



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** THAT the Board approve the September 19, 2023 Agenda as circulated.

C. APPROVAL OF MINUTES

1. **Motion:** THAT the Board approve the July 18, 2023 Minutes as circulated. 1

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. Campus and Community Planning Neighbourhood Campus Action Plan Update 5
– Chris Fay, Director of Strategic Policy, Campus and Community Planning; and
Kerry Shaw, Senior Neighbourhood Climate Action Planner, Campus and
Community Planning
2. Campus and Community Planning Report – Carole Jolly, Director of Community 13
Development and Engagement, Campus and Community Planning

F. REPORTS

1. August & September 2023 Management Report 16
2. Appointment of the Chair of the 2023 UNA Annual General Meeting – Chris 29
Hakim Corporate Services Specialist

Recommendation:

THAT the Board appoint Eagle Glassheim as the chair of the 2023 UNA Annual General Meeting.

3. Fiscal 2023/24 Q1 Financial Results – Athena Koon, Finance Manager 32
4. Vista Point Childcare Facility Sublicense and Operating Agreement Modification 43
and Fourth Extension – Wegland Sit, Operations Manager

Recommendation:

THAT the Board approve the attached Childcare Facility Sublicense and Operating Agreement Modification and Fourth Extension and authorize the Chair to execute the agreement.



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|---|----|
| 5. Off Leash Dog Area – South Campus Greenway – Sundance Topham, Chief Administrative Officer | 49 |
| 6. Dog Leash Regulatory Rules Options – Sundance Topham, Chief Administrative Officer | 57 |
| 7. Community Engagement Advisory Committee Update – Director Kang | |
| a. May 24, 2023 Approved Minutes | 64 |

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

I. ADJOURNMENT

Recommendation:

THAT the Board adjourn into a Closed Session to discuss the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body; the appointment of an individual to fill a vacancy on the Board; and the approval of minutes for a closed session or restricted closed session of a Board meeting.



MINUTES

PRESENT:

Richard Watson - Chair
Murray McCutcheon
Fei Liu

Jane Kang (attending via teleconference)
Ali Mojdehi

UBC OBSERVERS:

Carole Jolly
Silvia Magnano

STAFF:

Sundance Topham – Chief Administrative Officer
Wegland Sit – Operations Manager
Athena Koon – Finance Manager
Dave Gillis – Recreation Manager
Marta Mikolajczyk – Administrative Assistant
Emmanuel Samoglou – Newspaper Editor & Social Media Specialist

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting was called to order at 5:30 p.m.

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

B. APPROVAL OF AGENDA

Motion by Chair:

THAT the Board approve the July 18, 2023 Meeting Agenda, as circulated.

Seconded by Director Mojdehi.

Carried.

C. APPROVAL OF MINUTES

Motion by Chair:

THAT the Board approve the June 20, 2023 Open Session Minutes, as circulated.

Seconded by Director McCutcheon.



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 July 2023 report contained in the agenda package, followed by questions from the Board.

2. Electoral Area A Report

Jen McCutcheon, Electoral Area A Director, presented the Electoral Area A July 2023 reports, followed by questions.

F. REPORTS

1. Finance & Audit Committee Update

a. Audited Financial Statements 2022/23

Leroy Van Spronsen, Partner, Johnsen Archer LLP presented the 2022/23 Audited Financial Statements, followed by questions from the Board.

Motion by Director Mojdehi:

THAT the Board approve the UNA's financial statements for the year ended March 31, 2023, and that the Chair be authorized to sign the financial statements, on behalf of the Board, to confirm that approval has been given.

Seconded by Director Liu.

Carried.

b. 2023-24 Insurance Renewal Update

The Chief Administrative Officer presented the report contained in the agenda package, followed by questions from the Board.

c. Neighbours' Levy & Fire Services Fee for 2023-24

The Finance Manager presented the report contained in the agenda package, followed by a question from the Chair.

d. Community Field Replacement Reserve

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

Motion by Director Mojdehi:



THAT the Board agree to allow UBC to transfer the budgeted amount of \$60,000 to the Community Field Replacement Reserve in the Neighbours' Fund for fiscal year 2023/24.

Seconded by Director Liu.

Carried.

2. Management Report

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

3. 2023-24 UNA Staff Work Plan – 1st Quarter Update

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

4. Vista Point Childcare Facility Sublicense and Operating Agreement Extension

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

Motion by Chair:

THAT the Board approve the attached Vista Point Childcare Facility Sublicense and Operating Agreement Extension and authorize the Chair to execute the agreement.

Seconded by Director Liu.

Carried.

5. Sublicence Agreement – YMCA Before and After School Program

The Operations Manager presented the report contained in the agenda package, followed by questions.

Motion by Chair:

THAT the Board approve the attached Sublicence Agreement - UNA and YMCA - After School Care and authorize the Chair to execute the agreement.

Seconded by Director McCutcheon.

Carried.

6. Contingency Reserve Withdrawal – Old Barn Community Centre Audio Visual Equipment Replacement Project

The Operations Manager presented the report contained in the agenda package, followed by questions.

Motion by Chair:

THAT the Board request that UBC:



- a. withdraw from the Contingency Reserve and pay to the UNA an amount equal to the UNA's expenditures to be incurred (other than GST) for the Old Barn Community Centre Audio Visual Equipment Replacement Project, which amount is estimated to be approximately at \$35,000.
- 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 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.

7. Community Engagement Advisory Committee Update

Director Kang provided a brief verbal update to the Board. No questions followed.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

I. ADJOURNMENT

Motion by 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; the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body; and approval of minutes for a closed session or restricted closed session of a Board meeting.

Seconded by Director McCutcheon.

Carried.

The meeting adjourned at 6:46 p.m.



UNA Board NCAP Update

September 19, 2023



THE UNIVERSITY
OF BRITISH COLUMBIA

**Neighbourhood
Climate Action Plan**

NCAP Overview

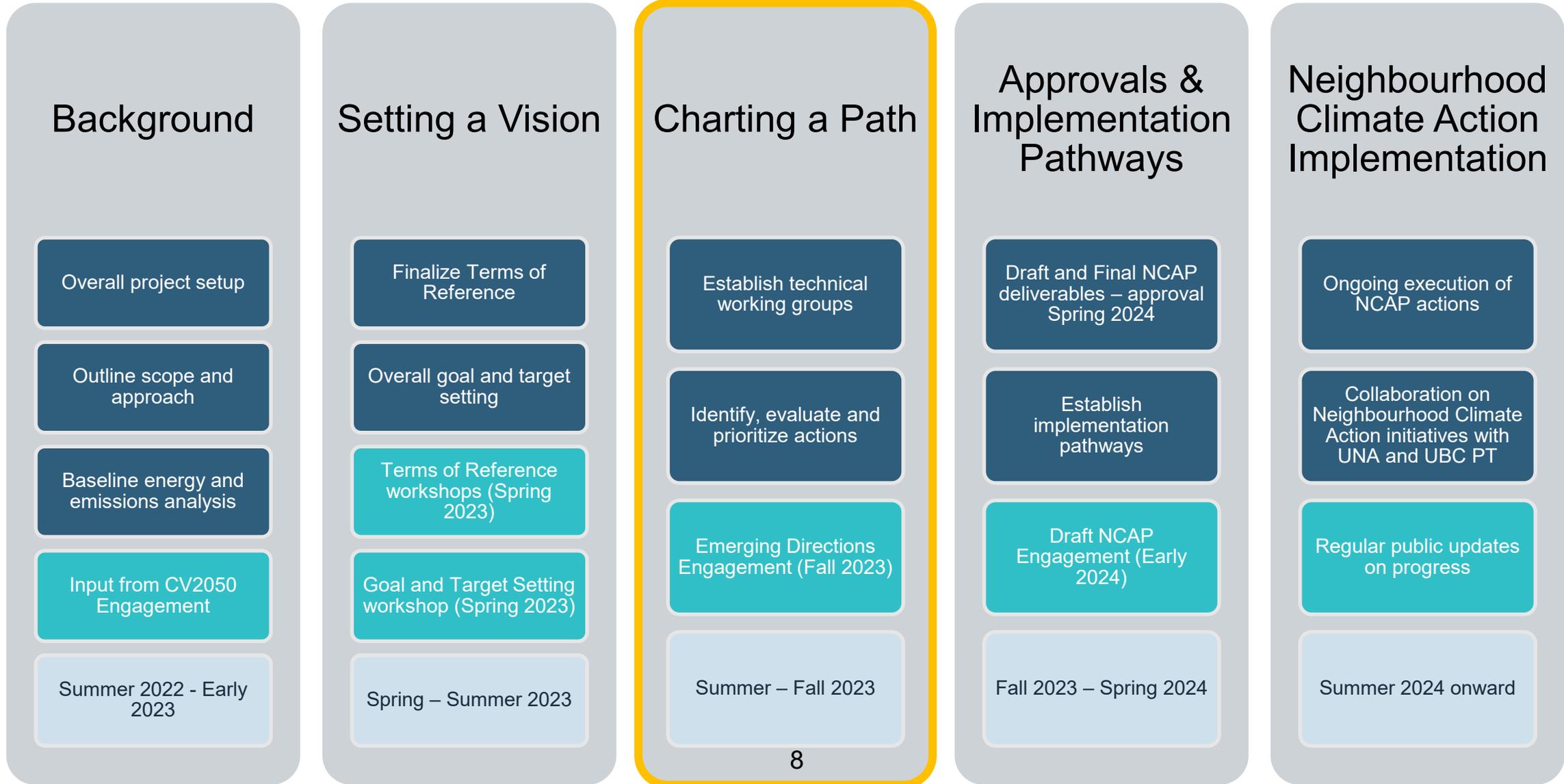
- UBC is continuing to accelerate climate action in UBC's residential neighbourhoods with the launch of the **Neighbourhood Climate Action Plan (NCAP)**
- The NCAP will be UBC's roadmap for ambitious climate action, including:
 - An accelerated pathway to **net zero GHG emissions** for core community emissions
 - **Climate adaptation** actions to address the impacts of climate change
- Will lead to policies for neighbourhood climate mitigation and adaptation including an action plan, identify responsibilities, and map a timeline for implementation
- Includes collaboration with the University Neighbourhoods Association, UBC Properties Trust, and community members



Technical Scope Areas



Timeline



NCAP Updates – Spring/Summer 2023

- Terms of Reference finalized – June 2023
- Overall Goal and Target setting workshop – June 2023
 - **Mitigation:**
 - UBC’s residential neighbourhoods achieve net zero core community emissions by 2050.
 - **Adaptation:**
 - By 2050, UBC’s residential neighbourhoods are a climate resilient community that is ready for the impacts of a changing climate.
- Public engagement launch – June 2023
- Background preparation for Technical Working Groups & Emerging Directions

Summer 2023 Engagement Highlights



NCAP website
planning.ubc.ca/ncap



NCAP Roadshows
x2
(PACs)



Summer pop-ups
x10



Community
Workshop
x1,
[summary report](#)



Neighbourhood
Walking Tour
x1



NCAP Emerging Directions | Technical Working Group Workshops

September 12 – 22, 2023



Technical Working Group Workshops

- **6 Scope area workshops**
- **Purpose:** develop emerging directions
- **Mitigation:** focus on developing scope area goals, targets and key actions
- **Adaptation:** Vulnerability and Risk Assessment workshop
- **Participants:** UBC and UNA staff, technical experts

NCAP Emerging Directions | Planned Public Engagement

October 17 – November 3, 2023



**NCAP Website
Info + Survey**



Open House
x1 in person (Oct 19)



Roadshows
*x6-8
(PACs, Stratas)*



**Community
Conversations**
*x3-5
(youth, seniors, newcomers)*



Pop-Up Booths
x4



Public Workshops
*x2 in person (Oct 25, 28),
x1 online (Nov 1)*



Targeted Workshops
*x1 UNA Board (date TBC)
x1 UCSD (date TBC), x1 C+CP (Oct. 18)*



Walking Tours
x1-2



THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

Memorandum

From: Simmi Puri, Communications Manager, Campus + Community Planning
To: UNA Board
Date: September 19, 2023
Subject: Monthly Update from Campus and Community Planning

Film & Events Notification

September

Homecoming Football Game

September 22nd from 4pm-10:30pm. Thunderbird Stadium.

Trek from University Commons to Main Mall to Stadium.

Learn More: <https://alumni.ubc.ca/ubc-homecoming-vancouver/>

Alumni Homecoming: UBC Nest Fest

September 23rd from 10am to 3pm. Lee Square and University Commons.

Learn More: <https://alumni.ubc.ca/ubc-homecoming-vancouver/>

Intergenerational March to Commemorate Orange Shirt Day

September 30th from 12pm-2:30pm

October

National Day for Truth and Reconciliation - October 2nd. University closed

Thanksgiving Day - October 9th. University closed

Apple Festival

October 14th and October 15th from 11am-4pm. Botanical Garden

Great Trek

October 28th from 7am- 6pm.

Annual UBC road race on campus and Marine Drive. Road closures will apply.

For event details, see <https://planning.ubc.ca/event/great-trek-festival>

Transportation Update

The Mobi e-bike share program is expanding to the UBC campus this fall. Five e-bike stations will be installed on campus over the next few months (including one in Wesbrook) with another five installed by

next summer. The first two stations will go live in October and will be located in front of the Irving K. Barber Learning Centre and the War Memorial Gym.

Visit the C+CP website to learn more: <https://planning.ubc.ca/transportation/cycling/bike-share-programs>

Campus Vision 2050 Update

After 18 months of engagement across more than 13,000 touchpoints with the community, it is anticipated Campus Vision 2050, the Land Use Plan and the Housing Action plan will be presented to the Board of Governors later this fall for consideration and referral of the Land Use Plan to public hearing, which is expected to be held in the first half of November. The amended Land Use Plan serves as the regulatory document to implement Campus Vision 2050. When materials are posted on the Board of Governors website about a week in advance of the meeting, C+CP will share the final draft documents – the Land Use Plan, Campus Vision 2050 and the Housing Action Plan – and information about next steps including how community members can participate in the Land Use Public Hearing and provide feedback on the draft Land Use Plan.

Technical analysis and work to inform updates and development of new policies and plans that underpin the implementation of Campus Vision 2050, the HAP and the LUP is continuing. This work includes:

- updates to Neighbourhood Climate Action Plan and Residential Environmental Assessment Program;
- finalizing an ecological baseline for the campus to inform biodiversity strategies in the Campus Plan update and future neighbourhood plans;
- updating the Vancouver Transportation Plan;
- developing a new Rainwater Management Plan;
- creating a Community Amenities Strategy, including updating the Child Care Expansion Plan; and
- preparing for upcoming Campus Plan and neighbourhood planning processes.

For updates and more information, please visit <https://campusvision2050.ubc.ca/>

Neighborhood Climate Action Plan – Fall Engagement

Over the past few months, C+CP has been working closely with the UNA, UBC Properties Trust, other key stakeholders, and community members to develop the goals and scope areas for NCAP.

To help raise awareness of NCAP, gain input and answer questions from the community, C+CP also hosted a number of community roadshows, pop-up events, a walking tour, and a workshop over the summer. A [summary report](#) of the community workshop held in late June is available on the C+CP website.

As we head into the fall, C+CP staff will be leading technical working group workshops to define goals, targets and key actions for each scope area to support the overall goals of NCAP. These working groups are made up of UBC staff and faculty and other experts and representatives from the UNA and UBC Properties Trust.

Broader public engagement **for this phase** will launch **mid October** and will run for three weeks. Through an online survey, an open house, and community workshops, campus residents will have an opportunity

to learn more about the scope, draft goals and targets of NCAP and provide their feedback on these emerging directions.

The emerging directions alongside engagement feedback from the community and other key stakeholders will be used to develop the draft NCAP, which will be presented to the community in early 2024 for another round of public engagement. The final plan will then go to UBC's Board of Governors for endorsement.

Community Update

Apply for an Inspiring Community Grant!

Have a great idea to grow community at UBC? Apply for an Inspiring Community Grant and you could receive up to \$500 to make your project happen. All UNA residents, including youth are eligible for funding. Learn more at www.utown.ubc.ca/inspiringcommunity



Report Date: September 12, 2023
Meeting Date: September 19, 2023
From: Sundance Topham, Chief Administrative Officer
Subject: August + September Management Update

Background

The August + September 2023 Management Update is presented for information.

Decision Requested

For information

Discussion

CHIEF ADMINISTRATIVE OFFICER

The summer was spent preparing for numerous fall initiatives, including assisting with human resources items, and preparing for the Annual General Meeting (AGM). Time was also spent assisting with a variety of ongoing operations projects.

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

Board Relations

- Attended the September Governance and Human Resources Committee meeting.
- Attended the quarterly UNA + UBC executive check-in.
- Supported the Neighbours Agreement Committee in ongoing negotiations with UBC regarding the Neighbours Agreement rewrite.
- Supported the Board in the recruitment process for the new Chief Administrative Officer.

Operations

- Supported the Operations Department with several initiatives, including pre-planning to repair and replace the Wesbrook Community Field as well as the replacement process for the Old Barn Community Centre (OBCC) roof and the roadways and sidewalks conditions assessment.
- Participated with UNA staff in the Neighbourhood Climate Action Plan (NCAP) working group.



- Participated in planning discussions related to replacing the existing UNA temporary public works yard.

Finance

- Assisted with preparations for the fall finance committee meetings.

Risk Management

- Supported the Operations Manager in discussions regarding insurance coverage.

Programs and Services

- Met with the Recreation Manager to discuss outcomes of the Recreation Program Review – including a pending Recreation Department reorganization to better address recommendations.
- Provided input on the start-up of the new *The Campus Resident* newspaper.

Human Resources

- Finalized the hiring for the new Corporate Services Specialist.

Community Relations

- Responded to several community enquiries, including questions on parking and noise concerns.

COMMUNICATIONS

The Campus Resident Update

After over a year of planning, the first issue of the new version of *The Campus Resident* was delivered to mailboxes on September 7 and, simultaneous to that, the new website was launched and the electronic version was sent to inboxes. To visit the website, please go to www.thecampusresident.ca.

Annual General Meeting

Communications, with the help of an assembled AGM team, is leading the organization of the Annual General Meeting. The notice of AGM was sent to members on August 30. Production of the event is underway.

Neighbours' Day

Communications worked with Recreation Team to produce all print and digital promotional materials for Neighbours' Day. This includes all posters, flyers, program booklets, wayfinding signs, website landing page, banners and give-aways.

Community Engagement Advisory Committee (CEAC) Support

The Communications Manager continues to provide support for the Community Engagement Advisory Committee (CEAC) including the work on the committee's social events planning. The committee collaborated with the Recreation Team to organize Music in the Park on August 17. The CEAC's first event was successful. The committee sold hotdogs, samosas and pop for \$1 each and they distributed all food inventory with the exception of a few samosas.

Website

The Communications Team worked with the Volunteer Coordinators to create an expanded webpage for volunteering. The volunteering webpage now includes detailed listings of all active volunteer opportunities. To visit, please go to myuna.ca/volunteering.

The New Old Barn Communications Support

Communications is working with the Operations Team and Recreation Team to keep residents updated with the progress of the Old Barn Community Centre renovations. The website has been updated with a landing page with a timeline of the renovations and any expected delays. Communications also helped the Recreation Team with the public engagement exercise they conducted in August for the changes being made to the Old Barn Fitness Centre. Visit myuna.ca/newoldbarn for more.

Other Work

- Support for Operations Team on creating wayfinding signs.
- Support for Operations Team on internal roll-out of the UNA's file migration to the cloud (MS SharePoint)

RECREATION

The UNA Recreation Department just completed one of its busiest summers on record. Canada Day celebrations, Music in the Park, Birthdays and Bar Mitzvahs. Record setting camp registration, new programming directly associated with the findings of the recreational report, all the way to another successful Neighbours Day with an estimated 2500 attendees.

As we move into fall, our focus continues to be on engaging the population, new programming - directly linked to recommendations from the recently completed recreation review, events and celebrations, a wedding at the Old Barn and continued renovations and improvements to the Old Barn Community Centre itself.

After this summer I really want to mention a few staff, that have gone above and beyond their roles in the UNA; Josie Chow, Angelica Sanchez, Kirkland Halliday and Dominic Willson.



Staffing Update:

Jenny Sparrow, Summer Camp Coordinator has accepted the position of Assistant Volunteer Programmer and is expected to transition to Programming Coordinator in the absence of Claire Smith’s expected parental leave in December 2023.

Interviews are currently being conducted for the following positions:

- **Birthday Party Assistant**
- **Front Desk**

Staffing Training Updates

Staff is currently undergoing training in the following areas.

- First Aid Certification
- Workplace Bullying and Harassment
- Xplor Recreation Systems

Recreation and Culture Programming Review Update

The Recreation and Culture Programming Review is represented in the Fall of 2023 programming. The following offerings are as highlighted.

Management	Staff: Recruitment, Retention. HR focus on new position(s) for Fall of 2023, Change to Seniors Support, and Increased focus on Volunteers and Newcomers.
Programming	Increase in Programming offered in Secondary languages. Emphasis on partnership programming – Kids and Adults. ESL classes to increase. Introduction of newcomer friendly programming.
Fitness	Revitalization of the OBCC Fitness Centre, Centre will be closed September 25 th – October 8 th , 2023 for the renovations and arrival of new equipment. Fitness department, will be providing an onsite trainer for the Months of November and December to assist all UNA users on usage of the new equipment.
Customer Service	Communication Pieces – Signage, Volunteer Board, Return of Cash Handling, Change to Cleaning Schedule, Room Checks.

New Projects

UNA/UBC Newcomers Project

Rose Wu has continued her work on the newcomer’s project, which includes participating in our programming, and interacting with staff and instructors in addition to members of the



UNA. The first copy has been received and staff will be liaising with Rose and UBC professor of History Henry Yu on the project with an estimated finalization of the report for later in fall.

Extended Hours of Operation from September 1 to December 31, 2023

Both the WCC and OBCC have seen an increase in participation with the new extended hours. The new extended hours will remain until December 30th, 2023 where an evaluation will be conducted to determine future needs.

Hours of Operation	Wesbrook Community Centre		Old Barn Community Centre	
	Sep 1 to Dec 31, 2023	Main facility	Fitness Centre	Main facility
Weekday	8:30am to 10:00pm Mon – Fri	6:00am to 10:00pm Mon – Fri	7:00am to 9:00 pm Mon - Fri	7:00am to 9:00 pm Mon - Fri
Weekend	8:30am to 9:00pm Sat & Sun	7:00 am to 9:00 pm Sat & Sun	7:00am to 7:00pm Sat & Sun	7:00am to 7:00pm Sat & Sun
Holiday	10:00 am to 5:00 pm	7:00 am to 5:00 pm	10:00 am to 5:00 pm	10:00 am to 5:00 pm

WCC and OBCC are observing Holiday Hours (10am – 5pm) on the following days:

- September 4th, 2023 – Labour Day
- October 2nd, 2023 – Truth and Reconciliation
- October 9th, 2023 – Thanksgiving
- November 11th, 2023 – Remembrance Day
- November 13th, 2023 – Remembrance (Stat)

Christmas / Holiday Update: December 23, 2023 – January 1, 2024

- UNA Facilities Early Closure:
 - December 24th & December 31st, 2023 – Buildings Closes at 3:00pm PST
- UNA Facilities Closed:
 - December 25 & 26th 2023
 - January 1st, 2024



Customer Service & Facilities Update – Qiuning Wang, Assistant Manager

General Front Desk Service

- Fall program registration opened on August 14. We saw 688 new clients enrolled in our registration system including 454 UNA and 78 UBC/UTown members.
- 72 parking applications were reviewed, and 64 new paid parking permits were issued.

Facility Management

Extended hours of operation at OBCC have come into effect on August 1 and staff have been scheduled accordingly. The new hours have enhanced the community accessibility to the facility and the programs over the summer months, we will continue to monitor over the fall months as well.

Staff Updates

Two new Front Desk Agents **Aisha Mulzet** and **Adrianna Bater** have been hired and started in the first week of September. Aisha is one of the summer camp leaders this year and Adrianna is a third year UBC student.

The second All Front Desk Meeting this year was held on August 31 from 5:30 pm – 7:30 pm in the Social Room at WCC with 16 Front Desk staff out of 22 in attendance. The meeting was called to provide updates to the Front Desk Team and prepare for the Fall season. Glenda, Abdalla and the Programming Team joined the meeting. Glenda provided updates on AGM and UNA Society Membership Drive, Abdalla focused on communications for accessing IT service. Josie and the Programming Team introduced the recreation policy changes, new programs In the Fall and OBCC Fitness renovation. They also answered questions from the Front Desk Team. It was a productive and informative meeting.

Programming & Events Update – Josie Chow, Assistant Manager

Registration Updates

Fall Session 2023	#s as of September 05, 2023,
Programs offered	280
Registered participants	1532
Waitlist	335
Withdrawals	54



Revenue Updates

Category	Revenue as of June 28, 2023
Physical Activity	\$89,361
Family Programs	\$210
Arts	\$42,413
Music	\$19,173
Education	\$23,832
Camps	\$487
Events	\$670
TOTAL	\$176,148

Programming-Wide Updates

- **Neighbours Day** was again a huge success, with an estimated 2500 people attending the event on September 9! There was a full line-up of performances on the main stage (sponsored by UBC Properties Trust), a beer garden (in partnership with Granville Island Brewing), volleyball and spikeball tournaments (in partnership with Urban Rec) artisan and community market, drop-in activities such as yoga, zumba, storytime, bubble soccer, and more!
- Internal **Summer Camps**: After a successful nine weeks of Summer camp, we have officially wrapped up this season. In total, we had 202 campers throughout the Summer, with over 91% of our overall spaces available filled. Over the two months, our campers visited the Beaty Biodiversity Museum, the UBC Botanical Gardens, the Pacific Museum of the Earth, Pacific Spirit Park for guided eco walks, the splash pad, various community playgrounds, and even had a few lessons taught by the Australian Football League (AFL) Canada. A huge thanks to our four camp leaders – Paige, Aisha, Steven, and Sydney – and our Camps Coordinator, Jenny, for making this Summer such a success!
- The second annual **Music in the Park** event took place in August. This marked the first collaboration between the Connected Communities portfolio and Community Engagement Advisory Committee (CEAC). The CEAC provided a low-cost barbeque with hot dogs, samosas, and drinks, while six acts performed on the stage in Jim Taylor Park. Judy Taylor was in attendance and an announcement was made to honour her husband’s impact on the community. The night ended off with a



Samba dance lesson and performance from a Brazilian bossa nova group, which had almost everyone in the park up on their feet!

Program Coordinators Updates

New Drop-In Sport Procedures for Fall: Started this Fall, we will now be offering sports that are purely drop-in! In the past, participants have been able to register for drop-in sports for the full season, with only a few spaces left for day-of drop-in. We have now converted one session per week per sport to be a pure drop-in activity, with registration for each class opening 48 hours in advance. Classes impacted by this change include Monday Basketball, Tuesday Badminton, Wednesday Volleyball, Thursday Pickleball, and Friday Table Tennis. With this new procedure, we hope to be able to have more community members involved in our sports each week!

Youth Programs & Community Outreach

Family Movie Night (August) Puss in Boots: The Last Wish

Attendance: 46

In August we had Family Movie Night at Wesbrook Community Centre Our next Family movie night September 16th and we are showing Spider-Man: Across The Spider-Verse which will also be showing at WCC

Volunteers

We currently have 235 adult volunteers listed in our system. For the Fall we have over 40 adult volunteers that are facilitating, instructing and/or assisting with programs.

Most of our volunteer led programs take a break over the Summer to allow for day camps to use the community centre spaces. Volunteer led programs that continued over the Summer included: Storytime at the Old Barn, Community Digital Support, Walk and Talk Club, Mahjong, and French Club

New volunteer led programs for the Fall:

- English Conversation | Advanced | Thursdays, 7pm-8:30pm at the Old Barn
- Seniors Drop-In, Wednesdays from 9am-11am in the Youth and Senior Centre at WCC
- Seniors Open Art Studio on Thursdays from 9am-11am in the Art Room at WCC
- Soccer Skills for Women on Thursdays from 12pm-1:15pm in the gym at WCC
- Seniors Song Circle (TBC)
- Discussion Circle or Philosophers Café (TBC)

Volunteer Spotlight



We would like to highlight a partnership we have begun with the Developmental Disabilities Association. Since April, two of their clients have been volunteering once a week at the Old Barn. They have been doing a fantastic job keeping the Living Room tidy and making sure the books in our Free Library are organized. They have also been repairing the children’s books when needed. We hope to be able to build on this partnership and find more roles for their clients in our community centres.

Community Engagement

Volunteers

We currently have 265 adult volunteers listed in our system. In June, 60 of them provided more than 200 hours of facilitation and support for 30 different programs and events.

In June, there were two Saturday Afternoon Tea sessions for Seniors. The Mandarin session featured staff from the Wesbrook branch of RBC sharing information on Fraud and Scam prevention. The English session featured UNA resident and author, Laura Stoicescu, who spoke on her recovery after a stroke.

Health and Fitness – Kieran Petty, Fitness Supervisor

Wesbrook Community & Old Barn Fitness Center - Visits		
Day of Week	Location	Total Visits
Sunday	WCC	313
	OBCC	45
Monday	WCC	310
	OBCC	44
Tuesday	WCC	557
	OBCC	65
Wednesday	WCC	470
	OBCC	81
Thursday	WCC	522
	OBCC	72
Friday	WCC	417
	OBCC	60
Saturday	WCC	299
	OBCC	45
TOTAL VISITS UNA FITNESS		3300



Combined WCC & OBCC - Membership Revenue								
Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
Total	51	\$2,457.24	180	\$12,533.50	28	\$2,323.75	259	\$17,314.49

OPERATIONS + SUSTAINABILITY

Green Depot Updates

In September we welcomed Lydia Cecilia, our new Green Depot Attendant. With two staff Attendants, Lydia and Rhoswen, plus our team of volunteers, we have been able to open the Green Depot seven days a week and offer more consistent hours for residents. We are also implementing improvements in the Green Depot, including a new digital sign in system to improve data collection.

In 2023 the Green Depot has diverted over 16,000 kg of recycling from the landfill, including 7600 kg of clothing and textiles, 5500 kg of electronics, and 980 kg of plastic. Over 3000 people have visited the Green Depot so far this year.

Wesbrook Community Field Replacement Update

UNA staff met with the landscape architect for the project and initial survey work is completed. The Wesbrook Community Field Committee (UBC-VSB) will meet in mid-September to further discuss the project timeline, materials and future funding model. A general progress report will come to a fall UNA Board Meeting.

Roadway and Sidewalk Assessment

All survey work was completed in August by Kontur Engineering. Our consultant is in the process of drafting the assessment report on the current conditions along with recommendations for prioritizing future repair and replacement work for all UNA roadways and sidewalks. The final report is expected to be available early October.

UNA Electric Vehicle Charging Stations - Updates

UNA Electric Vehicle Charging stations is a project between UBC, Metro Vancouver and the UNA, this project is funded by the Community Works Fund. Five electric vehicle charging locations were identified as part of the Stage 1 of the project.

The project is currently placed on a temporary hold at Stage 2 as BC Hydro has expressed keen interest in supporting a similar on-street level 2 charging stations pilot project in UNA areas.

Due to the proposed scope change plus unexpected delays, the project kick off meeting with BC Hydro and UBC Campus Planning is now scheduled to take place late September. It is expected that finalization of any scope change will be confirmed at that point – an update to the Board will follow.

Concrete Surface – Repair Bus stop at Thunderbird Blvd

Coast Mountain Company identified bus station #61895 at Thunderbird Blvd, next to Jim Taylor Park, would require surface update, as the area becomes excessively muddy and slippery where passengers board and disembark the bus. UNA operations team followed up with UBC Campus Planning and acquired a Street and Landscape Permit application approval for the project. Concrete surface work was subsequently completed in the first week of September in time for the new school year.

Iona Drive – Speed Reduction Measures and Implementation

Iona Drive speed reduction measures received the Ministry of Infrastructure and Transportation approval back in early summer. The UNA Operations team is working with UBC Campus Community Planning for the installation of speed humps along Iona Drive. The Street and Landscape Permit application has been submitted and is currently under review.

Wesbrook Community Social Room Video Conference Equipment Updates

The new audio/video conference system installation in the Wesbrook Community Social Room, which has been designed to better serve the UNA to support online meeting streams, plus enhanced in-person meeting experience, is now completed.

New equipment include:

- High-definition conference video camera for online streaming
- Ceiling mount conference microphone for online conference
- Wireless microphone setup at each board table, which also supports live voice lifting
- Front end control panel plus backend system that supports the new enhanced features

OBCC Roof Replacement Updates

The OBCC Roof Replacement project is currently at the final permit application and approval stage. The tender selection process was completed in August and the approved tender is within the budgeted amount. As there is a change of roof material to premium asphalt shingles from the original cedar shakes the roof replacement project will need to go through Development Permit (DP) Amendment Application as well as Building Permit (BP) Application process.



The project is scheduled for late September installation and is expected to be completed in 3-4 weeks. Timing of the project is subjected to the DP and BP final approval, plus weather conditions.

UNA Future Work Yard

UBC Campus Planning invited the UNA to participate in onsite discussions at the UNA South Campus Temporary Work yard. As the UNA Work Yard is temporary and expected to turn into a housing development soon, it is essential for the UNA to secure a future work yard in order to fulfill the municipal like services responsibilities as outlined in the Neighbours' Agreement. The Board will be updated as the planning process unfolds.

FINANCE

Annual General Meeting (AGM) Preparation:

As the annual audit was completed in July, the financial statements for 2022/23 have been signed off, posted on our website, and will be included as part of the presentation for this year's AGM. I have also been working with our auditor, Johnson Archer, UBC Finance to coordinate all the required work and presentation for this year's AGM.

Training of Xplor:

Xplor is a parks and recreation management platform that is used by the UNA to manage the two community centers for all the incoming registration needs. There are specific functions and modules that relate to the financial side. During the summer, specific training focusing on the financial modules were done to allow the new team members an opportunity to learn the platform to better assist the Recreation team for possible questions or in auditing the transactions if needed.

Upgrading the Financial System

The current financial system used by the UNA is a very basic model. To improve the financial process, an upgrade is required. The Finance team is currently working internally with our IT specialist to find a Cloud base financial system to improve the current set up. The project is at the planning stage and is aimed to complete by the end of this fiscal if not, at the beginning of next fiscal year. The upgrade and implementation fees have been included for the 2023/24 budget.

Financial Implications

None

Operational Implications

None



Strategic Objective

None

Attachments

None

Concurrence

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

Respectfully submitted,

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Sundance Topham
Chief Administrative Officer



Report Date: August 31, 2023
Meeting Date: September 19, 2023
From: Chris Hakim, Corporate Services Specialist
Subject: Appointment of the Chair of the 2023 UNA Annual General Meeting

Background

The 2023 UNA Annual General Meeting (AGM) is scheduled to be held on September 27, 2023. Pursuant to the UNA Bylaws, Section 4.6, the Chair shall preside as chair of a general meeting, unless another person is selected by the Board in advance of the meeting. The Chair has informed the Chief Administrative Officer that he will be unable to attend the 2023 UNA AGM.

This report details a request that Eagle Glassheim be appointed as the chair of the 2023 UNA AGM to allow for the preparation of an organized proceeding at the 2023 UNA AGM.

Decision Requested

THAT the Board appoint Eagle Glassheim as the chair of the 2023 UNA Annual General Meeting.

Discussion

As the default standard, the UNA Bylaws prescribe the Chair to preside as chair of a general meeting. There are two processes to selecting someone else as chair of a general meeting:

- the Board can appoint another person in advance of the general meeting; and
- the members of the UNA can appoint another person at the general meeting, subject to specific conditions described in the UNA Bylaws, Section 4.7.

The UNA Bylaws, Section 4.7 stipulate that if, pursuant to Section 4.6, the person who is to chair a general meeting is not present within 15 minutes after the meeting's scheduled start time, the members may appoint any Director present to act as chair. However, if no Director is present or willing to act as chair, the members shall choose a chair.

Although the UNA Bylaws do not describe a specific process for selecting a chair of a general meeting if the Chair has provided advanced notice that they will not be



attending, the appointment of another person as chair by the Board (as per Section 4.6) is the logical process to follow.

The current preparations for the 2023 UNA AGM assume that the Chair will preside as chair of the 2023 UNA AGM. These preparations allow for an organized proceeding of the 2023 UNA AGM. For example, staff work with the chair of the 2023 UNA AGM to prepare the meeting procedures. If the Board appoints someone else as chair of the 2023 UNA AGM in advance, staff will be able to adapt the current arrangements and assist them in preparing for the 2023 UNA AGM.

After discussing with the Chair, Eagle Glasheim has offered to chair the 2023 UNA AGM.

Financial Implications

None.

Operational Implications

Staff will have to change some of the arrangements for the 2023 UNA AGM based on this appointment.

Strategic Objective

Governance

Attachments

None.

Concurrence

None.

Respectfully submitted,



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

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Chris Hakim
Corporate Services Specialist

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Sundance Topham
Chief Administrative Officer



Report Date: September 11, 2023
Meeting Date: September 19, 2023
From: Athena Koon, Finance Manager
Subject: Fiscal 2023/24 Q1 Financial Results

Background

Financial report highlights for fiscal 2023/24 Q1 are as follows:

Revenue

- Actual Neighbours Levy for 2023 is \$8.6M, which is \$140K more (+2% variance) compared to our original projected amount used in our budget. Notice received for Fire Services fee had a total cost of \$1.8M which is \$211K over budget (-13% variance). Negotiation of the Athletics and Community Access Fee almost complete and there should be a positive variance to the budgeted amount. All the variances will have an impact to the quarterly installment we bill UBC, and it will be adjusted later in the year around Q3.
- Total Recreation and Culture Revenue for Q1 is at 26% (the benchmark for Q1 is at 25% compared to our annual budget). Fitness membership is below budget mainly due to the fact that most enrolment takes place during fall and winter. Spring programming was doing well and resulted in Q1 revenue is above target.
- Total Other Revenue for Q1 is at 8%. Common Area Maintenance Support (UBCPT) is not billed to UBC until Q3 - this accounts for majority revenue of this section. On another note, interest revenue under miscellaneous revenue was much higher than budget as interest rates for the first part of the year continued to rise.
- External Grants and Other Funding is over the Q1 benchmark at 70% instead of at 25% as two major grants from this section (Youth and Save & Connected Programming) were all received in Q1. Another major grant - the Canada Summer Job for youth will be received in Q3.
- Total Revenue at the end of the 1st quarter was overall at 24% which is very close to the budget and there are no concerns at this point.

Expenditures

Total expenditures at the end of the fiscal year were at 97% compared to budget.

- Total Engineering and Operations Services for Q1 were around 18% compared to budget.

- Parking & Bylaw Enforcement was lower than budget due to schedule adjustment and reduced overtime of the invigilator. The amount is expected to increase during school season.
 - General Maintenance costs were low due to timing reasons as most of the projects only started in Q2 and will be completed in Q3 or Q4.
 - With the common area maintenance services now transferred to the UNA, the supporting amount from UBC is no longer showing as a credit to net our cost as prior years. Instead, the support is showing separately as part of our revenue. The landscaping cost for Q1 without any credit reduction for last year should be around \$215K (instead of \$94.5K). The overall common area maintenance fee for Q1 comes in a bit lower than budget but mainly due to timing and some weather event factors such as snow removal, storm cleaning etc.
- Total Recreation & Culture Services were at 21% of budget for Q2:
- Fields maintenance is higher than budget at 32% (benchmark is at 25% for Q1) for pre-replacement preparation and required maintenance work.
 - Recreation Salaries & Benefits was below due to timing differences in filling the new budgeted position.
 - For the Vancouver Public Library (VPL) fees, assessment for 2023/24 based on prior year's usage is at 84.1K. It will end up be 30% under budget for the year.
 - Community support was in a credit position mainly due to timing issues. Expenses should pick up later in the year.
- Total General Operations Services expenses were at 22% of budget for Q2.
- General Operating Service was under budget mainly due to the fact that there is budget assigned to Board projects (examples such as dog rules enforcement implementation, after hours call service, and 311 feasibility study etc.). The projects have yet to be confirmed and will have more info in the future months to come.
 - Communications cost at Q1 was only at 18% mainly due to newspaper cost was below budget at Q1. The cost will pick up starting at Q2 for printing and distribution cost of the 1st edition.



- Public Engagement expenses include AGM and stipend expenses for the year. The low was low mainly due to timing issue.

Decision Requested

For Information

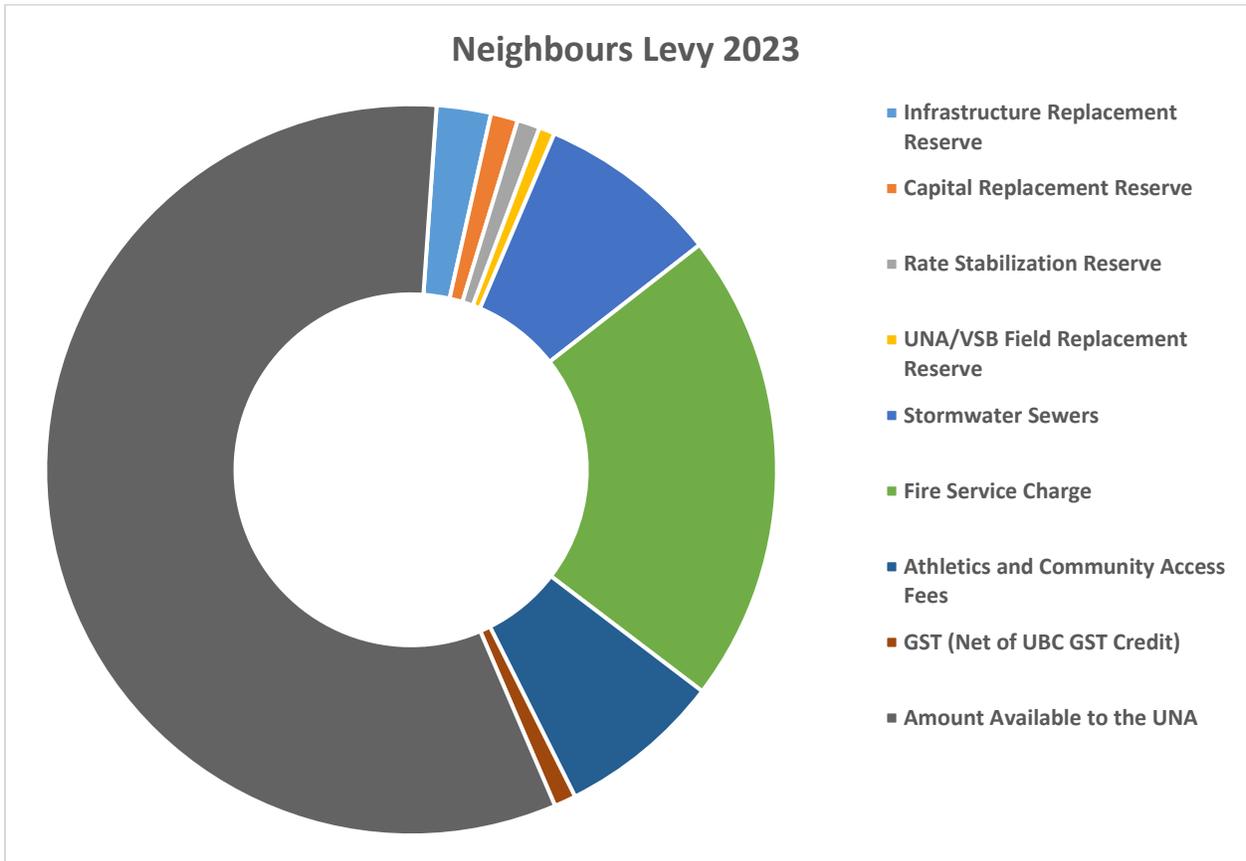
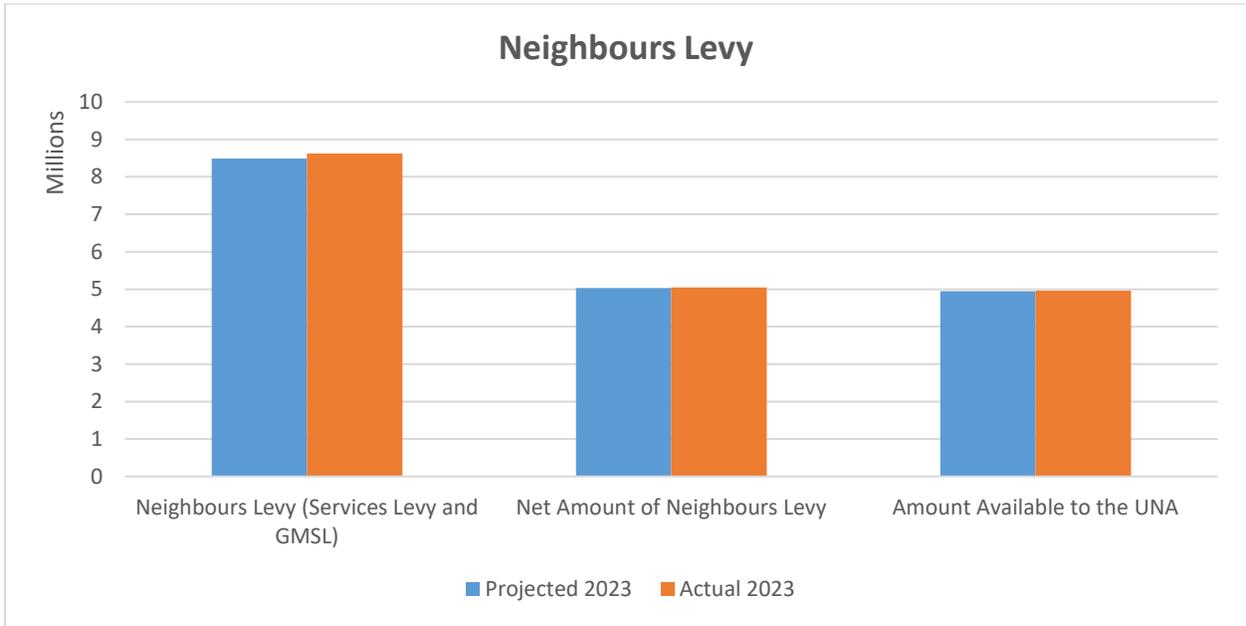
Discussion:

UBC Neighbours Fund (Amount Available to the UNA)

	Projected 2023	Actual 2023	Variance
Neighbours Levy (Services Levy and GMSL)	8,485,000	8,625,731	2%
Contributions to Reserves			
Infrastructure Replacement Reserve	-203,640	-207,018	2%
Capital Replacement Reserve	-101,820	-103,509	2%
Rate Stabilization Reserve	-84,850	-86,257	2%
UNA/VSB Field Replacement Reserve	-60,000	-60,000	0%
 Total Contributions to Reserves	-450,310	-456,784	1%
UBC Withdrawals			
Stormwater Sewers	-693,831	-693,831	0%
Fire Service Charge	-1,592,075	-1,803,360	13%
Athletics and Community Access Fees	-719,704	-719,704	0%
 Total UBC Withdrawals	-3,005,610	-3,216,895	7%
Net Amount of Neighbours Levy	5,029,080	4,952,052	-2%
GST (Net of UBC GST Credit)	-82,444	-81,181	-2%
Amount Available to the UNA	\$ 4,946,636	\$ 4,870,871	-2%

Notes:

1. The Athletics and Community Access Fees are under negotiation with UBC. The amounts shown are the amounts proposed by UBC. Agreement should be reached by Q3 of this fiscal.





Summary of Revenue and Expenditure:

	2023-24	2023-24	%	Year to Date:	
	BUDGET	Q1 Budget (at 25%)	YTD Act/Bud	Actual	Prior Year
REVENUE					
Payment from UBC					
Neighbours Levy	4,946,636	1,236,659	25%	1,236,659	1,029,595
 Total Payment From UBC	4,946,636	1,236,659	25%	1,236,659	1,029,595
Recreation & Culture					
Wesbrook Community Centre	383,000	95,750	15%	59,128	45,655
Old Barn Community Centre	140,000	35,000	23%	31,532	27,239
Programming	698,500	174,625	32%	224,664	162,234
Playing Fields & Park Rentals	105,000	26,250	24%	24,814	32,384
 Total Recreation & Culture	1,326,500	331,625	26%	340,138	267,512
Other Revenue					
Parking	111,900	27,975	38%	42,568	36,036
Miscellaneous	32,840	8,210	94%	30,727	8,042
Common Area Maintenance Support (UBCPT)	733,256	183,314	0%	-	-
 Total Other Revenue	877,996	219,499	8%	73,295	44,078
Grants & Other Funding					
External Grants & Miscellaneous	165,000	41,250	70%	115,954	29,591
 Total Grand & Other Funding	165,000	41,250	70%	115,954	29,591
TOTAL REVENUE	7,316,132	1,829,033	24%	1,766,046	1,370,776

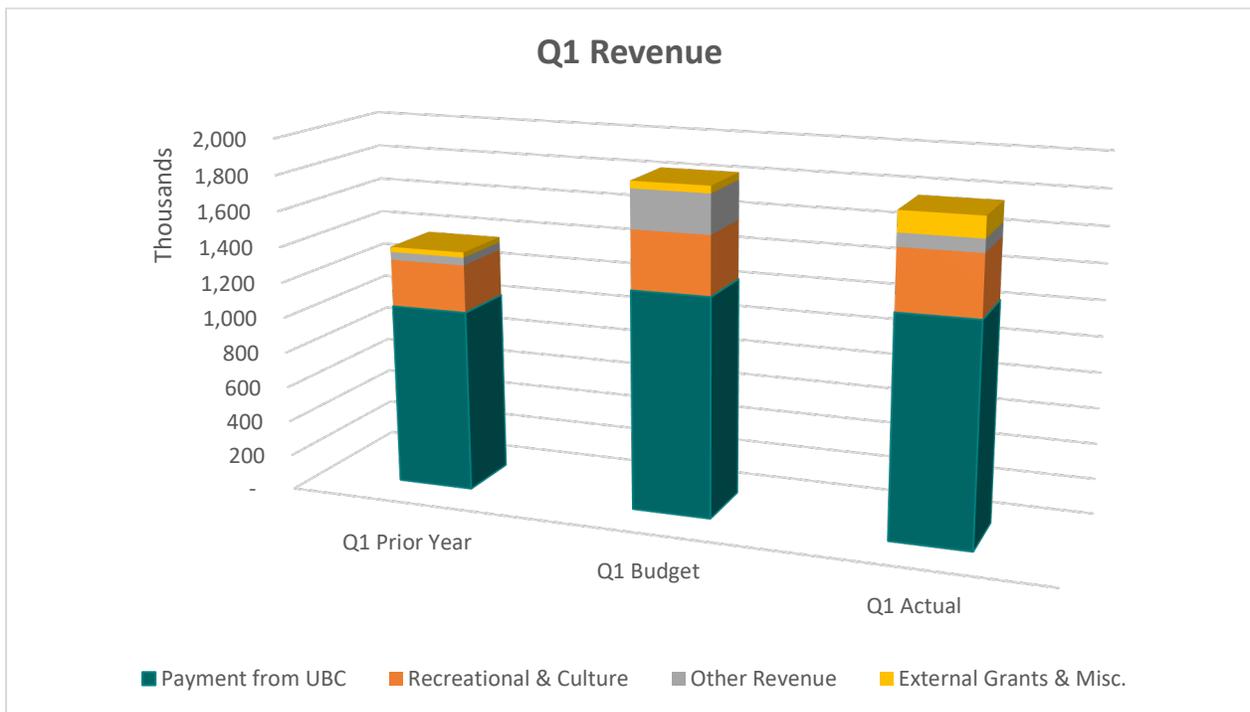


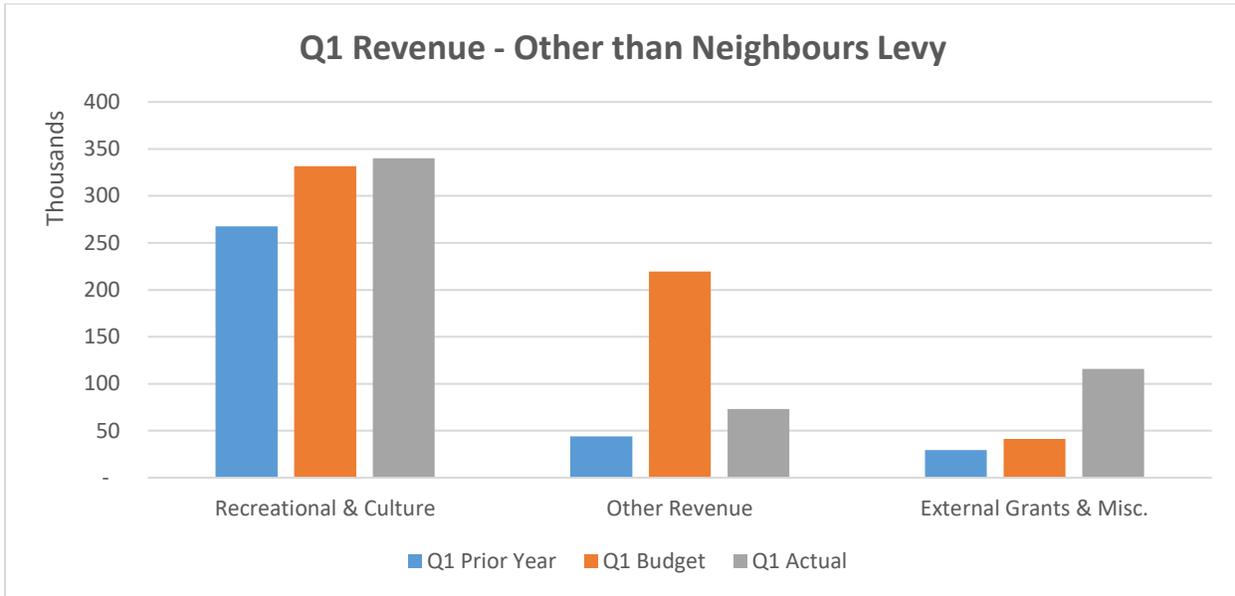
	2023-24	2023-24	%	Year to Date:	
	BUDGET	Q1 Budget (at 25%)	YTD Act/Bud	Actual	Prior Year
EXPENDITURES					
Engineering & Operations Services					
Parking & Bylaw Enforcement	161,856	40,464	15%	23,542	35,291
General Maintenance	132,520	33,130	14%	18,353	168
Common Area Maintenance Fees					
Landscaping	1,249,736	312,434	20%	248,255	94,540
Road, Gutter and Sidewalk Maintenance	53,550	13,388	0%	40	4,574
Streetlights	53,000	13,250	24%	12,918	12,524
UBCPT Management Fees	-	-	0%	-	20,000
Electricity	80,000	20,000	15%	11,811	20,339
Other Common Area Maintenance Costs	52,500	13,125	8%	3,966	22,784
Total Engineering & Operations Services	1,783,161	445,790	18%	318,885	210,222
Recreation & Culture Services					
Fields	18,000	4,500	32%	5,725	1,114
Wesbrook Community Centre	529,650	132,412	21%	112,414	101,137
Old Barn Community Centre	219,602	54,900	24%	52,884	55,048
Recreation Salaries & Benefits	1,292,487	323,122	20%	258,929	229,866
Programming	708,500	177,125	24%	172,642	134,622
Community Access (VPL)	120,000	30,000	18%	21,025	16,149
Community Support	76,500	19,125	-8%	(6,160)	(1,299)
Total Recreation & Culture Services	2,964,739	741,185	20%	617,459	536,639
General Operation Services					
Administration Salaries & Benefits	1,540,274	385,069	25%	380,753	301,977
Sustainability	32,029	8,007	24%	7,690	1,857
Professional Fees	155,660	38,915	24%	36,813	26,595

General Operating Services	662,889	165,722	17%	111,559	117,478
Communications	106,000	26,500	18%	18,963	12,299
Public Engagement	71,380	17,845	2%	1,537	8,713
Total General Operation Services	2,568,232	642,058	22%	557,316	468,919
TOTAL EXPENDITURES	7,316,132	1,829,033	20%	1,493,660	1,215,779
BALANCE SURPLUS (OR DEFICIT)	0	0		272,387	154,997

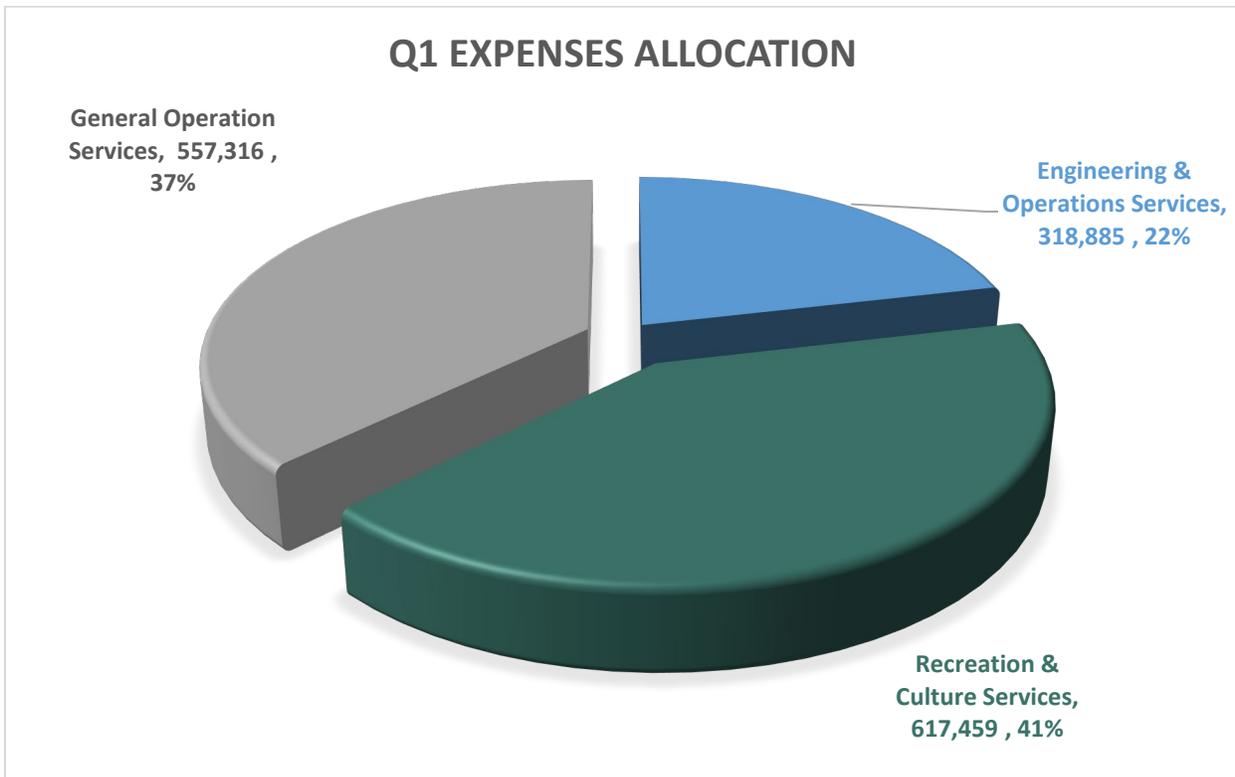
These supplementary notes are provided to assist as background information for the financial performance for fiscal 2022/23.

Revenue for Fiscal 2023/24 (Q1):

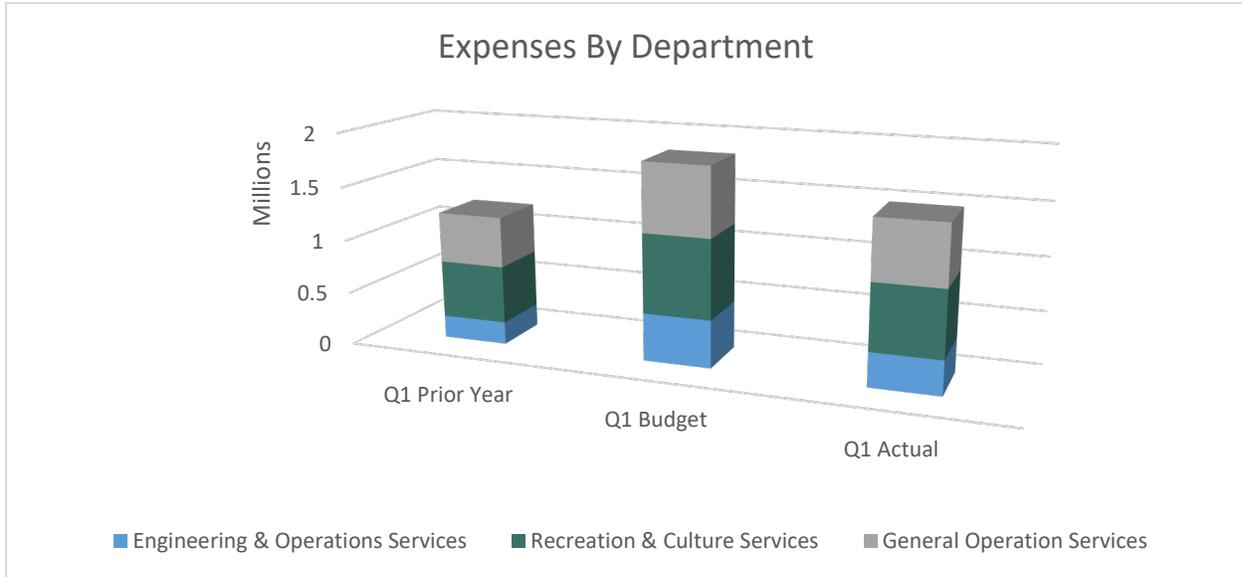




Expenses Allocation for Fiscal 2023/2024 (Q1):



Total Expenses Comparison for Fiscal 2023/24 (Q1):



Vendors who had cheques issued to them over 25K for the 1st Quarter:

Vendor	Q1 Total	Payment Date	Amount	Description
Badger Earthworks Ltd	\$149,953	2023-04-20	\$5,435	Landscaping Maintenance
		2023-04-27	\$36,707	
		2023-05-04	\$21,581	
		2023-05-09	\$13,542	
		2023-05-16	\$14,002	
		2023-05-23	\$5,477	
		2023-05-30	\$325	
		2023-06-13	\$8,402	
		2023-06-20	\$43,137	
		2023-06-27	\$1,345	
		Commissionaires BC	\$27,946	
2023-04-13	\$3,723			
2023-05-04	\$3,729			
2023-05-16	\$3,787			
2023-05-30	\$4,350			
2023-06-13	\$3,962			
2023-06-27	\$4,350			
Cutting Edge Vancouver Landscape Services Inc	\$31,626	2023-05-23	\$16,275	Landscaping Maintenance
		2023-06-20	\$15,351	



Dexter Integrated Facilities	\$51,115	2023-04-06	\$1,684	Janitorial
		2023-04-14	\$13,278	
		2023-04-20	\$1,486	
		2023-05-23	\$16,348	
		2023-06-13	\$2,011	
		2023-06-20	\$15,730	
		2023-06-27	\$578	
Diamond Head Tree Care	\$45,560	2023-04-06	\$45,560	Tree Maintenance
Meridian Landscaping Ltd.	\$34,990	2023-05-04	\$16,569	Landscaping Maintenance
		2023-06-06	\$18,421	
UBC Properties Trust	\$83,355	2023-04-12	\$42,025	Landscaping Maintenance
		2023-04-27	\$41,330	
Vancouver Public Library	\$42,050	2023-04-06	\$42,050	Library Service

Total Capital Items for Fiscal 2023/24 (Q1):

Location	Budget	YTD Total	Amount	Comment
Wesbrook Community Center	\$ 87,000	\$ 10,096	\$ 1,712	Furniture & Fixture
			\$ 4,885	Tenant Improvement
			\$ 3,499	Multi-Media Equipment
Old Barn Community Center	\$ 112,500	\$ 856	\$ 856	Furniture & Fixture
Office	\$ 8,200	\$ 2,194	\$ 2,194	Computer & IT Equipment
Total	\$ 207,700	\$ 13,146	\$ 13,146	

Financial Implications

None

Operational Implications

None

Strategic Objective

None



Attachments

None

Concurrence

None

Respectfully submitted,

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Athena Koon
Finance Manager

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Sundance Topham
Chief Administrative Officer



Report Date: September 12, 2023
Meeting Date: September 19, 2023
From: Wegland Sit, Operations Manager
Subject: Vista Point Childcare Facility Sublicense and Operating Agreement Modification and Fourth Extension

Background

The Vista Point Child Care sublicense agreement one-month extension between the UNA and YMCA expires on September 31, 2023. The UNA engaged with YMCA back in July and August 2023 to finalize a two-year term agreement, which is presented for Board approval.

Decision Requested

THAT the Board approve the attached Childcare Facility Sublicense and Operating Agreement Modification and Fourth Extension and authorize the Chair to execute the agreement.

Discussion

The YMCA Vista Point Childcare facility accommodates up to 18 childcare spaces, from age three up to pre-school age children.

The current sublicense arrangement for the Vista Point Childcare Facility involves multiple parties: UBC, UBC Properties Trust, and the UNA. Contractual obligations are passed directly from one party to another in according to the sublicense or a sublease agreement.

Below is a quick review of contractual arrangement under the Vista Point Childcare:

1. UBC leased the land to UBC Properties Trust (UBCPT) for the development and the construction of the Vista Point building.
2. After completing the original construction, UBCPT Subleased the ground level daycare space back to UBC.
3. UBC Licensed the UNA to operate the daycare space as a day care facility.
4. UNA sub-licenses to YMCA to operate a day care facility at Vista Point.

This is a two-year term agreement with the term ends on August 31, 2025.

It is intentional to align the term end date on the above date, which is same as the term end date for the UNA-YMCA Wesbrook Childcare agreement. The purpose is twofold: to reduce administrative time at the time of renewal, by consolidating two agreements into a single agreement; and with the expected consolidation in mind, it should also improve the overall UNA-YMCA management efficiency during future childcare operation.

There are two noticeable updates in this agreement. The first noticeable update is the inclusion of playground capital maintenance cost. Playground capital maintenance cost is developed based on a cost recovery model, and its purpose is to cover the cost of the eventual replacement at the end of its life cycle. According to [the City of Vancouver](#), childcare operator is typically responsible for the capital cost associated with the play yard and the replacement of play structure at the end of its life cycle - Section 7.1 (e).

Another noticeable update in this agreement is the new section 3.3 (c). This update is intended to clarify YMCA's concern on the maintenance responsibility of base building systems. This new provision assigns the capital equipment maintenance cost of the premise back to the UNA, which brings it in line with other not-for-profit childcare operator in other municipalities. For example, in [the City of Vancouver](#), under section 7.1 Maintenance, Repair and Alternations, not-for-profit childcare operator is not responsible for the cost of maintenance of the base building systems within or dedicated solely to the childcare.

Financial Implications

This new agreement includes a new playground capital maintenance provision at \$3,210 per year. This new provision is based on a cost recovery model, the purpose of this new provision is to fund the eventual replacement of the dedicate play structure inside the childcare facility.

There is no change to the contractual agreement between UBCPT-UBC (sublease) and UBC-UNA (License). For the cost of eventual replacement of the base building systems, the cost will pass directly from one party to another according to the agreement. It means the cost will flow from UBCPT the landlord, to UBC the tenant, and then from UBC down to the UNA as the licensee.

Operational Implications

None



Strategic Objective

Creating Connection

Attachments

- 1. Vista Point Childcare Facility Sublicense and Operating Agreement Modification and Fourth Extension

Concurrence

- 1. Dave Gillis – Recreation Manager

Respectfully submitted,

Wegland Sit
Operations Manager

Sundance Topham
Chief Administrative Officer

**CHILDCARE FACILITY SUBLICENCE AND OPERATING AGREEMENT FOURTH
EXTENSION AND MODIFICATION AGREEMENT**

THIS EXTENSION AND MODIFICATION AGREEMENT made with effect as of the _____ day of September, 2023

BETWEEN:

UNIVERSITY NEIGHBOURHOODS ASSOCIATION, a society incorporated under the Society Act with its administrative office at 202-5923 Berton Avenue, Vancouver, British Columbia V6S 03B

(the "**UNA**")

AND:

THE YMCA BC, a society incorporated under the Society Act with its administrative office at 10 – 620 Royal Avenue, New Westminster, British Columbia, V3M 1J2

(the "**Operator**")

WHEREAS:

- A. Pursuant to the terms of a Childcare Facility Sublicense and Operating Agreement dated effective April 1, 2016 between the UNA and the Operator (the "**Sublicense and Operating Agreement**"), as extended by an Extension to Childcare Facility Sublicense and Operating Agreement dated January 1, 2022 (the "**First Extension**"), as further extended and modified by a Childcare Facility Sublicense and Operating Agreement Modification and Second Extension dated September 21, 2022 (the "**Second Extension**"), and as further extended and modified by a Childcare Facility Sublicense and Operating Agreement Modification and Third Extension dated July 20, 2023 (the "**Third Extension**"), which together with the Sublicense and Operating Agreement, the First Extension, and the Second Extension are collectively, the "**Sublicense**"), the UNA agreed to engage the Operator to operate the Childcare Facility within the Premises for a term commencing on June 1, 2016 and expiring on September 30, 2023 (the "**Term**"), all upon the terms and conditions more particularly set out in the Sublicense;
- B. The Operator has requested, and the UNA has agreed, to extend the Term for a period of one (1) year and eleven (11) months commencing on October 1, 2023 and expiring on August 31, 2025 (the "**Extension Period**") on the terms and conditions set out in this Agreement; and
- C. The Operator and the UNA wish to amend the Sublicense as hereinafter set out in this Agreement.

NOW THEREFORE in consideration of the grants, rents, and mutual covenants hereinafter reserved and contained, the parties covenant and agree as follows:

1. All terms capitalized in this Agreement and not otherwise defined in this Agreement will have the same meaning as in the Sublicense.

2. The Term is hereby extended for the Extension Period upon the same terms and conditions as are contained in the Sublicense, except as may be amended by this Agreement.
3. The Sublicense is amended by adding immediately after s. 3.3(b) the following:

(c) the Operator shall pay the playground capital maintenance cost of \$3,210.00 per annum for the Term. All other costs related to capital equipment and/or amortization schedules related to the Premises and common areas will be borne by the UNA.
4. This Agreement is expressly made a part of the Sublicense to the same extent as if incorporated in the Sublicense, and the parties agree that all agreements, covenants, conditions, and provisos contained in the Sublicense, except as amended in this Agreement, will be and remain unamended and in full force and effect during the Extension Period. The UNA and the Operator acknowledge and agree to perform and observe, respectively, the obligations of the UNA and the Operator under the Sublicense as extended and amended hereby. The UNA and the Operator hereby confirm and ratify the Sublicense and the extension of the Term.
5. Time is and shall remain of the essence of the Sublicense and this Agreement.
6. This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.
7. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia and each of the parties hereby irrevocably attorns to the exclusive jurisdiction of the Courts of British Columbia.
8. This Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered to all the parties shall be deemed to be and shall be read as a single agreement. This Agreement may be transmitted by PDF, facsimile or other electronic means, and if so transmitted this Agreement will be for all purposes as effective as if the parties had delivered an executed original Agreement. This Agreement may also be executed electronically by the parties.

IN WITNESS WHEREOF the UNA and the Operator have executed this Agreement as of the date first above mentioned.

UNIVERSITY NEIGHBOURHOODS)
ASSOCIATION by its authorized)
 signatories:)
)

 Authorized Signatory)
 Name:)
 Title:)

THE YMCA BC by its authorized)
signatories:)
)
)
_____)
Authorized Signatory)
Name:)
Title:)



Report Date: August 22, 2023
Meeting Date: September 19, 2023
From: Sundance Topham, Chief Administrative Officer
Subject: Off Leash Dog Area – South Campus Greenway

Background

There is currently no off-leash dog area located in any of the Neighbourhood Housing Areas (NHAs). In 2019 UBC Properties Trust (UBCPT) considered the possibility of creating an off-leash dog area in the area adjacent to the Georgia Point building on Ross Drive (the NW terminus of the South Campus Greenway), but the plans never came to fruition.

At their April 18, 2023 meeting the UNA Board passed the following motion:

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.

This report outlines what would be required to create an off-leash dog area adjacent to the Georgia Point building on Ross Drive.

Decision Requested

For information

Discussion

Although the UNA is home to approximately 15,000 people there are no off-leash dog area located in any of the Neighbourhood Housing Areas (NHAs). As a matter of practice UNA residents currently utilize a variety of empty lots that are slated for development as impromptu off-leash areas, use park or wooded areas located within neighbourhoods, or take advantage of the trail network in neighbouring Pacific Spirit Park.

As the few remaining undeveloped lots continue to get built upon, having a proper off-leash dog park has been identified by the Board as something to explore.

When the South Campus Greenway was developed in 2019 UBCPT included a proposal for an off-leash dog area in the area adjacent to the Georgia Point building on Ross Drive (the NW terminus of the South Campus Greenway) – as per the attached preliminary Development Permit (DP) plans attached as Schedule A.

In the evolution of the plans the dog park was removed, and the area that was earmarked for the proposed off-leash dog area was replaced by the terminus of the greenway, with a buffer area of native species plantings and a small grassy field installed between the UBC Farm and Ross Drive – as per the approved DP plans attached as Schedule B.

In conversations with UBC and UBCPT officials about creating an off-leash dog park in the UNA Neighbourhoods, the possibility of revisiting this area was identified, and the Board has requested this follow-up report to flesh out more information.

History of Location:

When looking at this location it is important to examine why the initial dog park planned for the area never came to fruition. Conversations with UBC + UBCPT officials indicate that when the South Campus Greenway was being redeveloped, several community and stakeholder concerns were raised, and when the plans were adjusted to end the path in its current location, part of the changes included removing the off-leash dog area.

Some of the areas flagged for consideration based on items raised during the previous planning process are as follows:

- Understanding adjacency issues including potential noise/nuisance impacts and ecological sensitivity with respect to proximity to residents, the treed area and farm – Advancing the conversation would require community consultation supported by Campus and Community Planning (C+CP).

Stakeholders:

Any conversations pertaining to the creation of an off-leash dog area in this location would need to consider stakeholders. A preliminary list of stakeholders to consult include the following:

- Neighbouring Residents
- UBC Farm
- Musqueam
- UNA dog owners

Land Use Considerations:

As the Board is aware the UNA does not control land use planning in the NHAs, as this falls under the purview of UBC. The current designation of the land is Green Academic.

This designation notes that “The ‘Green Academic’ land use designation identifies those academic lands on campus that will be kept primarily as open areas to support land-based teaching, research, community engagement and athletics as well as ancillary buildings and structures.”

Conversations with C+CP officials indicate that the general vicinity being explored is within the greenway as a component of neighbourhood open space, and that this location may be considered an appropriate land use under this designation, supported by community engagement.

Some additional considerations flagged by C+CP are as follows:

- Site limitations – Any off-leash dog area needs to consider impacts of any encroachment on the treed area and should not result in any loss of trees – which presents limitation on size of dog park.
- Original plans for the dog park never proposed to expand the dog park north of the revised greenway connection to Ross drive (i.e. there is a limited footprint).
- Need to consider impacts to existing greenway corridor.

Regulatory Requirements:

- If the decision is to ultimately move forward with the construction of an off-leash dog area, the project would be advanced by UBCPT on behalf of the UNA.
- Any project would be subject to UBC regulatory oversight, including DP Board approval (and the DP consultation process) as an amendment to the South Campus Greenway DP.
- Any off-leash area would be licensed to the UNA by UBC for ongoing maintenance, operations, and liability, and would require a license agreement.
- C+CP recommends the exploration of a dog leash bylaw concurrent to pursuit of off-leash dog area.

Risk Management:

- There could be potential insurance impacts/liability risks to UNA that would need to be explored and better understood, as the responsibility for operating an off-leash dog area isn’t currently something that the UNA undertakes.

Alternative Locations:

Exploratory conversations with C+CP officials have not identified any near-term alternative locations for an off-leash dog area. The potential of an off-leash area when the BC Research Site area adjacent to Pacific Spirit Park off of Wesbrook Mall is developed has been discussed – however that would take a number of years to develop and is not centrally located to serve multiple NHAs. The other possibility is the inclusion of an off-leash area when the Stadium Neighbourhood is being planned.

In terms of next steps, Board direction is required before consideration of advancing the project in the area adjacent to the Georgia Point building on Ross Drive (the NW terminus of the South Campus Greenway). If the Board directs staff to move forward with exploring the site, staff will work with Campus and Community Planning to start planning a possible process for stakeholder consultation – noting the need to consult before any formal DP process is undertaken. If the Board determines that moving forward with the site is not a viable option, then further conversations with C+CP will need to take place regarding alternative locations.

Financial Implications

Although no high-level costing has been undertaken for a proposed off-leash area, investigations show that Community Works Funds have been utilized in the past for the creation of off-leash dog areas, and that would be the recommended funding source to pursue, based on the acknowledgment that the ultimate decision would lie with Metro Vancouver.

Operational Implications

Pursuing the off-leash dog areas would require administrative, communications and operational department involvement. The priority would be on planning a process for stakeholder consultation before advancing the project further.

Strategic Objective

Creating Connection

Attachments

1. Schedule A – Preliminary South Campus Greenway Development Permit Context Plan
2. Schedule B – Final South Campus Greenway Development Permit Context Plan

Concurrence

1. Glenda Ollero, Communications Manager
2. 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



1 Issued for Development 05/16/2019
 Permit
 Revision No. Date

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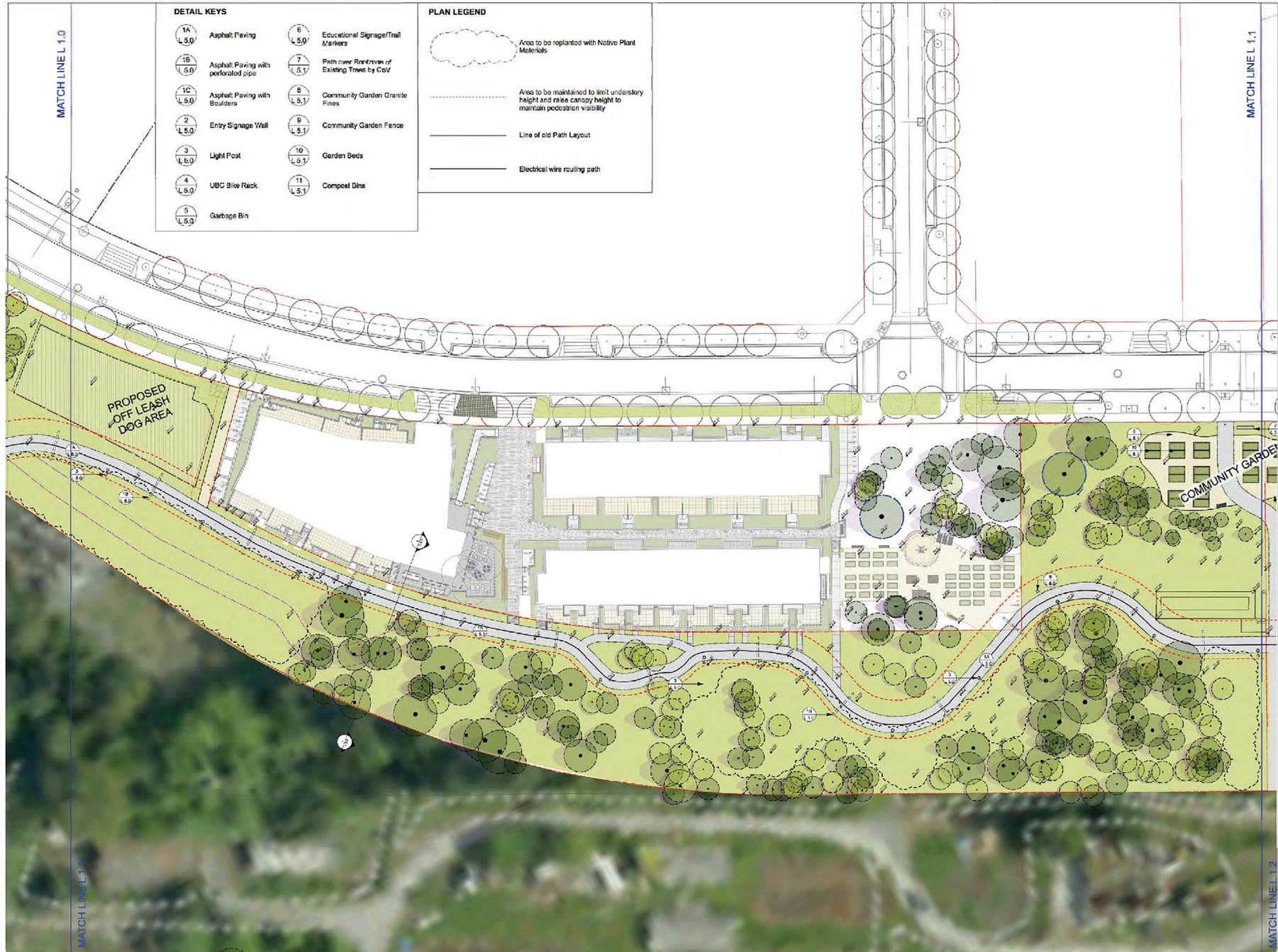
Client:
UBC Properties Trust

Project Title:
UBC South Campus GREENWAY

Drawing Title:
South Campus Greenway Context Plan

Project No.:	Drawn By:	KS
	Checked By:	MP
Scale:	Job No.:	12-075
Sheet No.:		

L 0.2



DETAIL KEYS

1A L 5.0	Asphalt Paving	6 L 5.0	Educational Signage/Trial Markers
1B L 5.0	Asphalt Paving with perforated pipe	7 L 5.1	Path over Retention of Existing Trees by CoV
1C L 5.0	Asphalt Paving with Boulders	8 L 5.1	Community Garden Granite Fines
2 L 5.0	Entry Signage Wall	9 L 5.1	Community Garden Fence
3 L 5.0	Light Post	10 L 5.1	Garden Beds
4 L 5.0	UBC Bike Rack	11 L 5.1	Compost Bins
5 L 5.0	Garbage Bin		

PLAN LEGEND

	Area to be replanted with Native Plant Materials
	Area to be maintained to limit understory height and raise canopy height to maintain pedestrian visibility
	Line of old Path Layout
	Electrical wire routing path

P+A
 Landscape Architecture
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 Vancouver, BC V5E 1A8
 Tel: 604.276.4318
 Fax: 604.276.4319
 www.paryandassociates.ca

1 Issued for Development Permits 05/16/2018
 Date

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Client:
UBC Properties Trust



Project Title:
UBC South Campus GREENWAY

Drawing Title:
Landscape Layout Plan

Project No.:	Drawn By:	KS
Scale:	Checked By:	MP
Sheet No.:	Job No.:	12-075

L 1.1



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APPROVED
 Campus & Community Planning
 University of British Columbia

By: _____
 Date: Sept 9/19

2 Issued for DP Board 07/10/2019
 1 Issued for Development Permit 05/16/2019
 Revision No. _____ Date _____

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Client: **UBC Properties Trust**

Project Title: **UBC South Campus GREENWAY**

Drawing Title: **South Campus Greenway Context Plan**

Project North: Drawn By: KS
 Checked By: MP
 Scale: 1:750 Job No.: 12-075
 Sheet No.: _____

L 0.2



Report Date: August 22, 2023
Meeting Date: September 19, 2023
From: Sundance Topham, Chief Administrative Officer
Subject: Dog Leash Regulatory Rules Options

Background

The UNA currently does not have any regulatory powers in relation to the licensing or control of dogs.

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.

At their April 18, 2023 meeting the UNA Board passed the following motion:

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.

Decision Requested

For information

Discussion

The UNA currently does not have any regulatory powers in relation to the licensing or control of dogs. Although the UNA offers ongoing training for dog owners through the recreation department and has placed signage around the Neighbourhood Housing Areas (NHAs) encouraging people to keep their dogs on a leash, there are currently no licensing or other regulatory powers in effect.

Because the UNA does not provide dog control as a service, there is currently no infrastructure in place to support the service. We do not have any licensing, ticketing or enforcement infrastructure to support dog control – and we only get involved with dog issues on a complaint-based process – and within that context, our ability to do anything to resolve the issues is limited.

The UNA does not have the authority to enact its own regulations for the management of public spaces within the NHAs. The power to enact regulations with respect to the control and management of parking, traffic, noise, nuisance, and similar matters

(including dog control regulations) falls under the authority of the UBC Board of Governors (BOG).

Through Section 6.5 of Neighbours Agreement 2020 (NA2020) the UBC BOG has appointed the Board of Directors of the UNA as an advisory board to the Board of Governors pursuant to Section 34 of the *University Act* with the terms of reference set out in NA2020 Schedule G.

Schedule G spells out how the UNA can bring forward proposed rules to the UBC BOG for consideration. The process as outlined in the current Schedule G (attached as Schedule A) is very prescriptive, including the requirement to strike a committee for rule review, with committee members to be drawn from major stakeholders.

A draft new process is being considered as part of the update to NA2020. The proposed new process still includes engagement - but streamlines the procedures. Discussions with Campus and Community Planning (C+CP) representatives note that this proposed new process, attached as Schedule B, could be utilized moving forward, if the Board chooses to advance the consideration of new rules.

To date the UNA has used its advisory board powers to successfully advance two “UNA Regulatory Bylaws” – which, although called Bylaws, are more properly defined as rules, as to not be confused with the UNA Bylaws. These rules are the UNA Noise Bylaw, which was approved in 2012, and the UNA Enforcement and Dispute Bylaws, which was also approved in 2012.

As any rules brought forward by the UNA for potential review and approval by the UBC BOG need to fall under Section 34 of the *University Act*, the first step in reviewing potential rules is to examine how UBC interprets this legislation, and the accompanying powers associated within it.

Campus and Community Planning staff, in conjunction with UBC Legal Counsel, have reviewed the range of potential regulatory considerations that the UNA could bring forward, and they note the following:

- *UBC is comfortable that the University Act provides UBC authority to make rules regulating animal control on all UBC property.*
- *Since the UNA is an advisory body to UBC on neighbourhood issues – including open space management, nuisance, and other regulatory matters within Neighbourhood Housing Areas – UBC would support the UNA developing pet control regulations. The UBC Board of Governors would ultimately need to consider and adopt the regulations.*
- *UBC would look to the UNA to lead a process of consultation with residents in developing the regulations, including considering: the scope;*

funding; administration and enforcement mechanisms; and who actually enforces the regulations.

- *The interpretation of UBC’s University Act authorities includes the ability for licensing, imposing fees, regulating nuisances, recovering costs, and even impounding animals.*
- *In terms of process, UBC would look to the UNA to lead the analysis and drafting, with C+CP support to ensure eventual adoption by UBC’s Board of Governors. The proposed regulations should ultimately go through the UNA-UBC Liaison Committee, consistent with that Committee’s Terms of Reference, and to the UNA and UBC Boards for approval.*

In terms of next steps for the UNA, the Board has asked staff to provide a report 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 – the first option from the October 2021 report.

Option	Details	Operational Implications	Cost Implications
Leash Rules – No licensing	Complaint based only	Duties included as part of Operations + Facilities Coordinator Operations position. Would require communications support.	Duties included as part of Operations + Facilities Coordinator Operations position.

To move forward with the implementation of dog rules, the first step is for the Board to determine whether they are necessary – and if so, which process to utilize, the existing Schedule G, or the new proposed process. Although the two processes are similar, the new proposed process provides more upfront involvement from the UNA Board and does not require the formation of a separate committee – instead allowing for UNA staff to meet with any individual or group whose input would assist in the drafting of the proposed rules or amendments.

Once the Board has advised staff whether to advance the process, and if so, which process to utilize, staff will move forward with the various steps considered in the process – both of which require public consultation. A detailed public consultation and engagement process would be scoped out to align with the chosen process (noting that the existing process requires the formation of a committee, while the new proposed process has more flexibility).

Any new rule would require additional communications/signage and community outreach support, as well as regulatory compliance enforcement.

The proposed option could include the ability of the UNA to ticket for non-compliance with rules.

Financial Implications

Moving forward with a public process to investigate the implementation of dog rules will require the expenditure of funds on consultation processes. If new rules are enacted there will be ancillary costs associated with enforcement (i.e. signage, tickets).

Operational Implications

As noted in earlier reports to the Board the Operations + Facilities Coordinator position was created to undertake some high-level rules enforcement responsibilities. If the Board chooses to move forward there will be implications on communications workload, as any new regulations/enforcement will require extensive public engagement.

Strategic Objective

Governance

Attachments

1. Schedule A – Neighbours Agreement 2020 – Schedule G
2. Schedule B – Draft Proposed Procedure for Development of Rules

Concurrence

1. Glenda Ollero, Communications Manager
2. Wegland Sit, Operations Manager

Respectfully submitted,



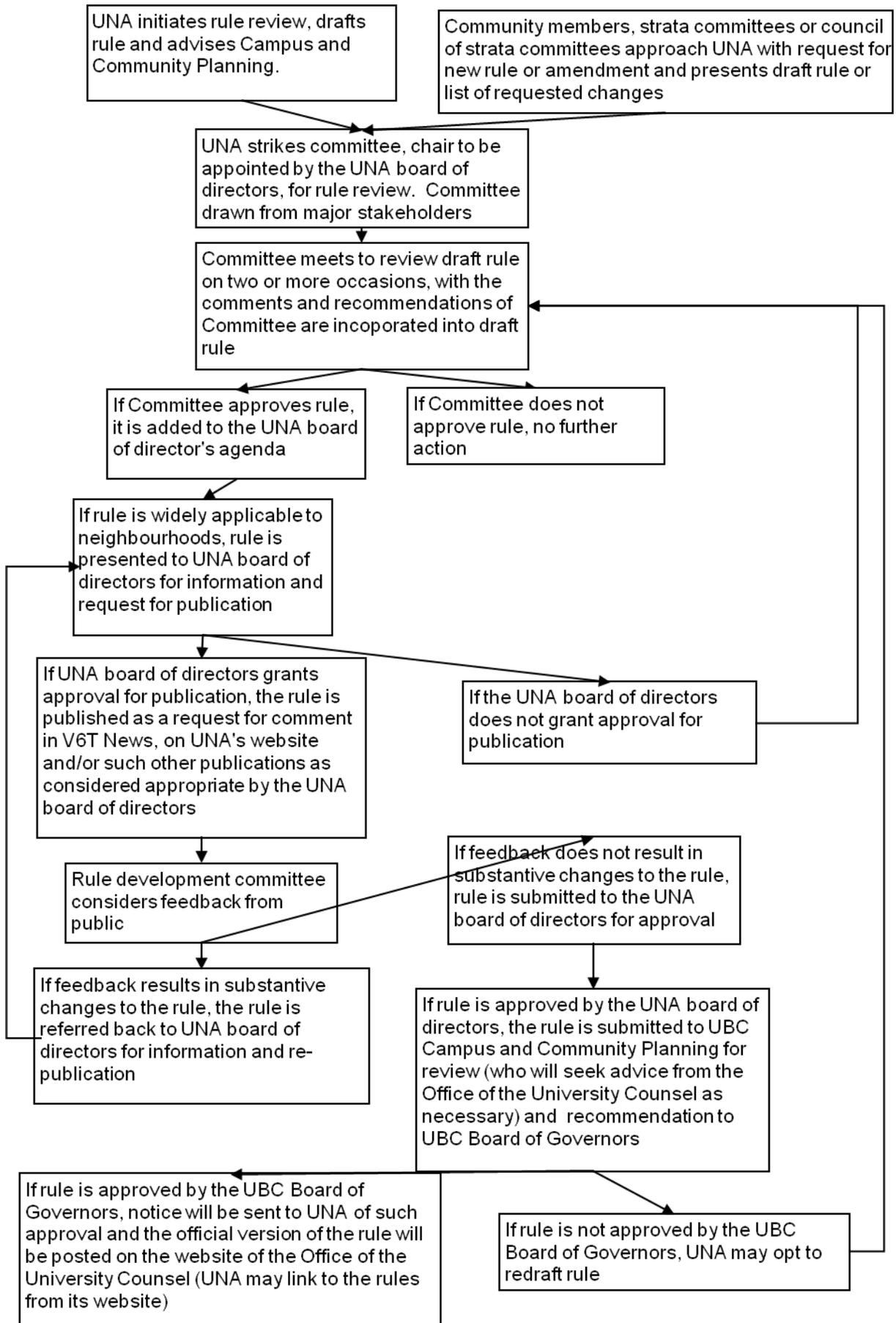
Sundance Topham
Chief Administrative Officer

SCHEDULE “G”

TERMS OF REFERENCE OF ADVISORY BOARD ON NEIGHBOURHOOD HOUSING AREA ISSUES

The UNA Board of Directors has been appointed by the UBC Board of Governors as an advisory board pursuant to section 34 of the *University Act* with the following mandate:

1. Develop proposals for rules on issues related to and arising out of concerns of the Residents located in Neighbourhood Housing Areas;
2. Consult closely with UBC Campus and Community Planning to ensure that its proposed rules adequately address issues related to the implementation of the rules, such as appeal processes, enforcement terms, and the like;
3. Recommend these rules for review by UBC Campus and Community Planning and subsequent approval by the Board of Governors; and
4. Follow the process for development of rules as set out in the flowchart on the following page, unless a departure from such process is approved by the Board of Governors. (This process is designed to ensure appropriate levels of community input and quality assurance and is based upon the policy development process used by UBC for the development of the policies issued by the UBC Board of Governors.)



SCHEDULE G
PROCEDURE FOR DEVELOPMENT OF RULES
AND SIGNIFICANT AMENDMENTS TO RULES

For the purposes of section 8.2 of the Agreement, in developing rules for the Neighbourhood Housing Areas and significant amendments to existing rules, the UNA is to follow the steps set out below, unless UBC has approved an alternative procedure. At any stage of the procedure, the UNA Board may decide to terminate the development of the proposed rules or amendments.

For greater certainty, nothing in this schedule is intended to derogate from the UNA Board's authority to direct the work of UNA staff.

1. UNA staff determine the purpose and scope of the proposed rules or amendments, and their operational and cost implications, consulting with UBC Campus & Community Planning as they do so.
2. UNA staff present the results of step 1 to the UNA Board and request UNA Board approval to proceed with the development of the proposed rules or amendments.
3. If UNA Board approval is obtained, UNA staff develop a draft of the proposed rules or amendments, consulting with UBC Campus & Community Planning as they do so.
4. If UNA Board approval is not obtained, but the UNA Board decides to continue with the development of the rules or amendments, UNA staff start again at step 1.
5. Subject to directions from the UNA Board, in developing a draft of the proposed rules or amendments, UNA staff may meet with any individual or group whose input would assist in the drafting of the proposed rules or amendments.
6. UNA staff present to the UNA Board, for information and comment, a draft of the proposed rules or amendments and their cost and operational implications.
7. UNA staff conduct a public consultation on the proposed rules or amendments, which consultation is to include the following:
 - (a) publication of the proposed rules or amendments on the UNA website;
 - (b) online opportunity for Residents to provide comments on the proposed rules or amendments; and
 - (c) widespread notification of the draft of the proposed rules or amendments and how comments can be provided.
8. Depending on the outcome of the consultation in step 7, UNA staff revise the proposed rules or amendments to reflect the input received, consulting with UBC Campus & Community Planning as they do so.
9. UNA staff present to the UNA Board for approval the proposed rules or amendments and a summary of the consultation in step 7.



MINUTES

PRESENT:

Jane Kang, Chair
Amer Abirafeh

Alice Bradley
Nidhi Raina

REGRETS:

Alexandra Bailey
Paul Li

Ali Mojdehi
Michelle Niu

STAFF:

Glenda Ollero, Communications Manager

RECORDING SECRETARY:

Debbie Reimer, Mosaic Writing Group

A. CALL TO ORDER

Jane Kang, Chair, called the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) meeting to order at 4:37 p.m.

B. APPROVAL OF AGENDA

Draft agenda of the May 24, 2023 UNA CEAC meeting was provided with the agenda material.

It was moved (Jane Kang) and seconded (Amer Abirafeh)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the May 24, 2023 agenda, as circulated.

Carried

C. APPROVAL OF MINUTES

Draft minutes of the April 12, 2023 UNA CEAC meeting was provided with the agenda material.

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

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the April 12, 2023 minutes, as circulated.

Carried

D. ITEMS/REPORTS

1. Social Event Planning Update

i. Introduction

Glenda Ollero, Communications Manager, provided information regarding UNA newcomers' social events and suggested collaborating with the UNA summer events.

ii. Discussion

Discussion ensued on:

- The high attendance at UNA summer events

- Suggestion that additional separate events be held
- Suggestion that the first newcomers' social event be held in partnership with the summer events:
 - Joint promotion for the event
 - Concern regarding the maximum attendance for a joint event
- Suggestion that all social events be scheduled on various days of the week to accommodate a variety of working hours and to maximize participation:
 - Suggestion that Friday evening or Sunday afternoon be considered for the first event
 - Suggestion that the first event be held in June or July 2023
- Concern regarding the certification required for the preparation of food:
 - Purchased food can be served without certification
 - Suggestion that vegetarian options be considered
 - Suggestion that a water station be included at the outdoor event
- Suggestion to include games or ice breakers to promote socialization:
 - Games should include few rules
 - Groups would rotate through multiple games or change groups frequently
 - At least one game to include gathering information from fellow attendees
 - Prizes can be offered
- Suggestion that newcomer social event volunteers be recruited from other events:
 - Suggestion that multiple language speaking volunteers be included
- Suggestion that giveaways be considered.

The Chair requested volunteers from the CEAC to organize food and games.

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

THAT the University Neighbourhoods Association Community Engagement Advisory Committee assigns:

1. Alice Bradley as the food coordinator for the first newcomer social event; and
2. Amer Abirafeh as the game coordinator for the first newcomer social event.

Carried

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

THAT the University Neighbourhoods Association Community Engagement Advisory Committee (CEAC) ask CEAC members to recruit at least one volunteer each for the event.

Carried

Action Item (01): *The Communications Manager to consult with UNA event planners to determine dates for a combined summer and newcomer social event.*

Action Item (02): *The Communications Manger to explore giveaways with CEAC branding and report back for CEAC consideration.*

2. Newcomer's Guide

Document titled "Draft: Content Outline for Newcomer's Guide, Table of Contents" was distributed prior to the May 24, 2023, CEAC meeting.

i. Introduction

The Communications Manager reviewed the document distributed to CEAC members.

ii. Discussion

Discussion ensued on

- Suggestion to include necessities in the Newcomer's Guide, such as information on nearby grocery stores and transit
 - Concern with the optics of the UNA providing business recommendations
- Suggestion that areas of the neighbourhood be identified for services
- Suggestion that a search function be included on the website
- Suggestion that an introduction be included regarding the intent of the Newcomer's Guide.

It was moved (Jane Kang) and seconded (Amer Abirafeh)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee:

1. Approves the draft content outline for the Newcomer's Guide Table of Contents, with the suggested amendments, and
2. Directs staff to move forward with site mapping based on the above information.

Carried.

3. Other

i. Introduction

The Communications Manager provided information about a newcomers' orientation program and highlighted:

- Potential collaboration with newcomer social events
- The program will collect contact information from the newcomers and invite newcomers to submit stories
- The program will showcase newcomer stories through art displays, newspaper features and posters.

ii. Discussion

Discussion ensued on:

- The orientation program will provide additional information to be incorporated into the Newcomer's Guide
- Suggestion that the program promote CEAC social events
- Suggestion to request "buddy volunteers" to assist or guide newcomers.

E. ADJOURNMENT

The University Neighbourhoods Association Community Engagement Advisory Committee meeting adjourned at 5:42 p.m.