



*The meeting will be held as a Partial Electronic Meeting
to allow for remote attendance by absent Directors.*

AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** THAT the Board approve the June 21, 2022 Agenda as circulated.

C. APPROVAL OF MINUTES

1. **Motion:** THAT the Board approve the May 17, 2022 Minutes as circulated. 1

D. DELEGATIONS

None

E. EXTERNAL REPORTS & PRESENTATIONS

1. Campus and Community Planning Report – Carole Jolly, Director of Community Development and Engagement, Campus and Community Planning
2. Electoral Area A Overview Presentation and Area A Report – Electoral Area A Director, Jen McCutcheon – Provided on Table (Read: [Electoral Area Newsletter](#))

F. REPORTS

1. Management Report – Chief Administrative Officer
2. Community Engagement Advisory Committee Update
 - a. Community Engagement Survey 2022 - Ryan Williams, TWI Surveys Inc.
 - b. April 27, 2022 Approved Minutes
3. Campus Resident Replacement Options – Communications Manager

Recommendation:

THAT the Board identify their preferred option(s) to replace The Campus Resident and direct staff to investigate the option(s) further and come back with a report at a future meeting.



4. 2022 Annual General Meeting Planning – Chief Administrative Officer

Recommendation:

- a. THAT the Board confirm that the UNA will hold the 2022 Annual General Meeting on Wednesday, September 28, 2022 commencing at 7:00 pm at the Wesbrook Community Centre, with in-person attendance.
- b. THAT the Board approve the 2022 Notice of AGM and Proxy Form.

5. Community Amenity Charges Update – Chief Administrative Officer

6. UNA Recreation – Program and Volunteer Board Update – Recreation Manager

7. Finance Committee Update

- a. Fiscal 2021/22 Financial Results (Preliminary) – Finance Manager
- b. Fiscal 2021/22 - Year End Audit Plan – Finance Manager
- c. 2022-23 Insurance Renewal Update – Operations Manager

Recommendation:

THAT the Board authorize the Chief Administrative Officer to enter into the UNA insurance coverage from July 1st, 2022 to June 30th, 2023.

- d. Community Field Replacement Reserve – Finance Manager

Recommendation:

- i. THAT the Board agree to allow UBC to transfer the budgeted amount of \$60,000 to the Community Field Replacement Reserve in the Neighbours Fund for fiscal year 2022/23.
- ii. THAT the Board direct staff to cash out the GIC in which the Capital Reserve Fund is invested and reinvest the proceeds in a two-year GIC.

8. Governance and Human Resources Committee Update

- a. Board Rules of Procedure Report – Chief Administrative Officer

Recommendation:

THAT the Board replace the revised Board Rules of Procedure approved at its April 19, 2022 meeting with the revised Board Rules of Procedure drafted by Director Holmes.

9. Land Use Advisory Committee Update – Director McCutcheon



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD OF DIRECTORS MEETING

Date: June 21, 2022

Time: 5:30 p.m.

[Partial Electronic Meeting Link](#)

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. Recreational facilities for youth in Wesbrook – Proposed letter to UBCPT – Director Glassheim

Recommendation:

THAT the UNA Board send UBC Properties Trust a letter advocating for an additional outdoor recreation facility, catering to youth, in the Wesbrook neighbourhood.

2. July UNA Board Meeting – Chair Watson – Verbal Update

I. ADJOURNMENT



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Eagle Glassheim
Jane Kang

Ali Mojdehi
Murray McCutcheon
Fei Liu

UBC OBSERVERS:

Carole Jolly
James Heth

AMS REPRESENTATIVE:

Erin Co

STAFF:

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

A. CALL TO ORDER

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

The Board Chair acknowledged that the meeting was held on the unceded traditional territory of the Musqueam people.

The Chair extended a welcome to the new AMS Representative, Erin Co.

B. APPROVAL OF AGENDA

Motion by Chair:

That the Board approve the May 17, 2022 Meeting Agenda.

Seconded by Director Glassheim.

Carried.

C. APPROVAL OF MINUTES

Motion by Chair:

THAT the Board approve the April 19, 2022 Open Session Minutes.

Seconded by Director Mojdehi.



Director Holmes stated that he provided some minor spelling corrections via email.

Motion by Chair:

THAT the Board approve the April 19, 2022 Open Session Minutes, as amended

Seconded by Director Mojdehi.

Carried.

D. DELEGATIONS

1. School Capacity within UNA – Sun Kim

Resident Sun Kim delivered a presentation to the Board.

E. EXTERNAL REPORTS AND PRESENTATIONS

1. Campus and Community Planning Report

Carole Jolly, Director of Community Development and Engagement at Campus and Community Planning presented the May 2022 report.

2. Electoral Area A Report

Electoral Area A Director, Jen McCutcheon, presented the May 2022 report to the Board.

F. REPORTS

1. Management Report

The Management report was received by the Board.

2. Community Works Project

- a. Electric Vehicle Charging Station

Motion by Chair:

THAT the Board approve the UNA advancing an application to the Area A Community Works Fund Committee for the procurement and installation of EV Charging Stations for up to \$195,824.

Seconded by Director McCutcheon.

Carried.

- b. Wesbrook Basketball Court – DP Board Decision + Next Steps

Motion by Chair:

- i. THAT the UNA cancel the proposed Wesbrook Basketball Court project and direct UBC Properties Trust to withdraw the development permit application for the Wesbrook Basketball Court.

Seconded by Director Holmes.



Carried. *(Directors, Kang, Mojdehi and Liu opposed, Director Glassheim abstained. Chair utilized second vote as per UNA Bylaw 7.7)*

Carried.

Motion by Chair:

- ii. THAT the UNA representatives to the Metro Vancouver group considering the expenditure of the Community Works Fund consider other UNA projects that could be funded with Community Works funding.

Seconded by Director McCutcheon.

Carried.

- c. Area A Community Works Fund – Acadia Project Update

Motion by Chair:

THAT the Board endorse UBC advancing an application to the Area A Community Works Fund Committee for the Acadia Neighbourhood Active Transportation Improvements for up to \$100,000.

Seconded by Director Glassheim.

Carried.

- 3. Governance and Human Resources Committee Update

- a. UNA Board, Appointees + Representatives Code of Conduct Policy

Motion by Chair:

THAT the Board approve the attached UNA Board, Appointees + Representatives Code of Conduct Policy.

Seconded by Director Glassheim.

Carried. *(Director Holmes opposed)*

- 4. Revised Board Rules of Procedure

Motion by Director Holmes:

THAT the Board replace the revised Board Rules of Procedure approved at its April 19, 2022 meeting with the revised Board Rules of Procedure included with this Agenda.

Seconded by Director Kang

Motion by Director Glassheim:

THAT the Board refer the proposed changes to the Board Rules of Procedure to the Governance and Human Resources Committee for further consideration.

Seconded by Director Mojdehi.



Carried. (Director Holmes and Director McCutcheon opposed)

5. Community Engagement Advisory Committee Update

Director Kang provided a verbal update to the Board.

a. March 23, 2022 Approved Minutes

The Minutes were received by the Board.

6. Land Use Advisory Committee Update

a. March 23, 2022 Approved Minutes

The Minutes were received by the Board.

b. April 27, 2022 Approved Minutes

The Minutes were received by the Board.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. UNA Advocacy for Increased Daycare Capacity

Motion by Director Liu:

THAT the UNA Board advocate on behalf of concerns raised by residents to increase the capability of elementary school and daycare resources on UBC Campus and within UNA Neighbourhoods, both for the short-term and the long-term.

Seconded by Director Glassheim.

Motion Director McCutcheon:

THAT the following be added to the wording of the motion:

“THAT this issue be referred to the Land Use Advisory Committee for consideration, as part of its process.”

Seconded by Director Holmes.

Motion by Chair:

THAT the UNA Board advocate on behalf of concerns raised by residents to increase the capability of elementary school and daycare resources on UBC Campus and within UNA Neighbourhoods, both for the short-term and the long-term.

and;

THAT this issue be referred to the Land Use Advisory Committee for consideration, as part of its process.”

Seconded by Director Glassheim.



Carried.

Motion by Director Glassheim

THAT the UNA Board advocate on behalf of resident concerns in relation to childcare and elementary schools through a letter to UBC.

Seconded by Director Mojdehi.

Carried.

I. ADJOURNMENT

The meeting adjourned at 8 :05 p.m.

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



THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

Memorandum

From: Simmi Puri, Communications Manager, Campus + Community Planning
To: UNA Board
Date: June 21, 2022
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

UBC Farm Wednesday Market

June 1st to October 26th, 11am to 2pm
Lee Square (in front of the UBC Bookstore)

Tuesday Night Bike Races

June 7th and 28th, 5pm to 9pm
Bike route: Stadium Road/Main Mall clockwise to East Mall, West 16th to SW Marine Drive, back to Stadium Road/Main Mall.
Learn more: planning.ubc.ca/event/tuesday-night-bike-race

Longest Day Road Race

June 17th, 5:30 – 9pm
Race route: Thunderbird Stadium, Stadium Road, East Mall, West 16th Avenue, Marine Drive, West Mall, Main Mall, Memorial Road, Agricultural Road.
Learn more: www.thunderbirdstrack.org/longest-day-2022
Road closure map:
static1.squarespace.com/static/54206180e4b09cb1a8eeb34d/t/621cecea422f3a20f4700fb9/1646062826600/Course+Map+2022.pdf

Vancouver Half Marathon

June 26th, 7am – 12pm
Learn more: raceroster.com/events/2022/55315/2022-vancouver-half-marathon
Road closure map: canadarunningseries.com/wp-content/uploads/2022/06/22-VAN21K-Event-Notice-UBC.pdf

Geering Up Summer Camps

July 4th to September 1st, 8am – 4pm

Camps will take place at Thunderbird Commons, Fairview Commons and EDC Courtyard

Learn more: <https://geeringup.apsc.ubc.ca/community-outreach/programming/camps/>

Community Update

Tough Toddler returns, June 26

Join UTown@UBC, and Active Kids for the return of Tough Toddler on June 26, 10-2. Let your kids lead the whole family through a jungle gym of jumping, crawling, and running fun at this all-ages event! From inflatable obstacle courses, performances by Music with Marnie, glitter tattoos, and more, there will be something for everyone to have a roaring good time! Spaces are limited, and registration is required: www.utown.ubc.ca/toughtoddler

Inspiring Community Grants

We are continuously amazed at the impressive community-building projects delivered and ideas proposed by residents through the UTown@UBC Community Grant program. One recently-launched project was hosted by best friends, and UNA residents, Maddie and Mica. Both grew up on the UBC Vancouver campus, and hosted a 'Fun with M and M' craft and games workshop for young kids in the UNA neighbourhoods. To learn more about their project (in their own words) check out: utown.ubc.ca/mmstudios

The Inspiring Community grant is still open for applications and the committee is reviewing on a rolling basis until December 1. Projects awarded funding so far include: a watercolour painting workshop, a multicultural crochet group, and a multicultural fair.

Campus Vision 2050

In late-June, the early phase of Campus Vision 2050 will conclude when the final Terms of Reference are presented to the UBC Board of Governors for approval. The final Terms of Reference includes guiding principles, strategies, growth assumptions and the process to guide the Campus Vision process over the next two years.

UBC engaged more than 3,000 people, 80 different stakeholder groups, Musqueam, three Advisory Committees, the University Neighbourhoods Association, UBC Properties Trust, multiple external agencies, and conducted extensive technical analysis to develop the final Terms of Reference. Direct engagement with the UNA on the draft principles and strategies, in addition to the growth assumptions for the neighbourhood and academic lands, included meetings and discussions with:

- UNA Land Use Advisory Committee
- UNA Board
- UBC-UNA Liaison Committee

Over the summer, Campus + Community Planning will generate, test and evaluate a range of options for the future campus and neighbourhoods that will be shared with the community for input and discussion starting in the fall. Following deep engagement with the community, a draft

30-Year Vision and recommended Land Use Plan updates will be presented to the community in early 2023 for feedback.

Throughout the summer, Campus + Community Planning Staff will be present at neighbourhood events to connect with the community about Campus Vision 2050. Take part in the following summer events:

- UNA Field Games Picnic, June 16 | 5 - 7pm
- UNA Musical Picnic, June 23 | 5 - 7pm
- Tough Toddler, June 26 | 10am - 2pm
- UNA Seniors BBQ and Games, August 6 | 10am - 1pm

In addition to these events, Campus + Community Planning will host a series of campus walking tours over the summer. Join a tour to learn more about special features of the Vancouver Campus, connect with other members of the UBC community and learn about upcoming opportunities to get involved. Walking tours will be led by Campus + Community Planning staff in English, and Mandarin translation will be provided. Tours will be held on the following dates:

- July 14 | 10am - 12pm
- July 26 | 10am - 12pm

Development Project Updates

DP22002 Wesbrook Place Lot 6 Market Residential High-rise and Townhomes

A development permit was issued on June 2, 2022 for a market residential 16-storey high-rise containing 209 apartments and 22 three-storey townhomes on Lot 6 in Wesbrook Place. The development will include three levels of underground parking with a total building area of 16,810 square meters

Construction and Roadwork Update

Wesbrook Mall Upgrades

The Wesbrook Mall corridor between Student Union Boulevard and Chancellor Boulevard is being upgraded in phases to repair the condition of the roadway and enhance safety and user experience for all modes of transportation. Construction began in April 2022 and will continue until September 2022.

The first stage of construction on Wesbrook Mall between Walter Gage Road and Student Union Boulevard is complete and open. Work is now underway between Walter Gage Road and Iona Drive with paving planned the week of June 6th and reopening planned immediately after. The section of Wesbrook Mall between Iona Drive and Chancellor Boulevard will remain closed for the duration of the project and the westbound lane on Chancellor Boulevard will remain closed until late July.

For more details about what to expect during construction, please visit:

<https://planning.ubc.ca/wesbrook-mall-upgrades>



Report Date: June 13, 2022
Meeting Date: June 21, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: June Management Update

Background

The June 2022 Management Update is presented for information.

Decision Requested

For information

Discussion

CHIEF ADMINISTRATIVE OFFICER

In late May and early June, a major focus was participating in numerous Campus Vision 2050 Community Advisory Committee and Land Use Advisory Committee meetings. Time was also spent planning for and participating in the strategic planning workshop and assisting with a variety of governance related items.

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

Board Relations

- Attended the Governance and Human Resources Committee and Land Use Advisory Committee meetings, as well as the UNA-UBC Liaison Committee.
- Worked with the Governance and Human Resources Committee to support ongoing Board governance projects, including reviewing the updated Board Rules of Procedure.
- Participated in the UNA Strategic Planning Session on June 3rd and 4th. Draft plan to come back to the Board for review at the July Board meeting.

COVID-19 Support

- Ongoing monitoring of UNA COVID 19 processes.

Operations

- Ongoing work with UBC officials and external consultants on the background work required for the review of the reserve policies.

- Ongoing work to advance the proposed UNA-UBC Community Works Funds projects to the next stage – including attending the June 9th Electoral Area A Committee meeting. The Electric Vehicle (EV) Charging Stations Project, Solid Waste Receptacle Replacement Project and Acadia Neighbourhood Active Transportation Improvement Project were all approved by the Area A Committee. The projects will now advance to the Metro Board for final approval on June 24th.

Finance

- Assisted with the audit planning process.

Risk Management

- The required insurance renewal documents have been provided to the insurance broker, and we are awaiting new quotes. A stand alone update report is contained in the agenda package in the Finance and Audit Committee section.

Programs and Services

- Records Management work - Continue to assist with the implementation of the Records Classification and Retention System. Current work is focused on transferring the Recreation Department files.
- Worked with UBC and UBC Properties Trust (UBCPT) in relation to the proposed transition of landscaping responsibilities from UBCPT to UNA.
- Attended the quarterly UBC and UBCPT staff meeting.

Human Resources

- Assisted with the ongoing hiring processes for the new IT Specialist and Operations and Facilities Coordinator positions.

Community Relations

- Attended a UBC Campus Vision 2050 Community Advisory Committee meeting as the UNA representative. The meeting included a guided tour of the UBC neighbourhoods and UBC Campus. Also attended two days of the three-day UBC Campus Vision 2050 Design Charrette. Also attended the virtual UBC Property Committee meeting.
- Met with Campus and Community Planning staff to discuss upcoming Campus Vision 2050 engagement. A presentation and engagement timing outline from Campus and Community Planning will come to the Board in July.

OPERATIONS

Wesbrook neighbourhood 30 km/h signage installed



New 30km/h speed signage has been installed at Ross Drive Southbound and 16th Ave entrance. Crosswalk and left turn lane road markings in front of University Hill High School were repainted as part of road markings refreshment project.

New Crosswalk Signage – Webber Lane

New crosswalk signage was installed on Webber Lane next to the Wesbrook Community Centre splash pad to remind vehicle drivers to be cautious of pedestrian crossing in the area.

Wesbrook Community Centre Splash Pad

Great news for kids and families alike, the user activated splash pad is finally open, it will open daily from 8 am to 8 pm.

Main Mall Green Way Pedestrian Priority Signage Installation

New signage will be installed along Main Mall Greenway, between Thunderbird Blvd to Stadium Road, to remind cyclists, powered and regular skateboarders / scooter / unicycle riders to slow down at the Greenway. The signage reminds people that the Greenway is a shared pathway, which is designated to be a pedestrian priority zone. All wheel traffic will need to slow down when entering the area.

Household furniture:

In May and June, we noticed an increase in the report of household furniture illegally dumped at UNA public area, include mattresses and picnic chairs. For large household furniture and mattresses residents are reminded to dispose big unusable items properly at [Vancouver Transfer Stations and Zero Waste Station at Kent Ave](#).

Green Depot

The Green Depot is now offering weekend hours. After a two-year pause due to Covid, our volunteer program has restarted. This month we welcomed six new volunteers who will be volunteering on Monday evenings and Sunday afternoons. We are also working on opening on Saturday mornings and possibly another weekday evening within the next month.

Sustainability Workshops

In June we hosted the fifth Sustainability Session Lunch'n'Learn. This month's topic was Eco-Friendly Cleaning and Personal Care products. The Sessions will start again in September. Planned topics include climate anxiety and neighbourhood-level climate action. We will also be hosting a gardening workshop in June.



Wildlife

We have received many reports about wildlife in the neighbourhoods recently, including crows, coyotes, and frogs. We are working with a UBC professor and other experts to develop signage about coyote sightings and to remind people not to handle wildlife.

Native tadpoles, frogs and toads are protected by the BC Wildlife Act and/or the Species at Risk Act. It is illegal to kill, collect, or harass them in any way without a permit. Report violations to the 24-hour Conservation Officer RAPP Hotline at 1-877-952-7277 (RAPP).

Spring/Summer Outdoor Solid Waste Audit

A new round of outdoor solid waste audit was completed in the first week of June. The intention of this Spring/Summer waste audit was to capture seasonal differences from increased summer outdoor activities.

FINANCE

Highlights of major activities:

- Annual Audit
- Joint Financial Task Force (JFTF)

Details:

Annual Audit:

The annual audit started in May and so far, everything is on schedule and the Finance and Audit Committee will be meeting the auditors from Johnsen Archer LLP at the next scheduled meeting. Further details regarding the audit plan are covered at the Reports section under Finance and Audit Committee Update.

Joint Financial Task Force (JFTF):

The Reserve study project started in May and the consultant is currently reviewing the background information. The next step is to come up with a database and high-level cost schedule. The timeline is still to complete the report by September.

COMMUNICATIONS

Website Updates

We continue to make improvements to our website by finetuning content, structure and features. Some features added in the past month include an easier way to filter programs on the Programs page (myuna.ca/programs), a new UNA Card page that contains a list of benefits that residents get with their card (myuna.ca/card). We have also removed the

'Was This Helpful?' plugin at the bottom of each page as we continue the move to centralize all feedback to the Zendesk customer service platform. We'd like to thank everyone who submitted feedback through the plugin as it provided information that helped shape our information architecture and identify information gaps.

Services Levy Information

Communications has been working with UBC Treasury to update the Services Levy flyer that will be going out in the mail with the Services Levy notices. The flyer contains information about the levy, how it's calculated, how it compares to taxes in Vancouver, what the levy funds and how to pay it. This year's Service Levy notices will be mailed to homeowners at the end of June.

Promotional Support for the Relaunch of Birthday Party Services

Communications has been working with the Recreation Team in relaunching of the UNA's birthday party services. The department worked on launching a new webpage for the service, as well as printed brochures. Birthday party services were officially relaunched earlier this month.

AGM Planning / Materials

Planning for the 2022 AGM has begun. Work has started on updating AGM materials and reviewing run sheets, presentations and promotions. A draft version of the AGM notice, proxy forms and voting cards are included in this meeting's package.

Board Photos

A date for the Board photoshoot has been scheduled for Monday, June 20, 2022. Staff has been in touch with each board member to book 20-minute timeslots for individual headshots and a 40-minute timeslot for the group shots. We can book a separate timeslot for those who cannot be present for the day, and we can adjust the group photos digitally.

Community Engagement Advisory Committee (CEAC) Support

The Communications Manager has been working to support the work of the CEAC. The CEAC survey was concluded on May 2, 2022, and results were delivered to the committee during their May 25 meeting. The Board will be receiving the report at this meeting. The CEAC has also tasked staff to create a webpage for the committee. This has been approved, finalized and has been launched. Visit the page at myuna.ca/ceac.

RECREATION

May continued the year's post pandemic rise in traffic and active participants at both facilities. Staff development and the review of standards and practice was the main focus, while mid-point programming, summer camp registration and community events, filled both Wesbrook and the Old Barn Community Centre's.

Front Desk Update

Hours of Operation

Spring Hours: <https://www.myuna.ca/facilities/#wesbrook>

PHO Operational Structure

All PHO restrictions continue to be lifted for both the Wesbrook and Old Barn Community Centres, along with UNA Events and Activities. As instructed by the British Columbia Recreation Physical Activity (BCRPA) we have moved from Covid-19 safety plan to the Communicable Disease Act. We are proud to report, that we have recorded no incidents relating to this change, or with the removal of physical barriers.

BOOKINGS

12 External Bookings were held in April at the Wesbrook Community Centre.

4 External Bookings were held in April at the Old Barn Community Centre.

Usership (Drop-In)

- 504 Program Drop-ins
- 54 new paid parking permits issued (resident and visitor and replacements permits) +200
- 110 Applications reviewed (includes successful, unsuccessful, refunds, replacements, and all pass types)
- 58 submitted online
- 52 submitted in person

New Complimentary day passes are difficult to track in PM but likely represent the majority of parking applications

ZenDesk – Tickets Received / Tickets Solved / Touches

- 423 Received
- 425 Solved

- 93.3% of Zen Desk Received Assisted in 1 Touch. (This is a big jump and associated to a change of internal procedure, and assignment of lead on tickets.)

Programming Update

Category	Number of Programs	Revenue	Enrollment	Waitlist Total	Withdraw Total
Physical Activity	62	\$48,987.75	479	28	41
Arts	40	\$43,044.28	270	31	33
Education	30	\$20,926.10	189	17	21
Private and Group Music Lessons	9	\$19,266.60	65	58	10
Events	6	\$450.00	173	0	6
Camps	1	\$420.00	6	0	1
Sport Bookings	1	\$330.00	37	12	5
Drop-In	27	\$184.65	175	0	0
Social	18	\$0.00	110	15	2
Grand Total	194	\$133,609.38	1523	161	119

(Spring Programming)

Fall 2020 Programming

In May, we continued to improve our internal processes in programming, onboarding, and communication. We welcomed new members with improved onboarding process, reassigned the program portfolios, and refined sports drop in procedures.

Since BCRPA has made advocating equity, diversity and inclusion in recreation, and truth and reconciliation their strategic priorities, the programming team has been challenged to do the same and are currently creating an overarching EDI strategy that guides community engagement and recreation programming for the Fall of 2022.

Live Well, Stay Strong Project

The planning for [Live Well, Stay Strong Project](#) has rolled out. Some immediate requests we have received seniors include having programs with friendly times for seniors who still work, continuing virtual fitness programs, and more covered public spaces in the UNA parks and outdoor areas.

Canada Day Event Planning

With increased sensitivity regarding Canada Day celebrations and community efforts in Truth and Reconciliation, the annual Canada Day event requires thoughtful planning. A provincial plexus was held involving heads of Recreation and Municipalities province wide, The UNA, represented by Dave Gillis, Recreation Manager, and Josie Chow, Programming Coordinator was active in these discussions. After the meeting, it was determined that for Canada Day this year we will focus on a reflection on our journeys in becoming Canadian. The following activities have been planned from 10am to 1pm on July 1, 2022 at Wesbrook Community Centre.

- **A Nature Family Walk** in Pacific Spirit Park to learn about the diverse ecosystems and enjoy exploring the forest trails of our community.
- **Art Project** to reflect on our journeys in becoming Canadian and to share our ancestor's migration stories.
- **Streaming** of CBC's "[Becoming Canadian](#)" series on the big screen in the Gym. Seating and refreshments will be provided.

BCRPA Symposium Report

Qiuning, Josie, and Claire attended the annual BCRPA Symposium this year. As now required, those attending conferences or professional development, made a well-received presentation to the Recreation Team. Community re-creation, gender equity, accessible & inclusive recreation, seniors' participation, creating a culturally safe space are the key areas presented. Their reflection on the discussion of decolonization and reconciliation, and equity, diversity and inclusion at the symposium contributed to the Canada Day event planning this year.

Highlights

- Seniors and Friends Lecture on May 26 delivered by Peter Brock.
- Development of a two-week practicum placement program to support two women to complete the requirements of their gerontology diploma program. They will be shadowing programs, observing, and providing feedback on our program offerings from June 6th through 17th.
- Compiling input on seniors fall programming received from Live Well Stay Strong community newsletter call-out. Common requests include program time improvements (late afternoon, weekends), hybrid programs, hobby-related workshops, and outdoor guided tours.
- Development of five new summer camps: Tune Builders Music Camp and a variety of dance camps

- A total of 29 external camps, will run this spring, summer and winter seeing a growth in camp offerings of 200%. Spring Break Camps sold-out and we are on pace to sell out summer camps.

YOUTH PROGRAMS

- Drop-in program numbers for May
 - Youth Social Drop-in (Wednesdays) – 60 participants
 - Almost double the drop-ins in April
 - The addition of themes to drop-in times, such as Board games, spike ball tournaments.
 - Garage band (second and fourth Thursday of the month) – 10 participants
 - Doubling the drop-ins in April
 - Art Drop-in (Mondays) – 13 participants
- BC Youth Week May 1-7 wrap- up summary of events
 - Some of the successes were: Youth Leadership led by Etana, UNA Youth Lead, planned all the events – Glow night and Dodgeball were the most successful events.
 - Important to note that this year's event had several youths with accessibility issues that were not addressed by the Youth Coordinator. The issue was addressed, and there is now an emphasis on ensuring an accessibility mindset in all future programming.
- Youth Dance June 24th at the Old Barn
 - Application for the UTown Grant for this project – pending.

Youth Volunteering

- May had seven volunteer opportunities with 63 volunteers.
- 40 Summer camp volunteers signed up.
- 144 youth volunteers active in perfect mind. 14 new sign ups in May.

Safe and Connected Community Coordinator – Utown

- Elias started position on May 9
- Program Highlight:
 - Community picnic series in Jim Taylor Park:



- Field Games Picnic on June 9, where families can bring their children to play games and win prizes while adults eat and socialize.
- Musical Picnic on June 23. There will be picnic tables set up in the park, and four musicians performing – including two youth, a UBC student, and a UNA community member.
- Met with strategic partners to re-establish connections after the transition period, including UTown@UBC, C+CP Transportation Division, Project 529, Acadia Park, and Campus Vision 2050.

Health and Fitness Update

	Wesbrook	Old Barn	UNA Total
Attendance Fitness Centre	2282	216	2498
Attendance Fitness Classes	128	0	128
Personal Training Sessions	2	0	2

Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

None



UNIVERSITY
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**UNA BOARD MEETING
OPEN SESSION**

Concurrence

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

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer



Report Date: June 14, 2022
Meeting Date: June 21, 2022
From: Glenda Ollero, CEAC Staff Liaison
Subject: CEAC Community Engagement Survey Results

Background

As part of its 2021-2023 Work Plan the Community Engagement Advisory Committee (CEAC) conducted a survey to learn more about the community and its engagement behaviours.

During the presentation of the survey questions during the March 15, 2022 board meeting, the Board directed the CEAC to include questions from the Land Use Advisory Committee (LUAC) to inform the work they are doing on Campus Vision 2050. Those questions were added and can be found in the attached *Community Engagement Survey 2022 – List of Questions* (see questions 11-15).

A summary of the results of the survey is attached. Ryan Williams from TWI Surveys (the research company who was contracted by the CEAC) will be attending the meeting to deliver a summary of the results and to answer any questions.

Decision Requested

For information

Discussion

The survey was launched on Monday, April 11, 2022 and closed on Monday, May 2. It was distributed multiple times through email newsletter to two email lists – members list (4,936 recipients) and community newsletter list (3,387 recipients) and through an email postcard to 6,510 addresses in the five UBC communities and two designated buildings. There were overlaps in this distribution. Participants were given an incentive option to enter their names in a draw for one of two \$50 gift cards.

In total, the survey received 867 respondents (85% by email, 15% by mailout/website). The date is valid 19 times out of 20 within the margin of error based on an estimated population of 15,000 (+/-3.21%).

The results of the survey are helpful and will be beneficial for the UNA as it works to improve communications with residents.

The CEAC has assigned a member with research expertise to take a deeper look at the data that was collected and come to the committee with a summary of their findings. The CEAC will be taking that summary and the analysis from TWI Surveys into a planning session where they will examine how the survey results could inform and affect their current work plan. Once finalized, a report regarding any revisions to their work plan will come to the board at a future meeting.

Financial Implications

None

Operational Implications

None

Strategic Objective

Community/Stakeholder Relations

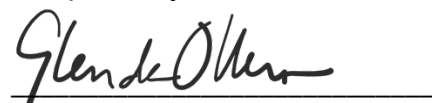
Attachments

1. Community Engagement Survey 2022 – Final List of Questions
2. Community Engagement Survey 2022 – Summary of Findings

Concurrence

None

Respectfully submitted,

A handwritten signature in black ink, reading 'Glenda Ollero', is written over a horizontal line.

Glenda Ollero
Communications Manager



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

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

Sundance Topham
Chief Administrative Officer



Community Engagement Survey 2022

The University Neighbourhoods Association (UNA) is conducting a survey with residents to gather feedback on programs, services, and communications. The survey will take approximately five minutes to complete.

Your feedback will help create an amazing community.

In recognition of the time spent to complete the survey, participants may enter into a draw for a \$50 Save-on-Foods gift card. To enter, provide your name and contact information at the end of the survey. (Note: All survey responses are confidential; names will only be used for draw purposes and are not correlated with survey responses.)

If you have any questions about the UNA, please contact the UNA's Communication Manager, Glenda Ollero, at Glenda.Ollero@myuna.ca.

Below are a few helpful definitions to ensure we have a common understanding of terms.

Definitions

- **UNA community/neighbourhoods** – Residents of Chancellor Place, East Campus, Hampton Place, Hawthorn Place, Wesbrook Place, Focal Building and Central Building
- **UNA Member** – Residents who opted in to become a member and are eligible to vote in UNA elections and participate in general meetings.
- **Community events** – Events open to the UNA community organized by the UNA, including festivals, fairs, elections, AGMs, holiday-related events
- **UNA facilities** – Wesbrook Community Centre, Old Barn Community Centre, Community Field, Collings Field, the Green Depot, UNA community gardens
- **UNA services** – Services offered by the UNA
- **Engagement** – Participation in any event, use of any facility, interactions with UNA

staff, volunteering with the UNA, sending feedback

Outcome measures

	Strongly disagree	Disagree	Not sure	Agree	Strongly agree
1. I am interested in participating in UNA community events, facilities, and services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I am satisfied with community life within the UNA neighbourhoods.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I feel well informed about community events.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I feel well informed about UNA services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. It is important to be involved in community decision-making opportunities (examples: elections, AGMs, committees, board meetings).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Communications

6. How would you like to receive communication on events and community news?

(Select up to three options)

- | | |
|--|--|
| <input type="checkbox"/> Community newspaper | <input type="checkbox"/> UNA social media feeds (Facebook, Instagram, Twitter) |
| <input type="checkbox"/> Community notice boards | <input type="checkbox"/> UNA webpage |
| <input type="checkbox"/> Community meeting | <input type="checkbox"/> Word of mouth (neighbours) |
| <input type="checkbox"/> Email newsletter | <input type="checkbox"/> Other (Please specify) <input type="text"/> |
| <input type="checkbox"/> Mailouts | |

7. What topics are you most interested in?

(Select up to three options)

- | | |
|--|--|
| <input type="checkbox"/> Annual General Meetings / Special General Meetings | <input type="checkbox"/> Legal and bylaws (community policies) |
| <input type="checkbox"/> Board of Directors meetings | <input type="checkbox"/> Parking and road works information |
| <input type="checkbox"/> Changes to the neighbourhood (new buildings or amenities) | <input type="checkbox"/> Recreation opportunities |
| <input type="checkbox"/> Community events | <input type="checkbox"/> Taxes and fees |
| <input type="checkbox"/> Elections (community representatives) | <input type="checkbox"/> Other (Please specify) <input type="text"/> |

8. How often do you visit the UNA website (<https://www.myuna.ca>)?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Periodically, every few months
- ☐ Rarely

☐ Never

9. Which UNA social media sites do you follow, or are you likely to follow?

(Pick all that apply)

☐ Facebook

☐ WeChat

☐ Twitter

☐ I don't use social media

☐ YouTube/other video platform

☐ I don't want to follow UNA

☐ Instagram

☐ Other (Please specify)

10. Have you attended a UNA event?

☐ Yes

☐ No

☐ Prefer not to say

Page 3

Campus Vision 2050

11. Have you heard about [Campus Vision 2050](#)?

☐ Yes

☐ No

Display logic > Show if Q11 if Yes

	Strongly disagree	Disagree	Not sure	Agree	Strongly agree
12. I feel engaged in Campus Vision 2050.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

As part of Campus Vision 2050, UBC is currently planning the next 10-year Land Use Plan that sets forth overall land uses and densities for the campus.

13. What are the key elements of the UBC neighbourhoods that should be preserved?

14. What do you hope does NOT happen in the Land Use Plan?

15. What would you want the UBC neighbourhoods to look like in 30 years?

Page 4

Tell Us About Yourself

16. Which UNA community/neighbourhood do you live in?

☐ Central Building

☐ Chancellor Place

☐ East Campus

☐ Focal Building

☐ Hampton Place

☐ Hawthorn Place

☐ Wesbrook Place

☐ Other (Please specify)

17. How long have you lived in the UNA?

☐ Less than 1 year

☐ 1-2 years

☐ 3-6 years

☐ 7 years or more

18. How old are you?

☐ Under 25

☐ 25 – 34

☐ 35-44

☐ 45-54

☐ 55-64

☐ 65 and over

19. What are the languages you speak at home?

(Pick all that apply)

☐ Cantonese

☐ Korean

☐ English

☐ Mandarin

☐ French

☐ Punjabi

☐ Hindi

☐ Other (Please specify)

20. What is your primary employment status?

☐ Student

☐ Retired

☐ Self-employed

☐ In transition

☐ Part-time employee

☐ Other (Please specify)

☐ Full time employee

Page 5

Periodically, UBC, through UBC Campus+Community Planning, holds public consultations to gather feedback from the community about proposed development and planning projects in academic spaces, neighbourhoods and outdoor spaces – for example: upgrades to the Nobel Park softball field, new buildings, Campus Vision 2050.

21. Are you likely to attend public consultations held by UBC Campus + Community Planning?

- ☐ Yes
- ☐ No
- ☐ Not sure

We want to know how active our community is in volunteering in all capacities. Please share your expectations in the following question.

22. How many hours a month do you expect to volunteer next year?

- ☐ I don't
volunteer
- ☐ 1 - 10 hours
- ☐ 11 - 50
hours
- ☐ 51 - 100
hours
- ☐ 100 plus
hours

23. Would you consider volunteering with the UNA?

- ☐ Yes
- ☐ No
- ☐ Not sure

24. What would make the UNA a great community to live in?

25. What can the UNA do to best support your involvement in our

community?

Page 6

Win a \$50 Save-on-Foods Gift Card

If you would like to enter into the draw for this prize, please provide your contact information below. This information will not be associated with your survey responses in any way and will only be used to contact you if your name is drawn.

First Name:

Last Name:

Email:

Phone:

Page 7



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Community Engagement Survey 2022

Summary of Findings

*“I would like UBC to be one of the greenest, most livable,
and sustainable neighborhoods in Canada.”*

Resident Comment

Methodology



Total number of surveys sent (approx.) – overlap in distribution	EMAIL: 4,936 MAILOUT/WEBSITE: 6,510 NEWSLETTER: 3,387
Responses (85% EMAIL/NEWSLETTER & 15% MAILOUT/WEBSITE)	876
The data is valid 19 times out of 20 within a margin of error of (based on estimated population of 15,000)	+/- 3.21%
Administration dates	April 11 – May 2, 2022
Participants were given the opportunity to enter an optional draw to win	\$50 Save-on-Foods Gift Card
The survey was hosted and reported by	TWISUR ✓ EYS

Highlights



79% feel it is **important to be involved** in community decision-making opportunities and are interested in participating in UNA Community events, facilities, and services

71% are **satisfied with community life** within the UNA neighbourhoods

Highlights



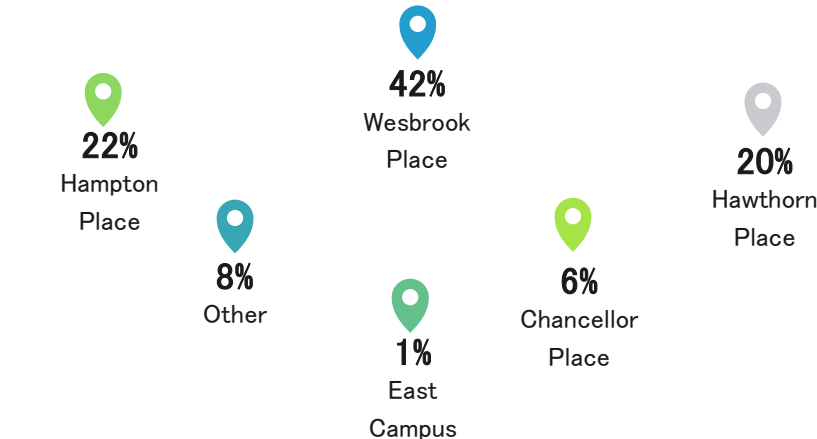
- ✓ **63%** are well informed about community events
- ✓ **57%** are well informed about UNA services
- ✓ **88%** prefer the Email newsletter as the source of events and community news
- ✓ **70%** are most interested in Community events
- ✓ **58%** visit the UNA website monthly or periodically, every few months
- ✓ **66%** have attended a UNA event

Tell Us About Yourself



Which neighbourhood/building do you live in?

(N = 871)



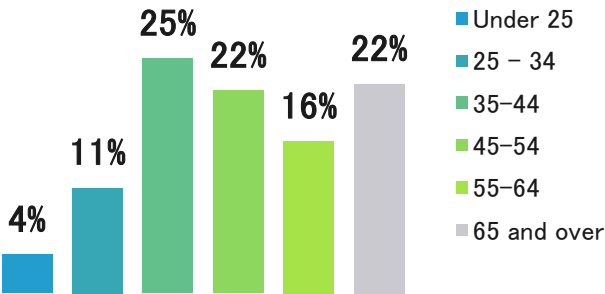
How long have you lived in the UBC neighbourhoods?

(N = 869)



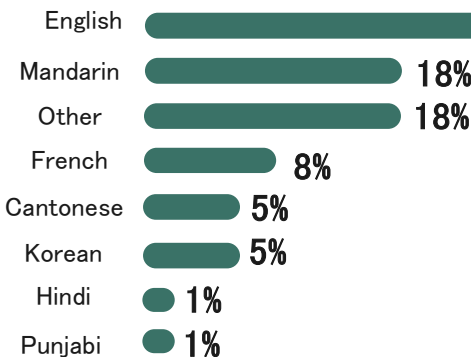
How old are you?

(N = 869)



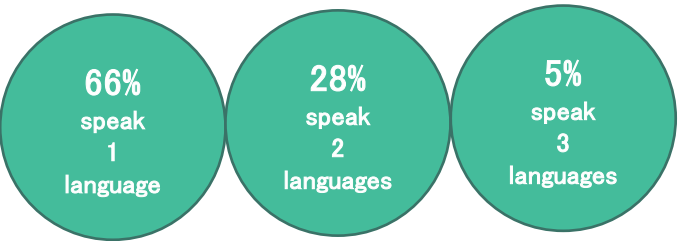
What languages do you speak at home?

(Pick all that apply) (N = 874)



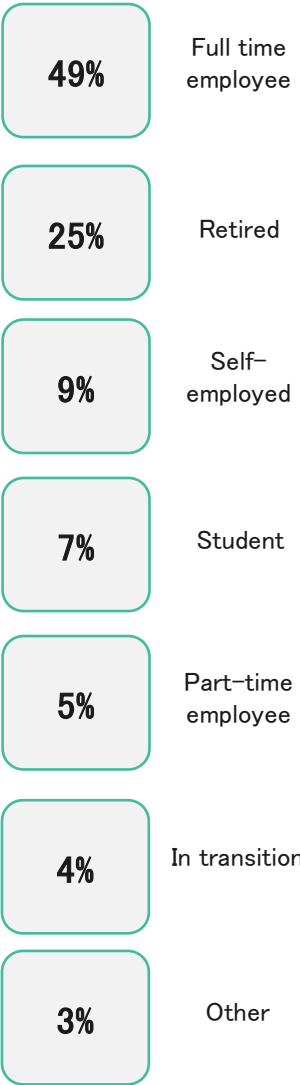
Other (specify) examples:

- Arabic
- Dutch
- Farsi
- German
- Italian
- Japanese
- Portuguese
- Spanish



What is your primary employment status?

(N = 872)

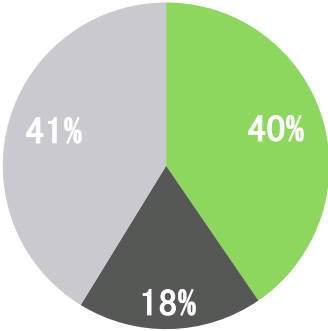


Tell Us About Yourself



Are you likely to attend public consultations held by UBC Campus + Community Planning?

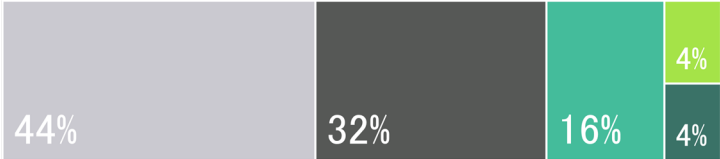
(N = 873)



■ YES ■ NO ■ NOT SURE

How many hours a month do you expect to volunteer next year?

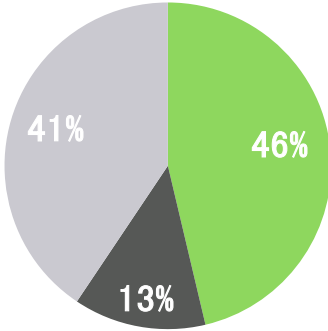
(N = 861)



■ I don't volunteer ■ 1 – 10 hours
■ 11 – 50 hours ■ 51 – 100 hours
■ 100 plus hours

Would you consider volunteering with the UNA?

(N = 869)

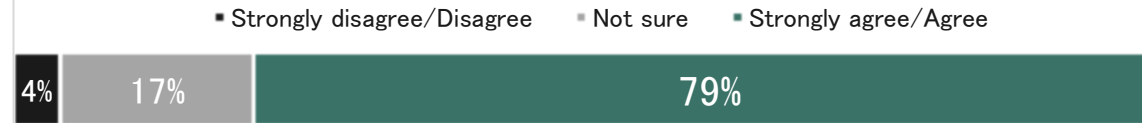


■ YES ■ NO ■ NOT SURE

Outcome measures



It is important to be involved in community decision-making opportunities (examples: elections, AGMs, committees, board meetings).



I am interested in participating in UNA community events, facilities, and services.



I am satisfied with community life within the UNA neighbourhoods.



I feel well informed about community events.



I feel well informed about UNA services.



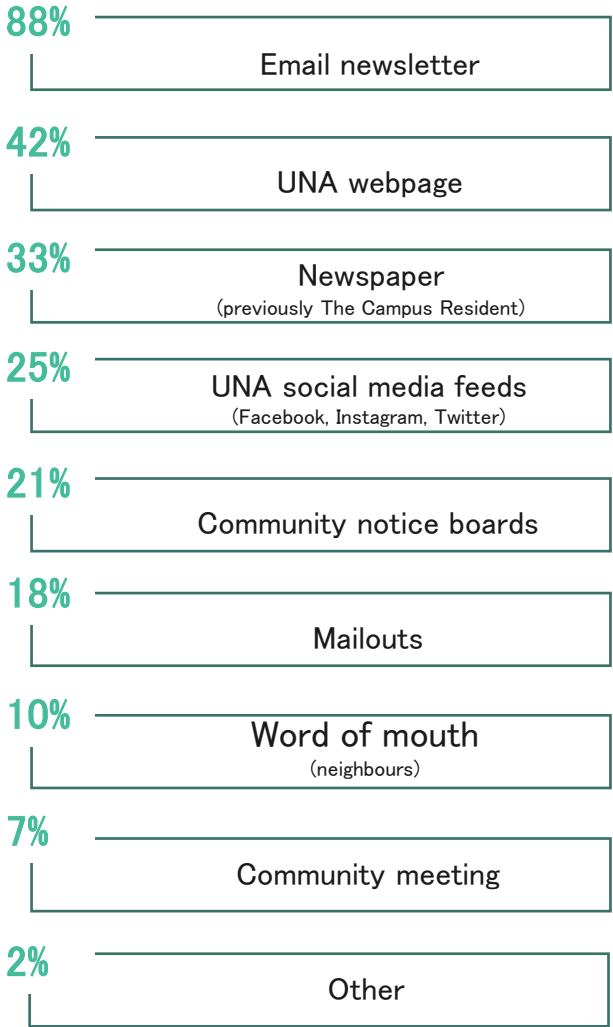
Outcome measures

HEATMAPS – PERCENT OF AGREEMENT

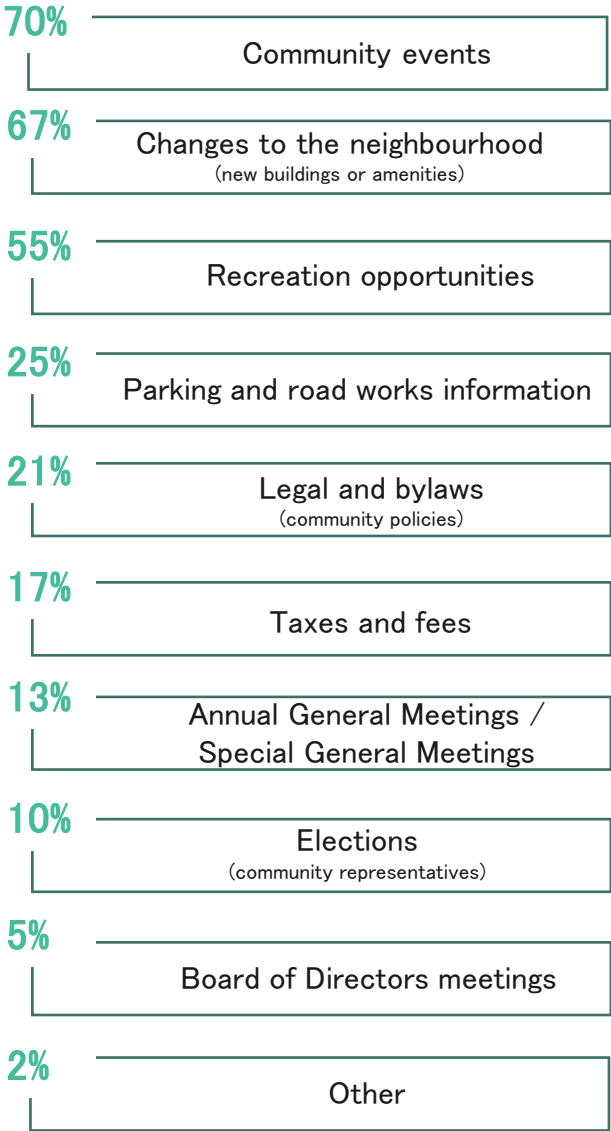
	Chancellor Place (N = 56)	East Campus (N = 12)	Focal Building (N = 3)	Hampton Place (N = 190)	Hawthorn Place (N = 175)	Wesbrook Place (N = 369)	Other (N = 66)
It is important to be involved in community decision-making opportunities (examples: elections, AGMs, committees, board meetings).	80%	42%	33%	83%	85%	78%	70%
I am interested in participating in UNA community events, facilities, and services.	66%	58%	0%	77%	85%	81%	74%
I am satisfied with community life within the UNA neighbourhoods.	59%	75%	67%	68%	72%	73%	72%
I feel well informed about community events.	61%	58%	0%	65%	69%	60%	63%
I feel well informed about UNA services.	56%	50%	0%	58%	65%	53%	52%

	Under 25 (N = 36)	25–34 (N = 97)	35–44 (N = 216)	45–54 (N = 187)	55–64 (N = 140)	65 and over (N = 193)
It is important to be involved in community decision-making opportunities (examples: elections, AGMs, committees, board meetings).	61%	70%	73%	87%	85%	83%
I am interested in participating in UNA community events, facilities, and services.	53%	79%	84%	87%	76%	73%
I am satisfied with community life within the UNA neighbourhoods.	69%	69%	75%	73%	66%	70%
I feel well informed about community events.	54%	38%	62%	68%	68%	68%
I feel well informed about UNA services.	53%	38%	55%	61%	60%	62%

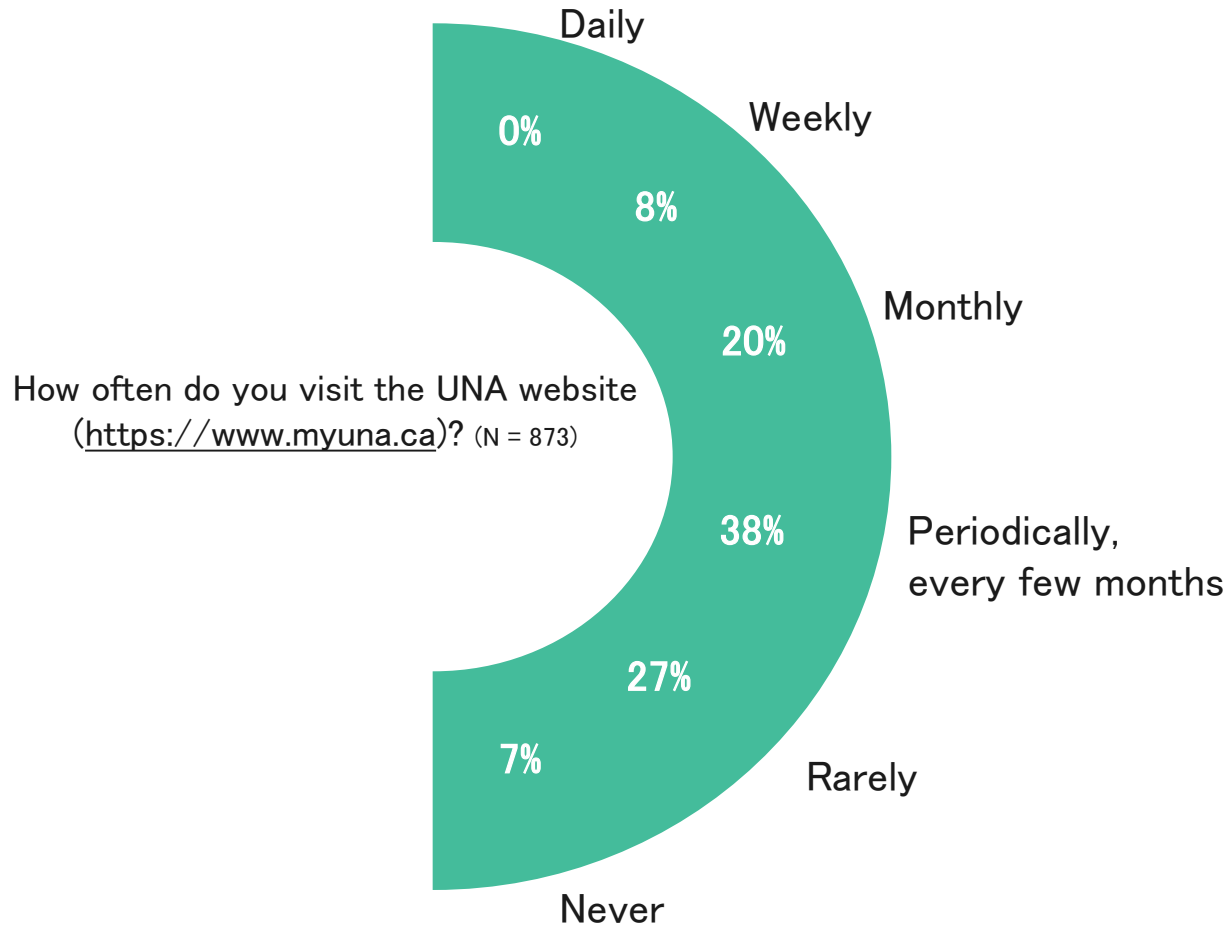
How would you like to receive communication on events and community news? (Select up to three options) (N = 875)



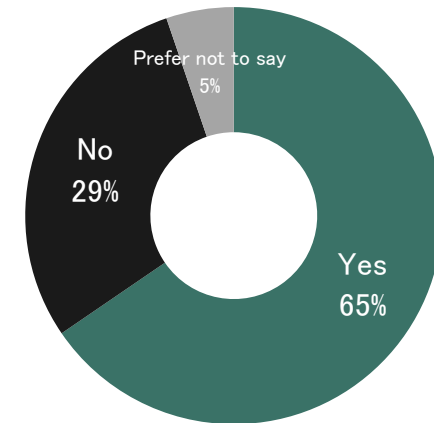
What topics are you most interested in? (Select up to three options) (N = 874)



Communications



Have you attended a UNA event? (N = 862)



Has NOT attended a UNA event

Less informed about community events 49% (-14%)
Less satisfied with community life 64% (-7%)

Profile 29% (N = 251)

Lived in neighbourhood
for 7 years or more 33%

Lives in Wesbrook
Place 45%

Between ages of 25 – 34 23% or
65 or over 23%

Speaks English 88% and/or
Other (specify) 16%

Works full-time 46% or
Retired 25%

I don't volunteer 40%



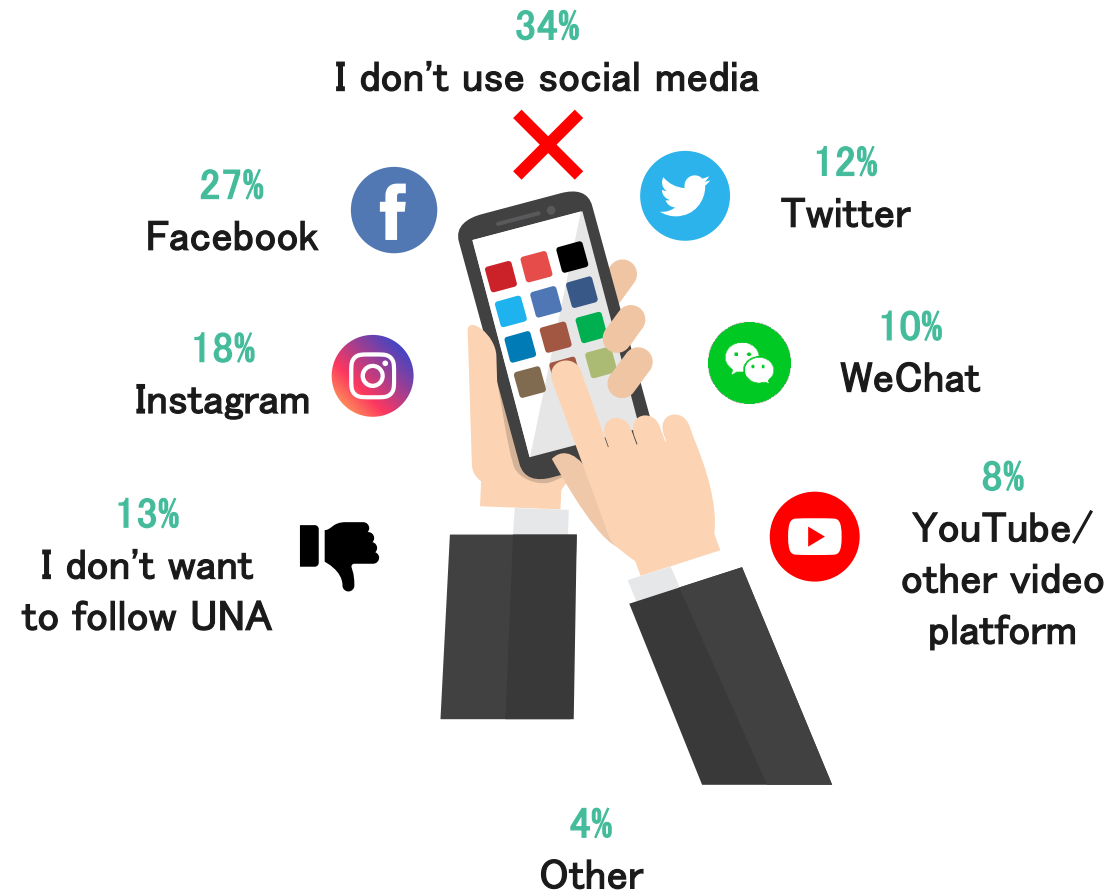
45

Communications



Which UNA social media sites do you follow, or are you likely to follow?

(Pick all that apply) (N = 836)



Communications



HEATMAP – PERCENT OF USAGE

	Under 25 (N = 34)	25–34 (N = 94)	35–44 (N = 206)	45–54 (N = 178)	55–64 (N = 134)	65 and over (N = 183)
I don't use social media	15%	23%	28%	26%	36%	56%
Facebook	27%	20%	35%	32%	25%	18%
Instagram	35%	32%	19%	19%	16%	3%
I don't want to follow UNA	18%	25%	11%	11%	11%	7%
Twitter	9%	15%	16%	16%	10%	6%
WeChat	15%	4%	21%	21%	13%	3%
YouTube/other video platform	9%	3%	7%	7%	11%	10%
Other	6%	5%	3%	3%	5%	8%

Would consider volunteering with the UNA

Profile 46% (N = 402)

Lived in neighbourhood
for 7 years or more 42%

Lives in Wesbrook
Place 45%

Between the ages of
35–54
54%

Speaks English 78%
and/or Mandarin 26%

Works full-time 49%

Expects to volunteer
1–10 hours in the next
year 55%



48

Would NOT consider volunteering with the UNA

Profile 13% (N = 114)

Lived in neighbourhood
for 7 years or more **60%**

Speaks English **93%** and/or
Other (specify) **12%**

Lives in Wesbrook
Place **45%**

Works full-time **43%** or
Retired **42%**

Ages of 65 and over
38%

I don't volunteer **61%**



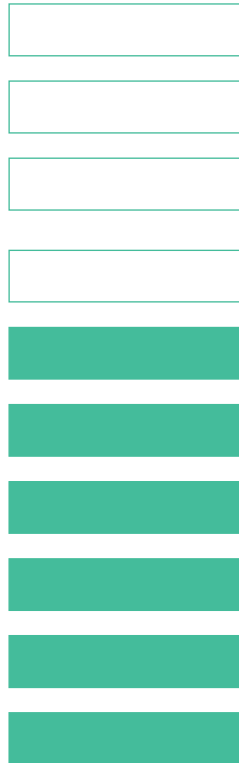
Campus Vision 2050



Have you heard about Campus Vision 2050?

(N = 869)

59.5%
Yes

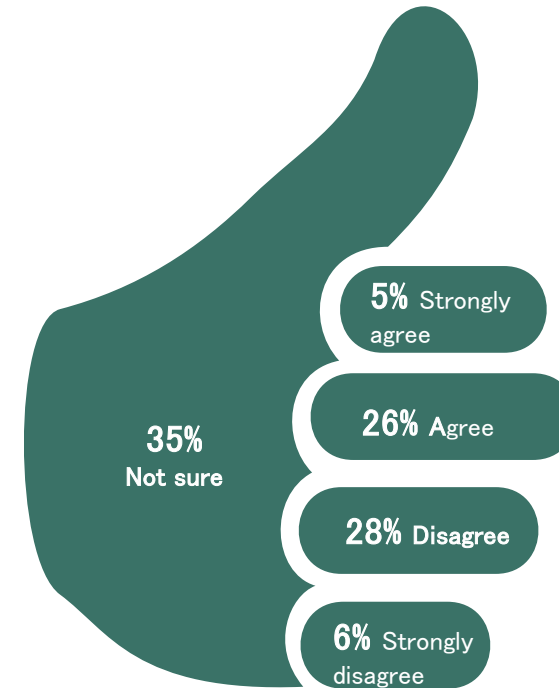


40.5%
No



I feel engaged in Campus Vision 2050.

(N = 507)



Campus Vision 2050



HEATMAPS – PERCENT OF YES & AGREEMENT

	Chancellor Place (N = 55)	East Campus (N = 12)	Focal Building (N = 3)	Hampton Place (N = 185)	Hawthorn Place (N = 175)	Wesbrook Place (N = 368)	Other (N = 66)
Have you heard about Campus Vision 2050?	56%	75%	67%	56%	71%	58%	49%
	Chancellor Place (N = 31)	East Campus (N = 9)	Focal Building (N = 2)	Hampton Place (N = 99)	Hawthorn Place (N = 123)	Wesbrook Place (N = 213)	Other (N = 28)
I feel engaged in Campus Vision 2050.	26%	44%	50%	20%	33%	33%	43%
	Under 25 (N = 36)	25–34 (N = 97)	35–44 (N = 215)	45–54 (N = 186)	55–64 (N = 139)	65 and over (N = 189)	
Have you heard about Campus Vision 2050?	31%	50%	64%	67%	60%	57%	
	Under 25 (N = 11)	25–34 (N = 47)	35–44 (N = 135)	45–54 (N = 124)	55–64 (N = 82)	65 and over (N = 104)	
I feel engaged in Campus Vision 2050.	27%	28%	32%	33%	33%	28%	

Campus Vision 2050



What are the key elements of the UBC neighbourhoods that should be preserved? (N = 694)



What do you hope does NOT happen in the Land Use Plan? (N = 664)



Campus Vision 2050



What would you want the UBC neighbourhoods to look like in 30 years? (N = 658)



Open-Ended Questions



What would make the UNA a great community to live in? (N = 582)



What can the UNA do to best support your involvement in our community? (N = 470)



To help people see each other to pursue a healthy,
harmonious and productive world.





MINUTES

PRESENT:

Jane Kang, Chair
Ran Keren, Vice-Chair
Alice Bradley

Sofia Ngieng
Nidhi Raina
Matthew Ramsey

REGRETS:

David Hahn

Michelle Niu

STAFF:

Glenda Ollero, Communications Manager

RECORDING SECRETARY:

Debbie Reimer, Mosaic Writing Group (via teleconference)

A. CALL TO ORDER

Jane Kang, Chair, called the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) meeting to order at 4:06 p.m.

B. APPROVAL OF AGENDA

Draft agenda of the March 23, 2022 UNA CEAC meeting was provided with the agenda material.

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

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the April 27, 2022 agenda, as circulated.

Carried

C. APPROVAL OF MINUTES

Draft minutes of the March 23, 2022 UNA CEAC meeting was provided with the agenda material.

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

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the March 23, 2022 minutes, as circulated.

Carried

D. ITEMS/REPORTS

1. Update on Community Engagement Survey

i. Introduction

Glenda Ollero, CEAC Staff Liaison, provided an update on the engagement survey and highlighted:

- There were 809 respondents to the survey:
 - 692 respondents used the email link

- 117 respondents used the postcard
- A reminder email will be sent on April 29, 2022
- Survey closes at 11:59 p.m. on May 2, 2022.

ii. Discussion

Discussion ensued on:

- Data will be tabulated and presented at the May 25, 2022 CEAC meeting
- 809 respondents are considered a good representation of the UNA population:
 - The offering of prizes offered could have had a bearing on the high participation rate
- Some respondents noted difficulty with using the Google Translate application
- The survey could serve as a benchmark for comparison for future surveys
- The email database does contain inactive addresses.

2. CEAC Members' Role in Engagement in the Neighbourhood

i. Introduction

The Chair introduced the terms of reference and highlighted:

- The CEAC is a bridge between residents and the UNA Board
- The CEAC can make recommendations to the Board
- The CEAC's role is to reach out to the residents.

ii. Discussion

Discussion ensued on:

- Suggestion to open CEAC meetings to the public
- Suggestion to review survey data prior to making decisions:
 - The survey results should provide insight into resident concerns
- The Land Use Advisory Committee is providing feedback to the Campus Vision 2050.

3. Engagement and Communication

i. Introduction

The Chair noted the need to communicate well with other UNA committees.

ii. Discussion

Discussion ensued on:

- Effective communication means having something to communicate
- The survey should inform the path of the CEAC
- The survey data will identify targets and communication and engagement can be tailored to that information.

4. CEAC Page on UNA Website

i. Introduction

The Chair introduced the possibility of a CEAC page on the UNA website and noted information that could be included:

- An email address for suggestions or input
- CEAC terms of reference
- Biography of CEAC members
- Multiple language translation.

ii. Discussion

Discussion ensued on:

- Suggestions:
 - Advertise the CEAC website page in the newsletter and social media feed
 - Include highlights of the CEAC's goals and objectives
 - Include occasional blog posts
- The need to assign responsibility for monitoring email feedback
- Suggestion to include a form requiring feedback to a written question from CEAC rather than supplying an email address.

iii. Motion

It was moved (Matthew Ramsey) and seconded (Jane Kang)

THAT the University Neighbourhoods Association Community Engagement Advisory (CEAC) approves Matthew Ramsey to produce content for the UNA CEAC web page and present a draft to the CEAC.

Carried

F. ADJOURNMENT

The next UNA CEAC meeting is scheduled to be held on May 25, 2022 at 4:00 p.m.

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

That the University Neighbourhoods Association Community Engagement Advisory Committee meeting be adjourned at 4:46 p.m.

Carried



Report Date: June 14, 2022
Meeting Date: June 21, 2022
From: Glenda Ollero, Communications Manager
Subject: Options to Replace *The Campus Resident*

Background

On January 29, 2022, the UNA received news that John Tompkins', the long-time publisher of *The Campus Resident* community newspaper had passed.

Since 2010 the UNA had contracted John to publish *The Campus Resident* to provide news to residents of the UBC neighbourhoods. The loss of John and *The Campus Resident* has left a gap in how the community receives information and the UNA has been looking into options to replace the newspaper.

Staff have considered various factors including budget, staff capacity, potential partnerships and information gathered from the recently conducted Community Engagement Survey by the UNA Community Engagement Advisory Committee (where 33% of respondents have indicated that they prefer to receive communications through a printed newspaper) and have come up with four potential options to replace *The Campus Resident*.

Prior to advancing the process, staff are looking for Board direction on which option(s) should be further pursued.

Decision Requested

THAT the Board identify their preferred option(s) to replace *The Campus Resident* and direct staff to investigate the option(s) further and come back with a report at a future meeting.

Discussion

The following options have been identified as possibilities for a printed publication to replace *The Campus Resident*:

Option 1: Hire a Contractor

One option to replace the *Campus Resident* is to issue a Request for Proposals for a contractor to undertake the duties that former editor/publisher John Tompkins used to perform, plus any new ideas that could be considered.

We would be looking to implement a similar arrangement as to John's. John was in charge of writing and editing, designing the layout, and managing the production of the publication, with content determined in consultation with the UNA and based on matters of interest to residents of the University of British Columbia neighbourhoods and community. Although John operated in an independent manner, the UNA reserved the right to have final right of approval of the content in each edition.

We would be looking to find a contractor who is able to publish an 8-12 page newspaper on a regular basis, including oversight over layout/design and printing. The idea is that the publication would typically publish monthly, but there would be some flexibility for a reduced summer schedule.

The total amount available in the budget for the community newspaper for 2022-2023 is \$76,500.

Benefits:

- The newspaper would be able to maintain some independence from the UNA.
- Continue to provide a mix of news and features in a printed format.
- Potential for adding new ideas for the newspaper.

Challenges:

- Due to John's unique position of being familiar with the UBC community and his journalism background, there's no guarantee of finding a contractor who will have the same unique set of qualifications.
- This option costs the most with the least number of residents benefited compared to other options that include both a printed option and an online option. (33% of survey respondents indicated that they relied on receiving communications through the community newspaper).

Costs:

- **Consultant fees:** \$40,000-\$41,000/year
- **Printing fees:** \$25,000/year
- **Graphic design fees:** \$4,000-10,000/year
- **TOTAL:** \$69,000-\$76,000/year

Option 2: Partner with UBC School of Journalism

Another option to replace *The Campus Resident* is to reach out to the UBC School of Journalism to see if they have the capacity to assemble a team that could produce a community newspaper that would be subsidized by the UNA.

Benefits:

- Finding opportunities to work with UBC students and faculty to enrich our community is a good thing for everyone living, working and studying here.
- The UNA and the UBC community would be providing applicable work experience for UBC student journalists.
- Utilizing the UBC School of Journalism would help to ensure that the UNA was getting adequate journalistic coverage.

Challenges:

- It is unknown whether the UBC School of Journalism would endorse such a project, whether they have the capacity to take it on or what kind of service delivery output they would be willing to agree to. For example, if we are looking for a print publication, creating a print publication is a lot more time-consuming and would require more rigorous deadlines than an online newspaper like *The Ubysey*. If we make the shift to a purely online publication, we would miss serving the 33% of residents who indicated on the survey that they prefer to get communications through a printed newspaper. Further exploratory work is required.
- With students' competing priorities, it would be difficult to predict the quality of reporting that will come out from a student-led editorial team from month-to-month. Although performance parameters could be set; because of the transient nature of students, there would be a high turnover every semester and it might be difficult to guarantee the consistency of the publication.
- We would need staff oversight of the publication.

Costs:

- **Subsidy:** Unknown but would have to be kept within the \$76,500 limit (as budgeted).

Option 3: Assemble a Community Editorial Team with UNA Staff as Support

Currently, the Communications Department has budgeted funds of \$20,000 allocated for a contractor to do some basic social media updates that would help revitalize our social media channels. If these funds are taken and added with the funds that were

previously allocated for *The Campus Resident* (\$76,500, as budgeted), we would have the funds to hire a full-time Communications Specialist who could be tasked with setting up and staffing a volunteer Community Editorial Team, as well as funds for operational costs.

The Community Editorial Team could be composed of a diverse group of community volunteer writers. They could be tasked to produce a monthly online publication and a quarterly printed digest. Stories and themes could be driven by the Community Editorial Team while the Communications Specialist assigned to staff the team could oversee the technical work needed to publish the online and print versions (i.e., copyediting, layout and design, online publication). Terms of reference would have to be created and should include a clear outline of roles geared towards preserving the Community Editorial Team's ability to create content.

The Communications Specialist would also have the capacity to take on the oversight of our social media channels (25% of survey respondents have indicated that they would like to receive communications through social media) in a more meaningful and engaging way than the original plan of hiring an external contractor. There could also be a potential to hire a bilingual candidate who would have the ability to establish an online presence on the Mandarin-language platform, WeChat (10% of survey respondents have indicated that they use this platform).

The total amount available in the budget for a replacement for the community newspaper for 2022-2023 is \$76,500, and the total amount budgeted for a social media consultant for 2022-2023 is \$20,000, for a total of \$96,500.

Benefits:

- Publishing on both online and print platforms would mean that we would be serving the 42% who indicated in the survey that they would like to receive communications through a website and the 33% who have indicated that they would like to receive communications through a newspaper. Additional social media responsibilities of the new staff member would also mean we would be serving the 25% who have indicated that they would like to receive communications through social media.
- Assigning the Community Editorial Team to set the agenda and contents of the newspaper would give the publication independence from the UNA.
- Hiring qualified staff to oversee the technical side of the publication would ensure the quality delivery of the publication.
- Due to less space constraints, there could be an opportunity for the Community Editorial Team to explore a mix of straight news articles, longer-form feature articles, poetry/literature or graphic art.

- There would be an opportunity to publish articles in different languages.
- There would be an opportunity to engage UBC School of Journalism students in various capacities, as well as student writers from high school and elementary levels.

Challenges:

- Regular recruitment of engaged volunteers would be crucial to the success of the publication.
- The level of independence could come into question. How would staff deal with letters that were critical of the UNA?
- Hiring a staff member with the experience to handle the dual roles could prove challenging.

Costs:

- **Communications Specialist Salary/Benefits:** \$73,000/year
- **Creation/Maintenance of Online Newspaper Site:** \$13,000/year
- **Printing Costs:** \$10,000/year
- **TOTAL:** \$96,000/year

Option 4: Outsource to an Existing Newspaper Publisher

Another option to replace *The Campus Resident* is to approach existing newspapers that serve the area and see if they could allocate more resources to news that is happening in the UBC communities. We could approach publishers like Postmedia or Black Press Media to see if they would be interested in partnering with the UNA for providing services in news coverage and circulation of print copies. Ideally this would take the form of a dedicated UNA/UBC section of an existing print/online newspaper.

The total amount available in the budget for a replacement for the community newspaper for 2022-23 is \$76,500.

Benefits:

- Having industry professionals provide increased news coverage for the UBC community.
- Getting news about our communities in publications with broader distribution would keep the larger Vancouver population informed of issues happening here.

Challenges:

- Unsure if publishers would be amenable to this arrangement or how much space our budget would afford us.
- Newspapers usually get their revenue from ad spaces, limited commercial businesses in the neighbourhoods would mean limited opportunities for ad sales.
- Lack of certainty as to sufficient content to meet existing publication schedules.

Costs:

- **Publisher Fees:** Unknown but would have to be kept within the \$76,500 limit (as budgeted)

Financial Implications

Financial implications would depend on which option is chosen by the Board. The cost of each of the options are noted in the report.

The \$76,500 total is the amount that was set aside by the Board for the 2022-23 fiscal year. Future years could vary.

Operational Implications

Some further work would be required from the Communications Manager in investigating and reporting on the option(s) that the Board chooses.

Strategic Objective

Community/Stakeholder Relations

Attachments

None

Concurrence

1. Athena Koon, Finance Manager



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

Respectfully submitted,

A handwritten signature in black ink, reading 'Glenda Ollero', written over a horizontal line.

Glenda Ollero
Communications Manager

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

Sundance Topham
Chief Administrative Officer



Report Date: June 9, 2022
Meeting Date: June 21, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: 2022 Annual General Meetings Planning

Background

The 2022 UNA Annual General Meeting (AGM) needs to be held by September 30, 2022.

This report confirms the timing and location for the AGM and includes copies of the draft Notice of AGM and Proxy Form for Board approval.

Decision Requested

1. THAT the Board confirm that the UNA will hold the 2022 Annual General Meeting on Wednesday, September 28, 2022 commencing at 7:00 pm at the Wesbrook Community Centre, with in-person attendance.
2. THAT the Board approve the 2022 Notice of AGM and Proxy Form.

Discussion

The UNA Bylaws in Section 3.2 state that “*An annual general meeting shall be held in each calendar year not more than six months after the fiscal year end of the Association.*” The fiscal year end for the UNA is March 31, so the 2022 AGM will need to take place by September 30, 2022.

The 2020 and 2021 AGMs were held online, but with the lifting of COVID restrictions the intent is for the 2022 AGM to be held in person.

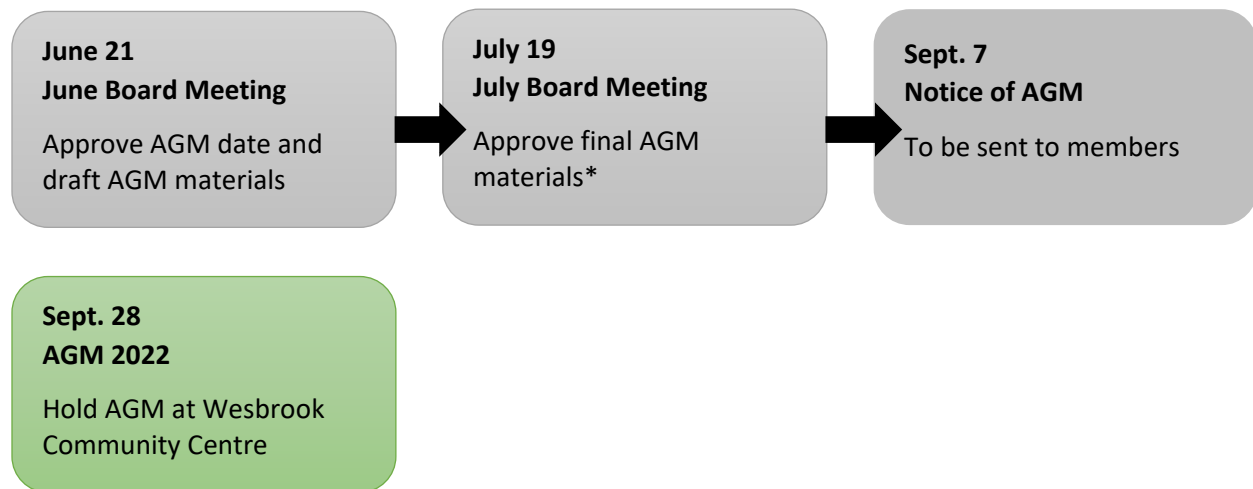
A draft 2022 Notice of AGM and Proxy Form are attached for Board review and approval. The 2022 Notice of AGM is based on the agenda utilized for the 2021 AGM. The proposed agenda does not include any Special Business and includes the following:

- Review of Meeting Procedure
- Motion to Adopt the Agenda
- Motions to Accept previous Minutes (as applicable)
- Chair’s Annual Report
 - Question and Answer Period

- Finance and Audit Committee Report
 - Question and Answer Period
- Presentation of UNA Financial Statements
 - Question and Answer Period
 - Motion to Appoint the Auditor
- UBC Presentation on Neighbours Fund
- Chief Administrative Officer Report
 - Question and Answer Period
- Other Business
- Question and Answer Period
- Motion to Adjourn

Once the Notice of AGM and Proxy Form are approved by the Board, staff will begin preparing the materials – which will be emailed to members in early September.

2022 AGM Timeline



* Includes notice of AGM and proxy forms. Audited Financial Statements, Annual Report and presentation materials to be distributed at event.

Financial Implications

There is \$15,000 budgeted for the 2022 AGM



Operational Implications

Holding the AGM will require involvement from all levels of the organization.

Strategic Objective

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

Attachments

1. Schedule A – 2022 Notice of AGM and Proxy Form

Concurrence

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

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer

Please be advised that the **2022 Annual General Meeting (AGM)** of the University Neighbourhoods Association (UNA) will be held on **Wednesday, September 28, 2022** at the **Wesbrook Community Centre, 3335 Webber Lane**. This notice and agenda can also be found on the UNA website at myuna.ca/agm.

AGENDA

Richard Watson, *Chair*

The following business will be conducted at the 2022 Annual General Meeting:

A. Introduction

1. Review of meeting procedure
2. Motion to adopt the agenda
3. Motion to accept the 2020 Annual General Meeting Minutes
4. Motion to accept the 2021 Annual General Meeting Minutes

B. Reports

1. Chair's report
 - a. Question and answer period
2. Finance and Audit Committee report
 - a. Question and answer period
3. Presentation of UNA Financial Statements for the fiscal year-ending March 31, 2022
 - a. Question and answer period
 - b. Motion to appoint an auditor to hold office until the next AGM
4. UBC presentation on the Neighbours' Fund
 - a. Question and answer period
5. Chief Administrative Officer's report
 - a. Question and answer period

C. Other Business

D. Question and Answer Period

E. Motion to Adjourn

VOTING CARD

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

PROXY FORM

If you are unable to attend the AGM, you may consider appointing another UNA member as a proxyholder on your behalf by completing the enclosed **2022 AGM Proxy Form**.

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

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

此文件含有重要信息，可能與您有關。如果您不懂英文，請找人幫您翻譯。

本文件含有重要信息，可能对您有所影响。如果您不懂英文，请找人帮您翻译。

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

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

Receive news and updates about UNA governance by subscribing to the UNA weekly newsletter. Sign up at myuna.ca/subscribe.

UNIVERSITY NEIGHBOURHOODS ASSOCIATION ANNUAL GENERAL MEETING (AGM) PROXY FORM

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

or failing this person,

as proxy holder for the undersigned to attend, act and vote on behalf of the undersigned at the **2022 Annual General Meeting** of the Association to be held on September 28, 2022 and at any adjournment thereof.

Signed this _____ day of _____, 2022.

(Printed Name of UNA Member)

(Signature of UNA Member)

NOTE: The person you appoint as your proxy holder must be a UNA Member.



Report Date: June 2, 2022
Meeting Date: June 21, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: UBC Community Amenity Charges Report

Background

Neighbours Agreement 2020 (NA2020) requires that UBC report annually to the UNA on its use of Community Amenity Charges (CACs). The 2022-23 summary submitted to the UNA by UBC, along with the more comprehensive report submitted to the UBC Board of Governors are provided for information.

Decision Requested

For information

Discussion

Neighbours' Agreement 2020 (NA2020) contains several sections that pertain to CACs.

These sections have been pulled out of NA2020 and assembled below to assist in the review of the attached 2022-2023 Community Amenity Charges Revenue and Expenditures letter and the 2022-2023 Infrastructure Impact Charges (IICs) & Community Amenity Charges (CACs) Plan provided by UBC.

Article 1.1 (i) (Interpretation - Definitions)

Community Amenity Charges or **CACs** mean the fees UBC charges to developers of market housing located within Neighbourhood Housing Areas, and which are used to pay for all or part of the cost of acquisition or construction of Facilities and Amenities. The Community Amenity Charges are calculated by multiplying the then current rate by each square foot of buildable area as defined in the UBC Development Handbook.

Article 3.1 (g) (UNA Purposes and Obligations)

For so long as this Agreement is in effect and unless the parties otherwise agree, the purposes of the UNA will include and not be inconsistent with the following:

- (g) the representation of the interests of the Residents generally and as regards to the collection, management and spending of the Neighbourhood Levy and Community Amenity Charges;

Article 9.1 (UNA Funding)

- (a) report annually to the UNA the amount of Community Amenity Charges collected by UBC together with such information as may be reasonably required by the UNA in order for the UNA to fulfill its purposes as set out in Article 3.0, on how UBC spends such funds; and
- (b) use the Community Amenity Charges to fund the cost or portion thereof of the acquisition or construction of Facilities and Amenities that are within the Neighbourhood Housing Areas or otherwise contemplated by Article 11.0.

Article 11.0 (Construction of New Facilities and Amenities)

11.1 The Parties acknowledge that UBC, as the owner and landlord of the Neighbourhood Housing Areas, has an established regime of collecting Community Amenity Charges from developers of market housing and using the funds from the Community Amenity Charges to pay for the cost or a portion thereof of the acquisition or construction of Facilities and Amenities. The parties also acknowledge the enhanced access to UBC Facilities for Residents, as described further in Article 15.0.

11.2 UBC will consult with the UNA, and receive the UNA's input with respect to the planning, including design, location, and use of any Facility or Amenity to be constructed within the Neighbourhood Housing Areas with Community Amenity Charge funds.

11.3 Prior to the commencement of the construction of a new Facility or Amenity within the Neighbourhood Housing Areas that is to be funded from Community Amenity Charges, UBC will provide the following information to the UNA with respect to such Facility or Amenity:

- (a) proposed site;
- (b) proposed design;
- (c) proposed schedule for construction; and
- (d) budget to complete construction.

11.4 In addition to the obligations set out in Article 11.3, UBC will form a building committee for the purpose of providing consultation and advice in connection with the uses and construction of a new Facility or Amenity within the Neighbourhood Housing Areas that is to be funded from Community Amenity Charges. This building committee will be comprised of representatives from the UNA and other parties potentially affected by the construction of such Facility or Amenity. UBC will consider and weigh the advice of the building committee. However UBC will have the authority to make all final decisions

with respect to the site, design, construction schedule, and budget for such Facilities or Amenities within the Neighbourhood Housing Areas.

11.5 All new Facilities or Amenities to be constructed within the Neighbourhood Housing Areas must comply with the Land Use Plan and the relevant Neighbourhood Plan.

11.6 During the term of this Agreement, UBC may use the Community Amenity Charges solely to pay for the costs of construction, acquisition, or renovation of:

- (a) Facilities or Amenities within the Neighbourhood Housing Areas; and
- (b) Facilities or Amenities for which UBC and the UNA agree that Community Amenity Charges should be used.

11.7 In the event that UBC wishes to use Community Amenity Charges to cover the costs of Facilities or Amenities that are outside the Neighbourhood Housing Areas, UBC shall advise the UNA of its desire and the parties shall discuss in good faith the amount of the contribution, if any, to be made from such funds and no contribution will be made in the absence of an agreement between UBC and the UNA on this issue.

11.8 In the event the actual aggregate cost to construct, acquire or renovate Facilities and Amenities is less than the aggregate amount of Community Amenity Charges collected by UBC at the end of five years after the full build-out of the Neighbourhood Housing Areas, UBC will pay the balance into the Capital Replacement Fund, provided however, that if UBC and the UNA were unable to come to an agreement on any matter contemplated by Article 11.7, the monies that UBC had proposed to spend under Article 11.7 shall not be deposited into the Capital Replacement Fund but shall instead be disposed of as agreed to between UBC and the UNA. If the parties are unable to reach agreement as to the disposition of such monies, the matter will be determined in accordance with the dispute resolution process set out in Sections 19.2 and 19.3.

11.9 In the event the cost of the acquisition and construction of Facilities and Amenities in the Neighbourhood Housing Areas is more than the Community Amenity Charges UBC collects for such purposes, UBC will be responsible for and pay for such excess costs without contribution from the Neighbours' Fund nor will UBC demand such amounts be paid by the UNA, Residents or Members. However, the decision as to whether or not to acquire or construct Facilities or Amenities shall be UBC's to make and UBC shall not be under any obligation to incur any such costs.

11.10 UBC will annually provide an accounting to the UNA as to:

- (a) the amount of the Community Amenity Charges collected by UBC;
- (b) the total cost funded by Community Amenity Charges for the acquisition and construction of Facilities and Amenities within the Neighbourhood Housing Areas; and



- (c) the total cost funded by Community Amenity Charges for the acquisition and construction of Facilities and Amenities located outside the Neighbourhood Housing Areas in accordance with Section 11.7.

The attached letter from Michael White, Associate Vice President, Campus and Community Planning UBC notes the following:

As of March 31, 2022, UBC has collected \$15,886,199 in CAC revenue from neighbourhood development. There was no CAC revenue in 2021-2022.

As of March 31, 2022, UBC expended \$21,917,143 in CAC funds for the acquisition and construction of Facilities and Amenities within the Neighbourhood Housing Areas. There were no CAC expenditures in 2021-2022.

As of March 31, 2022, UBC expended \$1,430,794 in CAC funds for three projects located outside the Neighbourhood Housing Areas. These projects include: \$30,794 for the outdoor basketball court adjacent to Thunderbird Parkade (2006); \$1,100,000 for the UBC Vancouver Childcare Expansion-Kids Club in Acadia (2008); and, \$300,000 for the UNA Skateboard Park (2013).

The letter also notes that over the next 10 years, CAC expenditures will continue to focus on developing additional childcare spaces, consistent with UBC's Land Use Plan. Revenue projections, timing, and prioritization for CAC projects will be updated as part of the Campus Vision 2050 process.

As noted in my May management report, UBC is planning to use CAC funds to pay for a portion of the new childcare in the BCR6 development. Staff are currently working with UBC and UBCPT officials to ensure that the UNA is involved as per the requirements of NA2020.

Financial Implications

None

Operational Implications

None

Strategic Objective

None



Attachments

1. Schedule A – 2022.06.01 letter from Michael White, Associate VP, Campus and Community Planning r.e 2022-2023 Community Amenity Charges Revenue and Expenditures
2. Schedule B – 2022-23 Annual Infrastructure Impact Charges & Community Amenity Charges Plan (UBC Vancouver)

Concurrence

Athena Koon, Finance Manager

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer



June 1, 2022

Sundance Topham
Chief Administrative Officer
University Neighbourhoods Association
#202-5923 Berton Ave.
Vancouver, BC V6S 0B3

Sent via email: Sundance.topham@myuna.ca

Subject: 2022-2023 Community Amenity Charges Revenue and Expenditures

Dear Mr. Topham,

In accordance with the UBC-UNA Neighbours Agreement, this letter reports the annual and total Community Amenity Charges (CAC) Revenue and Expenditures. In March 2022, UBC's Board of Governors approved UBC-Vancouver's IIC and CAC Plan that contains revenue and project expenses in a detailed 10-Year Plan and a Summary Plan from 1997 to 2041. The Board Report and 22/23 IIC/CAC Plan are included as attachments to this letter and include the following information on CAC revenue and expenditures:

- a. As of March 31, 2022, UBC has collected \$15,886,199 in CAC revenue from neighbourhood development. There was no CAC revenue in 2021-2022.
- b. As of March 31, 2022, UBC expended \$21,917,143 in CAC funds for the acquisition and construction of Facilities and Amenities within the Neighbourhood Housing Areas. There were no CAC expenditures in 2021-2022.
- c. As of March 31, 2022, UBC expended \$1,430,794 in CAC funds for three projects located outside the Neighbourhood Housing Areas. These projects include: \$30,794 for the outdoor basketball court adjacent to Thunderbird Parkade (2006); \$1,100,000 for the UBC Vancouver Childcare Expansion-Kids Club in Acadia (2008); and, \$300,000 for the UNA Skateboard Park (2013).

Over the next ten years, CAC expenditures will continue to focus on developing additional childcare spaces, consistent with UBC's Land Use Plan. Revenue projections, timing, and prioritization for CAC projects will be updated as part of the Campus Vision 2050 process. If you have any questions about CACs, please contact Chris Fay, Director, Strategic Policy, Campus and Community Planning (chris.fay@ubc.ca).

Yours Truly,

Michael White
Associate Vice President
Campus and Community Planning
Email: michael.white@ubc.ca | Web: www.planning.ubc.ca



SUBJECT	Annual Infrastructure Impact Charges and Community Amenity Charges Plan (UBC Vancouver)
SUBMITTED TO	Board of Governors
MEETING DATE	March 31, 2022
SESSION	OPEN
CLASSIFICATION	
REQUEST	IT IS HEREBY RESOLVED that approval be granted for the 2022-23 Infrastructure Impact Charges (IICs) and Community Amenity Charges (CACs) Plan for UBC Vancouver as part of UBC's 2022-23 Operating Budget approval.
LEAD EXECUTIVE	Robin Ciceri, Vice-President, External Relations
SUPPORTED BY	Peter Smailes, Vice-President, Finance & Operations Andrew Szeri, Provost and Vice-President, Academic Michael White, Associate Vice-President, Campus and Community Planning Moura Quayle, Vice-Provost and Associate Vice-President, Academic Affairs John Metras, Associate Vice-President, Facilities

PRIOR SUBMISSIONS

The subject matter of this submission is received annually by the Board of Governors, most recently on:

[February 3, 2021](#) – (OPEN SESSION) Annual IIC and CAC Plan Approval 2021-2022

The following Executive Summary assumes familiarity with the prior submissions and provides a status update from the date of the most recent submission.

EXECUTIVE SUMMARY

This report seeks the annual Board of Governors' approval for UBC-Vancouver's Infrastructure Impact Charges (IIC) and Community Amenity Charges (CAC) Plan. Under provincial legislation and policy, UBC has established a municipal-like approval and cost-recovery structure for Vancouver campus growth. IICs and CACs are collected from development projects and fund campus infrastructure based on projected growth, infrastructure need and widely-accepted engineering standards.

IIC and CAC revenue and project expenses are included in a detailed 10-Year Plan and a Summary Plan from 1997 to 2041. Revenue comes primarily from UBC's residential development. Expenses reflect planned infrastructure projects to support growth. As expenses typically come before revenue, the fund operates in a deficit financed by a UBC Treasury line of credit. Under Board of Governors' policy, the deficit is limited to three years of projected IIC-CAC revenue. This deficit financing approach is typical for similar investments in municipalities because infrastructure is built to accommodate growth in advance of revenues.

Under Board of Governors’ policy, IIC-CAC rates are adjusted annually to Statistics Canada’s Non-Residential Building Construction Price Index (Vancouver Census Metropolitan Area, Quarter III data). Rates for 2022 were increased 5.1% to account for inflation, resulting in an average 3.3% increase over two years given last year’s 0.5% increase. These rates remain comparable or lower than other municipalities such as the City of Vancouver. Appendix 1 includes the 2022 IIC and CAC rates.

COVID Impact on IIC-CAC Revenue

Development market uncertainty due to the COVID pandemic led to delayed IIC-CAC revenue in 2021-22. As a result of the unexpected revenue delays, in 2021-22, the IIC-CAC deficit was approximately three-and-a-half years of projected revenue, slightly exceeding the Board’s policy. In response, future IIC-CAC project timing was adjusted to reprioritize expenses and reduce deficits. The 2022-23 IIC-CAC Plan presented here is consistent with the Board’s three-year deficit policy for all future years.

Recent IIC-CAC Projects

For 2021-22, IIC-CAC expenses focused on important infrastructure projects, including:

- Electrical: UNY-Substation Switchgear Replacement (\$1.5M) and new feeder lines (\$2.8M); and,
- District Energy: Arts Student Centre servicing (\$1.5M).

The 2022-23 IIC and CAC Plan

The 2022-23 IIC-CAC Plan has been updated with projections of \$19M in revenue and \$9M in expenses, leaving a rolling \$29.7M deficit at year’s end. The plan holds a contingency to manage risk and the deficit is fully eliminated with projected neighbourhood completion in 2041, under current campus plans. Future IIC-CAC Plan updates will adjust revenue and expenditure projections to reflect updated Master Service Plans and the outcomes of the Campus Vision 2050 process. Updated Master Service Plans are expected in 2024-25.

A senior administration planning committee develops the annual IIC/CAC Plan for Board of Governors’ approval. Attachment Two shows the 2022-23 10-Year Plan, including projected revenues and expenditures, and the Summary Plan listing all projects to 2041.

Significant expenditures in 2022-23 include:

- Transportation: Wesbrook Mall rebuild Phase 3 (\$1.7M project cost with a maximum funding contribution of \$2.1M) with contributions from the Ministry of Transportation and Infrastructure (\$3M) and the UEL (\$1M) [presented to the Board as part of UBC’s capital approval process under a separate report] to repair the condition of the roadway, enhance safety and to help create a positive user arrival experience for bicycles, transit, pedestrians, and vehicles; and,
- Electrical: UNY-Substation Switchgear Replacement (continued from 2021-22; \$4M) to upgrade and modernize crucial electrical infrastructure, improving resiliency in one of UBC’s two electrical substations.

CAC expenditures to support community amenities are focused on childcare spaces over the next ten years. Longer term CAC expenditures will be clarified as part of the Campus Vision 2050 process.

APPENDICES

1. 2022 IIC and CAC Rates
2. 2022-23 IIC and CAC Plan

Appendix One: 2022 IIC and CAC Rates

IIC/CAC Classification	2021 Rates \$/ft ²	% increase in NRBCPI	2022 Rates \$/ft ²
Market Housing	\$40.83	5.1%	\$42.91
Institutional (ancillaries, campus housing, non-market housing)	\$6.94	5.1%	\$7.29
Academic Buildings (provincial funding)	\$0	n/a	\$0
Industry Research	\$5.44	5.1%	\$5.72
Commercial	\$40.93	5.1%	\$43.02
Separate Parking Structures	\$5.48	5.1%	\$5.76
CAC Rates (market housing projects)	\$3.37	5.1%	\$3.54

In addition to the IIC and CAC charges, UBC collects:

- TransLink’s Regional Transportation Development Cost Charge. This rate increased on January 1, 2022 for residential development by \$15 for townhouses and by \$9 for apartments. The rate for institutional development remains unchanged at \$0.50/sq. ft.
- Metro Vancouver’s Sewerage and Drainage District Development Cost Charge. UBC collects an equivalent fee for Metro Vancouver’s DCC on all market housing projects (apartments) at \$1072/unit. Starting January 1, 2020, UBC also began collecting an equivalent fee for all non-market housing projects (\$1,072/unit) and non-residential projects including institutional buildings (\$0.93/sq. ft); UBC will remit this latter fee to Metro Vancouver on the basis of a future agreement that is still under negotiation.

Appendix Two: 2022-23 IIC and CAC Plan

IIC & CAC SUMMARY PLAN (2021-22)		Approved Budget from 2020-21	IIC & CAC To Date Actual as at 31-Oct-21	Estimate to Completion	Forecast 2021-22	Change in Budget From Previous Yr. [Over/(Under)]
Project ID	Description	(a)	(b)	(c) = (d) - (b)	(d)	(e) = (d) - (a)
Revenues						
	Market Housing and Commercial	\$253,142,782	\$128,501,375	\$174,205,215	\$302,706,590	\$49,563,808
	Campus Housing and Ancillaries	\$23,638,227	\$17,488,872	\$18,367,499	\$35,836,372	\$12,198,145
	Non-Market Housing	\$10,537,187	\$1,175,653	\$16,520,415	\$17,696,068	\$7,158,881
	Total IIC & CAC Program Revenues	\$287,318,196	\$147,145,900	\$209,093,129	\$356,239,029	\$68,920,833
	Transfers-In: LOC from Treasury (2.5% interest) (Paid in Jan-19)	\$2,500,000	\$0	\$2,500,000	\$2,500,000	\$0
	Other Contributions		\$3,540,735	\$400,000	\$3,940,735	
	Total IIC & CAC Program Revenues & Transfers-In	\$289,818,196	\$150,686,636	\$211,993,129	\$362,679,765	\$68,920,833
Expenditures						
Water						
W32	Totem Park at Marine Drive	\$424,000	\$254,125	\$169,875	\$424,000	\$0
W37	Main Mall (U Blvd to Stores Rd)	\$247,500	\$0	\$247,500	\$247,500	\$0
W39	Agronomy Road (Main Mall to West Mall)	\$171,000	\$0	\$171,000	\$171,000	\$0
W41	Crescent Road north of Belkin Art Gallery	\$88,000	\$0	\$88,000	\$88,000	\$0
W43	Armoury Commons Water Capacity	\$34,000	\$0	\$750,000	\$750,000	\$716,000
W44	Triumf (between ISAC1 and ISAC2)	\$160,000	\$0	\$160,000	\$160,000	\$0
W45	North of Research Ponds in South Campus	\$513,000	\$0	\$513,000	\$513,000	\$0
W46	Hospital Lane - Hospital Parking Lot	\$145,000	\$0	\$145,000	\$145,000	\$0
W29-NMSP	Material Recycling Looping	\$477,800	\$193,858	\$283,942	\$477,800	\$0
W47	Future Water Projects (to be confirmed with Master Servicing Plan updates)	\$1,000,000	\$0	\$500,000	\$500,000	(\$500,000)
W48	Water Pump Relocation	\$0	\$10,325,800	\$100,000	\$10,425,800	\$10,425,800
W50	Brook Commons 2 Looping	\$0	\$0	\$130,000	\$130,000	\$130,000
W49	Upgrade 2 Mains at Wesbrook/UBVd (aligned with T26)	\$0	\$0	\$0	\$0	\$0
W38	Stores Rd (Main Mall to West Mall)	\$300,534	\$300,534	\$0	\$300,534	\$0
W35	West Mall (U Blvd to Bio Sci Rd)	\$165,000	\$50,000	\$0	\$50,000	\$0
W34	East Mall (Agr Road and U Blvd)	\$175,000	\$182,637	\$0	\$182,637	\$0
W31	Hospital Lane - Hospital Parking Lot	\$100,000	\$88,941	\$0	\$88,941	\$0
W33	U Blvd (Main Mall to East Mall)	\$162,000	\$167,391	\$0	\$167,391	\$0
W36	Main Mall (Stores Rd to Agronomy Rd)	\$171,000	\$175,914	\$0	\$175,914	\$0
W42	Memorial Road (small section north of OAB)	\$63,000	\$65,096	\$0	\$65,096	\$0
W9-OMSP	Wesbrook Mall to Western Pkwy	\$35,804	\$35,804	\$0	\$35,804	\$0
W12-OMSP	Thunderbird Stadium - included upgrade for ice sports facility	\$471,522	\$471,522	\$0	\$471,522	\$0
W15-OMSP	Thunderbird road relocation	\$1,211,217	\$1,211,217	\$0	\$1,211,217	\$0
W17-OMSP	Agronomy replacement Health Sc to Wesbrook	\$373,083	\$373,083	\$0	\$373,083	\$0
W19-OMSP	Marine Dr., East Mall & Wesbrook Mall (not required)	\$281,335	\$281,335	\$0	\$281,335	\$0
W20-OMSP	Marine Res. Ph. 1 relocation	\$105,496	\$105,496	\$0	\$105,496	\$0
W21-OMSP	Strangway Bldg relocation	\$119,582	\$119,582	\$0	\$119,582	\$0
W22-OMSP	AERL	\$87,908	\$87,908	\$0	\$87,908	\$0
W23-OMSP	Swing Space	\$32,349	\$32,349	\$0	\$32,349	\$0
W24-OMSP	Food Nutrition & Health	\$119,060	\$119,060	\$0	\$119,060	\$0
W25-OMSP	Sauder, Marine Phase II	\$131,589	\$131,589	\$0	\$131,589	\$0
W27-OMSP	MOA relocation	\$195,759	\$195,759	\$0	\$195,759	\$0
Total		\$7,561,538	\$14,968,999	\$3,258,318	\$18,227,316	\$10,771,800
Sanitary						
S33	East Mall (north of Stores Road)	\$102,000	\$0	\$102,000	\$102,000	\$0
S35	West Mall (Stadium to Thunderbird)	\$891,000	\$0	\$891,000	\$891,000	\$0
S36	Wesbrook Mall (Pavilion Rd to 16th Avenue intersection)	\$494,000	\$0	\$494,000	\$494,000	\$0
S37	SW Marine Drive Phase 2 and 3 (extension of S11)	\$1,455,000	\$0	\$2,000,000	\$2,000,000	\$545,000
S39	Triumf outlet pipe for South Campus	\$1,063,000	\$0	\$1,063,000	\$1,063,000	\$0
S40A	Wesbrook Crescent Chancellor to NW Marine Phase 1	\$1,048,000	\$0	\$3,200,000	\$3,200,000	\$2,152,000
S40B	Wesbrook Crescent Chancellor to NW Marine Phase 2	\$0	\$0	\$3,000,000	\$3,000,000	\$3,000,000
S11	SW Marine Drive Phase II & III	\$2,865,000	\$48,556	\$2,816,444	\$2,865,000	\$0
S31	West Mall Upgrade - future growth, and low grades	\$2,085,000	\$437,243	\$1,647,757	\$2,085,000	\$0
S32	Nurseries Road - construction at up and down stream pipes	\$726,000	\$483,565	\$242,435	\$726,000	\$0
S41	Future Sanitary Projects (to be confirmed with updated Master Servicing Plan)	\$5,000,000	\$0	\$4,800,000	\$4,800,000	(\$200,000)
S42	TEF site East Mall sanitary extension	\$0	\$0	\$200,000	\$200,000	\$200,000
S38	West Mall Upgrade (extension of S31)	\$500,000	\$371,163	\$0	\$371,163	\$0
S2	Wesbrook - N of University (N007-N012) with Theological Neighbourhood	\$448,258	\$448,258	\$0	\$448,258	\$0
S4	Wesbrook - S of University (N014-N021) Regrade	\$456,506	\$456,506	\$0	\$456,506	\$0
S5	Agronomy (N027-N022) Service to new research	\$272,333	\$272,333	\$0	\$272,333	\$0
S7	SW Marine Phase I (S002-S048) - Includes flow meter, incinerator/GVRD sani. connection	\$727,340	\$727,340	\$0	\$727,340	\$0
S9	Wesbrook near Chancellor (N004-N002) (required) - <i>Part of S1</i>	\$82,582	\$82,582	\$0	\$82,582	\$0
S21	Sewer, storm and watermain extensions along Engineering Rd.	\$239,715	\$239,715	\$0	\$239,715	\$0
S22	Marine Dr., East Mall & Wesbrook Mall	\$638,523	\$638,523	\$0	\$638,523	\$0
S23	MOA relocation (Incomplete - hold back)	\$218,353	\$218,353	\$0	\$218,353	\$0
S24	Marine Res. Ph. 1 relocation	\$14,487	\$14,487	\$0	\$14,487	\$0
S25	Thunderbird re-alignment	\$344,643	\$344,643	\$0	\$344,643	\$0
S25-2	TEF 3 Sanitary Sewer Project (Max \$93,176)	\$56,444	\$56,444	\$0	\$56,444	\$0
S26	AERL	\$29,986	\$29,986	\$0	\$29,986	\$0
S27	Food Nutrition & Health	\$49,862	\$49,862	\$0	\$49,862	\$0
S29	Marine Drive Sanitary (to Vanier Pump House)	\$148,082	\$148,082	\$0	\$148,082	\$0
Total		\$19,956,115	\$5,067,642	\$20,456,636	\$25,524,278	\$5,697,000

Legend:

	New projects
	Planned Projects
	Completed projects
	Projects no longer required

IIC & CAC SUMMARY PLAN (2021-22)

Project ID	Description	Approved Budget from 2020-21 (a)	IIC & CAC To Date Actual as at 31-Oct-21 (b)	Estimate to Completion (c) = (d) - (b)	Forecast 2021-22 (d)	Change in Budget From Previous Yr. [Over/(Under)] (e) = (d) - (a)
Stormwater						
ST22-1	North Campus Retention Facility	\$5,000,000	\$0	\$5,000,000	\$5,000,000	\$0
ST22-2	Mid Campus Retention Facility	\$5,000,000	\$2,799,245	\$2,200,755	\$5,000,000	\$0
ST22-3	South Campus Retention Facility	\$5,000,000	\$0	\$5,000,000	\$5,000,000	\$0
ST22-4	Perimeter Inter-aquifer Drainage	\$6,843,925	\$0	\$6,843,925	\$6,843,925	\$0
ST23	16th Avenue Storm - restriction of 30m of 300mm dia., replacement for 600mm dia.	\$100,000	\$0	\$100,000	\$100,000	\$0
ST25	TRUIMF - constriction both up and down stream pipes	\$162,000	\$0	\$162,000	\$162,000	\$0
ST26	Chancellor - constriction caused by sedimentation due to inverts and pipe sizes (400 → 600)	\$153,000	\$0	\$153,000	\$153,000	\$0
ST28	Cliff Erosion Mitigation NW Marine Drive	\$1,000,000	\$0	\$2,500,000	\$2,500,000	\$1,500,000
ST29	Arts Student Centre Utility Relocation	\$0	\$0	\$500,000	\$500,000	\$500,000
ST27	Wesbrook Mall and Marine Drive Stormwater	\$116,010	\$116,010	\$0	\$116,010	\$0
ST1	N. Catchment - Chancellor N100-N11 (Growth 20%) (one third complete)	\$194,843	\$194,843	\$0	\$194,843	\$0
ST2	N. Catchment - NW Marine Trunk (Growth 43%)	\$980,655	\$980,655	\$0	\$980,655	\$0
ST4	S. Catchment - Wesbrook Mall (Growth 10%)	\$34,666	\$34,666	\$0	\$34,666	\$0
ST5	S. Catchment - 16th Avenue (Growth 15%)	\$562,063	\$562,063	\$0	\$562,063	\$0
ST8	S. Catchment - Wesbrook Mall D44-D67 (Growth 40%) (In progress) - UBCPT Servicing Cost	\$86,335	\$86,335	\$0	\$86,335	\$0
ST11	S. Catchment - South of Marine Drive Outfall; S. Catchment - Marine Drive Biofiltration (Growth 80%)	\$97,042	\$97,042	\$0	\$97,042	\$0
ST13	Chancellor (Wesbrook Military) turning circle east of East Mall	\$453,480	\$453,480	\$0	\$453,480	\$0
ST14	MOA relocation	\$1,074,898	\$1,074,898	\$0	\$1,074,898	\$0
ST15	Marine Res. Ph. 1 relocation	\$43,535	\$43,535	\$0	\$43,535	\$0
ST16	Thunderbird re-alignment	\$352,345	\$352,345	\$0	\$352,345	\$0
ST17	Life Sciences	\$127,562	\$127,562	\$0	\$127,562	\$0
ST19	AERL	\$27,027	\$27,027	\$0	\$27,027	\$0
ST20	Food Nutrition & Health	\$122,215	\$122,215	\$0	\$122,215	\$0
ST21-1	Sauder, Marine Phase II	\$70,084	\$70,084	\$0	\$70,084	\$0
ST21-2	Beaty Biodiversity	\$243,635	\$243,635	\$0	\$243,635	\$0
Total		\$27,845,319	\$7,385,639	\$22,459,680	\$29,845,319	\$2,000,000
Surface Works (Street Restoration, Public Realm, Lighting, etc.)						

P60	Wayfinding	\$3,700,000	\$281,034	\$3,418,966	\$3,700,000	\$0
P22	Pathway - McMillan/Totem Residence	\$200,000	\$0	\$200,000	\$200,000	\$0
P30	MacMillan Courtyard - Social	\$0	\$0	\$500,000	\$500,000	\$500,000
P33	Large Commons - Library Gardens Terrace	\$2,000,000	\$1,929,116	\$70,884	\$2,000,000	\$0
P36	Campus Entryways - Gateways North & South Approaches	\$1,950,000	\$339,637	\$1,610,363	\$1,950,000	\$0
P37	Campus Entryways - Gateways Eastern Approaches (3)	\$1,950,000	\$0	\$1,950,000	\$1,950,000	\$0
P47	Pathway - Eastmall Pedestrian Laneway South	\$360,000	\$0	\$360,000	\$360,000	\$0
P49	Volkoff Pathway	\$0	\$480,000	\$0	\$480,000	\$480,000
P50	Pathway - Walter Gage Pathway	\$940,000	\$0	\$940,000	\$940,000	\$0
P55	Education Road Pathway	\$0	\$0	\$250,000	\$250,000	\$250,000
P56	Pathway - CIRS pathway	\$330,000	\$0	\$330,000	\$330,000	\$0
P58	Commons public realm (4 Commons)	\$5,000,000	\$2,000,000	\$4,000,000	\$6,000,000	\$1,000,000
P59	Public Art	\$2,500,000	\$1,454,235	\$1,045,765	\$2,500,000	\$0
P63	Future Surface Works (to be confirmed with updated Master Servicing Plan)	\$5,000,000	\$0	\$2,150,000	\$2,150,000	(\$2,850,000)
P64	Public Art Installation Support	\$0	\$46,464	\$150,000	\$150,000	\$150,000
P65	Outdoor Social/Learning - Undergrad Labs Courtyard Completion	\$0	\$430,000	\$0	\$430,000	\$430,000
P66	New Student Recreation Centre	\$0	\$0	\$2,850,000	\$2,850,000	\$2,850,000
P62	MacInnes Field	\$6,057,100	\$6,057,100	\$0	\$6,057,100	\$0
P61	Thunderbird Plaza	\$550,000	\$487,096	\$0	\$487,096	\$0
P51	Pathway - St. Andrews Walk	\$480,000	\$487,920	\$0	\$487,920	\$0
P31	Outdoor Social/Learning - Biological Sciences Learning Courtyard Accessibility	\$400,000	\$400,000	\$0	\$400,000	\$0
P26	Outdoor Social/Learning - Engineering Quad Social (Cheese Factory)	\$530,000	\$265,000	\$0	\$265,000	\$0
P25	Outdoor Social/Learning - Engineering Quad Learning (WWW)	\$260,000	\$288,981	\$0	\$288,981	\$0
P13	Pathway - Sustainability Street	\$500,000	\$499,790	\$0	\$499,790	\$0
P41	U Blvd: E Mall to Main Mall	\$3,000,000	\$3,009,386	\$0	\$3,009,386	\$0
P42	U Blvd: M Mall to West Mall	\$1,120,000	\$1,052,861	\$0	\$1,052,861	\$0
P35	Large Commons - Fairview Square - The Grove	\$1,750,000	\$1,750,000	\$0	\$1,750,000	\$0
P38	Main Mall: U Blvd to Crescent	\$5,530,000	\$5,530,000	\$0	\$5,530,000	\$0
P38-1	Main Mall and University Blvd Intersection	\$2,400,000	\$2,400,000	\$0	\$2,400,000	\$0
P39	Main Mall: U Blvd to Fairview	\$2,580,000	\$2,580,000	\$0	\$2,580,000	\$0
P40	Main Mall: Fairview to Agronomy	\$1,810,000	\$1,810,000	\$0	\$1,810,000	\$0
P6	Construct greenways (5 km)	\$485,948	\$485,948	\$0	\$485,948	\$0
P8	Other - e.g., library landscaping	\$955,751	\$955,751	\$0	\$955,751	\$0
P9	Ropes course	\$22,617	\$22,617	\$0	\$22,617	\$0
P10	AERL	\$159,996	\$159,996	\$0	\$159,996	\$0
P11	Swing Space	\$7,874	\$7,874	\$0	\$7,874	\$0
P24	Outdoor Social/Learning - Buchanan Courtyard Social (West)	\$750,000	\$750,000	\$0	\$750,000	\$0
P32	Large Commons - Library Gardens Walkway - Leamer's Walk	\$1,086,783	\$1,086,783	\$0	\$1,086,783	\$0
Total		\$54,366,071	\$37,047,590	\$19,825,979	\$56,827,104	\$2,810,000

Legend:

	New projects
	Planned Projects
	Completed projects
	Projects no longer required

IIC & CAC SUMMARY PLAN (2021-22)

Project ID	Description	Approved Budget from 2020-21 (a)	IIC & CAC To Date Actual as at 31-Oct-21 (b)	Estimate to Completion (c) = (d) - (b)	Forecast 2021-22 (d)	Change in Budget From Previous Yr. [Over/(Under)] (e) = (d) - (a)
Transportation						
T26-Cons	Wesbrook Mall	\$7,250,000	\$6,923,905	\$2,796,095	\$9,720,000	\$2,470,000
T26-2	Wesbrook Mall Phase 2	\$0	\$2,664,729	\$335,271	\$3,000,000	\$3,000,000
T26-3	Wesbrook Mall Phase 3	\$0	\$88,169	\$2,011,831	\$2,100,000	\$2,100,000
T26-4	Wesbrook Mall Phase 4 (placeholder for future budget)	\$0	\$0	\$0	\$0	\$0
T28	Gage South Infrastructure and public realm (incl new McInnis Field and Aquatic Centre)	\$8,000,000	\$7,990,342	\$0	\$7,990,342	(\$9,658)
T6&P57-Cons	East Mall/University Commons/North Gage	\$14,050,000	\$12,399,588	\$1,650,412	\$14,050,000	\$0
T22	East Mall / Chancellor Roundabout and gateway feature	\$2,000,000	\$0	\$2,000,000	\$2,000,000	\$0
T31	Future Transportation Projects (to be confirmed with updated transportation studies)	\$10,000,000	\$0	\$6,900,000	\$6,900,000	(\$3,100,000)
T33	Gage Road Realignment	\$0	\$0	\$425,000	\$425,000	\$425,000
T35	Active Transportation Pilot Program	\$0	\$0	\$200,000	\$200,000	\$200,000
T32	UBIvd/MacInnes Parkade	\$0	\$1,252,328	\$0	\$1,252,328	\$0
T20	16th Avenue Pedestrian Crossings	\$600,000	\$580,857	\$0	\$580,857	\$0
T30	Cycling infrastructure improvements (East Mall and Stadium Road)	\$0	\$24,663	\$0	\$24,663	\$0
T1	Wesbrook Mall 16th Ave to SW Marine Drive	\$1,500,000	\$1,551,005	\$0	\$1,551,005	\$0
T25	Wesbrook / Agronomy intersection improvements	\$250,000	\$160,269	\$0	\$160,269	\$0
T4	Thunderbird - East Mall to Wesbrook	\$1,250,000	\$1,250,000	\$0	\$1,250,000	\$0
T5	Thunderbird - Wesbrook Mall to Osoyoos Crescent	\$500,000	\$500,000	\$0	\$500,000	\$0
T11	Marine Dr., Mid-Campus & Chancellor	\$1,453,749	\$1,453,749	\$0	\$1,453,749	\$0
T12-2	University Boulevard - Phase 1 (include \$500K deferred planning costs and \$1M public	\$9,500,548	\$9,207,436	\$0	\$9,207,436	\$0
T14	Marine Res. Ph. 1 relocation	\$27,093	\$27,093	\$0	\$27,093	\$0
T15	AERL	\$25,172	\$25,172	\$0	\$25,172	\$0
T16	Food Nutrition & Health	\$27,837	\$27,837	\$0	\$27,837	\$0
T18	Roundabout on 16th Avenue	\$1,509,503	\$1,472,003	\$0	\$1,472,003	\$0
T19-1	Sauder, Marine Phase II	\$41,129	\$41,129	\$0	\$41,129	\$0
T19-2	Beaty Biodiversity	\$188,490	\$188,490	\$0	\$188,490	\$0
T8-Cons	Roadwork-diesel bus loop, East Mall, Wesbrook Mall, and Core Road Rehabilitation	\$1,906,919	\$890,588	\$0	\$890,588	\$0
Total		\$60,080,440	\$48,719,352	\$16,318,610	\$65,037,961	\$5,085,342
Electrical						
E25	Additional works to be confirmed in Campus Electrical Supply Study	\$4,250,000	\$0	\$2,750,000	\$2,750,000	(\$1,500,000)
E29	Transmission Line 60L56 Upgrade	\$8,000,000	\$0	\$6,000,000	\$6,000,000	\$0
E25-1	UNY-Substation Switchgear Replacement	\$6,750,000	(\$87,587)	\$8,337,587	\$8,250,000	\$1,500,000
E25-2	New Feeder Lines	\$4,500,000	\$0	\$0	\$0	(\$4,500,000)
E26	Study - Upgrade Campus Electrical Supply from 44 - 62 MVA	\$900,000	\$1,115,482	\$0	\$900,000	\$0
E28	UNY-Substation Third Transformer	\$5,500,000	\$0	\$10,000,000	\$10,000,000	\$4,500,000
E25-3	Pre-Ducting for New Lines (Agronomy, West Mall)	\$1,900,000	\$673,424	\$0	\$673,424	\$0
E27	Gage South Hydro SRW Relocation	\$450,000	\$435,643	\$0	\$435,643	\$0
E1	New University Boulevard - New Feeder	\$679,506	\$679,506	\$0	\$679,506	\$0
E9	Vanier/Food Services	\$613,492	\$613,492	\$0	\$613,492	\$0
E3-1	West Campus - New Feeder & Relocation	\$1,333,612	\$1,333,612	\$0	\$1,333,612	\$0
E3-2	West Mall - Relocation (move E8 to E3)	\$492,327	\$492,327	\$0	\$492,327	\$0
E4	UNY - Substation Upgrades	\$622,194	\$622,194	\$0	\$622,194	\$0
E5	East Campus - 69 KV Line Relocation	\$177,454	\$177,454	\$0	\$177,454	\$0
E6	South Campus - New Substation	\$151,480	\$151,480	\$0	\$151,480	\$0
E10-1	4KV Conversions (FIMP)	\$289,969	\$289,969	\$0	\$289,969	\$0
E10-2	Medical Blocks A, B & C	\$835,088	\$835,088	\$0	\$835,088	\$0
E10-3	Chemistry & South Campus 4KV (incl. Fisheries)	\$1,300,216	\$1,300,216	\$0	\$1,300,216	\$0
E10-4	Federal Agriculture/Food Sc.	\$198,129	\$198,129	\$0	\$198,129	\$0
E11	Underground 69KV to 16th Ave; Underground OH Service	\$2,255	\$2,255	\$0	\$2,255	\$0
E13	East Campus - Fraternity Village	\$347,768	\$347,768	\$0	\$347,768	\$0
E14	69KV Pole Relocation	\$16,982	\$16,982	\$0	\$16,982	\$0
E15	Strangway Bldg relocation	\$635,189	\$635,189	\$0	\$635,189	\$0
E16	Thunderbird re-alignment	\$998,339	\$998,339	\$0	\$998,339	\$0
E17	Life Sciences	\$762,276	\$762,276	\$0	\$762,276	\$0
E18	Life Sciences - 4 kV substation	\$605,253	\$605,253	\$0	\$605,253	\$0
E19	Swing Space	\$32,349	\$32,349	\$0	\$32,349	\$0
E20	Food Nutrition & Health	\$28,983	\$28,983	\$0	\$28,983	\$0
E21	Replace/upgrade cables at UNY (Main substation)	\$207,185	\$207,185	\$0	\$207,185	\$0
E22	Mid-Campus Electrical Duct Relocation	\$880,902	\$880,902	\$0	\$880,902	\$0
E23	MOA relocation	\$23,426	\$23,426	\$0	\$23,426	\$0
E24	Beaty Biodiversity	\$147,298	\$147,298	\$0	\$147,298	\$0
Total		\$41,631,673	\$13,518,634	\$27,087,587	\$40,390,739	\$0
Natural Gas						
N2	North Campus - Pressure Upgrade - Phase I	\$115,000	\$59,517	\$0	\$59,517	\$0
N4	North Campus - Pressure Conversion - Phase II	\$175,000	\$125,000	\$0	\$125,000	\$0
N14-2	Beaty Biodiversity	\$42,557	\$42,557	\$0	\$42,557	\$0
N1	North Campus - upgrade and takeover, VST upgrade	\$53,516	\$53,516	\$0	\$53,516	\$0
N3	North Campus - Piping Upgrades - Wesbrook Loop/Press Zone	\$314,969	\$314,969	\$0	\$314,969	\$0
N8	Marine Dr., West Mall, Korea House	\$69,389	\$69,389	\$0	\$69,389	\$0
N9	Marine Res. Ph. 1 relocation	\$41,293	\$41,293	\$0	\$41,293	\$0
N10	Life Sciences	\$48,347	\$48,347	\$0	\$48,347	\$0
N11	AERL	\$95,667	\$95,667	\$0	\$95,667	\$0
N12	Swing Space	\$32,349	\$32,349	\$0	\$32,349	\$0
N14-1	Sauder, Marine Phase II	\$1,359	\$1,359	\$0	\$1,359	\$0
N15	Terasen Gas Relocation in Chancellor	\$187,596	\$187,596	\$0	\$187,596	\$0
N20	Campus Vision 2050	\$0	\$0	\$0	\$0	\$0
N19	West Mall at Hawthorne Lane and Commons Block	\$0	\$0	\$0	\$0	\$0
Total		\$1,177,042	\$1,071,558	\$0	\$1,071,558	\$0

IIC & CAC SUMMARY PLAN (2021-22)		Approved Budget from 2020-21	IIC & CAC To Date Actual as at 31-Oct-21	Estimate to Completion	Forecast 2021-22	Change in Budget From Previous Yr. [Over/(Under)]
Project ID	Description	(a)	(b)	(c) = (d) - (b)	(d)	(e) = (d) - (a)
District Energy						
DE13	Future ADES connections (to be confirmed with future capital projects)	\$8,000,000	\$0	\$7,000,000	\$7,000,000	(\$1,000,000)
DE17	Tbird Blvd/West Mall Expansion (Phase 1/2); placeholder subject to technical analysis	\$0	\$0	\$0	\$0	\$0
DE18	Tbird Blvd/West Mall Expansion (Phase 3); placeholder subject to technical analysis	\$0	\$0	\$0	\$0	\$0
DE19	Arts Student Centre DE and servicing	\$0	\$1,107,985	\$382,015	\$1,490,000	\$1,490,000
DE20	SBME DE	\$0	\$0	\$800,000	\$800,000	\$800,000
DE21	Pacific Residence DE and electrical bank demo	\$0	\$0	\$285,000	\$285,000	\$285,000
DE22	DE Servicing for Med 1	\$0	\$0	\$600,000	\$600,000	\$600,000
DE23	Armouries	\$2,000,000	\$0	\$2,000,000	\$2,000,000	\$0
DE14	BRDF Expansion	\$5,000,000	\$5,000,000	\$0	\$5,000,000	\$0
DE15	Aquatic Centre/Exchange Housing loop	\$360,366	\$360,366	\$0	\$360,366	\$0
DE16	Gage Road Loop	\$575,015	\$575,015	\$0	\$575,015	\$0
DE9	Steam to Hot Water Conversion	\$10,000,000	\$10,000,000	\$0	\$10,000,000	\$0
DE12	Gage South ADES connections	\$243,960	\$243,960	\$0	\$243,960	\$0
Steam 1	Power House (part of a \$6.2M generator/cogenerator and partially funding of boiler)	\$1,700,158	\$1,700,158	\$0	\$1,700,158	\$0
Steam 2	Agronomy and Health Sciences - extensions to Life Sci & Chem-Bio	\$896,267	\$896,267	\$0	\$896,267	\$0
Steam 3	Agronomy and Health Sciences - Trunk System for Life Sci & Chem-Bio	\$518,988	\$518,988	\$0	\$518,988	\$0
Steam 4	University Boulevard (Main Mall/West Mall) - Extensions to Academic Building	\$1,297,596	\$1,297,596	\$0	\$1,297,596	\$0
Steam 6	MOA relocation	\$779,526	\$779,526	\$0	\$779,526	\$0
Steam 7	Strangway Bldg relocation	\$325,277	\$325,277	\$0	\$325,277	\$0
Steam 10-1	Sauder, Marine Phase II	\$359,581	\$359,581	\$0	\$359,581	\$0
Steam 10-2	Beatty Biodiversity	\$28,658	\$28,658	\$0	\$28,658	\$0
DE 11	UBVd ADES connections	\$0	\$0	\$0	\$0	\$0
Total		\$32,085,391	\$23,193,376	\$11,067,015	\$34,260,391	\$2,175,000
Solid Waste						
SW1	Relocation of Materials Recovery Facility	\$1,144,440	\$0	\$1,144,440	\$1,144,440	\$0
SW2	Expansion of MRF	\$468,180	\$0	\$468,180	\$468,180	\$0
SW3	Equipment - bins, containers, etc.	\$2,000,000	\$74,800	\$1,925,200	\$2,000,000	\$0
SW5	Waste Compactors	\$250,000	\$0	\$250,000	\$250,000	\$0
SW6	Upgrade compactor at Material Recovery Facility	\$150,000	\$0	\$150,000	\$150,000	\$0
SW7	Waste/Recycling enclosures	\$2,400,000	\$50,000	\$2,350,000	\$2,400,000	\$0
SW8	Expansion of In Vessel composting facility	\$1,600,000	\$0	\$1,600,000	\$1,600,000	\$0
SW4	In Vessel Composting (Total cost \$1.2M)	\$250,000	\$250,000	\$0	\$250,000	\$0
Total		\$8,262,620	\$374,800	\$7,887,820	\$8,262,620	\$0
Planning, Services and Financing Costs						
PS5	Electrical model upgrade	\$150,000	\$0	\$150,000	\$150,000	\$0
PS7	Future master servicing planning model updates	\$3,000,000	\$0	\$3,000,000	\$3,000,000	\$0
PS6	Electrical campus supply study	\$150,000	\$150,000	\$0	\$150,000	\$0
PS1	Consultant exp. (Urban Systems / Holland Barrs)	\$47,756	\$47,756	\$0	\$47,756	\$0
PS2	Couriers/Operational supplies & expense/Professional exp	\$350	\$350	\$0	\$350	\$0
PS3	Thunderbird Re-alignment (Water, Sanitary, Storm, Roadways, Landscaping)	\$157,534	\$157,534	\$0	\$157,534	\$0
PS4	MOA relocation	\$21,695	\$21,695	\$0	\$21,695	\$0
Total		\$3,527,335	\$377,335	\$3,150,000	\$3,527,335	\$0
CAC						
CAC4	Westbrook Place Community Centre - Childcare	\$4,790,000	\$4,403,281	\$46,719	\$4,450,000	(\$340,000)
CAC6	Childcare	\$9,900,000	\$0	\$9,900,000	\$9,900,000	\$0
CAC7	Acadia Community Centre	\$3,000,000	\$0	\$0	\$0	(\$3,000,000)
CAC5	EC4 Childcare (Vista Point Daycare)	\$1,000,000	\$1,000,000	\$0	\$1,000,000	\$0
CAC2-1	Westbrook Place Community Centre	\$13,400,000	\$13,574,637	\$0	\$13,574,637	\$174,637
C1	Hawthorne Place Community Centre Costs	\$3,008,766	\$2,939,224	\$0	\$2,939,224	(\$69,542)
C4	Shared Community Facility - Basketball Court	\$30,794	\$30,794	\$0	\$30,794	\$0
CAC1	Vancouver Child Care Expansion	\$1,100,000	\$1,100,000	\$0	\$1,100,000	\$0
CAC3	UNA Skateboard Park	\$300,000	\$300,000	\$0	\$300,000	\$0
Total		\$36,529,560	\$23,347,936	\$9,946,719	\$33,294,655	(\$3,234,905)
Pre-2003 Costs						
Pre-2003-1	Treasury Expenses	\$9,736	\$9,736	\$0	\$9,736	\$0
Pre-2003-2	Project 8986 - Update of IICs (Max reached)	\$50,000	\$50,000	\$0	\$50,000	\$0
Pre-2003-3	Project 8984 - Technical Guidelines	\$248,814	\$248,814	\$0	\$248,814	\$0
Pre-2003-4	Municipal - Disney Clean Project	\$45,828	\$45,828	\$0	\$45,828	\$0
Pre-2003-5	Utilities Watermain Project (Max - old rates reached)	\$310,465	\$310,465	\$0	\$310,465	\$0
Pre-2003-6	Custodial Equipment	\$250,000	\$250,000	\$0	\$250,000	\$0
Pre-2003-7	Custodial - Floor mats & paper towel dispensers	\$100,000	\$100,000	\$0	\$100,000	\$0
Pre-2003-8	Gardeners - Benches	\$50,000	\$50,000	\$0	\$50,000	\$0
Pre-2003-9	Cliff Remediation Project	\$400,000	\$400,000	\$0	\$400,000	\$0
Total		\$1,464,844	\$1,464,844	\$0	\$1,464,844	\$0
Transfer to Maintenance						
	Transfer to Deferred Maintenance (2001-2012)	\$5,619,684	\$5,619,684	\$0	\$5,619,684	\$0
	Transfer back to IIC Program (include interest income) (2012)	(\$6,205,281)	(\$6,205,281)	\$0	(\$6,205,281)	\$0
	Interest Income from Deferred Maintenance	(\$585,597)	(\$585,597)	\$0	(\$585,597)	\$0
	Total IIC & CAC Program Expenditures (before Interest)	\$293,902,350	\$175,952,108	\$141,458,363	\$317,148,525	\$25,304,237
Interest (Income)/Expense						
	Interest (Income)/Expense	\$626,962	\$6,784,168.86	\$4,413,985.61	\$11,198,154	\$10,571,192
	Total Interest (Income)/Expense	\$626,962	\$6,784,169	\$4,413,986	\$11,198,154	\$10,571,192
	Total IIC & CAC Program Expenditures (net of interest)	\$294,529,312	\$182,736,277	\$145,872,348	\$328,346,679	\$35,875,430
SUMMARY						
	IIC & CAC Revenue	\$287,318,196	\$147,145,900	\$209,093,129	\$356,239,029	\$68,920,833
	Other Contributions	\$0	\$3,540,735	\$400,000	\$3,940,735	\$0
	Transfers-In	\$2,500,000	\$0	\$2,500,000	\$2,500,000	\$0
	IIC & CAC Expenditures	(\$293,902,350)	(\$175,952,108)	(\$141,458,363)	(\$317,148,525)	(\$23,246,174)
	Interest Income/(Expense)	(\$626,962)	(\$6,784,169)	(\$4,413,986)	(\$11,198,154)	(\$10,571,192)
	Contingency for Potential Reduced Floorspace	(\$26,200,000)	\$0	(\$25,000,000)	(\$25,000,000)	\$1,200,000
	IIC & CAC Balance	(\$30,911,116)	(\$32,049,641)	\$41,120,781	\$9,333,085	\$36,303,466

IIC/CAC Consolidated 10-year Summary Plan (in millions)

As of:
October 31, 2021

of: October 31, 2021

		0	1	2	3	4	5	6	7	8	9	
	Prior Years Actuals	2021/22 Actuals	2021/22 Forecast	2022/23 Plan	2023/24 Plan	2024/25 Plan	2025/26 Plan	2026/27 Plan	2027/28 Plan	2028/29 Plan	2029/30 Plan	2030/31 Plan
Revenue:												
Market Housing Revenue (UBCPT) - Prepaid Lease	119.90	-	-	8.38	7.79	12.39	9.42	7.24	21.57	-	10.04	8.33
Market Housing Revenue (UBCPT) - Rental	2.55	-	-	7.29	-	5.19	-	2.31	-	-	-	-
Non-Market Housing & Commercial (UBCPT)	7.22	-	1.63	1.79	-	0.83	0.36	2.33	0.80	0.95	1.09	0.95
Campus Housing (Totem Infil, Housing Hubs) and Ancillaries	16.87	0.60	0.73	1.53	0.74	-	-	3.06	-	3.06	1.53	1.53
Other Contributions	6.04	-	-	-	0.40	-	-	-	-	-	-	-
Total Revenue	162.59	0.60	2.42	19.99	8.92	18.41	9.79	14.95	22.38	4.01	12.67	10.81
Rolling 3-year forecasted revenue (Current year + 2 years forward)												
			30.94	45.32	37.12	43.14	47.11	41.33	39.05	27.49	34.38	32.05
Expenditures:												
Water												
W29, W32, W44, W45, W48 (Water Pump), W49	(10.65)	(0.48)	(0.43)	-	-	(0.16)	-	-	-	-	-	-
W50 (Block 2), W43, W41 (Ammonies)	(0.27)	-	-	(0.13)	-	-	-	-	(0.50)	-	-	-
Sanitary												
S32 (Trimble), S40A/B (N Campus), S34 (S Campus) S11/S37/S35 (West Mall to S Car	(0.53)	-	(0.10)	-	(8.10)	-	(5.95)	-	-	-	-	-
S31 (West Mall to Chancellor Blvd), S42 (TEF East Mall)	(1.22)	-	-	-	(0.20)	-	-	-	(1.65)	-	-	-
Stormwater												
ST22-2 (Mid Campus Retention), ST29 (ASC)	(2.80)	-	(0.50)	-	-	(2.20)	-	-	-	-	-	-
ST22-1 (North Campus Retention), ST23-3 (South Campus Retention)	-	-	-	-	-	-	-	-	(5.00)	(5.00)	-	-
ST27 (Westbrook/Marine Dr), ST23 (16th Ave)	(0.12)	-	-	-	-	-	(0.10)	-	-	-	-	-
ST28 (Cliff Migration)	-	-	-	-	(2.50)	-	-	-	-	-	-	-
Surface Works												
P62 (MacInnes Field)	(6.04)	(0.01)	-	-	-	-	-	-	-	-	-	-
East Mall/University Commons (P57 Cons) [P57, T12-3, T21, T27]	(6.61)	-	-	-	-	-	-	-	-	-	-	-
P13, P25-26, P30-31, P35, P43, P55, P61 (Vallot/Education/T-Bird Plaza/BioSci/MacMillan Courtyard)	(4.66)	-	-	-	(0.35)	-	-	-	-	-	-	-
P59 (Public Art)	(1.45)	(0.00)	(0.21)	(0.21)	(0.21)	(0.21)	(0.21)	-	-	-	-	-
P64 (Installation Support)	(0.05)	(0.00)	(0.03)	-	-	-	-	-	-	-	-	-
P60 (Wayfinding)	(0.28)	-	(0.24)	(0.23)	(0.23)	(0.23)	(0.23)	(0.23)	(0.23)	(0.23)	(0.23)	(0.23)
P56 (Commons Public Realm)	(2.00)	-	-	-	-	(2.00)	-	-	-	-	-	-
P36, P37 (Gateways)	(0.34)	-	-	(0.80)	(0.80)	(0.98)	(0.98)	-	-	-	-	-
P65 (Undergrad Labs Courtyard), P66 (New Student Rec Centre)	-	(0.43)	-	-	-	(2.85)	-	-	-	-	-	-
Transportation												
T28 (Gage south incl Aquatic Centre)	(7.95)	-	-	-	-	-	-	-	-	-	-	-
T22 (East Mall/Chancellor)	-	-	-	-	(0.10)	(1.90)	-	-	-	-	-	-
T26-Cons (Westbrook Mall Ph 1, 2 and 3)	(9.74)	0.07	(2.42)	(1.94)	-	-	-	-	-	-	-	-
T6-Cons (North Gage)	(5.79)	-	-	-	-	-	-	-	-	-	-	-
T33 (Gage Rd Realignment)	-	-	-	-	-	-	-	-	-	-	-	-
T32 (UBC/Bird/MacInnes Parkade)	(1.25)	-	-	(0.43)	-	-	-	-	-	-	-	-
Electrical												
E25-1, E25-2, E28 (UNY Substation and Feeder Lines)	0.06	0.03	(4.28)	(4.00)	-	-	(0.50)	(6.00)	(3.50)	-	-	-
E29 Transmission Line 60L56 Upgrade	-	-	-	-	-	-	-	-	-	-	-	-
E27 (Gage South SSW Relocation)	(0.44)	-	-	-	-	-	-	-	-	-	-	-
E25-3 Pre-Ducting for New Lines (Agronomy, West Mall)	(0.67)	-	-	-	-	-	-	-	-	-	-	-
E28 Study - Upgrade Campus Electrical Supply from 44 - 62 MVA	(1.12)	-	(0.04)	-	-	-	-	-	-	-	-	-
Natural Gas												
Natural Gas (N19)	-	-	-	-	-	-	-	-	-	-	-	-
District Energy												
DE14 (BRDF Expansion)	(5.00)	-	-	-	-	-	-	-	-	-	-	-
DE15 (Aquatic/Exchange Loop), DE16 (Gage Road Loop)	(11.18)	-	-	-	-	-	-	-	-	-	-	-
DE19 (Arts Student Centre)	-	(1.11)	(0.40)	-	-	-	-	-	-	-	-	-
DE20 (SSME), DE 21 (Practice)	-	-	-	(0.29)	(0.80)	-	-	-	-	-	-	-
DE22 (Servicing for Med 1)	-	-	-	-	-	-	-	(0.60)	-	-	-	-
DE23 (Armonies)	-	-	-	-	-	-	-	-	(2.00)	-	-	-
Solid Waste												
SW3, SW5, SW7	(0.05)	-	(0.15)	(1.00)	(1.20)	-	-	-	-	-	-	-
Planning												
P57 (Master Servicing Plan Updates)	-	-	-	-	-	(3.00)	-	-	-	-	-	-
Other Projected Expenditures												
Prior Years IIC Expenses	(54.66)	-	-	-	-	-	-	-	-	(3.72)	(3.72)	-
CAC												
CAC4 Westbrook Place Community Centre - Childcare	(6.92)	0.00	(0.05)	-	-	-	(2.48)	-	-	(2.48)	-	-
CAC6 Future Childcare	-	-	-	-	-	-	-	-	-	-	-	-
Acadia Community Centre	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	(176.48)	(1.93)	(8.96)	(9.01)	(12.49)	(13.53)	(10.45)	(6.63)	(14.98)	(7.70)	(3.95)	(3.95)
Surplus/(Deficit)	(23.89)	(1.33)	(6.44)	9.98	(3.56)	4.88	(0.66)	6.12	7.50	(3.69)	8.72	6.86
Interest Income/(Expense)	(6.34)	(0.48)	(0.38)	(0.85)	(0.79)	(0.85)	(0.90)	(0.81)	(0.57)	(0.51)	(0.51)	(0.30)
Net Surplus/(Deficit)	(30.24)	(1.81)	(6.81)	9.13	(4.35)	4.03	(1.56)	7.31	6.99	(4.26)	8.21	6.57
IIC & CAC Balance, Beginning (Cash basis)												
Surplus/(Deficit)	(30.24)	(1.81)	(6.81)	(38.96)	(29.73)	(34.08)	(30.05)	(31.61)	(24.30)	(17.41)	(21.67)	(13.46)
Contingency (\$26.2m for potential reduced floorspace)	(30.24)	(1.81)	(6.81)	9.13	(4.35)	4.03	(1.56)	7.31	6.99	(4.26)	8.21	6.57
IIC & CAC Balance, Ending (Cash basis)	(30.24)	(32.06)	(38.96)	(29.73)	(34.08)	(30.05)	(31.61)	(24.30)	(17.41)	(21.67)	(13.46)	(6.89)
Rolling 3-year forecasted revenue (Current year + 2 years forward)												
			30.94	45.32	37.12	43.14	47.11	41.33	39.05	27.49	34.38	32.05
Amount under defined cumulative revenue limit (~ \$10m flagged)												
			(1.93)	16.59	3.04	13.09	15.50	17.93	21.65	5.82	28.82	25.16
Check	-	-	-	\$	\$	\$	\$	\$	\$	\$	\$	\$



Report Date: June 9, 2022
Meeting Date: June 21, 2022
From: Dave Gillis, Recreation Manager
Subject: Program and Volunteer Update

Background

The following report provides an overview of UNA programming and volunteering. This report is meant to give the Board an idea of how the UNA interacts with the community on these important items – especially now that the pandemic has lessened, and we are returning to normal social interactions.

Decision Requested

For information

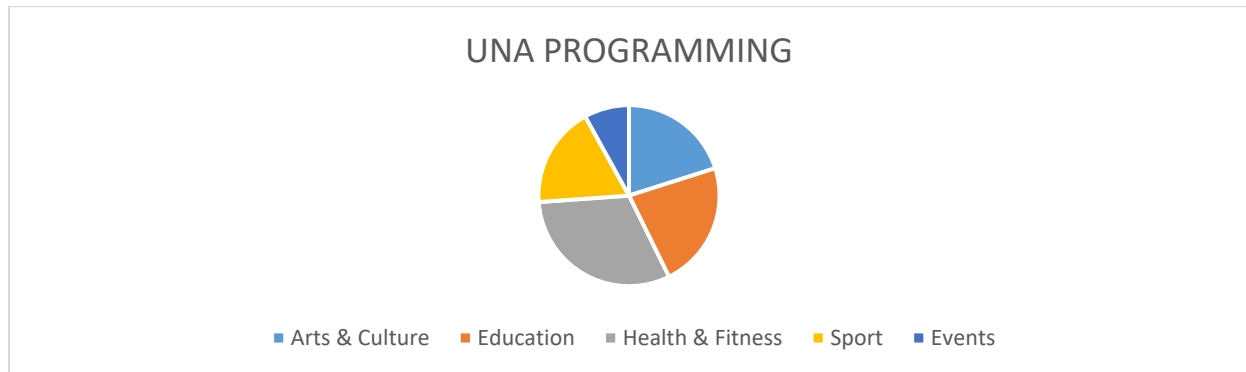
Discussion

UNA Mission Statement: Fostering unique and thriving neighbourhoods through community engagement and service delivery.

PROGRAMMING AND EVENTS

2022

- ✓ 750+ recreational opportunities over 2 terms. Spring/Summer & Fall/Winter
- ✓ Estimated 7,000 distinct users
- ✓ 22 events a year
- ✓ Professional staff: 31, Instructors: 78, Volunteers: 81 (Fall 2021/Winter 2022)

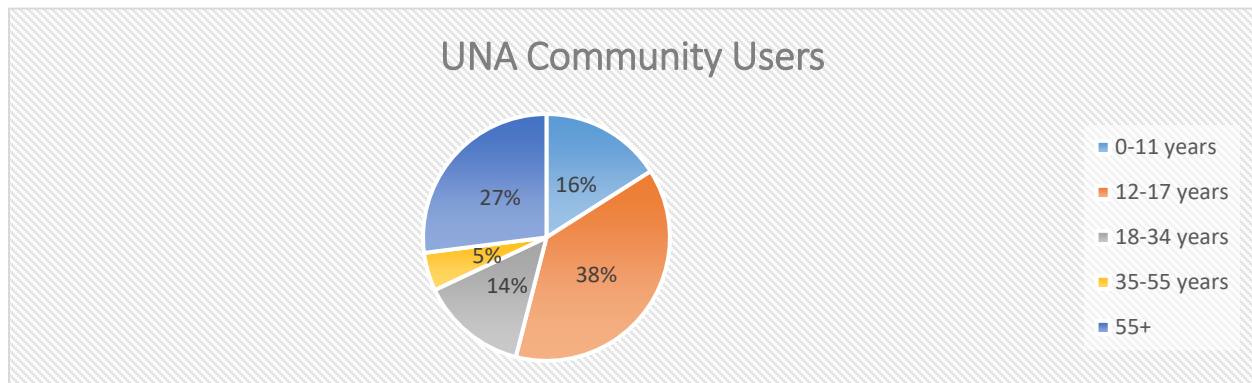


2022

Arts & Culture	Education	Health & Fitness	Sport	Events
Visual Arts Performing Arts Music Drama Dance Multicultural Learning Community Involvement	ESL Tutoring Instructional Seniors Workshops Mentorship Programs Early Family Education	Fitness Centres Fitness Classes Holistic Health Martial Arts Yoga Pilates Personal Training Senior Support Youth Engagement	Pickle Ball Basketball Badminton Futsal Floor Hockey Volleyball Sport Ball	Neighbours Day Spring Art Festival Lunar New Year Halloween Easter Winter Carnival Mothers Day Christmas Light Tour

Determining Factors for Developing Programs and Events.

- ✓ Accessibility – Physical barriers, financial Barriers, communication, and language barriers.
- ✓ Diversity – A representation of community, ensuring something for everyone.
- ✓ Equity – Setting up opportunities at provide a fair representation of our community.
- ✓ Inclusion – Creating a safe, welcoming environment.
- ✓ Community Input – Ensuring opportunities to provide guidance and feedback.



Who is using our programs?

Challenges:

- ✓ Community population growth vs growing need for community space.
- ✓ Development vs green space
- ✓ Transient population base (UBC Employees, Students, Young Families)
- ✓ Microscopic community split between those who live in the UNA, and those who travel through therefore concerns over saturation of programs and offerings
- ✓ Resources

Upcoming Highlights:

- Satellite Seniors Programs
- Youth Mentorship & Job Placement Program
- Spring Art Fair
- Inclusive Health and Fitness Programs
- Connection Events with UBC Staff and Faculty
- Outdoor Community Adventures

Our Future:

Program offerings at the UNA will continue to change along with the needs and demands of the community. The UNA provides a vibrant multicultural landscape that UNA Recreation will continue to work with to ensure all offerings are welcoming, represent diversity and affordable to everyone. A recreation program review is planned for fall 2022, with help from an outside consultant and input from the Community Engagement Advisory Committee.

VOLUNTEERING: As a non-profit society, volunteers are integral to the service that the UNA provides.

VOLUNTEERING and the UNA

Programming – Volunteer Impact



Events – Volunteer Impact



Programming – Volunteer Impact

Language Programming: Beginner, intermediate and advanced English classes, in person and virtual. (*Current 2021 volunteer impact: 54%*)

Education Programming: Music, arts and culture, technology, tutoring, youth mentorship program. (*Current 2021 volunteer impact: 26%*)

Social Programming: Newcomers support group, book club, seniors and youth centre, youth art engagement. (*Current 2021 volunteer impact: 18%*)

Physical Activity Programming: Sports drop-in, league play (*Current 2021 volunteer impact: 10%*)

Children's Programming: Drop-in, arts and crafts, story time (*Current 2021 volunteer impact: 48%*)

Events – Volunteer Impact

Impact Events: Neighbours Day (*Current Volunteer Impact 52%*)

Seasonal Events: Lunar New Year, Easter, Canada Day, Halloween, Diwali, Winter Festival (*Current volunteer impact: 65%*)

Community Events: Family Day, BC Youth Week, Walk & Roll, Mothers Day, Indigenous Peoples Day, Spring Art Fair, Seniors BBQ, Polar Bear Plunge (*Current volunteer impact: 28%*)

Pop Up Events: Black History Month, Valentines Day, International Woman's Month, Asian Heritage Month, Canadian Multicultural Event, Pride Month, BC Day, Music in the Park, National Day of Truth, and Reconciliation, Thanksgiving, Pumpkin Carving, BC Multicultural Event, Remembrance Day, Thrive, Grey Cup, New Years (*Current volunteer impact 10%*)

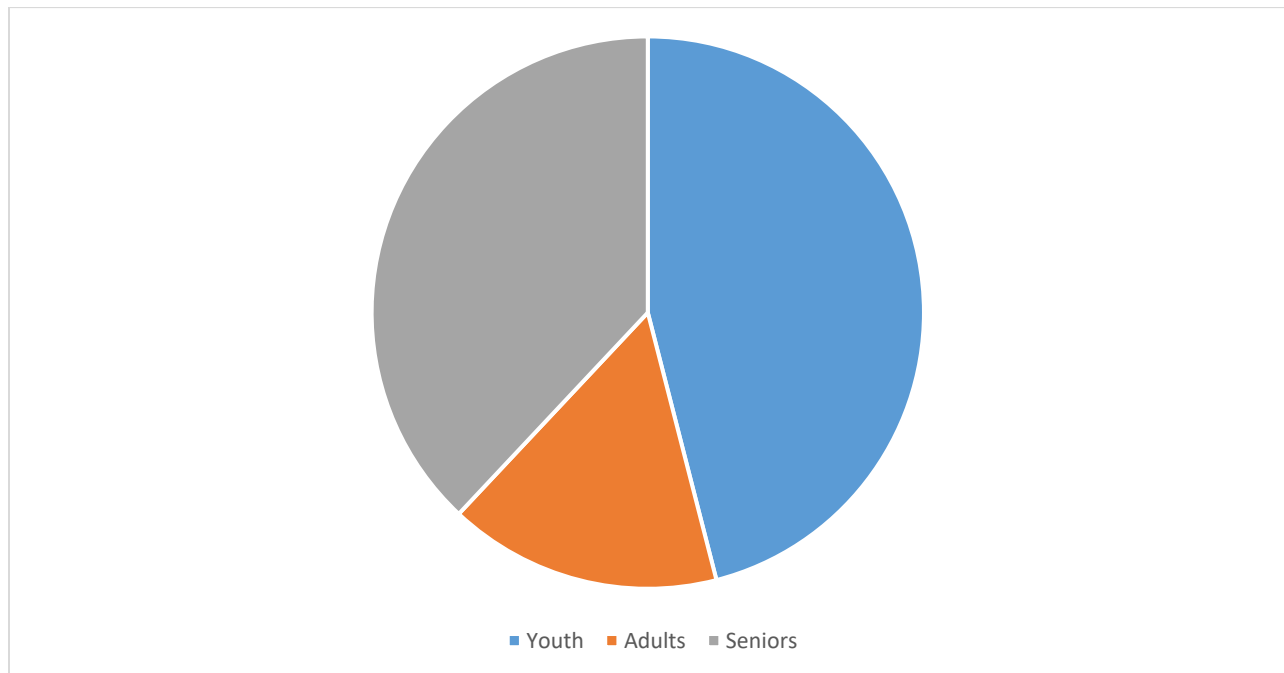
Volunteers are crucial to the operations of our community centre, there are many ways to get involved, from volunteering for a special event, daily operations, committees, volunteer run programs. Volunteers adhere to the following guidelines.

Guidelines for Volunteer Instructors

- ✓ Volunteers are provided support and encouraged to learn the **history of the UNA** and its Recreation Programs.
- ✓ Volunteers are provided support and encouraged to foster wellbeing, while providing **an enriching experience and build belonging within the community.**

- ✓ **Promote Physical and Mental Health** through engaging individuals in activities that are beneficial to their physical, mental, and nutritional health across their lifespan.
- ✓ **Promote Inclusion** to ensure that everyone has equal access to the programs we offer.
- ✓ **Provide Diverse Offerings** that enrich the living experience of all members and support individuals' personal growth as well as the needs of community.
- ✓ **Increase Participation and Engagement** through active engagement, collaborative planning, and volunteerism. We aim to build strong relationships with our participants, instructors, community members and partners.
- ✓ **Develop Sustainable Programs** that support the long-term community building goals of the UNA and its financial sustainability.

Who are our Volunteers?



Our Future:

UNA Recreation will continue to engage and grow its volunteer community, ensuring that their role is rewarding and impactful.



Financial Implications

None

Operational Implications

None

Strategic Objective

Community and Stakeholder Relations

Attachments

None

Concurrence

None

Respectfully submitted,

Dave Gillis

Dave Gillis
Recreation Manager

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Sundance Topham
Chief Administrative Officer



Report Date: June 13, 2022
Meeting Date: June 21, 2022
From: Athena Koon, Finance Manager
Subject: Fiscal 2021/22 Financial Results (Preliminary)

SUMMARY

The UNA fiscal year ended on March 31st 2022. This report provides a preliminary outlook of our fiscal 2021/22 results. Please note this result is only preliminary for reference purposes and will be subject to changes resulting from any year-end audit adjustments.

Financial report highlights for the fiscal year are as follows:

Revenue

- Total Neighbours Levy for the year was nearly 100% compared to budget. This year, UBC and the UNA entered into two Designated Building (DB) Agreements (for the Focal and Central) and the Neighbourhood Levy collected for the two Designated Buildings were also be provided to the UNA. The final total is almost the same as our budget.
- Recreation and Culture Revenue was still impacted by the pandemic for the first quarter but picked up afterward with the re-opening plan from our Fall program onward. The re-opening plan was successful and resulting 26% higher revenue than budget for the year.
- Government extended the subsidies program - Canada Emergency Wage Subsidy (CEWS) – UNA was able to claim close to \$262K for the fiscal year which is \$200K higher than budget which was included to the miscellaneous revenue at the Other Revenue section.
- Extra grants and funding available and received for the year resulting external grants revenue 31% higher than budget.
- Total funding sources and revenue at the end of the fiscal year was overall 8% higher than budget for the year.

Expenditures

- Total Engineering and Operations Services was at 95% of the budget.
 - o Landscaping costs were high mainly due to irrigation costs.

- Streetlight and Electricity costs were underbudget for the year.
- Other Common Area cost were high due to extra tree pruning projects.
- Total Recreation & Culture Services was at 92% of budget for the year.
 - For Fields, some nonessential maintenance items were skipped for the year and will resume in 2022/23.
 - For Wesbrook Community Centre, the total expenses for the year were only at 77% due to security guard service budgeted but implemented only for a short period of time and overall overhead reduced as the center was partially occupied due to COVID at the beginning of the fiscal year.
 - Programming cost was over, but the variance was in line with the increases in registration during the year.
 - 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 annul fee for 2021/22.
- Total General Operations Services expenses was at 103% of budget for the year.
 - Administration Salaries were over due to required strategic staffing needs that arose during the year.
 - COVID led to a partial pause of the Sustainability program during the year and not all of the budgeted training and events were run for the year.
 - Professional fees were up as some non-budgeted consulting fees were included such as basketball court and higher hiring costs due to unexpected staff turnover.
 - Communications went over budget due to the community newspaper being published monthly instead of bi-monthly.
 - Election and two AGMs were below budget due to some of the events were being done online and saving due to not holding the AGMs in person.

DECISION REQUESTED

For Information

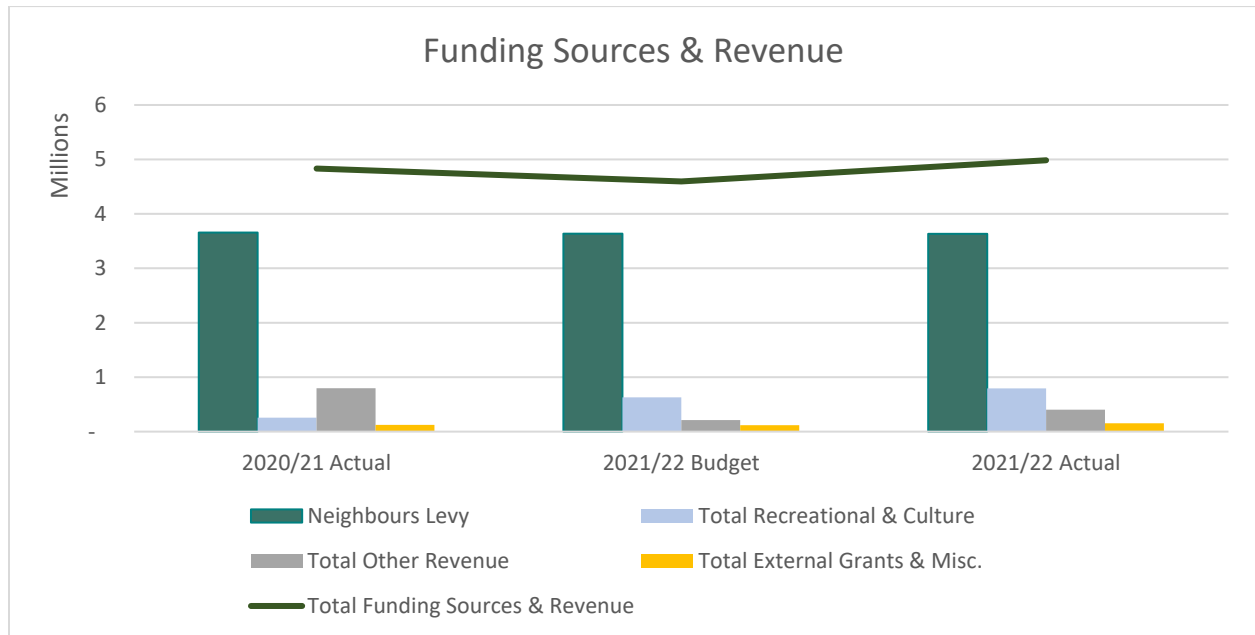
	2021-22 Budget	% YTD Act/Bud	Year to Date:	
			Actual	Prior Year
FUNDING SOURCES				
Neighbours Levy (Service Levy & GMSL)	6,415,000	100%	6,403,835	5,689,051
Contributions to Reserves (Outgoing Funds)				
Infrastructure Replacement Fund	(153,960)	100%	(153,692)	(136,537)
Capital Replacement Fund	(76,980)	100%	(76,846)	(68,269)
Rate Stabilization Fund	(64,150)	100%	(64,038)	(56,891)
UNA/VSB Playing Field Replacement Reserve	(60,000)	100%	(60,000)	(60,000)
Total Contributions to Reserves	(355,090)	100%	(354,576)	(321,696)
Deductions				
Engineering & Operations Services				
Water & Sewage	(563,852)	100%	(563,852)	(536,020)
Fire Services Fee	(1,310,513)	100%	(1,310,513)	(1,215,206)
Total Engineering & Operations Services	(1,874,365)	100%	(1,874,365)	(1,751,226)
Recreation & Culture Services				
Athletics Access Fee	(481,125)	100%	(480,288)	(426,679)
General Operation Services				
GST (unrecoverable: Neighbours Levy less UBC Costs & Contributions to Reserves)	(69,411)	88%	(60,961)	(61,358)
Total Neighbours Levy & Reserves	3,635,009	100%	3,633,645	3,128,092
Transfers from Reserves (Incoming Funds)				
Contingency Reserve	-		-	29,196
UBC Community Services Grant	-		-	500,000
Total Transfers from Reserves	-		-	529,196
Total Neighbours Levy & Reserves Available	3,635,009	100%	3,633,645	3,657,288
REVENUE				
Neighbours Levy Received	3,635,009	100%	3,633,645	3,657,288
Recreation & Culture				
Wesbrook Community Centre	142,500	71%	101,085	25,669
Old Barn Community Centre	61,850	129%	79,485	40,411
Programming	317,792	152%	481,676	155,192
Playing Fields & Park Rentals	108,000	122%	131,303	34,295
Total Recreation & Culture	630,142	126%	793,548	255,566
Other Revenue				
Parking	129,051	94%	120,775	71,792
Miscellaneous	83,438	338%	282,348	725,954
Total Other Revenue	212,489	190%	403,123	797,746
Grants & Other Funding				
External Grants & Miscellaneous	117,822	131%	154,093	122,780
TOTAL REVENUE	4,595,462	108%	4,984,409	4,833,380

	2021-22 Budget	% YTD Act/Bud	Year to Date:	
			Actual	Prior Year
EXPENDITURES				
Engineering & Operations Services				
Parking & Emergency Management	145,486	95%	138,016	113,104
General Maintenance	10,000	97%	9,722	12,931
Common Area Maintenance Fees				
Landscaping	390,061	103%	403,136	298,575
Road, Gutter and Sidewalk Maintenance	28,500	95%	26,988	9,906
Streetlights	55,960	67%	37,264	37,460
UBCPT Management Fees	80,000	100%	80,000	80,000
Electricity	99,500	69%	68,796	69,001
Other Common Area Maintenance Costs	43,000	115%	49,252	51,760
Total Engineering & Operations Services	852,507	95%	813,175	672,737
Recreation & Culture Services				
Fields	16,500	84%	13,885	17,820
Wesbrook Community Centre	631,436	77%	484,529	406,608
Old Barn Community Centre	204,407	93%	190,967	137,931
Recreation Salaries & Benefits	936,995	93%	867,884	642,853
Programming	397,690	128%	507,598	248,896
Community Access	121,800	58%	70,100	138,379
Community Support	45,000	88%	39,790	38,334
Total Recreation & Culture Services	2,353,828	92%	2,174,753	1,630,820
General Operation Services				
Administration Salaries & Benefits	994,745	107%	1,061,745	928,836
Sustainability	28,684	54%	15,366	9,818
Professional Fees	226,500	128%	289,084	156,976
General Operating Services	449,695	87%	391,996	265,256
Communications	110,000	115%	126,186	112,116
Public Engagement	81,826	85%	69,774	61,235
Total General Operation Services	1,891,450	103%	1,954,151	1,534,238
TOTAL EXPENDITURES	5,097,785	97%	4,942,079	3,837,795
SURPLUS (OR DEFICIT)*	(502,323)		42,330	995,585

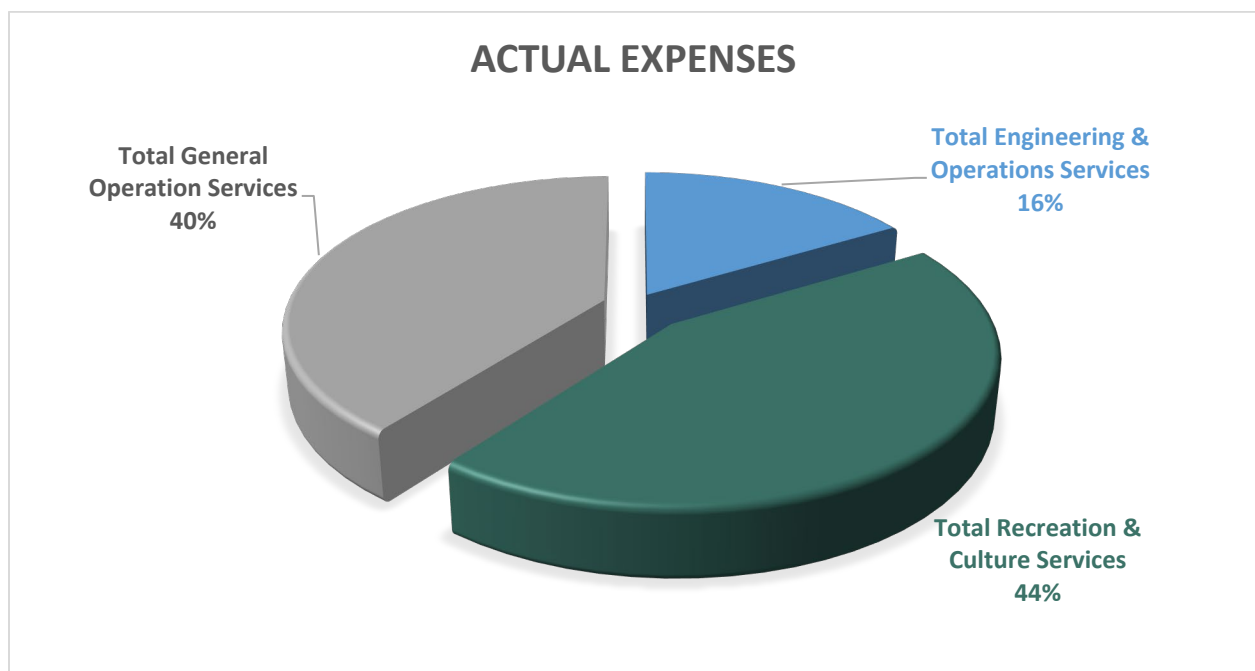
* The 2021/22 budget plan was using the Unrestricted Net Assets to balance the deficit. These funds were not required.

These supplementary notes are provided to assist as background information for the fiscal year end 2021/22 financial statements

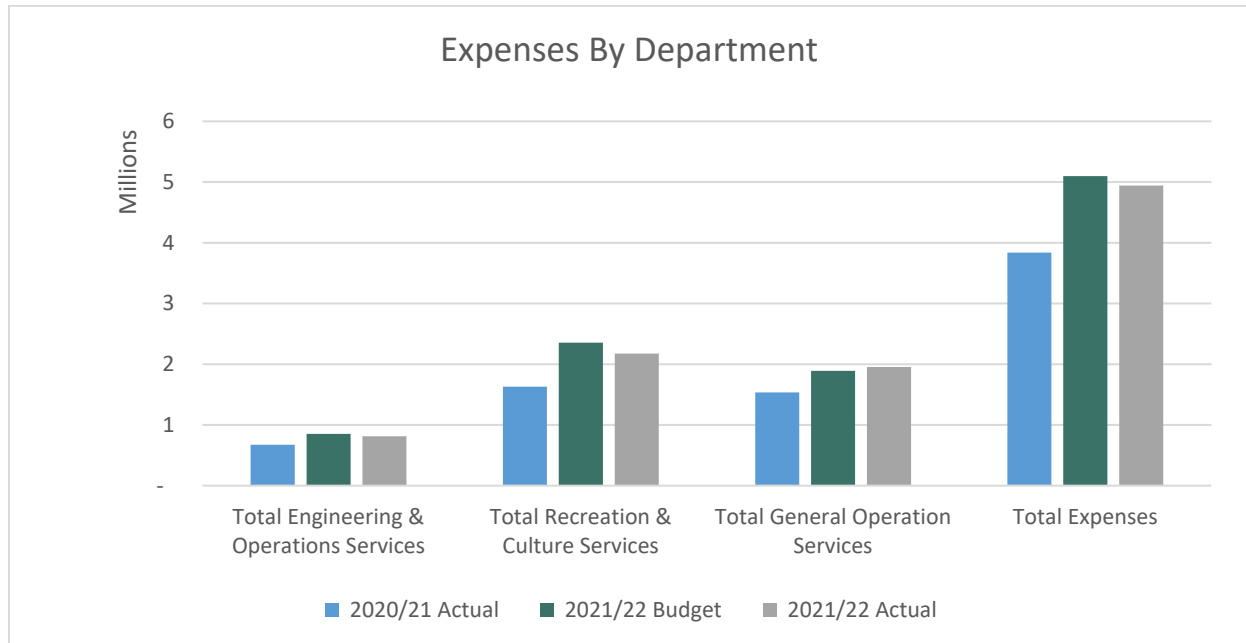
Total Revenue for Fiscal 2021/22:



Actual Expenses for Fiscal 2021/2022:



Total Expenses Comparison:



Vendors who had cheques issued to them over 100K for the fiscal year:

Vendor	Total Payment	Description
Commissionaires BC	\$122,517.46	By-Law Enforcement
Dexterra Integrated Facilities	\$147,587.55	Janitorial
Marsh Canada Limited	\$123,816.00	Insurance
Silver Star Painting & Renovation Ltd	\$133,538.42	Facility Maintenance
UBC Properties Trust	\$707,340.32	Common area maintenance

Vendors who had cheques issued to them over 25K for the 4th Quarter:

Vendor	Q4 Total	Payment Date	Amount	Description
AINSWORTH INC	\$40,446.50	2022-01-04	\$13,201.89	HVAC & Mechanical Services
		2022-01-17	\$6,184.19	
		2022-02-02	\$3,327.45	
		2022-02-07	\$1,556.10	
		2022-02-22	\$10,673.08	
		2022-02-28	\$5,503.79	

Commissionaires BC	\$31,217.92	2022-01-10	\$7,825.94	By-Law Enforcement
		2022-02-02	\$3,775.67	
		2022-02-07	\$3,844.32	
		2022-02-22	\$3,964.46	
		2022-03-07	\$4,118.92	
		2022-03-17	\$4,187.53	
		2022-03-31	\$3,501.08	
Dexterra Integrated Facilities	\$39,833.97	2022-01-10	\$13,277.99	Janitorial
		2022-02-22	\$13,277.99	
		2022-03-31	\$13,277.99	
UBC Properties Trust	\$248,022.54	2022-01-11	\$39,333.67	Common area maintenance
		2022-01-11	\$76,572.59	
		2022-01-12	\$3,192.12	
		2022-02-08	\$30,908.34	
		2022-03-07	\$7,557.25	
		2022-03-17	\$59,152.50	
		2022-03-30	\$31,306.07	
UBC Safety & Risk Services	\$40,764.00	2022-02-22	\$40,764.00	Insurance

Total Capital Items for the 2021/22 fiscal year:

Location	Budget	YTD Total	Amount	Comment
Wesbrook Community Center	\$ 60,000	\$ 52,753	\$ 25,598	Furniture & Fixture
			\$ 9,268	Computer & IT Equipment
			\$ 17,887	Tenant Improvement
Old Barn Community Center	\$ 2,163	\$ 6,492	\$ 5,985	Furniture & Fixture
			\$ 507	Computer & IT Equipment
Office	\$ 35,400	\$ 31,544	\$ 2,751	Furniture & Fixture
			\$ 14,543	Computer & IT Equipment
			\$ 14,250	Website
Total	\$ 97,563	\$ 90,789	\$ 90,789	

Surplus

Section 10.14 of the existing Neighbours Agreement 2020 talks about when the UNA has a surplus for a fiscal year:

10.14 *If the UNA has a surplus for a fiscal year, unless otherwise determined by UBC, the surplus shall first be used to reimburse UBC for any amounts it has contributed pursuant to Sections 10.12 and 10.13(b) and any remaining surplus shall be transferred to the Subfund or Subfunds determined by the Board of Directors (subject to the reserve policy for each Subfund).*

Section 10.12 & 10.13 (b) are:

10.12 *If the UNA incurs a deficit for a fiscal year, amounts shall be withdrawn from one or more Subfunds to fund the deficit, to the extent that this is permitted by the reserve policies for the Subfunds and approved by UBC. If the full amount of the deficit cannot be so funded, the UNA may request that UBC make a contribution to the UNA in the amount of the remaining deficit. Any such contribution shall, unless otherwise agreed by UBC, be repayable in accordance with Section 10.14.*

10.13 (b) *in addition to the Neighbourhood Levy that UBC deposits into the Neighbours' Fund pursuant to Section 9.2, each year up to and including the year following the year that Completion has been achieved, UBC will reimburse the UNA for the costs it actually incurs to operate and maintain the UNA Facilities and Amenities or Municipal-like Services in that Neighbourhood Housing Area, to the same standards as the UNA operates and maintains the UNA Facilities and Amenities or Municipal-like Services in all of the other Neighbourhood Housing Areas, which shall be consistent with the standards of service established under Section 10.13(a), provided that the amount of such reimbursement shall not exceed the difference between the amount of the Neighbourhood Levy that would be collected after Completion as compared to the amount of the Neighbourhood Levy actually collected;*

Please also keep in mind that in the UBC Financial Support for the UNA's 2021-2022 Budget letter dated July 19th 2021, there is a paragraph that will impact the UNA when the year is in surplus:

In return for this support, the UNA agrees to pay UBC the amount by which the UBC Athletics Access Fee is reduced, subject to the adjustment described below, plus \$3,286 (which equals the \$30,000 value assigned to the elimination of fees referred to in point 3 above minus the requested reimbursement referred to in the next paragraph) (the "Debt"). The Debt is due at the end of the UNA's earliest fiscal year for which it is reasonable to conclude that payment of the Debt in full would not result in the UNA incurring a deficit for the year or increase the amount of a deficit that would otherwise be incurred. In lieu of paying the Debt, the UNA may agree that UBC can withdraw the

amount of the Debt from the Neighbours' Fund, in which case the Debt is extinguished.

Simple interest will accrue on the Debt each fiscal year of the UNA, at the prime lending rate of UBC's principal bank determined at the end of the year. UBC will forgive (i) the interest for each fiscal year before the fiscal year in which the Debt becomes due, and (ii) if the Debt is paid or the UNA agrees to a withdrawal from the Neighbours' Fund no later than two months after the end of fiscal year in which the Debt becomes due, all outstanding accrued interest.

The audit has not been completed so the surplus number we currently have is still preliminary. Since the Athletic Access Fee is still under review there is no exact amount to be calculated at this point regarding the total owing to UBC. However, we may want to keep in mind what may possibly happen when the UNA is having a surplus year with the information provided above. In the interim, any surplus fund will be recorded under the Unrestricted Net Assets on the UNA book.

Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

1. Schedule A – UBC Financial Support for the UNA's 2021-2022 Budget Letter

Concurrence

None



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**BOARD MEETING
OPEN SESSION**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Athena Koon', written over a horizontal line.

Athena Koon
Finance Manager

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Sundance Topham
Chief Administrative Officer



July 19, 2021

Richard Watson
Chair, Board of Directors University Neighbourhoods Association
#202-5923 Berton Ave.
Vancouver, BC V6S 0B3

Sent via email: richard.watson@myuna.ca
CC: Sundance.topham@myuna.ca
Michael.white@ubc.ca

Subject: UBC Financial Support for the UNA's 2021-2022 Budget

Dear Mr. Watson,

UBC and the UNA share a commitment to the long-term success of UBC's campus residential neighbourhoods, including the cost-efficient delivery of municipal-like services. As part of this commitment, UBC and the UNA are working collaboratively to ensure the financial health of the UNA in relation to external financial pressures and the impacts of COVID-19.

In response to these budgetary challenges, the UBC-UNA Joint Financial Task Force (JFTF) was reconvened in September 2020 to discuss and make recommendations in regard to the long-term financial health of the UNA. The JFTF's work included an update to the UNA 5-year Financial Model to allow for updated assumptions and to improve accuracy in budget forecasting. This model update informed the JFTF's discussions and recommendations in consideration of the expiration of the Community Services Grant, the Fire Protection Offset, and other UBC funding arrangements as well as the impacts of COVID-19 on the 2021-2022 UNA budget.

We appreciate the UNA's ongoing effort in working with the other JFTF members to ensure long-term financial stability of the UNA and neighbourhood service delivery. I also want to acknowledge the UNA's immediate actions taken to reduce expenses and enhance operational efficiencies in response to the budget deficit that is forecasted for 2021-2022.

As you are aware, at the December 16, 2020 meeting, the JFTF recommended that UBC and UBCPT continue financial support for the UNA in 2021-2022. Specifically, UBC and UBCPT have been asked to provide financial support in the form of:

1. A reduction in the UBC Athletics Access Fee from 15% to 7.5% of the Neighbours' Levy;
2. UBCPT Fire Service Landscaping Credits amounting to \$330,000; and
3. The elimination of fees for residents of the UBC neighbourhoods who have a UNA card to enter the Museum of Anthropology and the Botanical Gardens and the elimination of a charge for UBC Library cards for qualifying residents, which support is assigned a value of \$30,000.

In addition to this support, UBC is being asked to allow the UNA to carry over the UNA's 2020-2021 surplus to partially fund the 2021-2022 anticipated deficit rather than transferring the surplus to a reserve account or paying the surplus to UBC.



UBC confirms that the UNA's 2020-2021 surplus may be retained by the UNA and that the financial support described in points 1 to 3 above will be provided. Furthermore, UBC will not reimburse itself from the Neighbours' Fund for administering the Services Levy and conducting an audit of the fund for its 2021-2022 fiscal year.

In return for this support, the UNA agrees to pay UBC the amount by which the UBC Athletics Access Fee is reduced, subject to the adjustment described below, plus \$3,286 (which equals the \$30,000 value assigned to the elimination of fees referred to in point 3 above minus the requested reimbursement referred to in the next paragraph) (the "Debt"). The Debt is due at the end of the UNA's earliest fiscal year for which it is reasonable to conclude that payment of the Debt in full would not result in the UNA incurring a deficit for the year or increase the amount of a deficit that would otherwise be incurred. In lieu of paying the Debt, the UNA may agree that UBC can withdraw the amount of the Debt from the Neighbours' Fund, in which case the Debt is extinguished. Simple interest will accrue on the Debt each fiscal year of the UNA, at the prime lending rate of UBC's principal bank determined at the end of the year. UBC will forgive (i) the interest for each fiscal year before the fiscal year in which the Debt becomes due, and (ii) if the Debt is paid or the UNA agrees to a withdrawal from the Neighbours' Fund no later than two months after the end of fiscal year in which the Debt becomes due, all outstanding accrued interest.

In its letter to UBC dated August 12, 2020, the UNA requested reimbursement for \$26,714 paid by the UNA to the Museum of Anthropology and the Botanical Gardens in respect of access fees for residents. This reimbursement is being provided by being subtracted above in determining the amount that the UNA is required to pay UBC. (The amount of \$30,462 stated in the letter is incorrect and has been adjusted to reflect a total of \$16,215 paid to the Museum of Anthropology and \$10,499 paid to the Botanical Gardens.)

With the acute financial pressures addressed, the JFTF will shift focus to the long-term financial health of the UNA, including the 5-year plan. In particular, the JFTF will discuss options to limit or decrease the significant expenses of the UNA to address the future deficits projected by the model. In addition, the JFTF will review the basis for determining the UBC Athletics Access Fee. If a new basis is recommended by the JFTF and accepted by UBC and the UNA, and the new basis would produce a UBC Athletics Access Fee for the UNA's 2021-2022 fiscal year that is less than 15% of the Neighbours' Levy, that lower fee will be used in determining the amount by which the UBC Athletics Access Fee for 2021-2022 has been reduced.

Once the JFTF recommendations have been implemented, we expect the UNA will be in a better financial position. These are all positive steps to securing the financial health of the UNA for the benefit of residents and other stakeholders.

Thank you for the UNA's commitment to continue this collaboration. To confirm the UNA's agreement with the foregoing, please sign below.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Peter Smailes'.

Peter Smailes
Vice-President, Finance & Operations, The University of British Columbia



Acknowledged and agreed to on behalf of the University Neighbourhoods Association the ____ day of _____, 2021 by:

Richard Watson, Chair University Neighbourhoods Association



Report Date: June 13, 2022
Meeting Date: June 21, 2022
From: Athena Koon, Finance Manager
Subject: Fiscal 2021/22 - Year End Audit Plan

Background

According to the Income Tax Act, the University Neighbourhoods Association (UNA) is required to file its T2 Corporation Income Tax Return to the CRA for every tax year, and the filing deadline is within six months after the end of the corporation's tax year.

The University Neighbourhoods Association's (UNA) fiscal year is set at the end of March, so the deadline to file the tax return is before the end of September. In addition, the BC Societies Act requires that the financial statements presented at the Annual General Meeting (AGM) be for a period ending no more than six months before the AGM, which, for the UNA, falls within the same time frame of six months after the fiscal year end.

This report outlines how the UNA will complete the annual audit to meet the tax filing deadline.

Decision Requested

For Information

DISCUSSION

The UNA is required by the Neighbours Agreement, UNA Bylaws and the BC Societies Act to appoint an auditor to conduct an annual audit for the year end financial statements.

The BC Societies Act, Part 9, Section 111 provides further guidelines and requirements for the appointment of an auditor:

Appointment of auditor, Section 111

(1) A society

(a) must have an auditor if the society is required to have an auditor by the society's bylaws or under the regulations, and

(b) may have an auditor in any other case.

(2) The first auditor, if any, of a society must be appointed by the directors, or by ordinary resolution, to hold office until the close of the annual general meeting following the appointment.

(3) Each auditor, if any, subsequent to the first auditor must be appointed at each annual general meeting, by ordinary resolution, to hold office until the close of the next annual general meeting.

(4) If a subsequent auditor is not appointed as required under subsection (3), and the society is required to have an auditor under subsection (1) (a), the auditor in office continues as auditor until a successor is appointed.

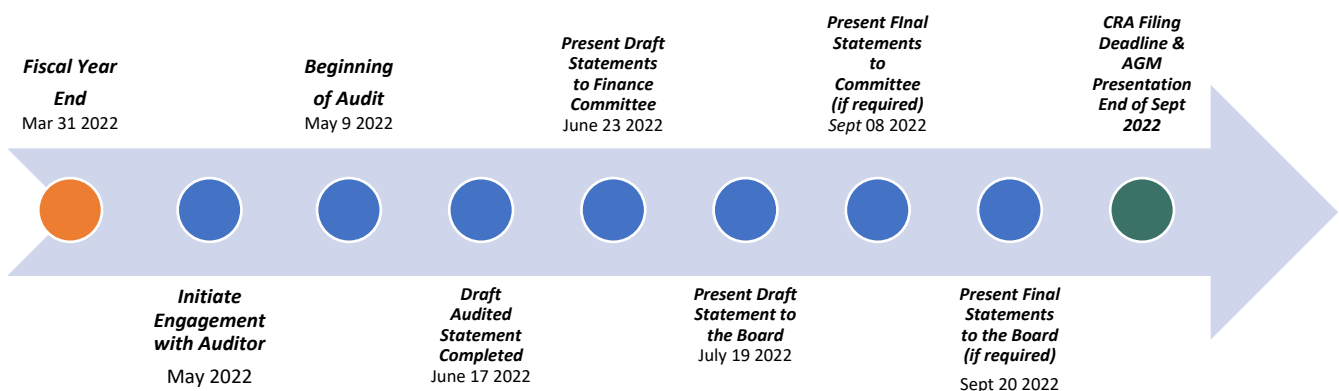
At our last AGM, the UNA membership appointed Johnsen Archer LLP as the UNA auditor until the next AGM. Based on this decision, Johnsen Archer LLP is undertaking our fiscal 2021-22 audit, and an audit engagement letter, which outlines the objective, responsibility and deliverables of the audit was signed when the audit process began this year.

For the UNA's 2021-22 fiscal year audit, the process started the second week of May, as the auditor needs a minimum of six weeks to complete their audit and have the draft financial statements ready.

The auditor will be presenting the audit results to the Finance & Audit Committee at an in-person meeting on June 23rd. It is anticipated that, at that meeting, the Finance and Audit Committee will be able to recommend submission of the 2021-22 Audited Financial Statements to the Board of Directors for review at the July Board meeting.

If the Audited Financial Statements are approved at the July meeting, the statements will go directly to the September Annual General Meeting (AGM) for presentation. If any changes are required, the final 2021-22 Audited Financial Statement will be presented to the Board of Directors for approval during their September meeting. This will allow sufficient time for the UNA to file the required annual return to the CRA and to prepare for the AGM before the required deadline by the end of September 2022.

The timeline of this year audit plan is as follows:





Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

None

Concurrence

None

Respectfully submitted,

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Athena Koon
Finance Manager

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Sundance Topham
Chief Administrative Officer



Report Date: June 13, 2022
Meeting Date: June 21, 2022
From: Wegland Sit, Operations Manager
Subject: 2022-23 Insurance Renewal Update

SUMMARY

The current UNA insurance expires on July 1. The UNA insurance renewal application request was submitted to our broker on May 26 and the renewal application is currently being reviewed by the insurers. This report provides more information on the process and talks briefly about next steps, including bringing forward a Finance Committee recommendation to confirm that the Chief Administrative Officer will be finalizing the upcoming insurance.

DECISION REQUESTED

THAT the Board authorize the Chief Administrative Officer to enter into the UNA insurance coverage from July 1st, 2022 to June 30th, 2023.

DISCUSSION

The following insurance policies are set to expire on July 1, 2022:

- Commercial General Liability
- Property All Risk
- Abuse Liability
- Directors and Officers Liability

In preparation for the insurance renewal, the UNA contacted Marsh in March, at which point Marsh advised that insurance renewal work typically only begins 90 days prior to the expiry.

The UNA subsequently submitted the insurance renewal application on May 26. UNA insurance broker Marsh Canada confirmed the information submitted for the renewal has been provided to insurers for their review. It is expected to take at least four weeks from the May 26 date for underwriters to review the UNA's renewal request.

Typically, in the insurance world, unless there are substantial changes to the risk exposure or significant changes in the insurance market, the practice is to seek an alternative quote from other providers every three to four years. Hence, UNA's renewal requests were submitted only to the UNA's existing insurance providers.

It is hoped that the UNA will hear back in time for presenting to the June 23 Finance Committee meeting. As the insurance will need to be confirmed before the July Board meeting, it is expected that the Finance Committee will undertake the review of coverage on behalf of the Board, and the Chief Administrative Officer will enter into any contracts (as allowed under his duties and delegated authority).

On the off chance that the insurance is not ready by the June 23 Finance Committee meeting, the CAO will be able to sign off on the insurance, with a summary of the coverage to be presented to the Committee and Board at the next opportunity.

Financial Implications

As our renewal application is currently under reviewed by our insurers, any updated costs for renewal are not available at this moment

Operational Implications

None

Strategic Objective

None

Attachments

None

Concurrence

None

Respectfully submitted,



Wegland Sit
Operations Manager



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

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

Sundance Topham
Chief Administrative Officer



Report Date: June 14, 2022
Meeting Date: June 21, 2022
From: Athena Koon, Finance Manager
Subject: Community Field Replacement Reserve

Background

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

In Section 4 of the UBC-VSB agreement, UBC has appointed the UNA as “Manager” to perform the functions described in the agreement, and based on Section 5 (f) of the agreement, the Capital Fund should be maintained by the UNA in its accounts.

However, based on a previous UNA Board decision, the current set up is that UBC is holding the Community Field Replacement Reserve (Field Reserve) as part of the Neighbours Fund and the UNA is holding the Vancouver School Board (VSB) annual contribution on our accounts.

This report is meant to address two issues:

- Receive direction to make the annual contribution (included in 2022/23 budget) for the Field Reserve.
- Provide direction for staff to invest the VSB contributed portion of the Capital Reserve Fund for the community field managed by the UNA.

Decision Requested

1. THAT the Board agree to allow UBC to transfer the budgeted amount of \$60,000 to the Community Field Replacement Reserve in the Neighbours Fund for fiscal year 2022/23.
2. THAT the Board direct staff to cash out the GIC in which the Capital Reserve Fund is invested and reinvest the proceeds in a two-year GIC.

Discussion

The Field Reserve is created by the VSB-UBC agreement and specifies a 60% share of the yearly contributions for the UNA and 40% share of the yearly contributions for the VSB.

- 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.

UBC has appointed UNA as "Manager" to perform the functions described in the agreement and VSB is complying with section 13.3 of the VSB-UBC agreement in making annual capital contribution to the fund to UNA:

- 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.

The Field Reserve was first established during fiscal year 2013/14. The contribution total is set at a maximum amount of \$600K over a 10 year time frame. The UNA has included \$60K in the UNA's annual budget to contribute to the Field Replacement Reserve, and the amount has been factored in as a deduction when we bill UBC for the Neighbour's levy.

As per direction provided by UBC Finance, the Field Reserve is considered a separate entity from the other Neighbours' Fund reserves and requires a UNA Board resolution allowing the transfer of funds to take place.

As of the end of fiscal 2021/22, VSB has contributed a total of \$360K towards this fund and the UNA is currently holding this money on our accounts. In order to yield some interest earning, instead of leaving the money in the business saving account, the UNA has put the total into a one-year cashable investment (motion carried by the Board in November 2021).

At that point, the interest rate was still very low at a rate less than 1%. However, with the latest market trend, the cashable one-year GIC rate is already double compared to what it was a few months ago. Since the investment is cashable, no interest will be lost if we redeem the current low interest rate investment and buy the same GIC with the latest interest rate which should yield a rate at least doubling of what we currently have.

The following table shows the GIC rates of the major banks:

Term	1 year cashable	1 year	2 year	3 year	5 year
Royal Bank (RBC)	1.87%	2.80%	3.25%	3.50%	4.00%
Bank of Montreal (BMO)	2.20%	2.40%	2.95%	3.00%	3.25%
Toronto Dominion (TD)	2.00%	3.00%	3.20%	3.25%	3.75%
Canadian Imperial Bank of Commerce (CIBC)	2.00%	2.80%	3.40%	3.60%	4.00%
Bank of Nova Scotia	1.00%	2.80%	3.45%	3.80%	4.00%

**The above information is from the bank's website site and may subject to change*

Our current bank is the Royal Bank (RBC), and the rates offered are comparable to the market. We do not anticipate any major projects that will require the use of the reserve funds for the next two years, and if we invest for the two years, our interest earnings will be almost four times more than what we currently earn.

I am also in the process of looking at options for setting up the UNA with a suitable platform for investing, so in the future, when other investment needs arise, we will have a better selection of investment options.

Financial Implications

Interest earning

Operational Implications

None

Strategic Objective

None

Attachments

None

Concurrence

None



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**BOARD MEETING
OPEN SESSION**

Respectfully submitted,

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Athena Koon
Finance Manager

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

Sundance Topham
Chief Administrative Officer



Report Date: June 9, 2022
Meeting Date: June 21, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: Board Rules of Procedure Update

Background

At their April 19, 2022 meeting the UNA Board passed the following motion:

THAT subject to non-substantive drafting suggestions that Director Holmes may provide on the current working draft, that the Board approve the Board Rules of Procedure as written.

Rather than providing drafting suggestions Director Holmes undertook a rewrite of the UNA Board Rules of Procedure (Rules). Director Holmes' version was presented to the Board at the May 17, 2022 meeting, at which point the Board passed the following motion:

THAT the Board refer the proposed changes to the Board Rules of Procedure to the Governance and Human Resources for further consideration.

The GHR Committee has reviewed the proposed Rules drafted by Director Holmes and are recommending approval.

Decision Requested

THAT the Board replace the revised Board Rules of Procedure approved at its April 19, 2022 meeting with the revised Board Rules of Procedure drafted by Director Holmes.

Discussion

At their April 19, 2022 meeting the UNA Board passed the following motion:

THAT subject to non-substantive drafting suggestions that Director Holmes may provide on the current working draft, that the Board approve the Board Rules of Procedure as written.

I reached out to Director Holmes to receive feedback as per the Board motion. At the time he noted that, due to the nature of drafting, he would not be providing any drafting suggestions to the version approved by the Board, and based on this information the Rules were finalized and posted online.

Director Holmes subsequently created a new draft of the Rules, starting with the original Rules approved by the Board in January 2021, but utilizing the intended changes as included in the version approved by the Board in April. This draft was presented to the Board at the May meeting.

Although the draft prepared by Director Holmes contains more than just non-substantive drafting edits, the updates to the rules accomplish the substantive changes that the Board approved at their earlier meeting.

The following sections of the Rules have been updated:

Definitions – Revised definitions for fully electronic meeting, in person meeting and partially electronic meeting.

Part 2 – Format: Clarification that the meetings are to be in person unless determined otherwise. The decision to hold any meeting electronically (partial or fully) is left with the Chair (or CAO for the initial meeting).

Part 2 – Location: Clarification that in person and partially electronic meetings are to be held on the UBC Vancouver Campus.

Part 2 – Inaugural meeting: Rewritten. No changes substantive changes.

Part 2 – Regular meetings: Clarification that the assumption will be for in person meetings when setting the annual meeting schedule.

Part 2 – Special meetings: Clarification that the notice of special meeting will need to include the format of the meeting.

Part 3 – Electronic Meetings: Updated language to make it clear that the public don't participate in an electronic meeting. Addition of the need to provide notice to participate electronically at least 24 hours before the meeting or publishing of the agenda, as the circumstances dictate. Changes were also made to remove language on how to consider holding an electronic meeting, as that language was moved to Part 2 and left to the Chair.

Part 5 – Meeting Chair: The new version requires to directors to choose a chair who is present in person only when the UNA Chair is absent (i.e. if the Chair attends the meeting electronically, they would still be the Chair, even if the meeting was a partially electronic meeting).

Part 12 – Delegations: Rewritten. Clarification of six-month timeframe for further presentation.

Part 13 – Minutes: Addition of the need to identify type of communications medium used if the meeting is held electronically.

I've included a blacklined version showing the difference between the version approved by the Board in April and the version submitted at the last Board meeting (attached as



Schedule A), as well as a clean version of the updated version (attached as Schedule B).

Financial Implications

None

Operational Implications

None

Strategic Objective

Community and Stakeholder Relations

Attachments

1. Schedule A – Blackline summary of changes
2. Schedule B – UNA Board Rules of Procedure (Clean) – Director Holmes Version

Concurrence

None

Respectfully submitted,

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Sundance Topham
Chief Administrative Officer



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BOARD RULES OF PROCEDURE

PART 1 – INTRODUCTION

Definitions

1.1 In these rules of procedure:

“Board” means the UNA Board of Directors;

“Bylaws” means the bylaws of the UNA as amended or replaced from time to time;

“CAO” means the Chief Administrative Officer of the UNA except that, at any time there is no CAO, “CAO” means the individual or individuals fulfilling the responsibilities of the CAO position;

“Chair” means the Chair of the Board;

“Director” means a UNA director;

~~“Electronic Meeting” means a “Fully Electronic Meeting or a Partially Electronic Meeting;~~

~~“Fully Electronic Meeting” means a meeting of the Board in which persons are entitled to participate solely by telephone or other communications medium, as set out in the notice for the meeting, if all persons attending the meeting are able to participate in it, whether by telephone or other communications medium;~~

~~“LocationIn-Person Meeting” means either a physical location on the UBC Vancouver campus or a meeting held via Electronic Meeting, as applicable; of the Board in which persons are entitled to participate solely in person.~~

~~“Partially Electronic Meeting” means a meeting of the Board in which persons are entitled to participate in person or by telephone or other communications medium, as set out in the notice for the meeting, if all persons attending the meeting are able to participate in it, whether by telephone, by other communications medium or in person;~~

“Point of Order” means a point or query concerning procedure;

“Presiding Director” has the meaning given in section 5.1;

“Rules” means these rules of procedure;

“Societies Act” means the *Societies Act*, S.B.C. 2015, c. 18, as amended from time to time, and includes any legislation that replaces that Act;

“UBC” means The University of British Columbia;

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BOARD RULES OF PROCEDURE

“UNA” means the University Neighbourhoods Association.

References to bylaws and to sections and parts

- 1.2 A reference to a Bylaw followed by a number is to that numbered provision in the Bylaws.
- 1.3 A reference in square brackets to a numbered Bylaw is to a provision in the Bylaws that requires, in whole or in part, the section of the Rules in which the reference is included.
- 1.4 Except as otherwise stated, a reference to a section or Part is to that section or Part of the Rules.

Applicable rules of procedure for Board meetings

- 1.5 Proceedings of all meetings of the Board are governed by the Rules and, to the extent not inconsistent with the Rules, by the most recent edition of Robert’s Rules of Order, with such modifications as are necessary in the circumstances.
- 1.6 If any rule is inconsistent with the requirements of the *Societies Act*, the requirements of that Act prevail.

Delegation by CAO

- 1.7 The CAO may delegate to other UNA employees any of the responsibilities and functions assigned to him or her by the Rules.

Substitute for Chair

- 1.8 If at any time the Chair is absent or unable to act or the office of Chair is vacant, the powers of the Chair are to be exercised, and the duties carried out, by the Director appointed by the Board for this purpose.

PART 2 – BOARD MEETINGS

Format

- 2.1 Board meeting are to be In-Person Meetings except when the Chair or CAO has made a determination under section 2.2 or 2.3.
- 2.2 The Chair may determine that a Board meeting is to be a Partially Electronic Meeting or a Fully Electronic Meeting.
- 2.3 The CAO may determine that an initial meeting of the Board is to be a Partially Electronic Meeting or a Fully Electronic Meeting.

Location

2-12.4 ~~Board meetings~~ In-Person Meetings and Partially Electronic Meetings are to take place on the UBC Vancouver campus ~~or via Electronic Meeting. Reference to Location within the Rules applies to Electronic Meetings as well.~~

Inaugural meeting

2-22.5 The CAO must convene an initial meeting of the Board within one month after an election of Directors.

2-32.6 The CAO ~~willis to~~ preside over the initial meeting until ~~such time as the~~ Chair ~~has beenis~~ elected.

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2-42.7 At the initial meeting, the Board must elect a Chair in accordance with the following:

- (a) The call for nominations for the office of Chair is to be conducted by the CAO.
- (b) If only one candidate is nominated, that candidate is to be declared elected by acclamation.
- (c) If more than one candidate is nominated, voting is to be conducted by secret ballot.
- (d) Ballots are to be counted by the CAO, and the candidate with the most votes is to be declared elected.
- (e) ~~In the event that~~ if more than one candidate receives the largest number of votes, the CAO is to determine the procedure for determining which of those candidates is elected. For greater certainty, the procedure may include a runoff election or determination by lot.

Regular meetings

2-52.8 The Chair must determine the dates, ~~and~~ times, ~~and Locations~~ of the regular Board meetings, which meetings must be held at least ~~six~~6 times in a calendar year. The Chair must also determine the location of regular Board meetings, on the assumption that the meetings will be In-Person Meetings. [Bylaw 7.1]

2-62.9 No later than the beginning of a calendar year, the CAO must prepare, in consultation with the Chair, a schedule of the dates, times, and ~~Locations~~locations of the regular Board meetings for the year and must post the schedule of regular Board meetings on the UNA's website.

2-72.10 A regular Board meeting may

- (a) be cancelled by the Board, except that two consecutive regular Board meetings may not be cancelled; or
- (b) be moved to a different day, time, or ~~Location~~location by the Chair, but only if ~~five~~5 days' notice of the change is provided to the Board.

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BOARD RULES OF PROCEDURE

2.82.11 If a regular Board meeting is cancelled or there is a change to the date, time, or ~~Location~~location of the meeting, the CAO must, as soon as reasonably possible, post a notice of the cancellation or change on the UNA's website.

Special meetings

2.92.12 A special Board meeting must be called by the CAO at the request of any two Directors.

2.13 ~~Except where notice of~~To call a special Board meeting, the CAO must give notice of

- (a) the date and time of the meeting,
- (b) the format of the meeting (an In-Person Meeting, a Partially Electronic Meeting, or a Fully Electronic Meeting), and
- (c) if the meeting is an In-Person Meeting or a Partially Electronic Meeting, the location of the meeting.

2.14 ~~Unless~~ waived by all Directors, the CAO must give the notice of ~~the date, time, and Location of the~~ a special Board meeting at least 48 hours before the ~~time~~meeting is to take place.

2.102.15 ~~The CAO must give the notice of the a special Board~~ meeting by

- (a) sending a copy of the notice to each Director ~~via~~by email, and
- (b) posting a copy of the notice on the UNA website.

Open, closed, and restricted closed sessions

2.142.16 Each Board meeting consists of one or more of an open session, a closed session, and a restricted closed session.

2.122.17 The open session of a Board meeting must be open to the public.

2.132.18 The closed session of a Board meeting may be attended only by the Directors, the CAO, UNA employees invited by the CAO or the Board, and other individuals invited by the Board.

2.142.19 The restricted closed session of a Board meeting may ~~only~~ be attended only by the Directors and individuals invited by the Board.

2.152.20 The Board must hold at least ~~six~~6 meetings in a calendar year that have an open session.

2.162.21 A matter may be considered at a closed session or a restricted closed session of a Board meeting only if the matter is, or relates to, one or more of the following:

- (a) discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests;

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- (b) employee relations and other human resources matters;
- (c) a matter which the UNA is required by contract or law to keep confidential;
- (d) litigation or potential litigation affecting the UNA;
- (e) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (f) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the UNA or another position appointed by the Board;
- (g) the appointment of an individual to fill a vacancy on the Board;
- (h) the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body;
- (i) the approval of minutes for a closed session or restricted closed session of a Board meeting;
- (j) consideration of whether a matter on the agenda for the session is eligible to be considered in the session;
- (k) the addition of a matter to the agenda for the session; and
- (l) consideration of whether particular individuals should be permitted to attend the session.

2-172.22 In the preparation of the agendas for a Board meeting, the Chair is to determine which matters are to be included on the agenda for the closed session and which matters are to be included on the agenda for the restricted closed session. The Chair's determination is subject to being overturned during the closed session or restricted closed session.

2-182.23 If a Board meeting includes an open session and also a closed or restricted closed session, the agenda for the open session is to state

- (a) the fact that the open session will be followed by a closed or restricted closed session, and
- (b) the basis or bases permitting the consideration of matters in the closed or restricted closed session.

2-192.24 If a Board meeting does not include an open session, the CAO must give notice to the public on the UNA website of the basis or bases permitting the consideration of matters in the meeting.

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BOARD RULES OF PROCEDURE

Confidentiality

2-202.25 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.

PART 3 – ~~ELECTRONIC PARTICIPATION AND~~ ELECTRONIC MEETINGS

Partially Electronic Meeting ~~Fully Electronic Meeting~~

A

3.1 ~~If a~~ Board meeting ~~may be conducted as a Fully~~ is a Partially Electronic Meeting ~~if,~~

- ~~(a) the circumstances are such that, in meeting notice is to provide information regarding the view of communications medium; and~~
- ~~(a) all persons attending the Chair (who may poll meeting (other than the Board to receive feedback), holding an Electronic Meeting would public) must be desirable;~~
- ~~(b) the electronic medium enables all meeting participants able to fully participate; and~~
- (c)(b) if there is an open session, the electronic in it, whether in person or by the communications medium enables the public to participate in the session.

~~3.2 If a Board meeting that includes an open session is to be conducted as a Fully Electronic Meeting, information on how the public may participate in the session must appear on the agenda and be posted on the UNA website.~~

~~3.3 The notice of a special Board meeting to be conducted as a Fully Electronic Meeting must, if the meeting includes an open session, provide information on how the public may participate in the session.~~

Partially Electronic Meeting

3.2 ~~If the~~ Board meeting is ~~not a Fully~~ Partially Electronic Meeting, a Director ~~who may participate using the communications medium only if the Director~~

- 3.4(a) is unable to attend a Board the meeting in person because of illness, absence from Metro Vancouver, or other circumstances that prevent the Director from attending in person may participate in the meeting by telephone or other communications medium if, and

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- ~~(a) at least 24 hours before the telephone or other communications medium enable all agendas for the meeting participants are sent to participate;~~
- ~~(b) if there is an open session Directors, the telephone or other communications medium enable the public in attendance at the session to communicate with the Director; and~~
- ~~(b) The Director gives the CAO notice of this intention prior to that the Director intends to participate using the communications medium.~~
- ~~(c) At least 24 hours before the publication of the agenda, to provide time to include notice of the commencement of a Partially Electronic Meeting-~~

~~3.3 As soon as reasonably possible after receiving notice from a Director, the CAO must provide the Director persons who intend to participate using the communications medium with instructions on how to connect to and participate in the meeting.~~

Fully Electronic Meeting

~~3.4 If a Board meeting is a Fully Electronic Meeting,~~

- ~~(a) the meeting notice is to provide information regarding the communications medium;~~
- ~~(b) all persons attending the meeting (other than the public) must be able to fully participate in it by the communications medium;~~
- ~~(c) if the meeting includes an open session, the public must be able to hear all participants.~~

~~3.5 If a Board meeting is a Fully Electronic Meeting, at least 24 hours before the meeting,~~

- ~~3.5(a) the CAO must provide participants with instructions on how to connect to and participate in the meeting; and~~

~~3.6 If more than two Directors intend to participate in a Board meeting electronically the Chair must consider holding the Board meeting as a Fully Electronic Meeting.~~

- ~~(b) if the meeting includes an open session, the CAO must post on the UNA website information on how the public may hear, or watch and hear, the session.~~

PART 4 – AGENDAS AND ORDER OF BUSINESS

Preparation and availability of agendas

4.1 Separate agendas are to be prepared for the open session, closed session, and restricted closed session of a Board meeting.

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4.2 The agendas for the open and closed sessions of a regular Board meeting are to be prepared and made available as follows:

- (a) The CAO, in consultation with the Chair, must prepare agendas for the open and closed sessions, setting out all items for consideration at the sessions.
- (b) The agendas are to include items proposed by Directors at least 10 days before the meeting.
- (c) At least ~~five~~5 days before the meeting, the CAO must provide the agendas to the Directors and make the agenda for the open session available to the public.

4.3 Section 4.2 applies with respect to the agendas for the open and closed sessions of a special Board meeting, except that the time by which the agendas are to be provided to Directors and made available to the public is the lesser of ~~five~~5 days before the meeting and such time as is reasonably practicable having regard to when the decision to hold the meeting is made.

4.4 Prior to each Board meeting that includes a restricted closed session,

- (a) the Director appointed by the Board for this purpose must prepare an agenda for the session; and
- (b) that Director must provide the agenda to Directors at least two days before the meeting.

Agenda for open session of a meeting

4.5 The agenda for the open session of a Board meeting is to contain the following headings in the order in which they are listed:

- (a) Approval of agenda
- (b) Approval of minutes
- (c) Delegations
- (d) External reports and presentations
- (e) Reports¹
- (f) Unfinished business²

¹ "Reports" are UNA reports, such as reports from committees, working groups, Directors, and staff. These may just provide information or may include recommendations for action.

² "Unfinished business" consists of

- the item (if any) that was actually in the process of being considered when the last meeting adjourned;
- items that were on the agenda for the last meeting but were not reached before the adjournment of the meeting; and

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(g) New business³

(h) Adjournment

Agendas for closed and restricted closed sessions of a meeting

4.6 The agendas for the closed and restricted closed sessions of a Board meeting are to contain such of the headings listed in section 4.5 as are applicable.

Addition of agenda items by Directors

4.7 At the time the adoption of an agenda is being considered, a Director may propose to place an additional item on the agenda. The item is to be added to the agenda only if approved by the Board.

4.8 After an agenda has been adopted, a Director may propose to place an item of an urgent nature on the agenda. The item is to be added to the agenda only if the proposal is approved by the Board.

Order of business

4.9 Business at a session of a Board meeting is to be taken up in the order in which it is listed on the agenda for that session, unless an alternative order is approved by the Board.

New Directors

4.10 For the purposes of this Part, a Director includes, in relation to a Board meeting, any person whose term of office as a UNA director will commence at the beginning of the meeting.

PART 5 – MEETING CHAIR AND QUORUM

Meeting chair

5.1 The chair of a Board meeting (the “Presiding Director”) is to be determined in accordance with Bylaw 7.6.

5.2 ~~For the purposes of determining the chair of~~ Chair is absent from a Partially Electronic Board meeting, ~~the Board shall~~ Directors are to choose a Director who ~~attends the meeting~~ is present in person to chair the meeting.

- items from a prior meeting that, by motion, were postponed.

There will usually not be any unfinished business.

³ “New business” is any item for discussion or decision that does not belong under reports or unfinished business. It includes items that were previously considered by the Board, unless the item has been referred to a committee or working group.



BOARD RULES OF PROCEDURE

Quorum

- 5.3 The quorum for a Board meeting is a majority of the Directors at the time of the meeting. [Bylaw 7.5]
- 5.4 The Board must not conduct business at any time at which a quorum is not present.

Adjourning meeting if no quorum

- 5.5 If there is no quorum present within 15 minutes after the scheduled time for a Board meeting or such longer time as the majority of the Directors present agree,
- (a) the CAO must record the names of the Directors present; and
 - (b) the meeting stands adjourned.

PART 6 – MOTIONS

Making motions

- 6.1 Except as otherwise provided in the Rules, a motion must be made and seconded before being debated or finally put to a vote by the Presiding Director. It is not necessary that the Presiding Director restate the motion.
- 6.2 A Director may make a motion only if the Director is recognized by the Presiding Director.

Motions belong to Board

- 6.3 When a motion has been made and seconded, it is in possession of the Board.

Permissible motions

- 6.4 Only the following motions may be made when the Board is considering a main motion (i.e., the motion that initiates formal Board consideration of a matter):
- (a) to adjourn;
 - (b) to recess;
 - (c) to call the vote;
 - (d) to postpone;
 - (e) to refer;
 - (f) to amend;
 - (g) to postpone indefinitely.

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- 6.5 The order of precedence of the motions listed in section 6.4 is from top (highest) to bottom (lowest). Except for a motion to amend a pending motion, a motion is in order if any motion below it is pending and is out of order if any motion above it is pending. A motion to amend a pending motion may be made to any motion that is amendable.

Motion to call the vote

- 6.6 A motion to call the vote is a motion to end debate and vote immediately on the pending motion.
- 6.7 A motion to call the vote is not debatable and requires at least two-thirds of the votes cast to be in favour of the motion in order to succeed.

Motion to postpone

- 6.8 A motion to postpone a pending main motion must specify when the main motion is to be taken up again, which may be
- (a) during the same Board meeting, in which case the motion must specify when in the order of business, or after which circumstances, the main motion is to be considered further; or
 - (b) in a future Board meeting, in which case the motion must specify which Board meeting or the conditions that must be fulfilled in order for the main motion to be considered further.
- 6.9 A motion to postpone is debatable, but only as to the merits of postponement.

Motion to refer

- 6.10 A motion to refer can be made only with respect to a main motion as amended by any amendments approved before the motion to refer.
- 6.11 A motion to refer can be made with respect to a matter on the agenda for the meeting before the making of a main motion with respect to the matter.
- 6.12 A motion to refer a matter may be to a committee, working group, or any individual or group of individuals and is to specify when a report is to be made to the Board.
- 6.13 Debate on a motion to refer must be limited to the merits of the referral.

Motion to amend

- 6.14 A motion to amend must not be made with respect to a motion that is non-amendable.
- 6.15 A motion to amend may take the form of the deletion, addition, or substitution of words. It must be germane to the motion proposed to be amended and may not change the motion into another type of motion or negate the intent of the motion.

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- 6.16 A secondary amendment may be moved to a primary amendment. The secondary amendment is not amendable, and no further amendments may be moved to the primary amendment until the secondary amendment is disposed of.
- 6.17 A primary amendment must be debated and voted on before the motion that is proposed to be amended.
- 6.18 A secondary amendment must be debated and voted on before the pending primary amendment.

Motion to postpone indefinitely

- 6.19 A motion to postpone indefinitely is a motion not to make a decision on the pending main motion (i.e., to kill the main motion).
- 6.20 Debate on a motion to postpone indefinitely may go into the merits of the pending main motion.

Withdrawal of motion

- 6.21 The Director who made a motion may request at any time while the motion is pending that the motion be withdrawn.
- 6.22 A motion is withdrawn if all Directors present at the meeting consent to the request to withdraw.
- 6.23 If any Director objects to the request to withdraw,
 - (a) the Presiding Director must put the request to a vote;
 - (b) no debate is allowed; and
 - (c) to succeed, the request requires a majority vote.

Division of motion

- 6.24 If requested by a Director, where a motion comprises separate parts that can stand alone as separate motions, there is to be a separate vote on each part.

PART 7 – RECONSIDERATION, RESCISSION, OR AMENDMENT OF A MOTION

Reconsideration

- 7.1 A Director who voted with the majority for or against a motion (the “original motion”) may make a motion to reconsider the original motion, either at the same open, closed, or restricted closed session of the meeting at which the original motion was voted on or at the next such session.
- 7.2 When a motion to reconsider an original motion is made, the original motion may not be discussed before approval of the motion to reconsider.



BOARD RULES OF PROCEDURE

7.3 A motion may not be reconsidered if it has been acted upon irreversibly.

Rescission or Amendment

7.4 After the Board has approved a motion (the “approved motion”), a Director may make a motion to rescind or amend the approved motion, either at the same open, closed, or restricted closed session of the meeting at which the approved motion was approved or at the next such session.

7.5 A motion to rescind or amend an approved motion requires at least two-thirds of the votes cast to be in favour of the motion in order to succeed if

- (a) the motion to rescind or amend is not made at the same meeting at which the approved motion was approved, and
- (b) advance notice of the intent to make the motion was not given in the agenda for the session of the meeting at which the motion is made.

7.6 An approved motion may not be rescinded or amended if it has been acted upon irreversibly.

PART 8 – DEBATE AND CONDUCT

Discussion prior to motion

8.1 A matter may be discussed prior to the making of a motion regarding the matter.

Debate

8.2 A Director may speak to a matter only if recognized by the Presiding Director.

8.3 The Presiding Director may speak to any matter.

8.4 Subject to sections 8.5 and 8.6, if more than one Director wishes to speak, the Presiding Director is to determine the order in accordance with the order in which each Director indicated an intention to speak.

8.5 The Director who moves a motion may speak first to the motion.

8.6 Each Director must be given an opportunity to speak before a Director is given a further opportunity to speak.

8.7 A Director must not speak at one time for more than ~~five~~5 minutes, unless the Board gives permission for the Director to speak longer.

8.8 A Director may require the motion being debated to be read at any time during the debate, but not so as to interrupt another Director who is speaking.



BOARD RULES OF PROCEDURE

Motion to postpone or refer

- 8.9 If a motion to postpone or refer a main motion is made while there remain Directors who have indicated an intention to speak, the Presiding Director may refuse to accept the seconding of the motion to postpone or refer until those on the speakers list have been heard.

Conduct

- 8.10 A Director may not interrupt a Director who is speaking except to raise a Point of Order.
- 8.11 Directors must:
- (a) use respectful language;
 - (b) refrain from using rude or offensive gestures or signs or engaging in rude or offensive conduct;
 - (c) refrain from attacking or questioning the motives of other Directors;
 - (d) speak only in connection with the matter being debated; and
 - (e) adhere to the Rules and to rulings of the Presiding Director and decisions of the Board.

Call to order

- 8.12 A Director who is called to order by the Presiding Director:
- (a) must immediately stop speaking;
 - (b) may explain their position on the Point of Order; and
 - (c) may appeal the Presiding Director's ruling, in which case section 9.2 applies.

Conflict of Interest

- 8.13 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.

Participation of individuals other than Directors

- 8.14 Staff and advisors may speak on a matter only if recognized by the Presiding Director.
- 8.15 Members of the public in attendance at a meeting may speak on a matter if invited to do so by the Presiding Director.

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PART 9 – POINTS OF ORDER

- 9.1 A Director may raise a Point of Order at any time, whereupon the Presiding Director must:
- (a) interrupt the matter currently under consideration;
 - (b) ask the Director to state the substance of and the basis for the Point of Order; and
 - (c) decide the matter and state the reasons for the decision.
- 9.2 A Director who is dissatisfied with a decision of the Presiding Director under section 9.1 may appeal the decision, in which case
- (a) the Director is permitted to state the basis for the appeal;
 - (b) the Presiding Director may make a response;
 - (c) the Presiding Director must then ask whether his or her decision is to be sustained;
 - (d) the question is to be voted on without debate; and
 - (e) the Presiding Director's decision is sustained unless there is a majority vote in the negative.

PART 10 – VOTING

- 10.1 When debate on a motion is closed, the Presiding Director must put the motion to a vote.
- 10.2 Votes are to be cast by the raising of hands. [Bylaw 7.7]
- 10.3 When there is a vote on a motion, no Director may leave the ~~room or, as applicable the Electronic Meeting~~meeting, other than a Director who has declared a conflict of interest.
- 10.4 Unless provided otherwise in the Rules, a motion is decided in the affirmative if a majority of the Directors present, excluding those who abstain from voting, vote in the affirmative. [Bylaw 7.7]
- 10.5 In the event of an equality of votes, the Presiding Director has a second vote. [Bylaw 7.7]
- 10.6 The Presiding Director must declare the result of a vote by stating that the motion is decided in either the affirmative or the negative.

PART 11 – REQUEST FOR INFORMATION

- 11.1 Directors have the right to request information about any matter before the Board or related to the UNA's affairs.
- 11.2 A Director's inquiry is to be addressed to the Presiding Director.

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- 11.3 Inquiries must not include opinion or argument.
- 11.4 An inquiry that is not asked in connection with debate on a matter may only be raised as an item under new business.
- 11.5 If an inquiry cannot be answered when asked, the CAO must respond, or have someone else respond, at the next regular Board meeting.

PART 12 – DELEGATIONS

- 12.1 During the open session of a regular Board meeting, an individual or group of individuals (a “Delegation”) may, if permitted by this Part, make a presentation to the Board.
- ~~12.2 All Delegations requesting~~ A Delegation wishing to appear before them make a presentation at a Board are required to submit meeting must make a written request to the CAO outlining setting out the topic of concern.
- ~~12.3 A person may not apply to speak on the same subject/topic more than once within a six month period starting from the date it was first presented to the Board.~~
- ~~12.4~~ 12.2 Delegation requests must be submitted the presentation and must submit the request to the CAO at least seven 7 days before the scheduled Board meeting.
- ~~12.3 When a Delegation has made a presentation to the Board on a topic, neither the Delegation nor any individual who was a member of the Delegation may, within 6 months after the presentation, make a further presentation on the topic.~~
- ~~12.4 The Board may permit a Delegation to make a presentation notwithstanding that the Delegation has failed to comply with section 12.2 or the presentation fails to comply with section 12.3.~~
- 12.5 Delegations are to be heard in the order in which ~~they submit written request to the CAO to make a presentation to the Board~~ the CAO receives their requests, unless the Board decides otherwise.
- ~~12.6 The Board will hear from a maximum of 3 Delegations at a meeting.~~
- ~~12.6~~ 12.7 A Delegation’s presentation is limited to five 5 minutes.
- ~~12.7~~ 12.8 Directors may ask clarification questions of a Delegation, and hear responses to those questions, for a maximum of five 5 minutes.
- ~~12.8 There can be a maximum of three Delegations per Board meeting.~~
- ~~12.9 Any time limit in this Part may be extended with the Board’s consent of the Board.~~

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~~12.10~~12.9 ~~Delegations who wish to appear before the Board after the deadlines have passed, or wish to speak on the same subject/topic more than once within a six month period starting from the date it was first presented to the Board, must contact a member of the Board to request that they bring forward a motion to allow them to speak.~~

PART 13 – MINUTES

Preparation of minutes

- 13.1 Separate minutes are to be prepared for the open, closed and restricted closed sessions of a Board meeting.
- 13.2 Minutes of an open, closed, or restricted closed session of a Board meeting must contain:
- (a) the type of session;
 - ~~(b)~~ (b) the date ~~and of the meeting;~~
 - ~~(b)(c)~~ (c) if the meeting was not a Fully Electronic Meeting, the location of the meeting;
 - ~~(d) if the meeting was a Fully Electronic Meeting, the communications medium used to conduct the meeting;~~
 - ~~(c)~~ (e) the times at which the session began and adjourned;
 - ~~(d)~~ (f) the names of Directors, staff, and invited attendees who attended the session;
 - ~~(e)~~ (g) the name of the Presiding Director;
 - ~~(f)~~ (h) a record of decisions made on all main motions; and
 - ~~(g)~~ (i) the names of any Directors who have declared conflicts of interest and the matter with respect to which each conflict was declared.
- 13.3 The minutes of restricted closed sessions are to be prepared by a Director appointed by the Board for that purpose.

Approval, distribution, and retention of minutes

- 13.4 A draft of the minutes of an open, closed, or restricted closed session of a Board meeting must be provided to Directors for approval and included with the agenda for the next session of that type.
- 13.5 Within 14 days of the Board approving the minutes of an open session of a Board meeting, the CAO must post the minutes on the UNA website.
- 13.6 The approved minutes of the closed session of a Board meeting are to be maintained confidentially by the CAO.

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BOARD RULES OF PROCEDURE

- 13.7 The approved minutes of a restricted closed session of a Board meeting are to be distributed to all Directors, who must maintain the confidentiality of the minutes.

Inclusion of resolutions approved without meeting

- 13.8 A resolution approved in accordance with Bylaw 7.9 (resolution approved without meeting) must be included with the minutes of the next open, closed, or restricted closed meeting of the Board, depending on the type of session at which the resolution would otherwise have been presented for approval.

PART 14 – UBC AND AMS PARTICIPANTS

- 14.1 With respect to an individual appointed by UBC who is entitled pursuant to sections 8.1 to 8.5 of the Bylaws to attend and participate in Board meetings, the Rules apply as if the individual were a Director, except that
- (a) the individual has no right to make motions;
 - (b) the individual has no right to vote on any matter, including for greater certainty any procedural matter; and
 - (c) to the extent that sections 8.1 to 8.5 of the Bylaws are inconsistent with the Rules, those sections prevail.
- 14.2 With respect to an individual appointed by the Alma Mater Society of the University of British Columbia who is entitled pursuant to section 4.6 of the Neighbours' Agreement 2020 to attend and participate in Board meetings, the Rules apply as if the individual were a Director, except that
- (a) the individual has no right to vote on any matter, including for greater certainty any procedural matter; and
 - (b) to the extent that section 4.6 of the Neighbours' Agreement 2020 is inconsistent with the Rules, that section prevails.

PART 15 – COMMITTEES

Establishment and membership of committees

- 15.1 Subject to any delegation of its power to establish committees, only the Board may establish committees and determine their membership.
- 15.2 Individuals who are not Directors may be members of a committee.
- 15.3 The chair of a committee must be a Director.

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BOARD RULES OF PROCEDURE

15.4 A Director who is a member of a committee ceases to be a member upon ceasing to be a Director unless otherwise provided in the appointment of the Director to the committee.

Rules of procedure

15.5 Board committees are to conduct business in accordance with the Rules, with such modifications as are necessary.

15.6 The quorum for a committee meeting is a majority of the committee's members.

15.7 A motion made at a committee meeting is not required to be seconded.

15.8 In the event of an equality of votes on a motion at a committee meeting,

- (a) the chair of the committee does not have a second vote; and
- (b) the motion fails.

Minutes of meetings

15.9 A committee must provide minutes of its meetings to the Board.

Attendance of non-member Directors

15.10 Directors who are not members of a committee

- (a) may attend meetings of the committee,
- (b) may participate in discussion only with the approval of a majority of the committee members present, and
- (c) have no vote.

Priority of committee terms of reference

15.11 The provisions in this Part are not applicable with respect to a committee to the extent that the provisions conflict with the committee's terms of reference.

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PART 1 – INTRODUCTION

Definitions

1.1 In these rules of procedure:

“Board” means the UNA Board of Directors.

“Bylaws” means the bylaws of the UNA as amended or replaced from time to time.

“CAO” means the Chief Administrative Officer of the UNA except that, at any time there is no CAO, “CAO” means the individual or individuals fulfilling the responsibilities of the CAO position.

“Chair” means the Chair of the Board.

“Director” means a UNA director.

“Fully Electronic Meeting” means a meeting of the Board in which persons are entitled to participate solely by telephone or other communications medium.

“In-Person Meeting” means a meeting of the Board in which persons are entitled to participate solely in person.

“Partially Electronic Meeting” means a meeting of the Board in which persons are entitled to participate in person or by telephone or other communications medium.

“Point of Order” means a point or query concerning procedure.

“Presiding Director” has the meaning given in section 5.1.

“Rules” means these rules of procedure.

“*Societies Act*” means the *Societies Act*, S.B.C. 2015, c. 18, as amended from time to time, and includes any legislation that replaces that Act.

“UBC” means The University of British Columbia.

“UNA” means the University Neighbourhoods Association.

References to bylaws and to sections and parts

1.2 A reference to a Bylaw followed by a number is to that numbered provision in the Bylaws.

- 1.3 A reference in square brackets to a numbered Bylaw is to a provision in the Bylaws that requires, in whole or in part, the section of the Rules in which the reference is included.
- 1.4 Except as otherwise stated, a reference to a section or Part is to that section or Part of the Rules.

Applicable rules of procedure for Board meetings

- 1.5 Proceedings of all meetings of the Board are governed by the Rules and, to the extent not inconsistent with the Rules, by the most recent edition of Robert's Rules of Order, with such modifications as are necessary in the circumstances.
- 1.6 If any rule is inconsistent with the requirements of the *Societies Act*, the requirements of that Act prevail.

Delegation by CAO

- 1.7 The CAO may delegate to other UNA employees any of the responsibilities and functions assigned to him or her by the Rules.

Substitute for Chair

- 1.8 If at any time the Chair is absent or unable to act or the office of Chair is vacant, the powers of the Chair are to be exercised, and the duties carried out, by the Director appointed by the Board for this purpose.

PART 2 – BOARD MEETINGS

Format

- 2.1 Board meeting are to be In-Person Meetings except when the Chair or CAO has made a determination under section 2.2 or 2.3.
- 2.2 The Chair may determine that a Board meeting is to be a Partially Electronic Meeting or a Fully Electronic Meeting.
- 2.3 The CAO may determine that an initial meeting of the Board is to be a Partially Electronic Meeting or a Fully Electronic Meeting.

Location

- 2.4 In-Person Meetings and Partially Electronic Meetings are to take place on the UBC Vancouver campus.

Inaugural meeting

- 2.5 The CAO must convene an initial meeting of the Board within one month after an election of Directors.
- 2.6 The CAO is to preside over the initial meeting until a Chair is elected.
- 2.7 At the initial meeting, the Board must elect a Chair in accordance with the following:
 - (a) The call for nominations for the office of Chair is to be conducted by the CAO.
 - (b) If only one candidate is nominated, that candidate is to be declared elected by acclamation.
 - (c) If more than one candidate is nominated, voting is to be conducted by secret ballot.
 - (d) Ballots are to be counted by the CAO, and the candidate with the most votes is to be declared elected.
 - (e) If more than one candidate receives the largest number of votes, the CAO is to determine the procedure for determining which of those candidates is elected. For greater certainty, the procedure may include a runoff election or determination by lot.

Regular meetings

- 2.8 The Chair must determine the dates and times of the regular Board meetings, which meetings must be held at least 6 times in a calendar year. The Chair must also determine the location of regular Board meetings, on the assumption that the meetings will be In-Person Meetings. *[Bylaw 7.1]*
- 2.9 No later than the beginning of a calendar year, the CAO must prepare, in consultation with the Chair, a schedule of the dates, times, and locations of the regular Board meetings for the year and must post the schedule of regular Board meetings on the UNA's website.
- 2.10 A regular Board meeting may
 - (a) be cancelled by the Board, except that two consecutive regular Board meetings may not be cancelled; or
 - (b) be moved to a different day, time, or location by the Chair, but only if 5 days' notice of the change is provided to the Board.
- 2.11 If a regular Board meeting is cancelled or there is a change to the date, time, or location of the meeting, the CAO must, as soon as reasonably possible, post a notice of the cancellation or change on the UNA's website.

Special meetings

- 2.12 A special Board meeting must be called by the CAO at the request of any two Directors.

- 2.13 To call a special Board meeting, the CAO must give notice of
- (a) the date and time of the meeting,
 - (b) the format of the meeting (an In-Person Meeting, a Partially Electronic Meeting, or a Fully Electronic Meeting), and
 - (c) if the meeting is an In-Person Meeting or a Partially Electronic Meeting, the location of the meeting.
- 2.14 Unless waived by all Directors, the CAO must give the notice of a special Board meeting at least 48 hours before the meeting is to take place.
- 2.15 The CAO must give the notice of a special Board meeting by
- (a) sending a copy of the notice to each Director by email, and
 - (b) posting a copy of the notice on the UNA website.

Open, closed, and restricted closed sessions

- 2.16 Each Board meeting consists of one or more of an open session, a closed session, and a restricted closed session.
- 2.17 The open session of a Board meeting must be open to the public.
- 2.18 The closed session of a Board meeting may be attended only by the Directors, the CAO, UNA employees invited by the CAO or the Board, and other individuals invited by the Board.
- 2.19 The restricted closed session of a Board meeting may be attended only by the Directors and individuals invited by the Board.
- 2.20 The Board must hold at least 6 meetings in a calendar year that have an open session.
- 2.21 A matter may be considered at a closed session or a restricted closed session of a Board meeting only if the matter is, or relates to, one or more of the following:
- (a) discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests;
 - (b) employee relations and other human resources matters;
 - (c) a matter which the UNA is required by contract or law to keep confidential;
 - (d) litigation or potential litigation affecting the UNA;
 - (e) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

- (f) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the UNA or another position appointed by the Board;
- (g) the appointment of an individual to fill a vacancy on the Board;
- (h) the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body;
- (i) the approval of minutes for a closed session or restricted closed session of a Board meeting;
- (j) consideration of whether a matter on the agenda for the session is eligible to be considered in the session;
- (k) the addition of a matter to the agenda for the session; and
- (l) consideration of whether particular individuals should be permitted to attend the session.

2.22 In the preparation of the agendas for a Board meeting, the Chair is to determine which matters are to be included on the agenda for the closed session and which matters are to be included on the agenda for the restricted closed session. The Chair's determination is subject to being overturned during the closed session or restricted closed session.

2.23 If a Board meeting includes an open session and also a closed or restricted closed session, the agenda for the open session is to state

- (a) the fact that the open session will be followed by a closed or restricted closed session, and
- (b) the basis or bases permitting the consideration of matters in the closed or restricted closed session.

2.24 If a Board meeting does not include an open session, the CAO must give notice to the public on the UNA website of the basis or bases permitting the consideration of matters in the meeting.

Confidentiality

2.25 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.

PART 3 – ELECTRONIC MEETINGS

Partially Electronic Meeting

- 3.1 If a Board meeting is a Partially Electronic Meeting,
 - (a) the meeting notice is to provide information regarding the communications medium; and
 - (b) all persons attending the meeting (other than the public) must be able to fully participate in it, whether in person or by the communications medium.
- 3.2 If a Board meeting is a Partially Electronic Meeting, a Director may participate using the communications medium only if the Director
 - (a) is unable to attend the meeting in person because of illness, absence from Metro Vancouver, or other circumstances that prevent the Director from attending in person, and
 - (b) at least 24 hours before the agendas for the meeting are sent to Directors, the Director gives the CAO notice that the Director intends to participate using the communications medium.
- 3.3 At least 24 hours before the commencement of a Partially Electronic Meeting, the CAO must provide persons who intend to participate using the communications medium with instructions on how to connect to and participate in the meeting.

Fully Electronic Meeting

- 3.4 If a Board meeting is a Fully Electronic Meeting,
 - (a) the meeting notice is to provide information regarding the communications medium;
 - (b) all persons attending the meeting (other than the public) must be able to fully participate in it by the communications medium;
 - (c) if the meeting includes an open session, the public must be able to hear all participants.
- 3.5 If a Board meeting is a Fully Electronic Meeting, at least 24 hours before the meeting,
 - (a) the CAO must provide participants with instructions on how to connect to and participate in the meeting; and
 - (b) if the meeting includes an open session, the CAO must post on the UNA website information on how the public may hear, or watch and hear, the session.

PART 4 – AGENDAS AND ORDER OF BUSINESS

Preparation and availability of agendas

- 4.1 Separate agendas are to be prepared for the open session, closed session, and restricted closed session of a Board meeting.
- 4.2 The agendas for the open and closed sessions of a regular Board meeting are to be prepared and made available as follows:
 - (a) The CAO, in consultation with the Chair, must prepare agendas for the open and closed sessions, setting out all items for consideration at the sessions.
 - (b) The agendas are to include items proposed by Directors at least 10 days before the meeting.
 - (c) At least 5 days before the meeting, the CAO must provide the agendas to the Directors and make the agenda for the open session available to the public.
- 4.3 Section 4.2 applies with respect to the agendas for the open and closed sessions of a special Board meeting, except that the time by which the agendas are to be provided to Directors and made available to the public is the lesser of 5 days before the meeting and such time as is reasonably practicable having regard to when the decision to hold the meeting is made.
- 4.4 Prior to each Board meeting that includes a restricted closed session,
 - (a) the Director appointed by the Board for this purpose must prepare an agenda for the session; and
 - (b) that Director must provide the agenda to Directors at least two days before the meeting.

Agenda for open session of a meeting

- 4.5 The agenda for the open session of a Board meeting is to contain the following headings in the order in which they are listed:
 - (a) Approval of agenda
 - (b) Approval of minutes
 - (c) Delegations
 - (d) External reports and presentations
 - (e) Reports¹

¹ “Reports” are UNA reports, such as reports from committees, working groups, Directors, and staff. These may just provide information or may include recommendations for action.

- (f) Unfinished business²
- (g) New business³
- (h) Adjournment

Agendas for closed and restricted closed sessions of a meeting

- 4.6 The agendas for the closed and restricted closed sessions of a Board meeting are to contain such of the headings listed in section 4.5 as are applicable.

Addition of agenda items by Directors

- 4.7 At the time the adoption of an agenda is being considered, a Director may propose to place an additional item on the agenda. The item is to be added to the agenda only if approved by the Board.
- 4.8 After an agenda has been adopted, a Director may propose to place an item of an urgent nature on the agenda. The item is to be added to the agenda only if the proposal is approved by the Board.

Order of business

- 4.9 Business at a session of a Board meeting is to be taken up in the order in which it is listed on the agenda for that session, unless an alternative order is approved by the Board.

New Directors

- 4.10 For the purposes of this Part, a Director includes, in relation to a Board meeting, any person whose term of office as a UNA director will commence at the beginning of the meeting.

² “Unfinished business” consists of

- the item (if any) that was actually in the process of being considered when the last meeting adjourned;
- items that were on the agenda for the last meeting but were not reached before the adjournment of the meeting; and
- items from a prior meeting that, by motion, were postponed.

There will usually not be any unfinished business.

³ “New business” is any item for discussion or decision that does not belong under reports or unfinished business. It includes items that were previously considered by the Board, unless the item has been referred to a committee or working group.

PART 5 – MEETING CHAIR AND QUORUM

Meeting chair

- 5.1 The chair of a Board meeting (the “Presiding Director”) is to be determined in accordance with Bylaw 7.6.
- 5.2 If the Chair is absent from a Partially Electronic Meeting, the Directors are to choose a Director who is present in person to chair the meeting.

Quorum

- 5.3 The quorum for a Board meeting is a majority of the Directors at the time of the meeting. [Bylaw 7.5]
- 5.4 The Board must not conduct business at any time at which a quorum is not present.

Adjourning meeting if no quorum

- 5.5 If there is no quorum present within 15 minutes after the scheduled time for a Board meeting or such longer time as the majority of the Directors present agree,
 - (a) the CAO must record the names of the Directors present; and
 - (b) the meeting stands adjourned.

PART 6 – MOTIONS

Making motions

- 6.1 Except as otherwise provided in the Rules, a motion must be made and seconded before being debated or finally put to a vote by the Presiding Director. It is not necessary that the Presiding Director restate the motion.
- 6.2 A Director may make a motion only if the Director is recognized by the Presiding Director.

Motions belong to Board

- 6.3 When a motion has been made and seconded, it is in possession of the Board.

Permissible motions

- 6.4 Only the following motions may be made when the Board is considering a main motion (i.e., the motion that initiates formal Board consideration of a matter):
 - (a) to adjourn;

- (b) to recess;
- (c) to call the vote;
- (d) to postpone;
- (e) to refer;
- (f) to amend;
- (g) to postpone indefinitely.

6.5 The order of precedence of the motions listed in section 6.4 is from top (highest) to bottom (lowest). Except for a motion to amend a pending motion, a motion is in order if any motion below it is pending and is out of order if any motion above it is pending. A motion to amend a pending motion may be made to any motion that is amendable.

Motion to call the vote

- 6.6 A motion to call the vote is a motion to end debate and vote immediately on the pending motion.
- 6.7 A motion to call the vote is not debatable and requires at least two-thirds of the votes cast to be in favour of the motion in order to succeed.

Motion to postpone

- 6.8 A motion to postpone a pending main motion must specify when the main motion is to be taken up again, which may be
- (a) during the same Board meeting, in which case the motion must specify when in the order of business, or after which circumstances, the main motion is to be considered further; or
 - (b) in a future Board meeting, in which case the motion must specify which Board meeting or the conditions that must be fulfilled in order for the main motion to be considered further.
- 6.9 A motion to postpone is debatable, but only as to the merits of postponement.

Motion to refer

- 6.10 A motion to refer can be made only with respect to a main motion as amended by any amendments approved before the motion to refer.
- 6.11 A motion to refer can be made with respect to a matter on the agenda for the meeting before the making of a main motion with respect to the matter.
- 6.12 A motion to refer a matter may be to a committee, working group, or any individual or group of individuals and is to specify when a report is to be made to the Board.

6.13 Debate on a motion to refer must be limited to the merits of the referral.

Motion to amend

6.14 A motion to amend must not be made with respect to a motion that is non-amendable.

6.15 A motion to amend may take the form of the deletion, addition, or substitution of words. It must be germane to the motion proposed to be amended and may not change the motion into another type of motion or negate the intent of the motion.

6.16 A secondary amendment may be moved to a primary amendment. The secondary amendment is not amendable, and no further amendments may be moved to the primary amendment until the secondary amendment is disposed of.

6.17 A primary amendment must be debated and voted on before the motion that is proposed to be amended.

6.18 A secondary amendment must be debated and voted on before the pending primary amendment.

Motion to postpone indefinitely

6.19 A motion to postpone indefinitely is a motion not to make a decision on the pending main motion (i.e., to kill the main motion).

6.20 Debate on a motion to postpone indefinitely may go into the merits of the pending main motion.

Withdrawal of motion

6.21 The Director who made a motion may request at any time while the motion is pending that the motion be withdrawn.

6.22 A motion is withdrawn if all Directors present at the meeting consent to the request to withdraw.

6.23 If any Director objects to the request to withdraw,

- (a) the Presiding Director must put the request to a vote;
- (b) no debate is allowed; and
- (c) to succeed, the request requires a majority vote.

Division of motion

6.24 If requested by a Director, where a motion comprises separate parts that can stand alone as separate motions, there is to be a separate vote on each part.

PART 7 – RECONSIDERATION, RESCISSION, OR AMENDMENT OF A MOTION

Reconsideration

- 7.1 A Director who voted with the majority for or against a motion (the “original motion”) may make a motion to reconsider the original motion, either at the same open, closed, or restricted closed session of the meeting at which the original motion was voted on or at the next such session.
- 7.2 When a motion to reconsider an original motion is made, the original motion may not be discussed before approval of the motion to reconsider.
- 7.3 A motion may not be reconsidered if it has been acted upon irreversibly.

Rescission or Amendment

- 7.4 After the Board has approved a motion (the “approved motion”), a Director may make a motion to rescind or amend the approved motion, either at the same open, closed, or restricted closed session of the meeting at which the approved motion was approved or at the next such session.
- 7.5 A motion to rescind or amend an approved motion requires at least two-thirds of the votes cast to be in favour of the motion in order to succeed if
 - (a) the motion to rescind or amend is not made at the same meeting at which the approved motion was approved, and
 - (b) advance notice of the intent to make the motion was not given in the agenda for the session of the meeting at which the motion is made.
- 7.6 An approved motion may not be rescinded or amended if it has been acted upon irreversibly.

PART 8 – DEBATE AND CONDUCT

Discussion prior to motion

- 8.1 A matter may be discussed prior to the making of a motion regarding the matter.

Debate

- 8.2 A Director may speak to a matter only if recognized by the Presiding Director.
- 8.3 The Presiding Director may speak to any matter.
- 8.4 Subject to sections 8.5 and 8.6, if more than one Director wishes to speak, the Presiding Director is to determine the order in accordance with the order in which each Director indicated an intention to speak.

- 8.5 The Director who moves a motion may speak first to the motion.
- 8.6 Each Director must be given an opportunity to speak before a Director is given a further opportunity to speak.
- 8.7 A Director must not speak at one time for more than 5 minutes, unless the Board gives permission for the Director to speak longer.
- 8.8 A Director may require the motion being debated to be read at any time during the debate, but not so as to interrupt another Director who is speaking.

Motion to postpone or refer

- 8.9 If a motion to postpone or refer a main motion is made while there remain Directors who have indicated an intention to speak, the Presiding Director may refuse to accept the seconding of the motion to postpone or refer until those on the speakers list have been heard.

Conduct

- 8.10 A Director may not interrupt a Director who is speaking except to raise a Point of Order.
- 8.11 Directors must:
 - (a) use respectful language;
 - (b) refrain from using rude or offensive gestures or signs or engaging in rude or offensive conduct;
 - (c) refrain from attacking or questioning the motives of other Directors;
 - (d) speak only in connection with the matter being debated; and
 - (e) adhere to the Rules and to rulings of the Presiding Director and decisions of the Board.

Call to order

- 8.12 A Director who is called to order by the Presiding Director:
 - (a) must immediately stop speaking;
 - (b) may explain their position on the Point of Order; and
 - (c) may appeal the Presiding Director's ruling, in which case section 9.2 applies.

Conflict of Interest

- 8.13 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.

Participation of individuals other than Directors

- 8.14 Staff and advisors may speak on a matter only if recognized by the Presiding Director.
- 8.15 Members of the public in attendance at a meeting may speak on a matter if invited to do so by the Presiding Director.

PART 9 – POINTS OF ORDER

- 9.1 A Director may raise a Point of Order at any time, whereupon the Presiding Director must:
 - (a) interrupt the matter currently under consideration;
 - (b) ask the Director to state the substance of and the basis for the Point of Order; and
 - (c) decide the matter and state the reasons for the decision.
- 9.2 A Director who is dissatisfied with a decision of the Presiding Director under section 9.1 may appeal the decision, in which case
 - (a) the Director is permitted to state the basis for the appeal;
 - (b) the Presiding Director may make a response;
 - (c) the Presiding Director must then ask whether his or her decision is to be sustained;
 - (d) the question is to be voted on without debate; and
 - (e) the Presiding Director's decision is sustained unless there is a majority vote in the negative.

PART 10 – VOTING

- 10.1 When debate on a motion is closed, the Presiding Director must put the motion to a vote.
- 10.2 Votes are to be cast by the raising of hands. [*Bylaw 7.7*]
- 10.3 When there is a vote on a motion, no Director may leave the meeting, other than a Director who has declared a conflict of interest.
- 10.4 Unless provided otherwise in the Rules, a motion is decided in the affirmative if a majority of the Directors present, excluding those who abstain from voting, vote in the affirmative. [*Bylaw 7.7*]
- 10.5 In the event of an equality of votes, the Presiding Director has a second vote. [*Bylaw 7.7*]
- 10.6 The Presiding Director must declare the result of a vote by stating that the motion is decided in either the affirmative or the negative.

PART 11 – REQUEST FOR INFORMATION

- 11.1 Directors have the right to request information about any matter before the Board or related to the UNA's affairs.
- 11.2 A Director's inquiry is to be addressed to the Presiding Director.
- 11.3 Inquiries must not include opinion or argument.
- 11.4 An inquiry that is not asked in connection with debate on a matter may only be raised as an item under new business.
- 11.5 If an inquiry cannot be answered when asked, the CAO must respond, or have someone else respond, at the next regular Board meeting.

PART 12 – DELEGATIONS

- 12.1 During the open session of a regular Board meeting, an individual or group of individuals (a "Delegation") may, if permitted by this Part, make a presentation to the Board.
- 12.2 A Delegation wishing to make a presentation at a Board meeting must make a written request setting out the topic of the presentation and must submit the request to the CAO at least 7 days before the meeting.
- 12.3 When a Delegation has made a presentation to the Board on a topic, neither the Delegation nor any individual who was a member of the Delegation may, within 6 months after the presentation, make a further presentation on the topic.
- 12.4 The Board may permit a Delegation to make a presentation notwithstanding that the Delegation has failed to comply with section 12.2 or the presentation fails to comply with section 12.3.
- 12.5 Delegations are to be heard in the order in which the CAO receives their requests, unless the Board decides otherwise.
- 12.6 The Board will hear from a maximum of 3 Delegations at a meeting.
- 12.7 A Delegation's presentation is limited to 5 minutes.
- 12.8 Directors may ask clarification questions of a Delegation, and hear responses to those questions, for a maximum of 5 minutes.
- 12.9 Any time limit in this Part may be extended with the Board's consent.

PART 13 – MINUTES

Preparation of minutes

- 13.1 Separate minutes are to be prepared for the open, closed and restricted closed sessions of a Board meeting.
- 13.2 Minutes of an open, closed, or restricted closed session of a Board meeting must contain:
- (a) the type of session;
 - (b) the date of the meeting;
 - (c) if the meeting was not a Fully Electronic Meeting, the location of the meeting;
 - (d) if the meeting was a Fully Electronic Meeting, the communications medium used to conduct the meeting;
 - (e) the times at which the session began and adjourned;
 - (f) the names of Directors, staff, and invited attendees who attended the session;
 - (g) the name of the Presiding Director;
 - (h) a record of decisions made on all main motions; and
 - (i) the names of any Directors who have declared conflicts of interest and the matter with respect to which each conflict was declared.
- 13.3 The minutes of restricted closed sessions are to be prepared by a Director appointed by the Board for that purpose.

Approval, distribution, and retention of minutes

- 13.4 A draft of the minutes of an open, closed, or restricted closed session of a Board meeting must be provided to Directors for approval and included with the agenda for the next session of that type.
- 13.5 Within 14 days of the Board approving the minutes of an open session of a Board meeting, the CAO must post the minutes on the UNA website.
- 13.6 The approved minutes of the closed session of a Board meeting are to be maintained confidentially by the CAO.
- 13.7 The approved minutes of a restricted closed session of a Board meeting are to be distributed to all Directors, who must maintain the confidentiality of the minutes.

Inclusion of resolutions approved without meeting

- 13.8 A resolution approved in accordance with Bylaw 7.9 (resolution approved without meeting) must be included with the minutes of the next open, closed, or restricted closed meeting of the Board, depending on the type of session at which the resolution would otherwise have been presented for approval.

PART 14 – UBC AND AMS PARTICIPANTS

- 14.1 With respect to an individual appointed by UBC who is entitled pursuant to sections 8.1 to 8.5 of the Bylaws to attend and participate in Board meetings, the Rules apply as if the individual were a Director, except that
- (a) the individual has no right to make motions;
 - (b) the individual has no right to vote on any matter, including for greater certainty any procedural matter; and
 - (c) to the extent that sections 8.1 to 8.5 of the Bylaws are inconsistent with the Rules, those sections prevail.
- 14.2 With respect to an individual appointed by the Alma Mater Society of the University of British Columbia who is entitled pursuant to section 4.6 of the Neighbours' Agreement 2020 to attend and participate in Board meetings, the Rules apply as if the individual were a Director, except that
- (a) the individual has no right to vote on any matter, including for greater certainty any procedural matter; and
 - (b) to the extent that section 4.6 of the Neighbours' Agreement 2020 is inconsistent with the Rules, that section prevails.

PART 15 – COMMITTEES

Establishment and membership of committees

- 15.1 Subject to any delegation of its power to establish committees, only the Board may establish committees and determine their membership.
- 15.2 Individuals who are not Directors may be members of a committee.
- 15.3 The chair of a committee must be a Director.
- 15.4 A Director who is a member of a committee ceases to be a member upon ceasing to be a Director unless otherwise provided in the appointment of the Director to the committee.

Rules of procedure

- 15.5 Board committees are to conduct business in accordance with the Rules, with such modifications as are necessary.
- 15.6 The quorum for a committee meeting is a majority of the committee's members.
- 15.7 A motion made at a committee meeting is not required to be seconded.
- 15.8 In the event of an equality of votes on a motion at a committee meeting,
- (a) the chair of the committee does not have a second vote; and
 - (b) the motion fails.

Minutes of meetings

- 15.9 A committee must provide minutes of its meetings to the Board.

Attendance of non-member Directors

- 15.10 Directors who are not members of a committee
- (a) may attend meetings of the committee,
 - (b) may participate in discussion only with the approval of a majority of the committee members present, and
 - (c) have no vote.

Priority of committee terms of reference

- 15.11 The provisions in this Part are not applicable with respect to a committee to the extent that the provisions conflict with the committee's terms of reference.

Proposed letter to UBCPT
Re: outdoor recreation in the Wesbrook neighbourhood

Aubrey Kelly
President and CEO
UBC Properties Trust

Dear Mr. Kelly,

The Wesbrook neighbourhood plan, originally adopted in 2005, envisioned an extensive network of parks, greenways, and outdoor recreational facilities to serve an anticipated population of around 12,000 people. With the exception of tennis courts, UBC Properties Trust has built the recreational facilities that were originally outlined in the neighbourhood plan. This recreational network provides excellent playgrounds for younger children; green walking opportunities for all ages; and playing fields for organized sports. But there are few local outdoor recreation opportunities for youth who age out of playgrounds and for the growing number of university students who live in Wesbrook.

The UNA has no formal role in planning and developing neighbourhoods. At the same time, the UNA Board noted the lack of informal outdoor recreation opportunities for youth in Wesbrook, and had a unique opportunity to request Metro Vancouver Community Works Funding for possible facilities. Rather than tennis courts, which would primarily serve other demographics than youth, the UNA proposed a basketball court. (The high usage of the basketball court across from the Hawthorn neighbourhood indicates the enduring popularity of basketball among youth in our area.) Given the constraints of the neighbourhood plan and the development priorities of UBC Properties Trust, the only space deemed available for a basketball court was in the “future school site” adjacent to the soccer field. As you’re aware, many residents living near the proposed court expressed concerns about noise, opposition that led the Development Permit Board to pause the project and ultimately, the UNA Board to withdraw the proposal.

But the lack of outdoor facilities for youth remains. Given the UBC Property Trust’s formal responsibility for neighbourhood development, the UNA calls on you to fulfill the promises of the Wesbrook Neighbourhood Plan by building at least one additional outdoor facility to meet the recreational needs of youth. And we hope that plans for future neighbourhoods will include a full range of outdoor recreational opportunities that serve residents of all ages and abilities.

Thank you for your ongoing cooperation with the UNA in building and operating exceptional neighbourhoods at UBC.

Sincerely,

UNA