



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** THAT the Board approve the January 17, 2023 Agenda as circulated.

C. APPROVAL OF MINUTES

1. **Motion:** THAT the Board approve the December 13, 2022 Minutes as circulated. 1

D. DELEGATIONS

1. Joyce Murray, Member of Parliament for Vancouver Quadra

E. EXTERNAL REPORTS & PRESENTATIONS

1. RCMP Update – Staff Sergeant Chuck Lan
2. Update on UBC's Neighbourhood Climate Action Policies - Chris Fay · Director, Strategic Policy, Campus and Community Planning & John Madden – Director, Sustainability and Engineering, UBC
3. Campus and Community Planning Report – Carole Jolly, Director of Community Development and Engagement, Campus and Community Planning 5
4. Electoral Area A Overview Presentation and Area A Report – Electoral Area A Director, Jen McCutcheon – (Read: [Electoral Area Newsletter](#))

F. REPORTS

1. Management Report – Chief Administrative Officer 8
2. 2022-23 UNA Staff Work Plan – 3rd Quarter Update – Chief Administrative Officer 21
3. Finance & Audit Committee Update
 - a. Fiscal 2023/24 UNA Budget – Draft II – Finance Manager 28

Recommendation:

THAT the Board approve the Draft 2023/24 Budget for public consultation.
4. Landscape Management Plan Update – Operations Manager 41
5. Community Engagement Advisory Committee Update
 - a. October 25, 2022 Approved Minutes 50



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD OF DIRECTORS MEETING

Date: January 17, 2023

Time: 5:30 p.m.

Location: Wesbrook Community Centre

6. Neighbours' Agreement Committee Update – Director Holmes

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None

I. ADJOURNMENT

Recommendation:

THAT the Board adjourn into a Closed Session to discuss employee relations and other human resources matters.



MINUTES

PRESENT:

Richard Watson - Chair
Jane Kang
Murray McCutcheon
Fei Liu

Bill Holmes
Ali Mojdehi
Eagle Glasheim

UBC OBSERVERS:

Carole Jolly
Holly Shepherd

STAFF:

Sundance Topham – Chief Administrative Officer
Wegland Sit – Operations Manager
Athena Koon – Finance Manager
Dave Gillis – Recreation Manager
Marta Mikolajczyk – Administrative Assistant

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting was called to order at 5:32 p.m.

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

B. APPROVAL OF AGENDA

Motion by Chair:

That the Board approve the December 13, 2022 Meeting Agenda.

Seconded by Director Glasheim.

Carried.

C. APPROVAL OF MINUTES

Motion by Director Holmes:

THAT the Board approve the November 24, 2022 Open Session Minutes.

Seconded by Director Mojdehi.

Carried.

D. DELEGATIONS

None

E. EXTERNAL REPORTS AND PRESENTATIONS

1. Campus and Community Planning Report

The December 2022 Campus and Community Planning Report was received by the Board.

2. Electoral Area A Report

The Chair directed everyone to Electoral Area A Director's [website](#) for updates.

F. REPORTS

1. Management Report

The Management Report was received by the Board.

2. Community Newspaper Policy and Editorial Committee

Motion by

THAT the Board approve the attached UNA Community Newspaper Policy and UNA Newspaper Editorial Committee Terms of Reference with minor changes as discussed and identified errors corrected.

Seconded by Director McCutcheon.

Carried.

Motion by

THAT the Board direct staff to solicit proposals for newspaper's name and provide the list to the Board for consideration, along with staff suggestions.

Seconded by Director Glasheim.

Carried.

3. 2023 Board Meeting Schedule

The 2023 board meeting schedule was approved by the Board.

4. Annual UNA Committee Appointment Report

Motion by Chair:

THAT the Board appoint Director Glasheim as the Chair of the Land Use Advisory Committee.

Seconded by Director McCutcheon.

Carried. (*Director Glassheim abstained*)

Motion by Chair:

THAT the Board re-appoint Director Kang as the Chair of the Community Engagement Advisory Committee

Seconded by Director Holmes.

Carried.

Motion by Director Kang:

THAT the Board appoint Director Mojdehi to the Community Engagement Advisory Committee.

Seconded by Director Liu.

Carried.

Motion by Director Holmes:

THAT the Board confirm that there are no other changes to the membership of the committees.

Seconded by Director Glassheim.

Carried.

5. Rhodo Gas Gun Community Garden License Extension

Motion by Chair:

THAT the Board approve the Gas Gun Community Garden license extension and direct the Chief Administrative Officer to sign the agreement on behalf of the UNA.

Seconded by Director Holmes.

Carried.

6. Finance Committee Update

a. Fiscal 2022/23 Q2 Financial Result

The report was received by the Board.

7. Neighbours' Agreement Committee Update

Director Holmes provided a verbal update to the Board.

G. UNFINISHED BUSINESS

None



H. NEW BUSINESS

None

I. ADJOURNMENT

Motion by Chair:

THAT the Board adjourn into a Closed Session at 7:30 p.m. 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.

Seconded by Director Mojdehi.

Carried.

The meeting adjourned at 7:03 p.m.



THE UNIVERSITY OF BRITISH COLUMBIA
Campus + Community Planning

Memorandum

From: Simmi Puri, Communications Manager, Campus + Community Planning
To: UNA Board
Date: January 27, 2023
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

Preliminary information for March and April events are included here. Further details on potential community impact and event details for some of the high impact events in the spring will be communicated once more details become available.

February

Kids Take Over UBC

When: Sunday, February 19th from 10am to 2pm

Where: Main Mall from Crescent Road to Memorial Road, the courtyard outside the School of Music and Arts & Culture District locations

Potential road closures: Crescent Road may be closed from East Mall to West Mall

For details, see <https://kidstakeover.ubc.ca/>

Family Day

Monday, February 20th – university is closed.

Midterm break

Tuesday, February 21st to Friday, February 24th

March

UBC Triathlon/Duathlon

When: Saturday, March 4th from 7am to 3pm

Where: University Commons, Aquatic Centre, Lee Square, University Boulevard, Main Mall from University Boulevard to Agronomy Road

Potential road closures: Stadium Road, East Mall, West 6th, SW Marine Drive and Agronomy Road.

Holi Spring Festival

When: Saturday, March 11th from 11am to 3pm

Where: B4 Parking Lot

Road closures: Agronomy Road from Thunderbird Residence laneway to Engineering Road

Notes about the event: DJ and sound system will be used. Coloured powder will be used.

Storm the Wall

When: Sunday, March 19th to Wednesday, March 22nd from 9am to 6pm daily

Where: University Commons, Aquatic Centre, Lee Square, University Boulevard, Main Mall from University Boulevard to Agronomy Road

GVOC Orienteering Spring Club

When: Sunday, March 26th

Relay for Life

Thursday, March 30th

[Campus Vision 2050](#)

The next period of Campus Vision 2050 public engagement will run January 17 to February 7, 2023. Through this phase of engagement, UBC community members and campus residents will be invited to provide feedback on the draft 30-Year Vision for the Vancouver campus, Housing Action Plan (HAP) policy directions, and key Land Use Plan recommendations. The draft materials being presented reflect 18 months of extensive input from UBC community members and residents, Musqueam, the University and Board of Governors, as well as technical analysis and design work.

Broad public engagement will feature a speaker event, workshops, including one hosted at Wesbrook Community Centre on February 4, open houses and pop-up events at multiple locations, and website information and an online survey. In-depth, targeted engagement will include meetings with project advisory committees, discussions with Musqueam, the UNA, the AMS and UBC Properties Trust, as well as sessions with community, staff and faculty groups. Targeted engagement with the UNA will continue to be supported through workshops, the UBC-UNA Liaison Committee and presentations during open sessions of the UNA Board.

Taking into consideration community engagement results, staff will refine the draft Campus Vision, Housing Action Plan, and Land Use Plan amendments for UBC Board of Governors endorsement in March 2023. Following endorsement from the Board, there will be a public hearing on the amendments to UBC's Land Use Plan needed to implement the 30-year vision. The Board will then consider feedback from the Public Hearing in June 2023 and decide on referral to the Province.

Advancing Climate Action in the Neighborhoods

UBC has started a comprehensive update of the Neighbourhood Climate Action Plan ([the current plan is available here](#)).

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](#) is one component of the University's commitment to neighbourhood climate action. REAP is a holistic green building rating system for all new neighbourhood multi-unit residential buildings to align with the Green Building action Plan's vision of a net positive campus. UBC is developing an updated REAP 3.3.

The campus community will be invited to review and provide feedback on the proposed updates to REAP, when they become available.

REAP updates, 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

Submit your audition for UBC's Got Talent!

On February 19, as part of the annual [Kids Take Over UBC](#), UBC's Got Talent will determine which campus resident aged ten to 18 will be crowned UBC's most talented youth. Up to 15 contestants will showcase their talents in front of a live audience and a panel of three expert judges. The winning contestant will be awarded \$300, and the People's Choice winner will be awarded \$200.

For more information, or to submit your audition, visit: <https://chancentre.com/events/ubcs-got-talent/>.

Development Projects update

DP22001 Carey College Expansion

This project is scheduled for review by the UBC Development Review Committee on January 18, 2023. The meeting will begin at 5:00pm in the Policy Labs at the Centre Interactive Research on Sustainability (CIRS), 2260 West Mall.

Learn more: <https://planning.ubc.ca/carey-college-expansion>



Report Date: January 9, 2023
Meeting Date: January 17, 2023
From: Sundance Topham, Chief Administrative Officer
Subject: January Management Update

Background

The January 2023 Management Update is presented for information.

Decision Requested

For information

Discussion

CHIEF ADMINISTRATIVE OFFICER

The time between the December Board meeting and the January Board meeting was highlighted by the Christmas Holidays and the annual UNA office closure. The UNA returned to business as of January 3, 2023.

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 Neighbours Agreement Committee.
- Worked with the Governance and Human Resources Committee and communications staff to finalize the engagement materials for community consultation on electronic voting. An open house will be held on Thursday, January 19 at the Wesbrook Community Centre from 7 to 9 p.m.
- Worked with the consultant and Administrative Assistant to finalize upcoming Board training and engagement sessions.
- Attended a meeting between the UNA Board and Premier David Eby.

COVID-19 Support

- Ongoing monitoring of UNA COVID 19 processes.

Operations

- Supported the Operations Department in several initiatives, including a review of the process required to repair and/or replace the Wesbrook Community Field.

Finance

- Assisted with the ongoing budget planning work – including a review of the draft public consultation materials and process.

Risk Management

- Supported the Operations Manager in ongoing discussions regarding insurance coverage and liability concerns.

Programs and Services

- Continue to work with UBC and UBC Properties Trust (UBCPT) in relation to the transition of municipal services administrative responsibilities from UBCPT to UNA.
- Continue to prepare background information for the possible creation of new regulatory rules for dogs in the Neighbourhood Housing Areas.
- Along with the Recreation Manager and Communications Manager worked with the consultant to prepare for the upcoming Recreation + Culture Programming Review.

Human Resources

- Assisted with interviews for the new Newspaper Editor and Social Media Specialist position.

Community Relations

- Attended the January UBC Campus Vision 2050 Community Advisory Committee meeting.
- Continue to work with Campus and Community Planning (C+CP) to arrange a meeting with C+CP, the Vancouver School Board, the Metro Vancouver Area A Director and the UNA Board on issues and interest related to school capacity.

COMMUNICATIONS

Support for Recreation Program Review

Work supporting the Recreation Team in their Recreation Program Review project continues. Work includes providing input on strategy, stakeholders, timeline, approval and design of materials proposed by the community engagement consultants.

Hiring New Staff

Communications Manager is in the process of final interviews of candidates for the new position of Newspaper Editor and Social Media Specialist to support the upcoming UNA community newspaper and the UNA's social media channels.



Community Engagement Advisory Committee (CEAC) Staff Support

The Communications Manager continues to provide support for the Community Engagement Advisory Committee (CEAC). The committee met with the consultant for the Recreation Program Review where they received an overview of the project and ways they can support engagement for it.

Staff Holiday Party

Staff held their annual Holiday Party at Café Lokal last December 16. This event was organized by the Staff Social Event Committee (SSEC) led by Internal Communications and Office Coordinator, Rocio Escalona.

Other Work

- Support for Fitness Centre promotional materials
- Communications support and promotions for Play in the Rain pop-up events, Family Movie Night and other events
- Website support for volunteer recruitment

RECREATION

Staffing Update:

Hiring Process is Underway for the Following Positions:

Programming Supervisor (Vacated by Josie Chow, Promotion)

Anticipated Completion Date – January 13, 2023

Anticipated Start Date – Early as Possible

Youth Activity Leader / Movie Night (Vacated by Etana Tam – University)

Anticipated Completion Date – January 13th, 2023

Anticipated Start Date – January 23rd, 2023

Ella Davey is the new *Birthday Party & Events Lead* for 2023

Staffing Training Updates

BC Recreation and Parks Association (BCRPA) Plexus – Dave Gillis, Recreation Manager – December 6th, 2022

Annual Canadian Parks and Recreation (CPRA) Yardstick Plexus – Dave Gillis, Recreation Manager – December 6th, 2022

Recreation Manitoba: Program Evaluation (Webinar) – Dave Gillis, Recreation Manager – December 15th, 2022



Recreation and Culture Programming Review

Jennifer Siddon and Alan Neilson of Nielson Strategies continue to work with Sundance Topham, Dave Gillis, Glenda Ollero and Josie Chow on the Recreation and Culture Programming Review.

Completed: Timeline, Stakeholders, Engagement Plan

Current: Questions, Focus Groups, Recruiting of Group discussion residents.

We expect to be proceeding to staff and community feedback in late January.

A reminder, our goal is to assess current recreational services identifying gaps and community needs.

Communications Manager Glenda Ollero is providing updates to the CEAC Committee as the review progresses.

Winter Registration Highlights

Registration Opened – Winter 2023 Programs – December 05, 2022.

Winter Programs start – January 8th, 2023

1000+ registrations in 1 day

\$100,000.00+ in first day of registration.

Website has been flawless since being restored, supporting continued registration.

Current Registration 70% of all spots are filled as of Thursday, January 5, 2023

Event Highlights

Once again Santa visited the Old Barn Community Centre, spreading plenty of cheer to an estimated 650 happy residents. Both old and young came together to share in the holiday spirit. Music from local artists, holiday arts and crafts, and Mr and Mrs Claus. Once again this event was a Local Hit!

Hours of Operation

Wesbrook Community Centre Shut Down December 19th – 27th 2022

Due to a loss of heat and extreme cold conditions at Wesbrook Community Centre on December 19th, 2022, a decision was made to shut down the facility until the HVAC system could be repaired.

All administrative and winter camps were moved to the Old Barn Community Centre which remained open throughout the holiday season.

All non-essential staff were provided the opportunity to work from home.



Wegland Sit, Operations Manager / Gal Kaufman, Operations / Dave Gillis, Recreation Manager remained onsite monitoring the situation.

Current hours:

Wesbrook Community Centre

*Building: Monday – Friday 8:30am – 10:00pm
Saturdays & Sundays 8:30am – 9:00pm*
*Fitness Centre: Monday – Friday 6:00am – 10:00pm
Saturdays & Sundays 7:00am – 9:00pm*

Old Barn Community Centre

Building: Monday – Sunday 7:00am – 7:00pm
Fitness Centre: Monday – Sunday 7:00am – 7:00pm

Customer Service & Facilities Update – Qiuning Wang, Assistant Manager

Front Desk Team assisted with the following work in December: winter program registration; Christmas Decorations at both Community Centre, issuing increased Day Pass and visitor parking permits for family gatherings, and managing drop-in programs during the holiday season. Among the over 1500 program enrollments for the winter so far, the Front Desk (FD) assisted with 30% of the in-person enrollments and online requests. Full gym sports drop-ins during the holiday season were offered first time and well received by the community.

Front Desk has started to clean up the client database in Xplor (Perfectmind). Peng Wang from the Front Desk Team was delegated with the task of merging duplicated client accounts. As of this report, the number of duplications has been reduced from 1124 to 699. The remaining duplications are more complex and will be dealt with the support of IT Specialist.

Front Desk Team worked closely with the Operations Team to manage technical emergencies and facility closure due to the snow. Front Desk Lead **Angelica Sanchez** did a wonderful job in providing onsite support and communicating the changes with the Front Desk Team.

Usership

567 New clients

178 UNA Discount memberships added



45 UBC/UTOWN Discount memberships added

Parking

23 new paid parking permits issued in November (resident and visitor and replacements permits)

27 Parking applications were reviewed (including nine online submissions and 14 in person)

New Complimentary Day Passes are difficult to track in PM but likely represent the majority of parking applications.

Staffing Updates

None to Report

Programming & Events Update – Josie Chow, Assistant Manager

Winter Programming 2023

Programs currently being offered UNA wide: 337

Registered Participants: 1491

Withdrawals: 64

Waitlist: 236

Gross revenue for Winter 2023 as of Jan 3: TOTAL: \$177,005.64

Arts: \$60,402.67

Education: \$16,438.40

Physical Activity: \$83,483.57

Camps: \$8,681 (Winter Camp)

Administrative Update:

An automatic waitlist feature has been designed and implemented on Xplor (Perfectmind) by the **Hal Saxby**, with the assistance of Program Coordinators. Participants on the waitlist will now receive an automatic email when they have moved off the waitlist and can be registered. The email will give them an option to register online or inform participant to call within 24 hrs to register for the program.

Upcoming Events:

Lunar New Year – Saturday, January 28th, 2023



This family event will feature music and dance performances, traditional crafts, games and other activities. Year of the Rabbit runs 1:00pm-4:00pm at the Wesbrook Community Centre led by the multi-cultural committee.

Re-Creation: Community Art Project, Saturday, February 04th, 2023

An initiative of **Josie Chow** that engages community members in the creation of a public art piece that will be displayed at the heart of Wesbrook Community Centre. This project’s creative direction will be led by Yasaman Moussavi, a professional artist who is an art instructor at the UNA and a resident living in the community.

Through collaborative art making, this project aims to raise environmental awareness and foster a feeling of solidarity within the community. Participants work together to turn waste into an art (repurposing newspapers, magazines, letters) while creating dialogue about environmental issues. This collaborative art project provides a creative tactile experience while cultivating community building.

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.

Family Day – Monday, February 20th, 2023

For those families in the UNA community looking for things to do with on this special day can once again come and spend an active and fun-filled Family Day with the UNA! Residents will once again be able to visit <https://www.myuna.ca/family-day-to-do-list/> for information about activities taking place at Wesbrook Community Centre, Old Barn Community Centre, and the UNA fields!

Program Highlight:

Winter Adventures Camp – Clair Russell

This was a first attempt at offering an internal winter break camp and despite many hiccups and hurdles, and SNOW it was successful! The original plan was to offer four afternoons of camp from December 19th-22nd. We hired 2 wonderful staff, who were both returning from summer, with one moving from summer volunteer into a paid position. On December 19th, the heating at WCC broke and we had to cancel, then on Dec 20th, a snowstorm hit, and we had to cancel. We were finally able to start camp on Dec 21st and finish it on December 22nd. The two afternoons we were able to run were full of fun, and tons of energy from the campers.

Volunteering

There were seven Events and programs that volunteers were apart of in December 2022, filling 36 roles adding up to a total of 839 volunteer hours

Total Programs/events:



Seven events

25 programs

Five partner programs

Virtual Programming

-No December Updates-

Hiring

-No December Updates-

Development & Education

-No December Updates-

Youth Volunteering – Hal Saxby

In 2022 Hal was able to increase program offerings in their portfolio by 85% and engagement by 99% from Pre covid (2019) Numbers.

Drop-in programs had a total of 556 youth sign-in to programs

The most popular programs being both Social Drop-ins, Wednesday had 160 youth, and Thursday 184

Youth Volunteering

There were 17 Events and programs that Youth Volunteers were apart of in Fall 2022, filling 131 roles adding up to a total of 1036 volunteer hours

Safe and Connected Community Coordinator (SCCC) Program Highlights

-No December Updates-

Health & Fitness Update – Kieran Petty, Fitness Centre Supervisor

WBCC Fitness Centre Attendance Numbers

Total WCC Attendance for the Month of November

Sunday Total	142
Monday total	312
Tuesday total	376
Wednesday Total	318



Thursday total	281
Friday Total	197
Saturday total	161
Total	1787

OBCC Fitness Centre Attendance Numbers

Total OBCC Attendance for the Month of November

Sunday Total	20
Monday total	21
Tuesday total	31
Wednesday Total	55
Thursday total	38
Friday Total	33
Saturday total	30
Total	208

TOTAL WCC PASSES SOLD

Monthly Total Pass's Sold → 152

Monthly Revenue → \$10,100.21

TOTAL OBCC PASSES SOLD

Monthly Total Pass's Sold → 55

Monthly Revenue → \$2,928.52

RECENT & UPCOMING CHANGES

All access January fitness pass:

\$50 for all of January which includes:

Unlimited access to Spin classes



Unlimited access to Boxerfit

1 personal training session

1-month unlimited gym membership to WCC

UPCOMING PROGRAMMING FOR THE WINTER

15 fitness & yoga instructors for Winter 2023

Total classes: 38 fitness & yoga class offerings

OPERATIONS + SUSTAINABILITY

Community Gardens

The community garden plot renewal process is underway; empty plots will be assigned to new gardeners this month. Currently all of the UNA community gardens have waitlists between 150-275 people. A series of gardening workshops is being planned for February through June.

Sustainability Scholar Program

The UNA has successfully applied to UBC's Sustainability Scholar program and will host a Scholar from May-August 2023. Sustainability Scholars are graduate students who work with organizations and municipalities on sustainability-related research. The focus of the UNA's Scholar will be research on the creation of safe & equitable public spaces for heat emergencies. Any interested graduate students can apply online until January 29: <https://sustain.ubc.ca/teaching-applied-learning/sustainability-scholars-program/apply>.

Heat Pump Retrofit Report

Under the supervision of Ralph Wells, UBC Energy Manager, and Robyn Chan, Sustainability Specialist, a Sustainability Scholar graduate student recently completed a study on options for retrofitting UBC strata residential buildings with heat pumps. The executive summary of the report can be found here online:

https://sustain.ubc.ca/sites/default/files/2022-038_Low%20Carbon%20and%20Climate%20Resilient%20Strata%20Buildings_Bolt.pdf.

Further engagement with UNA residents is being planned, including links on the UNA Sustainability website and a session with UNA strata owners.

Snow Removal Operations – December 2022

Sidewalk snow removal and road snow removal efforts were largely successful during the December snowstorms.

The UNA municipal team participated in road snow removal in areas with limited capacity that have proven problematic in the past, such as Theology Mall in Chancellor Place. This test trial was focus on complementing road snow removal services undertaken by UBC Municipal Team and Main Road at some of the known problematic spots around the neighbourhood.

Residents did voice some concerns about snowbanks building up near crosswalk and bus stop areas. The UNA operations has requested our municipal team to extra effort on the above areas to prevent snowbanks building up and blocking pedestrian access in future snow events.

Arborist Report and Pruning – Hampton Place

The UNA received an updated Hampton Place Arborist Report. The report is currently being reviewed by the operations team. More updates about the next steps will be provided at the next Board meeting, an email update on the findings will be provided to Hampton Strata Group as well.

Wesbrook Community Centre – Closure and Issues in December 2022

The Wesbrook Community Centre was shut down between December 19 to December 27 due to Heating, ventilation, and air conditioning (HVAC) issues and winter weather conditions. Two key components of the Wesbrook Community Centre HVAC system, Air Handling Unit #2 (AHU 2) and Air Handling Unit #3 (AHU 3) both systems unexpectedly shut down in a short sequence on December 19th Monday. These systems support the essential heating and air circulation function inside the facility. Wesbrook Community Centre was subsequently closed due to the lack of heating capacity.

AHU 3 that provides heating and air circulation function for the common space, office and classrooms was subsequently repaired and resumed operation on December 22. While AHU 2 that supports heating and air circulation function in the Fitness Center was subsequently repaired on December 29.

An exterior fire suppression sprinkler head at the entrance of Wesbrook Community Centre broke after the big freeze on December 23rd. Vancouver Fire Service attended the site and met with the UNA Operations Manager. The fire monitoring system and fire suppression system were subsequently shut down to stop water gushing out of the broken sprinkler head. As a result of that, Wesbrook Community Center was under 24-hour Fire Watch program until the fire system was repaired. As the system broke down right before the winter holiday and our contracted fire system service provider did not have the necessary parts to do the repairs, and no local fire system part store was open due to the holidays, we needed to hire a security guard to provide onsite 24/7 fire watch service between December 23 to 27 until the fire system was repaired.



Wesbrook Community Center fire suppression system and alarm was successful reset on December 27th and the sprinkler head that broke in December was fully repaired on the first week of January 2023.

New IT Specialist – Abdalla Hobi

Abdalla Hobi joined the UNA on January 3 as the new IT Specialist. He has over 10 years of professional IT experience including, working in a health care sector, hands-on infrastructure installation, implementation and rollout. Abdalla has worked as a senior support analyst that provides front-line support to a range of service requests while also having experience overseeing organizational IT operations.

We are thrilled to have Abdalla joining at the main office team, and we are looking forward to seeing him successfully taking on the new role.

Sustainability Specialist: Robyn Chan

Julia Gellman has decided to leave the Sustainability Specialist position. We thank Julia for her contribution to the development of the landscape management plan as well as other sustainability initiatives in the UNA area.

Robyn Chan has been hired as a permanent employee to extend her tenure as Sustainability Specialist. We are looking forward to expanding our sustainability portfolio into new areas with Robyn’s experience in community engagement and climate change initiatives. Congratulations, Robyn!

FINANCE

Details:

2023/24 Budget:

Presented the second draft of 2023/24 budget to the Finance and Audit Committee in December and will also bring it to the Board as scheduled in January 2023. Public consultation is planned to start shortly after the January Board meeting and the Finance Committee will review public feedback and then report to the Board in the February Board meeting.

Municipal Services Administrative Transition

We received verbal confirmation in early December that the UNA will receive the UBC Properties Trust common area maintenance support (amount included in our 2023/24 budget for \$0.7M) and written confirmation will come in the near future.

Replacement Reserve Study:

The Reserve Study report was presented by the project consultant to the Finance and Audit Committee in December and the study has confirmed that changes will be required for the current contribution rates. The update of the overall reserves policy is anticipated to take place as part of the Neighbours Agreement update.

Stipend Payment

Paid stipends to all the qualified directors in December for 2022.

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: January 4, 2023
Meeting Date: January 17, 2023
From: Sundance Topham, Chief Administrative Officer
Subject: 2022-23 UNA Staff Work Plan – 3rd Quarter Update

Background

The 2022-23 UNA Staff Work Plan – 3rd Quarter Update is presented for information.

Decision Requested

For information

Discussion

The 2022-23 UNA Staff Work Plan was approved by the Board at the April 19, 2022 meeting. This update is comprised of the work that has taken place since that time – and is up to date through the end of December.

There are a few major initiatives to highlight from the third quarter. The first is the preparation for the takeover of the municipal services management responsibilities from UBC Properties Trust - with considerable input required from the operations and finance departments, along with support from administration.

The second item to highlight is governance-related work, including updates to the Neighbours Agreement (focused on the Reserves Policies). A significant amount of time was also spent supporting Board committees, including the Land Use Advisory Committee and Community Engagement Advisory Committee. Time was also spent preparing materials for the upcoming electronic voting consultation and preparing for the new community newspaper with a policy and committee terms of reference.

The third area where a considerable amount of work took has been the ongoing work to align operations and allocation of resources with strategic priorities, including extensive work with the creation of a Landscape Management Plan, preparing for the upcoming Recreation and Culture Programming Review, and a variety of policy and procedures updates.

Financial Implications

The initiatives contained within the work plan are funded in the 2022-23 approved budget.



Operational Implications

None

Strategic Objective

The 2022-23 UNA Staff Work Plan moves forward all four of the Board's strategic initiatives:

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

Attachments

1. Schedule A – 2022-23 UNA Staff Work Plan – Third Quarter Update.

Concurrence

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

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer

<p>UNA GOVERNANCE</p> <p>Explore opportunities to evolve governance to meet the changing needs of a growing population and community, including a review of the decision-making mechanisms of the UNA to ensure the organization can respond to community needs.</p>		
<p>Strategy:</p> <p>The decision-making mechanisms of the UNA will be reviewed to ensure they meet the needs of a growing community.</p>	<p>Goals:</p> <p>Review the Board’s and director’s roles and responsibilities within the context of the UNA’s municipal-like mandate</p> <ul style="list-style-type: none"> Led by the Board with staff support as needed. Work with the Governance and Human Resources Committee to investigate electronic voting options for UNA elections. <p>Articulate and clarify the relationship between the UNA, UBC and UBC Properties Trust, and explore opportunities to enhance and strengthen the relationship</p> <ul style="list-style-type: none"> Support the Board and Neighbours Agreement Committee on any changes to <i>Neighbours’ Agreement 2020</i>. 	<p>Progress:</p> <p>Review the Board’s and director’s roles and responsibilities within the context of the UNA’s municipal-like mandate</p> <ul style="list-style-type: none"> Board approved the Governance and Human Resources Committee moving forward with a process to review electronic voting options for UNA elections. <p>Articulate and clarify the relationship between the UNA, UBC and UBC Properties Trust, and explore opportunities to enhance and strengthen the relationship</p> <ul style="list-style-type: none"> Continue to support the Neighbours Agreement Committee and Board in the update of <i>Neighbours’ Agreement 2020 (NA2020)</i>.

FINANCIAL SUSTAINABILITY

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

<p>Strategy:</p> <p>The UNA is financially sustainable over the long term.</p>	<p>Goals:</p> <p>Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks</p> <ul style="list-style-type: none"> • Participate in the UNA/UBC Joint Financial Task Force. • In conjunction with UBC undertake a condition assessment of UNA infrastructure. <p>Review the reserves policy in partnership with UBC</p> <ul style="list-style-type: none"> • Review and revise the UNA Neighbours Fund Reserve Policy. <p>Continue to explore financial models with the University Neighbourhoods Liaison Committee</p> <ul style="list-style-type: none"> • Not applicable. 	<p>Progress:</p> <p>Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks</p> <ul style="list-style-type: none"> • Participated in the ongoing work of the UNA/UBC Joint Financial Task Force (JFTF). • Condition assessment of UNA infrastructure to take place next fiscal year due to timing requirements with UBC. <p>Review the reserves policy in partnership with UBC</p> <ul style="list-style-type: none"> • Reserves Policy review underway with UBC. Currently part of the NA2020 update process. Consultant has recommended possible contribution scenarios. Work to be included in updated schedules which will come to the Board for review. <p>Continue to explore financial models with the University Neighbourhoods Liaison Committee</p> <ul style="list-style-type: none"> • Not applicable.
---	--	---

OPERATIONAL CAPACITY

Continue the foundational work to streamline processes, build staff skills and ensure there are adequate resources to support the Board and the UNA in meeting its mandate.

<p>Strategy:</p> <p>The UNA has the administrative resources and processes in place to deliver mandated services and support the work of the Board.</p>	<p>Goals:</p> <p>Develop a professional development and compensation policy</p> <ul style="list-style-type: none"> • Completed. <p>Create and implement metrics to measure service delivery</p> <ul style="list-style-type: none"> • Explore what metrics we would like to track and what is presently within our capacity to do so. <p>Develop a robust IT platform that supports internal and external information exchange</p> <ul style="list-style-type: none"> • Complete implementation of the records management plan and initiate migration of UNA filing system to the cloud. • Identify and evaluate options for cloud-based accounting solutions. 	<p>Progress:</p> <p>Develop a professional development and compensation policy</p> <ul style="list-style-type: none"> • Completed • <p>Create and implement metrics to measure service delivery</p> <ul style="list-style-type: none"> • Potential metrics for the Recreation Department and Communications Department are being investigated. <p>Develop a robust IT platform that supports internal and external information exchange</p> <ul style="list-style-type: none"> • Implementation of the Records Management Plan ongoing. All files have been migrated to the new network drive and the move to the cloud will take place once the new IT Specialist is on board. • Awaiting hiring of new IT Specialist prior to evaluating cloud-based accounting solutions.
--	---	---

	<p>Align operations and allocation of resources with strategic priorities</p> <ul style="list-style-type: none"> • Prepare for change in administrative responsibilities for UNA neighbourhoods landscaping and operations. • Create a Landscape Management Plan. • Investigate increased regulatory rules implementation (i.e. Dog Control Rules). • Implement recommendations from the Office Space Needs Assessment. • Undertake a Recreation Programming Review. • Continue to develop a business case scenario for the effective delivery of virtual programming. • Implement approved Community Works Funds projects. • Continue the policy and internal procedure review. Index existing policies and procedures, identify policy gaps and create a list of missing policies and procedures. Initial Board input on Board Policies to be provided through Governance and Human Resources committee. 	<p>Align operations and allocation of resources with strategic priorities</p> <ul style="list-style-type: none"> • Ongoing work to prepare for assuming administrative responsibilities for municipal services operations in UNA neighbourhoods. Contractor template agreements have been created. Work continues on assessing workload impact and preparing for NA2020 modifications. • Landscape Management Plan work is ongoing. • Awaiting Board direction to begin work on increased regulatory rules implementation. • Office Space Needs Assessment implementation ongoing. Communications Department moved to Wesbrook Community Centre. Administrative Office and Old Barn Community Centre Office improvements underway. • Recreation Programming Review underway. Public consultation to start February. • No current work on business case scenario for virtual programming. • Community Works Projects agreements between UBC and Metro Vancouver finalized. Project implementation underway. • Policy review underway. List of out-of-date policies to come to the Board for review.
--	---	---

COMMUNITY AND STAKEHOLDER RELATIONS		
Identify and implement initiatives and processes to identify community needs and engage the community in ways that support the UNA’s vision of being “the place people choose to live.”		
<p>Strategy: Improve civic engagement to support evidence-based decision making that is aligned with the UNA’s mandate.</p>	<p>Goals:</p> <p>Develop more robust engagement tools to assess community needs</p> <ul style="list-style-type: none"> • Work with the Community Engagement Advisory Committee and Board to identify and implement new communications processes. • Investigate possibility of electronic streaming of Board meetings. <p>Create feedback tools for residents and other stakeholders</p> <ul style="list-style-type: none"> • Develop modular engagement kits for onsite events. <p>Adapt and implement the Advisory Committee report in phases starting with the Community Engagement and Land Use Advisory Committees</p> <ul style="list-style-type: none"> • Completed. <p>Reinforce the relationship between the UNA and the UBC academic community.</p> <ul style="list-style-type: none"> • Led by the UNA Board of Directors. 	<p>Progress:</p> <p>Develop more robust engagement tools to assess community needs</p> <ul style="list-style-type: none"> • Community Engagement and Advisory Committee providing input on Recreation Program Review. • Streaming of Board meetings taking place through Teams while permanent solution investigated. Funding contained in 2023-24 budget for upgrades. <p>Create feedback tools for residents and other stakeholders</p> <ul style="list-style-type: none"> • Development of modular engagement kits have been restarted after being delayed due to the pandemic. <p>Adapt and implement the Advisory Committee report in phases starting with the Community Engagement and Land Use Advisory Committees</p> <ul style="list-style-type: none"> • Completed <p>Reinforce the relationship between the UNA and the UBC academic community.</p> <ul style="list-style-type: none"> • Support the Board as needed.



Report Date: December 15, 2022
Meeting Date: January 17, 2023
From: Athena Koon, Finance Manager
Subject: Fiscal 2023/24 UNA Budget – Draft II

Background

In November, the first draft budget for fiscal 2023/24 was presented to the Finance & Audit Committee and the Board. In December, the second draft budget was presented to the Finance & Audit Committee for further review. The purpose of this report is to present the second draft budget to the Board for review and public consultation.

The second draft of the 2023/24 budget is almost identical to the first draft presented in November, with only slight changes with the format presentation in Schedule B and an immaterial adjustment for GST. Since I have already covered all of the important information in the first draft, this report will only provide the budget content without repeating what has already been presented.

Decision Requested

THAT the Board approve the Draft 2023/24 Budget for public consultation.

Discussion

Please refer to all the attachment files for the 2023/24 budget details.

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,

Athena Koon
Finance Manager

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	-82,444
Amount Available to the UNA	\$ 4,117,721	\$ 4,946,636

Notes:

1. The Athletics and Community Access Fees are under negotiation with UBC. The amounts shown are estimates.
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)	2022-23 APPROVED BUDGET	2023-24 DRAFT BUDGET
REVENUE		
Payments from UBC		
Neighbours Levy	4,117,721	4,946,636
Total Payment From UBC	4,117,721	4,946,636
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	7,316,132

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	662,889
Professional Fees	195,530	155,660
Communications	92,100	106,000
Public Engagement	68,932	71,380
Total General Operation Services	2,185,757	2,568,232
TOTAL EXPENDITURES	5,882,776	7,316,132
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)**

GL Acct #	APPROVED BUDGET 2022-23		DRAFT BUDGET 2023-24		Notes
	TOTAL	TOTAL	TOTAL	TOTAL	
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/VSBC 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)	(82,444)			Calculated on projected neighbours levy available (33% unrecoverable of 5% GST)
Total Neighbours Levy & Reserves after UBC Payments	4,117,721	4,946,636			Total projected NL available to UNA

REVENUE

Payments from UBC	Neighbours Levy	4,117,721	4,946,636	Refer to Neighbours Fund chart for details
	Total Payments from UBC	4,117,721	4,946,636	

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 2022/23 over budget. This year the number should be obtainable as
	Wesbrook Personal Trainer	60,000	55,500	instructors in place and demand is there.
	Total Wesbrook Community Centre	398,675	383,000	
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 - Marketing Plan associated.
	Old Barn Fitness Membership	51,182	50,000	Renovation required factoring into availability. Limited availability within the building for additional programming.

	Old Barn Merchandise/other	742	-	-
	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. Increased request to add additional student as Summer Camp Co-ordinator
	CRA summer job funding (Federal Funding)	22,000	22,000	
	Operating Contribution to Community Field (VSB Funding)	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	7,316,132	

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 and add training hours for increasing service level	
	Community Centres Benefits	152,929	195,751		
	Recreation Salaries & Benefits	1,154,994	1,292,487		
Programming					
	Community Centre Programming WCC	11,700	17,500	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	
	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	10,000	15,000	Neighbours Day, 14K cost per 2022 event, recovery of associated cost through partnerships with local community groups and food/water 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	
	Non-Management Salaries	474,580	655,464	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
	Extended Benefits	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	-
	Consulting Fees	100,000	60,000	External study \$20K, \$30K for UBC joint project & \$10 K for vacation relief
	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	8,306	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	662,889	
Communications	General Communications	30,600	30,600	-
	Consultation and Engagement	20,100	10,000	Vacation relief & other engagement work
	Newspaper	-	19,000	Costs associated with the yearly operations of the new community 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	2,568,232	
TOTAL OPERATING EXPENDITURES		5,882,776	7,316,132	
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 2023-24 (Detailed)**

	APPROVED BUDGET 2022-23	DRAFT BUDGET 2023-24	
	TOTAL	TOTAL	
<u>CAPITAL PROJECTS</u>			
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
Total	170,000	32,000	Fitness Centre Renovation, Wind Curtain & Washroom Fixtures 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
Total	24,500	64,500	Projector Upgrade, WCC Furniture Upgrade, Increase Storage & 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: January 10, 2023
Meeting Date: January 17, 2023
From: Wegland Sit, Operations Manager
Subject: Landscape Management Plan Update

SUMMARY

UNA landscaping responsibilities are outlined in Neighbours’ Agreement 2020 (NA2020). Landscaping services are part of the Municipal-Like Services contained in the agreement. The UNA is responsible for the operation, maintenance, repair, and replacement of landscaping within the Neighbourhood Housing Areas.

In November 2020 the Board instructed staff to develop a UNA Landscape Management Plan (LMP). An update on the LMP was provided in September 2022. This report provides an update on the LMP public engagement, emerging guiding principles, and next steps.

DECISION REQUESTED

For information

DISCUSSION

Landscape Management Plan Progress Update

LANARC landscape architects (the consultant undertaking the development of the UNA LMP) have completed public engagement with UNA residents and refined the draft guiding principles based on public and key stakeholder feedback. A draft Landscape Management Plan has been circulated to UNA Operations staff for review and will be further refined before re-engaging with key stakeholders, including UBCPT, UNA’s landscape subcontractors, representatives from UBC Municipal Services, and representatives from UBC Campus and Community Planning.

Landscape Management Plan – Resident Engagement Feedback Summary

A summary of resident feedback from the LMP public engagement was provided by LANARC consultants. The summary includes feedback on draft guiding principles for landscape management in UNA neighbourhoods, resident priorities for the future, and how the UNA can balance landscape maintenance in a fiscally responsible manner. Over 140 residents completed the online survey.

Overall, most respondents agreed with the draft guiding principles, with top priorities being environmental and habitat protection and enhancement, using low-impact landscape management practices, and managing the noise of daily operations. Other suggestions include collaboration on best practices, preparing for climate change, and maintaining quality of life for UNA residents.

A copy of the Resident Engagement Feedback Summary is attached to this report as Schedule A.

Landscape Management Plan – Emerging Guiding Principles

Guiding principles for the Landscape Management Plan will describe the UNA’s overall approach to landscape management and maintenance. These guiding principles will inform the development of the Landscape Management Plan and will support future decisions that arise around landscape management. The intent is to align these guiding principles with the emerging broader vision for UBC and the University Neighbourhoods within it.

Based on resident and stakeholder feedback, the draft guiding principles have been further refined. This includes expanding the principles about climate adaptation and protection to leverage local knowledge and prioritize locally sourced materials, supporting equity and inclusivity in UNA landscapes, ensuring that a variety of experiences is provided, and piloting landscape management innovations.

A copy of the Emerging Guiding Principles is attached to this report as Schedule B

Landscape Management Plan – Next Steps

A draft of the LMP is currently being reviewed by UNA Operations staff. Once that feedback has been incorporated, an updated version of the LMP draft will be circulated for key stakeholders to review, including UBCPT, UNA’s landscape subcontractors, representatives from UBC Municipal Services, and representatives from UBC Campus and Community Planning.

A final version of the report will be presented at a regular Board meeting by LANARC once the report is complete.

Financial Implications

None

Operational Implications

None



Strategic Objective

None

Attachments

1. Schedule A – Landscape Management Plan Engagement Summary
2. Schedule B – Emerging Guiding Principles

Concurrence

1. Robyn Chan – Sustainability Specialist

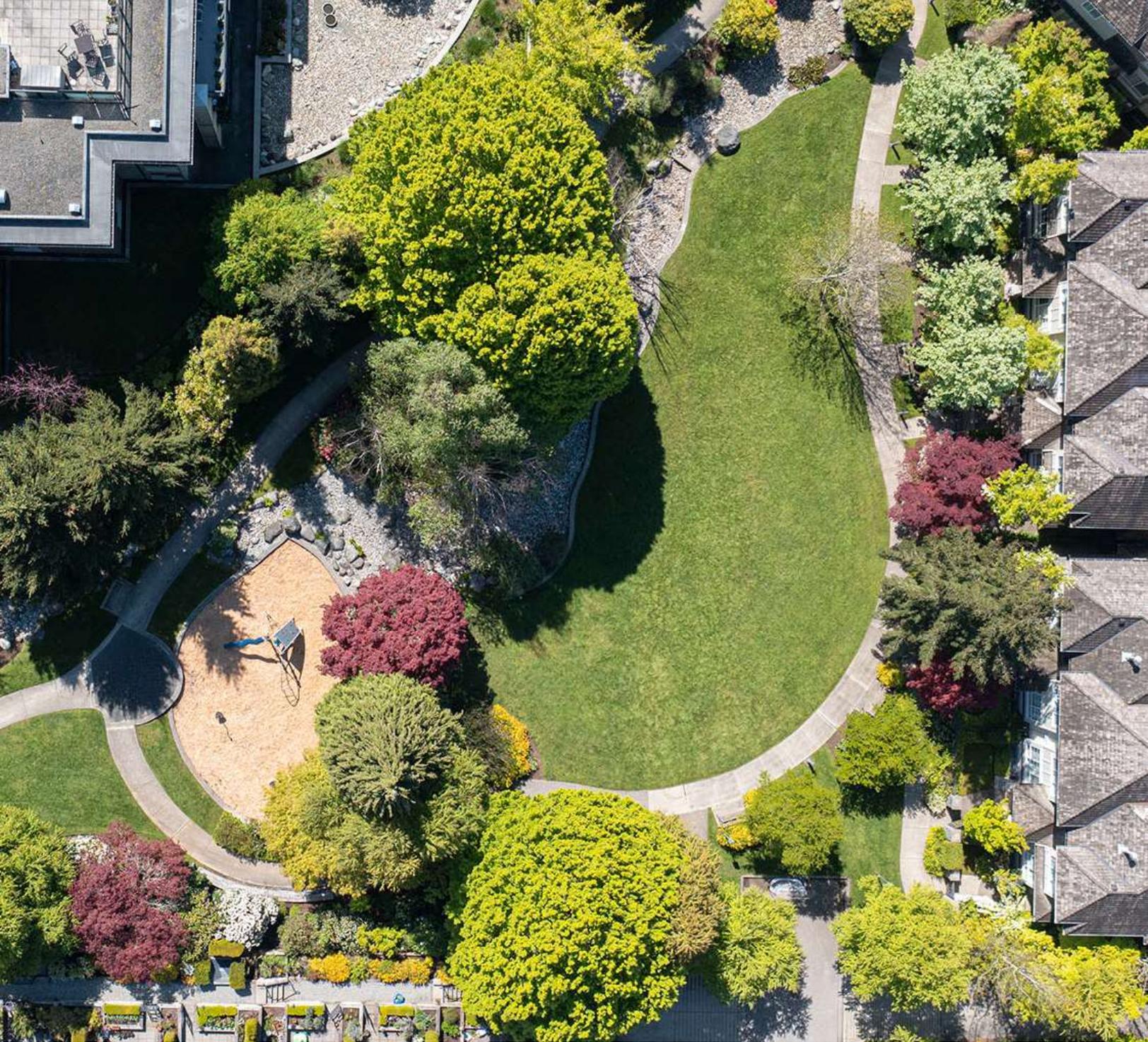
Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Robyn Chan', positioned above a horizontal line.

Wegland Sit
Operations Manager

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

Sundance Topham
Chief Administrative Officer



UNA

UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

LANDSCAPE MANAGEMENT PLAN

RESIDENT ENGAGEMENT FEEDBACK SUMMARY



NOVEMBER 2022

UNA

UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

SNAPSHOT

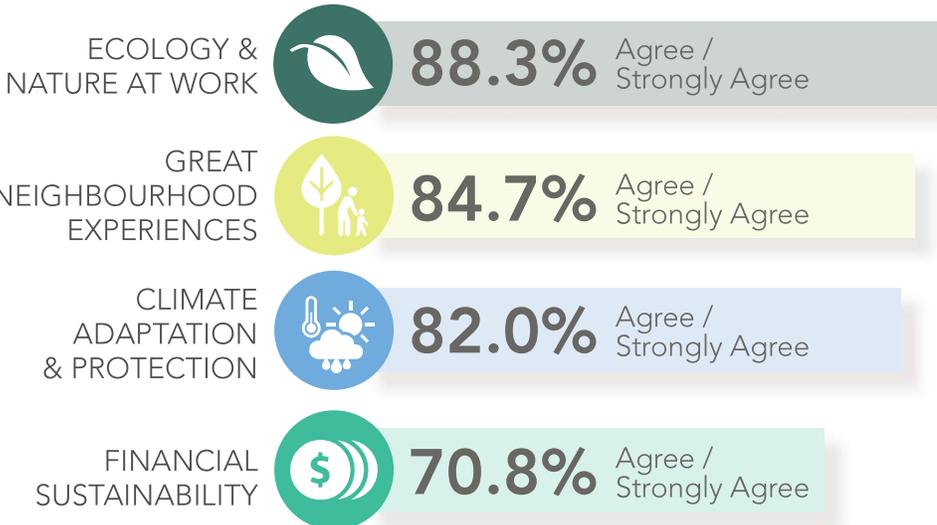
This page provides a quick summary of community input. Learn more by browsing the full report.



The following is a snapshot of input collected through the public survey. It includes feedback on draft guiding principles for landscape management in UNA neighbourhoods, resident priorities for the future, and how the UNA can balance landscape maintenance in a fiscally responsible manner.

DRAFT GUIDING PRINCIPLES

Level of participant agreement with the draft guiding principles



TOP PRIORITIES

Resident priorities for landscape management

- 1 Environmental / habitat protection and enhancement
- 2 Using landscape management practices that have low impact
- 3 Managing noise of daily operations (e.g., use of equipment)

BALANCING COSTS & SERVICE

Thoughts on approaches for balancing level of landscape maintenance with increasing costs for services



OTHER THEMES

Common comments and suggestions

- ▶ **Collaborate** to share knowledge and maximize benefits
- ▶ **Prepare** now for climate change
- ▶ **Plan** future landscapes to be sustainable
- ▶ **Maintain** quality of life
- ▶ **Make** changes thoughtfully (do not rush)

1.4 GUIDING PRINCIPLES

Guiding principles describe the UNA’s overall approach to landscape management and have been developed with input from stakeholders and residents. These inform the Landscape Management Plan and will support future decisions that arise around landscape management. The guiding principles may be updated in the future to continue to align with the broader vision for UBC and the neighbourhoods within it.



ECOLOGY & NATURE AT WORK

The UBC campus is committed to inspiring people, ideas, and actions for a better world. Neighbourhood landscapes are an opportunity to demonstrate this commitment, planting seeds for a thriving urban ecology. This means a sustainable approach to maintaining public spaces and enhancing biodiversity within landscapes.

THIS WILL BE ACHIEVED BY...

- ▶ **Creating true living landscapes:** Identify opportunities to shift lower-value habitats into landscapes with high ecological and habitat value to support a broad range of flora and fauna.
- ▶ **Prioritizing natural ecology:** Intentionally shift towards natural landscapes where ecology and succession are prioritized, allowing them to evolve through the work of nature, with less human intervention.
- ▶ **Managing water:** Improve water management through processes that mimic nature and landscapes that thrive in lower water conditions.
- ▶ **Listening to Musqueam leaders:** Support the collaborative work of Musqueam and UBC to honour and celebrate UBC’s host nation on whose traditional territory the campus is situated, including landscapes that highlight Musqueam knowledge.
- ▶ **Providing public education:** Share information and support residents who wish to participate in enhancing nature in their neighbourhoods.



CLIMATE ADAPTATION & PROTECTION

The climate is changing. Shifting how we plan and maintain our landscapes is essential to both managing the impacts we are seeing and preparing our landscapes for a future climate that is even more extreme.

THIS WILL BE ACHIEVED BY...

- ▶ **Transitioning landscape management practices:** Use new technologies and knowledge to reduce our reliance on fossil fuel powered equipment and chemical treatments that impact our environment.
- ▶ **Reducing and reusing waste:** Seek opportunities to maximize the benefits of a circular life cycle, such as reusing our green landscape waste to nourish future landscapes.
- ▶ **Conserving water:** Reduce the amount of water needed to maintain healthy and functioning landscapes, increase consistency in watering practices, and leverage greywater sources to support landscape management.
- ▶ **Protecting the urban forest:** Care for the ongoing health of our urban forest to improve air quality, provide habitats, and capture carbon pollution.
- ▶ **Adapting our landscapes:** Use materials, plants, and practices that allow landscapes to thrive, even in the face of emerging climate impacts such as extreme heat, drought, and intense storms that bring heavy winds and precipitation.
- ▶ **Leverage knowledge:** Seek opportunities to engage UBC specialists, staff, and students, as well as other communities and partners, to identify and implement actions that support climate resiliency in UNA landscapes.
- ▶ **Living local:** Prioritize use of materials that can be sourced from locations close to UBC, reducing impacts related to transportation of goods.



GREAT NEIGHBOURHOOD EXPERIENCES

The UBC Neighbourhoods are peoples’ homes. It is important that residents feel safe, welcomed, and included within their communities. Continuing to provide positive neighbourhood experiences as landscapes grow and evolve is essential to fostering community connection.

THIS WILL BE ACHIEVED BY...

- ▶ **Maintaining attractive landscapes:** Take care of our landscapes in our neighbourhood parks, streets, and social spaces, especially those spaces that welcome gathering and socialization.
- ▶ **Supporting equity and inclusivity:** Ensure equitable access to quality greenspaces and amenities for residents of all ages and abilities.
- ▶ **Enhancing livable, safe neighbourhoods:** Keep livability and safety at the forefront of landscape management by discouraging inappropriate activity and encouraging social activity, and by balancing clear sightlines and visibility with aesthetics and quality of place.
- ▶ **Recognizing neighbourhood uniqueness:** Celebrate the unique character and qualities of each UBC neighbourhood through our landscapes.
- ▶ **Providing varied experiences:** Maintain landscapes to promote opportunities for varied activities ranging from quiet reflection to gathering and active recreation and more.
- ▶ **Connecting people with nature:** Increase opportunities for residents to connect with and observe nature on a daily basis.
- ▶ **Enhancing landscape management:** Develop, monitor, and update landscape management regimes so landscapes are managed in perpetuity, for the benefit of both people and nature.
- ▶ **Sharing responsibility:** Use education, campaigns, and signage to raise awareness that all residents are responsible for keeping UBC neighbourhoods clean and safe and identify how people can contribute.
- ▶ **Involving residents:** Identify opportunities for programs that support resident contributions or volunteering.



FINANCIAL SUSTAINABILITY

The UNA provides many services to support quality of life for neighbourhood residents. Meeting community needs in a financially sustainable way is essential to continuity of these services. A careful balance allocates resources towards identified priorities, while meeting the fiscal challenges of today.

THIS WILL BE ACHIEVED BY...

- ▶ **Prioritizing resources:** Develop and use a landscape Maintenance Level budgeting tools to allocate resources to maximize benefit and reflect priorities of neighbourhood residents, focusing intensive maintenance in critical spaces, while reducing maintenance requirements in less prominent locations.
- ▶ **Spending wisely:** Identify opportunities to reduce landscape management costs where a lower level of service may be sufficient, while at the same time, be prepared to invest in higher quality materials and techniques where long-term benefits will be achieved.
- ▶ **Investing in ongoing maintenance:** Support the long-term health of neighbourhood landscapes to limit need for premature capital reinvestment or replacement by following routines that prevent deterioration.
- ▶ **Shifting to naturalized landscapes:** Where appropriate, encourage naturalized areas to be created where they can bring both ecological and financial benefits.
- ▶ **Integrating planning and operations:** Provide input to new landscapes early in planning and design processes so that landscape management are effectively integrated into design decisions.
- ▶ **Testing and monitoring change:** Seek opportunities to pilot landscape management innovations that could bring efficiency and monitor outcomes and feedback from residents.



MINUTES

PRESENT:

Jane Kang, Chair

Alexandra Bailey (arrived at 4:07 p.m.)

Alice Bradley

Michelle Niu (departed at 4:52 p.m.)

Nidhi Raina (arrived at 4:07 p.m.)

Matthew Ramsey

REGRETS:

Ran Keren, Vice-Chair

STAFF:

Glenda Ollero, Communications Manager

RECORDING SECRETARY:

Debbie Reimer, Mosaic Writing Group

A. CALL TO ORDER

Jane Kang, Chair, called the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) meeting to order at 4:02 p.m.

B. APPROVAL OF AGENDA

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

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

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

Carried

C. APPROVAL OF MINUTES

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

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

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

Carried

Members Arrived

Alexandra Bailey and Nidhi Raina joined the meeting at 4:07 p.m.

D. ITEMS/REPORTS

1. For information: Campus Vision 2050, Community Fund, RCMP, Block Watch

i. Introduction

Jane Kang, Chair, reported:

- The Campus and Community Planning provided input to the UNA Board regarding Campus Vision 2050
- The Community Planning Department suggested that additional information regarding the community plan be provided to residents
- Residents reported security concerns following an incident at the UBC Golf Course
- The Block Watch program is requesting volunteers
- The CEAC participated in Neighbourhood Day and promoted a QR code for residents to provide feedback regarding community engagement at UNA
- Information regarding the Community Works Fund.

ii. Discussion

Discussion ensued on:

- Funds are distributed to the Community Works Fund yearly
- Suggestion that the UNA CEAC work in conjunction with the Community Works Fund Committee
- The Newcomer Club provides engagement for new residents.

Action Item (01): *The Communications Manager to provide the UNA CEAC with information regarding the Community Works Fund.*

iii. Motion

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

THAT the University Neighbourhoods Association Community Engagement Advisory (CEAC) instructs staff to liaise with Madelaine Zammar to schedule a meeting with the CEAC.

Carried

2. Revisions to the Work Plan Based on Survey Results

i. Motion

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

THAT the University Neighbourhoods Association Community Engagement Advisory (CEAC) defers this item to a future CEAC meeting.

Carried

3. Initiatives to Help New Immigrants

i. Introduction

The Chair referenced a Board presentation regarding new UNA residents and highlighted:

- Suggestion to combine resources to support new residents at the UNA
- Suggestion that the CEAC provide engagement ideas specific to new residents
- Suggestion that a new residents' guide be developed about facilities at the UNA
- Suggestion that a bus tour be provided for new residents.

ii. Discussion

Discussion ensued on:

- The UNA Welcome Centre provides multiple resources for new residents
- Concern regarding the expense of a bus tour:
 - Concern that a translator would require multiple languages
 - Potential for a walking tour as UNA is walkable
- Language barriers are an impediment
- The Newcomers Club provides resources
- The UNA website is translated through internet browsers
- Suggestion that a social evening be implemented for new residents.

iii. Motions

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

THAT the University Neighbourhoods Association Community Engagement Advisory (CEAC) investigate a potential bus tour for new residents.

Defeated

Member Departed

Michelle Niu departed the meeting at 4:52 pm.

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

THAT the University Neighbourhoods Association Community Engagement Advisory (CEAC) recommend the organization of a monthly social event for new residents.

Carried

iv. Discussion

Discussion ensued on:

- Suggestion that the UNA Newcomers Guide be translated into multiple languages
- Suggestion that the current UNA and UBC Properties Trust material be translated
- Suggestion to distribute welcoming material to surrounding stratas
- Suggestion to distribute information through a QR code postcard
- Suggestion to provide a new resident link on the UNA website.

It was moved (Matthew Ramsey) and seconded (Nidhi Raina)

THAT the University Neighbourhoods Association Community Engagement Advisory (CEAC) instructs staff to create a preliminary concept for a new resident guide to be posted to the UNA website.

Carried

F. ADJOURNMENT

The next UNA CEAC meeting is scheduled to be held on November 23, 2022 at 4:00 p.m.

The University Neighbourhoods Association Community Engagement Advisory Committee meeting adjourned at 5:02 p.m.