



**AGENDA**

**A. CALL TO ORDER**

**B. APPROVAL OF AGENDA**

- 1. **Motion:** *THAT the Board approve the October 15, 2024 open session agenda, as circulated.*

**C. APPROVAL OF MINUTES**

- 1. **Motion:** *THAT the Board approve the following meeting minutes, as circulated:*

- *the September 17, 2024 open session minutes; and* 1
- *the October 1, 2024 special open session minutes.* 6

**D. DELEGATIONS**

None.

**E. EXTERNAL REPORTS & PRESENTATIONS**

- 1. Wesbrook Place Neighbourhood Plan Amendment Presentation – Joanne Proft, Associate Director, Campus and Community Planning; Madeleine Zammar, Engagement Manager, Campus and Community Planning
- 2. Campus and Community Planning Report – Carole Jolly, Director of Community Development and Engagement, Campus and Community Planning 8
- 3. Electoral Area A Director Monthly Report – Jen McCutcheon, Electoral Area A Director 11

**F. REPORTS**

- 1. October 2024 Management Report 20
- 2. Staffing for UNA Social Media Report – Glenda Ollero, Communications Manager 39

**Recommendation:**

*THAT the Board direct staff to recruit a full-time Social Media Specialist and begin the work required to transition The Campus Resident to publish more print editions.*

- 3. 2024 AGM and Bylaws Report – Chris Hakim, Corporate Services Specialist 45

Relevant Attachments:

- UNA Bylaws – 2024 Clean Version 47



4. Finance & Audit Committee Update

- a. FY2025/26 Budget Development Timeline Report – Athena Koon, Finance Manager 62
- b. UNA Investment Strategy Report – Athena Koon, Finance Manager 66

Relevant Attachments:

- MFA Schedule of Authorized Signers 70
- MFA Pre-Authorized Debit Agreement 78

**Recommendations:**

1. *THAT the Board direct the Finance Manager to invest \$1.1M into the Municipal Finance Authority’s Pooled High-Interest Savings Account.*
2. *THAT the Board approve the pre-authorized debit agreement and list of authorized signers, as circulated.*

- c. FY2024/25 Resident Recreation and Cultural Facilities Contributions Report – Athena Koon, Finance Manager 81

5. Governance & Human Resources Committee Update

- a. Board Vacancy Policy Report – Chris Hakim, Corporate Services Specialist 84

Relevant Attachments:

- Board Vacancy Policy (#01-20) – October 2024 Draft, Redline 87
- Board Vacancy Policy (#01-20) – October 2024 Draft, Clean 91

**Recommendation:**

*THAT the Board approve the Board Vacancy Policy (#01-20), as circulated.*

6. Neighbours Agreement Committee Update – Director Holmes

**G. UNFINISHED BUSINESS**

None.

**H. NEW BUSINESS**

None.



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**UNA BOARD OF DIRECTORS MEETING**

**Date:** October 15, 2024

**Time:** 5:30 p.m.

**Location:** Social Room, Wesbrook  
Community Centre

**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

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### PRESENT:

Richard Watson – Chair  
Eagle Glassheim  
Fei Liu (via videoconference)  
Murray McCutcheon

### UBC MEMBERS:

Carole Jolly  
Holly Shepherd

### AMS DESIGNATED STUDENT:

Ayesha Irfan

### STAFF:

Paul Thorkelsson – Chief Administrative Officer  
Athena Koon – Finance Manager  
Chris Hakim – Corporate Services Specialist  
Emmanuel Samoglou – Social Media Specialist  
Glenda Ollero – Communications Manager  
Isabel Todorova – Sustainability Specialist  
Josie Chow – Assistant Manager, Programs & Events  
Wegland Sit – Operations Manager

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### 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 September 17, 2024 open session agenda, as circulated.*

**CARRIED**

### C. APPROVAL OF MINUTES

**MOVED** by the Chair

**SECONDED** by Director McCutcheon



*THAT the Board approve the July 16, 2024 open session minutes, as circulated.*

**CARRIED**

**D. DELEGATIONS**

1. Wesbrook Place Plaza Proposal

Ian Carter, a resident, provided a presentation, followed by questions from and discussion amongst the Board.

2. Wesbrook Village Traffic, Lighting, Noise (Music)

Joan Hebb, a resident, provided a presentation, followed by questions and comments from the Board.

**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 and comments from the Board.

2. Electoral Area A Monthly Report

A report was not presented this meeting. No questions followed.

**F. REPORTS**

1. August & September 2024 Management Report

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

2. 2024/25 Staff Work Plan Q1 Report

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

3. Off-Leash Dog Park Report

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

**MOVED** by Director Glasheim

**SECONDED** by the Chair

*THAT the Board direct staff to:*

- a) *initiate the public engagement process on the UNA dog park, as circulated;*
- b) *apply for funding from the Community Works Fund to support the construction of the UNA dog park; and*



- c) *work with UBC, as part of the Wesbrook Place Neighbourhood Plan amendment process, on the potential expansion of the park space in Wesbrook Place.*

**CARRIED**

4. Staffing for UNA Social Media Report

The Communications Manager presented the report contained in the meeting package, followed by questions from the Board.

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*The Board recessed at 7:15 p.m. and reconvened at 7:30 p.m.*

\* \* \* \*

**MOVED** by NAME

**SECONDED** by NAME

*THAT the Board temporarily 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, and the approval of minutes for a closed session or restricted closed session of a Board meeting.*

**CARRIED**

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*The Board temporarily adjourned into a closed session at 7:31 p.m., and resumed the open session at 8:11 p.m.*

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5. Media Relations Policy Report

The Communications 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 Media Relations Policy (#04-04) and its associated procedures and guidelines, as circulated and amended.*

**CARRIED**

6. UNA & YMCA Before and After School Care Program Sublicence Agreement

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

**MOVED** by the Chair



**SECONDED** by Director McCutcheon

*THAT the Board approve the UNA & YMCA Before and After School Care Program Sublicence Agreement and authorize the Chair or the Chief Administrative Officer to execute the agreement, as circulated.*

**CARRIED**

7. Finance & Audit Committee Update

a. FY2024/25 Q1 Financial Results Report

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

b. FY2024/25 Fire Protection Service Fees Report

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

c. Repayment of UBC Financial Support Report

The Finance Manager presented the report contained in the meeting package. No questions followed.

**MOVED** by Director Glassheim

**SECONDED** by Director Liu

*THAT the Board approve the withdrawal by UBC of \$88,676 from the Neighbours Fund in lieu of the UNA paying that amount to UBC pursuant to a letter agreement dated July 19, 2021.*

**CARRIED**

d. Municipal Finance Authority Pooled Investment Funds Report

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

**MOVED** by Director Glassheim

**SECONDED** by Director Liu

*THAT the Board authorize the Finance Manager to enter into the process to open an account with the Municipal Finance Authority.*

**CARRIED**

8. Governance & Human Resources Committee Update

a. Board Vacancy Policy Report

The Corporate Services Specialist presented the report contained in the meeting package, followed by a discussion amongst the Board.

**MOVED** by Director Glassheim



**SECONDED** by Director McCutcheon

*THAT the Board refer the Board Vacancy Policy (#01-20) report to the GHR Committee for revision and to come back to the Board in October meeting.*

**CARRIED**

9. Neighbours Agreement Committee Update

The report contained in the meeting package was presented, 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, 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 8:41 p.m.*

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## MINUTES

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### PRESENT:

Richard Watson – Chair  
Bill Holmes  
Eagle Glassheim  
Fei Liu  
Murray McCutcheon

### UBC MEMBERS:

Carole Jolly

### AMS DESIGNATED STUDENT:

Ayesha Irfan

### STAFF:

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

### GUESTS:

Dr. Benoit-Antoine Bacon – UBC President  
Michael White – UBC Associate Vice-President, Campus and Community Planning

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### A. CALL TO ORDER

The University Neighbourhoods Association (UNA) special Board meeting's open session was called to order at 5:35 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 McCutcheon

*THAT the Board approve the October 1, 2024 special open session agenda, as circulated.*

**CARRIED**



1. Opening Remarks and Welcome from the UNA Chair

The Chair provided opening remarks and welcomed Dr. Benoit-Antoine Bacon, the UBC President, to the meeting.

2. Opening Remarks from the UBC President

Dr. Benoit-Antoine Bacon provided opening remarks.

**C. APPROVAL OF MINUTES**

None.

**D. DELEGATIONS**

None.

**E. EXTERNAL REPORTS & PRESENTATIONS**

None.

**F. REPORTS**

None.

**G. UNFINISHED BUSINESS**

None.

**H. NEW BUSINESS**

1. Open Discussion with the UBC President

The Chair provided an introduction to the discussion.

**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.*

**CARRIED**

*The meeting adjourned into a closed session at 5:54 p.m.*

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# THE UNIVERSITY OF BRITISH COLUMBIA

## Campus + Community Planning

### Memorandum

**From:** Simmi Puri, Communications Manager, Campus + Community Planning  
**To:** UNA Board  
**Date:** October 15, 2024  
**Subject:** Monthly Update from Campus and Community Planning

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### Film & Events Notification

#### October

**UBC Apple Festival** at Botanical Garden  
Saturday, October 19<sup>th</sup> & Sunday, October 20<sup>th</sup> from 11am-4pm.  
[Learn more>](#)

**Great Trek** (starts at Irving K Barber Learning Centre and ends at University Commons)  
Saturday, October 26<sup>th</sup>. Road closures will be in place from 7am-1:30pm. The event will begin at 8:30am.  
[Learn more>](#)

#### November

**Halloween Carnival** at University Commons.  
November 1<sup>st</sup> and November 2<sup>nd</sup> 6pm to 10pm.  
This will be an all ages event on November 1<sup>st</sup> (no alcohol will be served). On November 2<sup>nd</sup> it will be a 19+ event as alcohol will be served. [Learn More>](#)

**Remembrance Day.** University closed. Monday, November 11<sup>th</sup>. Details of ceremonies on campus will be [posted here>](#)

**Mid-term Break.** November 12-13<sup>th</sup>. No classes

### Wesbrook Place South Planning Process

Later this fall UBC will be launching a planning process for Wesbrook Place south, resulting in an amended [Wesbrook Place Neighbourhood Plan](#), the first major step in implementing [Campus Vision 2050](#).

Campus Vision 2050 is the long-range plan for how UBC's Vancouver campus will change and grow to support the needs of the university, its students, residents, staff, and Musqueam. Wesbrook Place south provides a key opportunity for UBC to deliver on multiple priorities of the Vision including building significantly more on-campus and affordable housing options for the UBC community, prioritizing sustainability, livability, walkability, green space and affordable services and amenities.

In advance of broad community engagement, Campus + Community Planning invited applications for the Planning Advisory Committee (PAC) for Wesbrook Place south between September 25 and October 8. The purpose of the PAC is to provide input into the amendment process by:

- Acting as a soundboard – a venue where ideas can be suggested and tested – for the project team, providing a sense of the broader communities’ interests and concerns
- Reviewing and providing input and advice into plan materials (including strategies, ideas, issues, analysis, draft amendments, etc.)
- Advising on how to support the success of the public engagement process
- Sharing public project information (with UBC staff assistance) and encourage participation through members' networks as appropriate to support project communications

Information on the Wesbrook Place south planning process, including opportunities for community members to get involved, will be posted on Campus + Community Planning’s website and shared through broad and targeted communication channels.

## Development Update

- A Development Permit was issued to UBC Properties Trust on September 19<sup>th</sup> for the removal of 32 trees in the buffer along Binning Road south of Gray Avenue. All of the trees were identified as dead or dying by Diamond Head arborist consultants and were a safety risk.
- A Development Permit was issued to the UNA on September 19<sup>th</sup> for the removal of five trees in Rhododendron Wood. These trees were identified as either dead or dying and were recommended for removal by Diamond Head Consulting due to their safety risk.
- C&CP is currently leading a biodiversity study, which is assessing strategies for tree or biomass replacement and enhancement in keeping with objectives in the newly adopted Land Use Plan.
- A Development Permit was issued on September 6<sup>th</sup> to Polygon Homes for the placement of an interpretive plaque for the public art piece, The Sentinels, at The Conservatory located on Berton Avenue near Binning Road.
- C&CP in collaboration with the UNA recently developed a one-step streamlined heat pump application process that combines both the Development Permit and Building Permit into one application. The first heat-pump application under this newly revamped process was recently received for a unit in The Chatham in Hampton Place.

## Community Update

### **Inspiring Community Grants are available!**

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.inspired.ubc.ca/communitygrants](http://www.inspired.ubc.ca/communitygrants)  
Looking for a little inspiration? Check out these [great grant projects](#) from last year, including many by UNA residents!

### **Inspired at the Chan Musical Magic: Disney Edition**

Be our guest at our next Inspired at the Chan concert on October 27! Join us at the Chan Centre for an afternoon of Disney tunes performed by six incredible homegrown talents. Featuring songs from your favourite movies like Frozen, Aladdin, and Moana, this concert will go the distance for the whole family. A limited number of free tickets are available to community members through UBC Inspired. Please contact [info.inspired@ubc.ca](mailto:info.inspired@ubc.ca) to request one.

For more information, visit <https://inspired.ubc.ca/event/inspireddisney/>



**Director's Report**

Hello UNA/UBC/UEL neighbours,

Happy fall! This is always such an exciting time of the year on and near UBC, with the campus buzzing with people and activity at the end of August and into September, along with the beautiful fall colour changes in Pacific Spirit Regional Park.

I hope you all had a wonderful summer. As a family, we had some wonderful outdoor adventures in BC. A highlight for me was hiking the Juan de Fuca trail with my husband and kids. The break was rejuvenating, and I've returned excited to continue to tackle the pressing challenges that our region is facing.



Jen and family hiking the Juan de Fuca trail this summer

From September 16—20, I attended the Union of BC Municipalities (UBCM) annual convention. This gathering of more than 2000 locally elected officials from across the province is an excellent opportunity to meet with provincial ministers, connect with colleagues, and discuss policies, resolutions and success stories. You can read more about my work at the conference in the pages that follow.

At a more local level, the UNA Board elections will be happening this fall, and I encourage residents of the UNA to consider running for a Board Director position. You have until October 4<sup>th</sup> to get your nomination in (more details on page 6).

As always, please send me an email if you would like to discuss any of the items in this newsletter, or anything else relevant to our electoral area.

All the best,

*Jen McCutcheon*

Jen McCutcheon, Metro Vancouver Director for Electoral Area A ([www.areaajen.ca](http://www.areaajen.ca) or [areaajen@gmail.com](mailto:areaajen@gmail.com))





### Ministerial Meetings at UBCM



During last week's UBCM Convention, I attended advocacy meetings with several provincial ministers, such as this one with the Honourable Ravi Kahlon, Minister of Housing.

At the recent Union of BC Municipalities (UBCM) annual convention, I had the opportunity to meet with a number of provincial ministers to advocate for local priorities, in my capacity as Electoral Area representative or as an executive of the Lower Mainland Local Government Association. I met with the following Ministers and their senior staff:

- Minister of Housing
- Minister of Transportation and Infrastructure
- Minister of Environment and Climate Change Strategy
- Minister of Emergency Management and Climate Readiness

In my meeting with Minister of Transportation and Infrastructure (MOTI), the Honourable Rob Fleming, I highlighted concerns around traffic safety, especially related to speeding, and the need for improved active transportation on MOTI roads within the UBC and UEL areas.

### Understanding Metro Vancouver Services and Your Property Tax Bill

Property owners in the UEL or UBC will see the "A METRO VANCOUVER" line item on their property tax bill. This amount funds Metro Vancouver local and regional services that directly or indirectly improve Electoral Area A residents' safety and quality of life.

Some of the Electoral Area A local services provided to UEL and UBC residents and funded by this Metro Vancouver property tax include:

- Local emergency planning and response, which includes ongoing emergency coordination between Metro Vancouver, UEL, UBC, RCMP, and others, as well as support for community preparedness activities and emergency notification.
- The following regional services are also included in the "A METRO VANCOUVER" line item:
  - **Regional Parks:** Metro Vancouver's regional parks system includes 23 regional parks, two park reserves, two ecological conservancy areas, and five greenways. <https://metrovancouver.org/services/regional-parks>
  - **Air Quality & Climate Action:** Metro Vancouver develops and implements plans, policies, regulations, and projects that improve air quality and reduce greenhouse gas emissions. These plans and policies are supported by air quality monitoring and emissions tracking in the lower Fraser Valley airshed. <https://metrovancouver.org/services/air-quality-climate-action>



- **Regional Planning:** Metro Vancouver is the steward of the regional growth strategy, Metro 2050, which strives to contain and structure the growth coming to our region, protect important lands, and ensure the efficient provision of infrastructure, including utilities, transit, and community amenities. <https://metrovancover.org/services/regional-planning>
- **Other regional services:** These services include regional emergency management, a global navigation satellite system service, and contributions toward 9-1-1 telephone service and affordable housing.
- Administering the Community Works Fund, which in 2024 was used to pay for the replacement of the sidewalk on the north side of Chancellor Boulevard between Acadia Road and Hamber Road in the UEL.
- Conducting an election every four years for the Electoral Area A Director.

Metro Vancouver provides drinking water, liquid waste, and solid waste services to most municipalities and to the UBC/UEL portion of the Electoral Area. These services are not funded by the Metro Vancouver property tax but instead have different cost recovery mechanisms.

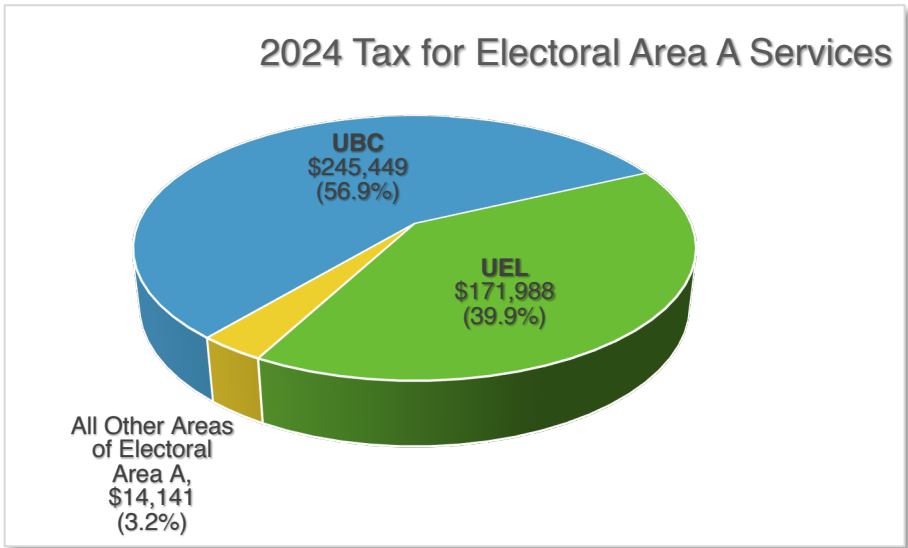
All of these services are funded through the Metro Vancouver property tax, which in 2024 totaled \$1,097,966 in levies payable by Electoral Area A property owners. The tax is divided into two portions – one for Electoral Area A services (\$431,578), and another for regional services (\$666,388).

**2024 Tax Estimates**

Assessed Value	Electoral Area A (Local) \$ Portion	MVRD (Regional) \$ Portion	“A METRO VANCOUVER” Total \$ Amount
\$100,000	\$3.70	\$5.70	\$9.40
\$500,000	\$18.00	\$29.00	\$47.00
\$1,000,000	\$37.00	\$57.00	\$94.00
\$2,000,000	\$74.00	\$114.00	\$188.00
\$5,000,000	\$185.00	\$285.00	\$470.00

The household amount for both Electoral Area A and Regional Services is \$9.40 per year for each \$100,000 of assessed property value.





As shown in the pie chart, properties located on UBC lands contribute 56.9% (\$245,449) of the total Metro Vancouver Electoral Area A taxes collected, and properties within the UEL contribute a further 39.9% (\$171,988).

The other areas of Electoral Area A include Barnston Island in the Fraser River just north of Surrey, water access homes up Indian Arm and the west side of Pitt Lake, Bowyer and Passage Islands in

Howe Sound, as well as mainland Howe Sound communities located along the Sea-to-Sky Highway between West Vancouver and Lions Bay.

Metro Vancouver staff and Board of Directors are in the process of finalizing the budget for 2025. For more information: <https://metrovancover.org/about-us/budgets-and-financial-plans>

### New Population Projections for UBC/UEL: 78,000 people by 2050

The region is expected to grow by nearly 50,000 net new residents annually. This represents a significant increase from the historical average of approximately 35,000 net new residents annually. Metro Vancouver can now expect **55,000 net new immigrants per year**, compared to the historical average of 37,500 net new immigrants per year. Natural increase (i.e. births minus deaths) is expected to be negative after 2035, and out-migrations to the other parts of the province will follow the historical trends. As a result, the region is projected to reach 4 million people by the mid-2040s.

Metro Vancouver updates regional and municipal population projections on a regular basis. These help estimate future demand for land, housing, jobs, and utilities and provide a guide for land use and infrastructure planning initiatives among regional utilities, member jurisdictions, TransLink and other agencies. The short, medium and long-term projections completed by Regional Planning are essential for water, sewer, and transit capital planning programs. The longer the time period of the projections, the higher the level of uncertainty. To overcome issues with dynamic modelling variables and an uncertain future, multiple growth scenarios are prepared by the Regional Planning team. The medium growth scenario is considered as the highest probability, while other scenarios explore possibilities resulting from different growth assumptions and variables.



Metro Vancouver Regional Planning recently prepared population estimates for 2021 and projections from 2021 to 2051. The three tables below describe three scenarios: medium-growth (MG), high-growth (HG), and low-growth (LG). **Using the medium growth scenario, the UEL will grow to a population of 26,050 (up from 3,193 in the 2021 census) and UBC will grow to 52,410, which is up from 15,103 in the 2021 census.** These projections are based on information provided by the UEL office and UBC’s Campus and Community Planning. For the UBC numbers, the estimates include those living in student residents, whereas the census data do not include student housing.

TABLE 1. REGIONAL, SUB-REGIONAL, AND MUNICIPAL POPULATION PROJECTIONS BY DECADE TO 2050, MEDIUM-GROWTH (MG) SCENARIO

Population projections, medium-growth scenario						
		2021	2030	2040	2050	
<b>Metro Vancouver Total</b>		<b>2,784,300</b>	<b>3,323,100</b>	<b>3,808,100</b>	<b>4,210,400</b>	
Sub-region	Burrard Peninsula	1,074,800	1,279,900	1,456,700	1,600,200	
	Areas	City of Burnaby	261,810	310,060	353,820	388,220
		City of New Westminster	82,940	106,580	127,390	142,790
		City of Vancouver	697,730	816,360	912,480	990,690
		Electoral Area A - UBC	28,910	37,490	45,240	52,410
		Electoral Area A - UEL	3,390	9,400	17,730	26,050

TABLE 2. REGIONAL, SUB-REGIONAL, AND MUNICIPAL POPULATION PROJECTIONS BY DECADE TO 2050, HIGH-GROWTH (HG) SCENARIO

Population projections, high-growth scenario						
		2021	2030	2040	2050	
<b>Metro Vancouver Total</b>		<b>2,784,300</b>	<b>3,337,700</b>	<b>3,881,000</b>	<b>4,394,400</b>	
Sub-region	Burrard Peninsula	1,074,800	1,285,400	1,484,700	1,669,700	
	Areas	City of Burnaby	261,810	311,510	361,630	408,150
		City of New Westminster	82,940	107,080	129,720	148,500
		City of Vancouver	697,730	819,870	929,780	1,033,010
		Electoral Area A - UBC	28,910	37,560	45,740	53,660
		Electoral Area A - UEL	3,390	9,420	17,840	26,340

TABLE 3. REGIONAL, SUB-REGIONAL, AND MUNICIPAL POPULATION PROJECTIONS BY DECADE TO 2050, LOW-GROWTH (LG) SCENARIO

Population projections, low-growth scenario						
		2021	2030	2040	2050	
<b>Metro Vancouver Total</b>		<b>2,784,300</b>	<b>3,306,600</b>	<b>3,713,400</b>	<b>3,980,600</b>	
Sub-region	Burrard Peninsula	1,074,800	1,273,500	1,419,800	1,513,200	
	Areas	City of Burnaby	261,810	308,380	343,460	363,170
		City of New Westminster	82,940	106,020	124,380	135,660
		City of Vancouver	697,730	812,360	889,810	937,840
		Electoral Area A - UBC	28,910	37,400	44,580	50,830
		Electoral Area A - UEL	3,390	9,380	17,570	25,690





## UNA Board Elections Happening this Fall

From November 4 to 26, 2024, residents within the University Neighbours Association (UNA) will elect their new Board. Residents need to be a UNA Society Member to run for a position on the board, or to vote in the election. More information on how to become a member can be found here: [myuna.ca/society](https://myuna.ca/society).

I encourage residents to get involved in their local community, and the UNA Board can be a great way to do so. If you would like more information, I am happy to put you in touch with current Board members or UNA staff.

Thank you to the current Board members for their years of service and dedication to our community.

Here are some important dates related to the election. Please note that nominations for Board positions are due on October 4<sup>th</sup> at noon. To find a copy of the nomination form, please visit [myuna.ca/elections](https://myuna.ca/elections).

- **September 20:** Notice of election; call for nominations
- **October 4:** Deadline to submit nominations; announcement of candidates
- **November 4:** Voting period begins
- **November 14:** All-Candidates Forum
- **November 22:** Deadline to register as a UNA Society Member and be eligible to vote
- **November 26:** Voting period ends; ballot counting; announcement of election results





TransLink Updates



Members of TransLink's Mayors' Council and key community leaders at a news conference asking provincial government candidates to prioritize transit as part of their election platforms

Drastic cuts to public transit service in Metro Vancouver are coming if the next provincial government isn't ready to work with us starting on day one in office to fix TransLink's broken funding model.

As you may have heard, TransLink faces an average annual funding gap of around \$600 million. Under the current funding model, TransLink is only able to run existing services – with ridership growth outpacing all other major metro areas on the continent – thanks to emergency relief funding from the Provincial government. However, this funding will run out by the end of 2025.

Without new sustainable funding, we face the prospect of severe cuts starting in 2026:

- Ending many transit services at 8:00 pm, leaving essential workers stranded
- Slashing bus service in smaller communities
- Forcing thousands of commuters back into their cars, increasing congestion
- Adding more air pollution, including GHG emissions

Metro Vancouver residents can take action by adding their voice to the call for local candidates and provincial party leaders to invest in public transit and prevent service cuts: <https://accessforeveryone.ca/call-to-action/>.

. In an open letter to BC provincial leaders and candidates, TransLink's Mayors' Council asked the parties to respond to the following questions:

1. Do you agree that public transit is an essential service in B.C.'s urban regions, that all levels of government must continue to invest in, so we can keep people and goods moving, improve affordability, unlock new housing, and reduce GHGs?
2. Do you support beginning to build the **Access for Everyone Plan** starting in 2025?
3. Will your government create a new, long-term **\$3.4 billion Access for Everyone Fund** that identifies **\$500 million annually** in new operating revenues for TransLink and invests **\$2.9 billion annually**, on average – including from federal funding programs like the Canada Public Transit Fund – towards the new capital projects in the Access for Everyone Plan?
4. Do you support working with the Mayors' Council to review and improve the TransLink governance model to ensure that elected regional mayors are accountable to the public for decision-making at the agency commensurate with its growing responsibilities and revenues.





**UBC's Campus Vision 2025 Approved by the Provincial Government**

*The following information was provided by UBC's Campus and Community Planning Department.*

The Province of BC has adopted an amended Land Use Plan for the UBC Vancouver campus, enabling the university to begin implementing the ideas, policies and strategies developed with the community through the Campus Vision 2050 process.

Campus Vision 2050 was a two-year planning and engagement process to develop a long-term vision for change and growth on campus. The process resulted in the Vision itself, the amended Land Use Plan, as well as an updated Housing Action Plan, UBC's policy to improve housing choice and affordability for the university community.

Visit [the new home for Campus Vision 2050](#) and the [Land Use Plan](#) for complete details, including background on the process.

**Implementing the Vision**

Over the coming months and years, UBC will engage the community, UNA, Musqueam, faculty experts and others on the development of detailed implementation plans. Upcoming community engagement opportunities include:

- [Neighbourhood Climate Action Plan \(NCAP\)](#): Community feedback played an essential role in developing the NCAP, which was approved by the UBC Board of Governors in June. NCAP sets a pathway to a net-zero and climate resilient community. It will guide future Neighbourhood Plans, shaping the implementation of UBC's Land Use Plan, as well as other neighbourhood initiatives like residential building policies and programs, ecology, climate emergency preparedness, transportation and zero waste planning.
- *Wesbrook Place Neighbourhood Plan amendment*: UBC will be engaging this fall around amending the Wesbrook Place Neighbourhood Plan to bring the plan in line with the principles and policies established through Campus Vision 2050 as well as NCAP. This may result in significantly more housing and help address current and future residents' needs, including amenities, open spaces, childcare and transportation improvements.
- *Student housing expansion*: UBC plans to increase the amount of on-campus student housing to 17,300 beds by adding 3,300 new and 1,000 replacement beds through several student housing projects identified in Campus Vision 2050. Detailed plans for these projects will be shaped by community input as financing and funding becomes available.
- *Transportation improvements*: Planning for improvements to Wesbrook Mall and 16<sup>th</sup> Ave will be explored through the Wesbrook Place Neighbourhood Plan update while UBC continues to work with the Province on the Business Plan and advocate funding for the completion of SkyTrain to campus.
- *Enhancing community amenities and services*: Guided by community feedback, a new Community Amenities Strategy, that includes an updated Child Care Expansion Plan, will deliver, in partnership with external providers, expanded health, school, safety and other services on campus in the shorter term.

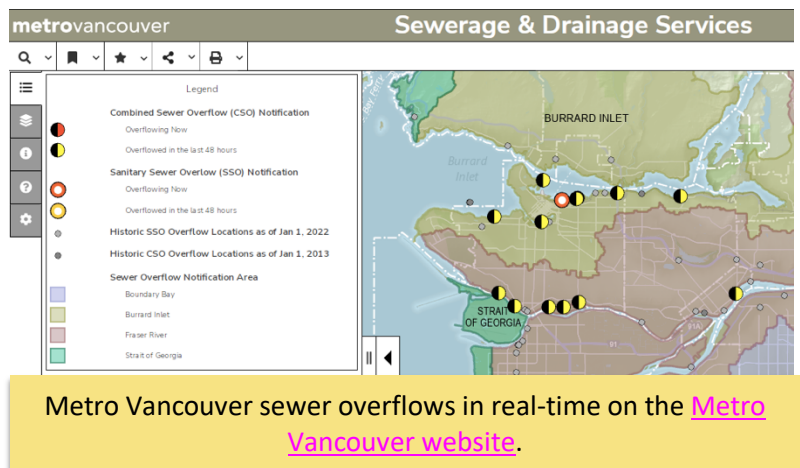


**Monitoring of Wastewater in Metro Vancouver**

Metro Vancouver actively monitors the environmental performance of its five wastewater treatment plants (WWTPs), which collectively treated over 427 billion litres of wastewater in 2023.

The monitoring programs for WWTP receiving environments show that Metro Vancouver continues to meet applicable objectives or guidelines for water quality, with exceptions in dissolved oxygen and boron concentrations. However, these measurements are not necessarily connected to WWTPs, as lower dissolved oxygen concentrations may be related to natural conditions and long term regional changes, while boron concentrations are consistent with typical levels found in Canadian coastal waters.

Whenever there’s a sanitary sewer overflow, which can occur due to inclement weather or maintenance issues, Metro Vancouver monitors the receiving environment and provides results to regulatory agencies, health authorities and municipalities. All sewer overflows in real-time on the [Metro Vancouver website](#). Bacteriological water quality objectives were met for all but one bathing beach from May through September. A swimming advisory issued by the local health authority at Kitsilano Point was in effect for five days.



**Jen's Board and Committee Appointments for 2024**

Here is a list of the boards and committees that I serve on in my role as Electoral Area A Director. Feel free to reach out to me if you would like to learn more.

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



**Report Date:** October 3, 2024  
**Meeting Date:** October 15, 2024  
**From:** Paul Thorkelsson, Chief Administrative Officer  
**Subject:** October 2024 Management Report

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## **Background**

The October 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 October 2024 Finance & Audit Committee and Governance & Human Resources Committee meetings.
- Attended the October 2024 special Board meeting and supported the Board's discussions with UBC President.
- Continued planning for the Board Directors orientation.
- Continued the weekly meeting schedule with the UNA Chair.

#### **Operations**

- Continued planning and managing the 2024 UNA Board of Directors election.
- Hosted and attended the 2024 UNA Annual General Meeting.
- Attended the 2024 Union of British Columbia Municipalities (UBCM) annual conference.

#### **Finance**

- Began developing the FY2025/26 UNA budget.



### **Programs and Services**

- Supported the Neighbours Agreement Committee in its ongoing negotiations with UBC on the new Neighbours Agreement.
- Continued discussions with UBC C+CP on governance evolution opportunities and service delivery clarity.
- Supported ongoing work in collaboration with UBC and external contractor on review and renewal of the UNA financial model

### **Human Resources**

- Supported initial pre-implementation discussions with HRM system provider and UNA staff.

### **Community Relations**

- Met with the Hampton Place Strata Chairs, participated in discussion and Q&A session on UNA and neighbourhood matters.
- Met with local business owners. Provided an introduction of UNA CAO to the local business community and participated in Q&A session on topics of business owner interest.
- Attended regular C+CP AVP/UNA CAO updates meeting.
- Attended regular C+CP/UBCPT/UNA staff meeting.

## **COMMUNICATIONS**

### **2024 Annual General Meeting**

The Communications Department worked on preparations for the Annual General Meeting. This included writing the AGM script, drafting reports, and creating and coordinating slide presentations for the event. The department also prepared digital and print promotional materials and communications to UNA Society Members.

### **2023-2024 Annual Report**

The Communications Department spent considerable time and effort this month leading the planning, writing, information gathering, content creation and publication design for the *2023-2024 Annual Report*. The *Annual Report* includes two new sections this year – one section highlights service delivery metrics and another that summarizes each UNA department's services, and roles within the organization. It also details each department's accomplishments for fiscal year 2023-2024 and initiatives for the upcoming (current) fiscal year 2024-2025.



### **2024 UNA Election**

The Communications Department worked with the Administration Department to create and finalize election materials, and rolled out the notice and candidate information to UNA Society Members as prescribed in the Bylaws. The department also created and is implementing a promotional plan to increase awareness of the election with the aim of boosting voter participation.

### **Expanded Finance Section on the UNA Website**

The Communications Department is finalizing the website's new expanded Finance section which will feature more information on the UNA's finances and a new page structure with improved content organization. The new Finance section will be launched in the next few weeks and will be promoted on our usual channels.

### **UNA Website**

The Communications Department added two new landing pages to the UNA website: one for the AGM and another for the election.

### **The Campus Resident**

*The Campus Resident* published its latest online issue on October 3. The next online issue will be release on November 7, 2024. To read the latest issue, please visit [thecampusresident.ca](http://thecampusresident.ca).

### **Staff Karaoke Party**

The Communications Department organized *Mic Drop Madness*, a karaoke party for UNA staff. The event was held at the Old Barn Living Room on the evening of September 24. Despite our reservations that a karaoke night might not appeal to staff, organizers were astonished to find that those who attended needed absolutely *zero* persuasion to get up on stage to sing their hearts out. They gave unforgettable renditions of classics such as "Girls Just Wanna Have Fun" and "Despacito." The event was catered by Tayybeh, a local social enterprise specializing in Syrian food and employs refugee Syrian women chefs and their families.

### **Others:**

- Worked with the Operations Department with the coordination and planning for the upcoming community engagement for the proposed dog park design in Wesbrook Place.
- Support for Sustainability Team for the promotion of the Community Yard Sale.
- Continuing promotions for the UNA Card (Schedule F and F1).
- Coordinating with UBC on events, roadworks, traffic updates and facility closures that affect resident of UNA areas.
- Coordinated and created promotions for Diwali, Halloween and other events.



**RECREATION**

As always, the month of September at the UNA is extremely busy for the Recreation department. New programming, budget development, hiring and onboarding fall instructors, and planning for the upcoming Winter guide have occupied the Recreation department.

I am very proud of the team, particularly Josie Chow and Qiuning Wang who tirelessly kept the day-to-day operations moving and provided great service to the UNA residents during my absence.

Now back post-surgery, I am working closely with both Josie and Qiuning, along with our new Temporary Fitness Supervisor to continue to drive recreation forward.

**FACILITIES REPORT**

Total hours of building operations from Sept 1 to 30, 2024:

	<b>WCC</b>	<b>OBCC</b>	<b>Total</b>
Building Hours	403	411	814
FD Staffing Hours	1063	441	1504

***Wesbrook and Old Barn Community Centre General Services (Sept 1 to 30)***

	<b>2022</b>	<b>2023</b>	<b>2024</b>
New Clients	679	647	818
Parking Permit Issued (Resident and Visitor parking)	33	46	125
Programs and Events Registration at Front Desk	639	1121	1309
Sports Drop in	52	369	819
Open Gym	772	896	370

***UNA Card & Registration (Sept 1-30)***

- The number of new clients registered in the UNA system has increased by 25% compared to what in the previous months.

	<b>2022</b>	<b>2023</b>	<b>2024</b>



New Clients	679	647	818
UNA Discount Enrollment/Renewal	351	420	814
UBC/UTown Discount Enrollment	94	152	158

***Parking Services***

**Issued UNA parking permits (Sept 1- 30, 2024)**

Parking permits for Hawthorn Place were issued in September; we’ve also seen a steady increase in Day Pass applications from Wesbrook residents.

	Resident Parking Permit	Visitor Parking Permit	Day Pass	Total Neighborhood
Wesbrook	18	10	38	66
Hampton	0	3	1	4
Hawthorn	44	49	36	129
<b>Total</b>	<b>62</b>	<b>62</b>	<b>73</b>	<b>199</b>

**Front Desk Staff Work Safety**

As shown by the above reports, the general services that are delivered at the front desk have notably increased from last year, especially at WCC. This does not include the services that are not captured in our current reporting system. In general, due to population growth and more families moving into the UNA neighbourhoods, front desk staff have undertaken an increased workload in their day-to-day operations as well as the growing number of clients with different needs.

Another change that has had a significant impact on the front desk workflow is the gym operation. To support the community needs, starting from the Fall 2023, more drop-in sports have been offered in the gym at WCC, with a packed schedule every week. These drop-in sports are so popular that it makes it challenging for staff to enforce capacity limit. The front desk staff must deal with the high demand for limited spots on a constant basis where altercations and conflicts may easily occur.



The Recreation Manager has begun a review of the code of conduct expectations of the public and short-term assistance is being provided by the programming team while further discussion is planned on other measures to enhance the staff safety at work.

PROGRAMMING REPORT

**Registration Updates – Fall 2024**

	Fall 2023	Fall 2024 as of Oct 1, 2024
Programs offered	332	317
Registered participants	2402	1975
Waitlist	487	239
Withdrawals	300	151

Category	Fall 2023	Fall 2024 as of Oct 1, 2024
Physical Activity	\$109,825.37	\$110,308.42
Arts	\$57,848.25	\$53,578.58
Music	\$23,561.60	\$32,943.95
Education	\$31,109.08	\$33,296.01
Camps	\$1,387.50	\$670.00
Events	\$1,838.50	\$484.00
<b>TOTAL</b>	<b>\$225,990.30</b>	<b>\$231,359.96</b>

- By Oct 1, revenue has exceeded the total amount generated the entire of Fall 2023. The increase in revenue is contributed to more music and education offerings, thanks to the thoughtful planning from Josie, Alina and Cody.

**Recreation Updates**

- **CDA Grant Recipient** – We have successfully received a \$7500 grant from the Canadian Dermatology Association to be put towards the building of a shading structure. This shading structure, to be installed in the grass area beside the

Wesbrook Splash Pad, will provide relief from the sun and heat for program/camp participants, as well as the community. The planned start date for the construction is November 18, 2024. Designing welcoming and accessible outdoor gathering points are vital to creating a vibrant community. Thank you to the Operations team, especially Isabel Todorova for supporting the Recreation team in this grant application.

### **Highlight Programming – Current Season**

- The camp survey was sent to over 200 summer camp participants who attend internal and external camps. We have received 34 responds with following positive highlights:
  - Instructors were engaging and attentive
  - Lots of outdoor walks and time spend
  - Children enjoyed and had fun, some did not want to go back home
  - Inclusive activities designed for everyone

Areas of improvements:

- Prices were high for some parents in the beginning, but many shared their appreciation when prices for UNA camps were reduced
- More field trips, UBC farm visiting
- Our newly hired piano instructor Nancy Chang who has more than 20 years of experience teaching private music lessons in many community centers all over Vancouver like Kerrisdale CC, Hillcrest CC shared her feedback about UNA saying she is enjoying teaching here at WCC as atmosphere is positive, front desk staff helpful, piano is tuned, students are lovely. Currently Nancy has 9 students who are learning piano.

### **Staffing**

- Marko Berrak-Tinaz started in September as Youth Activity Leader focusing on the Pre-Teen Leadership Program and Youth Social Drop-ins. Previously, Marko was a Summer Camp Leader at the UNA. He is now working towards his Masters of Arts in Human Development, Learning, and Culture in the Faculty of Education at UBC.
- Jessie Liu started in September as a Youth Activity Leader co-teaching the Youth Leadership Program with the Youth Coordinator and facilitating Youth Social Drop-ins. Currently, Jessie is a Front Desk Staff and working towards her Bachelors of Psychology with a minor in Family Studies at UBC.

### **Youth Coordinator – UBC – UBC Inspire**

- In Pre-Teen Leadership, we currently have 12 participants working closely with Marko on developing self-awareness, collaborating as a group through games and projects, and meeting leaders from the community.
- In Youth Leadership Program, we currently have 24 participants working closely with Hannie and Jessie on exploring the self, developing their leadership skills and style, and preparing a delightfully frightful haunted house for our premier Halloween event on October 31.
- I would also like to highlight two new youth-led programs that were both awarded a UTown@UBC Inspiring Grant of \$500 each. Galileo's Gang, a science experiment club for youth ages 11-13, invites youth to experiment with household materials and learn science in a fun and creative space. Creative Arts Studio for Youth and Seniors has been an increasingly popular program for both age-groups to create art together through meaningful conversations.

#### **Connected Communities Coordinator – UBC**

- UHill Bike Bus: Supported the UHill Bike Bus initiative and provided pizza for the UHill back to school welcome party, led by community member Jennifer Porter. 40 community members joined, and 4 new families joined the Bike Bus.
- Harvest Festival: Supported UBC Inspired (previously UTown@UBC) with set up and registration for the event.
- Parent and Tot at the Old Barn: Run by newly hired instructor Emma Hancock, a master's student in Audiology and Speech Sciences with an extensive child development background. The first sessions of Parent and Tot at the Old Barn engaged families who have never participated in Parent and Tot before and have received positive feedback about children's programs at the Old Barn.
- The first session of Karaoke Sing & Socialize had 15 – 20 people attend. 2 volunteers led the session and families and children sang songs together expressing how they enjoyed a space for families to connect.

#### **Community Relations**

- Welcome to the Neighbourhood: Was held to provide a multi-cultural look at the UNA services through various languages. Focus was on opportunities in volunteering, participation and representation.
- UHill Secondary Orientation for Parents: The UNA through the newcomer's project, held an evening assisting new immigrants with children registered at UHill Secondary. The evening was a great success in both connecting communities, but also to provide important materials by the Vancouver School Board in Multi languages in a safe space.



**UNA Fitness Centre Attendance**

Wesbrook Monthly Totals		Old Barn Monthly Totals	
Sunday Total	683	Sunday Total	72
Monday total	813	Monday total	85
Tuesday total	765	Tuesday total	63
Wednesday Total	726	Wednesday Total	70
Thursday total	716	Thursday total	82
Friday Total	594	Friday Total	76
Saturday total	547	Saturday total	49

Combined Monthly Totals	
Sunday Total	755
Monday total	898
Tuesday total	828
Wednesday Total	796
Thursday total	798
Friday Total	670
Saturday total	596

**Wesbrook Community Centre - Membership Revenue**

Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	17	\$ 647.70	88	\$ 4,190.56	28	\$ 1,599.92	133	\$ 6,438.18



1 Month Pass	18	\$ 685.80	94	\$ 4,476.28	14	\$ 799.96	126	\$ 5,962.04
3 Month Pass	9	\$ 942.86	114	\$ 13,029.06	11	\$ 1,571.46	134	\$ 15,543.38
6 Month Pass	5	\$ 952.40	34	\$ 7,123.68	1	\$ 238.10	40	\$ 8,314.18
Year Pass	0	\$ -	14	\$ 5,333.30	1	\$ 428.57	15	\$ 5,761.87
Total	49	\$ 3,228.76	344	\$ 34,152.88	55	\$ 4,638.01	488	\$ 42,019.65

**Old Barn Community Centre - Membership Revenue**

Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	1	\$ 23.81	27	\$ 771.39	1	\$ 38.10	29	\$ 833.30
1 Month Pass	0	\$ -	12	\$ 342.84	2	\$ 76.20	14	\$ 419.04
3 Month Pass	0	\$ -	7	\$ 304.76	2	\$ 209.52	9	\$ 514.28
6 Month Pass	0	\$ -	1	\$ 142.86	0	\$ -	1	\$ 142.86
Year Pass	1	\$ 152.3	0	\$ -	0	\$ -	1	\$ 152.38
Total	2	\$ 176.19	347	\$ 1,352.34	6	\$ 323.82	54	\$ 2,061.86

**Combined - Membership Revenue**

Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	18	\$ 671.51	115	\$ 4,961.95	29	\$ 1,638.02	162	\$ 7,271.48
1 Month Pass	18	\$ 685.50	106	\$ 4,819.12	16	\$ 876.16	140	\$ 6,380.78





3 Month Pass	9	\$ 942.86	121	\$ 13,333.82	13	\$ 1,780.98	143	\$ 16,057.66
6 Month Pass	5	\$ 952.40	35	\$ 7,266.54	1	\$ 238.10	41	\$ 8,457.04
Year Pass	1	\$ 152.30	14	\$ 5,333.30	1	\$ 428.57	13	\$ 5914.17
<b>Total</b>	<b>51</b>	<b>\$ 3,404.57</b>	<b>221</b>	<b>\$16790.63</b>	<b>191</b>	<b>\$4961.83</b>	<b>499</b>	<b>\$ 44,081.13</b>

Month & Year	10 Punch Pass	1 month Pass	3month pass	6 month pass	1 year pass	TOTALS
<b>August 2023 Purchases</b>	111	129	105	25	15	385
<b>August 2024 Purchases</b>	162	140	143	41	13	499
<b>August 2023 Revenue</b>	\$5,095.27	\$5,847.78	\$12,171.77	\$4,923.58	\$5,714.25	\$33,752.65
<b>August 2024 Revenue</b>	\$16790.63	\$6,380.78	\$16,057.6	\$8,457.04	\$ 5,914.17	\$44,081.13

**EVENTS REPORT**

**September Event Review**

- Neighbours Day – Sep 7 from 12-5pm
  - Estimated attendance: 1500
  - Staff: 22
  - Volunteers: 69

- We had another successful Neighbours Day, welcoming the community back from summer vacation and providing an opportunity to connect with friends, family, and neighbours. Highlights include:
  - Main Stage (sponsored by UBC PT) showcased very talented and diverse performers: Non-Sweet (a J-Pop group), Merlin the Magician, Vancouver Okinawa Taiko (Japanese drum and dance group), Nahualli Folkore Society (Mexican dance), Nova Kelly-Charles (Indigenous singer and drummer), and headliner band B'Boon ('80s British Punk cover band).
  - Fun Zone with an Activity Stage (yoga, Bhangra dance workshop, children's dance and sing along, storytime for children), inflatable games, and bubble soccer
  - Community Marketplace featuring over 30 community groups and artisan vendors
  - A variety of food vendors and beer/cider stand: Mr Tube Steak, Slothful, Baomaster, UNA Snack Bar, UNA Beer & Cider stand
- Family Movie Night – Sep 14
  - The Croods was the movie of the night! 5 volunteers helped with the event and revenue made was \$101.60 and 16 people in attendance.
- Don't Tell Comedy – Sep 21
  - Attendance: 44
  - Staff: 3
  - Volunteers: 4
  - This is the second stand-up comedy show held at the Old Barn Community Centre, partnering with Don't Tell Comedy, a company producing pop-up stand-up shows across North America. This is the first show where alcohol sales were provided. The event went smoothly and the comics provided great entertainment.

## **Upcoming Events**

- Family Movie Night – Oct 19
- Pumpkin Carving – Oct 25
- Trivia Night – Oct 26
- Diwali – Oct 27
- Murder Mystery Dinner – Oct 29
- Halloween – Oct 31
- SPARK Animation Film Festival – Nov 23
- Don't Tell Comedy – Dec 7
- Winter Festival – Dec 14



## BOOKINGS REPORT

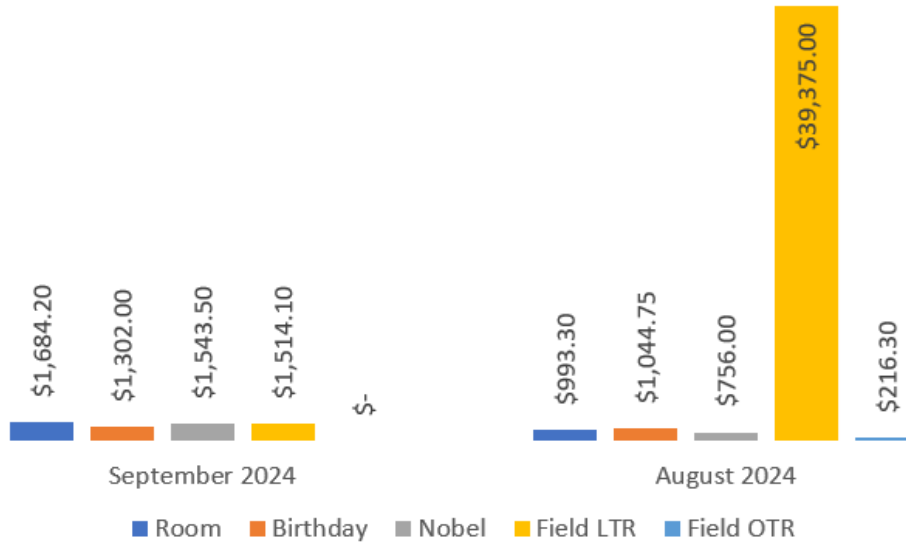
### ***Bookings Report***

- UNA Field reopened to residents and the public in general on August 22.
- Long term renters have paid for the Fall season.
- The field is 95 % booked until mid-December. There are a few hours available on Sunday's evening from 8 pm to 10 pm.
- Room availability is limited to external bookings, but we have seen an increase in bookings accommodating alternative dates and times.
- Party Leader and Party Attendant Update:
  - Birthday party resumed from September 15.
  - We are 70% fully booked at Wesbrook until December 15.
  - We have 50 % fully booked at Old Barn until December 7.
  - We have exclusion dates for birthday parties due to UNA Events: Diwali (October 27) at Wesbrook, and Winter Fest (December 24) at Old Barn.

### ***Submission of Rental Analysis***

- Room rental increased by 41% in September 2024 compared to the previous month – August 2024. This was due to space limitation as we had summer camps at Wesbrook and Old Barn community centers.
- Additionally, we saw an increase of 62% in room rental in comparison to the same month last year (2023). During September 2024, we receive more longer meetings requests for room rental for weekends and weekdays.
- We saw an increase in requests during September as people returned from vacations and students for the new school year.

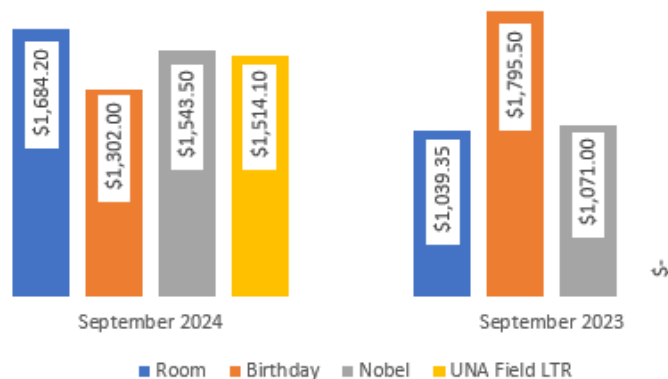
### Comparative September - August 2024 Rentals



**LTR:** Long-Time Renters - **OTR:** One-Time Renters.

- The Nobel field rental increased by 51% in comparison with August 2024 as long-time renters from last year returned for Fall booking (September to October).
- Additionally, we have some external games from UBC Dentistry Faculty, and a few family birthday celebrations.

### Comparative September 2023 - 2024



**LTR:** Long-Time Renters - **OTR:** One-Time Renters.

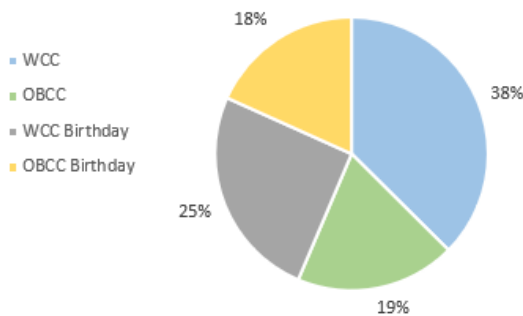
- Wesbrook continues to be the preferred location for room booking. In September bookings by location were Wesbrook with 38%, Wesbrook Birthday Party with 25%

(advanced booking for upcoming months), Old Barn Room rental with 19%, and lastly Old Barn Birthday Party with 18%.

- Birthday party packages have been resumed and we are currently booked until mid-December.

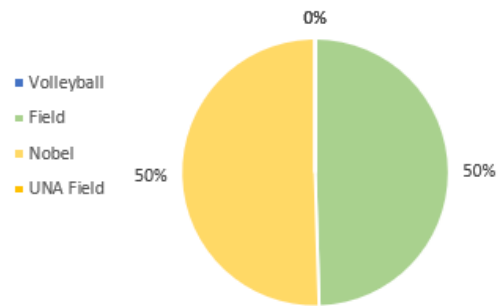
WCC	\$ 1,117.20
OBCC	\$ 567.00
WCC Birth	\$ 756.00
OBCC Birtl	\$ 546.00

Booking by Location September 2024



Volleyball	\$ -
Field	\$ 1,514.10
Nobel	\$ 1,543.50
UNA Field	\$ -

Booking by Location September 2024



- In September we received 55 email requests for rooms, birthday parties, and field rentals.
- We completed five (5) for September; twelve (6) for October, one (1) for November, and one (1) for December.
- We could not complete 42 requests due to room availability or direct competition based on the UNA Booking Policy.

Booking requests continue to be a mix of residents and non-residents.

## **OPERATIONS + SUSTAINABILITY**

### **Sustainability Report**

#### **SEEDS Project Launch: Shade Mapping of Trees and Buildings in UBC Neighbourhoods**

The *Shade Mapping of Trees and Buildings in UBC Neighbourhoods* research project has been launched and will run throughout the 2024-2025 school year. This project helps to address NCAP actions by calculating the tree shade on buildings in a targeted UBC neighbourhood and compares the energy demands of those buildings. Student researchers, in partnership with the SEEDS team, will analyze the amount of shade offered by different tree species and at different ages across campus. This project builds

on baseline shade maps of UBC neighbourhoods and informs planting recommendations which balance climate mitigation and biodiversity needs.

### **Updated: Garden Plot Renewals Process**

A new system has been developed for community garden plot renewals. Renewals will now be directed through Xplor—similar to parking permits and garden applications. The new system will allow the UNA to more effectively track renewals and assign plots to folks on the waitlist. Additionally, new and existing gardeners will have to provide proof of address within the UNA to obtain or renew a garden plot.

### **Green Depot**

The Green Depot has trained and onboarded 9 new volunteers. The free item circular economy initiative continues to build a sense of community and extend the lifecycle of gently used donated items.

## **Operations Report**

### **UNA 311 System Updates**

The Operations and IT teams have been working on UNA's 311 System since early 2024. The objectives of this system are:

1. Create an online 311 system for residents to report municipal issues. The 311 system will be powered by GIS databases.
  - a. Tickets generated by residents through online portal/email/voice message, will be tracked and forwarded to the Operations team and handled by the appropriate municipal team member.
2. This platform will enable two-way communication between all groups:
  - a. Enable the resident that originally reported the issue to receive updates.
  - b. Allow the Operations team to assign and receive updates from the municipal services team.
  - c. Empower the municipal services team to report at the ground level up from status update, to cost estimate, and potential approval structure of the work to help speed up the process.
3. The backend of the 311 system will also serve as an asset management and inventory database, that will help document inspection record and equipment conditions. For example, playground equipment inspection and repairs or irrigation equipment information.
4. The proposed 311 system will be fully integrated with Microsoft 365 environment and fully built in with support for key communication software like Outlook and MS Teams. The new system is expected to have customizable workflows that allow us to integrate the UNA's phone number provided by RingCentral, email and online

portal requests into a single-centralized ticketing system that will oversee the full cycle of the ticket.

5. The most important item is to find a solution that is scalable to fit the current as well as future needs. The key is empowering the Operations team with an end-to-end view of the organizational needs.

The Operations team has met with several suitable service providers since early 2024, and the team is in the selection process. The main criterion will be based on a few considerations:

1. The level workflow customization and the level integration to the current operation system (MS 365 + RingCentral + Intacct + UBC GIS Maps)
2. Overall project cost and long-term licensing fee.
3. Support features and client support
  - a. The system's capacity to allow for future system expansion.
4. An "User Interface" that is natural & easy to use + navigate for both external users (residents) and internal users (ops team + municipal team).
5. Experienced working with local municipality and not-for-profits.

The operations team is expecting the system launch date to be in the fourth quarter of this fiscal year.

### **Main Mall Greenway Updates**

The UNA Sustainability and Operations teams had an onsite walkthrough with the landscape architect from Lanarc Landscape Architect in late-September. We expect the consultant will be able to provide a high-level conceptual design of the Main Mall Greenway project and report back to the Board in November 2024.

### **Sidewalk repair in Hawthorn Place area**

The UNA completed a round of sidewalk repair work in the Hawthorn East area along East Mall and Eagles Drive.

### **Eagle Drive Larkin Drive Fire Lane bollards upgrade**

Bollards at Eagle Drive and Larkin Drive Fire Lane were upgraded to meet fire rescue requirements. The newest bollards design will enable emergency services to easily access the bollards when needed.

### **Tree Pruning along Hampton place and Hawthorn Main Mall Greenway - Update**

The Diamond Head Tree Services team will begin tree pruning around the Hampton Place and Hawthorn Main Mall Greenway in mid-October. The work will take approximately 2 weeks to complete.

## **FINANCE**



***Budget Planning for 2025/26:***

Budget planning for fiscal 2025/26 already started and I have been working with all the departments to draft the budget for the new fiscal year 2025/26. As reported in the Finance Committee update section, the plan is to bring our initial draft to the November Board meeting, and the final version is planned to be completed in February 2025. Further details of the budgeting process and timeline can be referred to the budget development timeline report at the Finance Committee update section.

***Updating the Five-Year Financial Model***

The project of working with UBC and an external consultant to update the five-year financial model started in September. The project is progressing well and is still aiming to complete the update on time by end of November. Since the five-year model is such an important tool for the UNA budgeting process and the timing of completing the update should also work with our budget timeline.

***Signing up with Municipal Finance Authority of BC (MFA)***

In September, the Finance and Audit Committee met with the representatives from the MFA to review the details of their offerings, and the Board approved a resolution to authorize the Finance Manager to enter into the process to open an account with the MFA. I have then reached out to the MFA and started the process to set up a profile for the UNA. Further details and update can be found under the Investment Strategy Report from Finance Committee Update section.

**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,

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

Paul Thorkelsson  
Chief Administrative Officer



**Report Date:** October 7, 2024  
**Meeting Date:** October 15, 2024  
**From:** Glenda Ollero, Communications Manager  
**Subject:** Staffing for UNA Social Media

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**Background**

During the May 2024 Board Meeting, staff brought forward options for increasing the print publication/circulation of *The Campus Resident* community newspaper. The options included a recommendation to shift the social media duties of the *Newspaper Editor & Social Media Specialist* into a new staff role (*Social Media Specialist*) so that the *Newspaper Editor & Social Media Specialist* can focus full-time on running *The Campus Resident* (if approved, that role’s title would have to be changed to *Newspaper Editor*). The Board requested that staff provide more information about the organization’s social media activities and potential options for staffing.

Staff provided the following report at the July 2024 meeting for initial discussions and consideration. It is being providing again this meeting for a decision.

**Decision Requested**

*THAT the Board direct staff to recruit a full-time Social Media Specialist and begin the work required to transition The Campus Resident to publish more print editions.*

**Discussion**

Over the last two decades, social media has become a powerful tool for local governments for promoting services and disseminating information. Major benefits include:

- **Better engagement** – Being present in online platforms where target audiences already “live in” or already use allow organizations to provide audiences information through an already familiar avenue which can be leveraged to support customer service and service delivery.
- **Quick emergency communications** – Social media allows for quick and timely updates during emergency or urgent situations. Also, the infrastructures that host major social media platforms are robust and are likely to stay online and serve as alternative communication venues in case of massive server/website outages or during short interruptions to local websites.
- **Accurate information dissemination** – Official channels are dependable sources of information for audiences.

- Assessing public perception** – Social media allows for instant feedback and is a good tool to use to measure how messages are being received based on how they are engaging with content. It can also be used as a scanning tool to see what topics or trends audiences are interested in outside of the organization’s own content.

Cities of comparable sizes to the population of the UNA are all actively updating and engaging in five popular social media platforms: Facebook, Twitter (now X), Instagram, YouTube and LinkedIn. Currently, the UNA runs an equivalent number of channels to these cities/districts:

Area	Pop. (2021)	Facebook	Twitter	Instagram	YouTube	LinkedIn
District of Squamish	22,221	✓	✓	✓	✓	✓
City of Port Alberni	21,711	✓	✓	✓	✓	✓
City of Fort St. John	21,123	✓	✓	✓	✓	✓
City of Cranbrook	20,008	✓	✓	✓	✓	✓
City of Salmon Arm	16,065	✓	✓	✓	✓	✓
UNA	16,000	✓	✓	✓	✓	✓

The review of the approaches by other organizations reveals that cities/districts and other public entities, through in-house staff or contractors, or a combination of both, employ dedicated staff to manage their social media channels.

While different in terms of scale, the City of Vancouver (approx. pop. 700,000) runs [over 90 social media channels](#) across different departments, facilities and initiatives and dedicates large teams of staff to manage its social media accounts

Worth noting, due to our close affiliation to UBC and overlap in target audiences, that UBC dedicates significant staff resources to manage its social media. UBC’s official channels can be found on Facebook, Twitter, LinkedIn, Instagram and YouTube. These official channels have a combined audience of over 500,000. Apart from these, there are hundreds of semi-official (and unofficial) social media accounts that are managed by different faculties, students, admin units and services.

Currently, the UNA social media channels are staffed by the single *Newspaper Editor & Social Media Specialist* role. This is responsible for managing *The Campus Resident* and managing content/strategy for the five social media channels of the UNA. The

intention when this position was created by the UNA last year was to have this staff member split time equally between the two responsibilities. The success and growth of *The Campus Resident* newspaper presents the reality that the editor/specialist has not had the time to fully realize the UNA's social media programming. This is a shortcoming of the structure of the position, not of the staff member. The addition of more printed issues of *The Campus Resident* would take even more of this time away from social media. At the same time, with a growing community and the parallel growth of the UNA, the need for more social media content is steadily increasing.

In 2022, the UNA Community Engagement Advisory Committee conducted a survey that saw 25 per cent of respondents relying on social media as a source of information. Our social media presence has, since 2022, grown and we have steadily been increasing in engagement (measured by views and clicks) but there are still significant limitations to our ability to deliver this service – most notably a lack of staff hours to create content that is both engaging and timely.

Some examples of opportunities for social media content that we are not able to address currently are as follows:

- content highlighting Board and committee initiatives
- video/photo content highlighting our successful recreation programs (we do this for programs that need a boost in promotions, but we are not able to prioritize highlighting successful programs and success stories)
- live updates during events (we've done this for a few events, but not most)
- changes in recreation programming and class cancellations
- resources to support the UNA's sustainability efforts (we've done some, but not nearly enough)
- urgent real-time updates relating to neighbourhood traffic, utility outages and emergencies
- training staff and youth volunteers to "take over" our social media feeds for special occasions (for example: during Youth Dance, or UNA Camps)
- vigorously promoting events via channels frequented by both younger and older residents (we do this, but not as much as we'd like)

With this in mind, staff do recommend that the Board start a process to consider hiring a Social Media Specialist and removing that role from that of the Newspaper Editor.

Below are some options:

***Option A: Hiring a Full-time Social Media Specialist***

Hiring a full-time *Social Media Specialist* would allow the UNA to expand its current social media content (as per above), increase the frequency of postings, increase

engagement in comments and direct messages and support all UNA departments, with special focus on:

- increasing promotions for Recreation Department programs and events leading to better awareness for residents, increase in enrolment, increase in community participation, increase in revenue and improved communication to audiences not currently being reached,
- increasing updates and informational materials for Operations Department initiatives leading to more frequent communication to residents, timely advisories to help residents navigate traffic, roadwork and facility closures, and increased awareness of sustainability initiatives,
- increasing awareness of UNA advocacy and Board initiatives which could lead to better civic engagement for residents, stronger community involvement and better participation in public consultations.

The right candidate would enable the UNA to save on video editing, photographer and graphic design fees. There might also be an opportunity to recruit a multi-lingual candidate that would allow the UNA to support newcomers by engaging in a language or languages other than English.

This option also enables the UNA to increase the print editions of *The Campus Resident* as it allows us to transition the *Newspaper Editor & Social Media Specialist* to work on the paper full-time.

It would also support the UNA's Strategic Priorities by:

- boosting awareness of UNA advocacy,
- boosting awareness of environmental sustainability initiatives,
- developing opportunities, materials and tools that create connections with a wider demographic of residents,
- increasing the UNA's organizational capacity to amplify its messages and outreach.

The financial impact, inclusive of salary and all benefits of a full-time *Social Media Specialist*, is estimated to require an increase to the UNA's yearly budget of \$95,000-100,000.

This option is recommended by staff. This option increases service levels for both social media and *The Campus Resident* by increasing the frequency of its print publication. This option will expand the reach of UNA to newer and broader target audiences in both online/digital communications and traditional/print communications.

***Option B: Hiring a Part-time Social Media Specialist***



Primarily, this option would address the goal of increasing the print editions of *The Campus Resident*, as it would allow the UNA to transition the current *Newspaper Editor & Social Media Specialist* to work full-time on the newspaper, while the new *Social Media Specialist* would maintain the current level of social media services.

The UNA might be able to expand social content and try new strategies if we focus our recruitment towards finding a candidate that has graphic design, photography and video skills. There might also be an opportunity to recruit a multi-lingual candidate that would allow the UNA to support newcomers by engaging in a language or languages other than English.

The financial impact of hiring a part-time *Social Media Specialist* at \$40-45/hour is estimated to require an increase to the UNA's yearly budget of \$36,400-40,950 (\$38,675 mid-range).

### **Option C: Maintain Status Quo/No Additional Staffing for Social Media**

This option would keep staffing levels for social media the same as current and maintain the quarterly print schedule for *The Campus Resident*.

### **Financial Implications**

- For Option A
  - Full-time Social Media Specialist: \$95,000-\$100,000 per year
- For Option B
  - Part-time Social Media Specialist: \$36,400-40,950 (\$38,675 mid-range) per year
- For Option C
  - None
- Note that the cost of additional printed issues of the paper would be \$22,897.68 per year (for six printed issues per year) or \$49,295.36 per year (for 12 printed issues per year)

### **Operational Implications**

Depending on the direction of the UNA, the Communications Department will have to undergo a reorganization of duties and recruitment of new staff.

### **Strategic Objective**

Creating Connections, Organizational Capacity



**Attachments**

None.

**Concurrence**

None.

Respectfully submitted,

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

Glenda Ollero  
Communications Manager

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

Paul Thorkelsson  
Chief Administrative Officer



**Report Date:** October 4, 2024  
**Meeting Date:** October 15, 2024  
**From:** Chris Hakim, Corporate Services Specialist  
**Subject:** 2024 UNA AGM and Bylaws Report

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## **Background**

The 2024 UNA Annual General Meeting (AGM) took place on October 2. This report summarizes the details of the event and actions taken following it.

## **Decision Requested**

For information.

## **Discussion**

The AGM was hosted on October 2 in the Wesbrook Community Centre. The meeting was attended by 30+ UNA members, including members of the Board.

At the AGM, the UNA members voted on one special resolution: amendments to the UNA Bylaws to implement a new Board vacancy filling process and other minor updates. The special resolution passed by a two-thirds majority, with 36 votes in favour and 1 vote against.

Following the AGM, staff have reviewed the event's planning and day-of proceedings. Improvements that have been identified for future general meetings primarily concern the logistics and technical set-up in order to make the meeting proceedings smoother, and potentially contracting live language interpreters.

Pursuant to the *Societies Act*, the UNA is required to file an annual report with the BC Registrar of Companies within 30 days following an annual general meeting. In addition, the UNA must file any bylaw amendments with the BC Registrar of Companies in order for them to take effect. Staff will file the UNA's annual report and amendments to the UNA Bylaws following the October 2024 Board meeting.

A clean version of the to-be-submitted UNA Bylaws has been attached to this report. A certified copy of the new UNA Bylaws will be provided to the Board once they have been delivered to the UNA.



**Financial Implications**

None.

**Operational Implications**

Staff will be making minor changes to the logistics and technical set-up of future general meetings to make the meeting proceedings smoother.

**Strategic Objective**

Governance

**Attachments**

1. UNA Bylaws – 2024 Clean Version

**Concurrence**

None.

Respectfully submitted,

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Chris Hakim  
Corporate Services Specialist

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Paul Thorkelsson  
Chief Administrative Officer

## BYLAWS OF UNIVERSITY NEIGHBOURHOODS ASSOCIATION

### 1.0 INTERPRETATION

1.1 In these Bylaws, unless the context otherwise requires:

**Association** means the University Neighbourhoods Association.

**Board** means the Directors.

**Business Day** means a day on which the Association's business office is open.

**Chair** means the Chair of the Association.

**Designated Building** means a building whose residents are eligible to become members pursuant to agreement between the Association and UBC, made in accordance with the Neighbours' Agreement 2015 or any successor agreement to the Neighbours' Agreement 2015.

**Director** means a person who is a director of the Association and, for greater certainty, does not include a person elected or appointed as a director until the person's term of office begins.

**Land Use Plan** means the land use plan for the UBC Point Grey campus, deemed adopted by section 37(1) of the *Municipalities Enabling and Validating Act (No. 3)*, SBC 2001, c 44, as amended or replaced from time to time.

**Local Area** means an area designated on a land use map in the Land Use Plan as a neighbourhood, neighbourhood housing area, or area similarly described.

**Qualified Recipient** has the meaning given by the *Societies Act*.

**Resident Member** means a person who is a member pursuant to Bylaw 2.1(a).

**Secretary** means the Secretary of the Association.

**Societies Act** means the *Societies Act* of British Columbia from time to time in force and all amendments to it and any legislation that succeeds the *Societies Act*.

**Student Housing** means a primarily residential building that contains housing purpose-built for students of UBC or UBC's affiliated theological colleges, including students visiting from other educational institutions.

**UBC** means The University of British Columbia.

**UBC Member** means a person who is a member pursuant to Bylaw 2.1(b).

1.2 For the purpose of these Bylaws, a Resident Member who becomes a Director by acclamation is deemed to have been elected.

1.3 Except for terms defined in these Bylaws, the definitions in the *Societies Act* apply to these Bylaws.

**1.4** If there is a conflict between a provision of these Bylaws, and the *Societies Act*, the regulations under the *Societies Act*, or any other enactment of British Columbia or Canada, the provision has no effect.

## **2.0 MEMBERSHIP**

**2.1** The members of the Association are the following persons:

- (a) persons who become members in accordance with Bylaw 2.3; and
- (b) up to 2 persons appointed from time to time by the President of UBC.

**2.2.** To be eligible to be a member, a person must

- (a) be at least 18 years of age, and
- (b) except for persons who are members pursuant to Bylaw 2.1(b), reside in a Local Area (other than in Student Housing) or in a Designated Building.

**2.3** A person who is eligible to be a member may apply to become a member by application to the Association and becomes a member upon the confirmation of the Association that the person meets the eligibility requirements for membership.

**2.4** A person appointed pursuant to Bylaw 2.1(b) becomes a member on receipt by the Association of written notice from UBC of the appointment.

**2.5** Every member shall uphold the Constitution and comply with these Bylaws.

**2.6** A person ceases to be a member:

- (a) by delivering the person's resignation in writing to the business office of the Association;
- (b) on the person's death;
- (c) on ceasing to be eligible to be a member; or
- (d) in the case of a person who is a member pursuant to Bylaw 2.1(b), on receipt by the Association of written notice from UBC that the person's appointment as a member has terminated or been revoked.

**2.7** A member may not be disciplined or expelled.

## **3.0 MEETINGS OF MEMBERS**

**3.1** Every general meeting shall be held on the day and at the time and place, in accordance with the *Societies Act*, as the Board decides.

**3.2** An annual general meeting shall be held in each calendar year not more than 6 months after the fiscal year end of the Association.

**3.3** The members may requisition a general meeting by delivering to the Association's registered office a requisition signed by not less than 10% of the members and the Board shall,



within 21 days, call a general meeting, to be held within 60 days after the date of the Association's receipt of the requisition, to consider the business stated in the requisition.

**3.4** The members may deliver to the Association's business office a notice signed by not less than 1% of the members setting out a matter that the members propose to have considered at an annual general meeting and the Association shall, in accordance with section 81 of the *Societies Act*, include the proposal in the notice of the annual general meeting if the proposal was received by the Association at least 7 days before notice of the annual general meeting is sent.

**3.5** The Association shall, not less than 21 days before it holds a general meeting, give notice of the general meeting to the members in accordance with Bylaw 14. A proxy in the form determined by the Board shall accompany the notice.

**3.6** The notice of a general meeting shall specify:

- (a) the place, the day and the time of the meeting;
- (b) in the case of special business (as defined in Bylaw 4.1), the nature of that business; and
- (c) the text of any special resolution to be considered at the meeting.

**3.7** Every general meeting, other than an annual general meeting, is a special general meeting.

**3.8** The accidental omission to give notice of a general meeting to a member, the accidental omission to include a proxy with a notice, or the non-receipt of a notice of a general meeting by any member does not invalidate proceedings at that general meeting.

#### **4.0 PROCEEDINGS AT GENERAL MEETINGS**

**4.1** Special business is:

- (a) all business at a special general meeting except the adoption of rules of order and procedural motions, and
- (b) all business at an annual general meeting, except,
  - (i) the adoption of rules of order and procedural motions;
  - (ii) the consideration of the financial statements;
  - (iii) the report of the Directors;
  - (iv) the most recent report of the auditor;
  - (v) the appointment of the auditor; and
  - (vi) the other business that, under these Bylaws, must be transacted at an annual general meeting or business which is introduced in the report of the Directors.

**4.2** No business, other than the election of a chair for the meeting and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.

**4.3** If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

**4.4** A quorum for a general meeting is 10 members who are present in person or by proxy.

**4.5** If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

**4.6** Subject to Bylaw 4.7, the Chair shall preside as chair of a general meeting, unless another person is selected by the Board in advance of the meeting.

**4.7** If the person who, pursuant to Bylaw 4.6, is to chair a general meeting is not present within 15 minutes after the time appointed for holding the meeting, any Director present may be appointed by the members present to act as chair. If no Director is present or no Director is willing to act as chair, the members present shall choose a chair.

**4.8** The chair of a general meeting may, or, if so directed by the members at the meeting, must, adjourn a general meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

**4.9** When a general meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given in the manner set out under Bylaw 14.2 except that the Association shall not be required to provide 21 days advance notice of the adjourned meeting.

**4.10** Except as provided in Bylaw 4.9, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.

**4.11** A resolution proposed at a general meeting must be seconded and the chair of a general meeting may propose a resolution.

**4.12** In case of an equality of votes at a general meeting, the chair shall not have a casting vote in addition to the vote to which the chair may be entitled as a member and the proposed resolution shall not pass.

**4.13** A member is entitled to one vote at a general meeting.

**4.14** Voting on ordinary resolutions at a general meeting shall be by show of hands. Voting on special resolutions at a general meeting shall be by ballot provided that at any meeting the members may agree by ordinary resolution to vote by a show of hands on a special resolution. Every ballot cast upon a poll and every proxy appointing a proxyholder who casts a ballot upon a poll shall be retained by the Association for a period of 3 months after the general meeting and shall be subject to inspection by a member at the business office of the Association during normal business hours.

**4.15** A member may appoint by proxy a person to act and vote on behalf of the member at a general meeting.

**4.16** A proxy:

- (a) shall be in writing and in the form determined by the Board;
- (b) shall be signed by the member giving it;
- (c) may contain limitations on the exercise of the power conferred by it; and
- (d) is valid only at the general meeting for which it is given and any adjournment of that meeting.

**4.17** A proxyholder:

- (a) must be a member; and
- (b) if not a Director, may be the proxyholder for at most 5 other members who have given a general power of proxy.

**4.18** The original or a copy of a proxy may be deposited at such place as is specified for that purpose in the notice calling the general meeting at any time prior to the commencement of the meeting, or adjourned general meeting, or with the chair of the meeting, the Secretary, or the senior manager of the Association.

**4.19** A vote given in accordance with a proxy is valid notwithstanding the previous death or incapacity of the member giving the proxy.

**4.20** A proxy may be revoked only by an instrument in writing:

- (a) executed by the member who gave the proxy; and
- (b) delivered either to the business office of the Association at any time up to and including the last Business Day preceding the day of the general meeting or adjourned general meeting for which the proxy is given, or to the chair of the meeting, the Secretary, or the senior manager of the Association on the day of the meeting, or any adjournment thereof, before any vote in respect of which the proxy is given has taken place.

**4.21** Directors may, but are not obliged to, solicit proxies prior to a general meeting.

**4.22** Any issue at a general meeting which is not required by these Bylaws or the *Societies Act* to be decided by a special resolution shall be decided by an ordinary resolution.

## **5.0 GENERAL ELECTION OF DIRECTORS**

**5.1** An election of directors must be held in 2024 and in every third calendar year thereafter.

**5.2** Voting in an election is to take place online, using a secure online voting system approved by the Board.

- 5.3** For a year in which an election is required, the Board shall:
- (a) set the deadline by which nominations are to be received by the Association, which deadline must be at least 15 days before the date set by the Board under Bylaw 5.3(b);
  - (b) set the deadline by which the Association must, if Bylaw 5.10 applies, mail or email to members the information required by that Bylaw; and
  - (c) set the voting period, which is to
    - (i) commence after the Association's annual general meeting for the year,
    - (ii) end before December, and
    - (iii) be a period of at least 21 days after the date set by the Board under Bylaw 5.3(b).

**5.4** Throughout a period of at least 14 days ending on the day set by the Board under Bylaw 5.3(a), the Association shall display on the Association website a notice of the election that includes a call for nominations and the deadlines and voting period set by the Board under Bylaw 5.3.

**5.5** At least 14 days before the day set by the Board under Bylaw 5.3(a), the Association shall notify Resident Members of the election, which notification may be given by mail or email. In addition, if a community newspaper exists and an issue of the paper will be published in the 14-day period ending on the day set by the Board under Bylaw 5.3(a), the Association shall, if possible, have the election notice published in the paper.

**5.6** Only Resident Members may be elected as directors. A Resident Member seeking to be elected as a director must be nominated by no fewer than 5 other Resident Members. Nominations must be in writing and delivered to the Association's business office by the deadline for nominations set by the Board under Bylaw 5.3(a).

**5.7** The nomination of a member who is prohibited by Bylaw 6.17 from serving an additional term is invalid.

**5.8** If, at any time after the close of nominations, the number of nominees (excluding persons who have ceased to be nominees) is equal to or less than the number of directors to be elected, the nominees are acclaimed as directors and the election ends.

**5.9** If Bylaw 5.8 does not apply and any nominee is a Director seeking to serve an additional term as permitted by Bylaw 6.18,

- (a) nominees, other than nominees who are such Directors, are acclaimed as directors, and
- (b) the election shall be limited to filling the remaining positions from among the Directors seeking to serve an additional term as permitted by Bylaw 6.18.

**5.10** For each election – other than an election for which it can be determined in sufficient time that Bylaw 5.8 applies – the Association must either mail or email, by the day set

by the Board under Bylaw 5.3(b), to every person who is a member at least 7 Business Days before that day:

- (a) the name of each nominee who has not been acclaimed as a director;
- (b) a statement provided by each such nominee not exceeding 200 words; and
- (c) instructions for online voting, including the voting period set by the Board under Bylaw 5.3(c), and a password, personal identification number, or other authentication code to enable the person to vote.

**5.11** The persons eligible to vote in an election are those persons who are members 2 Business Days before the last day of the voting period set by the Board under Bylaw 5.3(c).

**5.12** Unless Bylaw 5.8 applies with respect to an election, when a person becomes a member in the period that

- (a) begins immediately after the day that is 7 Business Days before the day set by the Board under Bylaw 5.3(b), and
- (b) ends at the end of the second Business Day before the last day of the voting period set by the Board under Bylaw 5.3(c),

the Association shall give or email to the person the materials referred to in Bylaw 5.10.

**5.13** The Association shall provide at least 3 kiosks at which members can vote online during an election. The kiosks must be available on 3 or more days during the voting period set by the Board under Bylaw 5.3(c), including the last day of that period.

**5.14** The Board shall establish the rules and procedures for an election that are not provided under these Bylaws.

**5.15** The Association's senior manager is responsible for those aspects of the conduct of an election for which the Board has not appointed another person to be responsible.

**5.16** The nominees who are elected as directors are those who receive the larger number of votes until all positions are filled.

**5.17** If 2 or more nominees receive the same number of votes and, as a result, their election together with the election of nominees who receive a larger number of votes would result in more elected nominees than positions to be filled, the nominee or nominees to be elected from among the nominees who receive the same number of votes shall be determined by lot using a method analogous to that described in sections 151(a) to (c) of the Local Government Act (as it read on September 1, 2023), administered by the person responsible for the conduct of the election.

**5.18** If the method in Bylaws 5.16 and 5.17 for determining the elected nominees would or may, before the application of this Bylaw, result in more than 3 Directors who reside in a particular Local Area or Designated Building, the following provisions apply:

- (a) each nominee whose election would result in more than 3 Directors who reside in that Local Area or Designated Building is deemed to have received fewer votes than nominees who do not reside in that Local Area or Designated Building;

- (b) in applying (a), nominees shall be assumed to be elected one after the other, in accordance with the number of votes received (starting with the nominee who received the most votes); and
- (c) if the number of nominees, other than nominees to whom (a) applies, is less than the number of positions to be filled, the remaining positions shall be filled by applying Bylaws 5.16 and 5.17 with respect to the nominees to whom (a) applies.

**5.19** For the purposes of Bylaw 5.18(a), if

- (a) 2 or more nominees who reside in the Local Area or Designated Building receive the same number of votes,
- (b) the election of all those nominees would result in more than 3 Directors who reside in the Local Area or Designated Building, and
- (c) the election of fewer than all those nominees would not have this consequence,

the nominees to whom Bylaw 5.18(a) applies shall be determined by lot using a method analogous to that described in sections 151(a) to (c) of the Local Government Act (as it read on September 1, 2023), administered by the person responsible for the conduct of the election.

**5.20** Notwithstanding anything to the contrary, if an election cannot take place in accordance with these Bylaws due to circumstances beyond the control of the Association, the Board may make alternative arrangements for the election, with such arrangements to comply as closely as possible to the requirements for elections under these Bylaws.

## **6.0 DIRECTORS**

**6.1** The Directors must manage, or supervise the management of, the activities and internal affairs of the Association and may exercise all the powers and do all the acts and things that the Association may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Association in a general meeting, but subject, nevertheless, to:

- (a) all laws affecting the Association,
- (b) in recognition of its unique relationship with UBC, and the necessity to support and enhance UBC's academic mission, compliance with all agreements made between UBC and the Association; and
- (c) these Bylaws.

**6.2** The number of directors is 7.

**6.3** No person may become a Director if the person is not qualified pursuant to the *Societies Act* to be a director of a society. If a person is not qualified, the election or appointment of the person is void.

**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.

**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.

**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.

**6.7** 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.

**6.8** The members may, by special resolution, remove a Director from office and may elect a successor at the general meeting at which the Director is removed to complete the term of the Director.

**6.9** Each Director shall uphold and comply with the Constitution and Bylaws.

**6.10** Each Director, when exercising the powers and performing the functions of a Director, shall:

- (a) act honestly and in good faith with a view to the best interests of the Association; and
- (b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances.

**6.11** A stipend shall be paid each year, within 5 Business Days after November 30 of the year, to each person who was a Director at any time in the period beginning December 1 of the preceding year and ending November 30 of the year. The stipend is payable for service during that period.

**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.

**6.13** The amount of the stipend payable to a person for service as a director other than the Chair for the period in a calendar year for which the stipend is payable shall be determined by prorating the annual amount of the stipend for the year by the ratio of the number of days in the period that the person served as a director other than the Chair to 365. The amount of the stipend payable to a person for service as the Chair shall be determined in a similar manner.

**6.14** A Director shall be reimbursed for all expenses reasonably incurred by the Director while engaged in the affairs of the Association.

**6.15** For any matter that is, or is to be, the subject of consideration by the Board, if that matter could result in the creation of a duty or interest that materially conflicts with a Director's duty or interest as a Director, directly or indirectly, that Director shall fully disclose the interest to the Board, abstain from voting on the matter, leave the meeting when the matter is being discussed or voted on, and refrain from any action intended to influence the discussion or vote.

**6.16** A Director shall account to the Association for any profit made as a consequence of the Association entering into or performing any contract or transaction, unless:

- (a) the Director complies with Bylaw 6.15; or
- (b) the contract or transaction was reasonable and fair to the Association at the time it was entered into, and after full disclosure of the nature and extent of the interest in the contract or transaction it is approved by special resolution of the members.

**6.17** Except as permitted by Bylaw 6.18, a member may not serve more than 2 consecutive terms as a Director.

**6.18** If, before giving effect to this Bylaw, there are fewer nominees for an election of directors than positions to be filled, a member who would otherwise be prohibited by Bylaw 6.17 from serving another term may serve another term. For greater certainty, this Bylaw may apply more than once to a Director.

**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.

## **7.0 PROCEEDINGS OF DIRECTORS**

**7.1** The Board must meet at least 6 times in each calendar year.

**7.2** A Board meeting may be an electronic meeting (as defined in the Societies Act).

**7.3** The Chair is to determine the dates and times of regular Board meetings, and the location of the meetings at which Directors must or may participate in person.

**7.4** At the request of two or more Directors, the senior manager (or delegate) must convene a Board meeting.

**7.5** The quorum for a Board meeting is a majority of the Directors at the time of the meeting.

**7.6** Except as otherwise provided in this Bylaw, the Chair is to chair a Board meeting. If the Chair is not present (in person or electronically) within 30 minutes after the time for the start of the meeting, if the Chair has given notice that he or she will not attend the meeting, or if there is no Chair, the Directors present shall choose a Director to chair the meeting. If the Directors elect a Chair at a Board meeting, the Chair shall thereupon commence to chair the meeting.

**7.7** The chair of a Board meeting may make or second a motion.

**7.8** Except as otherwise provided in rules of procedure adopted by the Board, a motion is carried only if a majority of the votes cast are in favour of the motion. In the case of an equality of votes, the chair does not have a second vote.

**7.9** The Board may establish rules of procedure for Board meetings. A rule that is inconsistent with these Bylaws is ineffective to the extent of the inconsistency.

**7.10** If a Board meeting includes an open session, residents of the Local Areas and Designated Buildings must be permitted to attend the session.

**7.11** The Directors may adopt a motion without meeting by consenting in writing to the motion unanimously (excluding abstentions). For greater certainty, writing includes email.

**7.12** The Board may delegate any, but not all, of its powers provided that it continues to supervise the management and affairs of the Association. In making any such delegation the Board shall establish terms of reference which shall include that any committee, delegate, or delegates to which powers are delegated shall regularly report to the Board.

## **8.0 UBC MEMBERS**

**8.1** Subject to Bylaws 8.2 and 8.3, the UBC Members may attend all Board meetings.

**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

(a) informed in advance that they may be excluded,

(b) given sufficient information of a general nature to ascertain the rationale for their

potential exclusion, and

- (c) given the opportunity to provide any additional information that may be relevant to the Board's decision.

**8.3** Unless permitted by the meeting chair, the UBC Members may not be present for the discussion of a motion to exclude them.

**8.4** If UBC Members are not permitted to be present for the discussion of a motion to exclude them and the motion is adopted, the meeting chair shall inform the UBC Members of the decision and give them a brief summary of the reasons for their exclusion.

**8.5** The UBC Members may participate in discussions at a Board meeting, except as otherwise decided by the meeting chair, acting reasonably.

**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.

**8.8** One UBC Member shall be permitted to attend and participate in meetings of the Association's committee that has responsibility for the formulation of the Association's annual budget. Except as otherwise directed by the Board, the UBC Member is permitted to share all budget-related information and Association financial reports with UBC employees and the Board of Governors of UBC, but only for the purposes of enabling UBC to exercise its rights and comply with its obligations under any agreement between the Association and UBC.

## **9.0 OFFICERS**

**9.1** The officers of the Association consist of a Chair and a Secretary. An officer holds his or her office until the earlier of the election of a successor or the time at which the officer ceases to be a Director.

**9.2** The Chair shall undertake such activities in connection with the affairs of the Association as determined by the Board.

**9.3** The Board may, from time to time, appoint a Director to act in place of the Chair while the Chair is absent or otherwise unable to perform his or her functions.

## **10.0 MANAGEMENT**

**10.1** The Board may appoint a senior manager of the Association in accordance with

section 61 of the *Societies Act*, and such other employees and persons as may be required to manage the business, financial and other affairs of the Association under the direction of the Board.

## **11.0 SEAL**

**11.1** The Board may provide a common seal for the Association and may destroy a seal and substitute a new seal in its place.

**11.2** The common seal shall be affixed only when authorized by a Board resolution and then only in the presence of the persons prescribed in the resolution or if no persons are prescribed, in the presence of the Chair and the Secretary.

## **12.0 RECORDS AND FINANCES**

**12.1** In order to carry out the purposes of the Association the Board may, on behalf of and in the name of the Association, raise or borrow and secure the payment or repayment of money in the manner it decides, and, in particular but without limiting the foregoing, by the issue of debentures.

**12.2** No debenture shall be issued without the sanction of a special resolution of the members.

**12.3** The members may by special resolution restrict the borrowing powers of the Board, but a restriction imposed expires at the next annual general meeting.

**12.4** The Association shall keep proper accounting records in respect of all financial and other transactions, including the following:

- (a) each receipt or disbursement of the Association;
- (b) every asset and liability of the Association; and
- (c) every other transaction affecting the financial position of the Association.

**12.5** The records of the Association that must be available for inspection by the members under the *Societies Act* may be inspected by the members at the business office of the Association.

## **13.0 AUDITOR**

**13.1** The Association shall have an auditor, who shall prepare an annual report to the members on the financial statements that are to be placed before the Association at each annual general meeting. The auditor shall state in the report whether, in the auditor's opinion, the financial statements present fairly the financial position of the Association and the results of its operations for the period under review and, shall identify expenditures or commitments which appear to be inconsistent with the purposes of the Association or significant changes from prior annual reports. If the opinion contained in the report of the auditor is qualified, the auditor shall state the reasons in the report.

**13.2** At each annual general meeting the Association shall appoint an auditor to hold office until the next annual general meeting.

- 13.3** An auditor may be removed by ordinary resolution.
- 13.4** An auditor shall be promptly informed in writing of appointment or removal.
- 13.5** No Director, employee or member of the Association may be auditor.
- 13.6** The auditor may attend general meetings.

#### **14.0 NOTICES TO MEMBERS**

**14.1** Unless otherwise specified in these Bylaws, a notice may be given either personally, by mail, or by email to the members at their addresses as noted in the records of the Association or, in the case of notice of a general meeting, in accordance with Bylaw 14.2.

**14.2** Provided the Association has more than 250 members, notice of a general meeting may be given by:

- (a) emailing it to the email address of every member who has provided an email address to the Association; and
- (b) posting it to the Association website throughout the period commencing at least 21 days before the meeting and ending when the meeting is held.

**14.3** A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove that the notice was properly addressed and put in a Canadian post office receptacle.

**14.4** Notice of a general meeting shall be given to:

- (a) every person who is a member on the day the notice is given; and
- (b) the auditor.

#### **15.0 BYLAWS**

**15.1** A member is entitled to receive, without charge, one copy of the current Constitution and Bylaws of the Association.

**15.2** These Bylaws shall not be altered or added to except by special resolution.

**15.3** Notwithstanding anything to the contrary, Bylaws 6.1(b), 16.2, and this Bylaw, shall not be altered or added to except by special resolution where at least one UBC Member is present and no UBC Member opposes the resolution.

#### **16.0 DISSOLUTION OF ASSOCIATION**

**16.1** In the event the Local Areas become part of the City of Vancouver or another municipality or become governed by a similar type of local government, the Directors shall put the question of the dissolution of the Association to the members at a special general meeting called for that purpose.

**16.2** If the members authorize dissolution of the Association, or if the Association enters into liquidation proceedings pursuant to the *Societies Act*, the assets remaining after all liabilities



have been paid or adequate provision for payment of the liabilities has been made, shall be distributed to the Qualified Recipient that replaces the Association as the provider of municipal-like services. If there is no such Qualified Recipient, then the remaining assets shall be distributed to the Qualified Recipient or Qualified Recipients specified in an ordinary resolution of the members or, if passing an ordinary resolution is not feasible, specified in a Board resolution.



**Report Date:** October 1, 2024  
**Meeting Date:** October 15, 2024  
**From:** Athena Koon, Finance Manager  
**Subject:** 2025-26 Budget Development Timeline

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**Background**

One of the functions of the Finance and Audit Committee is to work with staff to develop the annual budget for submission to the Board for approval. This report summarizes the timeline for the creation of the 2025-26 budget.

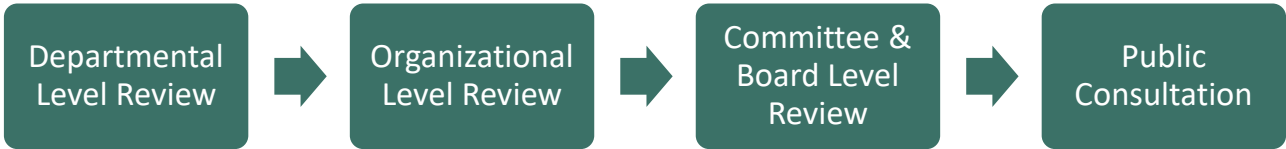
**Decision Requested**

For Information

**Discussion**

Budgeting Process:

The budgeting process in the UNA contains the following steps:



This year, the UNA will have an election during the month of November. The approach is to review the budget with the Finance & Audit Committee and the Board in November 2024 and December 2024 before soliciting feedback from the public on the draft budget. Once the committee and the Board have reviewed the feedback in January 2025, the UNA will conduct another round of public consultation on the draft budget before recommending it for approval in February 2025. That should allow enough time for all parties (existing Board, new elected Board, and the public) to review the budget and provide necessary feedback. The goal is to have the budget approved at the February 2025 Board meeting to allow time for the UNA to submit the new fiscal year budget for UBC for approval before the new fiscal year begins on April 1, 2025. Please note UBC’s approval is limited to confirming that the budgeted expenditures from the Neighbours Fund money do not contravene the purposes for which UBC has received the money.



As per Neighbours Agreement 2020 (NA2020) the UNA budget needs to be submitted to UBC a minimum of 45 days before the end of the fiscal year (February 15), but this deadline has typically been extended through until the end of March. The UNA will communicate with UBC regarding the potential extension of the submission timeline for fiscal 2025/26 budget.

The extended deadline is more reasonable for the UNA, as it provides time for adequate public consultation and allows more time to work on details.

*Budgeting Timeline:*

The following table outlines the proposed timeline for our 2025/26 budgeting process:

<b>Date</b>	<b>Assigned To</b>	<b>Task</b>
October	Staff	Start departmental budget drafts
October	Staff	Compile organizational budget
October	Finance Committee	Review budget schedule
October	Board	Budget schedule to Board for information
October	Staff	Working with UBC to update model and finalize levies estimation
November	Finance Committee	Review of draft budget
November	Board	Board review of draft budget
December	Finance Committee	Review of draft budget
December	Board	New Board review of draft budget and recommend budget release for public feedback
December	Staff	Post draft budget and narrative information on the UNA website for public feedback tentative <b>from Dec 18 to Jan 1</b>
December	Staff	Refinement of draft budget



January	Finance Committee	Second review of draft budget and recommend budget to the Board
January	Board	Recommend budget release for public consultation
January/February	Staff	Post revised draft budget and narrative information on the UNA website tentative <b>from Jan 22 to Feb 4</b>
February	Finance Committee	Push the monthly meeting a few days to February 11 to allow the extra time of the public consultation. Review public feedback, recommend budget to the Board for approval
February	Board	Approve draft budget
February	Staff	Submit budget to UBC for approval

Ideally, if a Board member has specific preferences and recommendations for the 2025/26 budget, they should be addressed ahead of time to the Finance and Audit Committee first. Staff can then incorporate the requests and recommendations into the draft, and to make the budget review and approval process more efficient at the Board meeting level.

**Financial Implications**

None.

**Operational Implications**

None.

**Strategic Objective**

Creating Connection



**Attachments**

None.

**Concurrence**

None.

Respectfully submitted,

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Athena Koon  
Finance Manager

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Paul Thorkelsson  
Chief Administrative Officer



**Report Date:** October 8, 2024  
**Meeting Date:** October 15, 2024  
**From:** Athena Koon, Finance Manager  
**Subject:** UNA Investment Strategy Report

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### Background

In July 2024, an investment strategy report was brought to the Board and a resolution to invest \$500K into a two-year term GIC and \$1.6M into a cashable GIC was approved. The reason why the \$1.6M was invested into a cashable GIC instead of longer term GIC is that the Board was interested in exploring the Municipal Finance Authority of BC's (MFA) offerings. In September 2024, the Finance and Audit Committee met with the representatives from the MFA to review the details of their offerings, and the Board approved a resolution to authorize the Finance Manager to enter into the process to open an account with the MFA.

This report requests the approval of the signing authorities to complete the required set up of the MFA client profile and to provide further details on the UNA's investment strategy following the aforementioned resolutions.

### Decisions Requested

1. *THAT the Board direct the Finance Manager to invest \$1.1M into the Municipal Finance Authority's Pooled High-Interest Savings Account.*
2. *THAT the Board approve the pre-authorized debit agreement and list of authorized signers, as circulated.*

### Discussion

#### Update on the establishing an account with the MFA

Following the September 2024 Board meeting, staff have initiated the process to establish an MFA account for the UNA. Once the MFA has added a client profile for the UNA, we can take advantage of the investment program (including PHISA's and our Pooled Investment Funds).

The UNA is required to submit a list of its authorized signatories. MFA can set up our signer requirements as follow:

- a) One to sign;



- b) Two to sign from the same group; or
- c) Two to sign, one from group A and one from group B.

Staff will move forward with option C as this requirement provides the highest level of control and is similar to the signing authority rules we have set up with Royal Bank of Canada (RBC).

Staff recommend that the list of authorized signers be structured as follows:

- List A will include the Chair and the Finance & Audit Committee Chair; and
- List B will include the Chief Administrative Officer and the Finance Manager.

### Investment with the MFA

The MFA has 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.

As discussed in the previous meetings, our investment goal is capital protection and only the short-term investment funds options offered by the MFA will be considered by the UNA:

- Pooled High-Interest Savings Accounts (PHISA)
- Money Market Fund
- Government Focused Ultra-Short Bond Fund

Currently, the PHISA offers the highest return as of September 2024, at a rate above 5%, and the other two PIF products yield a slightly lower rate. It seems prudent to invest current amount in the PHISA.

### How much to invest



The following three categories of money were bought up in July 2024 that needed an investment decision:

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

Since the Field Replacement Project has been completed and the Community Field Replacement Reserve amount will be used to pay off the replacement, and we had also invested \$500K to a two-year terms GIC, the only amount left for a decision to be made on is \$1.1M. We can transfer this amount to the PHISA account opened with the MFA for now and then can log that to a PIF account in the future.

**Financial Implications**

None.

**Operational Implications**

None.

**Strategic Objective**

None.

**Attachments**

1. MFA Schedule of Authorized Signers
2. MFA Pre-Authorized Debit Agreement

**Concurrence**

None.

Respectfully submitted,



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**UNA BOARD MEETING  
OPEN SESSION**

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Athena Koon  
Finance Manager

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Paul Thorkelsson  
Chief Administrative Officer



Please email this form to [mfa@mfa.bc.ca](mailto:mfa@mfa.bc.ca)

**General Information**

- As with other financial institutions, the MFA must be notified of any changes to your organization's authorized signers. This is to ensure your accounts are protected and to make sure there is no disruption of access.
- The officer responsible for financial administration must be one of your authorized signers.
- It is recommended that your organization have sufficient signers available and in place prior to holiday or vacation periods, to avoid disruption of access.
- Signing authority structure must be in one of three formats. Please see the Schedule of Authorized Signers for options.
- The Pooled High Interest Savings Accounts (PHISAs) require a separate set of signing documentation. Please email [invest@mfa.bc.ca](mailto:invest@mfa.bc.ca) for instructions on how to update PHISA signers.
- Documents must be filled out electronically to ensure accurate information is provided to MFA. Adobe Acrobat is free program available from [www.adobe.com](http://www.adobe.com).
- We do not require originals, please retain them for your records.

**To Remove a Signer/Signers**

- Individuals who are no longer authorized signers must be removed from your list of authorized signers immediately. If they also have Client Portal user access, Administrators must ensure their access is deactivated.
- Please email a request on letterhead to [mfa@mfa.bc.ca](mailto:mfa@mfa.bc.ca), signed by the CFO (or deputy or CAO or CO); **or**
- Complete a new Schedule of Authorized Signers, listing all authorized signers and their positions.

**To Update Your Signers**

- Complete the Schedule of Authorized Signers, listing all authorized signers and their titles.
- Complete a Signature Card for each of your authorized signers; the Corporate Officer or Deputy Corporate Officer must attest each signature.
- If the Corporate Officer or Deputy Corporate Officer is certifying their own signature, please provide a clear copy of their photo ID.
- You do not need to provide a new signature card, if a signer currently has one on file, provided that the information is still valid.

**Name Change Support**

- Please provide supporting documentation such as a resolution or other legal document that supports the name change.

**To Update Access to the Client Portal**

- All new account signers will automatically be granted user access to the account through the Client Portal.
- Client users with Administrator privileges can update permissions, and add or deactivate users.
- We recommend that clients have at least two active Administrators. If you do not have an active Administrator, please email [mfa@mfa.bc.ca](mailto:mfa@mfa.bc.ca) and we will assist you.



- To make updates, log into the Client Portal: <https://portal.mfa.bc.ca/auth>.
- See options under the User Administration heading.
- Client Portal FAQs: <https://mfa.bc.ca/client-login-fags>.

**Other Forms You May Need to Update**

**Banking Information**

- When you have a change in any bank account information that is currently on file with MFA.
- When you open a new bank account for an MFA program.

**Pre-Authorized Debit Agreement**

- To be completed by participants of MFA programs.



SCHEDULE OF AUTHORIZED SIGNERS

Please email this form to [mfa@mfa.bc.ca](mailto:mfa@mfa.bc.ca)

Member Information

Organization Legal Name: \_\_\_\_\_

Organization Street Address: \_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_

Program Contacts

Please assign a staff contact for each applicable program, to ensure the appropriate person in your organization receives information relevant to their position.

	Contact Person	Email
Long-Term Financing		
Short-Term Financing		
Equipment Financing		
Pooled Investments		

Officers

	Name	Phone
Chief Administrative Office		
Corporate Officer		
Financial Officer		

Programs

The signers below will be authorized to sign for the following programs – chose all that apply. If you require different signers for certain programs, please submit a separate Schedule of Authorized Signers.

- Equipment Financing    
 Short-Term Borrowing    
 Long-Term Borrowing    
 Pooled Investment Funds    
 Tax Levy

Signing Authority Structure

Choose One:

- Any one signer from List A  
 Any two signers from List A  
 Any two signers - one from List A, and one from List B

**List of Authorized Signers**

Please note these signers may differ from your authorized PHISA program signers, which are established under separate documentation. The following is a complete and current list of designated signing officers with Municipal Finance Authority.

<b>LIST A</b>		
<b>Name</b>	<b>Title</b>	<b>Email</b>

<b>LIST B</b>		
<b>Name</b>	<b>Title</b>	<b>Email</b>

Please note that each listed signer must have a Signature Card on file.





**Please fill out a Signature Card for each Authorized Signer listed.**

**Member Information**

Organization Legal Name: \_\_\_\_\_

**Signer Information**

First and Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature:  
This is how you will sign MFA documents \_\_\_\_\_

**Attestation Signature**

Each signature must be attested by the Corporate Officer Deputy Corporate Officer. Where the Corporate Officer or Deputy Corporate Officer is certifying their own signature, please provide a clear copy of his or her photo ID.

Print Attestation Name: \_\_\_\_\_

Print Attestation Title: \_\_\_\_\_

Attestation Signature: \_\_\_\_\_



**Please fill out a Signature Card for each Authorized Signer listed.**

**Member Information**

Organization Legal Name: \_\_\_\_\_

**Signer Information**

First and Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature:  
This is how you will sign MFA documents  
\_\_\_\_\_

**Attestation Signature**

Each signature must be attested by the Corporate Officer Deputy Corporate Officer. Where the Corporate Officer or Deputy Corporate Officer is certifying their own signature, please provide a clear copy of his or her photo ID.

Print Attestation Name: \_\_\_\_\_

Print Attestation Title: \_\_\_\_\_

Attestation Signature: \_\_\_\_\_



**Please fill out a Signature Card for each Authorized Signer listed.**

**Member Information**

Organization Legal Name: \_\_\_\_\_

**Signer Information**

First and Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature:  
This is how you will sign MFA documents  
\_\_\_\_\_

**Attestation Signature**

Each signature must be attested by the Corporate Officer Deputy Corporate Officer. Where the Corporate Officer or Deputy Corporate Officer is certifying their own signature, please provide a clear copy of his or her photo ID.

Print Attestation Name: \_\_\_\_\_

Print Attestation Title: \_\_\_\_\_

Attestation Signature: \_\_\_\_\_



**Please fill out a Signature Card for each Authorized Signer listed.**

**Member Information**

Organization Legal Name: \_\_\_\_\_

**Signer Information**

First and Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature:  
This is how you will sign MFA documents  
\_\_\_\_\_

**Attestation Signature**

Each signature must be attested by the Corporate Officer Deputy Corporate Officer. Where the Corporate Officer or Deputy Corporate Officer is certifying their own signature, please provide a clear copy of his or her photo ID.

Print Attestation Name: \_\_\_\_\_

Print Attestation Title: \_\_\_\_\_

Attestation Signature: \_\_\_\_\_



**Municipal Finance  
Authority of BC**

## **BUSINESS PAYOR'S PRE-AUTHORIZED DEBIT AGREEMENT (PAD)**

Payee Name: Municipal Finance Authority of BC (MFABC)

Payee Address: 217 - 3680 Uptown Blvd, Victoria, BC V8Z 0B9

Payee Email: [finance@mfa.bc.ca](mailto:finance@mfa.bc.ca)

Payee Telephone: 250-383-1181

We authorize the Payee indicated to draw a debit in paper, electronic, or other forms for the purpose of making payment for goods or services related to our commercial activities (a "Business PAD") on our account(s) and at the financial institution indicated on our provided banking instructions (the "Account" and the "Financial Institution") and we authorize the Financial Institution to honour and pay such debits. This Agreement and our authorization are provided for the benefit of the Payee and our Financial Institution and are provided in consideration of our Financial Institution agreeing to process debits against our Account in accordance with the Rules of the Canadian Payments Association. We agree that any direction we may provide to draw a Business PAD, and any Business PAD drawn in accordance with this Agreement, shall be binding on us as if signed by us and, in the case of paper debits as if they were cheques signed by us.

The Payee may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise without providing at least 10 days prior written notice to the Payee.

(1) **Cancellation:** We understand that we may revoke our Payor's PAD Agreement at any time in writing 30 days prior to the next scheduled payment due by us to the Payee under any of the programs listed below. This Agreement applies only to the method of payment, and we agree that revocation or cancellation of this Agreement does not terminate or otherwise have any bearing on any contract that exists between us and the Payee. Payors may obtain a sample cancellation form or further information on their right to cancel a PAD Agreement at their financial institution or by visiting <https://payments.ca/sites/default/files/h1eng.pdf>.

(2) **Standard Recourse Statement:** We understand that we have certain recourse rights if any debit does not comply with these terms. For example, we have the right to receive a reimbursement for any PAD that is not authorized or is not consistent with the PAD agreement. To obtain more information on recourse rights, we may contact our financial institution or visit: <https://payments.ca/sites/default/files/h1eng.pdf>.

(3) We understand that with respect to:

(i) Long-Term Financing: Payments occur at set dates as per the provided amortization schedule. The Payor shall receive written notice from the Payee via MFABC's [Client Portal](#) of the amount to be debited and the due date(s) of debiting at the time the financing is established and at least ten (10) calendar days before the 1st due date. Such notice shall be received every time there is a change in the amount or payment date(s).

(ii) Short-Term Financing: Variable interest payment amount processed monthly. The Payor shall receive written notice from the Payee via MFABC's [Client Portal](#) on or about the last day of the month indicating the amount of interest to be debited for the month. The amount is debited from the Payor account two (2) business days after the end of the month or at such times that have been previously arranged.

(iii) Equipment Financing: Fixed payment amount processed monthly. Payments will occur at set dates as per loan schedule(s) and signed loan agreement(s) and are available via MFABC's [Client Portal](#). Notification of the final variable loan payment will be posted in MFABC's [Client Portal](#) at least ten (10) calendar days before the due date. The amount is debited from the Payor account two (2) business days after the end of the month or at such times that have been previously arranged.

(iv) High-Interest Savings Account (HISA): Fixed or regular payment amounts are processed according to the Payor's schedule, using the Payee's banking platform to facilitate cash movement between the Payor's bank account(s) and the Payor's HISA account. These transactions are at the discretion of the Payor, so no notice will be provided.

(v) One-off payments relating to any of our commercial activities with the Payee may be processed by completing the One-Off Electronic Fund Transfer form. Such unscheduled payment requests must be signed by the person(s) authorized to do so in the Signing Authority documentation we have provided to the MFA.

(4) We certify that all information provided with respect to the Account is accurate, and we agree to inform the Payee, in writing, of any change in the Account information provided in this Agreement at least ten (10) business days prior to the next due date of a Business PAD. In the event of any such change, this Agreement shall continue in respect of any new account to be used for Business PAD.

(5) We warrant and guarantee that all persons whose signatures are required to sign on the Account have signed this Agreement below. In addition, we warrant the guarantee, where applicable, that we have the authority to electronically agree to commit to this Agreement by secure electronic signature and that our secure electronic signature conforms with the requirements of Rule H1.

(6) We understand and agree to the foregoing terms and conditions, and we agree to comply with the Rules of the Canadian Payment Association or any other rules or regulations which may affect the services described herein, as may be introduced in the future or are currently in effect and we agree to execute any further documentation which may be prescribed from time to time by the Canadian Payments Association in respect of the services described herein.

**Authorization:**

**1)**

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Print Full Name and Title

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Signature

**2)**

---

Print Full Name and Title

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Signature

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Organization (Payor) Legal Name

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Effective Date





**Report Date:** October 1, 2024  
**Meeting Date:** October 15, 2024  
**From:** Athena Koon, Finance Manager  
**Subject:** FY2024/25 Resident Recreation & Cultural Facilities Contributions

---

**Background**

Schedules F and F.1. of the Neighbours Agreement deal with the access and use of UBC recreation and cultural facilities, and the amounts that UBC is entitled to withdraw from the Neighbours Fund as contributions from residents towards the operating costs of the facilities.

This report provides the calculation of the contribution amounts that UBC is entitled to withdraw from the Neighbours Fund for FY2024/25.

**Decision Requested**

For information.

**Discussion**

Schedule F – Residents Recreation Facilities Contributions

Based on Section 9.4 of Schedule F, Annual Residents Recreation Facilities Contributions is the lesser of:

- (a) *Per Capita Rate for the Fiscal Year (PCR) x Adjustment Factor (AF) x Population (Pop)*
- (b) *8% of the Neighbourhood Levy payable for the calendar year in which the fiscal year begins*

For FY2024/25, the lesser amount is the first option and the calculation is as follow:

	<b>2024/25</b>
<b>(A)</b>	
<b>CPI</b>	3.24%
<b>Per Capita Rate (PCR) in FY2023/24</b>	\$ 46.55
<b>Per Capita Rate (PCR)</b>	\$ 48.06
<b>Adjustment Factor (AF)</b>	91.75%



Population (Pop)	15,673
Residents' Recreation Facilities Charges (A)	<u>\$ 691,102</u>
(B)	
	\$
Neighbours Levy	9,540,000
8% of Neighbourhood Levy (B)	<u>\$ 763,200</u>
<b>Recreation Facilities Charges (the lesser of A VS B)</b>	<b>\$ 691,102</b>

For FY2024/25, the total Residents Recreation Facilities Contributions is \$691,102.

Schedule F.1 – Residents Cultural Facilities Contributions

Based on Section 7.1 (b) of Schedule F.1, Annual Residents Cultural Facilities Contributions should be \$40,000 for FY 2024/25. However, due to partial closure of one of the cultural facilities, the Museum of Anthropology (MOA), the contribution for this fiscal year is discounted to \$38,028. The calculation is as follows:

- Amount: \$10,000/365 = \$27.40/day
- MOA closed April 1-June 12 = 72 days
- 365-72=293 open days x \$27.40 = 8,028 (Pro-rated amount)

For FY2024/25, the total Residents Cultural Facilities Contributions is \$38,028

Total contributions for both Schedules F and F.1 for FY2024/25 is \$729,130.

**Financial Implications**

None.

**Operational Implications**

None.

**Strategic Objective**

None.



**Attachments**

None.

**Concurrence**

None.

Respectfully submitted,

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

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Athena Koon  
Finance Manager

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

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Paul Thorkelsson  
Chief Administrative Officer



**Report Date:** October 9, 2024  
**Meeting Date:** October 15, 2024  
**From:** Chris Hakim, Corporate Services Specialist  
**Subject:** Board Vacancy Policy Report

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## Background

In June 2024, the Board reviewed proposed amendments to the UNA Bylaws that implement a byelection and appointment process in relation to filling vacancies on the Board. These bylaw amendments were later approved at the 2024 Annual General Meeting (AGM).

Part of the discussions thus far on this new process is prescribing its details in a policy. The bylaw amendments would provide the Board with discretion to call a byelection or appoint someone to fill a vacancy. A policy would set out the rules of when a byelection should be called, when a vacancy should be filled by appointment, and when the vacancy should be left unfilled.

This report details a proposed policy prescribing the aforementioned details.

## Decision Requested

*THAT the Board approve the Board Vacancy Policy (#01-20), as circulated.*

## Discussion

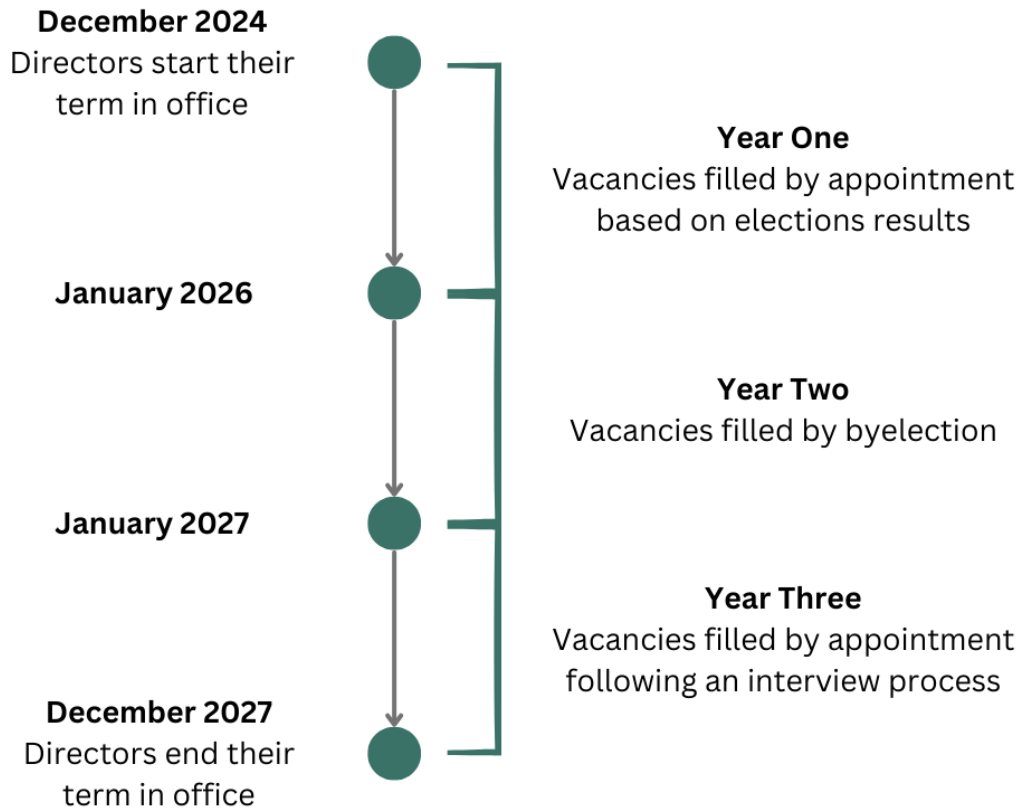
The UNA Bylaws prescribes a triennial electoral cycle and a 3-year term that Directors serve following an election<sup>1</sup>. The proposed policy can be generalized based on each of those 3 years:

1. The first year, in which vacancies may be filled by appointment based on the most recent general election results;
2. The second year, in which vacancies may be filled by byelection;
3. The third year, in which vacancies may be filled by appointment following an interview-like process.

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<sup>1</sup> The UNA Bylaws specify when the term of a person elected as a director commences and ends. The relevant bylaws set a Director's standard term in such a way that it is not a fixed uniform number of days. However, for the sake of simplicity and explanation, it is noted as 3 years in this report.

To visualize this timeline, a graphic is provided using the standard triennial term a Director would serve following the 2024 UNA Board of Directors election as an example:



Since the September 2024 Board meeting, the policy draft has been revised to include the following changes:

- Specifying that a byelection can only be held after the AGM but before the end of the year and in the first three months of a calendar year.
- Specifying that there may be, at most, one byelection in the aforementioned periods.
- Clarifying that the Board may appointment someone to fill a vacancy if no candidates are nominated for a byelection.
- An exception to the usual process for handling vacant offices previously held by a student resident.
- General drafting revisions.



**Financial Implications**

None.

**Operational Implications**

None.

**Strategic Objective**

Governance

**Attachments**

1. Board Vacancy Policy (#01-20) – October 2024 Draft, Redline
2. Board Vacancy Policy (#01-20) – October 2024 Draft, Clean

**Concurrence**

None.

Respectfully submitted,

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Chris Hakim  
Corporate Services Specialist

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Paul Thorkelsson  
Chief Administrative Officer



<b>TITLE:</b>	<b>Board Vacancy</b>	<b>POLICY #01-20</b>
<b>CATEGORY:</b>	<b>Administration</b>	
<b>AUTHORITY:</b>	<b>Board of Directors</b>	
<b>ADOPTED:</b>	-	
<b>EFFECTIVE:</b>	-	

**Purpose**

~~Pursuant to~~In accordance with Bylaws 6.6 and 6.7, the Board may require the UNA to hold a byelection or it may appoint a Resident Member to fill a vacancy on the Board.

~~The purpose of t~~This Policy is to provide

- (a) specifies when the Board is to require a byelection to be held and when it may appoint an individual to fill a vacancy,
- (b) provides for the Board to establish dates for a byelection, and~~for~~
- (c) provides two processes for appointing an individual to filling a vacancy.~~vacancies on the Board.~~

**Scope**

~~This Policy applies to any vacancy on the Board.~~

**1. Definitions**

- 1.1. **First Year** means, with respect to a general election of directors, the period ~~that~~after the starts ~~with of~~ the first Board meeting following the ~~most recent general election of directors~~ and ends at by the end of the first calendar year following ~~the~~that election.
- 1.2. **Second Year** means, with respect to a general election of directors, the second calendar year following the ~~most recent general election of directors.~~
- 1.3. **Third Year** means, with respect to a general election of directors, the period in the third calendar year ~~following during which a the general election from the beginning of the year to the end of October.~~ of directors will be held.

~~**2. Roles and Responsibilities**~~

- ~~2.1. The Board is responsible for determining whether to fill a vacancy and the process for doing so in accordance with this Policy.~~

~~**3.2. Byelection or Appointment**~~General

- ~~2.1.~~ 1.1. If a vacancy occurs during the First Year after a general election and the application of the process in article 3 might result in the vacancy being filled, the Board may invoke that article to fill the ~~vacancy.~~ may be filled in accordance with article 4.



~~3.1.2.2. If a vacancy that occurs during the First Year after a general election is not filled pursuant to the process in article 3, article 4 applies with respect to the vacancy.~~

~~3.1.1. If the Board does not or cannot fill the vacancy in accordance with article 4, the vacancy must be filled in accordance with article 5.~~

~~3.2.2.3. If a vacancy occurs during the Second Year after a general election, the vacancy must be filled in accordance with article 45 applies with respect to the vacancy.~~

~~3.3.2.4. If a vacancy occurs during the Third Year after a general election, the Board may invoke the process vacancy may be filled in accordance within article 56 to fill the vacancy or it may leave the vacancy unfilled.~~

#### **4.3. Appointment Based on from Election Results Process**

~~3.1. If the Board invokes this article to fill a vacancy that occurs in the First Year after a general election, Subject to section 3.1, the Board shall offer the vacant position to the candidates who received the greatest number of votes in the most recent general election of directors, but were not elected, in the order of number of votes received, other than candidates~~

~~(a) who did not must have also received a number of votes equal to at least 20% of the number of ballots cast, ord in that election.~~

~~(b) who clause (a) of Bylaw 6.7 prohibits the Board from appointing.~~

#### **5.4. Byelection**

~~4.1. Subject to section 3.2 and subsection 3.1.1, Subject to section 4.6, if this article applies in respect of a vacancy, the Board shall require the UNA to hold a byelection to fill the vacancy.~~

~~4.2. A byelection may be held only in these periods: (a) after the annual general meeting in a calendar year and before the end of the year; (b) in the first three months of a calendar year. There may be, at most, one byelection in each of these periods in a calendar year.~~

~~5.1.4.3. A byelection to fill a vacancy shall be held in the earliest of the periods described in section 4.2 in which it is practicable to do so.~~

~~5.2.4.4. When a byelection is to be held, the Board shall:~~

~~5.2.1.4.4.1. set the nomination period, which must be a period of at least 7 days;~~

~~5.2.2.4.4.2. set the datedeadline by which the UNA must mail or email to members the name of each nominee, a statement provided by each nominee, and the instructions for voting, which datedeadline must be at least 15 days from the end of the nomination period in subsection 5.2.4; and~~

~~5.2.3.4.4.3. set the voting period, which must be a period of least 10 days commencingand occurs after the dateadline set pursuant to in subsection 5.2.24.4.2.~~

~~4.5. The period from the beginning of the nomination period to the end of the voting period must fall within one of the periods described in section 4.2A. A byelection shall only be held after the annual general meeting for the calendar year and end before the month of December in the calendar year.~~

~~4.6. Where a vacancy occurs in the Second Year after a general election, and it is not possible or practicable to fill the vacancy in that year, the Board may, in lieu of requiring that a byelection be held, invoke the process in article 5 to fill the vacancy.~~

~~5.3.4.7. If no candidates are nominated for the purposes of a byelection, the Board may invoke the process in article 5 to fill the vacancy.~~

~~5.3.1. If a byelection could not be practicably held in accordance with section 5.3, the Board shall determine an alternative period to hold a byelection or fill the vacancy through an alternative process.~~

## **6.5. Appointment by Selection Process**

~~6.1.5.1. If the Board invokes this article in respect of a vacancy, Subject to section 3.3,~~ the Board shall conduct a selection process to fill the vacancy.

~~6.2.5.2.~~ The selection process shall be conducted as follows:

~~6.2.1.5.2.1. The~~ UNA shall post a public call for nominations with a nomination period of at least 30 days;

~~6.2.2.5.2.2. P~~ prospective candidates shall be required to submit a nomination form and other materials required by the Board ~~from time to time~~;

~~6.2.3.5.2.3. The~~ Board shall review the submitted materials and create a short-list of, at most, three candidates; ~~and~~

~~6.2.4.5.2.4. The~~ Board shall ~~conduct~~ interviews ~~with~~ short-listed candidates; ~~and~~

~~5.3.~~ The Board shall ~~may~~ appoint a short-listed candidate to fill the vacancy.

~~5.4. If the Board determines that none of the candidates is suitable for filling the vacancy, the Board shall terminate the selection process and leave the position vacant.~~

## **6. Resident Student Exception**

~~6.1. Notwithstanding anything else in this Policy, but subject to section 6.2, if a vacancy in an office on the Board held by a resident student occurs, the Board shall fill the vacancy in accordance with the Memorandum of Agreement between the Alma Mater Society of UBC and the UNA, dated July 16, 2020.~~

~~6.3.6.2. Where a vacancy as described in section 6.1 occurs within seven months before the next general election of directors, the vacancy shall be treated as having occurred in the Third Year after a general election.~~

## **Policy History & Information**

Original Policy Approval Date

DATE



Review Date

DATE (every 3 years)

**Related Documents & Legislation**

- [UNA Bylaws](#)
- [Alma Mater Society of UBC and UNA Memorandum of Agreement – July 16, 2020](#)



<b>TITLE:</b>	<b>Board Vacancy</b>	<b>POLICY #01-20</b>
<b>CATEGORY:</b>	<b>Administration</b>	
<b>AUTHORITY:</b>	<b>Board of Directors</b>	
<b>ADOPTED:</b>	-	
<b>EFFECTIVE:</b>	-	

**Purpose**

Pursuant to Bylaws 6.6 and 6.7, the Board may require the UNA to hold a byelection or it may appoint a Resident Member to fill a vacancy on the Board.

This Policy

- (a) specifies when the Board is to require a byelection to be held and when it may appoint an individual to fill a vacancy,
- (b) provides for the Board to establish dates for a byelection, and
- (c) provides two processes for appointing an individual to fill a vacancy.

**1. Definitions**

- 1.1. **First Year** means, with respect to a general election of directors, the period that starts with the first Board meeting following the election and ends at the end of the first calendar year following the election.
- 1.2. **Second Year** means, with respect to a general election of directors, the second calendar year following the election.
- 1.3. **Third Year** means, with respect to a general election of directors, the period in the third calendar year following the election from the beginning of the year to the end of October.

**2. Byelection or Appointment**

- 2.1. If a vacancy occurs during the First Year after a general election and the application of the process in article 3 might result in the vacancy being filled, the Board may invoke that article to fill the vacancy.
- 2.2. If a vacancy that occurs during the First Year after a general election is not filled pursuant to the process in article 3, article 4 applies with respect to the vacancy.
- 2.3. If a vacancy occurs during the Second Year after a general election, article 4 applies with respect to the vacancy.
- 2.4. If a vacancy occurs during the Third Year after a general election, the Board may invoke the process in article 5 to fill the vacancy or it may leave the vacancy unfilled.

### 3. Appointment Based on Election Results

- 3.1. If the Board invokes this article to fill a vacancy that occurs in the First Year after a general election, the Board shall offer the vacant position to the candidates who received the greatest number of votes in the election but were not elected, in the order of number of votes received, other than candidates
- (a) who did not receive a number of votes equal to at least 20% of the number of ballots cast, or
  - (b) who clause (a) of Bylaw 6.7 prohibits the Board from appointing.

### 4. Byelection

- 4.1. Subject to section 4.6, if this article applies in respect of a vacancy, the Board shall require the UNA to hold a byelection to fill the vacancy.
- 4.2. A byelection may be held only in these periods: (a) after the annual general meeting in a calendar year and before the end of the year; (b) in the first three months of a calendar year. There may be, at most, one byelection in each of these periods in a calendar year.
- 4.3. A byelection to fill a vacancy shall be held in the earliest of the periods described in section 4.2 in which it is practicable to do so.
- 4.4. When a byelection is to be held, the Board shall
- 4.4.1. set the nomination period, which must be a period of at least 7 days;
  - 4.4.2. set the date by which the UNA must mail or email to members the name of each nominee, a statement provided by each nominee, and the instructions for voting, which date must be at least 15 days from the end of the nomination period; and
  - 4.4.3. set the voting period, which must be a period of least 10 days commencing after the date set pursuant to subsection 4.4.2.
- 4.5. The period from the beginning of the nomination period to the end of the voting period must fall within one of the periods described in section 4.2
- 4.6. Where a vacancy occurs in the Second Year after a general election, and it is not possible or practicable to fill the vacancy in that year, the Board may, in lieu of requiring that a byelection be held, invoke the process in article 5 to fill the vacancy.
- 4.7. If no candidates are nominated for the purposes of a byelection, the Board may invoke the process in article 5 to fill the vacancy.

### 5. Appointment by Selection Process

- 5.1. If the Board invokes this article in respect of a vacancy, the Board shall conduct a selection process to fill the vacancy.
- 5.2. The selection process shall be conducted as follows:
- 5.2.1. the UNA shall post a public call for nominations with a nomination period of at least 30 days;



- 5.2.2. prospective candidates shall be required to submit a nomination form and other materials required by the Board;
- 5.2.3. the Board shall review the submitted materials and create a short list of, at most, three candidates; and
- 5.2.4. the Board shall interview short-listed candidates.
- 5.3. The Board shall appoint a short-listed candidate to fill the vacancy.
- 5.4. If the Board determines that none of the candidates is suitable for filling the vacancy, the Board shall terminate the selection process and leave the position vacant.

**6. Resident Student Exception**

- 6.1. Notwithstanding anything else in this Policy, but subject to section 6.2, if a vacancy in an office on the Board held by a resident student occurs, the Board shall fill the vacancy in accordance with the Memorandum of Agreement between the Alma Mater Society of UBC and the UNA, dated July 16, 2020.
- 6.2. Where a vacancy as described in section 6.1 occurs within seven months before the next general election of directors, the vacancy shall be treated as having occurred in the Third Year after a general election.

**Policy History & Information**

Original Policy Approval Date	DATE
Review Date	DATE (every 3 years)

**Related Documents & Legislation**

- UNA Bylaws
- Alma Mater Society of UBC and UNA Memorandum of Agreement – July 16, 2020