



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**ANNUAL GENERAL MEETING
SEPTEMBER 27, 2023
MINUTES**

Minutes of the University Neighbourhoods Association (UNA) 2023 Annual General Meeting (AGM) held at 7:00 p.m. on Wednesday, September 27, 2023, at Wesbrook Community Centre, 3335 Webber Lane, Vancouver, BC.

PRESENT:

Eagle Glassheim – Meeting Chair
Fei Liu – Director
Jane Kang – Director
Murray McCutcheon – Director
Carole Jolly – UBC Member
Silvia Magnano – UBC Member

REGRETS:

Richard Watson – Board Chair
Bill Holmes – Director
Tina Tong – AMS Designated Student

STAFF:

Sundance Topham, Chief Administrative Officer
Athena Koon, Finance Manager
Chris Hakim, Corporate Services Specialist
Glenda Ollero, Communications Manager
Josie Chow, Assistant Manager, Programming and Events
Rocio Escalona, Internal Communications and Office Coordinator
Wegland Sit, Operations Manager
Qiuning Wang, Assistant Recreation Manager

ALSO PRESENT:

Allan Cheng, Portfolio Finance Manager, University of British Columbia
Leroy Van Spronsen, Practice Leader, Johnsen Archer LLP

RECORDING SECRETARY:

Jasmeen Dhillon, Raincoast Ventures Ltd.

CALL TO ORDER

Eagle Glassheim, the meeting chair, called the meeting to order at 7:02 p.m. and welcomed residents to the 2023 AGM.

A. INTRODUCTION TO THE ANNUAL GENERAL MEETING

1. Review of Meeting Procedure

Chair Glassheim reviewed the meeting procedure, noting that per Bylaw 4.4, a quorum is 10 members, and with 30 members present (25 members and five proxies), declared that a quorum was present.

The UNA Board of Directors, guests, and staff members present at the Annual General Meeting (AGM) were introduced and the Chair acknowledged that the AGM was being held on the traditional unceded territory of the Musqueam First Nation.

Sundance Topham, Chief Administrative Officer (CAO), reviewed the voting protocol and provided guidelines for questions and answers. Information was provided on two special resolutions that members and proxies would be voting on by ballot.

2. Motion to Adopt the Agenda

IT WAS MOVED (Eagle Glassheim) and SECONDED (Alex Volkoff)

THAT the UNA membership adopt the Annual General Meeting 2023 agenda as it appears in the Notice of AGM 2023.

CARRIED

3. Motion to Accept the 2022 Annual General Meeting Minutes

IT WAS MOVED (Eagle Glassheim) and SECONDED (Susan Prasad)

THAT the UNA membership adopt the Annual General Meeting 2022 minutes as circulated.

CARRIED

B. REPORTS

1. Chair's Report, Eagle Glassheim

The Chair expressed appreciation and gratitude to the UNA Directors on behalf of Richard Watson, Board Chair, to the CAO and UNA Staff on behalf of the Board, and to the UNA membership for participation and commitment to the good of the neighbourhood and neighbours.

The Chair's Report highlighted:

- The UNA completed the strategic priorities identified in the 2018-2022 Strategic Plan and began some new initiatives, highlights of which include:
 - Governance:
 - Environmental sustainability should be a key objective in all priorities

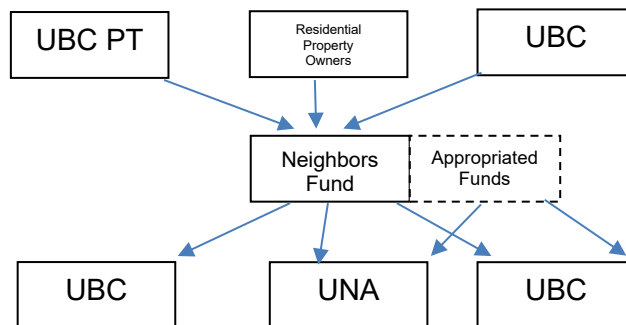
- Community and stakeholder engagement
 - The Committee had its inaugural meeting regarding UBC Campus Vision 2050 planning process; the Committee provides valuable advice regarding social and environmental sustainability
 - The Neighbours' Agreement Committee (NAC) works with the University of British Columbia (UBC) regarding crucial updates
- Initiative to update UNA bylaws regarding electronic voting
 - COVID-19 and advances in technology have shown the benefits of online voting
 - Can increase voter participation
- Desire to engage with neighbors to get feedback
 - UNA completed culture review in 2022; the review included an increased effort in communications, and more engagement with community volunteers
 - With help of staff looking forward to initiatives in 2024
- Next Steps:
 - Transition to 2023-2025 Strategic Plan
 - Identify new goals and priorities.

During a question-and-answer period, there were no questions introduced.

2. Finance and Audit Committee Report

Athena Koon, Finance Manager, provided the Finance and Audit Committee Report on behalf of the Finance and Audit Committee Chair, Director Bill Holmes. The report included an overview of the UNA revenue and expenses for the 2022/2023 fiscal year, its financial performance, and position at the end of the 2022/2023 fiscal year, and highlighted:

- Focus of Flow for Service Levy



- Financial position for 2022-2023:
 - \$5.7 million in revenue, the largest portions being the Neighbours' Levy (72%), Recreation and Culture (18%), and other revenue (10%)
 - \$5.7 million in expenses, the largest portions being Recreation and Culture (46%), General Operations and Services (37%)
 - \$10,038 in excess revenue
 - Assets and liabilities as of March 31, 2023:
 - Total assets of \$3.4 million
 - Total liabilities of \$1.5 million
 - Net assets of \$1.9 million.

UNA's financial position can be viewed at www.myuna.com under the Governance and Finance section.

During a question-and-answer period, the following questions/comments (Q) and answers (A) were offered:

Q: The cash flow shows a surplus balance in 2022. Why has the Service Levy increased? Our expenses are less than our contributions, what is the reason for the increase? (*Lauren Zhang*)

A: The Service Levy rate increase is not controlled by the UNA; it is assessed by property value in Vancouver. The amount paid into the Service Levy goes to residents. There is a small surplus, there is no direct correlation with levy increases. (*Finance Manager*)

Q: What is the overall payment for the members here? (*Lauren Zhang*)

A: The Directors do not get paid. Some of the people sitting here are paid a salary and it connects with company policy. (*Finance Manager*)

Q: Regarding the financial reports, this is a good snapshot of what we spent in the previous year. Can we receive a year-over-year comparison? (*Brad Chen*)

A: The Auditor will be providing a more detailed breakdown in the next portion of the presentation. UNA financials are available for viewing online, there are printed copies available at the back of the room. (*Finance Manager*)

Q: As we introduce the new budgets at the UNA meetings, we appreciate the questions and feedback, not only in terms of thinking about budget but communicating the budget. UNA is governed under the BC Societies Act and is a not-for-profit organization. (*Chair*)

Presentation of UNA Financial Statements for the Fiscal Year Ending March 31, 2023

Leroy Van Spronsen, from Johnsen Archer LLP, reviewed the audited financial statements for the fiscal year ending March 31, 2023. The purpose of the audit engagement and significant risks such as the going concern concept, self-review threat, and overstatement of expenses, all of which were found to be low risk for the UNA, were referenced.

The Auditor emphasized that the presentation provided similar highlights to the Finance and Audit Committee Report and explained some specific changes when compared to previous years:

- Purpose of audit engagement:
 - The auditor expresses an opinion on 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 GAAP for not-for-profit organizations. The auditor does so through sample testing and the concept of materiality. An audit is not absolute verification.

- Significant risks in audit:
 - Going concern
 - Self-review threat
 - Overstatement of expenses
 - Auditor has determined risks are low, no concerns noted.
- Results:
 - A substantive audit was performed
 - No concerns raised related to internal controls, based on the auditor's understanding, or business operations
 - No fraud, error, or illegal acts identified
 - No material adjustments identified.
- Financial position:
 - Presented verbally, had previous year's slides in presentation, financials available at presentation for viewing
 - Not a lot of change in cash and receivables year-over-year
 - Deferred revenue has increased.
- Revenues and expenditures
 - Last year's numbers on slide, verbally informed of numbers
 - Community services has had small increase
 - Municipal services small increase
 - Other expense \$150-\$190.

During a question-and-answer period, no questions were introduced.

IT WAS MOVED (Eagle Glassheim) and SECONDED (Alex Volkoff)

That the UNA membership appoint Johnsen Archer LLP as auditor until the next Annual General Meeting.

CARRIED

3. University of British Columbia Presentation on Neighbours' Fund

Allen Cheng, UBC Portfolio Finance Manager, provided a presentation on the Neighbours' Fund Audited Financial Statements of 2022-2023 and noted the following highlights:

- Purpose of fund is to deposit service levy to provide services to residents
- Financial statements audited by MNP
- The Neighbours' Levy Fund allocation 2022-2023 of \$6.9 million, which includes:
 - UNA Operating Budget
 - Fire Protection Costs
 - Non-recoverable portion of GST
 - Athletics Access Fees
 - Utilities
 - UBC Administration which includes professional fees, collection agency fees, and communication.
- The Neighbours' Fund holds reserves of \$11.2 million, which includes:
 - \$5.7 million in the Infrastructure Replacement Reserve
 - To cover the anticipated replacement of roads, lighting, utilities, and greenspace
 - \$2.3 million in the Capital Reserve
 - To cover anticipated replacement of major facility items
 - \$1.08 in the Contingency Reserve

- To guard against unforeseen annual needs
- \$334,000 in the Rate Stabilization Reserve
 - To guard against unforeseen changes in the City of Vancouver mill rates
- \$586,000 in the Community Field Replacement Reserve
 - To fund replacement of community field in the future
- After funds are appropriate based on the Reserve Policy, additional funds are added to the Unappropriated Reserves.

During a question-and-answer period, no questions were introduced.

4. Chief Administrative Officer's Report, Sundance Topham

The CAO provided an overview of key accomplishments as they relate to the Strategic Plan:

- Focus was maintained on the four strategic priorities: governance, operational capacity, financial sustainability, and community and stakeholder engagement in 2023
 - Governance:
 - Proposed amendments for electronic voting for upcoming elections
 - Staff support UNA to update the Neighbours' Agreement in 2020
 - Operational Capacity:
 - Hired additional staff for operations department, to help with landscaping, and IT
 - UNA recreation and communications departments are setting metrics for future reporting
 - Implementation of records management plan; organization of existing files has been migrated to new system; UNA has cloud storage and cloud-based accounting solutions
 - UNA took over responsibility of administrative services for the properties trust
 - Completed an office space needs assessment, and changes to move employees' assessment
 - Additional projects include:
 - Partnership with Metro Vancouver
 - Electronic vehicle charging stations in neighbourhoods
 - Internal call of old policies to clean up internal resources
 - All resources are being shared online
 - The Land Use Advisory Committee was established to advise on land use and development, recently transpired; campus resident newspaper has restarted recently
 - Financial Sustainability:
 - Planning for infrastructure
 - Completing above ground infrastructure review of roads and sidewalks
 - Looking at UNA reserve fund policy to ensure enough funds are going in for the long term needs of the neighbours' fund
 - Community and Stakeholder Engagement:
 - Social media accounts, including Facebook, Instagram, and X are updated
 - Newspaper Editorial Committee, has a lot of community support and volunteers who are bringing forward community communications.

During a question-and-answer period, the following questions/comments (Q) and answers (A) were offered:

Q: Regarding landscaping, the landscaping costs seem high. *(Toby Chang)*

A: Part of landscaping budgeted has changed. We used to receive a certain amount of money that came off the top that was supported by UBC, the total cost of landscaping was subsidized. UBC does not subsidize directly but it comes back and shows differently in reporting. *(CAO)*

Q: The number went from half a \$500,000 to \$1.2 million. UBC subsidizes to UNA, the cost structure for the previous year is the discount is a credit that gets absorbed in the cost. Started next year, the budget has not substantially increased. We do not build the credit into the cost, we have \$733,000 coming in as revenue, the net increase is only around 2%. *(Finance Manager)*

C. OTHER BUSINESS

1. Proposed UNA Bylaw Amendments - Voting

The Chair reviewed the proposed UNA Bylaw Amendments and reviewed the ballot voting procedures prior to commencing the voting. Ballots to be counted and results presented prior to adjournment of AGM.

a. Motion to Accept and Vote for Special Resolution A: Amendments to UNA Bylaws to Implement Online Voting for Directors

The CAO read aloud the following proposed resolution:

BE IT RESOLVED, 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, that the Bylaws of the Association be altered to implement online voting as per the amendments included in the notice of the Annual General Meeting.

IT WAS MOVED (Eagle Glassheim) and SECONDED (Terry Bond)

BE IT RESOLVED, 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, that the Bylaws of the Association be altered to implement online voting as per the amendments included in the notice of the Annual General Meeting.

CARRIED

Following the motion, Members and proxies were informed to complete the Yellow Paper Ballot issued upon arrival, and to drop completed ballots into yellow box at the front of the room. Results of the ballot vote are noted under Item E of the minutes.

b. Vote for Special Resolution B: Updates and Minor Amendments

The CAO read aloud the following proposed resolution:

BE IT RESOLVED, 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, that the Bylaws of the Association be altered with updates and minor amendments included in the Notice of the Annual General Meeting.

IT WAS MOVED (Eagle Glassheim) and SECONDED (William Klug)

BE IT RESOLVED, 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, that the Bylaws of the Association be altered with updates and minor amendments included in the Notice of the Annual General Meeting.

CARRIED

Members and proxies were then informed to complete the Green Paper Ballot issued upon arrival, and to drop completed ballots in green box at the front of the room. Results of the ballot vote are noted under Item E of the minutes.

D. QUESTION AND ANSWER PERIOD

During a general question-and-answer period, the following questions/comments (Q) and answers (A) were offered:

- Q: Thank you for the work you are doing on the old barn, this was addressed at past AGM's, I am happy the work has commenced. *(Alex Volkoff)*
- Q: We are all aware of the new land use agreement with UBC. They are presenting to the Board and seeking public consultation on the land use before it goes to the Province. I am hopeful we can get our residents community active in what is going on. There is a group of younger residents, UBC State of Development Committee, which obtained 18,500 signatures expressing concern to the Board of Governors about the eagle's nest. They wrote a letter to the Board of Governors to say that sustainability needs to be a focus on campus. The UNA has been in consultation with UBC, both through the committee you are on and also with the residents. Can you advise the process and recommend what we can do? We need advocacy from this Board. *(Alex Volkoff)*
- A: The Land Use Plan has been finalized. The UNA will be coming to the Board of Governors in October 2023. How can residents show up, beyond writing letters, how can you engage on really important public issues that affect you? It is a really challenging question. There are engagement opportunities. There is engagement related to the neighbourhood climate action plan. It is really important to have community members be a part of the process and inform on the importance of climate mitigation. There will be a public hearing regarding the land use plan. Once the Board of Governors sign off then it goes to the Province and there has to be a public hearing, I am uncertain how the public engages, that information should become available in the near future. *(Chair)*
- Q: The UNA has a role to play, the governance chart of Campus Vision 2050 shows the UNA's name as a consulting committee that appears on the Board. It is a highly constrained mechanism to provide input, through the Land Use Advisory Committee the Board has found was to engage residents. If there are views and opinions that are not being reflected in the plans, we need grass roots mobilization or voices to be raised to our elected representatives, our MLA. *(Murray McCutcheon)*

Q: The group I am referred too, they took action during the climate strike day, there was a demonstration in front of the Alumni Centre, and there are three things which are important to us:

- 1) We should not have a land use plan before we have a really good idea of the Neighbourhood Climate Action Plan.
- 2) Affordability of housing for faculty, staff and students.
- 3) Better governance, why not three residents to represent? *(Alex Volkoff)*

Q: I want to commend the Board and staff on the highly improved communications. I am thrilled to see the campus newsletter back, the Campus Resident is our neighbourhood newspaper. *(Alex Volkoff)*

C: People are really committed to our community. I urge you to get involved in the newspaper, write stories, encourage your kids to write, write letters to the editor. The newspaper is not just communications, it is also your source for neighborhood communications on a range of issues. *(Chair)*

Q: How does the UNA represent us in UBC 2025 plan? The eagles are affected. How can we change that? What is the role of UNA? *(Tony Chang)*

A: The eagle's nest is across the street from a construction project. There is considerable concern about the nest, the nest was coned off prior to construction starting. There was a petition from the community regarding the dismay around the coning of the eagles nest. The UNA has sent a letter to UBC regarding the process to cone the eagle's nest. We did convey our concern largely adding a voice to the citizens' votes in that petition. We want more transparency regarding any land use decisions, including ones around wildlife conservation. We need to ensure that whatever happens is in suit of legal requirements. Ultimately, there were no legal grounds for us to be able to stop the coning of the eagle's nest. The 14-story tower is currently under construction and is a product of an earlier neighbourhood land use plan. The zoning to have construction of a tower goes back a while. An important take away is there will be a new neighbourhood plan for Stadium, Acadia, and Westbrook neighborhoods. *(Chair)*

Q: I worked in IT for many years, it is very easy to change data in the computer. What process/procedures and auditing procedures will we apply for a fair voting process?

A: We looked at a range of providers, as well as municipalities that use electronic voting, in that research (shared in the report) the staff and UNA Board was convinced that security controls by the electronic voting providers, the companies that manage the systems, they are quite robust and secure. There is not much evidence of them going wrong or having fraud inherent to the system. *(Chair)*

A: It is a much-improved system then paper ballot, it is more secure than our existing process of mailing in ballots, which have no authentication process. All companies that provide this service must have a certification and have been running elections for years. *(CAO)*

- C: Going back 25 years, they were after the farm at UBC, Dr. Brink at UBC got involved, they had to allow a lot of high-rises to save the farmland. This deal was made unfortunately as a compromise. (*Suresh Prasad*)
- C: Thank you for providing that history, it helps us understand how we ended up here and can help make decisions for the future. We had to save the farm. (*Chair*)

E. Proposed UNA Bylaw Amendments – Results

The Chair reviewed the voting results for the proposed UNA Bylaw Amendments.

- a. Results for Special Resolution A: Amendments to UNA Bylaws to Implement Online Voting for Directors**
- 27 Votes in Favor
 - 6 Opposed
 - Resolution Passed
- b. Results for Special Resolution B: Updates and Minor Amendments**
- 29 Votes in Favor
 - 3 Opposed
 - Resolution Passed

F. MOTION TO ADJOURN

IT WAS MOVED (Eagle Glasheim) and SECONDED (Suresh Prasad)

That the UNA membership adjourn the Annual General Meeting 2023.

The 2023 AGM was adjourned by unanimous consent at 8:50 p.m.