Community Garden Committee Supplies	3,000	3,000		3,000	
	70013	Emergency Preparedness Committee	-	-		-	
	70014	Multicultural Committee	5,000	6,000		6,000	5000 LNY Sponsorship grants and funding
	70019	Children's Garden	2,000	2,000		2,000	-
	70021	Comm Supp - Community Engagement	10,000	10,000		10,000	Lots of projects planned in their 2 year work plan approved by the Board last summer
	70035	Volunteer Support	3,000	3,000		3,000	On par with 2021
	70010	Neighbours Day	5,000	10,000		10,000	Neighbours Day, projected cost per 2022 event, recovery of associated cost through partnerships with local community groups and food/water sales.
	70020	Try-it Week	2,000	3,000		3,000	Try-It week community communication
	70017	Community Sponsorship Grants	15,000	18,000		18,000	Senior Grant
		Total Community Support	45,000	55,000	-	-	55,000
		TOTAL RECREATION & CULTURE SERVICES	2,291,664	2,680,003	-	4,500	2,684,503
<u>GENERAL & ADMINISTRATIVE SERVICES</u>							
Administration Salaries and Benefits	54150	Management Salaries	566,610	613,670		613,670	Add 20K contingent
	54100+54110	Non-Management Salaries	313,850	334,580	140,000	474,580	Including new hires IT & Oper Support 75K & 65K.
	54200 + 54300 + 54400 + 54500 +54700	Extended Benefits/CCRA	114,285	141,575	12,000	153,575	Including new hires IT & Oper Support 12K
		Total Administration Salaries & Benefits	994,745	1,089,825	-	152,000	1,241,825
Sustainability	70040	Program Cost	19,500	19,890		19,890	-
	70041	Recycling Centre Operations	7,000	7,000		7,000	-
	70042	Education/Sustainability Communication	2,184	2,228		2,228	-
		Total Sustainability	28,684	29,118	-	-	29,118
Professional Fees	57450	Legal Fees	50,000	50,000		50,000	General issues, legal advises, agreement etc
	57120	Consulting Fees	120,000	100,000	-	100,000	External Aid Board Support \$15K, Strategic project \$25K, facility Space needs \$10K, EB charging \$10K & random study \$15K, \$25K for rec dept program review,
	57150	Audit Fees	15,000	20,000		20,000	Actual - 2020-21: \$19K
	54800	Contractor Fees	40,000	24,000		24,000	24K
	54600	Hiring Fees	1,500	1,530		1,530	
		Total Professional Fees	226,500	195,530	-	-	195,530
General Operating Services	57552	Berton Operating Cost	6,641	6,774		6,774	
	57200	Bank Fees and Service Charges	3,856	3,933		3,933	
	57225+57230	Conferences, Travel & Training	33,436	36,000		36,000	
	56600	Amortization	85,000	83,549		83,549	

	57185	Deferred Amortization	(39,100)	(39,100)		(39,100)	
	57400	Internet/Email	3,370	3,437		3,437	
	57440	IT Services	91,919	72,945		72,945	Include software license missing before of 4.2K and saving \$25K of IT support
	57460	Insurance	100,000	148,200		148,200	update to new amount 15% increase (pending for broker update)
	57560	Postage & Courier	1,671	1,704		1,704	-
	57550	Office Supplies	6,856	6,993		6,993	-
	57551	Office Equipment	6,963	7,102		7,102	-
	57500	Office Rent	69,628	65,583		65,583	Wesbrook Properties base rent @ \$25/sq = \$3460.42/mth + CAM \$1897.69 budgeted for 12 months
	57600	Miscellaneous	6,011	7,431		7,431	Includes UBC parking permit that is shared between manager's personal vehicle
	57610	Staff Engagement	4,316	7,400		7,400	Social Committee, Wellness, lunch & learn for staff
	57700	Telephone/Fax/Cellular	13,728	16,800		16,800	
	58500	Contingency	20,000	20,000		20,000	
		Total General Operating Services	414,295	448,752	-	-	448,752
Communications	56150	General Communications	30,000	30,600		30,600	Includes Zendesk \$12K a year.
	56152	Consultation and Engagement	5,000	5,100		20,100	Includes Social Media Support project 15K, 5.1K for others
	56151	Newspaper	40,000	80,000		80,000	12 issues budgeted
	57210	Websites	15,000	17,500		17,500	Getting quotes from Kimbo on certain identified projects
	56153	General Marketing & Promotions	20,000	20,400		20,400	
		Total Communications	110,000	153,600	-	15,000	168,600
Public Engagement	56250	General Meeting	30,000	15,000		15,000	AGM only for 2022/23 no election
	57350	Hospitality	4,000	5,000		5,000	
	54850	Stipend for Elected Directors	47,826	48,932		48,932	6 Directors & Chair including COLA adjustment
		Total Public Engagement	81,826	68,932	-	-	68,932
		TOTAL GENERAL & ADMINISTRATIVE SERVICES	1,856,050	1,985,757	-	167,000	2,152,757
		Contingency (2% on Engineering & Ops and Recreation Services)	-	-	-	-	-
		TOTAL OPERATING EXPENDITURES	5,000,222	5,648,276	-	201,500	5,849,776
		BALANCE SURPLUS OR (DEFICIT) FROM OPERATIONS	(404,760)	51,140	-	(201,500)	(150,360)
		TRANSFERS FROM RESERVES AND UNRESTRICTED NET ASSETS					
		Transfer from Rate Stabilization Reserve	102,323	-		-	
		Transfer from Unrestricted Net Assets	302,437	150,360		150,360	
		SURPLUS (OR DEFICIT) AFTER TRANSFERS	0	201,500	-	(201,500)	(0)

University Neighbourhoods Association (UNA)
Capital Budget 2022-23 (Summary)

University Neighbourhoods Association (UNA)	2020-21 APPROVED BUDGET	2022-23 DRAFT BUDGET
CAPITAL PROJECTS		
Leasehold Improvement	35,400	170,000
Furniture, Fixture & Equipment	62,163	24,500
Computer Software & Hardware	-	20,500
Multi Media Equipment	-	7,800
Recreational & Fitness Equipment	-	45,000
Parks & Roadway Enhancement	-	20,000
TOTAL CAPITAL PROJECTS COSTS	(97,563)	(287,800)
FUNDING TRANSFERS FROM RESERVES & UNRESTRICTED NET ASSETS		
Transfers from Reserves:		
Infrastructure Replacement Fund	-	20,000
Capital Replacement Fund	-	20,000
Transfer from Unrestricted Net Assets	97,563	247,800
BALANCE	-	-

**University Neighbourhoods Association (UNA)
Capital Budget 2022-23 (Detailed)**

		APPROVED BUDGET 2021-22	DRAFT BUDGET 2022-23	Partially Discretionary	Discretionary	DRAFT BUDGET 2022-23	
		TOTAL	Non-Discretionary			TOTAL	
CAPITAL PROJECTS							
Leasehold Improvements							
17200	Leasehold Improvements (Office)	35,400	-	150,000	-	150,000	P: New Office Location \$150K
19430	Old Barn - Tenant Improvement (OBCC)	-	20,000	-	-	20,000	B: OCCC Roof Inspection & Repair \$20K (Funding from capital reserve)
19600	Vista Point Childcare L/H Improve (Office)	-	-	-	-	-	
	Total	35,400	20,000	150,000	-	170,000	B: OCCC Roof Inspection & Repair \$20K, P: New Office location \$202.5K
Furniture, Fixtures & Equipment							
18200	Office Furniture & Equipment	-	-	-	-	-	
19400	Old Barn - Furniture, Fixture, equip	2,163	-	15,000	5,000	20,000	P: OBCC Capital Asset Replacement Project \$15K. D: OBCC Storage \$5K
19500	Wesbrook - Furniture, Fixture, Equip	60,000	4,500	-	-	4,500	B: Multi Modal Transportation 4.5K
	Total	62,163	4,500	15,000	5,000	24,500	B: Multi Modal Transportation 4.5K P: OBCC Capital Asset Replacement Project \$15K. D: OBCC Storage \$5K
Computer Software & Hardware							
19200	Computer Software	-	-	-	-	-	
19300	Computer Hardware	-	10,500	-	-	10,500	B: Firewall & IT equipment for team\$10.5K
19460	Old Barn - Comp HW	-	5,000	-	-	5,000	Firewall \$5K
19530	Wesbrook - Computer HW	-	5,000	-	-	5,000	Firewall \$5K
	Total	-	20,500	-	-	20,500	B: Firewall & IT equipment for team\$20.5K
19700	Website	-	-	-	-	-	
19500	Multi Media Equipment	-	-	-	7800	7800	Digital Signage \$7.8K
Recreational & Fitness Equipment							
WRFE	WCC - Recreation & Fitness Equipment	-	-	40,000	5,000	45,000	P: Spin Bikes Fitness Equipment \$40K, D: Bouncy Castle 5K
ORFE	OBCC - Recreation & Fitness Equipment	-	-	-	-	-	
	Total	-	-	40,000	5,000	45,000	P: Spin Bikes Fitness Equipment \$40K, D: Bouncy Castle 5K
RE	Parks & Roadway Enhancement	-	20,000	-	-	20,000	Speed Bump Installation \$20K (Funding from Infrastructure replacement reserve)
		-	-	-	-	-	
		-	-	-	-	-	
	Total Capital Costs	97,563	65,000	205,000	17,800	287,800	
	TOTAL CAPITAL PROJECTS COSTS	(97,563)	(65,000)	(205,000)	(17,800)	(287,800)	
FUNDING TRANSFERS FROM RESERVES & UNRESTRICTED NET ASSETS							
Transfers from Reserves							
	Infrastructure Replacement Fund	-	20,000	-	-	20,000	
	Capital Replacement Fund	-	20,000	-	-	20,000	
	Transfer from Unrestricted Net Assets	97,563	247,800	-	-	247,800	
	BALANCE	-	222,800	(205,000)	(17,800)	-	



Report Date: November 8, 2021
Meeting Date: November 16, 2021
From: Athena Koon, Finance Manager
Subject: Fiscal 2021/22 Q2 Result

SUMMARY

Financial report highlights for the 2nd quarter are as follows:

Revenue

- Neighbours Levy billing for Q2 was on target and the variance between the actual and the budgeted number will be adjusted at Q3 installment.
- Recreation and Culture Revenue for Q2 met expectation. The re-opening plan was successful, and the Fall program registration picked up. Total revenue ended at \$349.7K which is 5% higher than our Q2 budget plan.
- Total Other Revenue included \$200K CEWS received in the summer (only \$60K was in our 2021/22 budget)
- Most of the external grants budgeted for 2021/22 have been renewed and received by Q2 (92% comparing to the annual budget).
- Overall total Funding Sources & Revenue is on target for Q2 in comparison to the annual budget

Expenditures

- Engineering and Operations Services was at 47% of the budget (target for Q2 was 50%).
- Field was closed in early 2021 due to COVID, and schedule maintenance postponed to 2021 Q4.
- WCC building equipment and parts is in back order, security guard deployment only began at the beginning of October.
- Community Access fees are significantly lower due to the Vancouver Public Library (VPL) charging 60% lower than budgeted. The annual provision of VPL is based on the prior year's usage number and due to COVID in 2020/21, the number was low and resulted in a much lower annual fee for 2021/22.
- Total General Operations Services expenses are on target.
- Total expenditures at the end of Q2 were around 44% compared to budget.

DECISION REQUESTED

For Information

	2021-22	2021-22	%	Year to Date:	
	BUDGET	Q2 BUDGET (at 50%)		YTD Act/Bud	Actual
FUNDING SOURCES					
Neighbours Levy (Service Levy & GMSL)	6,415,000	3,207,500	50%	3,207,500	2,996,820
Contributions to Reserves (Outgoing Funds)					
Infrastructure Replacement Fund	(153,960)	(76,980)	50%	(76,980)	(71,924)
Capital Replacement Fund	(76,980)	(38,490)	50%	(38,490)	(35,962)
Rate Stabilization Fund	(64,150)	(32,075)	50%	(32,075)	(29,968)
UNA/VSB Playing Field Replacement Reserve	(60,000)	(30,000)	50%	(30,000)	(90,000)
Total Contributions to Reserves	(355,090)	(177,545)	50%	(177,545)	(227,854)
Deductions					
Engineering & Operations Services					
Water & Sewage	(563,852)	(281,926)	50%	(281,926)	(268,010)
Fire Services Fee*	(1,310,513)	(655,257)	50%	(655,257)	(677,368)
Total Engineering & Operations Services	(1,874,365)	(937,183)	50%	(937,183)	(945,378)
Recreation & Culture Services					
Athletics Access Fee	(481,125)	(240,563)	50%	(240,563)	(224,762)
General Operation Services					
GST (unrecoverable: Neighbours Levy less UBC Costs & Contributions to Reserves)	(69,411)	(34,706)	44%	(30,561)	(30,747)
Total Neighbours Levy & Reserves	3,635,009	1,817,504	50%	1,821,649	1,568,081
Other Support and transfers from Reserves					
UBC Community Services Grant	-	-		-	250,000
Contingency Reserve Fund	-	-		-	14,598
Total Transfers from Reserves	-	-		-	264,598
Total Neighbours Levy & Reserves Available	3,635,009	1,817,504	50%	1,821,649	1,832,679
REVENUE					
Neighbours Levy Received	3,635,009	1,817,504	50%	1,821,649	1,832,679
Recreation & Culture					
Wesbrook Community Centre	142,500	71,250	26%	37,602	9,578
Old Barn Community Centre	61,850	30,925	45%	27,981	1,810
Programming	317,792	158,896	71%	225,227	53,867
Playing Fields & Park Rentals	108,000	54,000	55%	58,861	3,895
Total Recreation & Culture	630,142	315,071	55%	349,671	69,150
Other Revenue					
Parking	129,051	64,526	43%	55,476	31,829
Miscellaneous	83,438	41,719	259%	215,828	238,887
Total Other Revenue	212,489	106,244	128%	271,303	270,717
Grants & Other Funding					
External Grants & Miscellaneous	117,822	58,911	92%	108,427	77,476
TOTAL FUNDING SOURCES & REVENUE	4,595,462	2,297,731	56%	2,551,050	2,250,022

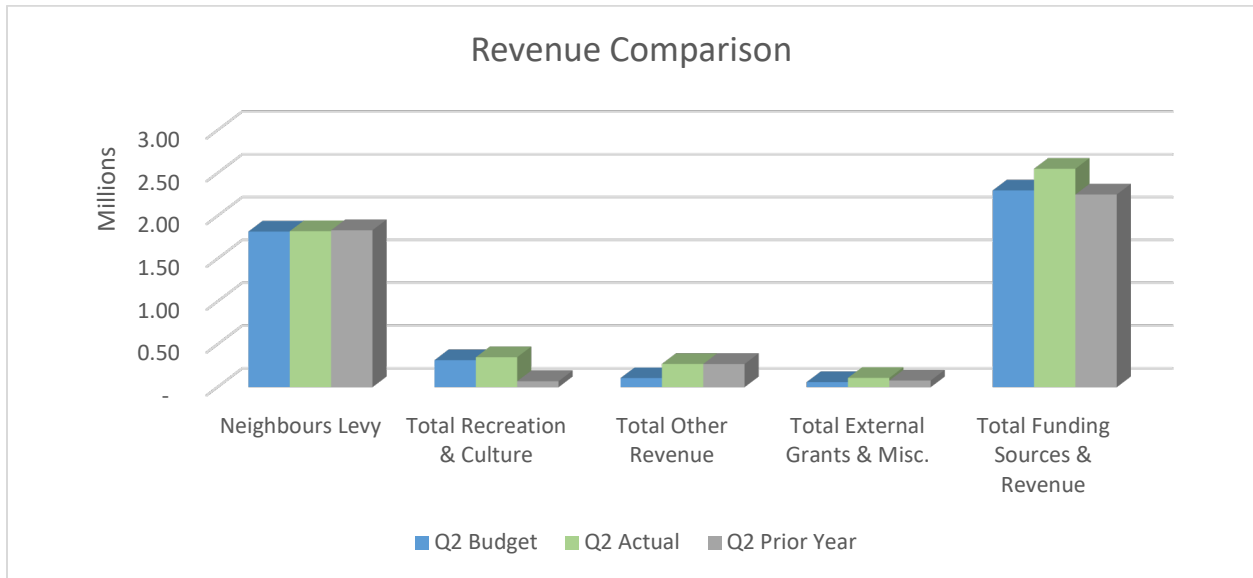
*Fire Services Fee is currently under review and discussion



	2021-22	2021-22	%	Year to Date:	
	BUDGET	Q2 BUDGET (at 50%)		YTD Act/Bud	Actual
EXPENDITURES					
Engineering & Operations Services					
Parking & Emergency Management	145,486	72,743	37%	54,081	50,902
General Maintenance	10,000	5,000	64%	6,422	2,101
Common Area Maintenance Fees					
Landscaping	390,061	195,031	58%	225,920	161,037
Road, Gutter and Sidewalk Maintenance	28,500	14,250	5%	1,512	1,524
Streetlights	55,960	27,980	38%	21,033	18,561
UBCPT Management Fees	80,000	40,000	50%	40,000	40,000
Electricity	99,500	49,750	32%	31,851	35,148
Other Common Area Maintenance Costs	43,000	21,500	37%	15,778	18,287
Total Engineering & Operations Services	852,507	426,254	47%	396,596	327,561
Recreation & Culture Services					
Fields	16,500	8,250	37%	6,143	9,372
Wesbrook Community Centre	631,436	315,718	33%	205,855	167,996
Old Barn Community Centre	204,407	102,203	41%	84,074	65,124
Recreation Salaries & Benefits	936,995	468,497	44%	414,412	324,790
Programming	397,690	198,845	48%	190,783	51,907
Community Access	121,800	60,900	29%	35,050	80,079
Community Support	45,000	22,500	16%	7,371	7,340
Total Recreation & Culture Services	2,353,828	1,176,914	40%	943,689	706,608
General Operation Services					
Administration Salaries & Benefits	994,745	497,372	55%	542,181	448,351
Sustainability	28,684	14,342	43%	12,318	3,824
Professional Fees	226,500	113,250	28%	63,867	83,329
General Operating Services	449,695	224,847	48%	214,413	114,384
Communications	110,000	55,000	59%	65,378	55,020
Public Engagement	81,826	40,913	6%	4,902	12,843
Total General Operation Services	1,891,450	945,725	48%	903,059	717,751
TOTAL EXPENDITURES	5,097,785	2,548,892	44%	2,243,344	1,751,919
		-			
BALANCE SURPLUS (OR DEFICIT) BEFORE TRANSFER	(502,323)	(251,161)		307,706	498,103
TRANSFER FROM UNRESTRICTED NET ASSETS**	400,000	200,000		-	-
TRANSFER FROM RATE STABILIZATION RESERVE	102,323	51,162		-	-
BALANCE SURPLUS (OR DEFICIT)	0	0		307,706	498,103

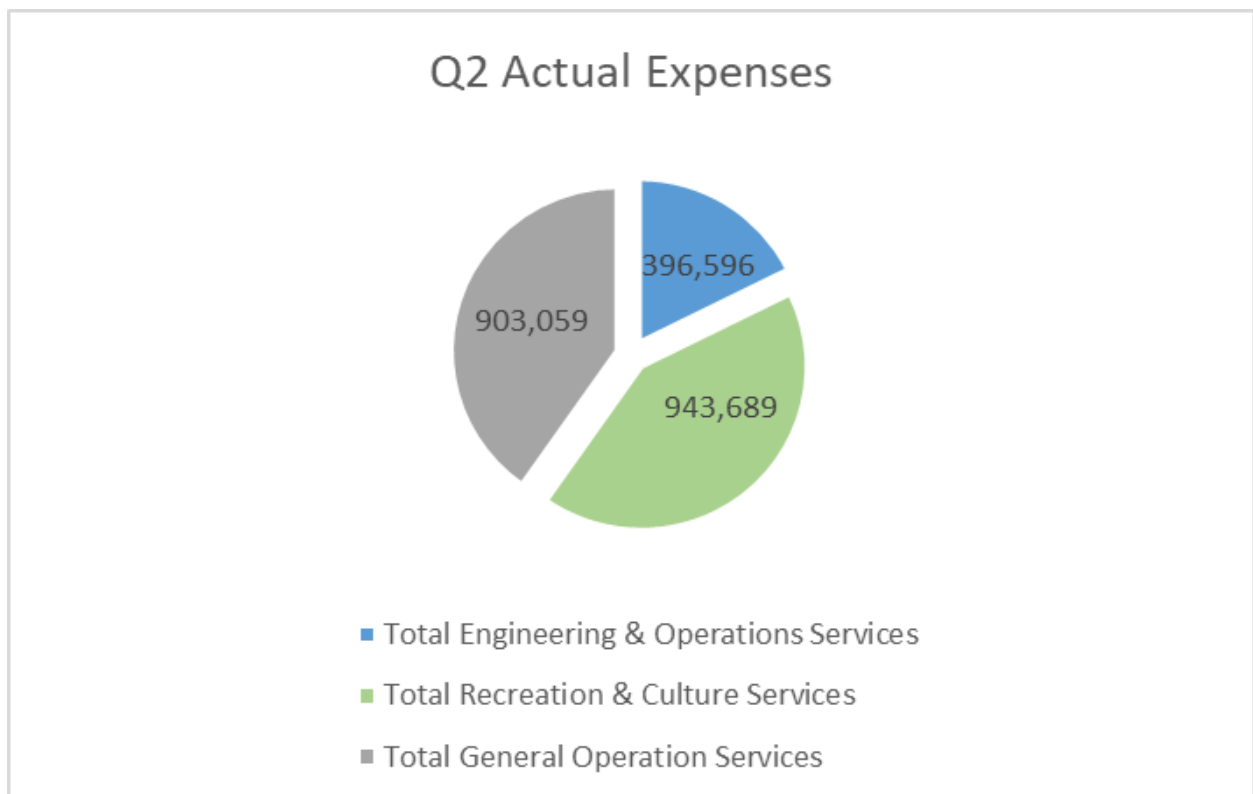
** 2021/22 budget included using surplus from 2020/21 to balance the deficit

Total Revenue Comparison

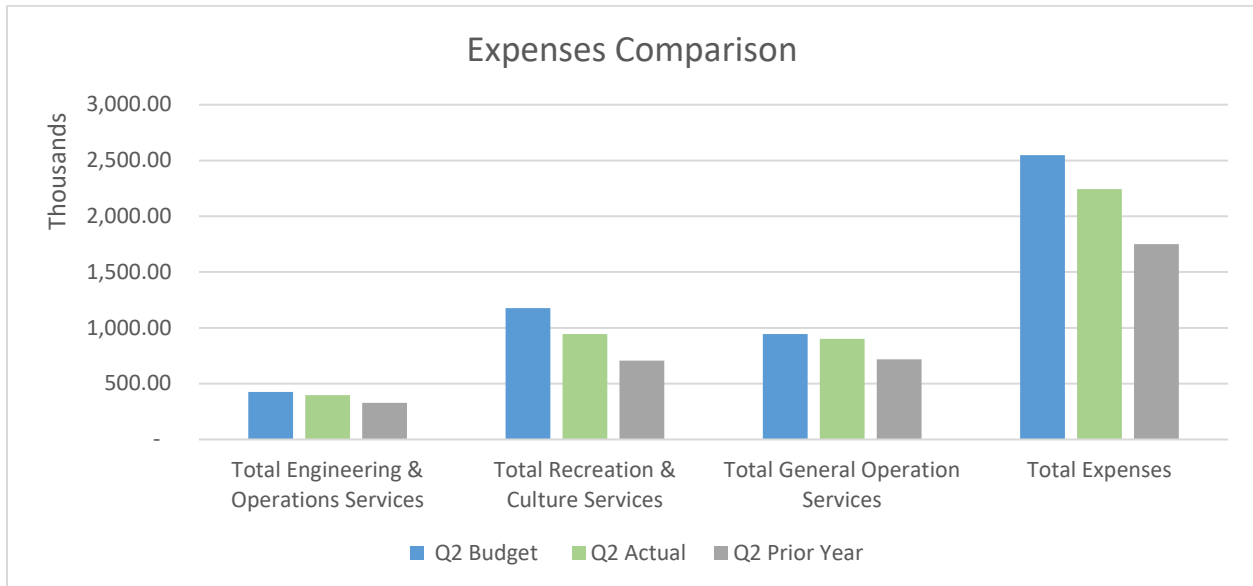


**Fire Services Fee deducted from the Neighbours Levy in \$655K (50% of \$1.31M) is currently under review and discussion*

Actual Expenses for Fiscal 2021/2022 (Q2):



Total Expenses Comparison:



Vendors had cheques Issued to them over 25K for the 2nd Quarter:

Vendor	Q2 Total	Payment Date	Amount	Description
UBC Properties Trust	\$163,044.64	07-12-2021	39,751.86	Common area maintenance
		08-09-2021	59,582.36	Common area maintenance
		09-10-2021	63,710.42	Common area maintenance
Marsh Canada Limited	\$123,816.00	07-22-2021	2,500.00	Insurance
		08-03-2021	5,316.00	Insurance
		08-09-2021	116,000.00	Insurance
Silver Star Painting & Renovation Ltd	\$ 42,686.35	07-26-2021	3,967.66	Facility maintenance
		08-16-2021	21,697.04	Facility maintenance
		09-10-2021	8,137.99	Facility maintenance
		09-20-2021	8,883.66	Facility maintenance
Tricom Building Maintenance Ltd	\$ 37,120.41	07-12-2021	10,320.01	Janitorial
		08-09-2021	13,774.38	Janitorial
		09-10-2021	13,026.02	Janitorial
CRA	\$ 34,032.97	07-23-2021	34,032.97	GST
Commissionaires BC	\$ 27,751.20	07-12-2021	8,100.54	By-Law Enforcement
		07-26-2021	3,621.22	By-Law Enforcement
		08-09-2021	4,153.23	By-Law Enforcement
		08-19-2021	3,775.67	By-Law Enforcement
		09-10-2021	4,050.27	By-Law Enforcement
		09-20-2021	4,050.27	By-Law Enforcement
Kay Huang Barnes	\$ 25,516.49	07-14-2021	10,295.62	Instructor
		08-13-2021	4,041.77	Instructor
		08-27-2021	7,203.81	Instructor
		09-14-2021	3,875.29	Instructor
		09-29-2021	100.00	Instructor



Total Capital Items for the 2nd Quarter:

Location	Budget	Q2 Total	Amount	Comment
Wesbrook Community Center	\$60,000	\$28,355	\$ 18,964	Furniture & Fixture
			\$ 6,294	Computer & IT Equipment
			\$ 3,097	Tenant Improvement
Old Barn Community Center	\$ 2,163	\$ 6,492	\$ 5,985	Furniture & Fixture
			\$ 507	Computer & IT Equipment
Office	\$35,400	\$20,787	\$ 2,751	Furniture & Fixture
			\$ 8,786	Computer & IT Equipment
			\$ 9,250	Website
Total	\$97,563	\$55,634	\$ 55,634	

Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

None

Concurrence

None



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA Board Meeting
Open Session**

Respectfully submitted,

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

Athena Koon
Finance Manager

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

Sundance Topham
Chief Administrative Officer



Report Date: November 08, 2021
Meeting Date: November 16, 2021
From: Athena Koon, Finance Manager
Subject: VSB Field Replacement Reserve Investment Options

SUMMARY

This report provides a summary of current banking arrangements and potential investment options regarding the Vancouver School Board (VSB) contributed portion of the Capital Reserve Fund for the community field.

DECISION REQUESTED

THAT the Finance and Audit Committee recommend that the Board direct staff to invest the total amount of the VSB Field Replacement Reserve in a one-year cashable term GIC.

DISCUSSION

VSB Field Replacement Reserve

The Community Field Replacement Reserve is addressed in two agreements applicable to the UNA (attached): the UBC-VSB University Hill Playfield Joint Use Agreement and the License Wesbrook Place Artificial Playfield.

The Capital reserve is specified in section 13.2 of the VSB-UBC agreement.

13.2 The Annual Capital Contribution will be held by UBC in an interest bearing account to be known as the "Capital Reserve Fund". At UBC's direction, the Capital Reserve Fund may be held by the Manager, provided that UBC remains liable to the School Board for the management of the account and the use of the Capital Reserve Fund.

In section 4 of the UBC-UNA agreement, UBC has appointed UNA as "Manager" to perform the functions described in the agreement.

Currently, VSB is complying with section 13.3 of the VSB-UBC agreement in making annual capital contribution to the fund:



13.3 While this Agreement is in effect, the School Board shall deposit in the Capital Reserve Fund the School Board's Proportionate Share of the Annual Capital Contribution (the "**School Board's Annual Capital Contribution**") no later than December 31st of every year of the Agreement.

(f) provided that the School Board's Annual Capital Contribution is paid by the School Board to the UNA or otherwise remitted to the UNA by UBC, the obligation to pay UBC's Annual Capital Contribution to the Capital Reserve Fund, hold such funds and provide the Operating Committee an accounting of the expenditures of the same, in accordance with Sections 13.2, 13.3, 13.4 and 13.5 of the Joint Use Agreement. UBC and the UNA acknowledge that the Capital Reserve Fund shall be maintained by the UNA in its accounts, and if expenditures are to be made from the Capital Reserve Fund as contemplated in the Joint Use Agreement, the UNA will make such funds from the Capital Reserve Fund available, as directed by UBC. In the event that this Agreement or the Joint Use Agreement terminates, then to the extent that the UNA's payment of UBC's Annual Capital Contribution Amount was made from the Services Levy collected by the UNA, and not from the user-fees or other revenues collected by the UNA that remain after payment of Operating Costs in respect of the Facility, that amount will be refunded to the UNA together with any interest actually accrued thereon, with the remainder (if any) to be refunded to UBC and, for greater certainty, the UNA will refund the School Board's Proportionate Share of the Capital Reserve Fund to the School Board together with any interest actually accrued thereon; and

Current Arrangement of the VSB Reserve

However, the current set up is that UBC is holding the Community Field Replacement Reserve as part of the Neighbours Fund, and the UNA is holding the VSB annual contribution on our accounts.

The VSB portion of the amount is currently set aside in a non-investment business saving account by the UNA. The principal amount as at October 31, 2021, is \$360K (VSB contributes \$40K/year from 2013 to 2021), with total interest to-date being \$4,433.68.

Further details are as follows:

For	Account Type	Principle	Interest %	Interest \$	Balance as at Oct 31 2021
VSB Field Capital Reserve Fund	Business Saving	\$360,000	0.25%	\$4,433.68	\$364,433.68



Investment Options of the Reserve

In order to yield a higher interest earning, instead of leaving the money in the business saving account, the UNA can put the total into an investment. Please see below Canadian Guaranteed Investment Certificate (GIC) options the UNA may utilize to receive a higher interest investment. Please keep in mind that the VSB contribution to the community field reserve should be completed by end of 2022/23. We should only consider investment options with terms no longer than two years.

Term	90 day non-redeemable	1 year cashable	1 year non-redeemable	2 year non-redeemable
Rate*	0.30%	0.35%	0.40%	0.70%

*Rates fluctuate daily (quoted by RBC as at Sept 28, 2021, for reference only) will verbally provide the latest updated rate at the meeting

Since the market interest rate has been extremely low these days. Long term investment is not recommended. The UNA can consider investing the money in a one year cashable or non-redeemable GIC to yield between a 0.1% to 0.15% higher interest rate comparing to what we currently have at 0.25%. Since the impact is minimum (approx. \$360 to \$540 yearly difference) comparing to what we currently earned, another option is we may want to keep the money status quote at the current saving account until the market interest rate starts going up and make a short-term investment decision then.

Financial Implications

Interest earning

Operational Implications

None

Strategic Objective

None

Attachments

None



Concurrence

None

Respectfully submitted,

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

Athena Koon
Finance Manager

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

Sundance Topham
Chief Administrative Officer



Report Date: October 26, 2021
Meeting Date: November 2, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: UNA Code of Conduct and Conflict of Interest Policy

Background

The UNA currently has a UNA Board of Directors Code of Conduct and Conflict of Interest Policy that dates back to 2012. From what I can tell the policy hasn't been actively used by the UNA since 2016 – and none of the current Board members have signed off on the policy.

This report examines the contents of the policy, looks at existing processes in relation to code of conduct and conflict of interest, and discusses possible options for moving forward with policy reviews and revisions.

Decision Requested

For information

Discussion

As part of the preparatory work for the upcoming election, staff have reviewed existing onboarding/Board orientation documents and processes.

The UNA currently has a UNA Board of Directors Code of Conduct and Conflict of Interest Policy. The policy (attached as Schedule A) was created in 2012 and provides general guidance on the standards of conduct required of Directors, including guidelines on conflicts of interest.

The policy has a space for Director signature – and my assumption is that all Directors were supposed to sign-off on the policy before taking office. From what I can tell the policy hasn't been actively used by the UNA since 2016 – and none of the current Board members have signed off on the policy. It looks like a copy of the policy was included in Board Orientation process for 2018, but that can't be confirmed.

A review of the policy shows that it needs to be revised, as it was created under the old governance regime, and it includes language specifically tailored to the appointed AMS Director and UBC Directors.

There will not be enough time to properly review and update the policy prior to the election, and it probably makes more sense to have the new Board involved in the creation of any new Code of Conduct policy – as part of a broader review of existing UNA policies, as this would provide better buy-in from all Directors moving forward.

Although this specific policy needs to be revised, there are other active and up-to-date UNA policies and procedures that deal with conflict of interest and confidentiality.

Section 6.15 of the UNA Bylaws notes the following in relation to conflict of interest:

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

This is further highlighted in Part 8.13 of the Board Rules of Procedure, which notes the following:

If a Director has a direct or indirect material interest in a matter before the Board, the obligations in section 56 of the Societies Act (or in any provision that replaces that section) are applicable.

Section 56 of the *Societies Act* (Attached as Schedule B) goes into more detail in relation to the conflict provisions.

Regarding confidentiality, Part 2.19 of the Board Rules of Procedure notes the following:

Except as otherwise authorized by the Board,

(a) discussion and decisions made at a closed session or a restricted closed session of a Board meeting must be kept in confidence; and

(b) information considered during a closed session or a restricted closed session of a Board meeting must be kept in confidence, until the information is discussed in an open session of a Board meeting or is released to the public

Without any specific up-to-date UNA policy language in relation to the Duties of Directors, the prevailing legislation that would govern the conduct of UNA Directors is Section 53 of the *Societies Act*, which notes the following:

Duties of directors

53 (1)*A director of a society must, when exercising the powers and performing the functions of a director of the society,*

(a) act honestly and in good faith with a view to the best interests of the society,

(b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances,

(c)act in accordance with this Act and the regulations, and

(d)subject to paragraphs (a) to (c), act in accordance with the bylaws of the society.

(2)Without limiting subsection (1), a director of a society, when exercising the powers and performing the functions of a director of the society, must act with a view to the purposes of the society.

(3)This section is in addition to, and not in derogation of, any enactment or rule of law or equity relating to the duties or liabilities of directors of a society.

(4)Nothing in a contract or the bylaws of a society relieves a director from

(a)the duty to act in accordance with this Act and the regulations, or

(b)liability that, by any enactment or rule of law or equity, would otherwise attach to the director in respect of negligence, default, breach of duty or breach of trust of which the director may be guilty in relation to the society.

All current Directors have signed off on a Director Declaration consenting to act as a Director for the UNA, and, as a Director, they are governed by this provision of the *Societies Act*. All newly elected Directors will be required to sign off on the Director Declaration prior to holding office.

The conduct of any AMS or UBC appointed observers is not covered through the *Societies Act*, but any provisions in relation to confidentiality of meetings in the Board Rules of Procedure would apply to them as well.

Although not specifically noted in the UNA Board of Directors Code of Conduct and Conflict of Interest Policy, and not mandatory in our current Discrimination, Harassment, and Bullying in the Workplace Policy, records indicate that Directors used to participate in the same Preventing and Addressing Workplace Bullying and Harassment course that is mandatory for UNA staff.

A reference to the training will be included in the new Board orientation package, but without an accompanying policy to require participation, there is nothing mandating that Directors must take the course. It might make sense to update this policy to require UNA Directors and AMS and UBC Observers to take the training as well.

In terms of next steps, the review of onboarding policies and documents has indicated that a number of our existing UNA policies are in need of review/revision – some of these policies relate to governance issues, while others are older UNA policies that may no longer be applicable.

Staff will work with the Governance and Human Resources Committee and the new Board to flag the need for the policies review and update, and will incorporate this review into the work plan as applicable.

Financial Implications

None

Operational Implications

None

Strategic Objective

Community and Stakeholder Relations

Attachments

1. Schedule A – UNA Board of Directors Code of Conduct and Conflict of Interest Policy
2. Schedule B – Section 56 of the *Societies Act* – Disclosure of Director's Interest

Concurrence

None

Respectfully submitted,



Sundance Topham
Chief Administrative Officer

SUBJECT: UNA BOARD OF DIRECTORS CODE OF CONDUCT AND CONFLICT OF INTEREST	
CATEGORY: ADMINISTRATION	POLICY #: 01-5

PURPOSE

- 1.1. This Code of Conduct and Conflict of Interest Policy (“**Policy**”) defines standards and make related provision for the conduct of Directors (“**Directors**”) of the UNA Board of Directors (“**Board**”) with a view to affirming the integrity of the Directors and the Board in discharging their responsibilities to the UNA. The Policy provides general guidance on the standards of conduct required of Directors, including guidelines on conflicts of interest.
- 1.2. The composition of the Board is determined pursuant to the UNA’s By-laws. The By-laws provide that an increasing number of Directors are elected by UNA members (“**Resident Directors**”), one Director is appointed by the President of the AMS (“**AMS Director**”) and two Directors are appointed by the President of UBC (“**UBC Directors**”). However, each Director, regardless of how she/he became a Director, has a responsibility, as a member of the Board, first and foremost to the best interests of the UNA and must function primarily as a member of the Board and not as a member of any particular constituency, subject only to this Policy. If any Director concludes that she/he cannot fulfill this function then that Director should resign.
- 1.3. Directors may have other jobs and positions as part of being gainfully employed. As such, it is acknowledged that Directors may also owe separate duties to their particular employer or appointer in their capacity as an employee and separate from their capacity as a Director. However, as a Director, the Policy clarifies that, subject only to this Policy, the Directors’ sole and exclusive duty, once elected or appointed, is to advance the best interests of the UNA. Directors are to consider and advance the best interests of all the UNA neighbourhoods as a community, recognizing that the community consists of residents, businesses, institutional components and visitors.

SCOPE

This policy applies to all directors served on the UNA Board.

POLICY STATEMENTS

2. Duties of Directors

2.1. **General.** A Director appointed due to position or familiarity with related or stakeholder interests and concern is not a delegate or democratic representative of any interest or group, including the entity which appointed the Director. While such a Director is entitled to express and take into account those interests and concerns, nothing in this Policy, or in the circumstances of a Director’s election or appointment, relieves any Director from the duty to act in the best interests of the UNA and with a view to advancing the UNA’s welfare. Directors must maintain their duty and responsibility to the UNA and not to private or personal interests, which is of particular importance in two separate and distinct instances - participating in debate and discussion and in the decision making of the Board.

2.2. **Appointed Directors.** The AMS and UBC Directors are subjected to sensitive issues. On the one hand, it is inherent in the manner of their appointment to the Board, and so accepted by the Board, that in participating in debate and discussion they will bring a perspective and reflect views communicated to them or views which they hold because of their relationship to those who appoint them. In this regard, it is understood and accepted by the Board that:

- a. appointed Directors may meet from time-to-time with those who appoint them in the absence of other Directors and discuss specific or general policy or business that may or will come before the Board; and
- b. the Resident Directors may from time-to-time meet separately from the Board and the other Directors and discuss specific or general policy or business that may or will come before the Board.

All such meetings and discussions are permitted.

It is not a violation of this Policy for an AMS or UBC Director to assert, in debate and discussion, positions favoured by the AMS or UBC. On the other hand, where an AMS or UBC Director has or is subject to an established view or position of the AMS or UBC, with only one exception, their participation in the decision-making process must end with debate and discussion and they must, without more, decline to participate in any vote of the Board where the position to be adopted by the UNA on the matter may conflict with the position of their respective appointor, the AMS or UBC. The one exception to this is that the UBC Director may vote on any matter that has a direct financial impact on the UNA.

When the Board does have to make a decision that covers an area where either the AMS or UBC either has already made a decision or has expressed views that would reasonably be presumed to influence an AMS or UBC Director in making a decision then that AMS or UBC Director must formally declare this and decline to participate in any vote of the Board. All other provisions of this Policy are subject to this section.

This concern, of course, will not pertain to all decisions that the Board makes. Many, perhaps most, of the decisions that the Board makes are analytical, technical, business or other issues where all Directors (whether appointed or elected) will bring to the process their background experience and judgment in making a decision. This will be true regardless of the method by which they hold membership as a Director.

2.3. A Director, no matter how elected or appointed, must:

- a. act in the best interests of the UNA and with a view to advancing its welfare;
- b. act at all times in good faith and with honesty;
- c. avoid potential, actual or apparent conflicts or otherwise manage them in order to neutralize them, including acting in accordance with sections 4 and 5 below;
- d. exercise the care, skill and diligence that would be exercised in the same circumstances by a reasonably prudent person having both:
 - i. the knowledge and experience that may reasonably be expected of a Director; and
 - ii. the knowledge and experience of the specific Director; and
- e. not reveal or divulge confidential information received in the course of their duties (i.e., information that is not otherwise available generally to the public) unless authorized by the Board or required to do so by law, nor use such confidential information for any purpose outside of undertaking the work of the UNA.

2.4. A Director must not:

- a. permit the office of Director to be used for the private benefit, advantage or profit of any person;
- b. use the property, information or opportunities of the UNA for the private benefit, advantage or profit of any person; or

- c. engage in any conduct that will, in the opinion of the Board, have the potential to impair the Director’s independence or impartiality in performing the duties of a Director or otherwise cause, or have the potential to cause, damage to the UNA or its reputation.

3. CONFLICT OF INTEREST

3.1. **General.** A Director of the Board holds a position of trust *vis-à-vis* the UNA. As such, there is a general obligation on the Director to avoid situations of real or potential conflicts of interest as well as even the appearance of a conflict of interest. Subject to section 2.2, Directors who find themselves in a conflict of interest must disclose the conflict and abstain from participating in any Board activities in respect of the subject matter giving rise to the conflict, as further discussed in sections 4 and 5 below.

3.2. **Definition of Conflict of Interest re: Private Interests.** Subject always to section 2.2, a conflict of interest arises where the Director’s private interests and those of the UNA might be in real, potential or perceived conflict. A conflict of interest puts into question the independence, impartiality and objectiveness that a Director is obliged to exercise in the performance of his or her duties as a member of the Board.

- a. A **“private interest”** means a direct or indirect economic interest or other personal benefit or advantage, and it may involve a financial or non-financial interest. The interest may be personal to the Director himself or herself, or to the Director’s relatives (a spouse, parent, child, sibling or other family member whether connected by blood, marriage or adoption), or a business in which the Director is involved (as a director or officer, or of which the Director has direct or indirect ownership of shares in value exceeding \$10,000 and/or to which are attached more than 10% of the voting rights of the corporation).
- b. A Director has a **“real conflict of interest”** when the Director is performing a duty or function and in the performance of that duty or function has the opportunity to further her/his private interests.
- c. A Director has a **“potential conflict of interest”** when there exists some private interest that could influence the performance or exercise of a Director’s duty or function.
- d. A Director has a **“perceived conflict of interest”** when a reasonably well-informed person could perceive that a Director’s ability to perform a duty or function of the position was, or will be, affected by the Director’s private interests and interfere with the Director’s judgment in making decisions in the UNA’s best interest.

3.3. A conflict of interest does not exist simply where a Director has or may have an interest in common with many other people or where, in the case of a Resident Director, the issue may concern a

particular UNA neighbourhood, including one in which the Resident Director lives. In general, debating or discussing and voting on matters which have an effect on a broad group by a Director who is also a member of that group is not a conflict of interest. However, a conflict of interest due to representation of or relation to a specific constituency may occasionally arise. Conflict could reasonably be considered to exist for the following identified groups when considering these matters (*as illustrative examples only and in no way meant to be exhaustive*):

- a. for a Resident Director where a contract or matter before the Board involves only the specific strata development in which she/he resides and not other strata developments; or
- b. for the appointed Directors (AMS Director and UBC Director), where the respective appointor (AMS or UBC) has either publicly or privately taken a position on a matter which position is in question before the Board.

4. RESPONSIBILITY TO DISCLOSE CONFLICTS OF INTEREST

- 4.1. It is the responsibility of a Director to identify a conflict of interest to the Chair of the Board in writing, in advance of a meeting if possible, in which the subject matter relating to the conflict will arise for consideration or, where that is not practicable or possible, verbally at a Board or committee of the Board (“**Committee**”) meeting. If the conflict of interest arises at a Board or Committee meeting without notice then the Director should forthwith advise the Chair of the conflict. In this Policy the word “**Chair**”, includes the Acting Chair and any Resident Director who is elected to Chair a meeting of a Board or Committee. Each Director present at a meeting of the Board or any Committee should review the agenda items and disclose any conflict of interest in connection with any agenda item before consideration of that item. “**Consideration**” may include discussion, debate and voting subject to section 2.2.
- 4.2. If a Director is unsure whether she/he has a conflict of interest, that Director must raise, in camera, the perceived conflict with the Board and the Board shall determine by majority vote whether or not a conflict of interest exists. The Director perceived to be in conflict must refrain from voting on the issue. In this process the Chair of the Board will have the authority to exercise a casting vote in the event of a tie. If the Director is declared by majority vote to be in a conflict of interest, the Director is deemed to be in a conflict of interest.
- 4.3. If the Chair of the Board or any other Director perceives that another Director has a conflict of interest, the Chair or other Director must identify the conflict to the rest of the Board. Where there is disagreement among the Directors about the existence of a conflict, the Board shall hold a vote to resolve the matter. With the Director perceived to be in conflict refraining from voting, the Board shall determine by majority vote where a conflict of interest exists. In this process the Chair of the Board will have the authority to exercise a casting vote in the event of a tie. If a Director is

declared by majority vote to be in a conflict of interest, the Director is deemed to be in a conflict of interest.

4.4. Upon declaration of a conflict of interest or determination by the Board pursuant to sections 4.1-4.3, the person recording the events of the meeting must duly note the declaration or determination and the conflicted Director must conduct her/himself in accordance with section 5.

4.5. **Obligation to Account.** This Policy does not replace or modify a Director’s obligation under UNA By-law 5.18 to account to the UNA of any benefit made as a consequence of the UNA entering or performing any proposed contract or transaction, or to be relieved from such obligation to account, in those circumstances set forth in that UNA By-law 5.18.

5. ABSTAIN FROM PARTICIPATION WHERE THERE IS A CONFLICT OF INTEREST

5.1. Subject only to section 2.2, a Director who has or is deemed to have a conflict of interest must absent her/himself from the Board or Committee meeting during any discussion, debate or voting on the matter in which the conflict of interest exists.

5.2. Where a conflict of interest is discovered after consideration of a matter, the conflict must be declared by the Board and recorded at first opportunity. If the Board determines that subject to section 2.2, involvement of the conflicted Director influenced the decision of the matter, the Board shall re-examine the matter and may rescind, vary or confirm its decision.

5.3. A Director who has or is deemed to have a conflict of interest shall be counted in the quorum for a meeting at which the Director attends notwithstanding that the Director is absented while any matter is discussed, debated or voted on in respect of which a conflict exists for that Director.

6. CONSEQUENCES OF A VIOLATION OF THIS POLICY

6.1. A Director who violates this Policy will, after two written warnings given at least 21 days apart at in-camera meetings of the Board, be subject to public censure at a meeting of the Board, in addition to any other remedy the Board may pursue at law.

7. POLICY MAY DISPLACE LAW

7.1. Some of the express provisions of this Policy have the effect or are intended to have the effect of replacing or modifying certain obligations or liabilities imposed upon a Director in law or equity. Other than these express provisions, the Directors are fully subject to the obligations or liabilities imposed upon a Director in law or equity.

RELATED POLICIES

N/A

APPROVAL HISTORY

ISSUED BY: Board of Directors	APPROVED BY: Board of Directors	DATE: 2012/09/11
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By signing below, I accept and will be abide by the above policy on UNA Board of Directors Code of Conduct and Conflict of Interest.

Director's Name	Signature	Date
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Societies Act - Disclosure of director's interest

56 (1) This section applies to a director of a society who has a direct or indirect material interest in

- (a) a contract or transaction, or a proposed contract or transaction, of the society, or
- (b) a matter that is or is to be the subject of consideration by the directors, if that interest could result in the creation of a duty or interest that materially conflicts with that director's duty or interest as a director of the society.

(2) A director to whom this section applies must

- (a) disclose fully and promptly to the other directors the nature and extent of the director's interest,
- (b) abstain from voting on a directors' resolution or consenting to a consent resolution of directors in respect of the contract, transaction or matter referred to in subsection (1),
- (c) leave the directors' meeting, if any,
 - (i) when the contract, transaction or matter is discussed, unless asked by the other directors to be in attendance to provide information, and
 - (ii) when the other directors vote on the contract, transaction or matter, and
- (d) refrain from any action intended to influence the discussion or vote.

(3) A disclosure under subsection (2) (a) must be evidenced in at least one of the following records:

- (a) the minutes of a meeting of directors;
- (b) a consent resolution of directors;
- (c) a record addressed to the directors that is delivered to the delivery address, or mailed by registered mail to the mailing address, of the registered office of the society.

(4) If all of the directors of a society have disclosed under subsection (2) (a) a direct or indirect material interest, described in subsection (1), in a contract, transaction or matter,

- (a) any or all of the directors may, despite subsection (2) (b), vote on a directors' resolution or consent to a consent resolution of directors in respect of the contract, transaction or matter, and
- (b) subsection (2) (c) and (d) does not apply.

(5) Despite subsection (1), this section does not apply to a director of a society in respect of a contract, transaction or matter that relates to any of the following:

(a) payment to the director by the society of remuneration for being a director or reimbursement to the director by the society of the director's expenses as described in section 46 [remuneration and reimbursement of directors];
(b) indemnification of or payment to the director under section 64 (1), (2) or (4) [indemnification and payment of expenses];
(c) the purchase or maintenance of insurance, referred to in section 66 [insurance], for the benefit of the director.



MINUTES

PRESENT:

Jane Kang, Chair

Ran Keren, Co-Vice Chair

Susan Eadie, Co-Vice Chair

Alice Bradley

David Hahn

Eileen Le Gallais

Michelle Niu

Nidhi Raina

REGRETS:

Lee Weinstein

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 4:34 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 October 6, 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 July 21, 2021 minutes, as circulated.

Carried

D. ITEMS/REPORTS

1. Survey

i. Introduction

Glenda Ollero, Communications Manager, reviewed the document titled "Resident Engagement Survey", dated October 5, 2021, and highlighted:

- TWI Surveys Inc. submitted a quote to create a survey for the CEAC which includes a brainstorming session
- The completed design will be presented to the CEAC for approval
- The proposed timeline indicates findings would be provided by February/March, 2022 but could be delayed if multiple drafts of the survey are required before it is launched

- The CEAC will determine the survey's goals, objectives and topics
- The survey will be presented to the CEAC for approval in November 2021
- The estimated cost of the project is \$8000.00.

ii. Discussion

Discussion ensued on:

- The CEAC fiscal year ends March 31, 2022
- Requests for additional funds could be presented to the UNA Board
- Suggestions to incentivize participation in the survey:
 - Provide gift cards to local businesses
 - Keep the survey short to encourage participation
 - Translation into multiple languages in keeping with the CEAC objective of reaching out to diversity in the Neighbourhood:
 - Suggestion for members of the CEAC to translate the survey into their own languages
 - Translation will be required for submissions if open ended questions are included in the survey
- Suggestion that the CEAC meet to clarify survey goals and objectives prior to meeting with TWI Surveys
- Suggestion to gather existing data regarding demographics of the UNA community to assist with generating questions
- UNA has a subscription to Survey Monkey to disseminate future surveys
- Results can assist with building a forum for neighbourhood community discussions
- Suggestion to request raw data results and the TWI Survey report:
 - Information gathered in the survey can be shared with other committees
- Suggestion for TWI Survey to provide a draft prior to presentation at the November 2021 CEAC meeting.

Action Item: *The Communications Manager to reactivate the shared google doc and provide link to the CEAC members.*

Action Item: *The Communications Manager to enquire if TWI Surveys Inc. can host multiple languages on their website.*

Action Item: *The Communications Manager to provide the data from the 2016 poll to the CEAC for their consideration in creating the survey.*

It was moved (Ran Keren) and seconded (David Hahn)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee instructs staff to engage a research company who will assist the Committee in the creation of the Resident Engagement Survey.

Carried

2. UBC Vancouver Campus Vision 2050

It was moved (Susan Eadie) and seconded (Ran Keren)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee defers consideration of Item 2 – UBC Vancouver Campus Vision 2050 to the October 2021 meeting.

Carried

E. ADJOURNMENT

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

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

That the University Neighbourhoods Association Community Engagement Advisory Committee meeting adjourned at 5:32 p.m.

Carried

ADOPTED OCTOBER 27, 2021



*University
Faculty
And
Staff
Tenants
Association*

ufastaubc@gmail.com

<https://www.facebook.com/groups/UFASTA>

November 9, 2021

Sundance Topham, Chief Administrative Officer
Wegland Sit, Operations Manager
Richard Watson, Chair, Board of Directors
University Neighbourhoods Association
#202-5923 Berton Ave
Vancouver, BC V6S 0B3
sundance.topham@myuna.ca; wegland.sit@myuna.ca; richard.watson@myuna.ca

Dear Mr. Topham, Mr. Sit, and Mr. Watson,

We're sure you share our despair over the recent deaths of pedestrians on Marine Drive and the severe injuries of students hit at pedestrian crossings on 16th Ave. near University Hill Secondary and on Marine Drive near the Chan Centre. These tragic accidents were reminders to residents of what many of us have been thinking and saying for years: a lot of the roads and crossings in and around UBC are unsafe. There have been successful efforts in the past to address some of the most dangerous crossings (16th at Binning and East Mall at Eagles Drive). But speeding drivers and poorly-marked or unsafe crossings remain a danger to pedestrians, bicyclists, and mobility scooters.

We are calling on UBC's Office of Campus and Community Planning to create a transportation safety task force bringing together representatives of the five bodies that maintain and have jurisdiction over UBC-area roads: UBC, the UNA, the UEL, the Provincial Ministry of Transportation, and the RCMP. In addition to inventorying danger zones, collecting public input, and discussing how to implement transportation safety best practices in a "city" of UBC's size and population, we would ask the task force to address the following recommendations:

1. Reduce the speed limit to 30km/h, with clear signage, in all high-density residential areas and school zones. This includes specifically the entirety of Wesbrook Village, 16th Ave. between the Wesbrook and East Mall roundabouts, and all of Osoyoos Crescent and Acadia Road. It is our understanding that the speed limit on all of UBC's core campus roads is already 30km/h, but there is very little signage to indicate that. All entrances to the UBC campus should clearly indicate that it is a traffic-calmed area.
2. Increase RCMP and other entities' enforcement of speed limits, traffic lights, and crosswalk integrity. It is our understanding that earlier (2020) efforts by the UEL, Norma

Rose Point School, and others to encourage RCMP enforcement of traffic laws founded on RCMP claims of under-funding. We hope that a transportation safety task force with the combined advocacy of neighbourhood, UBC, and RCMP representatives can identify and lobby for the appropriate level of Provincial funding for the police force of a city the size of UBC.

3. Update/improve markings on existing speed bumps and crosswalks, and add more traffic-calming features (bumps, curb extensions, stop signs) in high density areas of Wesbrook Village, Osoyoos/Acadia, Thunderbird Blvd., and in the school zone on 16th in front of University Hill Secondary.
4. Do a full accessibility survey and inventory for all UBC area sidewalks, crossings, and entrances. This should include attention to the needs of both visually-impaired and mobility-assisted pedestrians.
5. Work with campus and community partners on a communication campaign to educate drivers—including residents, commuters, and students—about speed limits, traffic laws, and the potentially deadly consequences of reckless driving. Create a system for documenting and reporting near misses of accidents due to reckless driving. (Having ourselves experienced and witnessed several near misses at local crossings, we are certain that these cases are significantly underreported, and therefore underestimated by UBC and the RCMP.)

As you know, UBC neighbourhoods are a tangle of jurisdictions, without a democratically elected municipal government. The fragmented responsibilities for road design, maintenance, and enforcement make it particularly hard for residents to advocate for safety improvements, and their interests more generally. The University Faculty and Staff Tenants Association (UFASTA) directly represents hundreds of walkers, bikers, and parents living in campus neighbourhoods, and, we believe, the sentiments of thousands more residents and visitors of UNA, UEL, and core campus areas. We hope you'll give our proposal for a joint transportation safety task force and for the above-mentioned road/crossing safety improvements due consideration.

Thank you,



Eagle Glassheim, acting president of UFASTA

And the following members of the UFASTA traffic safety advisory committee:

Christopher Brookfield
Marliese Dawson
Jennifer Douglas
Ursula Ellis
Mila Glavinic
Kelli Kadokawa
Fei Liu
Jens Locher

CC:

Michael White, Associate Vice-President
Campus and Community Planning
2210 West Mall
Vancouver, BC V6T 1Z4
michael.white@ubc.ca

The Honourable Rob Fleming
Minister of Transportation & Infrastructure
PO Box 9055 Prov Stn Govt
Victoria, BC V8W 9E2
Minister.Transportation@gov.bc.ca

Jon Braman, Manager
University Endowment Lands (UEL)
5495 Chancellor Boulevard
Vancouver, BC V6T 1E2
uel@gov.bc.ca

The Honourable Josie Osborne
Minister of Municipal Affairs
PO Box 9056 Stn Prov Govt
Victoria, BC V8W 9E2
MAH.Minister@gov.bc.ca

Cst. Ian Sim
RCMP University Detachment
2990 Wesbrook Mall
Vancouver, BC V6T 2B7
bcremp@rcmp-grc.gc.ca

The Honourable Bowinn Ma
Minister of State for Infrastructure and MLA
50-221 Esplanade Ave West
North Vancouver, BC V7M 3J3
Minister.SI@gov.bc.ca

The Honourable David Eby
Attorney General and MLA, Vancouver Point Grey
2909 West Broadway
Vancouver, B.C. V6K2G6
david.eby.mla@leg.bc.ca

Jennifer McCutcheon
Metro Vancouver Director for Electoral Area A
areaajen@gmail.com

Henry Peters, Principal
Norma Rose Point School
5488 Ortona Ave
Vancouver, BC, V6T 1S2
hjpeters@vsb.bc.ca

Trevor Wrinch, Principal
University Hill Elementary School
5395 Chancellor Boulevard
Vancouver, BC V6T 1E2
twrinch@vsb.bc.ca

Tim McGeer, Principal
University Hill Secondary School
3228 Ross Drive
Vancouver, BC V6S 0C6
tmcgeer@vsb.bc.caPrincipal