



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** *THAT the Board approve the January 21, 2025 open session agenda, as circulated.* 1

C. APPROVAL OF MINUTES

1. **Motion:** *THAT the Board approve the December 17, 2024 open session meeting minutes, as circulated.* 4

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

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

F. REPORTS

1. January 2025 Management Report 13
2. UNA Dog Park Public Consultation Report – Wegland Sit, Operations Manager 28
Relevant Attachment:
 - UNA Proposed Dog Park in Wesbrook Place Engagement Report 32
3. Road and Sidewalk Infrastructure Maintenance Report – Wegland Sit, Operations Manager 50
4. Finance & Audit Committee Update
 - a. Draft II FY2025/26 UNA Annual Budget Report – Athena Koon, Finance Manager 54



Relevant Attachments:

- Draft II 2025 Projected Neighbours Levy 65
- Draft II FY2025/26 UNA Operating Budget – Summary 66
- Draft II FY2025/26 UNA Operating Budget – Detailed 68
- Draft II FY2025/26 UNA Capital Budget – Summary 74
- Draft II FY2025/26 UNA Capital Budget – Detailed 75
- FY2025/26 Budget Unsuccessful Projects List 76
- FY2025/26 Draft I and Draft II Comparison 77

Recommendation:

THAT the Board approve the publication of the second draft of the FY2025/26 budgets for public consultation.

- b. FY2023/24 Neighbours Fund Financial Statements Report – Athena Koon, Finance Manager 79

Relevant Attachment:

- FY2023/24 Neighbours Fund Audited Financial Statements 81
- c. Neighbours Fund Investment Report – Athena Koon, Finance Manager 95

Recommendation:

THAT the Board direct staff to instruct UBC Treasury to invest \$3 million of the Neighbours Fund for a 3-year term.

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



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD OF DIRECTORS MEETING
Open Session

Tuesday, January 21, 2025 | 5:30 p.m.
Wesbrook Community Centre, Social Room

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



MINUTES

PRESENT:

Eagle Glassheim – Chair
Evan Luo – Secretary
Jake Wiebe
Michael Kerns
Ronald Bourgeois
Sandy Song
Yanbo (Paul) Li

UBC MEMBERS:

Carole Jolly
Holly Shepherd

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 (via videoconference)
Wegland Sit – Operations Manager

GUESTS:

Chuck Lan – RCMP University Detachment Commander

On November 28, November 29, and December 6, 2024, the Board approved resolutions electronically via email. The details of those resolutions are noted in the memorandums attached to the December 17, 2024 open session meeting minutes.

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting's open session was called to order at 5:32 p.m.

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

B. APPROVAL OF AGENDA

MOVED by the Chair

SECONDED by Director Wiebe

THAT the Board approve the December 17, 2024 open session agenda, as circulated.

CARRIED



C. APPROVAL OF MINUTES

MOVED by the Chair

SECONDED by Director Bourgeois

THAT the Board approve the following meeting minutes, as circulated

- *the November 19, 2024 open session meeting minutes; and*
- *the December 10, 2024 Inaugural Board meeting minutes.*

CARRIED

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. Quarterly RCMP Police Report

Chuck Lan, RCMP University Detachment Commander, presented a verbal report, followed by questions 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

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

F. REPORTS

1. December 2024 Management Report

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

2. Board Committee Appointments Report

The Chair and the Corporate Services Specialist presented the report contained in the meeting package, followed by questions from and discussion amongst the Board.

MOVED by the Chair

SECONDED by Director Song

THAT the Board appoint Director Wiebe, Director Bourgeois, Director Song, and Director Li to the Finance & Audit Committee.

AND THAT the Board appoint Director Wiebe and Director Bourgeois as the Chair and the Vice-Chair of the Finance & Audit Committee, respectively.



AND THAT the Board appoint Chair Glassheim, Director Song, and Director Luo to the Governance & Human Resources Committee.

AND THAT the Board appoint Chair Glassheim and Director Song as the Chair and the Vice-Chair of the Governance & Human Resources Committee, respectively.

AND THAT the Board appoint Director Kerns, Chair Glassheim, and Director Bourgeois to the Land Use Advisory Committee until December 17, 2026.

AND THAT the Board appoint Director Kerns as the Chair of the Land Use Advisory Committee until December 17, 2026.

AND THAT the Board appoint Director Li and Director Bourgeois to the Community Engagement Advisory Committee until December 17, 2026.

AND THAT the Board appoint Director Li as the Chair of the Community Engagement Advisory Committee until December 17, 2026.

AND THAT the Board appoint Chair Glassheim and Director Luo to the Newspaper Editorial Committee.

AND THAT the Board appoint Chair Glassheim as the Chair of the Newspaper Editorial Committee until December 17, 2026.

AND THAT the Board appoint Chair Glassheim, Director Wiebe, and Director Song to the UNA-UBC Liaison Committee.

AND THAT the Board appoint Chair Glassheim as the Co-Chair of the UNA-UBC Liaison Committee.

AND THAT the Board appoint Chair Glassheim, Director Li, and Director Kerns to the UNA-AMS Joint Advisory Committee.

AND THAT the Board appoint Chair Glassheim as the Co-Chair of the UNA-AMS Joint Advisory Committee.

CARRIED

3. Draft I FY2025/26 UNA Annual Budget Report

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

4. WBCC and OBCC Janitorial Services Agreement Renewal Report

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

MOVED by the Chair

SECONDED by Director Wiebe

THAT the Board approve the 2025-2027 UNA & Scandinavian Building Services Agreement renewal, as circulated, and authorize the Chair or the Chief Administrative Officer to execute the agreement.



CARRIED

5. 2024 UNA Board of Directors Election Report

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

6. 2025 Board Meeting Schedule

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

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

I. ADJOURNMENT

MOVED by the Chair

SECONDED by Director Wiebe

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 7:09 p.m.

* * * *



Resolutions Approved Without Meeting – Board of Directors

DATE: Thursday, November 28, 2024

SESSION: Open

Concluding on November 28, 2024, the Board conducted an electronic vote via email on the following resolutions:

MOVED by Director Holmes

THAT the Board approve Neighbours Agreement 2024 dated November 28, 2024 attached to this email.

MOVED by Director Holmes

THAT the Board authorize the UNA Chair to sign Neighbours Agreement 2024 on behalf of the UNA.

MOVED by Director Holmes

THAT the Board direct staff to provide a signed copy of Neighbours Agreement 2024 to UBC.

MOVED by Director Holmes

THAT the Board direct staff to include a report of the above motions as an addendum to the minutes of the open session of the Board's November 19, 2024 meeting.

The resolutions were unanimously approved and carried.



Resolutions Approved Without Meeting – Board of Directors

DATE: Friday, November 29, 2024

SESSION: Open

Concluding on November 29, 2024, the Board conducted an electronic vote via email on the following resolutions:

MOVED by Director Holmes

THAT the Board agree to the termination of the licence agreement dated June 6, 2008 between the UNA and UBC respecting Hawthorn Place parks and request that UBC agree to the termination of the agreement.

MOVED by Director Holmes

THAT, if the first motion is approved, staff be directed to send the motion to UBC.

The resolutions were unanimously approved and carried.



Resolutions Approved Without Meeting – Board of Directors

DATE: Friday, December 6, 2024

SESSION: Open

Concluding on December 6, 2024, the Board conducted an electronic vote via email on the following resolutions:

MOVED by Director Holmes

THAT the Board revoke the UNA Reserve Fund Policy (#05-13) effective December 5, 2024.

MOVED by Director Holmes

THAT, if the first motion is approved, staff be directed to send the motion to UBC.

MOVED by the Chair

THAT the members of the Neighbours Agreement Committee be thanked for completing their mandate and that the Committee itself be dissolved with thanks.

The resolutions were unanimously approved and carried.



Memorandum

To: UNA Board

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

Date: January 21, 2025

Subject: Monthly Update from Campus and Community Planning

Film & Events Notification

January 2025

- Saturday, January 25th and Sunday, January 26th from 10am to 4pm each day. **Lunar New Year Market** at Botanical Garden. [Learn more>](#)

February

- Friday, February 14th from 9am to 9:30pm. **Invictus Games** at the UBC Aquatic Centre.
- Monday, February 17th. **Family Day**. University closed
- Monday, February 17th to Friday, February 21st. **Mid-term break**

Wesbrook Place South Planning Process

The planning process for Wesbrook Place South is continuing. Planning for the southern expansion and the unbuilt area of Wesbrook Neighbourhood is the first major step in implementing Campus Vision 2050. It will result in an amended Wesbrook Place Neighbourhood Plan.

Between Oct 29 and Nov 15, community members provided input on four preliminary directions for Wesbrook South through a survey, an open house, two workshops, pop-ups and a Wesbrook Neighbourhood walking tour as well as targeted engagement with the UNA Board, the Property Committee of the UBC Board of Governors and others. The preliminary directions presented for feedback were:

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.

Next steps

Input from the community, along with further technical analysis and design work, is being used to evolve the preliminary directions into a draft plan. Key elements of the draft plan, including housing, amenities and services, green and open space, rainwater management and climate adaptation, and mobility, streets and parking, will be shared with the UNA Board of Directors and the community for feedback February 4-23.

In late March, a full draft of the amended Wesbrook Place Neighbourhood Plan will be shared with the UNA Board and be made available for public comment. The final draft Plan is expected to be presented to the Property Committee of the UBC Board of Governors for approval in early June 2025.

Learn more about the Wesbrook Place South planning process:

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

Development Update

SLP24039 issued December 16 to Polygon Homes to locate existing utilities to prepare for the proposed Exeter Hall utility connection, at Ross Drive to the 6036 Gray Avenue.

DP24036T issued December 9 to Hovercraft Builders for the temporary storage of materials from the Carey Hall construction project in the Iona Green open space next to Carey Hall. This permit expires on February 14, 2025.

SLP24046 issued December 23 to Rissling Services Ltd. for the replacement of a water meter in the existing UBC water chamber, at Acadia Road & Shortcut Road.

SLP25002 received January 10 from Hovercraft Builders to connect telecommunications wiring from the boulevard on Walter Gage to the new Carey Hall project.

Community Update

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. Get inspired by these [amazing past projects](#), or apply for your own at www.inspired.ubc.ca/communitygrants.

Move over grownups—February 16, kids are in charge at UBC!

Join UBC Inspired, Arts and Culture District and over 20 campus partners at this fabulous family-friendly celebration of arts, culture, music and more! Tickets will go on sale in late January—keep an eye out at www.kidstakeover.ubc.ca or @ubc_inspired on Instagram.



Report Date: January 13, 2025
Meeting Date: January 21, 2025
From: Paul Thorkelsson, Chief Administrative Officer
Subject: January 2025 Management Report

Background

The January 2025 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

- Scheduled the Board’s committee meetings for 2025.
- Attended the January 2025 Finance & Audit Committee meeting.
- Continued the weekly meeting schedule with the UNA Chair.
- Support UNA Board Orientation Session

Finance

- Continued developing the FY2025/26 UNA budget.

Programs and Services

- Supported final UNA Elections process debriefing meeting with UNA Staff.

Human Resources

- Finalized work with external consultant on UNA salary review and market comparison.

Community Relations

- Continued regular meetings with AVP UBCC+CP.



COMMUNICATIONS

UNA Website

The Communications Department is working with Recreation Team to create an automated program drop-in calendar that draws content directly from our program management system, Xplor.

A manually populated drop-in calendar was introduced earlier this year and has become one of the most frequently visited pages on the website so far. Current calendars include sports and field drop-in times. The teams are looking at expanding the content to include drop-ins for fitness centre and other miscellaneous drop-in classes. Pending any technical barriers, we are hoping to launch the new calendar in March 2025 in time for the spring/summer season.

The Campus Resident

The Campus Resident published its latest online issue on January 2. The next print/online issue will be released on February 6. To read the latest issue, please visit www.thecampusresident.ca.

Other Updates

- Support for the Finance team in preparation of the upcoming FY2025/26 Budget Consultation. A new information package and landing page have been created.
- Support for the Operations Team on the ticketing software - ZohoDesk.
- Support for the Recreation team with promotions of programs for the Winter 2025 season.
- Continuing promotions for the UNA Card.
- Coordinating with UBC on events, roadworks, traffic updates and facility closures that affect resident of UNA areas.

RECREATION

Recreation Manager Report

December 2024 was marked by many successful and well-engaged events. One notable highlight is the steady growth of engagement in our newcomer events. Events geared towards community newcomers was identified as a need in the 2023 Recreation & Culture Review, and the growing interest in those types of events reflects that need.

All divisions of the Recreation department are busy programming for the spring and summer seasons. Josie Chow and her team have achieved a longstanding goal for the department: making offered programs, events, and classes available to the public 6 months in advance.



I could not be prouder of the Recreation department, and I look forward to continued growth and improvement in the department through 2025.

FRONT DESK SERVICE AND FACILITIES REPORT

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

	2022	2023	2024
New Clients	504	480	554
Parking Permit Issued (Resident and Visitor parking)	12	26	21
Programs and Events Registration at Front Desk	106	571	1005
Sports Drop in	46	591	1414
Open Gym	122	116	325

UNA Card & Registration (Dec 1-31)

	2022	2023	2024
New Clients	504	480	554
UNA Discount Enrollment/Renewal	188	290	227
UBC/UTown Discount Enrollment	45	41	39

Customer Service Feedback Process

- Effective, January 1, 2025, WCC and OBCC removed the Customer Feedback Box from the front desks. We have instituted a new system on a trial basis, in which customer comments are welcome at the front desk. If a customer has a comment, front desk staff welcome feedback and will provide a feedback card for customers to fill out. Based on the information on the card, the customer is presented with the business card of the individual best suited to answer the question or comment. Front Desk personnel will then follow up by directly submitting all forms to UNA staff members best positioned to respond or the Recreation Manager. We will maintain this system for a period of three months and reevaluate its effectiveness following that period.



PROGRAMMING REPORT

Registration Updates – Fall 2024

	Fall 2023	Fall 2024
Programs offered	332	310
Registered participants	2402	2390
Waitlist	487	354
Withdrawals	300	193

Category	Fall 2023	Fall 2024
Physical Activity	\$109,825.37	\$116,608.88
Arts	\$57,848.25	\$56,167.99
Music	\$23,561.60	\$33,034.95
Education	\$31,109.08	\$34,389.57
Camps	\$1,387.50	\$1,434.00
Events	\$1,838.50	\$1,483.00
TOTAL	\$225,990.30	\$243,165.89

Registration Updates – Winter 2025

	Winter 2024	Winter 2025 as of Jan 2, 2025
Programs offered	264	292
Registered participants	2042	1309
Waitlist	255	152
Withdrawals	160	27

Category	Winter 2024	Winter 2025 as of Jan 2, 2025
Physical Activity	\$94,695.83	\$91,629.80
Arts	\$40,300.02	\$38,315.77
Music	\$19,605.00	\$29,875.50
Education	\$28,874.93	\$21,447.18
Camps	\$18,184.60	\$4,126.00



Events	\$0	\$0
TOTAL	\$201,660.38	\$185,394.25

Recreation Updates

- Fall 2024 Summary:
 - Compared to Fall 2023, we offered slightly fewer programs (approximately 20 less) in order to reduce possible program cancellations. We generated 8% more in gross revenue.
 - Most significant revenue growth from music lessons (\$10,000 increase from 2023) and physical activity programs (\$7000 increase from 2023).
- Winter 2025 summary:
 - As of January 2, 2025, we are already at 92% of projected revenue.
 - About 50% of projected revenue came in during the first hour of registration.
 - During registration on December 9, 2024, we set up a more robust phone tree system to accommodate those community members who prefer to register by phone (i.e. currently abroad and cannot complete registration online). The extra support was well received by callers. An overwhelming majority still register online.

Highlight Programming – Current Season

- 77 drop-in sports offered over the winter break:
 - A total of 990 participants utilized these opportunities to play, with \$4,479 in revenue. Pickleball, badminton, basketball, and open gym options were extremely popular. Three new offerings (pickleball, open gym, and advanced pickleball) were trialed with great success, particularly with seniors.
- Sport program highlights for winter:
 - Pickleball, badminton, and kids sport programs filled up immediately
 - Our two martial arts offerings have continued to bring in a lot of participants with Karate having 41 and Taekwondo have 24 participants.
- Arts & Culture program highlights for winter:
 - “Drawing and Paintings”- children and youth class filled with maximum 12 participants.
 - Private music lessons (piano, violin, guitar, flute).
 - Early years: Music Together, Smart Start, preschool ballet (2 classes).

Youth Coordinator – UBC – UTown

- Pre-Teen Leadership
 - We wrapped up the year with our Youth Activity Leader Marko Berrak-Tinaz presenting each young person a certificate of completion while highlighting

their strengths this past fall season. All participants except for one will be returning for the winter term as they will be aging out of the program.

- Youth Leadership
 - As we wrap up the last month of our semester together at the end of January, all currently enrolled Youth Leaders (19) will return for the Winter Term. Over the Fall Term, 6 youth withdrew from the program due to various reasons such as attendance and double-booking programs.
- Youth Drop-in Social
 - December 13 – Over 10 youth gathered for a Pop-up Senior Cardmaking Workshop led by youth leader volunteer Julia Sang (currently enrolled in Youth Leadership Program). Julia later delivered the completed cards to seniors at Tapestry in Wesbrook.
- Youth program highlights for winter:
 - Two new programs: *Digital Art | Youth & Seniors* and *Introduction to Robotics*. The latter program filled up on the first day with 11 registrants. Introduction to Robotics also received a \$500 Inspiring Community Grant from UTown@UBC.
 - Popular program: Chess Basics with 15 registrants – note that we increased the number of registrants from 12 to 15 to accommodate the growing interest in this program.
 - We are excited to build on our current youth program offerings and to provide barrier-free programs to the community.

Connected Communities Coordinator – UBC

- Social program highlights for winter:
 - The French club is one of our free and accessible learning clubs for all French levels to engage in conversation and community building at the Barn, led by volunteer instructor Julie Wang. 11 registered.
 - Let's Cook Club with 11 registrants and anticipating an increase for the first session of dumpling demo for Lunar New Year in January.
 - Wesbrook Book Club with 9 registrants. These programs are opportunities for community members to share interests while also building social opportunities to meet new neighbours and share different cultures through food and perspectives through club selected books.

Community Relations

- English Conversation Classes
 - Most of English Conversation classes were fully booked by the first week of January 2025.
- Newcomers Support Program
 - We will have more than two sessions every month. Taxation is a big topic in this season. We will have two sessions for both English and Mandarin ones.



FITNESS REPORT

UNA Fitness Centre Attendance

Wesbrook Monthly Totals		3352	Old Barn Monthly Totals		468
Sunday Total		718	Sunday Total		74
Monday total		808	Monday total		74
Tuesday total		667	Tuesday total		73
Wednesday Total		492	Wednesday Total		49
Thursday total		455	Thursday total		57
Friday Total		421	Friday Total		75
Saturday total		509	Saturday total		66

Wesbrook Community Centre - Membership Revenue

Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	13	\$ 495.30	73	\$ 3,476.26	37	\$ 2,114.18	123	\$ 6,085.74
1 Month Pass	23	\$ 876.30	63	\$ 3,000.06	13	\$ 742.82	99	\$ 4,619.18
3 Month Pass	3	\$ 314.30	47	\$ 5,371.63	6	\$ 857.16	56	\$ 6,543.09
6 Month Pass	1	\$ 190.48	6	\$ 1,257.12	0	\$ -	7	\$ 1,447.60
Year Pass	0	\$ -	4	\$ 1,523.80	0	\$ -	4	\$ 1,523.80
Total	40	\$ 1,876.38	193	\$ 14,628.87	56	\$ 3,714.16	289	\$ 20,219.41

Old Barn Community Centre - Membership Revenue



Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	7	\$ 104.76	21	\$ 599.97	0	0	28	\$ 704.73
1 Month Pass	1	\$ 23.81	12	\$ 342.84	0	0	13	\$ 366.65
3 Month Pass	2	\$ 104.76	4	\$ 304.76	1	104.76	7	\$ 514.28
6 Month Pass	0	\$ -	1	\$ 142.86	0	0	1	\$ 142.86
Year Pass	0	\$ -	0	\$ -	0	0	0	\$ -
Total	10	\$ 233.33	38	\$ 1,390.43	1	\$104.76	49	\$ 1728.52

December 2023 & December 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
December 2023 Purchases	\$ 4,657.20	\$ 5,247.74	\$ 4,914.45	\$ 3,019.02	\$ 4,952.35	\$22,790.76	+\$1,961.94
December 2024 Purchases	\$ 6,495.28	\$ 7,685.88	\$ 5,438.25	\$ 2,704.72	\$ 2,428.57	24,752.70	
December 2023 Revenue	\$ 4,885.75	\$ 3,809.66	\$4,609.66	\$ 1,885.68	2,666.65	\$17,857.40	+\$4090.53
December 2024 Revenue	\$ 6,790.47	\$ 4,985.83	\$7,057.37	\$ 1,590.46	\$ 1,523.80	\$21,947.93	

EVENTS REPORT

Event Review

- Holly Jolly Jamboree – Dec 8
 - Youth Leaders held their first event for youth entitled Holly Jolly Jamboree on Sunday, December 8 at OBCC. The Leaders served pancakes, ice cream, hot cocoa, and all the toppings and we had a total of 25 youth attend. After everyone ate delicious treats, they settled down for the movie *Home Alone* and had a wonderful evening.
- Volunteer Appreciation – December 12
 - Adult Volunteer Appreciation Luncheon: 20 volunteers joined in for a wonderful lunch (Breka bakery, tea, and coffee). More importantly, people enjoyed the social opportunity very much. Our management team Dave and Qiuning participated in that also to express our appreciation to our volunteers.
 - Youth Volunteer Appreciation – We treated 20 volunteer youth volunteers to a spread of sandwiches and donuts from Breka Cafe in the Youth and Senior Centre. The youth enjoyed each other's company, holiday music, and the food provided. We kept the atmosphere casual where Hannie thanked the youth for their service to the community and for their continuing support towards the UNA.
- Family Movie Night – Dec 14
 - The Nightmare Before Christmas was the movie of the night. 33 people were in attendance and \$128 was made in admission and concession sales. Angie, the Connected Communities Program Assistant was the lead for the event and will continue to lead all Family Movie Night going forward.
- Winter Festival
 - Attendees: 400-500
 - Event was planned and managed by Alina and Megan. Festival included photos with Santa, crafts and ornament making, live music from UBC Jazz Club and Aliens Music Ensemble (4-piece Chinese music band) and a hot chocolate station. 100% sales from hot chocolate station were donated to



GVFB (\$259). The Grinch and Frosty roamed around the Old Barn to entertain families.

- Winter Masquerade Dance Party (led by volunteer committee) – Dec 20
 - Attendees: 200
 - Nidhi led a volunteer group to organize a beautiful winter masquerade and dance. The evening featured a group folk dance lessons by the Burnaby International Folk Dancers, a caroling sing-along featuring UBC A Capella, a K pop dance group from U-Hill Secondary, and an open dance floor with live DJ. The operations team provided much support to the volunteer group to help set up the sound and lights which made the event. Hot cocoa and masquerade masks were given out at this festive event.

Upcoming Events

- Family Movie Night – Jan 11 from 6-8:30 pm at OBCC
- Lunar New Year – Feb 2 from 1-4pm at WCC
- Don't Tell Comedy – Feb 8 from 7:30-9:15pm at OBCC
- Family Day – Feb 17 from 10am-5pm at WCC
- Family Movie Night – Feb 22 from 6-8:30 pm at OBCC
- Spring Art Fair – Mar 15 from 11:30am-2pm at WCC

UBC Events

- Invictus Games – February 14
 - The UBC Aquatic Centre will be closed for this event.
 - Major road closures will occur on February 14, in connection to Prince Harry's attendance at the Invictus Games.

Volunteers

- Birthday Party Volunteers – 8 volunteers
- Winter Festival Volunteers – Dec 14 – 24 volunteers
- Winter Masquerade – Dec 20 – 4 volunteers

BOOKINGS REPORT

Bookings Report

- UNA Field booking for Winter 2025 has been completed.
- The Field is booked from January 5 to March 31. There is only one spot available to book on Saturdays from 8 pm to 10 pm.
- Booking requests were low during the Christmas break.

Submission of Rental Analysis



- We saw a decrease of 60% in room rentals during December 2024 in comparison to the previous month, possibly due to the holidays and people travelling.
- In December 2024, we received 32 email requests for rooms, birthday parties, and field rentals.
- In December 2024, we completed a total of 10 bookings. Three bookings for WCC, one for OBCC, and six bookings for the Long-Term Field renters.
- Wesbrook continues to be the preferred location for room bookings. In December 2024, bookings by location were: Wesbrook with 90%, Old Barn Room rental with 8%, Old Barn Birthday Party with 2% (advanced booking for January).
- We could not complete 22 requests due to room, event availability, or direct competition based on the UNA Booking Policy.
- Booking requests continue to be a mix of residents and non-residents.

COMMUNITY GROUPS SUPPORT

Community groups partnered with the UNA are categorized into three groups:

- Individual Members of the Community
 - Volunteer Instructor
 - Event Volunteer
- Small Scale Community Groups
 - Clubs
 - 4H
 - Guides
 - Bridge
 - Cooking
 - Games
- Large Scale Community Groups
 - Diwali
 - Lunar New Year
 - Winter Ball

Support Received by the UNA	Individual	Small Group	Large Group
Administrative Support <ul style="list-style-type: none"> • Criminal Record Checks • Record of Volunteering 	Yes	Yes	Yes
Programing Assistance	Yes	Yes	Yes
Education & Training <ul style="list-style-type: none"> • First Aid • Food Safe 	NA	Yes	Yes



<ul style="list-style-type: none"> • Serve it Right 			
Programmer Support – Individual Classes	Yes	Yes	NA
Recreation Team Planning Support	Yes	Yes	Yes
Recreation Team Physical Support	Yes	Yes	Yes
Marketing	Yes	Yes	Yes
Funding <ul style="list-style-type: none"> • Grants • Honorarium • Budgeted 	\$0-\$50 per person	\$0-\$200 per group	\$2000 - \$10,000 per Group
On-Site Support <ul style="list-style-type: none"> • First Aid • Cleaning Services • Security Services 	NA	Yes	Yes

OPERATIONS + SUSTAINABILITY

Sustainability Report

Community Garden Plot Renewals

The UNA has implemented a new system for community garden plot renewals which requires proof of address. The system was developed to ensure that all gardeners currently live within the UBC neighbourhoods. Garden plot assignments for community members on the garden waitlists begins on January 20, 2025. Currently, 750 individuals are on the combined waitlist for a garden plot.

Operations Report

Shade Structure Splash Pad

The shade structure in the Wesbrook Community Centre Splash Pad is in-progress and on schedule. Poles and foundations were set up, and the next step is to complete the manufacture and installation of the sails. It is expected the project will be complete some time in late-February to early-March.

Irrigation System Rehabilitation in Hampton and Hawthorn

Irrigation rehabilitation and repair work in Hampton and Hawthorn in 2024 was completed. We are pleased to share the Hampton Place East repair work has also been completed.

Tree Pruning Hampton and Hawthorne

In December 2024, a round of street tree pruning and lifting was completed in the Hawthorn Thunderbird Blvd area, to ensure sufficient clearance between the tree branches and nearby street signage and street lightings.

Emergency Planning and Response

The development of emergency response planning for the UNA jurisdiction falls under the responsibility of UBC Safety and Risk Services.

The UNA + UBC Emergency Planning Strategic Objectives

- Elevate [personal emergency preparedness](#)
- Build strong partnerships among UNA community members
- Volunteer recruitment for support in emergencies
- Ensure resourcing/training is in place for the UNA to fit into/operate as a Departmental Operations Centre

An emergency water test well was successfully installed behind the Wesbrook Community Centre at the end of Summer 2024. We are waiting to receive the water testing results. If the results are positive, they will guide the installation of permanent water wells and associated timelines.

The UNA is working closely with UBC Safety and Risk Services, Village Gate Homes (VGH) and Wesbrook Properties (WP) to develop a long-term plan for their onsite operations group. An initial “meet and greet” session took place earlier in November 2024 and a follow-up planning session is expected to take place later in Spring/Summer 2025. The long-term goal is to prepare and improve the onsite operations team’s capacity to serve as the post-disaster building assessment for buildings that the VGH and WP managed.

The UNA office is coordinating with UBC Safety and Risk Services to provide an overview of emergency planning in the UNA at a future Board meeting.

Back in July 2023, Electoral A organized a community engagement session with a number of local stakeholders and Emergency Management agencies and stakeholders within the Electoral Area. The topic was related to forests. Please see the Emergency Preparedness Meeting Video from [July 2023](#) (Credit: [Jen McCutcheon](#)).

- Pacific Spirit Park - Forest Fire Protection and Response and Resource
 - Vancouver Fire and Rescue

- Supported by Pacific Spirit Park Operations Team, Metro Vancouver Emergency Response, BC Forest Service.
- Pacific Spirit Park Fire Preparation and Park Specific Protocols
 - Pacific Spirit Park Operations Team has rapid fire responses protocols in place. And the Pacific Spirit Park Operations team is trained for fire prevention and suppression methods.
 - Pacific Spirit Park staff are trained and equipped to respond to fires within the park.

FINANCE

Draft II FY2025/26 UNA Annual Budget

The Finance department has been busy preparing the second draft of the FY2025/26 UNA Annual Budget. This second draft has been presented to the Finance & Audit Committee. If the Board approves this draft to be published for public consultation, the draft budget will be shared via the UNA's various communication channels for public input and feedback.

Financial Forecasting Model Update

The Finance department has continued to work with Deloitte and UBC on the development of an updated financial forecasting model. Although there have been some delays, the project is expected to wrap up in January 2025. Once the model is updated and finalized, we will continue to use it as a tool for planning and budgeting.

Year-End Preparations

The Finance department has continued to work on the calendar year-end payroll closure. All summary, mandatory reporting, and T4 and T4A reports for stakeholders are expected to be completed by the end of January 2025. The reports will be provided electronically, and paper copies will only be issued upon request by specific individuals.

Financial Implications

None.

Operational Implications

None.



Strategic Objective

None.

Attachments

None.

Concurrence

1. Athena Koon, Finance Manager
2. Dave Gillis, Recreation Manager
3. Sai Karnam, Communications Specialist
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: January 10, 2025
Meeting Date: January 21, 2025
From: Wegland Sit, Operation Manager
Subject: UNA Dog Park Public Consultation Report

Background

Currently, an off-leash dog area in any of the neighbourhoods does not exist. In 2019, UBC Properties Trust (UBCPT) considered the possibility of creating such an area in the South Campus Greenway, but plans were never realised. In September 2023, the Board struck a working group to investigate off-leash dog areas and provide recommendations to the Board.

The UNA Dog Park Working Group subsequently worked with UBC and other partners to identify a potential site and review a preliminary design for a future dog park space.

A six-week long public engagement took place in November and December 2024. The goal of this engagement was to provide the community with information about the construction of a new dog park in Wesbrook Place and to seek feedback on the design and features of the park.

This report summarizes the UNA Off-Leash Dog Park public engagement process and its results.

Decision Requested

For information.

Discussion

Public Engagement Goal

Provide community with information about the construction of a new dog park in Wesbrook Place and to seek feedback on the **design** and **features** of the park.

ENGAGEMENT PERIOD

Engagement period: Monday, November 4 – Sunday, December 15

Open House period: Monday, November 25 – Saturday, November 30^t

- The open house was mainly self-guided and located at the WCC lounge. The open house remained open during WCC operating hours for its duration.
- The open house was staffed from 3pm – 6pm each weekday from November 25 to November 29; and from 10 am – 4 pm on Saturday, November 30.

ENGAGEMENT STRATEGIES

1. Website landing page and survey

- a. Website landing page content: presentation of dog park (similar storytelling as slide deck)
- b. Survey link
- c. Info and details about the Open House (time, location, etc.)

2. Open house: In person

- a. WCC – Lounge Area
- b. UBC Farm – Entrance on November 30th from 10 am to 2 pm
- c. Presentation boards on easels

3. Resource persons on-site at Open House

- a. The open house was staffed from 3pm – 6pm each weekday from November 25 – November 29; and from 10 am – 4 pm on Saturday, November 30

4. Shared email address

- a. A shared email address Dogpark@myuna.ca to direct specific questions

5. Printed Survey + Doodle Sheet

- a. Making printed surveys available at the Open House along with a submission box
- b. Optional: Printing a “bare-bones” doodle page for folks to draw on (made available at the Open House)

PROMOTION AND PUBLICITY

1. Community newsletter
2. Lawn signs along the site and surrounding high-traffic areas



3. Website
4. Social media
5. *The Campus Resident*
6. Posters in community centres
7. Posters for Stratas (with QR code to landing page and survey)
8. Sandwich board for Community Yard Sale (Open house coming soon sign + QR to dog park landing page)
 - a. November 09 for the Yard Sale

Public Engagement Summary

Please see attach UNA Proposed Dog Park in Wesbrook Place Engagement Report.

Financial Implications

As the public engagement was completed, the next step of this project will be preparing the refined design. From a financial perspective, it is a good time for the preparation of securing funding from Community Works Fund (CWF). For the CWF approval, the UNA will need to work with UBC for approval from the Metro Vancouver Electoral Area Committee, then finally ratification by the Metro Vancouver Board.

In terms of the CWF approval timeline, there are routine monthly meetings for both the Electoral Area Committee and the Metro Vancouver Board. The expected timeline for the Community Works Fund approval process should end in mid-summer 2025.

As part of the Board's approval in September 2024, the cost of the dog park project with the current basic layout is at approximately \$200,000.00. With an added 15% contingency funding for the project, the estimated cost for the construction phase is expected to be approximately \$230,000.00.

The project construction cost is expected to be funded from the CWF and the UNA's budget. Currently, there is approximately \$200,000.00 unallocated funding remaining in the CWF. The construction cost of the dog park will primarily be funded by the CWF, and the remaining \$30,000.00 will be covered by the UNA for contingency expenditures only.

Operational Implications

Community Engagement feedback and results will be included as part of the next step and design discussion in the up coming refined design meeting with the landscape architect.

A refined design expected to be available for the Board to review, on top of that an updated project budgetary plan will be included for the Board to review and approve in a future Board meeting.

Strategic Objective

Environmental Sustainability, Creating Connections, Organizational Capacity

Attachments

1. UNA Proposed Dog Park in Wesbrook Place Engagement Report

Concurrence

1. Isabel Todorova, Sustainability Specialist

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.

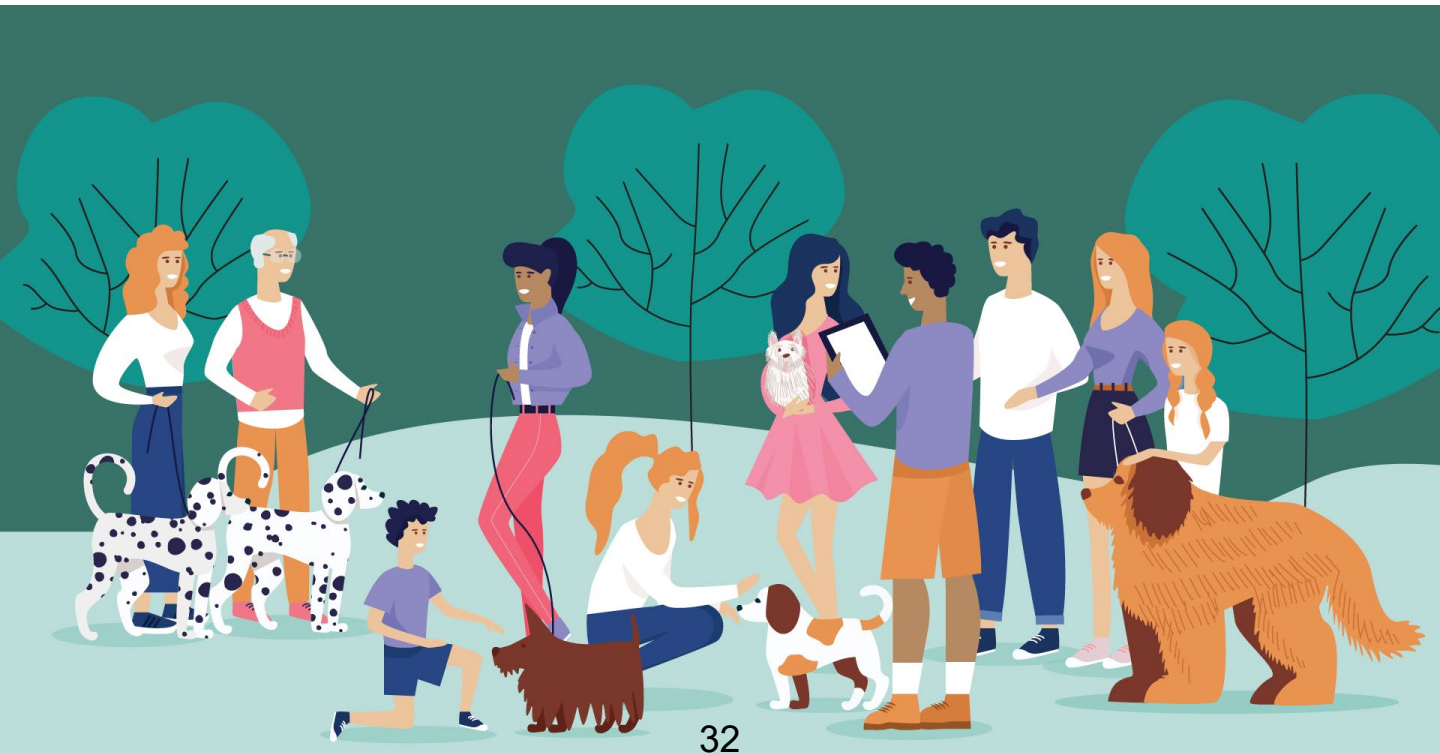
Paul Thorkelsson
Chief Administrative Officer

UNA Proposed Dog Park in Wesbrook Place

What We Heard Report

January 2025

Prepared by the University
Neighbourhoods Association (UNA)



Contents

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1. Introduction

Project Overview

The UNA shared a proposal for a new off-leash dog park at Wesbrook Place, designed to address the need for a dedicated space for dogs and their humans to enjoy while fostering community connection. We believe this amenity will add to the vibrancy of our neighbourhoods, and we asked you to help us shape it with your insights and ideas.

We invited the UNA community to learn more about the planning and design process by exploring resources and information provided on the UNA Dog Park web page, and by discussing with our planning team at the Open House. We encouraged you to participate in our community survey to share your feedback. Your input is invaluable in shaping this new amenity!

We have gathered your feedback and have summarized the results in this report. Our planning team will refine the park's design, and updates will be shared in early-2025.

Preliminary dog park design

The preliminary dog park design considered current terrain, existing land use, proximity to complementary community amenities, and future land use. The design features separate large and small dog areas, pedestrian pathways, fencing, play terrain, and an enhanced open passive recreation lawn.



2. What We Did

Engagement Strategy

Engagement Goal

To provide the UNA community with information about the construction of a new dog park in Wesbrook Place and to seek feedback on the design and features of the park.

Information Sharing & Feedback

1. Website landing page and survey for community feedback
2. Open house: in-person at the Wesbrook Community Centre & UBC Farm
3. Resource persons on site during dedicated hours at the Open House and UBC Farm
4. A purposed email inbox (dogpark@myuna.ca) for direct inquiries
5. Printed surveys & doodle sheets for community feedback

Promotions & Publications

1. UNA community newsletter
2. Lawn signs along the site and surrounding high-traffic areas
3. Website with information and survey
4. Social media promotion on Instagram & Facebook
5. The Campus Resident
6. Informational posters in the UNA community centers
7. Sandwich boards

Key Metrics



277

Survey Respondents



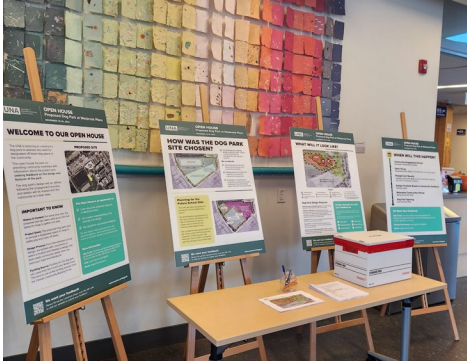
113

Community Conversations

The dog park engagement period began on Monday, November 4, 2024, and continued until Sunday, December 15, 2024. During this engagement period, there was an open house at the Wesbrook Community Centre and the UBC Farm which began on Monday, November 25, 2024, and wrapped-up on Saturday, November 30, 2024.

The UNA planning team staffed the open house for a total of 25 hours, discussing the dog park project and answering questions from the public. UNA staff spoke with a total of 113 individuals from the community.

Engagement Activities



We offered 5 different ways for the community to share feedback and learn more about the project. These avenues of participation ensured that people were able to share their ideas and priorities through various mediums.

Online survey: The online survey was the primary way in which we sought feedback from the public. The survey ran from November 4, 2024, to December 15, 2024; for a total of 6 consecutive weeks.

Written survey: Paper-copy written surveys were made available for the duration of the engagement period at the Wesbrook Community Centre (WCC).

Ideas doodle: Paper-copies of the preliminary design were made available for folks to doodle on and express their design ideas in a visual way.

Open House at WCC & Pop-up at the UBC Farm: Open houses allowed for community members to learn more about the project and share their feedback with UNA staff.



Pop-up open house at the UBC Farm

UNA staff hosted a pop-up open house at the UBC Farm’s last farmer’s market of the year. Staff engaged in discussions about the proposed dog park with over 60 people!

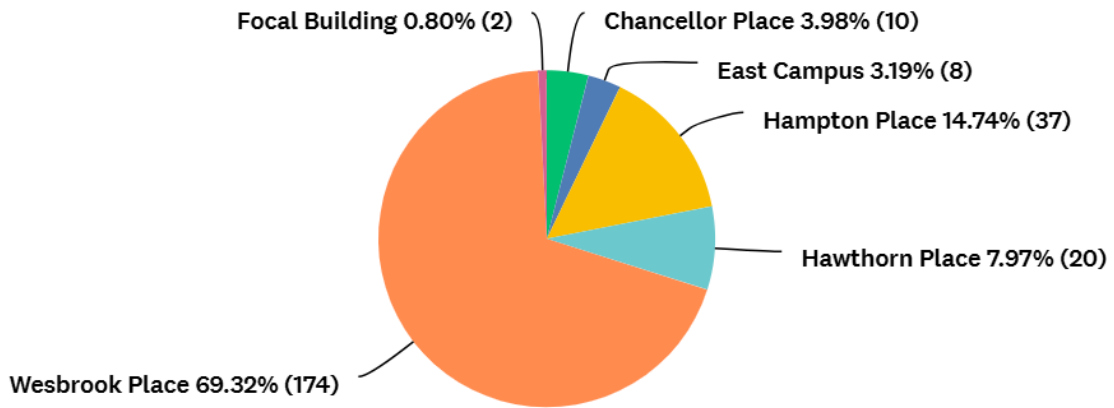


3. Who We Heard From

Participation

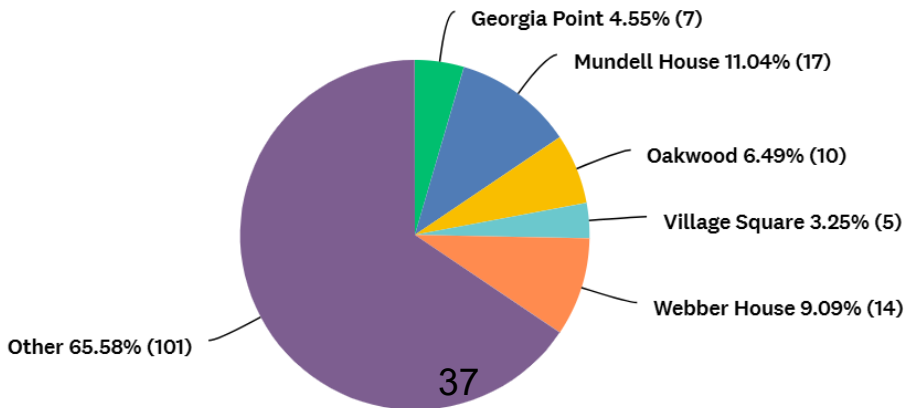
Which UNA area/building did respondents live in?

69.32% of respondents live in Wesbrook Place, followed by 14.74% in Hampton Place, and 7.97% in Hawthorn Place. The remaining respondents live in East Campus, Chancellor Place, and Focal Building.



How many of the Wesbrook respondents live in the buildings around the proposed site for the dog park?

65.58% of Wesbrook respondents live in buildings other than the ones around the proposed dog park site. 11.04% of respondents live in Mundell House, followed by 9.09% living in Webber House, and 6.49% living in Oakwood. The remaining Wesbrook respondents live in Village Square and Georgia Point.

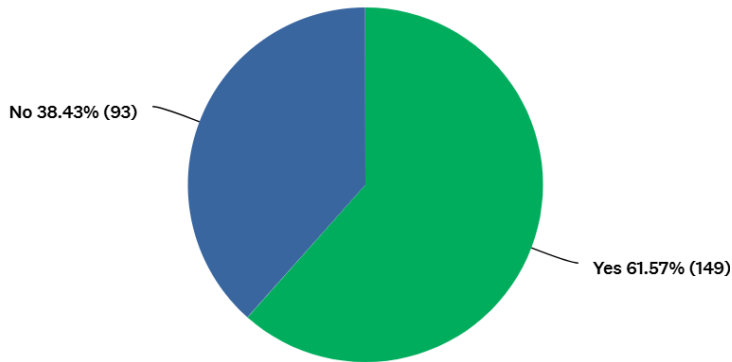


4. What We Heard

Quantitative Survey Results

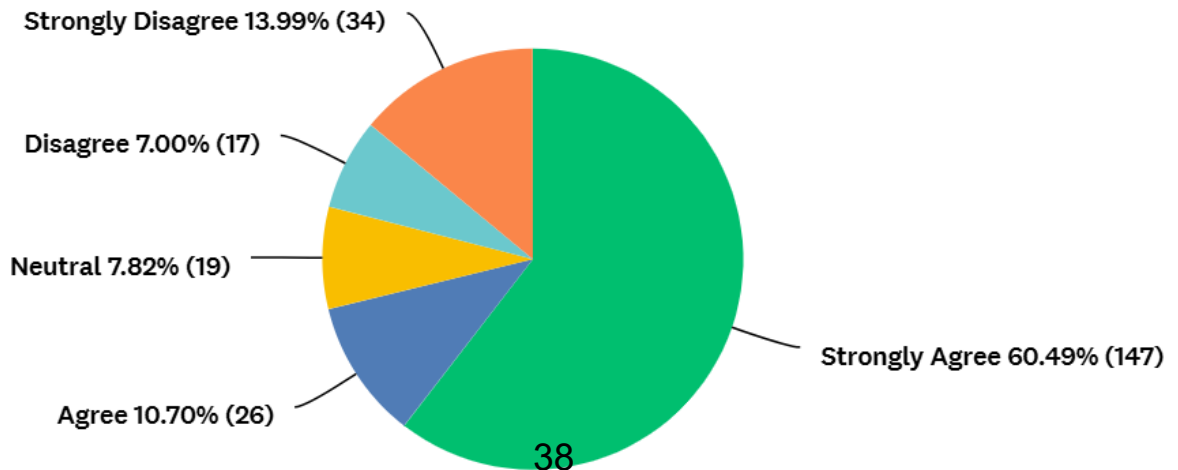
How many of the respondents are dog owners?

61.57% of respondents are dog owners. The remaining 38.43% of respondents indicated that they do not own dogs.



How do respondents feel about the addition of a dog park at the proposed site in Wesbrook Place?

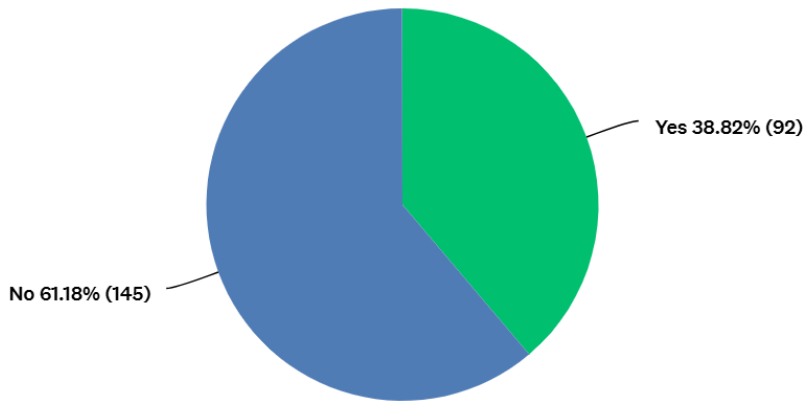
60.49% of respondents strongly agree to the addition of a dog park at the proposed site in Wesbrook Place. 13.99% of respondents strongly disagree, 10.70% agree, 7.82% are neutral, and 7.00% of respondents disagree.



Quantitative Survey Results

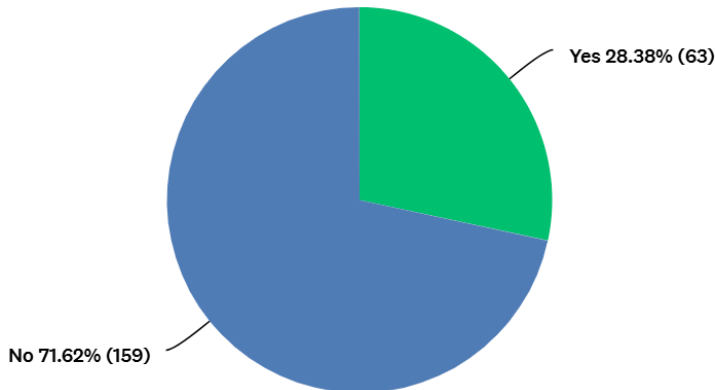
Do respondents foresee challenges with the proposed site for the dog park?

61.18% of respondents do not foresee challenges with the proposed site for the dog park. The remaining 38.82% of respondents indicated that they do foresee challenges with the proposed site.



Do respondents foresee challenges with the proposed layout of the dog park?

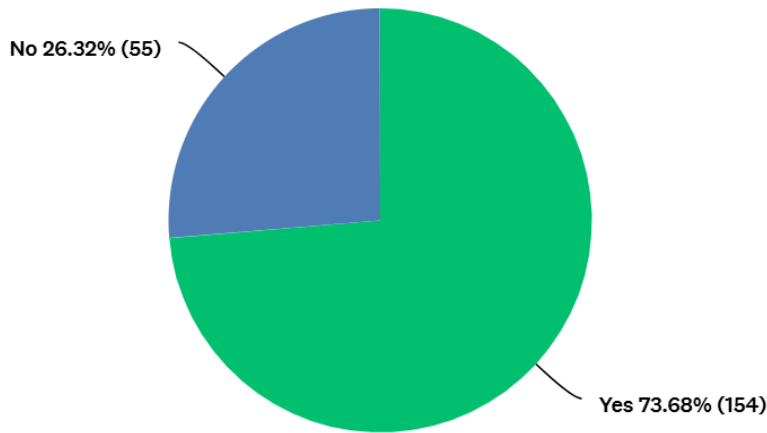
71.62% of respondents do not foresee challenges with the proposed layout of the dog park. The remaining 28.38% of respondents indicated that they do foresee challenges with the proposed layout.



Quantitative Survey Results

Do respondents prefer separate areas for large and small dogs?

73.68% of respondents prefer separate areas for large and small dogs. The remaining 26.32% of respondents indicated that they do not prefer separate areas for large and small dogs.



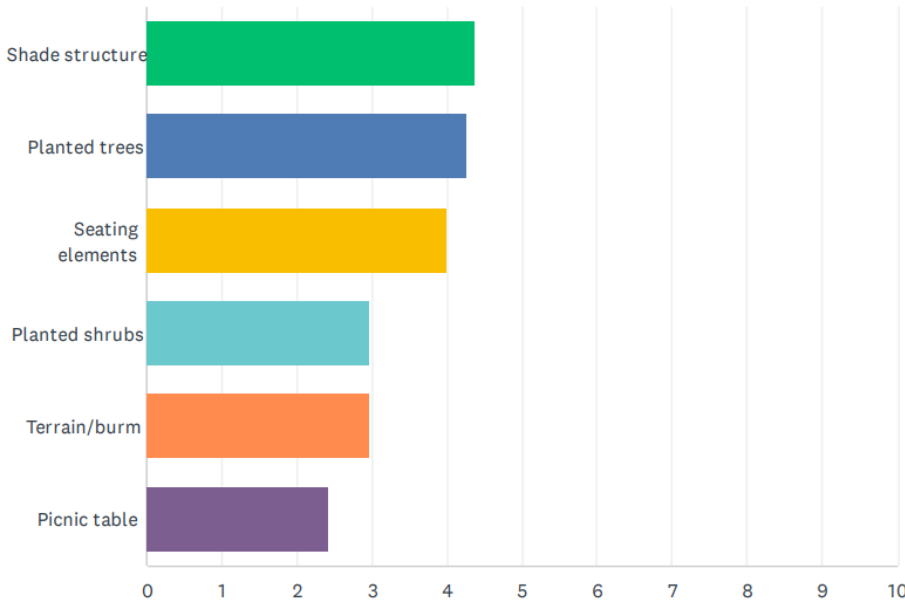
Written Summary of Quantitative Results

69.32% of respondents live in Wesbrook Place, followed by 14.74% in Hampton Place, and 7.97% in Hawthorn Place. The remaining respondents live in East Campus, Chancellor Place, and Focal Building. A majority of 65.58% of Wesbrook respondents live in buildings other than the ones around the proposed dog park site. 11.04% of Wesbrook respondents live in Mundell House, followed by 9.09% living in Webber House, and 6.49% living in Oakwood. The remaining Wesbrook respondents live in Village Square and Georgia Point.

61.57% of respondents are dog owners. The remaining 38.43% of respondents indicated that they do not own dogs. 60.49% of respondents strongly agree to the addition of a dog park at the proposed site in Wesbrook Place. 13.99% of respondents strongly disagree, 10.70% agree, 7.82% are neutral, and 7.00% of respondents disagree. 73.68% of respondents prefer separate areas for large and small dogs. The remaining 26.32% of respondents indicated that they do not prefer separate areas for large and small dogs.

Quantitative Survey Results

Respondents were asked to rank the below-mentioned dog park features by importance.



Summary

Respondents ranked the *shade structure* as the most important feature, closely followed by *planted trees* and *seating elements*.

Respondents then ranked *planted shrubs*, the *terrain/burm*, and finally, the *picnic table*, in order of importance.

Statistics Table

	1	2	3	4	5	6	TOTAL	SCORE
Shade structure	28.77% 61	22.64% 48	22.17% 47	14.15% 30	8.02% 17	4.25% 9	212	4.37
Planted trees	24.53% 52	25.94% 55	15.57% 33	23.11% 49	8.02% 17	2.83% 6	212	4.27
Seating elements	18.87% 40	25.00% 53	18.87% 40	14.62% 31	19.34% 41	3.30% 7	212	4.00
Planted shrubs	3.77% 8	13.21% 28	16.51% 35	20.75% 44	33.96% 72	11.79% 25	212	2.97
Terrain/burm	14.62% 31	7.08% 15	17.45% 37	12.74% 27	16.51% 35	31.60% 67	212	2.96
Picnic table	9.43% 20	6.13% 13	9.43% 20	14.62% 31	14.15% 30	46.23% 98	212	2.43

Analysis of Written Responses

Overall Sentiment Analysis of Written Responses

The majority of comments (55%) are positive, indicating overall support for the project, with constructive criticism and concerns shaping the remainder. While opposition is notable, it is outweighed by supportive voices that appreciate the initiative and its community value.

- **Positive: 55%**
 - Generally supportive of the dog park, with excitement about the amenities and community benefits.
- **Neutral: 15%**
 - Suggestions for improvement without expressing clear support or opposition.
- **Negative: 30%**
 - Concerns about alternative uses for the space, safety, noise, and other community priorities.

Main Themes and Common Trends

1. Support for the Dog Park

- Many respondents appreciate the initiative and express enthusiasm for a designated space for dogs to play and socialize. Specific features like fenced areas, water sources, shaded seating, and separation for large and small dogs are highlighted.

2. Opposition to the Dog Park

- Some respondents are against the project, citing alternative priorities like facilities for children or other community uses. Concerns about safety, noise, and the central location of the proposed site are also mentioned.

3. Design and Amenities Suggestions

- Respondents suggest practical enhancements like double-gated entries, dog waste bins, shaded areas, and surfaces that are dog-friendly. Some also propose including agility features and ensuring adequate garbage management.

4. Concerns About Community Priorities

- Comments reflect a divide between dog owners and non-dog owners. Some believe resources should prioritize human-focused amenities over pet-specific infrastructure.

5. Community and Social Impact

- Several respondents see the dog park as a valuable social hub for both dogs and their owners, fostering community connections.

Key Community Concerns

1

Safety and separation

Emphasis on fencing, double-gated entries, and separation of small and large dogs for safety and better usability.

2

Alternative priorities

Strong opposition from some who believe the space could be better utilized for children or community infrastructure rather than pets.

3

Design features

Calls for shaded seating, water access for dogs, and avoidance of sharp or unsuitable ground surfaces like sand or gravel.

4

Impact on neighbours

Concerns about increased noise, traffic congestion, and proximity to schools or children's play areas.

5

Accountability for dog owners

Requests for enforcement of rules, fines for off-leash violations, and campaigns to promote responsible dog ownership.

Actions to Address Key Community Concerns

1

Safety and separation

Emphasis on fencing, double-gated entries, and separation of small and large dogs for safety and better usability.

Key actions to address safety and separation concerns

➤ Safety first

We worked with a team of consultants to ensure that safety is a top design priority.

To maximize safety, the dog park is designed with full perimeter fencing that separates the off-leash areas from surrounding space and community amenities.

Access to the dog park will be controlled by double-gated entries.

Development and implementation of a future dog leash rule within the UNA is also in consideration.

➤ Separation of small and large dogs

Off-leash small and large dog areas will be separated by full perimeter fencing to minimize potential conflicts and maximize safety for dogs and humans.

Actions to Address Key Community Concerns

2

Alternative priorities

Strong opposition from some who believe the space could be better utilized for children or community infrastructure rather than pets.

Key actions to address concerns about alternative priorities

➤ Utilization of space

The site of the proposed dog park is dedicated for the future construction of an elementary school.

Additionally, there are several community amenities geared towards children and youth in close proximity. Formal dog off-leash space is currently not available on campus.

➤ Preserving and enhancing community amenities

The proposed design for the dog park allows for the retention of two volleyball courts.

As part of the dog park design and construction, the lawn space/passive recreation area surrounding the dog park will be enhanced. This aims to help improve the availability and quality of passive recreation space and or open greenspace.

Actions to Address Key Community Concerns

3

Design features

Calls for shaded seating, water access for dogs, and avoidance of sharp or unsuitable ground surfaces like sand or gravel.

Key actions to address concerns about design features

➤ Shaded seating

Based on the survey responses, a shade structure was deemed the most important design feature within the dog park. Given this community feedback, a shade structure will be prioritized in the revised design.

➤ Water access for dogs

Water access for dogs and their owners will be included in the refined design and budgetary planning.

➤ Ground surface materials

The ground surface material will remain the same (grass and dirt); there will be added compact gravel circulation pathways designed with accessibility in mind for pet owners.

Actions to Address Key Community Concerns

4

Impact on neighbours

Concerns about increased noise, traffic congestion, and proximity to schools or children's play areas.

Key actions to address concerns about impact on neighbours

➤ Increased noise and traffic congestion

The UNA will prioritize landscape design features that will work to minimize noise issues such as trees and shrubs.

There will be clear signage stating operating hours to minimize noise disturbance to surrounding neighbours.

The dog park is envisioned to be a park in which most community members visit by walking. To accommodate external visitors, there is 2-hour street parking in close proximity.

➤ Proximity to schools or children's play areas

Dog off-leash space will be fenced, and educational signage will be in place to mitigate safety concerns.

The UNA will also explore a dog on leash rule.

Actions to Address Key Community Concerns

5

Accountability for dog owners

Requests for enforcement of rules, fines for off-leash violations, and campaigns to promote responsible dog ownership.

Key actions to address concerns about accountability for dog owners

➤ Future dog-on-leash rule

The UNA will explore the implementation of a dog-on-leash rule.

➤ Canine education program at Wesbrook Community Centre (WCC)

Puppy preschool courses are available at WCC. Participants learn how to teach their dogs basic obedience skills, while socializing their pups. Topics covered include the prevention of bad habits, positive reinforcement, handling, and more.

Good to Great: Manner and More courses are also available at WCC; the class addresses behavioral challenges that tend to surface as dogs grow. Topics covered in class include leash manners, jumping on people, recall, attention and reliable performance of basic commands.

Educational courses for pet owners to address behavioral concerns will help create safer environments for all dogs and people in the community.

➤ Educational signage

The dog park will include educational signage to promote responsible dog ownership.

5. Next Steps

Timeline

➤ January 2025

Refine dog park design based on public engagement feedback.

➤ February 2025

Present refined design based on community feedback and project budget for the UNA Board Approval

➤ February 2025 – July 2025

Undertake Metro Vancouver Community Works Fund Application and UBC Permit Application for the construction of the dog park.

➤ September – November (anticipated)

Construction of the dog park.

➤ November – January (anticipated)

Completion of dog park construction and opening.



Report Date: January 10, 2025
Meeting Date: January 21, 2025
From: Wegland Sit, Operations Manager
Subject: Road and Sidewalk Infrastructure Maintenance Report

Background

The UNA provides municipal-like services to the neighbourhoods, including the maintenance of roads and sidewalks in the neighbourhoods. The new Neighbours Agreement 2024 (NA2024) provides further clarity regarding the UNA and UBC’s responsibilities with respect to the provision of municipal-like services in the neighbourhoods, and the available funds for infrastructure maintenance.

This report details the historical context of the provision of municipal-like services in the neighbourhoods, the relevant responsibilities outlined in the NA2024, the new terms of the Neighbours Fund reserves, and the plans thus far for the maintenance of roads and sidewalks in the neighbourhoods. With the approval of the NA2024, the UNA and UBC will begin the transition from what has been an ad-hoc approach to infrastructure repair and replacement to a planned approach.

Decision Requested

For information.

Discussion

Municipal Services and Management – Before and After April 2023

Prior to April 2023, the UNA contracted UBC Properties Trust (UBCPT) for the administration, management, and operations of municipal-like services. During UBCPT’s management, assets like sidewalks and roadways were still relatively new in its service life. Repair projects like pothole fixes or sidewalk repairs were largely driven by service tickets submitted by residents, and they were handled on an ad-hoc basis as the UNA received them.

On April 2023, UBCPT handed over the administration, management and operation of the municipal-like services back to the UNA. As a result, the UNA directly manages provision of various municipal-like services and contractors, agreement administration, account payable administration, and operations. With the added responsibilities and

internal resources, the UNA Operations department has taken a more proactive approach when it comes to asset management and maintenance.

Since the handover, the UNA Operations department ran several sidewalk and roadway repair projects across the neighbourhoods. An internal roads and sidewalk assessment was also performed back in 2023, providing a reference point for the UNA Operations department's maintenance work.

The Neighbours Agreement 2024 and the Neighbours Fund Reserves

Schedule A of the NA2024 outlines the responsibilities that the UNA and UBC have with respect to roads and sidewalks. The UNA is responsible for the maintenance and repair of roads, and the maintenance, repair, and replacement of sidewalks and paths. UBC is responsible for the repaving or full rehabilitation, and the replacement of roads. In practice, the UNA and UBC coordinate on the maintenance, repair, and replacement of these types of public infrastructure, along with any assessments that may need to be conducted.

The Neighbours Fund contains multiple reserves, most relevant to this report's focus is the Infrastructure and Capital Reserve. One of the purposes of this reserve is to fund the costs of repairs to, and the replacement of infrastructure serving the neighbourhoods¹. The maintenance of roads, sidewalks, and paths can be funded from this reserve. Schedule E of the NA2024 details the withdrawal mechanism for this reserve, which notably involves the UNA Board generally approving withdrawals.

For clarity, the UNA also prepares its own capital budget, which details the projects that are to be funded by the UNA Capital Reserve. The UNA Capital Reserve is not the same as the Neighbours Fund Infrastructure and Capital Reserve – they are separate funds maintained by different organizations. The UNA Capital Reserve's purpose, funding, and withdrawal mechanism are guided by the UNA Capital Reserve Board Policy.

What's Next – FY2025/26 Roadway Replacement

With a new relationship agreement in place, further defined responsibilities, and revised terms for the Infrastructure and Capital Reserve, the UNA and UBC have been in discussion on coordinating roadworks and sidewalk works and planning of maintenance projects for FY2025/26. In the initial Draft 2025/26 Budget, significant road repair/renewal projects were presented for budget discussions, however given the

¹ The Infrastructure and Capital Reserve is purposed to fund various types of infrastructure and capital costs/expenditures, apart from roads, sidewalks, and paths. In addition, there are exceptions to the list of valid costs/expenditures that can be funded from this reserve. Schedule E of the Neighbours Agreement 2024 details the exact terms of this reserve.

completion of NA2024 and the need to collaborate on these larger scale capital projects the planning, scoping and reserve funding requirements are being further refined.

The initial coordination meeting for the road repair project was held in early-January 2025 between the UNA and UBC. An onsite visit and assessment of the initial scope of work is planned to take place later in January 2025. Staff will report back to the Board on these larger projects in preparation for their execution in FY 2025/26 following the completion of the assessment and scoping work with UBC that is currently underway with the focus on addressing due road repair and rehabilitations in the Hampton and Chancellor neighbourhoods.

Financial Implications

None at this time. Board consideration of support or approval for the use of reserve funds will be sought at the appropriate time to support the scoped project(s).

Operational Implications

None.

Strategic Objective

Organization Capacity

Attachments

None.

Concurrence

1. Athena Koon, Finance Manager

Respectfully submitted,

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Wegland Sit
Operations Manager



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**UNA BOARD MEETING
OPEN SESSION**

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Paul Thorkelsson
Chief Administrative Officer



Report Date: January 15, 2025
Meeting Date: January 21, 2025
From: Athena Koon, Finance Manager
Subject: Draft II FY2025/26 UNA Annual Budget Report

Background

Based on feedback received on the first draft and latest updates to factors that would impact the UNA, a second draft of the FY2025/26 UNA budget has been prepared. The first draft of the budget was presented to the Board in November 2024 and December 2024.

This report details the second draft of the budget, a public consultation strategy, and a recommendation to forward this draft for public consultation. Since most of the details of the budget were presented in the first draft budget report, this report focuses on the changes made in preparing the second draft budget.

Decision Requested

THAT the Board approve the publication of the second draft of the FY2025/26 budgets for public consultation.

Discussion

Draft II FY2025/26 Budget Key Highlights and Changes

Revenue:

- Revenue from the Neighbours Levy (NL) is estimated to decrease compared to the first draft. The latest projection is \$10.6M instead of \$10.9M, a decrease of \$0.3M. The decrease is a result of the City of Vancouver (CoV) approving its property tax increase of 3.9%, less than originally projected.
- The NL revenue available to the UNA is now projected to be \$5,942,163 (a decrease of \$453.8K compared to the first draft). The changes in the NL’s revenue, Neighbours Fund reserve contributions, and withdrawals by UBC impact the net revenue from the NL.
 - The newly executed Neighbours Agreement 2024 confirms that the annual administrative cost for UBC is \$87K.
 - For the Stormwater Sewers costs, the amount is now estimated to be \$760K.

- UBC has advised that the Common Area Maintenance Support from UBCPT will be \$590K instead of \$630K for FY2025/26 (a decrease of \$40K compared to the first draft). A formal letter from UBC will be sent to the UNA confirming the financial amount. There is ongoing work to draft an agreement with UBC outlining the gradually reduction of this revenue over time.
- Some changes were also made to a few of the revenue lines such as recreation, other revenue, and grants total with the latest information and forecasts available.
- In summary, total revenue for the UNA is reduced by \$357.5K compared to the first draft.

Expenditures:

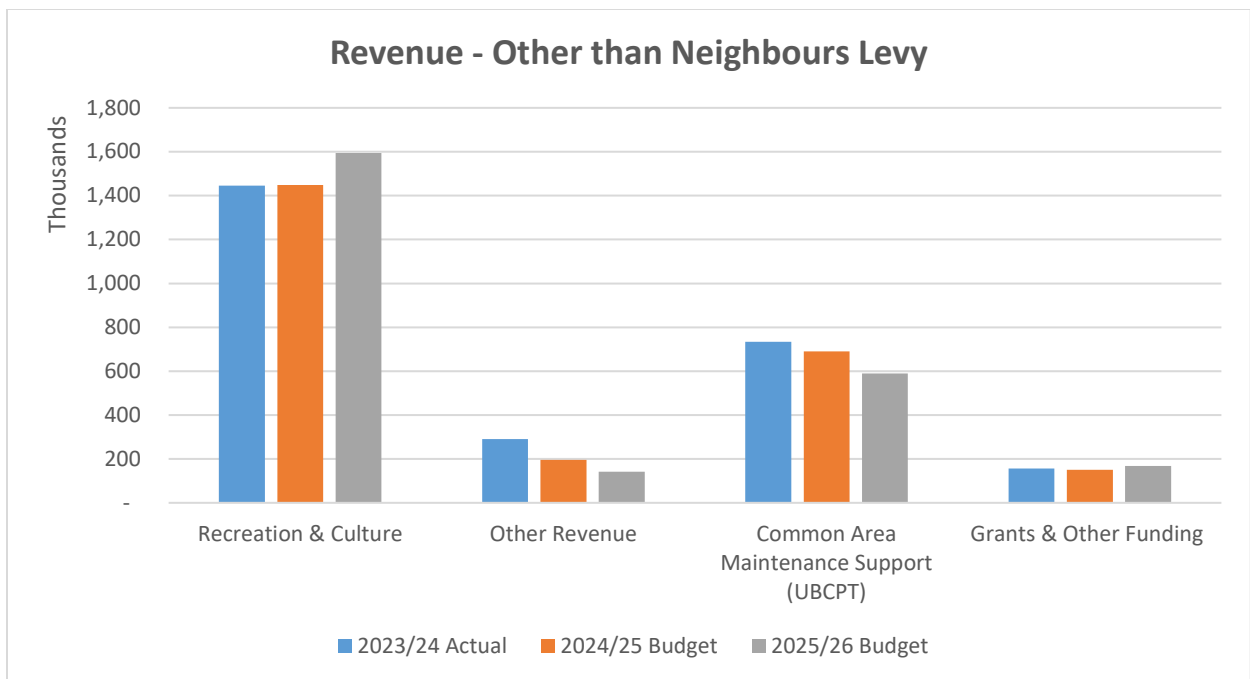
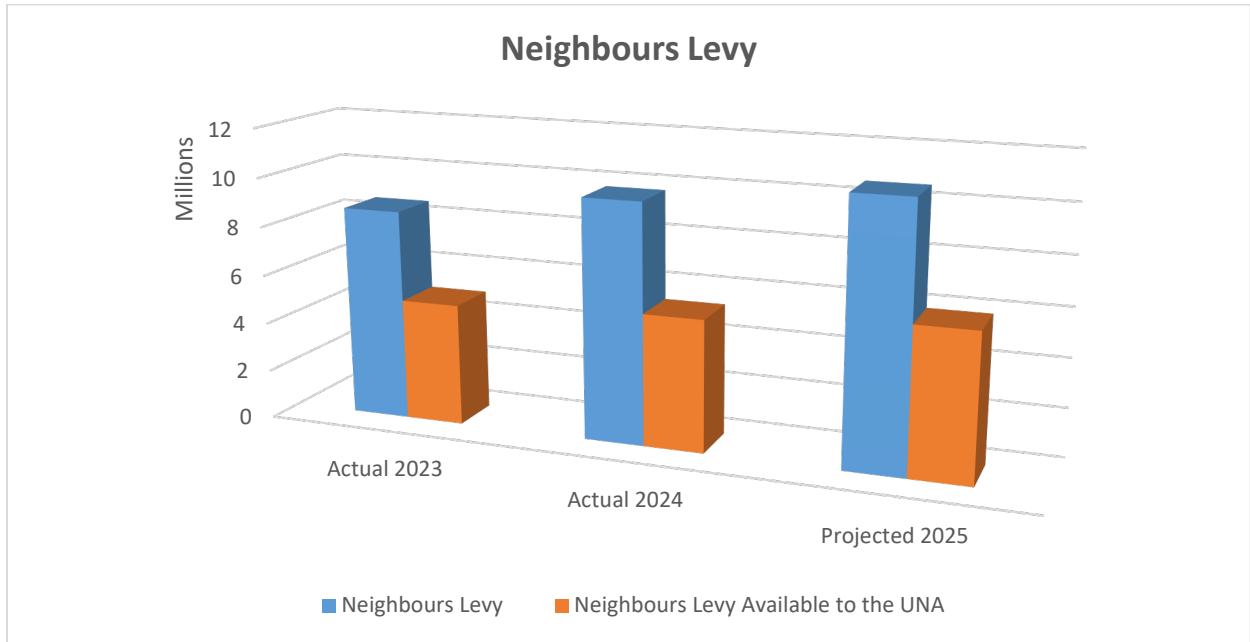
- The team reviewed some of the engineering and operations services cost and made a \$19K total decrease for a few of the line items.
- The originally budgeted full-time HR position has been removed, the part-time staff schedule has been reviewed and reworked, and all wages and salaries COLA increase has been lowered to 4% instead of 5%. The total cost decrease from these changes is \$270K compared to the first draft.
- Professional fees have been reduced. The total cost decrease from this change is \$25K compared to the first draft.
- The originally budgeted cybersecurity insurance cost and some other IT initiatives have been removed. The total cost decrease from this change is \$26K compared to the first draft.
- In summary, total expenditures for the UNA is reduced by \$357.5K compared to the first draft.

No changes have been made to the draft FY2025/26 UNA Capital Budget in this second reading.

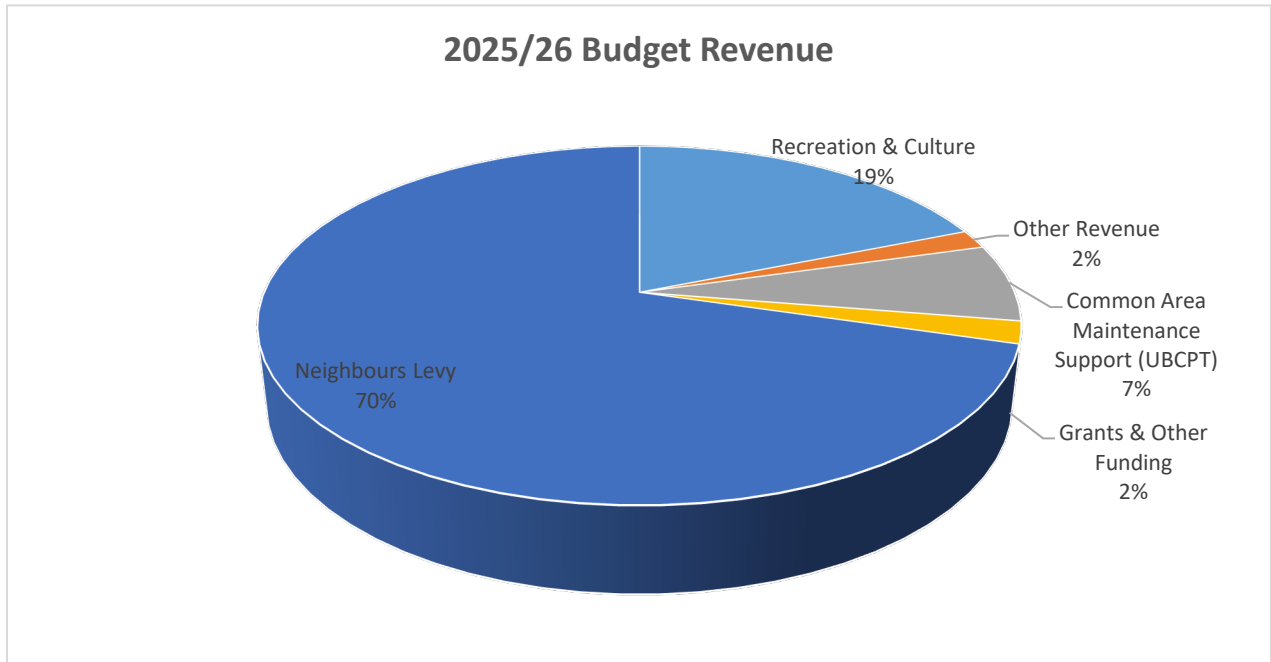
Operating Budget

Revenue:

- Despite the lower than originally projected increase in the CoV's property tax, revenue from the NL will increase by \$0.9M compared to 2024 (from \$9.8M in 2024 to \$10.6M in 2025). This is primarily due to the completion of new residential buildings and the latest assessment projections. The Services Levy rate is also anticipated to increase. After contributions to reserves and UBC withdrawals, the NL funds available to the UNA are estimated to be \$5.9M, which is \$581K (+11%) higher than the actual amount for 2024.

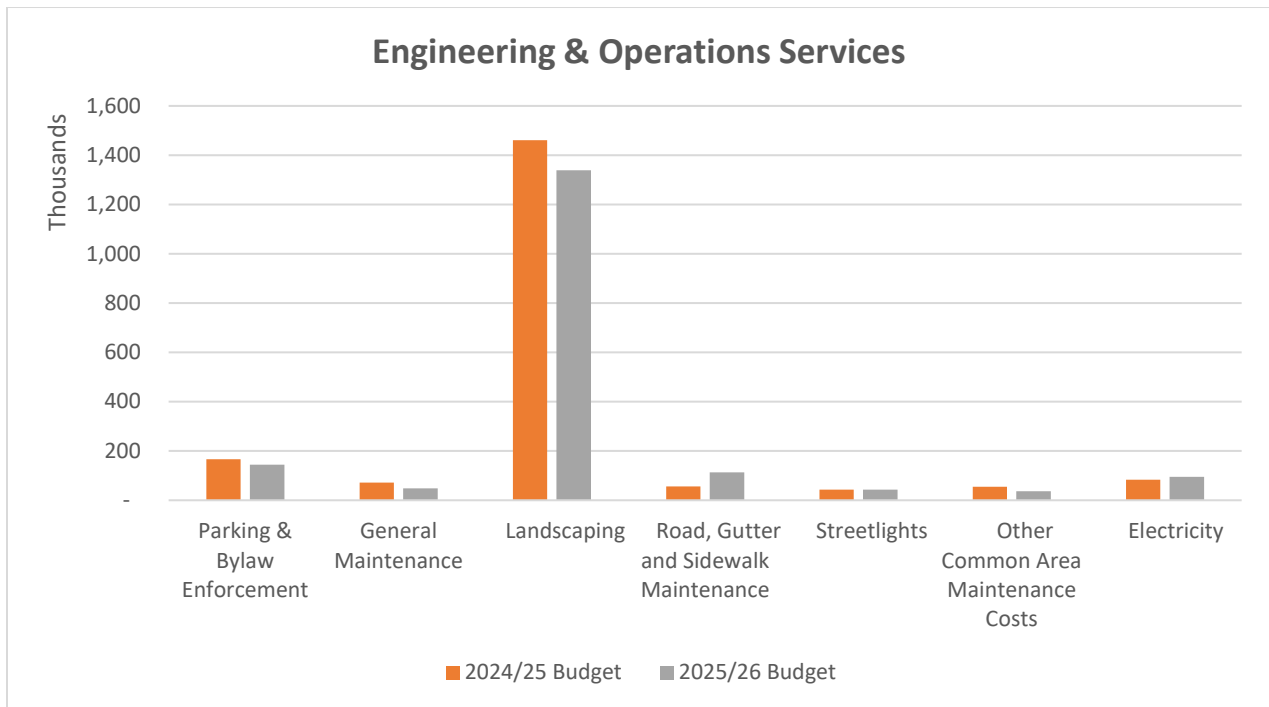


The UNA's budgeted for FY2025/26 is \$8,436,561, an overall increase of 4%, compared to the FY2024/2025 budget.

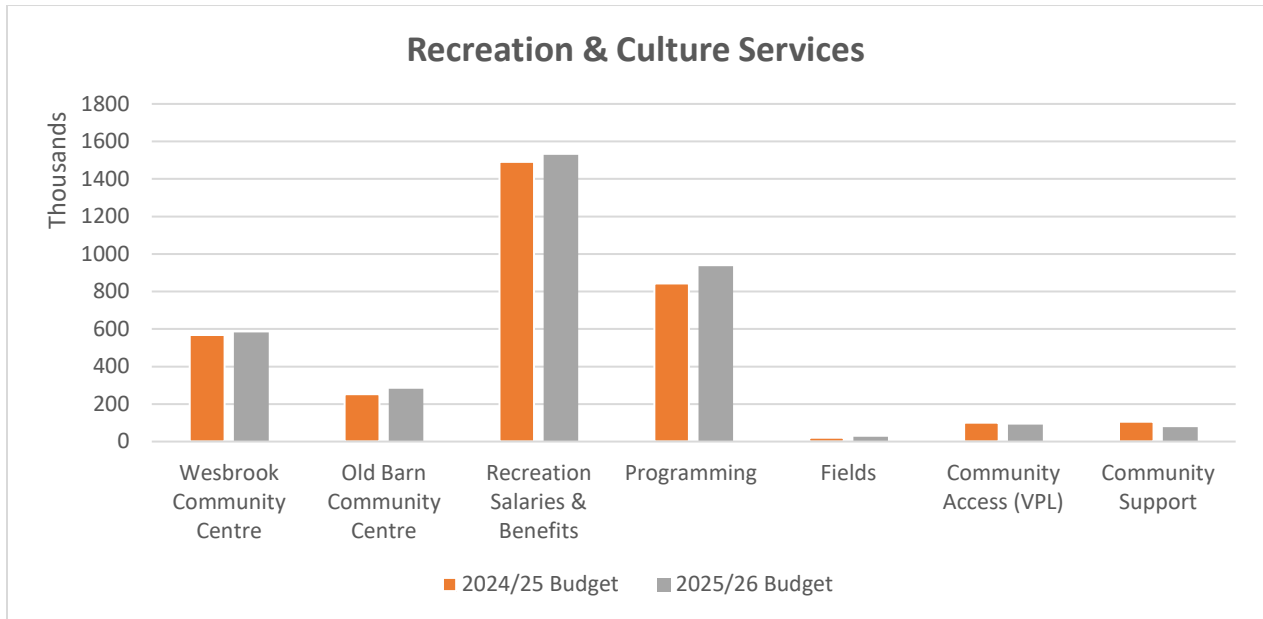


Expenditures:

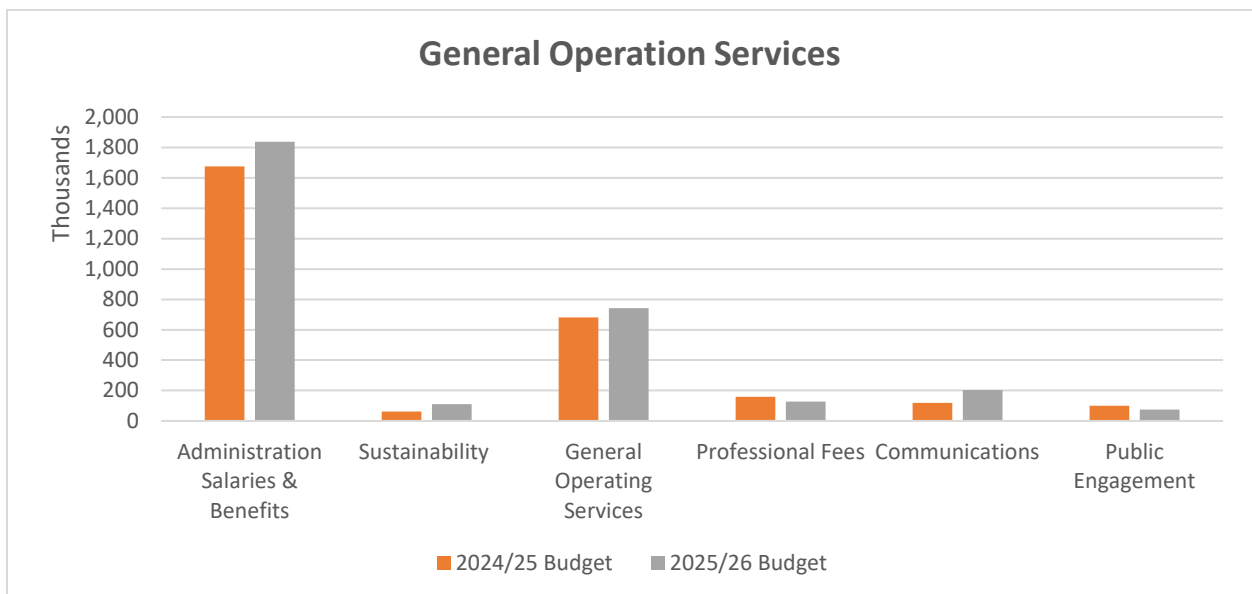
- **Engineering & Operations Services:** Reduction of \$19K from the first draft, due to changes in the cost of bylaw enforcement, and only keeping general maintenance projects. Expenses are \$1.8M, a reduction of 6% from FY2024/25.



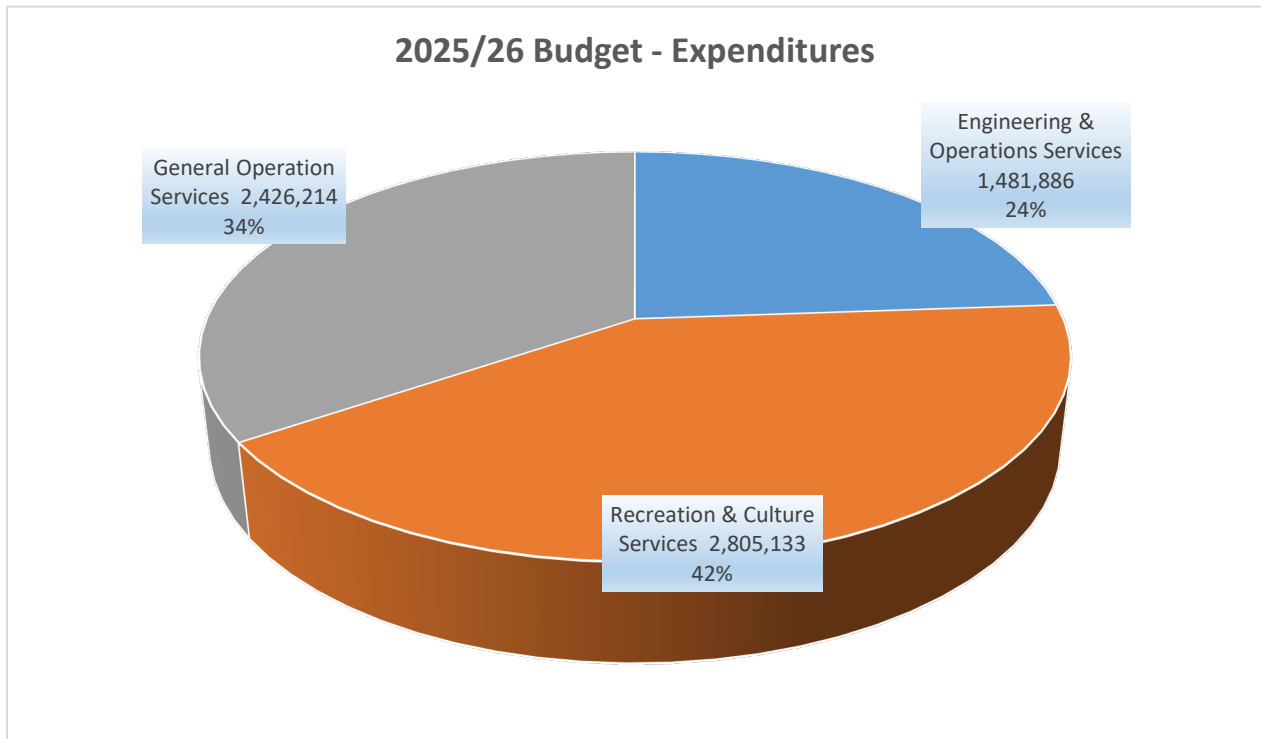
- Recreation & Culture Services:** Decrease of a total of \$186.6K compared to the first draft. The changes are mainly due to lowering the COLA rate to 4%, reviewing all the staffing needs, and updating to the latest forecast.
- Overall expenses will be \$3.5M (+4%) compared to the FY2024/25 budget of \$3.4M, mainly for programming and increasing waste removal services for the centres.



- General Operation Services:** There is a decrease of \$151.8K compared to the first draft. This decrease is due to removing the originally budgeted HR position, lowering the COLA for staff, removal of originally budgeted new IT-related initiatives, and limiting professional fees. The total expense will now be \$3.1M compared to the FY2024/25 budget at \$2.8M. Total increase is at 11% and mainly for an added social media position and new projects next fiscal for sustainability.



Total budgeted expenditures for FY2025/26 are \$8,436,561, an overall increase of 4% compared to the FY2024/25 budget.



Capital Budget

The capital budget for FY 2025/26 total is \$321,700. There are no changes in the second draft and the funding source will be from the UNA Capital Reserve.

Capital Projects for FY2025/26

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



Transfers from Capital Reserve:

Capital Reserve	\$321,700
	<u>\$321,700</u>
Balance	<u><u>\$0</u></u>

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>	

Next Step and Public Consultation:

Assuming the Board approves the second draft budget for public consultation, our public consultation is expected to start at the earliest on January 22 for a minimum of two weeks. As part of that consultation, staff will be:

- Sending out notifications via the newsletter.
- Creating a live web page section for the FY2025/26 budget on the UNA website.
- Creating a budget package that the public can download and review.
- Outlining the timeline of the budget development to be transparent regarding the process.
- Creating a specific section to allow residents to provide feedback.

The public consultation information package will contain the following information:

- UNA Strategic Plan
- Budget Development Process
- Highlights and Significant Changes
- Draft FY2025/26 Operating Budget
- Draft FY2025/26 Capital Budget

Regarding the feedback section, there will be a link available for the public to provide any feedback or questions they may have. Once all the information is gathered, a report will be prepared for the Finance and Audit Committee and the Board to review all the public feedback received.

After a review of the public feedback and the Board's approval, the final draft of the budget will be submitted to UBC for final approval, concluding the FY2025/26 budget process.

The timeline is as follows:





Financial Implications

None.

Operational Implications

None.

Strategic Objective

Governance; Environmental Sustainability; Creating Connection; Organizational Capacity

Attachments

1. Draft II 2025 Projected Neighbours Levy
2. Draft II 2025-26 UNA Operating Budget – Summary
3. Draft II 2025-26 UNA Operating Budget – Detailed
4. Draft II 2025-26 UNA Capital Budget – Summary
5. Draft II 2025-26 UNA Capital Budget – Detailed
6. FY2025/26 Budget Unsuccessful Projects List
7. FY2025/26 Draft I and Draft II Comparison

Concurrence

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

Respectfully submitted,

Athena Koon
Finance Manager



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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	10,625,000
Contributions to Reserves		
Infrastructure and Capital Reserve ¹	-370,711	-414,375
Rate Stabilization Reserve	-97,555	-106,250
Community Field Replacement Reserve ²	-75,000	-75,000
Total Contributions to Reserves	-543,266	-595,625
UBC Withdrawals		
Administration Fee ³	-87,000	-87,000
Urban Forest Cost ⁴	0	-80,000
Stormwater Sewers	-675,000	-760,000
Fire Service Charge	-2,181,974	-2,227,799
Recreation and Cultural Facilities Charges ⁵	-817,806	-833,377
Total UBC Withdrawals	-3,761,780	-3,988,176
Net Amount of Neighbours Levy	5,450,501	6,041,199
GST (Net of UBC GST Credit)	-89,352	-99,036
Amount Available to the UNA ⁶	\$ 5,361,148	\$ 5,942,163

Notes:

1. Under the 2024 Neighbors Agreement, the Infrastructure Replacement Reserve and the Capital Reserve have been combined. The reserve rate for 2024 is set at 3.8% and will increase to 3.9% in 2025. It will continue to rise by 0.1% annually, reaching 4.2% by 2029.

2. The contributions for 2024 and 2025 are estimated based on future replacement costs.

3. UBC's fees and expenses cover all administrative duties, including the costs of the annual audit.

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 times per capita rate of \$49.50 (last year's per capita rate of \$48.06 plus 3% inflation assumption). Community Access 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 II**

University Neighbourhoods Association (UNA)	2023-24 ACTUAL	2024-25 APPROVED BUDGET	2025-26 DRAFT BUDGET	% Change 24/25 Budget vs 25/26 Budget
REVENUE				
Payments from UBC				
Neighbours Levy	5,040,600	5,627,244	5,942,163	6%
Total Payment From UBC	5,040,600	5,627,244	5,942,163	6%
Recreation & Culture				
Wesbrook Community Centre	298,777	327,000	347,000	6%
Old Barn Community Centre	122,694	125,425	129,740	3%
Programming	918,636	886,770	992,000	12%
Playing Fields & Park Rentals	105,324	109,700	125,000	14%
Total Recreation & Culture	1,445,431	1,448,895	1,593,740	10%
Other Revenue				
Parking	180,538	144,525	50,000	-65%
Miscellaneous	109,570	50,933	92,158	81%
Common Area Maintenance Support (UBCPT)	733,256	690,000	590,000	-14%
Total Other Revenue	1,023,364	885,458	732,158	-17%
Grants & Other Funding				
External Grants & Miscellaneous	155,693	150,250	168,500	12%
Total Grants & Other Funding	155,693	150,250	168,500	12%
TOTAL REVENUE	7,665,088	8,111,846	8,436,561	4%

University Neighbourhoods Association (UNA)	2023-24 ACTUAL	2024-25 APPROVED BUDGET	2025-26 DRAFT BUDGET	% Change 24/25 Budget vs 25/26 Budget
EXPENDITURES				
Engineering & Operations Services				
Parking & Bylaw Enforcement	125,280	165,886	144,592	-13%
General Maintenance	68,256	71,066	48,198	-32%
Common Area Maintenance				
Landscaping	1,078,370	1,461,259	1,338,430	-8%
Road, Gutter and Sidewalk Maintenance	42,312	56,228	112,914	101%
Streetlights	46,901	42,500	43,775	3%
Electricity	76,893	84,000	94,520	13%
Other Common Area Maintenance Costs	43,874	55,125	36,779	-33%
Total Engineering & Operations Services	1,481,886	1,936,064	1,819,208	-6%
Recreation & Culture Services				
Wesbrook Community Centre	522,297	568,036	581,677	2%
Old Barn Community Centre	215,896	252,515	281,364	11%
Recreation Salaries & Benefits	1,100,598	1,490,386	1,529,371	3%
Programming	810,224	843,313	935,483	11%
Fields	30,876	20,000	25,600	28%
Community Access (VPL)	84,100	100,000	90,000	-10%
Community Support	41,142	105,550	77,232	-27%
Total Recreation & Culture Services	2,805,133	3,379,800	3,520,726	4%
General Operation Services				
Administration Salaries & Benefits	1,532,234	1,674,898	1,838,426	10%
Sustainability	40,492	62,338	110,722	78%
General Operating Services	530,114	680,798	742,149	9%
Professional Fees	155,668	159,200	128,000	-20%
Communications	106,107	119,300	203,329	70%
Public Engagement	61,600	99,450	74,000	-26%
Total General Operation Services	2,426,214	2,795,983	3,096,626	11%
TOTAL EXPENDITURES	6,713,234	8,111,847	8,436,561	4%
SURPLUS OR (DEFICIT)	951,854	0	0	

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

		Actual Number 2023-24	APPROVED BUDGET 2024-25	DRAFT BUDGET 2025-26	COMMENT	% Change 24/25 Budget vs 25/26 Budget
		TOTAL	TOTAL	TOTAL	Notes	
REVENUE						
Payments from UBC	Neighbours Levy	5,040,600	5,627,244	5,942,163	Refer to Neighbours Fund chart for details	6%
	Total Payments from UBC	5,040,600	5,627,244	5,942,163		6%
Recreation & Culture						
Wesbrook Community Centre	Wesbrook Function Rentals	26,289	27,000	27,000		0%
	Wesbrook Fitness Membership	239,875	250,000	270,000	Up to match closer to actual	8%
	Wesbrook Personal Trainer	32,613	50,000	50,000		0%
	Total Wesbrook Community Centre	298,777	327,000	347,000		6%
Old Barn Community Centre	Old Barn: Bean Around the World Coffee S	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, AGMs, weddings	2%
	Old Barn Function Rentals	23,856	27,500	30,000		9%
	Old Barn Fitness Membership	18,179	20,000	20,000		0%
	Old Barn Merchandise/other	1,910	-	-		-
	Total Old Barn Community Centre	122,694	125,425	129,740		3%
Programming	Wesbrook Program Fees	793,067	763,895	965,000	Combined WCC, OBCC program Fees, Yoga Revenue	26%
	Birthday Parties	10,555	35,875	22,000	To match closer to actual number	-39%
	Wesbrook Yoga Studio Revenue	52,352	38,500	-	Combined to program fees	-100%
	Withdrawal Fee Revenue	5,515	3,500	5,000	To match closer to actual number	43%
	Old Barn Program Fees	57,147	45,000	-	Combined to program fees	-100%
		918,636	886,770	992,000		12%
	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.	-67%
	Community Field Revenue	101,964	94,700	120,000	Rental Cost Review (Winter 2025) Effective Fall 2025	27%
	Total Playing Fields & Park Rentals	105,324	109,700	125,000		14%
	Total Recreation & Culture	1,445,431	1,448,895	1,593,740		10%
Other Revenue						
	Parking Revenue	82,446	73,500	-		-100%
	Towing Administration Fees	22,745	11,025	-		-100%
	Car Share Parking Revenue	75,347	60,000	50,000		-17%

Newspaper/Program Guide Advertising Sa	7,630	6,000	6,180	3%
Interest Revenue	76,869	25,653	60,000	134%
Miscellaneous Revenue	9,455	5,000	10,000	Special Event Sales 100%
Community Gardens	12,717	12,600	12,978	3%
Sustainability Funding	2,898	1,680	3,000	To match closer to actual number 79%
Common Area Maintenance Support (UBC	733,256	690,000	590,000	Gradual reduction of support from UBC PT -14%
Total Other Revenue	1,023,364	885,458	732,158	-17%

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 33%
CRA summer job funding (Federal Funding Operating Contribution to Community Field (VSB Funding)	12,802	22,000	25,000	Requesting funding of 1+3 (Leaders / Staff) - Previous years have been 1+2 - UNA running with 2 +4 for 2025 14%
UBC Funding -Youth Programming	20,758	10,500	20,000	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. 90%
UBC Funding - Connected Communities	45,028	45,000	47,500	Rename to "UBC Funding - Connected Communities". Requested increase to account for COLA and general inflation. 6%
Miscellaneous Funding	64,474	42,000	45,000	Senior Grant 7%
Total Grants & Other Funding	7,910	26,250	25,000	-5%

TOTAL REVENUE	7,665,088	8,111,846	8,436,561	4%
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ENGINEERING & OPERATIONS SERVICES

Parking & Bylaw Enforcement & Emergency Management (UNA)

Parking	23,402	31,386	16,592	-47%
Bylaw Enforcement	99,235	126,000	80,000	Adjust cost to reflect actual usage and process -37%
Emergency Management	2,643	8,500	48,000	Including 311 Emergency hotline 465%
Total Parking & Bylaw Enforcement	125,280	165,886	144,592	-13%

Common Area Maintenance (UNA)

General Maintenance	68,256	71,066	48,198	reduce based on actual usage. -32%
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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 Westbrook Park space "Research Park" @ \$45K 2%
	Irrigation Maintenance and Water	107,432	270,435	205,230	Actual 24/25 est cost, with 60K repair project in place in Hawthorn with the change of the contractor. -24%
	Tree Maintenance	82,799	162,450	82,400	Pruning work -49%
	Total Landscaping	1,078,370	1,461,259	1,338,430	-8%

Road, Gutter and Sidewalk Maintenance	Roads and Gutters	29,849	28,665	84,525	Sidewalk repair special projects	195%
	Snow/ice removal program	12,463	27,563	28,389		3%
	Total Road, Gutter and Sidewalk Maintenance	42,312	56,228	112,914		101%
Streetlights	Streetlight Maintenance	46,901	42,500	43,775		3%
	Total Streetlights	46,901	42,500	43,775		3%
Other UBCPT Costs	Electricity	76,893	84,000	94,520	Noted general metering increase by 20 percent during peak in some meters	13%
	Others	43,874	55,125	36,779	Reduce based on actual usage 20K this year. 30K repair in 25/26	-33%
	Total Other UBC PT Costs	120,767	139,125	131,299		-6%
	Total Common Area Maintenance	1,288,350	1,699,112	1,626,418		-4%
	TOTAL ENGINEERING & OPERATIONS SERVICES	1,481,886	1,936,064	1,819,208		-6%
<u>RECREATION & CULTURE SERVICES</u>						
Operating Costs - Fields		30,876	20,000	25,600	Contracted maintenance to Fieldturf 2 times/year	28%
Operating Cost - Wesbrook Community Centre	Janitorial	141,997	136,080	148,162	Increase supplies consumption 115K service	9%
	Waste Removal	35,967	38,325	35,475	Slight reduction in cost due to reduced pickup	-7%
	Security	3,765	6,392	5,084	Adjusted to reflect actual usage	-20%
	Utilities	64,748	70,172	72,277		3%
	Amortization WCC	104,417	103,950	107,069		3%
	Water & Sewer	33,871	45,582	46,949		3%
	Misc. Supplies	1,700	3,473	3,577		3%
	Fitness Centre Maintenance WCC	8,428	8,000	8,000	Regular Maintenance. \$8000 cost will increase or decrease pending approval of \$25,000 for replacement of older equipment.	0%
	Elevator Maintenance	4,344	4,093	4,216		3%
	Building Maintenance	12,273	16,000	16,480	Less repairs. Under this year but retain 3% for unexpected repairs based on historical figures	3%
	Site Supervisor	41,498	55,000	56,650		3%
	Office Expense	5,955	5,473	5,638		3%
	Fire & Emergency	11,270	12,422	17,795	Expenditure for inspections and repairs.	43%
	Operating Costs - Others	27,732	48,469	39,923	Currently less \$10K due to removal of maintenance contract.	-18%
	Phone & Credit Card Line	11,800	6,000	5,520	Conversion to RingCentral reduces WCC office phone cost from \$800 to \$265	-8%
	Office Supplies	12,532	8,604	8,862		3%
	Total Wesbrook Community Centre	522,297	568,036	581,677		2%
Operating Cost - Old Barn Community Centre	Internet	3,082	4,873	5,019		3%
	Janitorial	62,847	68,103	70,146		3%
	Waste Removal	19,089	18,000	32,724	Increase in compost bin services	82%
	Security	1,770	2,100	2,163		3%
	Gas	2,170	1,973	2,033		3%
	Hydro	9,857	14,596	15,034		3%

	Water & Sewer	11,384	18,000	18,540		3%
	Misc. Supplies	1,183	6,021	6,201		3%
	Elevator Maintenance	4,517	4,736	4,878		3%
	Building Maintenance	6,764	9,122	9,396		3%
					With increased maintenance to the machines, it has a reduction in the overall repair costs. 85% of machines is under warranty	
	Fitness Centre Maintenance	9,052	1,700	6,700		294%
	Site Supervisor	28,699	32,000	32,960		3%
	Office Expense	3,516	4,257	4,385		3%
	Fire & Emergency	8,795	5,848	7,017	Adjust to reflect actual charges	20%
	Property Tax	11,162	14,619	19,607	Adjust to reflect actual charges	34%
	Amortization OBCC	17,227	27,846	28,681		3%
	Operating Costs - Others	8,558	8,000	8,240	Under this year, 5K special pest management project in 23/24	3%
	Phone & Credit Card Line	3,494	3,838	2,640	Monthly \$211 * 12. Reduced phone expense	-31%
	Office Supplies	2,728	6,883	5,000	assume \$3K actual with new added rotational desk consumption	-27%
	Total Old Barn Community Centre	215,896	252,515	281,364		11%
Recreation Salaries & Benefits	Community Centres Full Time Salaries & V	378,326	572,164	610,468	New Event Coordinator position added on top of reg COLA	7%
	Community Centres Part Time Salaries & V	581,821	710,683	700,987	New Admin Assistant, Senior Coordinator and Camp Coordinator added on top of COLA. Review scheduling and bring it closer to actual.	-1%
	Community Centres Benefits	140,451	207,539	217,916		5%
	Recreation Salaries & Benefits	1,100,598	1,490,386	1,529,371		3%
Programming						
	Community Centre Programming WCC	43,931	47,715	110,000		131%
	Community Centre Programming	8,883	-	5,000		-
	Utown Collaborative Programming	68,280	90,000	95,000		6%
	Safe & Connected Community Coordinato	65,354	84,000	90,000		7%
	Program Instructors	517,081	524,923	498,908		-5%
	Community Events	38,961	30,000	65,000		117%
	Online S/C	36,981	39,900	39,900		0%
	Program Guide	30,753	26,775	31,675		18%
	Total Programming	810,224	843,313	935,483		11%
Community Access						
	Vancouver Public Library	84,100	100,000	90,000		-10%
	Total Community Access	84,100	100,000	90,000		-10%
Community Support						
	Community Garden Committee Supplies	1,138	3,630	3,739		3%
	Volunteer Event Support	7,471	13,000	-		-100%

	Children's Garden	1,686	2,420	2,493		3%
	General Committee Support	6,455	16,000	10,000		-38%
					Increase to continue Volunteer Management Software subscription, bi-annual appreciation dinner, and more resources in volunteer recognition.	
	Volunteer Support	1,648	15,000	17,000		13%
	Neighbours Day	21,958	15,000	17,000		13%
	Try-it Week	111	1,000	-	No longer an Expense	-100%
	Community Sponsorship Program	675	39,500	27,000		-32%
	Total Community Support	41,142	105,550	77,232		-27%
	TOTAL RECREATION & CULTURE SERVICES	2,805,133	3,379,800	3,520,726		4%
<u>GENERAL & ADMINISTRATIVE SERVICES</u>						
Administration Salaries and Benefits						
	Management Salaries	681,932	709,950	748,460		5%
	Non-Management Salaries	649,823	737,593	845,643	Budget one extra full-time position: Green Depot Lead; one extra part-time position: Social Media Specialist	15%
	Extended Benefits	200,479	227,355	244,323		7%
	Total Administration Salaries & Benefits	1,532,234	1,674,898	1,838,426		10%
Sustainability						
	Program Cost	15,082	24,000	31,400	Bike kitchen project added for \$5K	31%
	Recycling Centre Operations	23,038	13,000	18,310	Add double pickup frequency.	41%
	Dog Waste Disposal	-	10,542	10,858		3%
	Waste Disposal	-	12,096	25,184	Add actual cost for first year and next year increase for garbage and recycling hauler fee (\$7200 annual)	108%
	Education/Sustainability Communication	2,372	2,700	24,970	Community planting event \$7K plus \$15K Repair Café project	825%
	Total Sustainability	40,492	62,338	110,722		78%
Professional Fees						
	Legal Fees	21,899	40,000	40,000		0%
	Consulting Fees	45,411	60,000	40,000		-33%
	Audit Fees	28,934	21,000	22,000		5%
	Contractor Fees	26,038	33,200	21,000	Part of the HR platform fee is transferred to IT	-37%
	Hiring Fees	33,386	5,000	5,000		0%
	Total Professional Fees	155,668	159,200	128,000		-20%
General Operating Services						
	Berton Operating Cost	7,383	7,469	4,693	To reflect actual cost	-37%
	Bank Fees and Service Charges	4,123	4,336	4,466		3%
	Conferences, Travel & Training	25,926	43,000	46,000		7%
	Amortization	94,082	98,175	101,120		3%
	Deferred Amortization	(22,222)	(22,222)	(22,222)		0%
	Internet/Email	3,081	5,789	8,263	Backup internet from Telus for OBCC and WCC annual \$2300	43%

	IT Services	89,937	79,200	153,492	ADP implementation 19K , New GIS system licenses 43K, Transfer 9K from Comm for the new ticketing system, New 7.2K web server managemnt fee, Xplor license fee increase	94%
	Insurance	209,631	225,000	247,500	10% increase	10%
	Postage & Courier	1,053	1,879	1,935		3%
	Office Supplies	6,090	7,710	7,941		3%
	Office Equipment	8,087	7,830	6,065	To reflect actual usage	-23%
	Office Rent	68,181	80,832	140,232	Potential office space available at 4th level extra \$45K/year plus two month rental buffer of \$14.4K	73%
	Miscellaneous	7,271	5,000	5,150		3%
	Staff Engagement	7,463	10,000	13,000		30%
	Telephone/Fax/Cellular	19,553	23,800	24,514		3%
	Board Projects	475	103,000	-		-100%
	Total General Operating Services	530,114	680,798	742,149		9%
Communications	General Communications	28,621	32,130	36,094	Materials to support NCAP and Communications Team Planning	12%
	Consultation and Engagement	8,981	10,500	10,815		3%
	Newspaper	19,530	27,950	77,950	Changed to 12 issues/year instead of only 4. Plus promotional materials, workshops and others	179%
	Websites	27,225	22,050	48,000	Server Cost increase due to new upgarde in Aug 2024 for better service	118%
	General Marketing & Promotions	21,750	26,670	30,470	Additional photos for marketing and UNA Society Membership drive	14%
	Total Communications	106,107	119,300	203,329		70%
Public Engagement	General Meeting	3,881	40,000	10,000	No election for next fiscal	-75%
	Hospitality	7,370	5,250	8,000	To reflect closer to actual amount	52%
	Stipend for Elected Directors	50,349	54,200	56,000		3%
	Total Public Engagement	61,600	99,450	74,000		-26%
	TOTAL GENERAL & ADMINISTRATIVE SERVICES	2,426,214	2,795,983	3,096,626		11%
TOTAL OPERATING EXPENDITURES		6,713,234	8,111,846	8,436,561		
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.

Draft Comparison - Operating Budget (Summary)

	2025-26 BUDGET DRAFT I	2025-26 BUDGET DRAFT II	DRAFT DIFFERENCE
REVENUE			
Payments from UBC			
Neighbours Levy	\$ 6,395,933	\$ 5,942,163	-\$ 453,770
Total Payment From UBC	\$ 6,395,933	\$ 5,942,163	-\$ 453,770
Recreation & Culture			
Wesbrook Community Centre	\$ 327,000	\$ 347,000	\$ 20,000
Old Barn Community Centre	\$ 129,740	\$ 129,740	\$ -
Programming	\$ 947,000	\$ 992,000	\$ 45,000
Playing Fields & Park Rentals	\$ 125,000	\$ 125,000	\$ -
Total Recreation & Culture	\$ 1,528,740	\$ 1,593,740	\$ 65,000
Other Revenue			
Parking	\$ -	\$ 50,000	\$ 50,000
Miscellaneous	\$ 75,888	\$ 92,158	\$ 16,270
Common Area Maintenance Support (UBCPT)	\$ 630,000	\$ 590,000	-\$ 40,000
Total Other Revenue	\$ 705,888	\$ 732,158	\$ 26,270
Grants & Other Funding			
External Grants & Miscellaneous	\$ 163,500	\$ 168,500	\$ 5,000
Total Grants & Other Funding	\$ 163,500	\$ 168,500	\$ 5,000
			\$ -
TOTAL REVENUE	\$ 8,794,061	\$ 8,436,561	-\$ 357,500

	2025-26 BUDGET DRAFT I	2025-26 BUDGET DRAFT II	DRAFT DIFFERENCE
EXPENDITURES			
Engineering & Operations Services			
Parking & Bylaw Enforcement	\$ 153,722	\$ 144,592	-\$ 9,130
General Maintenance	\$ 58,198	\$ 48,198	-\$ 10,000
Common Area Maintenance			
Landscaping	\$ 1,338,430	\$ 1,338,430	\$ -
Road, Gutter and Sidewalk Maintenance	\$ 112,914	\$ 112,914	\$ -
Streetlights	\$ 43,775	\$ 43,775	\$ -
UBCPT Management Fees	\$ -	\$ -	\$ -
Electricity	\$ 94,520	\$ 94,520	\$ -
Other Common Area Maintenance Costs	\$ 36,779	\$ 36,779	\$ -
Total Engineering & Operations Services	\$ 1,838,338	\$ 1,819,208	-\$ 19,130
Recreation & Culture Services			
Wesbrook Community Centre	\$ 581,677	\$ 581,677	\$ -
Old Barn Community Centre	\$ 281,364	\$ 281,364	\$ -
Recreation Salaries & Benefits	\$ 1,705,982	\$ 1,529,371	-\$ 176,611
Programming	\$ 935,483	\$ 935,483	\$ -
Fields	\$ 25,600	\$ 25,600	\$ -
Community Access (VPL)	\$ 100,000	\$ 90,000	-\$ 10,000
Community Support	\$ 77,232	\$ 77,232	\$ -
Total Recreation & Culture Services	\$ 3,707,338	\$ 3,520,726	-\$ 186,611
General Operation Services			
Administration Salaries & Benefits	\$ 1,939,101	\$ 1,838,426	-\$ 100,675
Sustainability	\$ 110,722	\$ 110,722	\$ -
General Operating Services	\$ 768,233	\$ 742,149	-\$ 26,084
Professional Fees	\$ 153,000	\$ 128,000	-\$ 25,000
Communications	\$ 203,329	\$ 203,329	\$ -
Public Engagement	\$ 74,000	\$ 74,000	\$ -
Total General Operation Services	\$ 3,248,385	\$ 3,096,626	-\$ 151,759
TOTAL EXPENDITURES	\$ 8,794,061	\$ 8,436,561	-\$ 357,500

Balance	-\$ 0	-\$ 0	-\$ 0
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Draft Comparison - Neighbours Levy

	Projected 2025 Draft I	Projected 2025 Draft II	Draft Difference
Neighbours Levy (Services Levy and GMSL)	\$ 10,930,000	\$ 10,625,000	-\$ 305,000
Contributions to Reserves			
Infrastructure & Capital Reserve	-\$ 426,270	-\$ 414,375	\$ 11,895
Rate Stabilization Reserve	-\$ 109,300	-\$ 106,250	\$ 3,050
Community Field Replacement Reserve	-\$ 75,000	-\$ 75,000	\$ -
Total Contributions to Reserves	-\$ 610,570	-\$ 595,625	\$ 14,945
UBC Withdrawals			
Administration Fee		-\$ 87,000	-\$ 87,000
Urban Forest Cost	-\$ 80,000	-\$ 80,000	\$ -
Stormwater Sewers	-\$ 656,088	-\$ 760,000	-\$ 103,912
Fire Service Charge	-\$ 2,247,433	-\$ 2,227,799	\$ 19,634
Recreation and Cultural Facilities Charges	-\$ 833,377	-\$ 833,377	\$ -
Total UBC Withdrawals	-\$ 3,816,899	-\$ 3,988,176	-\$ 171,278
Net Amount of Neighbours Levy	\$ 6,502,531	\$ 6,041,199	-\$ 461,333
GST (Net of UBC GST Credit)	-\$ 106,599	-\$ 99,036	\$ 7,563
Amount Available to the UNA	\$ 6,395,933	\$ 5,942,163	-\$ 453,770



Report Date: January 15, 2025
Meeting Date: January 21, 2025
From: Athena Koon, Finance Manager
Subject: FY2023/24 Neighbours Fund Financial Statements

Background

The Neighbours Agreement 2024 stipulates that UBC is required to provide the UNA with audited financial statements relating to the Neighbours Fund prepared by auditors independent of UBC on an annual basis.

UBC has provided a copy of the FY2023/24 Neighbours Fund financial statements to the UNA. This report includes those financial statements and a summary of the balances of the Neighbours Fund reserves.

Decision Requested

For information.

Discussion

The Neighbours Fund is held and used by UBC to collect the revenue from the Neighbours Levy. The amounts in the Neighbours Fund are used to fund the UNA, municipal-like services for the neighbourhoods, and maintain municipal infrastructure in the neighbourhoods. The Neighbours Fund also contains subfunds/reserves, the amounts of which are purposed for specific matters.

The Neighbours Fund reserve balances per the financial statements are summarized below. It is important to note that these financial statements have been prepared for the period during which the Neighbours Agreement 2020 and the Neighbours Fund Reserve Policies prescribed the terms of the reserves. The Neighbours Agreement 2024 details different terms for some of the reserves, but those changes will be reflected in future financial statements.

Reserve	Annual Contribution	Max \$	Min \$	Balance as of March 2024
Infrastructure Replacement Res	2.4%	\$10M	\$0.5M	\$6,055,577
Capital Replacement	1.2%	\$5M	\$0.25M	\$2,351,080
Contingency	1.0%	\$1M	N/A	\$1,030,061

Rate Stabilization	1.0%	\$2M	N/A	\$430,745
Community Field Replacement	\$0.06M	\$0.6M	N/A	\$661,099
Unappropriated Reserve	N/A	N/A	N/A	\$1,435,846

Financial Implications

None.

Operational Implications

None.

Strategic Objective

None.

Attachments

1. FY2023/24 Neighbours Fund Audited Financial Statements

Concurrence

None.

Respectfully submitted,



Athena Koon
Finance Manager



Paul Thorkelsson
Chief Administrative Officer

THE UNIVERSITY OF BRITISH COLUMBIA

THE NEIGHBOURS' FUND

FINANCIAL STATEMENTS

March 31, 2024

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Statement of Changes in Net Assets	5
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To the Board of Governors of The University of British Columbia the Neighbours' Fund:

Opinion

We have audited the financial statements of The University of British Columbia the Neighbours' Fund (the "Fund"), which comprise the statement of financial position as at March 31, 2024, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Fund as at March 31, 2024, and the results of its operations, its remeasurement gains and losses and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Vancouver, British Columbia

December 18, 2024

MNP LLP

Chartered Professional Accountants

THE UNIVERSITY OF BRITISH COLUMBIA
THE NEIGHBOURS' FUND
Statement of Financial Position
As at March 31

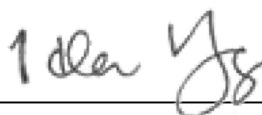
ASSETS	Note	2024	2023
Current assets			
Due from the University of British Columbia	3	\$ 9,005,221	\$ 8,672,841
Accounts receivable		520,300	352,909
Services levies receivable		2,438,887	2,156,433
Total assets		\$ 11,964,408	\$ 11,182,183
LIABILITIES AND NET ASSETS			
Current liabilities			
Accounts payable and accrued liabilities		\$ -	\$ 23,884
Net assets:			
Appropriated Reserves			
Infrastructure Replacement Reserve	5	6,055,577	5,697,615
Capital Reserve	6	2,351,080	2,326,531
Contingency Reserve	7	1,030,061	1,083,638
Rate Stabilization Reserve	8	430,745	333,612
Community Field Replacement Reserve	9	661,099	585,618
		10,528,562	10,027,014
Unappropriated Reserve	10	1,435,846	1,131,285
		11,964,408	11,158,299
Total liabilities and net assets		\$ 11,964,408	\$ 11,182,183

(See accompanying notes to the financial statements)

Approved:



Frank Laezza
Vice President, Finance and Operations



Helen Yung
Comptroller

**THE UNIVERSITY OF
BRITISH COLUMBIA
THE NEIGHBOURS'
FUND
Statement of
Operations
As at March 31**

	<u>Note</u>	<u>2024</u>	<u>2023</u>
Revenue			
Residential services levy		\$ 7,057,461	\$ 6,048,576
General municipal services levy		1,898,318	1,638,986
Interest income	3	251,903	127,785
University's contribution	11	85,345	85,452
		<u>9,293,027</u>	<u>7,900,799</u>
Expenses			
University Neighbourhoods Association	11	5,269,305	4,110,496
Non-recoverable portion of GST/HST on transfers to UNA		83,273	67,429
Fire protection costs	12	1,803,360	1,584,391
Athletics fees	11	641,911	570,000
Utilities	11	543,724	537,348
Cultural facilities fees	11	60,000	
Administration	11	57,000	57,000
Professional fees	11	14,500	14,500
Communications	11	13,845	13,953
		<u>8,486,918</u>	<u>6,955,117</u>
Surplus of revenue over expenses		<u>\$ 806,109</u>	<u>\$ 945,682</u>

(See accompanying notes to the financial statements)

THE UNIVERSITY OF BRITISH COLUMBIA
THE NEIGHBOURS' FUND
Statement of Changes in Net Assets
Year ended March 31

	<u>Note</u>	<u>Appropriated Reserves</u>	<u>Unappropriated Reserves</u>	<u>2024 Total</u>	<u>2023 Total</u>
Net assets, beginning of year		\$ 10,027,014	\$ 1,131,285	\$ 11,158,299	\$ 10,212,617
Excess of revenue over expenses		29,582	776,527	806,109	945,682
Transfers	10	<u>471,966</u>	<u>(471,966)</u>	<u>-</u>	<u>-</u>
Net assets, end of year		<u>\$ 10,528,562</u>	<u>1,435,846</u>	<u>11,964,408</u>	<u>\$ 11,158,299</u>

(See accompanying notes to the financial statements)

**THE UNIVERSITY OF BRITISH COLUMBIA
THE NEIGHBOURS' FUND
Statement of Cash Flows
Year ended March 31**

	<u>2024</u>	<u>2023</u>
Cash provided from:		
Operating activities		
Excess of revenue over expenses	\$ 806,109	\$ 945,682
Change in:		
Due from the University of British Columbia	(332,380)	(438,698)
Accounts receivable	(167,388)	(221,310)
Services levies receivable	(282,454)	(304,743)
Accounts payable and accrued liabilities	(23,887)	19,069
	<u>(806,109)</u>	<u>(945,682)</u>
Change in cash	-	-
Cash, beginning of year	<u>-</u>	<u>-</u>
Cash, end of year	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>

(See accompanying notes to the financial statements)

THE UNIVERSITY OF BRITISH COLUMBIA
THE NEIGHBOURS' FUND
Notes to Financial Statements
Year ended March 31, 2024

1. Nature of Fund

The Neighbours' Fund (the "Fund") is an unincorporated entity within the University of British Columbia ("UBC" or the "University") that collects a Services Levy from leaseholders, together with a portion of a General Municipal Services Levy for rental housing and commercial space, all located at the University within the Neighbourhood Housing Areas. For fiscal year 2024, the Neighbourhood Housing Areas include Acadia East, Chancellor Place, East Campus, Hampton Place, Hawthorn Place, Stadium Road and Wesbrook Place.

Funding for the annual operations of the University Neighbourhoods Association (UNA) is transferred to the UNA from the Fund and managed directly by the UNA (Notes 4 and 10).

2. Significant Accounting Policies

These financial statements have been prepared by management in accordance with Canadian Public Sector Accounting Standards including the 4200 standards for government not-for-profit organizations.

a) Revenue Recognition

Residential service levies, general municipal service levies and funding from the University are recognized as revenue in the year received or receivable if the amount to be received can be reasonably established and collection is reasonably assured.

The Fund follows the deferral method of accounting. Amounts received in the current year that relate to future years are deferred and will be recognized in the year the services are provided.

Residential service levies and general municipal service levies are charged to tenants on a calendar year basis and reported in the financial statements on an accrual basis.

Contributions of services that are used in the operations of the Fund and would have otherwise been purchased are recognized as revenue when the fair value of the services can be reasonably estimated.

The Fund also receives investment interest income which is recorded on an accrual basis.

b) Financial Instruments

Financial instruments are classified into two categories: fair value or amortized cost.

The carrying amount of financial instruments such as accounts receivables and services levies receivables approximate fair value due to their short-term maturities.

The Fund does not have any financial instruments required or elected to be subsequently recorded at fair value, as a result the Statement of Remeasurement Gains and Losses has not been prepared.

THE UNIVERSITY OF BRITISH COLUMBIA
THE NEIGHBOURS' FUND
Notes to Financial Statements
Year ended March 31, 2024

c) Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant areas requiring the use of management estimates relate to valuation of accounts receivable, services levies receivable, provisions for accrued liabilities and contingencies. Actual results could differ from those estimates, as additional information becomes available in the future.

3. Due from the University of British Columbia

The University collects and deposits service levies in the University's bank account on behalf of the Fund, and distributes annual operational funding. During the year, interest income of \$251,903 (2023 - \$127,785) was earned on the amounts held in the University's bank account at an average annual rate of 4.62% (2023 – 2.51%).

4. University Neighbourhoods Association (UNA)

The UNA was formed under the Society Act (now BC Societies Act) in May 29, 2002 to promote the development of good neighbourhoods, and to provide, operate and maintain services and facilities on behalf of such residents. The UNA is responsible for providing municipal-like services, such as landscaping and street and road maintenance to the residents. The Fund pays a portion of the services levy collected by the University to the UNA as funding for the UNA's operations. The amount recognized as expenses in the year is the net amount paid to the UNA. The amount paid to the UNA in a year is established based on the UNA budget, which represents the estimated expense for the year.

5. Infrastructure Replacement Reserve

2.4% (2023 - 2.4%) of the services levy is set aside to pay for the cost of repairing or replacing the municipal-like infrastructure required to service the neighbourhoods. This may include the replacement of infrastructure works, such as sidewalks, roads, water lines, storm and sanitary sewers in future years. Once the reserve reaches \$10 million, the Board of Directors of UNA and Board of Governors of UBC will review future funding levels. Interest is calculated monthly using a rate determined by the University (Note 3) based on the reserve balance in the account.

	<u>2024</u>	<u>2023</u>
Balance, beginning of year	\$ 5,697,614	\$ 5,440,379
Transfer from service levy revenue		
through transfer from unappropriated reserves	214,939	184,502
Interest earned during the year	143,024	72,733
	<u>357,963</u>	<u>257,235</u>
Balance, end of year	\$ <u>6,055,577</u>	\$ <u>5,697,614</u>

THE UNIVERSITY OF BRITISH COLUMBIA
THE NEIGHBOURS' FUND
Notes to Financial Statements
Year ended March 31, 2024

6. Capital Reserve

1.2% (2023 - 1.2%) of the services levy is set aside to pay for the cost of repairing and replacing facilities and amenities in the neighbourhoods. Once the reserve reaches \$5 million, the Board of Directors of UNA and Board of Governors of UBC will review future funding levels. Interest is calculated monthly using a rate determined by the University (Note 3) based on the reserve balance in the account. During the year ended March 31, 2024, the UNA Finance Committee passed a motion to withdraw \$141,117 (2023 - \$nil) from the Capital Reserve to fund Old Barn Community Centre roof replacement.

	<u>2024</u>	<u>2023</u>
Balance, beginning of year	\$ 2,326,531	\$ 2,204,711
Transfer from service levy revenue through transfer from unappropriated reserves	107,469	92,251
Interest earned during the year	58,197	29,569
Withdrawals	<u>(141,117)</u>	<u></u>
	<u>24,549</u>	<u>121,820</u>
Balance, end of year	\$ <u>2,351,080</u>	\$ <u>2,326,531</u>

7. Contingency Reserve

1.0% (2023 - 1.0%) of the services levy is set aside to pay for unexpected or unbudgeted repairs and expenses which require immediate action. Interest is calculated monthly using a rate determined by the University (Note 3) based on the reserve balance in the account. The maximum amount of the reserve is \$1 million. Once the maximum is reached, annual contributions are to cease. There were no contributions to the reserve during the years ended March 31, 2024 and March 31, 2023 as the maximum amount was reached. During the year ended March 31, 2024, the UNA Finance Committee passed a motion to withdraw \$81,203 (2023 - \$23,884) from the Contingency Reserve to fund the audio visual equipment replacement at the Old Barn Community Centre and the garden plot replacement at the Hawthorn Community Garden.

	<u>2024</u>	<u>2023</u>
Balance, beginning of year	\$ 1,083,638	\$ 1,092,702
Interest earned during the year	27,626	14,820
Withdrawals	<u>(81,203)</u>	<u>(23,884)</u>
	<u>(53,577)</u>	<u>(9,064)</u>
Balance, end of year	\$ <u>1,030,061</u>	\$ <u>1,083,638</u>

THE UNIVERSITY OF BRITISH COLUMBIA
THE NEIGHBOURS' FUND
Notes to Financial Statements
Year ended March 31, 2024

8. Rate Stabilization Reserve

1.0% (2023 - 1.0%) of the services levy is normally set aside to be used in the event the amount of Services Levy collected by UBC is decreased due to a change in relative ratios between the municipal tax rate of the City of Vancouver levied on residential property as opposed to the provincial/rural service tax levied on residential property. The maximum amount of the reserve is \$2 million. Once the maximum is reached, annual contributions are to cease. Any surpluses from the UNA's annual budget are deposited to this reserve and deficits in unappropriated reserves are funded from this reserve. Interest is calculated monthly using a rate determined by the University (Note 3) based on the reserve balance in the account.

	<u>2024</u>	<u>2023</u>
Balance, beginning of year	\$ 333,612	\$ 253,683
Interest earned during the year	7,575	3,053
Transfer from service levy revenue through transfer from unappropriated reserves	<u>89,558</u>	<u>76,876</u>
	<u>97,133</u>	<u>79,929</u>
Balance, end of year	\$ <u>430,745</u>	\$ <u>333,612</u>

9. Community Field Replacement Reserve

The Community Field Replacement Reserve was established to set aside funds for the replacement of the turf field. The maximum amount of the reserve to be allocated from unappropriated reserves is \$600,000. Interest is calculated monthly using a rate determined by the University (Note 3) based on the reserve balance in the account. During the year ended March 31, 2024, the UNA Finance Committee passed a motion to transfer \$60,000 (2023 - \$60,000) to the Community Field Replacement Reserve from the Fund's unappropriated reserves.

	<u>2024</u>	<u>2023</u>
Balance, beginning of year	\$ 585,618	\$ 518,009
Interest earned during the year	15,481	7,609
Transfer from unappropriated reserves	<u>60,000</u>	<u>60,000</u>
	<u>75,481</u>	<u>67,609</u>
Balance, end of year	\$ <u>661,099</u>	\$ <u>585,618</u>

THE UNIVERSITY OF BRITISH COLUMBIA
THE NEIGHBOURS' FUND
Notes to Financial Statements
Year ended March 31, 2024

10. Unappropriated Reserves

The unappropriated reserves are the accumulated excess of revenues over expenses, if any, net of amounts transferred to (from) the Infrastructure Replacement, Capital, Community Access, Contingency, Rate Stabilization and Community Field Replacement Reserves.

	<u>2024</u>	<u>2023</u>
Balance, beginning of year	\$ 1,131,285	\$ 703,133
Excess of revenue over expenses	776,527	817,897
Less transfers to (payments from):		
Infrastructure Replacement Reserve	214,939	184,502
Capital Reserve	107,469	92,251
Contingency Reserve	-	(23,884)
Rate Stabilization Reserve	89,558	76,876
Community Field Replacement Reserve	60,000	60,000
	<u>471,966</u>	<u>389,745</u>
Balance, end of year	\$ <u>1,435,846</u>	\$ <u>1,131,285</u>

11. Related Party

Related party transactions include operational funding provided to the UNA of \$5,269,305 (2023 - \$4,110,496).

Related party transactions also include the following payments made to UBC:

	<u>2024</u>	<u>2023</u>
UBC Athletics - use of athletic facilities	\$ 641,911	\$ 570,000
UBC Building Operations - utilities	543,724	537,348
UBC Cultural – use of cultural facilities	60,000	-
	<u>\$ 1,245,635</u>	<u>\$ 1,107,348</u>

The University contributed \$85,345 (2023 – \$85,453) to the Fund. This contribution is used to cover administrative costs and other expenses.

THE UNIVERSITY OF BRITISH COLUMBIA
THE NEIGHBOURS' FUND
Notes to Financial Statements
Year ended March 31, 2024

12. Fire protection costs

Fire protection costs relate to amounts paid to the Province for annual fire protection services for the university community.

During the fiscal year, the entire cost of \$1,803,360 (2023 - \$1,584,391) was paid from the unappropriated reserves.

13. Financial Risks and Concentration of Credit Risk

a) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Fund is exposed to credit risk with respect to accounts receivable.

The carrying value of amounts receivable is valued with consideration for an allowance for doubtful accounts. The amount of any related impairment loss is recognized in Statement of Operations and is set up based on the Fund's historical experience regarding collections. Subsequent recoveries of impairment losses related to accounts receivable are credited to the Statement of Operations.

The Fund assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts. The maximum exposure to credit risk of the Fund at March 31, 2024 is the carrying value of these accounts receivables.

As at March 31, 2024, \$520,297 (2023 - \$352,909) accounts receivable were past due, but not impaired.

There have been no significant changes to the credit risk exposure in 2024.

b) Liquidity risk:

Liquidity risk is the risk that the Fund will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Fund manages its liquidity risk by monitoring its operating requirements.

Accounts payable and accrued liabilities are generally due 60 days of receipt of an invoice.

There have been no significant changes to the liquidity risk exposure in 2024.



Report Date: January 15, 2025
Meeting Date: January 21, 2025
From: Athena Koon, Finance Manager
Subject: Neighbours Fund Investments Report

Background

The Neighbours Fund currently has three fixed-term deposit investments. One investment account (a \$3M, 3-year investment term account) will reach maturity on February 15, 2025. UBC is seeking an opinion from the UNA on how to move forward when the investments mature. This report details a recommendation to invest \$3 million of the Neighbours Fund for a 3-year term.

Decision Requested

THAT the Board direct staff to instruct UBC Treasury to invest \$3 million of the Neighbours Fund for a 3-year term.

Discussion

In the table below, you will find the current Neighbours Fund term deposits held by UBC. These funds are held in reserves and are not used for day-to-day operations. The total amount invested is \$9M.

Term	Started on	Amount Invested	Interest Rate	Maturity Date
3 years	Feb 16 2022	\$ 3,000,000	1.468%	15-Feb-25
3 years	Mar 22 2023	\$ 3,000,000	4.5%	21-Mar-26
3 years	Mar 17 2024	\$ 3,000,000	4.38%	16-Mar-27

The deposit highlighted in red, totaling \$3 million, will mature on February 15, 2025. We need to provide direction to UBC on whether the UNA would like to roll over the total amount (or a portion) of the matured investment into another fixed-term deposit. If no action is taken, the deposit will earn a variable rate. Given the current trend of declining interest rates, it may be advantageous to reinvest the funds to secure a potentially higher fixed rate.

Please note that the latest term deposit rates offered by UBC for 3 years is 3% (as of January 15, 2025). Market rates fluctuate, so UBC cannot guarantee specific rates if significant market changes occur before we confirm the investment.

Given the current investment structure of the Neighbours Fund, with \$3 million maturing annually, a 3-year term is recommended. This approach ensures alignment with the fund's existing structure, maintaining a consistent flow of \$3 million maturing annually over the next three years. Additionally, a 3-year term balances the need for stability with flexibility to respond to future market conditions.

Financial Implications

The financial implications of investing \$3 million of the Neighbours Fund is dependent upon the rate secured.

Operational Implications

None.

Strategic Objective

Governance

Attachments

None.

Concurrence

None.

Respectfully submitted,

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

Athena Koon
Finance Manager

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

Paul Thorkelsson
Chief Administrative Officer