



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

- 1. **Motion:** *THAT the Board approve the November 19, 2024 open session agenda, as circulated.*

C. APPROVAL OF MINUTES

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

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

- 1. Campus and Community Planning Report – Carole Jolly, Director of Community Development and Engagement, Campus and Community Planning 5
- 2. Electoral Area A Director Monthly Report – Jen McCutcheon, Electoral Area A Director 9

F. REPORTS

- 1. Main Mall Greenway Activation Project Report – Wegland Sit, Operations Manager 16

Relevant Attachments:

- UBC Main Mall Greenway Design Concepts 23

Recommendation:

THAT the Board direct staff to prepare a report on the Main Mall Greenway Activation Project’s Spring 2025 public engagement strategy.

- 2. November 2024 Management Report 27
- 3. SEEDS Project: Shade Mapping Report – Isabel Todorova, Sustainability Specialist 41
- 4. Wesbrook Place Shade Structure Report – Isabel Todorova, Sustainability Specialist 44



Relevant Attachments:

- Wesbrook Community Centre Shade Structure Streets and Landscape Permit 47
- 5. FY2024/25 Q2 UNA Staff Work Plan Report – Paul Thorkelsson, Chief Administrative Officer 58

Relevant Attachments:

- FY2024/25 Q2 Staff Work Plan Update 60
- 6. Finance & Audit Committee Update
- a. Draft I FY2025/26 UNA Annual Budget Report – Athena Koon, Finance Manager 71

Relevant Attachments:

- Draft I 2025 Projected Neighbours Levy 83
- Draft I FY2025/26 UNA Operating Budget – Summary 84
- Draft I FY2025/26 UNA Operating Budget – Detailed 86
- Draft I FY2025/26 UNA Capital Budget – Summary 92
- Draft I FY2025/26 UNA Capital Budget – Detailed 93
- FY2025/26 Budget Unsuccessful Projects List 94

Recommendation:

THAT the Board direct that there be a public consultation on the budgets following the January 2025 Board meeting.

- b. FY2024/25 Q2 Financial Results Report – Athena Koon, Finance Manager 95
- c. UNA Capital Reserve Policy Report – Athena Koon, Finance Manager 108

Relevant Attachments:

- UNA Capital Reserve Policy (#05-14) – November 2024 Redlined Draft 112

Recommendation:

THAT the Board approve the revisions to the Capital Reserve Policy (#05-14), as circulated.

- d. UNA Investment Strategy Update – Athena Koon, Finance Manager 115
- 7. Neighbours Agreement 2024 Report – Director Holmes 117



Relevant Attachments:

- Neighbours Agreement 2024 – Draft 119

Recommendations:

1. *THAT the Board approve the attached version of the Neighbours Agreement 2024.*
2. *THAT the Board authorize the UNA Chair to sign the Neighbours Agreement 2024 on behalf of the UNA.*
3. *THAT the Board direct staff or the UNA Chair to provide a signed copy of the Neighbours Agreement 2024 to UBC.*

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

I. ADJOURNMENT

Recommendation:

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



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Eagle Glassheim
Fei Liu (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
Dave Gillis – Recreation Manager
Emmanuel Samoglou – Social Media Specialist
Glenda Ollero – Communications Manager
Wegland Sit – Operations Manager

A. CALL TO ORDER

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

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

This being Director Liu's last meeting as a director, the Board acknowledged and thanked Director Liu for her service on the Board and to the UNA. This was conducted in a separate session, but is noted in these open session meeting minutes for the public to view.

B. APPROVAL OF AGENDA

MOVED by the Chair

SECONDED by Director Glassheim

THAT the Board approve the October 15, 2024 open session agenda, as circulated.

CARRIED



C. APPROVAL OF MINUTES

MOVED by the Chair

SECONDED by Director McCutcheon

THAT the Board approve the following meeting minutes, as circulated:

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

CARRIED

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. Wesbrook place Neighbourhood Plan Amendment Presentation

Joanne Proft, the UBC Associate Director of Campus and Community Planning, provided a presentation, followed by questions and comments from the Board.

2. 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 a question from the Board.

3. Electoral Area A Monthly Report

The report contained in the meeting package was presented, followed by a comment from the Board.

F. REPORTS

1. October 2024 Management Report

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

2. Staffing for UNA Social Media Report

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

MOVED by Director McCutcheon

SECONDED by Director Holmes

THAT the Board prioritize the hiring of a part-time Social Media Specialist in the development of the 2025/26 UNA Operating Budget.

DEFEATED



MOVED by Director Glassheim

SECONDED by the Chair

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

CARRIED

(Director Holmes opposed)

3. 2024 AGM and Bylaws Report

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

4. Finance & Audit Committee Update

a. FY2024/26 Budget Development Timeline Report

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

b. UNA Investment Strategy Report

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

MOVED by Director Holmes

SECONDED by Director Glassheim

THAT the Board direct the Finance Manager to invest \$1.1M in the Municipal Finance Authority's Pooled High-Interest Savings Account.

CARRIED

MOVED by Director Holmes

SECONDED by Director Glassheim

THAT the Board approve the pre-authorized debit agreement and, if it is required, the list of authorized signers, as circulated.

CARRIED

c. FY2024/25 Resident Recreation and Cultural Facilities Contributions Report

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

5. Governance & Human Resources Committee Update

a. Board Vacancy Policy Report

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

MOVED by the Chair

SECONDED by Director Glassheim

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

CARRIED

6. Neighbours Agreement Committee Update

Director Holmes provided a verbal report, followed by questions from and discussion amongst the Board.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

I. ADJOURNMENT

MOVED by the Chair

SECONDED by Director Glassheim

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

CARRIED

The meeting adjourned into a closed session at 7:12 p.m.

* * * * *



Memorandum

To: UNA Board

From: Simmi Puri, Communications Manager, Campus + Community Planning

Date: November 19, 2024

Subject: Monthly Update from Campus and Community Planning

Film & Events Notification

November

UBC Fall Convocation at Flagpole Plaza

Wednesday, November 27th to Friday, November 29th from 8am to 4pm.

Crescent Road will be closed from East Mall to the east side of University Centre Lot. Intermittent traffic control on East Mall from Crescent Road to Memorial Road. Ceremonies will be held inside the Chan Centre.

Learn more: <http://planning.ubc.ca/event/ubc-fall-graduation-2024>

For schedule, see <https://graduation.ubc.ca/schedule/>

December

Exams. Monday, December 10th to Saturday, December 21st.

Christmas Day. Wednesday, December 25th. University closed

Boxing Day. Thursday, December 26th. University closed

Wesbrook Place South Planning Process

The planning process for Wesbrook Place South is currently underway and will result in an amended Wesbrook Place Neighbourhood Plan, the first major step in implementing Campus Vision 2050. Wesbrook Place South provides a key opportunity for UBC to deliver on multiple priorities of the Vision including building more on-campus and affordable housing options for the UBC community, prioritizing sustainability, livability, walkability, green space and affordable services and amenities.

Four preliminary directions have been developed for engaging the community in this first phase of the update process. The preliminary directions build upon the big ideas and strategies developed through Campus Vision 2050 and are guided by the Land Use Plan, Housing Action Plan, Neighbourhood Climate Action Plan, and other supporting plans and policies. The preliminary directions are:

1. Complete the network of neighbourhood parks, including a new ecological park at the forest edge.
2. Provide retail and amenities to support everyday life in Wesbrook Place South.
3. Enable more housing and prioritize a livable, human-scaled neighbourhood experience.
4. Complete the Wesbrook Place mobility network with transit, neighbourhood streets and greenways.

Wesbrook Place South public engagement ran October 29 – November 15. Opportunities for community input on the four preliminary directions included a survey, open houses, two workshops, pop-ups and a walking tour as well as targeted engagement with the UNA Board and others.

Next steps

Feedback from the community, together with further technical analysis, will evolve the preliminary directions into a draft plan, the major features of which will be shared with the community for input in the next phase of community engagement early in 2025.

Learn more about the Wesbrook Place South planning process:

<https://planning.ubc.ca/wesbrook-update>

Development Update

Lot 6 (Wordsworth): Development Permit amendment DP22002-3 was issued to Polygon Homes on November 5 for grading changes at the sidewalk and parking entrance.

Lot 26 (Exeter): Development Permit amendment DP23020-1 was received on October 8 from Polygon Homes for minor architectural and parkade changes. This application is under review.

Swiss Bakery signage: Development Permit amendment DP03055-6 was issued on October 10 for new commercial signage for a new tenant (Swiss Bakery) in the Strangway Building on University Boulevard.

Carey College: Development Permit amendment DP22001-2 was issued on October 15 for various interior and exterior changes to the institutional/student housing building under construction in Chancellor Place.

Wesbrook Community Centre: SLP24037 was issued to the UNA on October 22 for a new outdoor shade structure at the Wesbrook Community Centre.

New Pedestrian Signal at 16th Avenue / Binning Road

The BC Ministry of Transportation and Infrastructure recently completed the installation of a new signalized pedestrian crossing at 16th Avenue and Binning Road. The main objective of the project was to provide greater safety to pedestrians crossing 16th Avenue. The secondary objective was to address traffic congestion during peak periods. Key notes about the new signal are as follows:

- The signal lights flash red after a few seconds, which allows vehicles to proceed through the crossing if it is clear.
- The crossing is split into two phases, one for each direction of travel. This requires pedestrians to push the button in the centre island and wait for the crossing symbol before crossing.

UBC will carry out ongoing monitoring of the crossing and will continue to work with the BC Ministry of Transportation and Infrastructure regarding possible minor adjustments to optimize the user experience.

Community Update

Student Art and Animation Fund launches

UBC students, help shape the public realm with art, music and more! Through the generous support of Giving Day Donors, up to \$2,500 is available to fund project costs for student artists, performers, and placemakers to imagine, execute, and install their project in public outdoor spaces on the UBC Vancouver campus. Project proposals are due November 18. More info at www.inspired.ubc.ca/studentart

Light Up Lee Square with your artwork!

If you've ever walked through Lee Square after dark, you may have noticed colour images and animation projected onto the pavement. UBC Inspired wants to light up Lee Square with your artwork! Submissions are now being accepted for the Lights at Lee Square design competition, with cash prizes available to be won. Learn more at www.inspired.ubc.ca/lightdesign. And don't forget to join us November 19 from 5-7 to celebrate community artwork with a countdown to see the winning submissions—this year's Light Up Lee Square will include a DJ, glow-in-the-dark games, hot chocolate and more!

Have a great idea for a community event? Need some funds to make it happen?

Apply for an Inspiring Community Grant, and you could receive up to \$500 towards your community project, just like **Folil Trafün (Joining Roots)**, an Indigenous and Afro-diaspora film festival that received funding last year. Learn more about this [incredible project](#) or apply for your own at www.inspired.ubc.ca/communitygrants.



Director's Report

Hello UNA/UBC/UEL neighbours,

To begin, I want to express my sadness at the recent loss of an incredible Canadian, the Honorable Senator Murray Sinclair. He was best known for his role as the Chief Commissioner of the Truth and Reconciliation Commission of Canada (TRC). In that role, he participated in hundreds of hearings across Canada; oversaw a multi-million-dollar fundraising program to support events, activities, and allow survivors to travel to attend events; and helped produce the final report in 2015. In 2020, I was fortunate to hear Senator Sinclair speak, and was deeply moved by his wisdom, and the clarity with which he outlined what we as Canadians need to do to meaningfully move forward with reconciliation. My condolences to his family and all who knew him. He was a great man.

This past month saw the Metro Vancouver Board pass its 2025 budget. You can read a summary below and find out more in the links provided. At an even more local level, voting is now open in the UNA Board election. Please learn about the candidates running and take the time to vote. Thank you to Board Chair Richard Watson and the outgoing Board for their years of dedication and hard work for our community.

As always, please reach out if you have any questions, suggestions or concerns that I may be able to assist with.

All the best,

Jen McCutcheon

Jen McCutcheon, Metro Vancouver Director for Electoral Area A (www.areaajen.ca or areaajen@gmail.com)

Metro Vancouver 2025 Budget Passed

At our November 1st Metro Vancouver Regional District (MVRD) Board meetings, the Board passed the 2025 regional district budget. The new budget will result in an \$875 average annual cost per household for all Metro Vancouver services, including fresh drinking water, liquid waste, solid waste management, regional parks, supportive housing, Electoral Area services, air quality policies and monitoring, and much more. This budget is a 9.9%, or \$79 increase (on average) per household over the 2024 budget (Water: \$11, Liquid Waste: \$63, Solid Waste: \$3, MVRD: \$2)

OVERALL AVERAGE HOUSEHOLD IMPACT 2025–2029							
	2024	NSWWTP Amended	2025	2026	2027	2028	2029
Water Services	\$189	\$189	\$200	\$211	\$215	\$218	\$218
Liquid Waste Services	\$349	\$447	\$510	\$549	\$587	\$627	\$672
Solid Waste Services	\$68	\$68	\$71	\$74	\$78	\$82	\$86
Regional District Services	\$92	\$92	\$94	\$84	\$85	\$86	\$87
Total Household Impact	\$698	\$796	\$875	\$918	\$965	\$1,013	\$1,063
Prior Year Forecast - amended			\$884	\$933	\$981	\$1,033	

For more information on the Budget, you can watch this video: <https://www.youtube.com/watch?v=vJ4oBOAx0t4>.



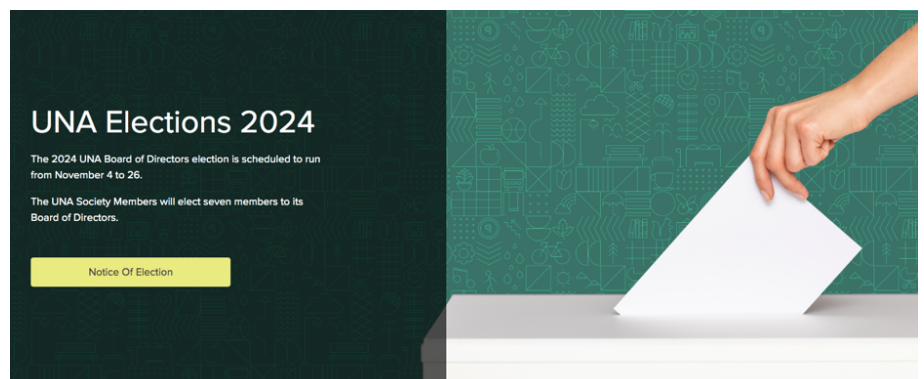
UNA Board Elections Happening this November

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.

I would like to take this opportunity to thank Board Chair, Richard Watson, and the outgoing Board for their years of service. I know that they have each dedicated significant time, energy and expertise to our community. Thank you also to those who have put their name forward to run in the current election.

Here are some important dates related to the election:

- **November 4:** Voting period began
- **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



I encourage you to take the time to learn more about each candidate [here](#). Good luck candidates and thank you for stepping up to serve our community.

For more information, please visit myuna.ca/elections.

Climate Action Dialogues: Human Health and Wellbeing

Join Metro Vancouver for the next Climate Action Dialogue on Human Health and Wellbeing in November 2024, where we'll explore the outcomes for health and wellbeing when we take action on climate. Panelists will discuss extreme weather and public health, and the role of proactive climate action—like urban green spaces, better building designs, and robust emergency systems—in lowering these risks. The dialogue will also highlight innovative solutions in urban planning, housing, and local government efforts that improve quality of life, promote equity, and support economic growth through job creation and reduced healthcare costs.

Join experts, engage in interactive Q&A sessions, and network as we explore the outcomes of climate action and our own health and wellbeing. With limited seating for the in-person events, please register early to avoid disappointment. Doors open 30 minutes before and after the program for networking and refreshments.



In-person session in Vancouver: Tuesday, November 26 | 9:00 am to 10:15 am (doors open at 8:30 am; optional 30-minute networking session to follow)

SFU Morris J. Wosk Centre for Dialogue – ICBC Salons
580 W Hastings St, Vancouver, BC

[Register here for the Vancouver session](#)

Webinar session: Thursday, November 28 | Noon to 1:15 pm Pacific Time (US and Canada)

[Register here for the webinar session](#)

Metro Vancouver launched the Climate Action Dialogue series in spring 2023. Dialogues in this series include economic opportunity and policy drivers, decarbonizing buildings, lowering emissions from transportation, and the impact of land use decisions on climate goals. [Learn more about the Climate Action Dialogues.](#)



Silent Trails being Piloted in Pacific Spirit and other Regional Parks

Silent Trails is a research project spearheaded by the University of BC that involves a pilot in two regional parks: [Pacific Spirit](#) and [Campbell Valley](#).

Portions of two trails have been temporarily designated as “silent trails” where park visitors are encouraged to speak more quietly and notice the sounds of nature, such as wind in the trees, rain on leaves, and bird song.



Studies show that connecting to nature can improve mental and physical health. Quieter trails also benefit wildlife and protect the natural soundscape of the park.

To experience a silent trail yourself, visit Top Trail (between Imperial Drive and Huckleberry Trail) in Pacific Spirit Regional Park or Ravine Trail (south entrance near the nature house) at Campbell Valley Regional Park.

For more information on the project, including a survey to take after exploring the trail, please go to the [Silent Trails webpage](#).



Registration of wood burning fireplaces and appliances



Residential Indoor Wood Burning Bylaw 1303

Wood smoke from residential indoor wood burning is the most significant source of emissions of fine particulate matter (PM2.5) in the Metro Vancouver region, contributing more than a quarter of the total annual regional PM2.5 emissions, and is the second top source of toxic air pollutants. Exposure to wood smoke is of particular concern in densely populated urban areas, due to the proximity of a single smoking chimney to

multiple neighbours. Bylaw 1303 was adopted in 2020 after an extensive consultation process and review of the regulatory approaches taken in other jurisdictions. It is designed to reduce emissions of harmful air contaminants, and so reduce exposure and the known health impacts.

Bylaw 1303 applies to indoor wood burning appliances, e.g., wood stoves and fireplaces, in all residences within Metro Vancouver, with more stringent requirements in more densely populated areas (including UBC and UEL) to achieve emission reductions where they will have the greatest benefits for health protection. The continued implementation of requirements addresses emissions of the harmful air contaminants from residential indoor wood burning appliances by promoting the use of cleaner wood-burning practices and technologies, including the use of cleaner burning appliances and fuels.

The requirements to use Best Burning Practices (see image to the right) came into effect immediately on adoption of Bylaw 1303, strengthening measures that existed in the GVRD Air Quality Management Bylaw No. 1082, 2008. Subsequently, in May 2021 the seasonal prohibition came into effect, which prohibits the use of residential indoor wood burning appliances such as wood stoves and fireplaces, between May 15 and September 15 every year unless they are the sole source of heat in a home, in an off-grid rural home, or during an emergency.

Most recently, since September 2022, residents are required to declare that they use Best Burning Practices and to register eligible appliances that are located within the Urban Containment Boundary. Implementation will culminate in September 2025 with a prohibition on the use of unregistered appliances located within the Urban

How to Follow Best Burning Practices

-  Use only clean, seasoned wood
-  Don't let your fire smoulder
-  Don't burn garbage, plastic or treated wood
-  Inspect and maintain your appliance
-  Burn small + hot fires
-  No visible emissions except when starting a fire



Containment Boundary, with some exceptions for emergency use, and equity provisions to ensure that residents can heat their homes when necessary.

You can find out more about best burning practices and how to register your burning appliance (including fireplaces) here:

<https://metrovancover.org/services/environmental-regulation-enforcement/air-quality-regulatory-program/about-the-residential-indoor-wood-burning-bylaw>
<https://metrovancover.org/services/air-quality-climate-action/Documents/best-burning-practices-rack-card.pdf>

For more information go to www.metrovancover.org and search 'residential wood burning'.



RIWB@metrovancover.org | 604-451-6677

Updates to Solid Waste Tipping Fees Approved for 2025

At the November 1st Metro Vancouver Board meeting, the Board approved a \$7 per tonne increase to the garbage tipping fees of, or between a 4.2% and 5.8% increase depending on the load weight, and a \$3 per tonne increase to the generator levy. The proposed 2025 garbage tipping fees increase of \$7 per tonne is equal to the projected tipping fee increase in the previous five-year financial plan. Other changes and proposed revisions are as described in the report located [HERE](#), starting on page 21.

These changes are effective January 1, 2025, and may impact waste removal fees from multifamily buildings.

Metro Vancouver Neighbourhood Built Environment and Walkability Surface Analysis

The Neighbourhood Built Environment and Walkability Surface analysis, including the Walkability Index, have been updated based on 2021 data. The Walkability Index supports the comparison of data from previous analyses from 2006, 2011, and 2016. This analysis enables Metro Vancouver and its members to better understand how the built environment and walkability currently varies across municipalities and neighbourhoods and how it is changing over time. This resource also supports land use and transportation decision-making. Greater walkability is associated with improved traffic flow, reduced air pollution and greenhouse gas emissions, improved physical and mental health outcomes, and greater community wellbeing. Monitoring walkability in the region supports Metro 2050 goals and policies, specifically the federation's collective goals regarding the development of resilient, healthy, connected and complete communities.

The key findings of the 2021 Walkability Index are:

- The most walkable areas in the region are aligned with Metro Vancouver's Urban Centres and Frequent Transit Development Areas (FTDAs), as set out in Metro 2050.
- Greater walkability is attributed mostly to increased net residential density and/or land use mix in Vancouver, Burnaby, New Westminster, the North Shore, western parts of Coquitlam, and northwestern parts of Surrey. In other areas, greater walkability is associated with increased intersection and/or net residential density.



- Walkability improved across the majority of Metro Vancouver from 2016 to 2021 – with more pronounced improvements in Urban Centres and FTDA's.

The report has a number of maps that you may be interested in reviewing. I have copied two here, showing the change in walkability from 2016 to 2021. You can read the full report [here](#), starting on page 41.

Figure 1. 2021 Walkability Index.

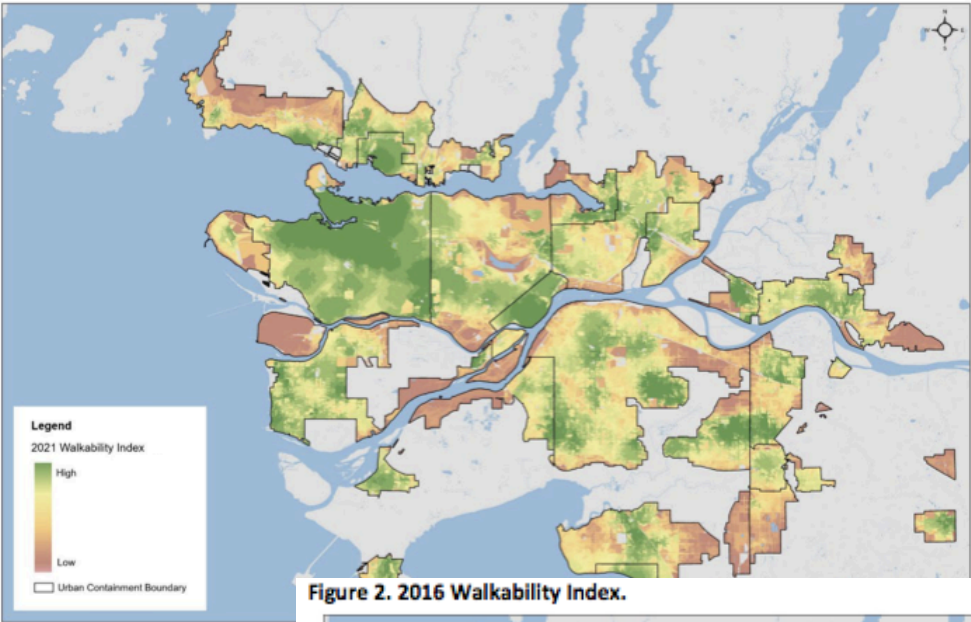
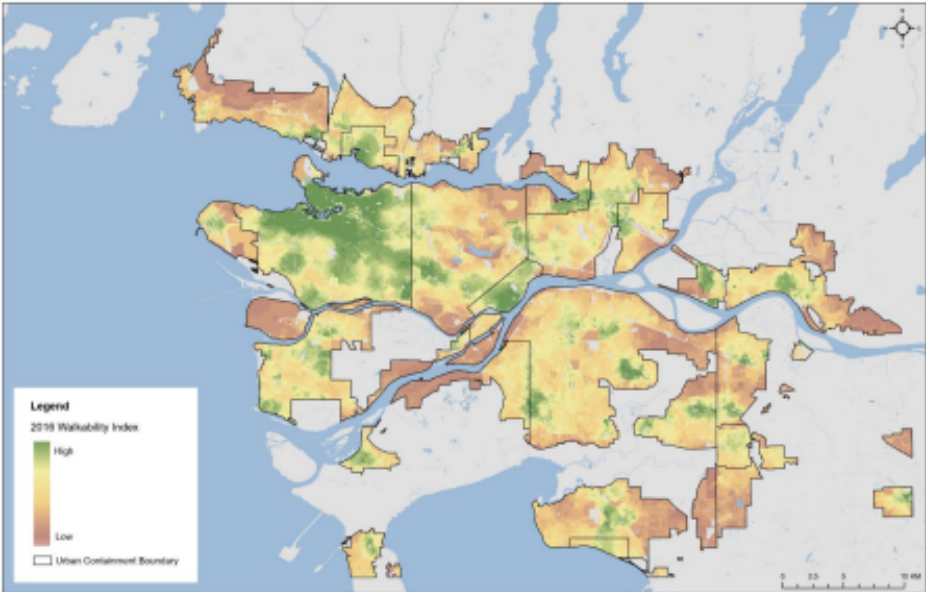


Figure 2. 2016 Walkability Index.





Jen's Board and Committee Appointments for 2024

Below are 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

Links & Connections

[Jen McCutcheon's Website](http://www.areaajen.ca)
www.areaajen.ca
[Jen McCutcheon's Facebook](https://www.facebook.com/AreaAJen)
www.facebook.com/AreaAJen

[Metro Vancouver](http://www.metrovancouver.org)
www.metrovancouver.org
[Mayors' Council on Regional Transportation](http://www.translink.ca)
www.translink.ca



Report Date: November 12, 2024
Meeting Date: November 19, 2024
From: Wegland Sit, Operations Manager
Subject: Main Mall Greenway Activation Project Report

Background

The UNA Landscape Management Plan (LMP) was developed back in early-2023. The Main Mall Greenway Activation project was launched in April 2024, beginning with its first phase. At the June 2024 Board meeting, it was requested that staff present on the second phase of the Main Mall Greenway Activation project.

This report details the process that will need to be undertaken to bring the UNA Main Mall Greenway Activation Project forward.

Decision Requested

THAT the Board direct staff to prepare a report on the Main Mall Greenway Activation Project’s Spring 2025 public engagement strategy.

Discussion

Landscape Management Plan

The UNA [Landscape Management Plan \(LMP\)](#) was developed back in early-2023. The UNA developed the LMP to guide how we care for our neighbourhood landscapes, so they continue to be safe, attractive, and livable places for residents to enjoy.

The plan also guided the landscape maintenance planning and practices to protect our environment, help us prepare for climate change, and increase neighbourhood sustainability. Forest Edge Naturalization and Grass Boulevard Naturalization were recommended as potential projects.

Main Mall Greenway and Pilot Project

The Main Mall Greenway and its landscapes evolved significantly since it was originally built in the early 2000’s. The boulevard lawn area has experienced recurring issues resulting from the greenery growth of the surrounding environments.

The Main Mall Greenway Pilot Project was intended to replace struggling lawn grass and enhance both sides of the Main Mall greenway. The aim is to add native species to

the area, make the landscaping adaptable to extreme climate conditions, and lower the long-term operational costs of the area.

Phase 1 pilot project of naturalizing the Main Mall Greenway was launched in Spring 2024 with mixed results. The Board requested staff to revisit the project and report back to the Board.



Figure 1 – Main Mall Greenway Site Context Plan 1



Figure 2 – Main Mall Greenway Site Context Plan 2

Main Mall Greenway Revisit - Design and General Layout

The next step of the project is to revisit the design and the general layout of the Main Mall Greenway space. The UNA hired Lanarc Architecture Consultants for the concept design of the Main Mall Greenway.

Lanarc participated in several municipal landscaping projects, and it also participated in the development of the UNA LMP.

The guiding principles for the design and layout of the Main Mall Greenway space are:

- Building community connections
- Activation of space for community engagement and recreation
- Sustainable and climate adapting landscape design
- Transitional area to the future Stadium community

Lanarc presented two distinct high-level concepts, with the intention to generate community discussion in the Spring/Summer 2025 Public Engagement Process, and help identify and prioritize desirable community amenities in the future development.

The Stadium Concept:

- This is a sports/activation/recreation focused design.
- There are areas dedicated to sports-themed elements to promote active living.
- It is a formal approach with rhythmical street trees (as a continuation of the existing Main Mall row of trees) and “cells” of greenspace for various activities.
- It has quite a few recreational aspects to it including:
 - Table Tennis
 - Chess tables
 - A rectangular flexible green space for badminton and other lawn sports like bocce ball, playing catch etc.
- Inspiration for this concept was influenced by the Green Bay Packers [“Titletown” area](#) around the Lambeau Field stadium. This is a very successful activation of the pedestrian access areas near the stadium.

The Harvest Theme Concept:

- This is an amalgamation of the three themes harvest, natural, and raingarden design.
- The Harvest Theme concept has a more organic form. Areas for gathering/resting are more organic in shape/form (e.g. clusters of logs/rocks instead of standard benches).
- The open space is an open patch of grass surrounded by planting on three sides.
- The central element to this design is the celebration of the harvest in proximity to the existing Hawthorn community gardens.
- The harvest zone includes a large harvest table (or possibly multiple tables), gathering areas for small/medium groups, knowledge sharing opportunities via signage and outdoor classroom space.
- Celebrating the rainwater and displaying it as an integral aspect of the landscape through rain gardens and providing opportunities for the public to interact with the water.
- The landscape form follows the function of the space. For example, the low-lying area near the Stadium Neighbourhood is transformed from mowed grass into a small wetland. In this way, the landscape planting and management is more consistent with the natural conditions.
- The design includes future opportunities to engage with Musqueam in incorporating indigenous art.

Project Timeline

- **April-May 2024** – Main Mall Greenway Pilot Project Launched
- **June 2024** – The Board requested the UNA Operations team to revisit the project
- **August 2024** – Lanarc joined the Main Mall Greenway landscape design project
- **November 2024** – Present the initial layout concepts to the Board
- **February 2025** – Public Engagement Process Draft completed.
- **March to April 2025** – Spring 2025 Public Engagement Process.
- **Summer 2025** – Present the refined layout and design to the UNA Board of Directors.
- **Fall 2025** – Depending on the outcome of the Spring 2025 Public Engagement Process, the Main Mall Greenway Activation Project to be considered for funding from the FY2026/27 budget.

Next Step – 2025 Spring UNA Main Mall Greenway Public Engagement Process

The goal of 2025 Spring UNA Main Mall Greenway Public Engagement Process is to provide the community with information about the preliminary design of idea in Hawthorn Place, seek feedback on the future greenway design and features, and help prioritize amenities for the community.

Similar to the UNA Dog Park engagement process, the public engagement period for the Main Mall Greenway Activation Project is expected to be approximately six weeks. The period is expected to start late-March 2025 and extend for six weeks onward.

The engagement strategy will involve:

- **Website landing page and survey**
 - Website landing page content: presentation of Main Mall Greenway Concepts.
 - Survey link
- **Open house: In person**
 - OBCC – Living Room
 - Presentation boards on easels
 - Resource persons on-site
 - Link to survey

A more detail engagement plan will be prepared and presented to the Board in February 2025.

Financial Implications

Initial Planning

As for the initial planning phase, the cost of engaging Lanarc Landscape Consultants is approximately \$15,000.00.

Construction

Costing for the construction phase will be a bit challenging to predict at this stage of the planning process. As the number of amenities, features and design can significantly change the overall cost of the project.

Depending on the outcome of the spring public engagement process, the Main Mall Greenway project is to be considered for funding from the FY2026/27 budget.

Operational Implications

Operationally, the planning of the Main Mall Greenway Project is a cross-department exercise. The Operations department leads the designing of the project with the landscape architect, permit application, and the event construction side of work, The Communication department oversees the design and the implementation of the public engagement processes.

Ongoing operation and management of the Main Mall Greenway space will be absorbed as part of the regular UNA municipal team regular tasks. As the additional task can be added to existing routine, the newly activated public space is not expected to create significant operation pressure.

Strategic Objective

Sustainability; Create Connection

Attachments

1. UBC Main Mall Greenway Design Concepts

Concurrence

1. Isabel Todorova, Sustainability Specialist



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

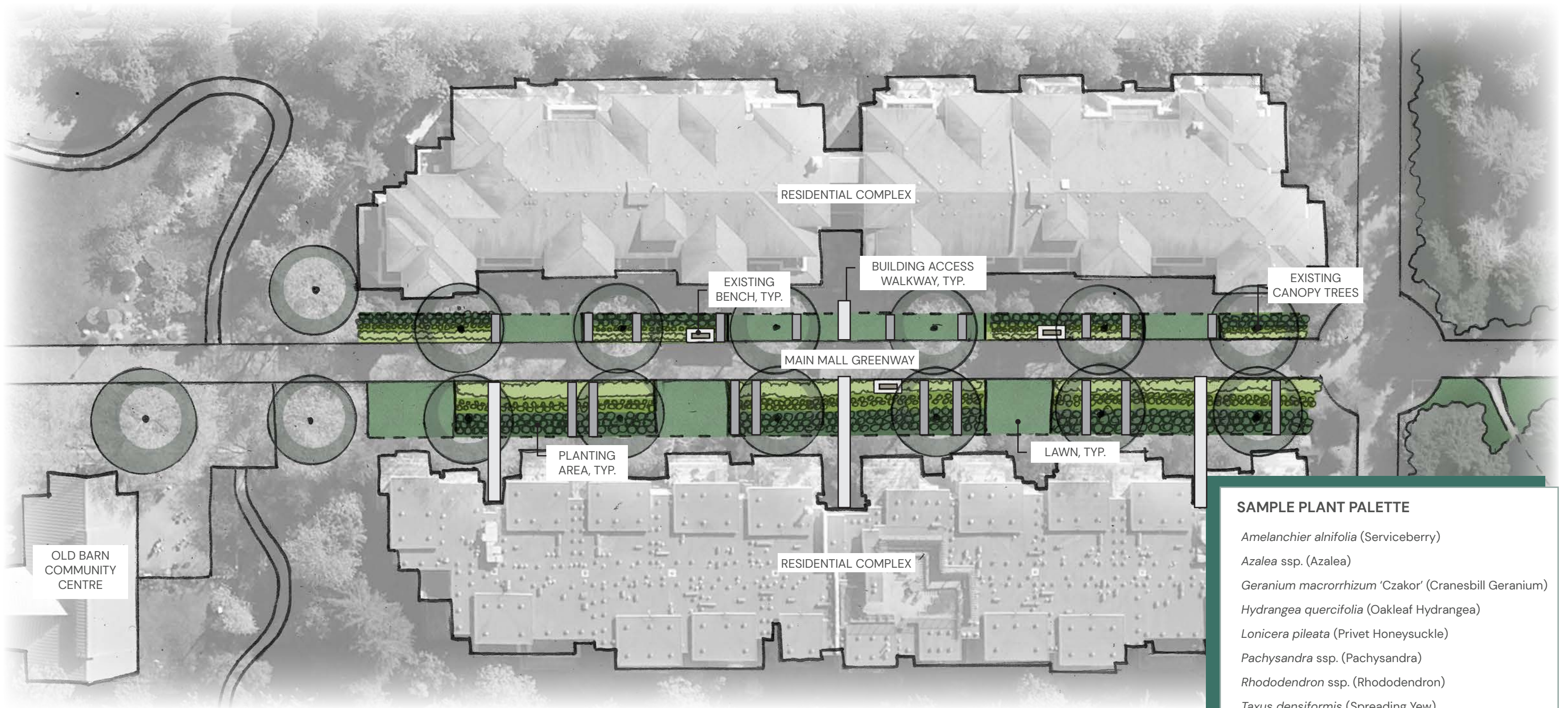
Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wegland Sit', positioned above a horizontal line.

Wegland Sit
Operations Manager

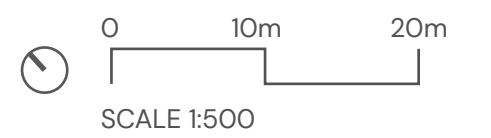
A handwritten signature in black ink, appearing to read 'Paul Thorkelsson', positioned above a horizontal line.

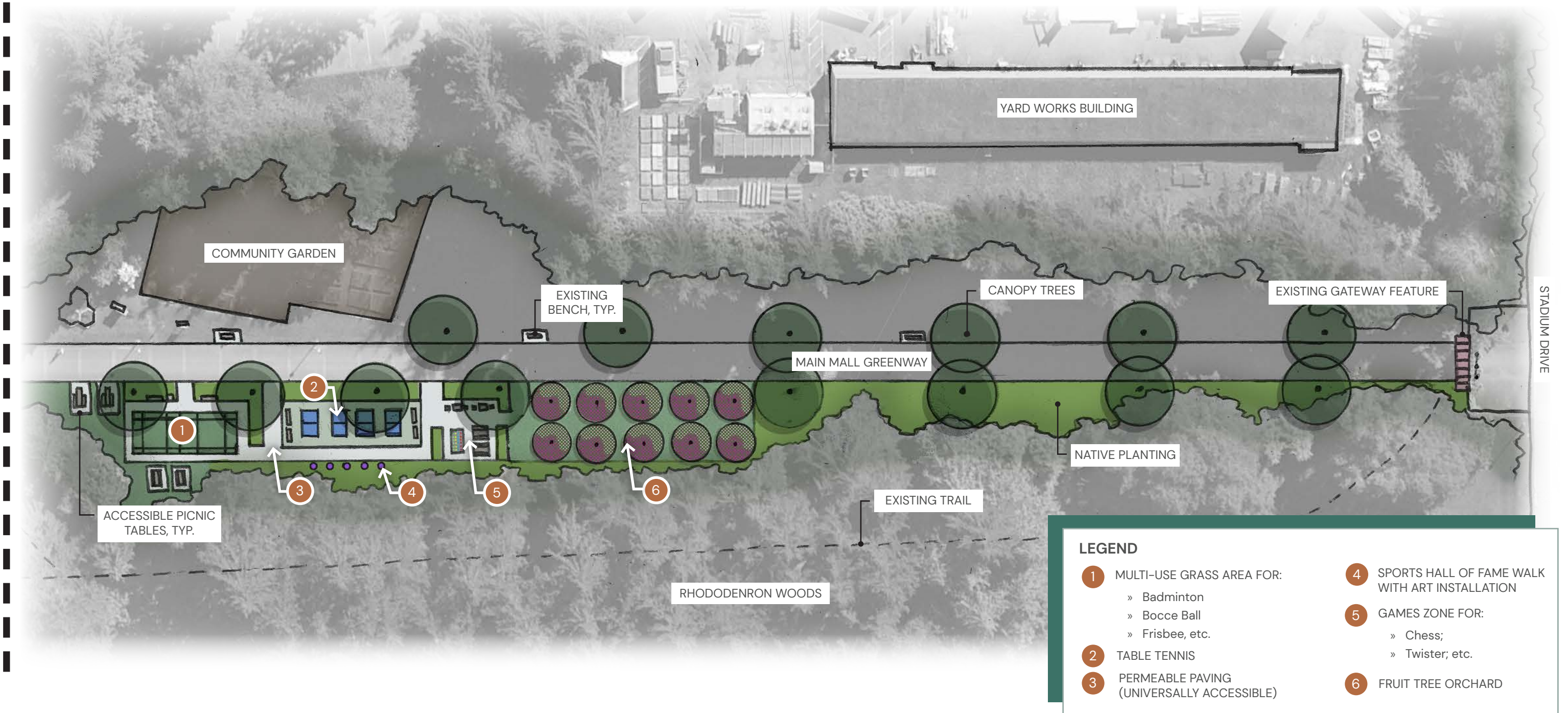
Paul Thorkelsson
Chief Administrative Officer



SAMPLE PLANT PALETTE

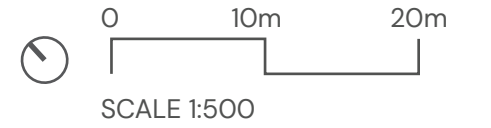
- Amelanchier alnifolia* (Serviceberry)
- Azalea* ssp. (Azalea)
- Geranium macrorrhizum* 'Czakor' (Cranesbill Geranium)
- Hydrangea quercifolia* (Oakleaf Hydrangea)
- Lonicera pileata* (Privet Honeysuckle)
- Pachysandra* ssp. (Pachysandra)
- Rhododendron* ssp. (Rhododendron)
- Taxus densiformis* (Spreading Yew)





LEGEND

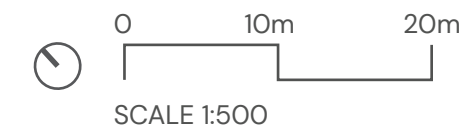
1	MULTI-USE GRASS AREA FOR: » Badminton » Bocce Ball » Frisbee, etc.	4	SPORTS HALL OF FAME WALK WITH ART INSTALLATION
2	TABLE TENNIS	5	GAMES ZONE FOR: » Chess; » Twister; etc.
3	PERMEABLE PAVING (UNIVERSALLY ACCESSIBLE)	6	FRUIT TREE ORCHARD

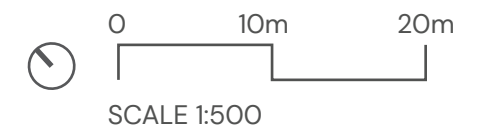
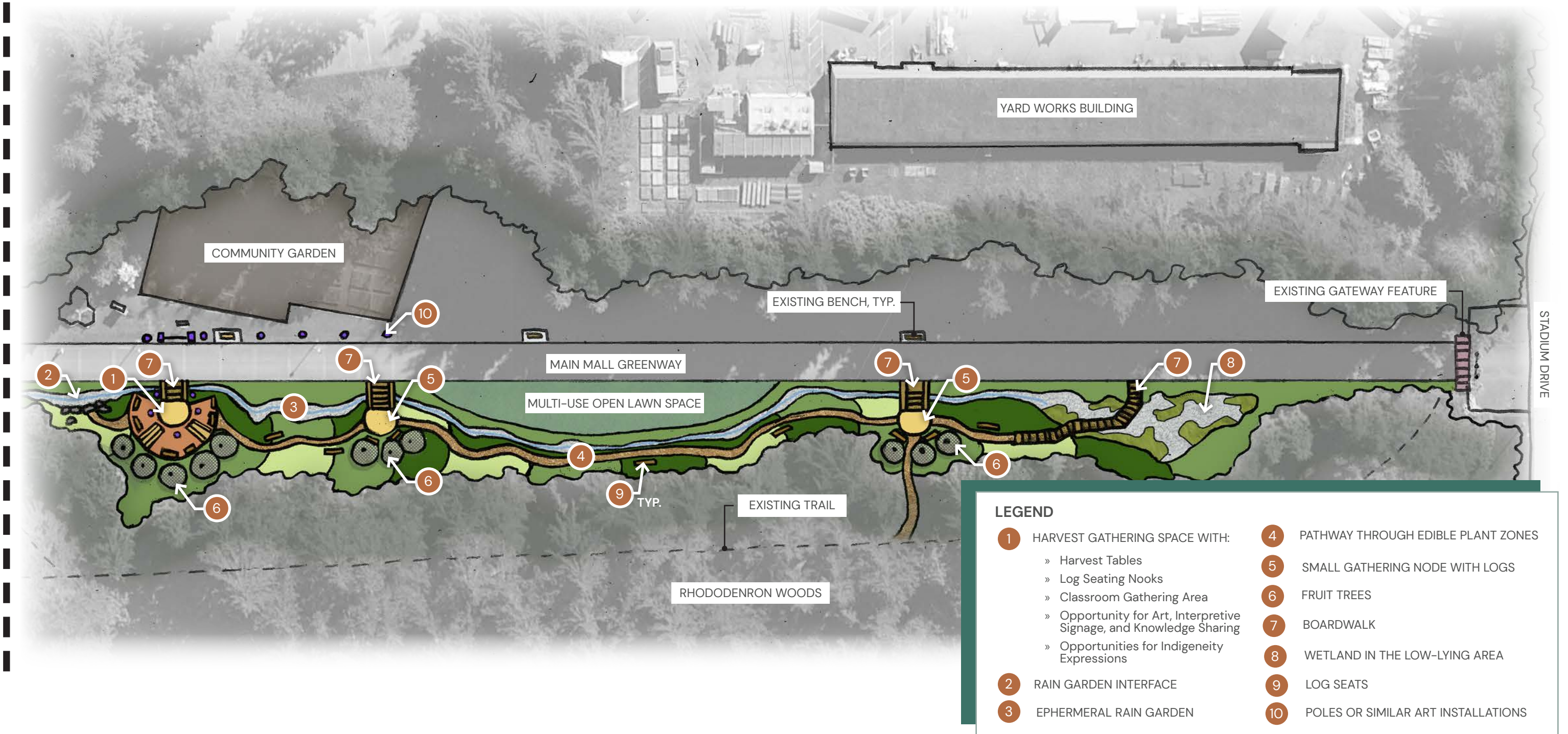




SAMPLE PLANT PALETTE

- Adiantum pedatum* (Maidenhair Fern)
- Amelanchier alnifolia* (Serviceberry)
- Athyrium filix-femina* (Lady Fern)
- Blechnum spicant* (Deer Fern)
- Gaultheria shallon* (Salal)
- Hydrangea quercifolia* (Oakleaf Hydrangea)
- Mahonia* ssp. (Oregon-grape)
- Polystichum munitum* (Western Sword Fern)
- Taxus densiformis* (Spreading Yew)







Report Date: November 12, 2024
Meeting Date: November 19, 2024
From: Paul Thorkelsson, Chief Administrative Officer
Subject: November 2024 Management Report

Background

The November 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 Land Use Advisory Committee (by proxy) and November 2024 Finance & Audit Committee meetings.
- 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.
- Continued to support the design and planning process for the planned additional childcare facility in Wesbrook Place.

Finance

- Continued developing the FY2025/26 UNA budget.
- Supported ongoing work in collaboration with UBC and external contractor on review and renewal of the UNA financial model.

Programs and Services

- Supported the Neighbours Agreement Committee in its ongoing negotiations with UBC on the new Neighbours Agreement.



- Supported ongoing discussions on regulatory matters and future approaches to regulation in the UNA.

Human Resources

- Finalized work with external consultant on UNA salary review and market comparison.
- Supported on going preparation for implementation of new HRM system for the UNA.

Community Relations

- Attended regular C+CP AVP/UNA CAO updates meeting.
- Attended regular C+CP/UBCPT/UNA staff meeting.
- Attended UBC Development Review Committee (DRC) Meeting regarding academic campus redevelopment project.
- Attended the initial Wesbrook Place Neighbourhood Plan Amendment Planning Advisory Committee (PAC) meeting.
- Attended the C+CP Wesbrook Neighbourhood Plan open house and community workshop.
- Attended the C+CP Wesbrook Neighbourhood Plan community walking tour and discussion.

COMMUNICATIONS

Proposed Dog Park Community Engagement

The Communications Team worked with Operations Team to prepare and roll-out a community engagement plan for the proposed dog park project. Community engagement strategies include a website landing page, a survey, an open house, lawn signs on the proposed site and other high-visibility areas in the neighbourhood, and promotions on all the usual communications channels.

2025 Winter Program Guide

The Communications Team worked with the Recreation Team to create the 2025 Winter Program Guide that's scheduled to be in mailboxes in the coming days. This round of the Guide build was particularly smooth due to some process improvements that were done in the lead up to the build. Edits were reduced from 1000+ to 200+ in the design phase and this helps us cut down on design fees and hours of multiple rounds of proofreading.

Joint Seasonal Marketing Meeting for Winter 2025



The Communications and the Recreation Teams met on November 6 for our seasonal marketing meeting where we discuss additional promotions for programs and events. We are working on producing approximately 150 different promotional pieces for this season.

2024 UNA Election

The Communications Department worked with the Administration Department to send updates, reminders, and other promotions to UNA Society Members about the election.

UNA Website

The Communications Department is working with our web developers to create a custom tool that pulls information about drop-in programs on Xplor. The drop-in calendar is currently being manually updated on the website. This new feature will allow us to keep the schedule up-to-date in near real-time.

The Campus Resident

The Campus Resident published its latest online issue on November 7. The next print/online issue will be released on December 5. To read the latest issue, please visit thecampusresident.ca.

Other Updates

- Support for Sustainability Team for the promotion of the Community Yard Sale.
- Continuing promotions for the UNA Card (Schedule F and F.1).
- Coordinating with UBC on events, roadworks, traffic updates and facility closures that affect resident of UNA areas.
- Coordinated and created promotions for Winter Masquerade, Lunar New Year and other events.

RECREATION

Recreation Manager Report

Staff have been busy working to meet event deadlines, prepare the FY2025/26 budget, and developing the Program Guide for the upcoming Winter season.

Inquiries regarding the allocation of space for drop-ins has prompted us to review both our drop-in process and the balance of various user groups. This will be a focus for the upcoming Spring and Fall programming.

As the Recreation Manager, I want to take a moment and thank all the members of the Board for your support and encouragement as we grew the Recreation team and its impact on the community. Programs, such as the Newcomers initiative, and the growth of community events, could not have happened without the Board’s support.

FACILITIES REPORT



Wesbrook and Old Barn Community Centre General Services (Oct 1-31)

	2022	2023	2024
New Clients	679	647	535
Parking Permit Issued (Resident and Visitor parking)	33	46	46
Programs and Events Registration at Front Desk	293	614	974
Sports Drop in	56	521	740
Open Gym	272	223	159

UNA Card & Registration (Oct 1-31)

- The number of new clients registered in the UNA system has slightly declined in October compared to previous years.

	2022	2023	2024
New Clients	679	647	535
UNA Discount Enrollment/Renewal	351	420	345
UBC/UTown Discount Enrollment	94	152	79

Parking Services

Issued UNA Parking Permits (Oct 1-31)

	Resident Parking Permit	Visitor Parking Permit	Day Pass	Total / Neighborhood
Wesbrook	18	13	14	45
Hampton	5	0	4	9
Hawthorn	6	4	14	24
Total	29	17	32	78

PROGRAMMING REPORT

Registration Updates – Fall 2024



	Fall 2023	Fall 2024 as of Nov 1, 2024
Programs offered	332	309
Registered participants	2402	2210
Waitlist	487	315
Withdrawals	300	179

Category	Fall 2023	Fall 2024 as of Nov 1, 2024
Physical Activity	\$109,825.37	\$115,002.45
Arts	\$57,848.25	\$55,213.29
Music	\$23,561.60	\$32,688.45
Education	\$31,109.08	\$34,724.67
Camps	\$1,387.50	\$1,080.00
Events	\$1,838.50	\$1,443.00
TOTAL	\$225,990.30	\$240,218.26

Recreation Updates (Josie Chow)

- October has been a busy month for the Programs & Events team, focusing on the Winter 2025 guide production (Guide goes to print on Nov 7 and Winter registration opens Dec 9) and 5 community events (see below for more event details).

Highlight Programming – Current Season (Alina Stadnyk & Cody Stepura)

- New art class offerings for adults have been introduced this fall and it has been well received by the community. Long time UNA art instructor and community member Yasaman Moussavi has introduced a new “Introduction to Watercolor paintings” class, which is fully registered with 10 students.
- We continue to partner with external organizations to offer programs during pro-d days. On Oct 25, we offered a Multi-sport Pro-Day camp day in partnership with Sportball.

Youth Coordinator – UBC – UTown (Hannie Chia)

- Pre-Teen Leadership: Participants have been exploring what it means to be a leader in the community through an exploration of our local neighbourhood.

- Youth Leadership Program: Youth Leaders have been working actively to put together the Haunted House for the UNA's Halloween event.
- Two youth-led programs supported by the UNA:
 - Two members of the Youth Leadership Program co-organized with Hannie a Terry Fox Fundraising event. On October 2, a popcorn and cotton candy booth were setup on the promenade on the northside of Wesbrook Community Centre and many youths from University Hill Secondary came out to support the cause by purchasing snacks. The youth made over \$200 in donations! The UNA provided popcorn and cotton candy for the event.
 - A group of youth received \$500 through the UTown@UBC Inspiring Grant and will be implementing an Introduction to Robotics course for children starting this Winter term.

Connected Communities Coordinator – UBC (Megan Atwater)

- Book Talk: The Worst Songs in the World: Hosted a community book talk with a panel of 5 local authors to explore The Worst Songs of the Word – The Terrible Truth About National Anthems. Authors led an engaging discussion on David's thought provoking take on national anthems, their violent histories and the urgent need for change. 10 people attended the event, and a book was given away to the lucky draw winner.
- Trivia Night at the Old Barn: First time leading Trivia Night at the Barn. The event was led by a youth volunteer from the youth volunteer program who was the emcee. 15 people were in attendance and many families enjoyed the variety of 5 rounds of family friendly questions and themes that appealed to both parents and caregivers and children.

Community Relations (Peng Wang)

- Newcomer Parents of UHill Secondary School Student Meeting: More than 35 residents participated. They got a lot of information about the UNA election, our recreation programs, and volunteer opportunities.
- Newcomer UBC Tour: 20 residents participated in the tour which started at Wesbrook Community Centre and ended at the Old Barn Community Centre.

FITNESS REPORT

Old Barn Community Centre – Updates (Nancy)

- All three Full Body Bootcamps at the OBCC fitness centre are currently operating at full (2 at 100%) or almost full (1 at 80%) capacity. Patrons using the OBCC fitness centre during these program times are understanding, in part to more posted signage.

Wesbrook Community Centre – Updates (Nancy)



- Fitness and yoga programs have been well received this Fall, notably Barre Pilates, Zumba, and Gentle & Restorative Yoga, which continue to have high registration numbers each week (including drop-in attendees).
- Personal training is going steadily, and new clients/inquiries are being managed by Fitness Centre Lead, Hanif Teja.

UNA Fitness Centre Attendance

Wesbrook Monthly Totals		4914	Old Barn Monthly Totals		490
Sunday Total	595		Sunday Total	59	
Monday total	685		Monday total	62	
Tuesday total	894		Tuesday total	74	
Wednesday Total	861		Wednesday Total	89	
Thursday total	758		Thursday total	88	
Friday Total	574		Friday Total	48	
Saturday total	547		Saturday total	55	

Wesbrook Community Centre - Membership Revenue

Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	6	\$228.60	69	\$3,285.78	29	\$1,657.06	133	\$5,171.44
1 Month Pass	21	\$800.10	86	\$4,095.32	15	\$857.10	126	\$5,752.52
3 Month Pass	5	\$523.82	45	\$5,143.05	1	\$142.86	134	\$5,809.73
6 Month Pass	1	\$190.48	9	\$1,885.68	1	\$238.10	40	\$2,314.26
Year Pass	0	\$-	2	\$761.90	0	\$-	15	\$761.90
Total	33	\$1,743.00	211	\$15,171.73	46	\$2,895.12	488	\$19,809.85

Old Barn Community Centre - Membership Revenue



Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	0	\$-	17	\$485.69	2	\$76.20	19	\$561.89
1 Month Pass	1	\$23.81	17	\$485.69	2	\$114.30	20	\$623.80
3 Month Pass	0	\$-	3	\$228.57	2	\$209.52	5	\$438.09
6 Month Pass	0	\$-	2	\$285.72	0	\$-	2	\$285.72
Year Pass	1	\$152.38	0	\$-	0	\$-	1	\$152.38
Total	2	\$176.19	39	\$1,485.67	6	\$400.02	47	\$2,061.88

August 2023 & August 2024 Membership & Revenue Comparisons

Month & Year	10 Punch Pass	1 month Pass	3 month pass	6 month pass	1 year pass	TOTALS	DIFFERENCE IN YEARS
October 2023 Purchases	84	103	40	28	12	267	145
October 2024 Purchases	123	128	56	13	3	323	
October 2023 Revenue	\$4,027.04	\$4,790.56	\$4,523.94	\$2,599.87	\$1,409.51	\$17,350.92	\$4,520.81
October 2024 Revenue	\$5,733.33	\$6,376.32	\$6,247.82	\$2,599.98	\$914.28	\$21,871.73	

EVENTS REPORT

October Event Review

- Family Movie Night – Oct 19
 - Coco was the movie of the night! 4 volunteers helped with this event. FD Staff Benyamin was the staff for the event Revenue made was \$159.50 and 55 people were in attendance.
- Pumpkin Carving – Oct 25
 - We had 3 pumpkin carving sessions for 8 families per timeslot with 50 participants. Families were provided with a pumpkin, carving tools, and stencils to select from. About half of the families mentioned that it was their first time carving a pumpkin. We even had a family carve leg holes in a pumpkin and fit their 9-month-old baby inside!
- Trivia Night – Oct 26
 - First time leading Trivia Night at the Barn. The event was led by a youth volunteer from the Youth Leadership Program who was the emcee. 15 people were in attendance and many families enjoyed the variety of 5 rounds of family friendly questions and themes that appealed to both parents and caregivers and children.
- Diwali – Oct 27
 - The Diwali Committee hosted a vibrant and beautiful Diwali event, sharing Indian culture and the important festival of lights with the community. The event showcased a variety of dance performances, henna, a sari tying station where attendees could dress in Indian attire, Indian snacks (e.g. samosas and chai tea), and a Bollywood dance workshop!
 - A huge thank you to Nidhi (chair) and the committee for a smoothly run and very organized event. They were very pro-active in their communication with the UNA and their hard work has truly paid off.
 - Approx 500 attendees
 - \$5000 budget
- Halloween – Oct 31
 - Over 800 attendees
 - Games in the Gym: 12 Halloween themed game stations were scattered throughout the gym for participants to engage in throughout the evening. Families entered from the southeast entrance, received a Stamp Card, and collected enough stamps by playing games to redeem free candy.
 - Photobooth and Face Painting in the Lounge: A group of youth led by Chloe Lee from University Hill Secondary spent over 13 hours painting an original scene of whimsical skeletons greeting guests for a photobooth backdrop. Her group facilitated free mini Instax photos for participants using the UNA's

Instax camera. In addition, her group also set up 4 face painting stations for eager participants.

- Haunted Carnival in the Social Room: 20 Youth Leadership Program participants spent the last month planning and creating props for the Haunted Carnival. After 2 days of set up using tents, tables, chairs, tarps, and a myriad of props, the group managed to create a delightfully haunting carnival experience for participants. Marko, Youth Activity Leader, managed the lineup of eager participants and separated groups of “non-scary” and “scary” groups to allow for everyone to participate. Participants laughed, screamed, and some even cried throughout the hair-raising experience.
- 40 volunteers (not including the 20 youth leaders)
- \$2000 budget

BOOKINGS REPORT

Bookings Report

- 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 for external bookings, but we have seen an increase in bookings accommodating alternative dates and times.
- As the weather is changing, more requests for indoor meetings, workshops, celebrations, and sports activities.
- We already have room bookings for January 2025.
- Birthday party Update:
 - We are 100% fully booked at Wesbrook until December 15th.
 - We are 70 % fully booked at Old Barn until December 7th.
 - We have exclusion dates for birthday parties due to UNA Events: Winter Fest (December 14th) at Old Barn.
 - We started booking birthday parties for 2025. We already have 2 bookings for February 2025.
 - We have received great feedback about the new birthday party leader and assistant.

Submission of Rental Analysis

- Additionally, we saw an increase of 48% in room rental in comparison to the same month last year (2023). During November 2024, we receive more longer meetings requests for room rental for weekends and weekdays.
- We saw an increase in requests during October due to the weather conditions.
- The Nobel field rental has been reduced significantly. There was only one booking made for November 3.



- UNA Field does not have booking during October and November as the field is rented for each season. Payment is received August/September for Fall season, November/December for Winter season, March/ April for Spring/summer season.
- Wesbrook continues to be the preferred location for room booking. In October bookings by location were Wesbrook with 47%, Wesbrook Birthday Party with 26% (advanced booking for upcoming months), Old Barn Room rental with 10%, and lastly Old Barn Birthday Party with 16%.
- Birthday party packages are currently booked until mid-December.
- There has been an increase in Birthday parties at the Barn for painting theme.
- In November, we received 72 email requests for rooms, birthday parties, and field rentals.
- We could not complete 34 requests due to room or event 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

Community Yard Sale

The UNA hosted the bi-annual Community Yard Sale on November 9. The event had over 35 vendors and was well-attended by UNA community members shopping for used items. Approximately 500 community members attended the event to purchase items—building community and reducing environmental and economic waste. Yard sales encourage community members to reduce unnecessary consumption and waste by reusing and extending the life of material goods.

Operations Report

Tree Pruning Project in Hampton and Main Mall Greenway

The pruning project was successfully completed in late-October. The next pruning project will be for Wesbrook Street and Park Trees in Spring 2025.

Irrigation Repair Project

UNA municipal team is currently investigating a leak issue in Chancellor Place near the Iona Building surface parking lot. The team is expected to continue a round of irrigation repair work in other UNA areas including Hawthorn and Hampton during the off season.

OBCC Cooling Feasibility Study

The UNA hired Rocky Point to review and submit a mechanical feasibility report for the Old Barn Community Centre (OBCC). The purpose of the report is to gauge and assess the cost for adding cooling capacity to OBCC, to enable OBCC serves as the cooling center for the UNA community and beyond.

Based on the report, there is no quick and easy solution. The full system solution, or a phased approach that divides the implementation by the North and the South (OBCC divided by the main staircase between the lobby area and John Young room). This solution requires a combination of fan control and outdoor heat pump units, and it is expected that it will involve:

- Complete heating and cooling capacity to all the spaces.
- Improved ventilation standards.
- Improved reliability.
- Improved maintenance access and control, allowing for remote monitoring and control.
- Energy savings and greenhouse gas (GHG) reductions
- Replacing the existing furnace units with new electric-based heating systems utilizing Heat Pump units
- Improved temperature control and variability under extreme weather situation

The operations and sustainability department is working UBC Campus Planning, as well as with Electoral Area A representative and Metro Vancouver to explore available retrofit grant and other funding opportunity to support this capital retrofit project. The operations and sustainability department will report back to the Board with update.

Dog Park Engagement

The UNA is excited to propose a new off-leash dog park at Wesbrook Place, designed to support our community's needs and create a welcoming space for residents and their furry friends alike. We believe this amenity can strengthen connections within our neighbourhood, and we would love to hear your thoughts and feedback to help shape it together.

Visit our [Proposed Dog Park at Wesbrook Place](#) and [share your feedback](#).

Personal Emergency Preparedness

UBC Emergency Management (UBC EM) wants to help UNA residents prepare for emergencies. The UBC EM team invites you to join a personal preparedness seminar tailored specifically for residents of UBC neighbourhoods. This will cover an overview of local hazards, the importance of making a plan and how to develop one. The presentation



will also cover how to build a personal preparedness kit or what to look for when buying one.

Date: Thursday November 21st, 2024

Time: 6:15-7:15 p.m.

Location: Multi-Purpose Room, Wesbrook Community Center

[Registration Link](#)

FINANCE

FY2025/26 Budget Development

We started our budgeting process in September 2024, and in October 2024 we completed all the departmental work and organizational-level review. An initial draft of the FY2025/26 budget is now ready and was presented to the Finance & Audit Committee for information earlier this month. Further details can be found in the draft budget report under the Finance & Audit Committee Update section of this meeting package.

Five-Year Financial Model Update

The Five-Year Financial Model Update project is almost done. The project consultant met with the project team at the end of October 2024 to review the basic assumptions and the final version should be ready by end of November 2024. The next step is to present the model to the Board and aim to publish it on our website.

Stipend Payment & Year End Payroll

Preparation for stipend payments to all the qualified directors for year 2024. The target date for the payment is December 4. As the calendar year's end is also fast approaching, the planning and review of the 2024 payroll record has also been started to get ready for all the required payroll reporting for 2024.

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: November 12, 2024
Meeting Date: November 19, 2024
From: Isabel Todorova, Sustainability Specialist
Subject: SEEDS Project: Shade Mapping Report

Background

The Neighbourhood Climate Action Plan (NCAP) sets a pathway to a net-zero and creating climate resilient community for the campus neighbourhoods. Following the approval of the NCAP by the UBC Board of Governors, implementation of specific actions is ongoing.

Laying foundational research for ecology action (ES-1.1) to analyze baseline seasonal shading in neighbourhoods, and ecology action (ES-1.4) to explore and establish performance targets relating to neighbourhood shade coverage, the UNA partnered with the UBC SEEDS Sustainability Program to undertake a research project with the goal of mapping neighbourhood shade frequency.

Shade is important to urban environments as it provides thermal comfort, reduces heat-related stress, and enhances overall wellbeing. The report, prepared by Chenyao (Jamie) Wang for UBC and the UNA, presents a comprehensive study on shade mapping for neighbourhood climate adaptation and community wellbeing.

Decision Requested

For information.

Discussion

The study focused on mapping shade coverage in high-traffic and long-stay areas of the UBC neighbourhoods. Key objectives were to:

1. Develop tools to assess shade coverage.
2. Identify areas lacking shade that are at higher risk during heat waves.
3. Simulate shade coverage across various parts of the campus.
4. Provide recommendations for future urban planning to increase shade and protect the community from extreme heat.

This work will support better climate adaptation planning and improve the neighbourhood's resilience to heat events, enhancing thermal comfort, and safety for all community members.

The study found that the UBC neighbourhoods vary in shade coverage, largely due to differences in land use and stages of development. Overall, most neighbourhoods have substantial shade, but there are a few areas where shade is lacking.

- **East Campus** has the highest mean shade coverage (0.80882), followed closely by **Hampton Place** (0.80166) and **Hawthorn Place** (0.78898). These areas benefit from well-distributed trees and other shade-providing structures, offering consistent and effective shade coverage that helps keep outdoor spaces cooler and more comfortable during hot hours.
- Neighbourhoods like **Wesbrook Place** and **UB Blvd** have relatively lower shade coverage, with mean values of 0.68659 and 0.68239, respectively. This is partly due to ongoing construction and a lack of overhead cover in some areas, especially on pedestrian pathways, which reduces the overall shade available.
- **Stadium** shows the lowest shade coverage (0.45889) due to its primary use for sports activities and large open spaces such as parking lots and driveways, which typically lack significant shade.

Neighbourhoods such as **Chancellor Place**, **Acadia East**, and **Acadia Future** have mid-range shade coverage values, indicating a generally well-shaded environment, contributing to residents' comfort and helping reduce the risks of heat exposure during peak sunlight hours.

A publicly accessible [shade frequency map](#) was developed as part of this project.

Financial Implications

None.

Operational Implications

For future shading structure expansion in the UNA's park spaces, the Operations Department will utilize the [UBC Campus Level Shade Frequency map](#) as an important tool to assess shade coverage and identify park space for future shade structure expansion.



Strategic Objective

Environmental Sustainability, Creating Connection

Attachments

None.

Concurrence

1. Wegland Sit, Operations Manager
2. Gal Kaufman, Operations and Facilities Coordinator

Respectfully submitted,

Isabel Todorova

Isabel Todorova
Sustainability Specialist

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

Paul Thorkelsson
Chief Administrative Officer



Report Date: November 12, 2024
Meeting Date: November 19, 2024
From: Isabel Todorova, Sustainability Specialist
Subject: Wesbrook Place Shade Structure Report

Background

The Splash Pad is a very popular space in the community during the summer months. A missing element of the splash pad is proper shading in the green space. A shade structure will provide reprieve from the sun and heat for both the public as well as community programs and camps.

A dedicated shaded space will allow UNA summer camps to be outside for longer periods of the day, as well as provide a home base for other additional outdoor programming, such as forest programs or an outdoor water painting class. When programs are not taking place under the shade structure, it provides a place for members of the public to gather.

This shade structure project reflects the Climate Emergency Preparedness actions as stated in the Neighbourhood Climate Action Plan (NCAP).

Decision Requested

For information.

Discussion

The Neighbourhood Climate Action Plan (NCAP) outlines actions that the UNA can undertake to address climate emergency preparedness and adaptation to climate change. Action Item ES-1.1 to analyze seasonal shading in neighbourhoods was accomplished through a partnership with the SEEDS Sustainability Program which led to the development of an [interactive shade frequency map](#) and report. Using this information and local community context, the Splash Pad site was identified as an area which would benefit from a built shade structure.

The shade structure will cover roughly 1500 square feet—shading a grassy lawn area and 5 benches which community members use as a sitting space next to the Splash Pad. The structure will comprise of 7 permanent structural posts and 3 shade sails (UV-rated) hung between them. To better understand the construction of the structure, a similar structure has been built by [the City of Nelson](#). The posts will be permanent year-

round structures – while the shade sails will be winterized—meaning that they will be taken down in October and re-installed in April each year.

The construction of the project will begin in November 2024 and is expected to finish in late-February 2025.

An interactive rendering of the structure can be accessed [here](#), and an image of the structure rendering can be seen below (please note that the colours depicted in the renderings do not reflect the actual colours of the structure).



The materials used for the shade sails are UV-rated and have fade- and tear-resistant qualities meaning that they will not crack, rot, or fray over time. The material is also 100% recyclable and has a 15-year manufacturer’s warranty against UV degradation.

Financial Implications

The shade structure is funded by the approved 2024-25 budget, supplemented by a \$7,500 grant from the Canadian Dermatology Association.

Operational Implications

The shade structure posts will be permanent year-round structures with an expected lifespan of approximate 10 years. The shade sails that will be hung between the posts, will be winterized—meaning that the UNA municipal team will need to take the sails down in October and re-installed in April each year.



Strategic Objective

Environmental Sustainability, Creating Connection

Attachments

- Wesbrook Community Centre Shade Structure Streets and Landscape Permit

Concurrence

1. Wegland Sit, Operations Manager
2. Gal Kaufman, Operations and Facilities Coordinator

Respectfully submitted,

Isabel Todorova

Isabel Todorova
Sustainability Specialist

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

Paul Thorkelsson
Chief Administrative Officer



October 22, 2024

Isabel Todorova
University Neighbourhood Association
#202- 5923 Berton Ave
Vancouver, BC
V6S 0B3

**STREETS AND LANDSCAPE PERMIT
SLP 24037**

**Re: SLP 24037: Wesbrook Community Centre Shade Structure
3335 Webber Lane, Vancouver, BC, V6S 0H3**

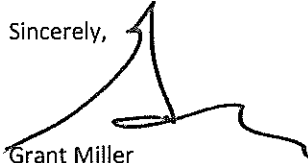
Dear Isabel Todorova,

Streets and Landscape Permit SLP 24037 is hereby issued for the installation of a shade structure that will cover approximately 1500 square feet outside the Wesbrook Community Centre, at 3335 Webber Lane. This permit is issued subject to the conditions listed below:

1. Approval is based upon general conformance to the following attached documents:
Project drawings dated June 2024, and prepared by UNA:
 - Shade Structure Project – Scope of Work Package – Pg. #1- 9
2. Details related to landscaping elements, including site furnishings, are to be finalized to the satisfaction of the Landscape Architect, Planning and Design.
3. The structure is to be installed a minimum of 1.5m away from existing underground ducts and cables on site.
4. All hard and soft landscaping disturbed by this work is to be remediated to the satisfaction of the Landscape Architect, Planning and Design. Cuts made into asphalt surfaces, whether in a parking area or on the actual road way must be repaired or remediated based on MMCD pavement restoration details and specifications, current edition.
5. The UBC Streets and Landscape Permit Terms and Conditions form is to be completed and returned to Development Services.
6. Prior to the return of the refundable damage deposit, the applicant will schedule a meeting with the Streets and Landscape Technician and relevant UBC staff members to review the completed work and assess any outstanding issues.

This Streets and Landscape Permit will expire if work is not substantially commenced within 6 months from the date of permit issuance. If you have any questions, please call 604-822-6991.

Sincerely,

A handwritten signature in black ink, appearing to read 'Grant Miller'. The signature is stylized with a large initial 'G' and a long horizontal stroke.

Grant Miller

Director of Planning, Development Services

cc: K. Russell, Manager, Development Services
E. Lin, Chief Building Official
J. Liu, Mechanical Utilities Engineer
R. Lussier, Landscape Architect, Planning and Design
S. Parlee, Utilities Electrical Engineer, Energy and Water Services
K. Falkner, Manager, Transportation Engineering

Shade Structure Project

Contact: Isabel Todorova

Email: isabel.todorova@myuna.ca

Location: Splash Pad by Wesbrook Community Centre (3335 Webber Lane Vancouver BC V6S 0H3)

Rationale:

The shade structure will cover roughly 1500 square feet—shading the grassy lawn area and 5 benches which community members use as a sitting space next to the Splash Pad. The structure will comprise of 7 permanent structural posts and 3 shade sails (UV-rated) hung between them. To better understand the construction of the structure, a similar structure has been built by The City of Nelson: www.youtube.com/watch?v=6om-DCPxcsk. The posts will be permanent year-round structures – while the shade sails will be winterized—meaning that they will be taken down in October and re-installed in April each year.

The Splash Pad is a very popular space in the community in the summer months. A missing element of the splash pad is proper shading in the green space. A shade structure will provide reprieve from the sun and heat for both the public as well as community programs and camps. A dedicated shaded space will allow UNA camps to be outside for longer periods of the day, as well as provide a home base for other additional outdoor programming, such as forest programs or an outdoor water painting class. When programs are not taking place under the shade structure, it provides a place for members of the public to gather, whether it be for a picnic in the park, seniors doing tai chi, or giving caretakers the opportunity to rest while watching their kids play.

This shade structure project reflects the Climate Emergency Preparedness actions as stated in the Neighbourhood Climate Action Plan (NCAP). Specifically falling under CP-1: *Develop resources, programming, and infrastructure to enable response before, during and after extreme heat and other emergency climate events.*

Duration of Project:

Start: Beginning of November 2024

End: Late February 2025

Scope of Work:

Please find more information about the structure and dimension specifications below.

Interactive rendering of the structure (including measurable dimensions):

https://web.connect.trimble.com/projects/y1eUhlzAykQ/viewer/3d/?modelId=Q_cE55AqVDY&=&origin=app.connect.trimble.com&stoken=XoWipZEioiORQeY4R_qdU0YBW9QJtEmNtHfkJMIC765HgiUCNX_bu7quPlwzk5Ai

Image of structure rendering (screenshot):

APPROVED
Campus & Community Planning
University of British Columbia

By: _____

Date: Oct 24/24.

THE UNIVERSITY OF BRITISH COLUMBIA

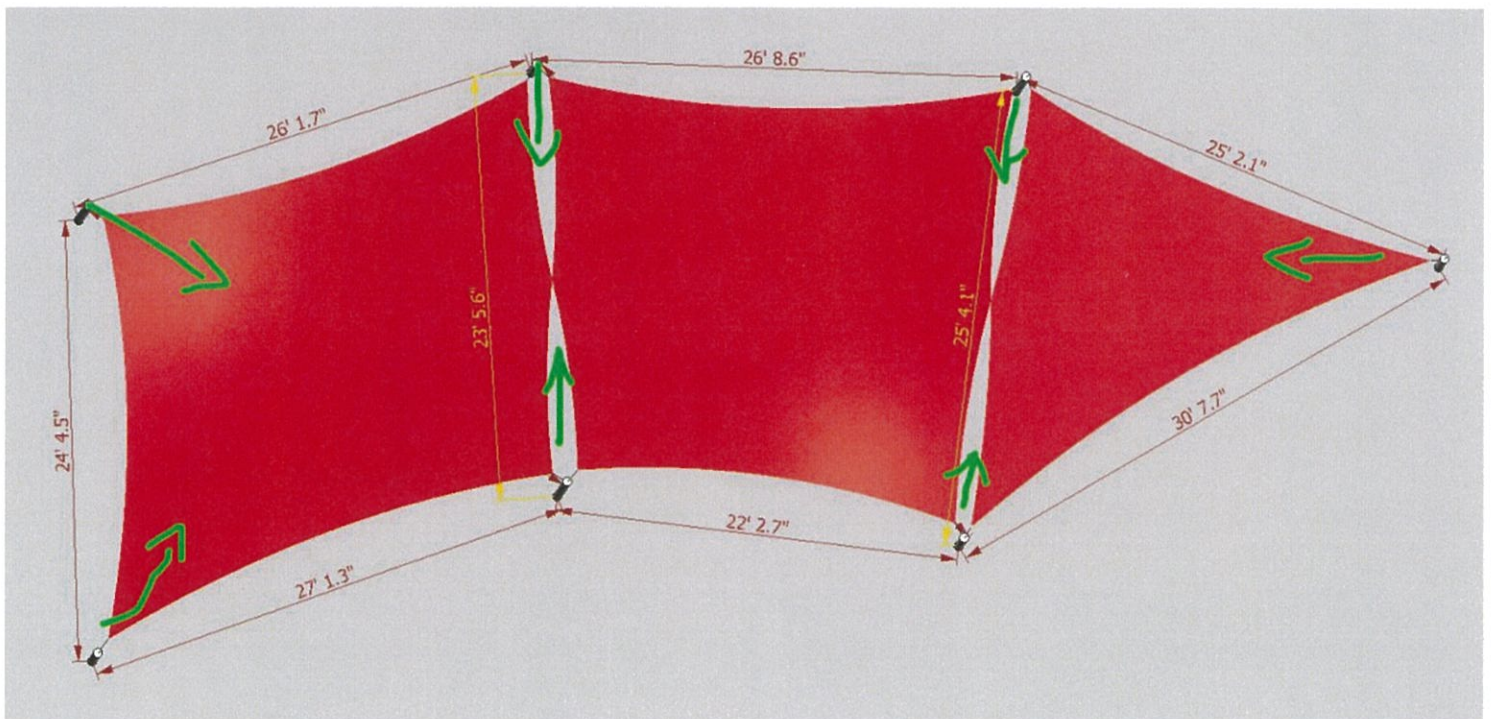
Campus and Community Planning

2210 West Mall • Vancouver, B.C. • V6T 1Z4

☎ 604.822.8228 • 📠 604.822.6119



Image (top view) with the approximate dimensions:



Rendering of the structure with the shade it will provide from 9am to 5 pm in the month of July:

<https://workdrive.zohoexternal.com/external/6680a575a738375fc948f5588c91bf5fdce5a7051df94762efcfab3adbbb64b0>

Post Specifications:



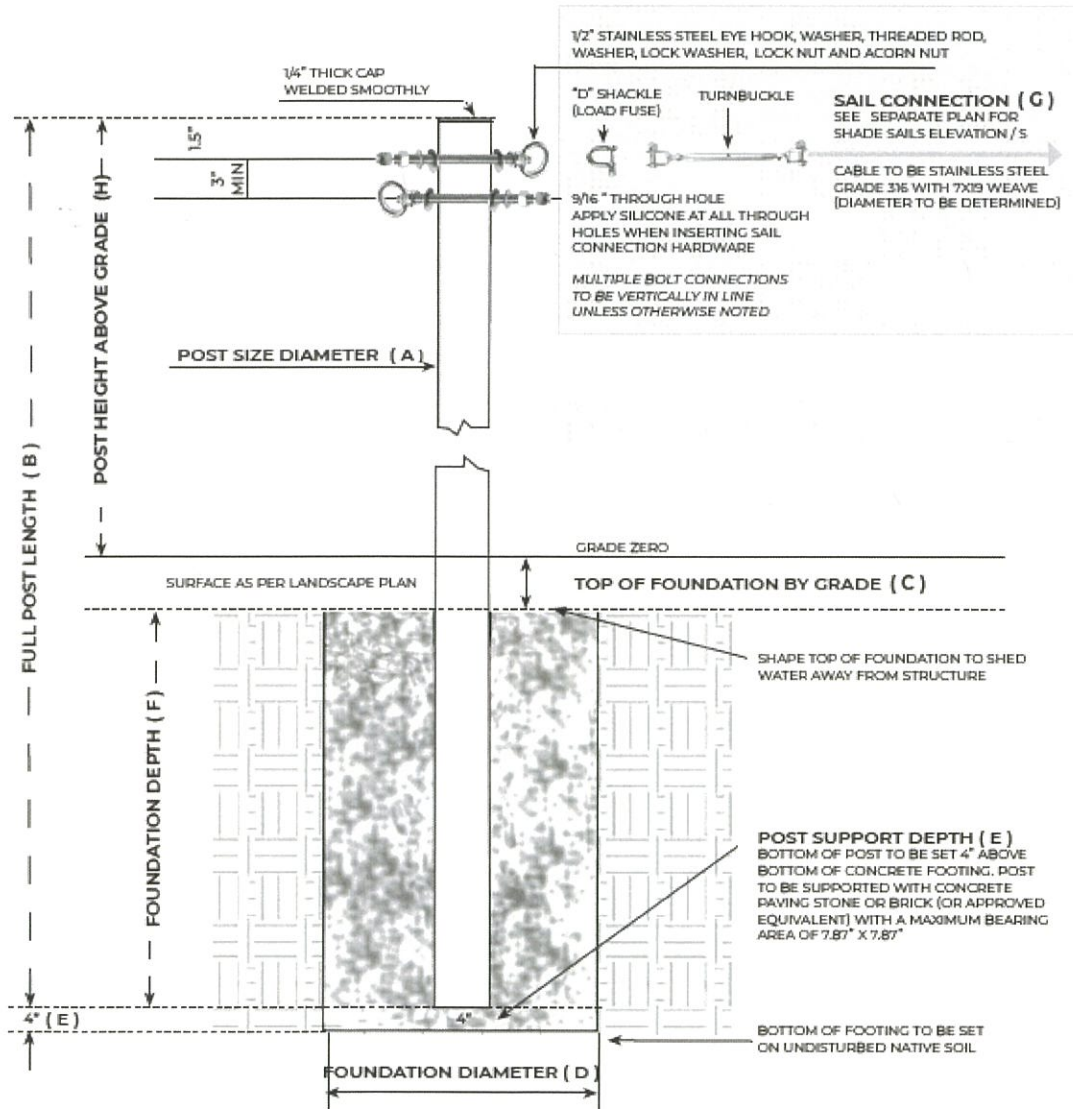
SHADE SAILS CANADA
THE ORIGINAL. THE BEST.

TYPICAL STANDARD POST
CONFIGURATION & SPECIFICATION

POST # EMBEDDED IN CONCRETE / SAIL CONNECTION HARDWARE

The values below are typical and given as examples only for a 10' above grade post. Refer to your local building code or engineering report or Shade Sales Canada design report for actual specifications and sizes.

(A) POST SIZE DIAMETER	6.625"	(E) POST SUPPORT DEPTH	4"
(B) FULL POST LENGTH	14'2"	(F) FOUNDATION DEPTH	4'
(C) TOP OF FOUNDATION BY GRADE	6"	(G) SAIL CONNECTION HARDWARE	1/2"
(D) FOUNDATION DIAMETER	3'	(H) POST HEIGHT ABOVE GRADE	10'



V0221

222 Hwy 23 North, Box 2940 Revelstoke, BC V0E 2S0 www.shadesailsCanada.com, info@shadesailsCanada.com, Toll free 1-855-899-8290

This drawing is the property of Shade Sails Canada and cannot be altered in any form without written consent.

Revised June 2024

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Materials and Colors:

Material: [Commercial Grade Light](#) fabric

Manufactured by: Gale Pacific

Further Information: Developed by one of the largest and longest-running shade fabric companies in the world out of Australia, this fabric strikes the perfect balance between weight, construction and UV protection. The material is recommended for most residential and small-scale commercial applications. This fabric has a specialized-lock stitch knit for more air movement with a stretch of approximately 4%. It's fade & tear-resistant qualities mean the sail will not crack, rot or fray and it comes with a 15-year manufacturer's warranty against UV degradation as well as being 100% recyclable.

GSM: 340

UVR: 90-98%

Construction: Monofilament & Tape

Colour:

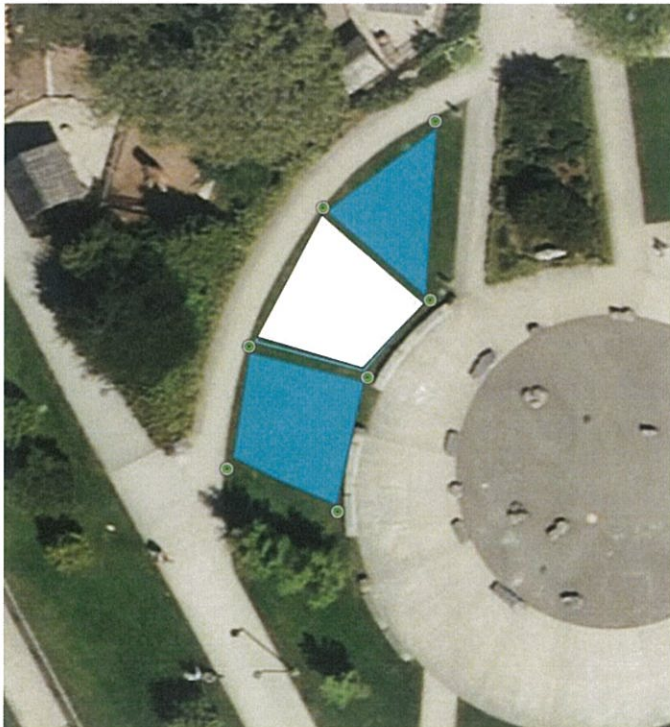
The structure will use 2 sky blue shade sails and 1 white sail in the middle.



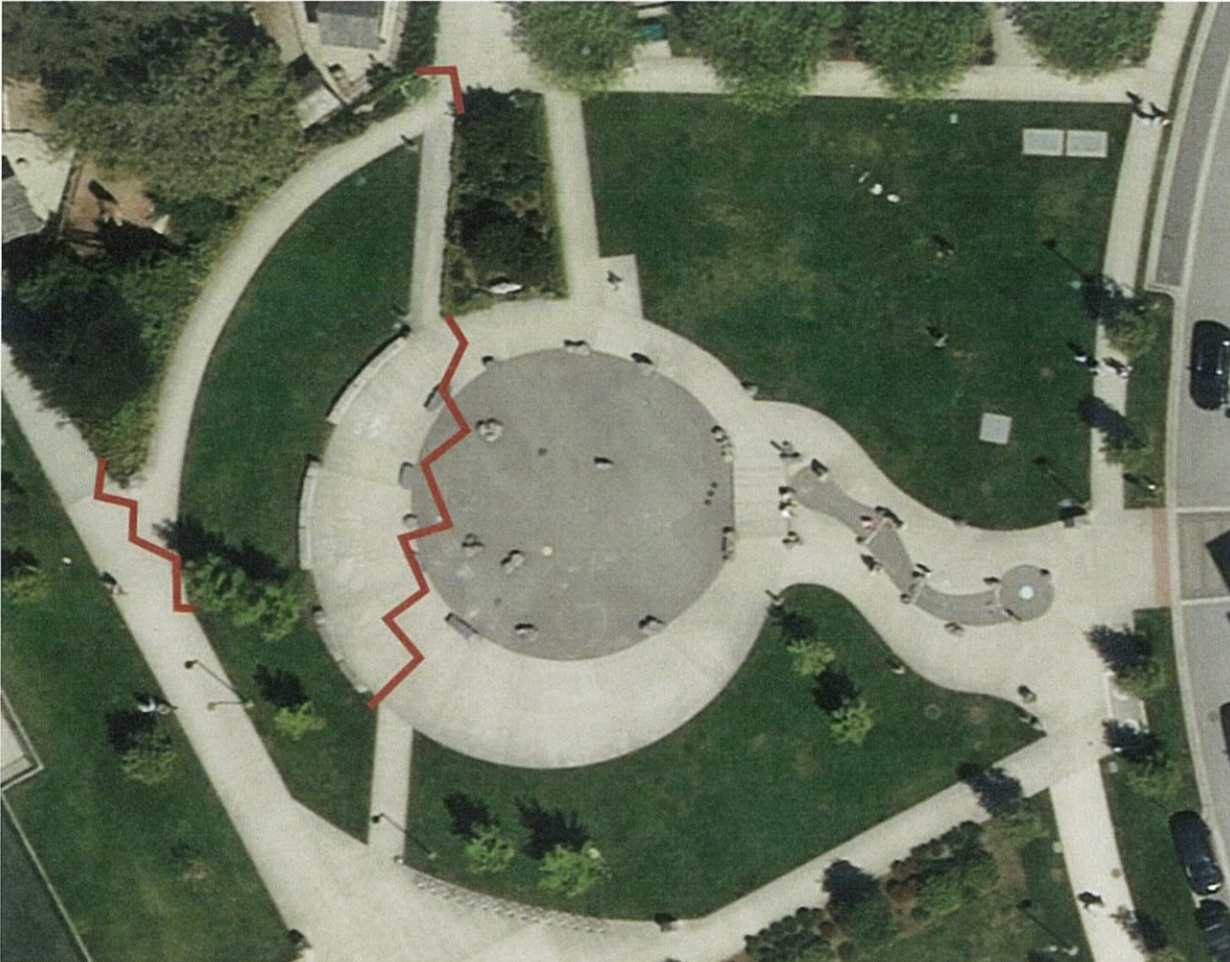
Sky Blue



White



Traffic Management Plan:



The project team will block off the area for the duration of work. There will be no significant alterations for sidewalk and pathway access.

Onsite Photos:

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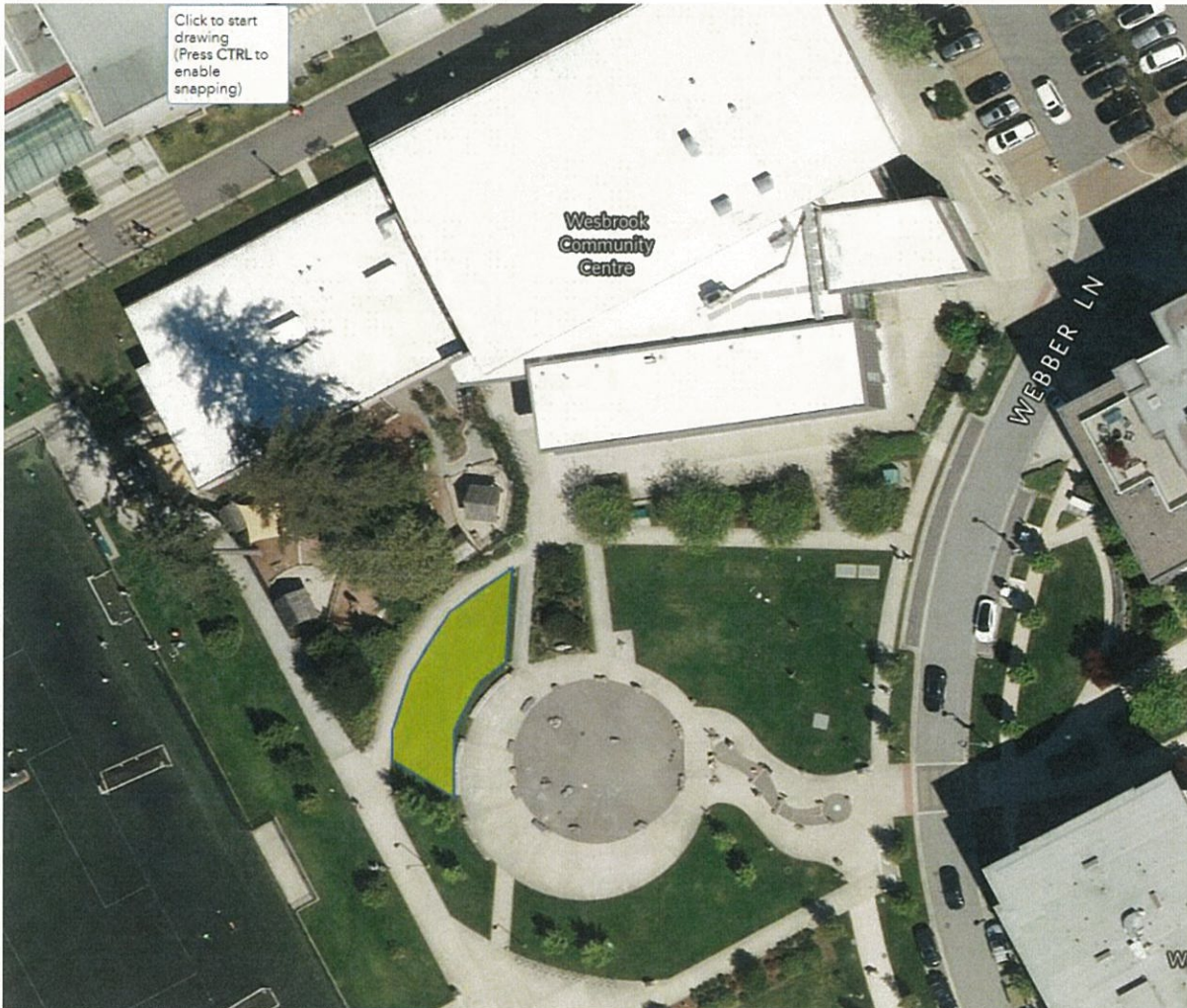
Revised June 2024

12/

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Context Plan:



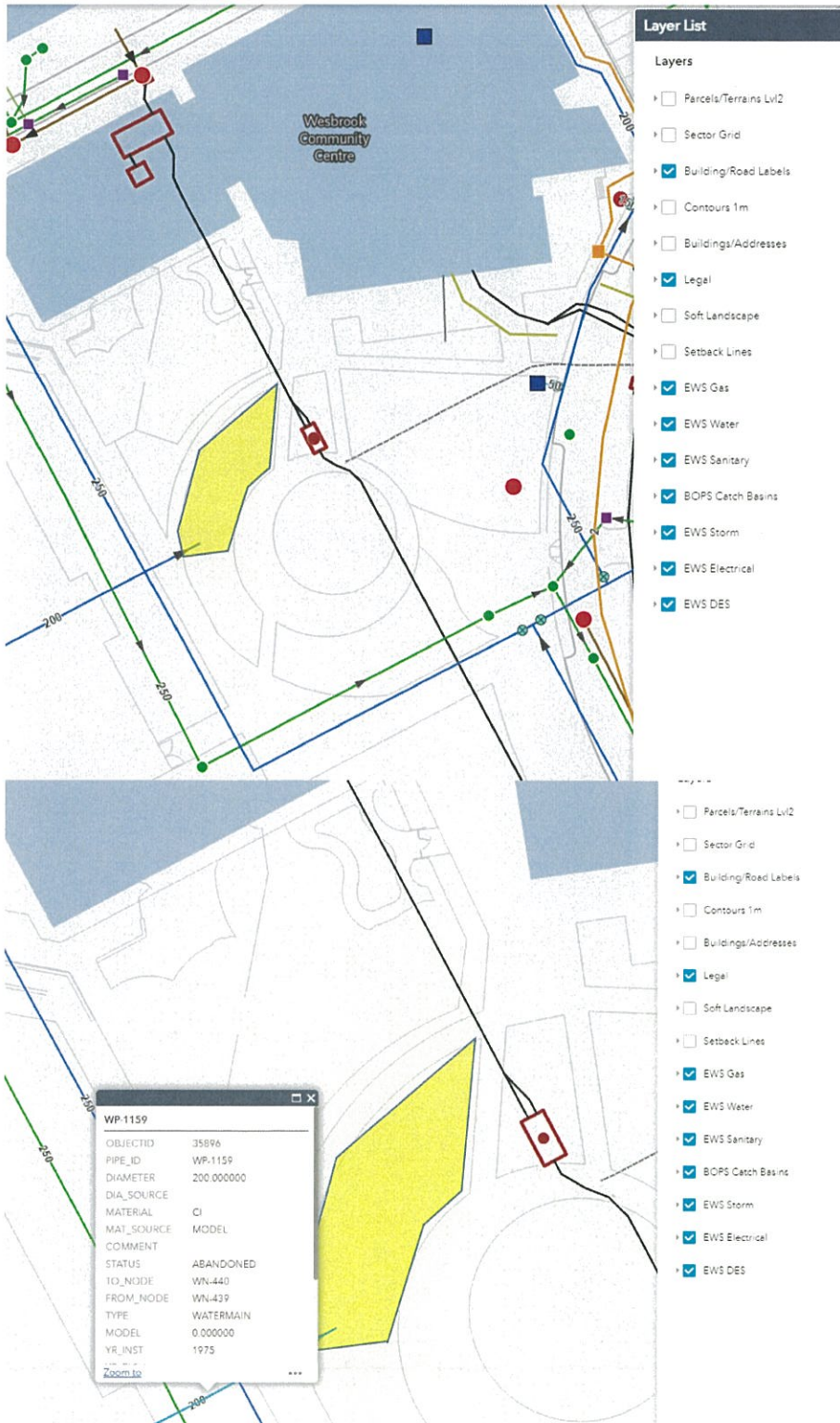
Underground Utilities Plan (Civil Drawings):

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There is an abandoned line underground below the work site. The proposed posts will avoid the area directly above the abandoned underground line.



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Campus and Community Planning

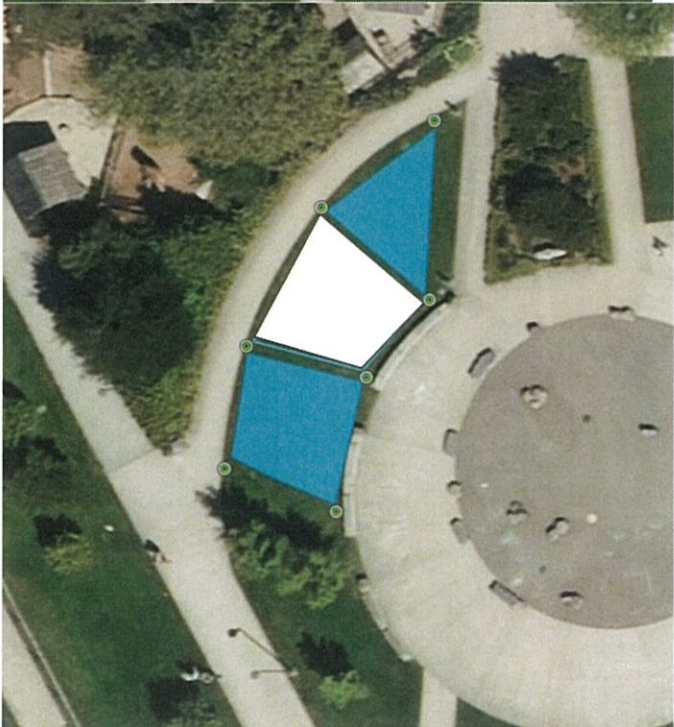
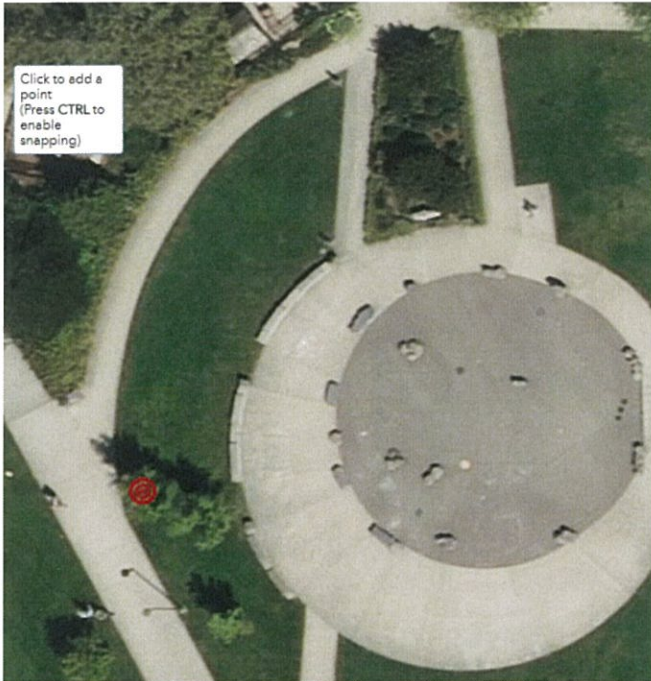
2210 West Mall • Vancouver, B.C. • V6T 1Z4

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Tree Protection Plan:

Construction of the shade structure posts will be located at a significant distance from the nearby tree; the distance to the nearest tree drip line will be at approximately 3m to avoid interfering with the root system.

This tree is 5.4m tall, and it has a Diameter at Breast Height (DBH) of 9.4inch.





Report Date: November 12, 2024
Meeting Date: November 19, 2024
From: Paul Thorkelsson, Chief Administrative Officer
Subject: FY2024/25 Q2 UNA Staff Work Plan Report

Background

The FY2024/25 Q2 UNA Staff Work Plan report is presented for information.

Decision Requested

For information.

Discussion

The 2024/25 UNA Staff Work Plan was approved by the Board at its April 2024 meeting. This update is comprised of the work that has taken place during the months of July, August, and September.

The first major initiative to highlight is the work undertaken for the 2024 Annual General Meeting and the 2024 UNA Board of Directors Election. While these two events take place during Q3, most of the planning and preparations were done during Q2. Included in this initiative is the release of the 2023-24 UNA Annual Report. This year, the report features information on each department of the UNA and their notable metrics.

The second item to highlight is implementation of the UBC Neighbourhood Climate Action Plan. During Q2, the UNA completed a shade mapping for neighbourhood climate adaptation and community wellbeing SEEDS project. In addition, planning has started for the construction of a shade structure near the Wesbrook Community Centre.

Finally, the third item to highlight is the improvements to the UNA's operational resources. Following the successful launch of the UNA's new accounting system in Q1, a new human resources management platform has been selected and planning for its implementation has begun. During Q2, staff have also begun developing a fully integrated service ticketing system for all UNA departments.

Financial Implications

The initiatives contained within the work plan are funded by the 2024-25 approved budget.



Operational Implications

None.

Strategic Objective

The 2024/25 UNA Staff Work Plan moves forward all five of the Board's strategic initiatives:

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

Attachments

1. FY2024/25 Q2 UNA Staff Work Plan Update

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', written over a horizontal line.

Paul Thorkelsson
Chief Administrative Officer

GOVERNANCE

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

Goals:

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

- Support the Board and Neighbours Agreement Committee on any changes to Neighbours Agreement 2020 with the goal of finalizing the new agreement in 2024.

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

- Work with UBC on the development and implementation of a dog park and related to dog control rules.
- Work with UBC and Electoral Area A Director to advocate for increased pedestrian and cyclist safety improvements.
- Work with UBC and NCAP to retrofit existing transportation network to improve resilience and safety.

Progress:

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

- Supported the Neighbours Agreement Committee in its negotiations with UBC. The work is on-track to be completed by the end of November 2024.

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

- A preliminary design of a potential dog park has been presented and reviewed by the Board. Staff is currently conducting public consultation on the project. The consultation period started on November 4 and will end in December 15. Highlights of the engagement include a website landing page, a survey and an open house.

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

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

- Implement the use of electronic voting for the UNA 2024 Board of Directors election.
- Continue efforts to engage the UNA community regarding participation in civic affairs.

- Amendments to the UNA Bylaws related to filling vacancies on the Board have been approved at the 2024 AGM. A related policy detailing the process to fill such vacancies has also been approved by the Board.
- The 2024 UNA Board of Directors election is underway. Staff have produced materials with particular focus on explaining the new online voting process.

ADVOCACY

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

Goals:

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

- Support the Board and Land Use Advisory Committee in interactions with UBC, with particular focus on the development of the Neighbourhood Climate Action Plan (NCAP) and the amendment of the Wesbrook Place Neighbourhood Plan.

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

- Undertake preliminary assessment work on the formation of a strategy for UNA advocacy following completion of the amendments to the Neighbours Agreement.

Progress:

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

- Supported the Board and the Land Use Advisory Committee in their work with UBC on the ongoing Wesbrook Place Neighbourhood Plan amendment process.

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

- Working with UBC and Electoral A Director on the 16th Avenue and Hampton Place crosswalk signal upgrade project. The Ministry of Transportation and Infrastructure has scheduled the crosswalk upgrade work to be completed in late Summer 2024.

ENVIRONMENTAL SUSTAINABILITY

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

Goals:

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

- Support the Board in ensuring that UNA interests are incorporated in any REAP revisions.
- Support the Board in ensuring that UNA interests are incorporated in the NCAP.
- Begin implementation of actions under the NCAP following its approval by the UBC Board of Governors.

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

- Work with UBC Campus Planning to develop a UNA-wide tree health assessment project.
- Work with landscape service providers to develop a matrix and measurements to enhance operational efficiency that also aligns with the Landscape Management Plan’s service-level and sustainable management practices.
- Implement plan and project recommended by the Landscape Management Plan, that includes the development of UNA

Progress:

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

- NCAP action implementation has begun – with UBC Campus + Community Planning working on an action tracker to provide the public with updates regarding plan implementation. Current action updates include the completion of a Shade Mapping for Neighbourhood Climate Adaptation and Community Wellbeing SEEDS project, and planning for the construction of a shade structure near the WCC Splash Pad.
- Working with an engineering consultant to develop a feasibility report for retrofitting the Old Barn Community Centre with a new HVAC system. This upgrade will transform the Old Barn Community Centre to function as a cooling centre under extreme climate.

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

- Initial discussions with UBC Forestry were held to explore the development of a collaborative approach to creating the UNA Tree Management Plan.
- Working with Landscape Architect from Lanarc for the initial draft design of the Main Mall Greenway transformation project. The project is expected to present to the Board in Fall 2024.

<p>Tree Management Plan and the landscape transformation projects.</p> <ul style="list-style-type: none"> • Work with UBC and UBCPT to ensure that neighbourhood developments incorporate sustainable landscaping practices. <p>Seek ways to reduce the environmental and climate impacts of UNA’s own operations.</p> <ul style="list-style-type: none"> • Develop a management matrix and measurements to enhance operational efficiency that aligns with the Landscape Management Plan’s service-level and sustainable management practices. • Explore with the UBC Scholar program and SEEDS program for the development of a GHG benchmarking project for the UNA own’s operations. <p>Develop accessible information resources and supports to help residents reduce greenhouse gas emissions, adapt to irreversible climate changes, connect to nature, and protect the environment.</p> <ul style="list-style-type: none"> • Work with UBC and BC Hydro on the delivery of additional fast charging stations and the rollout of level two charging stations within the UNA. • Explore other community works fund projects that will enhance community engagement and promote active living and connection to the nature. <p>Ensure that natural disaster planning efforts undertaken by UBC and Metro Vancouver take into account the needs and expectations of the UNA and the University Neighbourhoods.</p>	<ul style="list-style-type: none"> • UNA staff participated in planning workshops for the Wesbrook Plan Amendment in which the importance of sustainable landscaping practices was featured as a key consideration in future neighbourhood design. <p>Seek ways to reduce the environmental and climate impacts of UNA’s own operations.</p> <ul style="list-style-type: none"> • Ongoing initiatives include expanding and enhancing Green Depot services, creating community hubs to support consignment and reuse, and exploring the expansion of the Bike Kitchen programming into the neighbourhoods. <p>Develop accessible information resources and supports to help residents reduce greenhouse gas emissions, adapt to irreversible climate changes, connect to nature, and protect the environment.</p> <ul style="list-style-type: none"> • A guided walk through the x^wcičəsəm Garden (The Indigenous Health Research and Education Garden) was held to facilitate community education and knowledge sharing about Indigenous food sovereignty, food security, and traditional plant knowledge. <p>Ensure that natural disaster planning efforts undertaken by UBC and Metro Vancouver take into account the needs and expectations of the UNA and the University Neighbourhoods.</p> <ul style="list-style-type: none"> • Connecting UBC Emergency Management with Village Gate Homes and Wesbrook Properties operations team for the post disaster emergency response and training in fiscal 2025/26. • Working with UBC Emergency Management for the Wesbrook Community Centre Emergency Well Test Drill project. The project is to create access
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<ul style="list-style-type: none"> • Work with UBC to develop and launch the train-the-trainer program. • Work with UBC to develop a program that will build capacity to respond to emergencies at a building-level. • Develop an internal operations and staff policy that can extend the operating hours of UNA facilities under extreme climate conditions. • Planned rollout of misting station, drinking fountains and shading structures around the UNA in 2024/25 to supports residents during extreme heat events. 	<p>to potable water, for emergency use only, in high density locations on campus or in locations identified for potential emergency shelter.</p>
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CREATING CONNECTION

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

Goals:

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

- Publish an enhanced UNA Annual Report that outlines functions and services delivered by UNA departments, including metrics to illustrate growth over time.
- Find ways to increase the capacity of *The Campus Resident* so that it can publish more print issues per year.
- To keep up with the increasing pace of news and developments in the community, redesign the front page of the UNA website to feature more news and information on the top level.
- Launch and promote the UNA Newcomers Guide (UNA Guidebook) and work with Stratas and UBC partners to ensure the resource is available to new residents.
- Enhance the UNA’s current media relations policy and develop a framework for responding to and pitching stories to the media.
- Implement the recommendations of the Recreation Programming Review.
 - Increased in desired drop-in recreational activities

Progress:

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

- Published the UNA Annual Report 2023-2024 with new departmental section and metric highlights.
- *The Campus Resident* has been approved to start printing 12 months a year. Preparations are being made for this to begin in Q4.
- Preliminary design changes to the front page are being explored that will allow us to highlight more content.
- Online UNA Guidebook was launched and distributed to Strata Chairs and UBC partners and, internally, by the UNA Newcomers Coordinator to increase awareness of engagement.
- The Board approved a new Media Relations Policy and Media Relations Procedures and Guidelines that standardizes the UNA’s practices when dealing with media. Staff have been oriented with the new policy.
- Four events were held for the new immigrant population of the UNA.

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

- Circulated information from UBC, inviting residents to attend the 2024 Intergenerational March to Commemorate Orange Shirt Day.

- Free programming – Seniors
- Increased Volunteer recruitment, engagement and acknowledgement.

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

- TBD

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

- Increase UNA volunteer appreciation events.
- Implement changes to volunteer programming and services as recommended in the Recreation Program Review.
- With the Newspaper Editorial Committee, deliver regularly scheduled journalism workshops to recruit and support volunteer contributors of *The Campus Resident*.

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

- Improve UNA communication resources to ensure that residents can easily interact with the UNA, including implementing an after-hours call service.

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

- *The Campus Resident* will be delivering journalism workshops starting Q4.
- Increase Volunteer support, partnering Newcomer engagement with Volunteer opportunities for both the UNA and UBC.

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

- Continue engagement with different service provider for the development of the UNA 311 municipal service request and reporting system.

- Work with UBC for the development of GIS based asset management system, in preparation of the development of the online 311 reporting system.

ORGANIZATIONAL CAPACITY

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

Goals:

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

- Review existing hiring processes to ensure diversity, equity, and inclusion principles are effectively incorporated.
- Undertake a compensation review of UNA staff positions to maintain market alignment for wages and salaries.
- Develop a recognition policy for staff.

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

- Develop scope and process for undertaking a long-range staffing plan for the UNA in preparation for a project in 2025-26.
- Implement new Financial and HR system to support day to day operations, reduce risks to the organization and support long term stability and needs of the UNA.

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

Progress:

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

- Diversity, equity, and inclusion training are now part of onboarding training.
- Started the process of compensation review and is working with external parties to get the review completed in Q3.

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

- New financial system is successfully implemented in Q1.
- New HR platform has been selected and is now at the planning stage of implementation.
- Implement significant upgrades to improve the UNA website server’s performance.
- Developed and implemented backup server and automatic failover service for myuna.ca website.

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

- Identify metrics that would accurately measure the UNA's performance and are within the UNA's capacity to implement.
- Initiate the incorporation of these metrics in the UNA Annual Report and other appropriate reports.

- IT Department is working on the development of a fully integrated ticketing system across all UNA departments (Administration, Communication, Recreations and Operations) to provide baseline data and tracking services request on an ongoing basis.



Report Date: November 12, 2024
Meeting Date: November 19, 2024
From: Athena Koon, Finance Manager
Subject: Draft I FY2025/26 UNA Annual Budget Report

Background

This report contains the details of the first draft of the FY2025/26 budget and its development process.

Decision Requested

THAT the Board direct that there be a public consultation on the budgets following the January 2025 Board meeting.

Discussion

Budgeting Process:

Staff have undertaken extensive work in preparing the draft FY2025/26 budget, including:

- Departmental-level review:
 - This review consisted of department managers analyzing all the line items applicable to their specific department and submitting staffing, special project, and capital project requests for consideration.
- Organizational-level review:
 - The Management Team reviewed the consolidated budget plan and discussed potential staffing, special projects, and capital projects submitted. The team budgeted as required in order to finalize a balanced draft budget for the upcoming fiscal year.
- Comparison of draft budget details with historical data and current data to validate projected expenditures.
- Reviewed the 2023-25 Strategic Plan and prioritized funding projects that align with strategic goals for the 2025/26 budget year.
- Worked with UBC to confirm the projected Neighbours Levy (NL) for 2025/26.
- Worked with UBC to discuss the projected landscaping credit to be received.

Draft Budget for FY2025/26

Highlights of the FY2025/26 Budget Draft:

- Revenue from the NL is estimated to increase by 12% to \$10.9M.
- The Infrastructure Replacement Reserve is now combined with the Capital Replacement Reserve and the combined rate used in this budget is 3.9% of the Neighbours Levy. This has been done to reflect the terms of the reserves in the Neighbours Agreement 2024.
- The Community Field Replacement Reserve contribution has not yet been finalized and the amount budgeted for FY2025/26 is \$75K, based on the replacement cost of \$1M plus annual inflation of 3% for 10 years.
- Urban forest costs are still under discussion and are budgeted at a maximum of \$80K.
- The budgeted amount for the Recreation Facilities Charge is calculated using the approved Schedule F formula: population times per capita rate (currently using an estimation and will be adjusted accordingly once the information becomes available). This amount will also be adjusted by the inflation rate once the fiscal year ends in March 2025.
- The budgeted amount for the Cultural Facilities Charge is \$40K plus inflation, based on Schedule F.1 (now titled Schedule G) of the Neighbours Agreement 2024.
- The budget assumes a 3% overall inflation in FY2025/26 for expenses and 5% for wages and salaries.
- The UBC Properties Trust (UBCPT) Common Area Maintenance Support is estimated to be \$630K for FY2025/26 (under discussion and still to be confirmed). This amount is anticipated to gradually reduce in the next seven to eight years based on the steady growth of the NL.
- This version has a balanced operating budget.
- The budget for capital projects for the year is \$321.7K. The majority of the capital budget will go towards parks and roadway enhancements, such as adding shading structures in parks and upgrading park pathway lighting features.
- Capital projects will be funded through the UNA Capital Reserve.

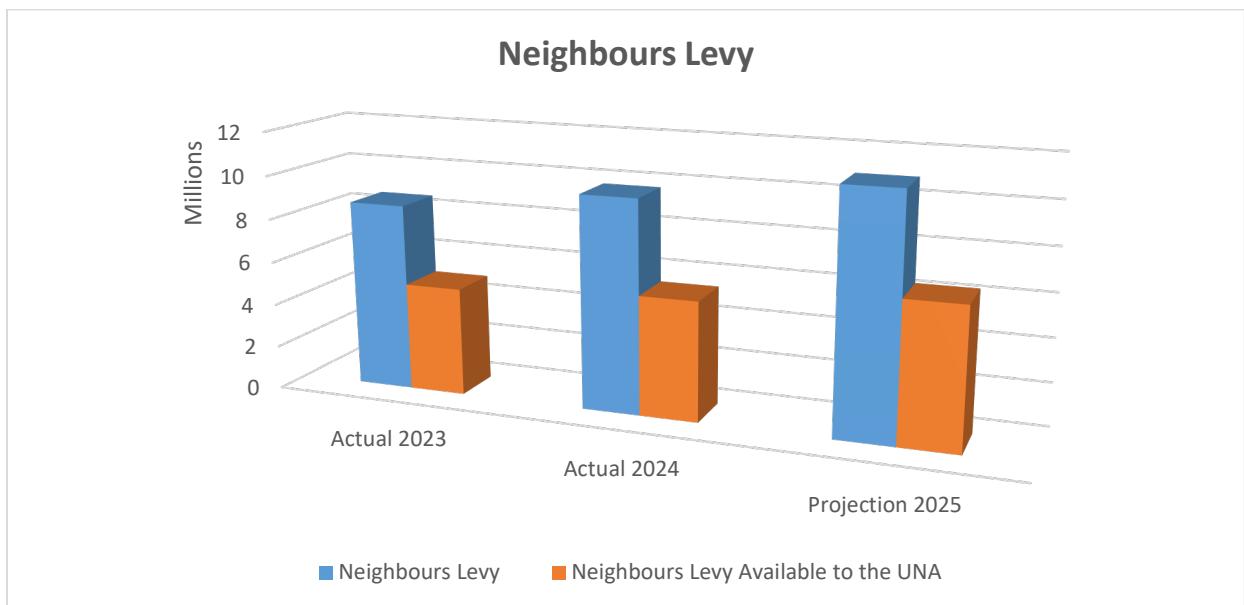
Operating Budget:

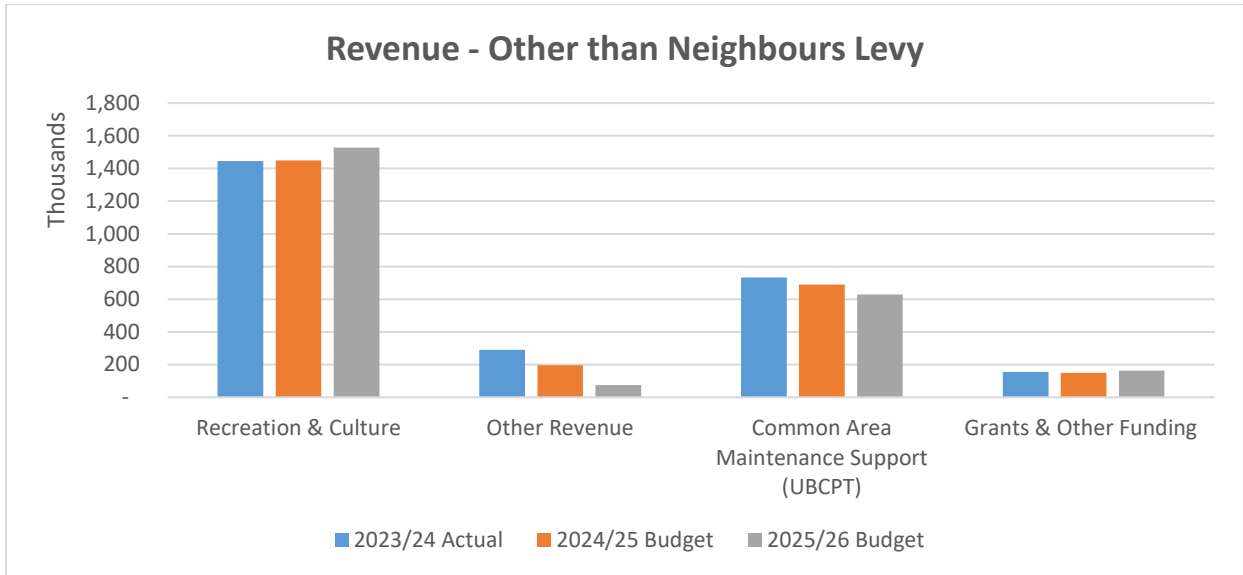
Revenue:

- Revenue from the NL is expected to increase by \$1.1M (from \$9.8M in 2024 to \$10.9M in 2025), mainly due to the completion of new buildings and the latest assessment projections. The Services Levy rate is anticipated to increase

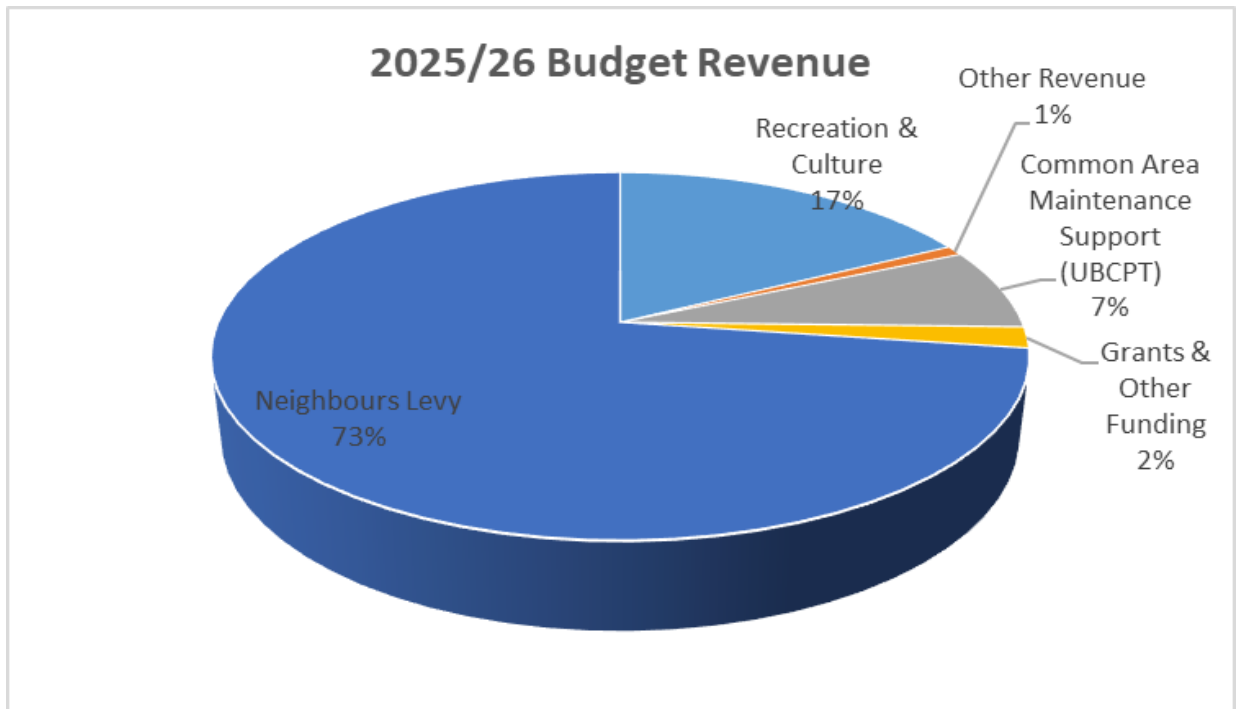
slightly, from 1.27 to 1.38 (with an anticipated aggregate mill rate of 3.09 for Vancouver and 1.72 for the Rural Property Tax and other taxes). After contributions to reserves and UBC withdrawals, the NL funds available to the UNA are estimated to be \$6.4M, which is \$1M (19%) higher than the actual amount for 2024.

- Recreation & Culture revenue is expected to increase to \$1.5M, an overall increase of 6%, mainly due to programming improvements and an increase in the number of rentals of the field after the replacement this past summer.
- The Other Revenue section will decrease by 20% to \$705K, mainly due to the Common Area Maintenance Support decreasing to \$630K which is 9% lower than FY2024/25.
- Grants & Other Funding will increase to \$164K (9%) to reflect an overall slight increase of various fundings.



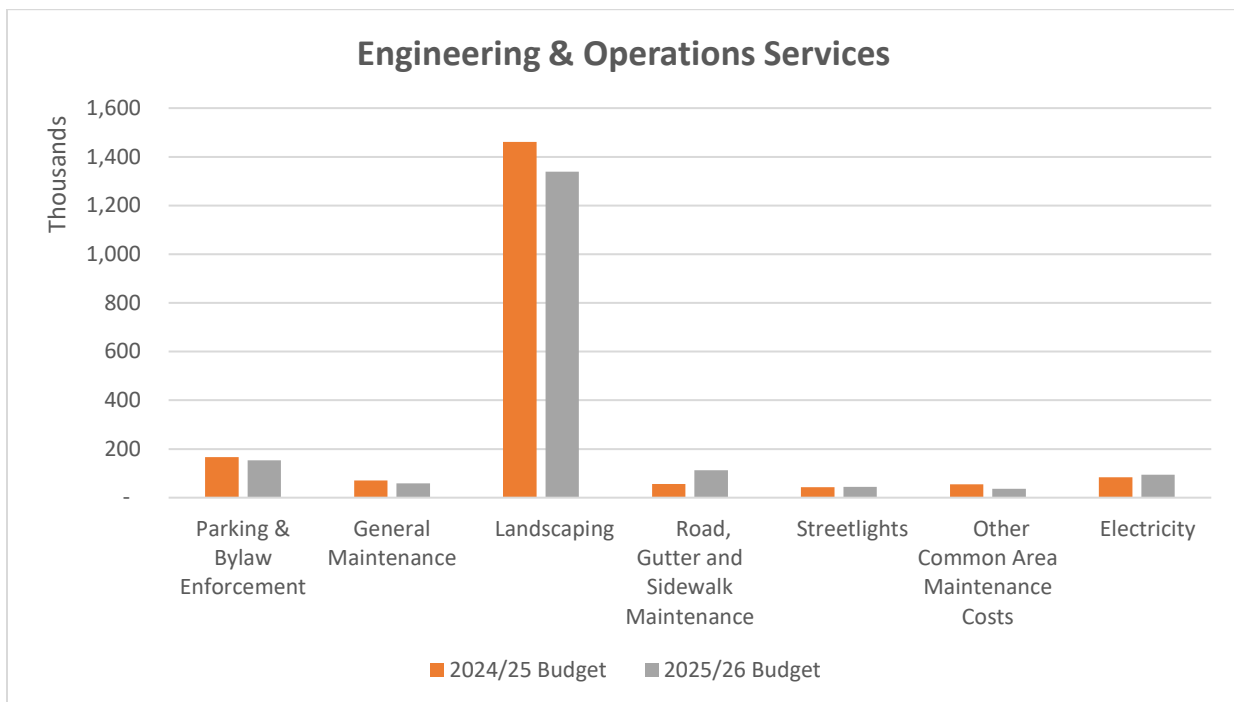


Budgeted Revenue for FY2025/26 is \$8,794,061, an overall increase of 8%, compared to the FY2024/2025 budget.



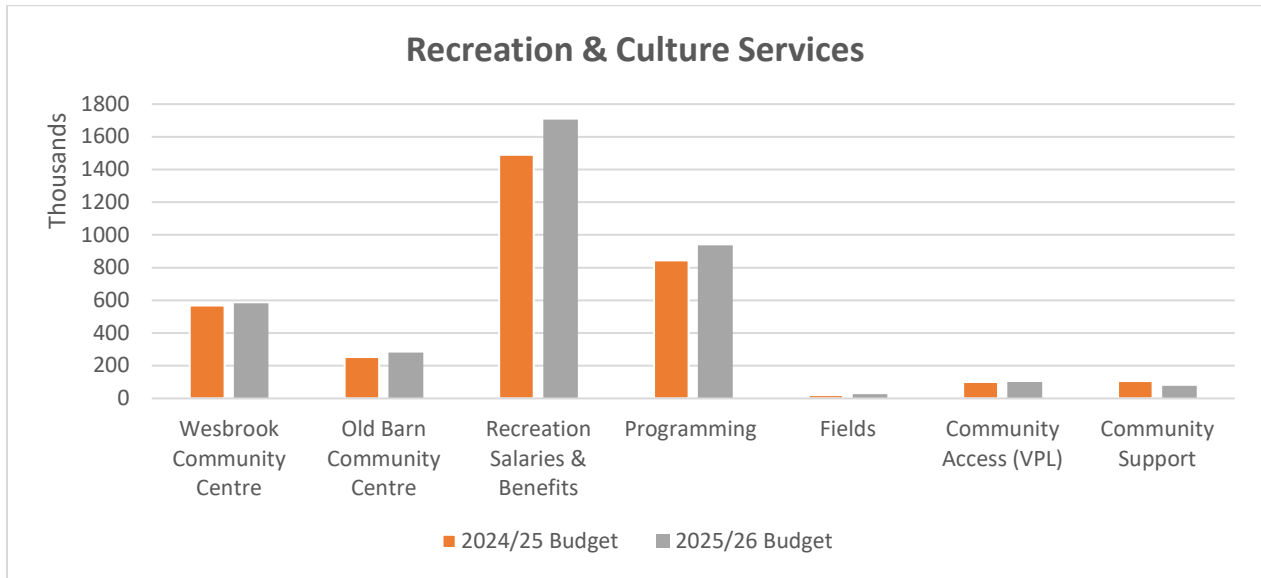
Expenditures:

- **Engineering & Operations Services:** Overall expenses will decrease to \$1.8M by 5% compared to the FY2024/25 budget of \$1.9M, mainly due to the following:
 - Parking and Bylaw Enforcement: Adjusted new spending pattern for the next budget year results in an overall reduction of 7% to \$154K.
 - General Maintenance: This is a project-based line and lower value projects are planned for the new fiscal year with an 18% reduction to 58K.
 - Common Area Maintenance: Landscaping costs are budgeted to decrease to \$1.3M (-8%), mainly due to a special project of \$90K for tree maintenance plan required for FY2024/25 but no longer for FY2025/26 and lower than expected contractor fees.



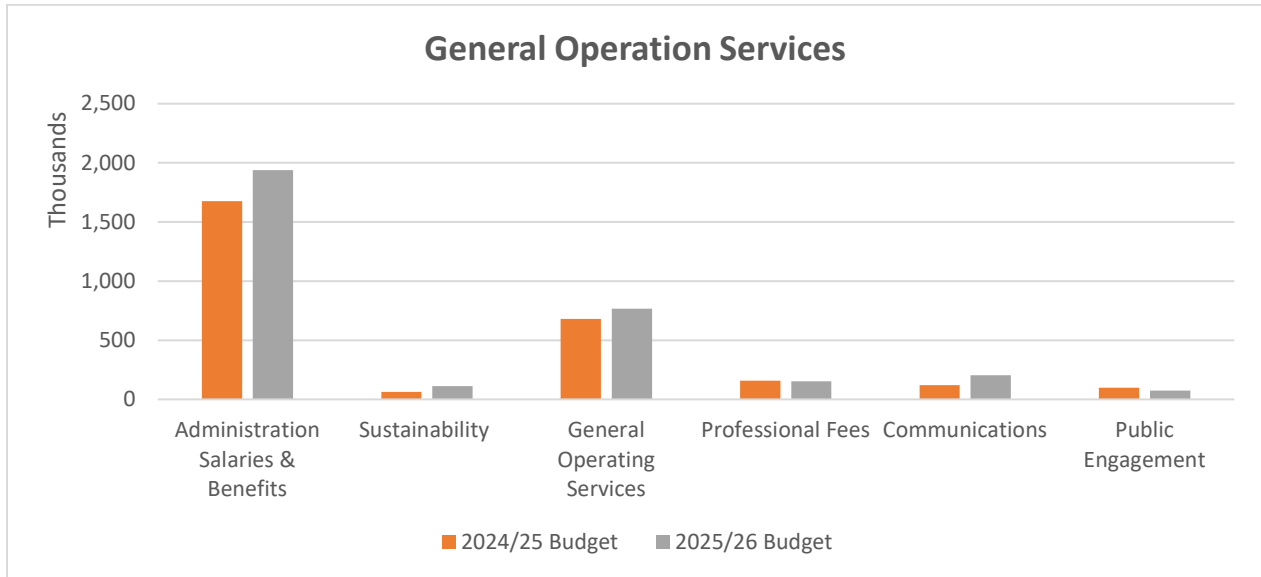
- **Recreation & Culture Services:** Overall expenses will increase to \$3.7M by 10% compared to the FY2024/25 budget of \$3.4M, mainly due to the following reasons:
 - Programming: Increase in number of program instructors to support more programming initiatives.

- Recreation Salaries & Benefits: New positions added to enhance specific service areas, such as event coordinator, admin assistant, senior coordinator, and camp coordinator.
- Old Barn Community Centre: Increase in compost bin services for waste removal to \$33K a year comparing to \$18K in 2024/25.

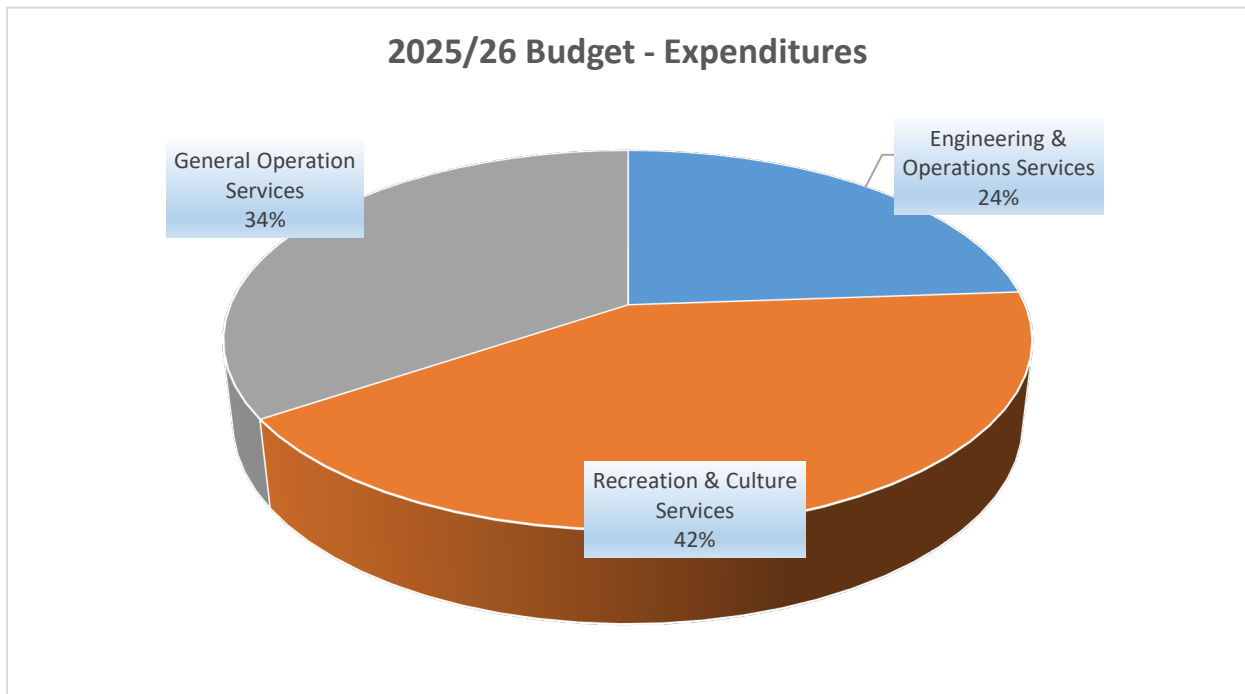


- **General Operation Services:** Overall expenses will increase to \$3.2M by 16% compared to the FY2024/25 budget at \$2.8M, mainly for the following reasons:
 - Administration Salaries & Benefits: The increase in this budget is mainly due to new positions added: Full-time: HR Coordinator and Green Depot Lead and one part-time: Social Media Specialist.
 - General Operating Services: Insurance is estimated to increase by approximately 10% and cyber security costs to \$260K. Other IT costs include a new HR platform, ticketing system, and an increased Xplor license fee. Office rent will also increase to include a larger office space rental and contingent rental coverage in between moving offices. We will need to work with UBCPT to find out if the new available space is ready for office use or if we should expect additional costs to prepare the new office for usage. These extra costs have not been factored in this budget.
 - Communications: Increase by 70% to \$203K spending for the year mainly due to a more frequent issue being printed and upgrades to the UNA's website server.

- Sustainability: Increase by 78% to \$111K to support different new initiatives and to be inline with the strategic priorities of the UNA. It includes project such as bike kitchen, repair café, and community planting event.



Total budgeted expenditures for the FY2025/26 are \$8,794,061, an overall increase of 8% compared to the FY2024/25 budget.





Capital Budget:

The Capital budget for FY2025/26's total is \$321,700.

Capital Projects for FY2025/26

Furniture, Fixtures & Equipment	\$64,000	
Computer Software & Hardware	\$40,200	
Recreational & Fitness Equipment	\$32,500	
Parks & Roadway Enhancement	<u>\$185,000</u>	
		\$321,700

Transfers from Capital Reserve:

Capital Reserve	<u>\$321,700</u>	
		\$321,700

Balance

\$0

The following table lists the proposed capital projects for the FY2025/26 and how each project will be funded.

Capital Projects	Total	Details	Amount	Funding
Furniture, Fixtures & Equipment	\$64,000	Stage & Lighting	\$20,000	Capital Reserve
		Studio Windows Blinds	\$8,000	Capital Reserve
		Security Gate & Locker	\$10,000	Capital Reserve
		Art Room Storage Upgrade	\$3,000	Capital Reserve
		Water fountain x 3	\$23,000	Capital Reserve
Computer Software & Hardware	\$40,200	IT equipment	\$35,000	Capital Reserve
		Monitors Replacements	\$2,000	Capital Reserve
		Hardware for new positions	\$3,200	Capital Reserve
Recreational & Fitness Equipment	\$32,500	Early Childhood Equipment Replacement	\$7,500	Capital Reserve
		Fitness Centre Equipment Upgrade	\$25,000	Capital Reserve
Parks & Roadway Enhancement	\$185,000	Park pathway lighting adaptor upgrades	\$125,000	Capital Reserve
		Shading structure in 2 parks	\$50,000	Capital Reserve
		Wesbrook outdoor plug for events	\$10,000	Capital Reserve
	<u>\$321,700</u>		<u>\$321,700</u>	



Strategic Priorities and the FY2025/26 Budget

UNA Value & Priorities	2025/26 Budget	Amount
Creating Connection	Entertainment Package - Stage & Lighting	\$ 20,000
	Event & Volunteer Coordinator	\$ 61,000
	Community Planting Events	\$ 7,000
	Sustainability Materials	\$ 3,000
	The Campus Resident - Seasonal Workshops	\$ 1,000
	Social Media Specialist	\$ 46,800
Environmental Sustainability	Repair Café / Monthly Zero Waste Fair	\$ 15,000
	Bike Kitchen Pop-Up Events	\$ 5,000
	Green Depot New Role	\$ 50,000
Governance	UNA Society Membership Drive	\$ 3,000
Organizational Capacity	Additional Funds for Staff Events	\$ 2,000
	HR Coordinator	\$ 80,000
Responsible	Fitness Centre (WCC) Upgrades (Equipment)	\$ 25,000
	Early Childhood Equipment Replacement	\$ 7,500
Service Oriented	Shade structures - 2 park	\$ 50,000
	Water fountains x 3	\$ 23,000
	Pedestrian pathway upgrade behind UHill & Granite Terrace	\$ 55,000
	Wesbrook Outdoor Plug for Events	\$ 10,000
	Park pathway lighting adaptor upgrades	\$ 125,000
	Total	\$ 589,300

UBC Asset Repair & Replacement

Proposed Project	Details	Amount	Funding
Pedestrian Pathway Repair	Pathway behind UHill & Granite Terrace	\$55K	Infrastructure Replacement Reserve
Infrastructure Overhaul and Roadway Repair	Road replacement	\$1.5M	Infrastructure Replacement Reserve

The Next Steps:

The Finance & Audit Committee had already reviewed the draft budget at the November 2024 meeting. After the current Board reviews it in November 2024, a second draft of the budget will be prepared and reviewed by the Finance & Audit Committee in December 2024. The new Board will also review the second draft of the budget in December 2024. Since the winter holiday season is a period of low engagement, the recommendation is that the public consultation be done in the new year following the holidays. After that, a review of the public feedback and final approval of the budget will take place in February 2025.

Public Consultation:

The UNA used to reach out for public consultation normally in January for a minimum of two weeks. In general, we follow the below steps for public consultation:

Process	Timing
Create alert on our website that the consultation will be coming	A few weeks before the consultation starts
Newsletter notification	Weekly from when the consultation starts until the consultation finishes
Web pages go live	No less than 2 weeks with specific section designated for it
Receive feedback	Once a message is received, there is a reply and acknowledgement

We also go into further details regarding the development of the budget package that the public can download and review. There is specific webpage that is designated for the consultation. Details such as timeline, process, and references to the Board meeting report specifically for the budget development was also enclosed besides the financial information.

Final Note:

During our budgeting process, some projects were proposed but did not advance due to a lack of funding. A detailed list has been attached to this report.



Financial Implications

None.

Operational Implications

None.

Strategic Objective

Governance; Organizational Capacity

Attachments

1. Schedule A – Draft I 2025 Projected Neighbours Levy
2. Schedule B – Draft I FY2025/26 UNA Operating Budget – Summary
3. Schedule C – Draft I FY2025/26 UNA Operating Budget – Detailed
4. Schedule D – Draft I FY2025/26 UNA Capital Budget – Summary
5. Schedule E – Draft I FY2025/26 UNA Capital Budget – Detailed
6. Schedule F – FY2025/26 Budget Unsuccessful Projects List

Concurrence

1. Dave Gillis, Recreation Manager
2. Glenda Ollero, Communications Manager
3. Wegland Sit, Operation Manager

Respectfully submitted,

Athena Koon
Finance Manager



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

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

Paul Thorkelsson
Chief Administrative Officer

UBC Neighbours Fund
Projected Amount of Neighbours Levy
Available to the UNA

	Actual 2024	Projected 2025
Neighbours Levy (Services Levy and GMSL)	9,755,547	10,930,000
Contributions to Reserves		
Infrastructure Replacement Reserve(IRR) ¹	-234,133	-426,270
Capital Reserve (CR) ²	-117,067	0
Rate Stabilization Reserve	-97,555	-109,300
Community Field Replacement Reserve ³	-60,000	-75,000
Total Contributions to Reserves	-508,755	-610,570
UBC Withdrawals		
Urban Forest Cost ⁴	0	-80,000
Stormwater Sewers	-777,954	-656,088
Fire Service Charge	-2,181,974	-2,247,433
Recreation and Cultural Facilities Charges ⁵	-817,806	-833,377
Total UBC Withdrawals	-3,777,734	-3,816,899
Net Amount of Neighbours Levy	5,469,058	6,502,531
GST (Net of UBC GST Credit)	-89,657	-106,599
Amount Available to the UNA ⁶	\$ 5,379,401	\$ 6,395,933

Notes:

1 & 2. The study conducted by Vann Struth in 2022 recommended that the two reserves (IRR & CR) should be combined as one so the 2025 projected CR is included in the IRR. The combined contribution rate for the IRR & CR be increased by 0.1% /year from 2024 to 2029 to 4.2%. The amounts shown here are based on the contribution rates of 3.9%.

3. The 2023 contribution was the last contribution required to be made to the Community Field Replacement Reserve. The agreement is still under discussion and current year amount is based on future replacement cost.

4. Urban Forest Cost is still under discussion with UBC and the amount shown is the possible maximum

5. Recreation and Cultural Facilities Charges 2024 amount included \$88.7K amount owing for 2021. Projected 2025 amount is calculated based on population of 16,003 (25/26 fire service amount) times per capita rate of \$49.50 (last year's per capita rate of \$48.06 plus 3% inflation assumption). Cultural Facilities Charge portion is set at 40K plus 3% inflation.

6. The amount available to the UNA is for its fiscal year beginning in the calendar year.

**University Neighbourhoods Association (UNA)
Operating Budget 2025-26 (Summary) Draft I**

University Neighbourhoods Association (UNA)	2023-24 ACTUAL	2024-25 APPROVED BUDGET	2025-26 DRAFT BUDGET
REVENUE			
Payments from UBC			
Neighbours Levy	5,040,600	5,627,244	6,395,933
Total Payment From UBC	5,040,600	5,627,244	6,395,933
Recreation & Culture			
Wesbrook Community Centre	298,777	327,000	327,000
Old Barn Community Centre	122,694	125,425	129,740
Programming	918,636	886,770	947,000
Playing Fields & Park Rentals	105,324	109,700	125,000
Total Recreation & Culture	1,445,431	1,448,895	1,528,740
Other Revenue			
Parking	180,538	144,525	-
Miscellaneous	109,570	50,933	75,888
Common Area Maintenance Support (UBCPT)	733,256	690,000	630,000
Total Other Revenue	1,023,364	885,458	705,888
Grants & Other Funding			
External Grants & Miscellaneous	155,693	150,250	163,500
Total Grants & Other Funding	155,693	150,250	163,500
TOTAL REVENUE	7,665,088	8,111,846	8,794,061

University Neighbourhoods Association (UNA)	2023-24 ACTUAL	2024-25 APPROVED BUDGET	2025-26 DRAFT BUDGET
EXPENDITURES			
Engineering & Operations Services			
Parking & Bylaw Enforcement	125,280	165,886	153,722
General Maintenance	68,256	71,066	58,198
Common Area Maintenance			
Landscaping	1,078,370	1,461,259	1,338,430
Road, Gutter and Sidewalk Maintenance	42,312	56,228	112,914
Streetlights	46,901	42,500	43,775
Electricity	76,893	84,000	94,520
Other Common Area Maintenance Costs	43,874	55,125	36,779
Total Engineering & Operations Services	1,481,886	1,936,064	1,838,338
Recreation & Culture Services			
Wesbrook Community Centre	522,297	568,036	581,677
Old Barn Community Centre	215,896	252,515	281,364
Recreation Salaries & Benefits	1,100,598	1,490,386	1,705,982
Programming	810,224	843,313	935,483
Fields	30,876	20,000	25,600
Community Access (VPL)	84,100	100,000	100,000
Community Support	41,142	105,550	77,232
Total Recreation & Culture Services	2,805,133	3,379,800	3,707,338
General Operation Services			
Administration Salaries & Benefits	1,532,234	1,674,898	1,939,101
Sustainability	40,492	62,338	110,722
General Operating Services	530,114	680,798	768,233
Professional Fees	155,668	159,200	153,000
Communications	106,107	119,300	203,329
Public Engagement	61,600	99,450	74,000
Total General Operation Services	2,426,214	2,795,983	3,248,385
TOTAL EXPENDITURES	6,713,234	8,111,847	8,794,061
SURPLUS OR (DEFICIT)	951,854	(0)	(0)

**University Neighbourhoods Association (UNA)
Operating Budget 2025-26 (Detailed) - Draft I**

		Actual Number 2023-24	APPROVED BUDGET 2024-25	DRAFT BUDGET 2025-26	COMMENT
		TOTAL	TOTAL	TOTAL	Notes
REVENUE					
Payments from UBC	Neighbours Levy	5,040,600	5,627,244	6,395,933	Refer to Neighbours Fund chart for details
	Total Payments from UBC	5,040,600	5,627,244	6,395,933	
Recreation & Culture					
Wesbrook Community Centre	Wesbrook Function Rentals	26,289	27,000	27,000	120 room rentals are forecasted for 2025-2026 with 20% increase. Average hourly rate: \$65; Average hours: 2.4 h No Change (Fitness Centres are operating at 90-100% capacity during peak times) Continued Personal Training Growth 2025_2026 forecasted higher do to increased - OBCC Availability, and Satelight Training.
	Wesbrook Fitness Membership	239,875	250,000	250,000	
	Wesbrook Personal Trainer	32,613	50,000	50,000	
	Total Wesbrook Community Centre	298,777	327,000	327,000	
Old Barn Community Centre	Old Barn: Bean Around the World Coffee Shop	78,749	77,925	79,740	Refer to contract for new year's rental Increased one off events rentals subject to the acquisition of stage properties, making us a hub for events, parties, retreats, AGM's Weddings
	Old Barn Function Rentals	23,856	27,500	30,000	
	Old Barn Fitness Membership	18,179	20,000	20,000	
	Total Old Barn Community Centre	122,694	125,425	129,740	
Programming	Program Fees (WCC + Old Barn)	793,067	763,895	920,000	Used to be WCC only and 25/26 adding OBCC program fees
	Birthday Parties	10,555	35,875	22,000	
	Wesbrook Yoga Studio Revenue	52,352	38,500	-	
	Withdrawal Fee Revenue	5,515	3,500	5,000	To match closer to actual number
	Old Barn Program Fees	57,147	45,000	-	Close and combine into Wesbrook Program Fees
		918,636	886,770	947,000	
Playing Fields & Park Rentals	Parks Rental	-	-	-	-
	Nobel Softball Diamond Revenue	3,360	15,000	5,000	Rental limited to configuration of field, required quality of field, and inconsistent schedule of UBC Athletics. Field is also designated as a safe play space for community families.
	Community Field Revenue	101,964	94,700	120,000	Rental Cost Review (Winter 2025) Effective Fall 2025
	Total Playing Fields & Park Rentals	105,324	109,700	125,000	
	Total Recreation & Culture	1,445,431	1,448,895	1,528,740	
Other Revenue					

Parking Revenue	82,446	73,500	-	-
Towing Administration Fees	22,745	11,025	-	-
Car Share Parking Revenue	75,347	60,000	-	-
Newspaper/Program Guide Advertising Sales	7,630	6,000	6,180	-
Interest Revenue	76,869	25,653	50,000	-
Miscellaneous Revenue	9,455	5,000	5,000	Special Event Sales
Community Gardens	12,717	12,600	12,978	-
Sustainability Funding	2,898	1,680	1,730	-
Common Area Maintenance Support (UBCPT)	733,256	690,000	630,000	Gradual reduction of support from UBC PT
Total Other Revenue	1,023,364	885,458	705,888	

Grants & Other Funding

Neighbours Day	4,721	4,500	6,000	Snack bar & alcohol sales at Community Events and Barn Events, Vendor fees at craft sales Requesting funding of 1+3 (Leaders / Staff) - Previous years have been 1+2 - UNA running with 2 +4 for 2025
Canada Summer Jobs Funding	12,802	22,000	25,000	
Operating Contribution to Community Field (VSB Funding)	20,758	10,500	15,000	Underbudget previous year and amount to reflect closer to actual Rename to "UBC Funding - Youth Programming". Requested increase to account for COLA and general inflation.
Youth Programming (C+CP Contribution)	45,028	45,000	47,500	
Safe & Connected Community Coordinator (C+CP Contribution)	64,474	42,000	45,000	Rename to "UBC Funding - Connected Communities". Requested increase to account for COLA and general inflation.
Miscellaneous Funding	7,910	26,250	25,000	-
Total Grants & Other Funding	155,693	150,250	163,500	

TOTAL REVENUE	7,665,088	8,111,846	8,794,062
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ENGINEERING & OPERATIONS SERVICES

Parking & Bylaw Enforcement & Emergency Management (UNA)

Parking	23,402	31,386	34,967	Adjust cost to reflect actual usage x 4.5% adjustment
Bylaw enforcement	99,235	126,000	110,000	consideration
Emergency Management	2,643	8,500	8,755	
Total Parking & Bylaw Enforcement	125,280	165,886	153,722	

Common Area Maintenance (UNA)

General Maintenance	68,256	71,066	58,198	Reduce based on actual usage.
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Common Area Maintenance

Landscaping	Public realm/parks maintenance	888,139	1,028,374	1,050,800	24/25 Est actual cost adjustment with approximate 4% increase. New Wesbrook Park space "Research Park" @ \$45K Actual 24/25 est cost, with 60K repair project in place in Hawthorn with the handover.
	Irrigation maintenance and water	107,432	87	270,435	205,230

	Tree Maintenance	82,799	162,450	82,400	Pruning work
	Total Landscaping	1,078,370	1,461,259	1,338,430	
Road, Gutter and Sidewalk Maintenance	Roads and Gutters	29,849	28,665	84,525	Sidewalk repair special projects
	Snow/ice removal program	12,463	27,563	28,389	-
	Total Road, Gutter and Sidewalk Maintenance	42,312	56,228	112,914	
Streetlights	Streetlight Maintenance	46,901	42,500	43,775	
	Total Streetlights	46,901	42,500	43,775	
Other UBCPT Costs	Electricity	76,893	84,000	94,520	Noted general metering increase by 20 percent during peak in some meters
	Others	43,874	55,125	36,779	Reduce based on actual usage 20K this year. 30K repair in 25/26
	Total Other UBC PT Costs	120,767	139,125	131,299	
	Total Common Area Maintenance	1,288,350	1,699,112	1,626,418	
				-	
	TOTAL ENGINEERING & OPERATIONS SERVICES	1,481,886	1,936,064	1,838,338	
RECREATION & CULTURE SERVICES					
Operating Costs - Fields		30,876	20,000	25,600	Contract maintenance with Field turf 2 times/year
Operating Cost - Wesbrook Community Centre	Janitorial	141,997	136,080	148,162	Increase supplies consumption 115K service
	Waste Removal	35,967	38,325	35,475	14K up to Sept, slight reduction in cost due to reduce pickup
	Security	3,765	6,392	5,084	adjust to reflect actual usage
	Utilities	64,748	70,172	72,277	-
	Amortization WCC	104,417	103,950	107,069	-
	Water & Sewer	33,871	45,582	46,949	-
	Misc. Supplies	1,700	3,473	3,577	-
	Fitness Centre Maintenance WCC	8,428	8,000	8,000	Regular Maintenance. \$8000.00 cost will increase or decrease pending approval of \$25,000 for replacement of older equipment.
	Elevator Maintenance	4,344	4,093	4,216	-
	Building Maintenance	12,273	16,000	16,480	Less repairs. Under this year but retain 3% for unexpected repairs based on historical figures
	Site Supervisor	41,498	55,000	56,650	-
	Office Expense	5,955	5,473	5,638	-
	Fire & Emergency	11,270	12,422	17,795	Expenditure for inspections and repairs.
	Operating Costs - Others	27,732	48,469	39,923	Currently less \$10K due to removal of maintenance contract. conversion to RingCentral reduce WCC office phone cost from \$800 to \$265
	Phone & Credit Card Line	11,800	6,000	5,520	
	Office Supplies	12,532	8,604	8,862	
	Total Wesbrook Community Centre	522,297	568,036	581,677	
Operating Cost - Old Barn Community Centre					

Internet	3,082	4,873	5,019	
Janitorial	62,847	68,103	70,146	-
Waste Removal	19,089	18,000	32,724	Increase compose bin service.
Security	1,770	2,100	2,163	-
Gas	2,170	1,973	2,033	-
Hydro	9,857	14,596	15,034	-
Water & Sewer	11,384	18,000	18,540	-
Misc. Supplies	1,183	6,021	6,201	-
Elevator Maintenance	4,517	4,736	4,878	-
Building Maintenance	6,764	9,122	9,396	-
Fitness Centre Maintenance	9,052	1,700	6,700	With increase maintenance to the machines it has confirmed a reduction in the overall repair costs. 85% of Machine under Warranty.
Site Supervisor	28,699	32,000	32,960	-
Office Expense	3,516	4,257	4,385	-
Fire & Emergency	8,795	5,848	7,017	Adjust to reflect actual charges
Property Tax	11,162	14,619	19,607	Adjust to reflect actual charges
Amortization OBCC	17,227	27,846	28,681	-
Operating Costs - Others	8,558	8,000	8,240	Under this year, 5K special pest management project in 23/24
Phone & Credit Card Line	3,494	3,838	2,640	Monthly \$211 * 12. Reduced phone expense assume \$3K actual with new added rotational desk consumption
Office Supplies	2,728	6,883	5,000	
Total Old Barn Community Centre	215,896	252,515	281,364	
Recreation Salaries & Benefits				
Community Centres Full Time Salaries & Wages	378,326	572,164	614,708	New Event Coordinator position added on top of reg COLA
Community Centres Part Time Salaries & Wages	581,821	710,683	858,697	New Admin Assistant, Senior Coordinator and Camp Coordinator added on top of COLA
Community Centres Benefits	140,451	207,539	232,577	
Recreation Salaries & Benefits	1,100,598	1,490,386	1,705,982	
Programming				
Community Centre Programming WCC	43,931	47,715	110,000	
Community Centre Programming	8,883	-	5,000	Does not include special project for rent and tot.
Utown Collaborative Programming	68,280	90,000	95,000	-
Safe & Connected Community Coordinator (SCCC)	65,354	84,000	90,000	-
Program Instructors	517,081	524,923	498,908	
Community Events	38,961	30,000	65,000	
Online S/C	36,981	39,900	39,900	
Program Guide	30,753	89	26,775	31,675

	Total Programming	810,224	843,313	935,483	
Community Access	Vancouver Public Library	84,100	100,000	100,000	
	Total Community Access	84,100	100,000	100,000	
Community Support	Community Garden Committee Supplies	1,138	3,630	3,739	
	Volunteer Event Support	7,471	13,000	-	
	Children's Garden	1,686	2,420	2,493	
	General Committee Support	6,455	16,000	10,000	Land use, CEAC, & other Board Committee spending
					Increase to continue Volunteer Management Software
					subscription, bi-annual appreciation dinner, and more
	Volunteer Support	1,648	15,000	17,000	resources in volunteer recognition.
	Neighbours Day	21,958	15,000	17,000	
	Try-it Week	111	1,000	-	No longer an Expense
	Community Sponsorship Program	675	39,500	27,000	
	Total Community Support	41,142	105,550	77,232	
	TOTAL RECREATION & CULTURE SERVICES	2,805,133	3,379,800	3,707,338	
<u>GENERAL & ADMINISTRATIVE SERVICES</u>					
Administration Salaries and Benefits					
	Management Salaries	681,932	709,950	746,040	
	Non-Management Salaries	649,823	737,593	935,943	Budget two extra full-time positions; HR & Green Depot Lead & one extra part-time position: Social Media Specialist
	Extended Benefits	200,479	227,355	257,118	
	Total Administration Salaries & Benefits	1,532,234	1,674,898	1,939,101	
Sustainability					
	Program Cost	15,082	24,000	31,400	Bike kitchen project added for \$5K
	Recycling Centre Operations	23,038	13,000	18,310	Add double pickup frequency.
	Dog Waste Disposal	-	10,542	10,858	
	Waste Disposal	-	12,096	25,184	Add actual cost for first year and next year increase for garbage and recycling hauler fee (\$7200 annual)
	Education/Sustainability Communication	2,372	2,700	24,970	Community planting event \$7K plus \$15K Repair Café project
	Total Sustainability	40,492	62,338	110,722	
Professional Fees					
	Legal Fees	21,899	40,000	50,000	
	Consulting Fees	45,411	60,000	50,000	
	Audit Fees	28,934	21,000	22,000	
	Contractor Fees	26,038	33,200	26,000	Part of the HR platform fee is transferred to IT
	Hiring Fees	33,386	5,000	5,000	
	Total Professional Fees	155,668	159,200	153,000	
General Operating Services	Berton Operating Cost	7,383	90	7,469	4,693 To reflect actual cost

	Bank Fees and Service Charges	4,123	4,336	4,466	
	Conferences, Travel & Training	25,926	43,000	46,000	
	Amortization	94,082	98,175	101,120	-
	Deferred Amortization	(22,222)	(22,222)	(22,222)	-
	Internet/Email	3,081	5,789	8,263	Backup internet from Telus for OBCC and WCC annual \$2300
	IT Services	89,937	79,200	167,576	ADP implementation 19K , New GIS system licenses 43K, Transfer 9K from Comm for the new ticketing system, New 7.2K web server management fee, Xplor license fee increase
	Insurance	209,631	225,000	259,500	10% increase + 12K for Cyber Security
	Postage & Courier	1,053	1,879	1,935	
	Office Supplies	6,090	7,710	7,941	
	Office Equipment	8,087	7,830	6,065	To reflect actual usage Potential office space available at 4th level extra \$45K/year plus two month rental buffer of \$14.4K
	Office Rent	68,181	80,832	140,232	
	Miscellaneous	7,271	5,000	5,150	
	Staff Engagement	7,463	10,000	13,000	
	Telephone/Fax/Cellular	19,553	23,800	24,514	
	Board Projects	475	103,000	-	
	Total General Operating Services	530,114	680,798	768,233	
Communications	General Communications	28,621	32,130	36,094	Materials to support NCAP and Communications Team Planning
	Consultation and Engagement	8,981	10,500	10,815	-
	Newspaper	19,530	27,950	77,950	Upgrade it to 12 issues/year instead of only 4. Plus promotional materials, workshops and others
	Websites	27,225	22,050	48,000	Server Cost increase due to new upgrade in Aug 2024 for better service Additional photos for marketing and UNA Society Membership drive
	General Marketing & Promotions	21,750	26,670	30,470	
	Total Communications	106,107	119,300	203,329	
Public Engagement	General Meeting	3,881	40,000	10,000	-
	Hospitality	7,370	5,250	8,000	To reflect closer to actual amount
	Stipend for Elected Directors	50,349	54,200	56,000	-
	Total Public Engagement	61,600	99,450	74,000	
	TOTAL GENERAL & ADMINISTRATIVE SERVICES	2,426,214	2,795,983	3,248,385	
	Contingency (2% on Engineering & Ops and Recreation Services)	-	-	-	
	TOTAL OPERATING EXPENDITURES	6,713,234	8,111,846	8,794,061	
	SURPLUS OR (DEFICIT) FROM OPERATIONS	951,854	(0)	0	

**University Neighbourhoods Association (UNA)
Capital Budget 2025-26 (Summary)**

University Neighbourhoods Association (UNA)	2023-24	2024-25	2025-26
	ACTUAL	APPROVED BUDGET	DRAFT BUDGET
Leasehold Improvements	80,455	15,000	-
Furniture, Fixtures & Equipment	59,568	63,000	64,000
Computer Software & Hardware	14,910	56,500	40,200
Website	-	17,500	-
Multi Media Equipment	59,867	-	-
Recreational & Fitness Equipment	33,372	25,000	32,500
Parks & Roadway Enhancement	-	13,200	185,000
TOTAL CAPITAL PROJECTS COSTS	\$ 248,172	\$ 190,200	\$ 321,700
TRANSFERS FROM RESERVES, UNRESTRICTED NET ASSETS & OTHERS			
Transfer from Unrestricted Net Assets	248,172	-	-
Transfer from UNA Capital Reserve		190,200	321,700
BALANCE	\$ -	\$ -	\$ -

University Neighbourhoods Association (UNA)
Capital Budget 2025-26 (Detailed) - Draft I

	Actual Number 2023-24	APPROVED BUDGET 2024-25	DRAFT BUDGET 2025-26	COMMENT
	TOTAL	TOTAL	TOTAL	
CAPITAL PROJECTS				
Leasehold Improvements				
Leasehold Improvements (WCC)	24,807	7,500	-	
Old Barn - Tenant Improvements (OBCC)	55,648	7,500	-	
Total	80,455	15,000	-	
Furniture, Fixtures & Equipment				
Office Furniture & Equipment	2,254	-	-	
Old Barn - Furniture, Fixtures, equip	57,313	-	20,000	Entertainment Package - Stage & Lighting
Wesbrook - Furniture, Fixtures, Equip		63,000	44,000	Studio Window Blinds, Security Gate & Locker, Art room storage, water fountains
Total	59,568	63,000	64,000	OBCC - Entertainment Package - Stage & Lighting WCC - Window Blinds, Security Gate & Locker, Art room storage
Computer Software & Hardware				
Computer Software		32,000	-	
Computer Hardware	2,194	4,500	40,200	Life cycle replacement for staff laptop and for new position
Old Barn - Comp HW	3,050	-	-	
Wesbrook - Computer HW	9,666	20,000	-	
Total	14,910	56,500	40,200	Life cycle replacement for staff laptop and for new position
Website	-	17,500	-	
Multi Media Equipment	59,867	-	-	
Recreational & Fitness Equipment				
WCC - Recreation & Fitness Equipment	4,011	25,000	32,500	WCC fitness & Early Childhood equipment upgrade
OBCC - Recreation & Fitness Equipment	29,361	-	-	
Total	33,372	25,000	32,500	WCC fitness & Early Childhood equipment upgrade
Parks & Roadway Enhancement	-	13,200	185,000	Shading structures in parks, Wesbrook outdoor plug for events & park pathway lighting adaptor upgrade
Total Capital Costs	248,172	190,200	321,700	
TOTAL CAPITAL PROJECTS COSTS	(248,172)	(190,200)	(321,700)	
TRANSFERS FROM RESERVES, UNRESTRICTED NET ASSETS & OTHERS				
Transfer from Unrestricted Net Assets	248,172	-	-	
Transfer from UNA Capital Reserve		190,200	321,700	
BALANCE	-	-	-	

Project Type	Dept	Ranking	Name	Amount	Comment
Capital	Oper	1	Sidewalks Repair	\$ 85,000	Repair sidewalks around the UNA (EG Iona Drive) three tables at WCC have non-fixable damages either with the lock or surface, we need to replace them. Some chairs We do need a few more for special meetings and events.
Capital	REC	2	Tables & Chairs - Table Cloths	\$ 13,500	The table cloths have non-removeable stains after being used for more than 5 years. We need to have some new ones for important meetings and events.
Capital	REC	3	Standing Tables	\$ 2,500	Chairs at OBCC are not in good conditions. The fabrics are filthy and full of paints. Needs a complete replacement with easy-to-maintain chairs. Outdoor tables Request for 4 Standing bar tables for the foyer of the OBCC to enhance and permit the continued growth of UNA special engagement events (Don't Laugh Comedy, Readings and Musical Presentations) Reduces Crowding and permits people an opportunity to gather before shows.
Capital	Oper	4	Obcc wireless mic in meeting room	\$ 35,000	Meeting Room 1 and 2 AV system was upgraded in fiscal 2023. Currently the room does not have wireless mic support.
Capital	Comm	5	UNA Website - Search Development	\$ 2,500	Building additional features/developing the search function on the UNA website.
Capital	Comm	6	UNA Website - Template Development	\$ 3,750	Building/developing new templates UNA website stacks
Capital	Oper	7	End of life CCTV system and cameras	\$ 70,000	End of life cycle upgrade and replace existing CCTV Digital Video Recorder, replacing older CCTV cameras to high definition units - for both OBCC and WCC
Capital	Comm	8	The Campus Resident Website - Additional Features	\$ 3,125	Build new features to contributor page, new archives page and add video player.
Capital	Oper	9	Mechanical lift	\$ 37,000	Enable maintenance team to access high point in WCC and OBCC safely for inspections and general building maintenance.
Capital	Oper	10	Outdoor digital display replacement at WCC	\$100,000	WCC Outdoor Digital Display no longer works. Will require a replacement. Proposed new digital display will have HD capacity, with internal digital signage management hardware.
Capital	REC	11	Key Management System	\$ 5,000	A electronic key management system that securely controls and tracks the key uses at both centres. Currently, we have two boxes to store all the keys which has no management ability. It is not secure nor efficient. There is no way to know who's using the key and if a key is missing, when and what happened. There has been increasing request for making copies of the missing keys, and at a grander level, it posts challenges to the security of our operation.
Capital	REC	12	Pine Car Derby Track (Portable)	\$ 6,000	Events - Canada Day - 4 lane - 49 foot Pine Car Derby Track. Track is professional Manufactured and can be dismantled into several pieces for ease of storage. Track provides and opportunity for the Recreation Department to enhance Canada Day interactions and a yearly event.
Operating	Comm	1	Community Survey on UNA Services	\$ 18,000	To help measure performance and gather feedback on UNA services.
Operating	Oper	2	Consultant - SUSTAINABILITY GHG Audit	\$ 50,000	Strategic priority, benchmark UNA org operation, prioritize work to reduce overall GHG emission.
Operating	Oper	3	Tree Planting (+ Soil cells)	\$ 62,500	250 trees per year, approximately \$500/ tree, MV Fund Match, based on MV 40% canopy coverage and the known 250 tree per year replacement plan provided by UBC SEEDS. It will likely become high priority must have item with the development of UNA street tree and park tree management plan in 2026-27
Operating	Comm	4	Photography Library Update	\$ 5,000	To improve promotional and marketing materials.
Operating	Oper	5	Consultant - climate adaptation material development (guidebook on personal and building-level GHG reduction)	\$ 20,000	NCAP direction to provide sustainable guide for local residents and strata's for climate adaptation to GHG reduction at a personal - building level.
Operating	REC	6	Wooden Snack Bar Sign	\$ 750	Request for Wooden Snack Bar Sign for the upstairs foyer of the OBCC to enhance and permit the continued growth of UNA special engagement events (Don't Laugh Comedy, Readings and Musical Presentations) Movie Nights and Events. Promotes the potential sale of items.
Operating	Comm	7	Communications Team Planning	\$ 1,000	Two-day planning and learning retreat for the communications department.
Operating	Comm	8	The Campus Resident - Promotional Materials	\$ 1,000	Promotional materials for engagement booths and volunteers.
Operating	Oper	9	Tree Inventory	\$ 50,000	Tree management and only required if we failed to get the Alliance Grants with Urban Forestry
Operating	Oper	10	Ecosystem restoration (invasive species removal & native species)	\$ 20,000	Hire external service provider to remove invasive species in the UNA area. Landscape Management Plan recommendation to address this in a phase approach. It is a recurring special project.
Operating Project Total				\$228,250	
Capital Project Total				\$363,375	
Listed Project Total				\$591,625	

Note:

These projects were submitted during the budget development process, but were not included for funding in the budget. To fund these projects in FY2025/26 in addition to what has already been proposed, the UNA would have to consider other sources of funding.



Report Date: November 12, 2024
Meeting Date: November 19, 2024
From: Athena Koon, Finance Manager
Subject: FY2024/25 Q2 Financial Results Report

Background

Financial report highlights for FY2024/25 Q2 are as follows:

Revenue

- Actual Neighbours Levy for 2024 is \$9.8M, which is \$105K more (+1% variance) than our original projected amount. Fire Services fee had a total cost of \$2.2M which is \$347K over (-19% variance) the projected amount. Recreation and Cultural Facilities (2024/25) total contributions for the year is \$729K, which is \$83K less (-10% variance) than the budgeted total of \$812K. However, during this fiscal year, the UNA approved UBC's withdrawal of \$88.7K from the Neighbours Fund as repayment for a reduction of UBC's recreation and cultural facilities access fees in 2021. Neighbours Levy revenue after all the mandatory contributions, withdrawals, and GST, the total amount available to the UNA is now at \$5.4M instead of \$5.6M, which is close to 4% less than the original projected number. All the variances will be adjusted in the quarterly billing to UBC at Q3.
- Total Recreation and Culture revenue in Q2 is at 51% which is close to target (the benchmark for Q2 is at 50% compared to our annual budget). The Community Field was being replaced in Q2 so rental revenue was under, but it is offset by the better performance of fall programming. Nothing else stands out for Q2 in this section.
- Total Other Revenue for Q2 is at 56%, which is 6% higher than the Q2 benchmark of 50%. Parking revenue is higher mainly due to car share parking revenue continuing to do well (10% higher). Miscellaneous revenue is much higher than budgeted as this section includes interest revenue. The interest revenue was budgeted too low for the year and this line item will continue to be higher than budgeted for the remainder of the year. Common Area Maintenance Support (UBCPT) is billed to UBC monthly, so it is on budget for Q2.
- External Grants and Other Funding is over the Q2 benchmark at 68% instead of the projected 50%, as two major grants from this section (Youth and Save & Connected Programming in total accounts for 58% of the whole budget in this section) were both received in Q1. In Q2, we also received support for the Neighbours Day event and after the Canada Summer Jobs Program grant is

received in Q3, it should conclude all the grants budgeted to be received for the year.

- Total Revenue at the end of the Q2 is on budget at 51% (target is 50% for Q2).

Expenditures

Total expenditures at the end of Q2 is at 44%. Our targeted percentage is 50%, so we are 6% less than the budgeted plan. However, most of the special projects should be completed later in the year and this number should pick up in Q3.

- Total Engineering and Operations Services expenses for Q2 are around 41% compared to budget.
 - o General Maintenance costs are low due to timing reasons, as most of the projects only start in Q2 and Q3 and will be completed in Q4.
 - o The overall Common Area Maintenance costs for Q2 comes in lower than budget. Landscaping was low due to the tree maintenance project being underway and will be mostly completed in the latter half of Q3. A large amount of streetlight and sidewalk maintenance has been conducted this quarter.
- Total Recreation & Culture Services expenses are at 45% of budget for Q2:
 - o Fields maintenance is higher than budgeted, at 61% (benchmark is at 50% for Q2) due to pre-replacement preparation and required maintenance work. Since the fields have now been replaced, the number should stay within budget by the end of the year.
 - o Old Barn and Wesbrook Community Centres are both on target at 51%. No expenses with regards to the community centres is notable.
 - o Recreation Salaries & Benefits were below target due to staff turnover and timing differences in filling positions.
 - o Community Access is mainly the Vancouver Public Library (VPL) fees. The assessment for 2024/25 based on prior year's usage is at 89.7K. It will end up being 10% under budget for the fiscal year.
 - o Community support was only at 29% and the main expenditures are for the Neighbours Day event. Other major event such as Diwali will be in Q3, and lunar new year will be in Q4.
- Total General Operations Services expenses are at 46% of budget for Q2.



- Communication is much higher mainly due to the website upgrade not originally being budgeted. This line item will continue to be over for the remainder of the year but has been included in the budget for next year.
- Public Engagement expenses include AGM, Election and stipend expenses for the year. These expenses will only happen only in Q3.

Decision Requested

For Information.



Discussion:

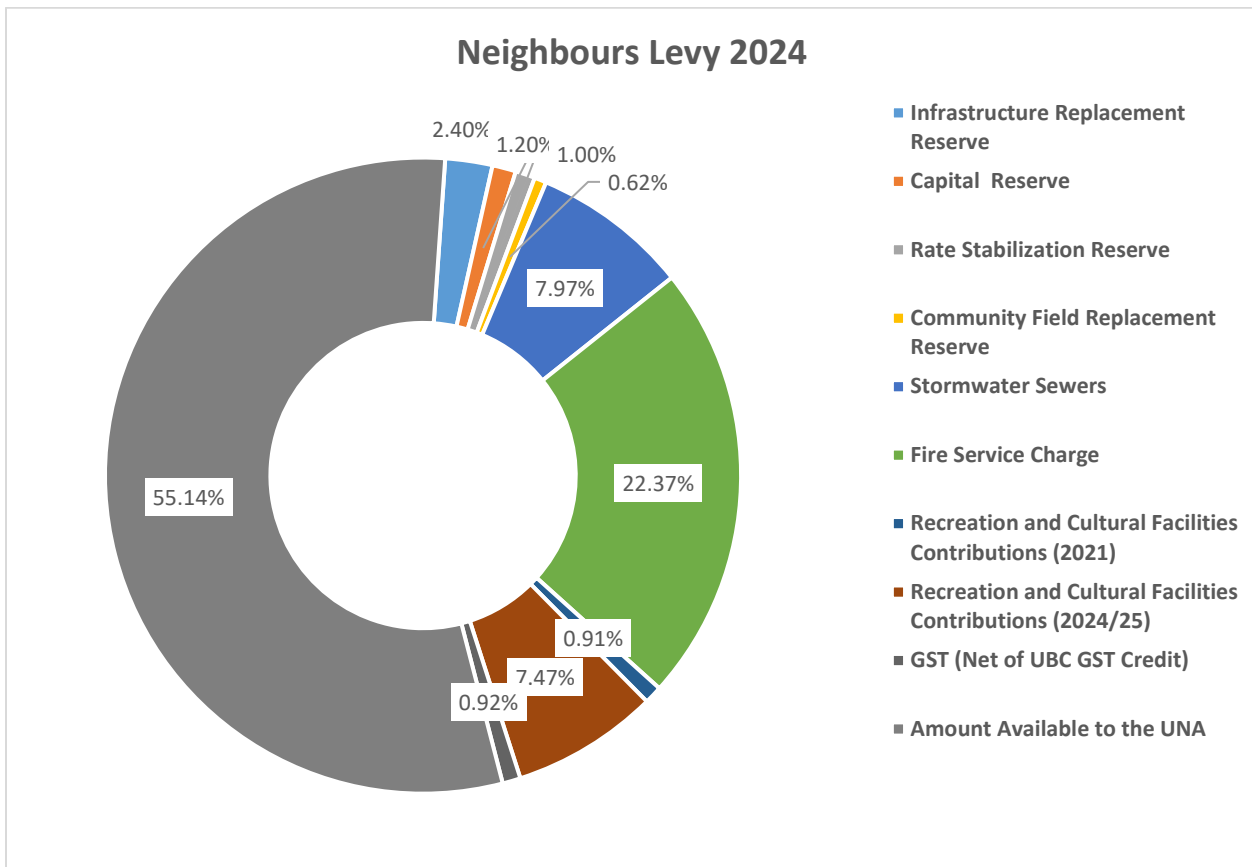
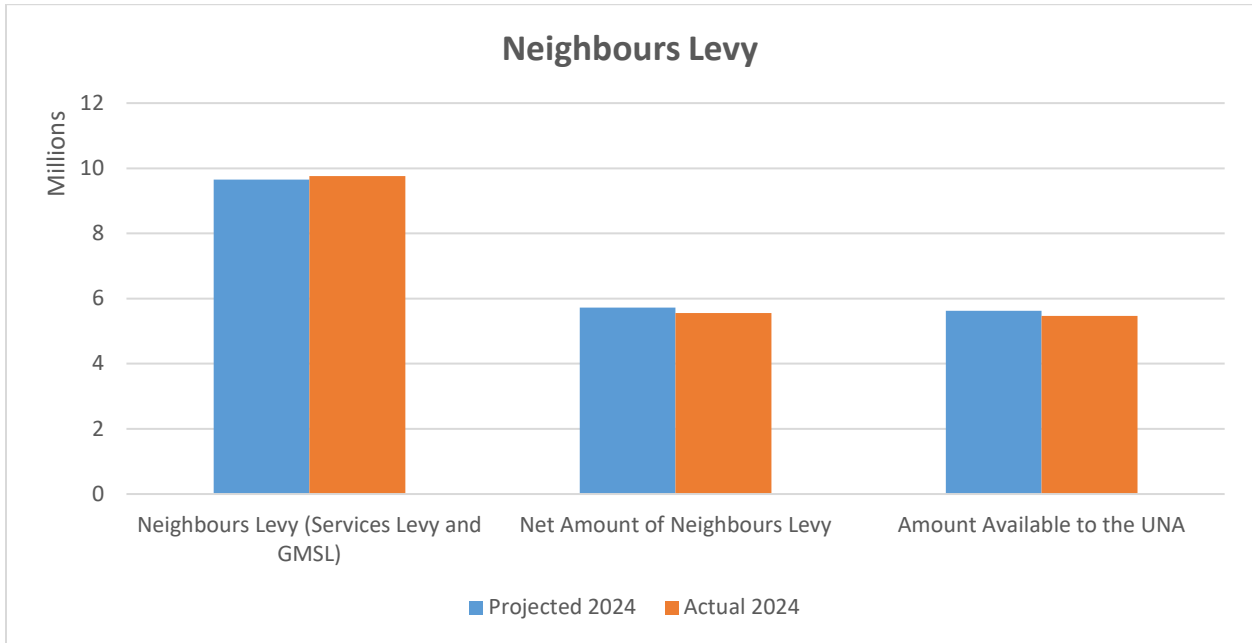
UBC Neighbours Fund (Amount Available to the UNA)

	Projected 2024	Actual 2024	Variance
Neighbours Levy (Services Levy and GMSL)	9,650,000	9,755,547	1%
Contributions to Reserves			
Infrastructure Replacement Reserve	-231,600	-234,133	1%
Capital Reserve	-115,800	-117,067	1%
Rate Stabilization Reserve	-96,500	-97,555	1%
Community Field Replacement Reserve	-60,000	-60,000	0%
Total Contributions to Reserves	-503,900	-508,755	1%
UBC Withdrawals			
Stormwater Sewers *	-777,954	-777,954	0%
Fire Service Charge	-1,835,115	-2,181,974	19%
Recreation and Cultural Facilities	0	-88,676	NA
Contributions (2021) **			
Recreation and Cultural Facilities	-812,000	-729,130	-10%
Total UBC Withdrawals	-3,425,069	-3,777,734	10%
Net Amount of Neighbours Levy	5,721,031	5,469,058	-4%
GST (Net of UBC GST Credit)	-93,787	-89,657	-4%
Amount Available to the UNA	\$ 5,627,244	\$ 5,379,401	-4%

Notes:

* Stormwater Sewers are still under estimation

** Based on the letter agreement with UBC dated July 19 2021, the amount owing of \$88,676 is due at the end of the UNA's earliest fiscal year for which it is reasonable to conclude that the payment of the debt in full would not result in the UNA incurring a deficit for the year or an increase in the amount of a deficit. The UNA Board approved the withdrawal by UBC in September 2024.





Summary of Revenue and Expenditure:

	2024-25	2024-25	%	Year to Date:	
	BUDGET	Q2 Budget (at 50%)	YTD Act/Bud	Actual	Prior Year
REVENUE					
Payment from UBC					
Neighbours Levy	5,627,244	2,813,622	50%	2,813,622	2,473,318
Total Payment From UBC	5,627,244	2,813,622	50%	2,813,622	2,473,318
Recreation & Culture					
Wesbrook Community Centre	327,000	163,500	50%	162,382	124,215
Old Barn Community Centre	125,425	62,712	48%	60,036	59,620
Programming	886,770	443,385	53%	472,310	475,359
Playing Fields & Park Rentals	109,700	54,850	36%	39,826	46,971
Total Recreation & Culture	1,448,895	724,447	51%	734,554	706,164
Other Revenue					
Parking	144,525	72,263	57%	82,096	88,122
Miscellaneous	50,932	25,466	138%	70,191	59,769
Common Area Maintenance Support (UBCPT)	690,000	345,000	50%	345,000	-
Total Other Revenue	885,457	442,729	56%	497,287	147,891
Grants & Other Funding					
External Grants & Miscellaneous	150,250	75,125	68%	101,714	125,708
Total Grand & Other Funding	150,250	75,125	68%	101,714	125,708
TOTAL FUNDING SOURCES & REVENUE	8,111,846	4,055,923	51%	4,147,178	3,453,082

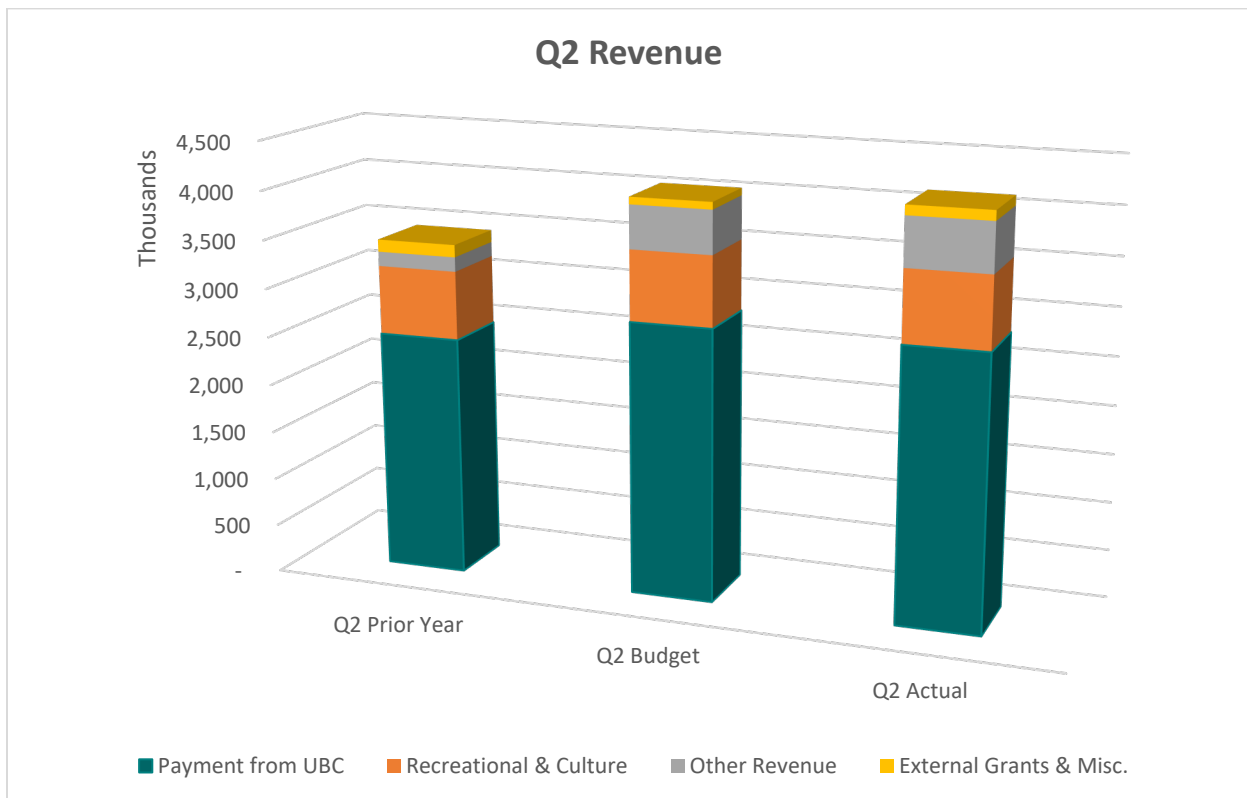


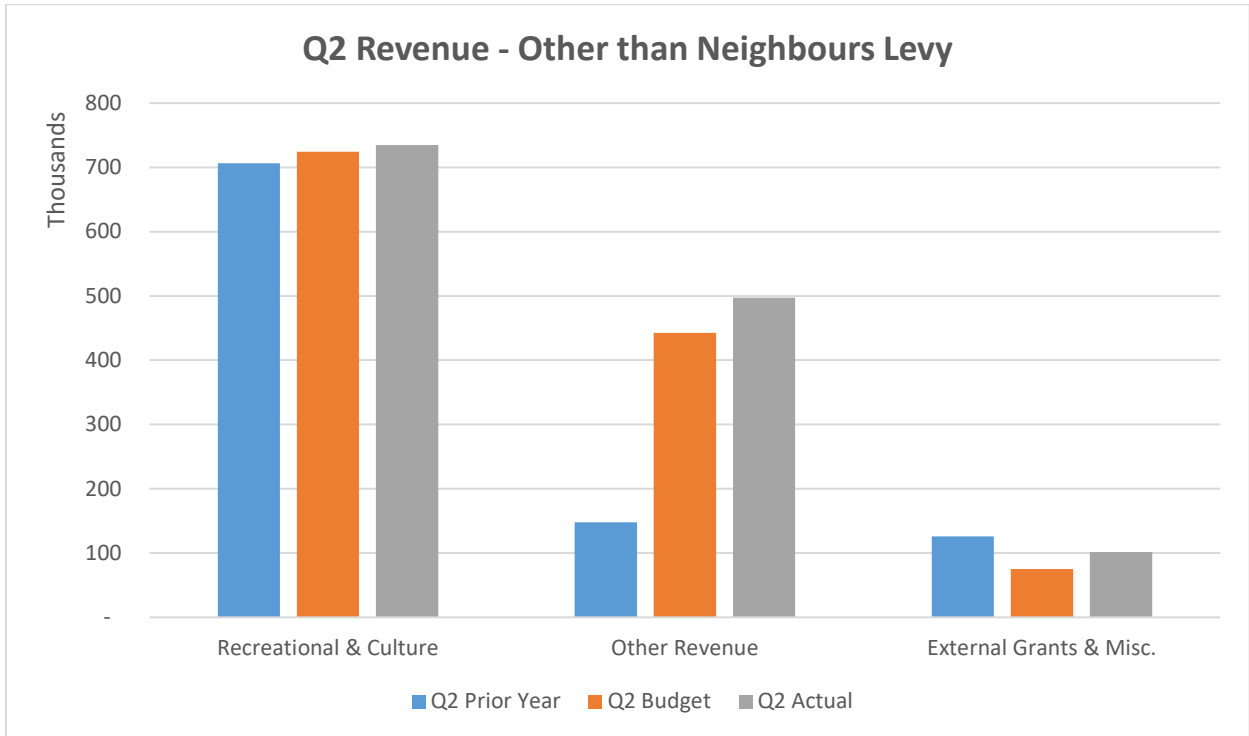
	2024-25	2024+25	%	Year to Date:	
	BUDGET	Q2 Budget (at 50%)	YTD Act/Bud	Actual	Prior Year
EXPENDITURES					
Engineering & Operations Services					
Parking & Emergency Management	165,886	82,943	40%	66,063	53,483
General Maintenance	71,066	35,533	37%	26,511	36,773
Common Area Maintenance Fees	-				
Landscaping	1,461,258	730,629	40%	591,504	544,627
Road, Gutter and Sidewalk Maintenance	56,228	28,114	59%	33,005	40
Streetlights	42,500	21,250	72%	30,450	19,353
Electricity	84,000	42,000	47%	39,351	23,837
Other Common Area Maintenance Costs	55,125	27,563	19%	10,219	7,386
Total Engineering & Operations Services	1,936,063	968,032	41%	797,103	685,498
Recreation & Culture Services					
Fields	20,000	10,000	61%	12,267	20,811
Wesbrook Community Centre	568,036	284,018	51%	291,384	261,029
Old Barn Community Centre	252,515	126,258	51%	129,285	103,987
Recreation Salaries & Benefits	1,490,386	745,193	41%	618,205	534,683
Programming	843,313	421,657	47%	400,507	391,464
Community Access	100,000	50,000	45%	44,850	42,051
Community Support	105,550	52,775	29%	30,507	20,185
Total Recreation & Culture Services	3,379,800	1,689,900	45%	1,527,007	1,374,211
General Operation Services					
Administration Salaries & Benefits	1,674,897	837,448	48%	804,490	776,056
Sustainability	62,338	31,169	47%	29,565	12,168
Professional Fees	159,200	79,600	39%	61,500	62,185

General Operating Services	680,798	340,399	45%	304,693	304,555
Communications	119,300	59,650	66%	78,611	40,474
Public Engagement	99,450	49,725	4%	4,200	4,916
Total General Operation Services	2,795,983	1,397,991	46%	1,283,059	1,200,354
TOTAL EXPENDITURES	8,111,846	4,055,923	44%	3,607,169	3,260,063
BALANCE SURPLUS (OR DEFICIT)	-	-		540,009	193,019

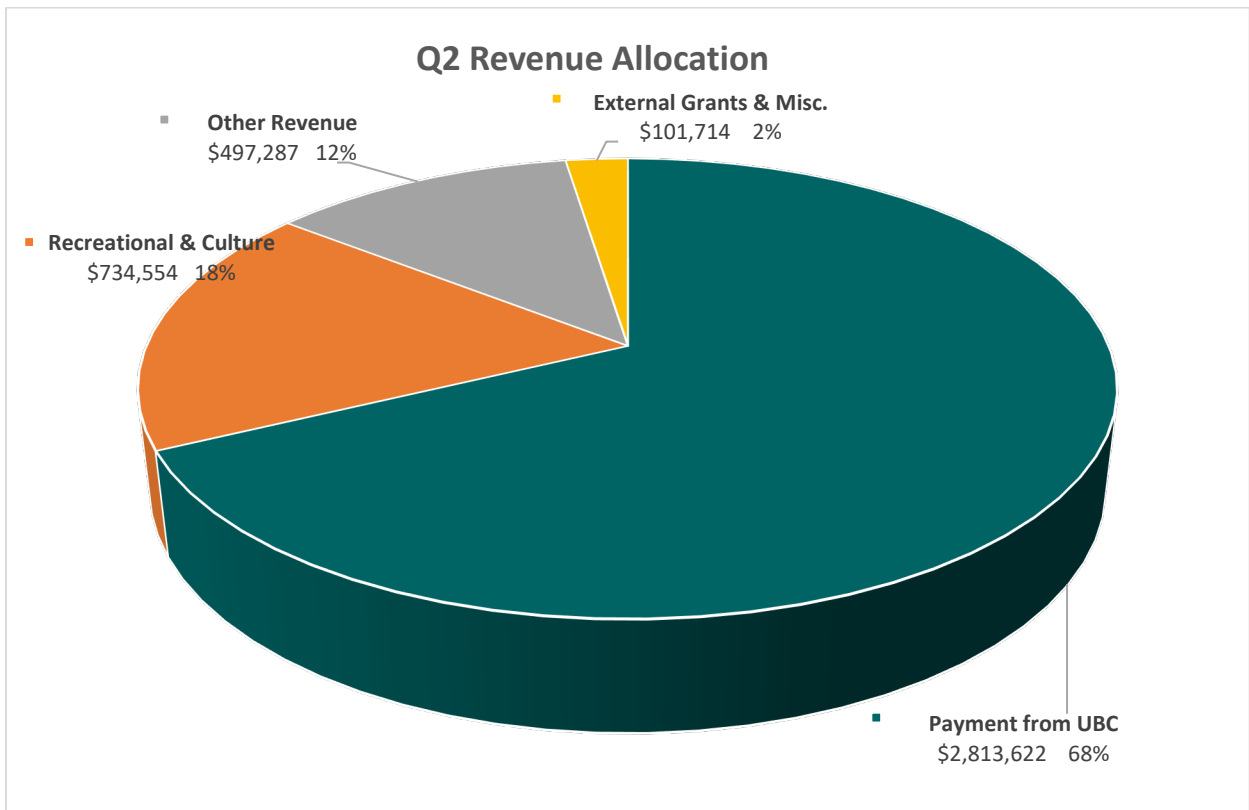
These supplementary notes are provided as background information for the financial performance during fiscal year 2024/25.

Revenue for Fiscal 2024/25 (Q2):

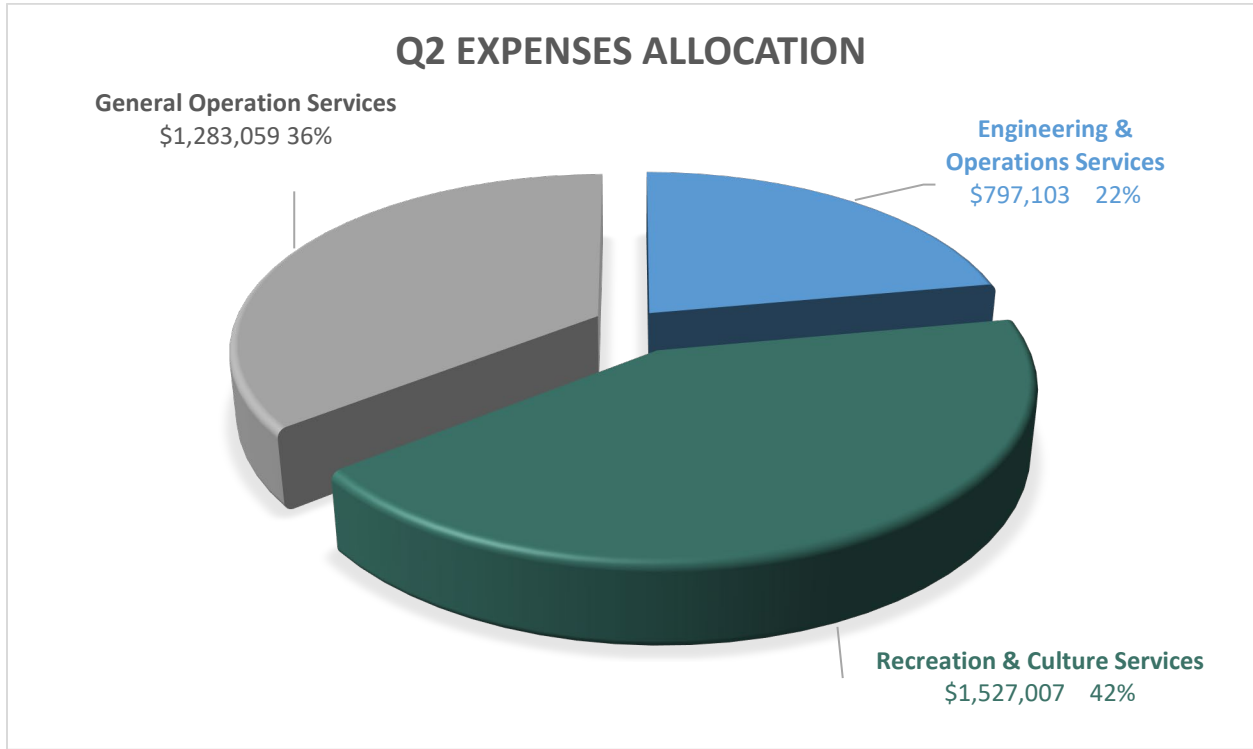




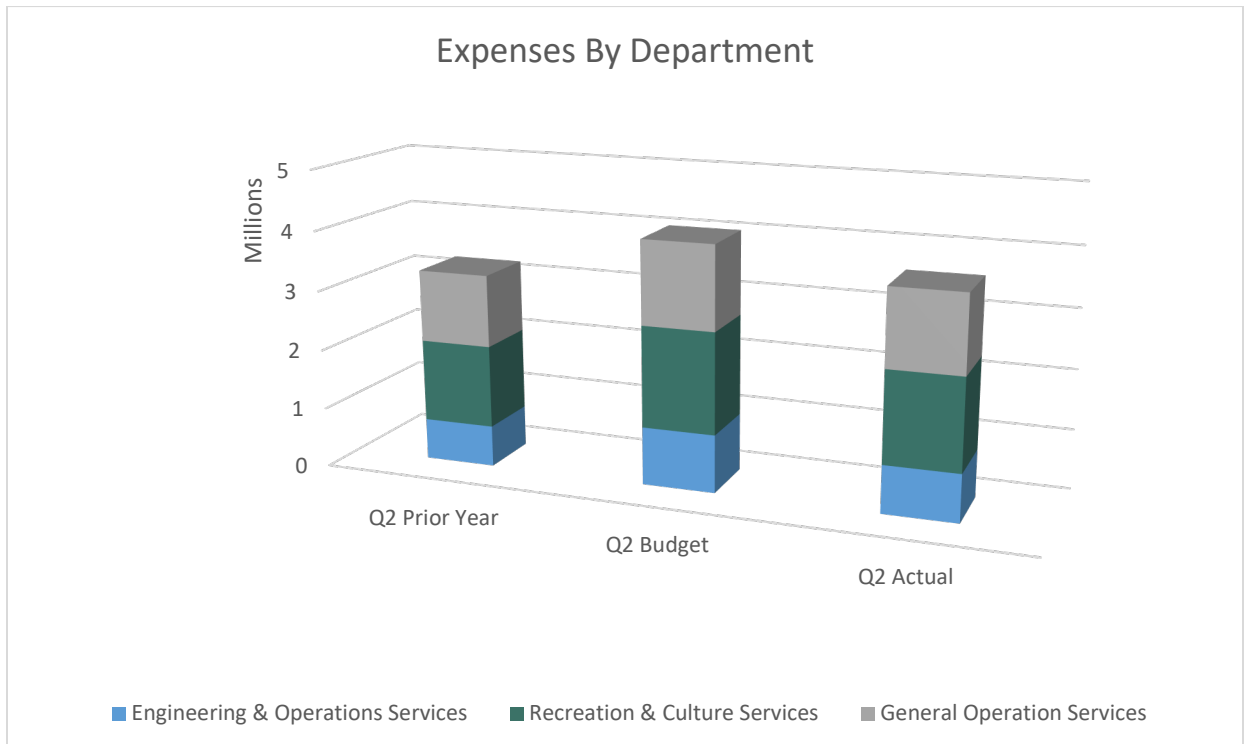
Revenue Allocation for Fiscal 2024/25 (Q2):



Expenses Allocation for Fiscal 2024/2025 (Q2):



Total Expenses Comparison for Fiscal 2024/25 (Q2):





Vendors who had cheques over \$25k issued to them during the Second Quarter:

Vendor	Q2 Total	Payment Date	Amount	Description
Badger Earthworks Ltd	\$ 216,842	07/05/2024	\$ 11,459.71	Landscaping Maintenance / Tree Pruning Services
		08/01/2024	\$ 49,922.62	
		08/16/2024	\$ 19,765.32	
		08/22/2024	\$ 29,179.50	
		09/11/2024	\$ 25,238.40	
		09/20/2024	\$ 12,836.87	
		09/24/2024	\$ 68,439.19	
Commissionaires BC	\$ 25,877	07/10/2024	\$ 4,489.97	Security
		08/02/2024	\$ 4,129.17	
		08/16/2024	\$ 4,169.26	
		08/22/2024	\$ 4,489.97	
		09/11/2024	\$ 4,169.26	
		09/25/2024	\$ 4,429.84	
Cutting Edge Vancouver Landscape Services	\$ 48,486	07/10/2024	\$ 18,991.35	Landscaping Maintenance
		08/16/2024	\$ 14,747.25	
		09/20/2024	\$ 14,747.25	
GG Blacktop Ltd.	\$ 28,004	08/01/2024	\$ 28,003.50	Asphalt Road Service
Koshimura Gardening Service	\$ 27,594	07/10/2024	\$ 10,017.00	Landscaping Maintenance
		08/22/2024	\$ 10,300.50	
		09/20/2024	\$ 7,276.50	
Marsh Canada Limited	\$ 152,089	08/01/2024	\$ 152,089.00	Insurance
Meridian Landscaping Ltd.	\$ 88,119	07/25/2024	\$ 26,228.93	Landscaping Maintenance
		08/01/2024	\$ 32,561.68	
		09/11/2024	\$ 22,110.97	
		09/20/2024	\$ 7,217.55	
PerfectMind Inc.	\$ 25,805	09/20/2024	\$ 25,804.80	Community Centre Application Fee
Scandinavian Building Services Ltd	\$ 53,519	2024-07-25	\$ 18,857.52	Janitorial Services
		2024-08-22	\$ 17,317.17	
		2024-09-20	\$ 17,344.42	
Silver Star Painting & Renovation Ltd	\$ 42,549	07/25/2024	\$ 22,434.28	Monthly Facility Maintenance
		08/16/2024	\$ 12,490.14	
		09/20/2024	\$ 7,624.94	
Victor Canada	\$ 38,358	07/11/2024	\$ 9,137.65	Employee Insurance
		07/22/2024	\$ 10,038.07	
		09/03/2024	\$ 9,583.88	
		09/27/2024	\$ 9,598.04	



Total Capital Items for Fiscal 2024/25 (Q2):

Location	Budget	YTD Total	Amount	Comment
Wesbrook Community Center	\$ 115,500	\$ 30,858	\$ 15,021	Furniture & Fixture
			\$ 10,757	Computer & IT Equipment
			\$ 5,080	Recreation & Fitness Equipment
Old Barn Community Center	\$ 7,500	\$ -	\$ -	Tenant Improvement
Office	\$ 54,000	\$ 4,927	\$ 4,927	Computer & IT Equipment
Park and Roadway Enhancement	\$ 13,200	\$ -	\$ -	Shading Structures in Parks
Total	\$ 190,200	\$ 35,785	\$ 35,785	

The budgeted capital items added to this quarter are items such as new washer and dryer, sewing machine, AV system, and new computer equipment. Most of the capital projects have been started in Q2 and should be completed in Q3.

Financial Implications

None.

Operational Implications

None.

Strategic Objective

None.

Attachments

None.

Concurrence

None.



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

Respectfully submitted,

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

Athena Koon
Finance Manager

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

Paul Thorkelsson
Chief Administrative Officer



Report Date: November 12, 2024
Meeting Date: November 19, 2024
From: Athena Koon, Finance Manager
Subject: UNA Capital Reserve Policy Report

Background

In January 2024, the Board approved the Capital Reserve Policy (#05-14). This policy established the terms of a reserve, which the UNA can allocate funds from to finance the purchase of capital assets.

Section 4.1 of the policy lists the permissible capital expenditures that can be funded from the Capital Reserve. A limitation prescribed in the policy is that it can fund the acquisition of capital assets (other than those to replace existing capital assets), but only those for which the cost of is immaterial relative to the balance in the Capital Reserve. At its October 2024 meeting, the Finance & Audit Committee expressed an interest in removing this restriction, in order for the Capital Reserve to be used to fund large capital projects.

This report details a summary of the UNA's inventory of capital assets, their replacement cycle, and a recommendation to change the policy.

Decision Requested

THAT the Board approve the revisions to the Capital Reserve Policy (#05-14), as circulated.

Discussion

As of March 31, 2024, the balance of the Capital Reserve is \$1,144,214.

Capital Assets:

The capital assets that are included in the UNA books are items that are not major building components and equipment, nor any other items covered in the UBC Capital and Infrastructure Replacement Reserves. Major building components include items such as roofing, HVAC system, and plumbing. UNA Capital Assets included in this review are as follows:

- IT Equipment



- Equipment and Fixtures
- Leasehold Improvements
- Website

UNA Capital Assets Summary:

Capital Type	Funded By	Cost	Accumulated Amortization	Useful Year	Net Value at Sept 2024
IT Equipment				3	
Computer Hardware & Software	UNA	\$114,440	\$95,208	3	\$19,232
Old Barn	UNA	\$11,008	\$7,964	3	\$3,043
Wesbrook	UNA	\$49,651	\$37,095	3	\$12,556
Total IT Equipment		\$175,098	\$140,267		\$34,831
Operational Equipment and Fixture				10	
Office Furniture & Equipment	UNA	\$137,275	\$104,968	10	\$32,308
Barn - Furniture, Fixture, equip	UNA	\$339,848	\$231,737	10	\$108,112
Wesbrook - Furniture, Fixture, Equip	UNA	\$915,630	\$685,425	10	\$230,206
Total Operational Equipment & Fixture		\$1,392,754	\$1,022,129		\$370,625
Leasehold Improvement				15	
Office	UNA	\$265,277	\$231,803	15	\$33,474
Old Barn	UNA	\$330,774	\$258,053	15	\$72,721
Wesbrook	UNA	\$53,229	\$6,636	15	\$46,593
Total Leasehold Improvement		\$649,280	\$496,493		\$152,788
Website	UNA	\$132,500	\$132,500	5	\$0
Total Capital Assets		\$2,349,633	\$1,791,388		\$558,245

We currently have \$2.3M in costs on our book for capital assets. As of the end of September 2024, the total accumulated amortization was close to \$1.8M, as approximately 76% of the value of our capital assets has already been amortized. I have done further analysis of our capital assets based on the year of the assets' acquisition and by using the estimated useful life per our accounting requirements as a benchmark.

The following chart summarizes the estimated replacement costs and the approximate year of when the existing assets should be replaced.



Category	Before 2023	2024	2025	2026	2027	After 2028*	Total
IT Equipment	81,598	18,562	32,895	27,392	14,651	-	175,098
Equipment & Fixture	304,641	-	517,717	210,957	68,451	290,988	1,392,754
Leasehold Improvements	251,146	-	-	243,238	-	154,897	649,281
Website	-	91,375	41,125	-	-	-	132,500
Total	637,385	109,937	591,737	481,587	83,102	445,884	2,349,633

Please note the above table can provide a logical approach when asset should be replaced but this analysis is bound by the following limitations:

- The replacement cost of any new assets being bought will be subject to inflation and market rate.
- The useful life of asset is set by accepted accounting standards but may not be the actual useful life of an existing asset.
- Assume all the assets in use will be replaced after their useful life.

Based on the above calculations, in theory, there is approximately \$637K in capital assets that should have already been replaced in prior years but have not. There is also \$110K in assets coming up for replacement this year, and it is anticipated that we would need to spend close to \$1.2M over the next three years.

In terms of funding, since we already have \$1.1M set aside in the Capital Reserve and the policy requires that an amount be transferred to the Capital Reserve annually, it has enough to cover the replacement cost in books for up to 2025 (total is \$1.3M). As mentioned before, the number of years to amortize our assets are set by the accounting standards but in reality, assets often have a longer useful life, and it is unlikely that the UNA would need the whole amount to replace all the assets within the set timeframe given to us. We can consider increasing the scope of our current policy to allow new asset to be acquired instead of just for immaterial capital assets allowed in the policy.

Financial Implications

None.



Operational Implications

None.

Strategic Objective

None.

Attachments

1. UNA Capital Reserve Policy (#05-14) – November 2024 Redlined Draft

Concurrence

None.

Respectfully submitted,

Athena Koon
Finance Manager

Paul Thorkelsson
Chief Administrative Officer



TITLE:	Capital Reserve Policy	POLICY #05-14
CATEGORY:	Finance	
AUTHORITY:	Board of Directors	
ADOPTED:	January 16, 2024	
EFFECTIVE:	January 16, 2024	
AMENDED:	-	

1. Purpose

This Policy applies with respect to transfers to the Capital Reserve, the uses of the Capital Reserve, and withdrawals from the Capital Reserve.

2. Definitions

Board: The UNA Board of Directors.

Capital Asset: A tangible or intangible property that has a useful life of more than one year.

Capital Expenditure: An expenditure for the acquisition of a Capital Asset or for the improvement, maintenance, or repair of a Capital Asset.

Capital Reserve: The capital reserve account in the UNA’s financial accounts.

Finance Committee: The UNA Finance and Audit Committee.

UNA: University Neighbourhoods Association.

Unrestricted Fund: The unrestricted fund account in the UNA’s financial accounts.

3. Transfers to the Capital Reserve

3.1 Board Direction. Amounts are to be transferred from the Unrestricted Fund to the Capital Reserve on the direction of the Board.

3.2 Committee Recommendation. After the end of each fiscal year, the Finance Committee shall recommend to the Board an amount to be transferred to the Capital Reserve.

3.3 Amount of Transfer. Unless the Finance Committee has reasons to recommend a different amount, the amount of the transfer it recommends after the end of a fiscal year is to approximately equal the amount of the amortization of capital assets in the UNA’s financial accounts for the year minus the amount of the amortization of deferred capital contributions.

3.4 Board-Initiated Transfer. The Board may, at any time, direct the transfer of an amount from the Unrestricted Fund to the Capital Reserve without a recommendation from the Finance and Audit Committee.

3.5 Interest. At the end of each fiscal year, an amount is to be transferred from the Unrestricted Fund to the Capital Reserve equal to the estimated amount of investment earnings during the year on UNA investments reasonably attributable to the Capital Reserve.

3.6 Limitation. Notwithstanding sections 3.1 to 3.5, an amount transferred from the Unrestricted Fund to the Capital Reserve may not exceed the balance in the Unrestricted Fund immediately before the transfer.

4. Uses of the Capital Reserve

4.1 Permissible Uses. Subject to sections 4.2 and 4.3, the Capital Reserve is to be used to fund Capital Expenditures made for the following purposes:

- (a) to acquire Capital Assets that replace Capital Assets;
- (b) ~~to acquire Capital Assets, other than Capital Assets referred to in (a), for which the cost is immaterial relative to the balance in the Capital Reserve; having regard to the amounts projected to be required to acquire Capital Assets referred to in (a), to acquire Capital Assets other than Capital Assets referred to in (a);~~
- (c) to improve Capital Assets;
- (d) to make major repairs to, or to perform major maintenance on, Capital Assets;
- (e) to make minor emergency repairs to Capital Assets; and
- (f) other purposes relating to Capital Assets approved by the Board.

4.2 Limitation to UNA Assets. Section 4.1 applies only with respect to Capital Assets that are owned by, or are to be acquired by, the UNA.

4.3 Other Funding Sources. Except as otherwise determined by the Board, section 4.1 does not apply with respect to a Capital Expenditure to the extent that other sources of non-debt funding are available for the expenditure.

5. Withdrawals from the Capital Reserve

5.1 Capital Budget. The amount of a Capital Expenditure may be withdrawn from the Capital Reserve if the expenditure is included in the UNA's approved capital budget for a fiscal year and the funding source for the expenditure is stated to be the Capital Reserve.

5.2 Board Authorization. If section 5.1 does not apply with respect to a Capital Expenditure, the amount of the expenditure may be withdrawn from the Capital Reserve only if the Board authorizes the withdrawal in an open session of a Board meeting.



6. Revision of Policy

6.1 Finance Manager. The Finance Manager will periodically consider whether revisions should be made to this Policy and will propose revisions in a report to the Finance Committee.

6.2 Finance Committee. The Finance Committee may direct the Finance Manager to consider whether revisions should be made to this Policy and to report back to the committee with proposed revisions, if any.

6.3 Recommendations for Revisions. The Finance Committee shall consider revisions to this Policy proposed by the Finance Manager and proposals for revisions from committee members. If the Finance Committee determines that revisions should be made, it shall recommend the revisions to the Board.

6.4 Board-Initiated Revisions. The Board may make revisions to this Policy that have not been recommended by the Finance Committee.

Policy History & Information

Original Policy Approval Date	January 16, 2024
Policy Amended Date	DATE
Review Date	DATE (every three years)

Related Documents & Legislation

- N/A



Report Date: October 31, 2024
Meeting Date: November 19, 2024
From: Athena Koon, Finance Manager
Subject: Investment Strategy Update Report

Background

On October 15, the Board directed the investment of \$1.1M in the Municipal Finance Authority's Pooled High-Interest Savings Account (PHISA). Since then, staff have been finalizing the set-up of the UNA's account with the Municipal Finance Authority and the investment of \$1.1M.

This report is intended to update the Board on the relevant progress.

Decision Requested

For information.

Discussion

Following the October 15 Board meeting, staff have confirmed with the Municipal Finance Authority that the Chief Administrative Officer and the Finance Manager are acceptable signees to open an account. The Municipal Finance Authority has also confirmed that the PHISA will only be used for investment purposes, and the movement of funds is to only flow between the UNA's PHISA and its primary bank account. In other words, no funds can be transferred from the PHISA to a third party.

No further action is required from the Board regarding this matter at this time.

Financial Implications

None.

Operational Implications

None.



Strategic Objective

None.

Attachments

None.

Concurrence

None.

Respectfully submitted,

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Athena Koon
Finance Manager

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

Paul Thorkelsson
Chief Administrative Officer



To: Board of Directors
Cc: Mike Feeley
From: Neighbours Agreement Committee
Date: November 11, 2024
Re: Neighbours Agreement 2024

Introduction

The Neighbours Agreement Committee¹ (the **NA Committee**) has negotiated the terms of a new Neighbours Agreement (**NA 2024**) with UBC, including the schedules to the agreement. When approved by both parties, NA 2024 will replace NA 2020, the current Neighbours Agreement.

It has taken 3-1/2 years to negotiate NA 2024. The NA Committee was given the authority to negotiate amendments to the current Neighbours Agreement in March 2021. UBC was approached immediately thereafter to discuss and commence the negotiations.

This report presents NA 2024 for Board approval. While UBC staff have agreed to all the substantive provisions of the attached version of NA 2024, they would like drafting changes made to several provisions. As described below, we do not agree with the changes.

NA 2024 is a rewrite of NA 2020. Given the extent of the revisions, a blacklined document showing the differences between the two agreements would not be helpful and hence is not included.

Because this is the last meeting of the present Board, we are seeking Board approval before the disagreement over the drafting changes is resolved. Since most of the work on NA 2024 has taken place during the term of this Board, and the Board has made decisions relating to the development of NA 2024, it is desirable that the Board have an opportunity to approve the document.

Recommendations

The NA Committee makes the following recommendations:

1. THAT the Board approve the attached version of Neighbours Agreement 2024.
2. THAT the Board authorize the UNA Chair to sign Neighbours Agreement 2024 on behalf of the UNA.
3. THAT the Board direct staff [or the UNA Chair?] to provide a signed copy of Neighbours Agreement 2024 to UBC.

NA 2024 Terms

This report does not include a summary of the terms of NA 2024. The Board has previously been provided with drafts of the agreement to review (the body and schedules). In addition, the Board has been consulted on several of the more substantive terms. Furthermore, Schedules F and G have already

¹ The members of the NA Committee are Mike Feeley, Bill Holmes (Chair), and Murray McCutcheon. Terry Mullen was a member of the NA Committee until early this year.

been approved by the Board, at its December 19, 2023 meeting (Schedule G was then called Schedule F.1).

The following recently negotiated changes to Schedule A of NA 2024 may be new to Board members not on the NA Committee:

- A detailed description of the UNA's responsibility for trees along roads and in parks has been added.
- UBC has been made expressly responsible for urban forests and is required to provide information to the UNA with respect to UBC's provision of this service.
- UBC has been given the right to withdraw from the Neighbours Fund its costs of providing the urban forest service, subject to an annual limit of \$80,000 (inflation adjusted).

UBC's Proposed Drafting Changes

The process for preparing the body of NA 2024 proceeded generally as follows: Bill Holmes (the NA Committee Chair) drafted a version of the body. After review by the NA Committee and (usually) the UNA's Chief Administrative Officer, the version was sent to UBC. Thereafter, one or both things happened: (i) meetings took place between UBC and the NA Committee to negotiate substantive matters; and (ii) UBC provided feedback by way of marking up the version with their proposed changes and by adding comments to the document. Based on the negotiations and UBC's feedback on the document, Bill Holmes prepared the next version and this cycle was repeated. Version 8 of the body is the version contained in the attached NA 2024.

The process for preparing most of the schedules to NA 2024 was generally similar.

Several of the changes that UBC marked on version 5 of the body of NA 2024 were considered inappropriate by Bill Holmes, the drafter for the NA Committee. While these changes do not alter the substance of the agreement, they have drafting problems. Because Bill prepared version 6 of the body without making the problematic changes, UBC repeated many of the changes in their feedback on that version. This happened again with version 7. Approximately two dozen of UBC's changes marked on version 7 have not been implemented.

Bill has twice given reasons for disagreeing with each of the problematic changes. The changes have a variety of problems, including the following: (i) changes that contain errors; (ii) changes that are based on a confusion as to the effect of certain terms in the agreement; (iii) changes that make no sense; (iv) changes that introduce redundancy; (v) changes for which there is no apparent reason; and (vi) changes that violate good drafting principles.

UBC has been unwilling to discuss their proposed changes. Hence, it has not been possible to resolve the disagreement.

Attachment

Neighbours Agreement 2024

NEIGHBOURS AGREEMENT 2024

Between

The University of British Columbia

and

University Neighbourhoods Association

Effective _____, 2024

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- Schedule H - Designated Buildings

NEIGHBOURS AGREEMENT 2024

BETWEEN:

THE UNIVERSITY OF BRITISH COLUMBIA, a corporation continued under the *University Act* of British Columbia and having its administrative offices at the 7th Floor, Walter C. Koerner Library, 1958 Main Mall, Vancouver, British Columbia, V6T 1Z2

(“**UBC**”)

AND:

UNIVERSITY NEIGHBOURHOODS ASSOCIATION, a society incorporated under the *Societies Act* with its administrative office at 202-5923 Berton Avenue, Vancouver, British Columbia, V6S 0B3

(the “**UNA**”)

RECITALS:

- A. As part of the implementation of UBC’s Trek 2000 objective to create a unique university community, an Official Community Plan was passed and adopted by the Greater Vancouver Regional District (the “**GVRD**”) by By-law 840-1996 (the “**OCP**”). The OCP provided, among other things, a policy framework for residential housing and other non-institutional development on the Campus. In addition, in 2000, a Memorandum of Understanding between UBC and the GVRD provided that the UNA would be established for governance within the Neighbourhoods.
- B. In 2002, the UNA was incorporated to represent the residents living in the then existing Neighbourhoods. Among other things, the UNA’s mandate is to promote the development of good neighbourhoods, and to provide, operate and maintain services and facilities on behalf of such residents.
- C. In July 2002 the parties entered into an agreement called the UBC Neighbours’ Agreement, which established a framework for their respective roles and the relationship between the parties.
- D. In June 2010, the Province of British Columbia brought into force Part 10 of the *Municipalities Enabling and Validating Act (No. 3)* S.B.C. 2001, c. 44, which, among

other things, rendered ineffective certain land use instruments of the GVRD, including the OCP, and deemed the OCP to be adopted as the initial land use plan for the Campus. That initial land use plan was replaced on February 28, 2011 by a land use plan that has subsequently been amended.

- E. The initial UBC Neighbours' Agreement was replaced by the Neighbours' Agreement 2008, in which the UNA more formally assumed responsibility for certain services and facilities. It was understood by the parties that the Neighbours' Agreement 2008 would be updated regularly. In 2015, the parties agreed to consolidate, amend, and restate the Neighbours' Agreement 2008 and any supplemental agreements made pursuant to that Agreement with the Neighbours' Agreement 2015.
- F. In connection with amendments to the UNA's corporate bylaws, including to the role of UBC in the UNA's governance, the parties entered into the Neighbours' Agreement 2020, which amended and restated the Neighbours' Agreement 2015.
- G. The amendments made by the Neighbours' Agreement 2020 were limited to a small range of matters. Many other aspects of that agreement require updating, including the schedules. Accordingly, the parties wish to enter into this Neighbours' Agreement 2024 to amend and restate the Neighbours' Agreement 2020.

The parties therefore amend and restate the Neighbours' Agreement 2020 in its entirety by replacing it with the following:

1. DEFINITIONS

- 1.1 In this Agreement, the following terms have the meanings given:

Academic Community means UBC students, faculty, staff, and Campus residents, but does not include Residents.

Additional Reserve means an appropriated reserve, other than a Reserve, in the Neighbours Fund financial records.

Amenity means a natural or constructed feature on Campus (such as a park, playground, town square, or community garden) provided for the enjoyment of Residents or the Academic Community, but does not include a Facility.

CAC has the meaning given to "community amenity charge" in the UBC *Development and Building Regulations*.

Campus means the geographical area prescribed by the *Point Grey Campus Lands Regulation*, BC Reg 195/2010 for the purposes of the definition of "Point Grey campus lands" in section 35 of the *Municipalities Enabling and Validating Act* (No. 3), S.B.C. 2001, c. 44.

Contingency Reserve means the appropriated reserve identified as the contingency reserve in the Neighbours Fund financial records.

DB Agreement has the meaning given in section 4.1.

Designated Building has the meaning given in section 4.1.

Facility means a facility on Campus (such as a building, a part of a building, a playing field, a basketball court, a skateboard park, or a tennis court) that is for social activities, recreational activities, or childcare.

Infrastructure and Capital Reserve means the appropriated reserve identified as the infrastructure and capital reserve in the Neighbours Fund financial records.

Land Use Plan means the amended land use plan for the Campus, adopted on July 22, 2024 pursuant to Part 10 of the *Municipalities Enabling and Validating Act* (No. 3) S.B.C. 2001, c. 44, as amended or replaced from time to time.

Legislation means all federal and provincial legislation, all regulations made thereunder, and all UBC policies, procedures, rules, and other directives.

Liaison Committee means the committee referred to in section 5.5.

Member means a member of the UNA.

Neighbourhood means an area of the Campus designated as a neighbourhood in the Land Use Plan.

Neighbourhood Levy means the following amounts:

- (a) the services levy payable to UBC by owners of leasehold strata units in the Neighbourhoods pursuant to their lease agreements; and
- (b) the general municipal services levy payable to UBC by UBC Properties Trust and other leaseholders in respect of buildings in the Neighbourhoods and the Designated Buildings, other than the general municipal services levy payable in respect of buildings used by UBC primarily for student housing or academic purposes.

Neighbourhood Plan means a detailed development plan for a Neighbourhood approved by UBC, as amended or replaced from time to time.

Neighbourhood Regulation has the meaning given in section 8.1.

Neighbours Fund means the set of accounts in UBC's financial records that are the basis for the annual financial statements called "The Neighbours' Fund Financial Statements".

Public Realm means

- (a) the outdoor areas of the Neighbourhoods that are not in a legal parcel leased, or reserved for future lease, for residential, commercial, or other non-public purposes, and
- (b) easements and statutory rights of way in the Neighbourhoods in favour of UBC, to the extent granted to ensure public access.

Reserve means the Contingency Reserve, the Infrastructure and Capital Reserve, or the Stabilization Reserve.

Reserve Terms for a Reserve means the terms governing the Reserve contained in Schedule E, as amended or replaced from time to time.

Resident means an individual who resides in a residential leasehold strata lot, or who is a tenant of rental housing, located in a Neighbourhood (excluding an individual residing in a student residence owned or operated by UBC, the UBC Foundation, or a subsidiary thereof or a student residence that is owned or operated by an affiliated theological college), and includes an individual who is included by a DB Agreement as a resident for the purposes of this Agreement or the Neighbours' Agreement 2020.

Stabilization Reserve means the appropriated reserve identified as the stabilization reserve in the Neighbours Fund financial records.

UBC Board means the UBC Board of Governors.

UBC Facility means a Facility for which UBC is responsible.

UBC Liaisons has the meaning given in clause 5.5(a)(i)A.I.

UBC Member has the meaning given in section 5.1.

UBC Properties Trust means UBC Properties Investments Ltd., in its capacity as the trustee of the UBC Properties Trust.

UBC Representative means the individual who is UBC's Associate Vice President, Campus and Community Planning (or in the equivalent position at the relevant time) or their delegate.

UNA Amenity means an Amenity in a Neighbourhood that is primarily for the benefit of Residents and for which the UNA has responsibility, and includes an Amenity in a Designated Building declared by the DB Agreement for the building to be a UNA amenity.

UNA Board means the Board of Directors of the UNA.

UNA Facility means a Facility in a Neighbourhood that is primarily for the benefit of Residents and for which the UNA has responsibility, and includes a Facility in a Designated Building declared by the DB Agreement for the building to be a UNA facility.

UNA Liaisons has the meaning given in clause 5.5(a)(i)A.II.

UNA Representative means the individual who is the UNA's Chief Administrative Officer (or in the equivalent position at the relevant time) or their delegate.

Unappropriated Reserve means the reserve identified as the unappropriated reserve in the Neighbours Fund financial records.

2. INTERPRETATION RULES AND INCLUSION OF SCHEDULES

2.1 In this Agreement,

- (a) the word "or" is not exclusive;
- (b) the word "including" is not limiting; and
- (c) unless the context clearly requires otherwise, the word "will", when used in stating that a party will do something, is to be interpreted as imperative.

2.2 The headings to the articles, sections and other subdivisions of this Agreement are for convenience only and are not to be used in interpreting this Agreement.

2.3 The following schedules form part of this Agreement:

- Schedule A - Municipal-Like Services
- Schedule B - Maintenance Tasks and Standards
- Schedule C - UNA Assumed Responsibilities
- Schedule D - Licence Agreements
- Schedule E - Neighbours Fund Reserves
- Schedule F - UBC Recreation Facilities
- Schedule G - UBC Cultural Facilities
- Schedule H - Designated Buildings

3. UNA PURPOSES AND OBLIGATIONS

3.1 While this Agreement is in effect and unless the parties otherwise agree, the purposes of the UNA are to include and not to be inconsistent with the following:

- (a) the promotion of a distinctive university town community that will support and enhance UBC's academic mission particularly for the common good of Residents, and undertaking community-building measures to develop a healthy and vibrant community;
- (b) the provision of services, amenities and facilities for the development of good neighbourhoods within the Neighbourhoods and the Designated Buildings, and which promote community health, safety, sustainability, communication, interaction, culture, recreation, comfort or convenience for Residents;
- (c) the operation and maintenance of any part or parts of Neighbourhoods which may from time to time be designated, leased, licensed or otherwise conveyed to the UNA for the general well-being of Residents with regard to community health, safety, sustainability, communication, culture, recreation, comfort or convenience of Residents;
- (d) the collection of funds from Residents and others as described in section 12.1;
- (e) the use of the funds provided by UBC and funds referred to in clause (d) for the fulfilment of the purposes set out in this Agreement and any other agreements between the parties;
- (f) the representation of the interests of Residents generally and, in particular, regarding the collection, management, and spending of the Neighbourhood Levy and CACs; and
- (g) the promotion, in the conduct of the business and work of the UNA, of the qualities of good neighbours, including civility, fairness, good faith, respect, and understanding, all in the context of being a unique part of the UBC community.

3.2 In recognition of the UNA's relationship with UBC, and of the role of the UNA in supporting UBC in carrying out its obligations to Residents, the UNA

- (a) will establish the policies, rules, and procedures reasonably required to ensure that the UNA complies with this Agreement and any other agreements between the parties; and

- (b) will use reasonable efforts to ensure Residents do not act in a manner that is inconsistent with the terms of this Agreement or any other agreements between the parties.

3.3 The UNA will

- (a) assemble and make publicly available, information concerning the purposes, activities, and initiatives of the UNA; and
- (b) promote informed decision-making and good governance.

4. DESIGNATED BUILDINGS

4.1 The parties have entered into written agreements designating certain buildings on Campus (listed in Schedule H) for partial or complete inclusion in, or exclusion from, the provisions of this Agreement and may enter into further agreements that so designate buildings (each building, a “**Designated Building**”, and each agreement, a “**DB Agreement**”). All future DB Agreements must be in writing and address the following matters:

- (a) whether the residents of the Designated Building are Residents for purposes of this Agreement and are to be made eligible to become Members;
- (b) whether the Neighbourhood Levy collected in respect of the Designated Building must be deposited in the Neighbours Fund;
- (c) whether UBC or the UNA is to provide services specified in this Agreement to the Designated Building; and
- (d) whether the Designated Building contains any UNA Amenities or UNA Facilities.

5. UNA-UBC AND UNA-AMS RELATIONSHIPS

5.1 The UNA’s corporate bylaws must permit UBC to appoint, from time to time, two persons as members of the UNA (each a “**UBC Member**”). The UBC Members must have, in addition to the rights and obligations of all Members, the following rights, which must be contained in the UNA’s corporate bylaws:

- (a) subject to clauses (b) and (c), the UBC Members may attend all UNA Board meetings but have no right to vote;
- (b) the UNA Board may exclude the UBC Members from a portion of a closed or restricted closed session of a meeting if that portion of the session involves consideration of a matter for which it can be reasonably

concluded that UBC may be adverse in interest to the UNA, but only if the UBC Members are

- (i) informed in advance that they may be excluded,
 - (ii) given sufficient information of a general nature to ascertain the rationale for their potential exclusion, and
 - (iii) given the opportunity to provide any additional information that may be relevant to the UNA Board's decision;
- (c) unless permitted by the meeting chair, the UBC Members will not be present for the discussion of a motion to exclude them;
- (d) if the 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 must inform the UBC Members of the decision and give them a brief summary of the reasons for their exclusion;
- (e) the UBC Members may participate in discussions at UNA Board meetings, except as otherwise decided by the meeting chair, acting reasonably;
- (f) the UBC Members are entitled to receive reasonable notice of all UNA Board meetings and all documents prepared for the meetings, except
- (i) documents relating to any matter for which the UNA Chair (or a delegate of the Chair) reasonably believes that UBC will be adverse in interest to the UNA and anticipates that a UNA Board motion excluding the UBC Members will be adopted if the UBC Members do not recuse themselves, and
 - (ii) the minutes of a closed session or restricted closed session from any portion of which the UBC Members were excluded by a UNA Board motion or recused themselves, or that they did not attend after the UNA complied with clause (b) in respect of a matter to be considered in the session; and
- (g) if a motion to exclude UBC Members from the consideration of a matter in respect of which the UNA complied with clause (b) is made but not adopted, the UBC Members are entitled to receive the documents relating to the matter.

5.2 One UBC Member must be permitted to attend and participate in meetings of the UNA committee that has responsibility for the formulation of the UNA's annual budgets. Except as otherwise directed by the UNA Board, the UBC Member is permitted to share all budget-related information and UNA financial reports

with UBC employees and the UBC Board, but only for the purposes of enabling UBC to exercise its rights and comply with its obligations under this Agreement.

- 5.3 The UNA is a key stakeholder in consultative processes that UBC engages in for the Campus. Recognizing that Residents may have different views or positions on issues and without limiting UBC's ability to consult with Residents directly, UBC recognizes that the UNA will present positions which the UNA believes are in the best interests of Residents reflecting the UNA's role in contributing to the development of the Campus..
- 5.4 The UBC Board has appointed the UNA Board as an advisory board pursuant to section 34 of the *University Act*, and the UNA Board has accepted the appointment. The parties confirm that the appointment and acceptance continue, and that the matters for which the UNA Board is an advisory board are the following:
- (a) utility infrastructure (including water, sewer, electricity, gas, telephone and cable);
 - (b) roads on the Campus;
 - (c) Residents' access to UBC Facilities;
 - (d) Public Realm management;
 - (e) planning of future UNA Facilities and UNA Amenities;
 - (f) redevelopment of existing residential housing in the Neighbourhoods;
 - (g) changes or amendments to the Land Use Plan or any Neighbourhood Plan, and adoption of new Neighbourhood Plans;
 - (h) the development and implementation of rules for the Neighbourhoods relating to noise, nuisance, parking, traffic, and other regulatory matters;
 - (i) UBC's strategic goals, plans, and imperatives, and their impact upon Residents;
 - (j) UBC's rights and obligations with respect to Residents;
 - (k) opportunities to work together on areas of common interest between Residents and UBC and to address areas of concern; and
 - (l) such other matters as the UBC Board may request from time to time.

5.5 **UNA-UBC Liaison Committee.** The following provisions apply with respect to the committee referred to in clause (a):

- (a) The parties have established a stand-alone committee, called the UNA-UBC Liaison Committee (the “**Liaison Committee**”), on terms of reference agreed upon from time to time, which terms of reference must be consistent with the following:
 - (i) **Membership.** The Liaison Committee must be comprised of:
 - A. As voting members:
 - I. Three members of the UBC Board, appointed by that Board (the “**UBC Liaisons**”), and
 - II. Three members of the UNA Board (the “**UNA Liaisons**”), appointed by that Board.
 - B. As non-voting members, such individuals as may be agreed upon from time to time by the Liaison Committee, with the expectation that the members will include the UNA’s Chief Administrative Officer, UBC’s Vice President External Relations, and UBC’s Associate Vice President, Campus and Community Planning (or then equivalent positions).
 - (ii) **Limits on Representation.** The parties acknowledge that the Liaison Committee is a forum for discussion and collaboration (as further described in clause (iii)), and further acknowledge that
 - A. the UNA Liaisons and UBC Liaisons are bound to comply with any directions provided by their respective organizations; and
 - B. except for binding votes under section 26.4, the UNA Liaisons and UBC Liaisons are not authorized to bind their respective organizations.
 - (iii) **Purposes.** The purposes of Liaison Committee meetings are
 - A. to fulfill the functions assigned by this Agreement;
 - B. to be a vehicle through which the UNA Board acts as an advisory board in accordance with section 5.4; and
 - C. to discuss such matters as are added to meeting agendas by either the UBC Liaisons or the UNA Liaisons in accordance with the terms of reference.

- (b) Meetings are to be held in accordance with the terms of reference of the Liaison Committee.

5.6 **AMS-Designated Representative to the UNA Board.** The UNA agrees to the following:

- (a) the President of the Alma Mater Society of the University of British Columbia Vancouver (the “AMS”) has the right to designate in writing, from time to time, one student (the “AMS Designated Student”) to attend open and closed sessions of UNA Board meetings (but not, for greater certainty, restricted closed sessions), such designation to be effective upon receipt by the UNA;
- (b) the AMS Designated Student may participate in UNA Board discussions, but has no right to vote;
- (c) the AMS Designated Student may, in accordance with the UNA Board procedural rules applicable to directors, propose motions for consideration by the UNA Board and provide material to be included in support of the motions;
- (d) the UNA will give the AMS Designated Student reasonable notice of all open and closed sessions of UNA Board meetings and all documents prepared for the sessions;
- (e) if, in the closed session of a UNA Board meeting, a matter is to be discussed that relates to the relationship between the UNA and the AMS, the AMS Designated Student may present the AMS’s position on the matter and must then leave the meeting for the discussion unless permitted by the UNA Board to remain; and
- (f) the foregoing rights of the AMS Designated Student are subject to the condition that the AMS Designated Student maintain complete confidentiality for all proceedings in closed sessions of UNA Board meetings and all materials prepared for the sessions, except to the extent otherwise permitted by the UNA Board.

5.7 **UNA and UBC Primary Contacts.** Except where this Agreement otherwise provides, the primary contact for each party for purposes of matters relating to the Agreement are the UNA Representative for the UNA and the UBC Representative for UBC. A party may designate, by notice to the other party, that a different individual is the primary contact for specified matters.

6. MUNICIPAL-LIKE SERVICES - UNA

- 6.1 Subject to sections 6.3, 6.4, and 6.6, the UNA will
- (a) provide the services specified in Schedule A in the areas of the Campus for which it has assumed responsibility to provide the services,
 - (b) in providing the services, perform the tasks specified in Schedule B and comply with the minimum frequency of tasks and the standards specified in that schedule, and
 - (c) comply with the obligations imposed on it by Schedule A.
- 6.2 Schedule C specifies the portions of the Public Realm, and the services in each portion, for which the UNA has assumed responsibility as of the date stated in the schedule.
- 6.3 If the UNA has insufficient financial resources to provide all the services specified in Schedule A for which it has assumed responsibility or to comply with Schedule B, the parties are to agree on the services that the UNA is to provide and variances from the frequencies and standards specified in Schedule B. If the parties agree that UBC is to provide a service that is the UNA's responsibility, or if that is the outcome of the dispute resolution procedure in sections 26.2 to 26.4, section 18.2 applies.
- 6.4 The UNA is not required to provide services for which it is unable, using reasonable efforts, to obtain adequate insurance coverage.
- 6.5 UBC acknowledges that the UNA may not be able to provide the services specified in Schedule A for which it has assumed responsibility using its own employees and equipment. Accordingly, the UNA may comply with its obligation to provide the services by engaging contractors to provide the services on behalf of the UNA.
- 6.6 Section 6.1 does not apply to the extent that the UNA is unable, using reasonable efforts, to engage a contractor to provide services specified in Schedule A or to engage a contractor that agrees to comply with the requirements in Schedule B.
- 6.7 If the UNA proposes to invoke section 6.4 or 6.6 to exempt it from fully providing a service specified in Schedule A or from providing a service in compliance with Schedule B,
- (a) the UNA Representative will discuss the proposal with the UBC Representative, to determine whether there is a solution that avoids the invocation of section 6.4 or 6.6;

- (b) if a solution is not agreed upon, the section may be invoked only if the UNA Board so decides, acting reasonably; and
 - (c) if section 6.4 or 6.6 is invoked by the UNA Board,
 - (i) the UNA Representative will notify the UBC Representative as soon as practicable and will provide information reasonably requested by the UBC Representative, and
 - (ii) section 18.2 applies.
- 6.8 The UNA assumes no liability for injury or damage caused by fallen trees or branches except to the extent that the falling of a tree or branch is attributable to the UNA's failure to comply with its obligations under this Agreement.
- 6.9 The parties may enter into a separate agreement under which
- (a) the UNA agrees to provide services in addition to those specified in Schedule A or agrees to adhere to higher landscaping standards for all or part of a Neighbourhood than the standards specified in Schedule B, and
 - (b) UBC agrees to make payments to the UNA to cover the additional costs of providing the services or adhering to the higher standards.
- 6.10 The UNA will provide the following services with respect to a UNA Facility or proposed UNA Facility that is for childcare:
- (a) collaborate with UBC and UBC Properties Trust on the design, planning, and equipping of the Facility,
 - (b) lead the recruitment of a non-profit entity to operate the Facility, and
 - (c) negotiate and manage the agreement between the operator of the Facility and the UNA.
- 6.11 If UBC believes that the UNA is not complying with an obligation imposed on it by this article, UBC may provide notice to the UNA of the non-compliance. If the matter is not resolved between the parties within 30 days of the giving of the notice, it becomes a dispute to be resolved in accordance with sections 26.2 to 26.4.
- 6.12 UBC will make available to the UNA, and to any person with which the UNA contracts, all as-built drawings, plans, manuals, warranties, procedures, data, and other documentation which may be required to enable the UNA to fulfil its obligations under section 6.1.

- 6.13 The UNA will maintain and store in a secure location all original as-built drawings, plans, manuals, warranties, procedures, data, and other documentation received from UBC, and will provide access to the documentation to UBC or UBC Properties Trust at places and times reasonably requested.
- 6.14 Periodically, the parties will jointly retain an engineering firm to assess the condition of the infrastructure for which the UNA has responsibility under Schedule A. UBC is responsible for the cost of an assessment and may withdraw the cost from the Infrastructure and Capital Reserve to the extent permitted by the Reserve Terms for that Reserve.
- 6.15 The UNA will comply with the recommendations made by the engineering firm, except that, if the UNA has insufficient financial resources to do so, the parties are to agree on the extent to which the UNA is to comply with the recommendations.

7. MUNICIPAL-LIKE SERVICES - UBC

- 7.1 UBC will
- (a) provide the services, and comply with the obligations, specified for it in Schedule A, and
 - (b) maintain in a state of good repair the infrastructure for which it is responsible under Schedule A.
- 7.2 If the UNA becomes aware of any required maintenance or repairs that are the responsibility of UBC, the UNA will promptly report this to UBC.
- 7.3 If the UNA believes that UBC is not complying with section 7.1, the UNA may provide notice to UBC of the non-compliance. If the matter is not resolved between the parties within 30 days of the giving of the notice, it becomes a dispute to be resolved in accordance with sections 26.2 to 26.4.
- 7.4 Before UBC commences the replacement of a road or other infrastructure, or the repaving or full rehabilitation of a road, pursuant to its responsibilities in Schedule A, it will consult with the UNA regarding the following:
- (a) the proposed work;
 - (b) an estimate of the amount, if any, that UBC proposes to withdraw from the Infrastructure and Capital Reserve in respect of the cost of the work; and
 - (c) the proposed schedule for the work.

- 7.5 Upon completion of the work, UBC will give the UNA a statement showing the amount, if any, that UBC intends to withdraw from the Infrastructure and Capital Reserve in respect of the cost of the work, together with sufficient information to enable the UNA to verify the reasonableness of the amount.
- 7.6 If the UNA agrees that the amount UBC proposes to withdraw from the Infrastructure and Capital Reserve is reasonable and that the withdrawal is permitted by the Reserve Terms for that Reserve, the UNA will take the steps required to authorize the withdrawal.
- 7.7 UBC will undertake, or retain an engineering firm to undertake, periodic assessments of the condition of the infrastructure for which UBC has responsibility under Schedule A. UBC is responsible for the cost of an assessment and may withdraw the cost from the Infrastructure and Capital Reserve to the extent permitted by the Reserve Terms for that Reserve.
- 7.8 UBC will carry out the repairs recommended by the engineering firm necessary to maintain the infrastructure in a state of good repair so as to minimize the anticipated cost of replacing the infrastructure, except that, if UBC has reasonable concerns regarding the cost to carry out the repairs, the parties are to agree on the extent to which UBC is to comply with the recommendations.

8. NEIGHBOURHOOD REGULATIONS

- 8.1 Subject to sections 8.3 to 8.5, the UNA Board may make and implement regulations for the Neighbourhoods (each a “**Neighbourhood Regulation**”) with respect to the following matters and may amend and repeal Neighbourhood Regulations:
- (a) activities and events in or on the UNA Facilities, the UNA Amenities, and the Public Realm (other than roads),
 - (b) temporary and non-affixed signs in the Public Realm (e.g., sandwich boards), other than signs relating to the use of roads,
 - (c) animal control,
 - (d) parking, and
 - (e) noise.
- 8.2 Subject to sections 8.3 to 8.5, the UNA Board may develop and implement enforcement mechanisms for a Neighbourhood Regulation, which mechanisms may include permits, fees, fines, and dispute resolution procedures.

- 8.3 A Neighbourhood Regulation and the enforcement mechanism therefor must be
- (a) a regulation and enforcement mechanism that are within the powers of the UBC Board, and
 - (b) consistent with Legislation, including the Land Use Rules adopted pursuant to UBC's Land Use Policy (UP 12), to the extent applicable to the Neighbourhoods.
- 8.4 Before the UNA Board makes, amends, or repeals a Neighbourhood Regulation,
- (a) the UNA must conduct a public consultation on the proposed regulation, on the amendment of the Neighbourhood Regulation if the amendment is substantial, or on the repeal of the Neighbourhood Regulation; and
 - (b) the UNA Representative must consult with the UBC Representative regarding the proposed regulation or the amendment or repeal of the Neighbourhood Regulation.
- 8.5 The UBC Representative may require that a proposed regulation, or the amendment or repeal of a Neighbourhood Regulation, be subject to the approval of the UBC Board.
- 8.6 To the extent that a Neighbourhood Regulation or enforcement mechanism conflicts with Legislation, the Neighbourhood Regulation or enforcement mechanism does not apply.
- 8.7 If the UBC Representative notifies the UNA Representative (the "Representatives") that UBC has a concern with a Neighbourhood Regulation,
- (a) the Representatives shall attempt to resolve the concern;
 - (b) the UBC Board may suspend the application of the Neighbourhood Regulation, in whole or in part, or may amend the Neighbourhood Regulation, such suspension or amendment to apply while the Representatives are attempting to resolve the concern; and
 - (c) if the Representatives are unable to resolve the concern, the UBC Board may permanently amend the Neighbourhood Regulation or may repeal the Neighbourhood Regulation, in whole or in part.
- 8.8 The UNA Noise Control Bylaw and the UNA Enforcement and Dispute Bylaw, adopted by the UBC Board on September 20, 2012, are deemed to be Neighbourhood Regulations, which therefore can be amended or repealed by the UNA Board, subject to the provisions of this article 8 governing the amendment or repeal of Neighbourhood Regulations.

9. EMERGENCY PLANNING AND RESPONSE

- 9.1 The UNA acknowledges that Metro Vancouver has ultimate responsibility for emergency planning and response for Electoral Area A and that neither the UNA nor UBC has the authority to declare a state of local emergency under the *Emergency and Disaster Management Act* or other Legislation. The UNA further acknowledges that, where an emergency affects the Campus, UBC is responsible for establishing an incident command post or an emergency operations centre and for communicating with Metro Vancouver.
- 9.2 The UNA will collaborate with UBC on emergency planning and response, to the extent that the planning or response involves the Neighbourhoods.

10. NEIGHBOURS FUND

- 10.1 In this Agreement, the terms “deposit”, “contribute”, “withdraw”, “transfer”, and related terms, used in connection with the Unappropriated Reserve, the Reserves, and the Additional Reserves, mean that UBC is to make accounting entries as if the Unappropriated Reserve, each Reserve, and each Additional Reserve were supported by a segregated pool of assets to which deposits or contributions may be made, from which withdrawals may be taken, and between which transfers may be made.
- 10.2 UBC will do the following:
- (a) calculate the amount of Neighbourhood Levy payable by each payor for each year;
 - (b) prepare and deliver notices regarding payment of the Neighbourhood Levy;
 - (c) collect the Neighbourhood Levy;
 - (d) deposit the Neighbourhood Levy in the Unappropriated Reserve as it is received;
 - (e) maintain a website for payors of the Neighbourhood Levy and for Residents to obtain information related to the Neighbourhood Levy;
 - (f) respond to queries from payors of the Neighbourhood Levy, Residents, and their representatives regarding the Neighbourhood Levy, including requests for the provision of information required in connection with property sales; and
 - (g) provide the UNA, within six months after the end of each fiscal year of the Neighbours Fund, audited financial statements of the Neighbours Fund prepared by auditors independent of UBC.

- 10.3 UBC may withdraw an amount from the Unappropriated Reserve only if one of the following conditions is met:
- (a) the UNA has agreed to the withdrawal;
 - (b) the withdrawal is made in respect of a payment by UBC to the UNA required by section 11.1;
 - (c) the withdrawal is made in respect of GST payable by UBC on a payment referred to in clause (b) net of the GST rebate to which UBC is entitled; or
 - (d) the withdrawal is permitted by section 10.4, 18.2, or 18.3.
- 10.4 UBC may withdraw an amount from the Unappropriated Reserve if it gives the UNA at least 30 days' notice of the intended withdrawal, which notice is to include details of the calculation of the amount, and the amount is in respect of
- (a) stormwater costs reasonably attributable to the Neighbourhoods;
 - (b) UBC Facilities, as permitted by section 22.3;
 - (c) UBC's urban forest costs, as permitted by Schedule A; or
 - (d) UBC's fees and expenses, determined in accordance with section 10.5, for carrying out the duties specified in section 10.2 relating to the Neighbourhood Levy and the Neighbours Fund.
- 10.5 Unless otherwise agreed by the parties, UBC's fees and expenses for carrying out the duties specified in section 10.2 for a year are \$87,000, inclusive of the costs of the audit.
- 10.6 The following provisions apply with respect to each Reserve:
- (a) UBC will contribute to the Reserve in accordance with the Reserve Terms for the Reserve, which contributions may take the form of transfers from the Unappropriated Reserve.
 - (b) UBC may withdraw an amount from the Reserve only if the withdrawal complies with the Reserve Terms for the Reserve.
 - (c) If the UNA requests that an amount be transferred from the Reserve to another Reserve, UBC may, but is not required, to make the transfer.
- 10.7 Each party will comply with the obligations, if any, imposed on that party by the Reserve Terms for each Reserve.
- 10.8 At the request of either party, the Reserve Terms are to be reviewed by the parties. The review may include the contribution rates to the Reserves, in which

case the parties may jointly engage a consultant to advise on the contribution rates to the Infrastructure and Capital Reserve. The parties are to share the costs of a consultant evenly.

- 10.9 UBC is to credit interest at reasonable rates on each Reserve and Additional Reserve. For this purpose, UBC will from time to time permit the UNA to choose from a range of alternatives proposed by UBC for determining interest rates.
- 10.10 This Agreement does not apply with respect to UBC's contributions to and withdrawals from an Additional Reserve, except that contributions may not be made by way of transfer from the Unappropriated Reserve without the UNA's consent.
- 10.11 At the UNA's request, UBC will have an employee give a presentation on the Neighbours Fund at an annual general meeting of Members.

11. PAYMENTS BY UBC TO THE UNA

- 11.1 UBC will make payments to the UNA on or shortly after the first day of April, July, October, and January of each fiscal year of the UNA, determined as follows:
- (a) The April, July, and October payments are to equal 25% of
- (i) the estimated amount of the Neighbourhood Levy that UBC will receive in the fiscal year
- minus the total of
- (ii) the estimated amounts that UBC will contribute to the Reserves and the Additional Reserves from the Neighbourhood Levy referred to in clause (i),
 - (iii) the estimated amounts that UBC will be entitled to withdraw in respect of the fiscal year from the Unappropriated Reserve pursuant to clauses 10.3(a), (c), and (d).
- (b) The January payment is to equal
- (i) the amount determined using the method in clause 11.1(a) except that actual amounts are to be used in place of estimated amounts, to the extent available, and the remaining estimated amounts are to be based on information available in December,
 - (ii) plus three times the amount, if any, by which the amount determined under clause (i) exceeds the amount of a payment determined under clause 11.1(a), and

- (iii) minus three times the amount, if any, by which the amount of a payment determined under clause 11.1(a) exceeds the amount determined under clause (i).
- 11.2 If the January payment is based on one or more estimated amounts, then it is to be recalculated when all the actual amounts are known. If the recalculated amount exceeds the amount calculated for the January payment, UBC is to pay the excess to the UNA. If the recalculated amount is less than the amount calculated for the January payment, then the amount by which it is less is to be subtracted from a quarterly payment to the UNA.
- 11.3 If the withdrawal of an amount from the Contingency Reserve or the Stabilization Reserve has been approved in accordance with the Reserve Terms for the Reserve, UBC will make a payment to the UNA equal to the payment requested by the UNA in respect of which the withdrawal has been approved.
- 11.4 If the withdrawal of an amount from the Infrastructure and Capital Reserve has been approved in accordance with the Reserve Terms for the Reserve, and the amount is in respect of expenditures made or to be made by the UNA, UBC will make a payment to the UNA equal to the payment requested by the UNA in respect of which the withdrawal has been approved.
- 11.5 UBC will pay to the UNA, to the extent applicable, GST in respect of payments it makes to the UNA other than payments, or the portion of payments, specified as being for GST.
- 11.6 UBC's obligations under this article are subject to other written agreements between the parties.

12. USER FEES

- 12.1 The UNA may charge user fees for such things as community and recreation programs and the use of UNA Facilities.

13. UNA BUDGET AND FINANCIAL STATEMENTS

- 13.1 The UNA's fiscal year is to run from April 1 to March 31.
- 13.2 The UNA will prepare operating and capital budgets for each fiscal year. The budgeted expenditures must not contravene the purposes for which UBC receives the Neighbourhood Levy and must comply with this Agreement.

- 13.3 To enable the UNA to prepare its operating budget for a fiscal year, UBC will, by November 15 preceding the year, provide the following information to the UNA:
- (a) the estimated amount of the Neighbourhood Levy that UBC will receive in the fiscal year;
 - (b) the estimated assessments for properties in the Neighbourhoods;
 - (c) estimates of the amounts referred to in clauses 10.4(a) to (c) for the fiscal year;
 - (d) additional responsibilities that UBC anticipates the UNA will take on before or during the fiscal year that will increase the UNA's expenses; and
 - (e) any other information reasonably requested by the UNA.
- 13.4 If, in preparing its operating budget for a fiscal year, the UNA anticipates a deficit for the year, the UNA may request that UBC provide financial support to the UNA. If UBC agrees to provide financial support, it will be on the terms and conditions agreed by the parties.
- 13.5 By March 1 each year, the UNA will deliver to UBC its proposed operating and capital budgets for its fiscal year commencing April 1 of the year, after which the following will occur:
- (a) If UBC, acting reasonably, concludes that the expenditures in a proposed budget (i.e., the operating budget or the capital budget) do not contravene the purposes for which UBC receives the Neighbourhood Levy, UBC will notify the UNA that the proposed budget is approved.
 - (b) If a proposed budget is not approved pursuant to clause (a), the Liaison Committee is to meet to discuss UBC's concerns with the budget. If, following the discussions and any modifications to the budget agreed to by the UNA Board, UBC reaches the conclusion referred to in clause (a), then UBC will notify the UNA that the proposed budget is approved.
 - (c) If a proposed budget is not approved pursuant to clause (a) or (b), the UNA will propose an amended budget for UBC's approval as soon as practicable, and the process described above will be repeated. The failure to agree on a budget is not in and of itself a matter to which the dispute resolution procedure in section 26.2 applies. However, if either party alleges a breach of this Agreement or if the UNA believes that UBC has not adequately taken into account the UNA's position, the UNA or UBC may invoke the dispute resolution procedure in section 26.4.
 - (d) If the operating budget is not approved before the start of the fiscal year, the UNA may make expenditures in accordance with the prior year's

operating budget until the UNA has a UBC-approved operating budget for the fiscal year.

- (e) If the capital budget is not approved before the start of the fiscal year, the UNA may not make capital expenditures until the capital budget is approved.
- 13.6 The UNA will prepare financial statements for each fiscal year in accordance with Canadian accounting standards for not-for-profit organizations and will have the financial statements audited by an independent auditor.
- 13.7 The UNA will provide UBC with a copy of each auditor's report.
- 13.8 Unless otherwise agreed by UBC, if the UNA has a surplus for a fiscal year, the UNA will reimburse UBC for financial support UBC has provided in response to a request under section 13.4, to the extent of the lesser of the surplus and the amount of the financial support not previously reimbursed.

14. OTHER FINANCIAL MATTERS

- 14.1 UBC will inform the UNA annually of the water and sanitary sewer rates charged by UBC to the strata corporations in the Neighbourhoods.
- 14.2 The UNA is liable for the costs of water and electricity provided to those parts of the Public Realm for which the UNA has assumed responsibility.
- 14.3 Section 14.4 applies with respect to a Neighbourhood that is not fully built-out if it can reasonably be anticipated that the UNA will incur expenses providing services to the Neighbourhood or fulfilling its responsibilities for UNA Facilities and UNA Amenities in the Neighbourhood that are excessive having regard to the size and population of the built-out portion of the Neighbourhood and the expected use of the UNA Facilities and UNA Amenities by Residents of other Neighbourhoods.
- 14.4 If this section applies, UBC will negotiate in good faith with the UNA the provision of financial support for the excess expenses that will be incurred by the UNA.

15. UNA ROLE IN PLANNING AND DEVELOPMENT

- 15.1 UBC will consult extensively with the UNA Board and UNA staff when developing a Neighbourhood Plan or amendments to a Neighbourhood Plan.
- 15.2 The UNA may appoint one member of the UBC Development Review Committee, to participate when the committee considers a development

proposal that involves the Public Realm or the interface between a private development or a UBC Properties Trust development and the Public Realm.

- 15.3 The terms of reference for the UBC Development Review Committee are to permit the UNA member to raise issues of specific concern to the UNA, including
- (a) aspects of a development that would result in excessive operation, maintenance, repair, or replacement costs;
 - (b) sustainability; and
 - (c) the impact on Residents.
- 15.4 UBC will consult with the UNA Board with respect to UBC plans and decisions regarding the physical development of the Campus (other than the Neighbourhoods) that UBC, acting reasonably and fairly, concludes are likely to have a real and substantial impact on the Residents, including plans and decisions relating to
- (a) recreational Facilities and Amenities that are used, or may be used in the future, by Residents;
 - (b) shared infrastructure, including roads, and water and sewer infrastructure; and
 - (c) the health and environment of Residents.
- 16. UNA ASSUMPTION OF RESPONSIBILITY TO PROVIDE MUNICIPAL-LIKE SERVICES**
- 16.1 This article applies with respect to the UNA's assumption of responsibility after the date of this Agreement to provide, in all or a portion of the Public Realm, services required by Schedule A, other than services in respect of a Facility or Amenity in respect of which article 17 applies.
- 16.2 The UNA assumes responsibility to provide the services required by Schedule A with respect to an asset or a matter listed in that schedule when the following conditions are met:
- (a) in the case of a new asset, the construction or installation of the asset is substantially complete;
 - (b) in the case of the landscaping of an area, the landscaping is substantially complete; and

- (c) the UNA has confirmed in writing to UBC or UBC Properties Trust that the UNA assumes responsibility and specifies the date on which the UNA's assumption of responsibility takes effect.
- 16.3 The parties expect that the UNA will provide the confirmation referred to in clause 16.2(c) with respect to the assumption of a responsibility when requested to do so by UBC or UBC Properties Trust unless, after consultation between the UNA Representative and the UBC Representative, the UNA Board, acting reasonably, concludes that the assumption of the responsibility would
 - (a) have onerous financial consequences for the UNA,
 - (b) expose the UNA to undue risk of liability, or
 - (c) expose the UNA to risk of liability in respect of which it cannot obtain insurance.
- 16.4 If the UNA Board decides that the UNA will not assume responsibility to provide a service,
 - (a) the UNA will notify UBC of the decision as soon as practicable after the decision is made, stating reasons for the decision;
 - (b) section 18.2 applies with respect to the service; and
 - (c) the UNA may subsequently assume the responsibility, if the UNA Board so decides and UBC agrees.
- 16.5 If, within one year after the UNA assumes responsibility for a new asset or the landscaping of an area, the UNA identifies deficiencies or UBC or UBC Properties Trust becomes aware of deficiencies, UBC will remedy the deficiencies.

17. UNA RESPONSIBILITY FOR EXISTING AND NEW FACILITIES AND AMENITIES

- 17.1 Schedule D lists, as of the date stated in the schedule, the licence agreements in effect between the UNA and either UBC or UBC Properties Trust with respect to Facilities and Amenities.
- 17.2 Prior to the completion of a new Facility or Amenity in a Neighbourhood that is for the benefit of Residents, or at any time thereafter, UBC or UBC Properties Trust may request that the UNA enter into a licence agreement under which the UNA is to assume responsibility for the Facility or Amenity. The UNA and UBC or UBC Properties Trust will negotiate in good faith the terms of the agreement.

- 17.3 The UNA assumes responsibility for a new Facility only if it enters into a licence agreement with respect to the Facility. The effective date of the UNA's assumption of responsibility is the date specified in the agreement.
- 17.4 If the UNA enters into a licence agreement with UBC or UBC Properties Trust with respect to a new Amenity, the UNA assumes responsibility for the Amenity on the date specified in the licence agreement. If the Amenity is one with respect to which the UNA has responsibility pursuant to Schedule A and there is a conflict between that responsibility and the licence agreement, the agreement prevails.
- 17.5 If the UNA Board decides that the UNA will not enter into a licence agreement with respect to a new Facility or Amenity,
- (a) the UNA will notify UBC of the decision as soon as practicable after the decision is made, stating reasons for the decision;
 - (b) section 18.3 applies with respect to the Facility or Amenity;
 - (c) the UNA may subsequently seek to enter into a licence agreement with respect to the Facility or Amenity.
- 17.6 If the UNA assumes responsibility for a Facility or Amenity in accordance with this article earlier than one year after substantial completion of the Facility or Amenity, UBC will remedy all deficiencies that the UNA identifies, or that UBC or UBC Properties Trust becomes aware of, before the end of that one-year period.

18. ASSUMPTION OF RESPONSIBILITIES BY UBC

- 18.1 Section 18.2 applies if
- (a) pursuant to section 6.3, UBC is to provide a service that is the UNA's responsibility under Schedule A,
 - (b) the UNA has decided, as permitted by section 6.4 or 6.6, not to fully provide a service specified in Schedule A or not to provide a service in compliance with Schedule B, or
 - (c) the UNA has given UBC notice under section 16.4 of a decision not to assume responsibility to provide a service.
- 18.2 If this section applies,
- (a) UBC will assume responsibility for providing the service, and may engage a contractor to provide the service on its behalf;

- (b) UBC will provide the UNA, for information only, with an annual service plan and budget for providing the service;
 - (c) UBC will provide the UNA with an annual financial statement regarding the provision of the service; and
 - (d) UBC may withdraw from the Unappropriated Reserve its reasonable costs for providing the service, subject to giving the UNA 30 days' notice of each intended withdrawal, including information on the costs in respect of which the withdrawal is to be made.
- 18.3 If the UNA has given UBC notice under section 17.5 of a decision not to enter into a licence agreement with respect to a Facility or Amenity,
- (a) UBC will assume responsibility for the operation of the Facility or Amenity and may engage a contractor to operate the Facility or Amenity on its behalf;
 - (b) UBC will provide the UNA, for information only, with an annual service plan and budget for the Facility or Amenity;
 - (c) UBC will provide the UNA with an annual financial statement regarding the operation of the Facility or Amenity; and
 - (d) UBC may withdraw from the Unappropriated Reserve reasonable costs incurred by UBC for the operation of the Facility or Amenity, subject to giving the UNA 30 days' notice of each intended withdrawal, including information on the costs in respect of which the withdrawal is to be made.
- 18.4 The UNA may make public the information provided to it by UBC under section 18.2 or 18.3.

19. COMMUNITY AMENITY CHARGES

- 19.1 Within six months after the end of each fiscal year of UBC, UBC will provide a report to the UNA containing the following information:
- (a) the amount of CACs collected during the fiscal year;
 - (b) the amount of CACs expended during the fiscal year with respect to each Facility and Amenity;
 - (c) the cumulative amount of CACs collected;
 - (d) the cumulative amount of CACs expended on Facilities and Amenities in the Neighbourhoods;

- (e) the cumulative amount of CACs expended on Facilities and Amenities outside the Neighbourhoods; and
 - (f) such other information as is reasonably requested by the UNA.
- 19.2 Subject to section 19.4, UBC may use CACs solely to fund the construction, acquisition, and renovation of Facilities and Amenities in the Neighbourhoods.
- 19.3 UBC will consult periodically with the UNA regarding the determination of Facilities and Amenities proposed to be funded with CACs.
- 19.4 If UBC wishes to use CACs to fund the construction, acquisition, or renovation of a Facility or Amenity that is outside the Neighbourhoods, UBC will inform the UNA of its desire and the parties will discuss the amount, if any, of CACs to be so used. No CACs may be used for the proposed purpose without an agreement between the parties. The UNA is not to unreasonably refuse to enter into an agreement.
- 19.5 If the cost of the construction, acquisition, or renovation of a Facility or Amenity in a Neighbourhood exceeds the available CACs, UBC may reimburse itself from future-collected CACs for any costs it has funded from sources other than CACs.
- 19.6 If UBC has unexpended CACs five years after the full build-out of all Neighbourhoods, UBC will deposit the amount of the unexpended CACs in the Neighbours Fund and the amount is to be added to the Infrastructure and Capital Reserve.
- 19.7 UBC will consult with the UNA with respect to the planning (including the design, location, and use) of any Facility or Amenity to be constructed in a Neighbourhood and funded with CACs.
- 19.8 Prior to commencement of the construction of a Facility or Amenity in a Neighbourhood that is to be funded with CACs, UBC will provide the UNA with the following information:
- (a) the location,
 - (b) the design,
 - (c) the proposed construction schedule,
 - (d) the construction budget,
 - (e) the projected costs of operation, and
 - (f) the projected replacement schedule for significant components and for all or substantially all the Facility or Amenity.

19.9 When UBC proposes the construction of a Facility or Amenity in a Neighbourhood that is to be funded with CACs, UBC will form a committee for the purposes of consultation and seeking advice regarding the construction and uses of the Facility or Amenity. The committee is to be comprised of the UNA Representative and representatives of other entities potentially affected by the construction of the Facility or Amenity. Consultation with the committee is in addition to the consultation with the UNA required by section 19.7.

20. COMMERCIAL SUBLICENCES

20.1 If a UNA Facility contains space which is intended for or can accommodate commercial use, the UNA may sublicense the space and is entitled to receive all sublicensing revenue, subject to the following conditions:

- (a) UBC consents to the proposed commercial use, which consent is not to be unreasonably withheld;
- (b) the proposed commercial use will not violate any Legislation; and
- (c) the proposed commercial use will not place UBC in breach of any of its contractual obligations.

21. USE OF UNA FACILITIES BY THE ACADEMIC COMMUNITY

21.1 The UNA will provide the Academic Community with access to the UNA Facilities to the maximum extent possible, having regard to the anticipated usage by Residents and to the UNA's financial situation.

21.2 If UBC would like the Academic Community to have greater access to a UNA Facility than the UNA provides pursuant to section 21.1, the parties will negotiate in good faith with a view to securing enhanced access. UBC acknowledges that enhanced access will likely require UBC to make payments to the UNA for that enhanced access.

22. UBC RECREATION AND CULTURAL FACILITIES

22.1 The parties have the rights and obligations with respect to UBC Facilities provided by Schedule F (UBC Recreation Facilities).

22.2 UBC will arrange for the benefits specified by Schedule G (UBC Cultural Facilities) to be provided to Residents.

22.3 UBC may withdraw from the Unappropriated Reserve the amounts determined in accordance with Schedules F and G, at the times permitted by those schedules.

- 22.4 The UNA may appoint one member to each of the following committees:
- (a) the University Sport and Recreation Committee,
 - (b) the Aquatic Advisory Committee, and
 - (c) the Doug Mitchell Thunderbird Sports Centre Events and Operations Committee.
- 22.5 Representatives of the UBC Athletics and Recreation Department will meet with the UNA Representative three times each calendar year, once in each of the three terms into which UBC divides the calendar year. The meetings are a forum for the discussion of all topics that the representatives wish to have discussed.

23. UNA OFFICE SPACE AND WORKS YARD

- 23.1 UBC will use reasonable efforts to ensure that, within five years of the date of this Agreement, the UNA is offered a lease on market terms for office space in a Neighbourhood that is of adequate size to accommodate all UNA departments.
- 23.2 If office space leased by the UNA ceases to be of adequate size, and the UNA has not been able to lease office space in a Neighbourhood of adequate size, UBC will use reasonable efforts to ensure that, within a reasonable period, the UNA is offered a lease on market terms for office space in a Neighbourhood that is of adequate size.
- 23.3 Within three years of the date of this Agreement, UBC will offer to enter into a licence agreement with the UNA for the use of a functional works yard on the Campus of adequate size for the storage of equipment and materials used by the UNA and its contractors in performing the UNA's responsibilities under this Agreement. The agreement will be based on UBC's standard form for licence agreements. It will not include a licence fee and it will make the UNA responsible for property taxes, utility costs, insurance costs, and other operating costs attributable to the works yard.
- 23.4 If the works yard licensed to the UNA pursuant to section 23.3 ceases to be of adequate size, that section applies to require UBC to offer, within a reasonable period, to enter into a new licence agreement for a works yard of adequate size.
- 23.5 Until UBC and the UNA have entered into the first licence agreement pursuant to section 23.3, UBC will provide the UNA, at no cost, with space of adequate size for the storage of equipment and materials used by the UNA and its contractors in performing the UNA's responsibilities under this Agreement.

24. UNA INSURANCE AND INDEMNITY

- 24.1 The UNA will acquire or otherwise arrange, at its cost, such insurance as a prudent businessperson would acquire with respect to the UNA's property, activities, and obligations, including obligations under this Agreement and obligations with respect to the UNA Facilities. The insurance must:
- (a) subject to section 24.5, include all-risks (including flood and earthquake) property insurance for the UNA Facilities;
 - (b) include all-risks property insurance covering all property owned by the UNA or installed by or on behalf of the UNA, in or on the UNA Facilities and UNA Amenities, including fittings, installations, alterations and all other tenant improvements;
 - (c) include comprehensive general liability insurance in the amount of not less than \$10 million per occurrence; and
 - (d) if entered into after the date of this Agreement, include a cross-liability clause and a waiver of the right of subrogation against UBC and UBC Properties Trust.
- 24.2 The UNA's insurance must be underwritten by an insurer or insurers authorized to carry on business in British Columbia, with a rating of A.M. Best A- or better, and the form of each policy must be approved by UBC. Each policy must provide that it may not be cancelled or altered without 30 days' prior written notice to UBC. The UNA will deliver to UBC each original, renewal, and replacement policy, or a certified duplicate thereof, or other evidence of insurance satisfactory to UBC. The UNA will also deliver to UBC, upon request, proof of payment of premiums for insurance.
- 24.3 The UNA will use reasonable efforts to require that its contractors carry adequate insurance and name as additional insureds the UNA, UBC, and UBC Properties Trust together with their respective governing boards, officers, employees, agents and contractors. For each contract entered into after the date of this Agreement, the UNA will require a certificate of insurance from the contractor, and will provide the certificate to UBC or UBC Properties Trust within 15 days after receiving a request to do so.
- 24.4 At the UNA's request, UBC will assist the UNA in establishing a relationship with a major insurance broker to enable the UNA to acquire its insurance.
- 24.5 With respect to property insurance for the UNA Facilities:
- (a) The UNA acknowledges that pursuant to the licence agreements entered into between the parties for the Wesbrook Place Community Centre and

the Old Barn Community Centre (the “**Community Centres**”) the UNA is required to repair, maintain, and keep in good and substantial repair each Community Centre, including all equipment and fixtures, exterior and interior doors, walls, the roof, structure, windows, glass, partitions, heating, ventilating, air conditioning, plumbing and electrical equipment, and any existing and future improvements made to each Community Centre.

- (b) Subject to clauses (g) and (h), UBC will, at the UNA’s cost, procure and maintain all-risks property insurance, including flood and earthquake coverage, (the “**Facilities Insurance**”) for each Community Centre and all other UNA Facilities that may be constructed and licensed to the UNA. For greater certainty, the UNA will separately acquire all-risks property insurance covering all property owned by the UNA, or installed by or on behalf of the UNA, in the Community Centres, in accordance with clause 24.1(b).
- (c) The Facilities Insurance is to have a deductible equal to an amount determined by the UNA, subject to the minimum deductible available.
- (d) The Facilities Insurance is to include, to the extent possible, a waiver of the right of subrogation against the UNA.
- (e) The following provisions apply with respect to a claim under the Facilities Insurance:
 - (i) The UNA Representative must provide the UBC Representative with such information as UBC requires to make the claim.
 - (ii) The UNA must cooperate with UBC and the providers of the Facilities Insurance throughout the claims process.
 - (iii) Subject to clause (f), UBC will pay to the UNA the insurance monies received under the Facilities Insurance.
 - (iv) The UNA must use the insurance monies to pay for the repair of the loss or damage in respect of which the insurance monies are payable and must have the repair effected without undue delay.
 - (v) The UNA acknowledges that a claim under the Facilities Insurance may be reduced or denied if the UNA does not provide information to UBC on a timely basis or does not cooperate throughout the claims process on a timely basis.
- (f) UBC may appoint a trustee to manage the disbursement of insurance monies for the repair of damage to a UNA Facility.

- (g) UBC will give the UNA reasonable advance notice of (i) proposed changes to the Facilities Insurance, including coverage and premiums, and (ii) a decision by UBC to change property insurer. If UBC ceases to be able to obtain property insurance for the UNA Facilities, UBC will give the UNA reasonable advance notice. Thereafter the UNA will procure property insurance for the UNA Facilities directly, in which case sections 24.1 and 24.2 will apply with respect to the insurance.
 - (h) The UNA may, at any time, give UBC notice that it wishes to acquire property insurance for the UNA Facilities directly, in which case sections 24.1 and 24.2 will apply with respect to the insurance.
- 24.6 The UNA hereby indemnifies and agrees to defend and hold harmless UBC, its affiliates and its governors, officers, employees, agents and officials (collectively, the “**Indemnitees**”) from and against any claims, costs (including reasonable third party lawyer fees and court costs), expenses, damages, liabilities, losses or judgments arising out of, or in connection with, any claim, demand or action made by any third party, if any such claim, demand or action is sustained as a direct result of the fault or negligence of the UNA, or persons for whom the UNA is responsible or liable at law, in connection with the delivery of services by the UNA except where and to the extent that such claims, demands or actions are sustained by the fault or negligence of the Indemnitees or their contractors or subcontractors.
- 24.7 The following provisions apply if the Indemnitees become aware of a claim, demand or action (the “**Claim**”) which the Indemnitees believe is a claim, demand or action to which the UNA’s indemnity in section 24.6 applies (an “**Indemnified Claim**”):
- (a) Within 10 business days of becoming aware of the Claim, the Indemnitees must provide the UNA with written notice of the Claim, together with all reasonable particulars.
 - (b) Acting reasonably and as soon as is practicable, the UNA will review the Claim on the basis that the alleged facts are true, and notify the Indemnitees whether the Claim is an Indemnified Claim.
 - (c) If the Claim is in Indemnified Claim, the UNA will control the defence of the Claim, including selecting and retaining legal counsel, and all settlement negotiations. The Indemnitees must, at the UNA’s cost, cooperate to the extent required by the UNA to properly conduct the defence and all settlement negotiations. The Indemnitees may, at their own expense, retain legal counsel and other experts to participate in the defence or negotiations of the Indemnified Claim.

- (d) Any settlement of the Claim intended to bind the Indemnitees must not be finalized without the Indemnitees' consent, which consent will not be unreasonably withheld or delayed.

25. TAKING EFFECT AND TERMINATION

- 25.1 This Agreement takes effect when both parties have signed it. The date of this Agreement is the date it is signed by the last of the signatories to sign it.
- 25.2 This Agreement remains in effect until terminated pursuant to this article.
- 25.3 This Agreement automatically terminates if
 - (a) the UNA is dissolved; or
 - (b) any of the Neighbourhoods become part of the City of Vancouver, another municipality or local authority, or similar type of governing body.
- 25.4 If either party gives the other at least 90 days' notice that the party is terminating this Agreement, this Agreement terminates on the date specified in the notice.
- 25.5 If UBC determines that the UNA
 - (a) has amended its constitution or bylaws in a manner that violates section 3.1,
 - (b) has breached any of its obligations under this Agreement, or
 - (c) has expended money provided by UBC contrary to the purposes for which the money was provided,

UBC may notify the UNA of UBC's determination. The UNA has 30 days from the receipt of the notice to disagree with UBC's determination, or to take steps, or propose to take steps, to remedy or substantially mitigate the problem.

- 25.6 Subject to section 25.7, if the UNA fails to respond to UBC's notice within the 30-day period, or if UBC is not satisfied with the response, UBC may give the UNA at least 60 days' notice that UBC is terminating this Agreement, in which case, subject to section 25.7, this Agreement terminates on the date specified in the notice.
- 25.7 On receipt of the notice referred to in section 25.6, the UNA may invoke the dispute resolution procedure in sections 26.2 to 26.4. While the procedure is being followed, this Agreement remains in effect. If the result of the procedure is the cancellation of the notice, this Agreement does not terminate because of the notice.

- 25.8 Failure of UBC to take any of the steps in sections 25.5 and 25.6 is not a waiver of UBC's right to take the steps at any subsequent time.
- 25.9 On the termination of this Agreement,
- (a) all agreements between the parties with respect to Facilities and Amenities immediately terminate, regardless of the terms in those agreements; and
 - (b) subject to Legislation, the UNA will deliver to UBC all monies, records, and other assets that are in the custody or control of the UNA as a result of this Agreement or any related agreement.

26. UBC APPROVALS AND DISPUTE RESOLUTION PROCEDURE

- 26.1 For any matter that, pursuant to this Agreement, is subject to the approval of UBC (other than Neighbourhood Regulations and the UNA's budgets),
- (a) if UBC has questions or concerns that it needs addressed before it decides whether to grant approval, the UBC Representative will discuss the matter with the UNA Representative; and
 - (b) if UBC refuses to grant approval, the UNA may request that the matter be raised to the UBC Liaisons, who are to consider the matter and may, prior to issuing their decision, engage with the UNA Liaisons.
- 26.2 Except as otherwise provided, if a dispute arises under this Agreement (including a failure to agree on a matter), or if the UNA believes that UBC has not adequately taken into account the UNA's position on a matter which directly or indirectly affects Residents, either party may refer the matter to the UNA Representative and the UBC Representative, but only if the referral is made within a reasonable period of time, not exceeding one year, after the facts giving rise to the matter become known to the party invoking this section. For greater certainty, this section does not apply with respect to a dispute arising in connection with the application of section 8.7.
- 26.3 If the UNA Representative or the UBC Representative does not have authority to bind the UNA or UBC, as applicable, their proposed resolution of the matter, if any, is subject to approval by that party.
- 26.4 If the matter has not been resolved within 30 days of the referral, either the UNA Representative or the UBC Representative may refer the matter to the Liaison Committee. The chair or co-chairs of the Liaison Committee must convene, as soon as reasonably practicable, a special meeting of committee members and the Chancellor of UBC. The Liaison Committee (with the Chancellor as a voting member) is to determine the matter by simple majority and the determination is final and binding on the parties.

27. GENERAL

- 27.1 **Review of Agreement.** The parties will review this Agreement from time to time and make such amendments as may reasonably be required.
- 27.2 **Amendment of Schedules.** The parties may amend a schedule by agreement to which the amended schedule is attached.
- 27.3 **Limitation of Authority.** Nothing in this Agreement creates a partnership or joint venture between the parties, and neither party has the ability or authority to enter into contracts on behalf of the other party.
- 27.4 **Notices.** All notices, demands and requests given pursuant to this Agreement by one party to the other must be in writing and are sufficiently given if served personally, sent by courier, or emailed to that other party at the party's address below:

The University of British Columbia
Walter C. Koerner Library
7th Floor, 1958 Main Mall
Vancouver, BC V6T 1Z2
Attention: President
Email: presidents.office@ubc.ca

-and-

University Neighbourhoods Association
202-5923 Berton Avenue
Vancouver, BC V6S 0B3
Attention: Chief Administrative Officer
Email: cao@myuna.ca

- 27.5 **Amended Address for Notices:** Each party may, by giving notice in accordance with section 27.4 from time to time, amend the address in section 27.4 for giving notices, demands, and requests to it.
- 27.6 **Governing Law.** This Agreement and all matters arising under this Agreement are governed by, and are to be construed in accordance with, the laws of British Columbia.
- 27.7 **Severability.** If any provisions in this Agreement are found by a court to be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions are not in any way affected or

impaired, unless as a result of the determination this Agreement fails in its essential purpose.

27.8 **Assignment.** This Agreement may not be assigned by either party.

27.9 **Waiver.** The failure or delay by a party in exercising any right under this Agreement is not a waiver of that right or any other right. The waiver of a breach by a party is not consent to, waiver of, or excuse for any different or subsequent breach of this Agreement.

Each signatory has signed this Agreement on the date stated underneath that signatory's signature.

THE UNIVERSITY OF BRITISH COLUMBIA

by its authorized signatories:

By: _____

Title:

Date:

Title:

Date:

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

by its authorized signatory:

By: _____

Title:

Date:

SCHEDULE A
MUNICIPAL-LIKE SERVICES

1. DEFINITIONS

1.1 In this Schedule:

Tree Risk Management Protocol means a document described in section 4.2.

Urban furniture means objects in the Public Realm for public use or enjoyment, such as benches, picnic tables, planters, fountains, waste and recycling receptacles, bicycle racks, playground equipment, and drinking fountains, but does not include bike-share infrastructure.

2. UNA RESPONSIBILITIES

2.1 Subject to section 2.2, the UNA is responsible for providing the following services in the Public Realm:

- (a) **Streetlights:** Operation, maintenance, repair, and replacement of streetlights.
- (b) **Roads:** Maintenance and repair of roads (including curbs and gutters); cleaning of roads; road markings.
- (c) **Catch basins:** Maintenance, repair, and cleaning of catch basins along roads (including sumps).
- (d) **Sidewalks and paths:** Maintenance, repair, and replacement of sidewalks and paths; snow removal from, and de-icing of, sidewalks and paved paths.
- (e) **Signs:** Maintenance, repair, and replacement of traffic and other signs.
- (f) **Landscaping:** Maintenance of parks, green streets, greenways, green edges, roundabouts, and boulevards.
- (g) **Irrigation:** Maintenance and repair of irrigation systems.
- (h) **Trees along roads and in parks:** Pruning; removal of fallen trees and large branches; removal of unstable trees; planting of new trees or shrubs to replace fallen and removed trees.
- (i) **Urban furniture:** Operation, maintenance, repair, and replacement of urban furniture.
- (j) **Water features:** Operation, maintenance, repair, and replacement of streams, ponds, spray parks, and other water features excluding, for greater certainty, stormwater infrastructure.

- (k) **Aquifer:** Maintenance and repair of the boreholes and well pump (including valves and sand filter).
- (l) **Waste and recycling:** Collection from, and maintenance of, waste and recycling receptacles.
- (m) **Parking:** To the extent legally authorized: issuance of parking permits; enforcement of parking restrictions.

2.2 Section 2.1 applies only with respect to the portion of the Public Realm, and the services in that portion, for which the UNA has assumed responsibility. Schedule C specifies the portion of the Public Realm, and the services in that portion, for which the UNA has assumed responsibility as of the date of the Agreement.

2.3 The UNA is responsible for landscape maintenance for the following areas outside the Neighbourhoods:

- (a) areas adjacent to Neighbourhoods for which the UNA maintained the landscape before the date of the Agreement;
- (b) areas adjacent to Neighbourhoods agreed to in writing by the UNA after the date of the Agreement;
- (c) the roundabouts at the junctions of 16th Ave. and Wesbrook Mall, 16th Ave. and East Mall, and Stadium Road and West Mall; and
- (d) the area between Wesbrook Place and Hampton Place, east of Wesbrook Mall.

2.4 The UNA will provide the services listed in section 2.1 for those sidewalks and streetlights adjacent to Neighbourhoods for which the UNA has assumed responsibility before the date of the Agreement or assumes responsibility thereafter in accordance with the Agreement.

2.5 Sections 2.1, 2.3, and 2.4 do not apply with respect to services for which UBC has informed the UNA in writing that UBC or UBC Properties Trust assumes responsibility.

3. UBC RESPONSIBILITIES

3.1 UBC is responsible for operating, maintaining, repairing, and replacing infrastructure for potable water, sanitary sewers, and stormwater serving the Neighbourhoods including, for greater certainty, such infrastructure located outside the Neighbourhoods.

3.2 For the purposes of section 3.1, potable water infrastructure includes

- (a) water meters not in the Public Realm,
- (b) infrastructure located in statutory rights of way or easements in favour of UBC,
- (c) fire hydrants in the Public Realm, and
- (d) emergency potable water wells in the Public Realm,

but does not include

- (e) infrastructure (other than water meters) in the Neighbourhoods that is not in the Public Realm, and
- (f) water features that are the UNA's responsibility.

3.3 For greater certainty, for the purposes of section 3.1,

- (a) stormwater infrastructure includes the Nobel Park detention tank, the TRIUMF retention pond, and all above-ground conveyance channels, and
- (b) UBC's responsibilities with respect to stormwater infrastructure include the removal of sediment.

3.4 UBC is responsible for providing the following services with respect to roads in the Public Realm:

- (a) repaving or full rehabilitation,
- (b) replacement (including curbs and gutters), and
- (c) snow removal and de-icing, based on UBC-determined priorities for the Campus and the availability of resources.

3.5 UBC is responsible for urban forests in the Public Realm.

3.6 UBC is to provide regular reports to the UNA regarding its repair and replacement activities in carrying out its responsibilities under this article 3.

4. TREES ALONG ROADS AND IN PARKS

4.1 This article applies with respect to the UNA's responsibility for trees along roads and in parks.

4.2 As soon as practicable after the date of the Agreement, the UNA shall work with an arborist to develop a document that sets out a tree risk management approach, including

- (a) the frequency of inspection of trees for risk,
- (b) a risk assessment method,

- (c) the prioritization and scheduling of remedial actions,
- (d) the required qualifications of the person or firm that is to perform risk assessments and their responsibilities, and
- (e) the documentation required for risk assessment and remedial actions.

- 4.3 The UNA shall cause a Tree Risk Management Protocol to be reviewed periodically by an arborist and shall implement recommendations to amend or replace the protocol.
- 4.4 A Tree Risk Management Protocol does not take effect, nor do amendments to a Tree Risk Management Protocol take effect, until approved in writing by UBC.
- 4.5 Before the initial Tree Risk Management Protocol takes effect, the UNA's only obligation with respect to risks posed by trees is to implement risk mitigation measures recommended by an arborist.
- 4.6 The UNA shall cause risk assessments of trees to be performed in accordance with the Tree Risk Management Protocol in effect.
- 4.7 Following a risk assessment of trees, the UNA shall take remedial actions in accordance with the Tree Risk Management Protocol in effect and shall also take any remedial actions recommended by the arborist who conducted the risk assessment.
- 4.8 For greater certainty, the UNA is in compliance with its tree maintenance obligations when it relies on the advice of an arborist or when it complies with the Tree Risk Management Protocol in determining remedial actions to take.

5. URBAN FORESTS

- 5.1 This article applies with respect to urban forests in the Public Realm that are adjacent to the Public Realm for which the UNA has assumed responsibility.
- 5.2 At least two months before the start of each fiscal year of the UNA, UBC will provide the UNA, for information only, with a service plan for the urban forests for the fiscal year and the estimated cost of the service plan.
- 5.3 Within three months after the end of each fiscal year of the UNA, UBC will provide the UNA with a financial report regarding the provision of the urban forest service for the fiscal year.

- 5.4 UBC may withdraw from the Neighbours Fund its costs of providing the urban forest service, subject to a limit of
- (a) for the UNA's 2025/26 fiscal year, \$80,000, and
 - (b) for each subsequent fiscal year, \$80,000 adjusted for inflation to that year.
- 5.5 When this article commences to apply to an urban forest or part of an urban forest after the date of the Agreement, the parties are to agree on an increase to the \$80,000.
- 5.6 For greater certainty, the urban forests with respect to which this article applies at the date of the Agreement are
- (a) Hawthorn Rhododendron Woods,
 - (b) East Campus Forest, and
 - (c) the Wesbrook Place Green Edge adjacent to the Public Realm in Wesbrook Place for which the UNA has assumed responsibility at the date of the Agreement.

6. MAPS

- 6.1 Subject to section 6.3, UBC is to provide the UNA with the following maps (which may be cloud-based GIS maps):
- (a) maps showing the precise boundaries of the Neighbourhoods,
 - (b) maps showing each landscaping feature for which the UNA is responsible and the maintenance level for that feature specified by Schedule B, and
 - (c) additional maps which the UNA requires to determine its responsibilities.
- 6.2 The following requirements apply with respect to maps provided by UBC:
- (a) In preparing and revising the maps, UBC is to collaborate with the UNA.
 - (b) Whenever a material change affects a map, UBC is to provide the UNA with an updated map.
 - (c) If the UNA determines that a map contains errors, UBC will, at the UNA's request, prepare a corrected map.
- 6.3 The UNA may prepare one or more of the maps referred to in clauses 6.1(b) and (c), in which case UBC will provide the UNA with information requested by the UNA to enable it to prepare the maps.

- 6.4 A map can be used in determining the UNA's responsibilities under this Schedule
- (a) only if the map has been approved by the UNA and UBC, and
 - (b) only to the extent that it is consistent with this Schedule and Schedule B.

7. DISPUTE RESOLUTION

- 7.1 For greater certainty, the dispute resolution procedure in sections 26.2 to 26.4 of the Agreement applies with respect to any disagreement regarding the application of this Schedule.

SCHEDULE B
MAINTENANCE TASKS AND STANDARDS

1. INTRODUCTION

1.1 This Schedule

- (a) specifies the tasks to be performed by the UNA in carrying out certain of its maintenance responsibilities in Schedule A and the minimum frequency for each task, and
- (b) specifies the standards applicable for certain of the UNA’s responsibilities in Schedule A.

1.2 In this Schedule, “**as required**” means as determined by the UNA acting reasonably or based on the advice of a consultant.

2. ROADS, SIDEWALKS, AND PATHS

Responsibility	Task	Minimum Frequency
Centre lines, crosswalks, and other road markings	Inspections Maintenance, repair, and repaint	1 x year As required
Roads	Inspections Cleaning	1 x year 2 x year
Catch basins (including sumps)	Inspections Cleaning, with focus on risk of flooding, removal of pollutants, and elimination of mosquito habitat	2 x year As required
Sidewalks and paved paths	Inspections Repairs	2 x year As required
Vegetative (i.e., weeds) control on roads and paths	Inspections Maintenance	2 x year As required
Urban furniture	Inspections and maintenance Repairs	1 x year As required

3. STREETLIGHTS

Task	Minimum Frequency
Replace burnt-out lamps	Prioritize as part of monthly inspections
Pressure wash fixtures	1 x year

Repaint poles	Once every 10 years (or earlier if required)
Structural and electrical inspection	Once every 10 years
Replace light fixtures	As required, based on structural and electrical inspection

4. LANDSCAPING

4.1 The maintenance standards for landscaping are based on the maintenance level for each landscape type and the applicable standards for that level set out in section 2.3 of the Landscape Management Plan (May 2023) prepared for the UNA by Lanarc 2015 Consultants Ltd. The “Landscaping Maps” are the landscaping maps prepared as required by article 6 of Schedule A.

Landscape Type	Description	Maintenance Level
Parks and grass fields	Includes grassed lawn areas and open spaces in the parks	Level 3
Greenways, boulevards, and roundabouts	Includes grassed lawn areas adjacent to roads, sidewalks, and paths	Level 3
Manicured planting beds	Formal planting areas that are kept in a static state	Level 3, except when shown as Level 2 on the Landscaping Maps
Naturalized planting beds	Native or naturalized plantings that are allowed to evolve and naturalize to a greater extent	Level 4
Natural areas	Includes forested areas and green edges	Level 5, except when shown as Level 6 on the Landscaping Maps

5. IRRIGATION SYSTEMS

5.1 The standards for the maintenance and repair of irrigation systems are the standards set out in The Canadian Landscape Standard (2nd ed.), as amended or replaced from time to time.

6. ROAD MAINTENANCE

6.1 The UNA is to keep roads in a state of good repair.

7. SNOW REMOVAL AND DE-ICING

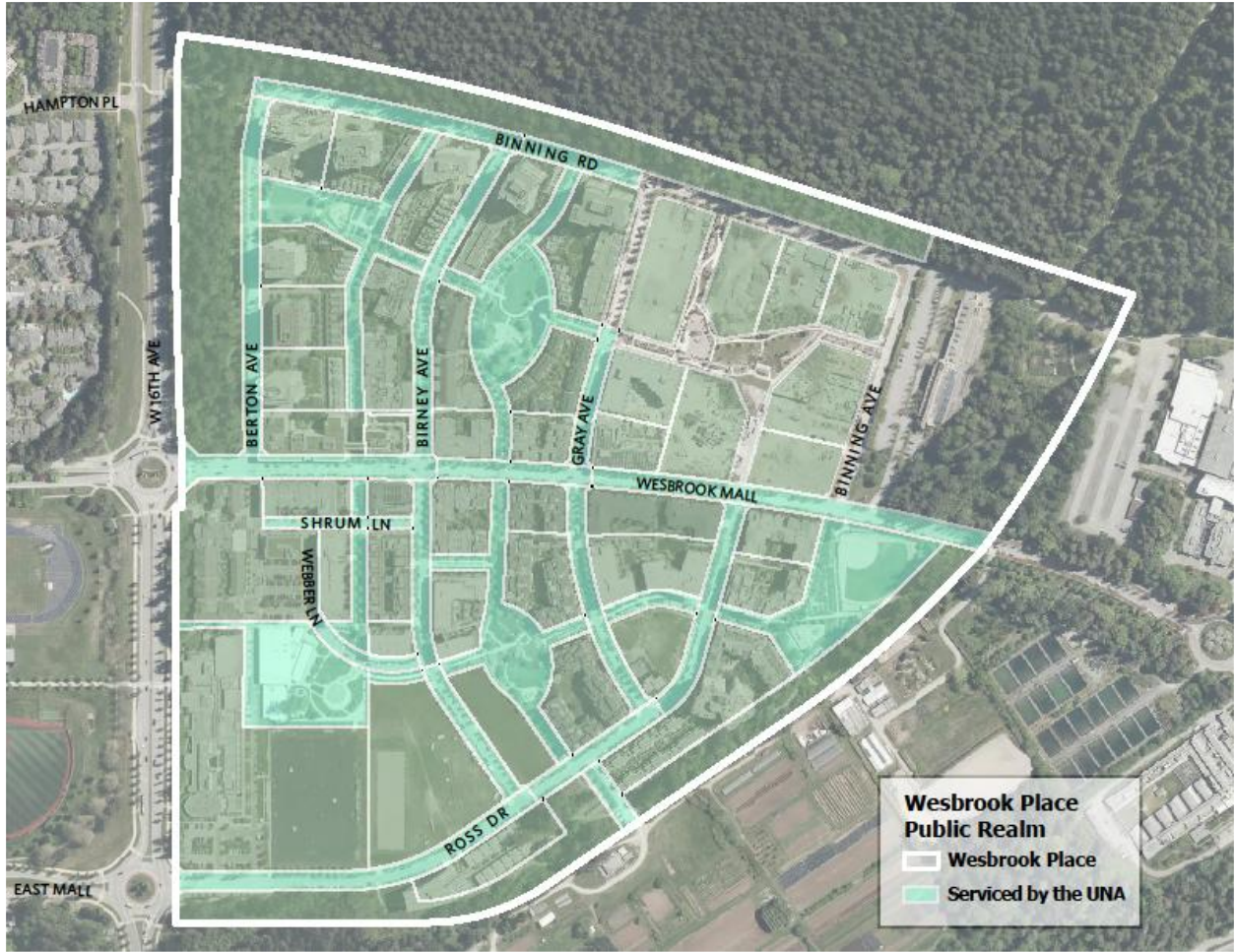
- 7.1 The UNA is to use reasonable efforts to cause the removal of snow from, and the de-icing of, sidewalks and paved paths when the UNA reasonably believes that enough snow or ice has accumulated to cause a reasonably foreseeable risk to persons or property.
- 7.2 UBC acknowledges that snow removal from, or de-icing of, an area may not clear the area to bare pavement and that slippery conditions may continue to prevail. The UNA assumes no liability for this condition.

8. OTHER SERVICES

Responsibility	Task	Frequency
Water features	Inspections Maintenance and repairs	2 x year As required
Signage	Inspections Maintenance and repairs	1 x year As required

SCHEDULE C
PUBLIC REALM AND SERVICES
FOR WHICH UNA RESPONSIBLE

- 1.1 For the purposes of section 6.2 of the Agreement and section 2.2 of Schedule A, the UNA has, as of the date of the Agreement, assumed responsibility for providing the services specified by section 2.1 of Schedule A in the whole of the Public Realm in the following Neighbourhoods:
- (a) Chancellor Place,
 - (b) East Campus,
 - (c) Hampton Place, and
 - (d) Hawthorn Place.
- 1.2 For the purposes of section 6.2 of the Agreement and section 2.2 of Schedule A, the UNA has, as of the date of the Agreement, assumed responsibility for providing the services specified by section 2.1 of Schedule A in the Public Realm in the areas of Wesbrook Place shown on the map on the next page, except for the maintenance and repair of the pavers on Wesbrook Mall.



SCHEDULE D
LICENCE AGREEMENTS

For the purposes of section 17.1 of the Agreement, the following table shows, as of the date of the Agreement, the licence agreements in effect between the UNA and either UBC or UBC Properties Trust with respect to UNA Facilities and UNA Amenities.

Neighbourhood	Facility or Amenity	Date of Licence Agreement	Comments
East Campus	Vista Point YMCA Childcare Centre	July 1, 2016	Fourth extension from October 1, 2023 to August 31, 2025
Hawthorn Place	Old Barn Community Centre	June 6, 2008	
Hawthorn Place	Gas Gun Community Garden	April 11, 2012	Most recent extension from January 1, 2023 to December 31, 2025.
Wesbrook Place	Wesbrook Place Community Centre	November 26, 2015	
Wesbrook Place	Wesbrook Place Artificial Playfield	October 3, 2012	
Wesbrook Place	Lot 11 (Greenway North) Community Garden	March 29, 2021	First extension from March 29, 2023 to March 28, 2029
Wesbrook Place	Lot 10 Community Garden	April 1, 2021	First extension from April 2, 2024 to April 1, 2029

SCHEDULE E
NEIGHBOURS FUND RESERVES
INFRASTRUCTURE AND CAPITAL RESERVE

1. PURPOSE

- 1.1 This reserve is for reimbursing UBC for
- (a) costs incurred by UBC in respect of repairs to, and the replacement of,
 - (i) infrastructure serving the Neighbourhoods, other than infrastructure excluded by section 1.4, and
 - (i) UNA Facilities and UNA Amenities, other than Facilities and Amenities excluded by section 1.4;
 - (b) expenditures made by UBC in respect of the replacement of trees in the Neighbourhoods that are along streets or in parks, other than, for greater certainty, trees in urban forests;
 - (c) the cost of an assessment of infrastructure undertaken pursuant to section 6.14 or 7.7 of the Agreement; and
 - (d) amounts that UBC pays to the UNA in respect of expenditures made, or to be made, by the UNA that are for repairs or replacement described in clause (a) or that are expenditures made by the UNA described in clause (b).
- 1.2 The following are examples of the types of infrastructure for which this reserve is intended:
- (a) potable water, sanitary sewer, and storm water infrastructure;
 - (b) streetlights;
 - (c) roads, curbs, sidewalks, and paths;
 - (d) boulevards; and
 - (e) irrigation systems.
- 1.3 The following are examples of the types of UNA Facilities and UNA Amenities for which this reserve is intended:
- (a) major components of community centres;
 - (b) parks and green spaces; and
 - (c) urban furniture (defined in Schedule A).

- 1.4 This reserve is not intended for
- (a) the Wesbrook Place artificial sports field facility,
 - (b) childcare facilities that are not in community centres,
 - (c) replacing the pavers on Wesbrook Mall, or
 - (d) the replacement of community centres.

2. CONTRIBUTIONS

- 2.1 UBC will make a contribution to the reserve by the end of each UBC fiscal year equal to the following percentage of the Neighbourhood Levy for the fiscal year (determined on an accrual basis):
- (a) for 2024/25, 3.8%,
 - (b) for 2025/26, 3.9%,
 - (c) for 2026/27, 4.0%,
 - (d) for 2027/28, 4.1%,
 - (e) for 2028/29 and subsequent fiscal years, 4.2%.

- 2.2 Interest required by section 10.9 of the Agreement is in addition to contributions.

3. LIMITATION ON WITHDRAWALS

- 3.1 UBC may withdraw an amount from the reserve only if permitted by article 4, 5, or 6.

4. WITHDRAWALS - UBC COSTS AND EXPENDITURES

- 4.1 UBC may withdraw an amount from the reserve if the following conditions are met:
- (a) the amount is to reimburse UBC for a cost or expenditure described in section 1.1;
 - (b) if the cost or expenditure is described in clause 1.1(a) or (b), the UNA Board has passed a motion in an open session of a board meeting approving the withdrawal; and
 - (c) if the cost is described in clause 1.1(c), UBC gives the UNA at least 30 days' notice of the intended withdrawal, which notice is to include details of the calculation of the amount.

5. WITHDRAWALS - PAYMENTS TO THE UNA

5.1 UBC may withdraw an amount from the reserve if the following conditions are met:

- (a) the UNA has made a written request to UBC that a payment described in clause 1.1(d) be made to it;
- (b) if the amount of the payment is less than \$1.5 million, a UBC Member has notified the UNA that UBC has approved the payment;
- (c) if the amount of the payment is \$1.5 million or more, the UBC Board has approved the payment; and
- (d) the UNA Board has passed a motion in an open session of a board meeting approving the withdrawal.

6. WITHDRAWALS - GST

6.1 When UBC makes a withdrawal from the reserve in respect of a payment to the UNA, UBC may withdraw an additional amount equal to the GST payable by UBC on the payment net of the GST rebate to which UBC is entitled.

7. APPROVALS

7.1 Approvals referred to in sections 4.1 and 5.1 are not to be unreasonably withheld.

CONTINGENCY RESERVE

1. PURPOSE

- 1.1 This reserve is for reimbursing UBC for amounts that UBC pays to the UNA in respect of expenditures made, or to be made, by the UNA for matters that require urgent attention and for which provision has not been made in the UNA budget.

2. CONTRIBUTIONS

- 2.1 UBC will make a contribution to the reserve by the end of each UBC fiscal year equal to the lesser of 1.0% of the Neighbourhood Levy for the fiscal year (determined on an accrual basis) and the amount, if any, required to increase the balance in the reserve to \$1 million.
- 2.2 Interest required by section 10.9 of the Agreement is in addition to contributions.

3. WITHDRAWALS

- 3.1 UBC may withdraw an amount from the reserve only if permitted by section 3.2 or 3.3.
- 3.2 UBC may withdraw an amount from the reserve if the following conditions are met:
- (a) the UNA has made a written request to UBC that a payment described in section 1.1 be made to it;
 - (b) a UBC Member has notified the UNA that UBC has approved the payment;
 - (c) the amount is to reimburse UBC for the payment; and
 - (d) the UNA Board has passed a motion in an open session of a board meeting approving the withdrawal.
- 3.3 When UBC makes a withdrawal from the reserve in respect of a payment to the UNA, UBC may withdraw an additional amount equal to the GST payable by UBC on the payment net of the GST rebate to which UBC is entitled.
- 3.4 Approvals referred to in section 3.2 are not to be unreasonably withheld.

STABILIZATION RESERVE

1. PURPOSE

- 1.1 This reserve is for reimbursing UBC for amounts that UBC pays to the UNA to supplement the periodic amounts payable under section 11.1 of the Agreement when
- (a) the January payment for a fiscal year to the UNA under clause 11.1(b) of the Agreement is less than the quarterly payments for the year under clause 11.1(a) of the Agreement, or
 - (b) the payments to be made to the UNA for a fiscal year under section 11.1 of the Agreement, estimated for purposes of the UNA's operating budget for the year, are less than the payments under that section for prior fiscal years increased by the rate of inflation and the rate of growth of the Neighbourhoods population.

2. CONTRIBUTIONS

- 2.1 UBC will make a contribution to the reserve by the end of each UBC fiscal year equal to the lesser of 1.0% of the Neighbourhood Levy for the fiscal year (determined on an accrual basis) and the amount, if any, required to increase the balance in the reserve to \$2 million.
- 2.2 Interest required by section 10.9 of the Agreement is in addition to contributions.

3. LIMITATION ON WITHDRAWALS

- 3.1 UBC may withdraw an amount from the reserve only if permitted by article 4, 5, or 6.

4. WITHDRAWALS - REVENUE SHORTFALLS

- 4.1 UBC may withdraw an amount from the reserve in respect of a fiscal year of the UNA if the following conditions are met:
- (a) clause 1.1(a) applies with respect to the year;
 - (b) the UNA has made a written request to UBC that a payment be made to it, not exceeding the amount by which a quarterly payment for the year under clause 11.1(a) of the Agreement exceeds the January payment;
 - (c) a UBC member has notified the UNA that UBC has approved the payment; and

- (d) the UNA Board has passed a motion in an open session of a board meeting approving the withdrawal.

5. WITHDRAWALS - ESTIMATED REVENUE DEFICIENCY

- 5.1 UBC may withdraw amounts from the reserve in respect of a fiscal year of the UNA if the following conditions are met:
 - (a) clause 1.1(b) applies with respect to the year;
 - (b) the UNA has made a written request to UBC that payments be made to it to supplement the periodic amounts payable to it under section 11.1 of the Agreement;
 - (c) a UBC Member has notified the UNA that UBC has approved the supplemental payments;
 - (d) each amount to be withdrawn is in respect of a supplemental payment that has been made to the UNA; and
 - (e) the UNA Board has passed a motion in an open session of a board meeting approving the withdrawals.
- 5.2 The maximum supplemental payments that may be requested by the UNA are such that, if included in the estimated payments to be made to the UNA for the fiscal year under section 11.1 of the Agreement, would result in clause 1.1(b) not applying.
- 5.3 This article applies in connection with the UNA's preparation of its operating budget for a fiscal year, to enable the UNA to include the approved supplemental payments as revenue. A UBC Member's approval of the payments is to be given, and the UNA Board motion approving the withdrawals is to be made, while the operating budget is under development.

6. WITHDRAWALS - GST

- 6.1 When UBC makes a withdrawal from the reserve in respect of a payment to the UNA, UBC may withdraw an additional amount equal to the GST payable by UBC on the payment net of the GST rebate to which UBC is entitled.

7. APPROVALS

- 7.1 Approvals referred to in sections 4.1 and 5.1 are not to be unreasonably withheld.

SCHEDULE F
UBC RECREATION FACILITIES

1. DEFINITIONS

1.1 In this Schedule:

Aquatic Centre means the UBC Aquatic Centre.

Benchmark Communities means the municipalities agreed on by the parties for purposes of the comparisons required by this Schedule.

Consumer Price Index for a month means the all-items consumer price index for the month for British Columbia, not seasonally adjusted, as determined by Statistics Canada.

Fitness Centre means the fitness centre in the Student Recreation Centre.

Ice Rinks means the ice rinks at the Doug Mitchell Thunderbird Sports Centre.

Scheduled Availability of the Aquatic Centre or the Ice Rinks for a Term means availability of the facility for Residents pursuant to the schedule in effect at the beginning of the Term, including availability for Residents as members of the public.

Tennis Courts means the indoor and outdoor tennis courts at the UBC Tennis Centre.

Term means each of the three periods into which UBC divides the calendar year for purposes of schedules for the Aquatic Centre and Ice Rinks.

UBC Recreation Facility means each of

- (a) the Aquatic Centre,
- (b) the Ice Rinks,
- (c) the Tennis Courts, and
- (d) the Fitness Centre.

UNA Cardholder means a Resident who holds an unexpired UNA Card.

Vancouver Communities means the neighbourhoods of Vancouver agreed on by the parties for purposes of the comparisons required by this Schedule.

2. ACCESS TO UBC RECREATION FACILITIES

- 2.1 UBC will provide Residents with a level of access to the Aquatic Centre and the Ice Rinks that is comparable to, or better than, the average level of access to swimming pools and ice rinks enjoyed by residents of the Benchmark Communities and the Vancouver Communities.
- 2.2 UBC will permit UNA Cardholders to book and use the Tennis Courts on the same basis as UBC faculty and staff.
- 2.3 UBC will permit UNA Cardholders to use the Fitness Centre on the same basis as UBC faculty and staff.

3. PROGRAMMING

- 3.1 UBC will provide Residents with a level of programming (lessons, fitness classes, sports camps, etc.) at the Recreation Facilities that is comparable to, or better than, the average level of programming provided by the Benchmark Communities and Vancouver Communities at corresponding recreation facilities.

4. USER FEES

- 4.1 Sections 4.2 to 4.5 govern user fees that UBC may charge UNA Cardholders for use of the UBC Recreation Facilities. For greater certainty, UNA Cardholders who are UBC students, faculty, or staff pay the lower of the UNA Cardholder fees and the fees applicable for UBC students, faculty, or staff, respectively.
- 4.2 User fees for the Aquatic Centre and the Ice Rinks are to be comparable to, or more favourable than, average user fees for similar facilities in the Benchmark Communities and Vancouver Communities.
- 4.3 There is to be no user fee for the outdoor Tennis Court.
- 4.4 Rates for the indoor Tennis Courts are not to exceed 90% of the public rates, rounded to the nearest 25 cents. This requirement applies commencing with the first time the rates are changed after this Schedule comes into force.
- 4.5 User fees for the Fitness Centre and for fitness classes at the Fitness Centre are not to exceed the user fees payable by UBC faculty and staff.

5. OUTDOOR BASKETBALL COURT AND SKATEPARK

- 5.1 UBC will permit Residents to use the basketball court and the skatepark at the intersection of Thunderbird Boulevard and Health Sciences Mall on the same basis as UBC students.
- 5.2 UBC will not change the location of the basketball court or the skatepark without consulting with the UNA and will not eliminate either amenity without the UNA's approval, which approval is not to be unreasonably withheld.

6. SCHEDULES AND USER FEES

- 6.1 When establishing schedules and user fees for the Aquatic Centre and the Ice Rinks for a Term, UBC will consult with the UNA early in the process and on an ongoing basis throughout the process.
- 6.2 UBC will consult with the UNA before
 - (a) making a change to the availability for Residents of the Aquatic Centre or the Ice Rinks from the Scheduled Availability for a Term, other than a minor change, a change that increases availability for Residents, or a change necessitated by staffing issues or other factors outside UBC's control, or
 - (b) making a change to the user fees for UNA Cardholders for the Aquatic Centre or the Ice Rinks that have been established for a Term.
- 1.1 If UBC disagrees, in whole or in part, with a proposal made, or position taken, by the UNA in the course of a consultation referred to in section 6.1 or 6.2, then UBC will give the UNA written reasons for disagreeing.

7. PROVISION OF INFORMATION TO THE UNA

- 7.1 Within 60 days after the parties agree to this Schedule, UBC will provide the UNA with a written description of
 - (a) the Scheduled Availability of the Aquatic Centre and the Ice Rinks for the current Term and the two immediately preceding Terms, and
 - (b) the user fees payable by UNA Cardholders for the use of those facilities during those Terms.
- 7.2 Within 30 days after establishing schedules and user fees for the Aquatic Centre and the Ice Rinks for a Term, UBC will provide the UNA with a written description of the schedules and user fees.

- 7.3 Within 30 days after the end of each Term, UBC will inform the UNA in writing of all deviations during the Term from the Scheduled Availability of the Aquatic Centre and the Ice Rinks for the Term and of all changes to user fees payable by UNA Cardholders for the use of those facilities during the Term.
- 7.4 Within 60 days after the end of each Term, UBC will provide the UNA with statistics showing the number of UNA Cardholder admissions during the Term to the Aquatic Centre and the Ice Rinks and the number of UNA Cardholders who signed up for programs, with such breakdowns of the statistics as the UNA reasonably requests.

8. REVIEW OF RECREATION FACILITIES ACCESS OR USER FEES

- 8.1 At the UNA's request, a review is to be undertaken jointly by the parties to determine whether UBC is complying with sections 2.1 and 4.2.
- 8.2 The first request under section 8.1 may be made no earlier than 2026. Once a review has been made, a subsequent request may be made no earlier than 5 years after the completion of the review.
- 8.3 The parties are to engage a consultant to assist with a review under section 8.1. Each party will pay 50% of the costs of the consultant.
- 8.4 The consultant's mandate is to include advising on which municipalities to include as Benchmark Communities and which Vancouver neighbourhoods to include as Vancouver Communities. If the consultant concludes that UBC is not in compliance with section 2.1 or 4.2, the consultant's mandate is also to include recommending changes that, in the consultant's opinion, will bring UBC into compliance.
- 8.5 If the review determines that UBC is not complying with section 2.1 or 4.2, UBC will bring itself into compliance.
- 8.6 For greater certainty, the UNA may, at any time, undertake its own review to determine whether access and user fees comply with sections 2.1 and 4.2. UBC will provide the UNA with all information reasonably requested, by the UNA or a consultant engaged by the UNA, for the purposes of the review.

9. RESIDENTS RECREATION CONTRIBUTIONS

- 9.1 UBC is entitled to withdraw from the Neighbours Fund the amounts specified in this article 9 as the contributions of Residents towards the operating costs of the UBC Recreation Facilities and programming for the benefit of Residents. The

withdrawal for a fiscal year of the UNA may be made at any time after July of the year.

- 9.2 Prior to making a withdrawal from the Neighbours Fund in accordance with this Schedule, UBC will give the UNA written notification of the amount of the intended withdrawal.
- 9.3 For the UNA's 2022/23 fiscal year, UBC is entitled to withdraw \$575,153 from the Neighbours Fund.
- 9.4 Subject to section 9.5, for each subsequent fiscal year of the UNA, UBC is entitled to withdraw an amount from the Neighbours Fund equal to the lesser of
- (a) the amount determined by the formula

$$\text{PCR} \times \text{AF} \times \text{Pop}$$

where

PCR is the per capita rate for the fiscal year, computed as \$43.50 times the ratio of the average Consumer Price Index for the 12 months immediately preceding the fiscal year to the average Consumer Price Index for the 12 months immediately preceding the UNA's 2022/23 fiscal year.

AF is the adjustment factor, which is 91.75%.

Pop is the estimated population of the Neighbourhood Housing Areas and the Designated Buildings at the beginning of the fiscal year, determined using a method agreed to by the parties.

- (b) 8% of the Neighbourhood Levy payable for the calendar year in which the fiscal year begins.
- 9.5 At the request of either party, the components of the formula in section 9.4 will be reviewed and amended as agreed by the parties. The first fiscal year for which either party can require a review is the 2027/28 fiscal year. Once a review has been undertaken for a fiscal year, neither party may require a subsequent review for the next four fiscal years.
- 9.6 An amended per capita rate for a particular fiscal year is to be determined in accordance with the following method, unless the parties agree to vary this method:
- (a) For each Benchmark Community, determine the net per capita expenditure for a year on operating costs for Comparable Facilities and Programming (as defined in section 9.7). "Net" means net of

corresponding revenues from the operation of the Comparable Facilities and Programming.

- (b) Adjust the net per capita expenditure for each Benchmark Community to reflect inflation to the particular fiscal year and compute the median of the inflation-adjusted net per capita expenditures.
- (c) Determine the UNA's net per capita recreation expenditures for its most recently completed fiscal year, adjusted to reflect inflation to the particular fiscal year.
- (d) Subtract amount (c) from amount (b) to obtain the per capita amount for the particular fiscal year.

9.7 For the purposes of clause 9.6(a), **Comparable Facilities and Programming** means

- (a) facilities similar to the UBC Recreation Facilities,
- (b) programming at those facilities similar to the programming provided to Residents by UBC,
- (c) community centres, and
- (d) programming at community centres.

9.8 The parties are to engage a consultant to assist with determining the net per capita expenditures referred to in clause 9.6(a). Each party will pay 50% of the costs of the consultant.

9.9 The consultant's mandate is to include advising on which municipalities to include as Benchmark Communities.

9.10 For purposes of determining the UNA's payment obligation under the letter agreement between the UNA and UBC dated July 19, 2021, the amount by which the UBC Athletics Access Fee was reduced for the UNA's 2021/22 fiscal year is \$85,390.

10. GENERAL

10.1 Notwithstanding any other provision of this Schedule F, UBC is not required to provide information to the UNA to the extent that the provision of the information is prohibited by law.

10.2 For greater certainty, the dispute resolution procedure in the Agreement is available with respect to

- (a) any disagreement regarding the application of this Schedule, including any matter that requires the agreement of the parties, and

- (b) UBC's disagreement with a UNA proposal or position in a consultation referred to in section 6.1 or 6.2.

SCHEDULE G
UBC CULTURAL FACILITIES

1. DEFINITIONS

1.1 In this Schedule:

BBM means the Beaty Biodiversity Museum.

Consumer Price Index for a month means the all-items consumer price index for the month for British Columbia, not seasonally adjusted, as determined by Statistics Canada.

Garden means each of the UBC Botanical Garden and the Nitobe Memorial Garden.

MOA means the Museum of Anthropology.

UBC Garden means the UBC Botanical Garden.

UNA Card means the card issued by the UNA to Residents to enable them to receive free entry to certain facilities, discounts, and other benefits.

2. MUSEUM OF ANTHROPOLOGY

2.1 The MOA will provide holders of unexpired UNA Cards with

- (a) free access, and
- (b) a 10% discount at the MOA Shop.

2.2 The MOA will display signs at its entrance and by the cashier in the MOA Shop describing the benefits for holders of UNA Cards.

3. UBC BOTANICAL GARDEN AND NITOBE MEMORIAL GARDEN

1.1 Each Garden will provide holders of unexpired UNA Cards with free access.

3.1 The UBC Garden will provide holders of unexpired UNA Cards with a 10% discount at the Shop in the Garden and the Garden Centre.

1.2 Each Garden will display signs at its entrance and, in the case of the UBC Garden, by the cashier in the Shop in the Garden describing the benefits for holders of UNA Cards.

- 1.3 The UBC Garden will arrange for holders of unexpired UNA Cards to obtain
- (a) a 20% discount on the price of admission to the Greenheart TreeWalk, and
 - (b) an annual pass for the Greenheart TreeWalk for \$20.
- 1.4 For greater certainty, the price of admission to the Greenheart TreeWalk is the amount by which the price of admission (including UBC Garden access) exceeds the price of admission to the UBC Garden.

4. BEATY BIODIVERSITY MUSEUM

- 1.5 Effective from April 1, 2023, the BBM will provide holders of unexpired UNA Cards with
- (a) free access, and
 - (b) a 10% discount at the BBM Gift Shop.
- 4.2 The BBM will display signs at its entrance and by the cashier in the BBM Shop describing the benefits for holders of UNA Cards.

5. UBC LIBRARY

- 5.1 On application for a Community Borrower card by a holder of an unexpired UNA Card who is not otherwise entitled to a UBC library card or to alumni borrowing privileges, the UBC Library will issue the Community Borrower card for no fee.

6. WEBSITES

- 6.1 The MOA, the Gardens, and the BBM will include information on their websites regarding the facility's benefits for holders of UNA Cards.
- 6.2 The UNA may include information on its website regarding the benefits described in this Schedule.

7. RESIDENTS CONTRIBUTIONS

- 1.6 As consideration for providing, or arranging for the provision of, the benefits described in this Schedule, UBC is entitled to withdraw the following amounts from the Neighbours Fund for each fiscal year of the UNA:
- (a) \$30,000 for the 2022/23 and 2023/24 fiscal years,
 - (b) \$40,000 for the 2024/25 fiscal year, and

- (c) for each subsequent fiscal year, \$40,000 times the ratio of the average Consumer Price Index for the 12 months immediately preceding the fiscal year to the average Consumer Price Index for the 12 months immediately preceding the UNA's 2024/25 fiscal year.

7.1 UBC may make a withdrawal for a fiscal year at any time after July of that year.

SCHEDULE H
DESIGNATED BUILDINGS AND DB AGREEMENTS

- 1.1 This schedule is for the purpose of section 4.1 of the Agreement.
- 1.2 As of the date of the Agreement, the Designated Buildings and the date the DB Agreement in respect of each building was entered into are as follows:

Designated Building	Date of DB Agreement
Central, 6015 University Boulevard	June 24, 2021
Focal, 6111 University Boulevard	June 24, 2021