



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

- 1. **Motion:** *THAT the Board approve the July 16, 2024 open session agenda, as circulated.*

C. APPROVAL OF MINUTES

- 1. **Motion:** *THAT the Board approve the June 18, 2024 open session minutes, as circulated.* 1

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

- 1. RCMP Quarterly Report – Chuck Lan, RCMP University Detachment Commander
- 2. Campus and Community Planning Report – Carole Jolly, Director of Community Development and Engagement, Campus and Community Planning 5
- 3. Electoral Area A Director Monthly Report – Jen McCutcheon, Electoral Area A Director

F. REPORTS

- 1. FY2023/24 Audited Financial Statements – Athena Koon, Finance Manager 7

Relevant Attachments:

- Johnsen Archer LLP – Draft 2023/24 Audited Financial Statements 12
- Johnsen Archer LLP – Draft Report to the Board of Directors 27

Recommendation:

THAT the Board approve the UNA’s audited financial statements for the year ended March 31, 2024, and that the Chair be authorized to sign the audited financial statements on behalf of the Board to confirm that approval has been given.

- 2. July 2024 Management Report 48
- 3. FY2024/25 Neighbours Levy Assessment – Athena Koon, Finance Manager 65
- 4. Website Server Upgrade Report – Glenda Ollero, Communications Manager 68



Relevant Attachments:

- Letter of Engagement – UNA TCR Server Upgrade and Mitigation 74

Recommendation:

THAT the Board approve the allocation of amounts from the UNA’s unrestricted fund to fund the costs of upgrading the UNA’s website server for the fiscal year 2024/25, as outlined in Option 1.

5. Finance & Audit Committee Update

- a. Appointment of Auditor – Athena Koon, Finance Manager 79

Relevant Attachments:

- Johnsen Archer LLP Engagement Proposal – 2023-25 81

Recommendation:

THAT the Board seek approval at the 2024 Annual General Meeting for the appointment of Johnsen Archer LLP as auditor until the close of the subsequent annual general meeting.

- b. UNA Reserves Investment Strategy – Athena Koon, Finance Manager 87

Relevant Attachments:

- MFA Suite of Pooled Investment Funds 92

Recommendation:

THAT the Board direct staff to make the following investments:

- \$500,000 in a two-year term GIC, and
- \$1.6m in a one-year term cashable GIC.

6. Governance & Human Resources Committee Update

- a. 2024 UNA AGM Planning Report – Chris Hakim, Corporate Services Specialist 97

Relevant Attachments:

- 2024 Notice of AGM Package 100
- 2024 Special Resolution Ballot Form 111

Recommendations:

1. *THAT the Board confirm that the UNA will hold the 2024 Annual General Meeting on Wednesday, September 25, 2024, commencing at 7:00 p.m. at the Wesbrook Community Centre.*



2. *THAT the Board approve the 2024 Notice of AGM package and special resolution ballot form, as circulated.*

- b. 2024 UNA Board of Directors Election Planning Report – Chris Hakim, Corporate Services Specialist 112

Relevant Attachments:

- UNA 2024 Board of Directors Election Voting Guide 117
- UNA 2024 Board of Directors Proof Ballot 118

Recommendations:

1. *THAT the Board approve the following dates for the 2024 UNA Board of Directors election:*

- a. *The deadline by which nominations are to be received is October 4, 2024*
- b. *The deadline by which the UNA must send the information of each candidate, the instructions for online voting, and the unique voting passwords to the members is November 4, 2024.*
- c. *The voting period, which commences on November 4, 2024 and ends on November 26, 2024 at 4:30 p.m.*

2. *THAT the Board approve the 2024 UNA Board of Directors election ballot form and voting guide, as circulated.*

3. *THAT the Board approve the following election signage rules:*

- a. *In the private realm, candidates may make arrangements themselves with owners or landlords.*
- b. *In the areas managed by the UNA, the UNA reserves the right to remove any election signs that may obstruct traffic, hinder pedestrian visibility, or generally create a hazard to the public.*
- c. *All election signs in areas managed by the UNA must be removed no later than 24 hours after the end of the election.*

4. *THAT the Board authorize staff to issue a communication to all members of the UNA inviting members to, by notice to the Society, elect not to have their email contact information shared with candidates, and that the UNA shall not share candidates such email contact information of a member who objects.*

7. Neighbours Agreement Committee Update – Director Holmes



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD OF DIRECTORS MEETING

Date: July 16, 2024

Time: 5:30 p.m.

Location: Social Room, Wesbrook
Community Centre

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

I. ADJOURNMENT

Recommendation:

THAT the Board adjourn into a closed session to discuss matters that are, or are related to, discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests; the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and the approval of minutes for a closed session or restricted closed session of a Board meeting.



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Eagle Glassheim
Fei Liu

UBC MEMBERS:

Carole Jolly
Holly Shepherd

AMS DESIGNATED STUDENT:

Ayesha Irfan

STAFF:

Paul Thorkelsson – Chief Administrative Officer
Abdalla Hobi – IT Specialist
Athena Koon – Finance Manager
Chris Hakim – Corporate Services Specialist
Dave Gillis – Recreation Manager
Glenda Ollero – Communications Manager
Wegland Sit – Operations Manager

A. CALL TO ORDER

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

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

B. APPROVAL OF AGENDA

MOVED by the Chair

SECONDED by Director Glassheim

THAT the Board approve the June 18, 2024 open session agenda, as circulated.

CARRIED

C. APPROVAL OF MINUTES

MOVED by the Chair

SECONDED by Director Glassheim

THAT the Board approve the May 21, 2024 open session minutes, as circulated.



CARRIED

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. Campus and Community Planning Report

Carole Jolly, the UBC Director of Community Development and Engagement, presented the report contained in the meeting package, followed by questions from the Board.

2. Electoral Area A Monthly Report

A report circulated under a separate cover was presented, followed by comments from the Board.

F. REPORTS

1. June 2024 Management Report

The Management team presented their respective reports contained in the meeting package, followed by questions from and discussion amongst the Board.

* * * * *

Ayesha Irfan joined the meeting at 5:46 p.m.

* * * * *

2. UNA Administrative Office Lease Renewal Report

The Operations Manager presented the report contained in the meeting package, followed by comments from the Board.

MOVED by the Chair

SECONDED by Director Holmes

THAT the Board approve the lease extension agreement for the UNA Administrative Office and authorize the Chair or the Chief Administrative Officer to execute the agreement, as circulated.

CARRIED

3. Lot 10 Community Garden Lease Extension Report

The Operations Manager presented the report contained in the meeting package, followed by discussion amongst the Board.

MOVED by the Chair

SECONDED by Director Glassheim



THAT the Board approve the lease extension agreement for the Lot 10 Community Garden and authorize the Chair or the Chief Administrative Officer to execute the agreement, as circulated.

CARRIED

4. Finance & Audit Committee Update

a. FY2023/24 Preliminary Financial Results

The Finance Manager presented the report contained in the meeting package, followed by questions from and discussion amongst the Board.

b. 2024/25 Insurance Renewal Report

The Operations Manager presented the report contained in the meeting package, followed by questions from and discussion amongst the Board.

MOVED by Director Holmes

SECONDED by Director Glassheim

THAT the Board authorize the Chief Administrative Officer to agree on behalf of the UNA to the insurance coverages for the period July 1, 2024 to June 30, 2025.

CARRIED

5. Governance & Human Resources Committee Update

a. 2024 UNA Bylaw Amendments Report

The Corporate Services Specialist presented the report contained in the meeting package. No questions followed.

MOVED by the Chair

SECONDED by Director Liu

THAT the Board seek approval at the 2024 UNA Annual General Meeting for the proposed amendments to the UNA Bylaws, as circulated.

CARRIED

6. Neighbours Agreement Committee Update

Director Holmes provided a verbal report, followed by a comment from the Board.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

I. ADJOURNMENT



MOVED by the Chair

SECONDED by Director Glassheim

THAT the Board adjourn into a closed session to discuss matters that are, or are related to, discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests; the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and the approval of minutes for a closed session or restricted closed session of a Board meeting.

CARRIED

The meeting adjourned into a closed session at 6:22 p.m.

* * * *



THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

Memorandum

From: Simmi Puri, Communications Manager, Campus + Community Planning
To: UNA Board
Date: July 16, 2024
Subject: Monthly Update from Campus and Community Planning

Film & Events Notification

August

BC Day. Monday, August 5th. University closed

Exams. August 13-17

Jump Start. Tuesday, August 27th from 8am to 5pm

Student move-in registration. Tent on Main Mall from Crescent Road to Memorial Road. Crescent Road and University Centre Lot will be extremely busy with drop—offs. Shuttles will be provided to get students to residence. Rose Garden will be closed for general public parking.

Jump Start. August 28-30.

Various exterior and interior locations.

Winter Term Student move-in registration. Saturday, August 31st from 8am to 5pm.

Tent on Main Mall from Crescent Road to Memorial Road. Crescent Road and University Centre Lot will be extremely busy with drop—offs. Shuttles will be provided to get students to residence. Rose Garden will be closed for general public parking.

Development Update

- Wesbrook Place Lot BCR 7: Development Permit Board is scheduled to meet on July 10 to review the application. Details will be posted here: <https://planning.ubc.ca/bcr7>
- A permit was extended to permit Urban Recreation to continue to use the outdoor volleyball courts next to Ross Drive south of the playing fields until September 15, 2024.

Community Update

UTown@UBC is now UBC Inspired!

Over the coming weeks we will gradually transition UTown@UBC to UBC Inspired. This new identity better reflects our unit mandate supporting the entire UBC community in creating extraordinary campus experiences and community-building opportunities, as well as our support of C+CP's vision for a vibrant, connected community. New look, new website, same great programs, events, and community-building projects (and even a few new ones). Our jointly-funded UNA positions (Youth Leadership Coordinator, Connected Community Coordinator) will remain the same, with programs and initiatives under these roles continuing to be delivered as a collaboration between the UNA and C+CP/UBC Inspired. Check out www.inspired.ubc.ca for more information

Inspiring Community Grants are now open!

Have a great idea for a project that inspires community connection? Apply for an Inspiring Community Grant and receive up to \$500 to make it happen

www.utown.ubc.ca/inspiringcommunity.

Looking for a little inspiration? Check out these great grant projects from last year, including many by UNA residents!

Culture Club at Museum of Anthropology is back!

After a long hiatus for seismic upgrades, the Museum of Anthropology is open, and our beloved Culture Club program returns on the last Sunday of every month! Culture Club is MOA's monthly family program, in partnership with UBC Inspired, offering artful, hands-on learning opportunities specially designed for young visitors. Families will have the chance to get creative and connect with MOA's diverse collections and exhibitions. For more info, visit

www.inspired.ubc.ca/cultureclub



Report Date: July 8, 2024
Meeting Date: July 16, 2024
From: Athena Koon, Finance Manager
Subject: FY2023/24 Audited Financial Statements

Background

The annual audit field work started in May and was completed in June. The attached audited financial statements package, along with the report to the Board are now ready for the Board to review and approve.

Representatives from Johnsen Archer LLP will be attending the Board meeting to present the draft reports to the Board and answer any questions the Board may have regarding the audit findings.

The representatives from Johnsen Archer LLP to present the audit findings this year will be Leroy Van Spronsen (Partner, Johnsen Archer LLP) and Prabh Toor (Manager, Johnsen Archer LLP).

One adjustment for the statements is required for this audit and the interest earned during the year for the Capital Reserve will have to be recognized as revenue before it can be added to the reserve directly. As a result, the quarter four preliminary financial result presented in early-June to the Board will have to add an extra \$51.5K as income and the net income for the year should be \$951,854 instead of \$900,325.

Decision Requested

THAT the Board approve the UNA's audited financial statements for the year ended March 31, 2024, and that the Chair be authorized to sign the audited financial statements on behalf of the Board to confirm that approval has been given.

Discussion

The annual audit for fiscal 2023/2024 started on the second week of May and finished by the third week of June 2024 as planned. The UNA Finance Team was involved in assisting and providing all the samples and required documents to complete the scheduled field work. In total, we have provided over a few hundred samples, along with files for testing. The work was completed on schedule without issue.

The draft audited financial statements report the following totals:

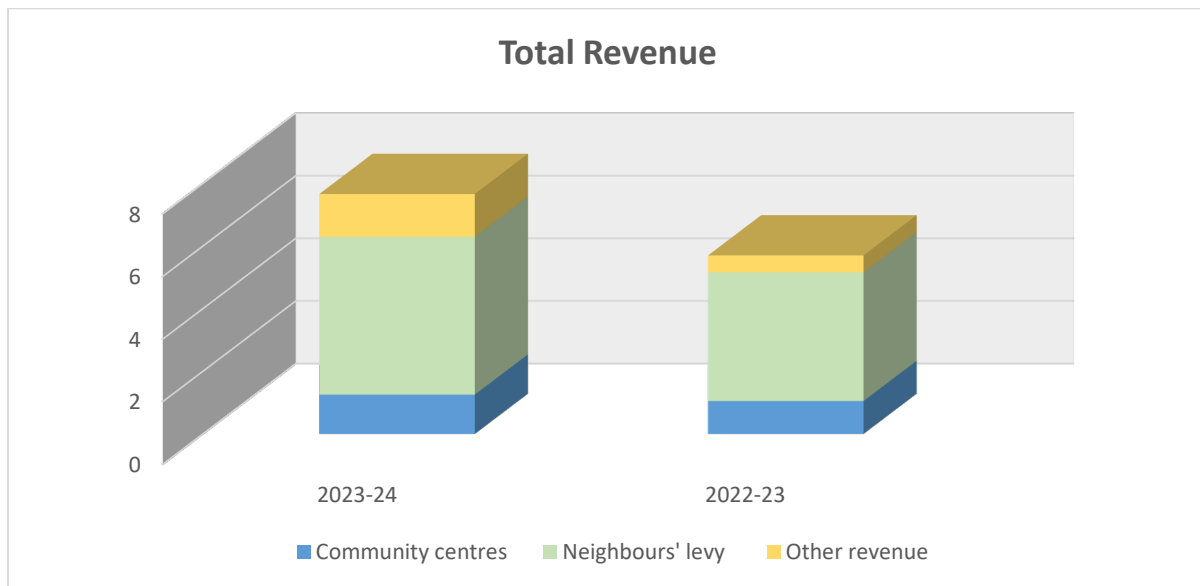
	FY2023-24	FY2022-23
Total Revenue	\$7,665,089	\$5,703,144
Total Expenditures	\$6,713,235	\$5,693,106
Net Surplus	\$951,854	\$10,038
Total Assets	\$4,462,444	\$3,423,302
Total Liabilities	\$1,605,098	\$1,517,810
Total Equity	\$2,857,346	\$1,905,492

The UNA’s surplus for fiscal 2023/24 was \$951,854. Based on our preliminary result before the audit was completed, a financial summary and analysis was done and presented to the Board in early-June and the surplus number was changed due to the adjusting entry required.

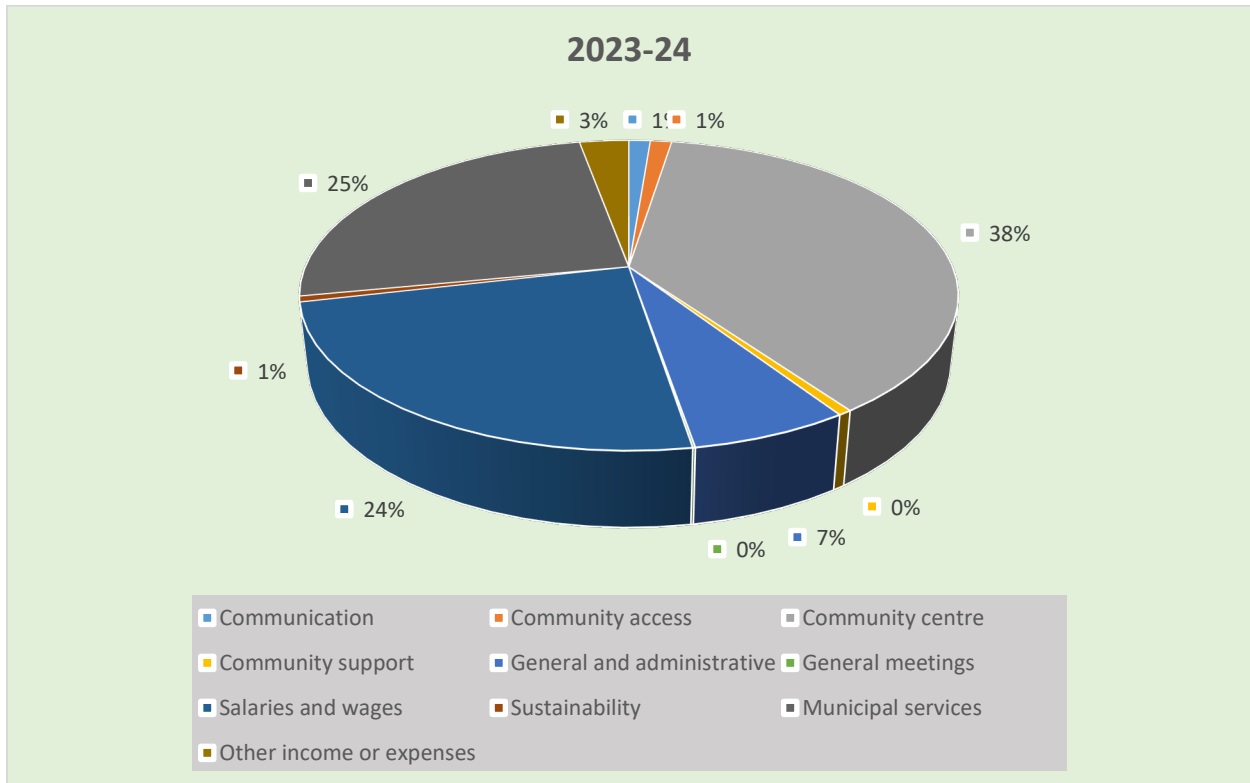
Once the Board approves the financial statements, they will then be posted on the UNA website and will be brought to the Annual General Meeting for presentation in late-September.

These supplementary notes are provided to assist as background information for the fiscal year end 2023/24 audited financial statements.

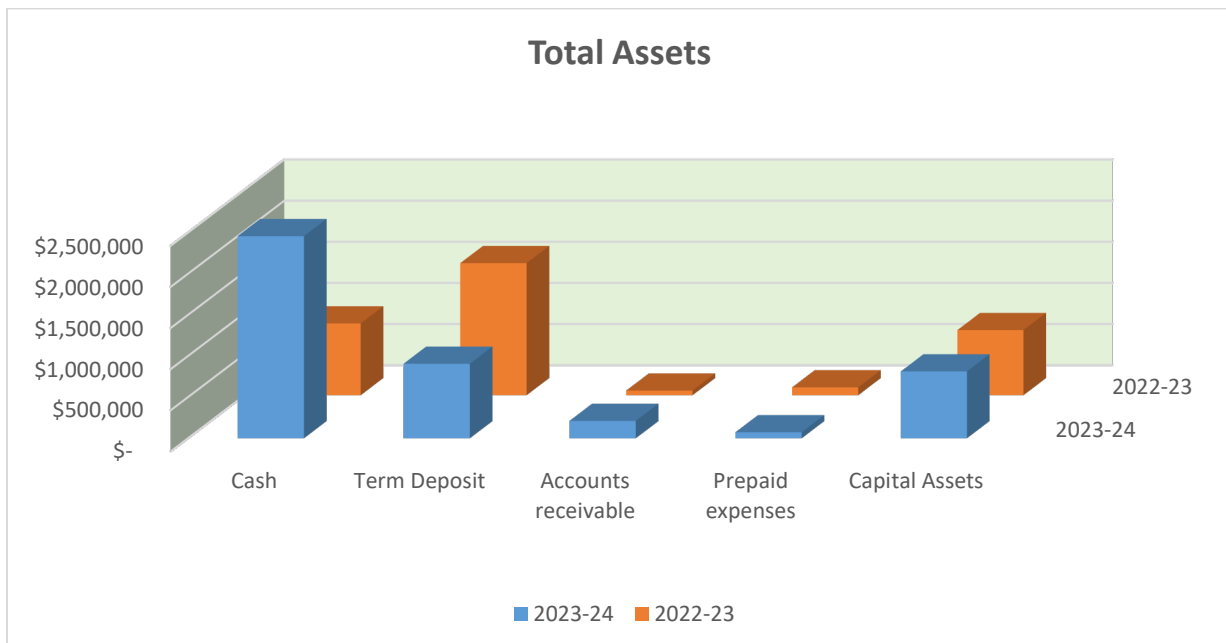
Total Revenue



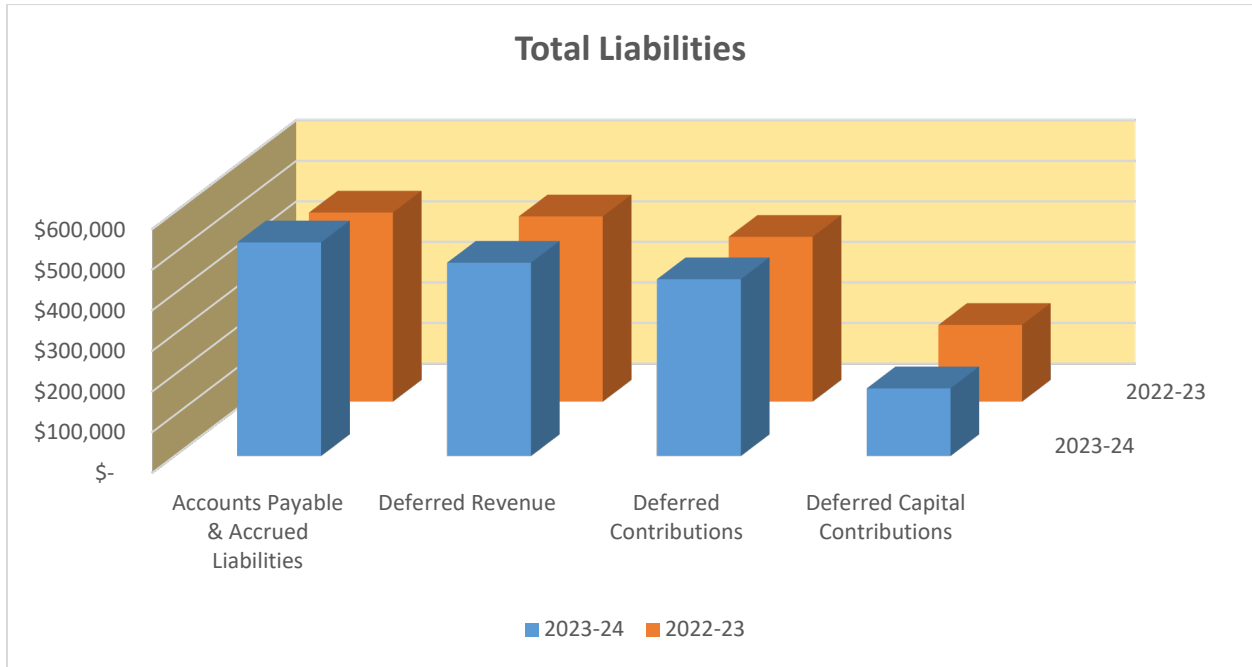
Total Expenditures



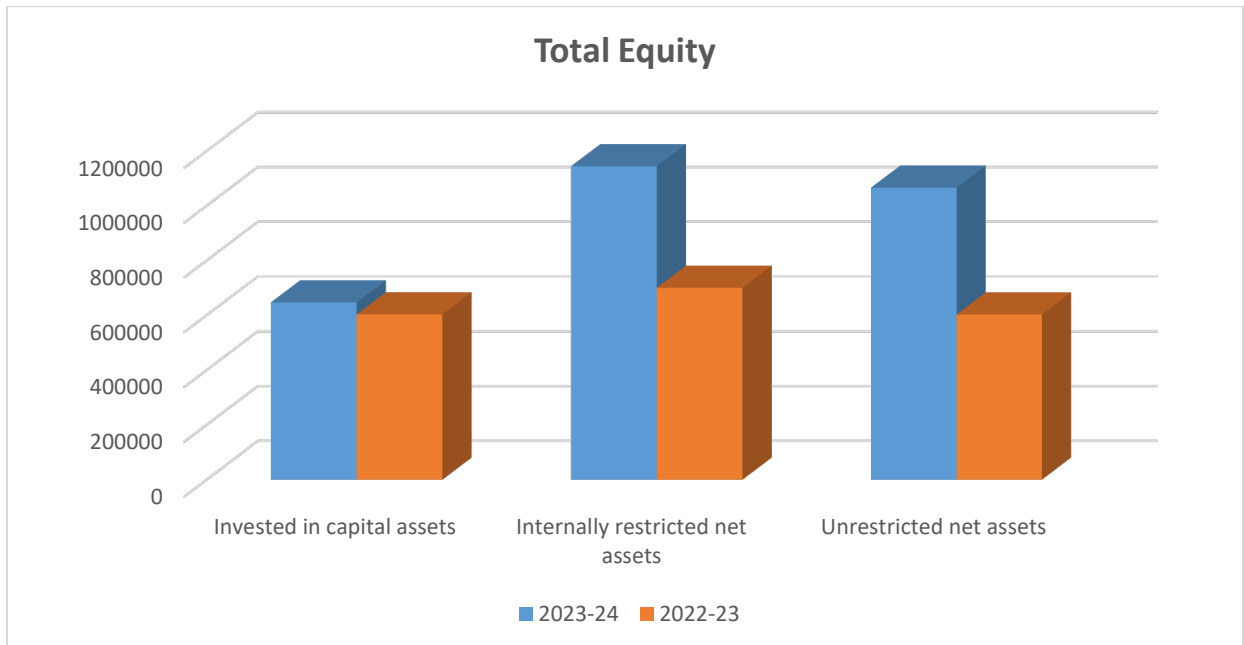
Total Assets



Total Liabilities



Total Equity



Financial Implications

None.

Operational Implications

None.

Strategic Objective

Governance

Attachments

1. Johnson Archer LLP – Draft 2023/24 Audited Financial Statements
2. Johnson Archer LLP – Draft Report to the Board of Directors

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 black ink, appearing to read 'Paul Thorkelsson', written over a horizontal line.

Paul Thorkelsson
Chief Administrative Officer

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Financial Statements
Year Ended March 31, 2024

Draft for discussion purposes only

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Index to Financial Statements
Year Ended March 31, 2024

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Revenues and Expenditures	4
Statement of Changes in Net Assets	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 13

Draft for discussion purposes only

INDEPENDENT AUDITOR'S REPORT

To the Members of University Neighbourhoods Association

Report on the Financial Statements

Opinion

We have audited the financial statements of University Neighbourhoods Association (the "Association"), which comprise the statement of financial position as at March 31, 2024, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless those charged with governance either intend to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

(continues)

Independent Auditor's Report to the Members of University Neighbourhoods Association (*continued*)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

As required by the Societies Act of British Columbia, we report that, in our opinion, the accounting policies applied in preparing and presenting the financial statements in accordance with Canadian Accounting Standards for Not-for-profit Organizations have been applied on a basis consistent with that of the preceding year.

Surrey, B.C.
June 25, 2024

CHARTERED PROFESSIONAL ACCOUNTANTS

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Statement of Financial Position
March 31, 2024

	2024	2023
ASSETS		
Current assets		
Cash	\$ 2,458,132	\$ 872,952
Term deposits (Note 4)	906,245	1,606,245
Accounts receivable	211,587	56,539
Prepaid expenses	72,909	95,755
	3,648,873	2,631,491
Capital assets (Note 5)	813,571	791,811
	\$ 4,462,444	\$ 3,423,302
LIABILITIES		
Current liabilities		
Accounts payable and accrued liabilities (Note 6)	\$ 526,461	\$ 466,060
Deferred revenue (Note 7)	476,311	456,616
	1,002,772	922,676
Deferred contributions (Note 8)	435,659	406,245
Deferred capital contributions (Note 9)	166,667	188,889
	1,605,098	1,517,810
NET ASSETS		
Invested in capital assets	646,904	602,922
Internally restricted (Note 10)	1,144,214	700,000
Unrestricted fund	1,066,228	602,570
	2,857,346	1,905,492
	\$ 4,462,444	\$ 3,423,302

Commitments (Note 12)

ON BEHALF OF THE BOARD

Chair

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Statement of Revenues and Expenditures
Year Ended March 31, 2024

	2024	2023
Revenue		
Community centres	\$ 1,255,844	\$ 1,051,208
Neighbours' levy (Note 11)	5,040,600	4,110,109
Other revenue	1,368,645	541,827
	7,665,089	5,703,144
Community services		
Communication	84,357	81,029
Community access	84,100	64,600
Community centre		
Direct operating costs	616,548	647,538
Programming	810,223	765,099
Salaries and benefits	1,100,598	974,790
Community support	38,207	55,251
General and administrative	442,498	462,976
General meetings	6,816	13,195
Salaries and wages (Note 13)	1,608,620	1,288,526
Sustainability	40,493	33,391
	4,832,460	4,386,395
Municipal services		
Common area maintenance	1,356,608	826,932
Direct operating costs	120,555	108,901
Insurance	209,632	180,601
	1,686,795	1,116,434
Excess of revenue over expenditures before other income (expenses)	1,145,834	200,315
Other income (expenses)		
Amortization of capital assets	215,727	200,285
Amortization of deferred capital contributions	(22,222)	(22,220)
Loss on disposal of capital assets	475	12,212
	193,980	190,277
Excess of revenue over expenditures for the year	\$ 951,854	\$ 10,038

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Statement of Changes in Net Assets
Year Ended March 31, 2024

	Invested in Capital Assets	Internally Restricted (Note 10)	Unrestricted	2024	2023
Net assets - beginning of year	\$ 602,922	\$ 700,000	\$ 602,570	\$ 1,905,492	\$ 1,895,454
Excess (deficit) of revenue over expenditures	(193,980)	-	1,145,834	951,854	10,038
Fund transfer	248,172	-	(248,172)	-	-
Reallocation of funds	(10,210)	444,214	(434,004)	-	-
Net assets - end of year	\$ 646,904	\$ 1,144,214	\$ 1,066,228	\$ 2,857,346	\$ 1,905,492

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Statement of Cash Flows
Year Ended March 31, 2024

	2024	2023
Operating activities		
Excess of revenue over expenditures for the year	\$ 951,854	\$ 10,038
Items not affecting cash:		
Amortization of capital assets	215,727	200,285
Amortization of deferred capital contributions	(22,222)	(22,220)
Loss on disposal of capital assets	10,683	12,212
	1,156,042	200,315
Changes in non-cash working capital:		
Accounts receivable	(155,048)	(32,941)
Prepaid expenses	22,846	(24,995)
Accounts payable and accrued liabilities	60,403	(39,568)
Deferred revenue	19,695	60,967
	(52,104)	(36,537)
Cash flow from operating activities	1,103,938	163,778
Investing activity		
Purchase of capital assets	(248,172)	(213,267)
Financing activities		
Deferred contributions	29,414	41,097
Redemption (purchase) of term deposits	700,000	(541,097)
Cash flow from (used by) financing activities	729,414	(500,000)
Increase (decrease) in cash	1,585,180	(549,489)
Cash - beginning of year	872,952	1,422,441
Cash - end of year	\$ 2,458,132	\$ 872,952

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2024

1. NATURE OF OPERATIONS

University Neighbourhoods Association (the "Association") is a not-for-profit organization incorporated under the Society Act of British Columbia on May 29, 2002. The Association represents the residents of the University of British Columbia ("UBC") neighbourhoods and delivers municipal-like services to them. The Association operates within the guidelines of its constitution and by-laws and the Neighbours' Agreement (the "Agreement") between the Association and UBC.

The Association's operations, as outlined in the Agreement, are funded by levies collected by UBC, community centres, and other revenue.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") and incorporate the following significant accounting policies:

Capital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a straight-line basis:

Computer hardware and software	3 years
Equipment and fixtures	10 years
Leasehold improvements	15 years
Website	5 years

Capital assets are amortized once put into use. No amortization is recorded in the year of disposition. Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

The Association regularly reviews its capital assets to eliminate obsolete items.

Capital assets are written down when they no longer provide any long-term service potential to the Association. Any write-down is recognized as an expense to the extent an asset's carrying value exceeds its residual value.

(continues)

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2024

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue recognition

The Association follows the deferral method of accounting for contributions.

Unrestricted contributions including service levies are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

Externally restricted contributions are deferred and recognized as revenue in the year in which the related expenditures are incurred. Contributions externally restricted for the purchase of capital assets are deferred and amortized into revenue at the amortization rate of the related capital assets.

Internally restricted net assets consist of deferred operating contributions internally restricted by the Association to be used for board-approved projects, as well as funds internally restricted for future capital purchases.

Other revenue such as investment income, community centre fees, newspaper and miscellaneous are deferred and recognized as revenue when earned.

Donated materials and services

The Association does not record the value of donated materials and services as their fair value cannot be reliably measured.

Financial instruments

Financial instruments originated through arm's length transactions are initially measured at fair value. Financial instruments originated through related party transactions are initially measured at cost, except for derivative contracts and investments in equity or debt securities that are quoted in an active market. In subsequent periods financial instruments initially measured at cost continue to be measured at cost.

Subsequent measurement of financial instruments initially measured at fair value depends on their nature:

- Derivative contracts and investments in debt and equity securities that are quoted in an active market are subsequently measured at fair value;
- Financial instruments which management elects to measure at fair value are subsequently measured at fair value;
- All other financial assets and liabilities are measured at amortized cost.

Financial instruments carried at cost are tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments that will subsequently be measured at fair value are expensed when incurred. Transaction costs on financial instruments that will subsequently be measured at amortized cost are deferred and amortized over the life of the related instrument.

(continues)

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2024

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Measurement uncertainty

The preparation of financial statements in conformity with ASNPO requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. These estimates include valuation of accounts receivable, capital assets, accrued liabilities, and deferred revenue. Such estimates are periodically reviewed and any adjustments necessary are reported in the period in which they become known. Actual results could differ from these estimates.

Government assistance

Government assistance is recorded as receivable when the Association qualifies under the terms of a government program and the amount of assistance can be reasonably estimated. Government assistance for current expenses is recorded as other revenue. Government assistance for future expenses is deferred and recognized into revenue in the same period as the related expenses are incurred.

3. FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash, term deposits, accounts receivable, and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the Association is not exposed to significant interest, currency, or commodity risks arising from these financial instruments.

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from customers. In order to reduce its credit risk, the Association reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts of \$nil (2023 - \$nil) is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information.

Fair Values

The Association's carrying values of cash, term deposits, accounts receivable, and accounts payable and accrued liabilities approximate their fair values due to the immediate or short-term maturity of these instruments.

4. TERM DEPOSITS

The Association has two term deposits in the form of guaranteed investment certificates ("GIC") of \$406,245 and \$500,000, accruing interest at 4.05% and 4.45% per annum, and with maturity dates of June 24, 2024 and May 06, 2024, respectively.

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2024

5. CAPITAL ASSETS

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Computer hardware and software	\$ 164,898	\$ 126,384	\$ 38,514	\$ 59,300
Equipment and fixtures	1,372,653	961,557	411,096	369,975
Leasehold improvements	1,014,248	665,706	348,542	316,280
Website	132,500	117,081	15,419	46,256
	\$ 2,684,299	\$ 1,870,728	\$ 813,571	\$ 791,811

As at March 31, 2024, no events or changes in circumstances had occurred which indicated that capital assets require a write-down.

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Included in accounts payable and accrued liabilities are the following government remittances payable:

	2024	2023
Employer Health Tax payable	\$ 18,821	\$ 12,387
Goods and Services Tax payable	63,444	27,401
Workers' Compensation Board payable	-	9,665
	\$ 82,265	\$ 49,453

7. DEFERRED REVENUE

	2024	2023
Balance at beginning of year	\$ 456,616	\$ 395,649
Current year additions	476,311	456,616
Less: amounts taken into revenue during the year	(456,616)	(395,649)
	\$ 476,311	\$ 456,616

Deferred revenue represents 2024 recreational fees received during the year for programs which have yet to occur.

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2024

8. DEFERRED CONTRIBUTIONS

Deferred contributions are contributions into the Community Field Replacement Reserve to replace field facilities at the end of their useful lives as set out in the University Hill Secondary School Artificial Playfield Joint Use Agreement (the "Joint Use Agreement") between UBC and The Board of Education of School District No. 39 (the "School Board").

The Association was appointed by UBC as manager through the Wesbrook Place Artificial Playfield License Agreement (the "License Agreement") to perform certain functions as described in the Joint Use Agreement.

9. DEFERRED CAPITAL CONTRIBUTIONS

Deferred capital contributions represent funding received from The Neighbours' Fund (a fund managed by UBC, consisting of monies raised by way of service levies collected by UBC) to complete leasehold improvements for the Community Centres. This deferred contribution is amortized to operations on the same basis as the related leasehold improvements.

	2024	2023
Deferred capital contributions	\$ 586,543	\$ 586,543
Accumulated amortization	(419,876)	(397,654)
	\$ 166,667	\$ 188,889

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2024

10. INTERNALLY RESTRICTED NET ASSETS

Internally restricted net assets consist of deferred operating contributions internally restricted by the Association to be used for future capital projects.

	2024	2023
Capital reserve		
Opening	700,000	-
Transfer from unrestricted fund	444,214	700,000
	1,144,214	700,000

11. NEIGHBOURS' LEVY

Neighbours' levy funding is recorded net of reserve transfers and contributions, and withdrawals to UBC.

	2024	2023
Neighbours' Levy	\$ 8,625,731	\$ 7,440,000
Net Reserve Transfers	(421,447)	(378,352)
Total Neighbours' Levy & Reserves	8,204,284	7,061,648
UBC Withdrawals	(3,079,712)	(2,193,647)
Amounts Held Back	-	(689,391)
Net Levy Revenue	5,124,572	4,178,610
Unrecoverable Goods and Services Tax	(83,972)	(68,501)
Amount Available to the UNA	\$ 5,040,600	\$ 4,110,109

UBC withdrawals consist of amounts withdrawn by UBC out of the Neighbours' Fund and include the Stormwater and Sewage charges, as well as amounts withdrawn to pay the Fire Services fee.

Pursuant to a letter agreement with UBC dated July 19, 2021, the Association is obligated to pay \$85,390 to UBC as a contribution towards the operating costs of UBC's recreational and cultural facilities. This debt became due on March 31, 2024. In lieu of paying the amount, the Association may authorize UBC to withdraw it from the Neighbours' Fund, in which case the amounts received by the Association from that fund for its 2024/2025 fiscal year will be correspondingly reduced.

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2024

12. COMMITMENTS

The Association has entered into a lease agreement for its premises and has committed to the following minimum annual lease payments along with a commitment for facility handyman services and photocopier services.

	2025	\$	18,795
	2026		1,646
			20,441
		\$	20,441

13. DIRECTORS' AND EMPLOYEE'S SALARIES

The Association paid the following amounts to directors and the Chair:

	2024	2023
<u>Directors</u>		
Ali Mojdehi	\$ 5,213	\$ 6,492
Eagle Glassheim	6,944	6,492
Fei Liu	6,944	4,500
Maria Gallo	-	1,530
Murray McCutcheon	6,944	6,492
William Holmes	6,944	6,492
Zheng Kang	6,944	6,492
Subtotal	39,933	38,490
<u>Chair</u>		
Richard Watson	10,416	9,737
	\$ 50,349	\$ 48,227

Additionally, the Association paid \$837,615 (2023 - \$698,755) to eight (2023 - six) employees, whose total annual remuneration exceeded \$75,000.

14. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

University Neighbourhoods Association

*Report to the Board of Directors
Year ended March 31, 2024*

DRAFT

June 25, 2024

Board of Directors
University Neighbourhoods Association
202-5923 Berton Avenue
Vancouver, BC V6S 0B3

Dear Members of the Board of Directors:

We have completed our audit of the financial statements of University Neighbourhoods Association for the year ended March 31, 2024, and we propose to issue an unqualified report on those financial statements.

We have issued the accompanying report to assist members of the Board in their review of the financial statements. We would like to express our thanks to the management and staff of the Association who assisted us in carrying out our work.

We are available to meet with any member of the Board to discuss the contents of this report and any other matters which you consider appropriate.

Yours very truly,

Leroy Van Spronsen, CPA, CGA*
Partner
*Incorporated Professional

Encl.

The matters raised in this and other reports, which flow from the audit, are only those which have come to our attention through our audit and we believe, need to be brought to your attention. They are not a comprehensive record of all the matters arising, in particular we cannot be held responsible for reporting all risks in your business or all internal control weaknesses. This report has been prepared solely for your use and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared for, and is not intended for, any other purpose.

Table of Contents

I Overview of Our Audit.....1

II Engagement Team3

III Significant Audit, Accounting and Financial Reporting Matters.....4

IV Internal Controls and Business Issues.....4

V Other Required Communications.....5

 Fraud, Errors and Illegal Acts 5

 Independence 6

 Qualitative Aspects of Accounting Principles 6

 Other Communications and our Response..... 6

 Summary of Adjusted and Unadjusted Differences..... 7

Appendix A – Client’s Representation Letter8

Appendix B – Draft Audit Report13

Appendix C – Independence Letter16

I Overview of Our Audit

Current auditing standards in Canada require Johnsen Archer LLP to communicate with those having oversight responsibility for the financial reporting process of University Neighbourhoods Association (“the Association”) with regard to the planning of the audit.

The financial statements of the Association were the responsibility of the Association’s management. Our responsibility as auditor was to express an opinion as to whether the Association’s financial statements present fairly, in all material respects, the financial position, results of operations and cash flows in accordance with Canadian generally accepted accounting standards for Not-For-Profit Organizations.

It is important to recognize that there were inherent limitations in the auditing process. For example, audits are based on the concept of selective testing of the data underlying the financial statements and are, therefore, subject to the limitation that material misstatements arising from the consequences of errors or fraud, or illegal acts, if any exist, may not be detected. Also, because of the nature of fraud (including attempts at concealment through collusion and forgery) an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a fraud even if the fraud is material in amount.

During our audit we conducted enquiries of management and others within the Association, considered results of analytical procedures and considered whether there are conditions generally present to commit fraud. We assessed risks of fraud throughout the audit and evaluated management’s programs and controls relating to fraud. As part of our audit we examined journal entries and accounting estimates, for biases, and added an element of unpredictability in audit procedures. Part of the governance role of the board is to understand the risks of the Association and management’s responses to those risks, including fraud.

Effective internal controls and procedures reduce the likelihood that errors, fraud or illegal acts will occur and remain undetected; however, it does not eliminate that possibility. Our responsibility regarding fraud was to obtain reasonable assurance that material misstatements resulting from fraud will be detected. Accordingly, while we cannot guarantee that all errors, fraud or illegal acts, if present, have been detected, our audit provides reasonable, but not absolute, assurance of detecting errors or fraud that would have had a material effect on the financial statements as well as illegal acts having a direct and material effect on the financial statements.

We have completed our audit of the financial statements of the Association. We conducted our audit in accordance with Canadian Auditing Standards for not-for-profit organizations. In the course of our work, we did not encounter any unresolved matters material to the financial statements that, in our judgment, required adjustment or reclassification. We confirm that there are no disagreements between management and ourselves about matters that could be significant to the Association's financial statements.

We believe we have been given access to all records, documents, and other information we required. Management and employees of the Association have given us their full cooperation throughout the year and kept us informed of important transactions and events.

In addition, we further understood that you required:

- Comments, if any, on internal controls and other matter we believe will be of interest to you;
- Information and comments on new and proposed technical pronouncements and regulatory requirements that may affect the financial statements of the Association.

In the course of our work, we identified various business matters which have been discussed further under Part III below.

As of the date of this report, the following information is outstanding:

- Approval of financial statements and signature documents

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II Engagement Team

**Leroy Van Spronsen, CPA,
CGA**
Engagement Leader

- Has the overall authority and responsibility for the audit engagement and key conclusions reached by the engagement team on all accounting and auditing matters
- Performed quality control on all reports and other information prepared by Johnsen Archer LLP to help ensure the form, content and disclosures meet the latest firm and professional standards

Prabh Toor, CPA
Senior Manager

- Reviewed all reports and other information which Johnsen Archer LLP opined or attested to help ensure that the form, content and disclosures met the latest firm and professional standards
- Served as the day-to-day audit liaison between the Association and Johnsen Archer LLP
- Identified, scheduled and supervised the professionals who performed the day-to-day audit work for the Association, reported directly to the partner

Harmeet Rattanpal
Senior Accountant

- Completed all audit field work
- Prepared working paper file
- Examined audit evidence
- Prepared all related analysis
- Reported directly to Manager

III Significant Audit, Accounting and Financial Reporting Matters

A key aspect of our audit approach is to focus our audit on those risks that may impact financial reporting.

Below is a summary of the risk analysis of the Association:

Risk Identified	Audit Response
<p>Self-review Threat During our audit, we may be required to propose journal entries, which raises the issue of self-review as a risk</p>	<p>All journal entries will be explained in detail to management and assurance sought, through discussion, to ensure they are fully understood and embraced by the client. Management reviews all proposed entries and ultimately signs off by posting them to the general ledger.</p>
<p>Overstatement of Expenses There is a presumed high risk of overstatement of expenses for non-for-profit organizations</p>	<p>Expense items recorded throughout the year will be tested and examined for existence and accuracy based on the audit approach.</p>

IV Internal Controls and Business Issues

We considered the Association's system of internal control in order to determine audit procedures for the purpose of expressing our opinion on the financial statements. We are not obligated to search for matters beyond those that come to our attention during the normal course of planning and performing the audit. Accordingly, an audit would not usually identify all matters of interest to management in discharging its responsibilities.

V Other Required Communications

CPA Canada Handbook Section CAS 240, “Communications with Those Having Oversight Responsibility for the Financial Reporting Process” sets out certain specific areas for communication with the Board of directors. Those that are relevant in your circumstances are as follows:

Fraud, Errors and Illegal Acts

We are required to inform the Board of Directors whether, as a result of our testing, we have become aware of any fraudulent or illegal acts. Our audit tests are not specifically designed to detect such items, although should we become suspicious or aware of any occurrences, we would report directly to you. We expect management to inform the Board of Directors and the auditor about any fraud, whether or not material that involves management or other employees who have a significant role in internal controls.

Part of your governance role is to understand the risks of the business, including fraud, and management’s response. We would like to:

- Obtain your view on fraud
- Share our view on fraud, responsibility and procedures

As part of our assessment of risk of fraud, we considered the following, as applicable:

- Key incentives and pressures to commit fraud
- Journal entries and other adjustments
- Accounting estimates
- Significant unusual transactions
- Suspense accounts

Audit Response

During the course of our audit, we detected no circumstances of fraud or suspected fraud and encountered no illegal acts. No such matters have been brought to our attention by management or the Board of Directors. We remind you that this absence of evidence detected during our work does not mean that fraud has not occurred.

Independence

We are required to communicate to the Board of Directors, at least annually, all relationships between the Association and Johnsen Archer LLP that, in our professional judgment, may reasonably be thought to bear on our independence.

Audit Response

We confirm our independence as of the date of this Audit Report.

Qualitative Aspects of Accounting Principles

The primary responsibility for establishing the Association's accounting principles rests with management. To assist the Board of Directors in its review of the financial statements, we have had an open and frank discussion with management about our professional judgments on the qualitative aspects of accounting principles used by the Association. This discussion included items that have a significant effect on the understandability, reliability, and comparability of the financial statements.

Audit Response

The Association's significant account policies are summarized in Note 2 to the financial statements. At this time, we are not aware of any inappropriate policies adopted by the Association, or any instances where another accounting policy might be thought to be more appropriate.

Other Communications and our Response

- We are not aware of any management consultations with other accountants relating to potential audit issues.
- We are not aware of any issues with management in connection with the recurring appointment of us as auditors.
- There were no serious difficulties encountered while performing the audit.

Summary of Adjusted Differences

AJE #	Account Name	Debit	Credit
1	Internally Restricted Cap Reserve	\$51,528.92	
	Unrestricted Fund	\$51,528.92	
	Interest Revenue		\$51,528.92
	Internally Restricted Cap Reserve		\$51,528.92
	<i>To adjust interest income on GIC in capital reserve account and agree opening net asset.</i>		

Summary of Unadjusted Differences

There were no unadjusted differences to note.

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Appendix A – Client’s Representation Letter

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UNIVERSITY NEIGHBOURHOODS ASSOCIATION
#202 – 5923 Berton Avenue
Vancouver, BC V6S 0B3

June 25, 2024

Johnsen Archer LLP
300 - 7485 130th Street
Surrey, B.C. V3W 1H8

Dear Sir / Madam:

We are providing this letter in connection with your audit of the financial statements of University Neighbourhoods Association as of March 31, 2024 and for the year then ended, for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of University Neighbourhoods Association in accordance with Canadian accounting standards for not-for-profit organizations.

We acknowledge that we are responsible for the fair presentation of the non-consolidated financial statements in accordance with Canadian accounting standards for non-for-profit organizations and for the design and implementation of internal control to prevent and detect fraud and error. We have assessed the risk that the non-consolidated financial statements may be materially misstated as a result of fraud, and have determined such risk to be low. Further, we acknowledge that your examination was planned and conducted in accordance with Canadian generally accepted auditing standards so as to enable you to express an opinion on the non-consolidated financial statements. We understand that while your work includes an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of monetary value, if it is probable that its omission from or misstatement in the non-consolidated financial statements would influence the decision of a reasonable person relying on the non-consolidated financial statements.

We confirm, to the best of our knowledge and belief, as of June 25, 2024 the following representations made to you during your audit.

1. The financial statements referred to above present fairly, in all material respects, the financial position of the Association as at March 31, 2024, and the results of its operations and its cash flows for the period then ended, in accordance with Canadian accounting standards for not-for-profit organizations.
2. We have made available to you all financial records and related data and all minutes of the meetings of directors and committees of directors.
3. We have responded fully to all enquiries made to us and have made available to you all accounting and financial records and related data of the Association during your audit.

4. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements. All financial statement misstatements identified and discussed with us in the course of the examination have been recorded.
5. We have assessed the ability of the Society to continue as a going concern, and determined that the use of the going concern assumption is appropriate in these financial statements. We have disclosed to you all information relevant to the use of the going concern assumption in the financial statements.
6. We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
7. We are unaware of any violations or possible violations of laws or regulations the effects of which should be considered for disclosure in financial statements or as the basis of recording a contingent loss.
8. We have identified to you all known related parties and related party transactions, including guarantees, non-monetary transactions and transactions for no consideration.
9. We have no knowledge of fraud or suspected fraud affecting the entity involving management; employees who have significant roles in internal control, or others, where the fraud could have a nontrivial effect on the financial statements.
10. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.
11. We believe that the significant assumptions used in arriving at the fair values of financial instruments as measured and disclosed in the financial statements are reasonable and appropriate in the circumstances.
12. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.
13. All related party transactions have been appropriately measured and disclosed in the financial statements.
14. We have disclosed to you all material transactions undertaken during the period, including non-monetary transactions and those for no consideration.
15. The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
16. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.
17. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
18. The Association has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements. This includes:

- (a) Appropriate provisions for idle, abandoned, destroyed or obsolete assets or where site restoration costs will be necessary; and
 - (b) Impairments in the value of goodwill or intangible assets.
19. We have disclosed to you, and the Association has complied with, all aspects of contractual agreements that would have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
20. There have been no events subsequent to the balance sheet date up to the date hereof that would require recognition or disclosure in the financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and the related notes.
21. We have disclosed to you all significant customers and/or suppliers of the Association who individually represent a significant volume of transactions with our Association. We are of the opinion that the volume of transactions (e.g., sales, services, purchases, borrowing and lending) done by the Association with any one party is not of sufficient magnitude that discontinuance would have a material negative effect on the ongoing operations of the Association.
22. Provision has been made for any material loss to be sustained in the fulfillment of, or from an inability to fulfill, any sales commitments.
23. Receivables recorded in the financial statements represent valid claims against debtors for sales or other charges arising on or before the balance sheet date and have been appropriately reduced to their estimated net realizable value.
24. There were no inventories on consignment, bill-and-hold, or other arrangements, either owned by us or by our suppliers. Provision, when material, has been made (i) to reduce excess or obsolete inventories to their estimated net realizable value and (ii) for any loss to be sustained as a result of purchase commitments for inventory quantities in excess of normal requirements or at prices in excess of the prevailing market prices.
25. There are no material unrecorded assets or contingent assets (such as claims related to patent infringements or unfulfilled contracts whose value depends on satisfying conditions regarded as uncertain), that have not been disclosed to you.
26. We have disclosed to you all significant estimates and fair value measurements. We are of the opinion that:
- a) The measurement methods used are permitted under Canadian generally accepted accounting principles and appropriate in the circumstances;
 - b) The underlying assumptions are reasonable and reflect management's best estimates considering existing market information;
 - c) The method of valuation has been applied consistently;
 - d) The assumptions are consistent with management's intended courses of action; and
 - e) Financial statement disclosures are in accordance with Canadian generally accepted accounting principles.

27. We have obtained all consents that are required under applicable privacy legislation for the collection, use, and disclosure to you of personal information.
28. The minute books of the Association are a complete record of all meetings and resolutions of directors throughout the period and to the present date, with the exception of restricted closed meeting minutes.
29. We are aware of the environmental laws and regulations that have an impact on our Association and we are in compliance. There are no known environmental liabilities that have not been accrued for or disclosed in the financial statements.

Other

1. None of the members were in debt to the Association, other than in the ordinary course of business at the year-end or at any time during the year.
2. The Association did not make any related party transactions during the year that have not been disclosed to you.
3. All management fees, bonuses or other remuneration paid to or accrued on behalf of members or related parties represent the fair market value of services performed for, or goods provided to, the Association.
4. We hereby acknowledge that Johnsen Archer LLP have made us aware of your legal obligations under the Proceeds of Crime (Money Laundering) and Terrorist Financing Act. We hereby acknowledge that we are aware of potential conflict of interest that may arise as a result of our legal obligations under this Act and authorize Johnsen Archer (LLP) to release and disclose information about University Neighbourhoods Association as required by statute.
5. We confirm that another auditor has not been appointed in respect of these financial statements.

Yours truly,

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

Paul Thorkelsson

Date signed

Athena Koon

Date signed

Appendix B – Draft Audit Report

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Independent Auditor's Report

To the Members of University Neighbourhoods Association

Report on the Financial Statements

Opinion

We have audited the financial statements of University Neighbourhoods Association (the Association), which comprise the statement of financial position as at March 31, 2024, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless those charged with governance either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a

material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

As required by the Societies Act of British Columbia, we report that, in our opinion, these accounting policies applied in preparing the financial statements in accordance with accounting standards for Not-For-Profit Organizations have been applied on a basis consistent with that of the preceding year.

Surrey, B.C.
June 25, 2024

CHARTERED PROFESSIONAL ACCOUNTANTS

Appendix C – Independence Letter

DRAFT

June 25, 2024

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

Attention: Mr. Paul Thorkelsson, Chief Administrative Officer

Members of the Board of Directors:

We have been engaged to audit the financial statements of University Neighbourhoods Association for the year ended March 31, 2024.

Canadian generally accepted auditing standards require that we communicate at least annually with you regarding all relationships between the Association and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, the standards require us to consider relevant rules and related interpretations prescribed by the Organization of Chartered Professional Accountants of British Columbia ("CPABC") and applicable legislation, covering such matters as:

- a) holding a financial interest, either directly or indirectly, in a client;
- b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- d) economic dependence on a client; and
- e) provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since July 6, 2023 the date of our last letter.

We are aware of the following relationships between the Association and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence. The following relationships represent matters that have occurred from April 1, 2023 to June 25, 2024.

We may provide assistance in the preparation of the financial statements, including adjusting journal entries.

These services may create a self-review threat to our independence. We, therefore, will ensure that the following safeguards are put in place:

- a) management creates the source data for all the accounting entries;
- b) management develops any underlying assumptions required with respect to the accounting treatment and measurement of the entries;
- c) management reviews and approves all journal entries proposed by us, as well as the financial statements; and
- d) someone other than the preparer reviews the proposed journal entries and financial statements.

Canadian generally accepted standards for audit engagements require that we confirm our independence to the proprietor in the context of the CPABC Code of Professional Conduct. Accordingly, we hereby confirm that we are independent with respect to the Association within the meaning of the CPABC Code of Professional Conduct as of June 25, 2024.

This report is intended solely for the use of management and others within the Association and should not be used for any other purpose.

Should you wish to discuss this matter with us further, please contact us at your earliest convenience. Thank you again for the opportunity of providing our services to your Association.

Yours truly,

JOHNSON ARCHER LLP

Per:

Leroy Van Spronsen, CPA, CGA*
Partner
*Incorporated Professional



Report Date: June 28, 2024
Meeting Date: July 16, 2024
From: Paul Thorkelsson, Chief Administrative Officer
Subject: July 2024 Management Report

Background

The July 2024 Management Report is presented for information.

Decision Requested

For information.

Discussion

CHIEF ADMINISTRATIVE OFFICER

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

Board Relations

- Attended the June 2024 Finance & Audit Committee, July 2024 Governance & Human Resources Committee (by proxy), and July 2024 special Board meetings.
- Continued the weekly meeting schedule with the UNA Chair.
- Held introductory 1-1 meeting with returning UBC representative on UNA Board – Holly Sheperd

Operations

- Continued planning for the upcoming 2024 UNA Board of Directors election and AGM.

Finance

- Supported ongoing discussions with Municipal Finance Association for UNA investment opportunities.

Programs and Services

- Supported the Neighbours Agreement Committee in its ongoing negotiations with UBC on the new Neighbours Agreement.
- Attended Local Government Managers Association conference in Victoria, BC.



- Supported ongoing work on a new childcare facility in development with UBC C+CP, UNA, and UBCPT.

Human Resources

- Supported and continued the handling of multiple internal HR matters.
- Continued preparation with external consultant on compensation review project – scheduled for Fall 2024.
- Reviewed and supported ongoing review of JD changes for Communications staff.

Community Relations

- Attended introductory meeting with UBC C+CP and EWS Staff.

COMMUNICATIONS

UNA Website

The Communications team and Operations team have worked with our web developers to find a suitable server setup that will upgrade the security and stability of our website. A separate report further addressing this topic is included in this meeting package.

Fall Program Guide

The Communications team is working with the Recreation team to produce the fall edition of the Program Guide. This includes the layout and design of content, ads, copy editing and production.

Neighbours Day Promotional Materials Planning

The Communications team and the Recreation team have started the planning of promotional campaign for Neighbours Day. So far, the event identity has been finalized and we are moving into branding all materials and promoting the event to potential vendors.

NCAP Communications Plan

The Communications Manager met with Operations team to discuss a communications plan as the UNA begins its work on their part of the Neighbourhood Climate Action Plan (NCAP). More updates on this will come in the following months.

The Campus Resident

The Campus Resident published its latest print issue online on July 4, 2024. The next issue will be an online issue for release on August 1, 2024. To read the latest issue, please visit thecampusresident.ca.

Online *UNA Guidebook* Launch

The online *UNA Guidebook* was launched along with an evergreen campaign to promote the resource that includes posters, flyers, digital ads, social media and small print collateral for the front desk to give away to new residents.

Others:

- Support for Operations team for signage and lawn signs.
- Support for the Recreation team for posters and event promotions.
- Continuing promotions for the UNA Card (Schedule F and F.1) and coordinating with MOA to include information about benefits on their website and physical signage.
- Continuing communications support for the UNA Community Field resurfacing.
- Finalized the content of the Services Levy information flyer.
- Coordinating with UBC on roadworks and traffic updates in and around the neighbourhoods.
- Finalizing content for a revamped 'Finance' section of the UNA website.
- Working on a report with metrics for the UNA website, UNA newsletter, and social media.
- Progressed on drafting the UNA's media relations policy and develop a framework for responding to and pitching stories to the media. A draft will go to management for review and then to the Board for approval in a future meeting.
- Progressed on a social media report for the Board to help with decisions on staffing and additional work. This is coming to the Board for review and discussion in a future meeting.

Staffing:

- Newspaper Editor and Social Media Specialist has requested an extended leave and is scheduled to return on July 22, 2024. The UNA thanks members of the Newspaper Editorial Committee for providing help and expertise while Emmanuel has been away.



RECREATION

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

- Completion of 2023-2024 performance review for all recreation staff.
- Booking and rental review
- Summer camp launch
- Canada Day celebrations
- GVRD pricing review

Board Follow Up

- UBC Athletics and Recreation
 - We have been working with UBC Athletics and Recreation on their fall and winter programming schedule.
 - UBC Athletics and Recreation will provide the UNA with statistics related to resident use of UBC recreation facilities statistics later this month.

FACILITIES

Total hours of operations for the community centres in June 2024:

	WCC	OBCC	Total
Building Hours	395	401	796
FD Staffing Hours	926.20	455.80	1382

Wesbrook and Old Barn Community Centres

Front Desk general services went smoothly as spring programs came to conclusion. Front Desk also provided support to events, room rentals and birthday parties.

Front Desk General Services (June)

	2022	2023	2024
Open Gym	236	279	118
Parent & Tot Drop in	110	280	268
Sports Drop in	52	42	613
Parking Permit Issued	105	164	75
New Clients	351	383	422

Parking Services

Issued UNA parking permits (June 1- June 30, 2024)



	Resident Parking Permit	Visitor Parking Permit	Day Pass	Total / Neighborhood
Wesbrook	12	9	30	51
Hampton	1	0	7	8
Hawthorn	0	0	16	16
Total	13	9	53	75

UNA Card & Registration

The number of new clients registered in the UNA system remain steady compared to what in the previous months.

	2022	2023	2024
New Clients	351	383	422
UNA Discount Enrollment	261	329	259
UBC/UTown Discount Enrollment	30	37	42

PROGRAMMING

Registration Updates

	Spring/Summer 2022	Spring/Summer 2023	Spring/Summer #s as of Jun 28, 2024
Programs Offered	428	485	456
Registered Participants	2752	3567	2805
Waitlist	349	381	320
Withdrawals	417	488	236

Category	Spring/Summer 2022	Spring/Summer 2023	Spring/Summer Revenue as of Jun 28, 2024
Physical Activity	\$86,007.03	\$120,544.69	\$119,919.36
Arts	\$48,040.83	\$64,155.15	\$55,827.06
Music	\$28,801.80	\$29,153.55	\$29,155.85



Education	\$22,546.40	\$28,666.25	\$30,819.23
Camps	\$115,809.72	\$138,387.30	\$77,854.10
Events	\$955.00	\$1,452.00	\$854.00
TOTAL	\$302,160.80	\$382,658.90	\$314,429.60

The total revenue for spring and summer as of June 28, 2024 is not final, because our camps and speciality programs have not concluded yet.

Highlight Programming – Current Season

- The Summer Adventure Camps have just started for the summer season, with nine weeks of camp total. Four camp leader staff were hired to run two camps each week (5-7 y/o and 8-11 y/o). A wide variety of camp activities take place every week such as arts and crafts, indoor gym games, outdoor field games, playground visits, nature walks, Splash Pad games, and more. Field trips fall on Fridays and campers get new learning experiences at locations such as the Beaty Diversity Museum, UBC Botanical Gardens, UBC Active Kids gym, and Pacific Spirit Park (to name a few). There is also a new camp theme each week, and the camp leaders have planned arts and crafts, games, and activities to correspond with each camp theme and field trip. Examples of camp themes this year include the Carnival, the Olympics, Under the Sea, Mission Impossible, and Space Exploration.
- The Spring Art Fair at the end of the season featured artworks from different art classes. Instructor Jennifer Kim's "Drawing and Painting" class, which had 11 participants, showed impressive skill growth among her students.
- Other highlights of the season include the "Chinese Folk Adult Dance" led by instructor Emily Li and the "Classic Indian Dance: Bharata Natyam," which featured separate groups for adults and children under the guidance of Vidya Kotamraju. Both dance groups participated in the Spring Art Fair. The Indian dance classes maintained consistent registration numbers throughout the season across both age groups, while the Chinese adult dance classes saw peak participation with 14 attendees each week on Tuesdays and Fridays.
- Derek Pang, piano instructor, showed his extended support during Spring Art Fair by taking care of all piano performances, cheering up youngest participants, and rolling piano in/out.

Highlight Programming – Upcoming season

- Active Kids: Girls Play basketball – Coming in fall 2024
 - Girls-only basketball program meant to address an inclusion gap identified by Active Kids Instructors
- Karate Kids | Martial Arts and Movements
 - Early-years introduction of Karate and martial arts to kids 4-6 years old



- Indoor Soccer/ Futsal
 - Adult indoor soccer
- Code, Control & Fly drones
 - New youth/children program by WIZE academy
- Dementia Support Circle- starting in September
 - New weekly program to support people living with dementia, their caregivers, family members and anyone interested in learning more about dementia.
- Group ukulele circle for preschoolers (age 3-5 y/o)/ Group piano for preschoolers (age 3-5 y/o) / Smart Start (age 0-3 y/o) / Drawing for preschoolers (age 3.5-5 y/o) – all early-years programs coming up in September
 - New art programs to expand early years children activity

Staffing

- Introducing Megan Atwater, Connected Communities Coordinator, who started on June 26. Megan is a recent UBC graduate with solid community-work and event planning experience. She is familiar with the UBC community and has done multiple co-op placements with UBC-related organizations including Campus & Community Planning. We are sad to have Elias Rieger leave us on July 9 to move to Montreal, but we are looking forward to having Megan join our team!
- It is bittersweet that I announce Linda Quamme's retirement. She has spent 9 dedicated years serving the community as a UNA employee from working as a front desk agent, Old Barn lead, to volunteer coordinator and, most recently, seniors program coordinator. Linda's last day of work is July 17.

Youth Coordinator – UBC – UTown

- Youth Leadership Program: The participants organized a Hollywood: Youth Dance on Saturday, June 22 from 7-9pm at OBCC. ~30 high school aged youth came out to dance along with our 9 YLP youth. There were free snacks, drinks, and music – everyone enjoyed the evening!

FITNESS

UNA Fitness Centre Attendance

Wesbrook Monthly Totals		Old Barn Monthly Totals	
Sunday Total	594	Sunday Total	78
Monday total	624	Monday total	71
Tuesday total	557	Tuesday total	59



Wednesday Total	543	Wednesday Total	543
Thursday total	539	Thursday total	539
Friday Total	529	Friday Total	529
Saturday total	523	Saturday total	523

Combined Monthly Totals	
Sunday Total	672
Monday total	695
Tuesday total	616
Wednesday Total	1086
Thursday total	1078
Friday Total	1058
Saturday total	1046

Wesbrook Community Centre - Membership Revenue

Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	18	\$685.80	53	\$2,523.86	26	\$1,485.64	97	\$4,695.30
1 Month Pass	31	\$1,181.10	84	\$4,000.08	15	\$857.10	130	\$6,038.28
3 Month Pass	4	\$419.08	25	\$2,857.25	4	\$571.44	33	\$3,847.77
6 Month Pass	0	\$-	6	\$1,257.12	0	\$-	6	\$1,257.12
Year Pass	1	\$333.33	3	\$1,142.85	0	\$-	4	\$1,476.18
Total	54	\$2,619.31	171	\$11,781.16	45	\$2,914.18	270	\$17,314.65

Old Barn Community Centre - Membership Revenue



Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	0	\$-	14	\$399.98	2	\$76.20	16	\$476.18
1 Month Pass	2	\$47.62	7	\$199.99	4	\$152.40	13	\$400.01
3 Month Pass	0	\$-	6	\$304.76	1	\$104.76	7	\$409.52
6 Month Pass	0	\$-	1	\$142.86	0	\$-	1	\$142.86
Year Pass	1	\$152.35	1	\$238.10	0	\$-	2	\$390.45
Total	3	\$199.97	29	\$1,285.69	7	\$333.36	39	\$1,819.02

Combined - Membership Revenue

Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	18	\$685.80	67	\$2,923.84	28	\$1,561.84	113	\$5,171.48
1 Month Pass	33	\$1,228.72	91	\$4,200.07	19	\$1,009.50	143	\$6,438.29
3 Month Pass	4	\$419.08	31	\$3,162.01	5	\$676.20	40	\$4,257.29
6 Month Pass	0	\$-	7	\$1,399.98	0	\$-	7	\$1,399.98
Year Pass	2	\$485.68	4	\$1,380.95	0	\$-	6	\$1,866.63
Total	57	\$2,819.28	200	\$13,066.85	52	\$3,247.54	309	\$19,133.67

June 2023 & June 2024 Membership & Revenue Comparisons

Month & Year	10 Punch Pass	1-Month Pass	3-Month Pass	6-Month Pass	1-Year Pass	TOTALS	VARIANCE
June 2023 Purchases	86	137	32	4	10	269	+40
June 2024 Purchases	113	143	40	7	6	309	



June 2023 Revenue	\$3790.52	\$6266.81	\$4762.06	\$838.08	\$2876.19	\$18533.66	+\$600.01
June 2024 Revenue	\$5,171.48	\$6438.28	\$4,257.29	\$1,399.98	\$1,866.63	\$19,133.67	

EVENTS

June Event Review

- Spring Art Fair
 - 2nd annual Spring Art Fair – Jun 15 from 11 a.m. - 2 p.m. @ WCC
 - Approx 300 attendees
 - Featured dance, piano, flute, and guitar performances from students taking UNA classes
 - Art Gallery from UNA classes of all ages from preschool to seniors: creative arts, manga, drawing & painting, Crafts with Ruta, Seniors art
 - Craft market with 27 local artisan vendors – first time hosting craft market and it was a big hit! It added a great atmosphere in the centre and we had many talented and unique artisans. We received positive feedback from the vendors that the market was well run and enjoyable.
 - Hands of Youth – youth-led organization running hands on craft session (painting and origami)
- Canada Day
 - July 1st from 11am-2pm
 - Approx. 600 attendees
 - Featured Community Art, vendor activations, live jazz from UBC Jazz Club, celebratory cake, bike parade, snack bar, and an exceedingly popular drop-in floor hockey.
 - UBC Security had a booth and offered support for the bike parade that went around the UNA neighbourhoods
 - Last year a cake of 160 pieces was bought, so we bought a cake with 300 pieces this year. No cake was left at the end of the day.
 - Each zone had extremely high engagement, and incredibly positive feedback was received from the community.

Upcoming Events

- Neighbours Day – Sep 7influence
 - Live Bad “B’Boon” 80’s Rock with a British Influence

Volunteers



- Canada Day – 28 volunteers
- Spring Art Fair – 25 volunteers

NEWCOMERS

June Event Review

- We had a Newcomers Committee meeting during the last week of June. We assigned the fourth weeks to our youth volunteers to have education topics for newcomers. The remaining three Saturdays are for adults and family topics

Upcoming Events

- Sep 14: Newcomer Welcoming Party. We need Supports from Communication team to have the presentation ready.
- UNA, community centres
- Membership at site
- Programs, Registration and scheduling
- Board and Voting
- UNA and UBC
- Volunteering in Canada and opportunities at UNA

BOOKINGS

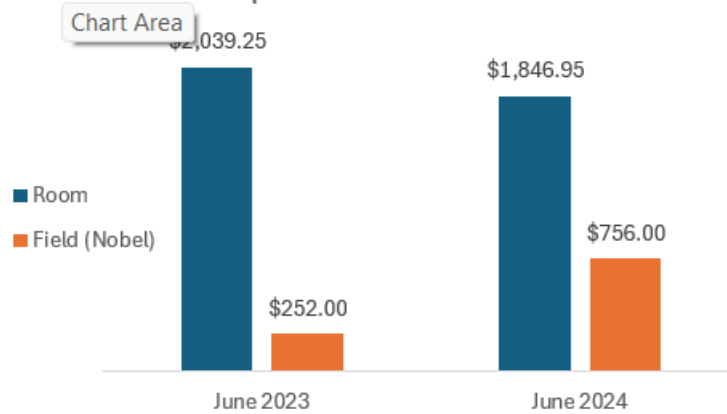
Bookings Report

- UNA Field is closed for maintenance from June 26 to August 18 approximately. Community and regular renters have been notified.
- YMCA is not running during the summer, which will allow more external bookings during this time in OBCC.
- No birthday parties during July as both Party Leader and Party Attendant resigned.
- We are currently in the hiring process for both positions. Interviews are to start in the first week of July. We received 18 resumes to fill both positions.

Rental Analysis

- Room rental decreased 9% in June 2024 compared to the same month last year. As UNA offerings have increased, room availability is limited.
- Nobel Field rental increased 200% in June 2024 compared to the same month last year. This is due to the UBC staff department's annual summer games.

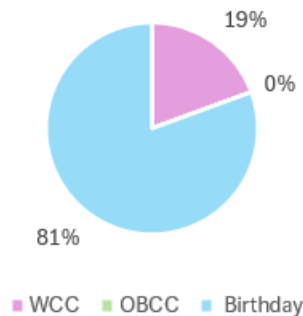
Comparative June 2023-2024



- Wesbrook Community continues to be the preferred location to host events, workshops, Strata meetings, and celebrations.
- June 2024 bookings by location are Wesbrook with a 91%, Old Barn with 9%, and UNA Birthday party package with a 0%, as currently UNA does not have staff to cover July birthday party requests.
- Bookings are a mixture of residents and non-residents.

WCC	\$	396.00	WCC	\$	1,689.45
OBCC	\$	-	OBCC	\$	157.50
Birthday	\$	1,643.25	Birthday		

Bookings by Location
June 2023

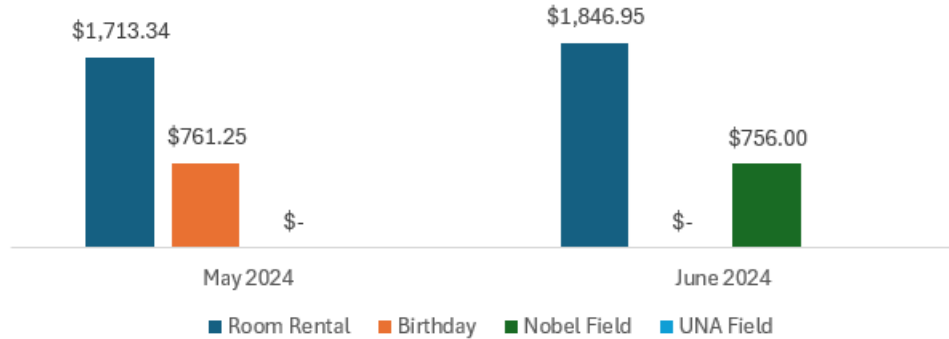


Booking by Location June
2024



- Room booking increased by 8% in comparison with the previous month – May 2024.
- There are no Field Bookings as it is closed for maintenance until mid-August.

Comparative May - June 2024 Rentals



- In June, we received 39 email requests for room and field bookings.
- We completed six (6) bookings for June, three (3) for July and one (1) for August.
- We could not complete 29 requests due to room availability or direct competition based on UNA Booking policy.

OPERATIONS + SUSTAINABILITY

OPERATIONS

Sidewalk Repair Work around Hampton and Westbrook Place

Phase 1 of the sidewalk repair project around the perimeter of Hampton and Westbrook Place (along 16th Ave) was completed in early-July.

The Operations team is currently working on Phase 2 of the project. Phase 2 is intended to address uneven sidewalk and tree roots issues along the Westbrook Mall sidewalk immediately south of Hampton Place. The Operations team is consulting an arborist to assess the current situation in order to further develop a repair plan that can address both the sidewalk safety issue and the impact of sidewalk repair work on nearby tree root systems.

Westbrook Community Field Replacement Project Update

The project officially started in the first week of July. The project is on schedule and expected to finish in the third week of August.

UNA Landscaping Map Development Update

The UNA office is working with UBC to develop a new set of landscaping maps that includes the UNA Landscape Management Plan’s landscaping service standards in all UNA areas.



UNA Dog Park Planning Update

The UNA office has begun the work with landscape architect team for the initial design and development of the future UNA dog park. The development is ongoing, and more information will be shared with the working group and the Board as they become available.

Walter Gage Road Safety Concern – Corus Building

The Operations team reached out to UBC to address an on-going safety concern from Corus Building related to the new 15-minute loading zone adjacent to the Corus's underground parkade exit.

The new 15-minute loading zone was developed with the intent to address a sightline issue. Unfortunately, the sightline issue persists as large service vehicles continue to occupy the spot, thus blocking sightline. UBC has advised the UNA that a further review will be arranged in hopes of addressing the issue.

Main Mall Greenway Phase 2 – Planning

The Operations team is working with Meridian Landscaping to plan out Phase 2 of the Main Mall Greenway project. Phase 2 of the project will focus on the east side of the Main Mall Greenway along Reflections. The project is progressing, and more information will be shared with Hawthorn residents as they become available.

UBC Emergency Portable Water Well Project

The objective of the Emergency Potable Water Well Project is to create access to potable water for emergency use only in high density locations on campus or in locations identified for emergency shelter. The area next to the Wesbrook Community Centre Childcare Facility is one of four well sites on campus that are being explored as potential locations for permanent water well infrastructure.

A test well will be set up on August 26-30 to test the water volume and quantity. The project is expected to not affect YMCA Childcare operations as the childcare facility is not operating during that test well drilling period.

SUSTAINABILITY

Neighbourhood Climate Action Plan (NCAP) Approval

The UBC Board of Governors has approved the NCAP, which sets the pathway to a climate resilient and net-zero community for UBC neighbourhoods. Active engagement with UNA community members throughout the process has been integral, with ongoing efforts focused on public updates and action tracking.

UBC x SEEDS Project Partnership: *Share, Reuse, Repair (SRR) – Assessing the desire for small-scale circularity initiatives in UBC Neighbourhoods*

The UNA has partnered with the SEEDS Sustainability Program to develop a research project that will seek to gauge UNA community desire for various Share, Reuse, Repair (SRR) initiatives to strategically guide UNA actions. Aligning with the NCAP goal to reduce per capita waste emissions by 30% below 2022 levels by 2035 through a transition to a circular economy supported by SRR, this project will help the UNA deliver tailored SRR initiatives to better promote and scale waste reduction practices and sustainable consumer behaviour.

The project goals will be to: (1) Identify the types of SRR initiatives that have been successful in similar contexts; (2) Identify UNA community desire for various SRR initiatives through interviews and surveys; (3) Identify community partners that can support scaling and development of UNA SRR initiatives.

Green Depot

Seed Lending Library Launch at the Green Depot

A Seed Lending Library is now available to all UNA members and Green Depot users. With generous seed donations from the UBC Farm and West Coast Seeds, the UNA Seed Lending Library offers a wide variety of free seeds to community members looking to grow their own food.

Canada Day: Free Item Table Pilot

On Canada Day, the Green Depot piloted a Free Item Table—where unwanted items in good condition from the Green Depot were placed outside for community members to take at no cost. This initiative was launched to promote sustainability by encouraging reuse, reducing waste, and fostering a community culture of sharing instead of discarding. Following the success of the initiative, the UNA is now working to build capacity to host regular Free Item Tables on a weekly basis.

FINANCE

Annual Audit

Our annual audit was completed at the end of June and representatives from Johnsen Archer LLP met with the Finance & Audit Committee to present the audit results and discuss the findings. One adjustment was made, so the financial results presented to the Board in June should be slightly different than the audited results.

Neighbours Levy 2024:

UBC Finance has been working with the UNA over the past months to finalize the 2024 Neighbours Levy notice format and layout. All the 2024 Services Levy notices were mailed out at the beginning of July. The total Neighbours Levy for 2024 is \$9,763,652 and the total neighbourhood assessments are \$7,512,975,900. The UNA projected \$9,650,000 for the Neighbours' Levy for fiscal 2024/25 and the actual amount equates to 1.2% positive difference (\$113,652) between the projected and actual. This difference will be adjusted at our quarter three levy installment invoice to UBC and there is a separate report contained in this meeting package.

Financial Implications

None.

Operational Implications

None.

Strategic Objective

None.

Attachments

None.

Concurrence

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

Respectfully submitted,





UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

Paul Thorkelsson
Chief Administrative Officer



Report Date: July 9, 2024
Meeting Date: July 16, 2024
From: Athena Koon, Finance Manager
Subject: FY2024/25 Neighbours Levy Assessment

Background

The UNA bills UBC for amounts to fund operations, which come from Neighbours Fund. The Neighbours Levy is not a fixed budget amount; it is contained within the budget as a projected amount.

For 2024, the actual Neighbours Levy is approximately \$9,763,652, which is \$113,652 (+1.2%) higher than the projected amount.

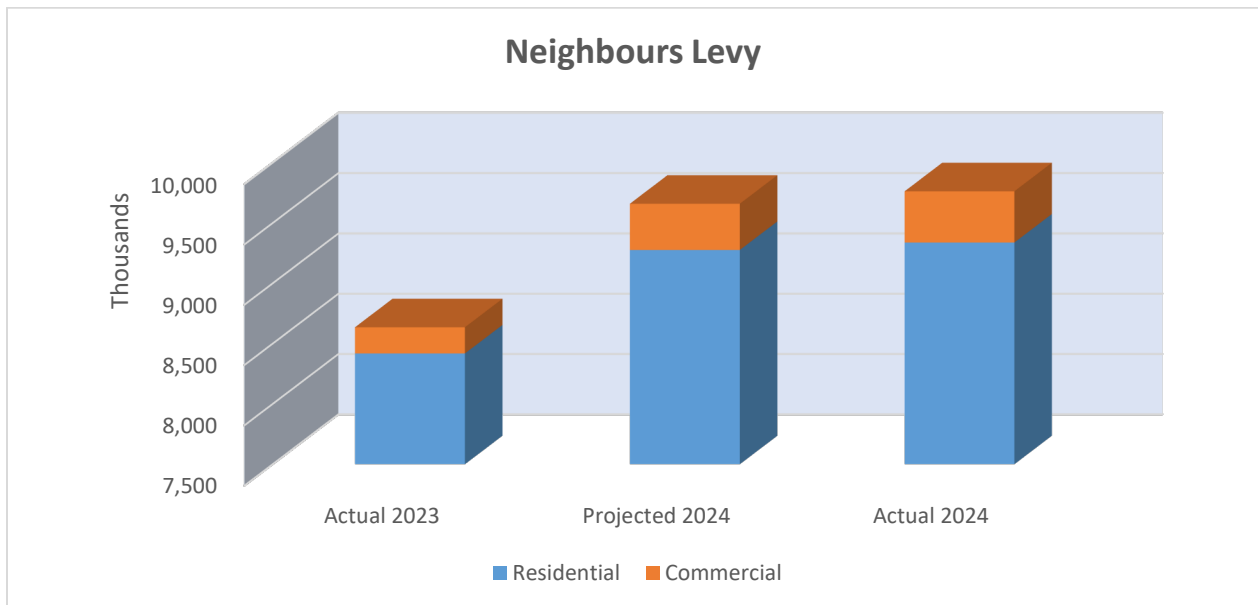
Decision Requested

For information.

Discussion

Neighbours Levy

The latest Neighbours Levy information provided by UBC is as follows:





	Actual 2023	Projected 2024	Actual 2024	Changes to Projection	%
Rate					
Residential	1.19	1.27	1.27	0.0	0%
Commercial	2.32	4.09	3.21	-0.9	-22%
Assessments					
Residential	7,074,613,600	7,304,849,653	7,380,609,900	75,760,247	1%
Commercial	93,703,000	93,703,000	132,366,000	38,663,000	41%
Total Levies (SL, GMSL)	\$ 8,625,731	\$ 9,650,000	\$ 9,763,652	\$ 113,652	1.2%

Financial Impact

The net difference after all the reserve contributions and mandatory withdrawals is \$106,647, which is close to 1.9% higher than our projected total anticipated in our 2024/25 annual budget. The UNA bills UBC for amounts to fund operations on a quarterly basis. The billings for the first and second quarter of the fiscal year are typically based on the projected amounts. The actual Neighbours Levy collected, and all the other adjustments will be done in quarter three or later.

Financial Implications

The FY2024/25 budget for the Neighbours Levy will have a \$106,647 increase than originally projected.

Operational Implications

None.

Strategic Objective

None.

Attachments

None.



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

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 black ink, appearing to read 'Paul Thorkelsson', written in a cursive style.

Paul Thorkelsson
Chief Administrative Officer



Report Date: July 9, 2024
Meeting Date: July 16, 2024
From: Glenda Ollero, Communications Manager
Subject: Website Server Upgrade Report

Background

In the past few months, the Communications team and the Operations team have been investigating options for upgrading the server that hosts the UNA’s website. This has been prompted by multiple incidents of the server crashing during high-traffic times, particularly during recreation program registration day when the influx of visitors rushing to register for classes can cause the site to crash.

The options identified to solve the issue result in unbudgeted costs that require the authorization of the UNA Board.

Decision Requested

THAT the Board approve the allocation of amounts from the UNA’s unrestricted fund to fund the costs of upgrading the UNA’s website server for the fiscal year 2024/25, as outlined in Option 1.

Discussion

In 2019, after investigating several options for website developers, the UNA signed on with Kimbo Design Inc. to rebuild the UNA website from the ground up. This was done with a particular focus on creating custom mechanisms that will connect the website to our recreation program management platform, Xplor (formerly PerfectMind), so that it can auto-populate content from Xplor to key areas on the UNA website.

Through the years, we have added more functionalities to the website, including the urgent addition of online registration functionalities that were crucial for the UNA during COVID-19. The growing number of functionalities contribute to the increasing site load, and has, over time, started causing disruptions to website services.

The primary causes of the website issues are the growth in our recreation programming and the overlap between program seasons that require the website to carry two seasons worth of content. The website was originally built to carry only one season’s worth of content at a time, with the previous season’s content dropping off as the next began. While season overlaps only occur for a few weeks, it is during that brief period that the start of registration for the new season is scheduled. The influx of users during



the first day of registration, in addition to the two-season load, causes slow load times and, during peak times, critical failure (site crash).

Several strategies have been recommended and deployed by the website developers and the Communications Team, with varying levels of temporary success. These include optimizing photos, deploying a duplicate cache of Xplor content that only refreshes once a day, improving the application programming interface (API) and coordinating with Xplor to see if they could assist us in creating a more efficient API (not possible at this time, as per Xplor representatives).

The hiring of an IT Specialist gave the UNA the benefit of having in-house expertise that allowed us to identify options that were not explored/recommended previously. This includes a hardware upgrade of the main server and the addition of a redundancy server that would run parallel to the main server. In the event that the main server fails, the redundancy server would take over seamlessly.

The upgrade is significantly more stable and more robust than the UNA’s current server setup and will result in close to zero downtime for the UNA website, no lagging load times, and the capacity to add more features in the future. The upgraded server setup will also be robust enough to host and maintain *The Campus Resident* website which is currently hosted separately.

With fall registration scheduled on August 19, it is critical for the UNA to carry out this upgrade otherwise risk another website crash.

UNA staff have worked with our web developer partner and have identified a local Canadian hosting company able to provide quality web solutions and a higher level of customer support than our previous server provider. Please see below three options:

Option 1 (Recommended)

This is staff’s recommended option.

This option provides higher server specifications for both the main server and redundancy server with the main server based in Vancouver and the redundancy server based in Toronto (separate locations are ideal because it less likely that both servers would be down at the same time). It also includes a hosting management package that will provide a higher level of support, proactively monitor website performance and mitigate issues.

DETAILS	EST. COST
Main Server (Vancouver Location) 2x Xeon Processor 784 vCPU, 125GB RAM, 2x 4TB SSD [RAID 1], VMware	\$1,040/month
Redundancy Server (Toronto Location) Custom High Volume VPS SAFE Level 1 (8 vCPU, 16GB RAM, 250GB SSD)	\$420/month



Hosting Management 24/7 proactive support and troubleshooting to anticipate and mitigate potential issues, complete around the clock server monitoring, weekly patching, weekly security updates, daily server backups, weekly website backups with dedicated backup storage	\$975/month
Cost per Month	\$2,435/month
Cost per Year	\$29,220/year
Current UNA and TCR Website Hosting Cost per Year	\$5,375/year
Additional Cost per Year Cost per Year - Current Costs per Year	\$23,845/year
One-time Set-up Fee (Capital Cost)	\$6,375
Unbudgeted Pro-rated Total for Fiscal Year 2024-2025 Pro-rated to eight months (August to March) minus current server costs pro-rated to eight months plus the one-time set-up fee	\$22,271.67

Option 2

This option provides the UNA with its own private cloud built on three nodes (or computers) supported by a storage virtualization software (VMware) that aggregates local and direct-attached data storage devices. Each node will serve as a back-up for the websites, however, since this cloud set-up will be in one location, the UNA Team recommends a redundancy server in a separate location. This option also includes a hosting management package that will provide a higher level of support, proactively monitor website performance and mitigate issues.

DETAILS	EST. COST
Custom 3-Node Private Cloud, each node includes *2x Intel Xeon E5-2620CPU, 64 GB RAM, 2x 240 GB SSD (RAID 1), VMWare License	\$990/node /month
5TB VMware vSAN Standard	\$400/month
Redundancy Server (Toronto) Custom High Volume VPS SAFE Level 1 (8 vCPU, 16GB RAM, 250GB SSD)	\$420/month
Hosting Management 24/7 proactive support and troubleshooting to anticipate and mitigate potential issues, complete around the clock server monitoring, weekly patching, weekly security updates, daily server backups, weekly website backups with dedicated backup storage	\$525/month
Cost per Month	\$4,315/month
Cost per Year	\$51,780/year
Current UNA and TCR Website Hosting Cost per Year	\$5,375/year
Additional Cost per Year Cost per Year - Current Costs per Year	\$46,405/year
One-time Set-up Fee (Capital Cost)	\$6,375



Unbudgeted Pro-rated Total for Fiscal Year 2024-2025 Pro-rated to eight months (August to March) minus current server costs pro-rated to eight months plus the one-time set-up fee	\$37,311.67
--	-------------

Option 3

This option is similar to Option 2 but with higher specs for the private cloud.

DETAILS	EST. COST
Custom 3-Node Private Cloud, each node includes *2x Intel Xeon E5-2620CPU, 128 GB RAM, 2x 240 GB SSD (RAID 1), VMWare License	\$1090/node /month
5TB VMware vSAN Standard (Recommended)	\$400/month
Redundancy Server (Toronto) Custom High Volume VPS SAFE Level 1 (8 vCPU, 16GB RAM, 250GB SSD)	\$420/month
Hosting Management 24/7 proactive support and troubleshooting to anticipate and mitigate potential issues, complete around the clock server monitoring, weekly patching, weekly security updates, daily server backups, weekly website backups with dedicated backup storage	\$525/month
Cost per Month	\$4,615/month
Cost per Year	\$55,380/year
Current UNA and TCR Website Hosting Cost per Year	\$5,375/year
Additional Cost per Year Cost per Year - Current Costs per Year	\$50,005/year
One-time Set-up Fee (Capital Cost)	\$6,375
Unbudgeted Pro-rated Total for Fiscal Year 2024-2025 Pro-rated to eight months (August to March) minus current server costs pro-rated to eight months plus the one-time set-up fee	\$39,711.67

Financial Implications

	Option 1	Option 2	Option 3
Cost per Month	\$2,435/month	\$4,315/month	\$4,615/month
Cost per Year	\$29,220/year	\$51,780/year	\$55,380/year
Current Costs per Year	\$5,375/year	\$5,375/year	\$5,375/year
Additional Cost per Year	\$23,845/year	\$46,405/year	\$50,005/year
One-time Set-up Fee	\$6,375	\$6,375	\$6,375
Unbudgeted Pro-rated Total for Fiscal Year 2024-2025	\$22,271.67	\$37,311.67	\$39,711.67



Since the costs of this upgrade were not budgeted in the FY2024/25 UNA operational and capital budgets, staff propose that the unbudgeted pro-rated costs be funded this fiscal year by the UNA’s unrestricted fund (also referred to as the unrestricted net assets). Based on the FY2023/24 draft audited financial statements, the balance of the UNA’s unrestricted fund is \$1,066,228.

The aforementioned options involve recurring costs to maintain the upgraded server. Those costs would have to be budgeted in the UNA’s budgets for subsequent fiscal years.

Operational Implications

Upgrading the UNA website’s server set-up will take two weeks of work and testing by our web developer partner and some work for testing by the UNA Communications team and Operations team. An upgraded server that will ensure faster loading speeds and zero down time will alleviate work from the front desk team in terms of in-person and by-phone registrations during registration day. It will ensure ease-of-use for customers and reduce complaints and negative feedback which will alleviate customer support workload of front desk team and managers.

Strategic Objective

Organizational Capacity


Attachments

- 1. Letter of Engagement: UNA TCR Server Upgrade and Migration

Concurrence

- 1. Athena Koon, Finance Manager
- 2. Wegland Sit, Operations Manager

Respectfully submitted,



Glenda Ollero
Communications Manager



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

A handwritten signature in black ink, appearing to read 'Paul Thorkelsson', is written over a horizontal line.

Paul Thorkelsson
Chief Administrative Officer

The University Neighbourhoods Association (UNA) & The Campus Resident

Hosting Upgrade
& Migration of Websites
Letter of Engagement

July 9, 2024

KIMBO Design
1251 – 409 Granville Street
Vancouver, BC V6C 1T2
Phone: (604) 738-6448
Email: kim@kimbodesign.ca

Project Understanding

The University Neighbourhoods Association (UNA) website has grown and continues to do so. As such, server resources need to be increased to accommodate this usage. The existing Azure hosting is no longer appropriate for the website's functionalities.

Microsoft support for Azure has thus far proven to be inadequate with lack of responsibility and culpability. While Azure certainly has its strong points, we feel that the UNA will be better served by a local Canadian hosting company with a long and rich history of providing web solutions with exceptional quality and support. KIMBO will migrate to Canadian Web Hosting and work with their support team to ensure proper hosting management and growth monitoring.

UNA would also like to host another WordPress website, TheCampusResident.ca, on the same server.

Option #1

Details	Estimated Cost
Main Server (Vancouver Location) 2x Xeon Processor 784 vCPU, 125GB RAM, 2x 4TB SSD [RAID 1], vMware	\$1,040/Monthly
Redundancy Server (Toronto Location) Custom High Volume VPS SAFE Level 1 (8 vCPU, 16GB RAM, 250GB SSD	\$420/Monthly
Hosting Management, 24/7 Support – proactive support and troubleshooting to anticipate and mitigate potential issues, Complete Around the Clock Server Monitoring (24/7) – weekly patching, weekly security updates, daily server backups, weekly website backups with dedicated backup storage	\$975/Monthly
TOTAL MONTHLY COST	\$2,435

**Alternative solution only use Azure for redundancy.*

Option #2 – VMware Dedicated Server

Details	Estimated Cost
Custom 3-Node Private Cloud, each node includes *2x Intel Xeon E5-2620CPU, 64 GB RAM, 2x 240 GB SSD (RAID 1), VMWare License	\$990 per node / Monthly
5TB VMware vSAN standard (Recommended)	\$400/Monthly
Redundancy Server (Toronto): Custom High Volume VPS SAFE Level 1 (8 vCPU, 16GB RAM, 250GB SSD)	\$420/Monthly
Hosting Management, 24/7 Support – proactive support and troubleshooting to anticipate and mitigate potential issues, Complete Around the Clock Server Monitoring (24/7) – weekly patching, weekly security updates, daily server backups, weekly website backups with dedicated backup storage	\$525/Monthly
TOTAL COST	\$4,315.00

Option #3 – VMware Dedicated Server

Details	Estimated Cost
Custom 3-Node Private Cloud, each node includes *2x Intel Xeon E5-2620CPU, 128 GB RAM, 2x 240 GB SSD (RAID 1), VMWare License	\$1090 per note / Monthly
5TB VMware vSAN standard (Recommended)	\$400/Monthly
Redundancy Server (Toronto): Custom High Volume VPS SAFE Level 1 (8 vCPU, 16GB RAM, 250GB SSD)	\$420/Monthly
Hosting Management, 24/7 Support – proactive support and troubleshooting to anticipate and mitigate potential issues, Complete Around the Clock Server Monitoring (24/7) – weekly patching, weekly security updates, daily server backups, weekly website backups with dedicated backup storage	\$525/Monthly
TOTAL MONTHLY COST	\$4,615.00

**We can deploy a 2-node cluster however vSAN requires a 3 nodes. To use 2 nodes requires a SAN. We strongly recommend 3-nodes for optimal HA.*

** 64 vCPU per node in a single CPU is available but would require another quote for the Intel Xeon Gold 6338 Processor, Intel Xeon Gold 6430 Processor, Intel Xeon® Platinum 8358 Processor. We could deploy the nodes with 2 x CPUs that have 32 vCPU also to make up a total of 64 vCPU a node*

Migration of Websites - Cost & Timeline

Deliverables	Estimated Cost	Project Timeline
<p>Migration of 2 websites and setup on server</p> <ul style="list-style-type: none"> • Planning • Backup • Set Up the New Environment • Transfer Files and Data • Testing • Domain and DNS Configuration • Final Checks and Go-Live • Post-Migration Review <p>Continuous Monitoring: Load testing Dev/IT Resource/PM Resources</p>	\$6,375	Two weeks after approval

*Set Up and Configure Azure Environment add-on \$2,000

Additional: WP Plug-in and Licenses, SSL, CPanel

Payment Terms: Terms for project costs for all other services are 100% of the fees due upon signing of the contract. If specifics are required beyond the original agreed-upon scope of work, additional fees will apply. **Hourly rate: 175**

Client Service: We will ensure deadlines are met, and the translation of deliverables between the client and creative team is seamless. All our writing/design/development services are completed in-house, and we are available to assist you via phone or email.

Signed by Client agreeing to above terms: _____ Date: _____

On behalf of KIMBO Design:



Date: July 9, 2024



Report Date: June 19, 2024
Meeting Date: July 16, 2024
From: Athena Koon, Finance Manager
Subject: Appointment of Auditor Report

Background

Pursuant to the UNA Bylaws and the *Societies Act*, the UNA is required to appoint an auditor at each annual general meeting to hold office until the close of the next annual general meeting.

This report details a recommendation to seek approval at the 2024 Annual General Meeting for the appointment of Johnsen Archer LLP as auditor until the subsequent annual general meeting.

Decision Requested

THAT the Board seek approval at the 2024 Annual General Meeting for the appointment of Johnsen Archer LLP as auditor until the close of the subsequent annual general meeting.

Discussion

The UNA Bylaws, the Neighbours Agreement 2020, and the *Societies Act* require that the UNA retain an auditor. The UNA is also required to appoint an auditor at each annual general meeting for a term ending at the close of the next annual general meeting.

The Finance & Audit Committee and staff recommend the appointment of Johnsen Archer LLP as the UNA's auditor for another term. Johnsen Archer LLP has been the UNA's auditor for a number of years, and they are familiar with the unique structure and context of the UNA. In addition, their proposed price is competitive based on the scale of the work provided in the market. An appointment of a different auditor is not required nor recommended at this time.

A copy of Johnsen Archer LLP's engagement proposal for the financial statement audit of the 2024/25 fiscal year is attached to this report.



Financial Implications

The estimated costs for the financial statement audit of FY2024/25 are \$20,560.

Operational Implications

None.

Strategic Objective

Organizational Capacity

Governance

Attachments

- 1. Johnsen Archer LLP Engagement Proposal – 2023-25

Concurrence

None.

Respectfully submitted,

Athena Koon
Finance Manager

Paul Thorkelsson
Chief Administrative Officer



TAXATION • ACCOUNTING • ASSURANCE

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UNIVERSITY NEIGHBOURHOODS ASSOCIATION

Engagement Proposal

For the fiscal year-ends March 31, 2023, 2024, and 2025

300 - 7485 130TH STREET, SURREY, BC, CANADA V3W 1H8 • TEL 604.501.2822 FAX 604.501.2832
WWW.JOHNSENARCHER.CA



TABLE OF CONTENTS

	Page
1. JOHNSEN ARCHER LLP	3
A. Firm Profile	
B. Services Provided and Experience	
2. ENGAGEMENT STAFF	4
3. ENGAGEMENT STRATEGY	5
A. Planning	
B. Execution	
C. Finalization	
4. PROPOSED FEES	6

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 forty 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. Leroy Van Spronsen (Assurance and Accounting Partner) and Prabh Toor (Assurance and Accounting Senior 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:

Leroy Van Spronsen, CPA, CGA – Partner, Assurance and Accounting

Leroy is the Partner overseeing risk management for our firm's accounting and audit practices. Leroy has spent his career in public practice offering accounting, assurance, taxation, and business advisory services to privately held, owner-managed enterprises and not-for-profit organizations (“NPOs”) of all sizes. Over the years, Leroy has served on many boards and currently serves on the board of directors for Affordable Housing Societies and at the church he attends.

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 NPOs. She often presents financial statements and audit reports to clients' finance and audit committees. 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 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 partners are billed at \$500 to \$550 per hour. Disbursements and 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 GST:

Financial Statement Audit		
Fiscal Year Ended	Professional Fees	Expenses
March 31, 2023	\$17,000	\$160
March 31, 2024	\$18,550	\$160
March 31, 2025	\$20,400	\$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: July 8, 2024
Meeting Date: July 16, 2024
From: Athena Koon, Finance Manager
Subject: UNA Investment Strategy

Background

Effective management of reserve money and excess cash is important to the operational efficiency of the University Neighbourhoods Association (UNA). With the reserve and excess cash investments all reaching maturity in June, this report outlines key factors to consider when making investment decisions for these funds and ensuring that they align with the UNA’s financial goals and risk tolerance.

Decision Requested

THAT the Board direct staff to make the following investments:

- \$500,000 in a two-year term GIC, and
- \$1.6m in a one-year term cashable GIC.

Discussion

The following three pools of money require direction from the Board to invest:

Community Field Replacement Reserve	\$435,659
Capital Reserve	\$1,144,214
Excess Cash	\$500,000

Calculation of Excess Cash Available:

Cash Balance as of March 2024	\$2,458,132	
Term Deposit	\$906,245	
Total Cash Available		\$3,364,377
Less: Cash Restricted for Reserve:		



Community Field Replacement Reserve	\$435,659	
Capital Reserve	<u>\$1,144,214</u>	
		-\$1,579,873
Less: Cash Already Committed to Operations:		
Accounts Payable	\$526,461	
Amount Received but Not Yet Earned	\$476,311	
Amount Budgeted for Capital Spending	<u>\$190,200</u>	
Total Cash Already Committed		-\$1,192,972
Excess Cash Available		\$591,532

Based on the above calculation, we have about \$591K excess cash. However, we are only proposing to invest \$500K in order to leave some room for contingency purposes.

Investment Objectives for Reserve Money and Excess Cash:

Setting objectives will help define the reason for our investments. We have set a few investment objectives:

- Capital Preservation: Ensure the principal amount is protected from loss.
- Yield: Achieve a reasonable return on investments without compromising safety and liquidity.
- Minimize administrative costs.

Key Considerations:

Investing reserve money and excess cash require a balanced approach that prioritizes capital preservation and reasonable returns. The UNA can consider the following:

Risk Tolerance



- Low Risk for Reserves: Reserve funds should be invested in low-risk instruments to ensure capital preservation.
- Moderate Risk for Excess Cash: Excess cash can tolerate slightly higher risk to achieve better returns, given it is not immediately required for operational purposes.

Return Objectives

- Stable Returns for Reserves: Prioritize stability and predictability of returns over high yield.
- Higher Returns for Excess Cash: Aim for a balance between risk and return to maximize growth potential.

Type of Investments

Guaranteed Investment Certificates (GICs) are normally what the UNA invests in, because there is minimal risk to the principal and a guaranteed interest return. As of 2024, the investment environment has been shaped by various economic factors, including central bank policies, inflation rates, and market volatility. The Bank of Canada’s recent monetary policy decisions, including interest rate adjustments, have had a significant impact on the fixed-income market. However, at this point, the interest rate is still considered strong and GICs are still a good investment option.

The latest GIC rates offered by RBC are as follows:

6-month	1-year (cashable)	1-year	2-year	3-year	4-year	5-year
4.60%	4.10%	4.50%	4.33%	4.23%	4.22%	4.29%

We have also reached out to the Municipal Finance Authority of British Columbia (MFA). MFA’s primary goal is to help local governments obtain financing at competitive rates through pooled borrowing. This pooled approach allows municipalities to access capital markets with greater efficiency and lower costs.

They have two separate investment programs, summarized as follows:

- Pooled High Interest Savings Accounts (PHISA) program – offers a High Interest Savings account option through 3 banks (Scotiabank, CIBC and National Bank). MFA would open an account(s) in trust for the UNA through the bank. Once opened, UNA staff would establish its own users to access the banking platforms and move money in and out of the accounts; MFA staff have no access to money

movement in these accounts. The PHISA platform is distinct from the other pooled funds that MFA offers.

- Pooled Investment Funds (PIF) Program – MFA offers 7 distinct investment funds tailor-made for local governments (included in the attachment for further details). These Funds are managed by the MFA appointed Fund Managers (PH&N Institutional, a division of RBC Global Asset Management) and then, CIBC Mellon acts as the Custodian and Recordkeeper for the Funds.

Since the rate offered by MFA is relatively comparable to RBC's and the options are secured, the UNA can consider putting aside some of the money to invest with the MFA to slightly diversify the UNA's financial portfolio instead of keeping all the money with RBC.

Both GICs and MFA investments have their merits and limitations. However, considering the UNA's likely need for a balance of capital preservation and adequate returns, the following recommendations are made:

Community Field Replacement Reserve

A GIC was bought for this reserve two years ago and it just reached maturity in June. Since this reserve will empty out in the short-term due to the field replacement project, we recommend putting aside this investment to cashable GICs to yield higher interest for now. This will allow the liquidity of the money to be used in short term, estimated in a few months.

Capital Reserve

Staff recommend moving this reserve to the MFA program. Since there are no major capital projects anticipated for the near future, we can divide this reserve and put a portion of the money to a fund (\$0.7M to the Money Market Fund) and a portion (balance of the reserve) to the PHISA to yield higher interest. We can also keep all or part of the money in RBC and use the same investment strategy.

If the Board is interested in exploring options to move the Capital Reserve to MFA, we can put the money to a short-term GIC for now and we will invite a representative from MFA to attend a future Finance & Audit Committee meeting to discuss the idea further.

Excess Cash

We can keep the excess cash in RBC to invest in a short-term GIC.

By adopting a diversified investment strategy that includes both GICs and MFA funds, the UNA can achieve a prudent balance of security, returns, and liquidity. A periodic review can be done to see if the current investment strategy should be revised to adapt to changing market conditions and financial needs.

Financial Implications

None.

Operational Implications

None.

Strategic Objective

Governance

Attachments

1. MFA Suite of Pooled Investment Funds


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 black ink, appearing to read 'Paul Thorkelsson', written over a horizontal line.

Paul Thorkelsson
Chief Administrative Officer






**Municipal Finance
Authority of BC**

MFA's Suite of Pooled Investment Funds

Your Partner in Finance

mfa.bc.ca



	Pooled High Interest Savings Accounts 	Money Market Fund	Government Focused Ultra-short Bond Fund  
<i>Key Features</i>	<p>Best for soon needed funds.</p> <p>Balances favourable interest rates and liquidity.</p> <p>Monies held with Domestic Systemically Important Banks.</p> <p>✓ Favourable deposit rates negotiated by MFA</p> <p>✓ Monthly Interest</p>	<p>This Fund is suited for Investors who must maintain adequate liquidity, while benefitting from asset diversification.</p> <p>This Fund holds a portfolio of very short-term securities, focused on high-quality corporates.</p> <p>The Fund seeks a yield advantage through active market and credit analysis.</p> <p>✓ Monthly distributions</p>	<p>The main objective of this Fund is to provide safety and liquidity.</p> <p>This Fund maintains a bias towards safe and favourable Federal and Provincial Securities, holdings may include up to 25% Big 6 Bank debt securities.</p> <p>Securities acquired for the Fund may have a maximum maturity of 2 years.</p> <p>This Fund does not invest in non-bank corporates.</p> <p>✓ Monthly distributions</p>
<i>Suggested Investment Time Horizon</i>	0 – 12 months	0 – 24 months	0 – 24 months
<i>Trailing 12-month Total Return</i> * ‡	N/A	5.23%	4.44%
<i>Current Yield</i> †	5.30% - 5.35% ‡ §	5.15%	4.59%
<i>Total Annual Fees</i>	3 bps	12.5 bps	12.5 bps

Management and composition of Funds subject to MFA's Pooled Investment Funds Investment Policies, Objectives, and Guidelines Agreement with Fund Manager(s).

|| Call MFA for details.

* Trailing 12-month Total Return equal to change in NAV value plus distributions over the past 365 days to April 30, 2024; past performance does not guarantee future performance.




† Before fees; yields as at June 7, 2024.

‡ Net of fees and expenses. § rates as of June 7, 2024.

FFF refers to **Fossil Fuel Free** defined here as (1) Funds which exclude investments issued by companies directly involved in extracting, processing, or transporting coal, oil or natural gas; and (2) Savings Accounts offered by financial institutions.

ESG integrated refers to the ongoing consideration of ESG factors within an investment analysis and decision-making process with the aim to improve risk-adjusted returns.



	 Short-term Bond Fund	 Fossil Fuel Free Short-term Bond Fund	 Pooled Mortgage Fund
<i>Key Features</i>	<p>Designed for Investors with a 2 to 5 year investment horizon as the Fund maintains a longer duration versus the MM and Ultra-short Funds.</p> <p>This Fund provides instant diversification through a broad asset mix of high-quality government and corporate securities.</p> <p>The Fund seeks a yield advantage through active market and credit analysis.</p> <p>✓ <i>Monthly distributions</i></p>	<p>This Fund is benchmarked against the same index as the ST Bond Fund, however screens-out companies involved in the extraction, processing and transportation of coal, oil, and natural gas.</p> <p>Designed for Investors with a 2 to 5 year investment horizon.</p> <p>This Fund provides instant diversification through a broad asset mix of high-quality government and corporate securities.</p> <p>The Fund seeks a yield advantage through active market and credit analysis.</p>	<p>This Fund is designed to provide asset class diversification for local government investment portfolios. Best suited for cash not needed for 3+ years.</p> <p>The Fund invests in high-quality 1st mortgages on Canadian income producing commercial properties – such as retail, multi-residential, office and industrial.</p> <p>✓ <i>Minimum 1.25x CF coverage</i></p> <p>✓ <i>Maximum 75% Loan-to-value</i></p>
<i>Suggested Investment Time Horizon</i>	2 – 5 years	2 – 5 years	3 years + (redemption restrictions may apply)
<i>Trailing 12-month Total Return</i> * ‡	2.52%	2.43%	3.60%
<i>Current Yield</i> †	4.26%	4.27%	5.47%
<i>Total Annual Fees</i>	20 bps	20 bps	25 bps

Management and composition of Funds subject to MFA's Pooled Investment Funds Investment Policies, Objectives, and Guidelines Agreement with Fund Manager(s).

* Trailing 12-month Total Return equal to change in NAV value plus distributions over the past 365 days to April 30, 2024; past performance does not guarantee future performance.

† Before fees; yields as at Jun 7, 2024.

‡ Net of fees and expenses.

FFF refers to Fossil Fuel Free defined here as (1) Funds which exclude investments issued by companies directly involved in extracting, processing, or transporting coal, oil or natural gas; and (2) Savings Accounts offered by financial institutions.

ESG integrated refers to the ongoing consideration of ESG factors within an investment analysis and decision-making process with the aim to improve risk-adjusted returns.



	 Fossil Fuel Free Diversified Multi-asset Class Fund	 Diversified Multi-asset Class Fund
<i>Key Features</i>	<p>Designed to invest capital in only fossil fuel free securities over the long-term and grow at a rate that exceeds inflation by 3.5%, while minimizing risk through asset class selection and diversification.</p> <p>The Fund will be broadly invested in Fixed Income (30%) and Equities (70%) [⌘].</p> <ul style="list-style-type: none"> ✓ <i>Preserve long-term purchasing power</i> ✓ <i>Global Diversification</i> ✓ <i>Gain exposure to professionally managed growth assets</i> 	<p>Designed to invest capital over the long-term and grow at a rate that exceeds inflation by 3.5%, while minimizing risk through asset class selection and diversification.</p> <p>The Fund will be broadly invested in Fixed Income (25%), Equities (60%), and Alternative investments (15%) [⌘].</p> <ul style="list-style-type: none"> ✓ <i>Preserve long-term purchasing power</i> ✓ <i>Alternative Investments at very attractive pricing</i> ✓ <i>Gain exposure to professionally managed growth assets</i>
<i>Suggested Investment Time Horizon</i>	10 years + (redemption restrictions may apply)	10 years + (redemption restrictions may apply)
<i>Trailing 12-month Total Return * ‡</i>	N/A	8.50%
<i>Current Yield †</i>	◇	◇
<i>Total Annual Fees</i>	33 bps	33 bps

Management and composition of Funds subject to MFA's Pooled Investment Funds Investment Policies, Objectives, and Guidelines Agreement with Fund Manager(s).

* Trailing 12-month Total Return equal to change in NAV value plus distributions over the past 365 days to April 30, 2024; past performance does not guarantee future performance.

‡ Net of fees and expenses.

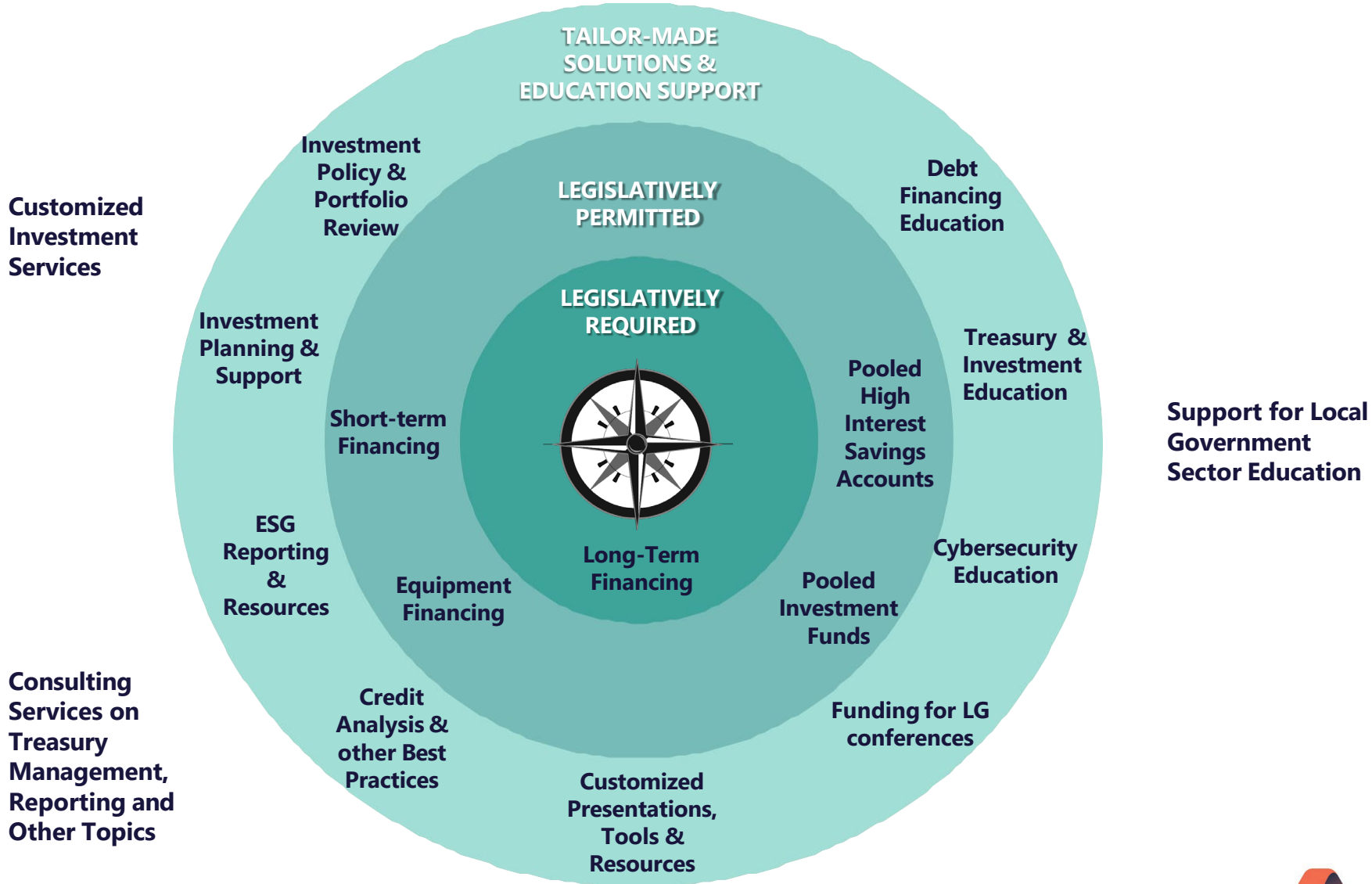
◇ Fixed Income component only, 4.27% (FFF DMAC), 5.19% (DMAC) as of June 7, 2024.

⌘ Mid-point target weight, actual weights will vary; when FFF alternative investments available FFFDMAC may invest in those strategies.

FFF refers to **Fossil Fuel Free** defined here as (1) Funds which exclude investments issued by companies directly involved in extracting, processing, or transporting coal, oil or natural gas; and (2) Savings Accounts offered by financial institutions.

ESG integrated refers to the ongoing consideration of ESG factors within an investment analysis and decision-making process with the aim to improve risk-adjusted returns. "Carbon Light" refers to strategies which minimize a portfolio's carbon impact including up to ~40% FFF.

MFA Services – A Compass for Navigating Your Financial Needs





Report Date: July 5, 2024
Meeting Date: July 16, 2024
From: Chris Hakim, Corporate Services Specialist
Subject: 2024 UNA Annual General Meeting Planning

Background

Pursuant to the UNA Bylaws, an annual general meeting (AGM) must be held by September 30, 2024.

This report details recommendations to confirm the time and location of the 2024 AGM and its accompanying notice and special resolution ballot.

Decisions Requested

1. *THAT the Board confirm that the UNA will hold the 2024 Annual General Meeting on Wednesday, September 25, 2024, commencing at 7:00 p.m. at the Wesbrook Community Centre.*
2. *THAT the Board approve the 2024 Notice of AGM package and special resolution ballot form, as circulated.*

Discussion

The UNA Bylaws stipulate that an AGM must be held in each calendar year not more than six months after the fiscal year end. Since the fiscal year end of the UNA is March 31, the 2024 AGM will need to take place by September 30, 2024. The Board is responsible for determining the day, time, and place that the AGM will be held. Normally, the AGM is held during the last week of the month of September. Staff recommend that the 2024 AGM take place on September 25, 2024 at 7:00 p.m. at the Wesbrook Community Centre.

The UNA is required to deliver the notice of the AGM to its membership not less than 21 days before the day of the AGM. Based on the plans thus far for the 2024 AGM, that deadline is September 4, 2024. The notice of the AGM package includes:

1. the place, day, and time of the AGM;
2. the meeting agenda, along with the text of and information related to the special resolution to be considered;
3. instructions on how to vote at the AGM; and



4. a proxy form.

Financial Implications

For FY2024/25, there is \$40,000 budgeted for both the 2024 AGM and the election. 25% of that budget is allocated for the 2024 AGM, but the remaining funds will be re-allocated for the election.

Operational Implications

None.

Strategic Objective

Governance

Attachments

1. 2024 Notice of AGM Package
2. 2024 AGM Special Resolution Ballot Form

Concurrence

None.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Chris Hakim', is written over a horizontal line.

Chris Hakim
Corporate Services Specialist



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

A handwritten signature in black ink, appearing to read 'Paul Thorkelsson', is written over a horizontal line.

Paul Thorkelsson
Chief Administrative Officer

NOTICE OF 2024 ANNUAL GENERAL MEETING

NOTE: This document contains important information. Please have it translated if you do not read or understand English.

Ce document contient des informations importantes. Veuillez le faire traduire si vous ne lisez pas ou ne comprenez pas l'anglais.

请注意:本文件包含重要信息。如不懂英文,请阅读翻译版本。

請注意:本文件包含重要資訊。假如您無法閱讀或理解英文,請閱讀翻譯版本。

메모: 이 문서에는 중요한 내용이 들어 있습니다. 영어를 잘 모르시면 영어를 아는 분에게 번역을 부탁드립니다.

تذکر: این سند حاوی اطلاعات مهمی است. اگر زبان انگلیسی نمی‌دانید و متوجه نمی‌شوید, خواهشمند است بخواهید آن را برای‌تان ترجمه کنند

TO PARTICIPATE AT THE AGM, UNA MEMBERS MUST PRESENT ANY OF THE FOLLOWING VALID FORMS OF ID DURING REGISTRATION:

- Driver's license (with current UNA address)
- B.C. Identification Card (with current UNA address)
- Government-issued ID and utility bill (with current UNA address)
- Government-issued ID and Wesbrook Properties lease
- Government-issued ID and Village Gate Homes lease
- Government-issued ID and credit card statement (with current UNA address)
- Government-issued ID and bank statement (with current UNA address)

TABLE OF CONTENTS

Notice of Annual General Meeting	1
How to Vote at the AGM	2
A Guide to the Proposed Amendments to the UNA Bylaws	2
A1: Byelections, Appointments, and Minor Amendments to the UNA Bylaws	3
A2: Marked-up Version: Byelections, Appointments, and Minor Amendments to the UNA Bylaws	6
Proxy Form	11

Please be advised that the **2024 Annual General Meeting (AGM)** of the University Neighbourhoods Association (UNA) will be held on **Wednesday, September 25, 7 p.m. at the Wesbrook Community Centre, 3335 Webber Lane.** This notice and agenda can also be found on the UNA website at myuna.ca/agm.

AGENDA

Richard Watson, Chair

The following business will be conducted at the 2024 Annual General Meeting:

A. Introduction

1. Review of Meeting Procedure
2. Motion to Adopt the Agenda
3. Motion to Accept the 2023 AGM Minutes

B. Reports

1. Chair's Annual Report
 - a. Question & Answer Period
2. Finance and Audit Committee Report
 - a. Question & Answer Period
3. Presentation of UNA 2023/24 Financial Statements
 - a. Question & Answer Period
 - b. Motion to Appoint The Auditor
4. UBC Presentation on Neighbours' Fund
 - a. Question & Answer Period
5. Chief Administrative Officer's report
 - a. Question & Answer period

C. Other Business

1. Proposed UNA Bylaw Amendments
 - a. Special Resolution A: Byelections, Appointments, and Minor Amendments
BE IT RESOLVED THAT, as a special resolution by a majority of not less than two thirds of the members who vote at the Annual General Meeting of members of the Association, the Bylaws of the Association be altered to implement a new by-election and appointment process for Directors and to make minor changes as per the amendments included in the notice of the Annual General Meeting.

D. Question & Answer Period

E. Result of the UNA Bylaw Amendments Voting (if available)

F. Motion to Adjourn

VOTING AT THE AGM

UNA members may vote IN PERSON or BY PROXY.

IN PERSON

Upon registration at the venue, UNA members must present a valid form of ID (see: page 1) to receive their voting cards (for motions) and paper ballots (for special resolutions). Please arrive early to ensure that you have your materials before the Chair calls the meeting to order. Voting cards and ballots will not be reissued if lost.

BY PROXY

If you are unable to attend the AGM, you may appoint another UNA member as a proxyholder on your behalf by completing the enclosed **2024 AGM Proxy Form**.

A UNA member who is not a director can be a proxyholder for at most five other members.

Proxyholders will receive their voting materials during registration. Please arrive early to ensure that you have your materials before the Chair calls the meeting to order. Voting cards and ballots will not be reissued if lost.

A GUIDE TO THE PROPOSED AMENDMENTS TO THE UNA BYLAWS

SPECIAL RESOLUTION A: Byelections, Appointments, and Minor Amendments

BE IT RESOLVED THAT, as a special resolution by a majority of not less than two thirds of the members who vote at the Annual General Meeting of members of the Association, the Bylaws of the Association be altered to implement a new byelection and appointment process for Directors and to make minor changes as per the amendments included in the notice of the Annual General Meeting.

Currently, the UNA Bylaws allow for vacancies on the UNA Board of Directors to be filled by appointment. Since 2023, the UNA has been discussing the possibility of amending the UNA Bylaws to implement a new process that would allow for vacancies on the UNA Board of Directors to be filled through a byelection or appointment.

In addition, the UNA is proposing some minor amendments to the UNA Bylaws.

The proposed amendments are contained in the following documents:

- A1. Byelections, Appointments, and Minor Amendments to the UNA Bylaws** (see: page 3)
- A2. Marked-Up Version: Byelections, Appointments, and Minor Amendments to the UNA Bylaws** (see: page 6)

Attachment A1 is the subject of voting. Attachment A2 (the marked-up version) is for information only and its purpose is to show and explain the proposed amendments.

The following are a few comments on the proposed amendments to the UNA Bylaws:

- Apart from replacing the heading to Bylaws 5.1 to 5.20 with “GENERAL ELECTION OF DIRECTORS”, these amendments do not make any changes to the election procedure in the Bylaws.
- Currently, the UNA Bylaws allow for the Board to appoint a member to fill a vacancy. These amendments would allow for the Board to appoint a member or require that a byelection be held to fill a vacancy.
- Certain general election rules in the UNA Bylaws would also apply with respect to a byelection.
- Appointments would be subject to the limit of three-directors from a neighbourhood, similar to Bylaws 5.18 and 5.19.
- These amendments address an unintended gap in the UNA Bylaws that currently allow for a director who ceases to be a member to continue serving as a director.
- The 2023 stipends paid to directors and the Chair are adjusted for inflation for 2024.

Receive news and updates about UNA governance, community consultations, events, recreation programs, service updates and discounts by subscribing to the UNA weekly newsletter. Sign up at myuna.ca/subscribe.

Byelections, Appointments, and Minor Amendments to the UNA Bylaws

The following amendments are made to the Bylaws of the University Neighbourhoods Association:

1. The heading to Bylaws 5.1 to 5.20 is replaced by “GENERAL ELECTION OF DIRECTORS”.
2. Bylaw 6.4 is renumbered as Bylaw 6.3.
3. Bylaw 6.5 is replaced by the following:
 - 6.5 A Director ceases to hold office when any of the following occurs:
 - (a) the Director’s term of office expires;
 - (b) the Director resigns in accordance with the *Societies Act*;
 - (c) the Director ceases to be qualified under the *Societies Act* to be a director of a society;
 - (d) the Director ceases to be a member; or
 - (e) the Director is removed from office in accordance with Bylaw 6.8.
4. Bylaw 6.6 is renumbered as Bylaw 6.4 and amended to read as follows:
 - 6.4 A person elected as a director in a general election or a byelection holds office for a term that
 - (a) commences at the start of the first Board meeting after the last day of the voting period for the election or byelection, and
 - (b) ends at the start of the first Board meeting after the last day of the voting period for the next general election of directors.
5. The following Bylaw 6.6 is added:
 - 6.6 If at any time there are fewer than 7 Directors, the Board may require the Association to hold a byelection to fill the vacancies. The following provisions apply with respect to a byelection:
 - (a) Bylaws 5.2 and 5.15 to 5.19 apply with respect to the byelection.
 - (b) Subject to clause (a), the Board shall establish the rules and procedures for the byelection.

6. Bylaw 6.7 is replaced by the following:

6.7 If at any time there are fewer than 7 Directors, the Board may appoint a Resident Member to fill a vacancy. The following provisions apply with respect to an appointment:

- (a) The Board shall not appoint a person to fill a vacancy if the appointment of that person would result in more than 3 Directors who reside in a particular Local Area or Designated Building.
- (b) The term of office of a person who is so appointed commences on the day specified by the Board and ends at the start of the first Board meeting after the last day of the voting period for the next general election of directors.

7. Bylaw 6.12 is replaced by the following:

6.12 The annual amount of the stipend for 2024 is \$7,216 for service as a director other than the Chair and \$10,824 for service as the Chair. The annual amount of the stipend for each subsequent year shall be determined by multiplying the annual amount of the stipend for the preceding year by the ratio of the Consumer Price Index for that preceding year to the Consumer Price Index for the year that is two years preceding. For this purpose, the Consumer Price Index for a year is the annual average all-items Consumer Price Index for the year for British Columbia, not seasonally adjusted, as determined by Statistics Canada.

8. Bylaw 6.19 is replaced by the following:

6.19 A term as a director served by a member who has been appointed to fill a vacancy or elected in a byelection (other than a member appointed or elected within 6 months after the last day of the voting period for a general election of directors) shall not be counted as a term for the purposes of Bylaw 6.17.

9. Bylaw 6.20 is deleted.**10. The portion of Bylaw 8.2 before clause (a) thereof is replaced by the following:**

8.2 The Board may exclude the UBC Members from attending the portion of a closed or restricted closed session of a Board meeting that involves consideration of a matter for which it can reasonably be concluded that UBC may be adverse in interest to the Association, but only if the UBC Members are

11. Bylaws 8.6 and 8.7 are replaced by the following:

8.6 The Association shall provide the UBC Members with reasonable notice of all Board meetings and with all documents prepared for Board meetings, except

- (a) documents relating to any matter for which the Chair (or a delegate of the Chair) reasonably believes that UBC will be adverse in interest to the Association and anticipates that a Board motion excluding the UBC Members will be adopted if the UBC Members do not recuse themselves; and

- (b) the minutes of a closed session or restricted closed session of a Board meeting from any portion of which the UBC Members were excluded by a Board motion or recused themselves, or that they did not attend after the UNA complied with Bylaw 8.2 in respect of a matter to be considered in the session.

8.7 If a motion to exclude the UBC Members from the consideration of a matter in respect of which the Association complied with Bylaw 8.2 is made but not adopted, the Association shall give the UBC Members the documents relating to the matter.

Byelections, Appointments, and Minor Amendments to the UNA Bylaws

The following amendments are made to the Bylaws of the University Neighbourhoods Association:

1. The heading to Bylaws 5.1 to 5.20 is replaced by “GENERAL ELECTION OF DIRECTORS”.

The current heading is “ELECTION OF DIRECTORS”. The word “GENERAL” is added because the bylaws are not for byelections (except to the extent made applicable by proposed Bylaw 6.6).

2. Bylaw 6.4 is renumbered as Bylaw 6.3.

There is currently no Bylaw 6.3.

3. Bylaw 6.5 is replaced by the following:

6.5 A Director ceases to hold office when any of the following occurs:

- (a) the Director’s term of office expires;
- (b) the Director resigns in accordance with the *Societies Act*;
- (c) the Director ceases to be qualified under the *Societies Act* to be a director of a society;
- (d) the Director ceases to be a member; or
- (e) the Director is removed from office in accordance with Bylaw 6.8.

Bylaw 6.5 provides that a person ceases to be a director when the person ceases to be qualified under the *Societies Act* to be a director.

The proposed replacement for Bylaw 6.5 lists all the events that result in a person ceasing to be a director. The only event that, under the current Bylaws, would not result in a person ceasing to be a director is ceasing to be a UNA member (e.g., because the person has moved away from the UBC neighbourhoods). This is an unintended gap in the current Bylaws.

4. Bylaw 6.6 is renumbered as Bylaw 6.4 and amended to read as follows:

- 6.4 A person elected as a director in a general election or a byelection holds office for a term that
- (a) commences at the start of the first Board meeting after the last day of the voting period ~~set by the Board under Bylaw 5.3(c)~~ for the election or byelection, and
 - (b) ends at the start of the first Board meeting after the last day of the voting period ~~set by the Board under Bylaw 5.3(c)~~ for the next general election of directors.

Bylaw 6.6 specifies the start and end of the term of office of a person who is elected as a director. This bylaw is renumbered as Bylaw 6.4 and is revised so that it applies with respect to both general elections and byelections.

5. The following Bylaw 6.6 is added:

6.6 If at any time there are fewer than 7 Directors, the Board may require the Association to hold a byelection to fill the vacancies. The following provisions apply with respect to a byelection:

- (a) Bylaws 5.2 and 5.15 to 5.19 apply with respect to the byelection.
- (b) Subject to clause (a), the Board shall establish the rules and procedures for the byelection.

Proposed Bylaw 6.6 permits the Board to call a byelection to fill vacancies on the Board. It makes certain general election provisions applicable to byelections and leaves it to the Board to establish the remainder of the rules and procedures for a byelection.

The Board intends to adopt a byelection and appointment policy setting out when it will call a byelection to fill a vacancy, when it will fill a vacancy by appointing a new director as permitted by Bylaw 6.7, and when it will leave the vacancy unfilled. The policy will also set out the rules and procedures for a byelection.

The general election provisions that are made applicable to byelections are the following:

- Voting must take place online, using a secure voting system approved by the Board. (Bylaw 5.2)
- The UNA's Chief Administrative Officer is responsible for the conduct of the byelection, except to the extent that the Board has appointed another person to be responsible. (Bylaw 5.15)
- The nominees who receive the larger number of votes are elected, with a tie-breaker rule. (Bylaws 5.16 and 5.17)
- As an exception to the previous provision, the byelection cannot result in there being more than 3 directors from a Neighbourhood or Designated Building unless this restriction would prevent all vacancies being filled. (Bylaws 5.18 and 5.19)

6. Bylaw 6.7 is replaced by the following:

6.7 If at any time there are fewer than 7 Directors, the Board may appoint a Resident Member to fill a vacancy. The following provisions apply with respect to an appointment:

- (a) The Board shall not appoint a person to fill a vacancy if the appointment of that person would result in more than 3 Directors who reside in a particular Local Area or Designated Building.
- (b) The term of office of a person who is so appointed commences on the day specified by the Board and ends at the start of the first Board meeting after the last day of the voting period for the next general election of directors.

Bylaw 6.7 permits the Board to fill a vacancy on the Board by appointing a new director. It reads as follows:

6.7 The Board may, from time to time, appoint a Resident Member as a Director to fill a vacancy. The term of office of a Resident Member so appointed commences on the day specified by the Board and ends at the start of the first Board meeting after the last day of the voting period set by the Board under Bylaw 5.3(c) for the next election of directors.

Proposed Bylaw 6.7 differs from the current bylaw in the following ways:

- The opening words are made consistent with proposed Bylaw 6.6.
- It prohibits the Board from appointing a person to fill a vacancy if the appointment would result in there being more than 3 directors from a Neighbourhood or Designated Building.

The byelection and appointment policy referred to in the notes to proposed Bylaw 6.6 will include the Board's procedure for selecting a person to be appointed to fill a vacancy.

7. Bylaw 6.12 is replaced by the following:

6.12 The annual amount of the stipend for ~~2023 is \$6,944~~2024 is \$7,216 for service as a director other than the Chair and ~~\$10,416~~\$10,824 for service as the Chair. The annual amount of the stipend for each subsequent year shall be determined by multiplying the annual amount of the stipend for the preceding year by the ratio of the Consumer Price Index for that preceding year to the Consumer Price Index for the year that is two years preceding. For this purpose, the Consumer Price Index for a year is the annual average all-items Consumer Price Index for the year for British Columbia, not seasonally adjusted, as determined by Statistics Canada.

The 2023 stipends are replaced with the stipends for 2024, which are equal to the 2023 stipends increased for inflation.

8. Bylaw 6.19 is replaced by the following:

6.19 A ~~partial~~ term as a director served by a member who has been appointed to fill a vacancy or elected in a byelection (other than a member appointed or elected after 2020 and within 6 months after the last day of the voting period forend-of a general election of directors) shall not be counted as a term for the purposes of Bylaw 6.17.

Bylaw 6.19 excludes from the two-term limit in Bylaw 6.17 a term served by a person as a director if the person was appointed more than 6 months after the last general election. This bylaw is amended to extend its application to a person elected in a byelection more than 6 months after the last general election.

9. Bylaw 6.20 is deleted.

Bylaw 6.20 provides that a Director may resign in accordance with the *Societies Act*. This is an unnecessary bylaw since the resignation section in that Act operates without being invoked by a society's bylaws.

10. The portion of Bylaw 8.2 before clause (a) thereof is replaced by the following:

8.2 The Board may, ~~by resolution~~, exclude the UBC Members from attending the portion of a closed or restricted closed session of a Board meeting that involves consideration of a matter for which it can reasonably be concluded that UBC may be adverse in interest to the Association, but only if the UBC Members are

The words "by resolution" are deleted because it is not necessary to specify how the Board acts.

11. Bylaws 8.6 and 8.7 are replaced by the following:

8.6 ~~Subject to Bylaw 8.7, t~~he Association shall provide the UBC Members with reasonable notice of all Board meetings and with all documents prepared for Board meetings, ~~except~~

- (a) documents relating to any matter for which the Chair (or a delegate of the Chair) reasonably believes that UBC will be adverse in interest to the Association and anticipates that a Board motion excluding the UBC Members will be adopted if the UBC Members do not recuse themselves; and
- (b) the minutes of a closed session or restricted closed session of a Board meeting from any portion of which the UBC Members were excluded by a Board motion or recused themselves, or that they did not attend after the UNA complied with Bylaw 8.2 in respect of a matter to be considered in the session.

8.7 ~~Bylaw 8.6 does not apply with respect to documents relating to any matter for which the Chair (or a delegate of the Chair), reasonably believes that UBC will be adverse in interest to the Association and anticipates that a Board resolution excluding the UBC Members will be adopted. If the Board does not exclude the UBC Members from attending when the matter is considered, they shall be given~~ If a motion to exclude the UBC Members from the consideration of a matter in respect of which the Association complied with Bylaw 8.2 is made but not adopted, the Association shall give the UBC Members the documents relating to the matter.

Bylaw 8.6 requires the UNA to provide UBC Members with reasonable notice of all Board meetings and with the documents prepared for the meetings. Bylaw 8.7 excludes from this requirement documents relating to any matter for which it is believed that UBC will be adverse in interest to the UNA, if the UNA Chair (or a delegate) believes that the Board will exclude the UBC Members from the discussion of the matter. If the Board does not exclude the UBC Members, they are to be given the withheld documents.

Amendments to these bylaws are proposed to bring them into alignment with revised provisions that UBC and the UNA have agreed will be included in the new Neighbours Agreement that is under negotiation.

The amendments do the following:

- Move the exclusion for documents from Bylaw 8.6 to Bylaw 8.7.
- Add an exclusion for the minutes of a closed session or restricted closed session of a Board meeting if the UBC Members were excluded by a Board motion from attending a portion of the session, they recused themselves from attending a portion of the session, or they did not attend after the UNA complied with the notice requirement for their exclusion.
- Recognize the practice of UBC Members recusing themselves from discussions instead of being excluded by the Board, or not attending when they have been given notice that a motion will be made to exclude them from a discussion.

UNA

AGM 2024: PROXY FORM

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION
ANNUAL GENERAL MEETING (AGM) PROXY FORM**

The undersigned, being a member of the above Association, hereby appoints,

or failing this person,

as proxyholder for the undersigned to attend, act and vote on behalf of the undersigned at the **2024 Annual General Meeting** of the Association to be held on September 25, 2024 and at any adjournment thereof.

Signed this _____ day of _____, 2024.

(Printed Name of UNA Member)

(Signature of UNA Member)

NOTE: The person you appoint as your proxyholder must be a UNA member. UNA members who are not a director can be a proxyholder for a maximum of five other members.

UNA Annual General Meeting: September 25, 2024 | myuna.ca/agm



BALLOT A

Special Resolution A: Byelections, Appointments, and Minor Amendments

BE IT RESOLVED THAT, as a special resolution by a majority of not less than two thirds of the members who vote at the Annual General Meeting of members of the Association, the Bylaws of the Association be altered to implement a new byelection and appointment process for Directors and to make minor changes as per the amendments included in the notice of the Annual General Meeting.

To vote, make an “X” in the box to the left of your choice.

In Favour

Opposed



Report Date: July 5, 2024
Meeting Date: July 16, 2024
From: Chris Hakim, Corporate Services Specialist
Subject: 2024 UNA Board of Directors Election Planning

Background

Pursuant to the UNA Bylaws, an election of directors must be held in 2024.

This report details recommendations to establish the dates, period, election rules, voting process, and ballot form for the 2024 UNA Board of Directors election.

Decisions Requested

1. *THAT the Board approve the following dates for the 2024 UNA Board of Directors election:*
 - a. *The deadline by which nominations are to be received is October 4, 2024*
 - b. *The deadline by which the UNA must send the information of each candidate, the instructions for online voting, and the unique voting passwords to the members is November 4, 2024.*
 - c. *The voting period, which commences on November 4, 2024 and ends on November 26, 2024 at 4:30 p.m.*
2. *THAT the Board approve the 2024 UNA Board of Directors election ballot form and voting guide, as circulated.*
3. *THAT the Board approve the following election signage rules:*
 - a. *In the private realm, candidates may make arrangements themselves with owners or landlords.*
 - b. *In areas managed by the UNA, the UNA reserves the right to remove any election signs that may obstruct traffic, hinder pedestrian visibility, or generally create a hazard to the public.*
 - c. *All election signs in areas managed by the UNA must be removed no later than 24 hours after the end of the election.*
4. *THAT the Board authorize staff to issue a communication to all members of the UNA inviting members to, by notice to the Society, elect not to have their email contact information shared with candidates, and that the UNA shall not share candidates such email contact information of a member who objects.*



Discussion

Pursuant to bylaw 5.1, an election of directors must be held in 2024. The UNA Bylaws require that the Board approve various aspects of an election.

Election Dates

Bylaw 5.3 requires the Board to set:

- the deadline by which nominations are to be received;
- the deadline by which the UNA must deliver the list of candidates, their respective candidate statements, the instructions for voting, and an authentication code to enable one to vote; and
- the voting period.

Staff are proposing that the Board set the aforementioned deadlines and voting period in accordance with the timeline detailed below.

Date	Item	Relevant Bylaw
September 20, 2024	Deadline to notify the members of the election and publish the notice on the website and newspaper	Bylaw 5.4 Bylaw 5.5
October 4, 2024	Deadline by which nominations must be received	Bylaw 5.3(a)
November 4, 2024	Deadline by which the UNA must send the candidate information and voting instructions to the members	Bylaw 5.3(b)
November 4, 2024	Voting period begins	Bylaw 5.3(c)
November 26, 2024	Voting period ends	Bylaw 5.3(c)

Election Materials

In addition to setting electoral deadlines and the voting period, the Board has normally reviewed and approved the form of the ballot and the voting process detailed in the circulated voting guide.

A draft of the ballot for this upcoming election is attached to this report. The proof ballot is a version of the actual ballot that will be available to members during the election. A randomly generated list of names is used in this proof for the sake of illustration.

A draft of the voting guide for this upcoming election is also attached to this report. The guide details the voting process and plain instructions for how to vote.

Election Signage

Bylaw 5.14 authorizes the Board to establish the rules for an election that are not already provided in the UNA Bylaws. In 2021, the Board approved a resolution confirming election signage rules that would specify that the UNA can remove any campaign signs that are obstructive to the public realm. Staff are proposing that similar rules be applied to the upcoming election and have coordinated such regulation in advance with UBC.

Access to the Membership Register

The UNA's membership register contains the UNA members' names, email addresses, and mailing addresses. In accordance with the *Societies Act*, the Resident Members have the rights to inspect and copy the UNA's membership register. The Board can and has previously restricted access to the membership register. However, section 25(7) of the *Societies Act* allows members to inspect and copy the membership register for the purpose of influencing the voting of members.¹

Leading up to the 2021 election, the Board approved the following resolutions pertaining to the membership register:

“THAT the Board confirm in accordance with Section 25 (1) of the Societies Act, that members’ right to inspect the UNA’s register of members is restricted on the basis that inspection would be harmful to the UNA and to the privacy and other interests of its members.

THAT the Board further resolve that a candidate for election to the UNA Board (each a Candidate”) may, upon application under section 25(3) of the Societies Act, be granted, temporary possession and use of electronic information containing a copy of the members’ register, listing each member and their name, mailing address, email and phone number, if available, on condition that: (a) the electronic information will be returned to the UNA within 3 days of the end of the election; (b) the members’ information will only be used for the purposes of legitimate election campaigning; and (c) all electronic and paper copies of the members’ information will be deleted promptly upon conclusion of the election.

¹ Section 25(7) of the *Societies Act* specifies other activities that are also exceptions to the restrictions on inspecting and copying the membership register, but influencing the voting of members is most relevant to the topic of this report.

THAT the Board further resolves that a communication will be issued to all members of the UNA inviting members to, by notice to the Society, elect not to have their email contact information shared with Candidates, and that the UNA shall not share Candidates such email contact information of a member who objects.”

In summary, the Board restricted access to the membership register, allowed candidates for an election to request temporary access and use of the membership register, and issued a communication to UNA Members inviting them to opt out of having their email contact information shared with candidates.

Staff recommend that the rules pertaining to accessing the membership register for the purpose of influencing the voting of members be maintained – no further action is required to be taken. In addition, staff recommend that a communication be issued to UNA members regarding an option to not have one’s email contact information shared with candidates.

Next Steps

Once the Board has approved the recommended resolutions, staff will undertake the following:

- Drafting and issuing the notice of election and call for nominations;
- Drafting and circulating an election information guide for candidates and their representatives;
- Drafting and circulating an internal election information guide for staff to refer to when assisting voters;
- Drafting, mailing, and e-mailing an election package that will contain information related to candidates, their statements, and the instructions to vote online; and
- Hosting an all-candidates meeting.

Financial Implications

For FY2024/25, there is \$40,000 budgeted for both the 2024 Annual General Meeting and the election. 75% of that budget is allocated for the election, including the cost of licensing an online voting system.

Operational Implications

None.



Strategic Objective

Governance

Attachments

1. UNA 2024 Board of Directors Election Voting Guide
2. UNA 2024 Board of Directors Election Proof Ballot

Concurrence

None.

Respectfully submitted,

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

Chris Hakim
Corporate Services Specialist

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

Paul Thorkelsson
Chief Administrative Officer

UNA ELECTION 2024

The University Neighbourhoods Association (UNA) members will elect seven members to its Board of Directors at the 2024 UNA Election that will run from November 4 to November 26. Results will be emailed to members and announced on the UNA website at myuna.ca/elections.

ELECTION PROCESS

This election, you will be able to vote using a secure online voting system. This system is designed to make voting simple and accessible from a phone, computer, or tablet, while also safeguarding the integrity and security of the election.

On November 4, you will receive an email from the UNA with a voter ID and voting password unique to you. Using your unique voter ID and voting password, you can log on to the voting website to vote. The email address used for the election process will be the same one you have linked to your UNA Account. We encourage members to sign in to their UNA Accounts at myuna.ca/login to ensure that their email addresses are correct before November 4.

The last day to sign up to be a UNA member and be eligible to vote is November 22. If you sign up after that day, you will not be eligible to vote and will not receive an email to vote.

Voting will close on November 26 at 4:30 p.m.

HOW TO VOTE

1. Check your email inbox for an email from vote@simplyvoting.com to find your unique voter ID and voting password.
2. Open your internet browser of choice and visit: una.simplyvoting.com
3. Enter your unique voter ID and voting password when prompted.
4. Vote for **up to SEVEN** candidates by clicking the boxes to the left of your choices on the online ballot.
5. Once you have selected your choices, click "Continue" at the bottom of the page then "Confirm" to cast your ballot.

VOTING OPTIONS

PERSONAL DEVICE

You can access the voting website using any device (e.g. phone, laptop). Open your internet browser of choice and visit una.simplyvoting.com. After entering your unique voter ID and voting password when prompted, you will be able to cast your ballot.

KIOSK

Kiosks will be available during weekdays for you to vote. With your unique voter ID and voting password handy, visit one of the kiosks at either of the following locations to cast your ballot:

- **Wesbrook Community Centre** at 3335 Webber Ln.
- **Old Barn Community Centre** at 6308 Thunderbird Blvd.

FREQUENTLY ASKED QUESTIONS

I SIGNED UP TO BE A UNA MEMBER ON/AFTER NOVEMBER 4. WILL I STILL RECEIVE AN EMAIL WITH MY VOTER ID AND VOTING PASSWORD?

Yes, as long as you are signed up by November 22, you will still receive an email with your credentials within one business day following your registration. For example, if you register on Friday, November 22, you should receive an email with your credentials by Monday, November 25.

WHY ARE WE NOT USING PAPER BALLOTS ANYMORE?

At the 2023 UNA Annual General Meeting, the UNA members voted to change the UNA Bylaws to require that voting in an election take place online. This decision was preceded by a community-wide consultation process, during which an overwhelming percentage of participants were in favour of replacing paper ballot voting with electronic voting.

IS THIS ONLINE VOTING SYSTEM SAFE TO USE?

Yes, the online voting system is safe to use. It is designed with reliable and effective cybersecurity and data privacy measures to minimize the risk of voter fraud, security breaches, and other malfeasance. Your votes are kept anonymous and safe. Simply Voting, the provider of this system, has worked with other governments, associations, and businesses to successfully conduct their elections.

I CANNOT FIND MY VOTER ID AND/OR VOTING PASSWORD. CAN I RECEIVE A NEW ONE?

Please contact elections@myuna.ca with the subject line "2024 ELECTION LOST CREDENTIALS".

Home

How It Works

English

Español

Français

简体中文

繁体中文

한국어

Logout **John Doe**

2024 UNA Board of Directors Election

The University Neighbourhoods Association (UNA) is holding an election to elect **SEVEN** members to its Board of Directors. The 2024 UNA Board of Directors election will run from November 4 to November 26. Voting in this election is open only to members of the UNA.

By casting this ballot, you are confirming that you:

1. are a member of the UNA;
2. are eligible to vote in the 2024 UNA Board of Directors election;
3. are using the voter ID and voting password assigned to you and not someone else; and
4. understand that you are eligible to vote only once.

Candidates for Director

SEVEN TO BE ELECTED

To vote, click the boxes to the left of your candidates of choice.

You may vote for up to **SEVEN** candidates.

Beltran, Jacoby

Castro, Janae

Ferguson, Saniya

Graves, Maria

Miriam, Mckenzie

Owens, Katherine

Palmer, Saniya

Walsh, Lina

Continue

Cancel

This is the online voting system of [University Neighbourhoods Association](#). Powered by [Simply Voting](#).