



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** THAT the Board approve the November 24, 2022 Agenda as circulated.

C. APPROVAL OF MINUTES

1. **Motion:** THAT the Board approve the October 18, 2022 Minutes as circulated. 1

D. DELEGATIONS

1. Save UBC Eagles Campaign – UNA Resident, Claire England 5
2. Tree Concerns, Hampton Place
 - a. Sandringham Strata, Leila Bell-Irving 7
 - b. Hampton Place Strata, Ron Bourgeois 16

E. EXTERNAL REPORTS & PRESENTATIONS

1. Campus and Community Planning Report – Carole Jolly, Director of Community Development and Engagement, Campus and Community Planning 48
2. Electoral Area A Overview Presentation and Area A Report – Electoral Area A Director, Jen McCutcheon – (Read: [Electoral Area Newsletter](#)) 51

F. REPORTS

1. Partnership with Minivillage – Communications Manager 59
Recommendation:
THAT the Board direct staff to work with MiniVillage to create a partnership agreement for Board consideration.
2. Management Report – Chief Administrative Officer 87
3. Finance Committee Update
 - a. 2023 – 24 Draft Budget – Finance Manager 101
4. Community Newspaper Policy and Editorial Committee – Terms of Reference – Communications Manager 123



Recommendation:

THAT the Board approve the attached UNA Community Newspaper Policy and UNA Community Newspaper Editorial Committee Terms of Reference.

5. Equity, Diversity, and Inclusion Board Training – Chief Administrative Officer 133

Recommendation:

THAT the Board provide direction to Staff regarding next steps for Board Equity, Diversity, and Inclusion training.

6. Neighbours Agreement Committee Update – Director Holmes 135

7. Land Use Advisory Committee (LUAC) Update – Director McCutcheon

- a. UNA Campus Vision 2050 Feedback Presentation 137

- b. Nancy L. McKenzie, UBC Board of Governors Letter 143

8. Community Engagement Advisory Committee (CEAC) Update

- a. Changes to the Community Engagement Advisory Committee's Work Plan 144

Recommendation:

THAT the Board approve the proposed changes to the 2021-2023 CEAC Work Plan.

- b. August 23, 2022 Approved Minutes 149

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. Hampton Place Trees – Director Holmes – Verbal Update
2. Community Garden in Acadia – Director Holmes – Verbal Update
3. Support for the English as a Second Language (ESL) Residents – Director Liu

Recommendation:

THAT the board request the UNA to accept Volunteer-led Programs in other Languages Besides English to benefit:

- a. The ESL residents who want to participate in volunteer-led Programs in their familiar languages.
- b. The ESL volunteers who want to contribute to the community with more confidence and convenience.



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD OF DIRECTORS MEETING

Date: November 24, 2022

Time: 5:30 p.m.

Location: Wesbrook Community Centre

- c. The residents from native English speakers who want to learn another language.
- 4. Block Watch Program Update – Director Liu – Verbal Update

I. ADJOURNMENT

Recommendation:

THAT the Board adjourn 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, and the approval of minutes for a closed session or restricted closed session of a Board meeting.



MINUTES

PRESENT:

Richard Watson – Chair
Eagle Glassheim
Jane Kang

Fei Liu
Bill Holmes

UBC OBSERVERS:

Carole Jolly
Holly Shepherd

STAFF:

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

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board Meeting was called to order at 5:35 p.m.

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

B. APPROVAL OF AGENDA

Motion by: Richard Watson

That the Board approve the October 18, 2022 Meeting Agenda.

Seconded by: Fei Liu

Carried.

C. APPROVAL OF MINUTES

Motion by: Bill Holmes

That the Board approve the September 22, 2022 Meeting Agenda as circulated with the amendments as discussed.

Seconded by: Eagle Glassheim

Carried as amended.

D. DELEGATIONS



1. UNA 2022-23 Campus Vision 2050 Engagement

Joanne Proft, Associate Director, Community Planning, Campus and Community Planning and Madeleine Zammar, Manager, Engagement, Campus and Community Planning delivered a verbal summary of the UNA 2022-23 Campus Vision 2050 Fall Engagement report.

2. Newcomers Support

Sandy Zhao, volunteer lead for Newcomers Support Program at the Wesbrook Community Centre, spoke about her experience with the program and asked the Board to provide more resources and support for newcomers.

E. EXTERNAL REPORTS AND PRESENTATIONS

1. UBC RCMP Detachment Update – Staff-Sergeant Chuck Lan

Staff-Sergeant Chuck Lan provided a verbal update to the Board.

2. Campus and Community Planning Report

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

3. Electoral Area A Report

Electoral Area A Director, Jen McCutcheon's October 2022 verbal report was received by the Board.

F. REPORTS

1. Management Report

The Management Report was received by the Board.

2. 2022-23 UNA Staff Work Plan – 2nd Quarter Update

The 2022-23 UNA Staff Work Plan – 2nd Quarter Update was received by the Board.

3. Finance Committee Update

a. 2023/24 Budget Timeline

The Finance Manager presented the report to the Board.

b. 2021-22 Neighbours' Fund Financial Statements

The Finance Manager presented the report to the Board.

The Board paused the meeting at 7:00 p.m. for a dinner break.

The Open Session recommenced at 7:15 p.m.



c. Establishment of UNA Capital Reserve

Motion by: Bill Holmes

THAT the Board

- i. Establish a capital reserve in the UNA's financial statements;
- ii. Approve the transfer of \$700,000 from unrestricted net assets to the capital reserve;
- iii. Require that Board approval be obtained for transfers from the capital reserve; and,
- iv. Direct staff to develop a policy for transfers to and from the capital reserve, for Board approval on the recommendation of the Finance and Audit Committee.

Seconded by: Fei Liu

Carried.

4. Neighbours Agreement Committee Update

Director Holmes provided an update to the Board.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. Community Security Assistance

Director Liu raised security-related ideas to the Board. Staff provided some insights and proposed further meetings to discuss.

2. Community Garden in Chancellor Place Neighbourhood - Request to investigate possibilities

Motion by: Richard Watson

THAT the Board direct UNA staff to investigate the possibilities for a community garden in the Chancellor Place neighbourhood and report back with a recommendation.

Seconded by: Bill Holmes

Carried.

3. UBC Student Project – Chinese Newcomers Survey – Request for UNA Assistance



Director Watson introduced Dr. Henry Yu who has offered his expertise in research to create a collaborative project that might benefit the community. Staff will be coordinating with Dr. Yu regarding partnering opportunities.

I. ADJOURNMENT

The meeting adjourned at 8:15 p.m.

a. **Motion** by: Richard Watson

THAT the Board adjourn 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,

AND THAT the AMS Designated Student and UBC Members be excluded from the Closed Session because of potential adverse interest.

Seconded by: Jane Kang

Carried.

UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

Name of Delegate(s): _____

Delegation Status:

Representing a Group/Organization/Business

Attending as an Individual

(Name of Group/Organization/Business)

Subject Matter: _____

Date of Meeting: _____

Nature of Delegation Request:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Additional Documentation and Presentation Materials:


Additional Documentation attached?	Yes	No

Additional Documentation to be provided in the Board Package?	Yes	No

Will a Presentation be made?	Yes	No
------------------------------	-----	----

Note: An electronic copy of the presentation is required to be submitted to the UNA **no later than 12:00 noon** the day before the meeting.

Prevent coning of Bald Eagle nest at UBC



The graphic features a blue background with a bald eagle in flight on the right. A yellow oval contains the text "#SaveUBCeagles". Below it, white text reads "Follow us on Twitter: @saveUBCeagles".

18,568 have signed. Let's get to 25,000!

At 25,000 signatures, this petition becomes one of the **top signed** on **Change.org**!

Jorge Hollman signed this petition

Gale My den signed this petition

Prevent coning of Bald Eagle nest at UBC

Share on Facebook

Send an email to friends

Tweet to your followers

Save Eagles started this petition to Michael White (Associate Vice-President, Campus and Community Planning - UBC Vancouver) and [4 others](#)

We appear on behalf of the community campaign that gathered over 18,500 signatures to ask UBC to change their plans of placing a metal cone over the active bald eagle nest on Ross Avenue / Birney Drive in Wesbrook Village, opposite future development site "Lot 6".

UBC Properties Trust commissioned an [Eagles Nest Management Plan Summary Report](#) which was made public on July 8, 2022. The report noted that the new building development scheduled for Lot 6 was within the government recommended 160m "noise buffer zone" around the bald eagle nest. As this would disturb the eagles, which is illegal, UBC Properties Trust applied to the Ministry of Forests for a permit to place a metal cone over the nest and force the eagles to relocate and allow the development to go ahead. An artificial nest has been created nearby, opposite another site earmarked for future building development, in the hope the eagles will move there. UBC Properties Trust have issued a [press release](#) about the coning.

Since discovering the plans to cone the nest, the community created a [petition](#) asking UBC to alter their plans and instead move the boundaries of the development to leave the nest undisturbed which gathered huge support, and tried to contact UBC, UBC Campus and Community Planning, UBC Properties Trust and Polygon Homes, as well as David Eby MLA, Joyce Murray MP and Katrine Conroy MP. Unfortunately, no meaningful response was received. The permit was granted on September 2, 2022 and the nest was coned on September 14, 2022. The breeding season restarts in January.

We request in this delegation that the UNA Board make representations to the UBC Board of Governors on behalf of UNA residents, as this is an issue that has a "real and substantial impact on the Residents", particularly "the environment of the Residents", as per section 16 of the Neighbours Agreement 2020.

Name of Delegate(s): Lorraine Cunningham

Delegation Status:

☒ Representing a Group/Organization/Business ☐ Attending as an Individual
Sandringham Residents

(Name of Group/Organization/Business) _____

Subject Matter: Dangerous Ash trees along Hampton Place

Date of Meeting: November 15, 2022

Nature of Delegation Request:

1. To express concern regarding dangerous trees along Hampton Place, particularly around Sandringham.

2. To prevent further trees falling down and endangering property and/or injury.

3. To avoid potential liability for unfortunate but foreseeable catastrophic events.

Additional Documentation and Presentation Materials:

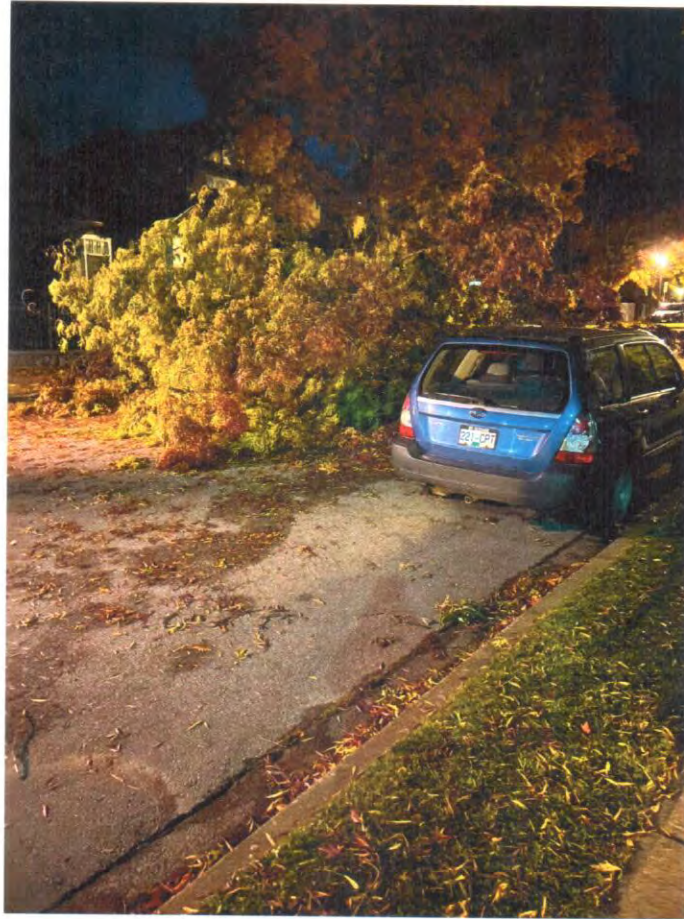
Additional Documentation attached? ☒ Yes ☐ No

Additional Documentation to be provided in the Board Package? ☒ Yes ☐ No

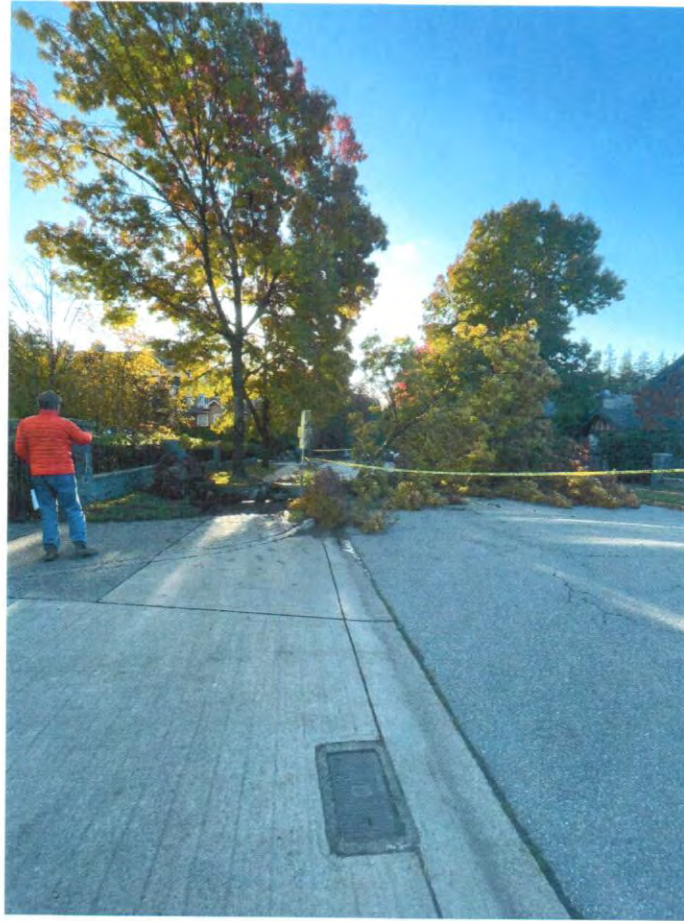
Will a Presentation be made? ☒ Yes ☐ No

Note: *An electronic copy of the presentation is required to be submitted to the UNA no later than 12:00 noon the day before the meeting.*



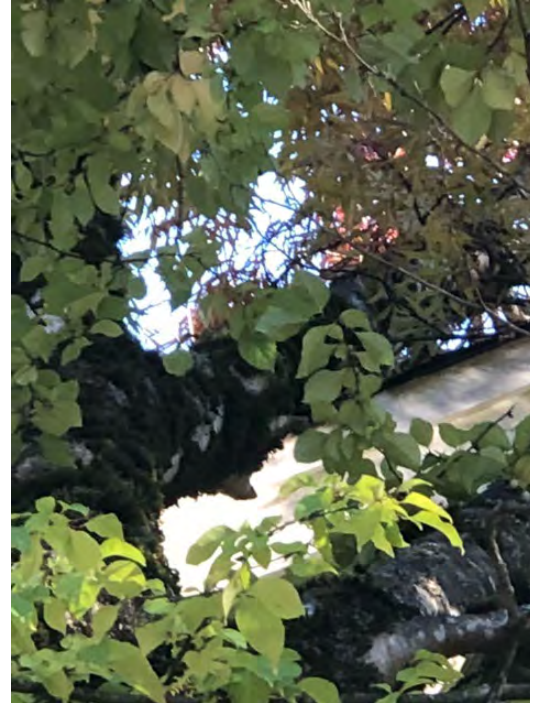
















Name of Delegate(s): Ron Bourgeois

Delegation Status:



Representing a Group/Organization/Business



Attending as an Individual

Hampton Place Strata Association

(Name of Group/Organization/Business)

Subject Matter: Recent November 4th/5th Windstorm and damage from tree falls

Date of Meeting: November 24th 2022

Nature of Delegation Request:

(1) Here to support the Sandrigtham strata (LMS 1415) in their presentation to the Board.

(2) Request that the Board act in an expedited manner to implement the recommendations in the attached Urban Arborist reports of January 28, 2021 and March 16th 2022.

(3) Recognize that the increased emissions from the People's Republic of China being the main cause of our violent weather on the Pacific Rim, the Board should consider actions that would prevent major damage to property and potential injury to residents in the future.

Additional Documentation and Presentation Materials:

Additional Documentation attached?



Yes



No

Additional Documentation to be provided in the Board Package?



Yes



No

Will a Presentation be made?



Yes



No

N/A

Note: An electronic copy of the presentation is required to be submitted to the UNA no later than 12:00 noon the day before the meeting.

Urban Grove Tree Care And Consulting Ltd.

15720 Russell Ave, White Rock, BC V4B 2S1



To: Wegland Sit – UNA Operations Manager
From: Lesley Gifford - Urban Grove Tree Care And Consulting Ltd.
CC: Kathy Barr – Director Property Management
Date: March 16, 2022

Re: Patmore Ash Adjacent The Sandringham, Hampton Place, UBC

Urban Grove Tree Care And Consulting Ltd. was retained by UNA of UBC to review a row of Patmore Ash trees along the west side of Hampton Place. A previously prepared tree risk assessment (TRA) report on March 7, 2018 assessed the trees to be a low to moderate risk. The trees were noted to have established structural defects in need of corrective pruning. Due to growing constraints from post and wall footings on 3 sides and a walkway on the fourth the trees are candidates for removal and replacement.

An early November 2021 storm cell brought a tornado to the area resulting in one Ash tree failure onto Hampton Place. UNA is seeking advice on what is required to keep the trees strong and healthy and minimize risk of wind related tree failures. Lesley Gifford met with Dan Skals of Badger Earthworks on March 15, 2022 to discuss existing risk, past failures and risk abatement options for Ash trees around The Sandringham. The following discussion documents the findings with recommendations provided.

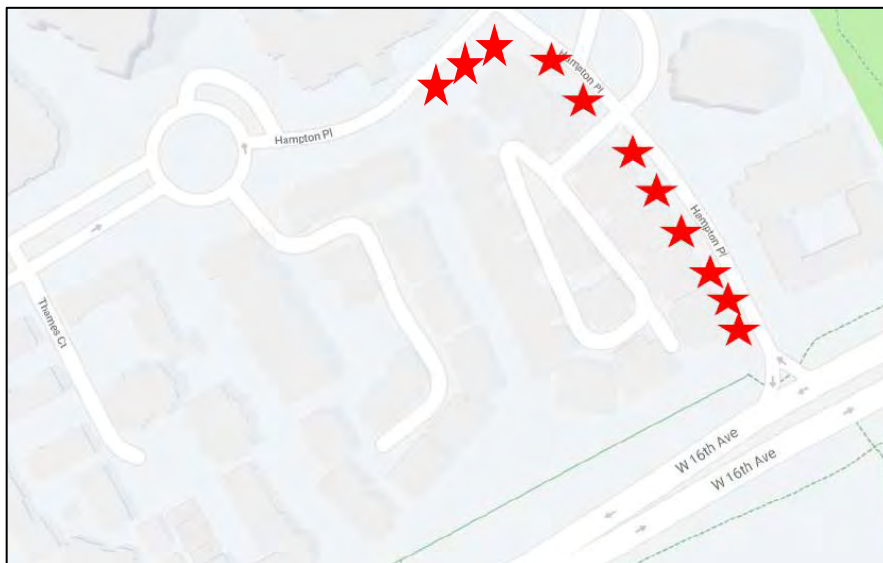


Figure1. Subject row of Patmore Ash located between Hampton Place and The Sandringham within UBC.

Memo

PHONE 778-772-2597
EMAIL lesley@urbangrove.ca

Observations and Discussion

The Ash trees were previously and currently assessed as a low to **moderate risk**. A two year time frame is given for the assessment. The risk rating takes into consideration the existing structural defects, past tree failures, and restricted root growth due to surrounding hardscape in some but not all the trees. Trees with the greatest above and below ground issues or conflicts are rated moderate risks because their “likelihood of failure” (stems & roots) is **possible** and can be expected in extreme weather conditions such as the most recent storm and resulting tornado. If this weather was considered normal then the “likelihood of failure” would be **probable** resulting in a **high risk** tree overall. We are experiencing more extreme weather and assessment parameters may require updating in the future but currently do not consider tornados and extreme weather to yet be “normal”.

Abatement options provided previously included:

- structural pruning,
- root pruning/ root barrier installation, or
- removal and replacement.

Removal and replacement is costly and requires obtaining tree cutting permits which would be difficult to obtain for moderate risk trees. *Root pruning and root barrier installation* is full or challenges given the numerous surrounding hardscape features. *Structural pruning* initiated decades after planting once defects have grown in size are more challenging to correct and require ongoing cyclical pruning which requires regular allocation of budget. Structural pruning within 5 years of planting or from a young age gives trees’ the best chance for strong form, good health, and long life which requires little ongoing pruning later in life. The subject trees are semi-mature require a substantial pruning budget to carry out corrective pruning.

Conclusion and Recommendation

Considering the site history, age and health of the subject trees, and available options to balance risk abatement with tree health, structural pruning is recommended to take place towards the end of the summer or early fall. Trees with the largest crowns and structural defects should be targeted with “heavy to severe” structural pruning. The overall aim is to reduce the crown’s sail which in turn will reduce loads on the root system lessening chances of root failure in extreme weather events. Included stems and competing leaders will be reduced initially by approximately ½ their size with the aim to fully remove them over time (up to 5 years). Structural defect removal will leave the trees looking asymmetrical and sparse until the retained portions (central leaders) of the tree can produce new, more structurally sound branching.

The trees will require annual or semi-annual pruning for an undetermined amount of time to:

- manage the trees’ growth response to heavy pruning via removal of epicormic shoots,
- correct structural defects over time with pruning, and
- reduce sail via crown reduction pruning as long as tree(s) exist.

If you require any additional information please feel free to contact the undersigned.

Sincerely,

Lesley Gifford 778-772-2597

B.App.Sc.

ISA Certified Arborist: PN-5432-A

ISA Tree Risk Assessor Qualification

Qualified Tree Appraiser



Professional Liability (Errors & Omissions): SWG02226367-2021-001- 5 Million

Commercial General Liability: Intact 5A5764177 - 5 Million

Assumptions & Limiting Conditions

This arboriculture assessment report is based on site observations on the dates noted. Effort has been made to ensure that the opinions expressed are a reasonable and accurate representation of the condition of the trees reviewed. All trees or groups of trees have the potential to fail. No guarantees are offered or implied by Urban Grove Tree Care & Consulting that the trees are safe given all conditions. The inspection is limited to visual examination without excavation, probing, coring or climbing, unless specified. The findings and opinions within this report are representative of the conditions found on the day of the review only. Any trees retained should be reviewed on a regular basis. This assessment does not estimate the cost to perform the work prescribed.

Arborist Assessment

Hampton Place, UBC

Prepared For:

UNA of UBC
202 – 5923 Berton Avenue
Vancouver, BC
V6S 0B3



Prepared By:

Urban Grove Tree Care
& Consulting
15720 Russell Ave
White Rock BC
Phone 778-772-2597
lesley@urbangrove.ca

Date: January 28, 2021

Table of Contents

Introduction	P.3
Background & History	P.3
Figure 1. Hampton Place West Map	P.3
Figure 2. Hampton Place Central Map	P.3
Figure 3. Hampton Place East Map	P.4
Assignment	P.4
Limits of Assignment	P.4
Purpose & Use of Report	P.4
Testing & Analysis	P.5
Tree Inventory	P.5
Discussion	P.5
Root Pruning, Root Barrier and Top Dressing	P.5
Clearance Pruning	P.6
Structural Pruning	P.6
Cabling & Bracing	P.6
Crown Clean Pruning	P.7
Table 1. Summary of Locations and Recommendations.	P.7
Photographs: West Hampton Trees #1-12	P.8
Photographs: Central Hampton Trees #13-28	P.12
Photographs: East Hampton Trees #29-40	P.16
Conclusion	P.19
Appendix 1 – Tree Location Maps	P.20
Hampton Place West	P.20
Hampton Place Central	P.21
Hampton Place East	P.22
Appendix 2 –Tree Inventories	P.23
Table 2. Hampton Place West	P.23
Table 3. Hampton Place Central	P.25
Table 4. Hampton Place East	P.27
Appendix 3 – Assumptions & Limiting Conditions	P.28

Introduction

Background & History

Urban Grove Tree Care & Consulting was retained by Kathy Barr of University Neighbourhoods Association (UNA) at the University of British Columbia (UBC) to conduct tree assessments within three areas along Hampton Place. Three Google maps of Hampton Place (west, central and east) were provided highlighting trees of concern. A previous assessment in March of 2018 was conducted for different trees located along Hampton Place East, on the west side of the street. Lesley Gifford visited the site January 26, 2021 to inventory and assess tree health and structure, identify any infrastructure conflicts, and provide treatment recommendations.

The following maps, highlighting trees of concern within Hampton Place, were provided for reference to conduct the inventory and prepare the report.



Figure1. Hampton Place West located east of Westbrook Mall within UBC.



Figure2. Hampton Place Central located east of Hampton Place West and the roundabout.

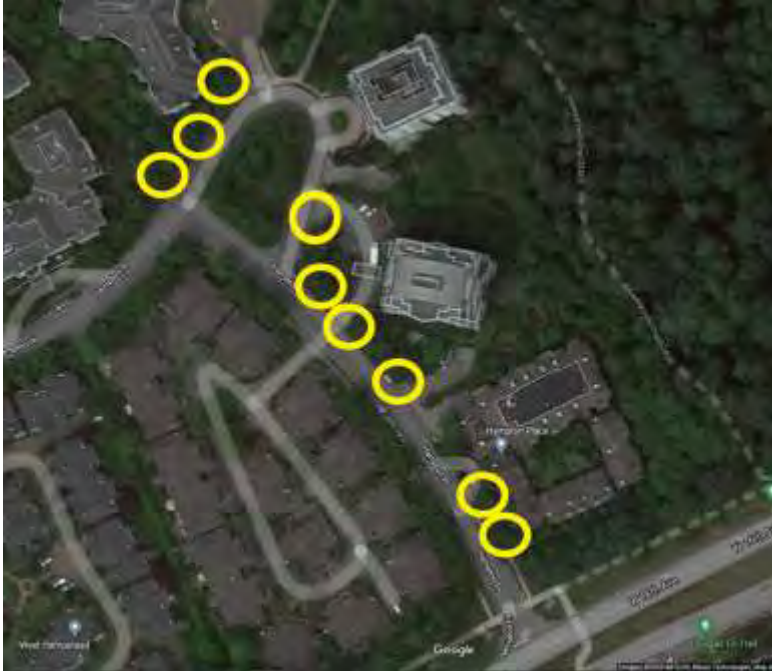


Figure3. Hampton Place East located north of W. 16 Avenue and east of Hampton Place Central.

Assignment.

The scope of work for the subject property is:

1. Inventory trees and record health, structure, and infrastructure damage or conflicts.
2. Prepare an arborist report with details of findings and recommended treatment prescriptions.

Limits of Assignment

- This report is based solely on the detailed and visual assessment of the trees on January 26, 2021 and of my analysis of the photos taken and tree material gathered during the inspection.
- Two trees within Hampton Place West were added as a result of epicormics and a hanger noted within the crowns.

Purpose & Use of Report

- The purpose of this report is to provide U.N.A. with pertinent information regarding the management of trees on their property.

Testing & Analysis

Tree Inventory

All boulevard trees identified within the provided Google maps were inventoried and numbered (not tagged). Numbers within the inventory tables correspond to numbers on the tree location maps. An inventory of tree attributes was collected including species, diameter, height, condition: health and structure, and treatment recommendations.

- Table 1. Summary of Treatment Recommendations by Area is included within the Discussion portion of the report.
- Photographs of the site and trees have been included within the body of the report.
- Tree Location Maps (West, Central & East) are located within Appendix 1.
- Tree Inventories along Hampton Place (West, Central & East) are located within Appendix 2.

Discussion

Patmore Ash (*Fraxinus pennsylvanica* 'Patmore') are the sole species of tree planted within the boulevard, between the walkway and residences along Hampton Place. The trees are estimated to be around 25 - 30 years old and planted approximately 15-20 years ago. Patmore Ash generally can grow to be 16 metres in height with an oval shape. The medium sized Ash are providing many benefits aesthetically and environmentally while contributing to the overall landscape design.

A total of 40 trees were inventoried along Hampton Place; 12 within Hampton West, 16 within Hampton Central, and 12 within Hampton East. Health, structure and site conditions for each of the trees were recorded. Clearance, structural, and/or crown clean pruning, cabling and bracing, root pruning, Root Barrier installation, top dressing (soil and turf) are recommended treatments for increasing strong form, overall good health and reduced infrastructure conflicts. Trees may have more than one treatment prescribed. Observed conditions and prescribed individual treatments fell into the following five categories.

Root Pruning, Root Barrier & Top Dressing

In some locations the trees are planted within close proximity of sidewalks and landscape walls. Shallow soils and restricted soil volumes from surrounding infrastructure have resulted in exposed shallow roots and heaved sidewalks. Roots between 1 and 4 inches in diameter were noted on the soil surface surrounding the trunk or abutting infrastructure (walls and walkways). Infrastructure (roads, walkways, brick /concrete walls) are at risk of damage from heaving roots. Heaved sidewalks have been cut to reduce tripping hazards. Damages to infrastructure have been established and will continue to develop as the tree's roots systems enlarge.

Available methods of protecting infrastructure while preserving trees include root pruning and installation of Root Barrier. This method cleanly cuts roots and installs a continuous heavy duty plastic root barrier below grade at the edge of infrastructure. New root growth

avoids the barrier, is encouraged deeper and in other directions. Air Spades (pneumatic soil excavation tool) can expose roots safely and without damage to prune and install Root Barrier. 19 trees with exposed roots are recommended for top dressing with either turf blend or garden blend soil depending on their location in the landscape. 7 trees are recommended for root pruning and/or Root Barrier installation.

Clearance Pruning

In several locations tree crowns have been pruned to reduce conflicts with residences and neighbouring trees and to allow more sunlight into shaded yards. The results are variable depending on the health and structure of the individual tree and require ongoing review and maintenance pruning. Previous clearance and reduction pruning has in some cases led to “lions-tailing” or over-pruning of inner and lower branches leaving only tips of branches with leaves. The lack of inner and lower branching makes it difficult to carry out structural pruning because there are no branches to prune back to when subordinating competing leaders or codominant stems with included bark.

Six trees along Hampton Place require clearance pruning from roads, walkways, buildings, and /or other trees.

Structural Pruning

If structural pruning is started after planting and continued every 7-10 years thereafter defects within the crown can be corrected and a strong form can be trained into the tree. The subject trees were not a part of a structural pruning program after planting and those with existing structural defects present have increased in size and severity resulting in crown (branch or stem) failures. Corrective pruning has been underway to address concerns raised but these actions are more reactionary than preventative. Trees have matured with structural defects where corrective pruning is possible in some trees but not in others. When defects mature and corrective pruning is required the following can result:

- Too much crown and live foliage is removed in achieving the result leading to stressed epicormic growth which are weakly attached to branches. Poor form and structure can result including asymmetrical crowns.
- Increased branch elongation of retained branches below pruning cut. Several of the Ash assessed already have over extended or long reaching branches with little interior branching. Pruning cuts will exacerbate the problem which may increase pruning maintenance requirements.

Codominant stems with included bark, where stems compete as leaders, are recommended for structural pruning to subordinate the weaker (included) stem. Where no included bark exists, codominant stems may be retained, especially if the form is becoming decurrent or open. Seven trees are recommended for structural pruning.

Cabling and Bracing

Is a mitigating treatment used to strengthen weak branch unions (codominant stems with included bark) through the installation of steel cables and bracing rods in the tree. Any hardware installed within a tree requires ongoing maintenance. A non-invasive alternative known as the Cobra System uses monofilament polypropylene hollow cables and a quick

splice method to support splitting limbs or trunks. Ash #13 is recommended for cabling & bracing or the alternative shall be reviewed and discussed in the field prior to installing.

Crown Clean Pruning

Dead, diseased or broken hanging branches in the canopy are circumstances when crown clean pruning is recommended. Pruning to remove dead or diseased branches is aesthetic and good for limiting the spread of disease within and between trees. Most of the trees within the assessment area are recommended for crown cleaning.

Hanging branches or hangers within the crown pose a risk to people and property depending on their size and distance from the target. Most of the hangers noted along Hampton Place are small in size but have been identified for removal to remove the risk associated with them. Hanger removal is recommended for:

- Ash #2, 5, 8 & 12 within Hampton West and,
- Ash #34, & 36 within Hampton East.

The following table summarizes the number of various treatments recommended for individual trees within each of the three areas (west, central & east) along Hampton Place. Trees may have more than 1 treatment recommendation. Refer to Appendix 1 and 2 for additional information on trees, locations, and individual treatment prescriptions.

Table 1. Summary of Treatment Recommendations by Area.

	Structural pruning	Crown Clean pruning	Clearance pruning	Root Prune/ Install Barrier	Top Dress	Cable & Brace
West Hampton (12 trees)	5	12 (4 hangers)	1	3	5	/
Central Hampton (16 trees)	2	11	5	2	8	1
East Hampton (12 trees)	/	11 (2 hangers)	/	2	6	/

The following photographs document the conditions of the site and trees within west, central and east areas of Hampton Place.

Photographs: West Hampton Trees #1 - 12



Photo 1. Fir #1 on corner of Wesbrook Mall and Hampton Place with low branching over sidewalk.



Photo 2. Deadwood and stubs in lower crown of Fir #1



Photo 3. Ash #2 (hanger noted) at right to Ash #5 at far left. West Hampton Place.



Photo 4. Ash #3 with exposed roots, and minor walkway heaving.



Photo 5. Ash #2 with codominant stems. Subordinate competing leader on right (SW) to branch on SE.



Photo 6. Ash #4, crown clean deadwood over walkway.



Photo 7. Ash #5 with small hanger over walkway.



Photo 8. Ash #6 crown clean only as few internal branches.



Photo 9. Ash #7 crown clean and structural prune.



Photo 10. Ash #7 requiring top dressing of exposed roots.



Photo 11. Ash #8 Crown clean pruning recommended.



Photo 12. Ash #8 with exposed shallow root for top dressing.



Photo 13. Ash #9 Structural and crown clean pruning recommended.



Photo 14. Ash #10 on north side of road, crown clean pruning recommended.



Photo 15. Ash #10 with exposed shallow constricted roots heaving walkway.



Photo 16. Ash #10 where Root Barrier & top dressing recommended. Ait spade may be warranted to prevent root damage.

Photographs: Central Hampton Trees #13 – 28



Photo 17. Ash #13 with exposed roots for top dressing.



Photo 18. Ash #13 with some future building clearance concerns.



Photo 19. Ash #14 with minor clearance concerns.



Photo 20. Ash # 16 where a low lateral requires clearance pruning or removal to address concern.



Photo 21. Ash #17 recommended for crown raise over road, and epicormics removal (crown clean).



Photo 22. Ash #18 with exposed shallow rooting for top dressing.



Photo 23. Tree 19 or 20 – both recommended for crown clean pruning to remove deadwood.



Photo 24. Ash #22 with exposed girdling root for pruning/ removal and top dressing.



Photo 25. Ash #23 on north side of road with crown clean pruning and top dressing recommended.



Photo 26. Ash #24 on north side of road with crown clean pruning recommended.



Photo 27. Ash #25 with crown clean pruning recommended.



Photo 28. Ash #26 with structural and crown clean pruning plus top dressing recommended.



Photo 29. Ash 26 or 27 with epicormics shoot recommended to be removed via crown clean pruning.



Photo 30. Ash #27 with exposed roots recommended for root barrier and top dressing.



Photo 31. Ash #27 with crown clean pruning recommended.



Photo 32. Ash #28 with crown clean pruning and top dressing recommended.

Photographs: East Hampton Trees #29 - 40

	
<p>Photo 33. Ash #29 recommended for crown clean pruning and top dressing.</p>	<p>Photo 34. Ash #30 has minor deadwood for crown clean pruning.</p>
	
<p>Photo 35. Ash #31 has previous branch failure within crown, requires crown clean pruning and top dressing.</p>	<p>Photo 36. Ash #33 with crown clean pruning recommended.</p>



Photo 37. Ash #34 with crown clean pruning recommended.



Photo 38. Ash #34 planted close to driveway, and walkway requiring root barrier installation and top dressing.



Photo 39. Ash #35,36, and 37 (left to right) with crown cleaning recommended. 35 & 36 also need top dressing.



Photo 40. Ash #38 with crown clean pruning recommended.



Photo 41. Ash #39 with crown clean pruning recommended.



Photo 42. Ash #39 with trees located between and residence creating competition. Remove small trees/ large shrubs within 1m of house.



Photo 43. Ash #40 near end of Hampton Place east.



Photo 44. View of exposed roots heaving sidewalk. Root barrier and top dressing recommended.

Conclusion

The Hampton Place arborist assessment revealed clearance issues, infrastructure conflicts, (building, walkway or road), and structural weaknesses that are increasing in risk over time. Structural weaknesses are difficult to abate in semi-mature trees such as these without causing crown imbalances, unwanted growth from over pruning, or decline. Retaining the same pruning contractor to carry out clearance, structural, and crown clean pruning approximately every 5-7 years is important to ensuring continuity of care. A field review of prescribed pruning treatments may be required prior to conducting the work.

Rooting conflicts can be addressed with top dressing treatments and/or root pruning with Root Barrier installation. An Air Spade will reduce damage to roots during Root Barrier installation. If risks (heaving/tripping, infrastructure damage) can't be mitigated through recommended treatments tree removal and replacement may be the last option available. Tree removal is viewed as a last resort after all other measures are exhausted. Tree and stump removal or grinding have not been discussed within this assessment but would be required in order to restore the area for replanting.

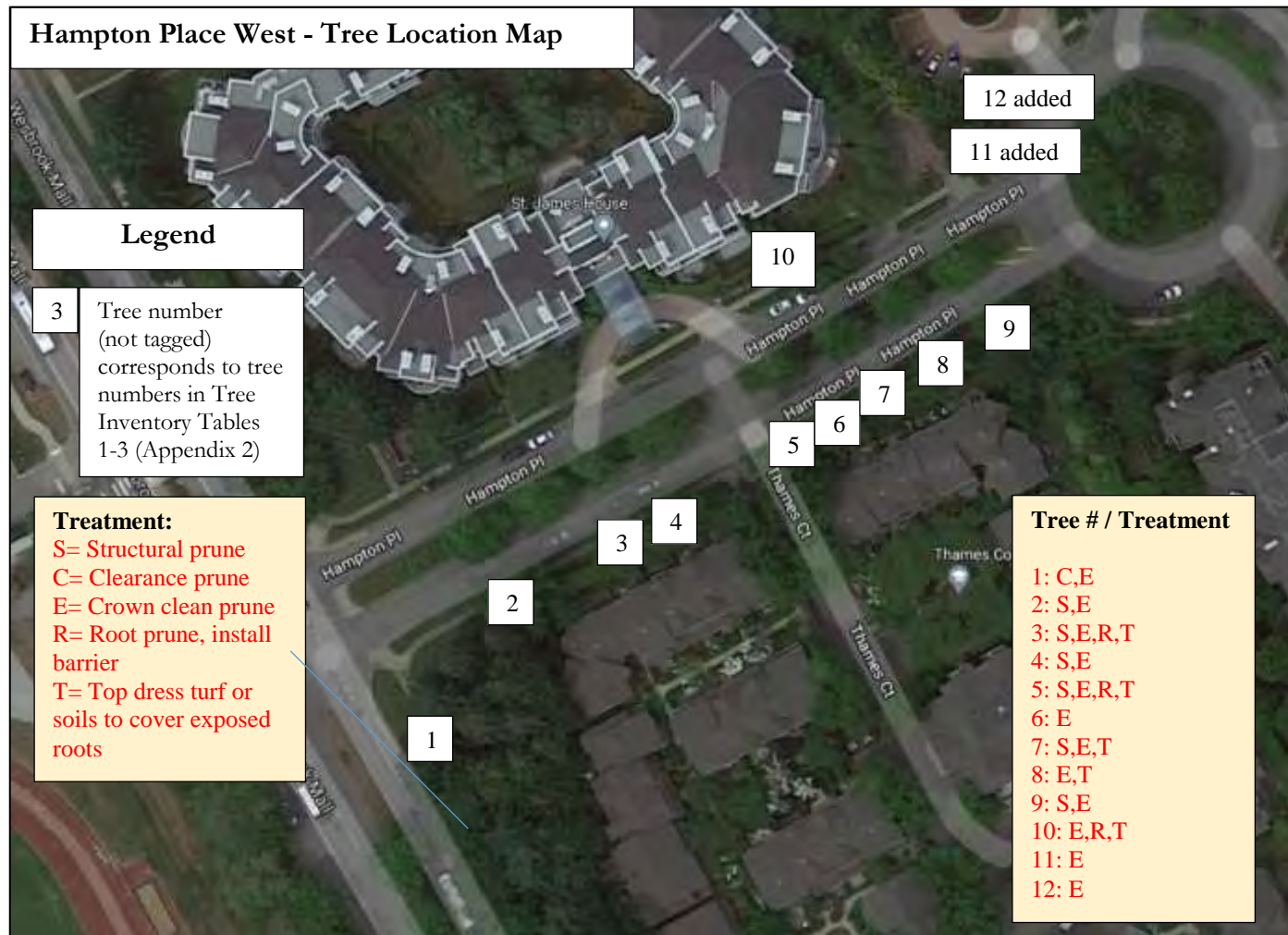
The recommendations presented within this report are meant as a guide for UNA to prioritize work based on available budgets.

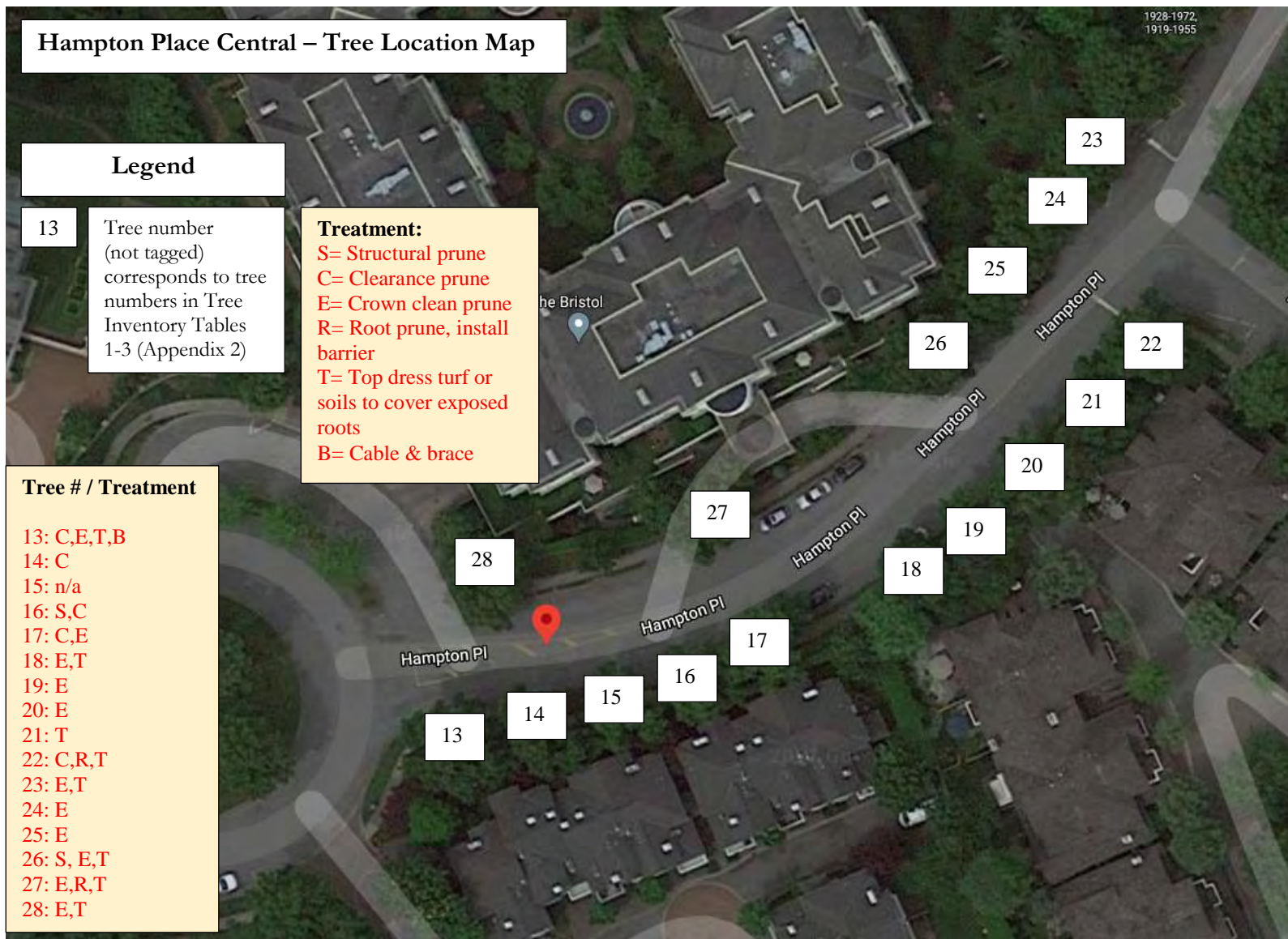
If you have any concerns or questions regarding the content of this report please contact the undersigned.

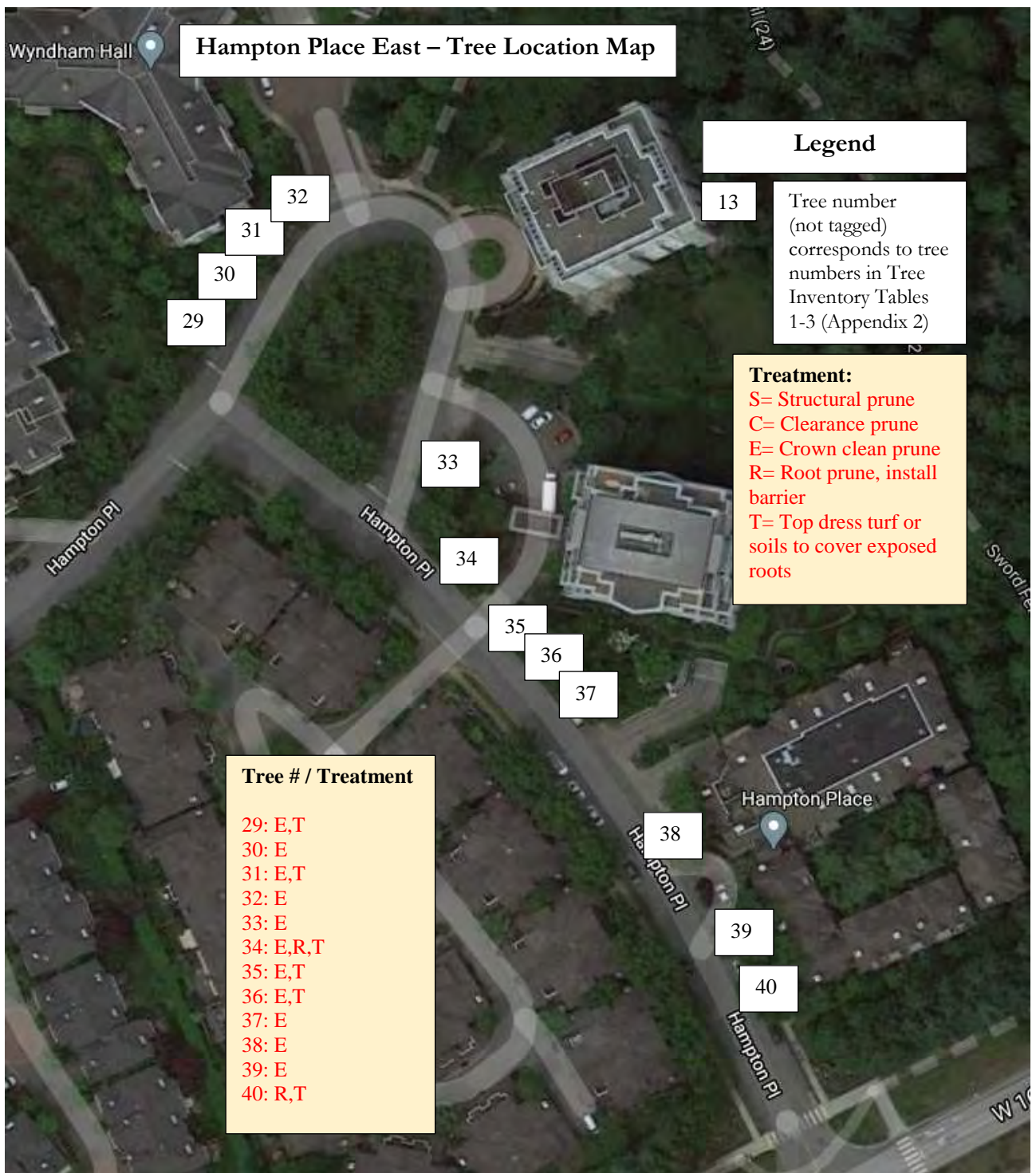
Urban Grove Tree Care & Consulting
Lesley Gifford B.App.Sc
ISA Certified Arborist: PN-5432A
Tree Risk Assessor Qualified: #83



Appendix 1 – Tree Location Maps







Appendix 2 – Tree Inventories

Table 2. Tree Inventory – Hampton Place West (Trees #1-12)

Tree #	Species	DBH (cm)	Height (m)	Condition	Comments	Recommendation
1	Douglas fir	94	33	Good form, low branching over sidewalk, deadwood in lower crown, single stem, well rooted	Crown clean lower 1/4 of tree and clearance prune for sidewalk	Clearance & crown clean prune
2	Patmore Ash	61	18	Codominant stems, included bark, deadwood, 1 small hanger	Subordinate codom stem on SW side (gate) to lateral branch on SE which is lower than leader on N stem	Crown clean & structural prune
3	Patmore Ash	48	17	Deadwood over walkway, root heaving sidewalk, no true leader, epicormics on lower lowest SW lateral	Prune to remove epicormics or lateral altogether, address sidewalk issue, top dressing	Structural prune and/or crown clean, root prune & barrier, top dress
4	Patmore Ash	35	17	Deadwood over walkway, codominant tops with included bark, lowest codom stem previously subordinated, dieback in lower crown	Subordinate NW top, remove dead branches	Crown clean & structural prune
5	Patmore Ash	46	17	Hanger over walkway , codom stems not included, decurrent form, no true leader, deadwood, roots heaving sidewalk slightly	Crown clean and remove hangers, address sidewalk issue which may require top dressing	Crown clean, root prune & barrier, top dress
6	Patmore Ash	42	16	Epicormics on lowest lateral, heavy end weighted scaffolds with little interior branching, codom stems not included, no central leader	Remove epicormic branches only	Crown clean
7	Patmore Ash	30	14	Codom stems not included, deadwood, shallow exposed large roots on south & east	Subordinate SW stem to lower branches on SW side to retain symmetry, top dress turf to cover roots	Crown clean & structural prune, top dress
8	Patmore Ash	39	14	Branch failure on South aspect, 2 hangers , dieback exposed shallow roots	Remove hangers and deadwood, top dress roots	Crown clean, top dress
9	Patmore Ash	39	17	Asymmetrical crown, minimal branching on SE, overextended branches over sidewalk & road, previous reduction (drop crotch) pruning noted	Drop crotch pruned scaffold or leave as is	Crown clean & structural prune

Tree #	Species	DBH (cm)	Height (m)	Condition	Comments	Recommendation
10	Patmore Ash	39	12	Asymmetrical crown, roots heaving sidewalk, prev. branch failures, hangers, heavy end weight, multiple tops included bark, epicormic branches in lower crown poor form= twisting back on themselves	Crown clean and remove hangers, address sidewalk issue which may require top dressing	Crown clean, root prune barrier, top dress
11	Patmore Ash	36	11	Deadwood	Remove deadwood	Crown clean
12	Patmore Ash	39	13	Hanger in crown , deadwood	Remove deadwood & hanger	Crown clean

Table 3. Tree Inventory - Hampton Place Central (Trees #13-28)

Tree #	Species	DBH (cm)	Height (m)	Condition	Comments	Recommendation
13	Patmore Ash	50	17	Codom. stems, included bark, form correction too late, exposed shallow roots, deadwood,	Cable & brace codominant stems, crown clean and clearance prune from home (drop crotch to reduce length but retain branching), top dress	Clearance & crown clean prune, cable / brace, top dress
14	Patmore Ash	42	16	Epicormics near home from past pruning	SE scaffold (lower) towards home requires clearance but avoid lions tailing	Clearance prune
15	Patmore Ash	38	16	Codominant stems, not included	No pruning required	n/a
16	Patmore Ash	39	16	Codom. stems, not included, low branch previously reduced or failed	Low branch requires clearance pruning from home, remove entire low lateral	Structural & clearance prune
17	Patmore Ash	46	16	Asymmetrical crown from clearance pruning, low branching over road, epicormic branches noted	Crown raise for road clearance and remove deadwood	Clearance & crown clean prune
18	Patmore Ash	35	16	Exposed shallow rooting, deadwood in crown	Remove deadwood, top dress to cover roots	Crown clean & top dress
19	Patmore Ash	34	16	Deadwood in crown, decurrent form, codominant stems, included bark	Remove deadwood only	Crown clean
20	Patmore Ash	42	16	Codominant stems included bark, NE stem is leader, deadwood	Remove deadwood only	Crown clean
21	Patmore Ash	36	14	Exposed shallow roots, codom. stems, not included, SW stem competing with leader, heavy end weighted limbs	Subordination of SW stem will further elongate branching making it prone to failure, top dress to cover roots	Top dress
22	Patmore Ash	40	15	Exposed shallow roots with girdling noted, codom. stems, not included, low branching over road corner, epicormics and heavy end weight already present in branches over road.	Prune / remove girdling root, top dress to cover roots, subordination will not correct leader competition, clearance prune over road via multiple reduction cuts to reduce branch elongation	Clearance prune , root prune, no barrier, top dress
23	Patmore Ash	35	14	Exposed shallow roots, deadwood, decent form	Remove deadwood	Crown clean, top dress
24	Patmore Ash	42	13	Codominant stems, minor inclusion without leader competition, deadwood, epicormics	Remove deadwood and epicormics within crown	Crown clean

Tree #	Species	DBH (cm)	Height (m)	Condition	Comments	Recommendation
25	Patmore Ash	41	13	Codominant stems, minor inclusion without leader competition, epicormics, clearance pruned in past	Remove epicormics	Crown clean
26	Patmore Ash	~42	15	Shallow exposed roots pronounced on N & W sides, epicormics, deadwood, codominant stems with codominant tops and included bark	Included stems targeting parking, reduce scaffold over road, remove deadwood and epicormics, top dress to cover roots	Crown clean, structural prune to abate included branches over parking, top dress
27	Patmore Ash	46	15	Codominant stems, north stem has codom. with inclusion, minor deadwood, exposed shallow roots heaving sidewalk	Subordination will create over extended branches, remove deadwood, address sidewalk issue, top dress to cover roots	Crown clean, root prune install barrier, top dress
28	Patmore Ash	41	15	tag #0294, Codominant stems, included bark, exposed shallow roots, minor deadwood	Corrective structural pruning too late remove deadwood, top dress to cover roots	Crown clean, top dress

Table 4. Tree Inventory - Hampton Place East (Trees #29-40)

Tree #	Species	DBH (cm)	Height (m)	Condition	Comments	Recommendation
29	Patmore Ash	38	15	Codominant stems, included bark, stub branch, exposed shallow roots, epicormics	Correction pruning (codom) not advised, remove stub, top dress to cover roots	Crown clean & top dress
30	Patmore Ash	36	13	Deadwood, thin crown, codominant stems, decurrent form	Remove deadwood	Crown clean
31	Patmore Ash	39	15	Previous codominant stem failure, large wound 1m x 10cm with callus wood forming, 3 tops originating from 1 point on stem, exposed shallow roots, deadwood	Remove deadwood, top dress to cover roots	Crown clean & top dress
32	Patmore Ash	36	13	Decent form, deadwood	Remove deadwood	Crown clean
33	Patmore Ash	42	15	Deadwood, small hangers, codominant stems, not included	Remove deadwood & hangers	Crown clean
34	Patmore Ash	42	15	Epicormics, hanger, codominant stems included bark, roots lifted sidewalk	Remove epicormics & hanger, root prune & install barrier, top dress to cover roots	Crown clean, root prune, install barrier & top dress
35	Patmore Ash	42	15	Deadwood, codominant stems, minor inclusion, single leader, exposed shallow roots	Remove deadwood, top dress to cover roots	Crown clean & top dress
36	Patmore Ash	43	15	Hanger not targeting sidewalk, exposed shallow roots, deadwood, good form	Remove deadwood & hanger, top dress to cover roots	Crown clean & top dress
37	Patmore Ash	38	14	Codominant stems, minor inclusion, competing leaders, deadwood	Remove deadwood	Crown clean
38	Patmore Ash	48	15	Codominant stems, included bark, previously failed codom stem, deadwood	Remove deadwood	Crown clean
39	Patmore Ash	46	15	Codominant stems, minor inclusion, multiple tops, deadwood, 3 trees in close proximity between Ash & home	Remove deadwood, consider removing trees within 1m of home to reduce competition for light & resources	Crown clean
40	Patmore Ash	47	15	Exposed shallow roots heaving sidewalk, codominant stems, multiple tops, 2 trees between Ash & home	Increase soil volume via topdressing (grass & beds) to reduce root exposure, consider removing trees within 1m of home to reduce competition for light & resources	Root prune & install barrier, top dress

Appendix 3 – Assumptions & Limiting Conditions

This arboriculture assessment report is based on site observations on the dates noted. Effort has been made to ensure that the opinions expressed are a reasonable and accurate representation of the condition of the trees reviewed. All trees or groups of trees have the potential to fail. No guarantees are offered or implied by Urban Grove Tree Care & Consulting that the trees are safe given all conditions. The inspection is limited to visual examination without excavation, probing, coring or climbing, unless specified. The findings and opinions within this report are representative of the conditions found on the day of the review only. Any trees retained should be reviewed on a regular basis. This assessment does not estimate the cost to perform the work prescribed.



THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

Memorandum

From: Simmi Puri, Communications Manager, Campus + Community Planning
To: UNA Board
Date: November 15, 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

November

UBC Fall Graduation at Chan Centre

Wednesday, November 23rd to Friday, November 25th from 8:30am to 5pm each weekday.

Buchanan Courtyard, Main Mall from Crescent Road to Memorial Road will also be used. Crescent Road will be CLOSED from East Mall to west of the West Mall traffic circle during ceremonies from 7am to 6pm.

For graduation schedules, see <https://graduation.ubc.ca/schedule/fall2022>

December

Final exams

Sunday, December 11th to Thursday, December 22nd

Boxing Day. University closed

Monday, December 26th

University closed in lieu of Christmas Day

Tuesday, December 27th

January

University closed in lieu of New Years Day

Monday, January 2nd

Start of winter session term 2

Monday, January 9th

Campus Vision 2050

From September 21 to October 14, UBC community members and residents were invited to provide feedback on five big ideas to shape the campus over the next 30 years, in addition to providing input on trade offs and opportunities related to building heights, open space and mixing of academic and neighbourhood lands. The fall public engagement on Campus Vision 2050 was UBC's most extensive and in-depth ever, with more than 4,500 touchpoints with community members.

Input was gathered through open houses, in-depth workshops, facilitated community conversations, pop-up information booths, presentations to various campus departments and groups and an online survey through the Campus Vision 2050 online platform. Input was also generated through targeted engagement activities with the UNA Board, and community and technical advisory committees, and meetings were held with Xʷməθkʷəy̓əm to gather their feedback and input. This included joining UNA Board meetings on September 20th to provide an overview of the upcoming engagement and on October 18th to provide a summary of engagement. As well, we hosted two closed UNA Board workshops on October 11th and November 1st to hear and document UNA feedback and discuss interests and concerns. The UNA-UBC Liaison Committee also met on November 8th to hear UNA feedback on Campus Vision 2050.

Feedback received through this phase of engagement is being used to shape the draft 30-Year Vision for the campus. Emerging directions for the 30-year Vision will be presented to the UBC Board Governors at open sessions of the Advisory Committee on Campus Vision and Rapid Transit, and the Property Committee on November 16 and 17 respectively.

The draft 30-Year Vision for the campus will be presented to the community for feedback in early-2023, in addition to targeted engagement with the UNA Board and other stakeholders and advisory committees. The final updated 30-Year Vision and draft Land Use Plan will be presented for Board of Governors consideration in March 2023, prior to public hearing on the Land Use Plan in April 2023.

Advancing Climate Action in the Neighborhoods

UBC has started a comprehensive update of the Neighbourhood Climate Action Plan (the current plan is available here: <https://sustain.ubc.ca/campus/climate-action/community-energy-and-emissions-plan>). That work is underway in parallel with Campus Vision 2050 and will include UNA and broader public engagement in 2023 to further accelerate GHG reductions in UBC neighbourhoods.

The Residential Environmental Assessment Program (<https://sustain.ubc.ca/campus/green-buildings/reap-ubc>) is one component of the University's commitment to neighbourhood climate action. REAP is a mandatory environmental standard for all new neighbourhood buildings to

lower consumption of water, energy and resources. UBC is developing an updated REAP 3.3, expected to proceed to the Board of Governors in spring 2023. As part of this process, CCP staff will review the proposed updates with UNA staff.

The proposed REAP updates include: advancing BC Energy Step Code adoption ahead of provincial requirements; designs to accommodate anticipated 2050 temperatures; new guidelines and credits for embodied carbon; air filtration requirements; and other implementation measures.

The REAP update, along with a plan underway to shift the current neighbourhood district energy system to a low carbon energy source, will be key elements of the updated Neighbourhood Climate Action Plan.

Community Update

Student Art and Animation Fund:

We are pleased to announce the launch of the pilot Student Art and Animation Fund, a new initiative to provide student artists the opportunity to help shape UBC's outdoor spaces through public art! Through the generous support of Giving Day Donors, up to \$5000 is available to fund project costs for UBC student artists, performers, and placemakers to imagine, execute, and install their project on the UBC Vancouver campus. More information at www.ubc.ca/studentart

Contribute to the Community Timelapse:

The UBC Time-lapse is an Inspiring Community Grant idea from UNA resident, Kabir Hundal. Built and installed with the support of the UNA and UBC Campus + Community Planning, the frame is now up and invites all community members to contribute to the project. All you have to do is take a photo using the frame and submit your photo here: <https://utown.ubc.ca/ubctimelapse>.

Development Projects Update

DP22047 Riley Orchard at the UBC Botanical Garden

The UBC Botanical Garden has applied for a Development Permit to plant an apple orchard in the area to the east of the existing parking lot off of SW Marine Drive. The orchard would have over 900 species of apples for conservation and research purposes. To see additional project information or leave a comment please visit the project webpage at: <https://planning.ubc.ca/riley-orchard-botanical-gardens>.



Imagine Director's Report

Hello Electoral Area residents,

Thank you! It truly is an honour to continue my role as your Electoral Area Director. Thank you to everyone who came out and voted, and for all those who provided support in other ways. During this past term, my learning curve was steep, both on the specific policies and issues, and also on how best to use my voice to advocate effectively for the electoral area, and for the region as a whole.

The election campaign provided excellent opportunities for me to meet and engage with residents, and listen to questions, suggestions and concerns. It was also a good time to think about the coming four years, and my priorities for this term. My work includes policy, infrastructure and programmatic decisions that impact the whole Metro Vancouver region, as well as a very local focus on the UBC and UEL communities plus the other unique communities across Electoral Area A.

At the regional level, my priorities for this term are to advance climate action, reconciliation, and sound regional development. On climate action, science and lived experience here in BC demand bolder and faster action on climate action and mitigation, as well as environmental protection and green solutions. In the area of reconciliation, I believe that we are finally reaching a tipping point, where indigenous leaders are starting to be invited to the table as equals, and that the concerns and wisdom of indigenous people on whose land we have settled are being taken seriously. I am committed to progressing dialogue and action toward reconciliation. One practical way that I am tackling this is through my role on TransLink's Indigenous Relations Task force. Finally, in the face of a rapidly growing region, the way in which we develop the region is critical. We need to preserve our green spaces and rural (farm) lands, maintaining the urban containment boundary to prevent urban sprawl, while building smarter, more sustainable industrial and residential buildings.

Locally, my priority is to continue to advocate and coordinate around areas of concern for residents. At present, these include:

- Increasing safe active transportation routes and safer streets for pedestrians and bikers
- Advocating to the school district and province for more school and daycare availability
- Working with the BC Ministry of Municipal Affairs around changes in governance within the UEL
- Advocating for a stronger focus on climate action, environmental protection and sustainability within the university neighbourhoods, through Campus Vision 2050.



Nervously heading UHill secondary to cast my vote on October 15th (with my husband and son)



Nov
2022



Jen and family enjoying a fall family hike

I also hope to continue to engage with residents through a variety of ways, including individual or group meetings (I welcome the opportunity to connect with you over a cup of tea, a walk, or if needed, a Zoom call), engagement sessions, and these monthly newsletters. Please don't hesitate to reach out just to say hello, or to share your questions, suggestions, or concerns that I may be able to assist with.

This month's newsletter is on the brief side, since Metro Vancouver is transitioning to new boards and committees. As a result of this, fewer meetings have occurred, and I am still waiting to find out which regional boards and committees I'll be serving.

Finally, before I sign off, I wanted to take a moment to thank a few individuals who were particularly

instrumental in my work over this past term. I appreciate the hours of guidance, expertise and wisdom that Maria Harris and Bill Holmes provided, especially during my early days as Director. I am also grateful to Mike Feeley, my alternate, as well as Claire Huxtable and Dulcy Anderson for their collaborative support and insights as we worked toward practical and creative solutions that I hope benefited local communities and the region as a whole.

Thank you again for your trust in me to continue as your Electoral Area director.
All the best,

Jen McCutcheon

Jen McCutcheon, Metro Vancouver Director for Electoral Area A (www.areaajen.ca or areaajen@gmail.com)

Opportunity to have your say in improvements to the UEL's Multifamily Public Realm

The University Endowment Lands has opened a survey to determine priorities for improvements to public spaces in the multifamily area, which is the area south of University Boulevard, near Staples. You do not have to be a resident of the area to respond to the survey. The survey includes an opportunity to suggest various improvements, including potential traffic calming measures (speed bumps, one-way streets) as traffic speed has been a concern for residents and parents of children attending local schools. Additionally, the appearance of the area around the Village shopping area could be improved, solving the problem of muddy puddles throughout the winter and supporting the trees. Please take a few moments to complete the survey and contribute whatever you think would make the public spaces safe and enjoyable for all!

Click [here](https://forms.gle/uoTpTicGhEyr7GG56) to complete the survey. (<https://forms.gle/uoTpTicGhEyr7GG56>)



Metro Vancouver 2023 Budget

The big item the outgoing Metro Vancouver board has been working on, and recently approved is the 2023 regional district budget, and the 2023 - 2027 Metro Vancouver Financial Plan. After months of planning and discussion, the approved plan maintains the goals and objectives of Metro Vancouver while removing the use of financial levers that were utilized during the COVID-19 pandemic to minimize increases on ratepayers. Further, this budget represents a pause to assess the implications of the rapidly evolving macro-economic environment and to undertake strategic planning with the incoming Board of Directors. The multi-year outlook for the financial plan currently shows larger increases to the budget in future years, which is something I expect the new Board may seek to address and decrease.

While considered a pause, the 2023 budget still contains provisions to address key strategic priorities such as Climate action, asset management, Metro 2050, Regional Parks land acquisition, accelerated action on Invest Vancouver, and indigenous relations.



The 2023 budget has total operating expenditures of \$1.082 Billion and expected capital cashflow of \$1.247 Billion. For the year, the average household impact is projected to increase by \$26 for a total of \$620. This represents a 4.5% increase over the prior year, down from the 10.1% projected for 2023 in the previous financial planning cycle.

Key highlights of the overall Metro Vancouver 2023 budget are as follows:

- A reduction of \$22 million of the total 2023 Metro Vancouver proposed operating budget compared to that previously projected for 2023
- Maintained or increased contribution to capital and reserves for key functions
- Reduced capital cash flow for 2023 and 2024
- Reduction of household impact, \$33 less than that previously projected for 2023

At the local level, the Electoral Area Service 2023 operating budget will decrease by \$68,515 for a total budget of \$729,126. This decrease is largely because the previous year included local government election-related costs.

The 2023 operating budget includes the following key actions:

- receive and consider next steps related to Phase 2 of the geotechnical study of the rural and remote portions of Electoral Area A
- receive and consider the Electoral Area A Community Wildfire Risk Reduction Plan
- consider Community Works Fund projects identified by the UEL community



- continue to administer the building, zoning, official community plan, and unsightly premise and nuisance bylaw
- communicate with Electoral Area residents through the Electoral Area Bulletin and Electoral Area Director's Update
- engage the UBC/UEL communities on liquor license and retail cannabis referrals, and participate in the Province's UEL Governance Study
- continue to offer staff support to the Electoral Area Board Director
- facilitate emergency management education for resident

For more information on the budget and financial planning process, you can watch [this](https://vimeo.com/446969125) informative video (<https://vimeo.com/446969125>), or review the budget and financial plan [here](http://www.metrovancouver.org/about/programs-budget) (<http://www.metrovancouver.org/about/programs-budget>)

UBC RCMP Update

At the most recent UNA Board meeting, RCMP Staff Sergeant Chuck Lam presented to updates for the past three months. Here were some of his key points.

Wreck Beach season

- The extended good weather meant a longer beach season than usual
- RCMP addressed open consumption of alcohol through education and enforcement
- Worked closely with Regional Parks staff to ensure the beach is an inviting and safe place for users



Image from UBC RCMP website

Start of the school year

- Increase in bike thefts – culprits are increasingly brazen, openly using bolt cutters and cordless grinders to defeat bike locks. Police arrested a male was arrested for theft on Oct. 19 for cutting locks on bikes while students stood and watched
- Increased theft of backpacks, laptops, wallets, IDs, etc.
- 6500 people attended the spring AMS block party and outdoor concert, without incident

Mental Health

- Increase in mental health calls
- Students increasingly stressed by school, being away from family, having fewer friends around, and so on.
- People suffering from mental health episodes may be taken to VGH for medical help, if warranted



Aquatic Centre

- Increase in thefts from lockers due people not paying a loonie for a locks

Traffic Initiative

- Dedicated road safety initiative through ICBC funding for speeding, intersection, pedestrian, distracted driving, and impaired driving offences
- Update on Sept 26, 2021 impaired double fatal collision: On Sept 7, 2022, 6 charges of impaired driving and dangerous driving causing death were laid against Tim Goerner.

Homicide at UBC Golf Course Oct 17

- 38-year-old male was shoot and killed in the parking lot of the golf course
- 3 suspect males arrested in Richmond after a vehicle was found on fire in Vancouver shortly after the shooting
- IHIT has taken over the investigation

You can follow updates from the UBC RCMP [here](https://bc-cb.rcmp-grc.gc.ca/ViewPage.action?siteNodeId=2259&contentId=-1&detachmentDataId=43603) (https://bc-cb.rcmp-grc.gc.ca/ViewPage.action?siteNodeId=2259&contentId=-1&detachmentDataId=43603)

Spawning Salmon have Returned to Spanish Banks Creek!



Two adult Chum salmon returning to Spanish Banks Creek

While this story refers to something happening on the border of Electoral Area A, I thought that it was too exciting not to share: chum salmon are currently returning to Spanish Banks Creek to spawn! These incredible animals are born in the creek, head out to the North Pacific for 3 to 6 years, and then return to the same creek to spawn and then die. The salmon then enrich the environment with nutrients as their bodies are taken up by other animals and the forest. Their carcasses also improve newly hatched salmon growth and survival by contributing nitrogen and phosphorous compounds to streams.

Spanish Creek, leading out of Pacific Spirit Regional Park into the Ocean at Spanish Banks is one of the few aquatic ecosystems in the city that still flow as surface water, as most of Vancouver's natural streams have been buried. These special salmon streams are rare and face many challenges. If you take the opportunity to visit the stream, please respect its sensitive habitat by keeping



dogs and feet out of the stream year-round, and especially now while the salmon are spawning. Even if you don't see any salmon, their delicate eggs may be present in the water, so please keep out of the stream and immediate banks.

Information for this article came from the City of Vancouver (<https://vancouver.ca/streams>) and the Pacific Salmon Foundation (<https://psf.ca/info/chum/>) and the US Department of fisheries (<https://www.fisheries.noaa.gov/species/chum-salmon>)



Waste Not Want Not – are you interested in getting involved?

A few UNA residents (including me) are starting up a group that will come together to build community and take local action against climate change and in support of environmental protection. You can read more below, and feel free to email me if you would like to learn more or to join us.

The purpose of this group is to come together to take action for our planet. Our specific focus is on simple actions that reduce consumerism, decrease our carbon footprint, and strengthen connections to our earth and among community members. We will do this by sharing practical skills, knowledge and curiosity and in so doing we will increase our confidence and be more self-sustainable.

We plan to bring together like-minded neighbours through projects such as:

- Reduce waste - repair, repurpose through woodworking, sewing, DIY
- Inspire - nature walks, plant identification, foraging
- Reduce food miles - farm to table food prep, preserving/fermenting
- Reduce greenhouse gases - vegan food sharing, basketry
- Urban gardening - making compostable pots, sharing soil and seeds, growing indigenous plants and other edible foods





For each topic that the group decides to focus on, we will rely on the knowledge and expertise of our community, and where needed, we will engage experts such as Indigenous knowledge keepers or others with specific expertise to help guide our learning and doing.

In addition to coming together to overcome the feeling of helplessness in the face of the climate crisis, a main purpose of this group will be to connect and share knowledge and expertise and build momentum around simple but meaningful change that will benefit the planet. While each small action on its own may not seem significant, each action creates momentum and a shared sense of action and hopefulness for a better future for our earth. If you are interested in learning more, contact me at areaajen@gmail.com.

Family Forest Art in Pacific Spirit Park this Saturday

Join the Pacific Spirit Park Society for a guided family forest walk and create nature mandalas inspired by shapes and patterns in the forest.

Space limited to 12 children (plus their caregivers/family).
Registration is required by scanning the QR code.
Email: volunteer@pacificspiritparksociety.org
www.pacificspiritparksociety.org

Date: Saturday, Nov 5 from 10–11:30 AM
Age Range: 8–12
Admission by donation
Where: Cleveland Trail, North side of West 16th Ave



Sustainability Lunch and Learn on Climate Anxiety and Wellbeing



On Tuesday, November 22 at noon, the UNA is hosting a virtual Sustainability Lunch and Learn on the topic of Climate Anxiety and Wellbeing.

Join us to explore a variety of sustainability topics relevant to households and neighbourhoods of the University Neighborhoods Association.

As the climate changes we are experiencing more severe weather and health impacts, which can take a toll on our mental health. This month's Sustainability Session will

dive into climate anxiety and how we can come together to make a difference.



Led by facilitators from [UBC's Climate Hub](#), we'll discuss our own climate anxieties and worries, identify solutions to achieve wellbeing, and share resources to help ourselves and our community.

This workshop is free. [RSVP here](#).

Jen's Board and Committee Appointments

Below are the boards and committees that I serve on. Feel free to reach out to me if you would like to learn more. Until the new Metro Vancouver Board Chair and Vice Chair have been elected, and new committees established, I am not sure which Metro Vancouver and TransLink standing committees I will be appointed to. I will update the list below as I learn more.

- Metro Vancouver Regional District (MVRD) Board of Directors
- TransLink Mayors' Council for Regional Transportation
- TransLink's Indigenous Relations Taskforce
- Fraser Valley Regional Library Board of Directors
- Inaugural Board Member for Metro Vancouver Zero Emission Innovation Centre (ZEIC)
- Ocean Watch Action Committee

Links & Connections

[Jen McCutcheon's Website](#)

www.areaajen.ca

[Jen McCutcheon's Facebook](#)

www.facebook.com/AreaAJen

[Metro Vancouver](#)

www.metrovancouver.org

[Mayors' Council on Regional Transportation](#)

www.translink.ca



Report Date: November 8, 2022
Meeting Date: November 15, 2022
From: Glenda Ollero, Communications Manager
Subject: Potential partnership with MiniVillage

Background

The UNA was approached by MiniVillage, a new UBC-based hyper-local social media platform that aims to connect community members online and then transition those online interactions to offline/in-person interactions, regarding the possibility of a partnership.

There appears to be merit in considering the partnership, and staff have asked MiniVillage's founder, Mark Boardman, to provide an overview of their mission/vision and some key features of the platform.

Decision Requested

THAT the Board direct staff to work with MiniVillage to create a partnership agreement for Board consideration.

Discussion

Earlier this summer, MiniVillage, a new hyper-local social media platform that aims to connect community members online and then transition those online interactions to offline/in-person interactions (founded by residents of Acadia Park), reached out to the UNA to see, given our shared values of bringing our community closer together, if we could explore ways to work together.

UNA staff and MiniVillage staff met a number of times to discuss the platform, the UNA's initiatives, and the potential of collaboration. During this time MiniVillage provided staff with the opportunity to try the social media platform and discussed initial ideas of what a partnership might look like.

Some ideas include:

- 1) Cross-promotion of events through UNA website, newsletter, social media and printed publications and MiniVillage's gatherings sections
- 2) Hosting no-fee/free MiniVillage events in UNA spaces



3) Hosting UNA workshops and programs on the MiniVillage platform

MiniVillage's founder, Mark Boardman, will be providing the Board with a presentation about their mission/vision and some key features of the platform.

If the Board feels exploring a partnership would be of value, the next step will be the creation of a partnership agreement for Board consideration.

Financial Implications

None

Operational Implications

Exploring the potential partnership will require input from Communications and Administrative staff. Any further operational implications will depend on any proposed agreement between the entities.

Strategic Objective

Community/Stakeholder Relations

Attachments

1. MiniVillage Presentation Slides

Concurrence

None

Respectfully submitted,



Glenda Ollero
Communications Manager



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

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

Sundance Topham
Chief Administrative Officer

Nov 15th 2022



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION



minivillage

About

👋 I'm Mark, in blue. Mo is my real neighbour.

I'm passionate about tennis, community building and using tech for good.

Minivillage helps you meet like-minded neighbours, explore local activities, and find your support network. All within walking distance.






*“Loneliness hangs over our culture today
like a thick smog”*

JOHANN HARI



Learnings

- There are a few important things I've learned at Minivillage
 - Consumer societies
 - Massive disconnection in cities
 - ✓ Wellbeing is the new narrative
 - ✓ Using tech for good is essential
 - ✓ Empower existing local assets



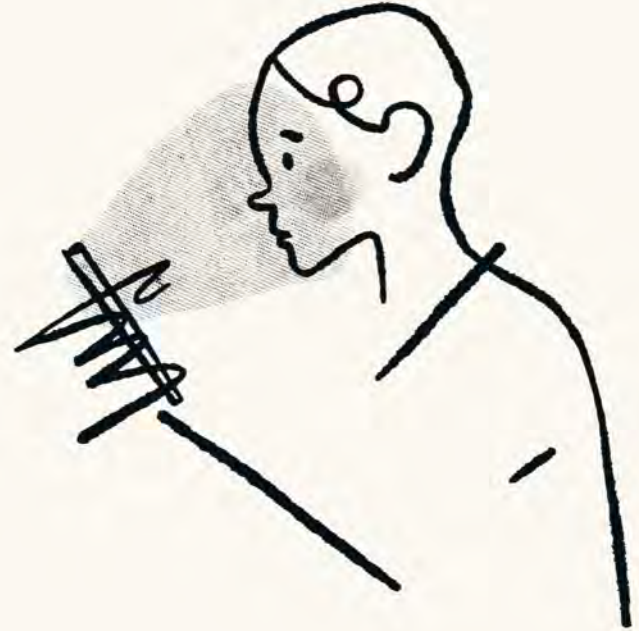
*“Loneliness isn’t the physical absence of other people,
it’s the sense that you’re not sharing anything that
matters with anyone else”*

JOHANN HARI

Problems

Community bonds in consumer societies are lacking (a lot).

Social media is causing problems and social isolation.



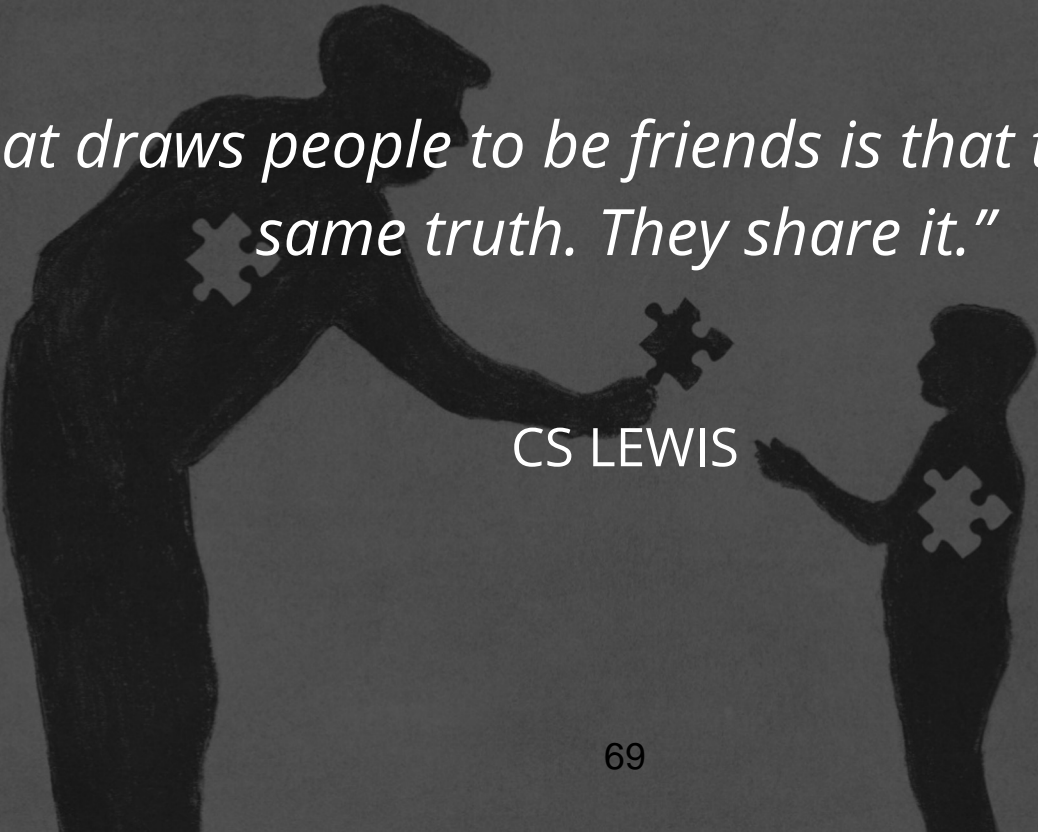


Solution

Minivillage is a solution that uses tech for good.

We can help to restore the rhythms and practices of local communities.

Asset based community development is a good approach.

A dark silhouette of a man and a child against a light gray background. The man is on the left, leaning forward and holding a puzzle piece. The child is on the right, reaching up towards the puzzle piece. Both the man and the child have a white puzzle piece on their backs. The text is overlaid on the image.

"What draws people to be friends is that they see the same truth. They share it."

CS LEWIS

Real world offline

- Face to face
- Community gatherings
- Moving online to offline communities
- Resident-powered
- **GOAL:** using tech as a bridge to the real world






Wisdom

远亲不如紧邻

A far-off relative is
not as helpful as a
nearby neighbour

1 ON 1 MEETS CLOSE NEIGHBOURS









Mark B.
Community Builder

English, French
Acadia Park
Lived here since 2018

Mark's Badges [View all](#)
5 badge(s) unlocked





[+ Add to my Circle](#)

Mark won't get a notification.

About me 😊

Male Christian (NT)

Hi there!



Basic info Expertise Activity

Certified Customer Success Manager (CCSM) Level 1
Success Coaching
April 2021 - April 2023



Let's connect 🧑🧑

I'd like to get to know you! Book my service or join my gathering, or simply have a chat with me over coffee/tea!

Let's meet up 📅

September 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	




Neighbours Gatherings Services

Search for a neighbour

Neighbours






Learn more about who's in your neighbourhood. Invite them to meet with you and build your [Circle](#).



Mark B.
Community Builder

English, French
Acadia Park


Badges



Interests

Tennis, Soccer, > 2 more






[View profile](#) [+ Add](#)



Zaya G.
Student

English
Acadia Park


Badges



Interests

Reading, Gaming, > 2 more






[View profile](#) [+ Add](#)



Mil M.
Registered Social Worker (in Private Clinical Counselling Practice)

English, Cantonese, Mandarin
Acadia Park

Badges



Interests

Hiking

[View profile](#) [+ Add](#)

GATHERINGS THE POWER OF LOOSE TIES





Minivillage members only

Minivillage Welcome Event

A warm welcome to Minivillage, neighbour! 🍷

This is a welcome event created for you to officially introduce you to Minivillage! 🍷



Come along to meet the team and other neighbours like you, who just embarked on this wonderful journey towards fostering community building and creating a network of supportive neighbours. 🍷

Between a fun activity and some snacks, get to know someone from your neighbourhood and share each other's experiences. You could find similarities and it could be the beginning of a long-lasting friendship! Or you could learn something new that might develop into a new fun hobby you share together! 🍷

Wherever it will take you, this is the beginning of

Free
15 spots left

Join gathering



Gathering details

📅 **August 9th - October 19th, 2022**
6 sessions in total

📍 **Various locations**
Different sessions of this gathering are at different locations

Available dates and times

Date	Time	Spots left
Wed, Oct 5	5:30 pm - 7:00 pm	15 spots left
Wed, Oct 19	5:30 pm - 7:00 pm	15 spots left

[View all sessions](#)

COVID-19 safety measures



📋 Event will be held indoors

What you will do

- Meet and connect with your neighbours and members of the Minivillage team

Free
15 spots left

Join gathering




Neighbours

Gatherings


Services

Gatherings


Learn more about the gatherings and events in your neighbourhood. Join your fellow neighbours in some activities you might enjoy together.



August 20th - November 19th, 2022
Language Exchange Potluck
Join us for delicious food and delicious...




October 2nd - November 20th, 2022
Book-Lovers' Book Swap
Do you have a favorite book that you...



August 9th - October 19th, 2022
Minivillage Welcome Event
A warm welcome to Minivillage, neighbour! 🍷

SERVICES DAY TO DAY NEEDS




Bike Tune Up / Ebike Service

60 min


I am a bike enthusiast, who puts his engineering background to work!
I've recently designed and built my own e-bike!
I have experience working with all bike-related issues (brakes, wheels, gears, etc).
If your bike needed a specific part, we'll coordinate to find the best part for the best price.
You can also just ask me for general advice on what bike to buy!

Provider information >


**Walid A.**
Thunderbird


Add to Circle


\$30.00/item **Book service**



Other services

**Tutoring (STEM Fields)**
\$30/hr **View**


**Authentic Hummus With Organic Home Grown Mint!**
\$5/item **View**

**Ar. Le.**
\$31

September 2022 < >

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	


\$30.00/item **Book service**





Neighbours Gatherings **Services**

Services

Learn more about the skills and talents in your neighbourhood. Help out your neighbours by booking local services.

**Custom Digital Portrait...**
If you want to make yourself or someone you love a wonderful gift, I can draw a custom portrait for you.
Offered by Julia **View details**

**Knife Sharpening Service**
KNIVES Razors, 5" and under - \$4.00 EA - Blades over 6" - \$12 EA.
Offered by Logan **View details**

**Custom Digital Portrait...**
A great gift for your loved ones or yourself. See examples below...
Offered by Julia **View details**

The Belonging Course

- What it means to live in community with others

The screenshot displays the 'The Belonging Course' interface. The top navigation bar is orange with a back arrow and 'Go to Dashboard' on the left, and 'Minivillage Education Courses' on the right. The main content area is divided into a left sidebar and a right main panel. The sidebar, titled 'The Belonging Course', shows a progress bar at 100% complete and a 'VISIT COMPLETION PAGE' button. Below this is a search bar and a list of course sections: 'Introduction to the Belonging Course' (3/3), 'Course Overview' (5/5), 'How It Works' (5/5), 'What To Expect' (5/5), 'Chapter 1: Belong' (5/5), 'Chapter 2: Behave' (5/5), 'Chapter 3: Believe' (5/5), and 'Wrap-Up' (1/1). The main panel, titled 'Course Overview', features a header image with the text 'Neighbours. Connected.' and a 'Welcome to the Belonging Course' message. It includes an introductory paragraph about the course's purpose and a list of learning objectives under the heading 'Our Minivillage Starter Kit'. At the bottom of the main panel are 'MARK INCOMPLETE' and 'CONTINUE' buttons.

Go to Dashboard

Minivillage Education Courses

The Belonging Course

100% complete

VISIT COMPLETION PAGE

Search by lesson title

- Introduction to the Belonging Course 3/3
- Course Overview 5/5
- How It Works 5/5
- What To Expect 5/5
- Chapter 1: Belong 5/5
- Chapter 2: Behave 5/5
- Chapter 3: Believe 5/5
- Wrap-Up 1/1

TEACH ONLINE WITH THINKIFIC

Course Overview

Neighbours. Connected.

Welcome to the Belonging Course

In this course, we will explore together the foundations of a strong and healthy community.

In a period of time where disconnectedness and loneliness have become more common, we believe it is valuable to learn how each of us can contribute to the wellbeing of our communities through both our individual and collective actions and skills.

Our Minivillage Starter Kit

This course has been designed for you to:


- Familiarize yourself with the Minivillage culture, values, offerings, and community approach
- Explore how to create meaningful, uplifting, and trustworthy relationships
- Realize and harness the abundance of gifts, talents and skills in your midst
- Identify how Minivillage contributes to attainment of better physical, mental and emotional health, and
- Comprehend how communities, neighbourhoods and cities can be transformed to become more trusting, vibrant, local and resilient
- Take action and contribute to your local community by sharing your unique skills and strengths.

MARK INCOMPLETE CONTINUE

Human Stories

Human Stories series: Meet Paul



At Minivillage, we believe in the power of storytelling.  By sharing stories, we can truly connect with one another and as such, we are happy to present our **Human Stories series**! By bringing you along on the different journeys of our neighbours, we hope that this will inspire you to make meaningful connections and create new relationships.

[Read Paul's story](#)

Words from our Customers




Hello, I am Varnika from Exchange

"Minivillage is really great because it not only supports people to **interact** but also to **create** or serve in ways that they want and are **comfortable** with. I really like how the team is **supportive, patient** and clearly **willing to help**. Minivillage allows people an **opportunity** and a platform to start something they otherwise would and/or could not."



Hello, I am Mandy from Acadia Park

"Coming to a new country to do my grad school was a very **stressful** time. I had many **challenges** from adapting to new culture & values to finding childcare for my little one. Let alone making a **meaningful connection** was a big deal for me. Now with Minivillage, you can get **support** and find **like-minded** people within your neighbourhood."

A photograph of a man and a woman interacting in front of a white door. The man, on the left, is wearing a white long-sleeved shirt, a black face mask, and a silver watch. He is handing a brown paper bag to the woman. The woman, on the right, is wearing a grey t-shirt, blue overalls, a white face mask, and white gloves. She has a tattoo on her left forearm. The background shows a white door with a wooden handle and a brick wall on the left.

*“The essential challenge is to transform the isolation
and self-interest within our communities into
connectedness and caring for the whole”*

PETER BLOCK

BUILD TRUST

SAFETY & BELONGING

- ✓ Criminal record checks
- ✓ No chat forum
- ✓ Welcome events
- ✓ Local village teams & ambassadors

HELP SOCIETY EMPOWERMENT

- ✓ Helping people own their own lives & local businesses
- ✓ Helping stay-at-home parents have flexible jobs & newcomers getting started
- ✓ Helping residents find like-minded meaningful connections nearby

BENEFITS FOR UNA RESIDENTS


- ✓ Safe, every member verified
- ✓ More events & activities
- ✓ Co-created with residents
- ✓ Networking opportunities
- ✓ Builds trust, purpose-driven
- ✓ Pool into the common good

We Share **Aligned** Values



Ultimate goal

One-stop connections and
information hub for UNA/UBC/UEL
residents and local organizations



"We have been tribeless and disconnected for so long now. It's time for us all to come home"

JOHANN HARI



Contact



👋 mark.boardman@minivillage.ca



Thank you



Questions?



Report Date: November 8, 2022
Meeting Date: November 15, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: November Management Update

Background

The November 2022 Management Update is presented for information.

Decision Requested

For information

Discussion

CHIEF ADMINISTRATIVE OFFICER

Late October and early November was spent working on a variety of governance related items, including the Neighbours Agreement 2020 (NA2020) update and the reserves policies update. A significant portion of time was also spent assisting with budget preparations, helping with Human Resources items and supporting Campus Vision 2050 engagement planning with UBC.

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

Board Relations

- Attended Committee meetings and supported Board initiatives, including ongoing support for the Land Use Advisory Committee and Neighbours Agreement Committee.
- Attended the UNA Board Campus Vision 2050 engagement session with Campus and Community Planning officials.
- Attended the UNA-UBC Liaison Committee and the UBC Campus Vision 2050 and Rapid Transit Committee meetings.
- Met with a number of Directors to discuss potential UNA initiatives and timing, including conversations related to newcomers initiatives, community safety (including the Block Watch program), and potential after hours and enhanced communications platforms.
- Met with the UNA Human Resources consultant to discuss Equity, Diversity and Inclusion training options for the Board.

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. The plan is to present the initial findings at the December Finance and Audit Committee meeting.
- Assisted the Operations Manager in conversations with UBC officials regarding snow clearing in the UNA Neighbourhoods.

Finance

- Assisted with preliminary budget planning work – including participating in the staff process and first review with the Finance and Audit Committee.

Risk Management

- Supported the Operations Manager in post-windstorm discussions regarding insurance coverage.

Programs and Services

- Assisted the Recreation Manager with the review of Request for Proposal submissions for a Recreation + Culture Programming Review along with the selection of the proponent.
- Met with officials from UBC Recreation to discuss resident concerns related to facility access.
- Continue to work with UBC and UBC Properties Trust (UBCPT) in relation to the transition of municipal services administrative responsibilities from UBCPT to UNA.
- Met with officials from Safety and Risk Services to discuss Emergency Management Planning in the UNA neighbourhoods.

Human Resources

- Assisted with the restructuring of the Recreation Department. Further information is contained within the Recreation section of the Management report.

Community Relations

- Attended the October UBC Campus Vision 2050 Community Advisory Committee meeting.



OPERATIONS

Windstorm Event on November 4

Background

At 8:30 pm on Friday, November 4th, Environment Canada issued a wind warning for Metro Vancouver. Environment Canada warned of strong northwesterly winds of 70 km/h and gusting to 90 km/h, especially in area by the water. The highest wind gust of 94km/h was recorded in Vancouver Area. Winds eased overnight and were gone by the morning.

Information Flow

Tree down reports trickled into Operations Department mailbox as early as at 7:40 am on November 5th. Some residents also reached out to the UBC Security Group. UBC Municipal Service team contacted the UNA Operation Department at 8:38 am regarding downed trees in Hawthorn area and Hampton area. An incident response and management group between UBC and the UNA was initiated at the same time. Information about the tree down event across UNA areas was also communicated through Hampton Strata email distribution group and the UNA website.

Downed Tree by Neighbourhood

Hampton Place:

- 2 downed trees
- 2 leaning trees that were removed.
- Property damage reported (building damage and underground irrigation system damage)

Hawthorn Place:

- 1 downed tree
- Property damage reported (vehicle damage)

Chancellor Place:

- 3 downed trees (no property damage reported)

Wesbrook Place

- 1 downed tree (no property damage reported)

Clean Up Response

The tree cleanup and removal team were assembled and later deployed onsite at 10:35 am on November 5th. Most of the downed trees and debris in Hampton Place were cleaned up on the same day.

The UNA Operations department hired an external tree service provider to remove the leaning trees at 5605 Hampton Place and 5760 Hampton Place on Sunday. As the UNA municipal team experienced challenges securing a boom lift over the weekend, which was required for the removal of two leaning trees in Hampton Place, both leaning trees were subsequently safely removed on Monday, November 7th.

UBC municipal team responded to a tree down request in the 6300 Hawthorn Lane that was originated from UBC Campus Security. UBC municipal team attended and completed the tree cleaned up on Saturday, November 5th.

There were downed trees in Chancellor Place along the 5000 and the 6000 block on Iona Drive and one downed tree at Webber Lane in Wesbrook Place. These were all removed on Monday, November 7th by the UNA municipal team.

Follow up

The UNA Operations department has arranged a follow up meeting with UBC Municipal Service to explore and identify collaborative opportunities with UBC's onsite staff and equipment resources for weekend support.

The UNA Operations department will setup a review with municipal service team and arborist to review windstorm damages and develop a follow-up plan. Another part of our internal review will look into the Hampton boulevard grass irrigation system that is near the Balmoral Building.

Old Barn Community Centre Roof Repair & Replacement Planning

A recently completed roof survey undertaken for the Old Barn Community Centre (OBCC), identified that the shingle roof is in poor condition, in some areas water is reaching the underlayment due to missing shingles, and a roof leak may develop if water penetrates through the underlying plywood. The roof report recommends that the UNA develop a roof replacement plan for the Spring of 2023.

As the OBCC is owned by UBC, and UBC licensed the UNA for its usage, operation and maintenance. The UNA is acting in an asset manager role for the repair and maintenance of the Old Barn facility. The OBCC roof replacement project is expected to be fully funded by the UNA Capital reserve in the 2023-24 fiscal year.

The slope roofs on the community Centre have 18" cedar shingles installed. The shingles are sawn smooth to give it an architecturally uniform and tailored appearance and is used on traditional and modern residential.

There are three roof replacement options available, they are ranked from the cheapest to the most expensive option below.

1. Asphalt shingles – The most economic solution, depending on design and pricing, some may resemble the cedar shingles appearance, however it still changes the appearance of the roof.
2. Cedar shingles – Priced in-between asphalt shingles and metal panel roof design. New cedar shingles roof will be identical to the current roofing material and appearance.
3. Metal Panels– Similar to the metal panels design at the Bean Around the World, metal panels design has a longer lifespan when compared to asphalt and cedar shingles option. It is almost double the price of asphalt option and utilizing the metal panels would significantly change the appearance of the building.

Staff have budgeted for a roofing replacement option utilizing cedar shingles, as it resembles the existing barn house design and matches of the overall sense and feel in the Hawthorn neighbourhood.

Community Works Fund – Public Waste Receptacle Update

A quick update on the public waste receptacle project. The UNA team is collaborating with the UBC Campus Planning group for the purchase of the new waste receptacles for the UNA neighbourhoods. The project is fully funded by Community Works Fund, with the funds currently sitting in a UBC account.

Concurrently, the UNA submitted a Street and Landscape Permit application to Campus + Community Planning. The application is currently under review by the UBC permit development group. If there is no significant delay in permit approval, receptacle manufacture or delivery process, we are expecting new receptacles to be gradually deployed in January/February 2023.

Landscape Management Plan

The public engagement phase of the Landscape Management Plan closed on October 21st. The Operations team is currently reviewing the draft management plan and will engage our landscapers and stakeholders in a review of the draft.

Sustainability Sessions

Our sustainability session lunch'n'learns have continued through the fall. The [last session](#) took place on November 22. UBC Climate Hub lead a discussion about climate anxiety and how to work together to find solutions.

Inspired by our October session on neighbourhood climate action, a group of residents is organizing to build community and take local action against climate change. They will explore a variety of topics including reducing waste, climate-friendly food, and more. They are being supported by Robyn Chan, Sustainability Specialist. Anyone interested in joining can get in touch with Robyn.



FINANCE

Highlights of major activities:

- Work on fiscal 2023/24 budget
- Landscaping Services Transition
- Continue working with JFTF

Details:

Work on budget for fiscal 2023/24:

We started our budgeting process in September, and in October we completed all the departmental work and organizational level review. An initial draft of the 2023/24 budget is now ready and further details can be found at the draft budget report under the Finance Committee Update section,

Municipal Services Administrative Transition

The UNA has been working with UBC regarding the upcoming municipal services administrative transition. Specific to the finance & accounting side, the landscaping credit budget has been submitted and we are now working with UBC for further details and timing.

Continue Working with Joint Financial Task Force (JFTF):

The Reserve Study background work is almost complete. In October we met with the consultant to review initial fundings. The tentative schedule has the consultant along with UBC representatives meeting with our Finance and Audit Committee in December. For the 2023/24 budget, the existing reserves structure is still being used.

COMMUNICATIONS

Website Updates

The Communications Team has been working on reinstating the website's search function. The search function was disabled a few months ago because it was not working properly. Issues in the search function have been ongoing due to various data sources that were previously implemented on the website – we used to hold data on a third-party platform (PerfectMind) but now it has been consolidated into one location to assist in loading speeds. This consolidation also helps us improve the website's search function.

Additional improvements to search are also being explored, including indexing the contents of PDF documents so that they can be included in search results.

Winter Program Guide

Work on the Winter Program Guide is ongoing. The Communications Team is working with Recreation in copy editing, proofing and overall design, layout and printing of the

Program Guide. We are also working to add new advertisers to the Program Guide – a new rate card has been circulated with UBC partners and businesses around campus. The estimated street date for the Winter Guide is November 28, 2022.

Staff Training

The Communications Team has been working on upgrading the skills of its members starting with the Communications Coordinator who recently finished a short Adobe Photoshop course. Ability to use this software that will greatly improve their workflow when assembling the community newsletter.

Potential Partnership with MiniVillage

The Communications Team has been meeting with MiniVillage, a new UBC-based hyper-local social media platform that aims to connect community members, to see if there is a potential for cross-promotion and partnership. A report from staff and a presentation from MiniVillage is included in this agenda package.

Community Newspaper Policy and CNEC Terms of Reference

The Communications Manager has been working with the Chief Administrative Officer to develop the Community Newspaper Policy and Community Newspaper Editorial Committee Terms of Reference. These items are discussed in further detail in a report included in this agenda package.

Community Engagement Advisory Committee (CEAC) Staff Support

The Communications Manager continues to provide support for the Community Engagement Advisory Committee (CEAC). A report on proposed updates to their Work Plan is included in this agenda package.

Staff Holiday Party

The Staff Social Events Committee (SSEC) is planning the staff holiday party. The tentative date is December 16, 2022. It will be held at a restaurant in Kitsilano.

Other Work

- Support for events: Halloween, Multicultural Week, Pop-up Events, etc.
- Support for Sustainability Team in creating a branded wrap for new bike repair stations
- Support for Admin Team in layout and web page of the new UNA Strategic Plan
- Support for Land Use Advisory Committee presentation materials and website updates

RECREATION

Staffing Update: Department Shuffle and Promotion

- Effective November 8th, 2022
- **Qiuning Wang** has moved from her previous position as Assistant Manager, overseeing programming to Assistant Manager, Customer Service and Facilities.
- **Josie Chow** has been promoted to the newly created position of Assistant Manager, Programming and Events (the vacant position of Front Desk Supervisor will not be filled).
- With these moves, UNA Recreation, now has three specific departments, each of which report to the Recreation Manager
 - Customer Service and Facilities
 - Programming and Events
 - Health and Fitness

Staff Training Updates

- Front desk staff attended in-Person Training - Workplace Violence Prevention & De-escalation
- One Xplor training session has been scheduled for the Front desk in November to improve team's overall capacity in using the registration system.

Recreation and Culture Programming Review

- The Recreation and Culture Programming Review Request for Proposals has been awarded to a consultant team led by Jennifer Siddon from Siddon Strategic Communications and supported by Alan Neilson of Nielson Strategies.
- Background work and research will take place up until the new year, and public consultation will begin late January – with the final report expected by May.
- The staff working group will liaise with the Community Engagement and Advisory Committee through the project, the Board will receive regular updates as part of the monthly management report, and the final report will be presented to the Board by the consultants.
- Our goal is to assess current recreation and culture services, identify gaps and community needs and come up with an action plan that identifies goals and objectives for improving recreation and culture programming and services.



Front Desk Update

Hours of Operation

Consistent with past years, the UNA Administrative and Recreation Offices will be observing discretionary days over the Christmas Holidays. Both the UNA Administration and Recreation Offices will be closed from December 24th, 2022, reopening January 3rd, 2023.

Wesbrook Community Centre and Old Barn Community Centre facility hours.

	Wesbrook Community Centre		Old Barn Community Centre		
	<i>Fitness Centre</i>	<i>Building</i>	<i>Fitness Centre</i>	<i>Building</i>	
Dec 19-23	6am-10pm	8:30am-10pm	7am-7pm	7am-7pm	Regular Hours
24-Dec	6am-12pm	8:30am-12pm	7am-12pm	7am-12pm	Holiday Hours
25-Dec	Closed				
26-Dec	Closed				
Dec 27-30	6am-10pm	8:30am-10pm	7am-7pm	7am-7pm	Regular Hours
31-Dec	6am-12pm	8:30am-12pm	7am-12pm	7am-12pm	Holiday Hours
01-Jan	Closed				
02-Jan	Closed				
03-Jan	6am-10pm	8:30am-10pm	7am-7pm	7am-7pm	Regular Hours

Usership

- 217 UNA Discount memberships added
- 59 UBC/UTOWN Discount memberships added
- 482 New clients
- 295 Program Drop-ins



Parking

- 21 new paid parking permits issued in October (resident and visitor and replacements permits)
- Applications reviewed (includes successful, unsuccessful, refunds, replacements, and all pass types)
- 4 submitted online
- 30 submitted in person

Front Desk staffing for UNA Meetings

Five UNA meetings in October

UNA Finance Committee meeting on October 6

UNA/UBC Emergency Engagement plan meeting on October 11th

Campus Vision 2050, UNA /UBC workshop on October 11th

UNA Board meeting on October 18th

UNA Finance Committee meeting on October 24th

Bookings

- 6 external bookings at WCC
- Two birthday parties

Facilities

New to Facilities is a facility walkaround that is conducted by staff three times a day to make sure that the spaces are welcoming, safe, and prepared for classes and different activities. Decorations are put up to make the centres festive, live, and culturally interesting.

ZenDesk

	Tickets Created	Tickets Solved
Communications	1	2
Management	1	3
Operations	5	11
Health & Fitness	7	8
Recreation	19	28
Support	130	132
Total	163	184

84% of solved tickets only took one reply to solve.



Support Team

Median time to first reply – **15.5 hrs**

Median time to first resolution – **18.7 hours**

Median time to full resolution – **21.9 hrs**

Programming Update

Winter programming is under way and will be completed mid-November. The Winter Guide will be sent to print on November 10 and winter registration opens on **December 5, 2022**.

Events

- Stargazing at the Farm (two sessions), each attracted over 80 residents in attendance.
- Diwali at WCC. 500 – 600 people attended the event. Kudos to the Diwali Committee for organizing the event and engaging the community successfully.
- Halloween activities included Murder Mystery Dinner, Pumpkin Carving and Halloween Carnival and Haunted House. They were all organized by UNA Recreation staff, and each was at full capacity. Over 800 families came to WCC on Oct 31, 2022, with many of them in their creative costumes. We gave away 4000 candy pieces.

Upcoming Events

- Multicultural Week – Multicultural Week offers workshops that allow participants to learn about and experience cultures. These workshops aim to provide a deeper connection and understanding of various cultures, and to celebrate the diversity in our community. Events include Kairos Blanket Exercise to learn about Indigenous history, Chinese painting class, storytelling and more
- New initiative: Re-Creation – a community art project is an initiative that engages community members in the creation of a public art piece that will be displayed at the heart of Wesbrook Community Centre. Participants work together to turn waste into an art (repurposing newspapers, magazines, letters) while creating dialogue about environmental issues. This expressive piece will add vibrancy, animate the community centre and remind us of the power that art has to create dialogue and bring people together.

Volunteers

New volunteer led programs:

- Beginner English Grammar- filled up within a few days
- Support group for people changing their career path (started Nov 4)



- Chinese Seniors Dance is now meeting in the gym at WCC on Mondays

175 volunteer hours total for events and programs in the month of October

Upcoming Volunteer Led Events:

- Community Lunch and Learn Nov 17: Productivity & Organization for Optimum Wellbeing
- Seniors Afternoon Tea with Guest Speaker: Nov 19, Care services and facilities: what is available and how do you navigate the system?
- Seniors Dance Party Nov 26
- Winter Fest Dec 10

Youth Volunteering

- Halloween Event we had 35 volunteers supporting the carnival and the snack station and 16 youth leaders in the haunted house.
- Diwali event had 9 youth volunteers
- The 12 Pre-teen Leadership participants lead the Pumpkin Carving event
- As of November 1, we have 202 youth volunteers in our system, 8 new sign ups over the last month

Youth programs

- There is uptake in all drop-in programming. We are averaging 17 participants in Wednesday & Thursday after school drop-ins.
- The Youth Leadership Program put together a great and successful haunted house this year!
- Toastmasters is a full program bringing in \$3,737 in revenue

Safe and Connected Community

Program Highlights

- **Stargazing at the Farm:** The UBC Astronomy Club brought their telescopes to the farm and showed community members how to use them to look at the Moon, Jupiter, and Saturn. 2 out of 4 sessions ended up running (the other two cancelled due to clouds), with over 160 attendees, most of whom had never looked through a telescope before. Some people brought their own telescopes to observe. Both partners are interested in continuing the community event in the future.
- **Walking School Bus Info Session:** A presentation was made for parents interested in starting a walking school bus which covered the basics of a walking school bus, tips on getting started, and recommended routes from UBC transportation engineers. We had individuals from UTown@UBC speak about

- their experiences running Walk 'n Roll to School Celebration Weeks in the past. Attendees created their own WhatsApp group with the intention of beginning a regular walking school bus from Wesbrook to Norma Rose Point Elementary.
- **Responding to Disclosures of Sexual Assault:** The AMS Sexual Assault Support Center (SASC) gave a free informative workshop on basic definitions around sexualized violence, as well as how to respond if someone tells you about a sexual assault. 7 community members attended and engaged in discussion. SASC appreciated the opportunity to reach campus residents and expressed interest in doing more workshops.

Health & Fitness

WCC Attendance - October

Sunday Total	240
Monday total	373
Tuesday total	348
Wednesday Total	308
Thursday total	300
Friday Total	249
Saturday total	264
Total	1992

OBCC Attendance - October

Sunday Total	31
Monday total	43
Tuesday total	39
Wednesday Total	51
Thursday total	48
Friday Total	46
Saturday total	40
Total	298

WBCC Fitness Centre Membership Purchases

- Total: \$13,700.25 total WCC fitness membership revenue for October 2022

OBCC Fitness Centre Membership Purchases

- Data unavailable for October



Recent and Upcoming Changes

- OBCC Fitness Centre revamps → brainstorming
- December 'All Access' fitness pass

Upcoming Winter Programs

- "Women's Only Fitness Class"
 - o Mondays 2:15 – 3:15 pm starting January 9, 2023 – March 27, 2023

Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

None

Concurrence

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

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer



Report Date: November 7, 2022
Meeting Date: November 15, 2022
From: Athena Koon, Finance Manager
Subject: Fiscal 2023/24 UNA Budget – Draft I

Background

Based on the 2023/24 budget schedule presented to the Board in October, staff have come up with a first draft of the 2023/24 budget for Board review. The draft budget was reviewed by the Finance and Audit Committee at their November meeting, and their input is included.

This report provides an overview of the process to date and presents the draft budget for 2023/24.

Decision Requested

For information

Discussion

Budgeting Process:

Staff have undertaken extensive work in preparing the draft 2023/24 budget, including:

- Departmental level review:
 - Departmental managers budget review consisted of analyzing all the line items applicable to their specific department and submitting all the staffing, special project and capital project planning requests for consideration.
- Organizational level review:
 - The Senior Leadership Team reviewed the consolidated budget plan and discussed potential staffing, special projects, and capital projects submitted, cutting, or amending as required to finalize a balanced draft budget for the upcoming year.
- Comparison of draft budget details to historical data and current data to validate projected expenditures.
- Review 2023-25 strategic plan and prioritize funding projects for the budget year
- Worked with UBC to confirm the projected Neighbours Levy (NL) for 2023/24.
- Worked with UBC to confirm the projected landscaping credit to be received.
- Presented the budget to the Finance Committee and incorporated their edits.

Draft Budget for 2023/24

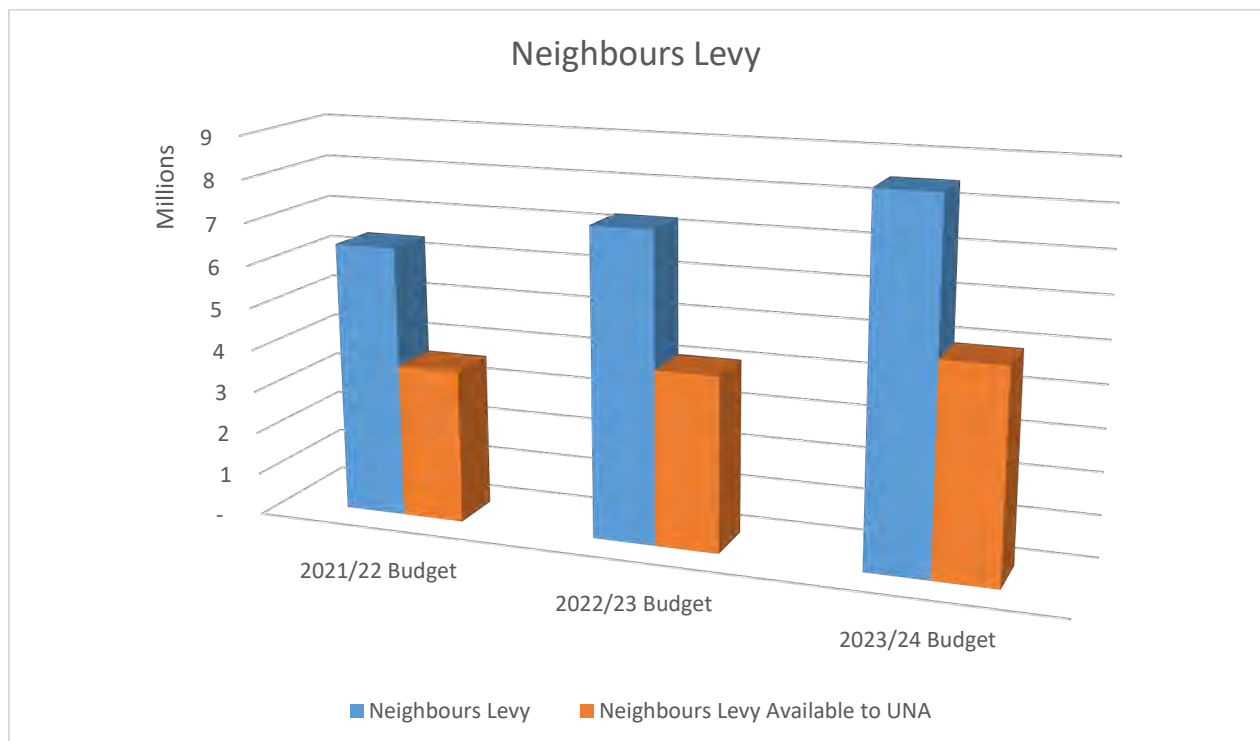
Highlights of the 2023/24 Budget Draft:

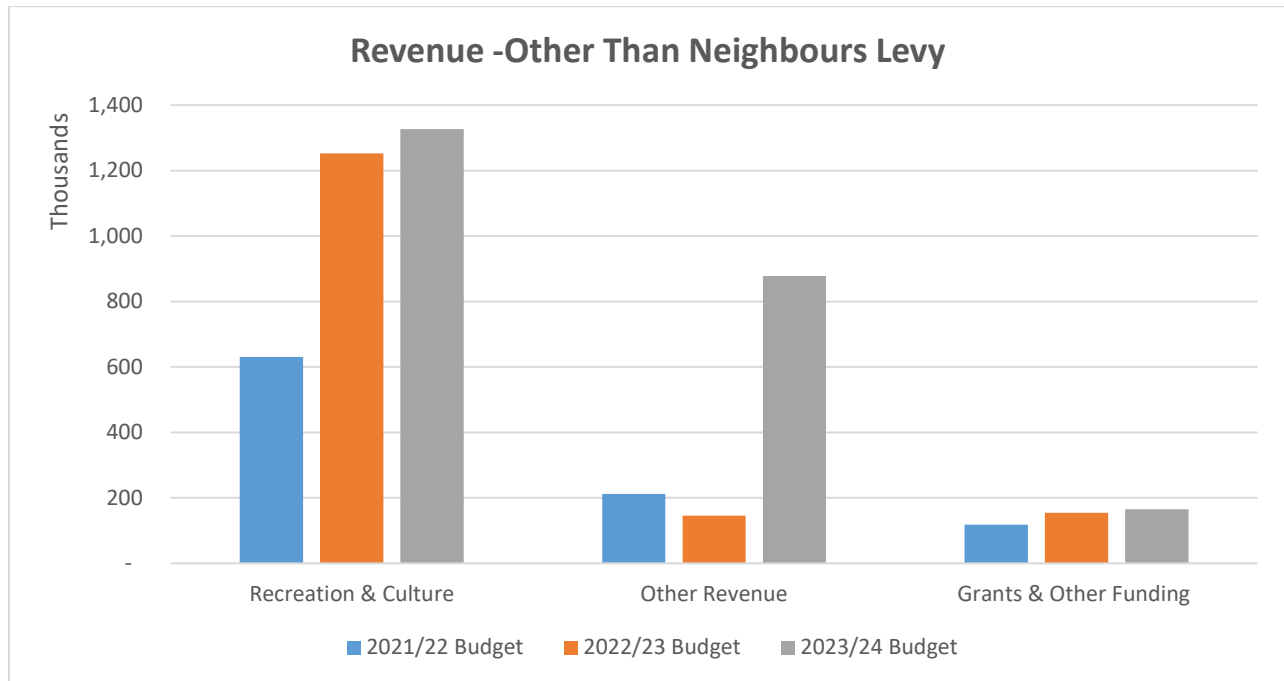
- Neighbours Levy (NL) is estimated to increase by 17%
- Athletics Access Fee is still under discussion with UBC, and the assumption currently being used in the draft budget is based on the per capita amount proposed by UBC multiplied by the estimated UNA population for 2023/24.
- Included in the Athletics Access Fee total is \$30K for Community Access Fee which used to be shown separately prior to 2022.
- The budget assumes a 5% overall inflation for 2023/24 for expenses & salaries.
- The budget reflects the takeover of Municipal Operations administration from UBC Properties Trust (UBCPT). UBC has indicated that they can commit to the same landscaping credit funding structure for the budget year - estimated to be at \$0.7M. (Still to be confirmed).
- Two new positions (one in Finance and another one in Recreation) have been added to the 2023/24 budget. The positions reflect increased workload associated with taking over Municipal Operations administration from UBCPT along with a new growth programming position.
- Included in the plan is a placeholder of \$125K meant to cover potential Board initiatives that require further investigation. This includes \$75K for the implementation of any new dog rules (meant to cover six months of an external contractor providing required services), as well as funding to investigate the creation of a UBC Area 311 Service as well as an after-hour call service.
- The Recreation department has budgeted for several new initiatives for the budget year, including a new spring event and the promotion of more volunteer services and programming.
- For Engineering and Operations Services, the focus will be the transfer of the Municipal Operations services, dog waste pick-up, and the potential new dog rules implementation.
- Other Operations initiatives include the expansion of cans and bottles collection and a new weekend shift for the Green Depot.
- \$10K has been added for the creation of a Newcomers Welcome Guide.
- Capital projects budgeted for the year are \$207.7K. The majority of the capital budget will go to renovation of the Old Barn Community Center (OBCC).
- Capital projects will be funded through the UNA Capital reserve (set up in the October Board meeting).
- \$150K is proposed to be used from the Capital Replacement Reserve to fund the OBCC Roof replacement project.

Operating Budget:

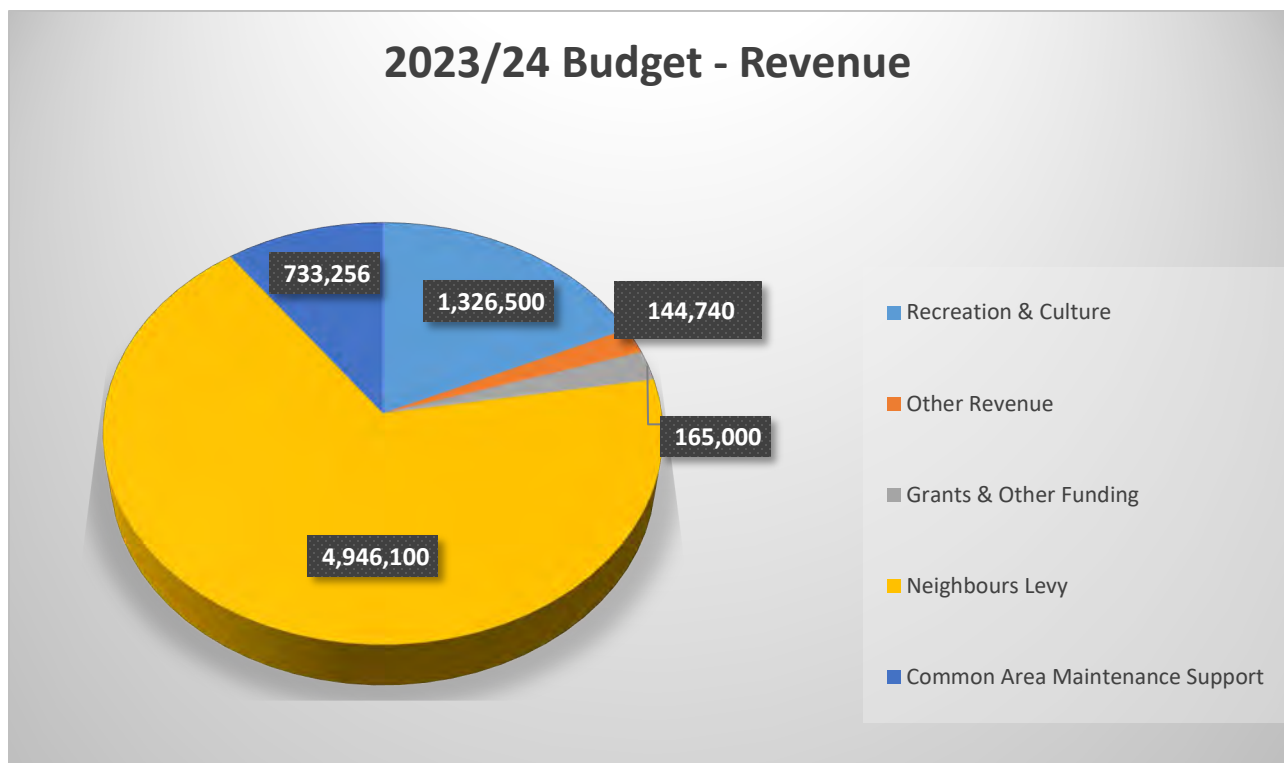
Revenue:

- Neighbours Levy (NL) is expected to increase \$1.2M (from \$7.3M in 2022 to \$8.5M in 2023), mainly from the completion of new buildings and the latest assessment projections. The services levy rate is anticipated to increase slightly, from 1.09 to 1.19 (with an anticipated aggregate mill rate of 2.76 for Vancouver and 1.57 for the rural property tax & other taxes). After contributions to reserves and UBC withdrawals, the NL available is estimated to be \$4.9M, which is \$828K (20%) higher than the estimated amount for 2022/23.
- Recreation & Culture revenue is expected to increase to \$1.3M, an overall increase of 6%, mainly from programming improvements and overall membership increases for the two community centers.
- The Other Revenue section will increase to \$878K to include Common Area Maintenance Support (UBCPT) of \$733K
- Grants & Other Funding will increase to \$165K (7%) as more planning will be put in place to secure the renewal of the existing funding.



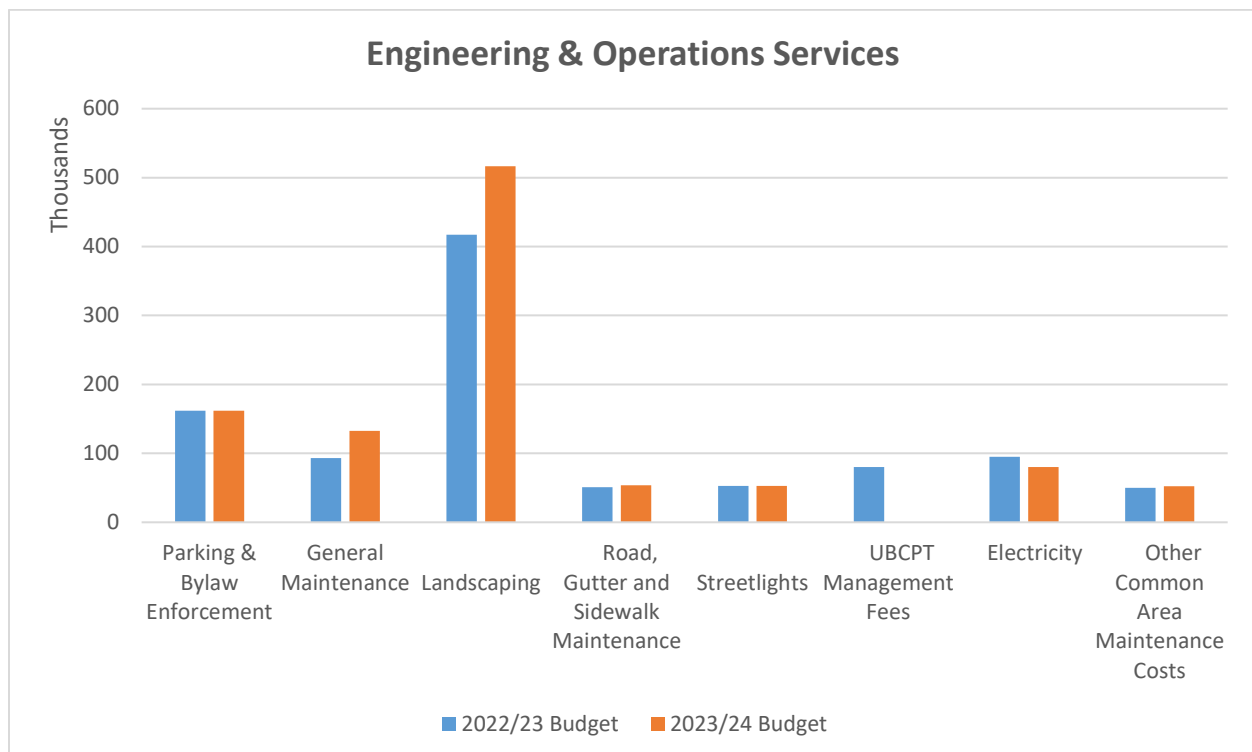


Budgeted Revenue for fiscal 2023/24 is \$7,315,596, an overall increase of 29%, (16% before the common area maintenance support) compared to the 2022/2023 budget.



Expenditures:

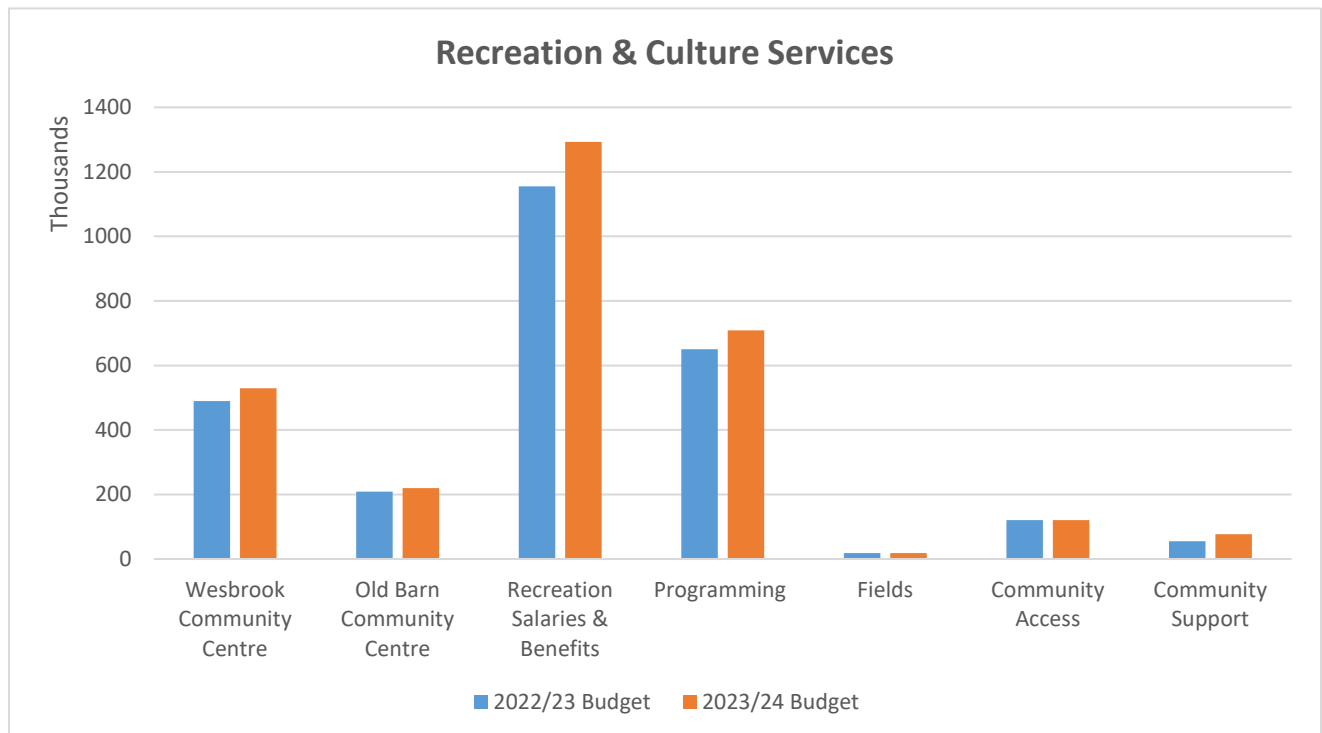
- **Engineering & Operations Services:** Overall expenses will increase by 5% compared to the 2022/23 budget mainly from the following:
 - General Maintenance: Includes dog waste management (\$20K), new recycling container operational costs (\$10K)
 - Municipal Operations Administration: Effective April 2023 the UNA will manage landscaping and other common area maintenance work currently managed by UBCPT. The overall increase is 1% which includes ongoing support from UBCPT - estimated at \$733K.



- **Recreation & Culture Services:** Overall expenses will increase by 10% compared to the 2022/23 budget, mainly for the following reasons:
 - Programming: Increase in number of program instructors to support more programming initiatives.
 - Recreation Salaries & Benefits: Internal restructuring and a new growth programming position. Increased budget to support training and meeting

support hours for the front desk team to enhance service level and meet the initiatives in place for the year.

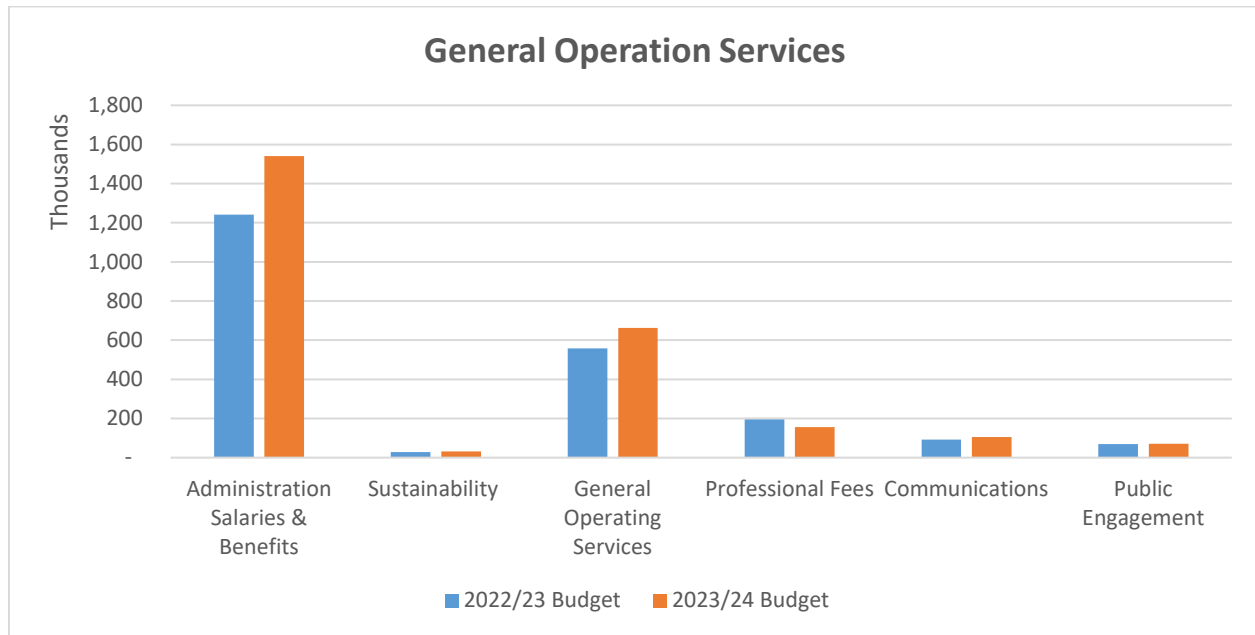
- Community Support: Projected increase in costs for Neighbours Day (\$5K) and plans for an extra spring community event (\$5K) partially offset through partnerships with local community groups and food sales. Also includes \$6K in the budget for volunteer event support.



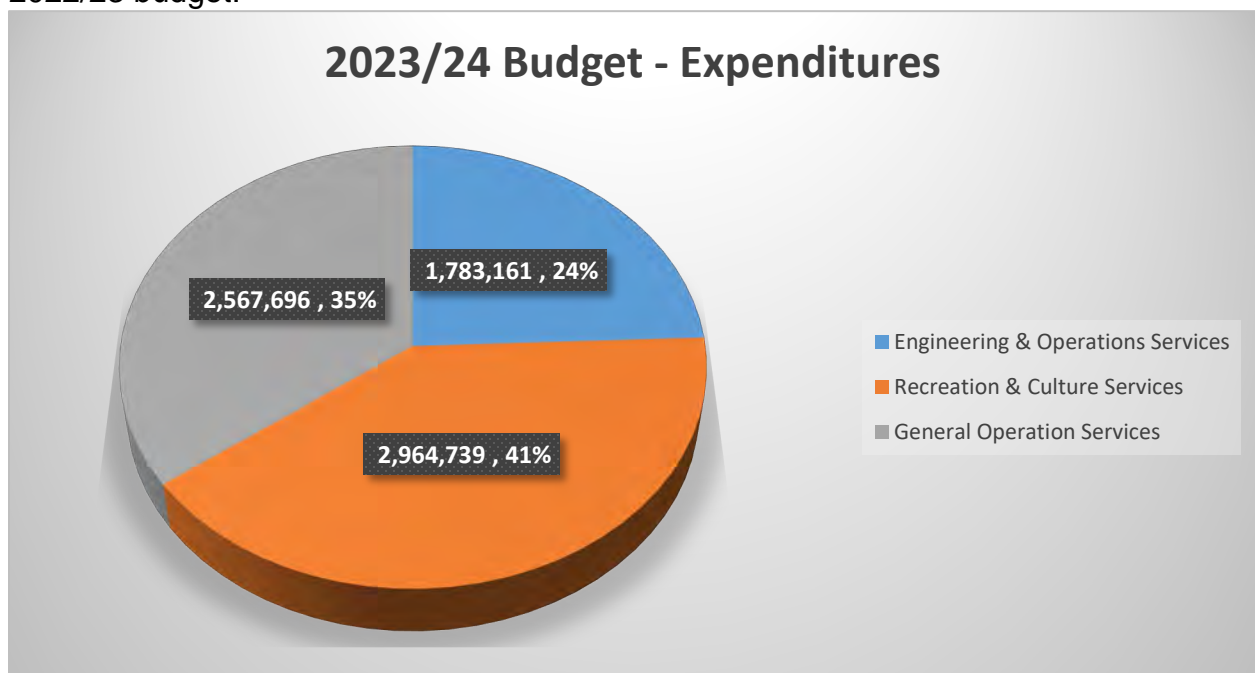
- **General Operation Services:** Overall expenses will increase by 17% compared to the 2022/23 budget, mainly for the following reasons:
 - Administration Salaries & Benefit: Includes a new staffing position for Finance to support Municipal Operations Administration work transferred to the UNA, new weekend shifts for Green Depot and potential substantial increases for employee benefit insurance due to a high jump in the market rate.
 - General Operating Services: Insurance is estimated to be approximately \$200K, which represents a 10% increase. In 2022/23 the Board contingency was \$76.5K as the budgeted newspaper costs from Communications were transferred here. This year, the amount will be

increased to \$125K to allow for potential Board identified projects that require more investigation.

- Communications: Newspaper cost budgeted at \$19K.



Total budgeted expenditures for the 2023/24 fiscal year are \$7,315,596, an overall increase of 24% (12% after the common area maintenance support) compared to the 2022/23 budget.





Capital Budget:

The Capital budget for fiscal 2023/24 total is \$207,700.

Capital Projects for 2023/24

Leasehold Improvements	\$32,000	
Furniture, Fixtures & Equipment	\$64,500	
Computer Software & Hardware	\$8,200	
Multi-Media Equipment	\$60,000	
Recreational & Fitness Equipment	<u>\$43,000</u>	
		-\$207,700

Transfers from Reserves

Capital Reserve (UNA)	\$207,000	
		\$207,700

Balance

\$	<u>-</u>
----	----------

The following table lists the proposed capital projects for the 2023/24 fiscal year & how each project will be funded.

Capital Projects	Total	Details	Amount	Funding
Leasehold Improvements	\$32,000	OBCC washroom improvement	\$10,000	Capital Reserve (UNA)
		OBCC fitness centre renovation	\$7,000	Capital Reserve (UNA)
		WCC wind curtain & washroom upgrade	\$15,000	Capital Reserve (UNA)
Furniture, Fixtures & Equipment	\$64,500	OBCC Projector Upgrade	\$8,000	Capital Reserve (UNA)
		Increase Storage	\$10,000	Capital Reserve (UNA)
		WCC Furniture	\$7,000	Capital Reserve (UNA)
		OBCC common space furniture upgrade	\$39,500	Capital Reserve (UNA)
Computer Software & Hardware	\$8,200	IT equipment for the team	\$8,200	Capital Reserve (UNA)
Multi-Media Equipment	\$60,000	WCC Audio Visual Upgrade	\$60,000	Capital Reserve (UNA)
Recreational & Fitness Equipment	\$43,000	Fitness Centre Equipment Upgrade	\$43,000	Capital Reserve (UNA)
	<u>\$207,700</u>		<u>\$207,700</u>	

UBC Asset Replacement

Proposed Project	Details	Amount	Funding
OBCC Roof Replacement	Assessment done OBCC roof needs to be replaced	\$150,000	Capital Replacement Reserve

Based on the latest assessment of the OBCC roof, it will have to be replaced in the next fiscal year. We include in our 2023/24 budgeting process to inform UBC that the OBCC roof replacement is required and there will be a \$150K suggested to be used from the Capital Replacement Reserve to have this job done. The current reserves have sufficient funds to cover the withdrawals.

Strategic Priorities and the 2023/24 Budget

UNA Priorities	2023/24 Budget	Amount
Advocacy	Land use committee	\$ 5,000
Environmental Sustainability	Weekend shift for green depot	\$ 20,000
	Expansion Cans and Bottles Collection	\$ 10,000
	Dog waste management	\$ 20,000
Creating Connection	CEAC – Newcomers Guide	\$ 16,000
	Volunteer event support	\$ 6,000
	Audio visual upgrade to allow virtual option for UNA meetings	\$ 60,000
Organizational Capacity	Maintain competitive benefit insurance	\$ 13,000
	More training hours for front desk staff	\$ 8,000

Potential Projects:

The following projects have been identified in the budget process but require further investigation to determine costing and feasibility. An additional \$10K has been added to the budgeted amount as an additional buffer.

Project Name	Estimated Amount
Dog rules enforcement implementation	\$ 75,000
After hours call service	\$ 20,000
311 Feasibility Study + Implementation	\$ 20,000

Final note:

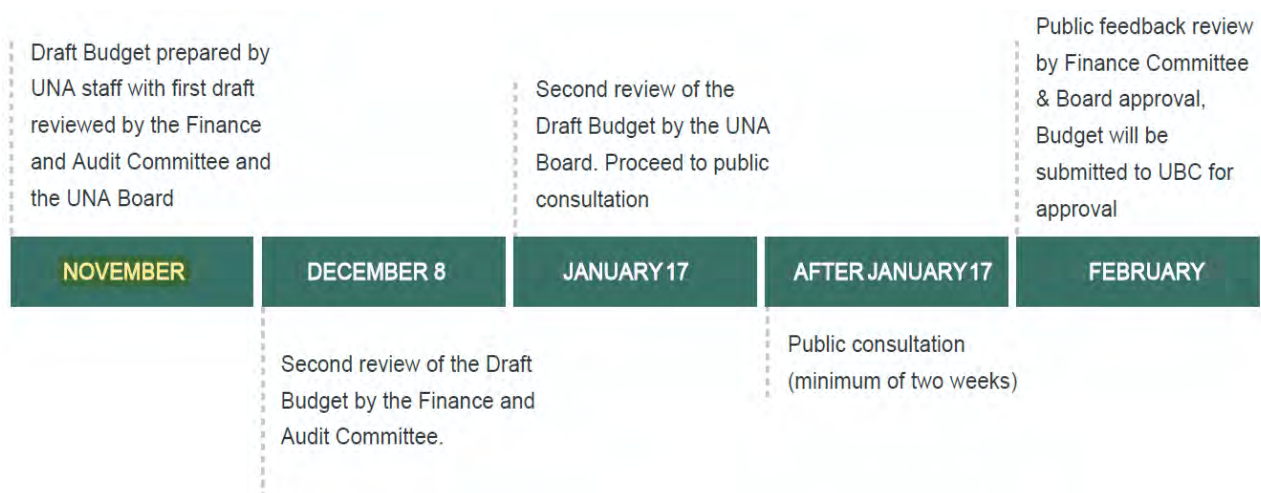
During our budgeting process, the following projects were proposed but did not advance due to the lack of funding and higher perceived priorities:

- Chancellor Community Garden \$100K
- Sustainability Audit \$50K

The Next Steps:

After review and input by the Board, the 2023/24 budget will be presented to the Finance and Audit Committee in December. Due to the early December Board meeting, it will go back to the Board in January and then be published for public consultation. Public feedback review will take place at the Finance & Audit Committee in February and the budget will be forwarded for Board approval thereafter.

The timeline is as follows:



Financial Implications

None

Operational Implications

None

Strategic Objective

Financial Sustainability

Attachments

1. Schedule A – Draft 2023 Projected Neighbours Levy
2. Schedule B – Draft 2023-24 UNA Operating Budget – Summary
3. Schedule C – Draft 2023-24 UNA Operating Budget – Detailed
4. Schedule D – Draft 2023-24 UNA Capital Budget – Summary
5. Schedule E – Draft 2023-24 UNA Capital Budget – Detailed

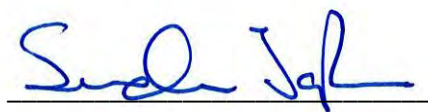
Concurrence

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

Respectfully submitted,

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

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

UBC Neighbours Fund
Projected Amount of Neighbours Levy
Available to the UNA

	2022	2023
Neighbours Levy (Services Levy and GMSL)	7,275,000	8,485,000
Contributions to Reserves		
Infrastructure Replacement Reserve	-174,600	-203,640
Capital Replacement Reserve	-87,300	-101,820
Rate Stabilization Reserve	-72,750	-84,850
UNA/VSB Field Replacement Reserve	-60,000	-60,000
 Total Contributions to Reserves	-394,650	-450,310
UBC Withdrawals		
Stormwater Sewers	-627,446	-693,831
Fire Service Charge	-1,376,039	-1,592,075
Athletics and Community Access Fees	-689,391	-719,704
 Total UBC Withdrawals	-2,692,876	-3,005,610
Net Amount of Neighbours Levy	4,187,474	5,029,080
GST (Net of UBC GST Credit)	-69,753	-82,980
Amount Available to the UNA	\$ 4,117,721	\$ 4,946,100

Notes:

1. The Athletics and Community Access Fees are under negotiation with UBC. The amounts shown are the amounts proposed by UBC.
2. The actual amount available to the UNA for 2022 is \$4,086K

University Neighbourhoods Association (UNA)
Operating Budget 2023-24 (Summary)

University Neighbourhoods Association (UNA)	2022 Projected	2023 Projected
PAYMENTS FROM UBC		
Neighbours Levy	4,117,721	4,946,100
Total Payment From UBC	4,117,721	4,946,100
University Neighbourhoods Association (UNA)	2022-23 APPROVED BUDGET	2023-24 DRAFT BUDGET
REVENUE		
Recreation & Culture		
Wesbrook Community Centre	398,675	383,000
Old Barn Community Centre	132,924	140,000
Programming	621,431	698,500
Playing Fields & Park Rentals	99,250	105,000
Total Recreation & Culture	1,252,280	1,326,500
Other Revenue		
Parking	128,000	111,900
Miscellaneous	17,800	32,840
Common Area Maintenance Support (UBCPT)	-	733,256
Total Other Revenue	145,800	877,996
Grants & Other Funding		
External Grants & Miscellaneous	154,110	165,000
Total Grants & Other Funding	154,110	165,000
TOTAL REVENUE	5,669,911	7,315,596

University Neighbourhoods Association (UNA)	2022-23 APPROVED BUDGET	2023-24 DRAFT BUDGET
EXPENDITURES		
Engineering & Operations Services		
Parking & Bylaw Enforcement	161,711	161,856
General Maintenance	93,200	132,520
Common Area Maintenance		
Landscaping	417,089	1,249,736
Road, Gutter and Sidewalk Maintenance	51,000	53,550
Streetlights	53,000	53,000
UBCPT Management Fees	80,000	-
Electricity	95,000	80,000
Other Common Area Maintenance Costs	50,000	52,500
Total Engineering & Operations Services	1,001,000	1,783,161
Recreation & Culture Services		
Wesbrook Community Centre	489,241	529,650
Old Barn Community Centre	208,283	219,602
Recreation Salaries & Benefits	1,154,994	1,292,487
Programming	650,500	708,500
Fields	18,000	18,000
Community Access (VPL)	120,000	120,000
Community Support	55,000	76,500
Total Recreation & Culture Services	2,696,019	2,964,739
General Operation Services		
Administration Salaries & Benefits	1,241,825	1,540,274
Sustainability	29,118	32,029
General Operating Services	558,252	662,353
Professional Fees	195,530	155,660
Communications	92,100	106,000
Public Engagement	68,932	71,380
Total General Operation Services	2,185,757	2,567,696
TOTAL EXPENDITURES	5,882,776	7,315,596
SURPLUS OR (DEFICIT)	(212,865)	(0)
TRANSFERS FROM RESERVES AND RESTRICTED / UNRESTRICTED NET ASSETS		
Transfer from Restricted Net Assets	67,471	-
Transfer from Unrestricted Net Assets	145,394	-
BALANCE	-\$ 0	-\$ 0

University Neighbourhoods Association (UNA)				
Operating Budget 2023-24 (Detailed)				
		APPROVED BUDGET	DRAFT BUDGET	
		2022-23	2023-24	
GL Acct #		TOTAL	TOTAL	Notes
Neighbours Levy (Service Levy + GMSL)		7,275,000	8,485,000	as per 5 year projections
Contributions to Reserves (Outgoing Funds)				
Infrastructure Replacement Reserve		(174,600)	(203,640)	Current contribution rate is 2.4% of Neighbours Levy
Capital Replacement Reserve		(87,300)	(101,820)	Current contribution rate is 1.2% of Neighbours Levy
Rate Stabilization Reserve		(72,750)	(84,850)	Current contribution rate is 1% of Neighbours Levy
Contingency Reserve		-	-	Current contribution rate is 1% of Neighbours Levy
UNA/VSB Community Field Replacement Reserve		(60,000)	(60,000)	Fix contribution at 60K annually
Total Transfers to Reserves		(394,650)	(450,310)	
		6,880,350	8,034,690	
		-	-	
Deductions				
Engineering & Operations				
Stormwater		(627,446)	(693,831)	as per 5 year Van Struth Projections
Fire Services Fee		(1,376,039)	(1,592,075)	as per 5 year Van Struth Projections
Recreation & Culture				
UBC Athletics + Community Access Fee		(689,391)	(719,704)	Based on estimated 5 years average per capita cost times CPI times population. Include \$30K Community Assess Fee
GST (unrecoverable on Neighbours Levy less UBC costs)		(69,753)	(82,980)	calculated on net neighbours levy distribution (33% unrecoverable of 5% GST)
Total Neighbours Levy & Reserves after UBC Payments		4,117,721	4,946,100	total NL available to UNA
Payments from UBC	Neighbours Levy	4,117,721	4,946,100	Refer to Neighbours Fund chart for details
Total Payments from UBC		4,117,721	4,946,100	
REVENUE				
Recreation & Culture				
Wesbrook Community Centre	Wesbrook Function Rentals	68,425	32,500	Increase required significant funding to marketing
	Wesbrook Fitness Membership	270,250	295,000	Budget growth due to increase fitness related programming
	Wesbrook Personal Trainer	60,000	55,500	2022/23 over budget. This year the number should be obtainable as
	Total Wesbrook Community Centre	398,675	383,000	instructors in place and demand is there.
Old Barn Community Centre	Old Barn: Bean Around the World Coffee Shop	65,000	65,000	-
	Old Barn Function Rentals	16,000	25,000	Barn Renovation, Growth in both Weddings and Retreat Use - Marking
	Old Barn Fitness Membership	51,182	50,000	Plan associated.
	Old Barn Merchandise/other	742	-	Renovation required factoring into availability. Limited availability
				within the building for additional programming.
				-

Total Old Barn Community Centre		132,924	140,000	
Programming	Wesbrook Program Fees	450,000	550,000	Major jumps in programs, renewed focus on filling up classes that running, and continued additions of fitness style programming
	Birthday Parties	11,583	15,000	
	Virtual Program Revenue	5,000	5,000	Continuation of current Virtual Programming + Addition of Presentations.
	Withdrawal Fee Revenue	500	1,500	
	Old Barn Program Fees	154,348	127,000	Renovation creating conflicting usage of space (YMCA).
		621,431	698,500	
Playing Fields & Park Rentals	Parks Rental	-	-	-
	Nobel Softball Diamond Revenue	10,000	15,000	Increased corporate rental Opportunities
	Community Field Revenue	89,250	90,000	Full, in discussion with UBC over cost of rental
Total Playing Fields & Park Rentals		99,250	105,000	
Total Recreation & Culture		1,252,280	1,326,500	
Other Revenue				
	Parking Revenue	90,000	70,000	Update to reflect actual number
	Towing Administration Fees	10,000	10,500	Invigilator performance
	Car Share Parking Revenue	28,000	31,400	Added expected Modo income
	Newspaper/Program Guide Advertising Sales	5,000	-	-
	Interest Revenue	3,000	20,000	-
	Community Gardens	9,000	12,000	Update to reflect actual number
	Sustainability Funding	800	840	-
	Common Area Maintenance Support (UBCPT)	-	733,256	Common Area Maintenance Support
Total Other Revenue		145,800	877,996	
Grants & Other Funding				
	Neighbours Day	5,000	2,500	Revenue generated through food sales (potential growth with BZZR garden, but unpredictable. 2022 saw loss of sponsorship.
	CRA summer job funding (Federal Funding)	22,000	22,000	Increased request to add additional student as Summer Camp Co-ordinator
	Operating Contribution to Community Field (VSB Fun	5,000	10,000	On the low side of expected, factoring reduced time use due to community time available.
	Youth Programming (C+CP Contribution)	38,700	43,500	Utown - Youth / Utown has requested and expect contribution to rise to off-set the potential raise of coordinator and leader
	Safe & Connected Community Coordinator (C+CP Contribution)	62,410	62,000	SCCC - locked in no change
	Miscellaneous Funding	21,000	25,000	External Grants Received Through Out the Year
Total Grants & Other Funding		154,110	165,000	
TOTAL REVENUE		5,669,911	7,315,596	

ENGINEERING & OPERATIONS SERVICES

Parking & Bylaw Enforcement & Emergency Management (UNA)

	Parking	31,047	32,599	
	Bylaw enforcement	120,664	126,697	-
	Emergency Management	10,000	2,560	
	Total Parking & Bylaw Enforcement	161,711	161,856	
Common Area Maintenance (UNA)				
	General Maintenance	93,200	132,520	Added operation cost for dog waste management and collection @ 20K + New recycle container operation @ 10K
Common Area Maintenance				
Landscaping	Public realm/parks maintenance	849,896	934,886	-
	Irrigation maintenance and water	223,500	245,850	-
	Tree Maintenance	60,000	69,000	Healthy 3 - 5 year pruning cycle for all UNA neighbourhood
	UBCPT Landscaping Credits	(716,307)	-	Now is Common Area Maintenance Support
	Total Landscaping	417,089	1,249,736	
Road, Gutter and Sidewalk Maintenance				
	Roads and Gutters	26,000	27,300	
	Snow/ice removal program	25,000	26,250	
	Total Road, Gutter and Sidewalk Maintenance	51,000	53,550	
Streetlights				
	Streetlight Maintenance	53,000	53,000	
	Total Streetlights	53,000	53,000	
		-	-	
UBCPT Management Fees		80,000	-	Now under UNA salary budget
Other UBCPT Costs				
	Electricity	95,000	80,000	Update to reflect actual number
	Others	50,000	52,500	
	Total Other UBC PT Costs	145,000	132,500	
	Total Common Area Maintenance	746,089	1,488,786	
		-	-	
	TOTAL ENGINEERING & OPERATIONS SERVICES	1,001,000	1,783,161	
<u>RECREATION & CULTURE SERVICES</u>				
Operating Costs - Fields				
		18,000	18,000	Landscaping (Cutting edge), Recycling pickup , Annual AstroTurf maintenance, plus labor & material for ongoing repair work.
Operating Cost - Wesbrook Community Centre				
	Janitorial	120,000	129,600	Center back to 100% adding hour to address cleaning issue
	Waste Removal	30,000	36,500	Increase pickup 1 more day per week to address penalty issue 5K
	Security	3,000	3,000	-
	Utilities	63,648	66,830	-
	Amortization WCC	90,000	99,000	-
	Water & Sewer	22,610	23,741	-
	Misc. Supplies	2,334	2,450	-
	Fitness Centre Maintenance WCC	1,224	3,000	Repair and maintenance work based on actual figure
	Elevator Maintenance	3,713	3,898	-
	Building Maintenance	20,851	21,851	

			With new staff's support and new office in place expect to see more demand for up keep	
	Site Supervisor	55,162	59,023	
	Office Expense	4,965	5,213	-
	Fire & Emergency	11,057	11,831	Added percentage to reflect actual spending
	Property Tax	-	-	
	Operating Costs	43,963	46,161	-
	Phone & Credit Card Line	8,911	9,356	-
	Admin Expense	-	-	-
	Office Supplies	7,804	8,194	-
	Total Wesbrook Community Centre	489,241	529,650	
Operating Cost - Old Barn Community Centre				
	Security	-	-	
	Internet	3,713	3,898	
	Janitorial	53,040	56,753	
	Waste Removal	12,730	13,621	May need to increase frequency or change service provider
	Security	3,181	2,000	-
	Gas	1,790	1,879	-
	Hydro	13,239	13,901	-
	Water & Sewer	9,017	9,468	-
	Misc. Supplies	2,241	4,353	Include \$2K for OBCC kitchen supplies
	Elevator Maintenance	4,296	4,511	-
	Building Maintenance	8,274	8,688	-
	Fitness Centre Maintenance	1,224	1,285	Expect capital upgrade in OBCC Gym equipment
	Site Supervisor	25,500	27,030	-
	Office Expense	3,861	4,054	-
	Fire & Emergency	5,304	5,569	-
	Property Tax	13,260	13,923	-
	Amortization OBCC	26,520	26,520	-
	Direct Operating Costs	10,608	11,138	-
	Phone & Credit Card Line	4,243	4,455	-
	Office Supplies	6,243	6,555	-
	Total Old Barn Community Centre	208,283	219,602	
Recreation Salaries & Benefits Community Centres Full Time Salaries & Wages		428,440	491,200	Internal restructuring and new growth programming position
	Community Centres Part Time Salaries & Wages	573,626	605,536	Budget two full shifts and 3rd shift for peak hours for WCC front desk
	Community Centres Benefits	152,929	195,751	and add training hours for increasing service level
	Recreation Salaries & Benefits	1,154,994	1,292,487	
Programming				
	Community Centre Programming WCC			OBCC + WCC program expenses, supplies, minor equipment replacement (non-capital) Recent growth (catching up and replacement - will slow in 2023-2024. \$2.5K fitness staff id shirts
		11,700	17,500	
	Community Centre Programming	-	-	
	Utown Collaborative Programming	77,400	80,000	As per C+CP agreement (Potential Increased Cost)
	SCCC	79,000	80,000	As per SCCC agreement
	Program Instructors	402,900	456,500	

	Community Events	10,000	11,000	
	Online S/C	44,000	38,000	
	Program Guide	25,500	25,500	-
	Total Programming	650,500	708,500	
Community Access	Vancouver Public Library	120,000	120,000	-
	UBC Library	-	-	Community Access Fee now included at the top
	Botanical Garden	-	-	-
	Changing Aging	-	-	
	Museum of Anthropology	-	-	
	Access Card	-	-	
	Total Community Access	120,000	120,000	
Community Support	Community Garden Committee Supplies	3,000	3,300	
	Emergency Preparedness Committee	-	-	
	Volunteer Event Support	6,000	6,000	Lunar New Year, Cooking Club & volunteer event supports
	Children's Garden	2,000	2,200	-
	General Committee Support	10,000	21,000	CEAC \$16K (\$10K for newcomer welcome guide), Land use \$5K
	Volunteer Support	3,000	5,000	Growth Consistent with Volunteer recruitment and retention
				Neighbours Day, 14K cost per 2022 event, recovery of associated cost through partnerships with local community groups and food/water
	Neighbours Day	10,000	15,000	sales. Request to move budget to \$15000
	Try-it Week	3,000	4,000	Increased Staffing and Marketing for first 2 weeks of September
	Community Sponsorship Program	18,000	20,000	
	Total Community Support	55,000	76,500	
	TOTAL RECREATION & CULTURE SERVICES	2,696,019	2,964,739	
<u>GENERAL & ADMINISTRATIVE SERVICES</u>				
Administration Salaries and Benefits	Management Salaries	613,670	659,870	
				Extra Comm team staff to do newspaper work not in prior year budget. One extra finance staff for work trf from UBC PT. Salary adj for specific position to meet market rate & COLA, Extra weekday hours and new weekend shift for Green Depot
	Non-Management Salaries	474,580	655,464	
	Extended Benefits/CRA	153,575	224,940	Expect substantial increase for benefit insurance renewal
	Total Administration Salaries & Benefits	1,241,825	1,540,274	
Sustainability	Program Cost	19,890	21,879	-
	Recycling Centre Operations	7,000	7,700	
	Education/Sustainability Communication	2,228	2,450	-

		Total Sustainability	29,118	32,029	
Professional Fees	Legal Fees		50,000	40,000	-
					External study \$20K, \$30K for UBC joint project & \$10 K for vacation relief
	Consulting Fees		100,000	60,000	
	Audit Fees		20,000	20,000	-
	Contractor Fees		24,000	30,660	Cloud base accounting , HR & payroll service fees
	Hiring Fees		1,530	5,000	
	Total Professional Fees		195,530	155,660	
General Operating Services	Berton Operating Cost		6,774	7,113	
	Bank Fees and Service Charges		3,933	4,130	
	Conferences, Travel & Training		36,000	36,000	
	Amortization		83,549	93,500	
	Deferred Amortization		(39,100)	(22,222)	
	Internet/Email		3,437	3,609	
	IT Services		72,945	72,000	Include cost for Explore & Cloud Sage
	Insurance		181,200	200,000	Assumption a 10% increase
	Postage & Courier		1,704	1,790	-
	Office Supplies		6,993	7,342	-
	Office Equipment		7,102	7,457	-
	Office Rent		65,583	72,221	Stable for the next 24 months until office relocation
	Miscellaneous		7,431	7,803	-
	Staff Engagement		7,400	7,770	Christmas Party and social committee
	Telephone/Fax/Cellular		16,800	18,840	
	Board Projects & Contingency		96,500	145,000	Board Projects \$125K, Contingency \$20K
	Total General Operating Services		558,252	662,353	
Communications	General Communications		30,600	30,600	-
	Consultation and Engagement		20,100	10,000	Vacation relief & other engagement work
					Costs associated with the yearly operations of the new community
	Newspaper		-	19,000	paper
	Websites		21,000	21,000	13K for hosting and regular contract, 8K for development
	General Marketing & Promotions		20,400	25,400	
	Total Communications		92,100	106,000	
Public Engagement	General Meeting		15,000	15,000	-
	Hospitality		5,000	5,000	
	Stipend for Elected Directors		48,932	51,380	
	Total Public Engagement		68,932	71,380	
	TOTAL GENERAL & ADMINISTRATIVE SERVICES		2,185,757	2,567,696	
TOTAL OPERATING EXPENDITURES			5,882,776	7,315,596	
SURPLUS OR (DEFICIT) FROM OPERATIONS			(212,865)	0	
TRANSFERS FROM RESERVES AND RESTRICTED / UNRESTRICTED NET ASSETS					
	Transfer from Restricted Net Assets		67,471	-	
	Transfer from Unrestricted Net Assets		145,394		
BALANCE			0	0	

University Neighbourhoods Association (UNA)
Capital Budget 2023-24 (Summary)

University Neighbourhoods Association (UNA)	2022-23 APPROVED BUDGET	2023-24 DRAFT BUDGET
Leasehold Improvements	170,000	32,000
Furniture, Fixtures & Equipment	24,500	64,500
Computer Software & Hardware	20,500	8,200
Multi Media Equipment	7,800	60,000
Recreational & Fitness Equipment	45,000	43,000
Parks & Roadway Enhancement	20,000	-
TOTAL CAPITAL PROJECTS COSTS	287,800	207,700
TRANSFERS FROM RESERVES, UNRESTRICTED NET ASSETS & OTHERS		
Transfers from Replacement Reserves:		
Infrastructure Replacement Reserve	20,000	-
Capital Replacement Reserve	20,000	-
Transfer from Unrestricted Net Assets	247,800	
Transfer from UNA Capital Reserve		207,700
BALANCE	\$ -	\$ -

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

APPROVED BUDGET
2022-23

DRAFT BUDGET
2023-24

TOTAL

TOTAL

CAPITAL PROJECTS

Leasehold Improvements

Leasehold Improvements (WCC)

150,000

15,000

Wind Curtain & Washroom Upgrade

Old Barn - Tenant Improvements (OBCC)

20,000

17,000

Fitness Centre Renovation: Washroom Fixtures Upgrade

Fitness Centre Renovation, Wind Curtain & Washroom Fixtures

Total

170,000

32,000

Upgrade

Furniture, Fixtures & Equipment

Old Barn - Furniture, Fixtures, equip

20,000

52,500

Projector Upgrade, Furniture Upgrade , Increase Storage Space ,
Common Space Furniture Upgrades

Wesbrook - Furniture, Fixtures, Equip

4,500

12,000

Furniture upgrade, Increase Storage & Furniture upgrade for common
space

Projector Upgrade, WCC Furniture Upgrade, Increase Storage &

Total

24,500

64,500

OBCC Common Space Furniture Upgrades

Computer Software & Hardware

Computer Software

15,000

-

Computer Hardware

5,500

8,200

IT Equipment for the organization

Total

20,500

8,200

IT Equipment for the organization

Website

-

-

Multi Media Equipment

7,800

60,000

Audio Visual Upgrade

Recreational & Fitness Equipment

WCC - Recreation & Fitness Equipment

45,000

-

OBCC - Recreation & Fitness Equipment

-

43,000

Fitness Centre Equipment Upgrade

Total

45,000

43,000

Fitness Centre Equipment Upgrade

Parks & Roadway Enhancement

20,000

-

Total Capital Costs

287,800

207,700

TOTAL CAPITAL PROJECTS COSTS

(287,800)

(207,700)

TRANSFERS FROM RESERVES, UNRESTRICTED NET ASSETS & OTHERS

Transfers from Replacement Reserves

Infrastructure Replacement Reserve

20,000

-

Capital Replacement Reserve

20,000

-

Transfer from Unrestricted Net Assets

247,800

Transfer from UNA Capital Reserve

-

207,700

BALANCE

-

-



Report Date: November 8, 2022
Meeting Date: November 15, 2022
From: Glenda Ollero, Communications Manager
Subject: UNA Community Newspaper Policy and UNA Community Newspaper Editorial Committee Terms of Reference

Background

At their September 2022 meeting, the Board was presented with an update on the replacement of the community newspaper, *The Campus Resident*. That update detailed key components that are needed for the replacement community newspaper.

The Board directed staff to move forward with the creation of a UNA Community Newspaper Policy and the hiring of a new staff member to support the newspaper.

Some changes in the timeline from the September update:

- Staff had planned on creating the Terms of Reference for the Community Newspaper Editorial Committee (CNEC) in January 2023, however, while drafting the UNA Community Newspaper Policy, it became apparent that the Committee's Terms of Reference should be drafted sooner because they work hand-in-hand with the Policy and are a key component in the recruitment of Committee members (which will start in January 2023). Both the Policy and the Terms of Reference are being presented in this report.
- Staff had planned to hire a "Communications Specialist" to support the CNEC, the title has been changed to "Newspaper Editor and Social Media Specialist" to better describe the role and to help attract applicants.

The UNA Community Newspaper Policy and UNA Community Newspaper Editorial Committee Terms of Reference are presented for Board feedback and consideration of approval.

Decision Requested

THAT the Board approve the attached UNA Community Newspaper Policy and UNA Community Newspaper Editorial Committee Terms of Reference.

Discussion

UNA Community Newspaper Policy

This Policy outlines the purposes of the UNA community newspaper, its publishing schedule, format of delivery, the types of stories that it will publish, advertising terms, partnerships, and the respective role of the UNA Board of Directors, staff and the UNA Community Newspaper Editorial Committee (CNEC).

UNA Community Newspaper Editorial Committee (CNEC) Term of Reference

To maintain the newspaper's autonomy, an independent Community Newspaper Editorial Committee (CNEC) will need to be established. The Terms of Reference outlines the Committee's purpose, mandate, composition, member's skill requirements, roles and responsibilities of specific members, its reporting schedule, meeting procedures and the Committee's operations.

A few things staff would like to highlight for the Board are the following:

1. **Naming the publication:** Since the CNEC will be responsible for the editorial direction of the paper, staff thought the Board might want to delegate the responsibility of naming the publication to the Committee. That said, there will be some workflow items that will be impacted, i.e., since the CNEC will not be operational until Spring 2023, designing a masthead for the online and printed versions, as well as creating the custom URL of the newspaper's future website will need to be delayed until the Committee can make this decision. The alternative would be for the Board to name the publication.
2. **Determining the Committee Chair:** In the draft Terms of Reference, staff indicated that the Committee Chair will be a member of the UNA Board. This assists in keeping the vision of the Board aligned with the Committee's work, as well as reporting. However, the Board might want to consider appointing a non-Board member Committee Chair based on their skillsets or allowing the CNEC to elect their own Committee Chair.
3. **Content Contributions of CNEC Members:** During the drafting of the Terms of Reference, a question came up as to whether members of the CNEC should be allowed to contribute content to the paper. Since they are the main drivers of the paper's editorial direction, having the ability to contribute articles might be seen as a conflict of interest. Staff have drafted the TOR to allow for the possibility of members contributing content.

Financial Implications

The projected costs for operating the new community newspaper is outlined in the September 2022 update and contained in the draft 2023-24 UNA Budget.

Operational Implications

Once approved, work will be required from Communications Manager to continue with the tasks listed in the September update, including recruitment of Committee members and hiring the Newspaper Editor and Social Media Specialist. Once new staff is hired, work will be required on their part to begin building the online and printed platforms of the newspaper and organizing the committee.

Strategic Objective

Community/Stakeholder Relations

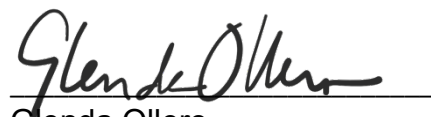
Attachments

1. UNA Community Newspaper Policy (Draft)
2. UNA Community Newspaper Editorial Committee Terms of Reference (Draft)

Concurrence

None

Respectfully submitted,

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

Glenda Ollero
Communications Manager

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

Sundance Topham
Chief Administrative Officer



SUBJECT:	UNA Community Newspaper Policy	POLICY #04-03
CATEGORY:	Communications	
AUTHORITY:	Board of Directors	
ADOPTED:	[Month] [Year]	
AMENDED:	–	
REVIEWED	–	

PURPOSE

This policy outlines the purposes of the UNA community newspaper, its publishing schedule, format of delivery, the types of stories that it will publish, advertising terms, partnerships, and the respective role of the UNA Board of Directors, staff and the UNA Community Newspaper Editorial Committee (CNEC).

SCOPE

This policy applies to all parties involved in the creation and publication of the UNA community newspaper.

POLICY STATEMENT

The UNA finances and publishes a community newspaper to provide relevant news and information to the UNA community and aims to cultivate a community newspaper driven by an independent editorial committee. The UNA expects an objective and fair news publication that covers the diverse issues and events in the community.

Recognizing that the newspaper will be supported by a volunteer Community Newspaper Editorial Committee, the UNA will provide staff editorial support and oversight to assist with the publication of the newspaper.

UNA COMMUNITY NEWSPAPER

1. Purpose of the UNA Community Newspaper

The UNA community newspaper is published for the following purposes:

- 1.1. To report on the operations of and services offered by the UNA.
- 1.2. To provide information on matters of interest to the UNA community (residents, businesses and services providers), including events, meetings, and developments within or outside the community.
- 1.3. To provide a forum for residents to express their views on UNA community matters, debate issues, and communicate information, i.e., letters to the editorial committee, opinion pieces, and submission of articles.

- 1.4. Generally, to promote community engagement.
- 1.5. The listing of purposes is not intended to preclude the publication of material for a purpose other than those listed.

2. Editorial Committee

- 2.1. The UNA Community Newspaper Editorial Committee (UNA CNEC) acts on behalf of the UNA Board of Directors to facilitate and ensure the publication of the UNA community newspaper is in accordance with this UNA Policy. The details of the UNA CNEC's specific authority and makeup is outlined in its Terms of Reference.

3. UNA Staff Support

- 3.1. Although editorial decisions will be guided by the UNA CNEC, the UNA CNEC will be supported by a dedicated UNA staff position with a journalism background, who will ensure the publication is produced in a professional manner and this policy is adhered to.

4. Content

4.1. General

- 4.1.1. The UNA CNEC will seek to ensure that material submitted to it for publication will be accurate, objective, balanced and fair.
- 4.1.2. The UNA CNEC will seek to ensure that contributions made by UNA Directors and staff, in their official capacity, must satisfy the same criteria as material written by other contributors.
- 4.1.3. The UNA CNEC will look to form partnerships with key community groups and other entities, such as the UBC School of Journalism and University Hill Secondary.
- 4.1.4. A clear distinction must be made between factual material and material that expresses opinions. Opinion material must be clearly identified as such. For letters to the editor and editorials, this requirement is satisfied by including the material under the appropriate heading.
- 4.1.5. The UNA CNEC will seek to ensure that no material shall be published that is defamatory and/or discriminatory.

4.2. Letters to the Editor and Submitted Articles

- 4.2.1. Letters to the editor and articles submitted by UNA residents and others shall be considered for publication.
- 4.2.2. The UNA CNEC reserves the right to accept or reject letters and articles in accord with items 4.1.1. – 4.1.5.

- 4.2.3. The UNA CNEC reserves the right to determine which letters and articles are included in the printed digest edition.
- 4.2.4. The UNA CNEC reserves the right to edit letters for length, clarity, and to conform with item 4.1.4.

5. Advertisements

- 5.1. The UNA community newspaper can solicit both online and print advertising.
- 5.2. The UNA CNEC may allocate and sell up to 10 per cent of the printable space in each issue of the printed digest edition. Ad sales will be considered revenue of the UNA.
- 5.3. The UNA CNEC is responsible for soliciting advertisements and for determining which advertisements the newspaper will publish.
- 5.4. The UNA CNEC shall annually recommend and publish the rates to be charged for advertisements.
- 5.5. An advertisement shall not be accepted if its acceptance would result in any restriction on what can be published on the community newspaper.

6. Format and Schedule

- 6.1. The newspaper will be published monthly on the community newspaper website
- 6.2. A digest version of the newspaper will be printed and distributed quarterly.
- 6.3. The UNA CNEC will determine the exact dates of publication and distribution routes annually.

RELATED POLICIES/DOCUMENTS

- UNA Community Newspaper Editorial Committee Terms of Reference

1. Committee Purpose

The Committee's purposes are:

- To act on behalf of the UNA Board of Directors, in coordination with UNA staff, in facilitating and ensuring that the publication of the UNA community newspaper is in accordance with the UNA Community Newspaper Policy.
- To ensure that the UNA community newspaper contains information that is relevant and of interest to the UNA community.
- To ensure that all content published in the UNA community newspaper upholds journalistic ethics of truth, accuracy and objectivity.

2. Committee Mandate

The Committee's mandate is to act on behalf of the UNA Board of Directors, in coordination with UNA staff, and guided by the UNA Community Newspaper Policy in:

- Setting the editorial direction of the UNA community newspaper, determining its content structure and sections, and creating a publication schedule.
- Publishing a monthly online edition and a quarterly digest edition of the community newspaper that contains information important and relevant to the UNA community
- Encouraging residents, volunteers and community partners with the appropriate skills to contribute content to the newspaper.
- Creating a community newspaper that reflects its diverse residents.
- Soliciting advertisements that will be considered UNA revenue.

3. Committee Composition and Skill Requirements

3.1. Composition and Size

- The Committee will be comprised of up to seven resident members. The Committee will also include up to two Board Directors, one of whom shall be appointed as Chair. In selecting residents as members, priority will be given to residents who have experience and qualifications related to one or more of the "Skill Requirements" outlined below.
- The Committee will be supported by an Editor-in-Chief position held by UNA staff. The Editor-in-Chief will receive input from the Committee.

- The Committee will appoint section editor positions or any other positions as necessary.
- The Committee may invite external parties to participate in meetings on an as-required basis.
- This is a volunteer committee that will serve without compensation.

3.2 Skill Requirements

The UNA will recruit residents with interests specific to journalism, publishing, editing, writing, current events/affairs, community development, and volunteer recruitment including:

- In coordination with UNA staff, and guided by the UNA Community Newspaper Policy, setting the editorial direction of the UNA community newspaper
- Assisting with the creation of content for the community newspaper where applicable (i.e., written, photographic, etc.)
- Assisting with recruiting and organizing volunteers with appropriate experience who are interested in contributing to the community newspaper
- Assisting with promoting inclusive decisions by recognizing the needs and interests of all community members, including decision makers.
- Assisting with ensuring that the UNA community newspaper is upholds high journalistic standards of truth, accuracy and objectivity.

4. **Roles and Responsibilities**

4.1. Editor-in-chief

- The Editor-in-chief is a position held by UNA staff. They are responsible for ensuring that every issue of the UNA community newspaper is consistent with the vision of the CNEC and UNA policies.
- Working with the CNEC, the Editor-in-chief will provide technical expertise in editing, publishing and coordinating contributors.

4.2. Committee Chair

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

4.3. Section Editors and Other Positions

- Section Editors and other positions will be appointed by the Committee as needed with input from the Editor-in-Chief.

4.4 Review of Committee Composition

- The UNA Board Chair is to review the composition of the Committee annually and may review the composition at other times. Following the review, the Board Chair may recommend to the Board that a Committee member be replaced, that a vacancy be filled, or that a new person be appointed the Committee Chair.

5. Reporting

The Committee Chair is to report in writing on a quarterly basis to the UNA Board at a regular UNA Board meeting. The report is to include a description of the substantive matters considered at Committee meetings.

Minutes of each Committee meeting are to be included in the quarterly reports to the UNA Board.

6. Meeting Procedures

6.1. Rules of Procedure

- The Committee will generally conduct its business in accordance with the Board Rules of Procedure. In those cases where the Board Rules of Procedure do not apply or address an issue, the Committee will rely on Robert's Rules of Order.
- The Committee Chair is to chair meetings of the Committee.
- In the Committee Chair's absence, the Editor-in-Chief will conduct the meeting and liaise with the Committee Chair to ensure key decisions and discussions are reported.
- Committee meetings will be closed.

6.2. Agenda

- The Committee Chair will set the agenda in consultation with the Editor-in-chief.
- The Editor-in-chief will ensure the agenda is forwarded to Committee members at least three days before the meeting.
- The Committee Chair will review the draft minutes to ensure key decisions and discussions are reported, and final minutes incorporating revisions and corrections will be approved by the Committee at the next meeting.

6.3. Meeting Frequency

The Committee is to meet monthly and at such other times as the Committee Chair determines.

7. Committee Operations:

7.1. Staff Support

7.1.1. Administrative

- A recording secretary will be assigned to the Committee for purposes of attending the Committee meetings to record the meeting minutes.

7.2.2. Staff Liaison and Professional / Technical Support:

- The committee will be supported by an Editor-in-chief position held by UNA staff. This position will undertake the following:
 - Liaise with contractors, web developers and graphic designers in the creation of an online newspaper website and the printed quarterly digest's branded layout and design.
 - Liaise with volunteers and content creators.
 - Provide expertise in editing, proofreading, desktop publishing and print design.
 - Organize and attend UNA CNEC meetings.
 - Liaise with external partners for content distribution.

7.3. Community Consultation and Engagement

Unless it is explicitly requested by or approved by the Board, the Committee will not become involved in community consultation exercises, town hall meetings, "public hearings", or similar activities. However, the Committee should take the opportunity to hear from residents who wish to speak to them on a specific issue.

7.6. Work Program and Budget

The budget for staff support will be approved in advance by the Board.



Report Date: November 4, 2022
Meeting Date: November 15, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: Equity, Diversity, and Inclusion Board Training

Background

The UNA Board and staff received Equity, Diversity, and Inclusion training in early 2021. With the new Board in place, staff reached out to our Human Resources (HR) Consultant to discuss options for a refresher training session. A draft agenda and potential dates are provided for Board consideration.

Decision Requested

THAT the Board provide direction to Staff regarding next steps for Board Equity, Diversity, and Inclusion training.

Discussion

Creating a healthy workplace environment includes ensuring that the organization has proper HR training available to support all members of the organization, from the Board to management to front-line staff.

Fulsome training in Equity, Diversity, and Inclusion and Respectful Workplace was provided to all three groups in early 2021, and planning has begun for the next round of training.

While management and front-line staff will be receiving more targeted training, the tentative plan, subject to Board feedback, is to provide more general EDI refresher training for UNA Board Plus (along with the Chief Administrative Officer), utilizing similar materials that were used in 2021.

That training focused on the following:

- Board relevance & alignment to the respectful workplace training
- Definitions and relevance of diversity, equity & inclusion (DE&I)
- Impact of unconscious bias and how to mitigate racial and other biases
- Role of intercultural competence and world view
- How inclusive leadership supports a welcoming and respectful workplace culture and community engagement



Staff reached out to our HR consultants to discuss this in more detail, and they advised that they have ability to hold the training early in the new year, either remotely or in person, depending on Board availability.

If the Board wishes to move forward with the training the next step will be to firm up some potential dates.

Financial Implications

The cost of the workshop is \$3,000 per session. Overall funding for HR training is contained within the approved 2022-23 UNA Budget.

Operational Implications

Participation in the sessions will require overall staff involvement in relation to planning and participation.

Strategic Objective

None

Attachments

None

Concurrence

None

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer



To: Board of Directors
From: Neighbours Agreement Committee
Date: November 8, 2022
Re: Committee Activities

Introduction

This is a report on the activities of the Neighbours Agreement Committee (the **Committee**) since the October Board meeting. See the Committee's October report for its activities between May and the October meeting.

The members of the Committee are Mike Feeley, Bill Holmes (Chair), Murray McCutcheon, and Terry Mullen. Sundance Topham works with the Committee.

The Terms of Reference for the Committee provide that the Committee's purposes are

- to prepare amendments to Neighbours Agreement 2020 (**NA 2020**) for recommendation to the UNA Board; and
- to meet with UBC representatives to discuss amendments to NA 2020 proposed by the Committee or by UBC.

Schedule F

To date, the Committee's focus has been on developing a new Schedule F for the Neighbours Agreement. That schedule deals with the use of UBC recreation facilities by UBC neighbourhood residents, programming provided by UBC for the benefit of residents, and the amounts that UBC is entitled to withdraw from the Neighbours Fund as the contribution of residents towards the operating costs of the facilities.

On November 7, three Committee members and Sundance met with UBC representatives for an hour. This was a continuation of the October 7 meeting, at which there was insufficient time to discuss all agenda items. The UBC attendees at the meeting were the same as at the October 7 meeting: Michael White, Chris Fay, Scott Leitch, Kavie Toor (Managing Director of Athletics & Recreation), and Taira Jolie (Associate Director, Operations, Athletics & Recreation). At the November 7 meeting, UBC provided information on their scheduling process for the aquatic centre and the ice rinks, and their process for establishing user fees for these facilities. There was considerable discussion on giving the UNA a role in these processes. UBC also described the types of information collected that can be made available to the UNA regarding usage of the facilities and programs. The UNA representatives emphasized the need for UBC to be accountable to the UNA with respect to the availability of the facilities for resident usage and the amount of that usage. Sufficient agreement was reached on these aspects of Schedule F that a new draft of the corresponding portions of the schedule can be prepared.

There was insufficient time in the November 7 meeting to discuss the outstanding area of disagreement, namely the determination of the contribution of residents towards the operating costs of UBC's recreation facilities. Prior to the meeting, UBC provided the Committee with evidence to support their position. A further meeting will be scheduled to discuss this topic.

NA Revisions Generally

On October 20, three Committee members and Sundance met with UBC representatives for an hour to discuss the next steps for updating NA 2020, especially the body of the agreement (i.e., the portion before the schedules). The UBC representatives were Hubert Lai (University Counsel), Michael White, Chris Fay, and Scott Leitch. In September 2021, Bill Holmes provided UBC with a first draft of an extensively updated body of the agreement. After vigorous discussion, UBC agreed to a full revision of NA 2020 instead of their proposal for limited revisions at this stage with further revisions at some future time. It was also agreed to convene a working meeting that will include UBC's lawyer assigned to this project. The purpose of the meeting will be to identify those revisions to the draft provided by Bill Holmes that are substantive and hence cannot be agreed to by UBC's lawyer alone. Hopefully, C&CP representatives at the meeting will be able to agree to some of the substantive changes during the meeting.

The working meeting has been scheduled for November 29, from 1 to 4:30 pm.



UNA Campus Vision 2050 Feedback

November 2022

CV 2050 Community Engagement

- The UNA represents the 15,000 residents of UBC's residential neighbourhoods
- The UNA has consulted residents extensively on Campus Vision 2050.



Land Use Advisory Committee



Resident Virtual Town Hall



Engagement with UBC Campus
and Community Planning



Resident Survey

- Three open-ended questions
- 876 responses
- Posing questions to Campus and Community Planning and publicizing answers on the UNA website

The UNA has drawn on its resident engagement in calling for UBC to prioritize sustainable, climate-friendly, affordable development at densities consistent with the current land-use plan.

- Climate emergency
- UBC's Climate Action Plan does not cover the University neighbourhoods

The UNA's Position

UBC should pause the Campus Vision 2050 planning process until it can complete a comprehensive Climate Action Study and Plan that includes University neighbourhoods.

- Severe shortage of affordable housing near the University
- High demand for rental housing
- Lack of purchase options for faculty and staff
- Speculation drives up home prices

The UNA's Position

UBC should prioritize the development of rental housing (at least 50%) in its neighbourhoods, as well as affordable purchase options for UBC affiliates. The University should actively discourage speculative investment, which drives up housing costs for all and feeds the region's affordability crisis.

- Fragile and precious ecosystem at UBC
- Campus Vision 2050 Terms of Reference, with little consultation and no consideration of ecological or environmental impacts, call for doubling the density of remaining neighbourhood development

The UNA's Position

UBC should determine the ecological carrying capacity of its land before planning future development. The Campus Vision 2050 planning process should include detailed environmental impact studies for a range of development scenarios. The Campus Vision 2050 Terms of Reference should be revised to remove premature and arbitrary increases in density.

Affordable, Sustainable, Livable Density

10

- The University has advanced a plan to double housing density by building up to thirty new towers.
- Concrete and steel towers involve considerably more “embodied carbon” than other housing forms.
- Towers preclude the use of less carbon intensive mass-timber construction

The UNA's Position

The University should draw on its faculty's renowned expertise in urban planning, ecology, landscape architecture, and mass-timber engineering to design compact, green, human-scaled communities. These wood-based neighbourhoods should comprise a mix of low- and mid-rise apartment buildings, stacked townhomes, and mass-timber high rises no higher than twenty stories.



Board of Governors
6328 Memorial Road
Vancouver, BC V6T 1Z2
www.bog.ubc.ca

November 10, 2022

Richard Watson, Chair
University Neighbourhoods Association

Sent via email: richard.watson@myuna.ca

Dear Richard,

Thank you for your enquiry regarding Campus Vision 2050 and engagement in the consultation process. The Board of Governors recognizes the UNA is a very important voice in the development of the Campus Vision and updates to the Land Use Plan. In order to ensure the Board is well informed on institutional, community and host Nation interests and expectations, we have formed a special committee with subject matter expertise to oversee UBC's process.

The Campus Vision 2050 & Rapid Transit (CVRT) Committee reports through the Property Committee and ultimately to the Board of Governors, and is comprised of Governors as well as subject matter experts. I am pleased to hear that the UNA is scheduled to meet with the CVRT committee at an upcoming meeting. I can assure you that the committee is very engaged and fully transparent with the Board and that your input will be received by the Governors in accordance with the governance structure we have established for this important initiative.

I also appreciate your ongoing engagement with the Campus Vision 2050 team, both directly and through the broader public engagement process. The Campus Vision 2050 team has and will continue to report on what has been heard from the range of institutional, community and host Nation voices, including the UNA's, at each stage of the Campus Vision process.

Sincerely,

Nancy L. McKenzie, FCPA, PCA, ICD.D
Chair, UBC Board of Governors



Report Date: November 8, 2022
Meeting Date: November 15, 2022
From: Glenda Ollero, Communications Manager
Subject: Changes to the Community Engagement Advisory Committee's Work Plan

Background

The Community Engagement Advisory Committee (CEAC) would like to make some updates to their 2021-2023 Work Plan.

Decision Requested

THAT the Board approve the proposed changes to the 2021-2023 CEAC Work Plan.

Discussion

The CEAC would like to update their 2021-2023 Work Plan for the following purposes:

- To address one of the committee purposes indicated on its Terms of Reference: "To propose initiatives to the Board that will help new residents, especially immigrants, integrate into the community and to assist in implementing the initiatives."
- To update the timeline to reflect how work on the UNA Community Survey transpired.

Financial Implications

None

Operational Implications

Work from the Communications Manager as the CEAC staff support will be required.

Strategic Objective

Community/Stakeholder Relations



Attachments

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

Concurrence

1. None

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

Community Engagement Advisory Committee Work Plan (2021-2023)

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

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

Learn about the community

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

Tasks:

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

Be a voice for the community

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

Tasks:

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

Connect the community

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

Tasks:

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

Support UNA engagement initiatives

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

Tasks:

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

Support newcomers in the community

To create opportunities for newcomers to meet and engage with their neighbours and to help them learn more about the services offered by the UNA.

Tasks:

- Hold regular social events for newcomers where they can socialize with members of the community.
- Create a *Newcomers' Guide* that will be translated into different languages and distributed to the community.

Proposed Timeline

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

SEASON	TASK
Summer 2021	Examine existing surveys done by UBC and other partner groups
Spring 2022	Create and promote a community survey
Spring 2022	Participate in focus groups that will help the UNA guide its recreational programs, events planning and service delivery strategies
Summer 2022	Review the survey results and create a report
Summer 2021	Report on survey results to UNA Board of Directors and share results with UNA staff and other appropriate partner groups
Fall 2022	Explore ways to build better communication lines between community leaders and stakeholders
Year-round or As needed	Recommend alternative communications strategies and tools for engaging with the community
Year-round	Create and monitor a general email inbox for the CEAC as a central place to receive information from resident and community groups, and report this information to the UNA Board of Directors and/or UNA staff
As needed	Support in the recruitment of qualified residents to join advisory committees
Year-round	Support in the promotion of a UNA membership drive to encourage civic engagement and participation in the community
Year-round	Support in the promotion of a newsletter subscription campaign to help increase the reach of established UNA communications tools
Year-round	Engage with newcomers and help create opportunities for them to socialize with neighbours and learn about UNA services.



MINUTES

PRESENT:

Jane Kang, Chair
Ran Keren, Vice-Chair (departed at
4:58 p.m.)

Alexandra Bailey
Michelle Niu
Nidhi Raina (departed at 4:58 p.m.)

REGRETS:

Alice Bradley

Matthew Ramsey

STAFF:

Glenda Ollero, Communications Manager

RECORDING SECRETARY:

Debbie Reimer, Mosaic Writing Group (from recording)

A. CALL TO ORDER

Jane Kang, Chair, called the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) meeting to order at 4:03 p.m.

B. MEMBER RESIGNATION

The Chair acknowledged the resignation of CEAC member, David Hahn, and thanked him for his participation on the CEAC.

C. APPROVAL OF AGENDA

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

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

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

Carried

D. APPROVAL OF MINUTES

Draft minutes of the May 25, 2022 UNA CEAC meeting was provided with the agenda material.

It was moved (Jane Kang) and seconded (Michelle Niu)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the May 25, 2022 minutes, as circulated.

Carried

E. ITEMS/REPORTS

1. Recommendations Arising from the Community Engagement Survey Results

i. Introduction

Ran Keren, Vice-Chair, led the review of a presentation titled “Quantitative Coding of the Qualitative Data from the Community Engagement Survey” and highlighted:

- Approximately 600 respondents responded to subjective questions 24 and 25, which required written answers
- Question 24 “What would make the UNA a great community to live in?”:
 - 308 responses categorized as infrastructure
 - 120 responses categorized as events and recreation
 - 77 responses categorized as culture/diversity/attitude
- Question 25 “What can the UNA do to best support your involvement in our community?”:
 - 165 responses categorized as information/communication
 - 110 responses categorized as events and recreation
 - 34 responses categorized as volunteering
 - 33 responses categorized as development
- Respondents cited events, recreation and development as being associated with community engagement
- Residents prefer email communication, but various methods should be utilized.

ii. Discussion

Discussion ensued on:

- Legislation prevents the UNA from emailing parties without consent
- Suggestion to share the statistical breakdown of the survey with the Land Use Committee (LUC)
- The responses show a relationship between community life and infrastructure and recreation
- Suggestion to compare the results of the CEAC and LUC survey coding
- UNA hosted a volunteer evening prior to the COVID-19 pandemic:
 - Suggestion to recommend that the UNA Board reinstate the volunteer information evening
 - Suggestion to develop a central volunteer website or Facebook group.

2. Revisions to the Work Plan Based on Survey Results

This item was deferred to the September 28, 2022 UNA CEAC meeting.

3. Neighbours Day Booth

i. Introduction

The Chair advised that the Neighbours Day event will be held on September 10, 2022 from 10:30 a.m. to 4:00 p.m. at the Wesbrook Community Centre.

ii. Discussion

Discussion ensued on:

- Suggestion to host a booth at the event to promote the CEAC with participation encouraged by all CEAC members
- Food vendors and live performances will be present at the event.

iii. Motion

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

THAT the University Neighbourhoods Association Community Engagement Advisory (CEAC) approves the hosting of a booth to promote the CEAC at the Neighbours Day event on September 10, 2022.

Carried

4. Proposal for CEAC YouTube Channel

i. Introduction

The Chair introduced the proposal for a CEAC YouTube channel.

ii. Discussion

Discussion ensued on:

- Concerns regarding a YouTube channel:
 - Purpose and message of the content
 - Responsibility for creating the content
 - Quality of videos
 - Frequency of posts
 - Ability to upload and screen videos
 - Complexity of the platform
- Suggestion to find other communities with a successful YouTube channel for comparison
- Suggestion that community events post their own content to the channel
- Volunteers are available to create the channel and content.

Members Departed

Ran Keren and Nidhi Raina departed the meeting at 4:58 p.m.

5. Proposal for Monthly “Let’s Talk” Activity for Hearing Residents’ Voices

i. Introduction

The Chair introduced the “Let’s Talk” activity providing the opportunity for residents to connect prior to the CEAC meetings regarding concerns and suggestions.

ii. Discussion

Discussion ensued regarding a suggestion that a rotation of committee members be assigned to attend the “Let’s Talk” meetings to gather suggestions prior to the CEAC meetings.

F. ADJOURNMENT

The next UNA CEAC meeting is scheduled to be held on September 28, 2022 at 4:00 p.m.

The University Neighbourhoods Association Community Engagement Advisory Committee meeting adjourned at 5:05 p.m.