

Singh, Nancy K AVED:EX

From: Singh, Nancy K AVED:EX
Sent: Wednesday, August 19, 2015 2:37 PM
To: Burns, Susan G AVED:EX
Subject: RE: FYI - FW: Fire Services Discussion

Thanks Susan! Will take a look and let Jeanne/Kevin know....
Nancy

From: Burns, Susan G AVED:EX
Sent: Wednesday, August 19, 2015 2:26 PM
To: Singh, Nancy K AVED:EX
Subject: FYI - FW: Fire Services Discussion

From: White, Michael [<mailto:michael.white@ubc.ca>]
Sent: Wednesday, August 19, 2015 11:11 AM
To: Brazier, Heather M CSCD:EX
Cc: de Jager, Adriaan; Jensen, Chris A CSCD:EX; Lu, Stefani
Subject: Re: Fire Services Discussion

Hello Heather, my apologies as well for not responding sooner!

Thank you for the response and information.

Adriaan and I would very much like to discuss further with you and a phone call in the coming days (perhaps next week) works for us – I'm copying Stefani Lu from our side to connect with Chris to coordinate.

Best,
Michael

Michael White, MCIP

Associate Vice President

Campus and Community Planning

The University of British Columbia

2210 West Mall, Vancouver, BC, Canada V6T 1Z4

Tel: 604-827-3171

Email: michael.white@ubc.ca | Web: www.planning.ubc.ca



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

From: <Brazier>, "Heather M CSCD:EX" <Heather.Brazier@gov.bc.ca>

Date: Tuesday, August 4, 2015 at 11:29 AM

To: Michael White <michael.white@ubc.ca>

Cc: Adriaan de Jager <adriaan.dejager@ubc.ca>, Chris Jensen <chris.jensen@gov.bc.ca>

Subject: RE: Fire Services Discussion

Hi Michael,

Thank you for meeting with us to discuss fire protection funding for UBC's residential neighbourhoods and for your follow up email. I apologize for the delay in responding.

s.13,s.17

s.13,s.17

s.13,s.17

. Are you are available over the next two weeks

to connect on the phone to discuss fire protection and other service issues? In the meantime, please feel free to contact Chris to discuss any project details.

Thank you for your participation on this initiative. I look forward to working together over the coming months.

Regards,
Heather

Heather Brazier
Executive Lead
Integrated Policy, Legislation and Operations Division
Ministry of Community, Sport and Cultural Development
Phone: 250 387-3860
Cell: 250 812-9195
E-mail: Heather.Brazier@gov.bc.ca

From: White, Michael [<mailto:michael.white@ubc.ca>]
Sent: Thursday, July 9, 2015 9:18 AM
To: Brazier, Heather M CSCD:EX
Cc: de Jager, Adriaan; Jensen, Chris A CSCD:EX
Subject: Fire Services Discussion

Hi Heather,

s.17

Once again, thank you for the opportunity to comment.

Best,

Michael

Michael White, MCIP

Associate Vice President

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THE UNIVERSITY OF BRITISH COLUMBIA

Singh, Nancy K AVED:EX

From: Singh, Nancy K AVED:EX
Sent: Wednesday, August 19, 2015 3:23 PM
To: Sedun, Jeanne AVED:EX
Cc: Friedlander, Donna AVED:EX
Subject: REQUEST: Your feedback and suggestions: Fire Services Discussion

Hello Jeanne – Please note email chain below. I have highlighted key points in yellow. It seems to me that this issue is very much one between CSCD and UBC, although I note Michael White's reference to UBC's operating budget in his July email (below).

I would recommend that we keep tabs on the discussion. Do you think our branch presence at future meetings is needed?

Thanks,
Nancy

From: Burns, Susan G AVED:EX
Sent: Wednesday, August 19, 2015 2:26 PM
To: Singh, Nancy K AVED:EX
Subject: FYI - FW: Fire Services Discussion

From: White, Michael [<mailto:michael.white@ubc.ca>]
Sent: Wednesday, August 19, 2015 11:11 AM
To: Brazier, Heather M CSCD:EX
Cc: de Jager, Adriaan; Jensen, Chris A CSCD:EX; Lu, Stefani
Subject: Re: Fire Services Discussion

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Thank you for the response and information.

Adriaan and I would very much like to discuss further with you and a phone call in the coming days (perhaps next week) works for us – I'm copying Stefani Lu from our side to connect with Chris to coordinate.

Best,
Michael

Michael White, MCIP

Associate Vice President

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The University of British Columbia

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Tel: 604-827-3171



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From: <Brazier>, "Heather M CSCD:EX" <Heather.Brazier@gov.bc.ca>
Date: Tuesday, August 4, 2015 at 11:29 AM
To: Michael White <michael.white@ubc.ca>
Cc: Adriaan de Jager <adriaan.dejager@ubc.ca>, Chris Jensen <chris.jensen@gov.bc.ca>
Subject: RE: Fire Services Discussion

Hi Michael,

Thank you for meeting with us to discuss fire protection funding for UBC's residential neighbourhoods and for your follow up email. I apologize for the delay in responding.

s.13,s.17

Page 008

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s.13,s.17

Are you are available over the next two weeks to connect on the phone to discuss fire protection and other service issues? In the meantime, please feel free to contact Chris to discuss any project details.

Thank you for your participation on this initiative. I look forward to working together over the coming months.

Regards,
Heather

Heather Brazier
Executive Lead
Integrated Policy, Legislation and Operations Division
Ministry of Community, Sport and Cultural Development
Phone: 250 387-3860
Cell: 250 812-9195
E-mail: Heather.Brazier@gov.bc.ca

From: White, Michael [<mailto:michael.white@ubc.ca>]
Sent: Thursday, July 9, 2015 9:18 AM
To: Brazier, Heather M CSCD:EX
Cc: de Jager, Adriaan; Jensen, Chris A CSCD:EX
Subject: Fire Services Discussion

Hi Heather,

s.17

Once again, thank you for the opportunity to comment.

Best,

Michael

Michael White, MCIP

Associate Vice President

Campus and Community Planning

The University of British Columbia

2210 West Mall, Vancouver, BC, Canada V6T 1Z4

Tel: 604-827-3171

Email: michael.white@ubc.ca Web: www.planning.ubc.ca



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

Burns, Susan G AVED:EX

Subject: Mtg. Re: UBC Fire Services
Location: Heather's office (Susan can call in if not able to attend in person)

Start: Wed 2015-09-02 11:00 AM
End: Wed 2015-09-02 11:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Brazier, Heather M CSCD:EX
Required Attendees: Jensen, Chris A CSCD:EX; Burns, Susan G AVED:EX

Heather's tel: 250-387-3860

Singh, Nancy K AVED:EX

From: Singh, Nancy K AVED:EX
Sent: Tuesday, September 8, 2015 12:58 PM
To: Jensen, Chris A CSCD:EX
Subject: Re: Your meeting with UBC this afternoon @ 1:30 pm

Thanks Chris!

Sent from my iPhone

On Sep 8, 2015, at 12:20 PM, Jensen, Chris A CSCD:EX <Chris.Jensen@gov.bc.ca> wrote:

Hi Nancy,

Draft agenda is attached.

Waiting to see if UBC has any agenda items to add. If they do then I'll send you an updated version.

See you shortly.

Thanks,
Chris

From: Brazier, Heather M CSCD:EX
Sent: Tuesday, September 8, 2015 12:19 PM
To: Singh, Nancy K AVED:EX
Cc: Burns, Susan G AVED:EX; Jensen, Chris A CSCD:EX; McCaffery, Carrie CSCD:EX
Subject: RE: Your meeting with UBC this afternoon @ 1:30 pm

Sounds good. See you then.

From: Singh, Nancy K AVED:EX
Sent: Tuesday, September 8, 2015 12:10 PM
To: Brazier, Heather M CSCD:EX
Cc: Burns, Susan G AVED:EX; Jensen, Chris A CSCD:EX
Subject: Your meeting with UBC this afternoon @ 1:30 pm

Hello Heather,

If ok with you, I can join you at 800 Johnson re your call with Adriaan and Michael. Only need to be a silent observer and plan to loop back with Kevin Brewster on any significant issues. Thanks Heather.

Nancy Singh
Director, Sector Business Innovation
Financial and Management Services Division
Ministry of Advanced Education
(250) 356-8042

<Agenda_UBC_Fire_Services_Sept_8_2015.docx>

Agenda

UBC Fire Services

Tuesday, September 8, 2015

1:30 pm to 2:30 pm

UBC Conference s.15

Participant ID #s.15

- 1) Understanding the need for change
 - Fire services for UBC, UEL and BC's other unincorporated areas
s.13,s.17
- 2) Fire cost allocation methods
 - Per capita
 - Property assessment
- 3) Moving forwards: cost recovery mechanism
 - UBC Service Levy
 - General Services Agreement
- 4) Other UBC service issues
- 5) Public engagement strategy
 - Messaging
- 6) Next steps/timelines

Burns, Susan G AVED:EX

Subject: FW: Fire Services Discussion
Location: Teleconference

Start: Tue 2015-09-08 1:30 PM
End: Tue 2015-09-08 2:30 PM
Show Time As: Out of Office

Recurrence: (none)

Meeting Status: Accepted

Organizer: White, Michael

-----Original Appointment-----

From: White, Michael [<mailto:michael.white@ubc.ca>]
Sent: Thursday, August 20, 2015 2:25 PM
To: White, Michael; de Jager, Adriaan; Jensen, Chris A CSCD:EX; Brazier, Heather M CSCD:EX
Subject: Fire Services Discussion
When: Tuesday, September 8, 2015 1:30 PM-2:30 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Teleconference

Access codes:

Moderator Access code **s.15** (Michael White and Adriaan de Jager)
Participant Access code (Chris Jensen and Heather Brazier)

Dial-in Phone Numbers:

s.15 Toll Free (Canada & USA)
s.15 Vancouver

Singh, Nancy K AVED:EX

From: Jensen, Chris A CSCD:EX
Sent: Wednesday, October 14, 2015 3:14 PM
To: Singh, Nancy K AVED:EX
Subject: RE: UBC Fire Services Mthly Meeting

Hi Nancy,

Thanks for letting us know. I hope your time as A/ED goes well. I'll confirm with Susan that she plans to debrief you on the meeting.

Best regards,
Chris

-----Original Appointment-----

From: Singh, Nancy K AVED:EX
Sent: Wednesday, October 14, 2015 11:29 AM
To: Brazier, Heather M CSCD:EX; Jensen, Chris A CSCD:EX
Cc: Burns, Susan G AVED:EX
Subject: Declined: UBC Fire Services Mthly Meeting
When: Thursday, October 15, 2015 10:00 AM-11:00 AM (UTC-08:00) Pacific Time (US & Canada).
Where: Conf. Call:[s.15](#) Conf. ID#: [s.15](#)

Hello Heather and Chris,

I am the branch A/ED this week and have a packed calendar for tomorrow. I am sorry I won't be able to attend tomorrow's teleconference with UBC. I believe Susan Burns will be on the call and can update me later. Thanks for keeping us in the loop.

Regards,

Nancy

Singh, Nancy K AVED:EX

From: Jensen, Chris A CSCD:EX
Sent: Thursday, October 15, 2015 8:56 AM
To: Burns, Susan G AVED:EX
Cc: Singh, Nancy K AVED:EX
Subject: UBC draft timeline
Attachments: UBC Fire Services Timeline DRAFT 1_2.pdf

Hi Susan,

Attached is the first cut of a timeline for UBC fire services. We may not get into this document, but it helps to outline major milestones etc.

Chris

Page 017 to/à Page 018

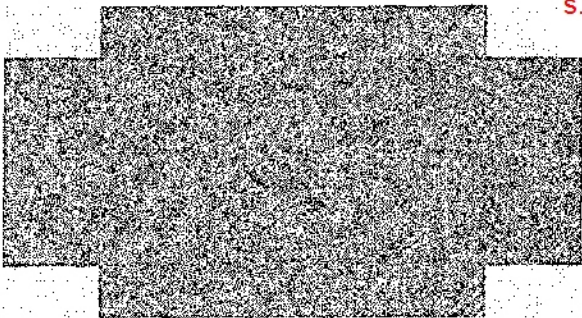
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s.13;s.17

Burns, Susan G AVED:EX

Subject: UBC Fire Services Mthly Meeting
Location: Conf. Call: s.15 Conf. ID#: s.15
Start: Thu 2015-10-15 10:00 AM
End: Thu 2015-10-15 11:00 AM
Show Time As: Out of Office
Recurrence: (none)
Meeting Status: Accepted
Organizer: Brazier, Heather M CSCD:EX
Required Attendees: Brazier, Heather M CSCD:EX; Jensen, Chris A CSCD:EX; Singh, Nancy K AVED:EX; Burns, Susan G AVED:EX; adriaan.dejager@ubc.ca; michael.white@ubc.ca; chris.fay@ubc.ca

Dial-in Phone Numbers:

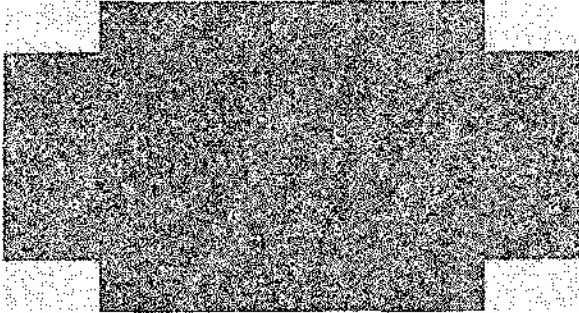


s.15

Toll Free - North America

s.15

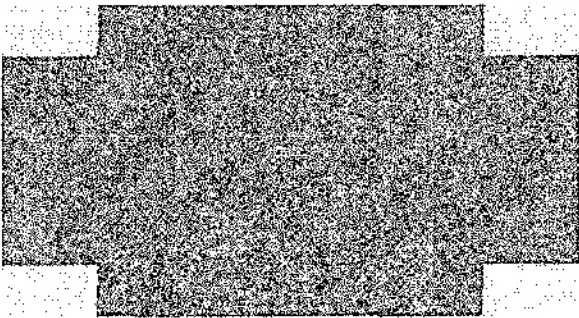
Vancouver local



s.15

Participant Conference ID:

#



Singh, Nancy K AVED:EX

From: Jensen, Chris A CSCD:EX
Sent: Wednesday, October 21, 2015 2:26 PM
To: Burns, Susan G AVED:EX
Cc: Singh, Nancy K AVED:EX
Subject: FOR REVIEW: UBC Fire Services BN
Attachments: CLIFF164867_Info_BN_UBC_Fire_Services.docx

Hi Susan,

Can you please review the first draft of the UBC Fire Services BN. CSCD DM briefing is scheduled for Oct 28 and minister's briefing is tentatively scheduled for Nov 16th. At that meeting we will be seeking ministers confirmation of the approach.

I'd appreciated if you could provide comment by noon this Friday.

Thanks,
Chris

Chris Jensen, MSc, AScT, EP
Senior Policy Analyst
Integrated Policy Branch
Ministry of Community, Sport and Cultural Development
Tel: (250) 356-8737
Fax: (250) 356-1873

Page 022 to/à Page 026

Withheld pursuant to/removed as

s.13;s.17

Singh, Nancy K AVED:EX

From: Singh, Nancy K AVED:EX
Sent: Thursday, October 22, 2015 5:42 PM
To: Sedun, Jeanne AVED:EX
Subject: FOLLOW UP: FOR REVIEW: UBC Fire Services BN

Hi Jeanne – when you get a chance, please see the specific (substantive) feedback I sent Susan via track changes to the CSCD draft BN. These are observations that Kevin *might* want to be aware of. Susan asked that we send our feedback directly to Chris. Let me know what you think. Thank you!

Nancy

From: Burns, Susan G AVED:EX
Sent: Thursday, October 22, 2015 12:47 PM
To: Singh, Nancy K AVED:EX
Cc: Sedun, Jeanne AVED:EX
Subject: RE: FOR REVIEW: UBC Fire Services BN

Hi Nancy,

Chris was more precise in his apostrophe usage in the first instance! I encourage you to reach out to Chris directly with your and Jeanne's feedback for his consideration.

I think I'll have just a couple of high level observations to pass on to him, which I'm hoping I'll have a chance to do tomorrow, depending on how the rushes go today.

Thanks,
Susan

From: Singh, Nancy K AVED:EX
Sent: Thursday, October 22, 2015 12:39 PM
To: Burns, Susan G AVED:EX
Cc: Sedun, Jeanne AVED:EX
Subject: RE: FOR REVIEW: UBC Fire Services BN

Hi Susan –Re feedback - since you have been the main AVED liaison with CSCD, I was expecting that would continue. Let me know if you have a different approach in mind. ☺

Thanks for the clarification about the CSCD minister's meeting. Chris said "ministers" in his email (no apostrophe), so the implication was that there would be more than one minister involved.

I have a fixation with apostrophes and for good reason. ☺

Thanks so much Susan.

Nancy

From: Burns, Susan G AVED:EX
Sent: Thursday, October 22, 2015 12:28 PM
To: Singh, Nancy K AVED:EX

Cc: Sedun, Jeanne AVED:EX
Subject: RE: FOR REVIEW: UBC Fire Services BN

Thanks, Nancy. The minister's briefing that Chris references is CSCD staff with their Minister – it would be their first opportunity to check in with their new minister on this issue. Will you be providing your feedback to Chris directly once Jeanne has had a chance to review?

From: Singh, Nancy K AVED:EX
Sent: Thursday, October 22, 2015 12:25 PM
To: Burns, Susan G AVED:EX
Cc: Sedun, Jeanne AVED:EX
Subject: FW: FOR REVIEW: UBC Fire Services BN
Importance: High

Hi Susan,

Please find attached some recommendations, comments and questions re the draft note. These are my comments, which I am flagging for Jeanne simultaneously. Jeanne may have additional feedback. I think the note is very well written. Kudos to Chris for making a complex issue easy to understand. ☺

Chris mentioned below a ministers' meeting for November 16th. Has he confirmed which ministers will be at that meeting? What about MAW?

Many thanks,
Nancy

From: Jensen, Chris A CSCD:EX
Sent: Wednesday, October 21, 2015 2:26 PM
To: Burns, Susan G AVED:EX
Cc: Singh, Nancy K AVED:EX
Subject: FOR REVIEW: UBC Fire Services BN

Hi Susan,

Can you please review the first draft of the UBC Fire Services BN. CSCD DM briefing is scheduled for Oct 28 and minister's briefing is tentatively scheduled for Nov 16th. At that meeting we will be seeking ministers confirmation of the approach.

I'd appreciate if you could provide comment by noon this Friday.

Thanks,
Chris

Chris Jensen, MSc, ASCT, EP
Senior Policy Analyst
Integrated Policy Branch
Ministry of Community, Sport and Cultural Development
Tel: (250) 356-8737
Fax: (250) 356-1873

Singh, Nancy K AVED:EX

From: Singh, Nancy K AVED:EX
Sent: Friday, October 23, 2015 11:30 AM
To: Jensen, Chris A CSCD:EX
Subject: AS DISCUSSED: FOR REVIEW: UBC Fire Services BN
Attachments: CLIFF164867_Info_BN_UBC_Fire_Services (NS feedback).docx

Importance: High

Hi Chris – Here are some comments. Will call you in about 2 minutes. Thanks.
Nancy

From: Singh, Nancy K AVED:EX
Sent: Thursday, October 22, 2015 12:25 PM
To: Burns, Susan G AVED:EX
Cc: Sedun, Jeanne AVED:EX
Subject: FW: FOR REVIEW: UBC Fire Services BN
Importance: High

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Page 031 to/à Page 032

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Page 033

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s.13

Page 034 to/à Page 036

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s.13;s.17

Singh, Nancy K AVED:EX

From: Jensen, Chris A CSCD:EX
Sent: Monday, November 9, 2015 1:57 PM
To: Singh, Nancy K AVED:EX
Cc: Burns, Susan G AVED:EX
Subject: RE: UBC Fire Protection

Yes, please call me anytime today. I should be at my desk before 3:30 and after 4:15.

We could also call into the con call # if you think you might be able to dial in for part of it.

Cheers,
Chris

From: Singh, Nancy K AVED:EX
Sent: Monday, November 9, 2015 1:22 PM
To: Jensen, Chris A CSCD:EX
Cc: Burns, Susan G AVED:EX
Subject: Re: UBC Fire Protection

Hello Chris and Susan,

Unfortunately I cannot make the 3:30 today due to a last minute mtg with our ADMO. Chris-may I call you later this afternoon?

Thanks.

Nancy

Sent from my iPhone

On Nov 9, 2015, at 12:26 PM, Jensen, Chris A CSCD:EX <Chris.Jensen@gov.bc.ca> wrote:

Hi Susan/Nancy,

Our ministers are scheduled to meet on Nov 17th to discuss UBC fire services. However, neither Heather nor our DM can attend so we're working to reschedule. I will update the last info BN to a meeting BN and send around. Would either of you be attending the ministers mtg?

We can discuss further at today's 3:30 meeting. Speaking of which, will you be attending in person or calling in?

Con Call # **s.15**
Participant ID: **s.15**

Suggested agenda:

1. Updates

- a. Briefings
 - b. Other provincial services: **s.13,s.17**
- 2. Long-term strategy for UBC fire services
- 3. Funding Options
 - a. Local Services Act
 - b. Funding agreement
- 5. Communications Plan
 - a. UBC Board of Governors
 - b. UNA Board
- 6. Next steps / timelines

Please let me know if there's any other topics that we should discuss today.

Thanks,
Chris

From: Robbins, Lia CSCD:EX
Sent: Monday, November 9, 2015 9:58 AM
To: Foster, Amie CSCD:EX
Subject: NEW BRIEFING: UBC Fire Protection

Hi Amie,

New briefing that was requested after the last Weekly DM Meeting. Please see below, and let me know if you have any questions.

Attendees from MAW's office: MAW, Jennifer Chalmers

Meeting Title:	Briefing with Minister Wilkinson
Meeting Purpose:	UBC Fire Protection Services for Market-Housing Projects
Staff Attendees:	MPF, Joan, Kellie, Riley
Meeting Date/Time:	Tuesday, November 17 th – 8:30am
Meeting Location:	Minister's Office (Room 310)
Materials:	Requesting materials
Duration:	30 minutes
Other Notes:	Requesting Jacquie and/or necessary staff

Thank you!
Lia

Lia Robbins | Administrative Coordinator
 Minister's Office of Community Sport & Cultural Development
 Minister Responsible for Translink
 Room 310 – Parliament Buildings
 Tel: 250 387-6478
 Website: www.gov.cscd.bc.ca

Burns, Susan G AVED:EX

Subject: UBC Fire Services (prep for Nov 19 mtg with UBC)
Location: Heather's office

Start: Mon 2015-11-09 3:30 PM
End: Mon 2015-11-09 4:15 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Brazier, Heather M CSCD:EX
Required Attendees: Jensen, Chris A CSCD:EX; Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX

Con Call #: s.15
Participant ID: s.15

Singh, Nancy K AVED:EX

From: Jensen, Chris A CSCD:EX
Sent: Tuesday, November 10, 2015 5:22 PM
To: Singh, Nancy K AVED:EX; Burns, Susan G AVED:EX
Cc: Loughran, Tony D AVED:EX; Sedun, Jeanne AVED:EX
Subject: RE: FOR REVIEW: UBC Fire Service Meeting BN DRAFT

Hi Susan and Nancy,

Okay, I'll have my DMO send the finalized BN to AVED's DMO.

I'll ensure CSCD's GCPE addresses the points raised below. They just drafted the first key messages and are currently working on the communications plan that includes support materials identified by UBC. Once a draft is completed then I'll send to you to share with AVED's GCPE.

The communications plan will be on the agenda for our Nov 23rd meeting with UBC. I suggest we discuss the potential for ongoing communications support at that time.

s.13,s.17

Thanks for your quick turnaround on this note.

Best regards,
Chris

From: Singh, Nancy K AVED:EX
Sent: Tuesday, November 10, 2015 4:53 PM
To: Burns, Susan G AVED:EX; Jensen, Chris A CSCD:EX
Cc: Loughran, Tony D AVED:EX; Sedun, Jeanne AVED:EX
Subject: FOR REVIEW: UBC Fire Service Meeting BN DRAFT

Hi Susan and Chris,

Jeanne and I just had a chat about this note. We agree – please share CSCD's material via AVED's DMO. We do not need to re-purpose into AVED's format.

As for feedback from Jeanne and me, I don't believe there is much at this point. This – thank you for being open to our feedback on the earlier draft.

s.13,s.17

Many thanks,

Nancy

From: Burns, Susan G AVED:EX
Sent: Tuesday, November 10, 2015 4:36 PM
To: Jensen, Chris A CSCD:EX
Cc: Loughran, Tony D AVED:EX; Singh, Nancy K AVED:EX; Sedun, Jeanne AVED:EX
Subject: FW: FOR REVIEW: UBC Fire Service Meeting BN DRAFT

Hi Chris,

Thanks for sharing your note. I don't have any essential edits to suggest. Nancy and Jeanne may feel otherwise, but my take is that it might be best if your Ministry shared the briefing material with AVED's MO (via the DMOs perhaps?), rather than AVED re-purposing this content into our format.

Thanks again,
Susan

From: Singh, Nancy K AVED:EX
Sent: Tuesday, November 10, 2015 3:50 PM
To: Jensen, Chris A CSCD:EX
Cc: Burns, Susan G AVED:EX; Sedun, Jeanne AVED:EX
Subject: FW: FOR REVIEW: UBC Fire Service Meeting BN DRAFT
Importance: High

Hi Chris,

Thank you! Jeanne and I will discuss this this afternoon and provide a response as soon as we can on Thursday.

Many thanks,

Nancy

From: Jensen, Chris A CSCD:EX
Sent: Tuesday, November 10, 2015 3:48 PM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: FOR REVIEW: UBC Fire Service Meeting BN DRAFT

Hi Susan/Nancy,

Attached is the draft BN for the meeting between our ministers.

Can you please review and provide comment. The meeting date is to be confirmed; however, the BN is currently due Nov 12 so would appreciate feedback soon (e.g. by noon on Nov 12).

Also, can you clarify if you plan to revise this BN to make to make it an AVED BN and send up your chain or do you want my MO to send directly to MAW?

Thanks,
Chris

Chris Jensen, MSc, AScT, EP
Senior Policy Analyst
Integrated Policy Branch
Ministry of Community, Sport and Cultural Development

Page 042 to/à Page 043

Withheld pursuant to/removed as

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Singh, Nancy K AVED:EX

From: Cameron, Tara D AVED:EX
Sent: Thursday, November 12, 2015 8:51 AM
To: Singh, Nancy K AVED:EX
Subject: FW: Fire Services - Backgrounder - November 9
Attachments: Fire Services - Backgrounder - November 9.docx

Hi Nancy, Susan Burns asked that I share this with you.

From: Cameron, Tara D AVED:EX
Sent: Tuesday, November 10, 2015 12:41 PM
To: Brewster, Kevin AVED:EX
Subject: FW: Fire Services - Backgrounder - November 9

Hi Kevin, Fazil asked that I share the attached backgrounder with you.

Thank you, Tara

From: Cameron, Tara D AVED:EX
Sent: Tuesday, November 10, 2015 9:22 AM
To: Clifford, Kate AVED:EX; Wyllie, Sandra AVED:EX
Cc: Meadows, Jennifer L AVED:EX
Subject: Fire Services - Backgrounder - November 9

I understand that MAW is meeting with MPF regarding UBC Fire Protection Services. The date is still being worked out but at one point was scheduled for Nov 17th. Staff have prepared the attached backgrounder for MAW. Fazil has approved.

Thank you, Tara

Tara Cameron | Manager, Divisional Operations
Office of the Assistant Deputy Minister | Institutions and Programs Division
ph: 250 387-2644 | **e:** Tara.Cameron@gov.bc.ca | **m:** PO Box 9877, Stn Prov Gov, Victoria BC V8W 9T6

Page 045

Withheld pursuant to/removed as

s.13;s.17

Singh, Nancy K AVED:EX

From: Singh, Nancy K AVED:EX
Sent: Wednesday, November 18, 2015 11:50 AM
To: Jensen, Chris A CSCD:EX; Burns, Susan G AVED:EX
Cc: Sedun, Jeanne AVED:EX
Subject: RE: FOR REVIEW: Nov 23 UBC Fire Service Agenda

Thanks for the update Chris. And I ditto Susan's comments. Agenda looks good.
Regards,
Nancy

From: Jensen, Chris A CSCD:EX
Sent: Wednesday, November 18, 2015 11:48 AM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: RE: FOR REVIEW: Nov 23 UBC Fire Service Agenda

Good timing. As I read your email the meeting invite came in.

They are meeting on Dec 2nd at 11:30. I'll add the meeting details to the BN and have it sent over to your DMO.

Agenda is UBC fire services and UEL governance.

CJ

From: Burns, Susan G AVED:EX
Sent: Wednesday, November 18, 2015 11:43 AM
To: Jensen, Chris A CSCD:EX; Singh, Nancy K AVED:EX
Subject: RE: FOR REVIEW: Nov 23 UBC Fire Service Agenda

Hi Chris,

Looks fine to me. Any word on the new briefing date for the Ministers?

From: Jensen, Chris A CSCD:EX
Sent: Wednesday, November 18, 2015 10:00 AM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: FOR REVIEW: Nov 23 UBC Fire Service Agenda

Good morning Susan and Nancy,

Can you please review the draft agenda for our Nov 23 call with UBC.

1. Updates
 - a. Other provincial services **s.13,s.17**
 - b. Briefings
2. Funding Options
 - a. Review options **s.13,s.17**
 - b. Funding agreement

- c. Local Services Act
- 3. Per Capita Cost Allocation Model
 - a. UBC academic and UNA population
- 4. Communications Plan
 - a. UBC Board of Governors
 - b. UNA Board
- 5. Next steps

Thanks,
Chris

Chris Jensen, MSc, ASCT, EP

Senior Policy Analyst
Integrated Policy Branch
Ministry of Community, Sport and Cultural Development
Tel: (250) 356-8737
Fax: (250) 356-1873

Singh, Nancy **ED:EX**

From: Bindra, Rena CSCD:EX
Sent: Wednesday, November 18, 2015 1:26 PM
To: Jensen, Chris A CSCD:EX; Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Cc: Marotz, Nicola CSCD:EX
Subject: RE: DEC 2 meeting between CSCD and AVED ministers

Hi Susan, coming out of the Minister's briefing on Monday (Nov 16th), I'm working on preparing some material for our Minister for the Dec 2nd discussion and would be happy to share it with you when it has been finalized.

In the interim, if you are interested in seeing the BN from the Nov 16th briefing (as much of the material will be pulled from that BN), please let me know and I can send it your way.

Thanks,
Rena

From: Jensen, Chris A CSCD:EX
Sent: Wednesday, November 18, 2015 11:52 AM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Cc: Bindra, Rena CSCD:EX
Subject: DEC 2 meeting between CSCD and AVED ministers

Rena Bindra is my contact here for UEL governance.

By this email she may also just be learning of this meeting and that UEL is on the agenda.

CJ

From: Burns, Susan G AVED:EX
Sent: Wednesday, November 18, 2015 11:50 AM
To: Jensen, Chris A CSCD:EX; Singh, Nancy K AVED:EX
Subject: RE: FOR REVIEW: Nov 23 UBC Fire Service Agenda

Great, thanks! Who do you I suggest connecting with at your ministry re: UEL governance (for further background)? Unless your note will also cover off that issue in addition to fire services?

From: Jensen, Chris A CSCD:EX
Sent: Wednesday, November 18, 2015 11:48 AM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: RE: FOR REVIEW: Nov 23 UBC Fire Service Agenda

Good timing. As I read your email the meeting invite came in.

They are meeting on Dec 2nd at 11:30. I'll add the meeting details to the BN and have it sent over to your DMO.

Agenda is UBC fire services and UEL governance.

CJ

From: Burns, Susan G AVED:EX
Sent: Wednesday, November 18, 2015 11:43 AM
To: Jensen, Chris A CSCD:EX; Singh, Nancy K AVED:EX
Subject: RE: FOR REVIEW: Nov 23 UBC Fire Service Agenda

Hi Chris,

Looks fine to me. Any word on the new briefing date for the Ministers?

From: Jensen, Chris A CSCD:EX
Sent: Wednesday, November 18, 2015 10:00 AM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: FOR REVIEW: Nov 23 UBC Fire Service Agenda

Good morning Susan and Nancy,

Can you please review the draft agenda for our Nov 23 call with UBC.

1. Updates
 - a. Other provincial services: s.13,s.17
 - b. Briefings
2. Funding Options
 - a. Review options s.13,s.17
 - b. Funding agreement
 - c. Local Services Act
3. Per Capita Cost Allocation Model
 - a. UBC academic and UNA population
4. Communications Plan
 - a. UBC Board of Governors
 - b. UNA Board
5. Next steps

Thanks,
Chris

Chris Jensen, MSc, AScT, EP
Senior Policy Analyst
Integrated Policy Branch
Ministry of Community, Sport and Cultural Development
Tel: (250) 356-8737
Fax: (250) 356-1873

Singh, Nancy K AVED:EX

From: Jensen, Chris A CSCD:EX
Sent: Monday, November 23, 2015 9:23 AM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: RE: UBC meeting agenda

Also, there were no changes to the agenda.

1. Updates
 - a. Other provincial services **s.13,s.17**
 - b. Briefings
2. Funding Options
 - a. Review options **s.13,s.17**
 - b. Funding agreement
 - c. Local Services Act
3. Per Capita Cost Allocation Model
 - a. UBC academic and UNA population
4. Communications Plan
 - a. UBC Board of Governors
 - b. UNA Board
5. Next steps

From: Jensen, Chris A CSCD:EX
Sent: Monday, November 23, 2015 9:22 AM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: UBC meeting - call in or join at 800 Johnson?

Good Morning Susan and Nancy,

I hope both of you had a good weekend.

Are you planning to join us at 800 Johnson St for the 3pm UBC con call today or will you be calling in from your office?

Thanks,
Chris

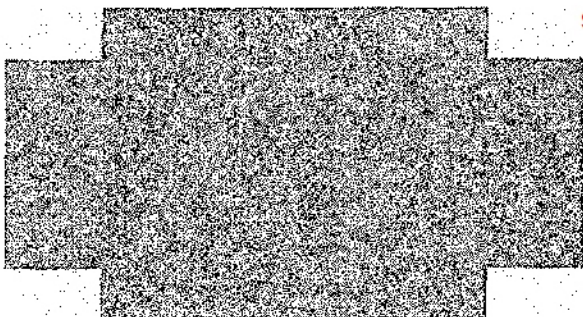
Dial-in Phone Numbers:

- **s.15** Toll Free - North America
- **s.15** Vancouver local
- Participant Conference ID **s.15**

Burns, Susan G AVED:EX

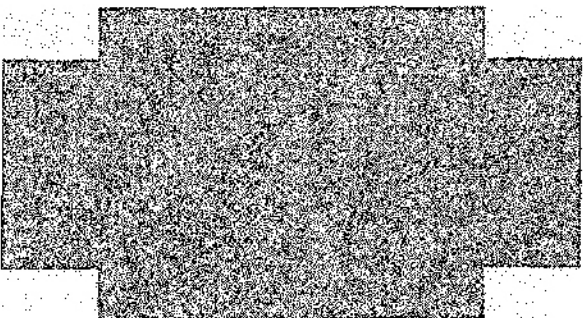
Subject: UBC Fire Services Mthly Meeting
Location: Conf. Call: s.15 Conf. ID#: s.15
Start: Mon 2015-11-23 3:00 PM
End: Mon 2015-11-23 4:00 PM
Recurrence: (none)
Meeting Status: Accepted
Organizer: Brazier, Heather M CSCD:EX
Required Attendees: Jensen, Chris A CSCD:EX; Singh, Nancy K AVED:EX; Burns, Susan G AVED:EX; 'adriaan.dejager@ubc.ca'; 'michael.white@ubc.ca'; 'chris.fay@ubc.ca'
Optional Attendees: Fay, Christopher

Dial-in Phone Numbers:



s.15

Toll Free - North America

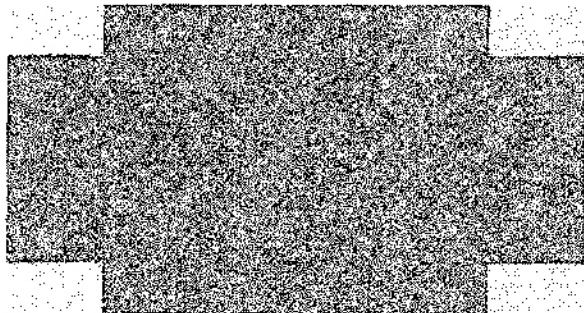


s.15

Vancouver local

s.15

Participant Conference ID:



Singh, Nancy K AVED:EX

From: Jensen, Chris A CSCD:EX
Sent: Tuesday, November 24, 2015 9:12 AM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: FW: 165054_BN_UBC Fire Services for Briefing Dec 2
Attachments: CLIFF165054_Mtg_BN_UBC_Fire_Services_Nov_12_2015.pdf

Hello,

The attached BN was sent to your DMO yesterday.

Best regards,
Chris

From: Norman, Jan CSCD:EX
Sent: Monday, November 23, 2015 4:07 PM
To: Clifford, Kate AVED:EX; Clemente, Christina AVED:EX
Cc: Foster, Amie CSCD:EX; Jensen, Chris A CSCD:EX
Subject: 165054_BN_UBC Fire Services for Briefing Dec 2

Good afternoon,

Please find attached a Briefing Note 165054 (UBC Fire Services) to support the Minister's meeting on December 2.

Sincerely,

Jan Norman
Deputy Minister's Office
Ministry of Community, Sport and Cultural Development
250-387-9108

Approvals: _____ SD: TR EL: TR DM: JD

Ministry of Community, Sport and Cultural Development
BRIEFING NOTE FOR MINISTER

Ref #: 165054

FOR MEETING

Date: November 12, 2015

Title: Fire protection cost recovery for UBC's market housing on December 2, 2015 at 11:30 at the Premier's Vancouver Office with Minister Fassbender and Minister Wilkinson.

Issue: Discuss the Core Review project to recover costs for providing fire protection services to UBC's market housing properties.

Background:

- In 1995, the Province of BC entered into a 99-year contract with the City of Vancouver to provide fire protection services to the University Endowment Lands (UEL) and UBC.
- The Province is responsible for funding the contract. ^{s.17}
- When the fire services contract was established it did not create a cost recovery mechanism for UBC's lands because at the time the campus had few taxable properties.
- The campus now provides market housing for more than 9,000 residents.
- In terms of property taxation, there are two main categories on UBC's lands: the academic campus which is property tax exempt; and, five residential neighbourhoods that are subject to a special property tax structure.
- The University Neighbourhood Association (UNA) represents neighbourhood areas.
- UNA residents pay provincial rural property taxes and a UBC Service Levy.
- The UBC Service Levy is set to the difference between the City of Vancouver's total residential property tax rate and the total provincial rural tax rate (i.e. CoV rate – provincial rate = UBC Service Levy).
- The UNA receives funding through the UBC Service Levy to provide community oversight for certain municipal-type services within the UNA (e.g. recreation, community centre, landscaping).
- UNA residents receive high quality fire protection service but, unlike the UEL or BC's other unincorporated areas, these residents do not pay an additional levy to fund this service.
- On August 5, 2014, the Cabinet Working Group for Core Review (CWGCR) directed the previous CSCD Minister to proceed with recovering costs for the provision of fire protection services to the UNA.

s.13,s.17

- In order to align UNA residents with the UEL and BC's other unincorporated areas ^{s.13,s.17}
- s.13,s.17

Mandate Considerations: Direction from CWGCR in August 2014.
Liquefied Natural Gas Considerations: N/A
Fiscal Considerations: s.13,s.17
First Nations Considerations: N/A
Communications: s.13,s.17 . A communications plan is under development with GCPE and UBC.

Discussion:

- CSCD staff have been working in collaboration with staff from the Ministry of Advanced Education s.1
s.13,s.17

- The authority provided by the *University Endowment Lands Act*, which is used to establish a levy for fire service costs on the UEL, does not apply to UBC lands; therefore, an alternative method must be used.
- Potential cost recovery options include using the authority provided by the *Local Services Act* or establishing a funding agreement between the Province and UBC.
- Due to how the UBC Service Levy is calculated, the cost recovery will not increase property tax rates for UNA residents as the total rate will still be set to the City of Vancouver's tax rate.
- The cost recovery is expected to impact the UNA's operating budget s.17
s.17

s.13,s.17

Next Steps:

- Provincial staff and UBC staff are currently working together to evaluate cost recovery mechanisms.
- CSCD staff will recommend a cost recovery mechanism by January 31, 2016.

s.13,s.17

- A communications plan is currently being developed with GCPE and UBC.
- A transition period must be determined and managed.

Contact: Heather Brazier, Executive Lead
Telephone: (250) 387-3860

Page 056 to/à Page 058

Withheld pursuant to/removed as

s.14

Singh, Nancy K AVED:EX

From: Singh, Nancy K AVED:EX
Sent: Tuesday, November 24, 2015 6:02 PM
To: Brewster, Kevin AVED:EX
Cc: Sedun, Jeanne AVED:EX
Subject: FOLLOW UP: SBI Feedback on CSCD-AVED Joint Ministers' Meeting December 2nd - 165054_BN_UBC Fire Services for Briefing November 30
Attachments: CLIFF165054_Mtg_BN_UBC_Fire_Services_Nov_12_2015.pdf

Hi Kevin,

Jeanne asked that I forward this on to you. Please note SBI's feedback below re the upcoming December 2nd CSCD-AVED Ministers' meeting. I have also attached the latest BN going to the ministers. Let us know if you have questions. Thanks Kevin.

Nancy

From: Loughran, Tony D AVED:EX
Sent: Tuesday, November 24, 2015 10:18 AM
To: Singh, Nancy K AVED:EX; Sedun, Jeanne AVED:EX; Burns, Susan G AVED:EX
Subject: RE: FYI - RE CSCD-AVED Joint Ministers' Meeting December 2nd - 165054_BN_UBC Fire Services for Briefing November 30

Thanks Nancy. These are good additional points that I can feed through the DM's office.

From: Singh, Nancy K AVED:EX
Sent: Tuesday, November 24, 2015 10:10 AM
To: Sedun, Jeanne AVED:EX; Loughran, Tony D AVED:EX; Burns, Susan G AVED:EX
Subject: FYI - RE CSCD-AVED Joint Ministers' Meeting December 2nd - 165054_BN_UBC Fire Services for Briefing November 30
Importance: High

Hi Jeanne, Tony and Susan,

s.13,s.17

Thanks everyone.

Nancy

From: Loughran, Tony D AVED:EX
Sent: Tuesday, November 24, 2015 9:16 AM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: FW: 165054_BN_UBC Fire Services for Briefing November 30

fyi

From: Clifford, Kate AVED:EX
Sent: Tuesday, November 24, 2015 8:45 AM
To: Loughran, Tony D AVED:EX
Cc: Cameron, Tara D AVED:EX
Subject: FW: 165054_BN_UBC Fire Services for Briefing November 30

Hi Tony,

We got this BN from CSCD yesterday. Can you review and advise if there is anything we need to flag for Minister prior to his meeting on December 2nd?

Thanks,

Kate Clifford | Senior Executive Assistant
Office of the Deputy Minister
Ministry of Advanced Education
P: 250 356-5173 | F: 250-356-5468

From: Norman, Jan CSCD:EX
Sent: Monday, November 23, 2015 4:07 PM
To: Clifford, Kate AVED:EX; Clemente, Christina AVED:EX
Cc: Foster, Amie CSCD:EX; Jensen, Chris A CSCD:EX
Subject: 165054_BN_UBC Fire Services for Briefing November 30

Good afternoon,

Please find attached a Briefing Note 165054 (UBC Fire Services) to support the Minister's meeting on December 2.

Sincerely,

Jan Norman
Deputy Minister's Office
Ministry of Community, Sport and Cultural Development
250-387-9108

Approvals: _____ SD: TR EL: TR DM: JD

Ministry of Community, Sport and Cultural Development
BRIEFING NOTE FOR MINISTER

Ref #: 165054

FOR MEETING

Date: November 12, 2015

Title: Fire protection cost recovery for UBC's market housing on December 2, 2015 at 11:30 at the Premier's Vancouver Office with Minister Fassbender and Minister Wilkinson.

Issue: Discuss the Core Review project to recover costs for providing fire protection services to UBC's market housing properties.

Background:

- In 1995, the Province of BC entered into a 99-year contract with the City of Vancouver to provide fire protection services to the University Endowment Lands (UEL) and UBC.
- The Province is responsible for funding the contract. **s.17**
- **s.17**
- When the fire services contract was established it did not create a cost recovery mechanism for UBC's lands because at the time the campus had few taxable properties.
- The campus now provides market housing for more than 9,000 residents.
- In terms of property taxation, there are two main categories on UBC's lands: the academic campus which is property tax exempt; and, five residential neighbourhoods that are subject to a special property tax structure.
- The University Neighbourhood Association (UNA) represents neighbourhood areas.
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- The UBC Service Levy is set to the difference between the City of Vancouver's total residential property tax rate and the total provincial rural tax rate (i.e. CoV rate – provincial rate = UBC Service Levy).
- The UNA receives funding through the UBC Service Levy to provide community oversight for certain municipal-type services within the UNA (e.g. recreation, community centre, landscaping).
- UNA residents receive high quality fire protection service but, unlike the UEL or BC's other unincorporated areas, these residents do not pay an additional levy to fund this service.
- On August 5, 2014, the Cabinet Working Group for Core Review (CWGCR) directed the previous CSCD Minister to proceed with recovering costs for the provision of fire protection services to the UNA.

s.13,s.17

- In order to align UNA residents with the UEL and BC's other unincorporated areas, **s.13,s.17**
s.13,s.17

Mandate Considerations: Direction from CWGCR in August 2014.	
Liquefied Natural Gas Considerations: N/A	
Fiscal Considerations: s.13,s.17	
First Nations Considerations: N/A	
Communications: s.13,s.17	.. A
communications plan is under development with GCPE and UBC.	

Discussion:

- CSCD staff have been working in collaboration with staff from the Ministry of Advanced Education s.13, s.13,s.17

- The authority provided by the *University Endowment Lands Act*, which is used to establish a levy for fire service costs on the UEL, does not apply to UBC lands; therefore, an alternative method must be used.
- Potential cost recovery options include using the authority provided by the *Local Services Act* or establishing a funding agreement between the Province and UBC.
- Due to how the UBC Service Levy is calculated, the cost recovery will not increase property tax rates for UNA residents as the total rate will still be set to the City of Vancouver's tax rate.
- The cost recovery is expected to impact the UNA's operating budget s.17

Next Steps:

- Provincial staff and UBC staff are currently working together to evaluate cost recovery mechanisms.
- CSCD staff will recommend a cost recovery mechanism by January 31, 2016.

s.13,s.17

- A communications plan is currently being developed with GCPE and UBC.
- A transition period must be determined and managed.

Contact: Heather Brazier, Executive Lead
Telephone: (250) 387-3860

Singh, Nancy K AVED:EX

From: Burns, Susan G AVED:EX
Sent: Monday, December 7, 2015 3:18 PM
To: Singh, Nancy K AVED:EX
Subject: FW: draft briefing note?

FYI

From: Burns, Susan G AVED:EX
Sent: Monday, December 7, 2015 3:17 PM
To: Jensen, Chris A CSCD:EX
Subject: RE: draft briefing note?

Great, thanks

From: Jensen, Chris A CSCD:EX
Sent: Monday, December 7, 2015 2:22 PM
To: Burns, Susan G AVED:EX
Subject: RE: draft briefing note?

Alright, will do.

Cheers,
Chris

From: Burns, Susan G AVED:EX
Sent: Monday, December 7, 2015 2:22 PM
To: Jensen, Chris A CSCD:EX
Subject: RE: draft briefing note?

Timelines sound ok to me. I think it works best for us to augment what you've got (we'll keep it brief, but leave us some space!).

From: Jensen, Chris A CSCD:EX
Sent: Monday, December 7, 2015 2:16 PM
To: Burns, Susan G AVED:EX
Subject: RE: draft briefing note?

Aiming for Wed or Thursday this week. Will send you a draft as soon as I can.

Are you planning to add AVED position/comments directly to the note or do you want to send them to me in an email now and I'll integrate them?

Hopefully your schedule will give you time to review by end of day next Monday.

s.13,s.17

From: Burns, Susan G AVED:EX
Sent: Monday, December 7, 2015 1:44 PM
To: Jensen, Chris A CSCD:EX
Subject: draft briefing note?

Hi Chris,

Just checking in. When do you think you might have a draft decision note for us to review/augment?

Singh, Nancy K AVED:EX

From: Jensen, Chris A CSCD:EX
Sent: Thursday, December 10, 2015 1:11 PM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: Fire Services Draft Agenda

Hi Susan/Nancy,

It's a pretty light agenda for our Dec 17th call with UBC. Is there anything you'd like to add/change?

1. Briefings
 - a. UNA Board
 - b. UBC Board of Governors
 - c. Ministers
2. Recovery Mechanism
 - a. Timeline
3. UNA Engagement
4. s.13,s.17
5. Next steps

Thanks,
Chris

Burns, Susan G AVED:EX

Subject: UBC Fire Services

Location: Heather's office

Start: Tue 2015-12-15 9:00 AM

End: Tue 2015-12-15 9:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Brazier, Heather M CSCD:EX

Required Attendees: Jensen, Chris A CSCD:EX; Burns, Susan G AVED:EX

Singh, Nancy K AVED:EX

From: Jensen, Chris A CSCD:EX
Sent: Thursday, December 17, 2015 4:20 PM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: FOR REVIEW: UBC Fire Services - Draft BN
Attachments: CLIFF165121_Decision_BN_UBC_Fire_Services_Dec_15_2015_DRAFT.docx

Hi Susan/Nancy,

Susan - **s.22** so I wanted to give you a chance to review and/or pass on the draft decision BN
for UBC Fire Services.

s.13,s.17

I would appreciate receiving comments by noon Jan 4th at the latest.

Thank you,
Chris

Chris Jensen, MSc, AScT, EP
Senior Policy Analyst
Integrated Policy Branch
Ministry of Community, Sport and Cultural Development
Tel: (250) 356-8737
Fax: (250) 356-1873

Page 068 to/à Page 072

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s.13;s.17

Page 073

Withheld pursuant to/removal as

s.14;s.13;s.17

Page 074

Withheld pursuant to/removed as

s.13;s.17

Singh, Nancy K AVED:EX

From: Singh, Nancy K AVED:EX
Sent: Wednesday, December 23, 2015 3:48 PM
To: Sedun, Jeanne AVED:EX; Brewster, Kevin AVED:EX
Cc: Burns, Susan G AVED:EX; Loughran, Tony D AVED:EX
Subject: UPDATE: UBC Fire Services
Attachments: CLIFF165121_Decision_BN_UBC_Fire_Services_Dec_15_2015_DRAFT.docx

Hello Jeanne and Kevin,

Here is an update on the latest, draft CSCD DN to Minister Fassbender re the UBC Fire Services issue. **CSCD is requesting feedback by January 4th.**

1. Summary of DN Recommendation (p.4):

s.13,s.17

If you have comments for CSCD, please send your thoughts to Susan Burns. She will ensure the right people receive your feedback ASAP.

Many thanks,

Nancy Singh

Director, Sector Business Innovation
Financial and Management Services Division
Ministry of Advanced Education
(250) 356-8042

From: Burns, Susan G AVED:EX
Sent: Friday, December 18, 2015 3:39 PM
To: Loughran, Tony D AVED:EX
Cc: Singh, Nancy K AVED:EX
Subject: FW: FOR REVIEW: UBC Fire Services - Draft BN
Importance: High

Hi Tony,

Here's CSCD's draft note. It's generally consistent with previous material. I've made one minor edit in the body of the bn, and added a column in appendix 1 but have not yet forwarded the edits to CSCD. s.22 so I don't know if she would have additional comments. Given CSCD's request for feedback by Jan. 4th, and given vacation schedules s.22 you may want to get this to both Kevin and Fazil as soon as possible s.22 . CSCD's briefing with their Minister is scheduled for early January - to finalize the decision. If there are any further issues from AVED's perspective, better to flag them now rather than later.

Thanks,
Susan

From: Jensen, Chris A CSCD:EX
Sent: Thursday, December 17, 2015 4:20 PM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: FOR REVIEW: UBC Fire Services - Draft BN

Hi Susan/Nancy,

Susan - s.22 so I wanted to give you a chance to review and/or pass on the draft decision BN for UBC Fire Services.
s.13,s.17

I would appreciate receiving comments by noon Jan 4th at the latest.

Thank you,
Chris

Chris Jensen, MSc, AScT, EP
Senior Policy Analyst
Integrated Policy Branch
Ministry of Community, Sport and Cultural Development

Tel: (250) 356-8737
Fax: (250) 356-1873

Page 079 to/à Page 083

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s.13;s.17

Page 084

Withheld pursuant to/removed as

s.14;s.13;s.17

Page 085

Withheld pursuant to/removal as

s.13;s.17

Burns, Susan G AVED:EX

From: Burns, Susan G AVED:EX
Sent: Monday, January 4, 2016 11:20 AM
To: Jensen, Chris A CSCD:EX
Cc: Singh, Nancy K AVED:EX
Subject: As requested - Feedback on BN
Attachments: CLIFF165121_Decision_BN_UBC_Fire_Services_Dec_15_2015_DRAFT.docx

Hi Chris,

Here is AVED's feedback – see track changes.

Thanks,
Susan

From: Jensen, Chris A CSCD:EX
Sent: Thursday, December 17, 2015 4:20 PM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: FOR REVIEW: UBC Fire Services - Draft BN

Hi Susan/Nancy,

Susan - **s.22** so I wanted to give you a chance to review and/or pass on the draft decision BN for UBC Fire Services.

s.13,s.17

I would appreciate receiving comments by noon Jan 4th at the latest.

Thank you,
Chris

Chris Jensen, MSc, AScT, EP

Senior Policy Analyst
Integrated Policy Branch
Ministry of Community, Sport and Cultural Development
Tel: (250) 356-8737
Fax: (250) 356-1873

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s.13;s.17

Page 092

Withheld pursuant to/removed as

s.14;s.13;s.17

Page 093

Withheld pursuant to/removed as

s.13;s.17

Singh, Nancy K AVED:EX

From: Singh, Nancy K AVED:EX
Sent: Tuesday, January 5, 2016 11:09 AM
To: Sedun, Jeanne AVED:EX
Subject: FOLLOW UP: UBC's draft letter in response to upcoming ministerial meeting

Hi Jeanne,

Note below recent response from UBC on the fire services issue. I have highlighted key points in yellow.

Nancy

From: Jensen, Chris A CSCD:EX
Sent: Tuesday, January 5, 2016 10:16 AM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: FYI: UBC's draft letter

Hi Susan/Nancy,

Below is the draft content for the letter we're expecting from UBC. I think your DM has already seen this. I don't have an ETA for the signed version.

I'll incorporate some of this into the decision BN.

Thanks,
Chris

s.13,s.17

Page 095 to/à Page 096

Withheld pursuant to/removed as

s.13;s.17

Singh, Nancy K AVED:EX

From: Singh, Nancy K AVED:EX
Sent: Wednesday, January 13, 2016 2:24 PM
To: Sedun, Jeanne AVED:EX
Subject: FYI: UBC Draft Agenda for tomorrow

FYI – the call is scheduled for 2:30 pm tomorrow. Unfortunately it is after your bi-weekly with Kevin. As always, we can provide him with an email update if he wants, since these calls provide us with good insight into UBC's perspective and plans.

Nancy

From: Singh, Nancy K AVED:EX
Sent: Wednesday, January 13, 2016 2:21 PM
To: Jensen, Chris A CSCD:EX; Burns, Susan G AVED:EX
Cc: Sedun, Jeanne AVED:EX
Subject: RE: UBC Draft Agenda for tomorrow

Thanks for keeping us in the loop Chris. As much as I would like to join the group @ 800 Johnson tomorrow afternoon, it looks like I will need to stay here given how the day looks. My plan is to join by phone. Will let you know if that changes.

Nancy

From: Jensen, Chris A CSCD:EX
Sent: Wednesday, January 13, 2016 2:07 PM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: UBC Draft Agenda for tomorrow

Hi Susan/Nancy,

The main reason we're connecting with UBC tomorrow is to debrief them on the ministers meeting. Is there anything else that you'd like added to the agenda?

1. CSCD Minister's direction
2. Implementation process
3. UNA Communications
4. **s.13,s.17**

5. Next steps

Are either of you planning to join the call from 800 Johnson st?

Ministers meeting starts in less than an hour.....

Thanks,
Chris

Chris Jensen, MSc, AScT, EP

Senior Policy Analyst

Integrated Policy Branch

Ministry of Community, Sport and Cultural Development

Tel: (250) 356-8737

Fax: (250) 356-1873

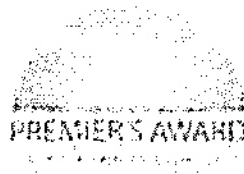
Singh, Nancy K AVED:EX

From: Sedun, Jeanne AVED:EX
Sent: Thursday, January 14, 2016 10:32 AM
To: Singh, Nancy K AVED:EX
Subject: FW: Fire Services
Attachments: CLIFF165121_Decision_BN_UBC_Fire_Services_Jan_2016_FINAL.docx

Importance: High

FYI

Jeanne M. Sedun BA, BEd, MDiv
Executive Director | Sector Business Innovation
Ministry of Advanced Education
Tel: 250-952-7412 | Cell: 250-208-8338



From: Brewster, Kevin AVED:EX
Sent: Thursday, January 14, 2016 10:28 AM
To: Sedun, Jeanne AVED:EX
Subject: Fw: Fire Services
Importance: High

Fyi

Sent from my BlackBerry 10 smartphone on the Rogers network.

From: Loughran, Tony D AVED:EX <Tony.Loughran@gov.bc.ca>
Sent: Thursday, January 14, 2016 10:26 AM
To: Meadows, Jennifer L AVED:EX
Cc: Brewster, Kevin AVED:EX
Subject: Fire Services

Hi Jennifer,

s.13,s.17

The information in the DN is consistent with materials provided to Sandy and MAW previously, in preparation for the joint ministers' meeting on this issue that occurred, I think, in late November.

This is more just a heads up so that Sandy has current info on hand if Jacquie happens to reach out to her.

Thanks.

s.13,s.17

- UBC administration understands that based on the principle of fairness, market properties should pay for their fair share of fire protection costs.

Mandate Considerations: Direction from CWGCR in August 2014.
Liquefied Natural Gas Considerations: N/A
Fiscal Considerations: s.13,s.17
First Nations Considerations: N/A
Communications: A communications plan has been developed with GCPE (See Appendix 4 for overview).

Discussion:

s.13,s.17

Recovery Mechanism

s.13,s.17

s.13,s.17

Working in collaboration with staff from UBC and the Ministries of Advanced Education (AVED), Finance (MoF) and Justice, two suitable recovery mechanisms have been identified: 1) Collect from UBC under a new funding agreement; and 2) Collect from residents through a new property tax s.13,s.17 established under the *Local Services Act*. These options share the following:

Pros

- Does not increase property taxes (through lease agreements, the total property tax rate for UNA residents is equal to total property tax rate for a similar property in the City of Vancouver).
- s.13,s.17
- Puts UBC's market properties on parallel footing with the UEL and BC's other unincorporated areas.

Cons

- Will significantly reduce funds available to the UNA to provide other community services.

s.13,s.17

Option 1: Funding Agreement

Negotiate a funding agreement with UBC for the provision of fire services to its taxable properties. UBC would remit to the Province an appropriate amount from the existing UBC Service Levy that UBC collects from market properties and transfers to the UNA to provide for certain municipal-like services.

Pros

- Would establish a streamlined process of issuing an invoice to a single point of contact (UBC).
- s.13,s.17
- The Service Levy collection system is already in place to provide a funding source.
- Residents would not be charged the 5.25% Provincial Surveyor of Taxes collection fee (approximately \$50,000 in additional annual costs).

s.13,s.17

s.13,s.17

- Does not require OIC or legislation.

Cons

s.13,s.17

Option 2: Local Services Act

For areas not incorporated as a municipality, the Province may use the authority under section 2(1)(f) to pass an OIC that would establish a local area for the provision of fire services and associated tax. A fire service tax would be collected directly from residents by the Provincial Surveyor of Taxes. s.13,s.17

s.13,s.17

Pros

- The *Local Services Act* provides suitable authority for the Province to establish and tax a local service area for fire services.
- A standalone fire tax is consistent with the tax structure for fire services in BC's unincorporated area (i.e. provides a line item in property tax notice).

s.13,s.17

- Does not require UBC's direct involvement.
- Passing an OIC may be more straightforward than negotiating a funding agreement with UBC.

Cons

s.13,s.17

- Additional costs for property owners due to the Provincial Surveyor of Taxes 5.25% collection fee (approximately \$50,000 new annual costs).

s.13,s.17

s.13,s.17

Next Steps:

s.13,s.17

- The Province informs the UNA Board and staff of the funding change for fire protection services.

s.13,s.17

- Work with relevant parties to implement the selected recovery mechanism.

Contact: Heather Brazier, Executive Lead
Telephone: (250) 387-3860

APPENDIX 1**Funding Fire Services in the UNA**

Residential (Class 1) property tax rates (2015) for the University Endowment Lands (UEL), University Neighbourhood Association (UNA) and City of Vancouver (COV) showing the approximate property tax rate required to recover fire service costs from the UBC Service Levy [s.13,s.17](#). The UBC Service Levy rate is calculated as the difference between total provincial rural taxes and the total City of Vancouver residential rate (CoV rate – provincial rural rate = Service Levy rate). [s.13,s.17](#)

APPENDIX 2

COMPARISON OF RECOVERY OPTIONS

	Funding Agreement	<i>Local Services Act</i>
--	--------------------------	----------------------------------

s.13,s.17

APPENDIX 3

s.13,s.14,s.17

APPENDIX 4

COMMUNICATION PLAN - OVERVIEW

Purpose

Inform the UNA its cost for fire protection service is being aligned with the cost recovery model used in the UEL and BC's unincorporated areas. UBC's market properties will be required to fund their share of fire costs.

Audience

The UNA Board and staff as it is intended the UNA will be the communication conduit to residents.

Roles

- CSCD is the lead ministry and responsible for communications with the UNA
- CSCD will consult with AVED and MoF on key communications issues
- AVED and MoF will support CSCD
- s.13,s.17

Approach

s.13,s.17

Top Messages

- s.13,s.17 to ensure that quality fire protection for market housing residents continues under a plan that is fair to all B.C. taxpayers
- Fire protection service is essential to community safety everywhere in BC – and the principle that residents pay their fair share for local fire protection service applies to all communities in the province
- Our government was elected on a promise to control government spending and ensure the best possible use of government resources. We are delivering on this promise through this recommendation from Core Review

Actions & Deliverables

Item	Objective	Date
1. Meeting: Notify UNA Board of recovery	CSCD staff inform the UNA Board on changes to fire service funding	February, 2016
2. Key Messages	Focus on why change is needed; implementation timeline; funding formula	Delivered at meeting
3. Qs&As	Address fundamentals e.g.: - how fire services are funded - what the change will look like	Delivered at meeting
4. Summary Powerpoint	Infographics to help communicate initiative: tables, graphs, etc.	Delivered at meeting

s.13,s.17

Singh, Nancy K AVED:EX

From: Jensen, Chris A CSCD:EX
Sent: Tuesday, January 26, 2016 12:06 PM
To: Burns, Susan G AVED:EX; Brazier, Heather M CSCD:EX; Singh, Nancy K AVED:EX; Rotgans, Trudy CSCD:EX
Cc: McCaffery, Carrie CSCD:EX
Subject: UBC Agenda for today's call

The agenda is still the same since our original scheduled call with UBC.

1. CSCD Minister's direction
2. Implementation process
3. UNA Communications

s.13,s.17

5. Next steps

Dial-in Phone Numbers:

s.15 Toll Free - North America

s.15 Vancouver local

Participant Conference ID: s.15

Burns, Susan G AVED:EX

Subject: UBC Fire Services Mthly Meeting
Location: Conf. Call: s.15 Conf. ID# s.15
Start: Tue 2016-01-26 2:30 PM
End: Tue 2016-01-26 3:30 PM
Recurrence: (none)
Meeting Status: Accepted
Organizer: Brazier, Heather M CSCD:EX
Required Attendees: Jensen, Chris A CSCD:EX; Singh, Nancy K AVED:EX; Burns, Susan G AVED:EX; 'adriaan.dejager@ubc.ca'; 'michael.white@ubc.ca'; 'chris.fay@ubc.ca'
Optional Attendees: Fay, Christopher

Dial-in Phone Numbers:
s.15 Toll Free - North America
s.15 Vancouver local

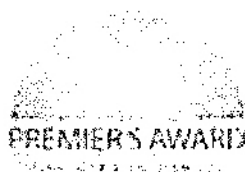
Participant Conference ID s.15

Singh, Nancy K AVED:EX

From: Sedun, Jeanne AVED:EX
Sent: Friday, January 29, 2016 4:31 PM
To: Singh, Nancy K AVED:EX
Subject: RE: FYI: TELECONFERENCE SUMMARY - UBC Fire Services Cost Recovery

Thanks for the summary Nancy.

Jeanne M. Sedun BA, 8Ed, MDiv
Executive Director | Sector Business Innovation
Ministry of Advanced Education
Tel: 250-952-7412 | Cell: 250-208-8338



From: Singh, Nancy K AVED:EX
Sent: Thursday, January 28, 2016 2:25 PM
To: Sedun, Jeanne AVED:EX
Subject: FYI: TELECONFERENCE SUMMARY - UBC Fire Services Cost Recovery

Hello Jeanne,

Below is a summary of what I heard on the CSCD-UBC teleconference on Tuesday afternoon. Right before the meeting started, Heather Brazier announced that she is moving from CSCD to SDSI and will not be leading next steps. Trudy Rotgans will continue as ED on the file.

- Heather, Chris Jensen, Susan Burns and I were on the call. Michael White, Chris Fay and Kera McArthur (name/spelling TBC - from UBC communications) represented UBC.
- Heather summarized what Minister Fassbender directed. That:

s.13,s.17

- Chris and Trudy will work with UBC on a joint communications plan before Sandy and Philip meet.

Let me know if you need more (or different!) information.

Nancy Singh

Director, Sector Business Innovation
Financial and Management Services Division
Ministry of Advanced Education
(250) 356-8042

Burns, Susan G AVED:EX

Subject: FW: Fire Services Comms Discussion
Location: s.15 Access code: s.15

Start: Wed 2016-02-03 3:00 PM
End: Wed 2016-02-03 4:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Fay, Christopher

Burns, Susan G AVED:EX

From: Burns, Susan G AVED:EX
Sent: Tuesday, March 8, 2016 9:44 AM
To: Loughran, Tony D AVED:EX
Subject: Urgent - UNA - Fire Protection Costs
Attachments: UNA Letter_Ministry CSCD_Fire Protection Costs_March 10 2016..pdf

Importance: High

I just received this from CSCD -- a letter from UNA to DM of CSCD. ^{s.17}
s.17



VIBRANT, DIVERSE, SUSTAINABLE

Jacquie Dawes
Deputy Minister
Ministry of Community, Sport and Cultural Development
Government of British Columbia
PO Box 9490, STN Prov Govt
Victoria, B.C., V8W 9N7

March 10, 2016

Dear Deputy Minister Dawes:

I am writing on behalf of the University Neighbourhoods Association, the organization that represents residents in the University of British Columbia's campus neighbourhoods.

Community, Sport and Cultural Development officials recently informed the UNA's Board of Directors of the province's intent to download fire protection costs for UBC's campus neighbourhoods. The UNA appreciates the opportunity to engage with CSCD officials on an issue of such importance for our residents.

In our meeting, CSCD officials laid out a fair and principled rationale for recovering fire services costs from UBC's taxable neighbourhood properties. The UNA understands the importance of providing reasonable funding for fire protection services under a model that is fair to both campus residents and all British Columbians.

The UNA is, however, concerned about the province's proposed timing to implement the fire cost recovery. The province's proposed total fire cost recovery is more than 20% of the UNA's annual budget. In recognition of this impact, the UNA appreciates the province's proposed phasing in of costs with 50% recovered in 2016/17, and 100% going forward from 2017/18.

Nevertheless, for 2016/17 this level of unexpected budget impact would be challenging for any organization to absorb. As CSCD officials are aware, the UNA has little control over its annual revenue given the formula for calculating UBC's Services Levy, which makes up almost all of the UNA's budget. Indeed, even without the fire cost download the UNA's budget is already under significant pressure due to reduced Vancouver property tax rates and an increased rural tax rate. As a result, the UNA will likely need to explore ongoing service level cuts that affect campus residents' quality of life.

In recognition of these financial pressures, the UNA and UBC have struck a joint financial task force. The task force's mandate is to mitigate the impact on residents from the fire cost downloading and reduced Services Levy revenue by exploring a wide range of immediate to longer term measures to mitigate financial pressures, including opportunities for increasing revenues and reducing expenditures.

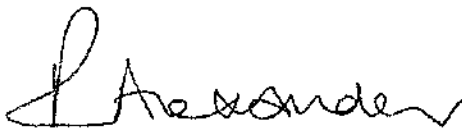
As I am sure you will appreciate, many of these solutions are complex and require time for analysis, consultation with residents, and implementation. The UNA is confident the financial impact of the fire costs downloading can be managed through the task force's work.

The challenge is that the province's proposed timeline for recovering fire service costs does not provide the UNA the time to make these decisions in a thoughtful manner.

The UNA is asking that the province defer the proposed timeline for recovering fire costs by one year: 50% of the costs would start in 2017/18 and 100% in future years. This deferral would provide the UNA the time required to work with UBC to manage the impact of the province's decision.

Once again, the UNA Board of Directors appreciates your Ministry's consultation on this issue and your consideration of this request. Given the pending 2016/17 fiscal year I look forward to your timely reply.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Richard Alexander', with a stylized, cursive script.

Richard Alexander
Chair, Board of Directors
University Neighbourhoods Association

CC Jan Fialkowski, Executive Director, University Neighbourhoods Association

Michael White, Associate Vice President, Campus and Community Planning, UBC

Singh, Nancy K AVED:EX

From: Singh, Nancy K AVED:EX
Sent: Wednesday, March 9, 2016 3:34 PM
To: Sedun, Jeanne AVED:EX
Subject: FYI and background - letter from UNA on Fire Protection Costs
Attachments: image001.png; ATT00001.htm; image002.png; ATT00002.htm; image003.png; ATT00003.htm; image004.png; ATT00004.htm; image005.png; ATT00005.htm; UNA Letter_Ministry CSCD_Fire Protection Costs_March 10 2016..pdf; ATT00006.htm

Hi Jeanne,

For your background - the UNA is presenting a reasonable alternative in my opinion. I don't know yet if their proposal will be considered by CSCD.

Nancy

Sent from my iPhone

Begin forwarded message:

From: "Jensen, Chris A CSCD:EX" <Chris.Jensen@gov.bc.ca>
Date: March 8, 2016 at 9:39:13 AM PST
To: "Burns, Susan G AVED:EX" <Susan.Burns@gov.bc.ca>, "Singh, Nancy K AVED:EX" <Nancy.Singh@gov.bc.ca>
Subject: FW: UNA - Fire Protection Costs

Hi Susan/Nancy,

Please see attached letter from UNA. I plan to draft a BN for the minister today to consider the timing request. Decision may be next Monday. Thoughts on their request?

Also below is the draft agenda for next Monday's call with UBC. Please let me know if you have any changes.

Thanks,
Chris

s.13,s.17

From: Jan Fialkowski [<mailto:Jan.Fialkowski@myuna.ca>]
Sent: Monday, March 7, 2016 4:16 PM
To: Dawes, Jacquie CSCD:EX
Cc: White, Michael; board.chair
Subject: UNA - Fire Protection Costs

Dear Deputy Minister Dawes,

Please find attached a letter from the Chair of the Board of Directors of the University Neighbourhoods Association (UNA) at the University of British Columbia related to Fire Protection Costs for the UNA.

Sincerely,
Jan Fialkowski

Jan Fialkowski
Executive Director
University Neighbourhoods Association
202-5923 Berton Avenue
Vancouver, BC, V6S 0B3
t: 604.827.5317
f: 604.827.5375

ian.fialkowski@myuna.ca
www.myuna.ca
www.oldbarn.ca

Stay Connected



VIBRANT, DIVERSE, SUSTAINABLE

Jacquie Dawes
Deputy Minister
Ministry of Community, Sport and Cultural Development
Government of British Columbia
PO Box 9490, STN Prov Govt
Victoria, B.C., V8W 9N7

March 10, 2016

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In our meeting, CSCD officials laid out a fair and principled rationale for recovering fire services costs from UBC's taxable neighbourhood properties. The UNA understands the importance of providing reasonable funding for fire protection services under a model that is fair to both campus residents and all British Columbians.

The UNA is, however, concerned about the province's proposed timing to implement the fire cost recovery. The province's proposed total fire cost recovery is more than 20% of the UNA's annual budget. In recognition of this impact, the UNA appreciates the province's proposed phasing in of costs with 50% recovered in 2016/17, and 100% going forward from 2017/18.

Nevertheless, for 2016/17 this level of unexpected budget impact would be challenging for any organization to absorb. As CSCD officials are aware, the UNA has little control over its annual revenue given the formula for calculating UBC's Services Levy, which makes up almost all of the UNA's budget. Indeed, even without the fire cost download the UNA's budget is already under significant pressure due to reduced Vancouver property tax rates and an increased rural tax rate. As a result, the UNA will likely need to explore ongoing service level cuts that affect campus residents' quality of life.

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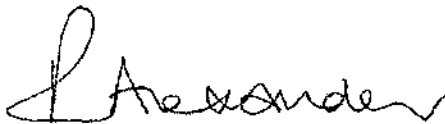
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The challenge is that the province's proposed timeline for recovering fire service costs does not provide the UNA the time to make these decisions in a thoughtful manner.

The UNA is asking that the province defer the proposed timeline for recovering fire costs by one year: 50% of the costs would start in 2017/18 and 100% in future years. This deferral would provide the UNA the time required to work with UBC to manage the impact of the province's decision.

Once again, the UNA Board of Directors appreciates your Ministry's consultation on this issue and your consideration of this request. Given the pending 2016/17 fiscal year I look forward to your timely reply.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'R Alexander', with a stylized, cursive script.

Richard Alexander
Chair, Board of Directors
University Neighbourhoods Association

CC Jan Fialkowski, Executive Director, University Neighbourhoods Association

Michael White, Associate Vice President, Campus and Community Planning, UBC

Burns, Susan G AVED:EX

From: Burns, Susan G AVED:EX
Sent: Thursday, March 10, 2016 3:10 PM
To: Mihlar, Fazil AVED:EX
Subject: From March 2015
Attachments: Backgrounder - Fire Services - March 10.docx

Page 122

Withheld pursuant to/removed as

s.13;s.17

Burns, Susan G AVED:EX

From: Mihlar, Fazil AVED:EX
Sent: Thursday, March 10, 2016 3:26 PM
To: Burns, Susan G AVED:EX
Cc: Loughran, Tony D AVED:EX; Cameron, Tara D AVED:EX
Subject: RE: From March 2015

Hi Susan: Thx for this.

Copied below is what I found on the UBC/UNA website. **s.13,s.17**
s.13,s.17

It will be useful to have as an attachment the existing notice that goes out to residents. Deadline: March 16. Thx ... Fazil

The Services Levy is more complicated. First of all, it is called a levy rather than a tax because UBC is on unincorporated land and therefore not a municipality (for the same reason, the UNA is incorporated as a BC society, not a municipality.) The Services Levy is collected by the University and is held in the Neighbours' Fund, a separate fund in UBC's accounts that is audited annually. The University also deposits General Municipal Services Levy collected from rental housing projects in neighbourhoods to the Neighbours' Fund. A portion of the money collected (5.6% in 2011) is deposited into the Neighbours' Fund Reserves, which are held to meet future needs. The rest is used by the UNA to provide municipal-like services for the UNA neighbourhoods.

Reserve funds are required to ensure that long-term replacement of capital infrastructure does not result in "rate shock." Reserve funds are common practice in municipalities and many other organizations and are required under the Neighbours Agreement between UBC and the UNA. As of March 31, 2011 the reserve funds total \$8.19 million. They are divided into five reserves: infrastructure, capital replacement, rate stabilization, operation contingency and community access. Any spending from these reserves must be used in direct support of the UNA and approved by the UNA Board.

The remaining Services Levy money goes to the UNA, which spends it according to its Operating Budget. (The total is topped up by money the UNA generates, mostly through fees for activities and classes it provides through its community centre: \$341,700 in 2011–12). The budget is approved by the UNA Board of Directors and is also submitted to the University, though for information only. The 2011–12 budget—a total of \$2.92 million—is earmarked for recreational services (34%, split equally between community programming and community access), including running the community centre and athletic and cultural facilities; engineering services (34%), mainly maintaining public spaces and infrastructure; operations and administration (26%); special projects and community support (3%); sustainability (2%), notably the composting, energy-saving and recycling programs; and a small contingency fund (1%).

When homeowners get a property on campus they sign a 99-year ground lease. This document details all the obligations the University has to residents—things like providing landscaping and engineering services—virtually all of which are actually performed by the UNA.

Again, some history helps clarify the situation. "The UNA was created back in 2002, by agreement between UBC and Metro Vancouver," explains Sharon Wu, the outgoing UNA Chair. "Before then, the University provided all those services. In 2002, there was one neighbourhood, Hampton Place, and about 2,000 residents. Now, we have five neighbourhoods and 8,000 residents, and it's growing fast."

The UNA Board includes four members elected by the residents, two UBC appointees, and one student appointed by the AMS. Membership in the UNA is voluntary, and about 3,000 adults are currently UNA members; a total of 5,200 residents have UNA Community Services Cards that provide eligible residents access to UBC facilities and membership in the Vancouver Public Library.

In a nutshell, the UNA delivers municipal services to residents and receives all of the residential or related tax-like monies raised from residents. It then uses this money to maintain parks, operate a community centre and repair roads, just like any municipal government. And like any municipal government, the UNA works with UBC to create bylaws to manage parking and noise, for example. It also does some extraordinary things few other municipalities bother themselves with, like running a comprehensive composting program for its multi-family housing.

"There are people who say, why buy access to pools or skating rinks that I don't use?" says Fialkowski. "But the principle behind the UNA is that everyone will have equal access to all these services, just like in Vancouver, where people who have no children still pay the taxes that pay for schools."

"I can't think of anything we don't provide that you would get in the City of Vancouver," continues Fialkowski. "We're about to discuss the feasibility of a skate park, for instance—it's on the agenda for this month, we're going to investigate that."

"Some would argue that we have better access to things like the Museum of Anthropology, the Botanical Gardens, the athletic facilities," adds Burgess. "There are way more of those sorts of amenities per capita here than you would find elsewhere. And at rates that are reasonable."

- See more at: <http://planning.ubc.ca/news-events/newsletter/2013-07-29/how-taxes-and-levies-work-ubc#sthash.oE5pbPWT.dpuf>

From: Burns, Susan G AVED:EX
Sent: Thursday, March 10, 2016 3:10 PM
To: Mihlar, Fazil AVED:EX
Subject: From March 2015

Burns, Susan G AVED:EX

From: Burns, Susan G AVED:EX
Sent: Monday, March 14, 2016 11:08 AM
To: Loughran, Tony D AVED:EX; Porter, Rodney GCPE:EX
Subject: Fw: UBC Fire Costs - Community Engagement

Just got this from CSCD, UBC email was from Friday.

From: Jensen, Chris A CSCD:EX <Chris.Jensen@gov.bc.ca>
Sent: Monday, March 14, 2016 10:41 AM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: FW: UBC Fire Costs - Community Engagement

FYI – The UNA is planning to inform residents of fire costs in today's Campus Resident newspaper.

<http://www.myuna.ca/about-us/publications/>

From: Fay, Christopher [<mailto:chrisfay@mail.ubc.ca>]
Sent: Friday, March 11, 2016 8:03 AM
To: Jensen, Chris A CSCD:EX
Subject: UBC Fire Costs - Community Engagement

Hi Chris,

A quick heads up before our Monday call. The UNA is starting its community engagement process on fire costs with a March 14th op-ed in the local community paper, the Campus Resident. It's written by the UNA Chair to describe the organization's financial pressures, including fire costs, and the Task Force established to manage the issue. We can give you more detail on other community engagement in our Monday call.

Adriaan from UBC Government Relations has looped in your Minister's Office through contacts he has there.

Give me a shout if you have any questions.

Enjoy the weekend,

Chris.

Singh, Nancy K AVED:EX

From: Burns, Susan G AVED:EX
Sent: Monday, March 14, 2016 11:47 AM
To: Jensen, Chris A CSCD:EX; Singh, Nancy K AVED:EX
Subject: Re: UBC Fire Costs - Community Engagement

Thanks, Chris. I forwarded it to Rodney.

From: Jensen, Chris A CSCD:EX
Sent: Monday, March 14, 2016 11:37 AM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: RE: UBC Fire Costs - Community Engagement

P.S. Can you please let Rodney know?

Thanks
Chris

From: Jensen, Chris A CSCD:EX
Sent: Monday, March 14, 2016 10:42 AM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: FW: UBC Fire Costs - Community Engagement

FYI – The UNA is planning to inform residents of fire costs in today's Campus Resident newspaper.

<http://www.myuna.ca/about-us/publications/>

From: Fay, Christopher [<mailto:chrisfay@mail.ubc.ca>]
Sent: Friday, March 11, 2016 8:03 AM
To: Jensen, Chris A CSCD:EX
Subject: UBC Fire Costs - Community Engagement

Hi Chris,

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Adriaan from UBC Government Relations has looped in your Minister's Office through contacts he has there.

Give me a shout if you have any questions.

Enjoy the weekend,

Chris.

Burns, Susan G AVED:EX

From: Burns, Susan G AVED:EX
Sent: Monday, March 14, 2016 12:04 PM
To: Jensen, Chris A CSCD:EX
Subject: Re: UBC Fire Costs - Community Engagement

Thanks

From: Jensen, Chris A CSCD:EX
Sent: Monday, March 14, 2016 11:59 AM
To: Burns, Susan G AVED:EX
Subject: RE: UBC Fire Costs - Community Engagement

I asked Chris Fay for it.

Will fwd it to you if he has it.

From: Burns, Susan G AVED:EX
Sent: Monday, March 14, 2016 11:56 AM
To: Jensen, Chris A CSCD:EX
Subject: Re: UBC Fire Costs - Community Engagement

Have we asked to see it?

From: Jensen, Chris A CSCD:EX
Sent: Monday, March 14, 2016 11:54 AM
To: Burns, Susan G AVED:EX
Subject: RE: UBC Fire Costs - Community Engagement

No I haven't.

From: Burns, Susan G AVED:EX
Sent: Monday, March 14, 2016 11:54 AM
To: Jensen, Chris A CSCD:EX
Subject: Re: UBC Fire Costs - Community Engagement

Have you seen the text of the op-ed?

From: Jensen, Chris A CSCD:EX
Sent: Monday, March 14, 2016 10:41 AM
To: Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: FW: UBC Fire Costs - Community Engagement

FYI – The UNA is planning to inform residents of fire costs in today's Campus Resident newspaper.

<http://www.myuna.ca/about-us/publications/>

From: Fay, Christopher [mailto:chrisfay@mail.ubc.ca]
Sent: Friday, March 11, 2016 8:03 AM
To: Jensen, Chris A CSCD:EX
Subject: UBC Fire Costs - Community Engagement

Hi Chris,

A quick heads up before our Monday call. The UNA is starting its community engagement process on fire costs with a March 14th op-ed in the local community paper, the Campus Resident. It's written by the UNA Chair to describe the organization's financial pressures, including fire costs, and the Task Force established to manage the issue. We can give you more detail on other community engagement in our Monday call.

Adriaan from UBC Government Relations has looped in your Minister's Office through contacts he has there.

Give me a shout if you have any questions.

Enjoy the weekend,

Chris.

Burns, Susan G AVED:EX

From: Burns, Susan G AVED:EX
Sent: Monday, March 14, 2016 2:00 PM
To: Loughran, Tony D AVED:EX; Porter, Rodney GCPE:EX
Subject: Fw: UBC Fire Costs - Community Engagement
Attachments: Letter to Residents -Richard-final version - English+Chinese.docx; FINAL Fire Protection Services Notification and Web Content.docx; FINAL Provincial Fire Services Costs Comms Plan.docx

From: Jensen, Chris A CSCD:EX <Chris.Jensen@gov.bc.ca>
Sent: Monday, March 14, 2016 1:50 PM
To: Burns, Susan G AVED:EX; Rotgans, Trudy CSCD:EX
Cc: Sall, Sabba CSCD:EX; Starkl-Moser, Miriam CSCD:EX; Singh, Nancy K AVED:EX
Subject: FW: UBC Fire Costs - Community Engagement

Hi Susan,

Attached are UNA's comms materials.

Chris

From: Fay, Christopher [<mailto:chrisfay@mail.ubc.ca>]
Sent: Monday, March 14, 2016 12:51 PM
To: Jensen, Chris A CSCD:EX
Subject: RE: UBC Fire Costs - Community Engagement

Hi Chris,

Happy to share the whole package. Here are three attachments:

- 1) the article; and
- 2) the UNA's comms strategy, including initial community engagement dates; and
- 3) the UNA's web content.

Much of this content uses the messaging you shared with the UNA. So you know, UBC is supporting the UNA but they're running the communications effort, so we don't always have control over the final message. But please do let me know if you'd like to flag anything.

Talk to you soon,

Chris.

Letter to Residents from UNA Board Chair

To paraphrase Joseph Sugarman, "the greatest success stories were created by people who changed a problem into an opportunity."

As UNA Board Chair, a key responsibility is working with the Board and Staff to ensure the long-term financial stability of the UNA and the continuation of our vibrant and integrated community. Two financial challenges have arisen that we want to share with you.

Firstly, as reported in last month's Campus Resident, the UNA faces budget constraints from declining Services Levy, the portion of your property taxes paid to UBC. Secondly, the Province of British Columbia has informed us that we will now join other municipalities, including the UEL, in paying for Fire Services. Previously the UNA had been exempt. The cost for Fire Services will be:

- \$500K payable in our budget year 2016-17.
- \$1M payable in our budget year 2017-18.
- \$1M+ payable in subsequent years.

The new fee is significant, however, the Board has a clear process to manage both issues. We are confident that we will manage the impact to our residents. Action steps include:

- Completion of a 5-year financial plan model. This includes an analysis tool to evaluate changes in variables such as population, home assessment values and property taxes.
- Creation of a UNA-UBC Finance Task Force. We will review all facets of the UNA's civic operations. This includes external services that we purchase from UBC and our internal operations.

The opportunity comes when the UNA, like all businesses confronted with external changes, undertakes a review of our mission, core services and business operation. This is an energising time. The Task Force allows UBC and the UNA to work collaboratively to share the burden of these financial challenges. The Board will hold robust community conversations with the residents. Proposals that affect the annual budget will be open to review – just as they are today.

The interests of UNA residents and employees are our priority. There will be both short-term and long-term solutions. The Board is committed to keeping you informed as this process unfolds.

Richard Alexander, Chair

On behalf of the UNA Board of Directors

Chinese Translation ‘Letter to Residents from UNA Board Chair’

UNA董事会主席致居民的一封信

约瑟夫·舒格曼曾经说过：“凡是最伟大的成功范例，都是由能够把危机变成转机的人树立的。”

身为UNA董事会主席的主要职责之一在于与董事会成员及员工密切合作，确保UNA财政的长期稳定，和我们这个富有活力的社区的持续发展。目前，我们面临两大财政难题。

首先，是在上个月的《Campus Resident》里报告过的，由于服务税收的下降，即您缴纳给UBC的物业税的部分，UNA目前面临预算紧缩。其次，卑诗省政府已经通知我们，UNA将和其他市政府一样，包括大学保留地(UEL)在内，需要支付消防服务费。之前UNA一直享有豁免。这笔新增消防服务费用将以下列方式支付：2016-17财政年度支付50万，2017-2018财政年度支付100万，之后的财政年度支付100万以上。

这笔新费用相当庞大，但董事会已经着手建立一套明确程序来应对这些变化。我们有信心控制它们对居民的影响。行动计划包括：

- 完成一个五年期的财政规划模式。这包括利用分析工具，评估相关变数例如人口、住家估值和物业税等的变化。
- 成立UNA-UBC财政专案小组。我们会审查UNA管理和运作的方方面面。包括我们向UBC购买的服务和我们的内部运作。

和所有承受外来挑战的企业一样，重新审视我们的宗旨、核心服务及业务运作展，将带来新的机遇和力量。专案小组的工作将促进UBC和UNA的充分合作，共同应对这些财政挑战。董事会将和居民们进行扎实的社区会谈。如我们一直以来所做的，所有影响年度预算方案的信息都会向居民公开。

维护UNA全体居民和员工的权益是我们首要的任务。我们会兼顾长期和短期的解决方案。董事会将在整个进程中，时时向您汇报。

董事会主席 Richard Alexander
代表UNA董事会

Page 132 to/à Page 133

Withheld pursuant to/removed as

s.13

Fire Protection Services Notification and Web Content

UNA Website

[Homepage]

UNA Fire Protection Services Cost Restructuring

The Province of British Columbia recently informed the UNA Board that we will now join other municipalities, including the UEL, in paying for fire protection services. The cost for fire protection services will be:

- \$500K payable in our budget year 2016-17.
- \$1M payable in our budget year 2017-18.
- \$1M+ payable in subsequent years.

The new fee is significant, however, the Board has a clear process to manage this issue. We are confident that we will manage the impact to our residents. The UNA and UBC are collaborating through the recently-established Joint Financial Task Force. The Task Force is exploring opportunities for the UNA to raise new revenues and to save costs without reducing resident service levels.

Current tax rates for residents (the combination of rural tax rate and service levy) will not be impacted.

[Click here](#) to learn more.

[Fire Protection Services Page]

UNA Fire Protection Services Cost Restructuring

Residents living in UBC neighbourhoods, unlike residents in other unincorporated areas including the University Endowment Lands, do not currently pay a fee for fire protection services. The Province of British Columbia is restructuring this financial model.

As a result, UBC neighbourhood residents are being asked by the province to fund their share of fire protection services costs. The province will phase in the restructure, starting with half of the costs (approximately \$500K) in 2016/17 and full costs (approximately \$1 million) in 2017/2018. Annual fire protection service costs are projected to increase by approximately 3%-4% annually. Current tax rates for residents (the combination of rural tax rate and service levy) will not be impacted.

To manage the impact, the UNA and UBC have created a Joint Financial Task Force. The Task Force will collectively identify opportunities to minimize the impact of this change on UNA services. Key principles of managing the financial impact include ensuring the UNA's long-term financial health; minimizing service level impacts; and sharing the financial burden between the UNA and UBC. The process will include engagement with residents ranging from the regular

sharing of information through to community conversations about options being explored and recommended.

The province is expected to recover the fire protection costs by establishing a new fire protection levy as part of residents' rural tax (a UBC resident's property tax bill is comprised of the provincial rural tax plus the UBC Service Levy). Current tax rates for residents (the combination of rural tax rate and service levy) will not be impacted.

This initiative also provides an opportunity to discuss other important service provision issues with the provincial government, like road jurisdiction, parking and water service.

The UNA is committed to keeping the community informed through various mechanisms (The Campus Resident, e-blasts, web updates, and in-person events). Communications will include process updates, how the UNA is working with UBC to manage the financial impacts, and ongoing updates on outcomes as information becomes available.

If you have any questions, please contact Jan Fialkowski, Executive Director, University Neighbourhoods Association at jan.fialkowski@myuna.ca or 604.827.5317.

Frequently Asked Questions

1. *How are fire protection services provided at UBC?*

The province contracts the City of Vancouver to provide fire protection services to UBC, the University Endowment Lands and Pacific Spirit Park. The contract's cost for fiscal year 2016/17 is approximately \$7.1 million. The province recovers a portion of this cost from UEL residents via a general 'rural' tax rate that is higher than that paid by UBC neighbourhood residents.

2. *Is UBC also being asked to pay for fire protection services for the academic campus?*

Fire protection services for the academic campus are provided through a model similar to other universities, as a public good provided by municipal fire departments. The province has committed to continuing to fund UBC's academic fire protection services costs.

3. *Why is the provincial government restructuring the financial model for UNA fire protection services at UBC? Why now?*

Residents living in UBC Neighbourhoods, unlike residents in B.C.'s other unincorporated areas, do not currently pay a separate levy for fire protection. For example, the province recovers a portion of fire protection services costs from UEL residents via a general 'rural' tax rate that is higher than that paid by UBC neighbourhood residents (e.g. in 2015, the Class 1 residential rural tax rate for UEL is 0.8682 per \$1,000 assessed value and for the UNA it is 0.5700 per \$1,000 assessed value).

The province has reviewed this irregularity and has decided to restructure the financial

model to bring UBC neighbourhood residents in line with the fire protection services funding model used in BC's other unincorporated communities.

4. *What are the annual fire protection services costs the UBC neighbourhood residents must take on?*

Residents living in UBC neighbourhoods are being asked by the province to fund their share of fire protection services costs. The province will phase in the restructure, with half of the costs (approximately \$500K) starting in 2016/17 and full costs (approximately \$1 million) in 2017/18. Annual fire protection services costs are projected to increase by approximately 3%-4% annually, based on the City of Vancouver's fire protection service costs.

The share of fire protection service costs is based on the number of UBC neighbourhood residents. This is the same method the province uses calculate UEL residents' contribution for fire protection services costs.

5. *Will this increase UBC neighbourhood residents' property taxes?*

Current tax rates for residents (the combination of rural tax rate and service levy) will not be impacted.

Residents in UBC neighbourhoods pay two types of 'property tax': a rural tax to the province, and a services levy to UBC. The leases between UBC and residents say that these two rates combined will equal the same tax rate for an equivalent assessed property in the City of Vancouver.

6. *What impact will this have on the UNA budget?*

This provincial decision will reduce the services levy revenue that supports the UNA's annual budget. For 2016/17, fire protection services costs are approximately 10% of the UNA's proposed total operating budget. In 2017/18, fire costs are forecasted to represent approximately 20% of UNA's budget.

7. *What is the UNA doing to address these budget challenges and minimize the impact?*

To manage the impact, the UNA and UBC have created a Joint Financial Task Force. The Task Force will collectively identify opportunities to minimize the impact of this change on UNA services. Key principles of managing the financial impact include ensuring the UNA's long-term financial health; minimizing service level impacts; and sharing the financial burden between the UNA and UBC. As this work evolves, the UNA will keep the community informed.

The restructuring of the financial model for fire protection services also provides an opportunity to discuss other service delivery issues with the province that are of importance to the UNA and UBC. In particular, the impact of provincial road ownership on UNA neighbourhood parking and road maintenance, and the extra cost for UBC to purchase water from the regional district.

8. *How are the UNA and UBC working together to find solutions?*

The UNA and UBC are collaborating through the recently-established Joint Financial Task Force. The Task Force is exploring opportunities for the UNA to raise new revenues and to save costs without reducing resident service levels.

The Task Force includes senior UBC and UBC Properties Trust staff, UNA Board members and staff, and residents. The Task Force will be making recommendations to the UNA and UBC Boards for decision. The process will include engagement with residents ranging from the regular sharing of information through to community conversations about options being explored and recommended.

The Task Force will keep residents informed as the process proceeds over the coming months.

9. *How can residents stay informed as this process unfolds?*

The UNA is committed to communicating with the broader community through various mechanisms (The Campus Resident, e-blasts, web updates, and in-person events). Communications will include process updates, how the UNA is working with UBC to manage the financial impacts, and ongoing updates on outcomes as information becomes available.

10. *When was this decision made by the Province?*

The province informed the UNA Board of Directors of this decision in early 2016.

11. *Why are UNA residents only finding out about this now?*

The UNA and UBC worked with the province to understand the full scope and impact of the changes, and to clarify the financial calculations and proposed timeline. Now that those details are understood, the UNA is informing residents.

E-blast

[SUBJECT]: UNA Fire Protection Services Cost Restructuring

Dear resident,

As UNA Board Chair, a key responsibility is working with the Board and Staff to ensure the long-term financial stability of the UNA and the continuation of our vibrant and integrated community.

As reported in last month's Campus Resident, the UNA faces budget constraints from a declining services levy, the portion of your property taxes paid to UBC. This is due to resident leases being pegged to the City of Vancouver residential tax rate, which has been declining in recent years. I am now writing to inform you that the Province of British Columbia has recently informed the

UNA Board that that we will now join other municipalities, including the UEL, in paying for fire protection services. The cost for fire protection services will be:

- \$500K payable in our budget year 2016-17.
- \$1M payable in our budget year 2017-18.
- \$1M+ payable in subsequent years.

The new fee is significant, however, the Board has a clear process to manage both issues. We are confident that we will manage the impact to our residents.

Current tax rates for residents (the combination of rural tax rate and service levy) will not be impacted. To manage the impact, the UNA and UBC have created a Joint Financial Task Force. The Task Force will collectively identify opportunities to minimize the impact of this change on UNA services. Key principles of the Task Force include ensuring the UNA's long-term financial health; minimizing service level impacts; and sharing the financial burden between the UNA and UBC.

The UNA is committed to keeping the community informed through various mechanisms (The Campus Resident, e-blasts, web updates, and in-person events). Communications will include what the UNA is aware of to date, how the UNA is working with UBC to manage the financial impacts, and ongoing updates on outcomes as information becomes available.

You can learn more about these changes at www.myuna.ca.

If you have any questions please don't hesitate to contact me.

Sincerely,

Jan Fialkowski, on behalf of Richard Alexander, UNA Board Chair

Email to Multicultural and Civic Engagement committees

[SUBJECT]: UNA Fire Protection Services Cost Restructuring

Dear committee member,

As UNA Board Chair, a key responsibility is working with the Board and Staff to ensure the long-term financial stability of the UNA and the continuation of our vibrant and integrated community.

As reported in last month's Campus Resident, the UNA faces budget constraints from a declining services levy, the portion of your property taxes paid to UBC. This is due to resident leases being pegged to the City of Vancouver residential tax rate, which has been declining in recent years. I am now writing to inform you that the Province of British Columbia has recently informed the UNA Board that that we will now join other municipalities, including the UEL, in paying for fire protection services. The cost for fire protection services will be:

- \$500K payable in our budget year 2016-17.
- \$1M payable in our budget year 2017-18.
- \$1M+ payable in subsequent years.

The new fee is significant, however, the Board has a clear process to manage both issues. We are confident that we will manage the impact to our residents.

Current tax rates for residents (the combination of rural tax rate and service levy) will not be impacted. To manage the impact, the UNA and UBC have created a Joint Financial Task Force. The Task Force will collectively identify opportunities to minimize the impact of this change on UNA services. Key principles of the Task Force include ensuring the UNA's long-term financial health; minimizing service level impacts; and sharing the financial burden between the UNA and UBC.

The UNA is committed to keeping the community informed through various mechanisms (The Campus Resident, e-blasts, web updates, and in-person events). Communications will include what the UNA is aware of to date, how the UNA is working with UBC to manage the financial impacts, and ongoing updates on outcomes as information becomes available.

We would like to arrange a time to meet with your committee to answer any questions. If the timing works, we propose to attend your next committee meeting. Please be in touch to coordinate.

Sincerely,

Jan Fialkowski, on behalf of Richard Alexander, UNA Board Chair

MyUNA newsletter

UNA Fire Protection Services Cost Restructuring

The Province of British Columbia recently informed the UNA Board that we will now join other municipalities, including the UEL, in paying for fire protection services. The cost for fire protection services will be:

- \$500K payable in our budget year 2016-17.
- \$1M payable in our budget year 2017-18.
- \$1M+ payable in subsequent years.

The new fee is significant, however, the Board has a clear process to manage both issues. We are confident that we will manage the impact to our residents.

Current tax rates for residents (the combination of rural tax rate and service levy) will not be impacted.

To learn more about these changes and how they are going to be managed go to www.myuna.ca.

Burns, Susan G AVED:EX

From: Burns, Susan G AVED:EX
Sent: Monday, March 14, 2016 2:05 PM
To: Loughran, Tony D AVED:EX
Subject: Fw: UBC Fire Costs - Community Engagement

More.

From: Jensen, Chris A CSCD:EX <Chris.Jensen@gov.bc.ca>
Sent: Monday, March 14, 2016 1:53 PM
To: Rotgans, Trudy CSCD:EX; Burns, Susan G AVED:EX
Cc: Starkl-Moser, Miriam CSCD:EX; Sall, Sabba CSCD:EX; Volk, Kevin CSCD:EX
Subject: FW: UBC Fire Costs - Community Engagement

Hi Susan/Trudy,

s.13 . We'll learn more in today's call.

Chris

From: Fay, Christopher [<mailto:chrisfay@mail.ubc.ca>]
Sent: Monday, March 14, 2016 1:02 PM
To: Jensen, Chris A CSCD:EX
Subject: RE: UBC Fire Costs - Community Engagement

Forgot to mention: you may note in the comms docs s.13

s.13
s.13 We can discuss further in our call.

Thanks,

Chris.

From: Fay, Christopher
Sent: Monday, March 14, 2016 12:50 PM
To: Jensen, Chris A CSCD:EX
Subject: RE: UBC Fire Costs - Community Engagement

Hi Chris,

Happy to share the whole package. Here are three attachments:

- 1) the article; and
- 2) the UNA's comms strategy, including initial community engagement dates; and
- 3) the UNA's web content.

Much of this content uses the messaging you shared with the UNA. So you know, UBC is supporting the UNA but they're running the communications effort, so we don't always have control over the final message. But please do let me know if you'd like to flag anything.

Talk to you soon,

Chris.

Burns, Susan G AVED:EX

From: Burns, Susan G AVED:EX
Sent: Monday, March 14, 2016 3:43 PM
To: Loughran, Tony D AVED:EX
Subject: Updated - FW: For Review - Fire Services BN
Attachments: CLIFF165121_Decision_BN_UBC_Fire_Services_Jan_2016_FINAL.docx; CLIFF166398_Decision_BN_UBC_Fire_Services_March_2016_DRAFT_v2.docx; - IN - Funding Arrangements for Fire Services.docx

Importance: High

Hi Tony,

Given the imminent communication from UNA to residents, and ^{s.17}
s.17

have updated the draft note slightly. s.13,s.17

s.13,s.17

CSCD had hoped to brief their Minister this morning

but it has been postponed.

From: Burns, Susan G AVED:EX
Sent: Friday, March 11, 2016 12:37 PM
To: Loughran, Tony D AVED:EX
Subject: For Review - Fire Services BNs

Two items for review – our note and CSCD’s draft note.

s.13,s.17

Also attached are CSCD’s two most recent briefing notes, including the draft they’re asking us to review. I don’t have issues with their note and in terms of including an AVED position, I’m suggesting we could include the following (unless we receive other direction?) – it’s also in track changes in the document. If you’re comfortable with the wording, please let Chris know next week (or I can send him an email today). And if the draft changes after the meeting with UBC on Monday, we’d like need to see it again.

s.13,s.17

From: Jensen, Chris A CSCD:EX
Sent: Thursday, March 10, 2016 4:12 PM
To: Burns, Susan G AVED:EX
Subject: UBC fire BNs

As discussed, two BNs attached:

- January decision BN on mechanism and timing
- March 10 DRAFT BN on UNA’s timing proposal – please review and comment. To be updated after Monday’s discussion with UBC.

Chris

Page 144 to/à Page 148

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Page 149

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s.13

Ministry of Community, Sport and Cultural Development
BRIEFING NOTE FOR MINISTER

Ref #: 165121

FOR DECISION

Date: January 5, 2016

Title: Recovering costs for providing fire protection services to UBC's market properties.

Issue: The Province is moving to a cost recovery model to fund fire protection services for UBC's market properties. Direction is requested on the recovery mechanism, timing and transition period.

Background:

- In 1995, the Province of BC entered into a 99-year contract with the City of Vancouver to provide fire protection services to the University Endowment Lands (UEL) and UBC.
 - The Province, through CSCD, is responsible for funding the contract. For 2016/17, CSCD's contract payment is \$7.1 million **s.13,s.17**
 - **s.13,s.17**
 - When the fire services contract was established it did not create a cost recovery mechanism for UBC's lands because at the time the campus had few taxable properties.
 - The campus now provides market housing for more than 9,000 residents and some commercial properties **s.13,s.17**
 - In terms of property taxation, there are two main categories on UBC's lands: the academic campus which is property tax exempt; and, five residential neighbourhoods that are subject to a special property tax structure (See Appendix 1 for illustration of property tax structure).
 - Tax exempt and taxable properties respectively represent 66% and 34% of the campus' total assessed property value.
 - The University Neighbourhood Association (UNA) represents neighbourhood areas.
 - UNA residents pay provincial rural property taxes and a UBC Service Levy.
 - The UBC Service Levy is set to the difference between the City of Vancouver's total residential property tax rate and the provincial rural total tax rate (i.e. CoV rate – Provincial rate = UBC Service Levy).
 - The UNA receives funding through the UBC Service Levy to provide community oversight for certain municipal-type services within the UNA (e.g. recreation, community centre, landscaping).
 - UNA residents receive high quality fire protection service but, unlike the UEL or BC's other unincorporated areas, these residents do not pay an additional levy to fund this service.
 - On August 5, 2014, the Cabinet Working Group for Core Review (CWGCR) directed the previous CSCD Minister to proceed with recovering costs for the provision of fire protection services to the UNA.
- 13,s.17**

- In order to align UBC's market properties with the UEL and BC's other unincorporated areas **s.13,s.17**

s.13,s.17

- UBC administration understands that based on the principle of fairness, market properties should pay for their fair share of fire protection costs.

Mandate Considerations: Direction from CWGCR in August 2014.
Liquefied Natural Gas Considerations: N/A
Fiscal Considerations: s.13,s.17
First Nations Considerations: N/A
Communications: A communications plan has been developed with GCPE (See Appendix 4 for overview).

Discussion:

s.13,s.17

Recovery Mechanism

s.13,s.17

s.13,s.17 Working in collaboration with staff from UBC and the Ministries of Advanced Education (AVED), Finance (MoF) and Justice, two suitable recovery mechanisms have been identified: 1) Collect from UBC under a new funding agreement; and 2) Collect from residents through a new property tax s.13,s.17 established under the *Local Services Act*. These options share the following:

Pros

- Does not increase property taxes (through lease agreements, the total property tax rate for UNA residents is equal to total property tax rate for a similar property in the City of Vancouver).

s.13,s.17

- Puts UBC's market properties on parallel footing with the UEL and BC's other unincorporated areas.

Cons

- Will significantly reduce funds available to the UNA to provide other community services.

s.13,s.17

Option 1: Funding Agreement

Negotiate a funding agreement with UBC for the provision of fire services to its taxable properties. UBC would remit to the Province an appropriate amount from the existing UBC Service Levy that UBC collects from market properties and transfers to the UNA to provide for certain municipal-like services.

Pros

- Would establish a streamlined process of issuing an invoice to a single point of contact (UBC).

s.13,s.17

- The Service Levy collection system is already in place to provide a funding source.
- Residents would not be charged the 5.25% Provincial Surveyor of Taxes collection fee (approximately \$50,000 in additional annual costs).

s.13,s.17

s.13,s.17

- Does not require OIC or legislation.

Cons

s.13,s.17

Option 2: Local Services Act

For areas not incorporated as a municipality, the Province may use the authority under section 2(1)(f) to pass an OIC that would establish a local area for the provision of fire services and associated tax. A fire service tax would be collected directly from residents by the Provincial Surveyor of Taxes. s.13,s.17

s.13,s.17

Pros

- The *Local Services Act* provides suitable authority for the Province to establish and tax a local service area for fire services.
- A standalone fire tax is consistent with the tax structure for fire services in BC's unincorporated area (i.e. provides a line item in property tax notice).

s.13,s.17

- Does not require UBC's direct involvement.
- Passing an OIC may be more straightforward than negotiating a funding agreement with UBC.

Cons

s.13,s.17

- Additional costs for property owners due to the Provincial Surveyor of Taxes 5.25% collection fee (approximately \$50,000 new annual costs).

s.13,s.17

s.13,s.17

Next Steps:

s.13,s.17

- The Province informs the UNA Board and staff of the funding change for fire protection services.

s.13,s.17

- Work with relevant parties to implement the selected recovery mechanism.

Contact: Heather Brazier, Executive Lead
Telephone: (250) 387-3860

APPENDIX 1**Funding Fire Services in the UNA**

Residential (Class 1) property tax rates (2015) for the University Endowment Lands (UEL), University Neighbourhood Association (UNA) and City of Vancouver (COV) showing the approximate property tax rate required to recover fire service costs from the UBC Service Levy **s.13,s.17**. The UBC Service Levy rate is calculated as the difference between total provincial rural taxes and the total City of Vancouver residential rate (CoV rate – provincial rural rate = Service Levy rate).
s.13,s.17

APPENDIX 2
COMPARISON OF RECOVERY OPTIONS

Funding Agreement	<i>Local Services Act</i>
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s.13,s.17

APPENDIX 3

s.13,s.14,s.17

APPENDIX 4

COMMUNICATION PLAN - OVERVIEW

Purpose

Inform the UNA its cost for fire protection service is being aligned with the cost recovery model used in the UEL and BC's unincorporated areas. UBC's market properties will be required to fund their share of fire costs.

Audience

The UNA Board and staff as it is intended the UNA will be the communication conduit to residents.

Roles

- CSCD is the lead ministry and responsible for communications with the UNA
- CSCD will consult with AVED and MoF on key communications issues
- AVED and MoF will support CSCD

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Approach

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Top Messages

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- s.13,s.17 to ensure that quality fire protection for market housing residents continues under a plan that is fair to all B.C. taxpayers
- Fire protection service is essential to community safety everywhere in BC -- and the principle that residents pay their fair share for local fire protection service applies to all communities in the province
- Our government was elected on a promise to control government spending and ensure the best possible use of government resources. We are delivering on this promise through this recommendation from Core Review

Actions & Deliverables

Item	Objective	Date
1. Meeting: Notify UNA Board of recovery	CSCD staff inform the UNA Board on changes to fire service funding	February, 2016
2. Key Messages	Focus on why change is needed; implementation timeline; funding formula	Delivered at meeting
3. Qs&As	Address fundamentals e.g.: - how fire services are funded - what the change will look like	Delivered at meeting
4. Summary Powerpoint	Infographics to help communicate initiative: tables, graphs, etc.	Delivered at meeting

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Singh, Nancy K AVED:EX

From: Singh, Nancy K AVED:EX
Sent: Tuesday, March 15, 2016 9:53 AM
To: Sedun, Jeanne AVED:EX
Subject: FYI only - March 14 CSCD-UBC call - Meeting Notes on Fire Services

Hi Jeanne,

I was not on the call yesterday, but CSCD provided meeting minutes (below). I have highlighted the essential points in yellow, FYI and background.

Nancy

From: Jensen, Chris A CSCD:EX
Sent: Tuesday, March 15, 2016 9:45 AM
To: Volk, Kevin CSCD:EX; Rotgans, Trudy CSCD:EX; Starkl-Moser, Miriam CSCD:EX; Sall, Sabba CSCD:EX; Burns, Susan G AVED:EX; Singh, Nancy K AVED:EX
Subject: March 14 UBC call - Meeting Notes

March 14, 2016 – Meeting Notes

Meeting with UBC, AVED and CSCD staff to discuss Fire Protection Cost Recovery for market housing properties on UBC lands.

Attendees:

- Michael White, Associate VP, Campus and Community Planning, UBC
- Christopher Fay, Manager, Policy Planning, UBC
- Susan Burns, Director, Institutions and Programs, AVED
- Trudy Rotgans, Executive Director, Policy and Legislation, CSCD
- Miriam Starkl-Moser, A/Director, Legislation, CSCD
- Sabba Sall, Manager, Policy and Legislation, CSCD
- Chris Jensen, Sr. Policy Analyst, Integrated Policy Branch, CSCD

Regrets
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Meeting Notes:

1. Timing
s.13,s.17

2. UBC/UNA Joint Financial Task Force Update
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3. Implementation
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4. Community Engagement

- March 14 - the UNA informed residents of the fire cost recovery in its newspaper the Campus Resident.
- CSCD has UNA's comms materials and relevant parties notified.

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