



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** THAT the Board approve the February 21, 2023 Agenda as circulated.

C. APPROVAL OF MINUTES

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

D. DELEGATIONS

1. Emergency Preparedness – Mark Skinner & Sammy Tong, Reflections Strata Complex 5

E. EXTERNAL REPORTS & PRESENTATIONS

1. UBC Properties Trust Development Update (UBCPT) – Paul Young, Director, Planning + Design, UBCPT 7
2. Campus and Community Planning Report – Carole Jolly, Director of Community Development and Engagement, Campus and Community Planning 14
3. Electoral Area A Overview Presentation and Area A Report – Electoral Area A Director, Jen McCutcheon – (Read: [Electoral Area Newsletter](#)) 17

F. REPORTS

1. Management Report – Chief Administrative Officer 26
2. Finance & Audit Committee Update
 - a. Common Area Maintenance Support Letter – Finance Manager 39

Recommendation:

THAT the Board agree to the terms of UBC's letter re Transition Funding for Neighbourhood Services received by the UNA on February 3, 2023, and authorize the Chair to sign the letter on behalf of the UNA.

- b. Fiscal 2023/24 Budget Draft II with Feedback – Finance Manager 44

Recommendation:

- i. THAT the Board approve the 2023-24 operating and capital budgets and direct staff to submit the budget summaries to UBC for approval pursuant to section



10.2 of the Neighbours Agreement 2020.

ii. THAT the Board adopt a motion clarifying that its approval of the operating budget does not constitute the UNA's approval for UBC to withdraw amounts from the Neighbours Fund in respect of the athletics access fee and the community access fee for 2023.

c. Fiscal 2023/24 Q3 Financial Result – Finance Manager 57

d. Neighbours' Fund Investment – Finance Manager 68

Recommendation:

THAT the Board direct the Finance Manager to inform UBC Treasury to "invest" \$3M of the Neighbours' Fund for 3-years.

3. Community Engagement Advisory Committee Update

a. December 7, 2022 Approved Minutes 71

4. Neighbours' Agreement Committee Update – Director Holmes 74

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. 2021 UBC Neighbourhoods Census Profile – Carole Jolly, Carole Jolly, Director of Community Development and Engagement, Campus and Community Planning 76

2. Emergency Preparedness in the UNA Community – Director Liu

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 approval of minutes for a closed session or restricted closed session of a Board meeting.



MINUTES

PRESENT:

Richard Watson - Chair
Jane Kang
Murray McCutcheon
Fei Liu

Bill Holmes
Ali Mojdehi
Eagle Glassheim

UBC OBSERVERS:

Carole Jolly

STAFF:

Sundance Topham – Chief Administrative Officer
Wegland Sit – Operations Manager
Athena Koon – Finance Manager
Glenda Ollero – Communications 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 5:31 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 January 23, 2022 Meeting Agenda.

Seconded by Director Kang.

Carried.

C. APPROVAL OF MINUTES

Motion by Chair:

THAT the Board approve the December 13, 2022 Open Session Minutes.

Seconded by Director Mojdehi.

Director Holmes requested that item F.7 “Neighbours’ Agreement Committee Update” be corrected to reflect that an update was provided via a written report, with no discussion following.



Motion by Chair:

THAT the Board approve the December 13, 2022 Open Session Minutes, as amended.

Seconded by Director Mojdehi.

Carried.

D. DELEGATIONS

1. Joyce Murray, Member of Parliament for Vancouver Quadra

Joyce Murray provided an oral presentation, followed by questions from Board and staff.

E. EXTERNAL REPORTS AND PRESENTATIONS

1. RCMP Update

Staff Sergeant Chuck Lan provided an oral report to the Board, followed by questions.

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 delivered a presentation to the Board.

Motion by Director Glassheim:

That the Board refer UBC's presentation on climate action policy and the update of REAP guidelines, along with any supporting documents received from UBC, to the Land Use Advisory Committee (LUAC) for review, and that LUAC review and respond directly to UBC on the draft REAP 3.3 guidelines, in keeping with the Board's previous positions on climate action and sustainability in CV2050.

Seconded by Director McCutcheon.

Carried.

3. Campus and Community Planning Report

Carole Jolly presented the January 2023 Campus and Community Planning Report contained in the agenda package. No discussion followed.

4. Electoral Area A Report

Electoral Area A Director, Jen McCutcheon, provided an oral report to the Board. No discussion followed.

F. REPORTS

1. Management Report

The Management team summarized their respective written reports contained in the agenda package, followed by questions from the Board.



2. 2022-23 UNA Staff Work Plan – 3rd Quarter Update

The Chief Administrative Officer presented the written report contained in the agenda package. No discussion followed.

3. Finance Committee Update

a. Fiscal 2023/24 UNA Budget – Draft II

The Finance Manager summarized the written report contained in the agenda package, followed by Board questions and discussion.

Motion by Director Holmes:

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

Seconded by Director Mojdehi.

Carried.

4. Landscape Management Plan Update

The Operations Manager and Sustainability Specialist presented the written report contained in the agenda package, followed by Board questions and discussion.

5. Community Engagement Advisory Committee Update

Director Kang provided an oral report to the Board.

a. October 25, 2022 Approved Minutes

There was no discussion of the Minutes.

6. Neighbours' Agreement Committee Update

Director Holmes provided an oral report to the Board.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None

I. ADJOURNMENT

Motion by Chair:

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

Seconded by Director Kang

Carried.

The meeting adjourned at 7:54 p.m.

Name of Delegate(s): MARK SKINNER + SAMMY TONG

Delegation Status:

Representing a Group/Organization/Business Attending as an Individual

REFLECTIONS STRATA COMPLEX
(Name of Group/Organization/Business)

Subject Matter: EMERGENCY PREPAREDNESS

Date of Meeting: FEB. 21, 2023

Nature of Delegation Request:

1. STRATA COMPLEXES REQUIRE EMERGENCY PROCEDURES TO MINIMIZE CASUALTIES AND FINANCIAL LOSS.

2. GIVEN GROWING NUMBER OF STRATA COMPLEXES, IN UNA AREA, WE NEED TO AVOID DUPLICATION OF EFFORTS + EXPEDITE THE PROCESS OF AUGMENTING EMERGENCY PREPAREDNESS

3. WE ASK THAT UNA PLEASE CONSIDER COORDINATING COMMUNICATION AMONG STRATA COMPLEXES TO EXPEDITE COLLECTIVE EFFORTS TOWARDS EMERGENCY PREPAREDNESS.

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.

For UNA board meeting, Feb. 21, 2023

Re: Emergency Preparedness

From: Mark Skinner, Reflections Strata Complex

The following passages are personal and do not reflect the views of the Reflections Strata Council.

Whereas Strata complexes are like extended families in which our separate activities impact the rest, each complex has a responsibility to develop procedures to deal with emergencies, so as to minimize human suffering and protect our property from financial disaster.

Given the growing number of Strata complexes within the UNA area who need emergency procedures, we should avoid duplication of effort and try to expedite the process as rapidly as possible through shared communication expedited by UNA.

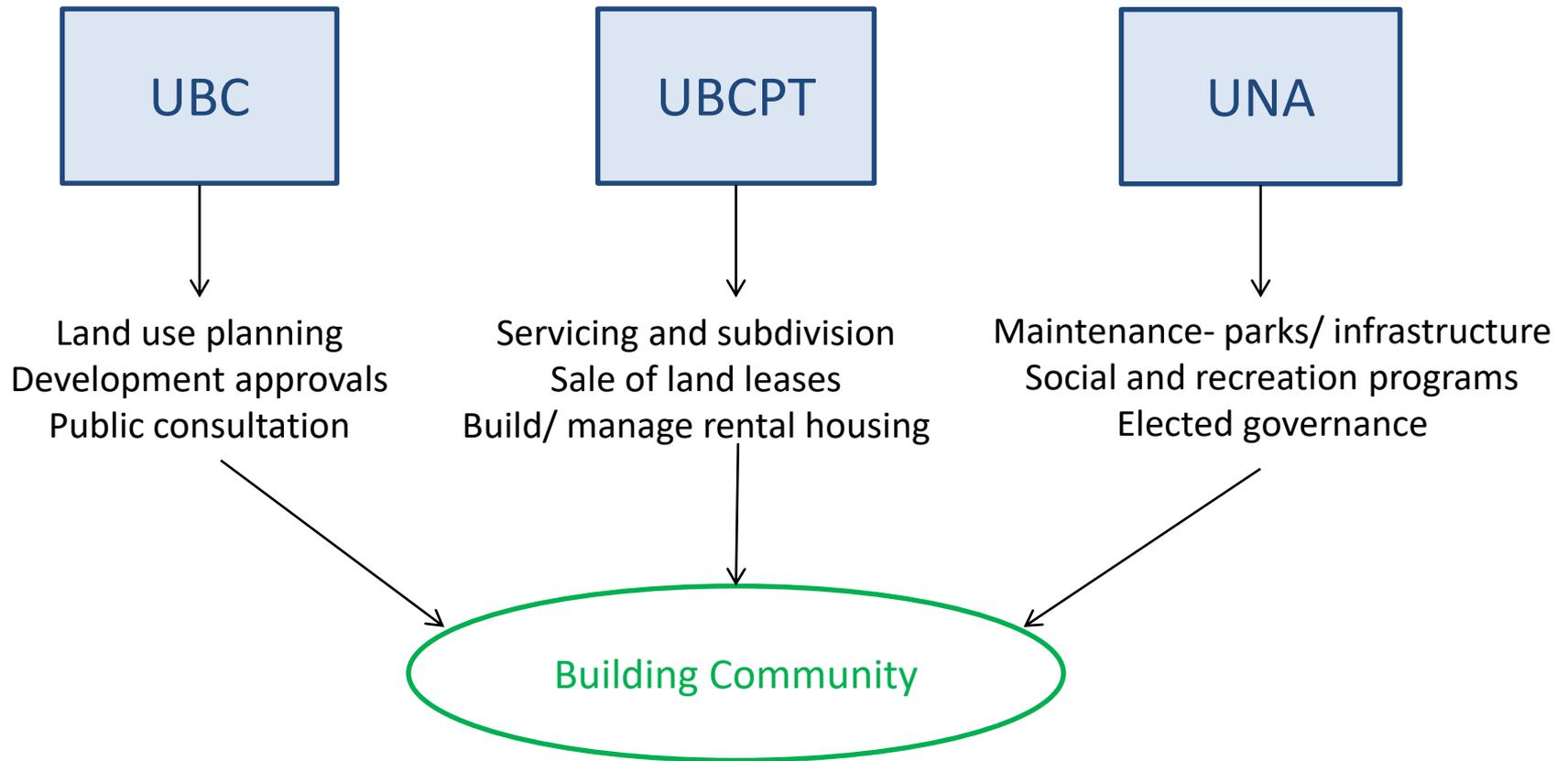
At Reflections we feel it is best to have two designated Floor wardens per floor, with defined roles and responsibilities (these persons will require training, equipping and practice).

Pragmatically, we stress the following:

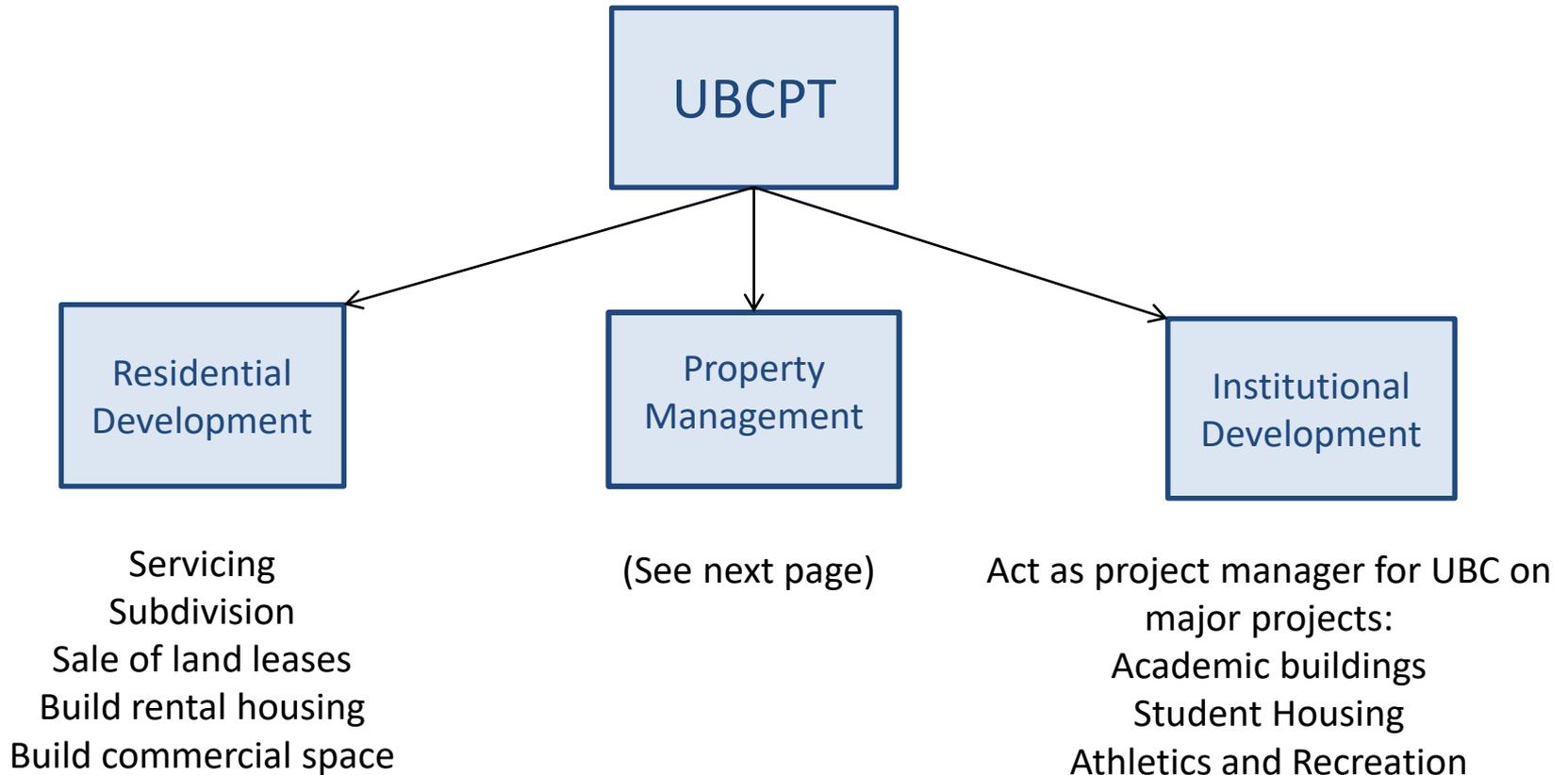
- a) If an earthquake occurs, the best that the able occupants of a strata complex can do is locate the known store of equipment (pry bars, Hi-Viz vests, masks, gloves etc) and get residents away to a safe space ASAP.
- b) In case of fire, given the likelihood of rapid response from the Fire Department, Floor Wardens should locate previously identified needy residents (invalids) and pets and get them out to a safe haven or mustering point. No other action expected.
- c) In case of a gas leak, floor wardens should have the capability of turning off gas for specific units or for the whole complex; this action requires knowledge of valves and tools to turn them.
- d) In case of water leakage (not associated with sprinkler alarms) AND THIS IS OUR BIGGEST PROBLEM, AS THE PRIMARY CAUSE OF STEEPLY INCREASING INSURANCE COSTS), it seems unreasonable to call out the Fire Department and staff; but rather Floor wardens or the Emergency Director for the Strata complex should have the ability to turn off water supply to any floor as required.

Thank you.

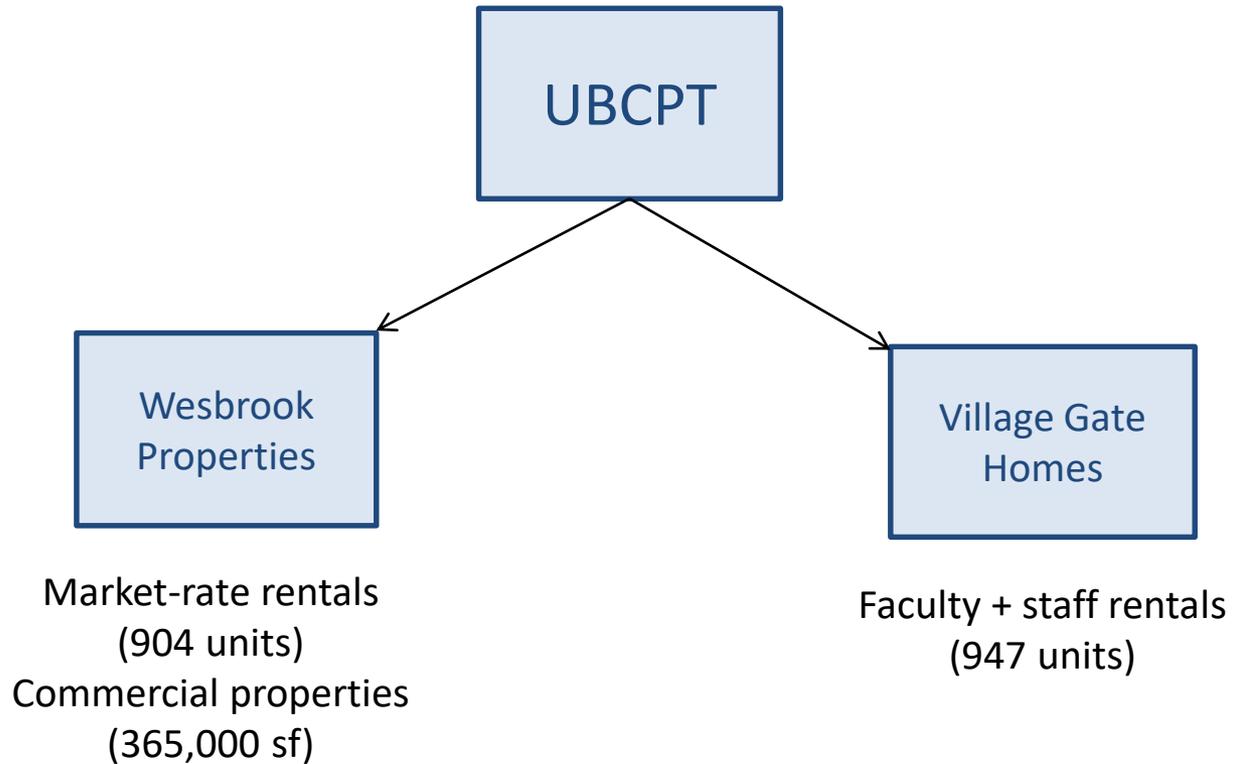
General Roles in Creating and Managing UBC Neighbourhoods



UBCPT Activities



UBCPT Property Management:



UBCPT Development Update, February 2023:

Rental Projects in Wesbrook:

- Echo (BCR9), 152 units for F+S
 - occupancy in Summer 2023
- BCR5/6- three buildings, 515 units
 - Easterly building (137 units for F+S)
 - occupancy in Summer 2024
 - Westerly building (157 units for F+S)
 - occupancy in Summer 2025
 - Southerly building (221 units of market rentals, plus childcare)
 - occupancy in late 2025

UBCPT Development Update, February 2023:

Third Party Projects in Wesbrook:

- Conservatory by Polygon
 - occupancy anticipated in late 2023
- Wordsworth by Polygon
 - scheduled to start construction summer 2023
- Lot 26 (site of Polygon sales centre)
 - sold to Polygon, development schedule undetermined

UBCPT Development Update, February 2023:

Timeline for completing Wesbrook:

- The next rental project will be BCR7
 - Design work to start in 2023, occupancy in 2026/27
- Completion of Wesbrook, southeast quadrant
 - Will be our priority over the next decade
 - Will proceed as per updates in Campus Vision 2050





THE UNIVERSITY OF BRITISH COLUMBIA
Campus + Community Planning

Memorandum

From: Simmi Puri, Communications Manager, Campus + Community Planning
To: UNA Board
Date: February 21, 2023
Subject: Monthly Update from Campus and Community Planning

Film & Events Notification

February

Midterm break

Tuesday, February 21st to Friday, February 24th

March

UBC Triathlon/Duathlon

Saturday, March 4th from 7am to 4pm

Road closures on Stadium Road, East Mall, West 16th, SW Marine Drive and Agronomy Road.

For road closure details, visit: <https://planning.ubc.ca/event/ubc-rec-triathlon-duathlon-0>

Holi Spring Festival

Saturday, March 11th from 11:30am to 5pm

B4 Parking Lot

DJ, sound system and coloured powder will be used

Agronomy closed from Thunderbird Residence laneway to Engineering Road

Learn more: <https://planning.ubc.ca/event/holi-2023>

St. Patrick's Day Celebration

Friday, March 17th from 3pm to 10pm and Saturday, March 18th from 6pm to 10pm

Thunderbird Stadium Parking Lot (alcohol will be served)

Details to be confirmed and will be posted at: <https://planning.ubc.ca/about-us/news-events/events-calendar>

Storm the Wall at University Commons

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

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

Learn More: <https://planning.ubc.ca/event/storm-wall-2023>

GVOC Orienteering Spring Club

Sunday, March 26th from 9am to 2pm

Most areas of campus

April

Good Friday – University closed

Friday, April 7th

Easter Monday – University closed

Monday, April 10th.

AMS Block Party at University Commons

Thursday, April 13th, 3:30pm – 10pm.

Annual end of year concert for students. Alcohol to be served.

Exams

Monday, April 17th to Friday, April 28th

Campus Vision 2050

UBC community members and campus residents were invited to provide feedback on the draft 30-Year Vision, Housing Action Plan draft principles and policies and draft Land Use Plan key recommendations, all of which were developed through extensive engagement with students, faculty, residents, staff, alumni and Musqueam over the last year. The most recent phase of public engagement included workshops (one hosted at Wesbrook Community Centre), open houses and pop-up events at multiple locations, and website information and an online survey. As with other periods of public engagement, targeted outreach was used to engage a large and diverse audience in rich discussions about the draft 30-Year Vision, and included meetings with project advisory committees, discussions with Musqueam, the UNA, the AMS and UBC Properties Trust, as well as sessions with community, students, 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.

Analysis of feedback received through this period of engagement is underway and will be used to revise the draft 30-Year Vision, Housing Action Plan (HAP) draft principles and policies and recommended Land Use Plan (LUP) amendments. Findings from the most recent phase of engagement and a look ahead on how the feedback will be incorporated into the 30-Year Vision, HAP and LUP will be presented to the UBC Board of Governors in March.

Development Projects update

DP22001 Carey College Expansion

The Carey College expansion project is for the development of two new buildings at Carey Hall in the Chancellor Place neighbourhood for institutional academic and student housing uses. The Development Permit will be issued by mid-February with construction anticipated to start this summer. To learn more about this project, visit: <https://planning.ubc.ca/carey-college-expansion>

Wesbrook Place – volleyball courts

An application has been received to renew the seasonal outdoor volleyball courts in Wesbrook Place for weekday evening use by Urban Rec from June to August.



Jan/Feb
2023

Director's Report

Hello UNA/UBC/UEL neighbours,

It has been a while since my last update. The reason for this is that regional level (Metro Vancouver and TransLink) committee and board work takes a little while to get up and running after an election. I am happy to report that we are now full steam ahead with meetings, which is busy and great! We have elected a new Chair and Vice-chair for both the Metro Vancouver Regional District Board, and for the TransLink's Mayors' Council on Regional Transportation, and subsequently, committee structures and membership have also been approved. You can read more on page 6 about the committees that I have been appointed to.



Jen with UNA Directors at the UNA Lunar New Year Festival

In terms of news and events within the UBC and UEL areas, I very much enjoyed attending the UNA's wonderful Lunar New Year Celebration this past weekend. It was great to see so many familiar faces, and to meet

more neighbours. Within the UEL, I am looking forward to getting to know and work with the new Community Advisory Council (CAC). Finally, UBC has recently released a draft of their Campus Vision 2050 which outlines details about how the campus neighbourhoods will grow and develop over the coming decades. I strongly encourage you to take a look and provide your input. On March 8, the UNA Land Use Advisory Committee and I will be co-hosting an engagement session for residents to learn more and to discuss the impacts and trade-offs of the proposed plan. You can find out more about ways to give your feedback on the plan on page 2.



Premier Eby and Jen enjoying the very popular UNA Lunar New Year Festival

As always, please reach out if you have any questions, suggestions or concerns that I may be able to assist with.

All the best,
Jen McCutcheon

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



UBC Releases Draft Campus Plan (Campus Vision 2050)



Draft Campus Vision 2050 Plan outlining where new mid- and high-rise student and neighbourhood housing is planned.

Over the past year UBC and xʷməθkʷəy̓əm (Musqueam Indian Band) have explored what’s important for the future of the campus and how smart land use planning can help us get there. The result is a draft 30-Year Vision that outlines how the campus will change and grow. It includes planning for the future of academic spaces, housing, transit, amenities and services, open spaces, and ways to incorporate Indigenous knowledge and practices, among other aspects.

You can read the draft plan [here](#). UBC is also planning a number of engagement sessions, which are summarized below. I encourage you to look at their [website](#) for more information.

In addition to UBC’s engagement events listed below, the UNA Land Use Advisory Committee and I will be co-hosting an event on March 8 at Wesbrook Community Centre from 7:00-8:30 pm with a focus on better understanding the trade-offs presented in UBC’s draft Campus Vision 2050 Plan, and the impacts of these trade-



offs on our neighbourhoods. Mark your calendars and stay tuned for more details (including potential options for on-line participation and possible babysitting during the event).

CAMPUS VISION 2050 EVENTS: Jan. 17 – Feb. 7, 2023

Workshops

Saturday February 4 from 12:00-2:30PM (Wesbrook Community Centre) – with childcare and lunch

Monday February 6 from 2:00-4:00PM (Virtual)

Tuesday February 7 from 11:00AM – 2:30PM (Jack Poole Hall) – with lunch

Open Houses

February 4 from 10:30AM – 12:00PM (Wesbrook Community Centre foyer)

Save the date! UNA Land Use Advisory Committee and I will be co-hosting an event on March 8 at Wesbrook Community Centre from 7:00-8:30 pm with a focus on better understanding the trade-offs presented in UBC’s draft Campus Vision 2050 Plan, and the impacts of these trade-offs on our neighbourhoods.

TransLink Updates

Moving Forward on Ambitious Regional Transit Plans

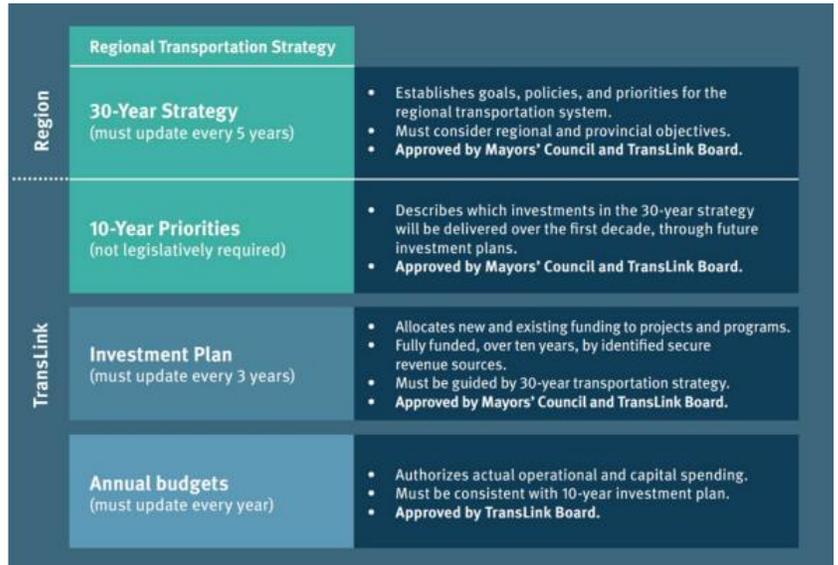
As your Electoral Area Director, I have a seat at the Mayors’ Council for Regional Transportation, a regional body made up of the Mayors of each of our region’s 21 municipalities, as well as the Chief of Tsawwassen First Nation and myself. As this term gets underway (following the October municipal elections), I am encouraged by the spirit of collaboration related to public transportation across the region. At our January meeting, we unanimously voted to endorse the Transport 2050: 10-Year Priorities 2023 Work Program and asked staff to prepare an Investment Plan workplan that will begin to deliver on the Transport 2050: 10-Year Priorities (10YP).

10YP proposes historic increases in bus service into every corner of the region, new RapidBus lines, nine new bus rapid transit lines, the Burnaby Mountain Gondola, the Millennium Line extension to UBC, new regional and inter-regional Express lines, improved transit passenger facilities, a rapid build out of the walking and bikeway networks, safer roads and streets, investments in technology and resilience to seismic risks and climate change.

This document represents regional consensus on the next ambitious transportation investment priorities for Metro Vancouver to deliver on our affordability, congestion, and greenhouse gas emissions targets. Work is already underway to advance these investments, including developing business cases for a number of major projects, and identifying sustainable funding sources with the Province.



By way of background, in January 2022, the Mayors’ Council and Board approved Transport 2050, agreeing to deliver on the ambitious vision of Transport 2050 and make real progress on the pressing challenges of our time – the climate emergency, an affordability crisis, increasing traffic congestion, and meaningfully advancing reconciliation and social equity. Then, prior to the end of our last term (in June 2022) Transport 2050: 10-Year Priorities for TransLink (10YP) was approved, as a bridge between the 30-year regional strategy and fully funded TransLink Investment Plans be implemented, the 10-Year Priorities investments need to be phased, funded and approved through a series of several investment plans.



TransLink’s Strategic Planning Process, and the relationship between the current 30-Year Strategy (Transit 2050), our 10-Year Priorities, and the Investment Planning that are now underway to fund the start of the 10 Year Priorities

Did you know that you can now pay with Interac (instead of a Compass card) on TransLink?

Interac and Translink have [announced](#) an exciting new payment option that will now allow customers to tap their debit card on every bus and at every fare gate throughout Metro Vancouver. This makes TransLink the first transit agency in Canada to fully integrate contactless *Interac* Debit payments systemwide. The upgrade permits customers to board transit by using *Interac* Debit with physical cards or through smartphone digital wallets, allowing easy transit boarding without pre-purchasing a Compass Card or using an in-station Compass Vending Machine.



Indigenous Signage and Art at Seabus Terminals (image from Translink)

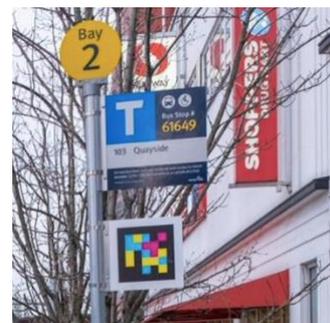
Indigenous Signage and Art at Seabus Terminals

Indigenous art and accompanying signage can now be seen at TransLink’s SeaBus terminals at Waterfront Station and Lonsdale Quay. The installation samples the artwork aboard the Burrard Chinook SeaBus, which launched in July 2021. The new signage supports Indigenous language revitalization and preservation. The languages create awareness of the deep connections to the land and waters by the ancestors and current Indigenous community members of the shared and unceded territories of x^wməθk^wəyəm (Musqueam Indian Band), Skwaxw ú7mesh Úxwumixw (Squamish Nation), and səliwətał (Tsleil-Waututh Nation). Read more [here](#).



Testing app-based accessibility tool for individuals with sight loss

TransLink is looking to further improve the accessibility and usability of the network for people with sight loss. TransLink is set to test the new use of NaviLens, a smartphone app-based tool, for providing passengers with navigational audio and sensory cues to identify their bus stop and the exact point of pick-up. As well, the app provides real-time bus arrival times and service alerts and identifies relevant facilities at a location, such as elevators. NaviLens is a proven accessibility tool used on other public transit systems in various capacities, such as in New York City, Liverpool, and Madrid. You can read more [here](#).



Example of NaviLens signs at TransLink bus stops (image from Translink)

Winter Service Changes (have been in effect since Jan 2)

TransLink implements service changes every January, April, June, and September to ensure service is provided where it's needed most based on seasonal patterns and recent trends. Starting January 2, 2023, TransLink adjusted bus service levels around the region to respond to changing customer demand. TransLink will be increasing bus service on 24 routes across the region to address current and/or anticipated overcrowding and to better serve our customers. Small service adjustments are being made to 14 routes to provide more service during periods of high demand and to reduce overcrowding. Small adjustments are also being made on seven routes when demand is lower to provide more service where it's needed most.

You can read all about all the changes [here](#). The most relevant service changes for Electoral Area A residents are:

- 25 Brentwood Station/UBC - Say hello to more service on the 25, shortening wait times on Saturdays by two to three minutes.
- 49 Metrotown Station/Dunbar Loop/UBC – Service is being adjusted to provide more space at times when it's needed most, including more service on Saturday, Sunday and holiday nights. To make this possible, service will be slightly less frequent on Sunday and holiday mornings.
- 9 Boundary/Commercial-Broadway/Granville/Alma/UBC - Reduced weekday service on the 9 Boundary / Commercial-Broadway/Granville/Alma/UBC when demand is lower to provide service where it's needed most.
- 99 Commercial-Broadway/UBC (B-Line) - Reduced service on the 99 Commercial-Broadway / UBC (B-Line) when demand is lower to provide service where it's needed most.

Family Day Campfire in Pacific Spirit Regional Park



Join neighbours and Metro Vancouver Parks staff for a cozy campfire and enjoy stories, songs and surprises about local plants and animals. Bring your own marshmallows to roast – staff will provide the roasting sticks. Meet at park centre on 16th Ave, 400 m west of Blanca St. This event is free and open to all ages (but please leave pets at home). The event will be on Family Day weekend, February 20, 10:30 AM - 3:00 PM. Drop by anytime between 10:30am and 3:00pm. You can find more information [here](#).

Image source: <https://www.pexels.com/search/campfire/>



Jen's Board and Committee Appointments for 2023

As I mentioned in my opening letter, new elections and appointments have recently been made for Metro Vancouver Regional District (MVRD) and TransLink internal committees, as well as for external appointments. Below is a list of the boards and committees that I serve on, and a short description of the external boards. I am happy to discuss my role on any of these boards or committees if you have questions or suggestions. Feel free to reach out to me if you would like to learn more.

- Metro Vancouver Regional District (MVRD) Board of Directors
- TransLink Mayors' Council for Regional Transportation
- Chair of the Electoral Area Committee, MVRD
- Climate Action Committee, MVRD
- Mayors' Committee, MVRD
- Flood Resiliency Taskforce, MVRD
- TransLink Planning & Priorities Committee
- TransLink Indigenous Relations Working Group
- TransLink Small Communities Committee
- Board Member for Metro Vancouver Zero Emission Innovation Centre (ZEIC)
- ZEIC Governance Committee
- Fraser Valley Regional Library Board of Directors
- Lower Mainland Local Government Association (LMLGA) Third-Vice President
- Municipal Finance Authority of BC Alternate Director

Zero Emission Innovation Centre Board of Directors

The Zero Emission Innovation Centre plays an important role in the collaborative effort to develop, implement and scale up new tools and programs that address local barriers and commercialize/scale GHG emission reduction opportunities, in support of Metro Vancouver's goal of becoming a carbon-neutral and climate resilient region by 2050.

The board is composed of seven to nine members, including representatives appointed by Metro Vancouver and the City of Vancouver. I have served on this Board since its inception in 2021 and very much appreciate the opportunity to continue to serve in this role for the next two years. You can read more about ZEIC's work here: <https://www.zeic.ca>



Energy efficiency in buildings



Urban renewable energy



Transportation solutions

Lower Mainland Local Government Association

The Lower Mainland Local Government Association (LMLGA) Executive Board represents member jurisdictions from Metro Vancouver, Fraser Valley, and Squamish-Lillooet regional districts and considers services provided by Local Government.



The LMLGA Executive Board comprises 11 elected local government officials. The Executive Board meets on a monthly basis and is elected annually at the Annual General Meeting held in May. For the past two years, I have been elected to the executive board, and currently serve as the third vice president.



Fraser Valley Regional Library Board

Metro Vancouver is a member of the Fraser Valley Regional Library (FVRL) system on behalf of Electoral Area A, as one of the 15 member municipalities and regional districts on the Board of Management for the library system.

Under the Library Act, where there is only one electoral area, as is the case with the MVRD, the representative to the Fraser Valley Library Board (FVLB) is by default the Electoral Areas Director and Alternate Director.

Municipal Finance Authority of BC

The Municipal Finance Authority (MFA) operates as the central borrowing agency for the financing of capital requirements of regional districts and their member municipalities.

The Members of the MFA are elected officials appointed by the 28 regional districts in BC. Based on population, Metro Vancouver has ten representatives (Directors) holding a total of 50 votes. The Members meet twice a year in Victoria. I serve as an alternate director for Mayor Patrick Johnstone (Mayor of New Westminster)

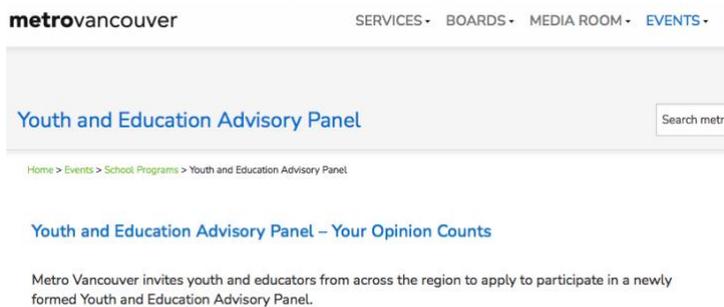
Youth and Education Advisory Panel

Metro Vancouver is recruiting for its Youth and Education Advisory Panel to empower young people while learning their valuable insights as we plan for the region’s future. Apply before the Friday, February 3 deadline.

I’m very happy to chat more with any youth or educators who are interested in learning more about this opportunity.

<http://www.metrovancover.org/events/school-programs/youth-advisory/>

<http://www.metrovancover.org/media-room/media-releases/board-information/780/applications-open-for-metro-vancouver-youth-and-education-advisory-panel>





Online Questionnaire on Electrification of Lawn and Garden Equipment

Small gasoline and diesel non-road engines used in lawn and garden equipment emit harmful air contaminants and greenhouse gases. Metro Vancouver is considering actions to reduce air emissions from around 430,000 pieces of small gasoline and diesel equipment used for landscaping across the region, such as lawn mowers, leaf blowers, hedge trimmers, and chainsaws.

Metro Vancouver is currently collecting information from equipment users to understand key challenges that specific sectors and groups might face in transitioning to zero-emission alternatives. The online questionnaire is targeting Metro Vancouver residents, particularly homeowners and owners of lawn and garden equipment, landscaping contractors, and municipal and regional parks and facilities operators. Information about the questionnaire has been distributed via social media posts and by mailing out rack cards to city halls, community centres, and other public venues.

From October 2022 to January 2023, the online questionnaire received over 650 responses, with the majority of respondents (74%) self-identified as homeowners or residential users. About 11% of respondents identified themselves as community members or neighbours. Commercial groups (contractors and business owners) and municipal groups (facility staff and park operators) each contributed about 5% of responses. The feedback form will be available to the public until July 31, 2023. The questionnaire results will inform development of and engagement on proposed approaches to reduce emissions from lawn and garden equipment in the region.

From October 2022 to January 2023, the online questionnaire received over 670 responses, with the majority of respondents (74%) self-identified as homeowners or residential users. About 11% of respondents identified themselves as community members or neighbours. Commercial groups (contractors and business owners) and municipal groups (facility staff and park operators) each contributed about 5% of responses. The feedback form will be available to the public until April 30, 2023. The questionnaire results will inform development of and engagement on proposed approaches to reduce emissions from lawn and garden equipment in the region.

You can fill out the form at [this link](https://metrovancouver.civilspace.io/en/projects/electrification-of-small-non-road-engines/engagements/feedback-on-electrification-of-small-non-road-engines/sections/1). <https://metrovancouver.civilspace.io/en/projects/electrification-of-small-non-road-engines/engagements/feedback-on-electrification-of-small-non-road-engines/sections/1>

Interesting video on the Minnehada Regional Park fire

Though not related to Electoral Area A, Metro Vancouver has produced a video outlining the multi-jurisdictional response to the wildfire that broke out on high terrain at Minnehada Regional Park in October 2022. The response involved BC Wildfire Service, Metro Vancouver, and the Coquitlam Fire Department and serves as an excellent example of emergency response and cooperation within the region.

<https://vimeo.com/764334605>



Food Scraps Campaign

Composting food scraps is an easy way to make a big impact in our region. By using their green bins, Metro Vancouverites saved 420,000 tonnes of food scraps from the garbage last year.



I know that within our strata garbage disposal fees are up significantly. Composting (and recycling) properly is not only good for the environment, but also good for your pocketbook.

<http://www.metrovancouver.org/foodscraps>

Links & Connections

[Jen McCutcheon's Website](http://www.areaajen.ca)

www.areaajen.ca

[Jen McCutcheon's Facebook](https://www.facebook.com/AreaAJen)

www.facebook.com/AreaAJen

[Metro Vancouver](http://www.metrovancouver.org)

www.metrovancouver.org

[Mayors' Council on Regional Transportation](http://www.translink.ca)

www.translink.ca



Report Date: February 15, 2023
Meeting Date: February 21, 2023
From: Sundance Topham, Chief Administrative Officer
Subject: February Management Update

Background

The February 2023 Management Update is presented for information.

Decision Requested

For information

Discussion

CHIEF ADMINISTRATIVE OFFICER

In late January and early February a significant amount of time was spent providing support for the recreation review and other public engagement processes, including the electronic voting and budget consultation outreach. I have also been supporting a number of human resources items, including assisting with the hiring of new employees.

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 and Land Use Advisory Committee.
- Worked with the Governance and Human Resources Committee (GHR Committee) and communications staff to undertake the community consultation on electronic voting. An open house was held on Thursday, January 19 and the survey wrapped up on February 2. There were a total of 186 respondents and the results are currently being summarized for presentation to the GHR Committee in March.
- Worked with the consultant from Clear HR to prepare for upcoming Board training sessions.
- Attended the UNA Board Campus Vision 2050 engagement sessions with Campus and Community Planning officials.



COVID-19 Support

- Ongoing monitoring of UNA COVID 19 processes.

Operations

- Supported the Operations Department in several initiatives, including ongoing work associated with the process required to repair and/or replace the Wesbrook Community Field.

Finance

- Assisted with the ongoing budget planning work.

Risk Management

- Supported the Operations Manager in ongoing discussions regarding insurance coverage and liability concerns, including an investigation into any implications related to the transition of municipal services administrative responsibilities from UBCPT to UNA.

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 assist with the Recreation + Culture Programming Review.
- Met with officials from Safety and Risk Services to discuss Emergency Management Planning in the UNA neighbourhoods.

Human Resources

- Assisted with interviews for the new Accounting Assistant position.

Community Relations

- Along with the Recreation Manager, met with Dr. Henry Yu to discuss opportunities on how the UNA and UBC could collaborate more to create connection through research opportunities. Dr. Yu will be following up with staff with potential opportunities for collaboration.

COMMUNICATIONS

Support for Election Process Survey



Communications has been working with the CAO to roll out the election process survey. Promotion included postcard mail-outs, web site and newsletter. The survey ran from January 12 to February 2.

Support for 2023-2024 Draft Budget Community Consultation

Communications worked to support the Finance Department in a community consultation for the 2023-2024 UNA Draft Budget. Promotions included a website landing page and newsletter notices. The consultation closed on February 5.

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.

Committee Recruitment

Communications is working on promoting recruitment for two UNA committees – the Community Engagement Advisory Committee and the Newspaper Editorial Committee. The deadline to submit applications for both is March 10, 2023. A shortlist of candidates will go to the UNA Board at the March Board meeting and final selection of appointees is estimated to take place during the April Board meeting.

Hiring of Newspaper Editor and Social Media Specialist

We've hired a new Newspaper Editor and Social Media Specialist who will start work at the UNA on February 27, 2023. This person's first tasks will include leading the design and creation of the print and online infrastructures that will house the new community newspaper's content.

Community Newspaper Naming

The UNA Board tasked staff to reach out to the community for suggestions for the name of the new community newspaper that is slated to launch in late-Spring/early-Summer of 2023. Communications has been working on promoting the solicitation of names through various ways including website, newsletter and social media promotions. A shortlist of names will be submitted to the Board during the March Board meeting for final selection.

Community Engagement Advisory Committee (CEAC) Staff Support

The Communications Manager continues to provide support for the Community Engagement Advisory Committee (CEAC). The committee is exploring different options for an event organizer who will assist in putting on the CEAC's social events that are designed for residents to have a casual space to meet and get to know their neighbours.



Other Work

- Website support for Recreation Team and Operations Team updates
- Website maintenance to resolve PerfectMind API issues
- Software training with Operations Team

RECREATION

Staffing Update:

Hiring Process is Underway for the Following Positions:

Programming Supervisor - Successful Applicant: Laura McGrath

Start Date – Monday, February 13th, 2023.

Laura has joined the UNA from Comox BC, bringing with her a solid background in recreation programming, specialized in events and inclusion.

Youth Activity Leader / Movie Night

Anticipated Completion Date – *Reposted*

Anticipated Start Date – TBA

Staffing Training Updates

BCRPA Plexus – Dave Gillis, Recreation Manager – January 19th, 2023

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, Stake Holders, Methods of Communication, Survey (General, Staff, Volunteers)

Current: Focus Groups, Small Group Meetings, Pop-Ups and Community Meetings, both in person and online are underway.

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

Current Registration 76% of all spots are filled as of Thursday, February 9th, 2023.

Program planning and submission to Communications for guide print are underway, with final Submission Fridays, February 17th, 2023.

Event Highlights

Taking place on January 28th, Lunar New Year was once again a large cultural event. The event was hosted by the UNA, Wesbrook Community Centre and the Multi-Cultural Committee. An estimated 1000 participants took part in the Year of the Rabbit celebration. Premier of the Province David Eby was on hand to greet the very well-behaved crowd. Special recognition goes out to Qiuning Wang and Eustina Ng for the time and effort putting together this popular special event.

Hours of Operation

Wesbrook Community Centre

<i>Building:</i>	<i>Monday – Friday 8:30am – 10:00pm</i>
	<i>Saturdays & Sundays 8:30am – 9:00pm</i>
<i>Fitness Centre:</i>	<i>Monday – Friday 6:00am – 10:00pm</i>
	<i>Saturdays & Sundays 7:00am – 9:00pm</i>

Old Barn Community Centre

<i>Building:</i>	<i>Monday – Sunday 7:00am – 7:00pm</i>
<i>Fitness Centre:</i>	<i>Monday – Sunday 7:00am – 7:00pm</i>

Customer Service & Facilities Update – Qiuning Wang, Assistant Manager

Front Desk Team assisted with the following work in January: winter program registration; New Years and Lunar New Years 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 over 1500 program enrollments for the winter so far, the 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.

Current priorities include the tidy up the client database in Xplor (PerfectMind). After the Xplor training in November, the first thing that has been investigated is to merge the duplicated client accounts. Peng Wang from the Front Desk Team was delegated with the



task, and he brought down the duplications from 1124 to 699. The rest duplications are more complex and will be dealt with the support of IT Specialist.

Usership

- o 503 New clients
- o 182 UNA Discount memberships added.
- o 54 UBC/UTOWN Discount memberships added.

Parking

- o 31 new paid parking permits issued in January (resident and visitor and replacements permits)
- o 32 Parking applications were reviewed (including 12 online submissions and 20 in person)
- o New Complimentary Day Passes are difficult to track in PM but likely represent the majority of parking applications.

Staffing Updates

- o Nothing to Report

Programming & Events Update – Josie Chow, Assistant Manager

Winter Programming 2023

Programs currently being offered UNA wide:

- o 365

Registered Participants

- o 1810

Withdrawals

- o 222

Waitlist

- o 275

Gross revenue for Winter 2023 as of Jan 21:

- o TOTAL: \$204,588.37
 - Physical Activity: \$96,740.37
 - Family: \$910.80
 - Arts: \$44,608.70
 - Music: \$20,296.65
 - Education: \$19,014.75
 - Camps: \$23,017.10



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:

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:

Manga Art – Josie Chow

We introduced a new program Manga Art (2 classes for ages 6-9 and ages 9-14) and both classes are almost full! It's great to see strong uptake for new programs, which show us we are finding programs that fill a previous gap in our offerings.

Pickleball Masterclasses – Claire Russell

This is a unique series of monthly workshops facilitated by our Pickleball coach, Chris Koentges. Each Masterclass consists of an hour of classroom discussion, then 2.25 hours of hands-on coaching, drills, and gameplay in the gym. Each Masterclass features a guest coach who provides insight into their specialty in the sport. Topics for this winter include statistics, spin serves, the Erne serve, and mixed doubles positioning.

Volunteering

There were two Events and programs that Volunteers were apart of in January 2023, filling 20 roles adding up to a total of 160 volunteer hours.

Total Programs/events:

2 events

2 programs

0 partner programs

Virtual Programming

-No January Updates-



Osteofit, Continues to be our one online program, Request have been made for Online Computer Assistance and ESL which we are looking into the ability to offer for Spring 2023.

Hiring

-No January Updates-

Development & Education

-No January Updates-

Youth Volunteering – Hal Saxby

-No January Updates-

Safe and Connected Community Coordinator (SCCC) Program Highlights – Elias Rieger

Program Highlight: Project 529

- Formed a partnership with UBC Security, who wants to support Project 529 with funding for prizes and staffing for registration booths.
- Registered 21 bikes (up from 5 in January 2022)

Health & Fitness Update – Kieran Petty, Fitness Centre Supervisor

Wesbrook Community Centre - Membership Revenue

Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	14	\$533.40	46	\$2,190.52	24	\$1,371.36	84	\$4,095.28
1 Month Pass	27	\$1,028.70	54	\$2,571.48	22	\$1,314.22	103	\$4,914.40
3 Month Pass	6	\$628.56	82	\$9,371.78	5	\$714.30	93	\$10,714.64
6 Month Pass	3	\$328.44	9	\$1,885.68	2	\$476.20	14	\$2,690.32
Year Pass	1	\$333.33	7	\$2,666.65	0	\$ -	8	\$2,999.98
Total	51	\$2,852.43	198	\$18,686.11	53	\$3,876.08	302	\$25,414.62

Old Barn Community Centre - Membership Revenue

Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	1	\$23.81	34	\$971.38	3	\$114.30	38	\$1,109.49



1 Month Pass	1	\$23.81	8	\$228.56	0	\$ -	9	\$252.37
3 Month Pass	4	\$261.90	4	\$304.76	0	\$ -	8	\$566.66
6 Month Pass	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Year Pass	0	\$ -	3	\$857.15	0	\$ -	3	\$857.15
Total	6	\$309.52	49	\$2,361.85	3	\$114.30	58	\$2,785.67

Combined - Membership Revenue

Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	15	\$557.21	80	\$3,161.90	27	\$1,485.66	122	\$5,204.77
1 Month Pass	28	\$1,052.51	62	\$2,800.04	22	\$1,314.22	112	\$5,166.77
3 Month Pass	10	\$890.46	86	\$9,676.54	5	\$714.30	101	\$11,281.30
6 Month Pass	3	\$328.44	9	\$1,885.68	2	\$476.20	14	\$2,690.32
Year Pass	1	\$333.33	10	\$3,523.80	0	\$ -	11	\$3,857.13
Total	57	\$3,161.95	247	\$21,047.96	56	\$3,990.38	360	\$28,200.29

Wesbrook Community & Old Barn Fitness Center - Visits

Day of Week	Location	Total Visits
Sunday	WCC	370
	OBCC	37
Monday	WCC	649
	OBCC	44
Tuesday	WCC	625
	OBCC	58
Wednesday	WCC	1493
	OBCC	53
Thursday	WCC	498
	OBCC	52
Friday	WCC	448
	OBCC	58
Saturday	WCC	336
	OBCC	48
TOTAL VISITS UNA FITNESS		4769



PERSONAL TRAINING

- **30 appointments** over the course of January totaling **\$1219.34** in revenue

JANUARY 2023 FITNESS PASS PROMO

- \$6,476.32 (pre-tax)
- 136 passes sold in January

RECENT & UPCOMING CHANGES

- No Report -

UPCOMING PROGRAMMING FOR THE WINTER

- Cutting down on classes for spring / summer 2023
 - o 19 fitness classes for spring
 - o 12 yoga classes for spring
 - o 13 fitness classes for summer
 - o 8 yoga classes for summer

OPERATIONS + SUSTAINABILITY

Community Bike Repair Stations

Just in time for warmer weather, community bike repair stations have been installed outside both community centres. The stations will encourage UNA residents and UBC community members to use more active forms of transportation and contribute to UNA sustainability goals. Bike repair workshops will be held later in the spring with UBC's Bike Kitchen.

Sustainability Workshops

A series of sustainability workshops are being scheduled throughout the spring. This week there are two sessions: Introduction to [Vegetable Gardening](#) and a [Microgreens & Sprouting workshop](#).

Green Depot

Illegal dumping outside of the Green Depot continues to be an issue that causes additional work for our Green Depot attendant and volunteers, as well as extra cost to the UNA to appropriately dispose of items left behind. Operations and Sustainability staff are working with zero waste experts to develop educational and operational solutions to reduce the amount of dumping and encourage residents to visit the Depot when it is open.

Enhanced Outdoor Waste Receptacles – Community Works Fund Project

The Operations team has received the shipment of enhanced outdoor waste receptacles from the manufacture. Operations team will gradually install these receptacles in UNA public spaces from now through to the end of March. Roll out will first begin in the Wesbrook Area and then expand to other neighbourhoods.

Hampton Place Tree Pruning Project

The pruning project began on February 1 in the Sandringham area and will expand to other Hampton Areas. The work will be completed by mid March.

Due to the nature of tree work, the pruning team will need to have clear access to the targeted tree locations. As a result of that, a temporary no parking zone will be setup the evening before the day of work. The temporary no parking zone will rotate within Hampton area for the duration of the project.

Wesbrook Mall Pavers Repair Project

UBCPT begins pavers remediation on Wesbrook Mall from Berton to Birney Avenue on February 13. The work is planned for February 13 – 25. There are planned temporary on street parking closure on Wesbrook Mall southbound and Wesbrook Mall northbound, as well as temporary lane closure for the duration of work. Traffic management personnel will be on site to redirect traffic during temporary lane road closures on Wesbrook Mall.

Khorana Park District Energy System Project and Reopening

Khorana Park has been closed to public since late September 2022 to assist the construction of the District Energy System connection project in North Binning Area. There were a few unexpected delays due to supply chain issues and remediation works required. We are please to share that the playground area in Khorana Park is reopened as of February 14.

Remediation work in Khorana Park north of the playground area will continue, and remaining park area will be reopened as soon as the repair is completed.

UNA Office Space Assessment and Office Renovation

UNA office renovation works in Wesbrook Community Centre Communication Department Office, Old Barn Community Centre and UNA Main Office are almost complete. Renovation works are guided and based on the office space assessment report recommendations that put consideration into UNA long term staffing needs.

IT Support / IT System Management Review and Transition Plan

Dyrand Systems has provided full IT Managed Services to the UNA since 2018. With the new UNA IT Specialist now on Board the UNA operations department is currently reviewing IT internal support procedures and hardware management from an organizational perspective with Dyrand Systems. The purpose is to internalize all IT

support function, network management, hardware management function to UNA's IT Specialist position. The transition plan will create internal efficiency from an IT management, IT development and budget perspective.

The transition period will take place from now to the end of March, and the formal handover from Dyrand back to the UNA expects to be completed by March 31, 2023.

Emergency Preparedness Planning – UBC Risk Management

As per Neighbours Agreement 2020, the responsibility for emergency planning for the UNA area falls under UBC's responsibility.

Since April 2022, the UNA has been working closely with UBC Safety & Risk Services to deliver the UNA Emergency Preparedness Engagement Plan and Communications plan to increase UNA community resiliency through personal emergency preparedness.

A few key take aways of the project: to develop UNA personal emergency toolkit, to develop a communication plan during emergency and extreme weather events, to formalize departmental Emergency Operations communication chain with UBC Emergency Operation Centre, and to further explore and develop emergency information sharing approach with our communities – such as an utilizing internal and external communication resources (strata network, volunteer network), developing emergency training opportunity for strata representatives and building managers.

FINANCE

Budget Public Consultation:

The draft 2023-24 UNA budget was presented to the Board at the January Board meeting and was posted on the UNA website from Friday January 27th to February 5th, 2023 for public consultation. No public feedback was received for this year and the draft budget is now ready to be approved by the Board and submitted to UBC.

Municipal Services Administrative Transition

The UBCPT common area maintenance support letter has now been received. The letter confirms the commitment of total support in \$733K for the UNA's 2023/24 budget. A general conversation regarding what the transition plan could look like has taken place, but more work is required to finalize the details. A separate report summarizing the letter can be found at the Finance Committee section of the Agenda for further details.

Replacement Reserve Study:

The Replacement Reserve Study was completed, and any changes/updates required from the current policy are anticipated to take place as part of the Neighbours Agreement update. However, details such as contracting, insurance, accounting of assets still require



further work and discussions are underway with UBC to ensure such projects comply with all the requirements. The approach is to work through various scenarios based analysis with UBC.

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', is written over a horizontal line.

Sundance Topham
Chief Administrative Officer



Report Date: February 15, 2023
Meeting Date: February 21, 2023
From: Athena Koon, Finance Manager
Subject: Common Area Maintenance Support Letter

Background

The draft UNA budget for fiscal 2023/24 reflects the takeover of Municipal Operations administration from UBC Properties Trust (UBCPT) - with increased expenses (reflecting the fact that the UNA no longer receives credits applied against the landscaping costs), along with a corresponding increase in revenue from UBC for common area support totaling \$733,256, reflecting the support coming directly to the UNA rather than as a credit.

We received verbal notice prior to our last Finance and Audit Committee meeting that the common area support was approved by UBC and we have received written confirmation of the support for the upcoming fiscal year, subject to the commitment by the UNA to work with UBC and UBCPT to develop a transition plan during that time for future years.

Decision Requested

THAT the Board agree to the terms of UBC’s letter re Transition Funding for Neighbourhood Services received by the UNA on February 3, 2023, and authorize the Chair to sign the letter on behalf of the UNA.

Discussion

There is no date on the letter, but it was received by the UNA on February 3, 2023. The letter confirms the final support for the fiscal year and some key expectations and commitments from all the related parties (UNA, UBC, & UBCPT).

No details have been finalized regarding how the money will flow through to the UNA but it has been communicated and mutually understood that UBC will work with the UNA to ensure the support will come timely and comply with any applicable taxes. At a base level this letter commits to support for the upcoming year and asks the UNA to commit to looking at a process for any future year’s support. A general conversation regarding what the transition plan could look like has taken place, but more work is required to finalize the details. It is expected that the landscape transition plan is part of the Neighbours Agreement updates over the next few months such as updating schedules for service levels, service areas, etc.

If the Board signs off on the letter, staff will work with their UBC colleagues to move the transition plan forward. At this point it is not confirmed whether the discussions will involve any other committees. However, based on UBC's feedback, the approach is to develop the plan at the staff level and then work with the Neighbours Agreement committee to finalize things.

The 2023/24 draft budget is targeted to be finalized by the Board at their February 21, 2023 Board meeting. To comply with the Neighbourhood Agreement annual budget submission deadline, which is 45 days before the fiscal year end, an extension has been requested and granted by UBC Finance up to the end of the month. If major amendments are required of the letter, it may result in a delay to the process.

Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

1. Schedule A – 2023-2024 Transition Funding Letter

Concurrence

None

Respectfully submitted,

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

Athena Koon
Finance Manager



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**BOARD MEETING
OPEN SESSION**

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

Sundance Topham
Chief Administrative Officer



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

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

Subject: 2023-2024 Transition Funding for Neighbourhood Services

Dear Mr. Watson,

UBC and the UNA have a shared commitment to ensure neighbourhood service levels meet the demands of a growing community, including neighbourhood landscaping, amenity repair and maintenance services. We appreciate the UNA's new leadership role in directly managing third-party neighbourhood landscaping and maintenance agreements and will continue to work with UNA and UBC Properties Trust to ensure an effective transition on April 1, 2023.

UBC also acknowledges that the UNA currently receives financial support from UBC Properties Trust for these services, including for the legacy impacts on the UNA budget from the downloading of fire service costs from the Province to the neighbourhoods. For the coming fiscal year 2023/24, this financial support will continue (\$733,256 for the fiscal year), with the commitment that a transition plan is developed during that time between the UNA, UBC and UBC Properties Trust that:

1. Transitions the ongoing landscape and maintenance costs to the UNA in a financially sustainable manner;
2. Acknowledges the ongoing financial interest of UBC Properties Trust in the marketability of new developments;
3. Reflects the outcomes of the Neighbours Agreement discussions and the UNA's Landscape Management Plan to determine future landscape and maintenance standards and opportunities for cost reductions (work is underway to clarify and document current service standards and costs); and,
4. Determines a process to meet the UNA's needs for a neighbourhood works yard.

We look forward to working with the UNA on this transition plan, recognizing the importance of neighbourhood landscape and maintenance to our organizations and to the broader community. In the meantime, if you have any questions about the service transition process, please contact Chris Fay, Director, Strategic Policy, Campus and Community Planning (chris.fay@ubc.ca).



To confirm the UNA's agreement with the foregoing, please sign below.

Yours truly,

Michael White, Associate Vice President, Campus and Community Planning
The University of British Columbia

Yale Loh, Interim Vice-President, Finance
The University of British Columbia

Acknowledged and agreed to on behalf of the University Neighbourhoods Association the ____ day of _____, 2023 by:

Richard Watson, Chair
University Neighbourhoods Association



Report Date: February 06, 2023
Meeting Date: February 13, 2023
From: Athena Koon, Finance Manager
Subject: Fiscal 2023/24 UNA Budget – Public Feedback & Draft II

Background

The second draft of the 2023-24 UNA budget was presented to the Board at the January Board meeting and was posted on the UNA website from January 27th to February 5th, 2023 for public consultation. As of February 6th, 2023, there is no comment or feedback received. We have now officially closed the public consultation and can move forward with completing the rest of the budgeting process.

Decision Requested

1. THAT the Board approve the 2023-24 operating and capital budgets and direct staff to submit the budget summaries to UBC for approval pursuant to section 10.2 of the Neighbours Agreement 2020.
2. THAT the Board adopt a motion clarifying that its approval of the operating budget does not constitute the UNA's approval for UBC to withdraw amounts from the Neighbours Fund in respect of the athletics access fee and the community access fee for 2023.

Discussion

Since there is no feedback received from the public, there is no further update or change of the budget. The budget presented here is the same as what had been presented to the Board in January.

Based on the UNA budgeting process, after public consultation, the next step is for the Finance and Audit Committee to recommend the draft budget to the Board for approval. After Board approval, the final budget will be submitted to UBC for final approval, and this should conclude our 2023/24 budgeting process.

As per Neighbours Agreement 2020 (NA2020) the UNA budget needs to be submitted to UBC a minimum of 45 days (on February 15) before the end of the fiscal year, but an extension has been requested and already been granted by UBC Finance this year to submit our budget up to the end of the month. Since our Board meeting is scheduled to be on February 21st, it should allow us enough time to meet the deadline.

Financial Implications

None

Operational Implications

None

Strategic Objective

Financial Sustainability

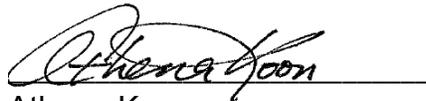
Attachments

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

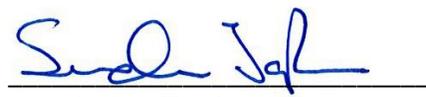
Concurrence

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

Respectfully submitted,

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Athena Koon
Finance Manager

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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 ²	-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 ³	\$ 4,117,721	\$ 4,946,636

Notes:

1. The amount available to the UNA is for its fiscal year beginning in the calendar year.
2. The Athletics and Community Access Fees are under negotiation with UBC. The amounts shown are the amounts proposed by UBC.
3. The actual amount available to the UNA for its 2022/23 fiscal year is \$4,086K (subject to Note 2).

**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)**

		APPROVED BUDGET 2022-23	DRAFT BUDGET 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)	(82,444)	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 - Marking 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
			Fitness Centre Renovation, Wind Curtain & Washroom Fixtures Upgrade
Total	170,000	32,000	
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 & OBCC Common Space Furniture Upgrades
Total	24,500	64,500	
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: February 2, 2023
Meeting Date: February 13, 2023
From: Athena Koon, Finance Manager
Subject: Fiscal 2022/23 Q3 Financial Result

Background

Financial report highlights for fiscal 2022/23 Q3 are as follows:

Revenue

- Total Recreation and Culture Revenue for Q3 is at 69% (instead of 75% compared to our annual budget), due mainly to function rentals and fitness membership for both Community Centre is less than expected. Programming revenue has picked up and with good turnout for Fall and Winter registrations, Recreation and Culture revenue should still be on track to meet budget for year end.
- For Other Revenue, parking & car share revenue is higher than budget related to more people living in the UNA area. Interest rates continued to rise in Q3. Interest revenue was included in the miscellaneous revenue and increase significantly for that reason.
- For Grants and Other Funding revenue, external grants and funding like Safe and Connected Communities Funding which account for most of the budget will only be received in Q4.
- Total revenue at the end of the third quarter was overall at 74% which is very close to the third quarter budget at 75%.

Expenditures

Total expenditures at the end of Q3 were around 69% compared to budget.

- Total Engineering and Operations Services was at 67% of the budget.
 - o General Maintenance costs were low as some major projects just started have not been billed until Q4.

- The majority of the Road, Gutter and Sidewalk Maintenance budget includes snow removal. In Q3, the expenses were much higher than budget mainly due to the snowy weather in Q3.
 - Streetlights and electricity, both items the budget were set too high. They were only at 55% and 54% of the budget plan at Q3 and the cost are not estimated to be picked up in Q4.
- Total Recreation & Culture Services was at 71% of budget for Q3:
- Fields maintenance is lower than budget as repair work plan is still under review.
 - Recreation Salaries & Benefits were at 61% due to departmental restructuring for the first two quarters. The Recreation Team has been in a time of transition and with the new structure, this section will pick up but will still be under budget by the end of the year.
 - For Community Support, the amount will pick up at Q4 for bigger event such as Lunar New Year and is currently at 57% of budget for Q3.
- Total General Operations Services expenses was at 67% of budget for Q3.
- Sustainability expenses were low due to changes in the scope and timing of planned projects.
 - Professional fees were lower mainly due to timing issue.
 - Public Engagement included Stipend payments for elected Directors which had been fully paid in Q3.

Decision Requested

For Information



Discussion:

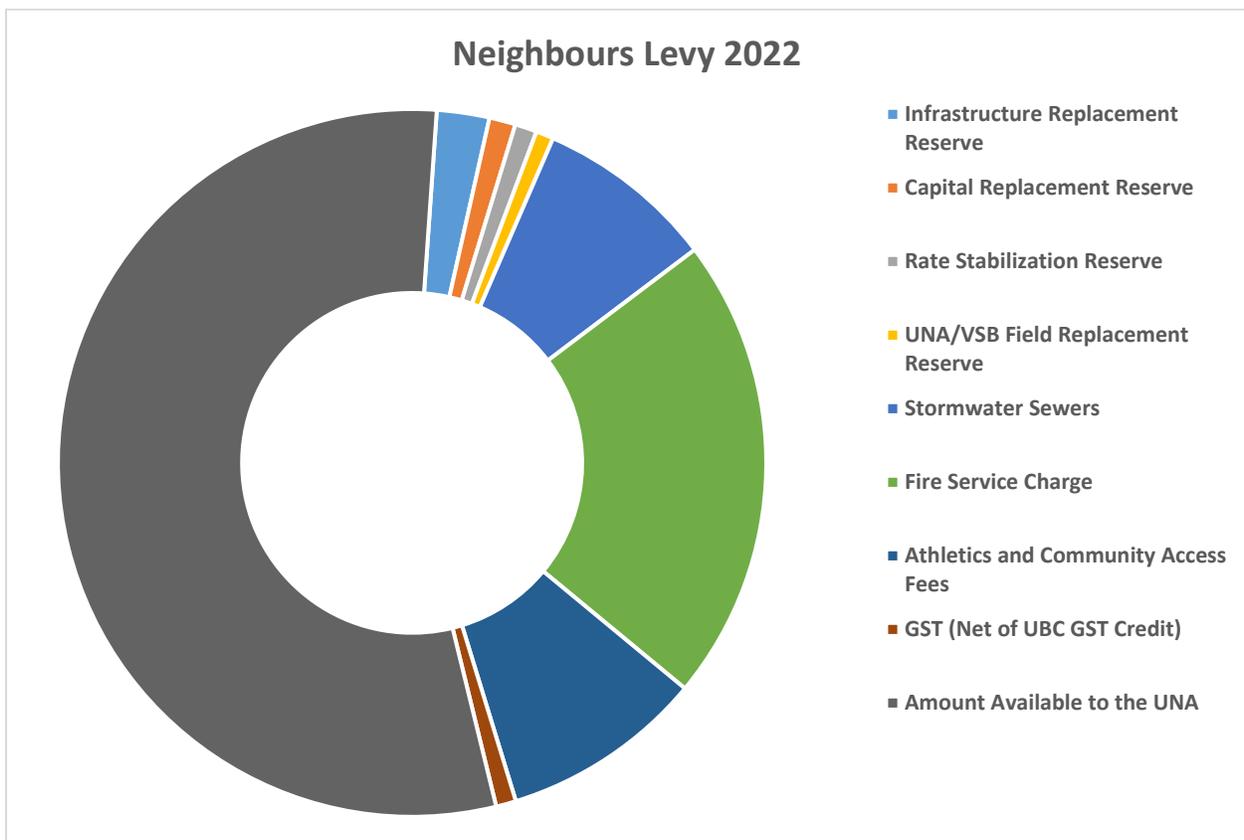
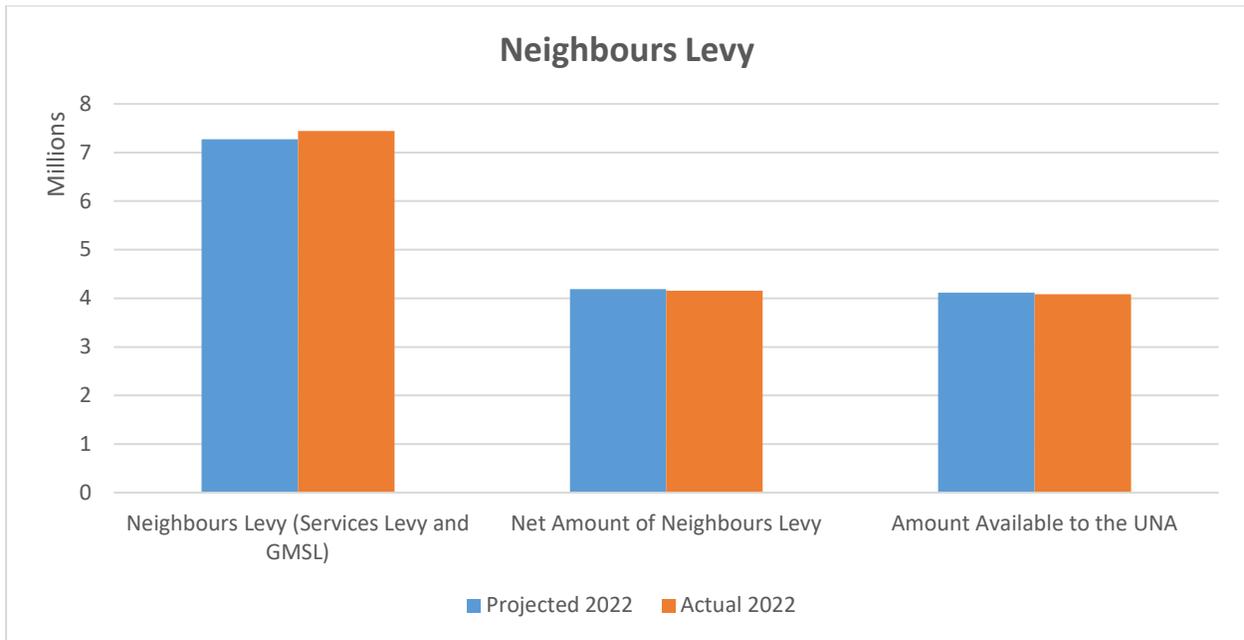
UBC Neighbours Fund (Amount Available to the UNA)

	Projected 2022	Actual 2022	Variance
Neighbours Levy (Services Levy and GMSL)	7,275,000	7,440,000	2%
Contributions to Reserves			
Infrastructure Replacement Reserve	-174,600	-178,560	2%
Capital Replacement Reserve	-87,300	-89,280	2%
Rate Stabilization Reserve	-72,750	-74,400	2%
UNA/VSB Field Replacement Reserve	-60,000	-60,000	0%
Total Contributions to Reserves	-394,650	-402,240	2%
UBC Withdrawals			
Stormwater Sewers	-627,446	-609,256	-3%
Fire Service Charge	-1,376,039	-1,584,391	15%
Athletics and Community Access Fees	-689,391	-689,391	0%
Total UBC Withdrawals	-2,692,876	-2,883,038	7%
Net Amount of Neighbours Levy	4,187,474	4,154,722	-1%
GST (Net of UBC GST Credit)	-69,753	-68,110	-2%
Amount Available to the UNA	\$ 4,117,721	\$ 4,086,612	-1%

Notes:

1. The Athletics and Community Access Fees are under negotiation with UBC. The amounts shown are the amounts proposed by UBC.
2. Stormwater Sewers are still under estimation with updated information

This portion of reporting is the same as Q2 as no further update for Q3.



Summary of Revenue and Expenditure:

	2022-23	2022-23	%	Year to Date:	
	BUDGET	Q3 Budget (at 75%)	YTD Act/Bud	Actual	Prior Year
REVENUE					
Payment from UBC					
Neighbours Levy	4,117,721	3,088,291	75%	3,088,785	2,727,647
Total Payment From UBC	4,117,721	3,088,291	75%	3,088,785	2,727,647
Recreation & Culture					
Wesbrook Community Centre	398,675	299,006	37%	148,650	66,142
Old Barn Community Centre	132,924	99,693	60%	79,855	48,169
Programming	621,431	466,073	91%	565,973	330,711
Playing Fields & Park Rentals	99,250	74,438	73%	72,420	94,054
Total Recreation & Culture	1,252,280	939,210	69%	866,898	539,075
Other Revenue					
Parking	128,000	96,000	87%	110,721	87,030
Miscellaneous	17,800	13,350	195%	34,689	221,453
Total Other Revenue	145,800	109,350	100%	145,410	308,483
Grants & Other Funding					
External Grants & Miscellaneous	154,110	115,583	59%	91,317	133,109
Total Grand & Other Funding	154,110	115,583	59%	91,317	133,109
TOTAL REVENUE	5,669,911	4,252,433	74%	4,192,410	3,708,314



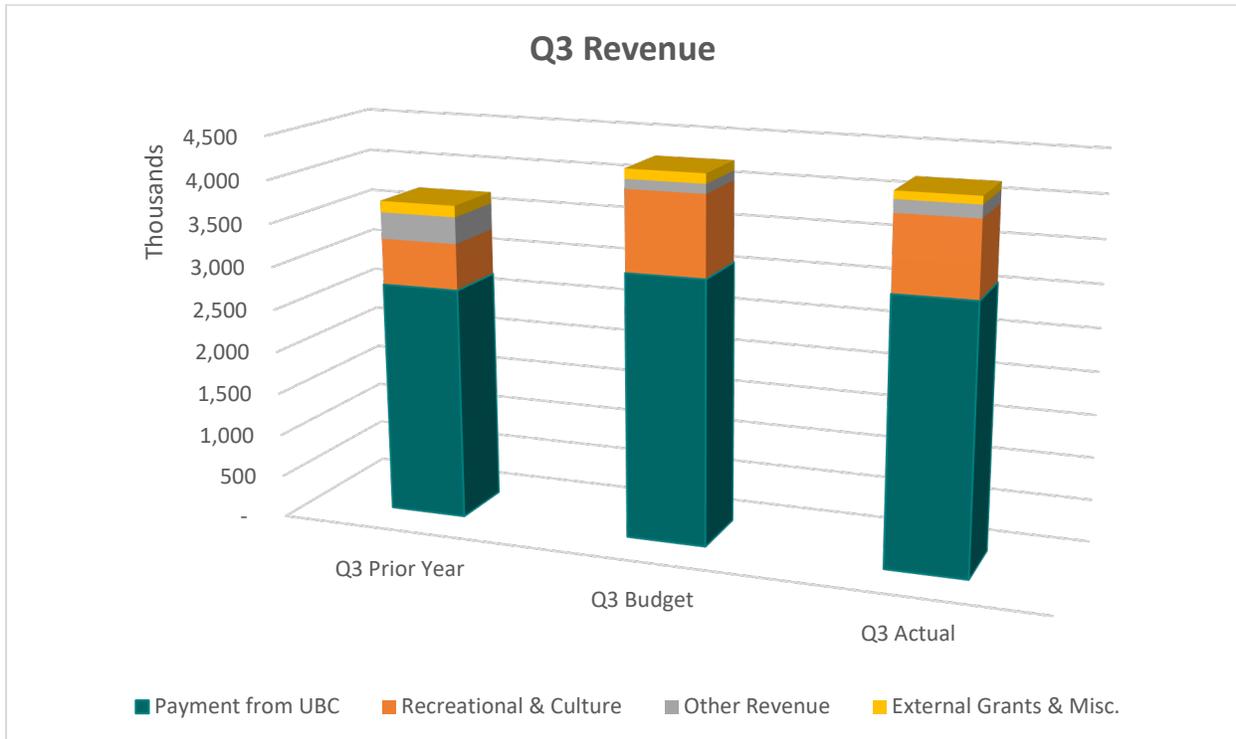
	2022-23	2022-23	%	Year to Date:	
	BUDGET	Q3 Budget (at 75%)	YTD Act/Bud	Actual	Prior Year
EXPENDITURES					
Engineering & Operations Services					
Parking & Bylaw Enforcement	161,711	121,283	53%	85,153	92,291
General Maintenance	93,200	69,900	25%	23,034	9,722
Common Area Maintenance Fees					
Landscaping	417,089	312,817	80%	333,702	363,853
Road, Gutter and Sidewalk Maintenance	51,000	38,250	98%	49,847	14,101
Streetlights	53,000	39,750	55%	28,967	27,994
UBCPT Management Fees	80,000	60,000	75%	60,001	60,000
Electricity	95,000	71,250	54%	51,185	53,678
Other Common Area Maintenance Costs	50,000	37,500	80%	40,045	22,108
Total Engineering & Operations Services	1,001,000	750,750	67%	671,934	643,748
Recreation & Culture Services					
Fields	18,000	13,500	64%	11,587	8,873
Wesbrook Community Centre	489,242	366,932	83%	406,871	351,881
Old Barn Community Centre	208,284	156,213	75%	156,825	141,716
Recreation Salaries & Benefits	1,154,995	866,246	61%	706,530	636,564
Programming	650,500	487,875	86%	556,658	331,376
Community Access (VPL)	120,000	90,000	27%	32,299	52,575
Community Support	55,000	41,250	57%	31,262	13,728
Total Recreation & Culture Services	2,696,021	2,022,016	71%	1,902,032	1,536,713
General Operation Services					
Administration Salaries & Benefits	1,241,825	931,369	70%	864,616	797,505
Sustainability	29,118	21,839	57%	16,582	12,376
Professional Fees	195,530	146,648	36%	71,085	121,795

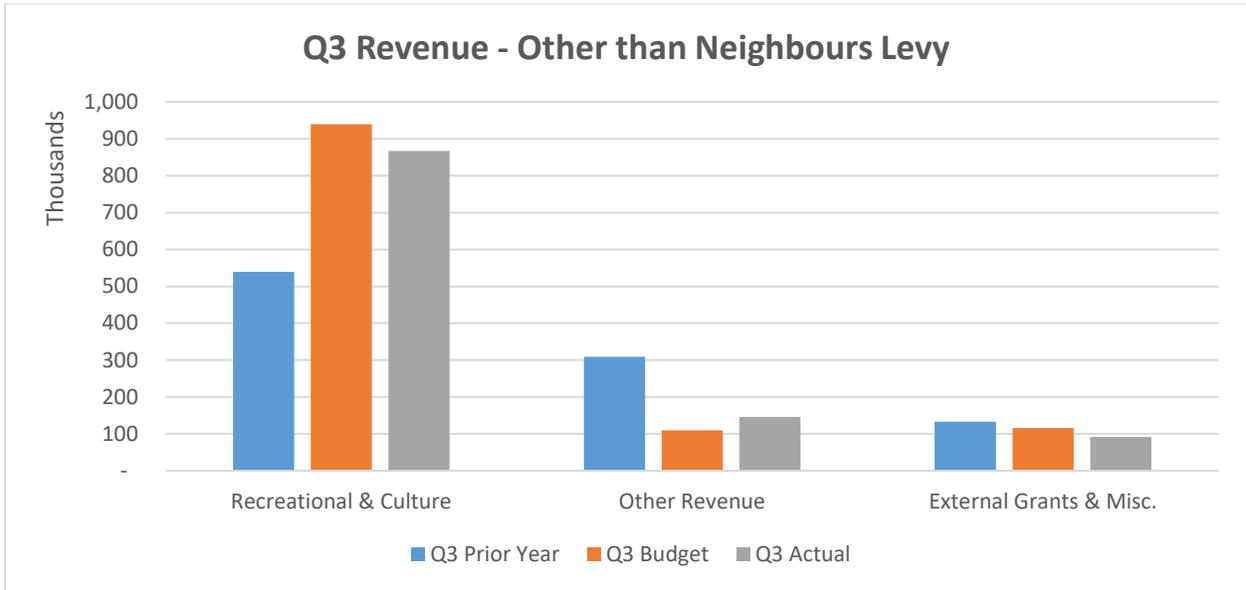
General Operating Services	558,250	418,688	68%	380,451	285,016
Communications	92,100	69,075	74%	68,559	98,769
Public Engagement	68,932	51,699	91%	62,639	69,283
Total General Operation Services	2,185,755	1,639,317	67%	1,463,933	1,384,744
TOTAL EXPENDITURES	5,882,776	4,412,082	69%	4,037,899	3,565,204
BALANCE SURPLUS (OR DEFICIT)	(212,865)	(159,649)		154,511	143,110

The 2022/23 operating budget included using the Unrestricted Net Assets to funding the deficit.

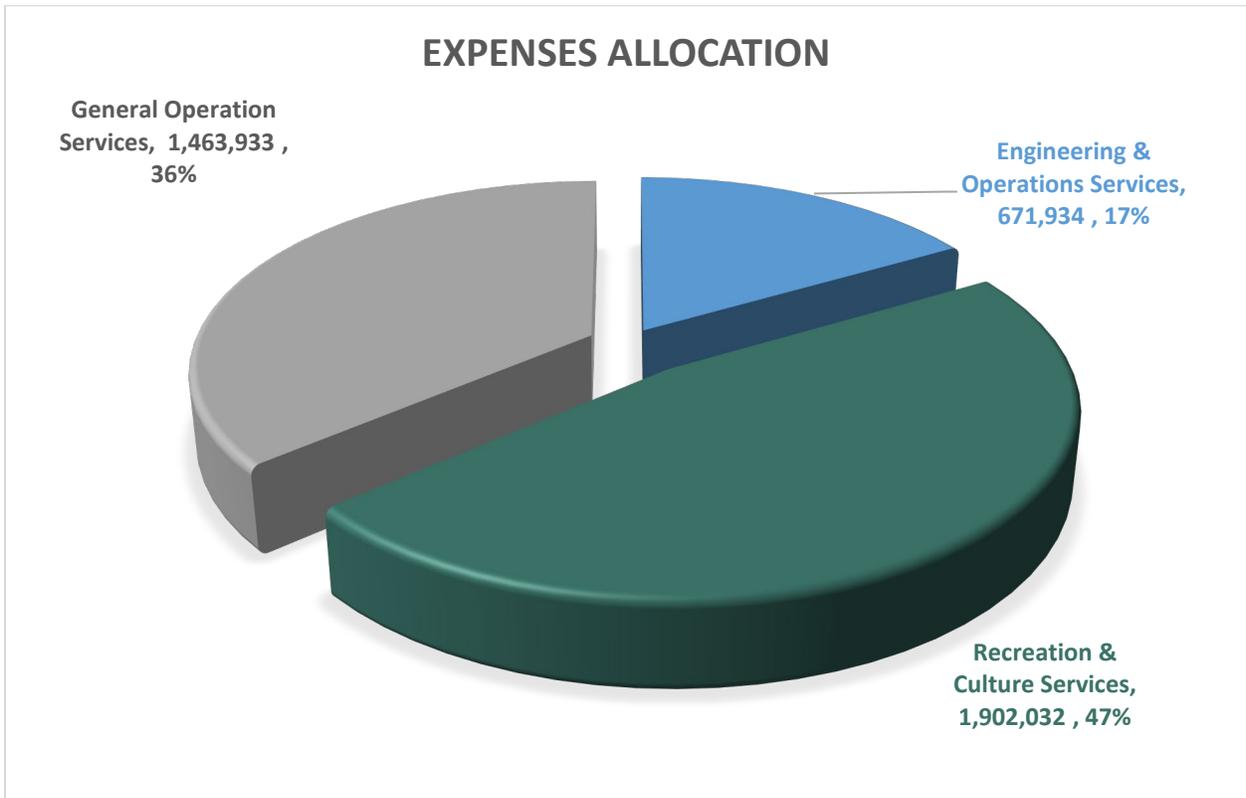
These supplementary notes are provided to assist as background information for the Q3 financial performance.

Revenue for Fiscal 2022/23 (Q3):

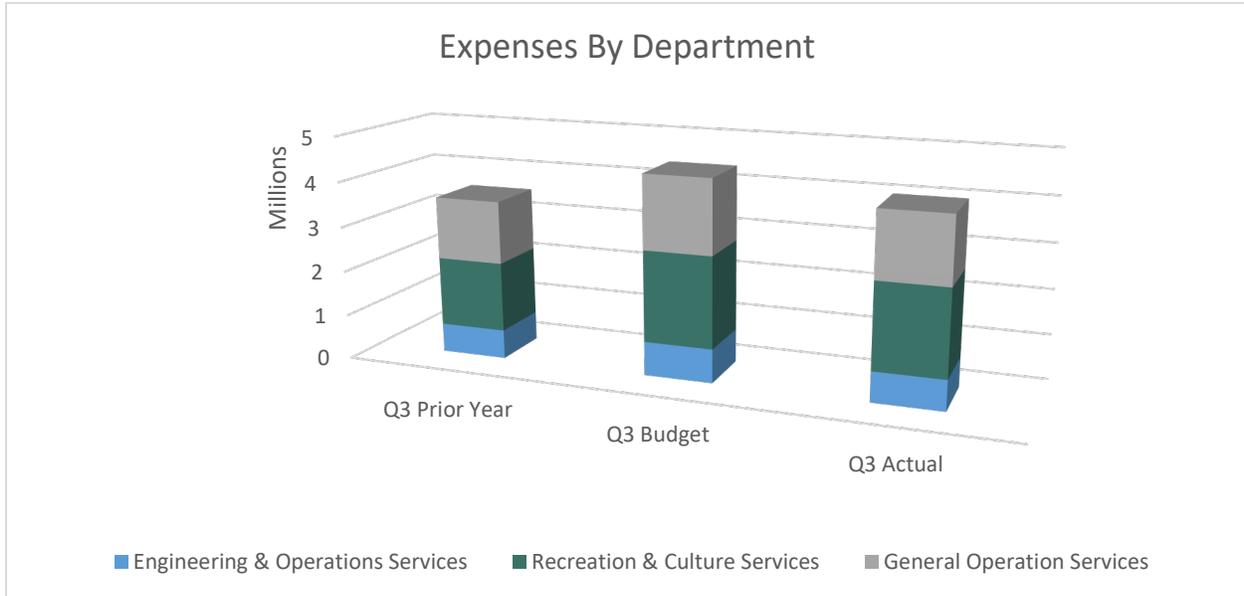




Expenses Allocation for Fiscal 2022/2023 (Q3):



Total Expenses Comparison for Fiscal 2022/23 (Q3):



Vendors who had cheques issued to them over 25K for the 3rd Quarter:

Vendor	Q3 Total	Payment Date	Amount	Description
UBC Properties Trust	\$ 218,998	2022-10-06	\$56,978	Common area maintenance
		2022-11-03	\$91,754	
		2022-12-05	\$70,266	
Dexterra Integrated Facilities	\$ 45,088	2022-10-19	\$13,278	Janitorial
		2022-10-27	\$301	
		2022-11-03	\$1,395	
		2022-11-17	\$14,871	
		2022-12-05	\$13,278	
		2022-12-14	\$1,964	
Silver Star Painting & Renovation Ltd	\$ 32,690	2022-11-07	\$10,772	Facility Maintenance
		2022-11-17	\$8,743	
		2022-12-14	\$13,174	
Commissionaires BC	\$ 26,049	2022-10-06	\$4,891	By-Law Enforcement
		2022-10-27	\$4,343	
		2022-11-10	\$4,437	
		2022-11-17	\$3,990	
		2022-12-05	\$4,046	
		2022-12-14	\$4,343	
UBC Utilities	\$ 29,582	2022-10-17	\$29,377	Utilities
		2022-11-17	\$66	
		2022-12-14	\$140	



Total Capital Items for Fiscal 2022/23 (Q3):

Location	Budget	YTD Total	Amount	Comment
Wesbrook Community Center	\$ 57,300	\$ 33,664	\$ 8,928	Furniture & Fixture
			\$ 1,391	Computer & IT Equipment
			\$ 1,633	Multi-Media Equipment
			\$ 21,713	Recreation & Fitness Equipment
Old Barn Community Center	\$ 40,000	\$ 40,327	\$ 8,236	Furniture & Fixture
			\$ 32,090	Tenant Improvement
Office	\$ 170,500	\$ 43,643	\$ 8,665	Leasehold Improvements
			\$ 19,835	Computer & IT Equipment
			\$ 15,143	Furniture & Fixture
Total	\$ 267,800	\$ 117,634	\$ 117,634	

Capital spending for Q3 totaled \$68K. It was mainly utilized for flooring & painting work done for the community centers and painting work for the main office. Replacement of venting pipes that did not meet current building code requirement was about \$10K which was not included in the budget for the year.

Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

None

Concurrence

None



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**FINANCE & AUDIT
COMMITTEE**

Respectfully submitted,

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

Athena Koon
Finance Manager



Report Date: February 3, 2023
Meeting Date: February 13, 2023
From: Athena Koon, Finance Manager
Subject: Neighbours' Fund Investment

Background

The UBC Neighbours' Fund (NF) currently has five fixed term deposit investments. Two investment accounts (a \$2M, 3-year investment term account and a \$1M, 1-year investment term account) will reach maturity on February 14 & Feb 15, 2023.

UBC is seeking an opinion from the UNA how to move forward when the investments mature.

Decision Requested

THAT the Board direct the Finance Manager to inform UBC Treasury to "invest" \$3M of the Neighbours' Fund for 3-years.

Discussion

Below, you will find the current NF term deposits held at UBC; these are funds held in reserves and not the day-to-day operating funds and in total the investment is \$9M.

Terms	Started on	Amount Invested	Interest Rate	Maturity Date
3 years	Feb 15 2020	\$ 2,000,000	1.70%	14-Feb-23
1 year	Feb 16 2022	\$ 1,000,000	0.48%	15-Feb-23
2 years	Feb 16 2022	\$ 1,000,000	0.95%	15-Feb-24
3 years	Mar 17 2021	\$ 2,000,000	0.47%	16-Mar-24
3 years	Feb 16 2022	\$ 3,000,000	1.47%	15-Feb-25

The two deposits in red font, which total of \$3M will reach maturity on February 14 and February 15, 2023.

UBC has asked whether the UNA is interested in rolling the total amount (or a portion) of the investments that have matured forward into another fixed term deposit.



The interest rates offered by UBC at the time this report was drafted have not been provided yet but should be available at the time of the meeting.

The latest market GIC rate provided by Royal Bank of Canada (RBC) is listed below:

Term Deposit Rates from RBC			
Term (Years)	1	3	5
Term Rates %	4.6%	4.3%	4.2%

The shorter-term rate seems to be more favorable these days. However, not knowing how the market will be a year from now a 3-year term is recommended and still seems to be a fair choice (Provided that UBC can provide the UNA with comparable rates). It will also keep the same “investment” strategy we currently have; every year will have \$3M total reaches maturity in the next three years.

The reserve balances from the NF are as below:

Reserve Type	Balance as at March 2022	Estimated Balance as at March 2023*
Infrastructure Replacement	\$5,440,379	\$5,618,939
Capital Replacement	\$2,204,711	\$2,293,991
Contingency	\$1,092,702	\$1,092,702
Rate Stabilization	\$253,683	\$328,083
Community Field Replacement	\$518,009	\$578,009

**Please note these amounts are estimation only and do not include any 2022/23 interest calculation*

The total amount of money in the reserves currently totals \$9.5M and should reach over \$10M by March 2023. We can review further once the NF 2022/23 financial statements become available and decided if we would like to put more money to the term deposits to yield higher interest.

Financial Implications

Any increase in interest revenue helps the UNA bottom line.



Operational Implications

None

Strategic Objective

None

Attachments

None

Concurrence

None

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



MINUTES

PRESENT:

Jane Kang, Chair
Alice Bradley

Nidhi Raina

REGRETS:

Alexandra Bailey
Michelle Niu

Matthew Ramsey

STAFF:

Glenda Ollero, Communications Manager

GUESTS:

Jennifer Siddon, Siddon Strategic Communications

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 approximately 4:30 p.m.

B. MEMBER RESIGNATION

This item was not considered

C. APPROVAL OF AGENDA

Draft agenda of the December 7, 2022 UNA CEAC meeting was provided with the agenda material.

This item was not considered.

D. APPROVAL OF MINUTES

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

This item was not considered.

E. ITEMS/REPORTS

1. Recreation Program Review

Provided with the agenda material:

- *Project Brief "University Neighbourhoods Association Recreation and Culture Programming Review"*
- *Briefing Note re "UNA Recreation and Culture Programming Review Community Member Recruitment".*

i. Introduction

Glenda Ollero, Communications Manager, introduced the UNA Recreation and Culture Programming review.

ii Presentation

Jennifer Siddon, Siddon Strategic Communications, referenced the documents provided with the agenda material and highlighted:

- The CEAC is to provide feedback on the proposed survey to promote involvement in the recreation and culture programming at UNA
- The proposal seeks community involvement in:
 - Focus groups
 - Three community meetings
 - Surveys
 - Virtual open house
 - Three pop-up meetings
- People who wish to be involved in the discussions are asked to complete the volunteer web form, which includes questions regarding:
 - Residents' interests
 - Community areas of focus
 - Residents' usage of facilities
 - Residents' usage of activities or shared spaces
- Suggestion that CEAC provide feedback regarding people within the community who could add value to the focus groups.

iii. Discussion

Discussion ensued on:

- Suggestion to add the category of “new to the neighbourhood” to the questionnaire
- Concern that residents are unaware of all community activities
- The survey will be promoted in multiple ways
- Suggestion that the CEAC encourage involvement in the focus groups
- In-person community meetings are planned for February 2023
- Invitations will be sent to people who volunteer for the focus groups
- The first pop-up meeting will be at the Lunar New Year celebration
- Dates, times and locations of community meetings will be well communicated and advertised:
 - Locations for meetings will be Hampton, Hawthorne and Wesbrook
- The final report will include current and future trends in recreation
- A QR code will be created to sign up for the survey
- Final presentation to the Board is scheduled for April 2023.

iv. Motion

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

THAT the University Neighbourhoods Association Community Engagement Advisory (CEAC) will review the briefing note and provide feedback to the Communications Manager by December 14, 2022.

Carried

F. ADJOURNMENT

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



To: Board of Directors
From: Neighbours Agreement Committee
Date: February 11, 2023
Re: Committee Activities

Introduction

This is a report on the activities of the Neighbours Agreement Committee (the “**NA Committee**”) since the committee’s December 5, 2022 report to the Board.

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 for recommendation to the UNA Board; and
- to meet with UBC representatives to discuss amendments proposed by the Committee or by UBC.

Agreement on amendments reached by the NA Committee and UBC representatives is not binding on the UNA or UBC. The amended and restated Neighbours Agreement that results from this process will be subject to UNA and UBC Board approval.

Schedule F

Schedule F to the Neighbours Agreement deals, among other things, 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.

The NA Committee provided UBC with version 3 of proposed Schedule F on December 8.

The NA Committee met with UBC representatives on December 14 to continue the discussion of proposed Schedule F. UBC stated that they agree with version 3, except two aspects of the formula for determining the contribution of residents (via the Neighbours Fund) towards the operating costs of UBC’s recreation facilities. After a lengthy discussion, UBC agreed to provide additional information for consideration by the NA Committee.

The NA Committee met on January 13 to discuss three items, one of which was the two outstanding Schedule F issues. On January 19, the committee sent a memorandum to UBC in which the committee agreed, in part, with UBC’s proposal regarding one issue and set out its position on the other issue.

A further meeting with UBC to discuss Schedule F is scheduled for February 15.

Schedule F.1

Proposed Schedule F.1 to the Neighbours Agreement provides residents with free access to certain UBC cultural facilities and discounts in the shops of these facilities, and it specifies the amounts that UBC is entitled to withdraw from the Neighbours Fund for providing these benefits. The NA Committee

approved a draft of this schedule at its January 13 meeting, following which the Board was given an opportunity to comment on the draft at its January 17 meeting. A slightly revised version of the schedule was sent to UBC (and to Board members) on January 27. This schedule will be discussed at the February 15 meeting with UBC.

Schedule E

Proposed Schedule E to the Neighbours Agreement sets out the terms that will govern three reserves in the Neighbours Fund. At present, the terms for these reserves¹ are contained in the Neighbours Fund Reserve Policy of the Board (which has been approved by the UBC Board of Governors).

Bill Holmes identified a significant issue regarding the purposes for one of the reserves. The issue is described in a memorandum that was approved by the NA Committee on January 13 and sent to UBC (and to Board members) on January 25. UBC may not be ready to discuss this memorandum in detail at the February 15 meeting.

A draft of proposed Schedule E has been reviewed by UNA staff but has not been considered by the NA Committee. Once that has happened, the draft schedule will be sent to UBC.

NA Body

Following the November 29 meeting with UBC representatives to discuss the first draft of the extensively revised body of the Neighbours Agreement², Chelsea Thompson (Office of the University Counsel) provided Bill Holmes with additional comments on the draft and with proposed revisions. Bill prepared a second draft and sent it to UBC on February 1.

In the November 29 meeting, several provisions in the Neighbours Agreement body were flagged as requiring further consideration by UBC, in some instances in conjunction with Sundance Topham. The NA Committee has not heard back from UBC on any of those provisions.

¹ There are currently four reserves. In connection with the adoption of Schedule E, it is proposed that two of the reserves be combined.

² The body of the Neighbours Agreement is the agreement without the schedules.



Memorandum

To: **UNA Board of Directors**
Date: **February 2023**
Subject: **2021 UBC Neighbourhoods Census Profile**

This memo shares the 2021 Census results for UBC's campus neighbourhoods. Statistics Canada undertook the Census on May 11th, 2021 and released data through November 2022. For 2021, the Census reported 12,517 people living in 6,737 dwellings in UBC's six campus neighbourhoods.

The dwelling count is consistent with UBC's internal data. For population, it is important to note that Census data has limitations given UBC's unique context as a university community. The Census measures population by excluding private dwellings 'not occupied by usual residents.' The media typically report on this data as 'unoccupied homes.' In reality, dwellings not occupied by the usual residents fall into three categories:

1. Dwellings occupied by international residents. For example, an international student or person whose permanent residence is outside of Canada.
2. Dwellings occupied by a temporarily present person. For example, Canadian students whose primary residence is elsewhere in Canada.
3. Unoccupied dwellings. For example, dwellings for sale or rent before move in.

As a result, the proportion of private dwellings occupied by usual residents in the Census is lower in UBC's neighbourhoods than in the City of Vancouver and the province. The overall impact is a lower Census population count (12,517) for UBC neighbourhoods than internal UBC estimates (approximately 15,000) for the purposes of planning and service delivery.

The attached Census Profile describes key findings in a number of areas. In general, when compared with the City of Vancouver, UBC's neighbourhoods are younger (average age of 36.4 years), have more children (17% of households have children under 15), have more people who identify as a visible minority (69% of the community), have moved more frequently in the last year (35%), and are more highly educated (62% with a university degree).

UBC uses Census data in a number of ways:

- Monitoring population growth and community demographics: for example, by using average household size data to estimate the neighbourhood population for service delivery;
- Reporting to the UNA: for example, sharing Census data to inform UNA programming and policies;
- Informing public engagement: for example, making translation services available in public workshops based on languages spoken;
- Shaping policy development: for example, using commuting data to inform Transportation Plan policies.

Campus and Community Planning staff are available to join a future UNA Board meeting to discuss Census data in further detail.

2021 CENSUS PROFILE

UBC Neighbourhoods

UBC CAMPUS + COMMUNITY PLANNING



WHAT IS THE CENSUS?

A survey designed to provide information about people and housing units in Canada by their demographic, social and economic characteristics



SHORT FORM

100% Sample

A rectangular box representing a survey form. It contains four rows of text, each preceded by a checkbox. The first, third, and fourth rows have their checkboxes checked (marked with an 'X'), while the second row's checkbox is empty.

- Name
- Age
- Gender
- Sex at birth
- Marital and common-law status
- Family and household relationships
- Languages spoken at home

LONG FORM

25% Sample

A rectangular box representing a survey form, shown as if it's a stack of pages. The top page has five rows of text, each preceded by a checkbox. The first, second, and fourth rows have their checkboxes checked (marked with an 'X'), while the third and fifth rows' checkboxes are empty. The bottom page of the stack is partially visible, showing a single row of text with an empty checkbox.

Short form +

- Place of birth
- Birthplace of parents
- Ethnicity
- Religion
- Education
- Employment
- Languages spoken at work
- Commuting
- Housing costs
- Housing characteristics (eg. size and age)

WHAT DOES IT MEASURE?



Information about dwellings, households and population linked to usual place of residence



HOW DOES C+CP USE THE DATA?



MONITORING

POPULATION GROWTH &
DEMOGRAPHICS



REPORTING

EG. UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION



PLANNING & ENGAGEMENT

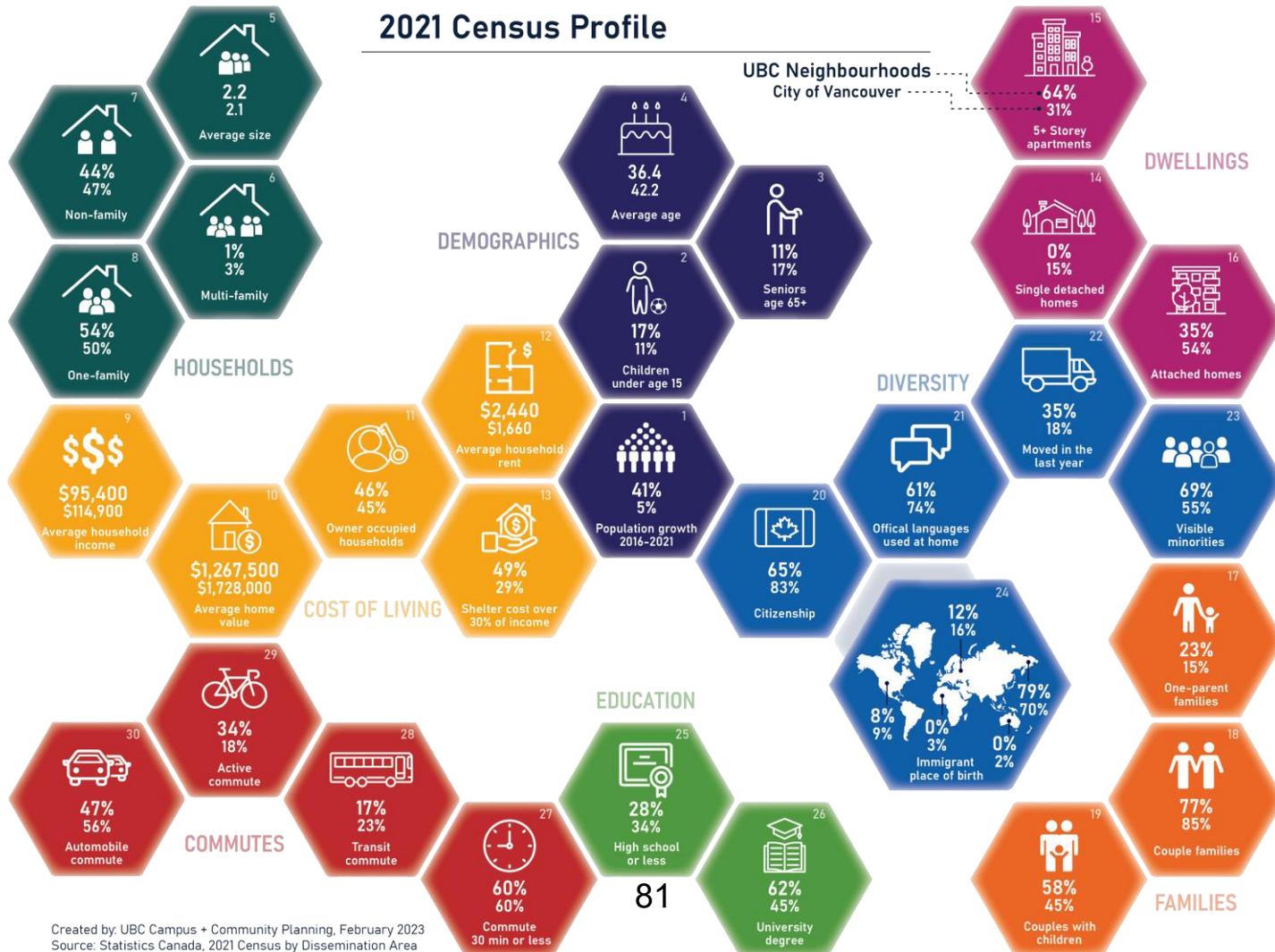
LAND USE, CAMPUS, AND
NEIGHBOURHOOD PLANS



POLICY DEVELOPMENT

EG. AFFORDABLE HOUSING

2021 Census Profile



INDICATORS



POPULATION

1. Population percentage change, 2016 to 2021

Total - Distribution (%) of the population by broad age groups - 100% data

2. 0 to 14 years
3. 65 years and over
4. Average age of the population*

HOUSEHOLDS

Total - Private households by household size - 100% data

5. Average household size*

Total - Household type - 100% data

6. Multiple-census-family or multigenerational households
7. One-person and two-or-more-person non-census-family households
8. One-census-family households with or without additional persons

COST OF LIVING

Total - Income statistics for economic families in private households - 25% sample data

9. Average total income of economic family in 2020 (\$)*

Total - Owner households in non-farm, non-reserve private dwellings - 25% sample data

10. Average value of dwellings (\$)*

Total - Private households by tenure - 25% sample data

11. Owner

Total - Tenant households in non-farm, non-reserve private dwellings - 25% sample data

12. Average monthly shelter costs for rented dwellings (\$)*

Total - Occupied private dwellings by housing indicators - 25% sample data

13. Spending 30% or more of income on shelter costs only

DWELLINGS

Total - Occupied private dwellings by structural type of dwelling - 100% data

14. Single-detached house
15. Apartment in a building that has five or more storeys
16. Other attached dwelling (Includes semi-detached house, row house, apartment in flat in a duplex, and apartment in a building that has fewer than five storeys)

Note: Asterisk * indicates where UBC Neighbourhood values are calculated using a weighted average of the composite Dissemination Areas.

FAMILIES

Total number of census families in private households - 100% data

17. Total one-parent families
18. Total couple families
19. Total couple families with children (Married couples and Common-law couples)

DIVERSITY

Total - Citizenship for the population in private households - 25% sample data

20. Canadian citizens

Total - Language spoken most often at home for the total population excluding institutional residents - 100% data

21. Includes single responses: Official languages (English and French) and multiple responses: English and French, English and/or French and non-official language

Total - Mobility status 1 year ago - 25% sample data

22. Movers

Total - Visible minority for the population in private households - 25% sample data

23. Total visible minority population

Total - Place of birth for the immigrant population in private households - 25% sample data

24. Includes Americas, Europe, Africa, Asia, Oceania and other places of birth

EDUCATION

Total - Highest certificate, diploma or degree for the population aged 15 years and over in private households - 25% sample data

25. Includes no certificate, diploma or degree and secondary (high) school diploma or equivalency certificate
26. Bachelor's degree or higher

COMMUTES

Total - Commuting duration for the employed labour force aged 15 years and over in private households with a usual place of work or no fixed workplace address - 25% sample data

27. Includes less than 15 minutes and 15 to 29 minutes

Total - Main mode of commuting for the employed labour force aged 15 years and over in private households with a usual place of work or no fixed workplace address - 25% sample data

28. Public transit
29. Includes walked and bicycle
30. Car, truck, van

INTERPRETATION

This graphic reflects the results of the 2021 Census by Statistics Canada. Results have been aggregated using publically available Dissemination Area data that aligns with University of British Columbia (UBC) campus and neighbourhood boundaries (See Figure 1).

Revised Census boundaries

Census boundaries at UBC changed between 2016 and 2021. In the past, Census geographies crossed UBC and University Endowment Lands (UEL) jurisdictions (See Figure 2). Census results for UBC Neighbourhoods were acquired through the purchase of data based on custom boundaries. In 2019, UBC Campus + Community planning engaged in a process with Statistics Canada to revise Dissemination Area boundaries and better capture the UBC Neighbourhoods population in publically available Census data beginning in 2021.

Data collection period

The 2021 Census reference date is May 11, 2021. Data collection occurred from May to July 2021.

Target population

The Census target population represents Canadian citizens and landed immigrants with a usual place of residence in Canada. Non-permanent residents and foreign residents are excluded from the Census target population.

Total private dwellings

In 2021, the Census counted 6,737 total private dwellings in UBC Neighbourhoods. This dwelling count is consistent with internal UBC Campus + Community Planning figures that track dwelling units based on Occupancy Permits issued by Development Services.

Private dwellings occupied by usual residents

'Private dwellings occupied by usual residents' refers to a subset of 'Total private dwellings'. A persons 'Usual place of residence' is what determines where in Canada they are counted towards the total population.

In most cases, 'Usual place of residence' refers to the place where a person spends the major part of the year. *For students, there is an exception.* The definition indicates that students' usual residence is that of their parents, if they return to live with their parents during the year even if they live elsewhere while attending school or working at a summer job.

This is an important consideration for understanding Census results in UBC Neighbourhoods. The impact to UBC Neighbourhoods is demonstrated below where the proportion of private dwellings occupied by usual residents is higher across the City of Vancouver and the province, than in UBC Neighbourhoods where there is a greater density of student residents. The overall impact is a lower Census population count for UBC Neighbourhoods than that estimated internally by C+CP with the intention of including all residents.

Table 1: Private dwellings occupied by usual residents, 2021 Census

British Columbia	City of Vancouver	UBC Neighbourhoods
92%	93%	84%

About the data

<https://www12.statcan.gc.ca/census-recensement/2021/ref/98-304/index-eng.cfm>

Census Dictionary

<https://www12.statcan.gc.ca/census-recensement/2021/ref/dict/az/index-eng.cfm>

Usual Place of Residence

<https://www23.statcan.gc.ca/imdb/p3Var.pl?Function=DEC&id=1231190>

More information

Complete 2021 Census results for UBC Neighbourhoods are available upon request from UBC Campus + Community Planning.



Figure 1: UBC Neighbourhoods with 2021 Census Dissemination Area boundaries

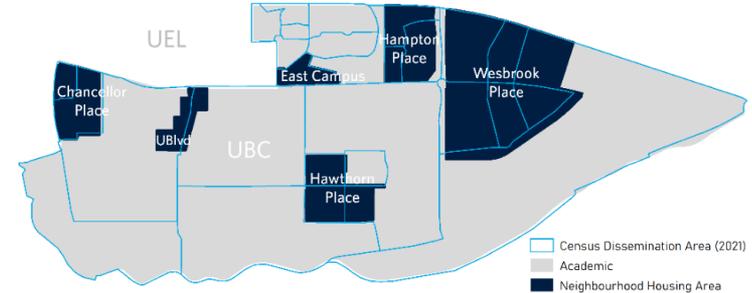


Figure 2: UBC Neighbourhoods with 2016 Census Dissemination Area boundaries

