



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** *THAT the Board approve the May 20, 2025 open session agenda, as circulated.* 1

C. APPROVAL OF MINUTES

1. **Motion:** *THAT the Board approve the April 15, 2025 open session meeting minutes, as circulated.* 4

D. DELEGATIONS

1. Mobi Bike Share on Hampton Place Delegation – Jenny Li, Resident

Recommendation:

THAT the Board permit the presentation, notwithstanding section 12.2 of the UNA Board Rules of Procedure.

E. EXTERNAL REPORTS & PRESENTATIONS

1. UBC Farm Overview Presentation – Sean Smukler, Director, Centre for Sustainable Food Systems at UBC Farm; Anna Brookes, UBC Farm Site Services Coordinator 9
2. UBC Campus and Community Planning Monthly Report – Carole Jolly, Director of 22 Community Development and Transportation, UBC Campus & Community Planning
3. Electoral Area A Director Monthly Report – Jen McCutcheon, Electoral Area A Director 25

F. REPORTS

1. May 2025 Management Report 33

Report Sections:

- Chief Administrative Officer Report 33
- Communications Report 34
- Recreation Report 35
- Operations & Sustainability Report 39



- Finance Report 41
- 2. Recreation Booking Pricing Analysis Report – Dave Gillis, Recreation Manager 43
- 3. Corix UBC NDES 2025-2027 Rate Application Report – Wegland Sit, Operations Manager 55

Relevant Attachment:

- Letter of Comment – Corix UBC NDES 2025-2027 Rate Application 59

Recommendation:

THAT the Board authorize the Chair to write a letter, on the Board's behalf, to the British Columbia Utilities Commission regarding Corix's rate increase application for the UBC Neighbourhood District Energy System.

- 4. Finance & Audit Committee Report
 - a. Procurement Board Policy Report – Athena Koon, Finance Manager 61

Relevant Attachment:

- UNA Procurement Board Policy (#05-15) – May 2025 Draft 65

Recommendation:

THAT the Board approve the proposed Procurement Board Policy (#05-15), as circulated.

- b. FY2025/26 UNA Insurance Renewal Report – Wegland Sit, Operations Manager 71

Recommendation:

THAT the Board direct staff to solicit alternative quotes for an insurance broker.

- 5. Community Engagement Advisory Committee Verbal Report – Director Li

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

- 1. Mobi Bike Share on Hampton Place – Director Bourgeois 75

Recommendation:

THAT the Board request UBC to reconsider the issuance of a permit granting Mobi the right to install a 16-unit bike-share rack adjacent to the entrance to the Wyndam and Stratford strata buildings in the northeast corner of Hampton Place.



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD OF DIRECTORS MEETING
Open Session

Tuesday, May 20, 2025 | 5:30 p.m.
Wesbrook Community Centre, Social Room

I. ADJOURNMENT

Recommendation:

THAT the Board adjourn into a closed session to discuss the approval of minutes for a closed session or restricted closed session of a Board meeting.



MINUTES

PRESENT:

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

UBC MEMBERS:

Carole Jolly
Holly Shepherd

AMS DESIGNATED STUDENT:

Solomon Yi-Kieran

STAFF:

Paul Thorkelsson – Chief Administrative Officer
Athena Koon – Finance Manager
Chris Hakim – Corporate Services Specialist
Emmanuel Samoglou – Social Media Specialist
Glenda Ollero – Communications Manager
Wegland Sit – Operations Manager

GUESTS:

Chris Fay – Director, Strategic Policy, UBC Campus & Community Planning
Kamilah Charters-Gabaneck – Policy Analyst, UBC Campus & Community Planning

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting's open session was called to order at 5:33 p.m.

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

No conflicts of interest in relation to any items on the open session meeting agenda were declared.

B. APPROVAL OF AGENDA

MOVED by the Chair

SECONDED by Director Wiebe

THAT the Board approve the April 15, 2025 open session agenda, as circulated.

CARRIED



C. APPROVAL OF MINUTES

MOVED by the Chair

SECONDED by Director Luo

THAT the Board approve the March 18, 2025 open session meeting minutes, as circulated.

CARRIED

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. Overview of Neighbours Fund Finances Presentation

Chris Fay and Kamilah Charters-Gabanek provided a presentation, followed by questions and comments from the Board.

2. UBC Campus and Community Planning Report

Carole Jolly presented the report contained in the meeting package, followed by questions from the Board.

3. Electoral Area A Monthly Report

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

F. REPORTS

1. April 2025 Management Report

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

2. FY2024/25 Q4 Staff Work Plan Report

The Chief Administrative Officer presented the report contained in the meeting package. No questions followed.

* * * *

The Board recessed at 6:47 p.m. and reconvened at 7:07 p.m.

* * * *

3. New UNA Main Office Space Lease Report

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

MOVED by Director Wiebe



SECONDED by Director Song

THAT the Board direct staff to finalize negotiations with UBC Properties Trust (UBCPT) on a lease for a new space for the new UNA Main Office, based on the proposed lease arrangement as described in the report. This includes, but is not limited to, the current Tenant Improvement (TI) allowance offered by UBCPT and an option for at least one 3-year or one 5-year extension.

AND THAT the Board direct staff to retain a consultant, to a maximum fee of \$25,000, to assist with the renovation design and budget of the new UNA Main Office space.

AND THAT the Board direct that this budget would then be referred to the Finance & Audit Committee for further review and analysis, including the proposed lease terms, renovation design considerations, and associated budget impact, before returning to the Board for decision. The proposed TI budget should not exceed \$250,000, inclusive of the TI allowance offered by UBCPT.

DEFEATED

The resolution moved by Director Kerns was considered after the previous resolution was defeated. Director Wiebe voted against the new resolution.

MOVED by Director Kerns

SECONDED by Director Luo

THAT the Board direct staff to finalize negotiations with UBC Properties Trust (UBCPT) on a lease for a new space for the UNA Main Office, based on the proposed lease arrangement as described in the report. This includes, but is not limited to, the current Tenant Improvement (TI) allowance offered by UBCPT and an option for at least one 3-year or 5-year extension.

AND THAT the Board direct staff to retain a consultant, to a maximum fee of \$35,000, to assist with the renovation design and budget of the new UNA Main Office.

AND THAT the Board direct that this budget would then be referred to the Finance & Audit Committee for further review and analysis.

CARRIED

4. Main Mall Greenway Landscape Project Public Engagement Report

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

MOVED by the Chair

SECONDED by Director Luo

THAT the Board direct staff to conduct public engagement on the Main Mall Greenway Landscape project, as described in the project's public engagement plan.



WITHDRAWN

5. FY2024/25 Community Amenity Charges Report

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

6. Finance & Audit Committee Report

a. FY2024/25 UNA Financial Audit Plan Report

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

b. FY2024/25 UNA Capital Reserve Annual Transfer Report

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

MOVED by Director Wiebe

SECONDED by Director Kerns

THAT the Board approve a transfer to the UNA Capital Reserve equal to the amount of the amortization of capital assets for FY2024/25 minus the amortization of deferred capital contributions.

CARRIED

7. Governance & Human Resources Committee Report

a. UNA Video Surveillance Board Policy Report

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

MOVED by the Chair

SECONDED by Director Luo

THAT the Board approve the proposed revisions to the Video Surveillance Board Policy (#01-10), as circulated.

AND THAT the Board repeal the Video Surveillance – Old Barn Community Centre Board Policy (#01-11).

CARRIED

8. Land Use Advisory Committee Update

a. UNA Community-Led Urban Planning and Design Charrette

Director Kerns presented a verbal report, followed by discussion amongst the Board.

9. Community Engagement Advisory Committee Update

a. November 22, 2023 Approved Meeting Minutes



Director Li presented the meeting minutes contained in the meeting package. No questions followed.

b. December 11, 2023 Approved Meeting Minutes

Director Li presented the meeting minutes contained in the meeting package. No questions followed.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

1. Election of UNA Chair

Director Wiebe provided background on the item, followed by comments from the Board.

MOVED by Director Wiebe

SECONDED by Director Kerns

THAT the Board confirm the election of Eagle Glassheim as Chair until the earlier of the election of a successor or the time at which he ceases to be a director.

CARRIED

2. Letter to Vancouver School Board Regarding the Wesbrook Place Neighbourhood Plan

This agenda item was deferred to a future Board meeting.

I. ADJOURNMENT

MOVED by the Chair

SECONDED by Director Wiebe

THAT the Board adjourn into a closed session to discuss matters related to discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests; the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body; and the approval of minutes for a closed session or restricted closed session of a Board meeting.

CARRIED

The meeting adjourned into a closed session at 9:33 p.m.

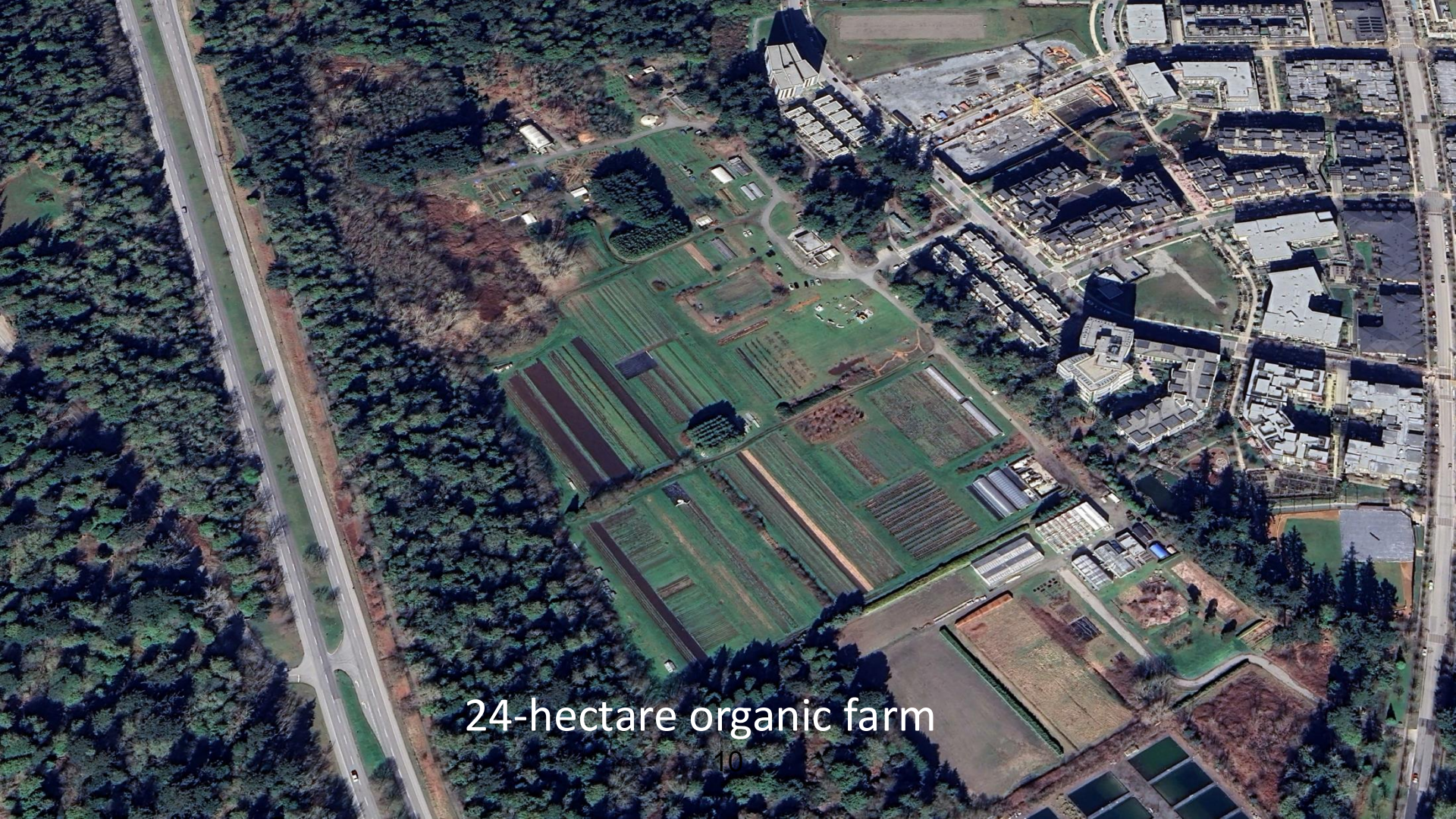
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Centre for Sustainable Food Systems at UBC Farm

Sean Smukler and Anna Brookes
University Neighbourhoods Association
May 20, 2025

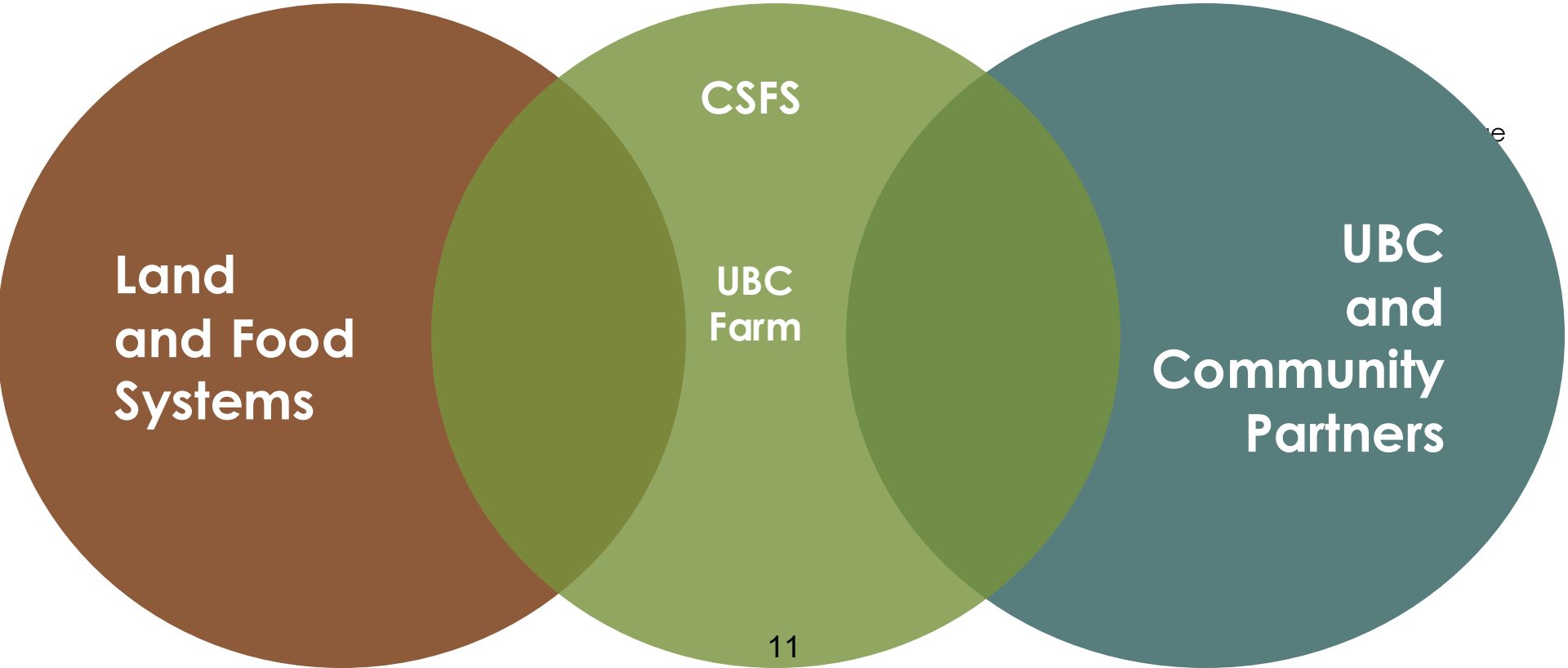


UBC FARM
Centre for Sustainable Food Systems



24-hectare organic farm

CENTRE FOR SUSTAINABLE FOOD SYSTEMS AT UBC FARM



CSFS Strategic Plan 2024-2029



Examples of Research Impacts

\$13 million in grants

39 faculty associates

Five faculties

17 on-farm projects

12,427 Citations since 2019

Research

38 Associates

Our CSFS Associates bring expertise from a range of UBC Faculties, including Land and Food Systems, Science, Medicine, Arts, and Forestry.

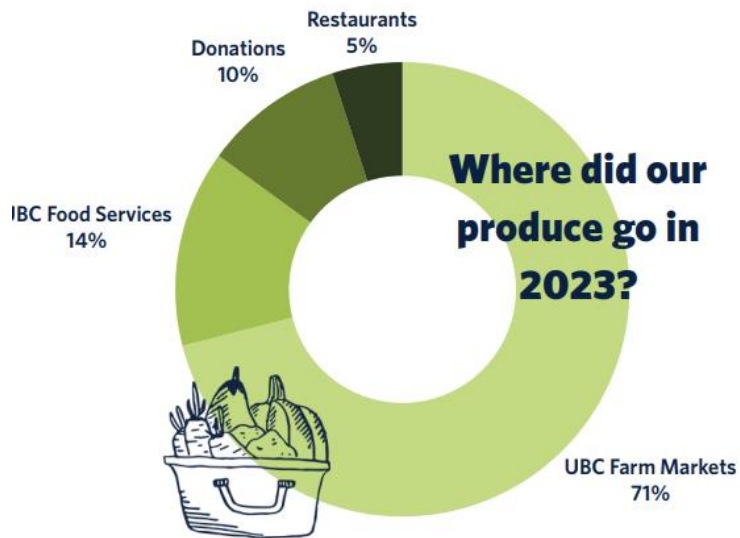


106 Research Projects

Since 2016, the CSFS and UBC Farm have hosted 106 research projects.



Examples of Community Impacts



32,000 Visitors & Participants every year!

137 Practicum Grads

The UBC Farm Practicum in Sustainable Agriculture is a 6-month experiential learning program that launched in 2008.

21,000+ Kids

Over 21,000 children and youth have participated in our experiential and place-based learning programs at the UBC Farm since 2016.





2024-25

- 25,402 farmer's market shoppers
- 127 volunteers
- 50 community and UBC events

Examples of Education Impacts

Learning

8,000

Since 2016, over 8,000 students have learned at the UBC Farm in 18 CSFS-related courses across 6 Faculties.



10,185

Over 10,000 people went on academic and community tours at UBC Farm since 2016.

246 Work Learns

We train an average of 38 Work Learn students every year. We are one of UBC's largest Work Learn employers!

Children's Camps



Farm Wonders and New
Forest Wonders Camps

Community Workshops

- 35-40 workshops scheduled for the coming year
- Mostly weekday evenings, and Saturdays.
- 3 upcoming short courses.
- General topics include: gardening, cooking, food preservation, foraging, plant walks, herbalism, mushrooms, pruning, and much more.



New Farm Centre

PROPOSED DESIGN

EXTERIOR VIEWS



entry



view from gate

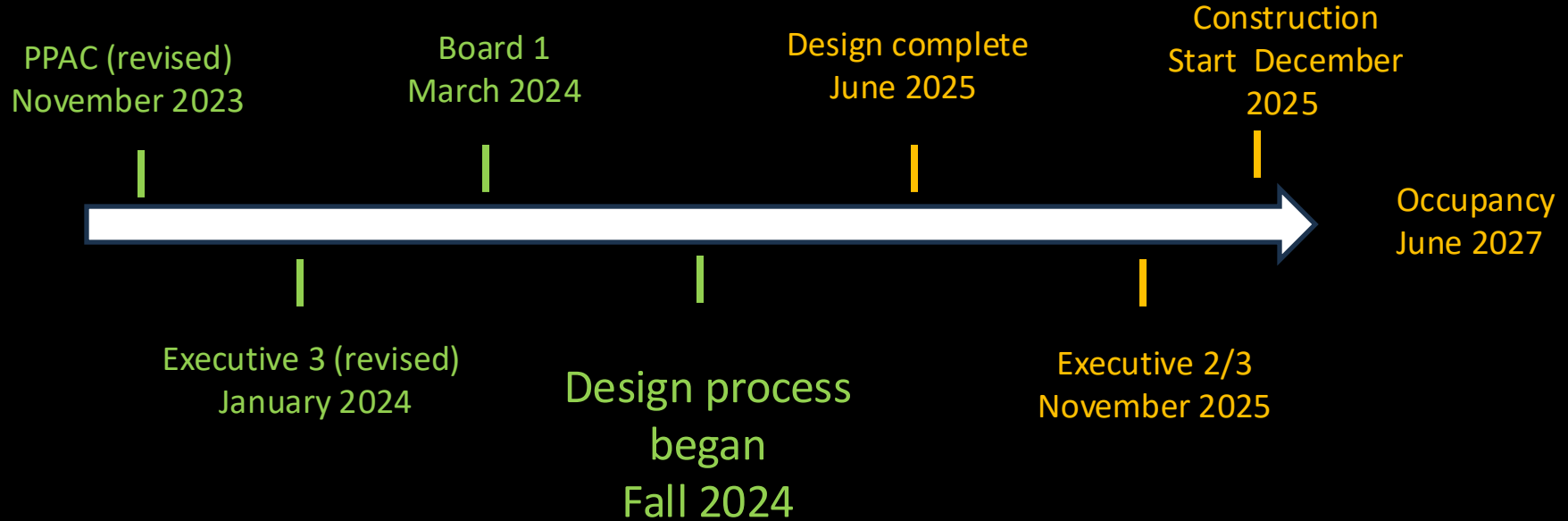


covered eating



southern elevation

Farm Centre Timeline



QUESTIONS?



Memorandum

To: UNA Board

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

Date: May 20, 2025

Subject: Monthly Update from Campus and Community Planning

Film & Events Notification

May

Spring Congregation

- Wednesday, May 21st to Friday, May 23rd, and Monday, May 26th to Friday, May 30th daily from 8:00am to 5:00pm.
- Main Mall from Crescent Road to Memorial Road will be in use. Crescent Road will be closed from East Mall to west side of University Centre Lot. Intermittent traffic control will be in place on East Mall from Memorial Road to Crescent Road. Ceremonies will be held inside the Chan Centre.
- For event details visit <https://planning.ubc.ca/event/ubc-spring-congregation>.
- For Graduation schedule visit <https://graduation.ubc.ca/schedule/>.

June

Exams

- Monday, June 23rd to Friday, June 27th.

Longest Day Road Race

- Friday, June 13th from 5:00pm to 9:00pm.
- Stadium Parking Lot and various roads on and around campus.
- Road closures will be in place.
- For event details, visit <https://planning.ubc.ca/event/longest-day-road-race-2>

T100 Vancouver Multisport Festival

- Saturday, June 14th and Sunday, June 15th from 6:00am to 5:00pm each day.
- Bike segment only. Road closures will be in place. There will be community notification with details on the road closures and detours.

- For event details visit <https://planning.ubc.ca/event/t100-triathlon>.

Vancouver Half Marathon

- Sunday, June 22nd from 7:30am – 11:00am.
- Various roads around UBC. There will be community notification with details on the road closures and detours.
- For event details visit <https://planning.ubc.ca/event/vancouver-half-marathon>.

Wesbrook Place Neighbourhood Plan Update Process

The process to update the Wesbrook Place Neighbourhood Plan is nearing completion. In the final phase of public engagement, the draft update to the Wesbrook Place Neighbourhood Plan document was made available for community review and comment from March 24 until April 6. It was an opportunity for people to see and provide feedback on the culmination of the past six months of engagement, planning and technical work. The full draft document includes further details on the key elements of the draft plan presented to the community in February. It also incorporates refinements resulting from community input and technical analysis and testing.

The final period of engagement builds upon two previous phases of engagement, which have included more than 1,500 touchpoints with community members, and targeted engagement with the UNA Board and others:

- **Preliminary Directions (October 29 – November 15, 2024):** Four preliminary directions were presented to the community for feedback focused on additional housing, parks, retail / amenities, and improved transportation network.
- **Key Elements of the Draft Plan (February 4 - 26, 2025):** Building on the preliminary directions, key elements of the draft plan were presented to the community for feedback.

Campus and Community Planning heard a wide range of feedback across all three periods of engagement. This input was considered alongside technical analysis in the development of the updated neighbourhood plan and will be documented and shared with the UBC Board of Governors in a detailed engagement summary report. This report will also be shared publicly.

UNA staff and the UNA Board have been engaged throughout the process, including a workshop with Board members and submission of written correspondence to the UBC Board of Governors. The feedback has been incorporated into the final plan, which will be presented to the UBC Board of Governors for approval in June.

Community Update

New cycle of Inspiring Community Grants now available!

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

Apply for an Inspiring Community Grant and you could receive up to \$500 towards your project.

www.inspired.ubc.ca/communitygrants.

Check out last year's outstanding projects for a little bit of inspiration!

www.inspired.ubc.ca/grant/2024



Director's Report

Hello UNA/UBC/UEL neighbours,

Following the earthquakes felt in our region a few months ago, residents had questions for me about emergency preparedness and coordination within Electoral Area A. In this month's newsletter, you can find out more about how you can prepare, and how local authorities are coordinating their efforts to prepare for emergencies such as earthquakes or wildfires.

On the public transportation front, you can also learn more about TransLink's new Investment Plan, which will not only prevent the transit cuts that had been looming but will increase public transit services. In addition, I provide a short summary of the service changes that will come into effect this month as a result of seasonal changes in ridership.

Finally, I would like to remind residents that annual water restrictions will come into effect on May 1st. As you will read below, our region has the second highest water consumption in the country, and we would be well served to work on decreasing our consumption... despite all the rain that we get in the winter months!

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

All the best,

Jen McCutcheon

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



Jen and her husband enjoying the magnificent cherry blossoms on and around campus



Apr
2025

Emergency Preparedness in Electoral Area A (UBC/UEL/UNA)

Following the recent earthquakes in our region, residents asked for more information on emergency preparedness within Electoral Area A (specifically in the UNA/UBC/UEL areas). While at first glance, it may seem like our numerous jurisdictional divisions may complicate emergency response, I can assure you that the various groups involved in Emergency Response within Electoral Area A spend a significant amount of time regularly coordinating and planning for an emergency response. The information provided below has been provided by emergency management staff at Metro Vancouver, UBC, and the UEL. I have divided up the information below into (a) what we can do to prepare for an emergency, and (b) what would happen in the event of an emergency. You can click on the links provided in the graphic below, or the list of links provided at the end of this section.

Be aware of risks and make a plan for your household:

1. [Make a plan for your household](#)
2. [Review the UNA Emergency Preparedness](#)

Sign up in advance to get the appropriate alerts:

- [Alertable](#)
- [UBC Safe app](#)

Prepare a Grab and Go Kit

- [Gov't of BC Emergency Grab and Go kit](#)

Coordinated Emergency Response:

Led by Metro Vancouver Emergency Services, in close collaboration with UBC, UEL, UNA and other key partners

Sign Up for Emergency Notifications

UBC and UNA community members can receive UBC Alerts via SMS and phone calls by ensuring their contact information is up to date in the respective systems. Additionally, the UBC Safe app is available to download for free for anyone seeking to receive safety information via push notification. In addition to registering for UBC Alert, UBC students, faculty, and staff, and UNA residents are encouraged to also subscribe to [Alertable](#). Learn more on UBC Alert and emergency communications [HERE](#).

Post-Emergency

In a major emergency, supports such as food, water and shelter will be available to the UBC community. In 2023, community members and neighbours attended the Mass Care Open House where they were able to experience supports available during a disaster – read more about [HERE](#). Learn more about post emergency supports [HERE](#).

The location for community response services will be determined at the time of the incident based on the context of the emergency and with community safety in mind. To receive safety information and learn about supports available, ensure your contact information is up to date in Workday and/or your UNA account to



receive UBC Alerts. Additionally, sign up for Alertable to receive information from Metro Vancouver. Learn more on UBC Alert and emergency communications [HERE](#).

Personal Preparedness Information

Personal preparedness information is available at on the UBC website: <https://srs.ubc.ca/emergency/emergency-preparedness/>, and at this [link](#). In addition, physical copies of the emergency preparedness guides are available at the front desk of UNA Community Centres, and in the UEL office.

Summary or Useful Links:

- Electoral Area A: [Emergency Planning and Response webpage](#).
- UBC (and UNA) Emergency Planning <https://srs.ubc.ca/emergency/emergency-preparedness/>.
- UNA Emergency Planning: https://riskmanagement.sites.olt.ubc.ca/files/2024/04/UBC-Emergency-Booklet_UNA.pdf
- BC Government Emergency Kit: <https://www2.gov.bc.ca/gov/content/safety/emergency-management/preparedbc/build-an-emergency-kit-and-grab-and-go-bag>
- UEL Emergency Management: <https://www.universityendowmentlands.gov.bc.ca/community/emergencypreparedness.htm>
- UBC's Earthquake-specific information and FAQs: <https://srs.ubc.ca/emergency/emergency-response/take-action/#earthquake>.

Consultation Underway for TransLink Service Increases

Following significant discussions and negotiations with the Province, I am happy to share that TransLink is now in a (financial) position to begin public consultation on the [2025 Investment Plan](#). This plan will expand bus service, deliver early priorities of the Access for Everyone Plan, and substantially reduce our long-term structural operating deficit.

If approved, this plan will deliver:

- The largest increase in bus service since 2018, including:
 - Increasing service on 50 bus routes to address overcrowding
 - Introducing or improving 40 routes to support transit-orientated communities, industrial parks and areas with limited or no transit service
 - Extending the North Shore's R2 RapidBus to Metrotown by 2027
- Design of three BRT corridors
- Additional HandyDART trips in response to growing ridership
- Adding additional West Coast Express train cars to address customer demand
- More funding for the Major Road Network, including funding to address the deterioration of road conditions in many areas of the region
- Continuing investments in local active transportation infrastructure and bus priority infrastructure, which also speeds up bus service and makes it more cost-efficient to deliver



This plan is a crucial step towards ensuring we continue to grow and improve our transportation network while setting the stage for future investments. We remain committed to carefully managing our costs and continuously improving our efficiency in planning and managing the region's transportation system.

Public engagement will be open until April 24, and we are encouraging communities to share their thoughts at translink.ca.

You can read more about the Investment Plan [here](#).



TransLink Seasonal Service Changes Impacting Electoral Area A

TransLink implements service changes every January, April, June, and September to ensure service is provided where it's needed most based on seasonal patterns and recent trends. These changes occur across the region, and I have summarized the changes that directly impact UBC/UEL/UNA.

9 Boundary / Commercial-Broadway / Granville / Alma: The new summer schedule is going to the 9. Due to lower demand to and from UBC, trips will start and end at Alma until September. Customers can take the 99 B-Line to UBC.

14 Hastings / UBC: TransLink increasing service on the 14, shortening wait times on weekday evenings.



33 29th Avenue Station / UBC: TransLink is increasing service on the 33, shortening wait times towards UBC on weekday mornings.

42 Alma / Spanish Banks: Customers can enjoy the return of seasonal service on the 42 on weekends and holidays, starting on Saturday, April 26.

44 UBC / Downtown: The new summer schedule is coming to the 44. Due to lower demand to and from UBC, weekday trips on the 44 between UBC and Dundarave will be discontinued until September.

49 Metrotown Station / Dunbar Loop / UBC: TransLink is increasing service on the 49, shortening wait times on weekdays and midday on Saturdays.

99 Commercial-Broadway / UBC: TransLink is increasing service on the 99, shortening wait times on weekday mornings. They are also adding more seasonal service on Sunday and holiday evenings.

TransLink will continue monitoring ridership levels across the region to ensure service is provided where it is needed most as more and more people choose transit.

Find the most up to date information about service changes [here](#).

Lawn Watering Restricted to One Day Per Week Starting May 1st

Seasonal restrictions on lawn watering come into effect on May 1 throughout Metro Vancouver. Residents and businesses will be allowed to water their lawns a maximum of once per week to help conserve water.

Under Stage 1 restrictions, designated lawn watering days are determined by property address and type. Trees, shrubs, and flowers may be watered in the morning when using a sprinkler, or at any time when hand watered or using drip irrigation. Edible plants are exempt from the restrictions. Lawn watering restrictions will be in place from May 1 until October 15.



Metro Vancouver region has some of the highest per capita water usage in North America. With all the rain that we get in the winter months, it can seem like water conservation is not important here, but it is. Climate change is contributing to more unpredictable weather patterns, including drought. In addition, as our region rapidly grows, Metro Vancouver Regional District needs to plan for future increased water consumption (more reservoirs). These major infrastructure projects are expensive and have an impact on the ecosystems that surround them. The more we can conserve water now, the less



impacted we will be by climate conditions such as drought, and the longer we can wait before needed additional water sources for our region.

These restrictions do not apply to the use of rainwater, grey water, any forms of recycled water, or other sources of water outside the regional and municipal drinking water supply system. Member jurisdictions enforce watering restrictions through local bylaws.

The table below illustrates how the Metro Vancouver water rate and residential water use compares to other jurisdictions who also provide wholesale water services.

STAGE 1 RESIDENTIAL LAWN WATERING ALLOWED:

- **Even-numbered addresses:** Saturdays — automatic watering between 5:00 am and 7:00 am, and manual watering between 6:00 am and 9:00 am
- **Odd-numbered addresses:** Sundays — automatic watering between 5:00 am and 7:00 am, and manual watering between 6:00 am and 9:00 am
- Trees, shrubs, and flowers can be watered with a sprinkler any day between 5:00 am and 9:00 am, or any time by hand or using drip irrigation

Jurisdiction	Wholesale Water Rate (\$CAD / m3) (year)	Residential Water Use (litres per person per day) (year of published data)
Metro Vancouver	\$1.00 (2025)	269 (2021)
Portland	\$0.78 (2024)	167 (2023)
Capital Regional District (Victoria)	\$0.81 (2024)	220 (2023)
Waterloo	\$1.13 (2024)	152 (2019)
San Francisco	\$2.25 (2024)	155 (2023)

In case you're curious, Toronto and Montreal are not in the table as they are not wholesale providers the way that Metro Vancouver is.

- [Toronto residential water consumption](#) is 210 litres per person per day – which is lower than the Metro Vancouver region
- According to this [2020 Report](#) Montreal has the highest residential water use rate in Canada at 367 litres per person per day, versus 220 litres on average in Canada

Based on available data, the Metro Vancouver region has the second highest residential water use of major cities in Canada (after Montreal)



Some Useful Links on Water Consumption:

- Restrictions are outlined in the [Drinking Water Conservation Plan](#).
- Source water reservoirs levels chart [Reservoir Levels and Water Use | Metro Vancouver](#) (Note: 2025 updates will start May 1)
- Webpage promoting water conservation: www.metrovanancouver.org/welovewater

Information on the Upcoming federal Election

While not directly tied to local government, I thought that it might be helpful to include the link below to the 2025 Elections Canada Home Page in case residents have questions on where/when to vote:

[Elections Canada - Home Page for the 2025 Federal Election](#)



FEDERAL ELECTION | MONDAY, APRIL 28, 2025

Co-Existing with Wildlife in our Neighbourhoods

I enjoyed the following information that appeared recently in the UNA weekly newsletter (reprinted with permission).

One of the things I love about living in Electoral Area A is our proximity to nature, and our ability to co-exist with animals who also call this area home.

Coyotes

The best way to manage coyotes is with people power! The more people who know what to do when they see a coyote, the better we can co-exist with them. If you notice a coyote, please track it with [Stanley Park Ecology Society](#). If a coyote displays aggressive behaviour report it to the BC Ministry of Environment emergency call centre at **1-877-952-7277**. You can read more about co-existing with UBC's coyotes [here](#).



Photo credit: UBC Animal Welfare Program, UBC Faculty of Land and Food Systems

Canada Geese

Canada geese have made their way back to our neighbourhoods – and their goslings will be soon to follow! Canada geese are protected under the Migratory Birds Convention Act, 1994 (MBCA). Our goal is to make the UBC neighbourhoods a safe space for them. Learn more about the protection of Canada geese [here](#).



Frogs

Early Spring is the beginning of breeding season for Pacific Treefrogs. Observation is the key when it comes to co-existing and learning about the frogs in our community. Whether you have scientific training or not, you can help gather and share scientific data to help identify species trends and conservation concerns. Become a [Frogwatcher](#) to join the effort!

All wildlife in BC are protected under the *Wildlife Act*. It is illegal to capture, move, harm or kill them.

Jen's Board and Committee Appointments for 2025

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

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

Links & Connections

[Jen McCutcheon's Website](#)

www.areaajen.ca

[Jen McCutcheon's Facebook](#)

www.facebook.com/AreaAJen

[Metro Vancouver](#)

www.metrovancouver.org

[Mayors' Council on Regional Transportation](#)

www.translink.ca



Report Date: May 12, 2025
Meeting Date: May 20, 2025
From: Paul Thorkelsson, Chief Administrative Officer
Subject: May 2025 Management Report

Background

The May 2025 Management Report is presented for information.

Decision Requested

For information.

Discussion

CHIEF ADMINISTRATIVE OFFICER

Some of the key areas that I worked on include the following:

Board Relations

- Attended the May 2025 Finance & Audit Committee and Governance & Human Resources meetings.
- Continued the weekly meeting schedule with the UNA Chair.
- Supported organization of the Board's strategic plan review with external consultants, including undertaking community survey work to inform the plan's development process.
- Participated in Management Team workshop with Strategic Plan consultant.
- Completed one-on-one meetings with UNA Board Directors.
- Attended the Board's equity, diversity, and inclusion workshop.

Operations

- Continued support and participation in Quarterly Senior UBC Campus and Community Planning, Properties Trust and UNA Staff meetings, providing updates on UNA matters.
- Supported planning and negotiations related to the UNA Administration Office's relocation.

Finance



- Supported preparation of FY2024/25 year-end and implementation of the approved FY2025/26 budget.

Programs and Services

- Supported ongoing development of Child-care Facility in Wesbrook neighbourhood working with UNA, UBC Campus and Community Planning (UBC C+CP), Properties Trust (UBC PT), YMCA.

Human Resources

- Began implementation of Board approved wage and salary bands for UNA employees for FY2025/26.
- Continued support of the implementation of the new UNA HRM system

Community Relations

- Initiated annual contact with UNA Stratas from CAO's office for meetings with those interested.

COMMUNICATIONS

UNA Website: Launched Expanded Top Section of the Front Page

The Communications Team launched the expanded new front page on Monday, May 12. The expanded front page includes more items on the "latest news" section and a new "highlights" section that will feature ongoing initiatives and important Association business in a prominent and easy-to-access area.

The Campus Resident

The Campus Resident's latest issue was published in print and online on May 1, 2025. To read the May issue, you can pick up a copy at the Wesbrook Community Centre or the Old Barn Community Centre, or read online at thecampusresident.ca.

New Social Media Specialist

We are pleased to announce the appointment of Brandon Perrett as the UNA's new Social Media Specialist. Brandon began in this part-time role on Monday, May 12. Brandon brings prior experience with the UNA, having served as Communications Specialist until his departure in summer 2022. He was also previously a member of the Front Desk Team before 2018. We are pleased to welcome him back to the organization.

As part of this planned transition (as approved by the Board in fall of 2024), social media responsibilities will be transferred from Emmanuel Samoglou to Brandon. Emmanuel will continue to serve as a member of the Communications Team while focusing full-time on his role as Editor of *The Campus Resident*.



Others:

- Supported Admin Department in creating a survey to help inform strategic planning.
- Provided communications support for ADP implementation.
- Continued promotions for the UNA Card.
- Coordinated with UBC on events, roadworks, traffic updates and facility closures that affect resident of UNA areas.
- Collaborated with Recreation Team to create a plan for website restructure for better access to recreation services. Changes will be rolled out over the summer as we prepare for fall programming.
- Collaborated with Recreation Team to create a plan for creating specialized newsletters for smaller audience segments. The new newsletters will be launched in summer in preparation for fall programming.
- Continuing support for the promotion of summer camps.
- Continuing support for youth activity promotions.
- Continuing with roll out of promotional materials for Spring/Summer recreation programs.

RECREATION

Highlights include 500+ unique participants reached through newcomer events. Program participation continues to climb, the hiring of the new Event Coordinator along with 6 UNA staff attending the provincial symposium hosted by the BC Recreation and Parks Association, continues to bring increased knowledge and experience to the staff, which is then passed on through to the UNA community.

FRONT DESK SERVICE AND FACILITIES REPORT

Wesbrook and Old Barn Community Centre General Services (April 1-30)

	APR 2023	APR 2024	APR 2025
Unique Client (New)	405	472	407
Parking Permit Issued (Resident and Visitor parking)	156	186	287
Programs and Events Registration at Front Desk	917	1430	1131
Sports Drop in	263	661	667
Open Gym	523	268	182

UNA Card & Registration (April 1-30)

	APR 2023	APR 2024	APR 2025
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Unique Client (New)	405	472	407
UNA Discount Enrollment/Renewal	240	313	318
UBC/UTown Discount Enrollment	62	54	62

Parking Services

Issued UNA Parking Permits (April 1- 30)

Neighbourhood	Resident Parking Permit	Visitor Parking Permit	Day Pass	Total
Wesbrook	134	81	17	232
Hampton	24	28	2	54
Hawthorn	10	10	6	26
Total	168	119	25	312

Customer Service Update: Public Suggestion Box

Effective June 1, 2025, the Wesbrook Community Centre will begin a 6-month trial period that will make use of a Physical Suggestion Box. Upon completion of the trial period, a review will determine the most effective form of community communication. During this period, the UNA will also continue to use and monitor our digital online suggestion box.

Customer Service – April 1 – 30th, 2025

New Support Tickets	Received	Resolved	Unresolved
Physical	2	2	0
Digital	108	106	2

PROGRAMMING REPORT

Registration Updates

	Spring/Summer 2024	Spring/Summer 2025 as of May 5
Programs offered	450	419

Registered participants	3153	1819
Waitlist	387	183
Withdrawals	310	105

Category	Spring/Summer 2024	Spring/Summer 2025 as of May 5
Physical Activity	\$125,108.24	\$108,851.05
Arts	\$57,673.94	\$44,024.09
Music	\$29,805.05	\$37,001.00
Education	\$31,977.73	\$24,291.60
Social	\$0	\$0
Camps	\$111,083.6	\$46,558.05
Events	\$854.00	\$800.00
TOTAL	\$356,522.56	\$261,525.79

Staffing

- Cody Stepura has been hired as the new Events Coordinator! Cody comes with a plethora of experience with event planning and solid knowledge of the community being a previous UNA Program Coordinator. He started the Event Coordinator position on April 16, 2025. His first upcoming event is Canada Day.

COMMUNITY ENGAGEMENT REPORT

Newcomers Programming & Events

On April 12, we successfully hosted a Newcomer Orientation with 16 attendees. The session introduced UNA's mission, membership benefits, jurisdiction, resources, and programs. Participants enjoyed lively discussions, followed by a happy time with trivia games, fostering great connections and engagement. We also hosted an open house to recruit volunteers for upcoming programs and events in the spring and summer. **Youth**

Engagement

On April 18, Eagle Glassheim, Chair of the UNA Board of Directors, visited Youth Leadership to share with the group his experience serving on the Board. It was also a unique opportunity for the youth to ask questions and for the Chair to hear about the Youth Leaders' experience living in the area.



Connected Communities

We hosted a baby and toddler clothing swap in April 2025. Clothing was collected in advance, and the swap drew between 50–75 attendees. Feedback from participants was overwhelmingly positive, with many noting the value of the swap as both a sustainable practice and a meaningful way to build community amongst parents and caregivers in UNA neighbourhoods.

FITNESS REPORT

Wesbrook Fitness Centre

Pass	Youth	Resident	Non-resident	Total #
10 Punch Pass	16	75	25	116
1 Month Pass	18	89	7	114
3 Month Pass	1	31	5	37
6 month Pass	0	9	1	10
Year Pass	1	5	0	6
Totals:	36	209	38	283
Pass	Youth	Resident	Non-Resident	Total \$
10 Punch Pass	\$609.60	\$3,571.50	\$1,428.50	\$5,609.60
1 Month Pass	\$685.80	\$4,238.18	\$399.98	\$5,323.96
3 Month Pass	\$104.76	\$3,542.99	\$714.30	\$4,362.05
6 month Pass	\$-	\$1,885.68	\$238.10	\$2,123.78
Year Pass	\$333.33	\$1,523.80	\$-	\$1,857.13
Totals:	\$1,733.49	\$14,762.15	\$2,780.88	\$19,276.52

Old Barn Community Fitness Centre

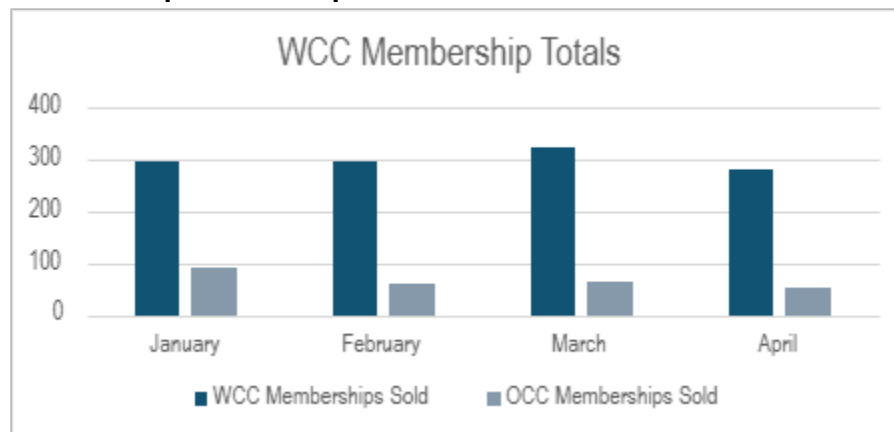
Pass	Youth	Resident	Non-resident	Total #
10 Punch Pass	1	13	2	16
1 Month Pass	0	31	2	33
3 Month Pass	0	3	0	3
6 month Pass	0	1	0	1



Year Pass	0	1	0	1
Totals:	1	49	4	54

	Youth	Resident	Non-Resident	Total \$
10 Punch Pass	23.81	371.41	76.2	471.42
1 Month Pass	0	885.67	76.2	961.87
3 Month Pass	0	228.57	0	228.57
6 month Pass	0	142.86	0	142.86
Year Pass	0	238.1	0	238.1
Totals:	23.81	1866.61	152.4	2042.82

Membership Pass Comparison 2025



OPERATIONS + SUSTAINABILITY

Sustainability Report

Green Depot Hirings

The new Green Depot Coordinator position has been filled. This position will help support the Green Depot to offer consistent service, monthly reporting, volunteer program management, and extended hours for services such as the Free Store, Seed Lending Library, and Community Share Library.

Additionally, a new Green Depot Attendant has been hired to support weekend Green Depot operations. This is a replacement hire.



Community Garden Upgrades and Operations

Repairs have been completed at Nobel Community Garden to fix certain garden plots due to wood decay and general wear. Additional compost has also been delivered to the gardens, along with upgrades to the tool sheds and provision of additional tools such as hoses, trowels, gloves, and mobility aids.

Operations Report

UBC Roadways and Sidewalk Discussion Updates

The UNA is reviewing a draft document from UBC regarding responsibilities for neighborhood roads and sidewalks. This document includes definitions, project management and approval processes, funding tools, and a dispute resolution process.

2025 UNA Insurance Renewal

The UNA is renewing its insurance policies for 2025-2026, which expire on June 30, 2025. The key policies include Commercial General Liability, Property Liability (Contents and Building), Abuse Liability, and Directors and Officers Liability.

Boulevard Lawn Repair and Reseeding Project

Repairs and reseeded will occur in problematic lawn areas adjacent to the Balmoral, Reflections, Dahlia, Magnolia, and Nobel House buildings. The UNA Operations department will continue to monitor these areas.

IT Life Cycle Replacement Project

The UNA IT department is procuring new laptops to replace existing laptops that have reached the end of their lifecycle. The UNA received multiple quotes for the project, with a gradual hardware rollout expected between now and the summer.

MOBI Bikeshare Station – Hampton Place

In April 2025, the UNA received notice of a Street and Landscape Permit (SLP) application from UBC C&CP for the installation of additional MOBI Bikeshare stations, including one in Hampton Place. As part of the regular review process, the UNA staff recommended adjusting the proposed location and reducing the station size due to the recent changes in on-street parking demand and planned EV charging stations in a nearby location. The SLP applicant subsequently adjusted the proposed location based on the recommendation.

The UNA Dog Park Project Update



The UNA dog park project's Community Works Fund application is in its final stage, pending Metro Vancouver Board Approval on May 23rd.

FINANCE

FY2024/25 Financial Audit

The annual audit began in early-May and is currently on schedule. The Finance & Audit Committee will meet with the auditors from Johnsen Archer LLP at the end of June, and the audit report will be presented at the July 2025 Board meeting. The final quarter-end report for FY2024/25 will be reviewed at the June 2025 Finance & Audit Committee meeting and subsequently submitted to the Board.

HR Management System Implementation

The first phase of the new HR system implementation involves transitioning the existing payroll and time management systems to the new platform. We are now nearing the transition and aim to run payroll on the new platform starting in June. The next focus will be on the HR module, which is expected to take longer to implement. We will continue to update the Board on our progress.

Annual Cost of Living Adjustment

The Consumer Price Index (CPI) for FY2024/25 was released at the end of April, with British Columbia's CPI reported at 2.6%. In accordance with our existing compensation policy and approved employee compensation bands, all required updates will be implemented in May.

Financial Implications

None.

Operational Implications

None.

Strategic Objective

None.



Attachments

None.

Concurrence

1. Athena Koon, Finance Manager
2. Dave Gillis, Recreation Manager
3. Glenda Ollero, Communications Manager
4. Wegland Sit, Operations Manager

Respectfully submitted,

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

Paul Thorkelsson
Chief Administrative Officer



Report Date: May 9, 2025
Meeting Date: May 20, 2025
From: Dave Gillis, Recreation Manager
Subject: Recreation Bookings Price Analysis Report

Background

The UNA has not performed a regional comparison of cost per square foot for programs, rentals, and events run out of the Wesbrook and Old Barn Community Centre's and associated or managed properties since 2018. As outlined in the 2023 Recreation and Culture Review a review of UNA pricing was needed to determine if UNA pricing on physical space was on par with surrounding communities.

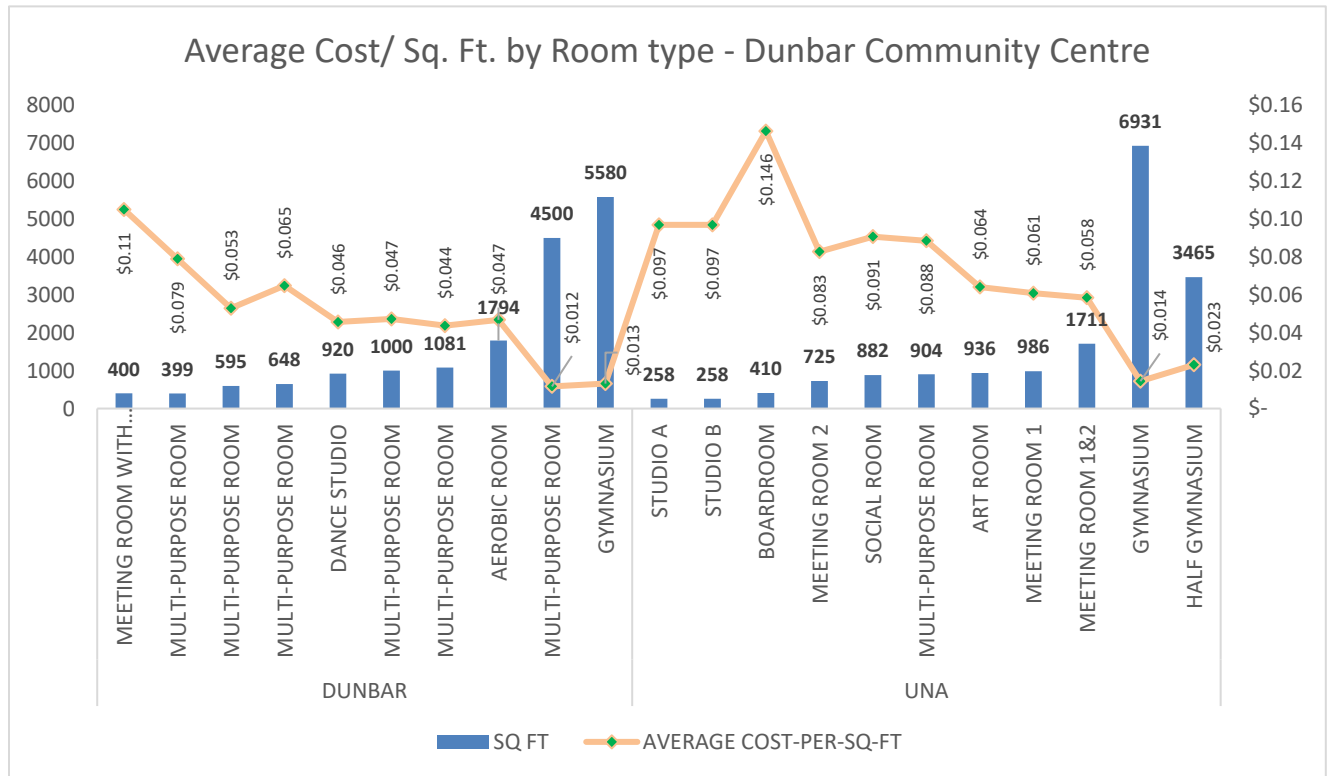
Decision Requested

For information.

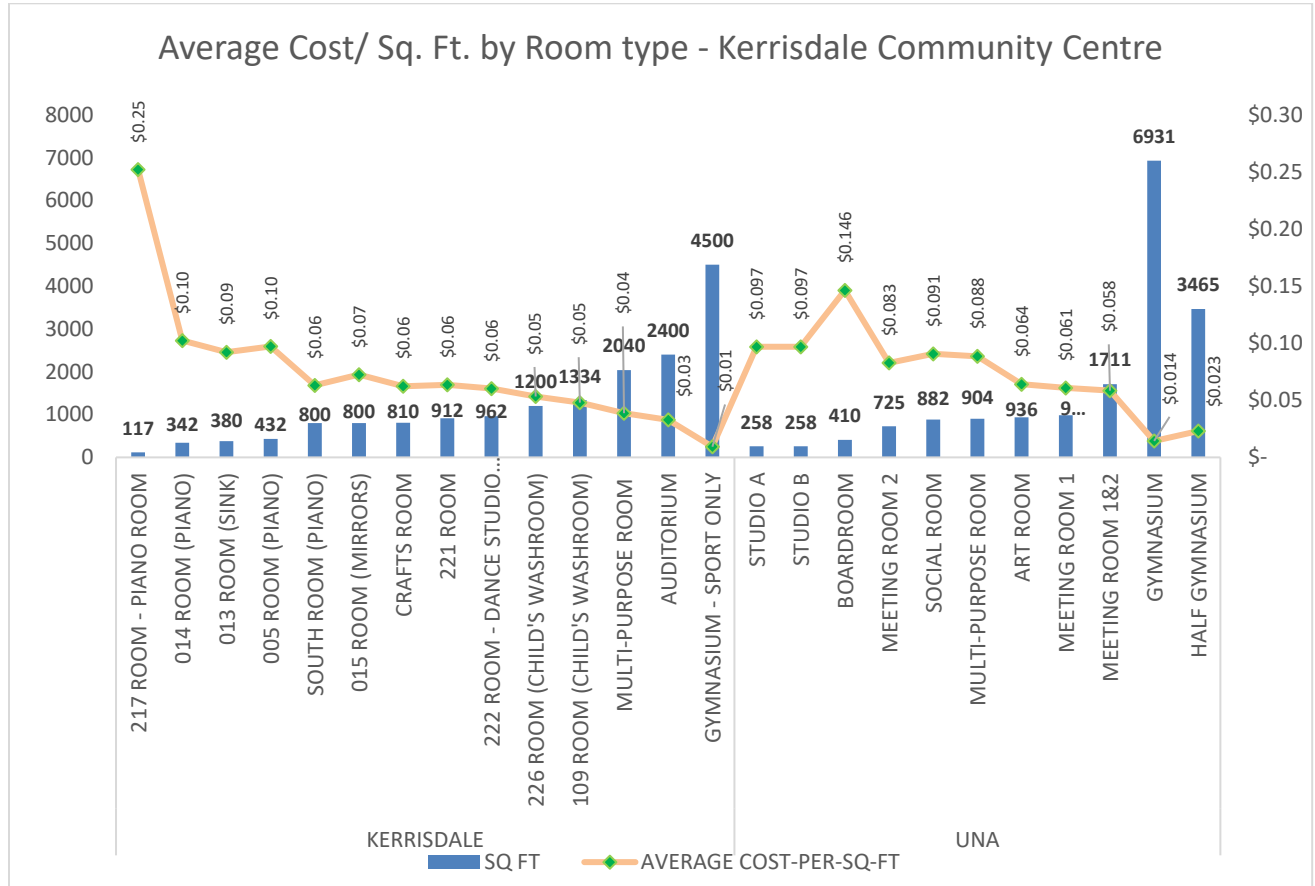
Discussion

This report compares the cost per square foot of UNA facilities, with the cost per square foot at select Vancouver Community Centres: Coal Harbour, False Creek, Douglas Park, Mount Pleasant, Marpole, West Point Grey, Kitsilano, Kerrisdale, and Dunbar.

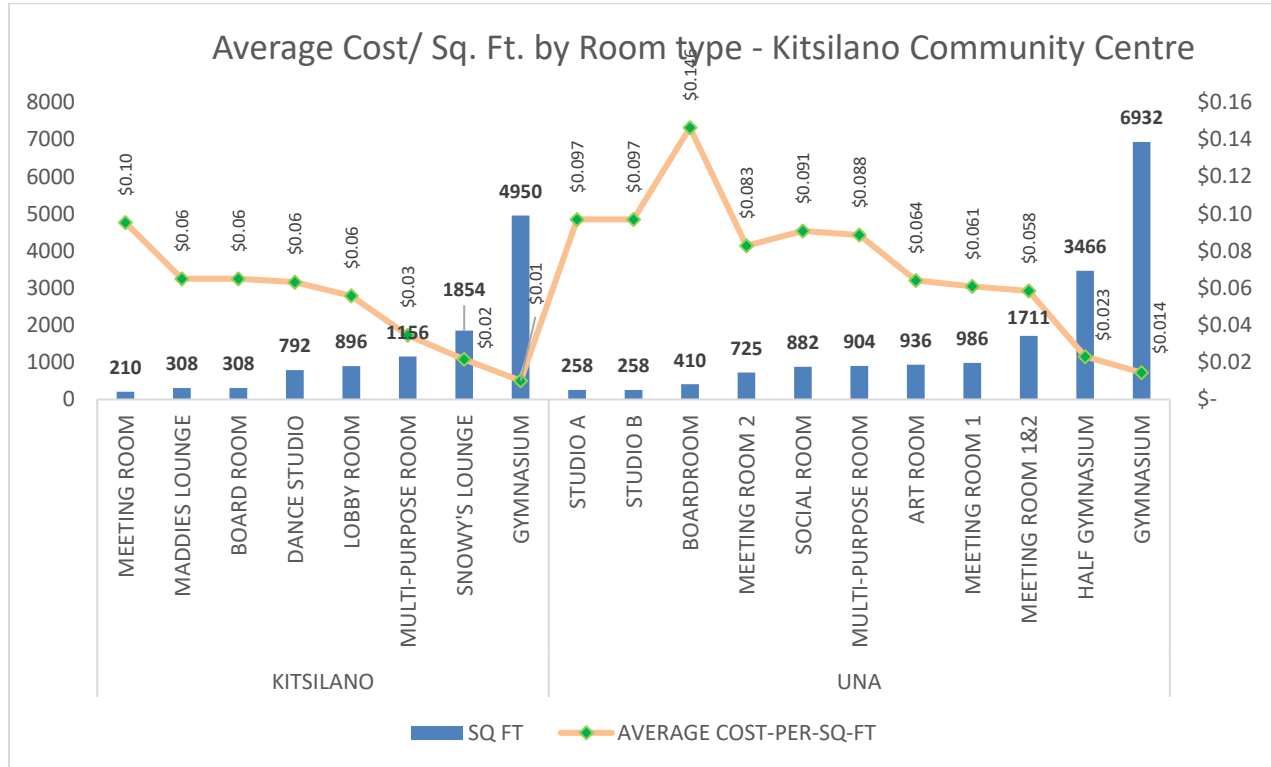
UNA vs. Dunbar Community Centre



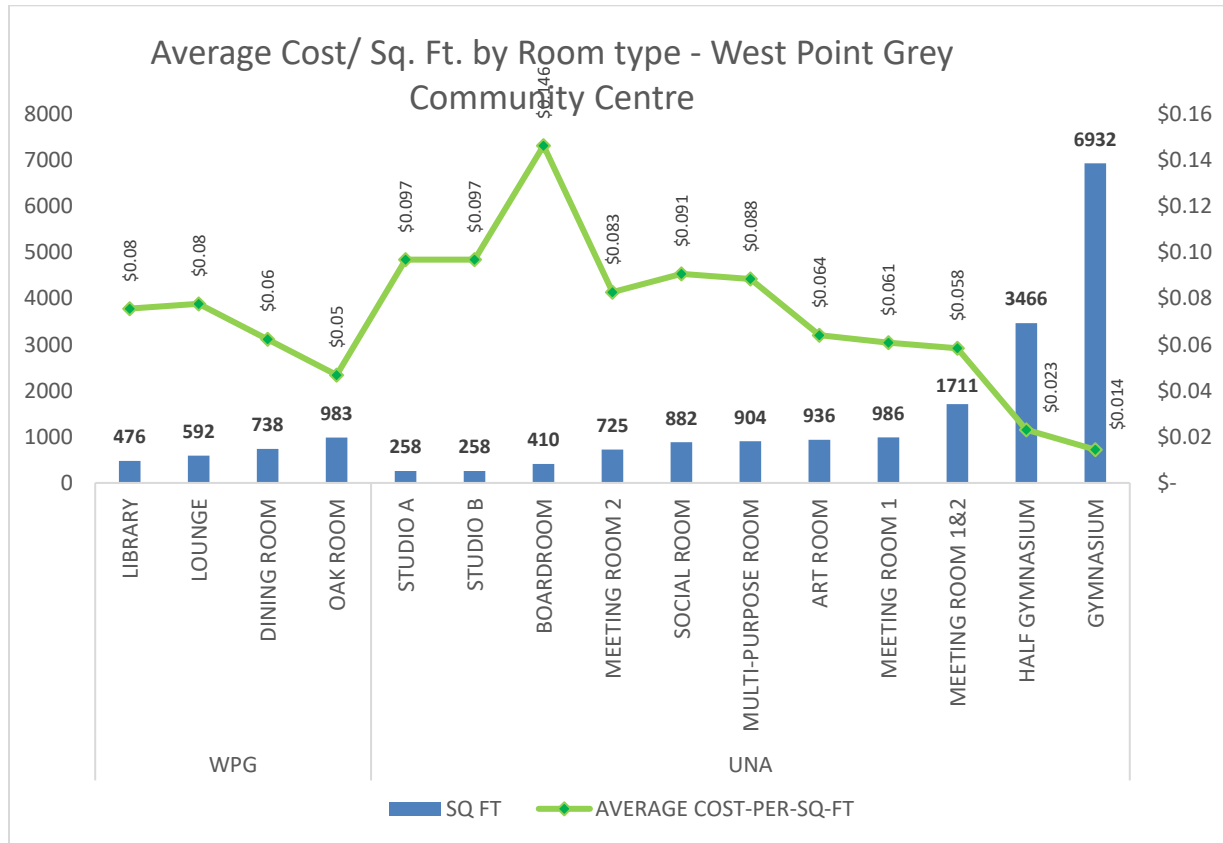
UNA vs. Kerrisdale Community Centre



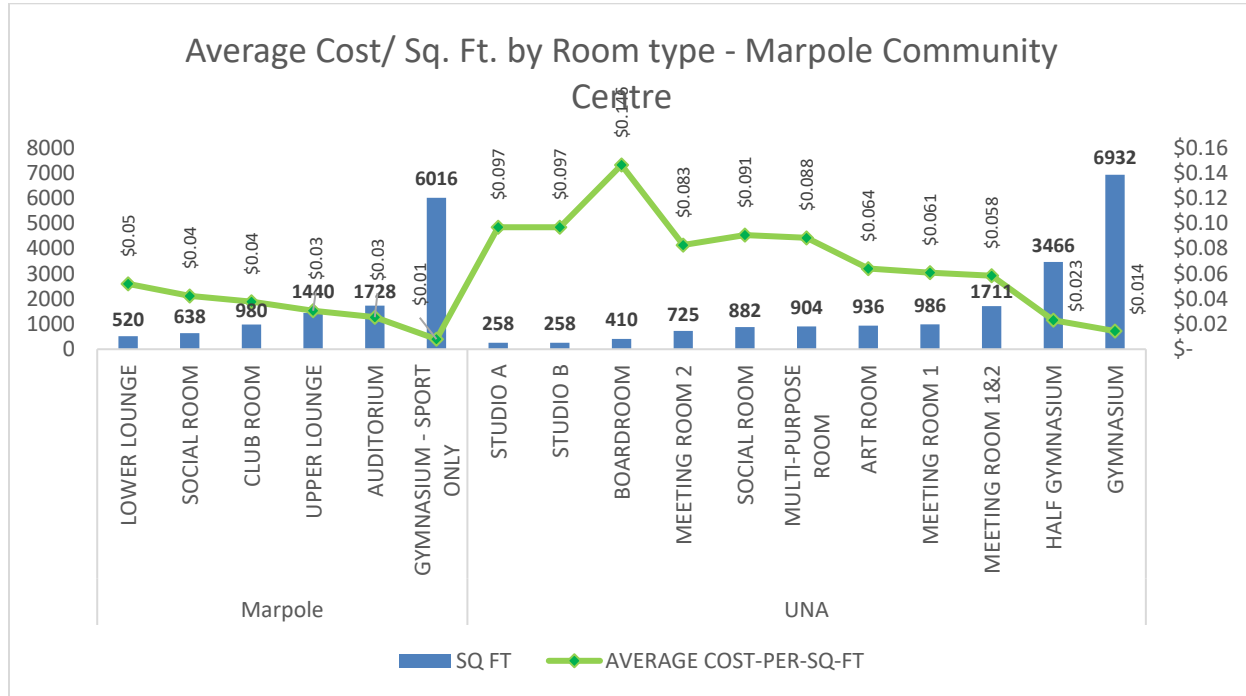
UNA vs. Kitsilano Community Centre



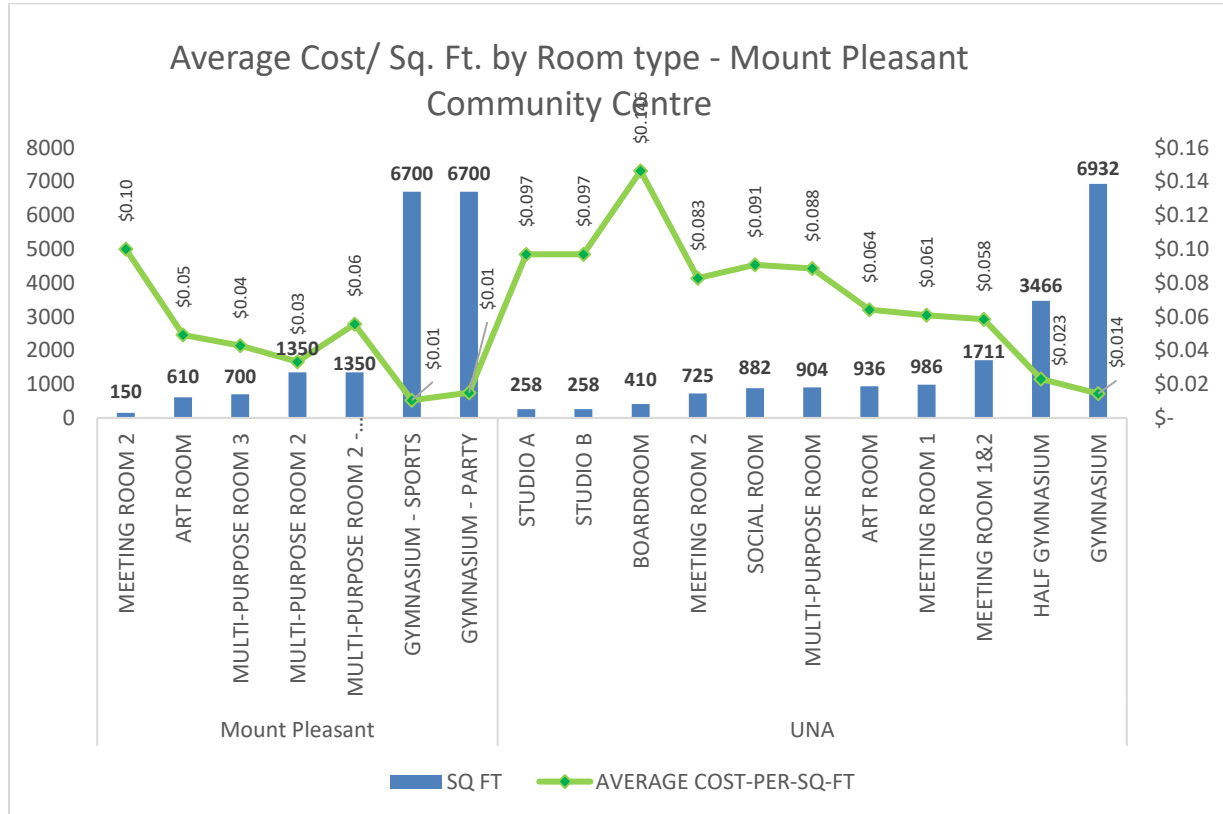
UNA vs. West Point Grey Community Centre



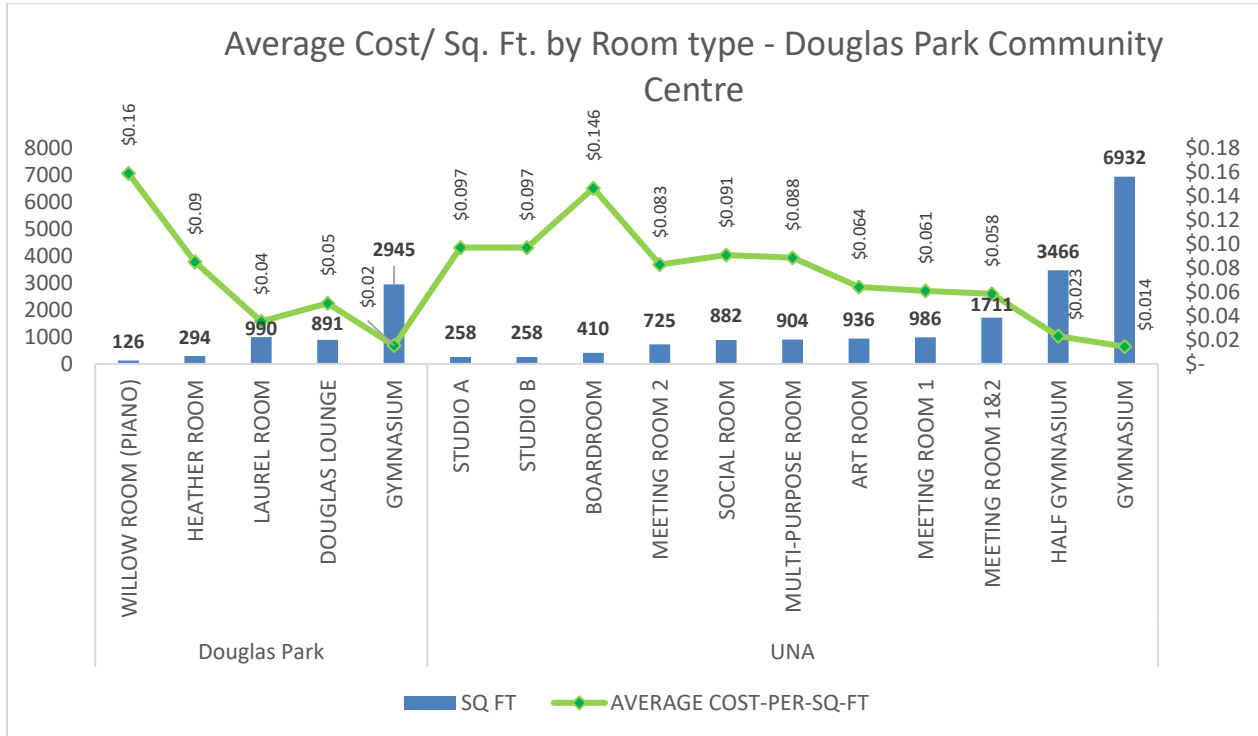
UNA vs. Marpole Community Centre



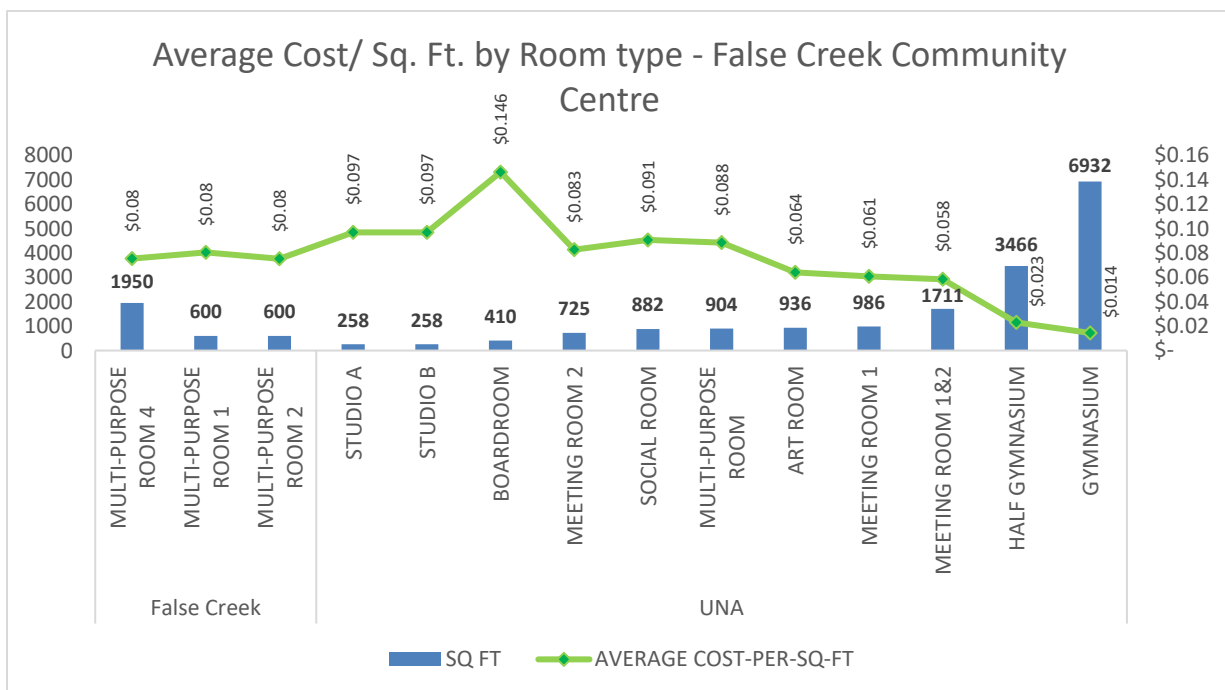
UNA vs. Mount Pleasant Community Centre



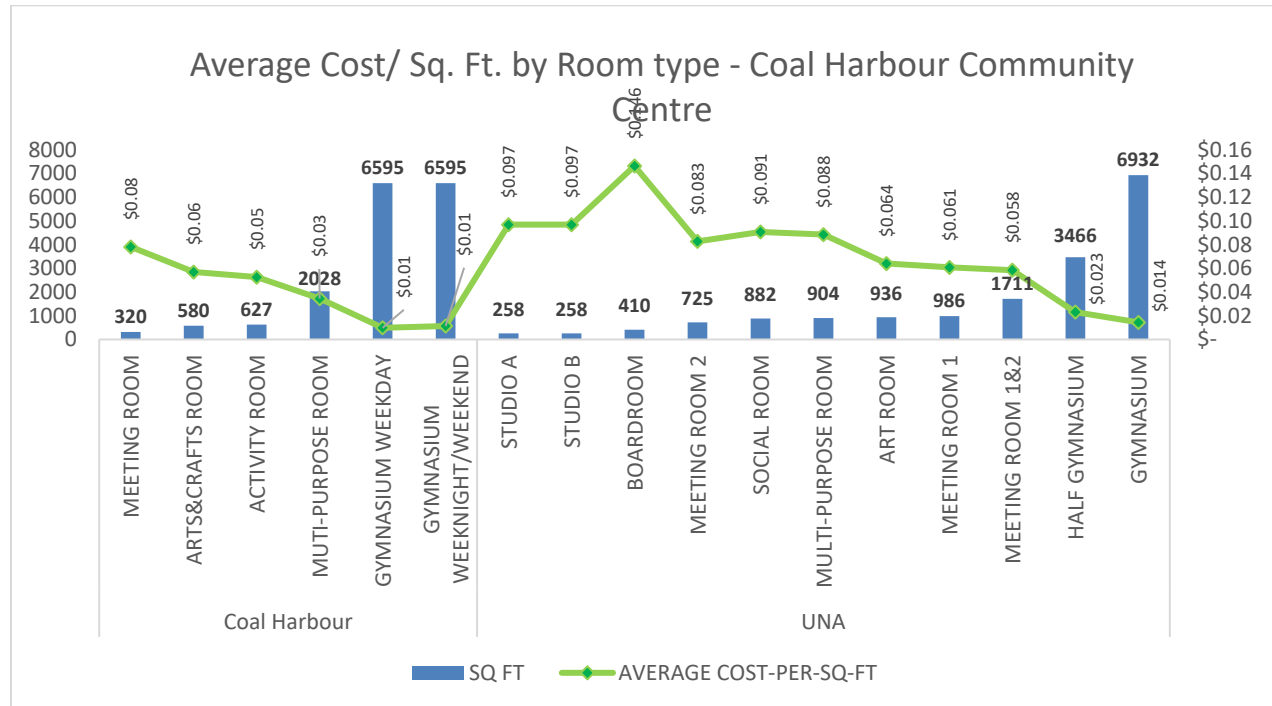
UNA vs. Douglas Park Community Centre



UNA vs. False Creek Community Centre



UNA vs. Coal Harbour Community Centre



Key Findings

- UNA Facilities (aggregate): The average rental cost per square foot is \$0.0969, with a sample total room rental cost of \$25.00.
- UNA Facilities are comparable to Mount Pleasant (\$0.1000/sq ft) and slightly higher than Coal Harbour (\$0.0781/sq ft) and False Creek (\$0.0754/sq ft), but lower than Douglas Park (\$0.1587/sq ft).
- Marpole offers the most affordable rate among City of Vancouver centres in this comparison
- City of Vancouver Community Centres:
 - Lowest cost per square foot: Marpole at \$0.0519.
 - Highest cost per square foot: Douglas Park at \$0.1587.
 - Other centres fall between \$0.0754 (False Creek) and \$0.1000 (Mount Pleasant), with Coal Harbour at \$0.0781.
 - Some rooms (Kerrisdale, Douglas Park) are significantly higher per sq ft, but these are smaller specialty rooms.
 - Larger rooms (False Creek, Coal Harbour, West Point Grey) tend to be more affordable per sq ft (\$0.075–\$0.078).

Contributing Factors

Several key factors contribute to the differences in rental cost per square foot between UNA facilities and other community centers in Vancouver:

- **Location and Land Value:** Rental costs are heavily influenced by the value of land in the area. Facilities located in high-demand or central neighborhoods typically face higher land costs, which are reflected in their rental rates. This is particularly relevant in Metro Vancouver, where land values are among the highest in Canada, making it more expensive to operate community facilities in prime locations.
- **Facility Size and Type:** The size and type of space being rented—such as multipurpose rooms, gyms, or specialty studios—impact the cost per square foot. Larger or more specialized spaces may command higher rates due to their utility and demand.
- **Amenities and Features:** Facilities with additional amenities (e.g., kitchens, upgraded audiovisual equipment, parking, or proximity to transit) often charge higher rates to reflect the added value these features provide.
- **Operational and Maintenance Costs:** The cost to maintain staff, and operate a facility—including utilities, repairs, cleaning, and security—directly affects rental pricing. Rising operational costs, especially post-pandemic, have led some community centers to increase rental fees to remain financially sustainable.
- **Economic and Policy Factors:** Broader economic conditions such as inflation, interest rates, and local government policies (including subsidies, grants, or rent controls) can influence rental costs. Policy changes or funding adjustments can either raise or lower the rates charged by community centers.
- **Market Demand and Competition:** Rental rates are also shaped by local demand and the availability of comparable spaces. High demand or limited supply in a neighborhood can drive up prices, while more competition may keep rates lower.
- **Ownership and Funding Structure:** UNA facilities may have different funding models or receive different levels of support compared to city-run centers. For instance, some community centers receive municipal funding for maintenance and utilities, while others rely more heavily on rental income to cover operating costs, affecting their pricing strategies.

In summary, the interplay of land value, facility characteristics, amenities, operational costs, economic conditions, market demand, and funding models all contribute to the observed differences in rental cost per square foot between UNA facilities and other community centers in Vancouver.

Conclusion

- UNA facilities are generally in the mid-range of rental cost per square foot compared to City of Vancouver community centres.
- City of Vancouver centres show a wide range of pricing, with Marpole being the most cost-effective and Douglas Park the most expensive per square foot.
- UNA's standard rental cost per sq ft (\$0.0969) is very similar to the average City of Vancouver community centre rate for comparable rooms.
- Marpole and West Point Grey offer the lowest rates per sq ft.
- Kerrisdale and Douglas Park have the highest rates per sq ft among the listed centres.

Recommendation

- UNA's rates are competitive and align with the mid-range of City of Vancouver community centres for standard room costs.
- Further data collection is recommended for Wesbrook and Old Barn Community Centres with the changes made to the WCC Social Room kitchen, and the Studio's A & B of the OBCC over FY2025/26.

It is my recommendation to make no change to the current cost per square foot of the UNA facilities (Old Barn Community Centre, Wesbrook Community Centre).

Financial Implications

None.

Operational Implications

None.

Strategic Objective

Organizational Capacity

Attachments

None.



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

Concurrence

1. Angelica Sanchez, Bookings Coordinator.

Respectfully submitted,



Dave Gillis
Recreation Manager



Paul Thorkelsson
Chief Administrative Officer



Report Date: May 13, 2025
Meeting Date: May 20, 2025
From: Wegland Sit, Operations Manager
Subject: Corix UBC NDES 2025–2027 Rate Application Report

Background

The Neighbourhood District Energy System (NDES) generates heat at a central energy facility. A network of distribution pipes then transports this heat from the facility to residential, commercial, and institutional buildings, fulfilling their needs for hot water and space heating. NDES are particularly well-suited for densely populated urban areas.

Corix owns and operates the NDES, and its operations are regulated by the BC Utilities Commission (BCUC), similar to how BC Hydro provides electricity to municipalities throughout the province. The University of British Columbia (UBC) partnered with Corix to develop the NDES, which has been supplying heat and domestic hot water to new residences in Wesbrook Place since 2015.

Corix recently submitted its 2025-2027 Rate Application, which is currently under review by the BCUC. This report offers a high-level summary of the potential impacts on affected buildings and outlines opportunities for community involvement.

Decision Requested

THAT the Board authorize the Chair to write a letter, on the Board's behalf, to the British Columbia Utilities Commission regarding Corix's rate application for the UBC Neighbourhood District Energy System.

Discussion

Background

District energy systems centralize the production of thermal energy to supply heating and/or cooling to a network of interconnected buildings. This centralization reduces the need for individual building equipment, resulting in lower operational and maintenance costs for building owners.

Decarbonizing the NDES energy supply will lead to the decarbonization of all existing buildings connected to the system, as well as any future connections. The initial NDES concept anticipated a transition to a 60% low-carbon energy supply. UBC's

Neighbourhood Climate Action Plan expands on this concept, outlining a strategy to achieve 100% low-carbon operations for the NDES.

Corix Rate Application

Corix submitted a rate application to the BC Utilities Commission (BCUC) on December 31, 2024, seeking approval for increased rates for the NDES over the subsequent three years (2025, 2026, and 2027), with the rate increases taking effect on January 1st of each year.

Several key factors are contributing to these proposed rate increases:

- **Increased Operation and Maintenance Costs due to Corporate Restructuring (Page 93):**
 - While the initial operational and maintenance cost forecasts, approved in 2015, were reasonable based on the business circumstances at that time, significant changes in the corporate structure over the past decade have resulted in corporate services costs that are now substantially different from those original projections.
- **Lower Revenues due to Build-Out Delays (Page 96):**
 - Delays in the development of the Wesbrook Place area have led to significantly lower revenues than initially anticipated, which in turn is exerting upward pressure on rates.
- **Refer to Corix's [Frequently Asked Questions](#) document for further details.**

Based on the information presented in this Application and the confidential financial model, Corix requests approval for UBC NDES 2025, 2026 and 2027 Basic Charge (as presented in Table 26 below).

TABLE 26: EXISTING AND PROPOSED RATES FOR UBC NDES

	Existing	Proposed	Proposed	Proposed
EFFECTIVE DATE:	JANUARY 1 ST	JANUARY 1 ST	JANUARY 1 ST	JANUARY 1 ST
	2024	2025	2026	2027
Basic Charge (\$/m ² per Month)	0.6424	0.7580	0.8717	0.9763

The above rates results in an annual rate change to the Basic Charge of 18.0% in 2025, 15.0% in 2026 and 12.0% in 2027. Schedule 15 in Appendix A provides additional information regarding past rates as well as indicative rates from 2028 through to 2030 and the annual rate change percentages. Section 13.2 provides an end-user bill impact analysis based on the proposed rates.

Table 1: Corix Annual Rate Change Schedule

Summary of the Corix annual rate change schedule:

1. **2025** - 18% increase

2. **2026** - 15% increase
3. **2027** - 12% increase

For comparison [BC Hydro](#), as of April 1, 2025, there's a net bill increase of 3.75%, which includes an annual rate increase of 3.42% and rate rider amount changes. For the average residential household which currently pays about \$100 a month, this is an additional \$3.75 per month.

Wesbrook Area – Impacted Buildings

The total population of residents living in buildings connected to the NDES approximately 34% of the overall neighbourhood population which is 16,084. There are 17 buildings connected to the NDES:

1. Prodigy
2. Binning
3. The Laureates
4. Webber House
5. Village Square
6. Virtuoso
7. Cypress House
8. Pine House
9. Eton Tower
10. Residences at Nobel Park
11. Georgia Point
12. Oakwood
13. Mundell House
14. Ivy on the Park
15. Conservatory
16. Echo
17. Theory

Review Application and Timeline

To learn more about the rate application and how the community [can get involved](#), see this [Frequently Asked Questions](#) document prepared by Corix.

The BCUC review process is ongoing. The Commission recently revised its timetable, with a second round of information requests due to Corix by May 22, and Corix's responses expected by June 17. The public can submit letters of comment until June 24. Corix's final argument is due July 31. A decision is expected by early fall 2025.

Financial Implications

None.



Operational Implications

None.

Strategic Objective

Advocacy

Attachments

1. Letter of Comment – Corix UBC NDES 2025-2027 Rate Application

Concurrence

1. Isabel Todorova, Sustainability Specialist

Respectfully submitted,

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

Wegland Sit
Operations Manager

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

Paul Thorkelsson
Chief Administrative Officer

[DATE]

British Columbia Utilities Commission
Suite 410, 900 Howe Street
Vancouver, BC V6T 1Z4

RE: Letter of Comment – Corix UBC NDES 2025-2027 Revenue Requirements & Rates Application

Dear Members of the BCUC,

I am writing on behalf of the University Neighbourhoods Association (UNA) Board of Directors to express our profound concerns regarding Corix's proposed **significant** rate increase for the Neighbourhood District Energy System (NDES). The UNA represents the more than 15,000 residents living in the neighbourhoods on the University of British Columbia's Vancouver campus and delivers municipal-like services to these areas. While we fully support sustainable energy solutions, the scale of this increase—**proposed at 18%** and far exceeding both inflation and BC Hydro's responsible rate adjustments by a **substantial margin**—is unreasonable and will place an unfair and unsustainable financial burden on our community.

One of our primary concerns is the stark disparity between Corix's proposed hike and BC Hydro's balanced rate adjustments. BC Hydro's increases are tied to inflation and operational needs, ensuring affordability for ratepayers. In contrast, Corix's plan imposes a sudden and disproportionate rise in costs, which will hit students, seniors, and families the hardest. At a time when many residents are already struggling with rising living expenses, this dramatic increase feels particularly unfair and unsustainable. Affordability must be a priority, and the cost of energy is essential for the well-being of our community. Lower-income households, in particular, would bear a disproportionately large burden of this increased energy cost. We believe any necessary cost adjustments should be introduced gradually, in smaller increments, to avoid shocking household budgets and allow residents to adapt their budgets. Additionally, we urge consideration of subsidies or relief programs for those most vulnerable to these increases.

The overwhelming opposition from our community reflects the depth of concern. We respectfully request that the BCUC reject the current proposal in favor of a more reasonable, phased approach that allows residents to adapt their budgets gradually and avoids the financial shock of a sudden, large increase. Corix should be required to align its rates with affordability standards. Greater transparency in future rate applications,

including detailed cost breakdowns that clearly justify the proposed increase and outline all contributing factors, is also essential.

We appreciate the Commission's careful review of this matter and stand ready to provide further input as needed. Thank you for your time and consideration.

Sincerely,

[SIGNATURE]

Eagle Glassheim
Chair
University Neighbourhoods Association



Report Date: April 24, 2025
Meeting Date: May 20, 2025
From: Athena Koon, Finance Manager
Subject: UNA Procurement Policy Report

Background

The Delegation of Authority Board Policy (#01-14) functions as the UNA's primary financial and legal control document. That policy prescribes the general spending and contracting limits of staff. In exercising that delegated authority, staff procure goods and services for the UNA in a prudent manner that obtains the best value for the organization.

In March 2025, the Finance & Audit Committee directed staff to draft a policy governing the UNA's procurement function. At its May 2025 meeting, the Finance & Audit Committee reviewed a draft procurement policy and has recommended its approval to the Board.

Decision Requested

THAT the Board approve the proposed Procurement Board Policy (#05-15), as circulated.

Discussion

Staff conducted a review of the procurement policies of other similarly sized or close-in-proximity municipalities in British Columbia. In addition, staff reviewed the provincial statutory requirements that apply to local governments with respect to their procurement activities. Some of the common requirements are:

- Procurements valued at \$75,000 or greater for goods and services will be open and non-discriminatory.¹
- Procurements valued under the "open and non-discriminatory" process threshold must undergo some other less competitive procurement method, such as soliciting a number of quotations from select suppliers.

¹ In the context of procurement and purchase management, "open and non-discriminatory access" means the procurement is advertised publicly and allows for any qualified supplier to bid.

- Exemptions for certain categories of goods and services from procurement procedures, such as legal services, treasury services, and health and social services.
- Exemptions for procurements from open and non-discriminatory access under certain circumstances, such as an unforeseeable and urgent situation.

Staff have also reviewed the UNA's procurement and spending patterns. The table below summarizes the costs of the UNA's purchases (not including salaries, wages, and benefits) in ranges of value.

Value	% of Total Costs	General Categories of Expenses
\$7,500 or less	12%	IT, general marketing and promotions
\$7,500 - \$50,000	32%	Community events, legal and professional services,
\$50,000 - \$75,000	15%	Utilities, janitorial services, landscaping
\$75,000 or greater	41%	Landscaping, bylaw enforcement, rent

As noted in this report, the Delegation of Authority Policy is the key control document that outlines staff's spending and contracting authorities. While it does not prescribe many details regarding how spending and contracting should be handled in major functions of the UNA, the Delegation of Authority Policy does specify the exact dollar amounts staff can commit the UNA to, what contracts staff can sign on behalf of the UNA, and what expenses and agreements require the Board's approval.

The proposed Procurement Policy prescribes the spending and contracting guidelines of the UNA's procurement activities, with a particular focus on ensuring the UNA is efficiently obtaining the best value through a competitive and transparent purchasing process. It is important to note that the proposed Procurement Policy is drafted in accordance with the thresholds and limits outlined in the Delegation of Authority Policy.

Some of the major provisions of the proposed Procurement Policy are:

- A table of thresholds and procurement value ranges that guide the according awarding authority and procurement method. Procurements valued at \$50,000 or greater shall undergo an open and non-discriminatory procurement process.
- A 5-year maximum term of contract, including renewals and extensions.
- An article on vendor performance management, so the UNA ensures vendors are providing best value to the UNA.
- Exemptions for procurements from the procurement method requirements under certain circumstances.
- Exemptions for certain goods or services from the requirements in the proposed policy.

One of the most impactful aspects of the proposed policy is the \$50,000+ threshold for procurements to undergo an open and non-discriminatory process. Staff have proposed a threshold that is stricter than the requirement placed on local governments (i.e. \$75,000). In addition, approximately 56% of the UNA's costs on purchases will be subject to the proposed policy's public competitive procurement requirements. Such a process entails the UNA creating a formal solicitation document with a grading criteria, publishing the procurement on a public website, evaluating the bids for best value to the UNA, and communicating with bidders the outcome of the procurement.

The proposed policy does contain various exemptions and are warranted. Purchase management is a broad topic, spanning the entirety of the UNA's purchases, which vary in nature and purpose. In order for the UNA to have the flexibility to address arising circumstances and ensuring the UNA is using its funds responsibly and effectively, some exemptions are needed. Despite these exemptions, the UNA is not precluded from undergoing some degree procurement method to ensure the UNA is receiving the best value for its money.

Financial Implications

The financial implications of the proposed policy are related to its new requirements and limits. There are indirect costs of dedicating additional resources towards the UNA's procurement functions. The limits in the proposed policy, such as the 5-year maximum contract term, may result in higher costs for some contracts.

Operational Implications

The operational implications of the proposed policy are material. While the UNA currently does procure goods and services through a competitive process, the proposed policy prescribes higher standards uniformly. As a result, staff will have to dedicate more resources towards the UNA's procurement functions.

Strategic Objective

Governance

Attachments

1. UNA Procurement Board Policy (#05-15) – May 2025 Draft

Concurrence



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

1. Chris Hakim, Corporate Services Specialist

Respectfully submitted,

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

Athena Koon
Finance Manager

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

Paul Thorkelsson
Chief Administrative Officer

TITLE:	Procurement Policy	POLICY #05-15
CATEGORY:	Finance	
AUTHORITY:	Board of Directors	
ADOPTED:	-	
EFFECTIVE:	-	

Purpose

The purpose of this Policy is to establish the guidelines for the procurement of goods and services, and ensure that the UNA receives the best value in its acquisition of goods and services.

Scope

This Policy applies to the procurement of all goods and services by the UNA, with the exception of those goods and services identified in Appendix B.

1. Definitions

- 1.1. **“Awarding Authority”** means the authority to commit the UNA to expenditures that are in accordance with the UNA’s budget for the fiscal year and enter into contracts on behalf of the UNA.
- 1.2. **“Delegation of Authority Policy”** means the UNA Delegation of Authority Board Policy (#01-14), as amended or replaced from time to time.
- 1.3. **“Emergency Purchase”** has the meaning given in section 4.3.
- 1.4. **“Manager”** means an individual holding any of the following positions within the UNA:
 - a) Communications Manager,
 - b) Finance Manager,
 - c) Operations Manager, or
 - d) Recreation Manager.
- 1.5. **“Procurement Method”** means the method by which the UNA solicits bids or proposals for the acquisition of goods and/or services. A Procurement Method can entail, but is not limited to, direct award, soliciting quotes (formally or informally), or Public Competitive Process.
- 1.6. **“Public Competitive Process”** means a process whereby the UNA solicits bids or proposals from the public marketplace in a fair and open competition, and that the solicitation will be publicly advertised on the UNA’s website or other public tendering platform.
- 1.7. **“Single Source Purchase”** has the meaning given in section 4.1.
- 1.8. **“Sole Source Purchase”** has the meaning given in section 4.2.
- 1.9. **“Vendor”** means a supplier, contractor, or consultant that provides, or will provide, goods or services to the UNA.

2. Roles and Responsibilities

- 2.1. The Board is responsible for the oversight of the UNA's procurement activities as established in this Policy and approved expenditures through the UNA's budgets.
- 2.2. UNA Staff are responsible for the management and operation of the UNA's procurement activities. This responsibility includes defining the scope of work and specifications of each procurement, determining the appropriate Procurement Method for each procurement, awarding contracts to successful Vendors, and monitoring the performance of Vendors.
- 2.3. The Board maintains the ability to identify specific procurements of interest that require additional approval by the Board, in addition to its authority to approve contract awards required by this Policy. UNA Staff maintain the ability to identify procurements in which approval by the Board is in the best interest of the UNA.
- 2.4. When recommending contract awards to the Board for approval, UNA Staff shall provide the Board with a description of the Procurement Method undertaken, each bidder's tender, and the value of the award.
- 2.5. Where it is stated in this Policy that a requirement may be waived by the UNA, the authority to waive such requirement is pursuant to one's Awarding Authority. For example, the Procurement Method requirement for a purchase may be waived by a Manager if they could have authorized the purchase themselves.

3. Procurement Methods, Thresholds, and Awarding Authority

- 3.1. Subject to the spending and contracting authorities prescribed in the Delegation of Authority Policy, UNA Staff may commit the UNA to expenditures that are in accordance with the UNA's budget for the fiscal year and enter into contracts on behalf of the UNA.
- 3.2. Procurements with an anticipated value of \$50,000 or greater shall undergo Public Competitive Process.
- 3.3. The anticipated value thresholds in Appendix A shall guide the appropriate minimum Procurement Method and Awarding Authority.
 - 3.3.1. For greater certainty, receiving less bids or proposals than required by a Procurement Method does not constitute a violation of this Policy. For example, receiving two quotations when three quotations were requested is not a violation of this Policy.

4. Single Source, Sole Source, and Emergency Purchases

- 4.1. Where it can be demonstrated that, despite there being competitors in the market, conducting the minimum Procurement Method required by this Policy for a purchase would be impractical because
 - a) it would adversely affect a function of the UNA,
 - b) it would result in administrative costs that would exceed the benefit derived from that Procurement Method,
 - c) there is a need to obtain unique third-party skills, or

d) it would be cost-effective to maintain an existing Vendor for a specific task, the UNA may waive the Procurement Method requirements in this Policy and authorize the purchase of a good or service from a particular Vendor (a “**Single Source Purchase**”).

4.2. Where it can be demonstrated that only one Vendor can provide a particular good or service, the UNA may waive the Procurement Method requirements in this Policy and authorize the purchase of that particular good or service from that vendor (a “**Sole Source Purchase**”).

4.3. When an unforeseeable and urgent situation exists where the goods or services cannot be obtained in time by the minimum Procurement Method required by this Policy and the lack of goods or services may

- a) adversely affect a function of the UNA,
- b) harm or damage the UNA's property or assets, or
- c) jeopardize the health or safety of individuals,

the Board or the Chief Administrative Officer may waive the Procurement Method requirements in this Policy and authorize the purchase of necessary goods or services (an “**Emergency Purchase**”).

5. Exemptions

5.1. The expenditures listed under Appendix B are exempted from the requirements in this Policy, but are subject to other applicable Board Policies.

6. Contract Terms and Change Orders

6.1. The maximum term of contract shall be five years, unless approved by the Board or the Chief Administrative Officer, subject to the spending and contracting authorities in other applicable Board Policies.

6.1.1. For greater certainty, the maximum term of contract includes the option to renew or extend a contract.

6.2. A contract may be extended past the maximum term of contract if the UNA is in the process of, or about to be in the process of, procuring the goods or services being provided under the expiring contract so as to complete the procurement process.

6.3. Change orders within the scope of a contract are not required to undergo further tender.

7. Vendor Performance

7.1. The UNA shall actively monitor the performance of Vendors and work with Vendors to resolve any minor performance issues. In instances where severe performance issues or an unsatisfactory accumulation of minor or moderate performance issues occur, Vendors may be subject to termination of a contract or disqualification from future business with the UNA.

7.2. The UNA shall conduct a review of a Vendor's performance following the end of their respective contract's term.

7.2.1. Where the UNA considers renewing a contract with a Vendor, the UNA shall complete a review of the respective vendor's performance by the deadline of which the UNA must decide whether to renew the contract or not.

8. Prequalified Vendor List

- 8.1. The UNA may prequalify Vendors that could be contracted by the UNA to provide goods or services in a timely manner or on a standing order.
- 8.2. The UNA may require that a Vendor provide rates, listing of equipment and experience, or term and conditions for the goods or services they may be contracted to provide in order to prequalify.

9. General

- 9.1. The dollar amounts stated in this Policy are exclusive of any taxes applicable to the purchases.
- 9.2. It is contrary to this Policy for two or more transactions to be entered into rather than a single transaction in order to avoid a limit on spending authority or undergoing a required Procurement Method.

Policy History & Information

Original Policy Approval Date

DATE

Next Review Date

DATE (every three years)

Related Documents & Legislation

- UNA Delegation of Authority Board Policy (#01-14)
- UNA CAO Powers, Duties, and Functions Board Policy (#01-15)



APPENDIX A

PROCUREMENT VALUE THRESHOLDS

Anticipated Value	Awarding Authority	Procurement Method (min.)
\$7,500 or less	Manager	Request one quotation
\$7,500 - \$10,000	Manager	Request three quotations
\$10,000 - \$50,000	Chief Administrative Officer	Request three quotations
\$50,000 - \$100,000	Chief Administrative Officer	Public Competitive Process
\$100,000 or greater	Board	Public Competitive Process

APPENDIX B

LIST OF EXEMPTED EXPENDITURES

Expenditures for the following goods and services are exempt from the requirements in this Policy, but are subject to other applicable Board Policies:

- a) Rental, lease, or purchase of real property
- b) Legal and notary services
- c) Goods and services the supply of which is controlled by a statutory monopoly
- d) Treasury services, including banking, financial, and investment management services
- e) Utility services, including hydro, gas, and telecommunication charges
- f) Health and social services, including employee health insurance plans
- g) Insurance policies and insurance brokering services
- h) Professional development, including trainings, conferences, and membership dues
- i) General postage
- j) Employment contracts and human resources services
- k) Good and services provided by UBC or UBC Properties Trust



Report Date: May 12, 2025
Meeting Date: May 20, 2025
From: Wegland Sit, Operations Manager
Subject: FY2025/26 Insurance Renewal Update Report

Background

The UNA insurance coverage comes up for its annual renewal on July 1 while the quote for the insurance premiums is expected to be available by mid-June. At its May 2025 meeting, the Finance & Audit Committee reviewed the UNA's progress on renewing its insurance policies for FY2025/26. The Finance & Audit Committee has recommended that the Board direct staff to solicit alternative quotes for an insurance broker.

This report is intended to inform the Finance & Audit Committee on the progress of renewing the UNA's insurance policies for FY2025/26.

Decision Requested

THAT the Board direct staff to solicit alternative quotes for an insurance broker.

Discussion

The UNA procures insurance on an annual basis for the period of July 1 to June 30 of the following year. The following key insurance policies are set to expire on **June 30, 2025**:

- Commercial General Liability
- Property Liability (Contents and Building)
- Abuse Liability
- Directors and Officers Liability

Insurance	Coverage	FY2024/25 Premium
Commercial General Liability	\$10M Coverage \$10,000 Deductible	\$100,000
Abuse Coverage	\$1M Coverage \$50,000 Deductible	\$45,000



Directors & Officers Liability	\$2M Coverage \$10,000 Deductible	\$2,750
Property Liability – Contents	Coverage is based on asset values \$2,500 Deductible	\$6,070
Property Liability – Building	\$10,000 Deductible	\$58,994

For FY2025/26, the UNA has budgeted \$247,500 for insurance, based on a 10% increase from the previous budget. As of this report's date, the UNA's insurance broker is still working on providing the UNA with a quote for renewing its insurance policies.

Cyber Insurance Coverage

In addition to the standard renewals, the UNA has requested a quote for cyber insurance from its broker. As a reminder, additional funding for cyber insurance coverage was not included in the FY2025/26 budget.

Depending on the final premium increase the UNA's insurance broker provides for renewing all the existing insurance policies and if the UNA can cover the costs of purchasing a cyber insurance policy with funds from the FY2025/26 budget, staff may propose purchasing cyber insurance.

Property Liability Deductible

The Finance & Audit Committee advised that the UNA purchase an earthquake deductible liability buy down in the UNA's property insurance. This would provide the UNA with additional coverage in the event of an earthquake that damages the UNA's property. Staff are working to have this additional coverage included in this year's insurance renewal.

Renewal Timing Challenge

The timing of the insurance renewal presents an administrative challenge. The UNA typically receives final confirmation of renewal premiums from the broker *after* the June Board meeting. However, the policies expire on June 30, and Board approval is required to approve the renewal expenditures before July 1. In the past, the Board has authorized the Chief Administrative Officer to renew the UNA's insurance policies, and staff have kept the Board up to date on the costs.

UNA staff are actively working with its insurance broker to obtain the final costs of the insurance policies in time for the June 2025 Board meeting. Staff recognize the tight timeline, but are making every effort to meet this deadline.



UNA Insurance Broker

The UNA solicits insurance brokering services from Marsh. The Finance & Audit Committee has recommended that staff solicit alternative quotes for an insurance broker.

Financial Implications

The UNA has budgeted \$247,500 for insurance costs in FY2025/26.

Operational Implications

None.

Strategic Objective

Organizational Capacity

Attachments

None.

Concurrence

1. Athena Koon, Finance Manager

Respectfully submitted,



Wegland Sit
Operations Manager



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

A handwritten signature in black ink, appearing to read 'Paul Thorkelsson', with a horizontal line drawn underneath it.

Paul Thorkelsson
Chief Administrative Officer

UNA Council Meeting- May 15th, 2025

Resolution: THAT the Board request UBC to reconsider the issuance of a permit granting Mobi the right to install a 16-unit bike-share rack adjacent to the entrance of the Wyndam and Stratford strata buildings in the northeast corner of Hampton Place.

Reference: This motion should not be construed as being against a bike-share program. However as will be shown per an attachment, there are better locations that will ensure inter-modal transfer As well based on the HOPR bike-share experience to date on Hampton Place (only 30 rentals per month), going from 5 bikes in the more visible HOPR current location to the 16 bikes in a more obscure location does not seem to demonstrate any supporting evidence.

Attachments: Please refer to three photos: (1) the location of the planned bike-share on Hampton Place which will be behind the EVO Car Share stand. (2) a bike-share located at the corner of West 10th Avenue and Samat Street (RBC bank in background) (3) the third photo is behind the Evo cars showing where the bike-share stand would be located.

Relevance of West 10th Avenue and Sasamat bike-share rack: This is the closest off campus bike-share before access into the UBC Campus. It contains 20 bicycles versus the 16 that Mobi versus a 16 unit stand as planned for behind the EVO Car Ride location. Its success is based on the fact that it is next a Route 99 bus stop, the last one before entering UBC Campus. Logically, students, employees and visitors to the campus can get off of the Translink bus and then rent a bicycle. They can also return a bicycle to this location and access transit just across the street. *This concept is referred to as Intermodal.*

Better location for the Mobi bike-share rack : Based on the reality that a bike-share should be integrated with public transit, there is a bus stop on West 16th Avenue just before the Westbrook round about. Excavating into the berm would make an excellent location for a rack.

Why locating the Mobi bike-share rack on Hampton Place lacks merit:

- (a) As evidenced by the current experience of the HOPR bike-share in front of the Chatham (5 bicycles), there is only an average of 30 rentals a month. This location is much better street visibility than the Wyndam/Stratford location which abuts an entrance to Pacific Spirit Park. Therefore, the premise that more bicycles will materially increase ridership is challengeable.
- (b) There is no public transit stop on Hampton Place
- (c) The vast majority of permanent residents on Hampton Place who use a bicycle, “**own a bicycle**”. It is extremely unlikely they will be renting from Mobi.
- (d) Both the Wyndham and Stratford when they were constructed in the mid-1990s, did not provide for visitor parking unlike other stratas on Hampton Place. They rely on the street parking in front of their buildings. They are already burdened with Evo cars parked in this location. Adding the Mobi bike-rack will aggravate the situation and deny the residents enjoyment in this location.

Supplemental: Why not have a representative of Mobi present their plan for expanded bike-share at UBC to the UNA Council?

Submitted by Ron Bourgeois, May 5th, 2025



Photo (1): Location of the planned bike-share on Hampton Place



Photo (2): Bike-share located at the corner of West 10th Avenue and Sasamat Street



Photo (3): Behind the Evo Cars showing where the bike-share stand would be located