**University Endowment Lands**

**Minutes from the**

**COMMUNITY ADVISORY COUNCIL MEETING**

**Monday, March 21, 2016**

Minutes from the meeting of the University Endowment Lands (UEL) Community Advisory Council (CAC), held at **6pm on Monday, March 21, 2016** in the Community Amenity Space at 300-5755 Dalhousie Road, Vancouver, BC.

**CAC Members Present:**

Dave Forsyth, Area A, President

Peter McConnell, Area C, Secretary-Treasurer

Lynne Pomfret, Area A

Hong Chen, Area D

Mojan Nozari, Area D

**CAC Memebers Regret :**

Jaymie Ho, Area B, Vice-President

**UEL Staff Present:**

Jonn Braman, Manager

Lori Foster, Corporate Administrative Officer

1. **Call to Order at 6:05pm**

1.1 Open Public Session

1. **Approval of Agenda**

 Moved, Seconded and Carried.

 That the agenda be approved as amended to: 1) add 8.2 “Incorporation Study”, 2) add 8.3 “UBC Gage South Student Housing Development”, and 3) add 9.2 “Dalhousie pavement”.

**3.0 Approval of Minutes**

 Moved, Seconded and Carried.

 That the minutes of the Community Advisory Council regular meeting of February 15, 2016 be approved as presented.

1. **Delegations**

4.1 Rob Nicholls, Manager of Safety, Security & Emergency Management Division, Metro Vancouver

The presentation file is attached to these minutes as “Appendix A”.

 The Division is a local authority responsible at all times for the direction and control of emergency response in Electoral Area A. Given the complexity of the local jurisdictions, the division was established to efficiently facilitate communication and coordinate robust emergency services through the Minister of Transportation, RCMP, BC Ambulance Service, Vancouver Fire and Rescue Services, Metro Vancouver Parks and Services, UBC, UEL, UNA, other EAA areas, and local Public Works, as well as to cooperate with other municipalities through the “Regional Concept of Operations” on the Provincial level. Under the Emergency Program Act the authority is empowered to take necessary action for protecting the safety of the population.

 Metro Vancouver has established a Regional Duty Officer on call 24/7 in order to respond to emergencies and assist in the establishment of a local Emergency Operations Centre or unified command structure. The Officer will request that the Chair of the board of the regional district activate the automated emergency notification system in the case of an emergency. The UEL is covered by the UBC notification system; residents can visit the Electoral Area section on the Metro Vancouver website to register personal information in the targeted emergency notification system. UBC will be the emergency operation command centre for adjacent neighbourhoods given its available facilities and resources.

 Despite the well-established government emergency response structure, Rob Nicholls encourages local communities to build a self-preparedness support network, since the government would be overwhelmed in any disaster of a regional scale. It was suggested that a community survey should be conducted among local residents to identify individuals with critical skills and experiences.

 The Division will join the UEL Safety and Emergency Preparedness Day event with an interactive display and demonstrations on May 7th.

4.2 Maria Harris, Director, Electoral Area A, Metro Vancouver

 The Electoral Area A Director’s Report is attached to these minutes as “Appendix B”.

 The Community Works Fund is ready in terms of both the fund itself and the application procedures. The EAA advisory group, comprised by two representatives from the UEL (CAC Council members, Jaymie Ho and Lynne Pomfret), one from UBC, and one from the UNA, will meet early April. Maria suggested that the CAC work with the UEL Administration in prioritizing project categories and devising communication mechanisms to reach out to residents for ideas.

**5.0 CAC Correspondence**

5.1 Bank Statement

That the bank statement for the period ending March 6, 2015 be received for information. Closing balance was $63,353.47.

**6.0 Next Meeting**

Monday, April 18 at 6pm in the Community Amenity Space at #300 - 5755 Dalhousie Road.

1. **UEL Manager report to the CAC**
	1. UEL New Hire Introduction

Lori Forster is the new UEL Corporate Administrative Officer. She worked for Islands Trust under the Ministry of Community, Sports and Cultural Development (same Minister as the UEL) before joining the UEL Administration in Feb. 2016.

* 1. UEL Budget Planning
* A table illustrated the historical budget and actuals; the proposed 2016-2017 budget was shared with the CAC members earlier by email for review and presented in the CAC meeting.
* The proposed 2016-2017 budget is $8.4 million, compared to $8.3 million last year. CAC President Dave Forsyth discussed the budget proposal with Manager Braman prior to the CAC meeting. A few highlights are as follows:
	+ - The expenditure of salaries and benefits remains comparable to the 2015-2016 budget despite the soft year-to-date estimated spending due to unexpected staff turnover.
		- Both the revenues and expenditures related to water/GVWD decrease, resulting from the lower water consumption and revenue from UBC offset by the increased rate paid to GVWD.
		- Capital related expenditure is in line with the ten-year capital plan, while the reserve drawdown has increased to $0.8 million according to Dave Forsyth’s recommendation.
		- Community Advisory Council operating grant is down to $25,000 including the funds carried forward from year 2015-2016; the CAC account currently has a balance around $60,000.
		- The 2016-2017 property tax requisition is proposed to be approximately $2.9 million, increased by +6.5% compared to last year.

Moved, Seconded and Carried.

That the Community Advisory Council supports the Manager’s report on the draft 2016-2017 annual budget and the 2017 property tax requisition for the University Endowment Lands as discussed.

7.3 Water main and other capital works update

 The water main replacement work in Area C is undergoing smoothly and is set to be completed by mid-April as planned.

7.4 Works & Services Bylaw Schedule A – Fees

The draft Works and Services bylaw was referred to the CAC for comment last December, and discussed and supported by a motion in the January CAC meeting with an alignment that Schedule A – Fees be supplemented upon availability. Manager Braman presented Schedule A in this meeting. Discussions arose regarding the definition of “subdivision” (the division of land, in either single or joint ownership, into multiple parcels for the purpose of development), and whether the $750 one-time charge for reviewing the preliminary layout plan of a subdivision application is an adequate amount considering the development scale of Block F. Manager Braman clarified that $750 is mainly a service fee for the work of single family home development for which the application is processed by the UEL staff. Major projects like Block F will heavily involve external consultant and legal services and the developer will be charged for all actual costs incurred on top of the base $750.

Moved, Seconded and Carried.

That the CAC, having previously reviewed the draft Works and Services 2016 Bylaw, and now having reviewed Schedule A – Fees to that bylaw, is satisfied with the bylaw as presented.

 7.5 Emergency Preparedness Plan

The UEL Safety and Emergency Preparedness Day event is scheduled for May 7th. The Committee stressed the need to compile a “skill inventory”, recruit volunteers, and engage the residents. Dave Forsyth suggested that the Committee list all needed resources from the CAC, and the Council will commence action based on the requests.

 7.6 Block F project update

The UEL Administration is undertaking legal drafting. Though the timeline to share the draft with the CAC still has not been confirmed, Manager Braman committed that the review with then CAC and the formal public meeting will not take place during the summer (July or August), in response to a concern from Kim Smith (Area A resident, *Connections* Editor) about inappropriate meeting time arrangements and short notices for previous public meetings.

Dave Forsyth suggested that the Block F rezoning sign stalled at the intersection of University Blvd and Toronto be taken down temporarily; a new sign in different design announcing the next public meeting shall be installed at an appropriate time to generate strong public awareness. Maria Harris seconded the suggestion, and emphasized the importance of this action, particularly for residents who reject bulk mail and are thus unable to be reached through the meeting notice flyers distributed by the UEL Administration. Manager Braman replied that the sign was in fact maintained by the applicant, but the advice was received.

 **8.0 Old Business**

8.1 Liberta Noise Concerns

 Dave Forsyth contacted VSB maintenance engineering for updated information. VSB took the CAC’s advice of conducting a noise test by placing the device on the residential balcony close to the source of the noise which is the roof top mechanical unit. The unsatisfactory result demanded further exploration of a permanent solution. Dave Forsyth will keep following up the issue.

8.2 Incorporation Study

 The CAC President (Dave Forsyth) and Ex-President (Ron Pears), Maria Harris (EAA Director) and Bill Holmes (EAA Alternate Director) will have a meeting with Minister Fassbender on April 1st. A report will be given in the next CAC meeting.

8.3 UBC Gage South Student Housing Development

Pete McConnell (Area C Resident, CAC Secretary-Treasurer), Bernhard Schwab (Area A Resident, Block F Working Group member) and Lynne Pomfret (Area A Resident, CAC Director) have formed a task force on behalf of UEL residents for following up on the development project, particularly with respect to noise and health impact on UEL residences. An advisory letter has been sent to UBC Campus and Community Planning, and the CAC encourage residents to express their own concerns through the Council.

**9.0 New Business**

9.1 Emergency Town Hall on Housing Affordability in Metro Vancouver

 CAC member Hong Chen attended the town hall. The meeting was video-recorded; a link will be posted to the CAC website for residents’ information.

9.2 Dalhousie Pavement

 Hong Chen noted the presence of uneven pavement on Dalhousie which was caused by maintenance work during the water breakage problem in February. Manager Braman responded that the maintenance of the issue is on the public works list.

**10.0 Questions from the Public to the CAC**

10.1 Kim Smith, Area A Resident, *Connections* Editor

Kim Smith commented that the $750 one-time charge for reviewing the preliminary layout plan of a subdivision application seems to be a low amount relative to the scale of service and payments that she had experienced with the UEL Administration in the past.

**11.0 Adjournment**

 The meeting adjourned at 7:50 pm.

Dave Forsyth,

President,

Community Advisory Council