



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** THAT the Board approve the April 18, 2023 Agenda as circulated.

C. APPROVAL OF MINUTES

1. **Motion:** THAT the Board approve the March 21, 2023 Minutes as circulated. 1

D. DELEGATIONS

None

E. EXTERNAL REPORTS & PRESENTATIONS

1. Campus and Community Planning Report – Carole Jolly, Director of Community Development and Engagement, Campus and Community Planning 6
2. Electoral Area A Overview Presentation and Area A Report – Electoral Area A Director, Jen McCutcheon – (Read: [Electoral Area Newsletter](#))

F. REPORTS

1. Management Report – Chief Administrative Officer 9
2. 2022-23 UNA Staff Work Plan – 4th Quarter Update – Chief Administrative Officer 21
3. 2023-24 Staff Work Plan – Chief Administrative Officer 28

Recommendation:

THAT the Board approve the 2023-24 UNA Staff Work Plan.

4. *The Campus Resident* Print Design and General Update – Communications Manager 37
5. Newspaper Editorial Committee Director Appointments – Communications Manager 57

Recommendation:

THAT the Board appoint up to two Directors to the Newspaper Editorial Committee, one of whom shall be appointed Chair.

6. Infrastructure Replacement Reserve Withdrawal – Roads + Sidewalks/Pathways Condition Assessment – Chief Administrative Officer 69



Recommendation:

THAT the Board request that UBC

- a. Withdraw from the Infrastructure Replacement Reserve and pay to the UNA an amount equal to the UNA’s expenditures to be incurred (other than GST) for the Roadway Condition Assessment, which amount is estimated to be approximately \$49,000, and
- b. Provide the UNA with written confirmation that the Neighbours Fund may be used to make the payment to the UNA.

AND THAT the Board approve the withdrawal by UBC of a further amount from the Infrastructure Replacement Reserve equal to 33-1/3% of the amount of GST payable by UBC in respect of the requested payment to the UNA.

- 7. Neighbourhood Climate Action Plan (NCAP) – UNA Process – Chief Administrative Officer 83
- 8. Governance and Human Resources Committee Update
 - a. Electronic Voting Consultation Results and Next Steps – Chief Administrative Officer 87

Recommendations:

THAT the Board direct staff to propose amendments to the existing UNA Bylaws to allow for electronic voting for Director elections.

AND THAT staff consult with Director Holmes on the drafting of the proposed bylaw amendments;

AND THAT the proposed changes to the UNA Bylaws be brought forward for Board consideration, and if approved by the Board, advanced to the 2023 UNA Annual General Meeting (AGM) for consideration by UNA members.

- 9. Finance & Audit Committee Update
 - a. Fiscal 2022/23 - Year End Audit Plan – Finance Manager 102
 - b. Appointing an Auditor for the next Annual General Meeting (AGM) – Finance Manager 105

Recommendation:

THAT a motion approving Johnsen Archer LLP as the UNA’s Auditor be placed on the agenda for the 2023 Annual General Meeting.

- c. Insurance Update – Impact of Municipal Services Takeover – Chief Administrative Officer 114
- d. UBC BOG Budget Report – Finance Manager 117



10. Land Use Advisory Committee Update

- a. Eagle Coning and UBC Development Process – Chief Administrative Officer 124

Recommendation:

THAT the UNA Board send the attached letter concerning the impact of development on the eagle's nest located adjacent to Lot 6, to Michael White, Associate Vice-President, Campus + Community Planning, with copies to MLA David Eby, UBC Properties Trust and the UBC Board of Governors and authorize the Board Chair to sign the letter.

11. Community Engagement Advisory Committee Update

- a. January 19, 2023 Approved Minutes 128

12. Neighbours' Agreement Committee – Director Holmes – Oral Update

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. Dog Park – Director Glasheim

In 2019, UBC Properties Trust considered the possibility of constructing an off-leash dog park near the northwest terminus of the South Campus Greenway (northwest of the Georgia Point building on Ross Drive). Though landscape planning has varied somewhat from original plans, the possibility of a fenced dog park in this area remains.

Recommendation:

THAT UNA staff prepare a report for the Board on the possibility of creating a dog park in the vicinity of the NW terminus of the South Campus Greenway, a possible process for community consultation in advance of any required UBC planning processes, and collaboration opportunities with UBCPT on any proposed project.

2. Leash Rules – Director Glasheim

In October 2021, UNA staff presented a preliminary report on possible dog control and/or leash law bylaws for UNA neighbourhoods. Though the report considered a variety of options for dog registration and control, the Board took no action at that time.

Recommendation:

THAT UNA staff prepare a report for the Board on the process and requirements for the creation of dog leash regulatory rules (with no licensing requirement) for the UNA neighbourhoods, including public consultation considerations.



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD OF DIRECTORS MEETING

Date: April 18, 2023

Time: 5:30 p.m.

Location: Social Room, Wesbrook Community Centre

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, and the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body.



MINUTES

PRESENT:

Bill Holmes – Acting Chair
Jane Kang
Bill Holmes

Ali Mojdehi
Eagle Glasheim

UBC OBSERVERS:

Carole Jolly
Silvia Magnano

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

Director Glasheim acknowledged that the meeting was held on the unceded traditional territory of the Musqueam people.

Motion by Director Glasheim:

THAT Director Holmes be nominated to preside as Acting Chair of the meeting.

Seconded by Director Mojdehi.

Carried.

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

The Acting Chair extended a welcome to the newly appointed UBC member, Silvia Magnano, Manager at UBC Treasury Contracts & Real Estate.

B. APPROVAL OF AGENDA

Motion by Acting Chair:

That the Board approve the March 21, 2023 Meeting Agenda.

Seconded by Director Glasheim.

Carried.



C. APPROVAL OF MINUTES

The Acting Chair requested that the motions under item F.2. be corrected to reflect “Motion by Director Holmes”.

The Acting Chair requested that the spelling in item F.2.d. be corrected to reflect “the report”.

Motion by Acting Chair:

THAT the Board approve the February 21, 2023 Open Session Minutes as circulated, with corrections.

Seconded by Director Kang.

Carried.

D. DELEGATIONS

None

E. EXTERNAL REPORTS AND PRESENTATIONS

1. Campus and Community Planning Report

Carole Jolly, Director of Community Development and Engagement at Campus and Community Planning, presented the January 2023 report contained in the agenda package.

2. Electoral Area A Report

There was no discussion of the report.

F. REPORTS

1. Management Report

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

2. Community Newspaper Name Selection

The Communications Manager summarized the report contained in the agenda package.

Motion by Acting Chair:

THAT the Board approve the name “The Campus Resident” for the new community newspaper.

Seconded by Director Mojdehi.

Carried.



3. Update on Partnership Opportunities with MiniVillage

The Communications Manager presented the report contained in the agenda package.

Motion by Acting Chair:

THAT the Board

- a. Direct staff to prepare an agreement between the UNA and MiniVillage based on the terms contained in the March 14, 2023 report of the Communications Manager, and
- b. Authorize the Chief Administrative Officer to sign the agreement on behalf of the UNA.

Seconded by Director Glassheim.

Carried.

4. Contingency Reserve Withdrawal – WCC Emergency Repairs

The Chief Administrative Officer presented the report contained in the agenda package.

Motion by Acting Chair:

THAT the Board request that UBC

- a. Withdraw from the Neighbours Fund Contingency Reserve and pay to the UNA an amount equal to the UNA's expenditures incurred (other than GST) because of equipment and sprinkler failures in December 2022 at the Wesbrook Community Centre, which amount is approximately \$23,000, and
- b. Provide the UNA with written confirmation that the Neighbours Fund may be used to make the payment to the UNA.

Seconded by Director Kang.

Carried.

Motion by Acting Chair:

THAT the Board approve the withdrawal by UBC of a further amount from the Contingency Reserve equal to 33-1/3% of the amount of GST payable by UBC in respect of the requested payment to the UNA.

Seconded by Director Mojdehi.

Carried.

The UBC members stated that they were in agreement with the above decisions.

5. Commissionaires BC Services Agreement Renewal 2023-24

The Operations Manager presented the report contained in the agenda package.

Motion by Acting Chair:

THAT the Board

- a. Approve the proposed agreement between the UNA and The British Columbia Corps of Commissionaires for the period April 1, 2023 to March 31, 2024, that's provided to the Board on March 21, 2023.
- b. Authorize the Chair to sign the agreement on behalf of the UNA.

Seconded by Director Glassheim.

Amendment by Acting Chair:

THAT "Chair" be replaced with "Chief Administrative Officer.

Seconded by Director Glassheim.

Carried.

Motion was approved as amended.

6. Finance & Audit Committee Update

- a. Neighbours' Fund Investment

The Finance Manager presented the report contained in the agenda package.

Motion by Director Mojdehi:

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

Seconded by Acting Chair.

Carried.

7. Neighbours Agreement Committee Update – Acting Chair

The Acting Chair presented a summary of the report contained in the agenda package followed by a question from Director Glassheim.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None

I. ADJOURNMENT

Motion by Acting Chair:

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, and the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body.

Seconded by Director Kang.

Carried.

The meeting adjourned at 6:36 p.m.



THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

Memorandum

From: Simmi Puri, Communications Manager, Campus + Community Planning
To: UNA Board
Date: April 18, 2023
Subject: Monthly Update from Campus and Community Planning

Film & Events Notification

April

AMS Block Party

University Commons.

Thursday, April 13th from 3:30pm – 10pm. Annual end of school year concert for students. Alcohol will be served. DJs and music performances. Learn more:

<https://planning.ubc.ca/event/block-party-2023>

Exams

Monday, April 17th to Friday, April 28th

May

BMO Vancouver International Marathon

Sunday, May 7th from 8:30am to 1pm

Road closures outside of campus will be in effect. Details will be provided at

<https://planning.ubc.ca/event/bmo-marathon>.

Shoppers Drug Mart Run for Women

Wesbrook Village and Pacific Spirit Park

Saturday, May 13th from 9am to 12:30pm. Details will be provided at

<https://planning.ubc.ca/event/shoppers-drug-mart-run-women>

Victoria Day

Monday, May 22nd. University closed.

UBC Spring Graduation

Chan Centre for the Performing Arts

Wednesday, May 24th to Friday, May 26th and Monday, May 29th to Thursday, June 1st, from 8am to 5pm each day. Crescent Road will be closed each day. Learn more:

<https://graduation.ubc.ca/schedule/>

Campus Vision 2050

The Campus Vision 2050 Engagement Summary Report, available [online](#), was presented to the UBC Board of Governors Campus Vision 2050 and Rapid Transit Advisory and Property Committees in March. During the open session of the meeting, the Campus Vision 2050 and Rapid Transit Advisory Committee also received presentations and written submissions from the AMS and the UNA, [posted](#) on the BOG website.

The draft 30-Year Vision, updated Housing Action Plan (HAP), and Land Use Plan (LUP) will be presented to the UBC Board of Governors in June for endorsement and referral of the LUP to a public hearing. Prior to being presented to the Board, targeted engagement with key stakeholders on the draft HAP and draft LUP will continue. This includes sharing the full Land Use Plan and Housing Action Plan and coordinating discussions with the UNA Board.

Upcoming Campus Vision 2050 key milestones, include:

Mid-April through early-May: targeted engagement with stakeholders including the AMS, UNA, Campus Vision 2050 Community Advisory Committee, external organizations and Musqueam.

Mid-May: in response to feedback received through targeted engagement, finalize draft 30-Year Vision, updated Housing Action Plan and Land Use Plan.

Late-May through June: present draft 30-Year Vision, updated Housing Action Plan and Land Use Plan to the UBC Board of Governors Advisory Committee on Campus Vision 2050 and Rapid Transit Advisory and Property Committee.

Late June: seek Board of Governors endorsement of the 30-Year Vision, updated HAP, and referral of UBC's Land Use Plan to a public hearing.

September 2023: Land Use Plan public hearing

Fall 2023: UBC Board of Governors receive public hearing results, consider submission of Land Use Plan to the province, and approve HAP and 30-Year Vision, subject to provincial adoption of the Land Use Plan.

Late 2023-early 2024: provincial consideration of UBC's amended Land Use Plan.

REAP Proposed Amendments

In accordance with [UBC Policy #UP12](#) (Land Use, Permitting and Sustainability), a proposed amendment to REAP is posted (as of April 4, 2023) for 30 days for public review and comment prior to presentation to the Board of Governors for approval on June 29th 2023. Visit the [Campus and Community Planning website](#) to learn more about the REAP amendments and to provide comments.

The proposed updates to REAP (Version 3.3) will help advance UBC's climate emergency and sustainability priorities as well as support the climate mitigation and adaptation strategies outlined in the [Draft 30-Year Vision](#) for Campus Vision 2050. REAP (Version 3.3) continues to advance the goals and targets set out in the [UBC Green Building Action Plan](#). It introduces higher levels of performance that reduce operational and embodied emissions, including advancing UBC's requirements for the provincial Energy Step Code and a new commitment to the Zero

Carbon Step Code. The proposed updates align with the Province of BC's goal that all new buildings be net zero energy ready before 2032.

The University is also developing a new Neighbourhood Climate Action Plan (NCAP). Similar to the Climate Action Plan 2030 (CAP2030) that was launched for the academic campus in 2021, the NCAP will develop an accelerated pathway to net zero emissions within the Neighbourhoods, with specific considerations to meet the unique conditions and needs of the university neighbourhoods.

NCAP will be developed through engagement with the University Neighbourhoods Association, residents, campus community and UBC Properties Trust.

Community Update

A new cycle of Inspiring Community Grants launched:

Have a great idea to build social connection? Need some funds to make it happen? The Inspiring Community Grant provides up to \$500 for anyone to share their skills and talents with others and create social connection opportunities for their community. From coding camps for kids to cultural celebrations and more, we're amazed and inspired by the creative ways the UBC community comes together! Learn more at www.utown.ubc.ca/inspiringcommunity.

Campus Roadwork

University Boulevard will be partially closed for utility work between April 17 to August 19. Detours will be in place to accommodate local access and deliveries.

The first stage of this work will be along University Boulevard in the westbound lane. All parking will be closed and all westbound traffic will be detoured across the median so that there is two-way traffic on the south side of University Boulevard. Learn more:

<https://planning.ubc.ca/roadwork>



Report Date: April 11, 2023
Meeting Date: April 18, 2023
From: Sundance Topham, Chief Administrative Officer
Subject: April Management Update

Background

The April 2023 Management Update is presented for information.

Decision Requested

For information

Discussion

CHIEF ADMINISTRATIVE OFFICER

In late March and early April a significant amount of time was spent preparing for the upcoming fiscal year as well as supporting other UNA initiatives, including ongoing support for Board Committee projects.

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.
- Provided input to the Governance and Human Resources Committee on potential Chief Administrative Officer performance evaluation templates.

COVID-19 Support

- Ongoing monitoring of UNA COVID 19 processes.

Operations

- Supported the Operations Department with several initiatives, including reviewing the process required to repair and replace the Wesbrook Community Field as well as the use of reserve funds for the above ground infrastructure review process.
- Met with UBC officials to discuss the potential process for the upcoming Neighbourhood Climate Action Plan (NCAP) work.



Finance

- Assisted with audit planning.

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

- Along with the Recreation Manager and Communications Manager worked with the consultant to assist with the Recreation + Culture Programming Review.

Human Resources

- Worked with the consultant from Clear HR to hold staff human resources training focused on bullying and harassment legislation, equity, diversity and inclusion, microaggression, and unconscious bias in the hiring process.
- Began preparations for annual employee performance reviews.

Community Relations

- Attended the March UBC University Sport and Recreation Committee meeting.
- Met with the new Stakeholder Engagement Specialist from TRIUMF to discuss opportunities for collaboration between the UNA and TRIUMF. TRIUMF is interested in providing a tour of the facility for the Board and senior staff in late spring.

COMMUNICATIONS

Social Media

As a preliminary exercise to understand our audiences on our Facebook and Instagram social media platforms, the Communications Team have been populating our social feeds with content and have been engaging with users online. We are in the process of developing a more fulsome social media strategy that includes establishing baseline metrics that we'd like to begin tracking, procedures for internal staff, internal and external policies on posting and engagement, a content calendar and guidelines for paid postings.

If you're on Facebook and Instagram, please follow us at facebook.com/UNAcommunity and instagram.com/UNAcommunity.

Newspaper Print and Web Design

The Communications Team is working with our graphic design team and web developer team to create new print templates and a website for the revitalized community newspaper, *The Campus Resident*.

The scope of this work includes a re-design of the printed newspaper, as well as a mini re-brand, in relation to the newspaper nameplate. Once work on the print version is finished, work on the website, which will be patterned after the printed version, will begin.

More information on this is included in a separate report in this meeting's agenda.

Website Changes

The Communications Team has made some minor additions to the UNA website including the addition of emergency numbers on the Contact Us page and the Public Safety page. We've also included more information about the UNA Card, updated the About Us page with the latest version of the *UNA Guidebook*. We've also made some improvements to address loading times and program carousel display.

Community Engagement Advisory Committee (CEAC) Support

The Communications Manager continues to provide support for the Community Engagement Advisory Committee (CEAC) including providing orientation to its newest members and continuing the work on the committee's social events planning and starting the work on its newcomer's guide project.

Newspaper Editorial Committee (NEC) Support

The Communications Team has started creating an orientation package for the upcoming Newspaper Editorial Committee (NEC) to ensure that they have all the necessary information, tools and resources they need to do their work. This Committee will be supported by the Newspaper Editor and Social Media Specialist.

Other:

- Continuing work on creating marketing materials for the Recreation Team's Spring/Summer season.
- Support for the Operations Team in creating new website resources for waste disposal.

RECREATION

March is a busy month for the Recreation Team. Wrapping up the winter programming, reconciling year-end expenditures and payments, hosting two weeks of Spring Break camps and three community events, opening registration for spring and summer, and

preparing Wesbrook Parking Renewal are all on the list. The recreation staff have made extra efforts to accomplish these tasks while preparing to manage staff changes.

Advance personnel planning for the Front Desk is underway to prepare for the availability changes of the student cohort for the spring and summer. A few Fitness Attendants will be trained to work at the main Front Desk starting from May. Program Coordinators are also shifting their portfolios to cover the work from the absence of Linda Quamme from April 3 to May 15, 2023, and the resignation of Laura McGrath (Program Coordinator). Ella Davey (Birthday Party Leader) also resigned. The process of hiring these two positions has started.

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: Collection of Data and Information is complete.

Current: Recreation Review is in development – anticipated rough draft in April, report to board in May 2023.

A reminder, our goal is to assess current recreational services identifying gaps and community needs. Through the recreation team involvement of all the small group and pop-up meetings, some quick fix, or addition items where easy to act on and have already shown success.

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

Customer Service & Facilities Update – Qiuning Wang, Assistant Manager

All Front Desk Meeting

The first All Front Desk Meeting in 2023 was held from 6 PM to 8:30 PM on March 23 at Wesbrook Community Centre. The main purpose of the meeting was to gain a common understanding of the current team structure, line of communications, and the procedures of the Front Desk work. The meeting included a collective presentation from Qiuning Wang, Eustina Na and Angelica Sanchez followed by an open discussion of the team. 19 out of 20 Front Desk staff members attended the meeting and discussed recurring issues, emergent challenges, and the areas of improvement.

Lost and Found Procedures

New Lost and Found procedures have taken into effective from April 1, 2023, as part of our efforts to improve customer service at the community centres. The procedures include a visible display of the regular items, a monthly cleaning up, and recycling and donating



through the UNA's Green Depot. Valuable items will be recorded and disposed with UBC RCMP. Both UBC's and the City of Vancouver's lost and found procedures were looked at as the references for creating the ones for the community centres.

Wesbrook Parking Renewal

The parking renewal process started from April 3 at WCC Front Desk. The renewal service is offered at WCC Monday to Friday from 9 AM to 5 PM. A team of six Front Desk staff is trained to issue the permits. 67 out of approximately 250 permits were renewed in the first week of April.

New Members and Bookings

We see a surge of new members in Xplor in March with 762 new clients as compared to 275 in February. This is probably because of the start of the spring season. 50% of them are UNA and UBC/UTown residents.

The bookings revenue for March went up to \$2,300.55 from \$1,446.45 of February. The bookings were mostly workshops/training, work meetings, and external birthday parties.

Room	Total Hours	Rate	Booking	Tax included
Art Room UNA/UBC	2.5	\$54.00	\$135.00	\$141.75
Social Room	7	\$80.00	\$560.00	\$588.00
Multi-purpose Room	1	\$80.00	\$80.00	\$84.00
Multi-purpose Room UNA/UBC	2	\$72.00	\$144.00	\$151.20
Board Room	8	\$60.00	\$480.00	\$504.00
Studio A	2	\$25.00	\$50.00	\$52.50
Dance Studio UNA/UBC	7	\$54.00	\$378.00	\$396.90
UNA Soccer Field	3	\$103.00	\$309.00	\$324.45
EXTRAS -STAFFING	1	\$30.00	\$30.00	\$30.00
EXTRAS -Coffee/Tea service	1	\$20.00	\$20.00	\$21.00
EXTRAS -Water service	1	\$15.00	\$15.00	\$15.75
Total	35.5		2201	\$2,309.55

Programming & Events Update – Josie Chow, Assistant Manager

Registration Updates

Spring/Summer 2023	#s as of Apr 4, 2023
Programs offered	488
Registered participants	2180
Waitlist	308
Withdrawals	125



Category	Revenue as of Apr 4, 2023
Physical Activity	\$90,776.88
Family Programs	\$330
Arts	\$57,358.01
Music	\$34,660.80
Education	\$25,756.90
Camps	\$79,233.20
Events	\$117
TOTAL	\$286,677.79

Programming-Wide Updates

- Wesbrook and Old Barn Community Centres had a lively two weeks of spring break camps during Mar 13-24. Eight camps were offered, with a range of UNA adventures, dance, musical theatre, filmmaking and sports camps, with 100 campers joining in on the fun. The weather mostly cooperated and the campers enjoyed trips to UBC Farm, Pacific Spirit Park, and various playgrounds around the neighbourhood.
- Spring Season has started! Registration is strong and class cancellation rates are minimum. Program Coordinators are looking forward to the spring season.
- A new signature UNA event will be held for the first time this season. Introducing the Spring Art Fair on June 17! The Spring Art Fair provides an opportunity for participants registered in UNA music, dance and visual art programs to showcase their talents. This event aims to bring the community together through creativity and wonder in a variety of art forms such as talent shows, films, art galleries, and more! The [Re-Creation Community Art project](#) will also be unveiled at this event.

Seniors Programming and Live Well, Stay Strong Project

- A variety of new activities were organized for seniors in the winter season, including a tour for 30 seniors to the Indian Residential School History and Dialogue Centre (IRSHDC) at UBC, a “walking bus” of 15 seniors walking from Wesbrook to the Old Barn (a great initiative to encourage active transportation!), and a Saturday Afternoon Tea on Retirement and Old Age Pension with a Mandarin speaker. Other new workshops for seniors and the community in the spring include the topics of the Magic of Memoir, All about Bumblebees, the Three Levels of Government (Mandarin session), and Chemical Safety at Home.

Youth Volunteering and Youth & Senior Centre

- Youth Volunteers

- Strong youth engagement in winter through volunteering for both programs and events. 56 youth were enrolled for community events and 42 for programs
- 11 new youth volunteer sign-ups in March.
 - Spring sees increased volunteering opportunities for youth with Earth Day, Spring Arts Fair, and potentially the Newspaper.
 - The Volunteer Management System – Working with Operations/ IT on this project and hoping to roll out soon.
 - Youth Leadership assistant – A volunteer position for a youth interested in helping lead and direct the youth leadership project.
- Youth & Seniors Center Project
 - New furniture is already in place. A couch ETA June.
 - The Mural Project is delayed due to the plan change of the artist. Hal is working with the Youth Art Engagement Committee to come up with a design and paint. Most supplies have been purchased and the project is anticipated to finish by the Spring art fair.
 - The space is shared by seniors and youth. Seniors hours are from Open – 3:00 pm and Youth Hours 3:00 pm – Close. Both Linda and Hal have been working together to build a better sense of identity in the Youth & Seniors Center and will continue to roll out more social programming in the space.

Community Events

Three community events were held in March and the Easter Weekend with good turnout.

- Easter Eggtravaganza (April 8, 9:30 – 12 PM, The Old Barn Community Centre, 500 people in attendance)
- Field Games & Busking Pop-up (March 16, 3:00 - 6:00 PM, Jim Taylor Park, 40 people in attendance)
 - This was the first pop-up event using the email list, which had 81 subscribers at the time of the event. Field games were set up outside in Jim Taylor Park that were free for participants to use, including; soccer, disc golf, Jenga, connect four, bocce balls, ring toss, bean bag toss, and spike ball. A busker (Michelle Cheng) performed for about 30 minutes, so participants were able to enjoy the acoustic pop/Disney covers during their time at the park.
- Play in the Rain Festival (March 18, 2:00 - 4:00 PM, Wesbrook Splash Pad, 350 people in attendance)
 - Although it was not raining, several water-themed workshops and activities were set up around the WCC Splash Pad including paradiddle rain drumming, a terrarium building workshop, dry ice demonstrations, water-related crafts, field games, and a water table/bubble machine. Participants were also able to warm up by the 2 fire pits, roast marshmallows to make smores, and drink hot chocolate along with the festivities.



Health and Fitness, Kieran Petty, Fitness Centre Supervisor

Wesbrook & Old Barn Community Centre Visits and Revenue (March 2023)

Location	Total Visits	Membership Revenue
WCC	3379	\$17,000.31
OBCC	383	\$1,890.46
Total	3762	\$18,890.77

Winter 2023 Yoga & Fitness Programming

- Fitness & Yoga Winter season is officially over as of March 31, 2023
 - o The 25 fitness & 11 yoga programs pulled in a total of **\$27,215.29** in revenue.
 - o A total of 13 classes had to be cancelled due to low registration.
- Personal Training for the 2023 Winter season brought in a revenue of **\$3526.48**

Spring Fitness and Yoga Programming

- Fitness Programs: 21
- Yoga Programs: 17
- Canceled Classes: 2
- Total combined revenue as of April 5th, 2023: **\$27,276.22**

New Items

- In March we got a new Neoprene Dumbbell rack to replace the one that had broken. We also got new exercise bands & resistance bands, as well as ankle attachments for the machines in the WCC Fitness Centre.
- Looking to expand popular fitness & yoga class into beginner, intermediate, and advanced levels come Fall 2023.
- Looking forward to implementing the findings of the Rec Review into Fitness & Yoga.
- Angie Datt has started with the UNA as our first Certified Weight Trainer. She will be available for women & seniors who would like to work with a fitness professional on a budget.
 - o UNA/UBC pricing for a 50-minute session is \$31.00, or \$34.10 for non-residents.
 - o Angie will start on April 6, 2023.

OPERATIONS + SUSTAINABILITY

Earth Day

The annual [Earth Day](#) celebration is returning to Wesbrook Community Centre! Several events and workshops will take place on Saturday, April 22, including:

- [Community Yard Sale](#): Too Big For It (children's clothing, toys, etc.) - 9am-11am
- DIY Bike Repair Workshop and Project 529 – 10:00am-12:00pm
- [DIY Seed Starting Case](#) – 10:30am-12:00pm

The celebration continues on April 23 with two Children's Gardening workshops at Old Barn Community Centre.

Heat Pump Retrofit Workshop

In collaboration with UBC Campus + Community Planning, Robyn Chan, Sustainability Specialist, will be hosting a virtual workshop on heat pump retrofits for stratas on Wednesday, April 19. The session is meant for both owners and strata council members, and will provide guidance and education on how to implement a heat pump retrofit. C+CP and Permitting staff will be on hand to answer questions. [Registration for the workshop](#) is free.

Landscape Management Plan Update

The UNA Sustainability and Operations department has met with stakeholders at UBC Campus + Community Planning and Operations, as well as with UNA landscape contractors, to review the draft Landscape Management Plan. Their feedback will inform the final plan, which is anticipated to come to the Board in May.

Electrical Landscape Equipment

The UNA Operations Department has purchased new electric power and snow removal tools to improve landscaping and snow-clearing services. Badger Earthwork has already started using these tools, which were deployed recently. The department is committed to promoting sustainability by expanding the use of electrical equipment in public spaces. The electric snow-clearing devices will help clear sidewalks, bus stops, and park paths.

Public Waste Receptacle Project

The UNA Operations Department has observed a notable increase in the public's interest in recycling and properly separating waste after implementing improved public waste receptacles across all UNA areas. As part of ongoing efforts to promote sustainable waste management practices, the department is exploring the possibility of establishing a centralized collection point in the yard of Badger Earthwork for recycled materials, dog waste, and paper. The department appreciates the community's support in achieving shared sustainability goals.

Road Repair Work Update

Pothole and paving repairs have been completed in Chancellor Place (Iona Drive) and the Wesbrook area (Wesbrook Mall). However, the UNA remains committed to improving infrastructure and will start repair work on Gray Street in May after construction in that area is complete.

Above-Ground Infrastructure Survey

The Operations Department has decided to move forward with the Above-Ground Infrastructure Survey. Pending approval, the survey is set for implementation in the second quarter of 2023, and a final report is anticipated to be delivered by the summer of 2023.

Wesbrook Community Field Update

The UNA has scheduled a meeting with relevant parties at UBC to discuss the necessary steps for the complete replacement of the Wesbrook community field due to its poor condition. The proposed plan includes a short-term repair in 2023 and anticipated replacement work in the summer of 2024.

Hampton Place Parking

The UNA Operations Department will address the ongoing parking problem at Hampton Place, which involves daily complaints about illegally parked vehicles blocking access to buildings and fire lanes. The department will work with relevant parties at UBC to find a solution similar to what was done in Hawthorn neighbourhood, where UBC does enforcement while UNA manages parking permits. It is essential to address the problem quickly and find a solution that works for everyone as trustees of public safety.

Hampton Tree Pruning:

The tree pruning in Hampton Place has been completed, which also involved the removal of a hazardous tree. A meeting with the landscaping team, Koshimura, will be arranged to review and start implementing the proposals mentioned in the Diamond Head report.

FINANCE

Year End Preparation:

The UNA fiscal year end is March 31st and the Finance team has already started working with all the UNA departments regarding this year's closing timeline and began preparations for the annual audit work. A report regarding the 2022/23 audit plan is provided to the Board at the Finance & Audit Committee Update section for further details and information.



Budget Submission to UBC BOG:

The final 2023/24 budget was submitted to UBC in February and UBC took the UNA budget to their Finance Committee on March 22nd, 2023, where it was approved. UBC confirmed that there was no feedback from the UBC Finance Committee. The UNA budget was approved on consent with no discussion. A separate report is provided to the Board at the Finance & Audit Committee Update section for further information regarding the submission.

Municipal Services Administrative Transition

Part of the preparation for the Landscaping Services Transition was to have the newly created Accounting Assistant position filled before April 1st in order to handle the extra transactions volume due to the transition. The new budgeted position was successfully filled at the last week of March and communications had been made to all the stakeholders regarding the accounting side of the change over.

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



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer



Report Date: April 4, 2023
Meeting Date: April 18, 2023
From: Sundance Topham, Chief Administrative Officer
Subject: 2022-23 UNA Staff Work Plan – 4th Quarter Update

Background

The 2022-23 UNA Staff Work Plan – 4th Quarter Update is presented for information.

Decision Requested

For information

Discussion

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

A few major initiatives continued to dominate the staff work plan over the last quarter. The first was the preparation for the takeover of the municipal services management responsibilities from UBC Properties Trust - with considerable input required from the operations and finance departments, along with support from administration.

The second item to highlight is governance-related work, including updates to the Neighbours Agreement. A significant amount of time was also spent supporting Board committees, including the Land Use Advisory Committee and Community Engagement Advisory Committee. Time was also spent preparing engagement materials for various public consultation processes and preparing for the new community newspaper.

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

Finally, the recommendations from the Office Space Needs Assessment have been implemented and the updated office and meeting spaces are now fully functional.

The new draft 2023-24 UNA Staff Work Plan is included in the agenda package as a stand-alone report. Areas from the 2022-23 work plan that were still applicable and matched the UNA priorities and goals have been transferred over, while other items have been moved to secondary priority.



Financial Implications

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

Operational Implications

None

Strategic Objective

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

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

Attachments

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

Concurrence

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

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer

STRATEGIC PLAN 2019-2022
UNA STAFF WORK PLAN 2022-2023 – Fourth Quarter Update

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

FINANCIAL SUSTAINABILITY

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

<p>Strategy:</p> <p>The UNA is financially sustainable over the long term.</p>	<p>Goals:</p> <p>Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks</p> <ul style="list-style-type: none"> • Participate in the UNA/UBC Joint Financial Task Force. • In conjunction with UBC undertake a condition assessment of UNA infrastructure. <p>Review the reserves policy in partnership with UBC</p> <ul style="list-style-type: none"> • Review and revise the UNA Neighbours Fund Reserve Policy. <p>Continue to explore financial models with the University Neighbourhoods Liaison Committee</p> <ul style="list-style-type: none"> • Not applicable. 	<p>Progress:</p> <p>Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks</p> <ul style="list-style-type: none"> • Participated in the ongoing work of the UNA/UBC Joint Financial Task Force (JFTF). • Assessment of UNA infrastructure to take place in 2023/24 fiscal year due to timing requirements with UBC. <p>Review the reserves policy in partnership with UBC</p> <ul style="list-style-type: none"> • Reserves Policy review underway with UBC. Currently part of the NA2020 update process. <p>Continue to explore financial models with the University Neighbourhoods Liaison Committee</p> <ul style="list-style-type: none"> • Not applicable.
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OPERATIONAL CAPACITY		
Continue the foundational work to streamline processes, build staff skills and ensure there are adequate resources to support the Board and the UNA in meeting its mandate.		
<p>Strategy:</p> <p>The UNA has the administrative resources and processes in place to deliver mandated services and support the work of the Board.</p>	<p>Goals:</p> <p>Develop a professional development and compensation policy</p> <ul style="list-style-type: none"> • Completed. <p>Create and implement metrics to measure service delivery</p> <ul style="list-style-type: none"> • Explore what metrics we would like to track and what is presently within our capacity to do so. <p>Develop a robust IT platform that supports internal and external information exchange</p> <ul style="list-style-type: none"> • Complete implementation of the records management plan and initiate migration of UNA filing system to the cloud. • Identify and evaluate options for cloud-based accounting solutions. 	<p>Progress:</p> <p>Develop a professional development and compensation policy</p> <ul style="list-style-type: none"> • Completed <p>Create and implement metrics to measure service delivery</p> <ul style="list-style-type: none"> • Potential metrics for the Recreation Department and Communications Department are being investigated. <p>Develop a robust IT platform that supports internal and external information exchange</p> <ul style="list-style-type: none"> • Implementation of the Records Management Plan ongoing. All files have been migrated to the new network drive and planning work for migration to the cloud currently underway. • Assessment of cloud-based accounting solutions currently underway by the IT Specialist.

	<p>Align operations and allocation of resources with strategic priorities</p> <ul style="list-style-type: none"> • Prepare for change in administrative responsibilities for UNA neighbourhoods landscaping and operations. • Create a Landscape Management Plan. • Investigate increased regulatory rules implementation (i.e. Dog Control Rules). • Implement recommendations from the Office Space Needs Assessment. • Undertake a Recreation Programming Review. • Continue to develop a business case scenario for the effective delivery of virtual programming. • Implement approved Community Works Funds projects. • Continue the policy and internal procedure review. Index existing policies and procedures, identify policy gaps and create a list of missing policies and procedures. Initial Board input on Board Policies to be provided through Governance and Human Resources committee. 	<p>Align operations and allocation of resources with strategic priorities</p> <ul style="list-style-type: none"> • Work complete. New contracts have been signed with landscape contractors and new staff hired for increased workload. Administrative changes have been implemented. • Landscape Management Plan work ongoing. Plan scheduled to come to the Board in May. • Awaiting Board direction to begin work on increased regulatory rules implementation. • Office Space Needs Assessment implementation complete. • Recreation Programming Review public process complete. Consultant report to Board scheduled for the May Board meeting. • No current work on business case scenario for virtual programming. • Community Works Projects agreements between UBC and Metro Vancouver finalized. Project implementation underway. • Policy review complete.
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COMMUNITY AND STAKEHOLDER RELATIONS

Identify and implement initiatives and processes to identify community needs and engage the community in ways that support the UNA’s vision of being “the place people choose to live.”

<p>Strategy: Improve civic engagement to support evidence-based decision making that is aligned with the UNA’s mandate.</p>	<p>Goals:</p> <p>Develop more robust engagement tools to assess community needs</p> <ul style="list-style-type: none"> • Work with the Community Engagement Advisory Committee and Board to identify and implement new communications processes. • Investigate possibility of electronic streaming of Board meetings. <p>Create feedback tools for residents and other stakeholders</p> <ul style="list-style-type: none"> • Develop modular engagement kits for onsite events. <p>Adapt and implement the Advisory Committee report in phases starting with the Community Engagement and Land Use Advisory Committees</p> <ul style="list-style-type: none"> • Completed. <p>Reinforce the relationship between the UNA and the UBC academic community.</p> <ul style="list-style-type: none"> • Led by the UNA Board of Directors. 	<p>Progress:</p> <p>Develop more robust engagement tools to assess community needs</p> <ul style="list-style-type: none"> • Community Engagement and Advisory Committee provided input on Recreation Program Review. • Streaming of Board meetings taking place through Teams while permanent solution investigated. Funding contained in 2023-24 budget for upgrades. <p>Create feedback tools for residents and other stakeholders</p> <ul style="list-style-type: none"> • Development of modular engagement kits have been restarted <p>Adapt and implement the Advisory Committee report in phases starting with the Community Engagement and Land Use Advisory Committees</p> <ul style="list-style-type: none"> • Completed <p>Reinforce the relationship between the UNA and the UBC academic community.</p> <ul style="list-style-type: none"> • Support the Board as needed.
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Report Date: April 4, 2023
Meeting Date: April 18, 2023
From: Sundance Topham, Chief Administrative Officer
Subject: 2023-24 UNA Staff Work Plan

Background

The 2023-24 UNA Staff Work Plan is presented for Board Approval.

Decision Requested

THAT the Board approve the 2023-24 UNA Staff Work Plan.

Discussion

The 2023-24 UNA Staff Work Plan is attached for Board review and approval. The work plan ties in directly with the new 2023-2025 UNA Strategic Plan and consists of projects and initiatives that are undertaken in conjunction with the day-to-day operations of the organization.

Typically, about 70 per cent of the work that takes place in the organization is day-to-day operational in nature, with the other 30 per cent consisting of projects directly related to strategic priorities.

The staff work plan is a direct result of the organizational strategic plan and budgeting process. In order for the organization to perform in a healthy manner all three processes need to be aligned – with the Strategic Plan setting the overall context for the organization, with the specific projects and action items then flowing in as priorities for the budget. The staff work plan then follows the finalization of the budget and highlights the items above and beyond the core day-to-day operations.

The Board is involved in all three phases of these processes, providing policy guidance in the creation of the Strategic Plan, approving the overall operations of the organization through the approval of the budget, and finally signing off on the resulting staff work plan.

The proposed 2023-24 work plan builds on the work that took place under the previous strategic plan and reflects the fact that we're in transition on several important items, including revisions to the Neighbours Agreement 2020, and the accompanying updates to the many important schedules, a strengthened advocacy role, increased organization focus on environmental sustainability and a recognition that the UNA can play a larger role in regulating public spaces.

The work plan looks to move forward the new strategic priorities, focusing on the goals contained within.

Some highlights of the work plan are as follows:

- Investigate increased regulatory rules implementation (i.e. Dog Control Rules).
- Finalize the creation of a Board endorsed Landscape Management Plan.
- Support the Board in ensuring that UNA interests are incorporated in any Neighbourhood Climate Action Plan.
- Complete the Community Works Fund Electric Vehicle Charging Station project.
- Work closely with UBC to ensure that UNA residents and stratas have access to up-to-date and accessible emergency planning resources.
- Implement electronic streaming of Board meetings.
- Implement changes to volunteer programming and services as recommended in the Recreation Program Review.
- Create a UNA Newcomers Guide.
- Improve UNA communication resources to ensure that residents can easily interact with the UNA, including implementing an after hours call service.
- Explore partnerships with UBC and other local jurisdictions on the creation of a 311 reporting tool.
- Review existing hiring processes to ensure diversity, equity and inclusions principles are effectively incorporated.
- Update the Living Room of the Old Barn Community Centre to improve community connection.

There are some projects from the previous work plan that are in the process of being completed, but do not fit directly into this new work plan. These include the condition assessment of UNA infrastructure and the completion of the implementation of the records management plan and migration of the UNA filing system to the cloud.

Financial Implications

The initiatives contained within the proposed work plan are funded through the 2023-24 approved budget.

Operational Implications

The attached draft 2023-24 Staff Work Plan considers existing operational capacity.



Strategic Objective

The attached draft 2023-24 UNA Staff Work Plan moves forward all five of the Board's strategic initiatives:

1. Governance
2. Advocacy
3. Environmental Sustainability
4. Creating Connection
5. Organizational Capacity

Attachments

1. Schedule A - Draft 2023-24 UNA Staff Work Plan.

Concurrence

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

Respectfully submitted,

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Sundance Topham
Chief Administrative Officer



STRATEGIC PLAN 2023-2025

UNA STAFF WORK PLAN 2023-2024

GOVERNANCE

Strengthen the UNA's role as the administrative body of the University Neighbourhoods, with the authority, autonomy and scope of responsibilities required to meet the needs of the diverse and growing community, raise sufficient financial resources, regulate in public spaces, and effectively represent the interests of the Neighbourhoods.

Goals:

Continue to work with UBC on the revision of the Neighbours' Agreement to set out, in a clear and complete fashion, the rights and obligations of the UNA and UBC.

- Support the Board and Neighbours Agreement Committee on any changes to Neighbours' Agreement 2020.

Develop the capacity and tools to regulate matters of public safety and public order, including matters related to animal control and protection for pedestrians and cyclists.

- Investigate increased regulatory rules implementation (i.e. Dog Control Rules).
- Work with UBC and Area A Director to advocate for increased pedestrian and cyclist safety improvements.

Work to strengthen local democracy by engaging residents on the importance of UNA membership, encouraging residents to become members, and helping residents to overcome challenges to voting and participating in civic affairs.

- Work with the Governance and Human Resources Committee and Board to investigate electronic voting options for UNA elections.



ADVOCACY

Enhance the capacity of the UNA to represent the University Neighbourhoods, and to advocate on behalf of the community in discussions with the University of British Columbia as well as with a range of other public bodies whose decisions and services affect the University Neighbourhoods.

Goals:

Develop well-researched and -articulated positions on matters of community development for presentation to UBC as part of the Campus Vision 2050 planning process.

- Support the Board and Land Use Advisory Committee in interactions with UBC.

Create a UNA Advocacy Strategy to identify the key public agencies whose decisions and initiatives impact the University Neighbourhoods, identify opportunities and methods for engagement, and develop UNA positions to advocate.

- Undertake preliminary assessment work on the formation of the strategy.

ENVIRONMENTAL SUSTAINABILITY

In close collaboration with UBC, create opportunities for the organization and the community to reduce the University Neighbourhoods' ecological footprint, take action on climate change, protect the natural environment and position the Neighbourhoods as a leader in environmental sustainability.

Goals:

Participate with UBC in the development of a Neighbourhood Climate Action Plan for the community.

- Support the Board in ensuring that UNA interests are incorporated in any REAP revisions.
- Support the Board in ensuring that UNA interests are incorporated in any Neighbourhood Climate Action Plan.

Work with UBC to ensure that the UNA's landscaping service is based on, incorporates, and makes optimum use of, sustainable landscaping practices.

- Finalize the creation of a Board endorsed Landscape Management Plan.
- Work with UBC and UBCPT to ensure that neighbourhood developments incorporate sustainable landscaping practices.

Seek ways to reduce the environmental and climate impacts of UNA's own operations.

- Ensure the Landscape Management Plan reduces the environmental and climate impacts of UNA landscaping contractors.
- Continue to increase use of electric landscaping in UNA operations.

Develop accessible information resources and supports to help residents reduce greenhouse gas emissions, adapt to irreversible climate changes, connect to nature, and protect the environment.

- Complete the Community Works Fund Electric Vehicle Charging Station project.
- Work with the UBC Sustainability Scholars Program to identify short-term and long-term measures to provide cool, accessible public spaces during extreme heat events and where they could be situated in the university residential neighbourhoods.

Ensure that natural disaster planning efforts undertaken by UBC and Metro Vancouver take into account the needs and expectations of the UNA and the University Neighbourhoods.

- Work closely with UBC to ensure that UNA residents and stratas have access to up-to-date and accessible emergency planning resources.

CREATING CONNECTION

Develop the opportunities, materials and tools to engage residents, irrespective of differences in language, culture and background, in UNA services, UNA decision-making, and efforts to build a strong sense of community.

Goals:

Review messaging and methods used to communicate information on the UNA and its role, local services, opportunities for engagement and community-building efforts to different groups in the community.

- Identify and implement new communications processes.
- Implement electronic streaming of Board meetings.
- Implement the recommendations of the Recreation Programming Review.
- Create a UNA Newcomers Guide.

Work with UBC to define a role for the UNA in supporting the University's reconciliation efforts.

- TBD

Activate and support, directly and through the actions of others, volunteers in the community who wish to undertake or participate in community-building efforts, local service delivery and other initiatives aimed at strengthening community.

- Increase UNA volunteer appreciation events.
- Implement changes to volunteer programming and services as recommended in the Recreation Program Review.

Create technological and other platforms that can be used by the UNA to engage the community, and by different groups in the community to engage each other.

- Improve UNA communication resources to ensure that residents can easily interact with the UNA, including implementing an after hours call service.
- Explore partnerships with UBC and other local jurisdictions on the creation of a 311 reporting tool.
- Update the Living Room of the Old Barn Community Centre to improve community connection.

ORGANIZATIONAL CAPACITY

Ensure that the organization has the people and resources in place to support the Board in its work, take decisive action on the UNA's strategic priorities, and meet the local service needs of the community in innovative and cost-effective ways.

Goals:

Develop programs, incentives and other initiatives aimed at enhancing the UNA's ability to attract qualified staff in a tightening labour market.

- Review existing hiring processes to ensure diversity, equity and inclusion principles are effectively incorporated.

Develop a long-term organizational resources strategy to ensure that the UNA has the operational capacity to meet the evolving needs of the organization and community.

- Led by the UNA Board of Directors.

Create and implement metrics to measure the organization's performance in delivering services and acting on the UNA's strategic priorities.

- Explore what metrics we would like to track and what is presently within our capacity to do so.



Report Date: April 11, 2023
Meeting Date: April 18, 2023
From: Glenda Ollero, Communications Manager
Subject: *The Campus Resident* Print Design and General Update

Background

UNA staff have been working to create the print design templates and online website for the revitalized community newspaper, *The Campus Resident*. The paper will be published on its own website monthly and printed and distributed in the community quarterly.

This report contains an update of the work that has been done by staff so far to get the publication ready for its launch in the summer of 2023. The initial focus has been on the print templates. This work is still in its final stages and will need to be concluded before work on the website can start.

Decision Requested

For information

Discussion

There are two phases to the redesign of *The Campus Resident*: (1) the design of the print publication and (2) the design of the website. The print version is being tackled first as this will be the basis of the design of the website. Currently, the print design process is nearing its final stages, and once finalized (on track to finish by late-April), the website design process will begin (projected to finish by late-May).

The redesign of print version of *The Campus Resident* is the key aspect of the publication's design and will be the basis from which the website will be patterned after.

The Team

The redesign is currently being undertaken by a team of staff members and graphic design contractors. The team, in consultation with Sundance Topham (CAO), is composed of Glenda Ollero (Communications Manager), Emmanuel Samoglou (Newspaper Editor and Social Media Specialist) and two graphic design consultants.

Our graphic designers are:

- **Alicia Carvalho:** Alicia is the designer who helped us update and modernize the design of the *UNA Program Guide* in 2019. She is also the designer of the *UNA Guidebook*, the UNA Recreation Foundational Principles banners and other smaller collateral like the UNA lanyards, UNA Camps logo, etc. Her main role in the redesign is to create the base templates of the new paper.
- **Rebecca Ind:** Bec works with the Communications Department to design many the UNA's marketing materials. She worked on the monthly layout of the previous iteration of *The Campus Resident* and will be taking over the quarterly designs once Alicia finalizes the templates.

Identifying Improvements

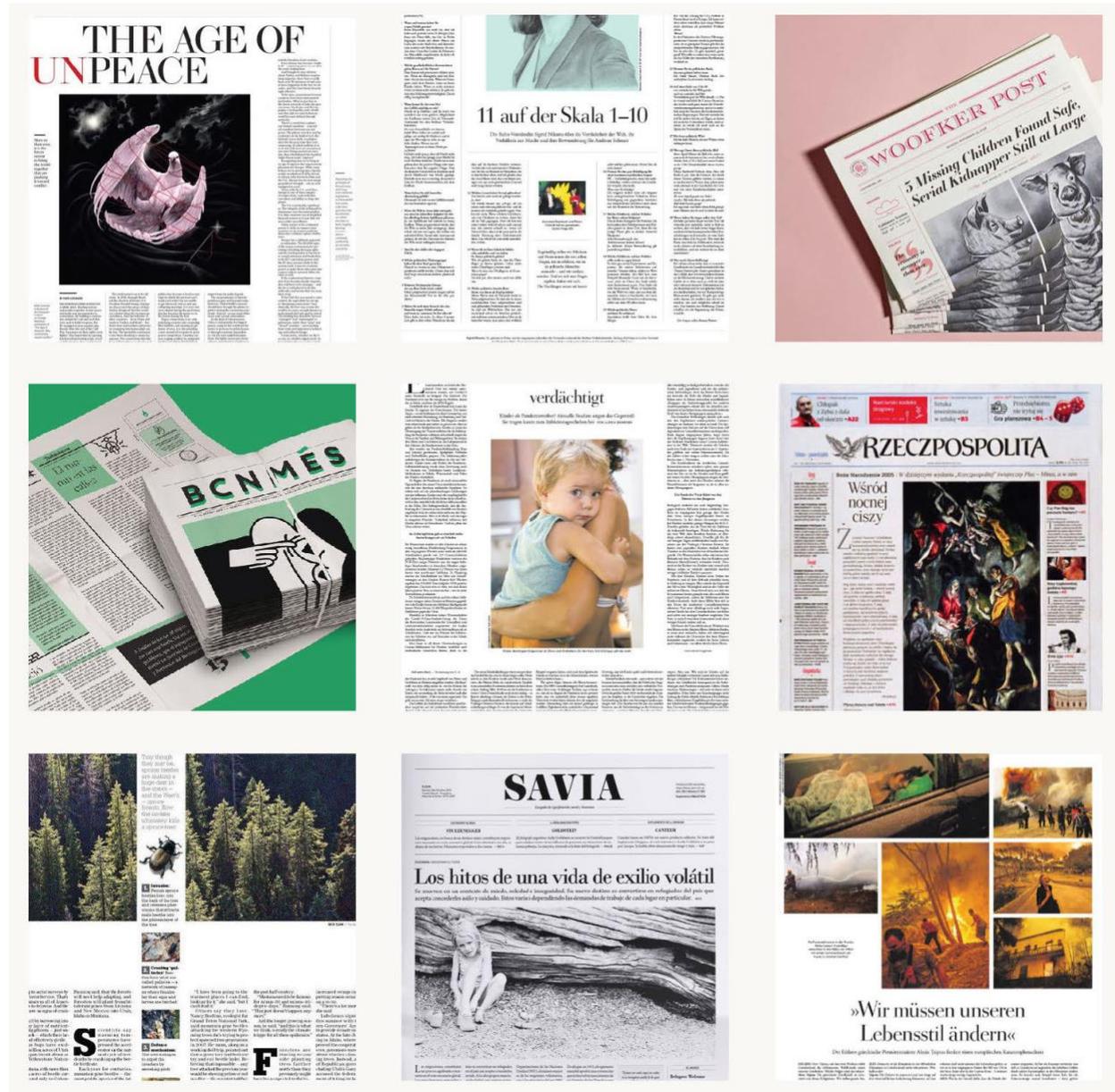
The exploration of the redesign started with identifying the publication's key purpose (to provide residents of the UBC neighbourhoods an independent source/publication for news and events in their local area) and audiences (residents of UBC neighbourhoods, seniors, UBC faculty/staff, families, newcomers to the neighbourhood, working adults, young couples, UBC students).

With purpose and audience in mind, the team analyzed the paper's previous design and identified changes that will be built into the new layout and design:

- Update fonts choices and ensure that type remains readable.
- Create a new font hierarchy that is improved, streamlined but diversified.
- Develop a new and improved grid system for more flexibility in layouts that considers column number and white space.
- Think about how to allow content to "breathe" by adding white space, while still feeling organized and structured throughout.
- Create templates with a lot of flexibility for more creative and conceptual stories in the future.
- Create a flexible front page to show off a variety of layouts, so that every issue can feel fresh and new.
- Allow flexibility in the template to allow for different image sizes and types.
- Create a new, stronger nameplate that will be distinctive/more recognizable.
- Create standardized ad space specs for an advertising rate card (1/4, 1/8, half and full page, consider banner ads).
- Add "sneak previews" of stories on the front page (top or bottom banner, sidebar).
- Explore how colour can come into play beyond the nameplate and photographs/illustrations.

Finding Inspiration

The redesign exploration continued with a scan of other newspaper designs that the team identified to have elements that it would like to adapt. Below are some of the designs that served as inspiration – keeping in mind that the new paper will be more readable with larger type, slightly fewer/wider columns, and larger body copy, therefore, slightly less dense. These examples show off a variety of the previously discussed details which the team has drawn inspiration from:



Creating Layout Templates and Font Hierarchies

Following the initial planning and exploration, Alicia presented us with several layout options for the front and inside pages featuring a variety of font styles that prioritize a clear font hierarchy, harmony, and balance. We've included a sample of these pages as an attachment (*Attachment 1: Layout and Font Hierarchy*) including commentary on the design elements to give some context to how some of our design choices developed.

It's important to note that while this work was ongoing, we had not yet decided on a name for the newspaper, so the design and conceptualization of the nameplate had to happen later. This is the reason why the nameplate is blank in these early design concepts.

Designing the Nameplate

Once the Board decided on a publication title (i.e., keeping the previous newspaper's name, *The Campus Resident*), our team started discussions on what the new nameplate might look like. We knew that it needed to have a distinctive wordmark with an icon to complete what would be, in effect, the paper's "logo."

We are currently in the process of finalizing a design but have found a strong serif font for the wordmark and are learning towards a condensed icon that draws inspiration from natural elements that can be found in our local area – trees, the forest and animals that live in our local woods. You'll find explorations of the nameplate design in the attached document (*Attachment 2 – Nameplate Design*).

Adding Colour

The Campus Resident will continue to be printed in full colour so we plan on utilizing this feature more intentionally – using colour in subtle and purposeful ways to make the publication more dynamic, inviting, and pleasant to read. Examples of colour explorations are included as an attachment (*Attachment 3 – Colour*). Here, we are looking at the concept of monochrome colour themes where each quarterly issue will feature one colour used in different treatments throughout the pages.

Putting It All Together

As of the writing of this report, we are in the process of making final decisions, gathering final feedback from the team. Once this process is done, we'll be all set to put all the elements together to create what we hope will be the bones of a vibrant, rich, inclusive printed newspaper with the community at its heart.

Developing the Website

Currently, preliminary work is underway with our team working with our web developers to identify key webpages they will need to create on WordPress. A sitemap is being developed and stylesheets are being designed based on elements of the printed version that have already been finalized (i.e., fonts and font styles).

Once the print design is finalized, work on the website can progress a lot quicker. Once the work shifts to the website, our team composition will change, with the graphic designers dropping off, and Sai Karnam - Communications Specialist and web design team, Kimbo Design, coming on board to help us through the next phase. Sai is responsible for updating and maintaining the UNA website and will have expertise to lend us in *The Campus Resident* website development process.

Our team's focus then will be on converting the print design to a design that makes sense for web while following the original design footprint as closely as possible.

Next Steps

Apart from the design of the print and web infrastructures of the paper, the Communications Team will also be focusing on recruiting volunteer writers for the paper. A volunteer recruitment campaign is set to launch in the beginning of May and will be an ongoing process until the newspaper has established a strong pool of writers.

The Communications Team is also working on an orientation program for the upcoming formation of the Newspaper Editorial Committee (NEC) to ensure that we are giving the committee all the necessary information, tools, and resources to do their work.

Financial Implications

- Print Redesign: \$10,000
- Website Design: \$10,000

Operational Implications

This project requires significant work from the Communications Team and is currently a top priority for the department.

Strategic Objective

Creating Connection

Attachments

1. Attachment 1 – Layout and Font Hierarchy
2. Attachment 2 – Nameplate Design
3. Attachment 3 – Colour



Concurrence

1. None

Respectfully submitted,

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

Glenda Ollero
Communications Manager

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

Sundance Topham
Chief Administrative Officer

LAYOUT AND FONT HIERARCHY

nameplate section TBD, current: "highlight story section" content flexible (eg upcoming event)

nameplate: name + tagline

issue/volume/date

condensed styles for photo captions and author names, light/bold to highlight credits

H1 - will vary in size based on copy, should always be large on front cover, but balance with nameplate

always think about what goes above the fold (headline/engaging photo/etc)

H3 - sidebar/smaller story

deck - intro/expanding on headline (not needed for all stories)

sometimes the author can go before headline, but if using a deck, keep this order

pull quotes (and other design elements), should have LOTS of white space around them

this version has two different H styles for the TOC elements, however likely narrow down to the sans style

jumpline stands out so it won't be missed, but still subtle enough as not to distract

Other Cities Have Housing for Queer Seniors. Why Not Vancouver?

A generation that faced intense discrimination is 'now just trying to find a safe, affirming, affordable place to live at the end of their lives.' Page 3

Volume 12
Issue

04

March 15th
2023

Fusce efficitur dui tristique, Photo by Ulla Fleishman



How to Fix Housing Gridlock?

By moving beyond project-based assessments, we can improve democracy in housing policy.

WRITTEN BY SAM MAYCO

Housing policy has a democracy problem. Amid a housing crisis, highly unrepresentative public hearing processes contribute to land-use decisions that fail to reflect the perspectives and interests of all affected residents. But the right reforms can help deepen democracy and break housing gridlock.

At the municipal level, decisions about providing new housing are typically made on the basis of lengthy site-by-site rezoning and public hearing processes. This system of decision-making falls short on democratic grounds, and it makes building new homes more difficult and expensive for public, non-profit and private housing developers alike, contributing to the housing shortage in B.C. and Canada.

Public hearings on housing systematically underrepresent the interests of renters and those who have been priced out or otherwise excluded from communities. This problem is increasingly recognized and studied in cities across North America.

CONTINUED ON PAGE 5.

What I've Learned Talking with a Robot

ChatGPT and I have been discussing morality, jokes and what it can do for my field of study, education. Listen in.

WRITTEN BY CHARLES UNGERLEIDER

Some people have asked me how I, as an educator, feel about the arrival of artificial intelligence apps like ChatGPT, the large language model created by Open AI. There's been a lot written about how such bot apps might undercut how we teach and assess students — and cause other problems. I don't feel the dread expressed by some. Not yet, at least. In fact, I've developed a working relationship with ChatGPT over several months. Here's a transcript drawn from our conversations.

Charles Ungerleider: Bot, we had friends for dinner, whom I was telling about your contributions and — if you don't mind me saying so — your limitations. They listened politely but were skeptical. One of the friends said he'd be interested in an essay about ChatGPT that was different from those expressing moral panic. What do you say? Are you up to the challenge of helping me write an article about ChatGPT?

ChatGPT and I have been discussing morality, jokes and what it can do for my field of study, education. Listen in.

Chat GPT: Hello! I'd be happy to assist you in writing an essay about ChatGPT that explores its capabilities, limitations and potential impact on society. As an AI language model, I don't have feelings, so I don't mind being the subject of discussion. However, please note that I am an artificial intelligence and do not have personal opinions or experiences. My responses are based on my programming and the data I have been trained on.



Fusce efficitur dui tristique, pellentesque quam varius, tincidunt elit massa ligula, consequat sit amet. Photo by Ulla Fleishman

With that said, I am capable of providing information and insights about ChatGPT that may be useful for your essay. To get started, can you please provide me with some more specific details about the focus and scope of the essay? For example, what are the main topics you want to cover? What audience is the essay intended for? Are there any specific questions or themes that you want to explore? The more information you can provide, the better I can assist you in creating a high-quality essay.

Well, I am at a bit of a loss at the moment. I think I want to point out your contributions and limitations. You know, the places where you do a good job and the places where you, um, wing it. Does that help?

Yes, that helps. Based on what you've mentioned, it sounds like you want to write an essay that explores the strengths and limitations of ChatGPT as an AI language model. Here are some potential topics and themes that you may want to consider including in your essay:

Overview of ChatGPT: Provide a brief introduction to ChatGPT, explaining what it is, how it works, and what it is used for.

Strengths of ChatGPT: Discuss the areas where ChatGPT excels, such as its ability to generate human-like text, its vast knowledge base, and its potential to improve productivity and efficiency in various industries.

Limitations of ChatGPT: Explore the areas where ChatGPT falls short, such as its tendency to generate biased or offensive language, its inability to understand context and nuance, and its potential to perpetuate harmful stereotypes.

Impact on Society: Analyze the potential impact of ChatGPT on society, including its implications for the job market, its role in shaping public discourse, and its potential to revolutionize industries such as health care, finance and marketing.

Ethical Considerations: Discuss the ethical considerations surrounding the use of ChatGPT, such as the need for transparency, accountability and oversight, as well as the potential for misuse or unintended consequences.

Future Developments: Consider the future of ChatGPT and AI language models more broadly, exploring potential advancements, challenges and opportunities for further research and development.

These are just some potential themes to consider when writing your essay. You may also want to include examples and case studies to illustrate your points and engage your audience. Additionally, be sure to tailor your essay to your intended audience and consider the level of technical expertise they may have in the field of AI and natural language processing.

That's helpful. Thanks. Let's begin with an overview of ChatGPT. Provide a brief introduction to ChatGPT, explaining what it is, how it works, and what it is used for.

CONTINUED ON PAGE 3.

Land Defenders Call on Courts to Dismiss Criminal Charges

Charter violations and use of excessive force by RCMP are alleged by Wet'suwet'en members and supporters in their application. Page 3



Smoke, Mirrors and the Alberta Budget

With three months to go until the election, the UCP's plan was mostly about politics. Page 5



Health Benefits, Savings Seen in New Free Contraception Plan

Budget commitment hailed as a Canada-leading initiative. Page 5



How Plastic Words Mask Reality

Latest example: The BC government's reluctance to say 'oil and gas.' Page 6

Other Cities Have Housing for Queer Seniors. Why Not Vancouver?

A generation that faced intense discrimination is 'now just trying to find a safe, affirming, affordable place to live at the end of their lives.' Page 3

alternate TOC at top, vs sidebar, probably not keeping it, but wanted to show that it could be an option (also note that this will look very different if your titles are shorter, or longer, a lot of details are content dependent)

kind of fun to highlight one story out of the six. although, would we even need to include six? this newspaper isn't that in-depth or long. it could also feature/highlight other details

example of H1, which has some flexibility in terms of size, center aligned, making really nice use of white space (embrace this!)

some articles have drop-caps, some do not. I don't think they all need them, but it is a nice option for some of them. will further determine when and where

also currently have a sans and a serif drop cap version. the sans is really nice because it's tall and bold, but condensed, so it doesn't take up too much space horizontally (the serif one feels a bit chunky)

added a glyph to when an article ends (will likely change it when we work on the nameplate) helpful tool, especially if there's the occasional article that will be broken up across pages. Overall this icon should feel on brand, but can be pretty simple (a circle, a square! maybe even in colour)

Smoke, Mirrors and the Alberta Budget

With three months to go until the election, the UCP's plan was mostly... Page 5

New Free Contraception Plan

Budget commitment hailed as a Canada-leading initiative. Page 5

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New Free Contraception Plan

Budget commitment hailed as a Canada-leading initiative. Page 5

The idea of the 15-minute city, according to its originator Carlos Moreno, is that people are no more than a 15-minute walk or bike ride away from all the services they need to live, learn and thrive.

The idea is appealing in its simplicity: it puts people and the environment at the centre of urban planning. It involves building new urban centres and restructuring existing ones to ensure the services people need for work, food, health, education, culture and leisure are all close by — a walk or bike ride from home. Key elements are the proximity of necessities; local participation and decision making; community solidarity and connection; and green and sustainable urban living.

This re-imagining of local living is quickly going global. Its proponents are many and growing, and the idea is being applied on big city stages. Most notably, the 15-minute city was a feature of Paris Mayor Anne Hidalgo's successful re-election campaign in 2020.

The United Nations has hailed the 15-minute city as a means by which cities can emerge from COVID, as well as reduce the damaging dependence on cars. The potential to promote mental health and well-being is significant.

Enter the conspiracists

In 2023, though, conspiracy theories and protests have threatened to drown out the discussion of such positives.

How did that happen? By finding itself sitting at the centre of debates about COVID living, climate change and car-centric societies, the 15-minute city has become a focal point of attention for those who imagine more sinister motives are at work. Conspiracists have spouted misdirected fears of the forced loss of cars, the creation of locked urban zones people cannot leave, and government surveillance and control.

These notions were even raised recently in the U.K. Parliament. Conservative MP Nick Fletcher called the 15-minute city an "international socialist concept" that "will cost us our personal freedom."

A chance to improve mental health and well-being

In fact, personal and community freedom, by way of giving people back meaningful time currently lost to commuting and other travel, is exactly what Moreno and proponents of 15-minute cities are focused on. In their drive to grow, cities tend to push people, the environment and their health to the periphery. Through their sprawl, Moreno argues, cities take away freedom by taking time and disconnecting their inhabitants from services and

The Case for 15-Minute Cities

Forget the conspiracies. Planning easy access to work, food, education and culture will improve our mental health and well-being.

WRITTEN BY CHRISTOPHER PATTERSON



Fusce efficitur dai tristique, pellentesque quam varius, tincidunt elit massa ligula, consequat sit ultricies lectus eget, sagittis nib amet. Photo by Ulla Fleishman

each other.

Importantly, these effects increase the risks to people's mental health. Moreno wants us to move away from fracturing our living into "inhuman bigness" and towards planning that focuses on what access to services, local connection and community means for the well-being of people and communities.

This is why the 15-minute city presents a great opportunity for better mental health. Long commuting times and the stressors of traffic congestion, road conditions and punctuality are linked to declines

in subjective measures of mental health and well-being for workers. The benefits of reducing these stressors could be immediate.

Physical activities like walking and cycling are also widely understood to benefit mental health, as does exposure to natural, green spaces. Creating local spaces for leisure and play is vital for children and parents alike.

But, deeper than that, we need cities and urban spaces purposefully designed to promote mental health in ways that are globally recognized as impactful and

essential. This process involves improving a range of social and environmental factors for individuals and community.

COVID sharpened the focus on well-being

Lessons learned from COVID lockdowns have sharpened global understanding of the mental health crises and harm done to people's well-being by loneliness, social isolation and disconnectedness. These conditions damage the well-being of communities too, by fostering stigma and promoting exclusion.

We need to move quickly towards ways of living that promote connection, inclusion and healthy communities and environments. We can achieve these goals through participation, local decision-making and sustainable ecologies.

Imagine cities with accessible housing, work and education. Imagine cities with mental health service where the focus is on inclusion, participation, connection and equitable access. Where health workers and essential services are local and available, with minimal obstacles. Imagine mental health service that is threaded through the community in meaningful, impactful ways — where every square metre is considered for its potential to improve health and well-being.

Mental health, well-being and recovery require social connection, inclusion and accessible health services. These are, without doubt, key factors in achieving better mental health. And the 15-minute city could be the template for its delivery

The idea of the 15-minute city, according to its originator Carlos Moreno, is that people are no more than a 15-minute walk or bike ride away from all the services they need to live, learn and thrive.

The idea is appealing in its simplicity: it puts people and the environment at the centre of urban planning. It involves building new urban centres and restructuring existing ones to ensure the services people need for work, food, health, education, culture and leisure are all close by — a walk or bike ride from home. Key elements are the proximity of necessities; local participation and decision making; community solidarity and connection; and green and sustainable urban living.

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LETTER FROM THE
UBC PRESIDENT

Two months ago, the UBC Vancouver campus came to life again as in-person classes resumed at the start of the fall term.

I am pleased to say that the campus reopening was very successful and we are continuing to do very well with regard to COVID-19.

As of the writing of this column, ninety-five percent of students, faculty and staff had completed their vaccination declaration, and 80 percent had verified their vaccination status. Ninety-eight percent of respondents are either fully or partially vaccinated. The number of confirmed COVID cases at UBC is very low – much lower than one would expect for a community of our size.

These gratifying numbers are a result of all our efforts, and I would like to thank everyone for keeping UBC COVID safe.

Because we are doing so well, I am pleased to announce that UBC's Fall 2021 graduation ceremonies will be delivered in person on campus. All ceremonies will take place at the Chan Centre for the Performing Arts from Tuesday, November 23 to Friday, November 26.

The safety of all our graduates, guests, and the UBC community is of utmost importance, and ceremonies will be planned according to Public Health Orders and guidelines.

We will also live stream all the graduation ceremonies at graduation.ubc.ca. I hope you can join us, whether virtually or in person.

As you know, earlier this year, we hosted a national forum on anti-Asian racism. The Forum, which involved 126 panelists and more than 2,100 participants from across Canada, was held in



Professor Sandra Oh. Photo credit Ulla

June amidst a surge in anti-Asian racism and violence. The Forum report has now been released, and we now need to reflect on its findings and recommendations. You can find a link to the full report online at president.ubc.ca.

Along with the report, we also released the results of a survey on racism aimed at Canadian youth. The results of the survey, done by the Angus Reid Institute in partnership with UBC, were disturbing, with 58 percent of Canadian youth say they have seen kids insulted, bullied or excluded based on their race or ethnicity at school. Another 14 percent said they've experienced it themselves, with visible minority children three times as likely, and Indigenous children twice as likely, as white children to say that they have faced personal abuse.

Racism and bias have no place in our community and no child should ever have to experience bullying and exclusion because of their race or ethnicity.

Accordingly, UBC will be signing the Scarborough Charter on Anti-Black Racism and Black Inclusion in Canadian Higher Education. The Charter's four principles of Black flourishing, inclusive excellence, mutuality and accountability will guide UBC as we develop our own action plan to redress anti-Black racism.

It is my hope that here at UBC we can work to model a different kind of community – one where we embrace difference and work to build each other up while enacting values of dignity, mutual respect, and justice.

Finally, I'm pleased to report that an overwhelming 92 percent of metro Vancouver residents support extending Skytrain to UBC, according to the results from Translink's recent public engagement process.

As we get back to workplaces and campuses, it is once again clear that a robust transit network is crucial for keeping our region moving. SkyTrain to UBC is part of the long-term vision for an integrated regional transportation system that will enhance mobility, affordability, sustainability and access to education for people living throughout Metro Vancouver.

UBC has partnered with Musqueam, Squamish and Tsleil-Waututh First Nations and the City of Vancouver to jointly advocate for the line and we are working closely with TransLink and the province to realize the extension of SkyTrain to the Vancouver campus.

Our aim is to enable the project to be built as a seamless continuation of the Broadway Subway Project, now underway, which terminates at Arbutus Street. If we are successful, we could see a station at UBC by 2030. I am grateful that the people of metro Vancouver support this much-needed project. ☺

first go at a masthead
it could be a half page in length, or full page in length, or vary based on every issue

similar styling to author/photographer credits, unsure of how much space we need in this section and what you need to add (address, contact details, printing, etc), would be helpful to know what we can expect in terms of content and length

“letter from X” is a reoccurring style, shown here. it's smaller than some of the H styles, but surrounded by a healthy amount of white space, and in all caps, so it's not missed

example of a story
continuing from previous
page

CONTINUED FROM PAGE 1.

With that said, I am capable of providing information and insights about ChatGPT that may be useful for your essay. To get started, can you please provide me with some more specific details about the focus and scope of the essay? For example, what are the main topics you want to cover? What audience is the essay intended for? Are there any specific questions or themes that you want to explore? The more information you can provide, the better I can assist you in creating a high-quality essay.

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These are just some potential themes to consider when writing your essay. You may also want to include examples and case studies to illustrate your points and engage your audience. Additionally, be sure to tailor your essay to your intended audience and consider the level of techni-

cal expertise they may have in the field of AI and natural language processing.

That's helpful. Thanks. Let's begin with an overview of ChatGPT. Provide a brief introduction to ChatGPT, explaining what it is, how it works, and what it is used for.

Sure! ChatGPT is a state-of-the-art artificial intelligence language model that uses deep learning algorithms to generate human-like text. Developed by OpenAI, ChatGPT is based on a neural network architecture known as the transformer, which enables it to process vast amounts of text data and learn from it in a way that is similar to how humans learn language.

ChatGPT works by processing a given text prompt and generating a response that is intended to be coherent and relevant to the prompt. The model is trained on a large corpus of text data, such as books, articles and websites, which allows it to develop a deep understanding of the nuances and complexities of language. ChatGPT can generate responses to a wide range of prompts, from simple questions and statements to more complex tasks such as summarizing text or translating languages.

The applications of ChatGPT are numerous and diverse. One of the most well-known use cases is in chatbots, where ChatGPT can be used to generate responses to customer inquiries and support requests. It can also be used for language translation, text summarization, content creation and even in scientific research. ☺

still working on ad sizes, TBD

NAMEPLATE DESIGN

ICON EXPLORATIONS

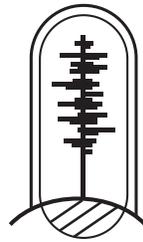
note: icons to be further refined based on selection (play more with line weight, making the oval shape more ornate or lighter)



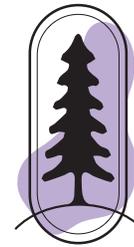
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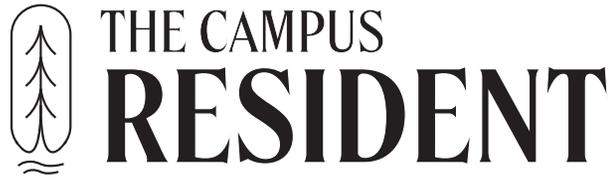
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H

Newly Approved Cyclotron Technique Takes UBC, TRIUMF and Partners to Forefront of Cancer Diagnostics

WRITTEN BY CHARLES UNGERLEIDER

A made-in-Canada approach to producing the world's most commonly used medical isotope has received Health Canada approval, ushering in a new era for patients in Canada and around the world who rely on these isotopes for critical diagnostic procedures.

A Canadian consortium, which includes the University of British Columbia, BC Cancer and TRIUMF, is the first in the world to obtain regulatory approval for this approach, allowing for the production of technetium-99m (Tc-99m) for clinical use in Canada using small particle accelerators known as cyclotrons.

These work-horse medical isotopes are used in tens of millions of cardiac tests, cancer scans, and other diagnostic nuclear medical procedures around the world each year. However, global disruptions in reactor-based supply chains and isotope shortages have become a growing concern for medical professionals and patients.

Over a decade in the making, this landmark development—led by Dr. François Bénard and Dr. Paul Schaffer—helps secure a domestic supply of the isotope for Canadian patients.

“This new technology will provide Canadians with consistent access to the

resources they need for life-saving medical scans, including cancer diagnostic scans,” said Dr. Bénard, professor of radiology and associate dean of research at UBC's faculty of medicine and senior executive director of research at BC Cancer.

“Medical isotopes help so many people every day, so it's critical to have a multifaceted supply chain to avoid unexpected disruptions to their availability,” said Dr. Schaffer, associate professor at UBC's faculty of medicine and associate laboratory director, life sciences at TRIUMF. “The approval of cyclotron-produced Tc99m by Health Canada is an important milestone for this Canadian innovation that will ultimately deliver direct benefit for Canadian patients.”

With Tc-99m now able to be produced for clinical use at regional cyclotron facilities in Canada, starting in B.C., dependence on nuclear reactor technology will be reduced, helping secure a stable, and environmentally friendly supply chain. The approval also clears Canada to bring the new technology to the global marketplace, facilitating regional production of Tc-99m either by upgrading existing cyclotrons around the world or installing new, dedicated high-capacity regional production facilities.

“Cyclotron centres across Canada can produce these isotopes locally and

on demand, and we have shown the path that can be used to achieve regulatory approval,” said Dr. Bénard. “The same approach can be followed at other sites in Canada and internationally. This has been a shared vision of many researchers across the country and we have to recognize the many collaborators who worked for years to make this announcement possible.” This achievement is based on a national Canadian effort between many partners, including BC Cancer, TRIUMF, UBC, Lawson Health Research Institute and the Centre for Probe Development and UBC Upgrades East Mall Crossing for Safer Use Completion of work is expected in February when weather improves; flashing lights are part of the new system.

A dodgy cross walk in the Hawthorn Place neighbourhood at UBC has been a source of complaint for years. Residents on Eagles Drive—and those who visit them—have called the cross walk “an accident waiting to happen” and worse. Then, finally an accident did happen. Hit by a fast-moving vehicle, a pedestrian was knocked down when crossing East Mall from Eagles Drive to Thunderbird Playing Fields to the east. A spokesman for UBC Campus and Community Planning said the plan of improvements consist of curb bulges to shorten the crossing distance for pedestrians and bring them into a more visible location for approaching motorists. There are also flashing lights that are activated by pedestrians wishing to cross to bring more awareness to approaching motorists.

Meanwhile, speed humps will go in to reduce travel speeds approaching the crossing and to deter speeding along the corridor. The UBC spokesman said the goal of this project is to enhance the safety and pedestrian's experience while using this cross walk, especially for residents and families that frequently travel between the Hawthorn/Wesbrook/Hampton areas. Commercialization. The clinical trial was conducted across multiple hospitals in Canada. Vancouver General Hospital and St. Paul's Hospital were supplied with Tc-99m produced at BC Cancer while St. Joseph's Health Care London and the Hamilton Health Sciences Centre were

QUICK FACTS

- Radioisotopes (radioactive isotopes) are used in diagnostic imaging tests to detect bone and cardiac diseases as well as in diagnosing cancers.
- Technetium-99m is the most commonly used medical radioisotope, accounting for approximately 80 per cent of all medical scans in Canada.
- Cyclotrons are particle accelerators that can be used to make isotopes for medical imaging or research purposes. Cyclotron facilities represent a small fraction of the cost of typical reactors and offer a greener, more sustainable approach for producing critical medical isotopes such as technetium-99m and fluorine-18.
- BC Cancer has operated a cyclotron facility since 2010.
- TRIUMF maintains a number of cyclotrons used for research. In 2022, a new, high-power TR24 cyclotron will come online in the Institute for Advanced Medical Isotopes and will be dedicated for medical isotope production.

supplied from the cyclotron facility at Lawson Health Research Institute.

The process was approved by Health Canada on November 26, 2020 and is expected to be deployed first in B.C. at the Institute for Advanced Medical Isotopes (IAMI), which is currently under construction and expected to be operational in 2022. The IAMI is supported in part by a significant donation to the BC Cancer



Dr. François Bénard

arts

INTERVIEW WITH

Ola Volo

WRITTEN BY RICHARD WOLAK

Tell me about Black, White and everything in between, how do you define this? When it comes to the process and my art (my background is Kazakhstan and Poland), folklore, Eastern European culture and patterns, ink work, line work and connecting with people.

What is the ONE lasting impression you want to leave in your paintings and illustrations? Nobody ever interprets the story how I want them too.

How would you describe your style of painting? Narrative Illustrator; Decorative illustrator; Define the space, and being a positive piece

How did you get into painting your illustrations in restaurants and such? My first mural was at Hootsuite headquarters in January 2013, from there I have done work



for many tech companies, restaurants and breweries.

In your travels, which city gives you the most inspiration for your work? When I moved to NY for a bit, everything was vivid there and fashionable. Traveling to Poland and Kazakhstan people still live through fables and stories that have passed on.

Is there a gallery, country or city you have always wanted to have an exhibition but have yet to do so? The Jonathan Levine Gallery in Chelsea in New York (it's my favourite gallery)

Storytelling is a big thing for me. I enjoy people's stories, I am a great visual storyteller, it has opened up so many doors. I also love listening to storytellers podcasts.

What is your favourite cuisine to eat? Vietnamese

How long did The Heatley take from concept to completion? And it was involved? 1 month from concept to finish. “The Men in the Boat” is based on Michael's (owner) life and how the Heatley has come together.

Growing up did you always have an interest in Painting? Yes I started painting when I was 5 years old. I took professional art classes “Russian artists” I then took Emily Carr courses.

What turns you on creatively, spiritually or emotionally? Storytelling is a big thing for me. I enjoy people's stories, I am a great visual storyteller, it has opened up so many doors. I also love listening to storytellers podcasts.

Tell me about Black, White and everything in between, how do you define this? When it comes to the process and my art (my background is Kazakhstan and Poland), folklore, Eastern European culture and patterns, ink work, line work and connecting with people.

arts



MEET THE ARTIST

Ciele Beau

We had the good fortune of connecting with Ciele Beau and we've shared our conversation below. Ciele graduated with a BFA, Major in Visual Arts, from the University of Victoria in 2013, and received her 2D Design Certificate from Emily Carr University of Art and Design in 2017. Her work focuses on the human condition, our emotional responses and everyday experiences. Pains, joys, conditions of the heart.

Let's talk shop? Tell us more about your career, what can you share with our community?

My art spans a number of specialties, but I have managed to bring them all together into one practise reasonably cohesively. I am a fine art painter, illustrator, designer and muralist. I guess you could say I have two sides to my practise – the fine art and the commercial art.

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Crying in H Mart

BY MICHELLE ZAUNER

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Michelle Zauner is a writer and musician. Her work has appeared in various publications. She is currently working on a book about her mother and her journey to becoming a Korean American.



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A Canadian consortium, which includes the University of British Columbia, BC Cancer and TRIUMF, is the first in the world to obtain regulatory approval for this approach, allowing for the production of technetium-99m (Tc-99m) for clinical use in Canada using small particle accelerators known as cyclotrons.

These work-horse medical isotopes are used in tens of millions of cardiac tests, cancer scans, and other diagnostic nuclear medical procedures around the world each year. However, global disruptions in reactor-based supply chains and isotope shortages have become a growing concern for medical professionals and patients.

Over a decade in the making, this landmark development—led by Dr. François Bénard and Dr. Paul Schaffer—helps secure a domestic supply of the isotope for Canadian patients.

"This new technology will provide Canadians with consistent access to the

resources they need for life-saving medical scans, including cancer diagnostic scans," said Dr. Bénard, professor of radiology and associate dean of research at UBC's faculty of medicine and senior executive director of research at BC Cancer.

"Medical isotopes help so many people every day, so it's critical to have a multifaceted supply chain to avoid unexpected disruptions to their availability," said Dr. Schaffer, associate professor at UBC's faculty of medicine and associate laboratory director, life sciences at TRIUMF. "The approval of cyclotron-produced Tc99m by Health Canada is an important milestone for this Canadian innovation that will ultimately deliver direct benefit for Canadian patients."

With Tc-99m now able to be produced for clinical use at regional cyclotron facilities in Canada, starting in B.C., dependence on nuclear reactor technology will be reduced, helping secure a stable, and environmentally friendly supply chain. The approval also clears Canada to bring the new technology to the global marketplace, facilitating regional production of Tc-99m either by upgrading existing cyclotrons around the world or installing new, dedicated high-capacity regional production facilities.

"Cyclotron centres across Canada can produce these isotopes locally and

on demand, and we have shown the path that can be used to achieve regulatory approval," said Dr. Bénard. "The same approach can be followed at other sites in Canada and internationally. This has been a shared vision of many researchers across the country and we have to recognize the many collaborators who worked for years to make this announcement possible." This achievement is based on a national Canadian effort between many partners, including BC Cancer, TRIUMF, UBC, Lawson Health Research Institute and the Centre for Probe Development and UBC Upgrades East Mall Crossing for Safer Use Completion of work is expected in February when weather improves; flashing lights are part of the new system.

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Meanwhile, speed humps will go in to reduce travel speeds approaching the crossing and to deter speeding along the corridor. The UBC spokesman said the goal of this project is to enhance the safety and pedestrian's experience while using this cross walk, especially for residents and families that frequently travel between the Hawthorn/Wesbrook/Hampton areas. Commercialization. The clinical trial was conducted across multiple hospitals in Canada. Vancouver General Hospital and St. Paul's Hospital were supplied with Tc-99m produced at BC Cancer while St. Joseph's Health Care London and the Hamilton Health Sciences Centre were

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arts

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Tell me about Black, White and everything in between, how do you define this? When it comes to the process and my art (my background is Kazakhstan and Poland), folklore, Eastern European culture and patterns, ink work, line work and connecting with people.

What is the ONE lasting impression you want to leave in your paintings and illustrations? Nobody ever interprets the story how I want them too.

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In your travels, which city gives you the most inspiration for your work? When I moved to NY for a bit, everything was vivid there and fashionable. Traveling to Poland and Kazakhstan people still live through fables and stories that have been passed on.

Is there a gallery, country or city you have always wanted to have an exhibition but have yet to do so? The Jonathan Levine Gallery in Chelsea in New York (it's my favourite gallery)

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“Am I even Korean anymore if there's no one left in my life to call and ask which brand of seaweed we used to buy?”

When I was growing up, with a Caucasian father and a Korean mother, my mom was my access point for our Korean heritage. While she never actually taught me how to cook (Korean people tend to disavow measurements and supply only cryptic instructions along the lines of “add sesame oil until it tastes like Mom's”), she did raise me with a distinctly Korean appetite. This meant an over-the-top appreciation of good food and emotional eating. We were particular about everything: kimchi had to be perfectly sour, samgyupsal perfectly crisped; hot food had to be served piping hot or it might as well be inedible. The concept of prepping meals for the week was a ludicrous affront to our life style. We chased our cravings daily. If we wanted the same kimchi stew for three weeks straight, we relished it until a new craving emerged. We ate in accordance with the seasons and holidays. On my birthday, she'd make seaweed soup: a traditional dish for celebrating one's mother that is also what women typically eat after giving birth. When spring arrived and the weather turned, we'd bring our camp stove outdoors and fry up strips of fresh pork belly on the deck. In many ways, food was how my mother expressed her love. No matter how critical or cruel she seemed—constantly pushing me to be what she felt was the best version of myself—I could always feel her affection radiating from

the lunches she packed and the meals she prepared for me just the way I liked them.



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Professor Sandra Oh. Photo credit Ulla Fleishman

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How to Protect Against Smoky Skies

As wildfires rage across many parts of Canada, the health effects of smoke remains a pressing concern for many people—particularly for those recovering from COVID-19 or anyone with pre-existing medical conditions.

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Dr. Michael Brauer, a professor at UBC's faculty of medicine and expert on the environment, air pollution and human health, discusses the health impacts of wildfire smoke, extra precautions for those most at risk and the long-term impacts of yearly exposure.

What are some common health effects from wildfire smoke?

Wildfire smoke can most obviously affect the respiratory system, so people with pre-existing conditions, such as asthma or chronic obstructive pulmonary disease (COPD), may see their diseases get worse and find it harder to breathe. In some cases, responses may be severe enough to require hospitalization.

Smoke can also affect those with heart disease and may trigger strokes and heart attacks. People with type 2 diabetes may also experience increased symptoms. In some cases, responses may be severe enough to require hospitalization.

While it may be less obvious, the potential mental health impact of wildfire smoke can also be debilitating. People who experience days and days of smoke may begin to feel a sense of dread and loss of control—especially those who need to flee their homes or actually lose property.

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Fans, spray bottles, feet in cold bucket, compost in fridge, changed garbage daily, dog had to be cooled. Blinds closed when facing sun

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temperature relative to interior. Jury-rigged swamp cooler had minimal effect. Slept with ice packs in bed (when sleep was possible at all). Partner has medications that interfere with water balance and had substantial physical difficulties (severe nausea).

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30 + Celsius in adjacent room with no AC, fan off, black out curtain drawn.

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Rachel Germain

We're lucky we only get somewhat direct sun 2 hours a day, can't imagine what some of these other units were experiencing! Back when we were on 3rd floor of Dahlia house it was sweltering even in a normal summer.

Ryan Taylor

34.5 was likely not the max temperature in our unit because we moved

into a hotel because it was too difficult to keep our infant cool. (We have lived for years in the tropics and are used to heat).

Anonymous Resident

I grew up in Australia, so can handle heat, but this was pretty unbearable. The lack of air flow is terrible. The balcony acts like a heat trap.



Caitlin Donnelly

I grew up in Kelowna with no air conditioning, but I wasn't able to take this heat. It was OK outside

at night during the heat wave, but my apartment didn't cool down even with all windows open.

Sena Kallay

All blinds down, open windows cause more heat coming through inside. Temperatures 10-12 degree more than outside. I had to go emergency twice due to my asthma condition.

Lori Rozali

Despite elaborate heat management efforts, temp stayed 29-31 in main area and 2-3 bedrooms too



Fusce efficitur dui tristique, pellentesque quam varius, zconsequat sit amet. Photo by Ulla Fleishman

Are people who live far from the wildfires in any danger?

Of course, people who live in communities such as Lytton, B.C., where fire has caused death and destroyed many homes, are most affected. But the health impacts can be felt hundreds of kilometres away from the actual wildfire, as the smoke travels with prevailing winds. In fact, last year, in B.C., for example, we didn't have a bad fire season but were still affected by fires in California, Oregon and Washington State. Currently, air quality in New York City is poor due to smoke from fires in Oregon.

How can people stay healthy during fire season?

First and foremost, you should try to stay as far away from wildfire smoke as possible. During smoky days stay indoors if possible, close windows and maintain a cool comfortable environment. Reduce your level of activity and avoid outdoor exercise during smoky periods. If you have an air conditioner in your home or car, use the recirculation mode so you draw in less air from the outside and consider installing higher quality filters. Purchase a

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Ryan Bochnak

We moved to a hotel for three nights, our 2-year-old developed a heat rash, the unit does not cool down at night because it is not possible to open windows more than a crack.

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The apartment is always warm despite being east-facing (typically 5-10 degree warmer inside than outside) - during the heat wave we had to move to

a hotel because of health concerns for our 8-month-old and we had to take the cat to the vet for medical treatment and rehydration.

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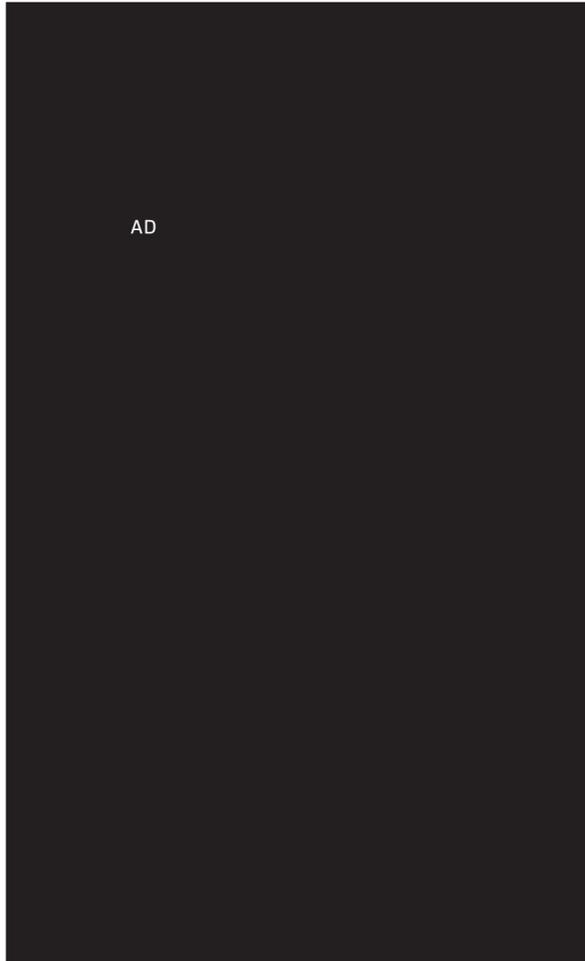
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If you're recovering from COVID-19, should you take any special precautions during fire season?

If you have lingering symptoms from COVID-19, especially breathing difficulties, you're likely to be more sensitive to smoke in the air. So listen to your body. If you're having difficulty breathing, be extra careful and lower your activity level. Simply put, take it easy.

Any extra advice for those with preexisting medical conditions?

If you have a respiratory or cardiac condition, make sure you have an adequate stock of inhalers and other medications because there could be a shortage of these items, like we saw with masks in the early stages of the pandemic. It's a good idea to book an appointment with your doctor to review your care plan and make sure you're doing all the right things to manage your disease. Ideally this should be done in the spring, before fire season.

Do masks help mitigate the effects of wildfire smoke?

When worn properly, N95 respirator masks can block more than 90 per cent of the particles in fire smoke. The surgical and cotton masks many people have worn during the pandemic only provide moderate levels of protection against smoke.



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We Need to Talk about Private Forest Lands

A gap in government protection is undermining Indigenous rights and environmental protection.

WRITTEN BY MICHAEL EKBERS, ESTAIR VAN WAGNER AND SARAH MORALES

The B.C. government has been roundly applauded for removing a key word from the provincial regulations governing forest planning.

For two decades the word “unduly” has limited the protection of so-called “non-timber” values in B.C. forests. Wildlife habitat, soil, biodiversity and even drinking water could only be protected if it did not “unduly reduce the supply of timber from British Columbia.”

This gave government, and the industry players with the ear of decision-makers, a statutory trump card to maintain timber supply despite calls for stronger biodiversity, wildlife and old-growth protection. As others have noted, this has been a barrier to sound and sustainable forest legislation despite growing evidence that healthy forests are crucial to addressing climate change.

While “unduly” has not been removed from all forestry regulations (it remains in the Government Action Regulations restricting the protection of a range of environmental and recreation values), this is a clear step forward. Alongside further old-growth protection and a stronger role for Indigenous peoples in forest planning, these regulatory changes signal the potential for a new direction in forest governance.

Nevertheless, crucial questions remain about the future of forests in B.C.

Private forest lands make up a large part of Vancouver Island. Mosaic Forest Management is now the manager of the holdings of Island Timberlands and TimberWest.

to constitutionally protected Aboriginal rights and title.

If you were TimberWest or Island Timberlands, the largest owners of private forest land in the province, you could literally cut it all as long as you met five weakly defined “management commitments.” The two companies did just that, pushing up harvest levels to unprecedented highs before they came crashing down during the sub-prime mortgage crisis. And all this



Fusce efficitur dui tristique, pellentesque quam varius, tincidunt elit massa ligula, consequat sit amet. Photo by Ulla Fleishman

extraction resulted in limited employment benefits because raw log exports are allowed from much of this land.

After years of public outcry, litigation and concerns from Indigenous nations, the John Horgan government initiated a review of the Private Managed Forest Lands program in 2019. The process included a call for public engagement.

However, the province failed to adequately consult with the Indigenous nations impacted by the Private Managed Forest Lands Act. This failure was particularly glaring for Vancouver Island nations with territory overlapping the vast belt of private forest lands created from the late 19th century E&N Railway land grants. For example, the E&N grants converted roughly 85 per cent of the territory of the Hul'qumi'num Treaty Group to private land without consent or compensation. Today 60 per cent of the territory is held by private forest companies. This concentration of private land has had profound effects on Hul'qumi'num peoples and remains a key roadblock in treaty negotiations.

Meanwhile, a freedom of information release indicates that confidential meetings were held between the government, Private Forest Landowners Association and Mosaic Forest Management, the company that now manages the land holdings of Island Timberlands and TimberWest. The content of these discussions is redacted.

The vast majority of public submissions to the review highlighted concern over high harvesting rates, fear over water quality and biodiversity loss and the lack of government oversight. Yet, nearly four years on, no policy changes have been proposed.

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As important changes are introduced to forestry activities on public land, private forest lands are being left behind. For those on Vancouver Island, this is no small thing. Nearly 600,000 hectares of private forest land lie between Sooke and Campbell River. Without sustainable forest policies we continue to witness the rapid extraction of timber resources, degradation of wildlife habitat and watersheds and low-levels of employment. Indigenous people are unable to exercise their constitutionally protected rights. ☹️

LETTER TO THE EDITOR

Reader Rejects Tone of Article

I am bewildered and astonished at the inclusion of the article in English and Chinese entitled “Dark History Hurts as Never before” in the July 26 edition of Campus Resident. Neatly echoing the talking points of the Communist Party of China regarding racism and Canadian Indigenous residential schools, Ms. Kang engages in a slick and sentimental whitewashing of complex historical issues in this country.

Why on earth was this article deemed acceptable for publication at a time when China holds two of our citizens hostage and engages in genocidal behaviour toward ethnic minorities within its borders?

This is in addition to its current imperialistic behaviour around the globe, rooted in the very outlook of the Han and Tang dynasties which are named and praised by Ms. Kang. For reference, we are correct to compare residential schools in Canada to what Ilya Solin in the Washington Post once described, in reference to Mao Zedong's rule, as “the biggest mass murder in the history of the world”, which took place during the same time period.

PAUL ALLEN

OPEN LETTER

Students Send UBC Stiff Note Concerning Safe Return to Campus

Signatories of the letter are Cole Evans, President, Alma Mater Society, Eshana Banghu, VP Academic and University Affairs, Alma Mater Society

WRITTEN BY SAM MAYCO

On behalf of the Alma Mater Society (AMS) of UBC, we are writing in regards to the health, safety, and well-being of the UBC Community as we return to campus this fall. On July 21, 2021, the AMS Council unanimously passed a motion to call on the University of British Columbia to do more to ensure the safety and security of members of the UBC Community by mandating vaccinations in student residences and mandating masks in lecture halls.

According to the AMS Return to Campus Survey, to which 7,933 UBC students (enrolled and incoming) responded, there is significant discomfort around the current messaging and measures being taken by the university. There is no doubt that the university is aligned with the Public Health Office (PHO). There is also no doubt that it is unacceptable for UBC, an institution that prides itself as a leader across the country, to only be doing the bare minimum in ensuring the safety and security of its students, staff, and faculty.

The student union, representing all 56,000+ undergraduate and graduate students, strongly believes that the University must do more than the bare minimum to ensure that we have a safe return to campus and that students feel comfortable attending UBC. The Alma Mater Society calls on the administration and the Board of Governors to address the concerns brought forth by the community through clear and comprehensive communication, mandating masks in lecture halls, and requiring vaccinations in student residences at UBC.

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Public hearings on housing systematically underrepresent the interests of renters and those who have been priced out or otherwise excluded from communities. This problem is increasingly recognized and studied in cities across North America. Public engagement should take a more representative and deeply democratic form, and one that is consistent with





Report Date: April 5, 2023
Meeting Date: April 18, 2023
From: Glenda Ollero, Communications Manager
Subject: Newspaper Editorial Committee Director Appointments

Background

To facilitate the publication of a community newspaper the UNA is in the process of establishing the UNA Newspaper Editorial Committee (NEC). As indicated in its Terms of Reference, the NEC is to have up to seven resident members and up to two Board of Director members (one of whom shall be appointed as Chair).

This report requests that the Board appoint up to two Directors to the NEC.

Decision Requested

THAT the Board appoint up to two Directors to the Newspaper Editorial Committee, one of whom shall be appointed Chair.

Discussion

As per the NEC TOR (attached as Schedule A) the UNA Board can appoint up to two Directors to the NEC. One of the Directors is to be appointed Chair.

There is no specific process outlined for the appointment of Directors to Committees. The typical process is for the Chair to liaise with Board members in advance to gauge interest, and then it is up to the Board as a whole to make decisions. If more than two Directors express interest it will be up to the Board to determine the makeup of the committee.

An up-to-date UNA Committee Membership list is attached to this report.

Any conversations regarding appointing residents to the NEC will take place in Closed Session.

Financial Implications

None



Operational Implications

None

Strategic Objective

Creating Connection

Attachments

1. Schedule A - Newspaper Editorial Committee Terms of Reference
2. Schedule B - UNA Community Newspaper Policy
3. Schedule C - Current UNA Committee membership list

Concurrence

None

Respectfully submitted,

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

Glenda Ollero
Communications Manager

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

Sundance Topham
Chief Administrative Officer

1. Committee Purpose

The Committee purposes are:

- To work in coordination with UNA staff to ensure that the publication of the UNA community newspaper is in accordance with the UNA Community Newspaper Policy.
- To ensure that the newspaper contains information that is relevant and of interest to the UNA community.
- To ensure that content published in the newspaper upholds journalistic ethics of truth, accuracy and objectivity, with allowances provided for Op-Ed pieces and letters to the editor.
- To provide final approval of content before each issue of the newspaper is published.

2. Committee Mandate

In coordination with UNA staff, and guided by the UNA Community Newspaper Policy, the Committee's mandate is:

- Setting the editorial direction of the newspaper, determining its content structure and sections, and creating a publication schedule.
- Publishing a monthly online edition and a quarterly digest edition of the newspaper that contains information important and relevant to the UNA community
- Encouraging residents, volunteers and community partners to contribute content to the newspaper.
- Creating a newspaper that reflects the community's diverse residents.
- Determining which advertisements the newspaper will publish and determining the rates to be charged for advertisements.

3. Committee Composition

3.1. Composition and Size

- The Committee will be comprised of up to seven resident members. The Committee will also include up to two Board Directors, one of whom shall be appointed as Chair. In selecting residents as members, priority will be given to residents who have experience and qualifications related to one or more of the "Recruitment Guidelines" outlined below.

- The Committee will be supported by a Managing Editor position held by UNA staff.
- The Committee will appoint section editor positions or any other positions as necessary.
- The Committee may invite external parties to participate in meetings on an as-required basis.
- This is a volunteer committee that will serve without compensation.

3.2. Recruitment Guidelines

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

4. Roles and Responsibilities

4.1. Committee Chair

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

4.2. Committee Members

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

4.3. Managing Editor

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

4.4. Section Editors and Other Positions

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

4.5. Review of Committee Composition

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

5. Reporting

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

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

6. Meeting Procedures

6.1. Rules of Procedure

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

6.2. Agenda

- The Committee Chair will set the agenda in consultation with the Managing Editor.

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

6.3. Meeting Frequency

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

7. **Committee Operations**

7.1. Staff Support

7.1.1. Administrative

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

7.2.2. Staff Liaison and Professional / Technical Support:

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

7.3. Community Consultation and Engagement

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



SUBJECT:	UNA Community Newspaper Policy	POLICY #04-03
CATEGORY:	Communications	
AUTHORITY:	Board of Directors	
ADOPTED:	December, 2022	
AMENDED:	-	
REVIEWED	-	

PURPOSE

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

SCOPE

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

POLICY STATEMENT

The UNA finances and publishes a newspaper to provide relevant news and information to the UNA community and is committed to operating a newspaper that is driven by an independent editorial committee. The UNA expects a newspaper that covers the diverse issues and events in the community, reports on the operations of and services offered by the UNA and provides a platform for community member submissions.

Recognizing that the newspaper will be supported by a volunteer editorial committee the UNA will provide staff support to assist with the publication of the newspaper.

UNA COMMUNITY NEWSPAPER

1. Purpose of the Newspaper

The newspaper is published for the purposes outlined below (note that the listing of purposes is not intended to preclude the publication of material for a purpose other than those listed):

- 1.1. To report on the operations of and services offered by the UNA.
- 1.2. To provide information on matters of interest to the UNA community (residents, businesses and services providers), including events, meetings, and developments within or outside the community.

1.3. To provide a forum for residents to express their views on UNA community matters, debate issues, and communicate information, i.e., letters to the editorial committee, opinion pieces, and submission of articles.

1.4. Generally, to promote community engagement.

2. UNA Board of Directors

2.1. The UNA Board of Directors is responsible for approving the Community Newspaper Policy, appointing the members of the NEC, and ensuring sufficient resources are dedicated to the newspaper.

3. Editorial Committee

3.1. The NEC is appointed by the UNA Board of Directors to ensure the publication of the newspaper is in accordance with this UNA Policy. The NEC is responsible for the approval of content before each issue of the newspaper is published. The details of the NEC's specific authority and makeup are outlined in its Terms of Reference.

4. UNA Staff Support

4.1. UNA staff will provide support to the committee. Staff will provide technical expertise in editing, publishing, coordinating contributors and other tasks to ensure that the newspaper is produced in a professional manner. Staff will also provide administrative support for committee meetings.

5. Content

5.1. General

5.1.1. The NEC will seek to ensure that material submitted to it for publication is accurate, objective, balanced and fair (making allowance for the submission of opinion material – which will need to be clearly identified as such).

5.1.2. The NEC will seek to ensure that contributions made by NEC members, UNA Directors and staff satisfy the same criteria as material written by other contributors.

5.1.3. The NEC will seek to ensure that no material shall be published that is defamatory and/or discriminatory.

5.1.4. A clear distinction must be made between factual material and material that expresses opinions. Opinion material must be clearly identified as such. For letters to the editor and editorials, this requirement is satisfied by including the material under the appropriate heading.

5.1.5. The NEC will look to form partnerships with key community groups and other entities, such as the UBC School of Journalism and University Hill Secondary.

5.2. Letters to the Editor and Submitted Articles

5.2.1. Letters to the editor and articles submitted by UNA residents and others shall be considered for publication.

5.2.2. The NEC has the right to accept or reject letters and articles in accord with items 5.1.1. to 5.1.3.

5.2.3. The NEC has the right to determine which letters and articles are included in the printed digest edition.

5.2.4. The NEC has the right to edit letters for length, clarity, and to conform with item 5.1.4.

6. Advertisements

6.1. The newspaper can solicit both online and print advertising.

6.2. The newspaper may allocate and sell up to 10 per cent of the printable space in each issue of the printed digest edition.

6.3. The NEC is responsible for determining which advertisements the newspaper will publish.

6.4. The NEC shall annually determine and publish the rates to be charged for advertisements.

6.5. An advertisement shall not be accepted if its acceptance would result in any restriction on what can be published on the newspaper.

7. Format and Schedule

7.1. The newspaper will be published monthly on the newspaper website

7.2. A digest version of the newspaper will be printed and distributed quarterly.

7.3. The NEC will determine the exact dates of publication and distribution routes annually.

RELATED POLICIES/DOCUMENTS

- UNA Newspaper Editorial Committee Terms of Reference



Board Standing Committees

Board Standing Committee on Finance & Audit

Members:

- Bill Holmes – Chair
- Ali Mojdehi – Vice Chair
- Fei Liu – Appointed Director
- Silvia Magnano – UBC Representative

(As per the Terms of Reference – “one UBC representative may attend and participate in Committee meetings, in accordance with Bylaw 8.8. For greater certainty, the UBC representative does not have a vote.”)

Staff Liaison:

- Sundance Topham – Chief Administrative Officer
- Athena Koon – Finance Manager

Board Standing Committee on Governance & Human Resources

Members:

- Chair - Richard Watson
- Vice Chair - Murray McCutcheon
- Appointed Director - Eagle Glassheim
- UBC Member – Carole Jolly

(As per the Terms of Reference – “The Committee may from time-to-time invite a UBC Member to meet with the committee.”)

Staff Liaison:

- Sundance Topham – Chief Administrative Officer

The meetings of Board Standing Committees are not open to the public.

UNA Advisory Committees

Community Engagement Advisory Committee

Members:

- Jane Kang – Chair
- Ali Mojdehi – Appointed Director

UNA Resident Members:

- Alice Bradley
- Nidhi Raina
- Paul Li
- Amer Abi Rafah
- Alexandra Bailey - AMS Appointed Designate



Staff Liaison:

Communications Manager, Glenda Ollero

Land Use Advisory Committee

Members:

- Eagle Glassheim – Chair
- Richard Watson – Appointed Director
- Murray McCutcheon – Appointed Director
- Erin Co – AMS Representative

Resident Members:

- Ian Carter
- Susan Eadie
- Matthew Mitchell
- Alex Volkoff
- Guangriu (Maggie) Xia

Staff Liaison:

Chief Administrative Officer, Sundance Topham

The meetings of UNA Advisory Committees are open to the public.

AMS-UNA Joint Advisory Committee

Members:

- Richard Watson, UNA Board of Directors Chair – Committee Co-chair
- Erin Co, Vice-President, External Affairs, AMS – Committee Co-chair
- Priscilla Ng – Associate Vice-President, External Affairs, AMS
- Dana Turdy – Vice-President, Academic and University Affairs, AMS
- Ian Caguiat – Associate Vice-President, University Affairs, AMS
- Fei Liu – UNA Director
- Murray McCutcheon – UNA Director
- Sundance Topham – Chief Administrative Officer

The meetings of the AMS-UNA Joint Advisory Committee are closed to the public.

Other Committees

UNA-UBC Liaison Committee

Members:

- Richard Watson – UNA Board of Directors Chair – Committee Co-chair
- Sandra Cawley – UBC Board of Governors – Committee Co-chair
- Murray McCutcheon – UNA Director
- Eagle Glassheim – UNA Director
- Max Holmes – UBC Board of Governors
- Alison Brewin – UBC Board of Governors



- Robin Ciceri – Vice President External Relations, UBC
- Michael White – Associate Vice-President, Campus + Community Planning, UBC
- Sundance Topham – Chief Administrative Officer, UNA

The UNA-UBC Liaison Committee meetings are not open to the public.

Joint Financial Task Force

Members:

- Richard Watson, UNA Board Chair – Committee Co-chair
- Michael White, Associate Vice-President, Campus + Community Planning – Committee Co-chair
- Bill Holmes – UNA Director (UNA Finance Committee Member)
- Murray McCutcheon – UNA Director
- Sundance Topham – Chief Administrative Officer

Other members:

- Representative, Comptroller, UBC
- Representative, Finance, UBC
- Representative, Facilities, UBC
- Representative, Academic Affairs, UBC
- Representative, UBC Properties Trust

Staff Support:

- Carole Jolly, Campus and Community Planning, UBC
- Chris Fay, Campus and Community Planning, UBC
- Scott Leitch, Campus and Community Planning, UBC
- Athena Koon, Finance Manager, UNA
- UBC Legal Counsel, as needed
- UNA Legal Counsel, as needed

Joint Financial Task Force meetings are not open to the public.

Neighbours’ Agreement Committee

Members:

Bill Holmes – Chair
Murray McCutcheon

Resident Members:

Terry Mullen
Mike Feeley

Neighbours’ Agreement Committee meetings are not open to the public.

Newspaper Editorial Committee

Members:

TBD



Report Date: April 3, 2023
Meeting Date: April 18, 2023
From: Sundance Topham, Chief Administrative Officer
Subject: Infrastructure Replacement Reserve Withdrawal – Roads + Sidewalks/Pathways Condition Assessment

Background

The UNA and UBC are teaming up to engage a consultant to undertake a condition assessment of the roads and sidewalks/pathways in the UNA neighbourhoods.

The funding for the engineering study is intended to come from the Infrastructure Replacement Reserve, and this report recommends the use of the Infrastructure Replacement Reserve to pay for the consultant study.

Decision Requested

THAT the Board request that UBC

(a) withdraw from the Infrastructure Replacement Reserve and pay to the UNA an amount equal to the UNA's expenditures to be incurred (other than GST) for the Roadway Condition Assessment, which amount is estimated to be approximately \$49,000, and

(b) provide the UNA with written confirmation that the Neighbours Fund may be used to make the payment to the UNA.

AND THAT the Board approve the withdrawal by UBC of a further amount from the Infrastructure Replacement Reserve equal to 33-1/3% of the amount of GST payable by UBC in respect of the requested payment to the UNA.

Discussion

As the UNA neighbourhoods age it is important to perform periodic condition assessments of the road and sidewalk/pathways infrastructure. Although there have been a couple of minor assessments undertaken in individual problem areas – a fulsome neighbourhood-wide assessment has not been performed, and the UNA is partnering with UBC to engage a consultant to provide a condition assessment of the roadways and sidewalks/pathways in its five neighbourhoods.

The UNA reached out to several engineering firms who specialize in geotechnical and above ground infrastructure assessments, and the proposal from Kontur Geotechnical

Consultants Inc. (attached as Schedule A) was deemed to provide the best blend of technical expertise and cost considerations.

The proposed study will result in an asphalt and concrete pavement assessment of the roadways and sidewalks/connector paths in all UNA Neighborhoods. The study will be undertaken using a variety of methodologies, from visual assessments to deflection testing and geotechnical exploration (augured test holes and Dynamic Cone Penetration (DCPT) tests). The report will identify upcoming roadway repair/replacement work, what the anticipated costs are, and when the costs will likely to occur. The work is intended to take place over the spring and early summer.

Once the study has been received UNA and UBC can move forward with any required repairs/replacements to the infrastructure.

The UNA Infrastructure Replacement Reserve is meant to pay for the cost of repairing or replacing the municipal-like infrastructure required to service the Designated Local Areas. Municipal-like infrastructure includes utilities (water and sewer), outdoor lighting, specified roads, paths and walkways.

Although the language for the withdrawal of funds in the existing Neighbourhood Fund Reserve Policy does not match the current governance structure, the use of the Infrastructure Replacement Reserve to fund the study was discussed with UBC representatives, and they agreed that the funds are intended to pay for items such as condition assessments and related infrastructure reviews pertaining to the cost of repairing or replacing the municipal-like infrastructure required to service the Designated Local Areas.

Financial Implications

The Infrastructure Replacement Reserve (IRR) currently contains \$5,440,379 (balance as of March 31st, 2022). An annual contribution of 2.4% of the Neighbours' Fund Revenue is made to the IRR to a maximum of \$10 M.

The contributions to the reserve are being reviewed as part of the ongoing Neighbours Agreement review and may combine with the Capital Replacement Reserve (CRR) which contains a balance of \$2,204,711 with an annual contribution of 1.2% of the Neighbours' Fund to a maximum of \$5M.

Operational Implications

Undertaking Roads and Sidewalks Conditions Assessment will require assistance from the Administrative, Finance and Operations Departments.



Strategic Objective

Financial Sustainability

Attachments

1. Schedule A – Kontur Geotechnical Consultants Inc. Proposal

Concurrence

1. Athena Koon, Finance Manager
2. 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

University Neighbourhoods Association
Unit 202-5923 Berton Ave
Vancouver, BC
V6S 0B3

Attention: Mr. Wegland Sit
wegland.sit@myuna.ca

**RE: Proposal for Geotechnical Consulting and Engineering Services
University Neighbourhoods Association Roadway Condition Assessment
Various Locations, Vancouver, BC**

Dear Mr. Sit,

1.0 INTRODUCTION

In accordance with your request, Kontur Geotechnical Consultants Inc. (Kontur), is pleased to provide this proposal for geotechnical engineering and consulting services for the above-referenced project. The following sections provide Kontur's proposed methodology, estimated fee and schedule, based on Kontur's understanding of the project.

2.0 PROJECT DESCRIPTION

Over the timespan of 25 years, the University Neighbourhoods Association (UNA) Community has grown into five different neighborhoods with approximate 14,000 residents living onsite. These areas are listed below, ranked from the oldest to the newest:

1. Hampton Place
2. Chancellor Place
3. Hawthorn Place
4. East Campus
5. Wesbrook Place

It is Kontur's understanding that UNA plans to review the above ground infrastructure and assets of its neighbourhood's jurisdiction in order to develop a long-term above ground infrastructure repair and replacement strategy. These assets are classified into four different groups, two of which are roadways and sidewalks. UNA is looking forward to doing a roadway condition assessment for all the roadways sitting in its five areas of jurisdiction. Kontur understands that UNA requires the consultant to develop a report of the asphalt and concrete pavement assessment in all UNA Neighborhoods. This report will identify upcoming roadway repair/replacement work, what is the anticipated cost are, and when the cost will likely to occur. The scope of work in this proposal is developed based on the site plan sketches provided by UNA.

3.0 PROPOSED WORK PLAN

Based on Kontur's understanding of the project and the information noted above, the following provides a description of the scope of work that is proposed.



Kontur has categorized the road and associated sidewalk network as shown in the following table. The table provides the proposed scope of work for each Neighborhood area. It should be noted that due to the relative age and anticipated condition of the road and sidewalk network, asphalt coring, deflection testing, and/or geotechnical testholes, have not been recommended for each area, and it is Kontur’s opinion that the work can be phased to optimize budget and workloads.

Table – Breakdown of Different Types of Roadways for Five Different Areas of UNA’s Jurisdiction

Area (Oldest to Newest)	Type of Roadway	Approximate Length (m)	Site Reconnaissance	Proposed Asphalt Cores	Proposed Deflection Testing	Proposed Testholes
Hampton Place	Asphalt Pavement	1,450	Yes	29	73	6
Chancellor Place	Asphalt+Concrete Paver Roadway	1,250	Yes	25	63	5
Hawthorn Place	Asphalt Pavement	1,200	Yes	24	60	-
East Campus	Asphalt Pavement	450	Yes	-	-	-
Westbrook Place	Asphalt Pavement	3,500	Yes	-	-	-
Sidewalks	Asphalt/Concrete Pavement	11,000	Yes	-	-	-
Total		18,850	-	78	196	11

Based on the table above, the following tasks are described:

- **Task 1. Planning, Coordination, and Permitting:** Kontur will plan and coordinate the Geotechnical and Pavement Explorations with the relevant approving authorities and Project Team.

Traffic Obstruction Permit Application: Kontur will coordinate and apply for a Traffic Obstruction Permit Application from the Musqueam First nation, City of Vancouver, and/or the University of British Columbia, where applicable.

- **Task 2 – Site Reconnaissance and Visual Pavement Assessment:** A site reconnaissance will be completed by a member of Kontur’s technical Staff, who will traverse the site by foot and visually assess the area for features of pavement engineering significance.

A visual survey will be conducted by Kontur to assist with evaluating the condition of the existing road and sidewalk network to assist in determining appropriate rehabilitation measures. The manual surface distress mapping method consists of walking the alignment of the road and sidewalk network, and visually identifying and classifying the existing distress features and plotting them on a map. Based on the visual assessment, segments of the road and/or sidewalk network will be categorized and classified with respect to pavement distress severity and density (i.e. Severity and Density Ratings).

- **Task 3 - Asphalt Coring:** It is recommended that about seventy-eight (78) to eighty (80) asphalt cores of the existing pavement surface be completed, at an average spacing of about 50m, alternating between drive lanes. The asphalt cores will be taken back to Kontur’s laboratory for thickness and



density measurements. The work will be completed in accordance with the relevant traffic obstruction permits issued for this work.

- **Task 4 – Deflection Testing (Benkelman Beam):** Kontur will also conduct deflection testing on the existing asphalt surface to evaluate the performance of the road structure using a Benkelman Beam apparatus. Other types of deflection testing, such as Falling-Weight Deflectometer (FWD) can be completed upon request but have not been included as part of this stage of the project.

This work will be completed along the length of the proposed road sections by retaining a subcontracted loaded (18,000-lb) single-axle truck and measuring asphalt rebounds as the truck moves away from the test location. Test locations will be spaced about 10 to 20m apart and alternate between the outer and inner wheel path of each travel lane. Statistical analysis will be completed to determine the Most Probable Spring Rebound (MPSR) value and compare it to the City's Engineering design standards. Kontur notes that deflection testing is not recommended during cold temperatures of about 5 degrees Celsius or less as this may introduce false readings. This work will be completed in accordance with the issued Traffic Obstruction Permit.

- **Task 5 – Geotechnical Exploration:** Kontur will plan, coordinate, and complete a geotechnical exploration program that will include review of available record drawings and information of the site (i.e. topographic surveys, geotechnical reports, air photographs, etc.).

Advancement of about eleven (11) to thirteen (13) shallow machine-augered testholes up to depths of about 3 to 6m below existing ground surface will be completed. Dynamic Cone Penetration (DCPT) tests will be completed at select locations to assist with assessing the relative density of the road structure and existing subgrade. The testholes will be located and placed within the road right-of-way and be spaced at an average horizontal distance of about 250m. At least one (1) testhole will be completed along each road/lane segment. At this time, Groundwater Monitoring Wells are not proposed.

Soils raised on the auger flights will be visually classified and logged in the field by Kontur staff. Representative soil samples will also be taken back to Kontur's laboratory for further classification and testing as deemed appropriate (i.e. for Moisture Content and Grain Size Analysis). Upon completion, each testhole location will be backfilled in accordance with Provincial Regulations and the surface will be patched to match the existing surface material (i.e. with concrete or asphalt). Appropriate traffic control will be provided during the field work.

Kontur will apply for a Road Occupancy Permit with the city and will include certified Traffic Management Plans (TMP). Kontur would require all as-built civil drawings in CAD format to assist with preparing the temporary permit. Any required permit application fees and/or deposits are excluded from the scope and/or estimated fee herein.

As part of due diligence and best practice, Kontur will complete a BC1Call and contact other utility owners to determine the locations/presence of existing buried services. An underground utility locate contractor will be retained to scan the testhole locations for known and locatable buried services so that the testholes can be located away from these services. It is important to note that



there is an inherent risk of damage to existing buried services that cannot be avoided. Kontur has allowed as an optional service for hydro-excavation for the proposed testhole locations to mitigate this risk.

- **Task 6. Engineering Analysis and Reporting:** Upon completion of the field and laboratory work described in Task (1) to (5), Kontur will prepare a letter report. The report will summarize the findings of the field work and characterize each road segment from a geotechnical point-of-view, and provide a relative rating for each road segment, with respect to severity and density (magnitude) of distresses. Based on the findings of the field work and condition rating, Kontur will provide engineering comments and recommendations related to:
 - Existing pavement conditions assessment (at surface) and identify areas of significant distress/deterioration;
 - Recommendations to repair, rehabilitate, and/or replace, road segments and pavement structure;
 - Recommendations for new pavement structure, where deemed appropriate;
 - Preliminary estimation of the anticipated maintenance/rehabilitation/replacement costs;
 - Estimated timeline for upcoming roadway replacement project; and,
 - Existing asphalt/pavement structure at the testhole locations.

As part of the scope of work, Kontur has included provision for one revision of the draft report. The draft report will be submitted to the team for review and comment with a final report being issued shortly thereafter.

4.0 ESTIMATED FEE

The estimated fee for the scope of work identified in this proposal is provided in the attached *Schedule A – Estimated Fees* and will be charged on a time-and-expense basis.

Other services, such as additional consultation, attendance to meetings, developing other geotechnical inputs, and construction field reviews, that have not been included in the proposed work plan would be charged on a 'time-and-expense' basis. Additional fees would not be incurred without your prior written approval.

All work will be completed in accordance with the attached *Schedule B – 2022 Standard Rates* and *Schedule C – Terms and Conditions*.

5.0 SCHEDULE

Kontur is prepared to initiate the work within 3 business days of receiving authorization to proceed. The final report can be anticipated within 15 to 25 business days of completing the field work.

6.0 CLOSURE

Kontur wishes to thank you for the opportunity to submit this proposal and trusts that the information described above meets your current requirements. To authorize the work, please complete and return a signed copy of the attached work authorization on page two of *Schedule C – Terms and Conditions*.



If you should have any concerns or questions, please do not hesitate to contact the undersigned.

Sincerely,

Kontur Geotechnical Consultants Inc.
EGBC Permit to Practice #1000925

Per:

Reviewed by:

Amir Ghasemirad MSc, EIT
Geotechnical and Pavement Engineer

Matthew Yip MEng PEng
Principal | Geotechnical Engineer

Attachments: Schedule A – Estimated Fees
 Schedule B – 2023 Standard Rates
 Schedule C – Terms and Conditions with Work Authorization

Proposal No.: KP-231111-00	Project Manager: Matthew Yip, M.Eng., P.Eng.	Date: April 13, 2023
Client/Company:	University Neighbourhoods Association	
Attention:	Wegland Sit	Contact Title: Operations Manager
Contact Email:	wegland.sit@myuna.ca	Contact Phone: (604) 827-5158
Address:	Unit 202, 5923 5923 Berton Ave	
	Vancouver BC	
	V6S 0B3	
Project Name:	University Neighbourhoods Association Roadway Condition Assessment	
Project Location:	Hampton/Chancellor/Hawthorn Place, and East Campus and Westbrook, Vancouver BC	

Scope of Work and Estimated Fees

Activity/Description	Unit Breakdown	Estimated Fee (\$)
GEOTHECNICAL SERVICES		
● Task 1 - Planning, Coordination, and Permitting		
Project Engineer	Allow 4hrs @ \$160/hr	\$ 640.00
Field Engineer/Technician	Allow 8hrs @ \$120/hr	\$ 960.00
Drafting	Allow 12hrs @ \$100/hr	\$ 1,200.00
Provision for Traffic Management Plan (TMP)	Allow	\$ 800.00
		Subtotal T1.: \$ 3,600.00
● Task 2 - Site Reconnaissance and Visual Assessment		
Project Engineer or Senior Engineer	Allow 4hrs @ \$220/hr	\$ 880.00
Field Engineer/Technician	Allow 40hrs @ \$120/hr	\$ 4,800.00
		Subtotal T2.: \$ 5,680.00
● Task 3 - Asphalt Coring up to 80 Cores		
Field Technician	Allow 40hrs @ \$90/hr	\$ 3,600.00
Core Density and Thickness Determinations	Allow \$30/Core	\$ 2,400.00
Subcontracted Traffic Control	Allow	\$ 6,250.00
		Subtotal T3.: \$ 12,250.00
● Task 4 - Deflection Testing (Benkelman Beam)		
Field Technician	Allow 16hrs @ \$100/hr	\$ 1,600.00
Benkelman Beam Truck and Equipment	Allow	\$ 1,650.00
Subcontracted Traffic Control	Allow	\$ 2,500.00
		Subtotal T4.: \$ 5,750.00
● Task 5 - Geotechnical Exploration		
Field Geotechnical Engineer/Technician	Allow 24hrs @ \$120/hr	\$ 2,880.00
Subcontracted Utility Locate	Allow	\$ 1,500.00
Subcontracted Drill Rig (11-13x Augered Testholes and DCPTs)	Allow	\$ 4,250.00
Subcontracted Traffic Control	Allow	\$ 2,850.00
Laboratory Testing (Moistures and 5x Sieve Analysis Tests)	Allow	\$ 1,500.00
		Subtotal T5.: \$ 12,980.00
● Task 6 - Geotechnical Analysis and Reporting		
Principal Geotechnical Engineer	Allow 7.5hrs @ \$220/hr	\$ 1,650.00
Project Geotechnical Engineer	Allow 20hrs @ \$160/hr	\$ 3,200.00
Geotechnical Engineer (E.I.T.)	Allow 30hrs @ \$120/hr	\$ 3,600.00
		Subtotal T6.: \$ 8,450.00
¹ OPTIONAL SERVICES (if Required)		
● ² Provision for Hydro-excavation (incl. Hydrovac, supervision, disposal)	\$4500/day	
● Provision for General Consultation. Allow 1/2 day	Allow 4 hrs @ \$200/hr	
● Geotechnical Field Review and Consultation as-needed	Allow \$500 per visit	\$ 8,000.00
● Material Testing Services as-needed	See Schedule B MTS	TBD
NOTE: ¹ Fees not included in subtotal calculation as noted below		
NOTE: ² Work to be completed in tandem with Geotechnical Exploration		
SUB TOTAL (excluding GST):		\$ 48,710.00
TAXES (GST):		\$ 2,435.50
GRAND TOTAL :		\$ 51,145.50

Proposal No.: KP-231111-00	Project Manager: Matthew Yip, M.Eng., P.Eng.	Date: April 13, 2023
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2022 Standard Rates (to October 2022)
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Personnel Type	Rate
GEOTECHNICAL CONSULTING AND ENGINEERING SERVICES	
<ul style="list-style-type: none"> ● Specialist Geotechnical Engineer (P.Eng.) ● Principal/Senior Geotechnical Engineer (P.Eng.) ● Project Manager ● Geotechnical Engineer (P.Eng.) ● Geotechnical Engineer (E.I.T.) 	<ul style="list-style-type: none"> \$260 to \$300 per hour \$200 to \$260 per hour \$160 to \$200 per hour \$160 to \$200 per hour \$120 to \$140 per hour
<ul style="list-style-type: none"> ● Geotechnical Technologist (A.Sc.T.) ● Geotechnical Technician ● Drafting Services ● Administration Services 	<ul style="list-style-type: none"> \$130 to \$160 per hour \$100 to \$130 per hour \$100 to \$120 per hour \$100 to \$120 per hour
<ul style="list-style-type: none"> ● Sub-contractors or Sub-consultants ● Disbursements ● Vehicle Mileage 	<ul style="list-style-type: none"> Cost + 15% Cost + 10% \$ 0.65 per km
<ul style="list-style-type: none"> ● Letters of Assurance (Schedule B) ● Letters of Assurance (Schedule CB) ● Landslide Assurance Statement (Appendix D) ● Geotechnical Field Reviews ● WorkSafe BC Excavation Review (P.Eng.) 	<ul style="list-style-type: none"> \$250/each \$250/each \$300/each Hourly as above (min. \$550 per trip) Hourly as above (min. \$850 per trip)

Proposal No.: KP-231111-00	Project Manager: Matthew Yip, M.Eng., P.Eng.	Date: April 13, 2023
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2022 Standard Rates (to October 2022)

Personnel Type	Rate
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QUALITY MANAGEMENT

- | | |
|--------------------------------|--------------------------|
| • Quality Manager (P.Eng.) | \$160 to \$200 per hour |
| • Quality Manager (A.Sc.T.) | \$ 140 to \$180 per hour |
| • Quality Manager (Technician) | \$ 110 to \$140 per hour |
| • Disbursements and Mileage | Cost + 10% and \$0.65/km |

CONSULTING SERVICES

Asphalt, Pavements, Aggregates, and Soil

- | | |
|--|-------------------------|
| • Senior Engineer (P.Eng.) | \$200 to \$260 per hour |
| • Pavements/Geotechnical Engineer (P.Eng.) | \$160 to \$200 per hour |
| • Materials Engineer (P.Eng.) | \$120 to \$160 per hour |

FIELD SERVICES

Asphalt Testing

- | | |
|--|--------------------------------------|
| • Technician - Density Testing/Sampling/Travel/Standby | \$85 per hour (min. \$400 per trip) |
| • Technician - Benkleman Beaming | \$110 per hour (min. \$600 per trip) |
| • Technician - Asphalt Cores | \$110 per hour (min. \$600 per trip) |
| • Technician - Asphalt Core Equipment Charge | \$125 per day |

Concrete Testing

- | | |
|--|---|
| • Concrete Spot Test (includes Slump/Air/Casting of 4 Cylinders) | \$85 per hour (min. \$250 per trip) |
| • Full-time Concrete Testing (includes Slump/Air/Casting of 4 Cylinders) | \$85 per hour (min. \$250 per trip) |
| • Travel and Standby Time | \$85 per hour |
| • Next-day Concrete Cylinder Pick-up | \$85 per trip <i>Local</i> / \$85 per hour <i>Non-Local</i> |

Aggregate and Soil Testing

- | | |
|--|-------------------------------------|
| • Technician - Density Testing/Sampling/Travel/Standby | \$85 per hour (min. \$400 per trip) |
| • Field Technician - Sample Pick-up | \$85 per hour (min. \$200 per trip) |



COMMENTS/NOTES

Kontur reserves the right to adjust rates. Rates based on regular working hours (Mon. to Fri., 7:00am to 7:00pm).

Evening, Weekend, and Nightshift Rates are calculated using a 1.5 multiplier applied to the Standard Rate.

Statutory Holiday Rates are calculated using a 2.0 multiplier applied to the Standard Rate.

Proposal No.: KP-231111-00	Project Manager: Matthew Yip, M.Eng., P.Eng.	Date: April 13, 2023
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2022 Standard Rates (to October 2022)

Personnel Type	Rate
LABORATORY SERVICES	
<i>Asphalt Mix Designs and Testing</i> 	
• Superpave Mix Design Virgin	\$2,800 per Design (with Letter)
• Superpave Mix Design with RAP	\$3,000 per Design (with Letter)
• One-Point Mix Design Verification (Hot-mix Asphalt from Plant)	\$1,500 per Design (with Letter)
• Marshall Test - Hot Mix Sample (per ASTM D6926)	\$325 per Test
• Marshall Test - From Asphalt Cores (per ASTM D6926)	\$350 per Test (+ \$85/hr for Core Trimming)
• Index of Retained Marshall Stability (IRMS per ASTM D1075)	\$1350 per Test
• Reflux Method Extraction Test - AC Only (per ASTM D2172)	\$110 per Test
• Burn Off Oven Calibration	\$1350 per Test (Including Blank Preparation)
• Superpave Gyratory Test (per ASTM D6925/AASHTO T312)	\$420 per Test
• Tensile Strength Ratio (TSR) (Laboratory Processed per AASHTO T283)	\$1,350 per Test
• Tensile Strength Ratio (TSR) (From Asphalt Plant per AASHTO T283)	\$990 per Test
• Density and Thickness Determination of Asphalt Cores	\$50 per Test (+\$25 for BCMoTI Saw Cut Cores)
<i>Concrete Testing</i> 	
• Concrete Compressive Strength Test - Cylinder	\$35 per test
• Concrete Compressive Strength Test - Grout Cubes	\$25 per test
<i>Aggregate/Soil Testing</i> 	
• ASTM C136 Combined/Split Sieve Analysis (Granular Materials)	\$195 per Combined Test / \$225 per Split Test
• ASTM C136 Sieve Analysis (Silty/Clayey Materials)	\$325 per Test
• ASTM C117 Fines Content (Sieve Passing #200 only)	\$95 per Test
• ASTM D7928 Hydrometer Test	\$320 per Test
• ASTM D698/D1557 Standard/Modified Proctor Test	\$225 per Test / \$250 per Test
• ASTM D1883-16 California Bearing Ratio Test	\$600 per Test
• ASTM D4318 Atterberg Limit Test	\$275 per Test
• ASTM D854 Specific Gravity and Absorption of Soil	\$380 per Test
• ASTM C127/128 Density, Relative Density and Absorption	\$190 per Test (Fines) / \$170 per Test (Coarse)
• ASTM D3744 Durability Index of Coarse Aggregate	\$450 per Test
• ASTM C131 Los Angeles Abrasion	\$475 per Test
• ASTM D7428 Micro-Deval	\$350 per Test
• ASTM C88/D5240 Soundness Test	\$450 per Test / \$475 per Test (Rip Rap)
• BCH 1-13 Fracture Count	\$135 per Test
• ASTM D6473 Specific Gravity and Absorption of Rip Rap	\$600 per Test
• ASTM C142 Clay Lumps and Friable Particles	\$125 per Test
• ASTM D2419 Sand Equivalent	\$250 per Test
• ASTM D2216 Moisture Content Determination	\$45 per Test
<i>Environmental Charges</i>	
• Handling and Disposal Charge	1.5% of Charges

Proposal No.: KP-231111-00

Project Manager: Matthew Yip, M.Eng., P.Eng.

Date: April 13, 2023

Terms and Conditions

- 1. AUTHORIZATION TO PROCEED.** The signing of the Work Authorization form attached to these Terms and Conditions, which together with CONSULTANT's proposal shall collectively be referred to as the Agreement, will serve as written authorization for CONSULTANT to proceed with the services called for in this Agreement.
- 2. EXTENT OF AGREEMENT.** This Agreement, including attachments incorporated herein by reference, represents the entire agreement between CONSULTANT and CLIENT and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be altered only by written instrument signed by authorized representatives of both CLIENT and CONSULTANT.
- 3. CHANGES.** Work beyond the scope of Services or redoing any part of the Services through no fault of CONSULTANT, shall constitute extra work and shall be paid for on a time and material basis in addition to any other payment provided for in this Agreement. In the event, CONSULTANT's work is interrupted due to delays other than delays caused by CONSULTANT, CONSULTANT shall be compensated based on CONSULTANT's current Fee Schedule for the additional labour or other charges associated with maintaining its work force for CLIENT's benefit during the delay, or at the option of the CLIENT, for charges incurred by CONSULTANT for demobilization and subsequent remobilization. If, during the course of performance of this agreement, conditions or circumstances are discovered which were not contemplated by CONSULTANT at the commencement of this Agreement, CONSULTANT shall notify CLIENT in writing of the newly discovered conditions or circumstances and the impact on the Agreement. CLIENT and CONSULTANT agree to negotiate in good faith any changes to the price, terms and conditions, or schedule of this Agreement. Written notice of changes will be provided by CONSULTANT to the CLIENT by Change Order for the CLIENT's approval.
- 4. PAYMENT.** CONSULTANT shall invoice CLIENT periodically for the services performed under this Agreement, including laboratory services, if required. Compensation for such services shall be in accordance with CONSULTANT's current Fee Schedule or the terms of the proposal, which do not include applicable taxes. CLIENT shall pay invoices upon receipt. Invoices not paid within thirty (30) days of the invoice date shall be subject to a late payment charge of 1.5% per month (18% per year) from the date of billing until paid. The invoice amounts shall be presumed to be correct unless CLIENT notifies CONSULTANT in writing within fourteen (14) days of receipt. Progress billings, when paid, represent acceptance by CLIENT of the invoiced services performed by CONSULTANT. The CLIENT agrees to pay legal fees and costs necessary to collect on past due accounts. If CLIENT fails to pay an invoice when due, CONSULTANT may suspend all services until such invoice is paid in full.
- 5. PERMITS, UTILITIES AND ACCESS.** Unless otherwise provided, the CLIENT shall apply for and obtain all required permits and licenses. The CLIENT warrants that it has made all necessary arrangements for right to entry to provide CONSULTANT access to the site for all equipment and personnel at no charge to CONSULTANT. The CLIENT shall also provide CONSULTANT with the location of all underground utilities and structures in the vicinity of the work area, unless otherwise agreed in writing. While CONSULTANT will take all reasonable precautions to minimize any damage to the property, the CLIENT agrees to hold CONSULTANT harmless for any damages to any underground subsurface structures or any damage required for right of entry.
- 6. COST ESTIMATES.** If CONSULTANT provides an estimate of probable costs or a budget for the Work that is developed by CONSULTANT during the performance of the Scope of Services, the CLIENT hereby acknowledges that neither CONSULTANT nor CLIENT has control over other professional fees, land development, or other costs related to the entire Project. Therefore, CONSULTANT does not warrant or represent the Project costs will not vary from the Project Budget. Neither CONSULTANT nor the CLIENT has control over the cost of labour, materials or equipment, over the contractor's methods of determining bid prices, or over competitive bidding, market, or negotiating conditions. CONSULTANT therefore does not warrant or represent that bids or negotiated prices will not vary from the estimate of probable construction cost.
- 7. DISPUTES.** Any dispute arising under this Agreement shall first be resolved by taking the following steps. A successive step shall be taken if the issue is not resolved at the preceding step: 1) by the technical and contractual personnel for each Party, 2) by executive management of each Party, 3) by mediation, 4) by arbitration if both Parties agree or 5) through the court system in the Province of British Columbia.
- 8. STANDARD OF CARE.** CONSULTANT shall perform its services in a manner consistent with the standard of care and skill ordinarily exercised by members of the profession practicing under similar conditions in the geographic vicinity and at the time the services are performed. This Agreement neither makes nor intends a warranty or guarantee, express or implied.
- 9. INDEMNITY.** Notwithstanding any other provision of this Agreement, the CLIENT agrees to indemnify, defend and hold harmless CONSULTANT, its officers, directors, employees and subconsultants (collectively "CONSULTANT") against all damages, liabilities or costs including reasonable legal fees and defense costs arising out of or in any way connected with this Project or the performance of the services under this Agreement, excepting those damages, liabilities or costs attributable to the negligent acts or omissions by CONSULTANT.
- 10. LIMITATION OF LIABILITY.** Notwithstanding any other provision of this Agreement, the total liability of CONSULTANT, its officers, directors and employees, to the CLIENT and anyone claiming by or through the CLIENT, for any and all claims, losses, costs or damages from any cause in any way related to the project or the Agreement, shall not exceed the fees paid to the CONSULTANT. CONSULTANT shall not be liable for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Agreement. CLIENT and CONSULTANT agree that any legal actions arising directly or indirectly from this Agreement and/or CONSULTANT's performance of the Services shall be filed no later than two years from the date the Services have been performed.
- 11. RESPONSIBILITY.** CONSULTANT is not responsible for the completion or quality of work that is dependent upon information provided by or services performed by the CLIENT or third parties not under the direct control of CONSULTANT. CONSULTANT is not responsible for the acts or omissions or for any damages resulting from the actions of such parties. CONSULTANT does not assert control or assume responsibility for a Contractor not retained directly by CONSULTANT or over a CLIENT's employees, work site, work methods or property.
- 12. OWNERSHIP AND CONFIDENTIALITY.** Unless otherwise agreed to by the parties in writing, all documents (including reports, drawings and specifications, and electronic or digital copies) required to be prepared by or on behalf of CONSULTANT in connection with the Services will become the property of the CLIENT upon full and final payment of the Compensation. The copyright and all intellectual property in the documents and designs shall be retained by CONSULTANT. CONSULTANT hereby grants to CLIENT a non-exclusive right and royalty-free license to use, disclose and reproduce the documents solely for the purpose of the project. CLIENT will not distribute or convey CONSULTANT's reports or recommendations to any person or organization other than those identified in the project description without CONSULTANT's written authorization. CLIENT releases CONSULTANT from liability and agrees to defend, indemnify, protect and hold harmless CONSULTANT from any and all claims, liability, damages or expenses arising, in whole or in part, from unauthorized use. Information provided by either party with respect to the project's design, supplies, management, costs, description or other pertinent information are confidential. The parties agree not to disclose such information to third parties unless necessary to the project's execution or already a matter of public knowledge.

Proposal No.: KP-231111-00 **Project Manager:** Matthew Yip, M.Eng., P.Eng. **Date:** April 13, 2023

Terms and Conditions continued...

13. FIELD REPRESENTATION. The presence of CONSULTANT's or its subcontractors' field personnel, may be required for the purpose of providing project administration, assessment, observation and/or field testing. Should a contractor(s) not retained by CONSULTANT be involved in the project, CLIENT will advise such contractor(s) that CONSULTANT's services do not include supervision or direction of the means, methods or actual work of the contractor(s), its employees or agents. CLIENT will also inform contractor that the presence of CONSULTANT's field representative for project administration, assessment, observation or testing, will not relieve the Contractor of its responsibilities for performing the work in accordance with applicable regulations, or in accordance with project plans and specifications. If a contractor is involved on the project, CLIENT agrees CONSULTANT shall not be responsible for working conditions on the job site including the safety and security of persons or property.

14. ENVIRONMENTAL CONDITIONS. CLIENT shall have responsibility and liability for the environmental conditions on the site. Without limiting the generality of the foregoing, CONSULTANT shall have no liability to the CLIENT or any third party for Mould Related Claims, contaminants, or any other hazardous, dangerous or toxic substance. For the purposes of this section, Mould Related Claims means any claim arising out of or resulting from the actual, alleged or threatened existence, effects, ingestion, inhalation, abatement, testing, monitoring, remediation, enclosure, decontamination, repair, removal or the actual or alleged failure to detect Mould, Mildew or other Fungus in any form. Mould, Mildew, or other Fungus means any plant-like group that does not produce chlorophyll and derives food either by decomposing organic matter from dead plants and animals or by parasitic attachment to living organisms or any substance specifically or commonly referred to as mould, mildew, or fungus, and includes any and all mycotoxins, spores, scents, or other by-products that are produced by the above-described groups or substances. CLIENT shall be responsible for and promptly pay for the removal and lawful disposal of Mould, Mildew, or other Fungus, contaminants, hazardous materials, asbestos, samples and cuttings unless otherwise agreed in writing. The discovery of such conditions on the site shall result in the issuance of a Change Order to the extent that the services of CONSULTANT are impacted.

15. TERMINATION. This Agreement may be terminated by either party upon ten (10) days written notice to the other. In the event of termination, CLIENT shall pay for all charges for work performed and demobilization by CONSULTANT. The limitation of liability and indemnity obligations of this Agreement shall be binding notwithstanding any termination of this Agreement.

16. SOLICITATION. Neither Party will, directly or indirectly, for a period of two years from the expiration date of this Agreement, solicit for employment or any other engagement the services of any person who is now employed by the other Party or any affiliate, except in the course of general recruitment efforts.

17. ASSIGNMENT. Neither CLIENT nor CONSULTANT shall assign its interest in this Agreement without the written consent of the other.

18. GOVERNING LAW. This Agreement is governed by the laws of the Province of British Columbia.

WORK AUTHORIZATION

Please return a signed copy of this work authorization as confirmation of your requirement and as your authorization for KONTUR (the 'CONSULTANT') to proceed based on the preceding information (Schedule A, Schedule B, and Schedule C).

Client/Company:	University Neighbourhoods Association		
Attention:	Wegland Sit	Contact Title:	Operations Manager
Contact Email:	wegland.sit@myuna.ca	Contact Phone:	(604) 827-5158
Address:	Unit 202, 5923 5923 Berton Ave		
	Vancouver BC		
	V6S 0B3		
Project Name:	University Neighbourhoods Association Roadway Condition Assessment		
Project Location:	Hampton/Chancellor/Hawthorn Place, and East Campus and Westbrook, Vancouver BC		
Services to be performed are limited to:	Kontur's Schedule A dated.....		April 13, 2023
Services will be charged according to:	Kontur's Schedule A dated.....		April 13, 2023

Kontur Geotechnical Consultants Inc.		University Neighbourhoods Association	
Print Name: _____	Matthew Yip, M.Eng., P.Eng.	Print Name: _____	Wegland Sit
	Project Manager (I have the authority to bind the company)		I have the authority to bind the company
Signature: _____		Signature: _____	
Print Name: _____	J.Y. (Yoshi) Tanaka, P.Eng.	Print Name: _____	
	Principal (I have the authority to bind the company)		I have the authority to bind the company
Signature: _____		Signature: _____	
Date	April 13, 2023	Date Signed:	_____
Proposal No.:	KP-231111-00		



Report Date: April 4, 2023
Meeting Date: April 18, 2023
From: Sundance Topham, Chief Administrative Officer
Subject: Neighbourhood Climate Action Plan (NCAP) – UNA Process

Background

UBC has begun the planning work for a new Neighbourhood Climate Action Plan (NCAP). Participation in the development of this plan is an important priority within the UNA Strategic Plan under the Environmental Sustainability heading.

This report summarizes preliminary conversations with UBC representatives regarding the overall timeline and UNA participation in the NCAP process.

Decision Requested

For information

Discussion

Participation with UBC in the development of a Neighbourhood Climate Action Plan (NCAP) for the community is a strategic priority for the UNA.

In preparation for the upcoming NCAP process UBC officials provided an overview of UBC’s Neighbourhood Climate Action policies at the January Board meeting. The presentation highlighted the future climate action work that would take place through Campus Vision 2050 (CV2050), along with an overview of Climate Action Plan 2030 (CAP2030), the Green Building Action Plan and the Neighbourhood Low Energy Carbon Strategy.

The update also focused on the time sensitive feedback required from the UNA regarding changes to the Residential Environmental Assessment Program (REAP), and finally the update provided an overview of the upcoming Neighbourhood Climate Action Plan (NCAP) process, highlighting timelines and a scope of items to be included in the plan. At the meeting the UNA Board delegated UNA feedback on REAP to the Land Use Advisory Committee (LUAC).

The NCAP work started in 2022 (with background work undertaken by UBC), and the UNA involvement in the process starts up in earnest this spring and is scheduled to take place through until the NCAP is completed in June 2024.

The NCAP is proposed to include a number of important components that feed into it, including buildings, transportation, waste & materials, community infrastructure, local ecosystems, and climate emergency preparedness.

Unlike the work to date involving CV2050 or REAP, where UNA staff did not play an active role in the development of the content, NCAP includes the participation of UNA staff through a dedicated NCAP Working Group composed of UBC and UNA staff. Although the final decisions will still be made by UBC, UNA staff will have a seat at the table to provide input.

UNA staff representation on the committee will be led by Robyn Chan, the UNA Sustainability Specialist, with participation by the Chief Administrative Officer and Operations Manager as applicable.

In terms of UNA Board involvement, preliminary discussions with UBC show the NCAP interface as taking place directly with the UNA Board through Board workshops (typically in a closed session format for discussions – with some open session updates) – like the process used for CV2050. This proposed format will give the entire Board a chance to provide feedback on the NCAP work. There is also the possibility of the Board utilizing the Liaison Committee structure to provide feedback to the UBC BOG if applicable.

Although the full Board is meant to be involved in the NCAP, it is understood that elements of the plan may be delegated to the LUAC for a deeper dive or for feedback.

Like the CV2050 process the NCAP will be guided by a Terms of Reference, which will come to the Board for review and input and will include a number of public outreach opportunities led by UBC.

Financial Implications

None

Operational Implications

Participation in the NCAP process will involve participation by the Operations and Administration department, with support provided by the Communications department.

Strategic Objective

Environmental Sustainability

Attachments

1. Schedule A – Neighbourhood Climate Action Plan Overview Slide



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

Concurrence

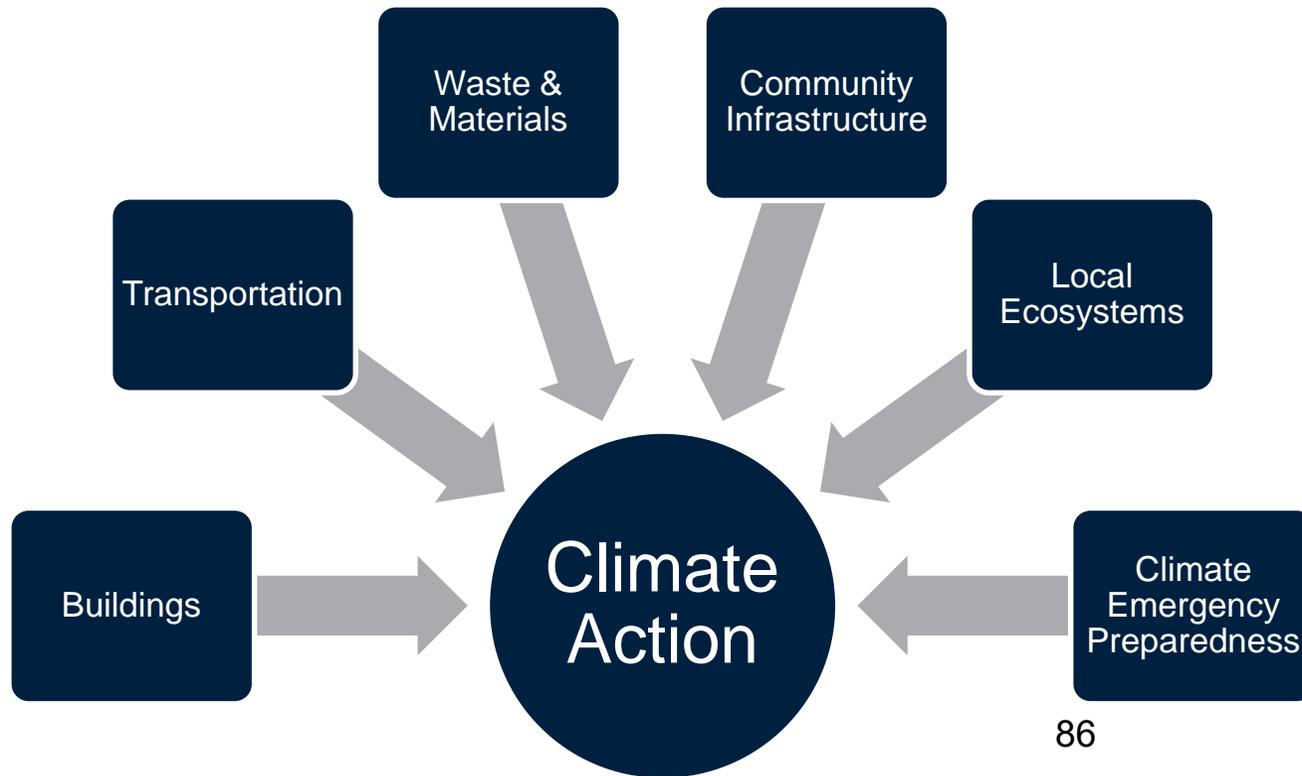
1. Wegland Sit, Operations Manager
2. Robyn Chan, Sustainability Specialist

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer

NEIGHBOURHOOD CLIMATE ACTION PLAN (NCAP)



- Scope includes many areas of **shared responsibility** (C+CP & UNA), including:
 - Existing building retrofits (heat pumps, EV charging)
 - Behaviour change initiatives
 - Waste reduction & diversion
 - Resilience and adaptation measures



Report Date: March 13, 2023
Meeting Date: April 18, 2023
From: Sundance Topham, Chief Administrative Officer
Subject: Electronic Voting Consultation Results and Next Steps

Background

The electronic voting consultation has concluded, and this report presents the results of the community engagement and includes recommendations from the Governance and Human Resources Committee.

Decision Requested

THAT the Board direct staff to propose amendments to the existing UNA Bylaws to allow for electronic voting for Director elections.

AND THAT staff consult with Director Holmes on the drafting of the proposed bylaw amendments;

AND THAT the proposed changes to the UNA Bylaws be brought forward for Board consideration, and if approved by the Board, advanced to the 2023 UNA Annual General Meeting (AGM) for consideration by UNA members.

Discussion

At the September 20, 2022 meeting the UNA Board passed the following motion:

THAT the GHR Committee be the locus of activity to prepare information (including community consultation) for bringing forth electronic voting into the UNA elections cycle, and that the Committee make recommendations to the Board for its April 2022 meeting.

The GHR Committee worked with staff to determine and undertake a community consultation process, which included the following elements:

- Website landing page (with background materials)
- Community Survey
- Public Open House

The consultation wrapped up on February 2, and the results of the community survey are attached to this report.

High level there is significant support for the move to electronic voting. There were a total of 186 respondents to the survey. Of the 63 respondents who did not vote in the last election, 87 per cent of the 60 that answered the follow-up question noted that the introduction of electronic voting would increase their likelihood of participating in upcoming election processes.

Of the 123 respondents who participated in the last election, 91 per cent of the 120 that answered the follow-up question noted that they would continue to participate if electronic voting was introduced.

A total of 177 respondents answered the question “Should the UNA recommend changes to the UNA Bylaws to allow for electronic voting for the 2024 Director election?” Of the respondents 161, or 91 per cent answered yes.

Most of the respondents to the survey came from the Wesbrook neighbourhood, followed by the Hampton, Hawthorn and Chancellor neighbourhoods.

In terms of comments received from survey participants, they ranged from support of the potential move - due to increased convenience and accessibility, to concerns about any change of process – mostly related to security. In general, there was more support shown in the comments than concerns raised.

As part of the consultation process the GHR Committee approved criteria that could be applied in assessing the move to electronic voting for Director elections. Several of these criteria require judgement calls.

The criteria and GHT Committee assessment are noted below.

- **Aggregate voter participation:** Is it likely that more or fewer residents will vote than at present?

Based on the consultation more residents would participate.

- **Participation by specific groups:** Are specific groups of voters—e.g., younger voters, older voters, voters whose second language isn’t English—more or less likely to vote?

Although the consultation did not ask for demographics or language information, the feedback indicated that more residents would participate than currently. Comments were received noting that having other languages as part of the process would be beneficial (which is achievable through electronic balloting, as other languages can be easily integrated into the voting process).

- **Secrecy on the counting of ballots (ballot anonymity):** Is a voter’s ballot secret when it is counted?

Yes – based on using a recognized electronic voting platform.

- **Secrecy on completion of ballots:** Can any other person see how a particular voter is voting and hence be in a position to coerce the voter to vote in a particular way?

Utilizing a recognized electronic voting platform, the results are anonymous. In theory someone could watch the person voting, but that is no different then the current system where members vote via paper ballot and fill them in away from voting stations.

- **Voter authentication:** Is the voter the person they claim to be (i.e., no voter fraud)?

The current system requires voters to receive their paper ballots by mail, sign a declaration declaring that they are eligible to vote, and will only vote once, and then return the ballot via either placing in a drop box or sending it in the mail. The electronic system would entail receiving the voting instructions through email, confirming an electronic declaration, and voting through a secure online portal. This system would eliminate several of the more convoluted steps in our current system. Regardless of the system - paper or electronic - any attempt by one person to usurp materials or attempt to take another person's vote are illegal actions.

- **Technological uncertainty:** What is the risk of technological problems, initially and on an on-going basis?

Any technological uncertainty is minimized by using a recognized electronic voting platform. These platforms have received independent third-party audits and certification to confirm their reliability. The proposed process would include voting from computers and smart phones, or at in-person electronic voting kiosks – there would not be any utilization of telephone voting that add costs and complexity to the process.

- **Process uncertainty:** What is the risk of process problems, initially and on an on-going basis (i.e., delays in receiving ballots)?

Any process uncertainty is minimized by using a recognized electronic voting platform. Results will be available in a timelier manner. Ballot distribution is dependent on having up-to-date member data, which is required for the current paper ballot process. By utilizing email instead of Canada Post for ballot distribution, the ballots can be distributed more cost effectively and timely.

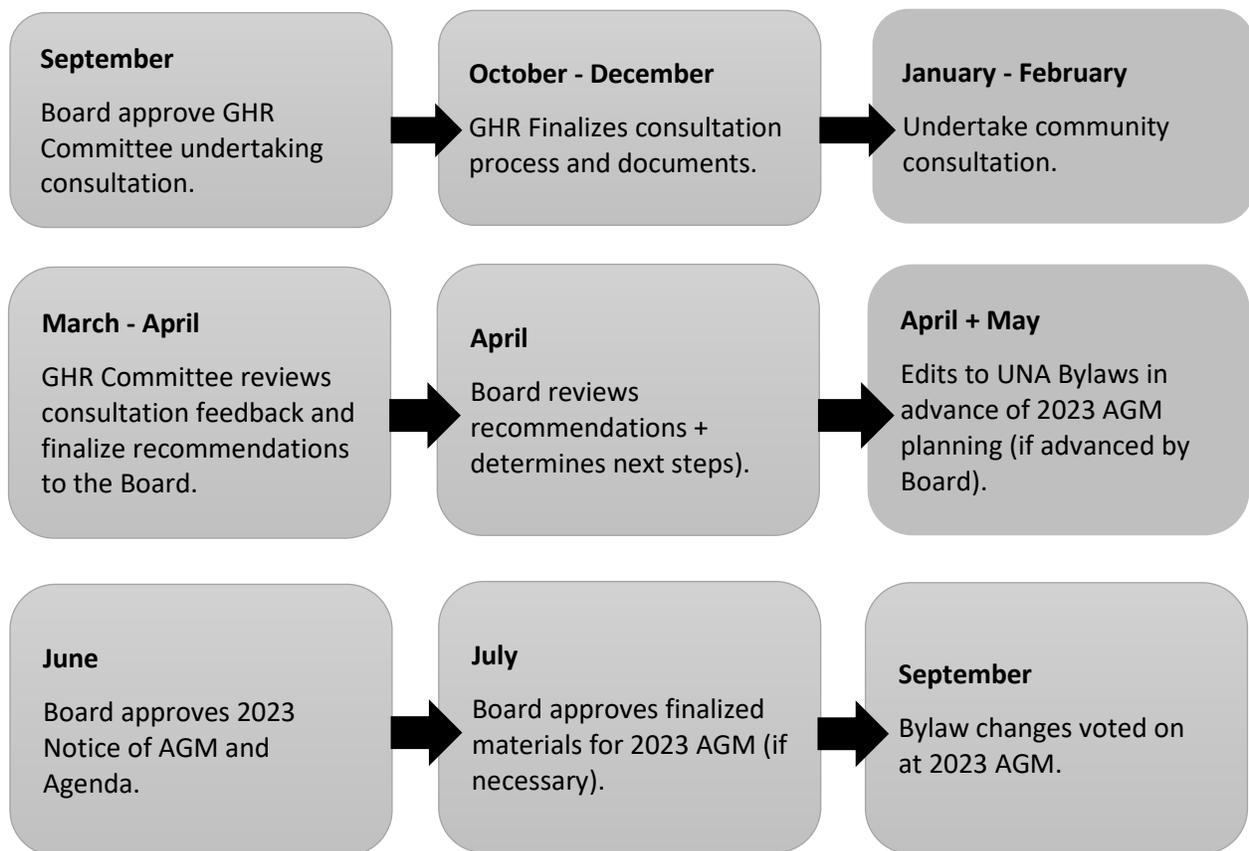
- **Implementation:** What is the cost and staff time for implementation?

The cost for the last election cycle was \$33,000. Electronic Voting is estimated to cost between \$15,000 and \$30,000. Based on earlier electronic voting set-up the staff time required should be minimal.

- **Administration:** How costly is it to administer the voting procedure?

Administering the last voting procedure was an administratively time-consuming process, with the final counting process being significantly time-consuming. The proposed process would include voting from computers and smart phones, or at in-person electronic voting kiosks – there would not be any utilization of telephone voting that add costs and complexity to the process.

As per the timeline below, the next steps include review of GHR Committee recommendations by the UNA Board.



If the Board recommends amending the UNA Bylaws to implement electronic voting in advance of the 2024 elections, the potential changes to the Bylaws will first go to the UNA Board for approval; if they're approved by the Board, they will advance to the UNA members at the 2023 UNA AGM.

Due to Director Holmes' involvement in the drafting of the UNA Bylaws, it is recommended that staff consult with Director Holmes in the drafting of any proposed amendments – making sure that any edits reflect the process as outlined in the consultation documents.



The wildcard in this entire process is that the ultimate decision rests with the membership, not the UNA Board, so until any contemplated changes are brought forward for review, it is unknown what will be decided.

Financial Implications

None

Operational Implications

Moving forward with any changes to the UNA Bylaws will require assistance from the Administrative and Communications Departments.

Strategic Objective

Community and Stakeholder Relations

Attachments

1. Schedule A – Electronic Voting Consultation Results

Concurrence

1. Glenda Ollero, Communications Manager

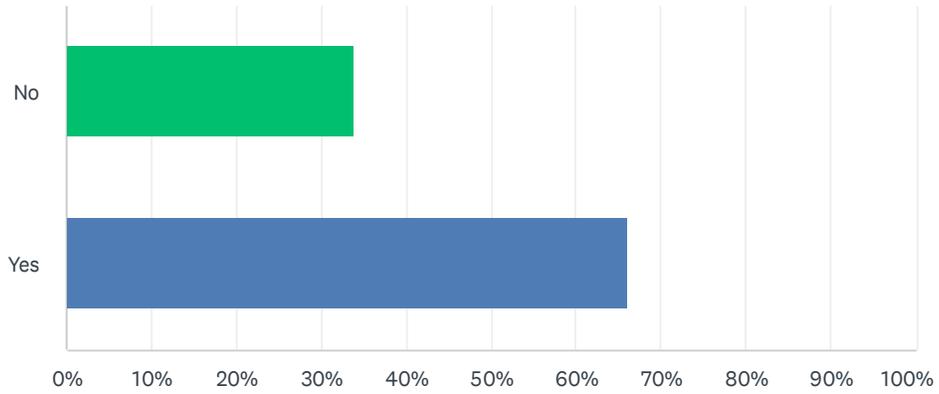
Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer

Q1 Did you vote in the last UNA elections?

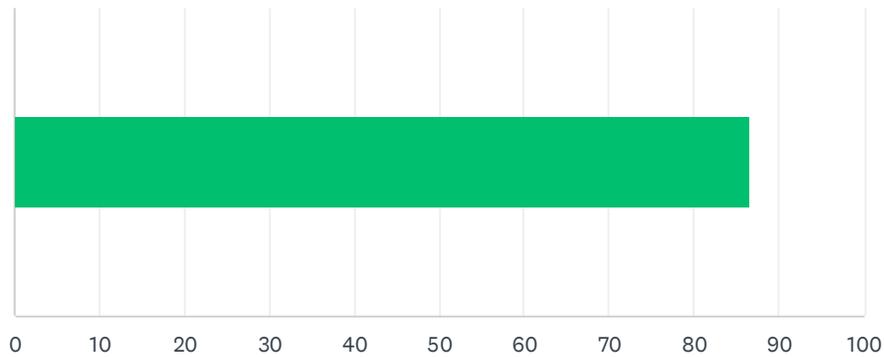
Answered: 186 Skipped: 0



ANSWER CHOICES	RESPONSES	
No	33.87%	63
Yes	66.13%	123
TOTAL		186

Q2 Would the introduction of electronic voting increase your likelihood of participating in the UNA election process?

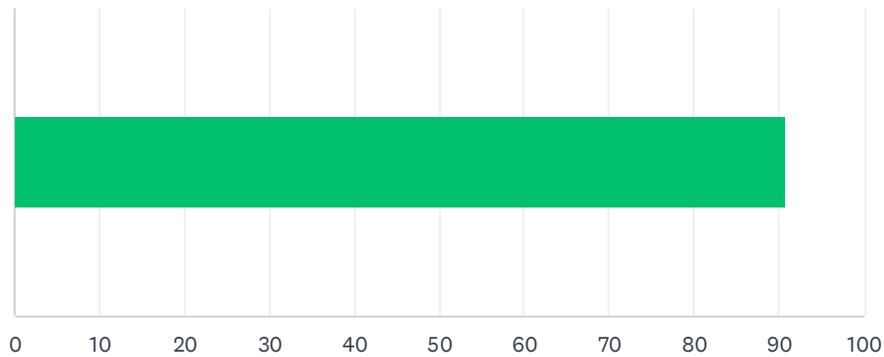
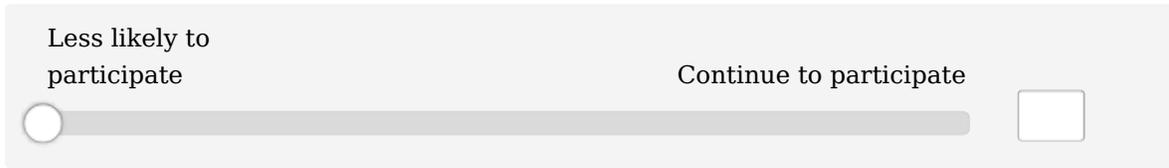
Answered: 60 Skipped: 126



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	87	5,197	60
Total Respondents: 60			

Q3 Would the introduction of electronic voting impact your likelihood of continued participation in the UNA election process?

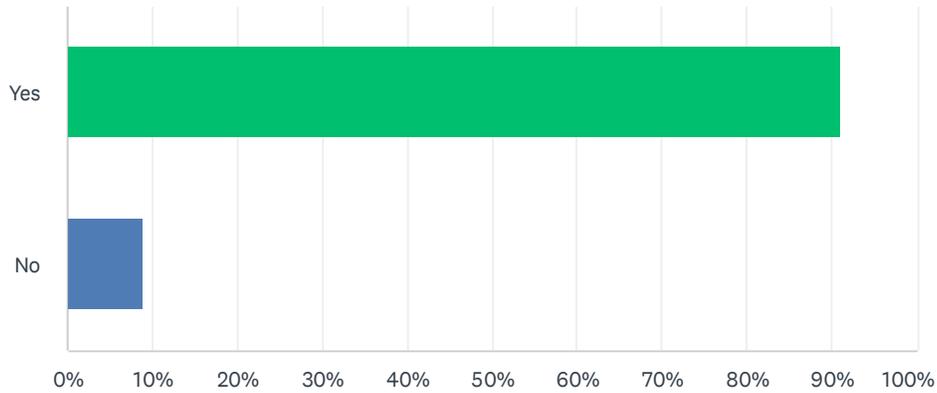
Answered: 120 Skipped: 66



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	91	10,907	120
Total Respondents: 120			

Q4 Should the UNA recommend changes to the UNA Bylaws to allow for electronic voting for the 2024 UNA Director elections?

Answered: 177 Skipped: 9



ANSWER CHOICES	RESPONSES	
Yes	90.96%	161
No	9.04%	16
TOTAL		177

Q5 Do you have any comments on the UNA considering electronic voting for the 2024 UNA Director elections?

Answered: 89 Skipped: 97

Q5 Do you have any comments on the UNA considering electronic voting for the 2024 UNA Director elections?

Answered: 89 Skipped: 97

#	RESPONSES	DATE
1	Security with online voting is always a concern. As long as we have a secure process implemented, I am 100% in support of this idea.	1/31/2023 11:32 AM
2	Electronic voting has consistently been shown to be insecure and threatens both the integrity and the impression of integrity of the democratic process.	1/28/2023 1:22 PM
3	The reason for not voting previously, was we are brand new to Westbrook Village.	1/28/2023 12:02 PM
4	Good idea.	1/28/2023 10:43 AM
5	A description of what the UNA sees as the pros and cons of online voting would be helpful here. The only con I could imagine is that some UNA members might not have access or be comfortable voting online, but are there ways that those concerns could be mitigated?	1/28/2023 6:29 AM
6	the critical issue is that electronic voters are properly authorized to vote and that safeguards are put in place to prevent more than one vote for the authorized voter	1/27/2023 8:35 PM
7	We still do not have a sufficient governance model (or systems) in place to take on the inevitable voter fraud that will occur....creating an even weaker governance model.	1/27/2023 5:06 PM
8	Would be much easier for me	1/26/2023 10:48 PM
9	I would eliminate all proxy voting. Members should vote themselves or not at all. Proxies are a sham to the voting system	1/26/2023 5:07 PM
10	I think having in-person voting encourages more of a personal commitment to carefully consider one's vote.	1/26/2023 4:48 PM
11	No.	1/25/2023 3:41 PM
12	I agree we should be able to vote electronically	1/25/2023 12:31 PM
13	No	1/25/2023 10:52 AM
14	Prefer Paper ballot, better and fair to count	1/24/2023 4:04 PM
15	I have no faith in the electronic voting machines. I would rather see the humans that are willing to vote use paper ballots that can physically be counted.	1/24/2023 4:01 PM
16	This should be done immediately.	1/24/2023 3:16 PM
17	It might encourage more people to vote, and further to become involved.	1/23/2023 7:36 PM
18	Electro area is too broad, don't think they will provide a proper attention to UNA	1/23/2023 12:10 PM
19	This would be so much more convenient! I had to go out of my way to vote with the current process. I would hope to see increased engagement with voting by making the process more accessible. Thanks for considering!	1/21/2023 11:29 AM
20	NA	1/21/2023 11:28 AM
21	Don't do it	1/21/2023 11:22 AM
22	I did vote last year, but in the past there have been non-UNA elections I have not voted in because I was unable to attend in person (and didn't find out registering to vote by mail was an option until it was too late). I will be more likely to continue voting in future UNA elections if voting is online.	1/21/2023 8:25 AM
23	Whoever controls the machine controls the vote	1/21/2023 8:01 AM

Election Process Survey

24	I think there will be a higher rate of voter participation.	1/20/2023 8:32 PM
25	All for electronic voting. I think it will be a better tiring out	1/20/2023 6:52 PM
26	It brings the process into the 21st century.	1/20/2023 6:28 PM
27	Must make sure voters live in this area.	1/20/2023 5:23 PM
28	I think it will greatly increase the percentage of the UNA community that participates in voting. But UNA needs to insure that reliable tabulating procedures are in place.	1/20/2023 4:28 PM
29	Electronic reduces the paper waste and is more efficient. I was not sent my ballot for the last election because there was an issue with the mail, electronic voting will prevent similar issues.	1/20/2023 12:36 PM
30	It's time for this change. It reflects changing times.	1/20/2023 12:27 PM
31	Easier for most voters. More environmentally friendly. Let's do it!	1/20/2023 12:21 PM
32	I think it's the way forward as long there is a secure way to do it (secure log in; one vote per member).	1/20/2023 7:55 AM
33	There are some passionately undemocratic people in our neighborhood who brag on social media about getting non-UNA residents all over the world to fill out surveys like this to get the answers they want. Please be careful about actually soliciting answers and opinions from real members, 1 per member. I strongly support online voting, I have 2 little kids and both me and my partner work and it's really hard to physically get to the community centre. However I also have no faith in the UNA directors because most of them seem cruel with no care for families so it makes me feel angry and not even wanting to vote. For example the basketball court fiasco. I will never forget it.	1/20/2023 7:15 AM
34	I beileve you'll get greater participation with on line so long as you have ability to monitor validity of vote	1/19/2023 9:37 PM
35	No	1/19/2023 8:56 PM
36	No	1/19/2023 7:33 PM
37	no	1/19/2023 7:16 PM
38	There should also be an option to request a paper ballot	1/19/2023 5:50 PM
39	Let's get into the 21st century.	1/19/2023 4:54 PM
40	no	1/19/2023 4:07 PM
41	I think it would be very productive for voting.	1/19/2023 3:27 PM
42	Would electronic voting be the only option or other form of voting still available for those who can't manage the electronic version?	1/19/2023 3:03 PM
43	Add Chinese introduction.	1/19/2023 2:42 PM
44	Go go	1/19/2023 1:52 PM
45	I'd never vote in person, but I will vote online. I am sure that almost everyone under 30 feels the same way.	1/19/2023 1:04 PM
46	No additional comments	1/19/2023 12:34 PM
47	This seems like a no-brainer	1/19/2023 11:31 AM
48	Very much in favour of using technology to make participation more accessible and convenient.	1/19/2023 11:31 AM
49	This is absolutely the right direction for UNA to take. I recommend to implement more ways for members to access information and participate online.	1/19/2023 11:09 AM
50	Identify verification will ben necessary	1/19/2023 11:04 AM
51	Good idea, please implement	1/19/2023 10:53 AM
52	Will enable more UNA members to vote	1/19/2023 10:49 AM

Election Process Survey

53	need to consider the senior citizens, they are not computer savvy. better to maintain the paper voting.	1/19/2023 10:44 AM
54	No	1/19/2023 10:35 AM
55	Electronic voting enables fraud. If someone cares enough they will fill out a paper ballot. If they don't care enough to do this they shouldn't be voting.	1/19/2023 10:33 AM
56	Please! More convenient, can be more secure (make members use their UNA login credentials), and LESS PAPER (there is WAY too much!)	1/19/2023 10:28 AM
57	Great idea to go digital. I think it'll yield better voter turnout.	1/19/2023 10:20 AM
58	Whatever it takes to get rid of the multiple envelope, deliver in person system, as long as it's not another multi-step process.	1/19/2023 10:20 AM
59	This is a modern progress 👍	1/19/2023 10:14 AM
60	More efficient	1/19/2023 10:12 AM
61	will make it easier to vote.	1/19/2023 10:09 AM
62	More exposure of candidates online, including a visual presentation will be helpful for E voting	1/19/2023 10:06 AM
63	Support	1/19/2023 10:05 AM
64	Electronic will be more environmentally friendly and convenient. But still have paper options for seniors or others who are unfamiliar with electronics. Also none of this matters because this is a bizarrely undemocratic jurisdiction where we get no say in how this place is run and the directors don't do much anyway, and even if they wanted to, they have no real power to effect any change. Solve this problem first.	1/19/2023 10:04 AM
65	Anything to raise participation rate well beyond 10% should be considered!	1/19/2023 9:15 AM
66	Long overdue option	1/18/2023 8:13 PM
67	I would appreciate if electronic voting is an option, but I also think the residency status of the voters should be verified to ensure the accuracy of the voting.	1/18/2023 8:07 PM
68	I recommend providing an option to vote electronically OR by ballot in advance OR in person at the meeting.	1/18/2023 6:14 PM
69	Electronic voting allows for more votes from people with accessibility issues. I'm very much in favour of it.	1/18/2023 5:32 PM
70	No	1/18/2023 5:22 PM
71	Electronic susceptible to inaccuracies	1/18/2023 5:01 PM
72	I agree that an electronic vote would increase the number of UNA members who would vote. Is that more democratic than the existing system? Not likely. By making the system simpler you will enable the persons who have given little thought to the vote and have not engaged in activities that would inform their vote. The probability of persons being elected who lacked the needed skills and attitudes would be increased. That, I regret to say, is not a reason to prohibit electronic voting. It is a challenge for the persons running for office to do their homework and persuade the voters to cast a vote that is reasoned, not happenstance.	1/18/2023 3:00 PM
73	My concern would be that residents who have moved away or people with no vested interest in the neighborhood could vote. I'd only be for electronic voting if measures were instituted like ensuring that voters were only those with an active UNA membership and address?	1/18/2023 2:13 PM
74	Good idea	1/18/2023 2:00 PM
75	Not everyone has the means or ability to vote on line especially seniors. They have the right to vote and should have the means to do so on their own. I am also concerned about hackers interfering with the voting. This needs to be addressed before implementing the electronic voting.	1/18/2023 1:48 PM
76	All voting should be allowed to be via electronic format	1/18/2023 1:23 PM
77	If voting is done electronically, theoretically the results could be tabulated far more quickly. I would love to see the results of the voting online in a timely manner (not in real time of	1/18/2023 12:52 PM

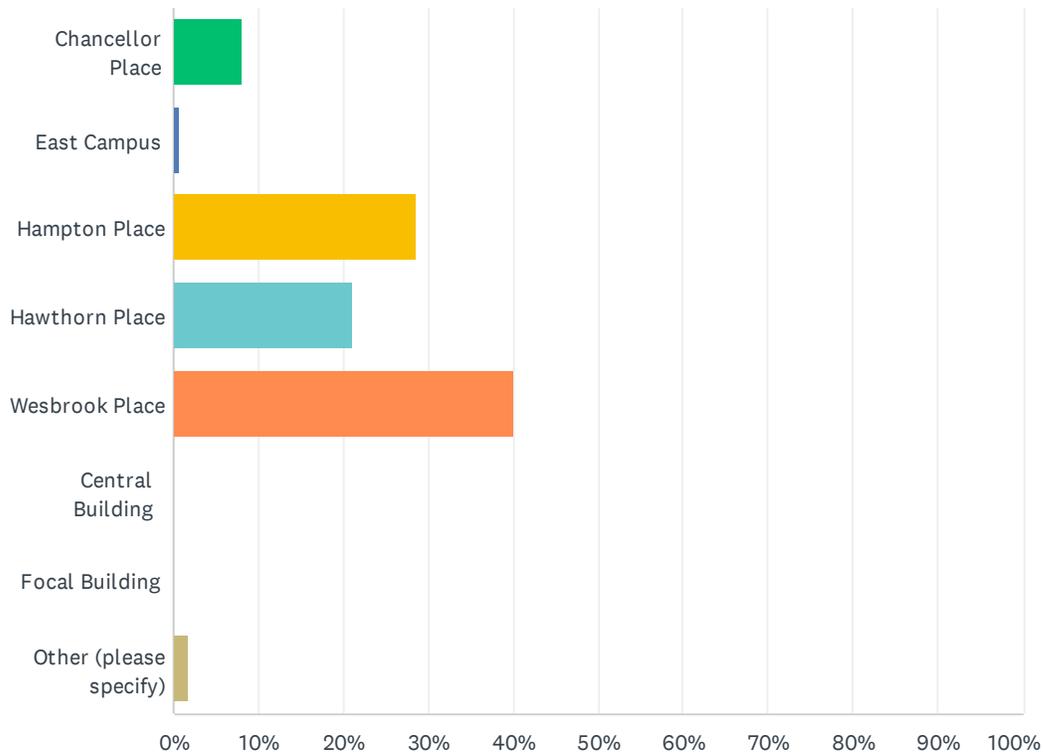
Election Process Survey

course...that may deter some from voting as they may feel it their vote may not matter if it isn't close).

78	This is a welcome step that will improve participation.	1/17/2023 11:47 PM
79	Electronic voting isolates people even more.	1/16/2023 8:11 PM
80	I think it is a great idea. Wondering how come we have not done this sooner.	1/16/2023 4:05 PM
81	This survey is time wasting !!! Since, you didn't point out how the process of eVoting was. You didn't point out the procedure to prevent fake vote. How can we confirm the purposed eVote is good or not ? Due to pandemic, the last voting just applied by mail or a close envelope to put in the ballot box. There are no clues to identify any fake votes. In the next voting, every vote should have personal identification first and then put in the ballot box.	1/16/2023 2:53 PM
82	As long as there are safeguarding measures in think it's a good option.	1/14/2023 5:11 PM
83	Current voting practice requires way too much paper...	1/14/2023 2:21 PM
84	On the one hand, electronic voting will become ignored by many people in our community (especially considering the demographics). On the other hand, electronic voting is more open to possible manipulations. In summary, allowing electronic voting will very likely lead to reducing the role of voting altogether.	1/14/2023 1:01 PM
85	Makes the process so much easier. Low stakes elections like UNA help refine systems that may end up in place in civic, provincial or federal elections in future.	1/14/2023 9:06 AM
86	The first question in this survey is misstated, and therefore the results are not reliable. The choices are NOT given as: "would electronic voting increase your likelihood of voting, decrease your likelihood of voting or not affect your likelihood of voting".	1/13/2023 10:14 PM
87	As long as there are ways to verify the voters I am all for electronic voting as that essentially eliminate many road blocks for people to vote, be they physical, psychological or other reasons.	1/13/2023 6:43 PM
88	Propose blended in-person and online voting	1/13/2023 5:47 PM
89	I think electronic voting might increase turn-out, by making voting more convenient. The Board should research whether there are negative implications for introducing e-voting, and whether these negatives would have a significant effect on the voting process and results.	1/13/2023 5:23 PM

Q6 Which neighbourhood/designated building do you reside in?

Answered: 175 Skipped: 11



ANSWER CHOICES	RESPONSES	
Chancellor Place	8.00%	14
East Campus	0.57%	1
Hampton Place	28.57%	50
Hawthorn Place	21.14%	37
Wesbrook Place	40.00%	70
Central Building	0.00%	0
Focal Building	0.00%	0
Other (please specify)	1.71%	3
TOTAL		175



Report Date: March 31, 2023
Meeting Date: April 6, 2023
From: Athena Koon, Finance Manager
Subject: Fiscal 2022/23 - Year End Audit Plan

Background

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

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

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

Decision Requested

For Information

Discussion

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

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

Appointment of auditor, Section 111

(1) A society

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

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

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

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

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

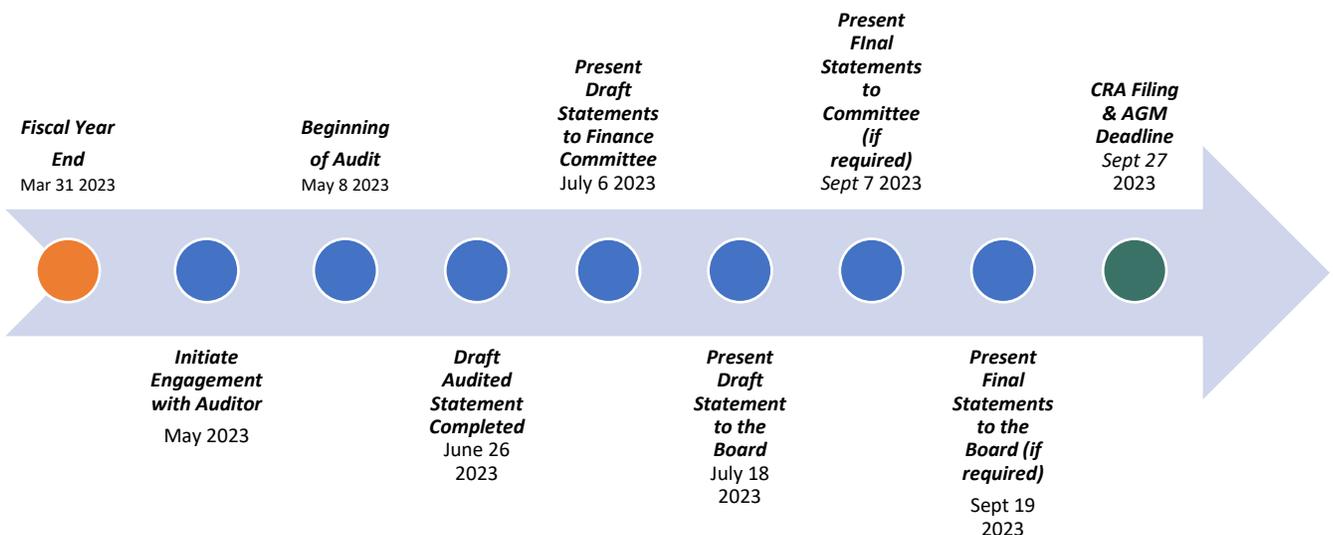
At our last AGM, the UNA membership appointed Johnsen Archer LLP as the UNA auditor until the next AGM. Based on this decision, Johnsen Archer LLP is undertaking our fiscal 2022-23 audit, and an audit engagement letter, which outlines the objective, responsibility and deliverables of the audit is required to be signed before the audit process began.

For the UNA’s 2022-23 fiscal year audit, the process will start mid-May, as the auditor needs a minimum of six weeks to complete their audit and have the draft financial statements ready.

The auditor will be presenting the audit results to the Finance & Audit Committee at an in person meeting on July 6th. It is anticipated that, at that meeting, the Finance and Audit Committee will be able to recommend submission of the 2022-23 Audited Financial Statements to the Board of Directors for review at the July Board meeting.

If the Audited Financial Statements are approved at the July meeting, the statements will go directly to the September Annual General Meeting (AGM) for presentation. If any changes are required, the final 2022-23 Audited Financial Statement will be presented to the Board of Directors for approval during their September meeting. This will allow sufficient time for the UNA to file the required annual return to the CRA and to prepare for the AGM (date to be confirmed) before the required deadline by the end of September 2023.

The timeline of this year audit plan is as follows:



Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

None

Concurrence

None

Respectfully submitted,

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



Report Date: March 31, 2023
Meeting Date: April 6, 2023
From: Athena Koon, Finance Manager
Subject: Appointing an Auditor for the next Annual General Meeting (AGM)

Background

The University Neighbourhoods Association (UNA) is required by the Neighbours Agreement 2020 and the BC Societies Act to appoint an auditor. This report recommends that the Board put forward the firm of Johnsen Archer LLP on the upcoming Annual General Meeting (AGM) agenda as the UNA's Auditor.

Decision Requested

THAT a motion approving Johnsen Archer LLP as the UNA's Auditor be placed on the agenda for the 2023 Annual General Meeting.

Discussion

As a registered society, the UNA is required to comply with the BC Societies Act. Part 9, Section 111 provides guidelines and requirements for the appointment of an auditor:

Appointment of auditor, Section 111

(1) A society

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

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

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

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

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

(5) If there is a vacancy in the office of auditor created by resignation, death or otherwise, other than by removal under section 115 [removal of auditor during term], the directors may appoint an auditor to hold office until the close of the next annual general meeting.

(6) If, for any reason, a society that is required under subsection (1) (a) to have an auditor does not have an auditor, the court may, on the application of a member of the society or another person whom the court considers to be an appropriate person to make an application under this section,

(a) appoint an auditor to hold office until the close of the next annual general meeting, and

(b) set the remuneration the society is to pay for the auditor's services.

Staff are recommending the appointment of Johnsen Archer LLP as UNA's auditor for the 2023-24 fiscal year. Johnsen Archer LLP has been the UNA's auditor for a number of years, and they are familiar with the unique structure of UNA and have been consistent with the work they deliver. They have kept their price competitive with similar scale of audit work provided in the market and an appointment of a new auditor is not required and recommended at this time.

Please see attached Johnsen Archer LLP's proposal for the years ending March 31, 2022 to 2024 for your consideration.

Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

1. Johnsen Archer Fee Proposal 2022-2024

Concurrence

None



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**FINANCE & AUDIT
COMMITTEE**

Respectfully submitted,

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Athena Koon
Finance Manager

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

Sundance Topham
Chief Administrative Officer

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

Engagement Proposal

For the years ending March 31, 2022, 2023, and 2024

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1. JOHNSEN ARCHER LLP

A. Firm Profile

Johnsen Archer LLP is a firm of Chartered Professional Accountants in Surrey, British Columbia. The firm was formed in 1983 and is currently comprised of six partners (operating through Professional Corporations) with a complement of approximately 50 staff.

The firm is a member of Abacus International, one of the largest associations of independent accounting firms in the world. This association provides representation in most major centres across North America and throughout the world.

Johnsen Archer LLP continues to experience strong growth as a result of providing clients with a unique brand of professional expertise coupled with an awareness of their business needs. Our high level of commitment to service has resulted in a significant degree of client satisfaction as evidenced by our high client retention rate and by the number of referrals received from current clients. Over a period of four years, our firm has grown from a small proprietorship to a full service medium-sized accounting firm. Our growth results from the commitment of our partners to the success of our clients and to the high calibre of staff that Johnsen Archer LLP has attracted over the years.

We are extremely proud of our reputation and track record with our clients.

B. Services Provided and Experience

The foundation of our practice is based on assurance, accounting and tax advisory services. Additionally, we provide a variety of related services including business advice, systems analysis, management consulting, litigation support, controllership support and a large variety of special projects as required by clients.

Johnsen Archer LLP considers accessibility of partners and senior staff to be a significant factor in the quality of service that can be provided to a client. As evidenced by our commitment to service and to ensure that our standard is met, we assign a minimum of two senior personnel as contact persons to each client. Rob Matty (Assurance and Accounting Practice Leader) and Prabh Toor (Assurance and Accounting Manager) are both already well versed with the activities of the University Neighbourhoods Association. The availability of these key contact people within our firm will ensure that prompt service and timely responses to all issues will be provided throughout the year.

Please visit our website, www.johnsenarcher.ca, for more information.

2. ENGAGEMENT STAFF

The engagement team will be comprised of well-qualified individuals including, at the more senior level, the following:

Rob Matty, CPA, CA – Practice Leader, Assurance and Accounting

Rob is the Practice Leader overseeing personnel for the firm, as well as having overall responsibility for quality control and standards for our firm's accounting and audit practices. Rob has spent his career in public practice working primarily with private companies and not-for-profit organizations of all sizes. Rob also volunteers with the Chartered Professional Accountants of B.C.

Prabh Toor, CPA – Manager, Assurance and Accounting

Prabh started her career with Johnsen Archer in 2017 where she articulated and obtained her CPA designation. Prabh specializes in audits ranging from small to large enterprises, including not-for-profit organizations (NPOs). She often presents financial statements and audit reports to clients. Prabh works closely with the audit staff and client to ensure timelines are met and the highest professionalism is maintained throughout the engagement.

Field Staff

Field staff will be selected who are at an appropriate level of training and qualifications for the particular assignment. Continuity is a priority and staff members will remain with engagements as long as possible.

3. ENGAGEMENT STRATEGY

The engagement will be divided into three phases, with the specific timing to be determined by discussion with management.

A. **Planning**

Our firm's goal in providing services to our clients is to be pro-active and to take initiative. In that regard, we usually schedule two meetings annually, including a pre year-end meeting, to review and discuss accounting and business issues. Therefore, upon appointment, we will arrange a meeting with management to discuss any special requests or specific management concerns surrounding the engagement. We would also plan the timing of the year-end engagement, address when the audited financial statements are required, when the accounting department would be ready for us to begin the year-end work and to set out the information we will require in order to complete our work in a timely and efficient manner. As part of the planning process, we will ensure that all members of the engagement team possess a strong understanding of the unique aspects of the association.

It is our experience that significant effort in the planning stage generally ensures an effective and efficient engagement.

B. **Execution**

The work will commence at a mutually agreed upon time. The manager in charge of the engagement will correspond with you and review the information and working papers provided to us to audit the financial statements. The audit engagement will be performed in our office, remotely. Any questions which need to be addressed by the accounting department will be done via telephone, e-mail or in a manner preferred by you.

A substantive approach will be adopted for the audit of the financial statements at year-end. In addition, we would perform other testing such as the confirmation of certain accounts, analytical review and vouching selected samples of significant items.

C. **Finalization**

The audit report will be discussed with the finance or audit committee prior to finalization. Our normal practice is to attend a meeting to review the audit of the financial statements and discuss any issues that have arisen as part of that process. We feel that this communication is an important part of the engagement.

4. PROPOSED FEES

As a general rule, our field staff are billed out at an hourly rate that averages \$120 to \$195 per chargeable hour. More senior staff, such as our accounting and assurance managers, are billed at rates of \$245 to \$420 per hour, and practice leaders are billed at \$500 to \$550 per hour. Disbursements and HST/GST are in addition to any chargeable time spent on client work.

The following is a schedule of estimated fees for audit and support staff and out-of-pocket expenses, exclusive of HST/GST:

Financial Statement Audit		
Fiscal Year Ended	Professional Fees	Expenses
March 31, 2022	\$16,600	\$160
March 31, 2023	\$17,000	\$160
March 31, 2024	\$18,550	\$160

The above fees are based on the following assumptions:

- Management and relevant staff will be available as necessary throughout the audit process
- We will receive all requested information in a timely manner
- No material weaknesses or other deficiencies in internal control over the financial reporting process that have a significant effect on our audit approach will be identified
- There will be no changes in deadlines or reporting requirements
- Significant unanticipated accounting and auditing issues requiring our attention will be discussed with management and billed separately
- Any changes to the scope of the audit or inclusion of additional work shall be agreed to in writing by the auditor and the Association as to remuneration, before any such work is commenced



Report Date: March 31, 2023
Meeting Date: April 6, 2023
From: Sundance Topham, Chief Administrative Officer
Subject: Insurance Update – Impact of Municipal Services Takeover

Background

The UNA took over the administrative responsibility for the management of municipal services from UBC Properties Trust (UBCPT) effective April 1, 2023.

As part of the transition process the UNA reached out to our insurance broker to inform them of the changes, ensure our coverage was updated, and find out if there would be any impact on our rates.

We have recently received confirmation that the insurer will cover the new responsibilities and have also been informed on how this will impact our insurance rates, this report provides an overview of the impacts.

Decision Requested

For information

Discussion

Once UBCPT determined that they no longer wished to be responsible for the management of municipal services responsibilities for the UNA the parties (including UBC) began working to ensure a smooth transition of responsibilities.

One of the actions that took place was outreach to our insurance broker to ensure that we could receive commercial general liability coverage for the new responsibilities.

In anticipation of this staff worked closely with Shannon Boychuk from UBC Safety and Risk Services to prepare for our dealings with the insurance broker. We met with Shannon to discuss the possible permutations, including impact for the remainder of our current year's coverage (we took over responsibility on April 1, 2023, and our current insurance coverage expires at the end of June). We also asked for advice as to any cost implications.

Shannon's initial read was that because our contract language with our subcontractors was strong (solid indemnity, release of liability and insurance provisions), the nature of the work being performed hadn't changed, and we had a clean claims history, the impact on our premiums moving forward would be minimal – using this as a basis we budgeted for a 10 per cent increase in overall premium costs.

While we have received confirmation that our commercial general liability provider will continue to provide coverage, it has come with a higher increased cost than anticipated. They will be increasing our premiums by \$35,000 per year, which equates to an additional \$8,750 for the last three months of our current term.

When I asked the insurance broker for the reasoning behind the increase she noted *“With the changes, UNA has now removed a degree of separation and therefore underwriters are recognizing that UNA is more exposed to the risk.”*

As we need to have the ongoing insurance coverage, I provided instructions for the broker to bind the coverage to be in place effective April 1, 2023.

Moving forward, our insurance is up for renewal in July and our broker has already provided the renewal documents to start the process. I reached out to Shannon upon receiving the news of the increase, and she recommended setting up some time in April to see if they can assist going forward with any alternative options. She also noted *“We are experiencing similar issues on our end with commercial insurers as its definitely not a buyer’s market right now.”*

The committee will receive further updates as the process unfolds.

Financial Implications

The UNA budgeted for a 10 per cent increase in our insurance costs for the 2023-24 fiscal year – at a total cost of \$200,000. With the most recent information regarding the commercial general liability, we are currently anticipating to be approximately \$32,000 over budget (assuming a 10 per cent increase in the non-commercial general liability insurance costs).

These increased costs will form part of the discussion with UBC and UBCPT officials when we look at financial support for our ongoing municipal services operations.

Operational Implications

None

Strategic Objective

Governance

Attachments

None



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**FINANCE & AUDIT
COMMITTEE**

Concurrence

Athena Koon, Finance Manager

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer



Report Date: March 31, 2023
Meeting Date: April 6, 2023
From: Athena Koon, Finance Manager
Subject: UBC BOG Finance Committee – UNA 2023/24 Budget

Background

The final 2023/24 budget was approved by the Board in February and was submitted to UBC for final approval on February 22nd, 2023. UBC took the UNA budget to their Finance Committee on March 22nd, 2023, where it was approved.

This report shares the UBC staff budget submission to the UBC Board of Governors (BOG) Finance Committee for information.

Decision Requested

For Information

Discussion

UBC confirmed that there was no feedback from the UBC Finance Committee. The UNA budget was approved on consent with no discussion.

Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

1. Schedule A - UBC BOG: UNA 2023/24 Budget



Concurrence

None

Respectfully submitted,

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

Athena Koon
Finance Manager

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

Sundance Topham
Chief Administrative Officer



SUBJECT	2023-2024 University Neighbourhoods Association (UNA) Operating Budget
SUBMITTED TO	Finance Committee
MEETING DATE	March 22, 2023
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	APPROVAL REQUESTED IT IS HEREBY RESOLVED that the Finance Committee, in accordance with authority delegated by the Board of Governors, approves as circulated the 2023-2024 University Neighbourhoods Association Operating Budget.
LEAD EXECUTIVE	Robin Ciceri, Vice-President External Relations
SUPPORTED BY	Frank Laezza, Vice-President Finance & Operations Michael White, Associate Vice-President Campus and Community Planning Matthew Boydston, A/Comptroller, Finance Chris Fay, Director, Strategic Policy, Campus and Community Planning

PRIOR SUBMISSIONS

The subject matter of this submission is received annually by the Finance Committee, most recently on [March 22, 2022](#) (OPEN SESSION) – University Neighbourhoods Association (UNA) 2022-2023 Operating Budget

EXECUTIVE SUMMARY

This briefing seeks Finance Committee approval of the University Neighbourhoods Association’s (UNA) 2023-2024 operating budget, approved by the UNA Board on February 21, 2023. Under the 2020 UBC-UNA Neighbours’ Agreement, UBC must approve the budget on an annual basis to ensure the budgeted expenditures do not contravene the purposes for which the Neighbourhood Levy is collected.

The UNA’s 2023-2024 budget is balanced with \$7.3M in expenditures, including one-time costs for the transition of municipal services delivery (described below). After previous challenging financial years due to rising costs and the provincial transfer of fire services costs, the UNA’s financial projections over the next five years continue to strengthen based on growing Neighbourhood Levy revenue generated from campus neighbourhood leaseholders.

2023-2024 UNA Operating Budget

Under the UBC-UNA Neighbours’ Agreement, the UNA is responsible for operating and maintaining services and facilities for residents on UBC’s behalf. UNA funding comes primarily from the Neighbourhood Levy, which is similar to a municipal property tax. Residents also pay a Rural Tax to the Province and regional taxes for services like TransLink and schools. All of these costs added together are the same amount as a property owner in the City of Vancouver would be charged on a property with the same assessed value. This “pegged” rate was a provincial requirement for campus leases when UBC began residential development.

With the projected increase in Neighbourhood Levy revenue and the incremental increase in planned expenditures, the UNA is forecasted to balance its 2023-2024 budget. Based on financial projections, the Neighbourhood Levy is projected to increase by 17% from 2022-2023 due to continued growth in neighbourhood assessments and the residential Vancouver tax rate. The remaining revenue is derived from recreation, programming, parking and external grants and is expected to increase with inflation.

UNA expenditures are projected to increase by \$700k (12%) from 2022-2023, primarily due to staffing needs to provide recreational programming to support a growing population and the UNA's municipal service operations (landscaping, road maintenance, playground repair, etc.). The budget also includes \$200k for minor capital expenditures including leasehold improvements to the Community Centres, furniture and multi-media equipment. These expenditures will be funded through the UNA's internal capital reserve, created last year as a measure of prudent asset management consistent with the Neighbours' Agreement and lease obligations.

Projected Future Financial Outlook (2024-2027)

UBC and the UNA use a five-year financial model to assess the UNA's future financial outlook based on neighbourhood development, future assessments, and forecasted property tax rates. For 2024-2027, the UNA is forecasted to post growing surpluses from a growing Neighbourhood Levy (8% annually) and operational revenue (3%). Expenditures are projected to increase 5% per year with the buildout of the Wesbrook neighbourhood and increased recreational offerings, keeping pace with the needs of a growing community. Based on the model, the UNA is expected to be fully funded over the next five years through annual revenue and not require additional UBC financial support, with the exception of potential landscape transition funding support described in more detail below. Over the next year, the model will be updated to include the growth projections presented as part of Campus Vision 2050.

Municipal Services Transition

UBC Properties Trust currently manages the delivery of several important neighbourhood municipal services on the UNA's behalf through agreements with third party contractors, including landscaping and road maintenance. Beginning April 1, 2023, the UNA will be managing the third-party agreements directly. In advance of this, the Administration has been working with the UNA and UBC Properties Trust to clarify and document service standards and costs, including support to maintain service levels for the upcoming year. This collaboration will inform a transition plan developed through 2023-2024 that enables the UNA to deliver municipal services in a financially sustainable manner.

Neighbours' Agreement Update

UBC has been working with the UNA to update the Neighbours' Agreement to reflect current practices and clarify the roles of each organization in neighbourhood service delivery and governance. This involves specific updates to the body of the agreement along with several Schedule updates including: service standards for municipal services; an updated fee formula for the UNA's annual contribution to UBC for athletics facilities and cultural facilities access; and, finalizing an annual contribution for UBC-UNA Reserve funds that balances long-term asset replacement costs with the UNA's financial reality. The updated Neighbours Agreement is expected to be presented to the UNA and UBC Boards later in 2023 for approval.

APPENDICES

1. University Neighbourhoods Association 2023-2024 Operating Budget

Appendix One: University Neighbourhoods Association 2023-2024 Operating Budget



OPERATING BUDGET:

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

University Neighbourhoods Association (UNA)	2023-24 APPROVED BUDGET
REVENUE	
Payments from UBC	
Neighbours Levy	4,946,636
Total Payment From UBC	4,946,636
Recreation & Culture	
Wesbrook Community Centre	383,000
Old Barn Community Centre	140,000
Programming	698,500
Playing Fields & Park Rentals	105,000
Total Recreation & Culture	1,326,500
Other Revenue	
Parking	111,900
Miscellaneous	32,840
Common Area Maintenance Support (UBCPT)	733,256
Total Other Revenue	877,996
Grants & Other Funding	
External Grants & Miscellaneous	165,000
Total Grants & Other Funding	165,000
TOTAL REVENUE	7,316,132



University Neighbourhoods Association (UNA)	2023-24 APPROVED BUDGET
EXPENDITURES	
Engineering & Operations Services	
Parking & Bylaw Enforcement	161,856
General Maintenance	132,520
Common Area Maintenance	
Landscaping	1,249,736
Road, Gutter and Sidewalk Maintenance	53,550
Streetlights	53,000
UBCPT Management Fees	-
Electricity	80,000
Other Common Area Maintenance Costs	52,500
Total Engineering & Operations Services	1,783,161
Recreation & Culture Services	
Wesbrook Community Centre	529,650
Old Barn Community Centre	219,602
Recreation Salaries & Benefits	1,292,487
Programming	708,500
Fields	18,000
Community Access (VPL)	120,000
Community Support	76,500
Total Recreation & Culture Services	2,964,739
General Operation Services	
Administration Salaries & Benefits	1,540,274
Sustainability	32,029
General Operating Services	662,889
Professional Fees	155,660
Communications	106,000
Public Engagement	71,380
Total General Operation Services	2,568,232
TOTAL EXPENDITURES	7,316,132
SURPLUS OR (DEFICIT)	(0)
TRANSFERS FROM RESERVES AND RESTRICTED / UNRESTRICTED NET ASSETS	
Transfer from Restricted Net Assets	-
Transfer from Unrestricted Net Assets	-
BALANCE	-\$ 0



CAPITAL BUDGET:

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

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



Report Date: April 4, 2023
Meeting Date: April 18, 2023
From: Sundance Topham, Chief Administrative Officer
Subject: Eagle Coning and UBC Development Process

Background

A delegation from the UBC Community for Sustainable Development (UCSD) group made a presentation to the UNA Board at the November meeting regarding the impact of development on the eagle’s nest adjacent to the lot 6 development, as well as concerns regarding UBC/UBCPT community engagement on the issue.

At the meeting the Board passed the following motion:

THAT the Land Use Advisory Committee consider the request from the Save UBC Eagles campaign, that the UNA support the campaign, and that the committee make a recommendation to the UNA Board.

The Land Use Advisory Committee (LUAC) has brought forth a recommendation and proposed letter for Board consideration.

Decision Requested

THAT the UNA Board send the attached letter concerning the impact of development on the eagle’s nest located adjacent to Lot 6, to Michael White, Associate Vice-President, Campus + Community Planning, with copies to MLA David Eby, UBC Properties Trust and the UBC Board of Governors and authorize the Board Chair to sign the letter.

Discussion

As part of the process to prepare for development of Lot 6 in Wesbrook Place, UBCPT coned an eagle’s nest adjacent to the development site. The coning of the nest raised significant community concern, and a recently formed community group, the UBC Community for Sustainable Development made a presentation to the UNA Board at the November Board meeting expressing their concerns.

The matter was referred to the LUAC, and the result of the discussions at the LUAC is the attached letter for Board consideration.

Financial Implications

None



Operational Implications

None

Strategic Objective

Advocacy

Attachments

1. Schedule A – Draft Letter to UBC r.e. Eagles Nest Coning + Development Concerns

Concurrence

None

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer



April 18, 2023

Sent by email only to: Michael.White@ubc.ca

Michael White
Associate Vice-President,
Campus + Community Planning
2210 West Mall
Vancouver, BC V6T 1Z4

Re: Coning of Eagles Nest and Development Concerns

Dear Michael,

In September 2022, UBC contractors placed a cone over an eagles' nest in a stand of trees near the corner of Ross Drive and Birney Avenue. This nest, which housed a pair of eagles and an eaglet during the 2022 breeding season, will apparently remain covered and inaccessible to its eagles during the construction of a condo tower and townhouses in lot 6, across Ross Drive. While we can understand UBC's desire to protect eagles from the noise involved in nearby construction, the coning of the nest appears to violate section 34 of the BC Wildlife Act prohibiting the molestation of the nests of eagles and other raptors. The UNA is also concerned by UBC's lack of meaningful public consultation relating to this significant land-use conflict, and in particular the lack of consultation with the UNA mandated by the Neighbours Agreement (section 4.4 on UNA advisory role and 16.1c on major decisions regarding health and environment).

In coning the nest, UBC has relied on the wildlife management advice of Diamond Head Consulting and an exemption from the Wildlife Act granted by the BC Ministry of Forests in early September 2022. Neither the Ministry of Forests, Diamond Head Consulting, nor UBC has indicated the basis for an exemption. At the very least, UBC should have undertaken a public consultation process relating to its request for an exemption and intentions to cone the nest. UBC should also have consulted with the UNA, which has a formal advisory role to the University on matters relating to neighbourhood development, governance, and management. More generally, in the unique, under-representative jurisdictional circumstances of UBC, the University should go out of its way to ensure transparency and accountability in its handling of development and land-use conflicts.

The coning of the eagles' nest came as a surprise and grave disappointment to thousands of residents and friends of UBC. We urge you to read some of the comments posted by the 18,891 signatories of the SaveUBCEagles petition on change.org. In addition to profound reverence for the eagles, frustration over process runs deep. It's a

reminder that public consultation and accountability are more than legal niceties. They get to the heart of citizenship and belonging in our unique neighbourhoods at UBC.

Sincerely,

Richard Watson
Chair
University Neighbourhoods Association

Copy: MLA David Eby
 UBC Board of Governors
 Aubrey Kelly – President and CEO, UBC Properties Trust
 UNA Board of Directors
 Sundance Topham – Chief Administrative Officer, UNA

DRAFT



MINUTES

PRESENT:

Jane Kang, Chair
Ali Mojdehi, Vice-Chair
Alice Bradley

Michelle Niu (departed at 5:31 p.m.)
Nidhi Raina (arrived at 4:50 p.m.)

REGRETS:

Alexandra Bailey

STAFF:

Glenda Ollero, Communications Manager

GUESTS:

Jennifer Siddon, Siddon Strategic Communications (departed at 5:00 p.m.)

RECORDING SECRETARY:

Debbie Reimer, Mosaic Writing Group (from recording)

A. CALL TO ORDER

Jane Kang, Chair, called the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) meeting to order at 4:32 p.m.

B. MEMBERSHIP CHANGES

1. Resignation: Matthew Ramsey

The Chair acknowledged the resignation of Matthew Ramsey and thanked him for his contribution to the UNA CEAC.

2. New Appointment: Ali Mojdehi

The Chair welcomed Ali Mojdehi as a new member of the UNA CEAC and led a round of self-introductions.

C. APPROVAL OF AGENDA

Draft agenda of the January 19, 2023 UNA CEAC meeting was provided with the agenda material.

It was moved (Jane Kang) and seconded (Ali Mojdehi)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the January 19, 2023 agenda, as circulated.

Carried

D. APPROVAL OF MINUTES

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

It was moved (Jane Kang) and seconded (Ali Mojdehi)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the December 7, 2022 minutes, as circulated.

Carried

Agenda Varied

The order of the agenda was varied to consider Item E.4 prior to Item E.1.

E. ITEMS/REPORTS

4. Recreation Review Update

Briefing Note re “UNA Recreation and Culture Programming Review Update”, dated January 16, 2023, was provided with the agenda material.

i. Introduction

Glenda Ollero, Communications Manager, introduced Jennifer Siddon, Siddon Strategic Communications, and provided an overview of the recreation review project.

Ms. Siddon reviewed the briefing note provided with the agenda material and highlighted:

- The community survey will be launched on January 28, 2023 to coincide with a planned pop-up Lunar New Year event:
 - A virtual attendance option will be provided for all pop-up events
- The small group/new immigrants meeting is scheduled for February 7, 2023:
 - Child minding will be provided during meetings
- UBC faculty and staff will be requested to participate in the survey
- Survey questions have been finalized
- Survey questions provide space for respondents to provide input
- Social media platform questions are required for future communication streams
- Internet browsers can offer translation.

Member Arrived

Nidhi Raina joined the meeting at 4:50 p.m.

ii. Discussion

Discussion ensued on the need for the consultation report to include action items for future planning.

Guest Departed

Jennifer Siddon departed the meeting at 5:00 p.m.

Agenda Varied

The order of the agenda was resumed.

1. Chair Reappointment and Vice-Chair Election

i. Introduction

The Chair reviewed the requirements for Vice-Chair and called for volunteers or nominations.

ii. Discussion/Elections

Discussion ensued regarding the appointment of Ali Mojdehi to the Vice-Chair position.

iii. Motion

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

THAT the University Neighbourhoods Association Community Engagement Advisory appoints Ali Mojdehi as Vice-Chair.

Carried

2. 2023 Work Plan

i. Introduction

The Chair reviewed the UNA CEAC Work Plan and terms of reference.

ii. Discussion

Discussion ensued regarding the need to recruit UNA CEAC members.

3. Social Event Planning

Document titled "Caford UNA Parenting Workshop", dated November 23, 2022, was provided with the agenda material.

i. Introduction

The Chair introduced the social event planning strategy for new residents and their families to promote a social network at UNA and highlighted:

- Suggestion to hold a social event similar to the Caford UNA parenting workshop
- The Caford UNA parenting workshop is held once per month for a two-hour duration
- The purpose of a social event is to promote networking amongst new UNA residents
- Workshop topics are determined in advance.

ii. Discussion

Discussion ensued on:

- Suggestion that an event be planned as a social evening, not a lecture series
- Suggestion that a social event be designed to appeal to all cultures and age groups by highlighting activities, events and food from a variety of cultures:
 - Suggestion that a country per month be featured to highlight food, activities, and entertainment of each culture
 - The event would focus on a union between newcomers and long-term residents
- Events held during evening hours are more accessible
- Multi-cultural social events encourage members to discover commonalities between cultures

- Social evenings may lead to suggestions for other events.

Member Departed

Michelle Niu departed the meeting at 5:31 p.m.

- Suggestion to outsource the organization of the social events:
 - Suggestion that the UNA CEAC budget could be used to fund the outsourcing of the organization of social events.

iii. Motion

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

THAT the University Neighbourhoods Association Community Engagement Advisory Committee (CEAC) requests the staff liaison to investigate options for an event organizer for consideration at the next UNA CEAC meeting.

Carried

F. ADJOURNMENT

The University Neighbourhoods Association Community Engagement Advisory Committee meeting adjourned at 5:45 p.m.