



## AGENDA

### A. CALL TO ORDER

### B. APPROVAL OF AGENDA

1. **Motion:** *THAT the Board approve the June 17, 2025 open session agenda, as circulated.* 1

### C. APPROVAL OF MINUTES

1. **Motion:** *THAT the Board approve the May 20, 2025 open session meeting minutes, as circulated.* 3

### D. DELEGATIONS

None.

### E. EXTERNAL REPORTS & PRESENTATIONS

1. Overview of Emergency Management at UBC Presentation – Paul Gill, Manager, Emergency Management & Continuity Planning, UBC Safety & Risk Services 7
2. UBC Campus and Community Planning Monthly Report – Carole Jolly, Director of Community Development & Transportation, UBC Campus & Community Planning 33
3. Electoral Area A Director Monthly Report – Jen McCutcheon, Electoral Area A Director

### F. REPORTS

1. June 2025 Management Report 37

Report Sections:

- Chief Administrative Officer Report 37
- Communications Report 38
- Recreation Report 39
- Operations & Sustainability Report 44
- Finance Report 45

2. Finance & Audit Committee Report

- a. FY2024/25 Q4 Financial Results Report – Athena Koon, Finance Manager 47

Relevant Attachment:



- FY2024/25 UNA Balance Sheet, as of March 31, 2025 60
- b. FY2025/26 UNA Insurance Renewal Report – Wegland Sit, Operations Manager 61

**Recommendation:**

*THAT the Board authorize the Chief Administrative Officer to agree on behalf of the UNA to the insurance coverages for the period July 1, 2025 to June 30, 2026.*

3. Governance & Human Resources Committee Report

- a. 2025 UNA Annual General Meeting Report – Chris Hakim, Corporate Services Specialist

Relevant Attachment:

- 2025 Notice of AGM Package 69

**Recommendation:**

*THAT the Board confirm that the UNA will hold the 2025 Annual General Meeting on Tuesday, September 23, 2025, commencing at 7:00 p.m. in the Wesbrook Community Centre.*

*AND THAT the Board approve the 2025 Notice of Annual General Meeting package.*

4. Community Engagement Advisory Committee Report – Director Li

- a. April 7, 2025 Approved Minutes 71

**G. UNFINISHED BUSINESS**

None.

**H. NEW BUSINESS**

None.

**I. ADJOURNMENT**

**Recommendation:**

*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 receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and the approval of minutes for a closed session or restricted closed session of a Board meeting.*



## MINUTES

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### **PRESENT:**

Eagle Glassheim – Chair  
Evan Luo – Secretary  
Jake Wiebe  
Michael Kerns  
Ronald Bourgeois

### **UBC MEMBER:**

Carole Jolly

### **AMS DESIGNATED STUDENT:**

Solomon Yi-Kieran

### **REGRETS:**

Holly Shepherd  
Sandy Song  
Yanbo (Paul) Li

### **STAFF:**

Paul Thorkelsson – Chief Administrative Officer  
Athena Koon – Finance Manager  
Chris Hakim – Corporate Services Specialist  
Dave Gillis – Recreation Manager  
Emmanuel Samoglou – Newspaper Editor  
Glenda Ollero – Communications Manager  
Wegland Sit – Operations Manager

### **GUESTS:**

Jenny Li – Resident, Delegation Speaker  
Sean Smukler – Director, Centre for Sustainable Food Systems at UBC Farm

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### **A. CALL TO ORDER**

The University Neighbourhoods Association (UNA) Board meeting's open session was called to order at 5:31 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 Bourgeois

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

**CARRIED**

### C. APPROVAL OF MINUTES

**MOVED** by the Chair

**SECONDED** by Director Wiebe

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

**CARRIED**

### D. DELEGATIONS

#### 1. Mobi Bike Share on Hampton Place Delegation

The Board approved a resolution permitting the delegation. Jenny Li then provided a presentation, followed by questions from and discussion amongst the Board.

**MOVED** by the Chair

**SECONDED** by Director Bourgeois

*THAT the Board permit the presentation by Jenny Li, a resident of Hampton Place, notwithstanding section 12.2 of the UNA Board Rules of Procedure.*

**CARRIED**

### E. EXTERNAL REPORTS & PRESENTATIONS

#### 1. UBC Farm Overview Presentation

Sean Smukler 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. No questions followed.

#### 3. Electoral Area A Monthly Report

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

### F. REPORTS

#### 1. May 2025 Management Report

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



2. Recreation Booking Pricing Analysis Report

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

3. Corix UBC NDES 2025-2027 Rate Application 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 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.*

**CARRIED**

4. Finance & Audit Committee Report

a. Procurement Board Policy Report

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

**MOVED** by Director Wiebe

**SECONDED** by Director Bourgeois

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

**CARRIED**

b. FY2025/26 UNA Insurance Renewal 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 Director Wiebe

**SECONDED** by Director Bourgeois

*THAT the Board direct staff to solicit alternative quotes for insurance coverage.*

**CARRIED**

5. Community Engagement Advisory Committee Update

Director Bourgeois provided a verbal report, followed by a comment from the Board.

**G. UNFINISHED BUSINESS**

None.



## H. NEW BUSINESS

### 1. Mobi Bike Share on Hampton Place Discussion

Director Bourgeois provided background on the item, followed by discussion amongst the Board.

## I. ADJOURNMENT

**MOVED** by the Chair

**SECONDED** by Director Kerns

*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.*

**CARRIED**

*The meeting adjourned into a closed session at 7:20 p.m.*

\* \* \* \*

# Emergency Management at UBC



UNA Board of Directors Meeting  
June 17, 2025

Safety & Risk Services  
Emergency Management



**We would like to acknowledge that  
we are gathered here today on the  
traditional, ancestral, and unceded  
territory of the Musqueam people.**





# AGENDA

Emergency Management Overview

Emergency Response

Mass Care Program

UNA Program Plan

Emergency Management Projects



# Meet The Team



**Hailey Maxwell -  
On Parental leave**  
Director, Emergency  
Management and Continuity  
Planning



**Paul Gill**  
Manager, Emergency Management  
and Continuity Planning, Health &  
Safety Partnerships



**Mariyam Syed**  
Team Lead, Emergency  
Management and Continuity  
Planning



**Cassandra Torres**  
Advisor, Emergency Management  
and Continuity Planning



**Adam Robertson**  
Associate, Emergency Management  
and Continuity Planning





# Emergency Management





# Emergency Management Stakeholders



## Electoral Area A

Burrard Peninsula

Metro Vancouver

UBC

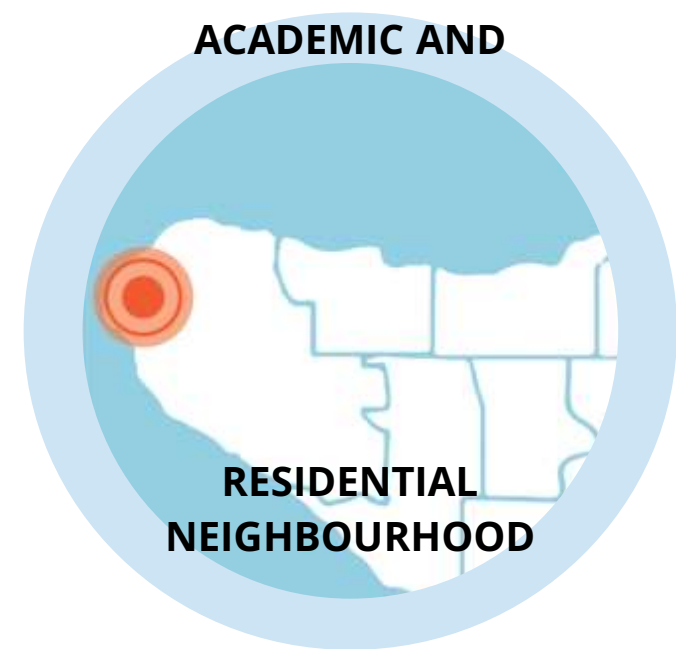
Academic & Neighbourhood

University  
Endowment Lands  
UEL

Regional Parks  
Metro Vancouver



# UBC Community Composition



## Current Population

**53,800** Enrolled Students

**22,000** Employees

**12,400** UBC Neighbours

**1,000** Childcare spaces

**2,000** Other

**91,200** individuals on campus



## Support needs

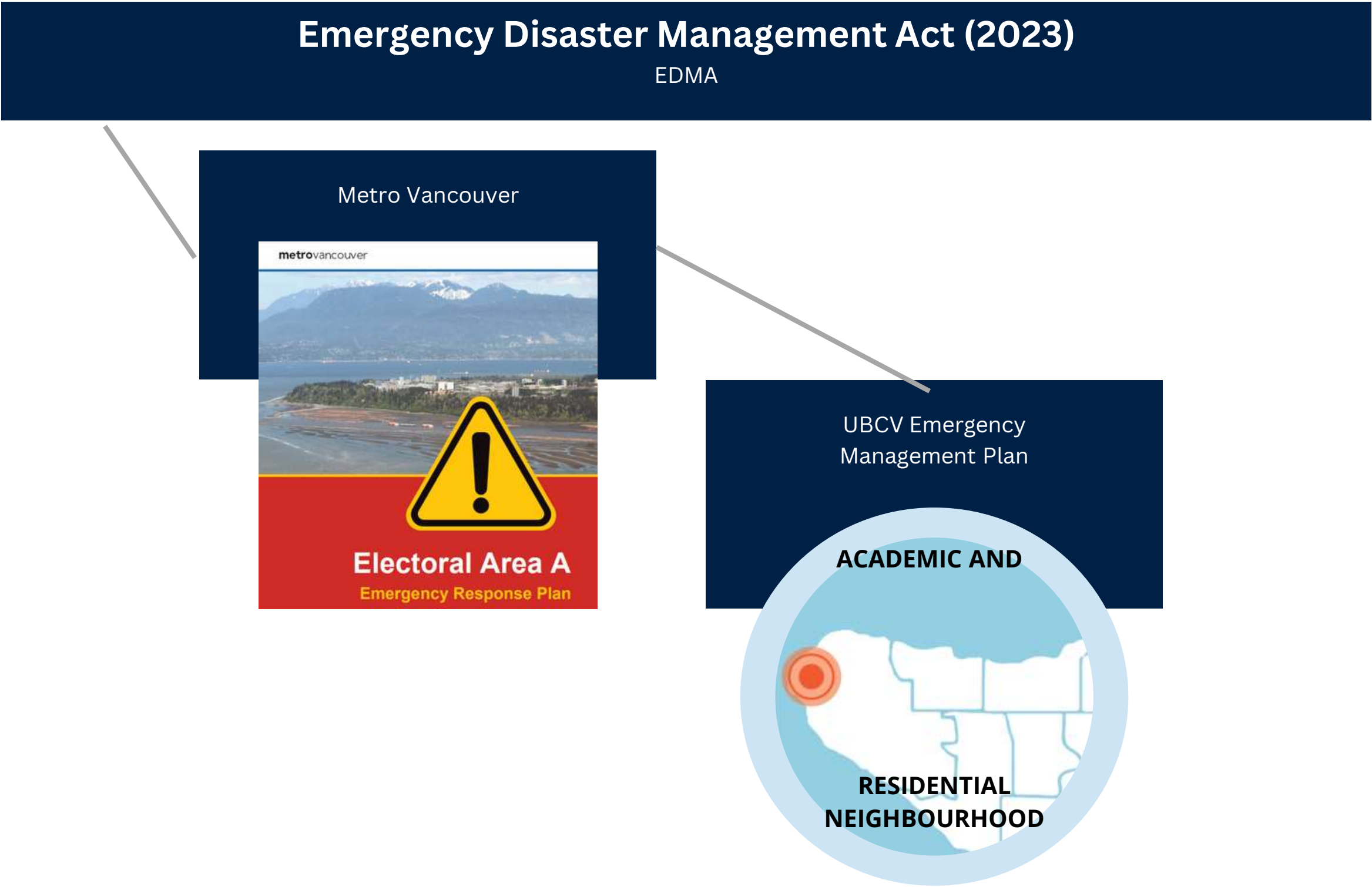
- Shelter,
- Food,
- Water,
- Staffing,
- Donation management,
- Volunteer management

## Offset

- Community empowerment & education
- Post-Disaster Building Assessment Program
- Resilience Hubs
- Critical infrastructure (i.e., water wells, generator and diesel)



# Plans & Legislation





# Emergency Response



# Incident Severity Classification

Severity Level	Description
Routine	<ul style="list-style-type: none"><li>• <u>Happens on campus regularly</u></li><li>• Handled through normal response procedures</li><li>• Does not require substantial additional resources from other campus units</li></ul>
Non-routine	<ul style="list-style-type: none"><li>• <u>Significant impact on one or multiple campus units</u></li><li>• Affected units cannot effectively manage these incidents without more resources and support</li><li>• Notification to the Incident Management Team or Executive on Call may be necessary</li></ul>
Major	<ul style="list-style-type: none"><li>• <u>Many or all campus units are impacted</u></li><li>• Normal campus operations are interrupted; response and recovery activities may continue for an extended period</li><li>• Will require EOC and/or CMT activations</li></ul>





# Response Structures



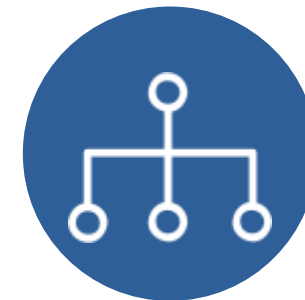
## **DEPARTMENTAL OPERATIONS CENTRE (DOC)**

Led by the department being impacted and supports incident management when only one portfolio is impacted



## **CAMPUS INCIDENT RESPONSE TEAM**

The Campus Incident Response Team (CIRT) is made up of an incident-specific group of subject matter experts. There is also a trained group of key staff who can support



## **EMERGENCY OPERATIONS CENTRE**

UBC's Emergency Operations Centre (EOC) is activated at the request of Rae Ann or her designate and centralizes institutional response

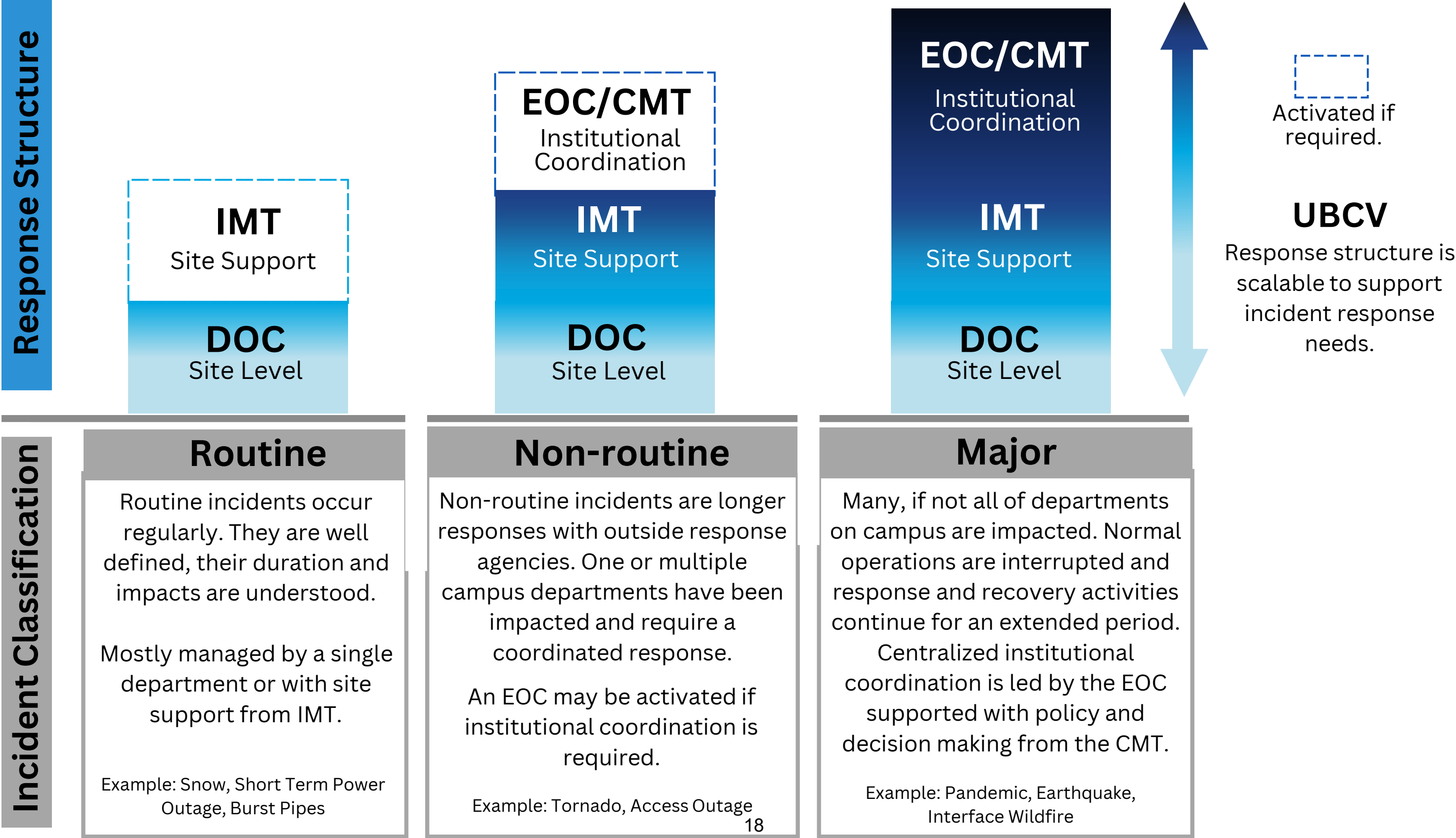


## **CRISIS MANAGEMENT TEAM**

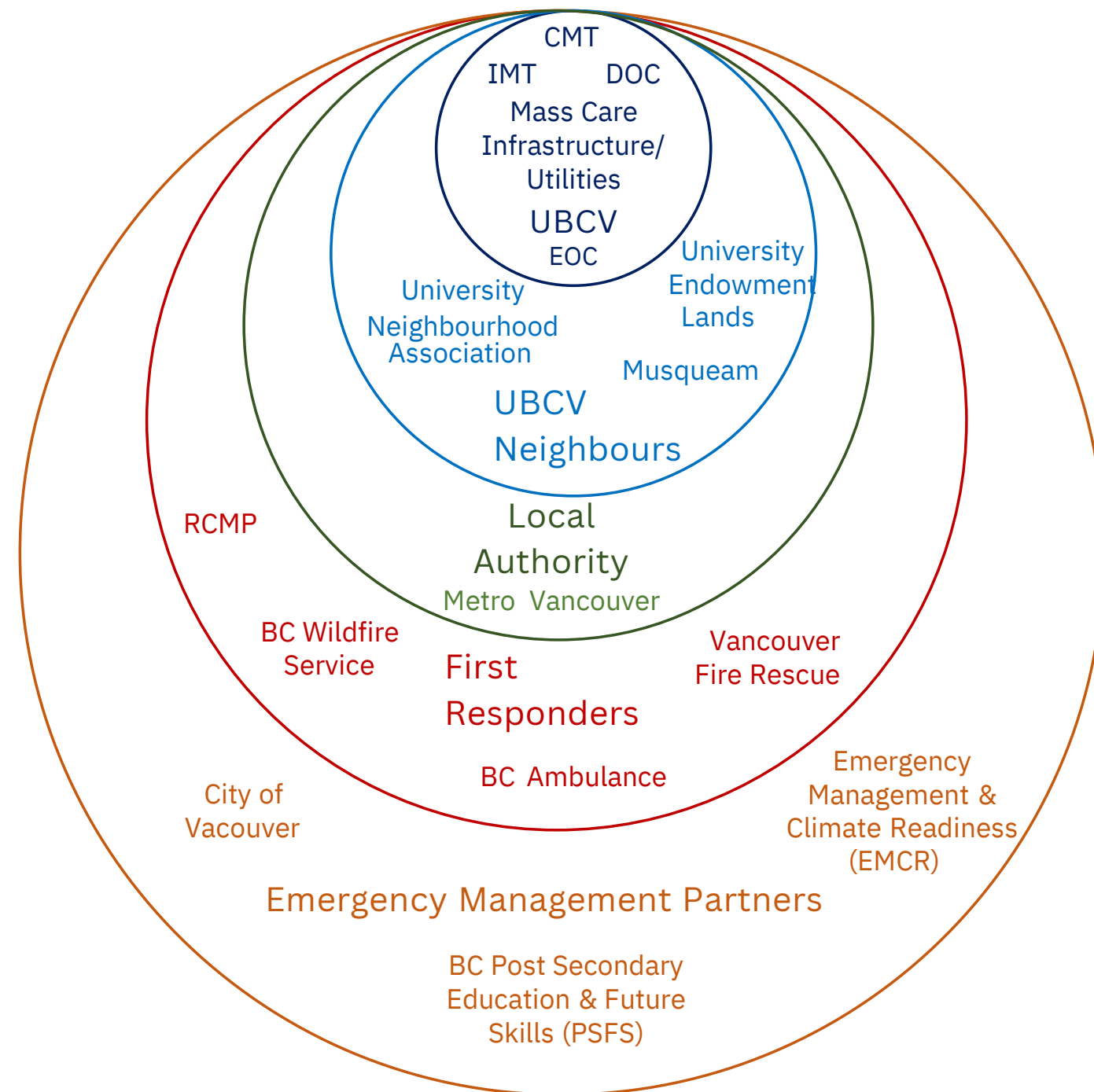
The Crisis Management Team (CMT) is made up of UBC's executive and focuses primarily on major events or reputation and financial risks



# Incident Response



# Response Structures

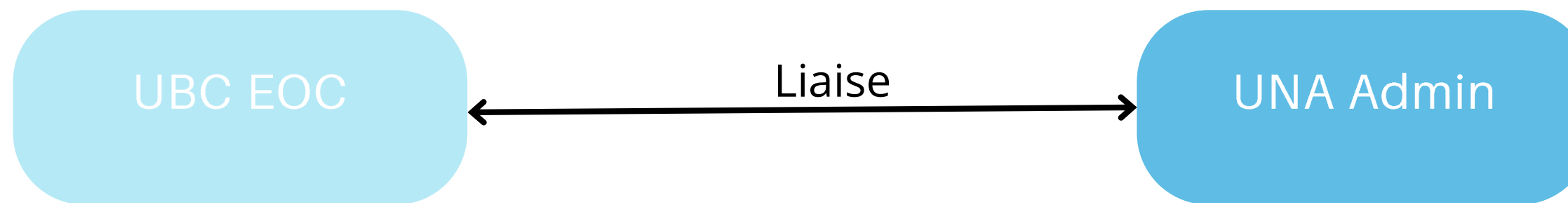


## Emergency Management Partners

- All of the regional partners have EOCs of their own
- Service agreements exist with first response agencies
- UBCV has coordination and mutual assistance relationships with many regional partners

Regional Emergency Management Response Partners Diagram

# Coordination





# Emergency Notification Systems



Emergency Notification Systems are used at the local, regional, provincial and national level to share life safety information when there is considered a threat of life or to provide updates and further information to the community.

Alerts may be in regards to events such as fire, biological, hazardous environmental, natural, national security, civil emergency or administrative tests.



# Mass Care Program

Post-Emergency Supports



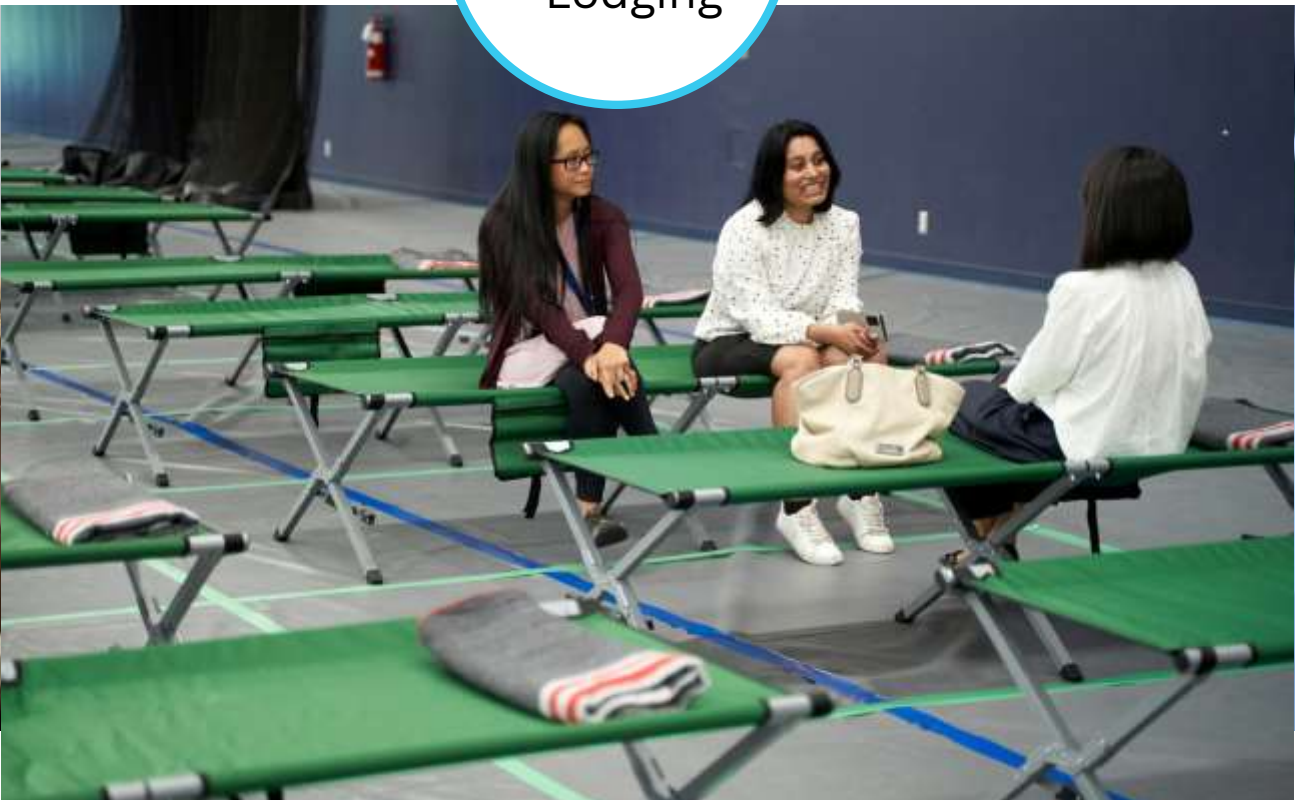


# Mass Care



## Reception Centre

Safe space for information gathering, registration, access and referrals to additional services.



## Shelter

Accommodation for displaced community members.



## Emergency Feeding

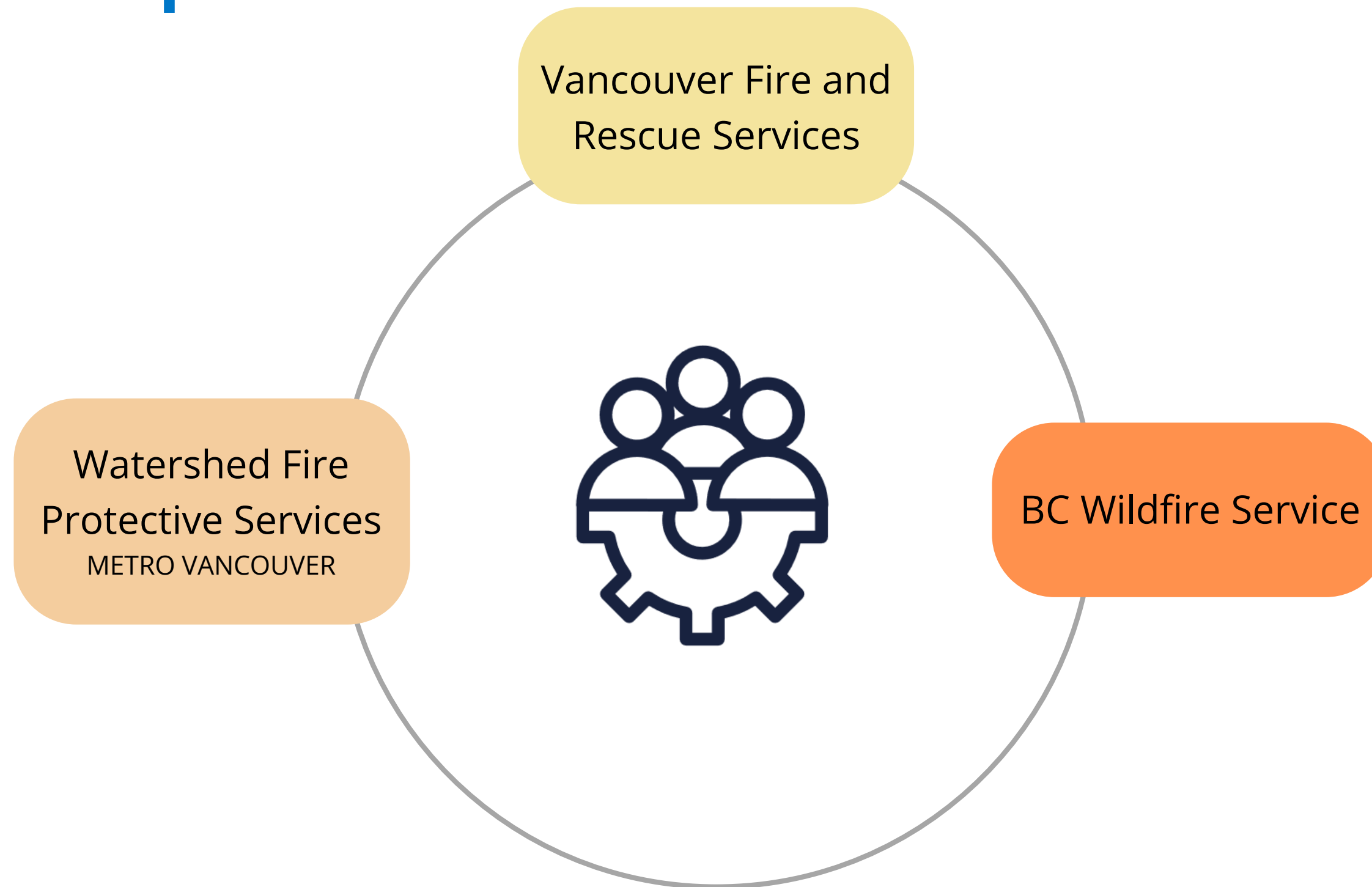
Food and water for affected and displaced community members.



# MASS CARE PROGRAM TIMELINE



# Wildfire Update





# UBC - UNA Program





# UNA Program Plan 2025



## Educational Resources

- Emergency preparedness booklets
- Communications toolkit with tips



## Outreach

- Neighbours day
- Preparedness workshops (x2)



## Training & Exercise

- EOC essentials
- Mass care
- RDA
- PT training
- Tabletop Exercises



## Projects & Programs

- Mass care program
- Capital projects



# UNA Emergency Management Webpage

Dedicated page for the UNA community on SRS Emergency Management Website - launched in 2025

Information about:

- Crisis Communication Tools
- Personal Preparedness Information
- Post-emergency supports
- FAQ section

<https://srs.ubc.ca/emergency/university-neighbourhoods-association-una/>



# Emergency Management Projects





# Emergency Management Projects

## Emergency Power



Generator upgrades for  
Mass Care Centre

## Emergency Fuel



Diesel fuel reserve for  
campus

# Emergency Management Projects

## Emergency Communications



Extended radio coverage

- Installation of antennas
- Upscaled equipment

## Emergency Potable Water



Water wells for emergency potable water

- Test well - feasibility

## Campus as a Living Lab



Enhancing campus resilience in response to climate hazards, aligning with the Campus Vision 2050

# Questions

✉ [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca)

[srs.ubc.ca/emergency](https://srs.ubc.ca/emergency)

Safety & Risk Services  
Emergency Management





# Memorandum

To: UNA Board

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

Date: June 17, 2025

Subject: Monthly Update from Campus and Community Planning

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## Film & Events Notification

### June

- Friday, June 13<sup>th</sup> from 5pm to 9pm. **Longest Day Road Race** at Stadium Parking Lot and various roads and areas on and around campus. Road closures will be in place. [Learn More>](#)
- Saturday, June 14<sup>th</sup> and Sunday, June 15<sup>th</sup> from 6am to 5pm each day. **T100 Vancouver Multisport Festival**. Bike segment only. Various roads. Road closures will be in place. [Learn more about the June 14<sup>th</sup> event](#) and the [June 15<sup>th</sup> event](#).
- Sunday, June 22<sup>nd</sup> from 7:30am – 11am. **Vancouver Half Marathon and 5k**. Various roads around UBC. Road closures will be in place. [Learn More>](#)
- Monday, June 23<sup>rd</sup> to Friday, June 27<sup>th</sup>. **Exams**

### July

- Tuesday, July 1<sup>st</sup>. **Canada Day**. University closed.
  - Wednesday, July 2<sup>nd</sup> to Friday, August 8<sup>th</sup>. **Summer session term 2**.
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### August

- Monday, August 4<sup>th</sup>. **BC Day**. University closed
  - Tuesday, August 12<sup>th</sup> to Saturday, August 16<sup>th</sup>. **Exams**
  - Tuesday, August 26<sup>th</sup> from 9am to 5pm. **Jumpstart Student Move-in Registration** on Main Mall from Crescent Road to Memorial Road. Crescent Road will be closed from East Mall to east side of University Centre Parking Lot.
  - Saturday, August 30<sup>th</sup> from 9am to 5pm. **UBC Student move-in Registration** on Main Mall from Crescent Road to Memorial Road. Crescent Road will be closed from East Mall to east side of University Centre Parking Lot
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## Wesbrook Place Neighbourhood Plan Update Process

In early-June, the updated Wesbrook Neighbourhood Plan was approved by the UBC Board of Governors' Property Committee, in accordance with authority delegated by the Board of Governors. This enables the completion of Wesbrook Place over the next decade, including more UBC housing, new amenities and services to keep pace with growth, open and green spaces, child care, and transportation improvements.

Submission to the UBC Board follows extensive technical analysis and design testing, and engagement with the university community (primarily residents of Wesbrook), University Neighbourhoods Association (UNA), Musqueam, UBC Properties Trust, project advisory committees, the AMS, external service providers, and neighbouring stakeholders. Updating the Wesbrook Place Neighbourhood Plan is the first major step in implementing [Campus Vision 2050](#), the Land Use Plan, Housing Action Plan, and Neighbourhood Climate Action Plan.

The updated plan approved by the UBC Board incorporated a number of changes that reflect resident and UNA interests, including:

- Provision of community partnership / community amenity space which may include non-profit and / or community use and sustainability program space.
- A commitment to continued collaboration with TransLink, the BC Ministry of Transportation and Transit and Metro Vancouver on transportation improvements.
- A commitment to work with the UNA to advocate for the timely delivery of a new Wesbrook Place elementary school and continue coordination with external infrastructure and service providers on the delivery of essential services.

The approved plan also includes a commitment to engage with the UNA on the implementation of plan elements such as, public open space programming, transportation improvements, community partnership / amenity spaces. Campus and Community Planning will work with the UNA to identify and shape engagement opportunities that may include workshops, and other activities developed in conjunction with the UNA.

## NCAP Progress Report

In June 2024, the UBC Board of Governors approved [the Neighbourhood Climate Action Plan](#), setting a path toward a net-zero, climate-resilient community for the residential neighbourhoods on UBC's Vancouver campus.

Implementation of NCAP is underway. The first progress update report is [available online](#) providing an update on efforts to reduce greenhouse gas emissions and enhance climate



resilience—while showcasing key projects that are helping to move the plan forward. Strong collaboration with the UNA has been central to implementation; with UNA staff leading initiatives on waste diversion, the circular economy, and climate emergency preparedness. In addition, the UNA partnered with UBC on work for expanding neighbourhood EV charging networks, and climate resilient plantings.

Progress highlights include the development [of REAP 4.0](#) (Residential Environmental Assessment Program), which introduces new requirements that will reduce operational and embodied Greenhouse gas emissions, and increase climate resiliency along with other updates.

Another key achievement is the launch of the first Reuse Café held in April 2025, which supports a circular economy through workshops on clothes mending, bike maintenance and gardening. This initiative is a collaborative effort between UBC Inspired (Campus and Community Planning) and the UNA.

Aligned with NCAP’s guiding principle of long-term accountability, the report provides transparency, keeping the community informed, and helps guide future action by evaluating the impact of current programs and policies.

## Development Update

### Development Permits

#### **Issued:**

DP22002-4 – Wordsworth - Signage- A Permit for an exterior freestanding sign on a low brick wall in the landscape was approved for this residential project located at 6138 Birney Avenue on May 21, 2025 was issued on May 21, 2025.

DP22002-5 – Wordsworth Temporary Sales Office – A change of use for a temporary sales office to be located on the main floor of the new building was approved for this project on May 21, 2025. The permit expiry is May, 2027.

DP03044-7 Strangway Building – Updates to Exterior Signage and Patio Guidelines for commercial units on the south side of University Boulevard was issued on April 28, 2025.

DP21003-6 School of Biomedical Engineering – New Signage and Patio Guidelines for the commercial unit at the northeast corner of this new academic building fronting the south side of University Boulevard was issued on April 28, 2025

#### **Received and Under Review:**

DP11005-7 – BC Liquor Store at Granite Terrace III in Wesbrook Place - An application was received on May 22 from BC Properties Trust for a suite of new branding signage for the liquor store to replace the existing signage.

DP07003-11 – RBC in Wesbrook Place – An application was received on May 8 from UBC Properties Trust for a suite of new branding signage for the RBC on Berton Avenue to replace the existing signage.

DP22010-4 – BCR 6 in Wesbrook Place – An application to re-allocate and increase the number of bicycle parking stalls as well as allocate some visitor vehicular parking stalls to residential stalls for this project (market rental tower and 2 faculty/staff buildings) located at 5855 Binning Road and 3638 Wesbrook Mall was received on April 25, 2025.

**Streets and Landscape Permits:**

**Issued:**

SLP25002 – 6216 Logan Lane – An application from Rissling Services to locate and raise a gas valve box on Logan Lane near East Mall was approved on May 29, 2025.





**Report Date:** June 3, 2025  
**Meeting Date:** June 17, 2025  
**From:** Paul Thorkelsson, Chief Administrative Officer  
**Subject:** June 2025 Management Report

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## **Background**

The June 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 June 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.
- Supported the UNA Board 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 UNA insurance program renewal process including inclusion of additional alternate broker services

## Human Resources

- Continued support of the implementation of the new UNA HRM system.

## COMMUNICATIONS

### **UNA Website: Drop-in Calendar Expanded**

The Communications Team has expanded the Drop-In Calendar to capture all drop-ins including in-person only drop-ins, registered sports drop-ins, and programs with drop-in options. For ease of use, the Drop-in Calendar can be filtered by age group, type, availability and location. You can check out the calendar by visiting [myuna.ca/drop-in](https://myuna.ca/drop-in).

### ***The Campus Resident***

*The Campus Resident's* latest issue was published in print and online on June 5, 2025. To read the June issue, you can pick up a copy at the Wesbrook Community Centre or the Old Barn Community Centre, or read online at [thecampusresident.ca](https://thecampusresident.ca).

### **UNA Summer Adventures Camp Campaign**

The Summer Adventures Camp Campaign was launched, starting June 6, 2025. As an aspect of this campaign, we are experimenting with post boosting to increase our engagement with the broader local community. We put \$40 behind the first post on Facebook, targeting UBC and adjacent Vancouver neighbourhoods, resulting in over 10,000 impressions and reaching approximately 4,200 unique people.

Summer Adventure Camps are currently at 77% registration capacity. The aim of the campaign through the month of June is to achieve 100% prior to July. The Communications Team is using this project to providing valuable information for our Social Media Strategy and in the development of a Fall Social Media Plan.

### **Services Levy Information Campaign**

Information about the [Services Levy](#) can be found year-round on the [UNA website's finance section](#). However, every year, in the lead-up to UBC's sending out of Services Levy notices, the Communications Team rolls out an information campaign about the levy. Strategies include information in the back of the Services Levy notice, updates on the UNA website front page (to make it more accessible), and information on the weekly community newsletter and social media during the Services Levy season. Information we highlight include what the levy is, how it differs from the rural property tax, and who to contact if they have questions.

## **Others:**



- Participated in UNA strategic planning workshop.
- Provided staff support and information to the CEAC regarding the UNA's current strategies for membership recruitment.
- Continued collaboration 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.
- Continued collaboration 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.
- Re-established connections with UBC Farm for updates to our Events Calendar and newsletter.
- 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.
- Continuing support for youth activity promotions.
- Continuing with roll out of promotional materials for Spring/Summer recreation programs, National Indigenous Peoples Day and Canada Day.

## **RECREATION**

### **FRONT DESK SERVICE AND FACILITIES REPORT**

#### ***Wesbrook and Old Barn Community Centre General Services (May 1-31)***

	MAY 2023	MAY 2024	MAY 2025
Unique Client (New)	399	433	524
Parking Permit Issued (Resident and Visitor parking)	89	173	210
Programs and Events Registration at Front Desk	429	787	887
Sports Drop in	67	637	721
Open Gym	406	337	269

#### ***UNA Card & Registration (May 1-31)***

	MAY 2023	MAY 2024	MAY 2025
Unique Client (New)	399	433	524
UNA Discount Enrollment/Renewal	254	282	282
UBC/UTown Discount Enrollment	77	58	60

### ***Parking Services***

#### **Issued UNA Parking Permits (May 1- 31)**

Neighbourhood	Resident Parking Permit	Visitor Parking Permit	Day Pass	Total
Wesbrook	108	62	28	198
Hampton	18	11	13	42
Hawthorn	3	8	9	20
<b>Total</b>	<b>129</b>	<b>81</b>	<b>50</b>	<b>260</b>

#### **Customer Service – May 1-31, 2025**

New Support Tickets	Received	Resolved	Unresolved
Physical	1	1	0
Digital	89	89	0

### **RENTAL / BOOKINGS REPORT**

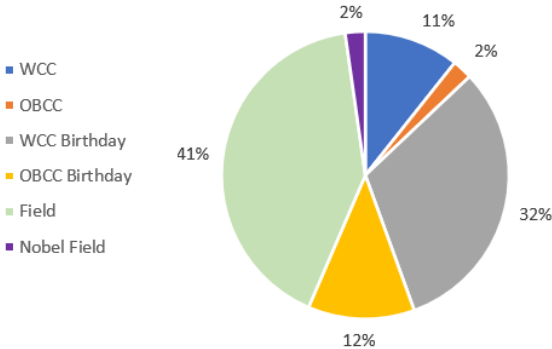
#### **May**

- We saw a spike of 28% in room rental in May 2025 in comparison with April 2025.
- The Wesbrook Community Centre continues to be the preferred location for external bookings.
- May 2025 bookings by location were Wesbrook with 87% and Old Barn with 13%.



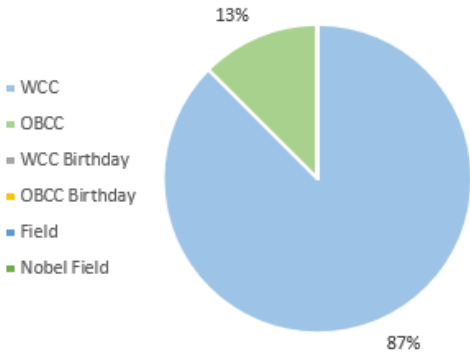
WCC	\$ 598.50
OBCC	\$ 126.00
WCC Birthday	\$ 1,764.00
OBCC Birthday	\$ 672.00
Field	\$ 2,310.00
Nobel Field	\$ 126.00

Booking by Location April 2025



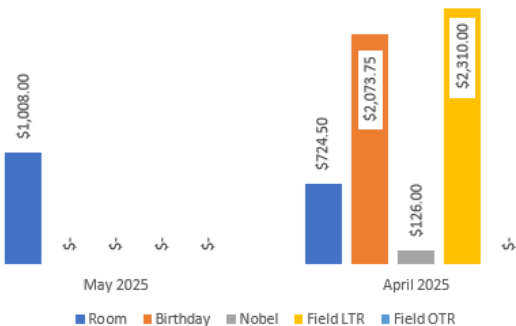
WCC	\$ 882.00
OBCC	\$ 126.00
WCC Birthday	\$ -
OBCC Birthday	\$ -
Field	\$ -
Nobel Field	\$ -

Booking by Location May 2025

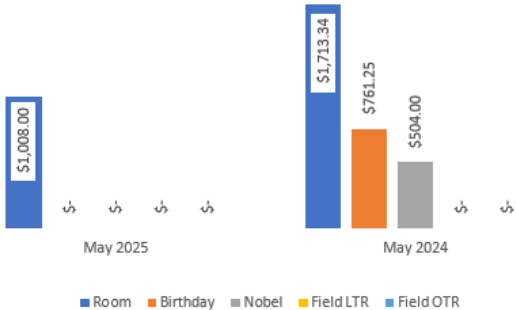


- There was a decrease of 41% in overall bookings in comparison to the same month last year. Room availability is the biggest factor.

Comparative May 2025 - April 2025



Comparative May 2025 - May 2024



## PROGRAMMING REPORT

### Registration Updates

	Spring/Summer 2024	Spring/Summer 2025 as of June 2

Programs offered	450	415
Registered participants	3153	1982
Waitlist	387	203
Withdrawals	310	122

Category	Spring/Summer 2024	Spring/Summer 2025 as of June 2
Physical Activity	\$125,108.24	\$114,146.15
Arts	\$57,673.94	\$44,842.89
Music	\$29,805.05	\$37,397.00
Education	\$31,977.73	\$24,452.70
Social	\$0	\$0
Camps	\$111,083.6	\$58,815.55
Events	\$854.00	\$800.00
<b>TOTAL</b>	<b>\$356,522.56</b>	<b>\$280,454.29</b>

## **COMMUNITY ENGAGEMENT REPORT**

### ***Youth Engagement – UBC Inspired***

Program Highlights:

- Pre-teen Leadership: On Monday, May 5, Pre-teen Leaders had the unique opportunity to visit xʷčičəsəm at UBC Farm to learn, taste, and feel native plants and its medicinal uses.
- Youth Leaders have invited BC Crisis Centre to facilitate a mental health workshop as part of their goal to bring awareness to mental health issues in youth.

### ***Connected Communities – UBC Inspired***

- May 23 Event: A community Screening of *All Our Father's Relations* took place in the Wesbrook Social Room from 6-7:15 PM for Asian Heritage Month. This documentary highlights the historical connections between the early Chinese immigrants in Vancouver and the Musqueam people. Simplified Chinese subtitles were included, and free popcorn and drinks were served. ~ 15 people attended the screening.

### ***Seniors Programming***

- Long-time UNA volunteer leader Helen Aqua joined a May Seniors' Hour at Wesbrook program session to host a conversation around senior independent living and planning for emergencies. In a conversation discussing the importance of building community to help navigate certain challenges that come with living alone, a community member shared that participating in Helen's Walk & Talk Program introduced her to other community members who are now close friends of hers. While she can no longer participate in the Walk & Talk Program due to an injury, this community member's close bonds with the people she met through the program recently supported them to navigate a difficult situation that would have been more challenging without these local connections.

## **FITNESS REPORT**

### **Wesbrook Fitness Centre – May 1-31, 2025**

<b>Pass</b>	<b>Youth</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Total #</b>
10 Punch Pass	25	74	22	121
1 Month Pass	23	93	12	128
3 Month Pass	3	41	8	52
6 month Pass	1	7	1	9
Year Pass	0	6	1	7
<b>Totals:</b>	52	221	44	317
<b>Pass</b>	<b>Youth</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Total \$</b>
10 Punch Pass	\$952.50	\$3,523.88	\$1,257.08	\$5,733.46
1 Month Pass	\$876.30	\$4,428.66	\$685.68	\$5,990.64
3 Month Pass	\$209.52	\$4,685.89	\$1,000.02	\$5,895.43
6 month Pass	\$0.00	\$1,466.64	\$238.10	\$1,704.74
Year Pass	\$0.00	\$380.95	\$-	\$380.95
<b>Total:</b>	2038.32	14486.02	3180.88	19705.22

### **Old Barn Community Fitness Centre – May 1-31, 2025**

<b>Pass</b>	<b>Youth</b>	<b>Resident</b>	<b>Non-resident</b>	<b>Total #</b>
10 Punch Pass	2	22	4	28
1 Month Pass	1	29	2	32





<b>3 Month Pass</b>	0	3	1	4
<b>6 month Pass</b>	0	1	0	1
<b>Year Pass</b>	0	2	0	2
<b>Totals:</b>	3	57	7	67

	Youth	Resident	Non-Resident	Total \$
<b>10 Punch Pass</b>	\$23.81	\$628.54	\$152.40	\$804.75
<b>1 Month Pass</b>	\$23.81	\$828.53	\$76.20	\$928.54
<b>3 Month Pass</b>	\$-	\$228.57	\$104.76	\$333.33
<b>6 month Pass</b>	\$-	\$142.86	\$-	\$142.86
<b>Year Pass</b>	\$-	\$476.20	\$-	\$476.20
<b>Total:</b>	47.62	2304.7	333.36	2685.68

## **OPERATIONS + SUSTAINABILITY**

### **Sustainability Report**

#### **Student-Led UBC Neighbourhood Tree Inventory**

As part of the UNA's ongoing partnership with UBC Forestry, an industry-standard tree inventory review of street and park trees under UNA management has been deployed. A team of UBC students and researchers have begun data collection in Hawthorn Place. In-field data collection is expected to conclude in September 2025. This work is part of the UNA's partnership with the [UBC Urban Ecology and Sustainability Lab](#), member lab of the [Urban Forests Research Hub](#). The purpose of collecting tree inventory data is to improve urban forest management practices, get a more detailed understanding of local biodiversity, assess the climate resilience of our urban forests, and more. The Principal Investigator leading the work at UBC is Dr. Melissa McHale.

### **Operations Report**

#### **UBC Roadways and Sidewalk Updates**

In early-June, the UNA and UBC met to review the draft road and sidewalk management plan. This document clarifies the maintenance responsibilities for neighborhood roads and sidewalks. The meeting was positive and yielded good takeaways.

A key outcome of the meeting was the confirmation of the Hampton Road repair project's scope of work. The UNA operations team will lead the planning and implementation of this project. Project procurement will begin shortly, with work expected to take place in late-summer.

Additionally, the Chancellor area road and sidewalk maintenance is expected to be managed by UBC Municipal Services. A project meeting will take place later this year to determine the project scope before the next construction cycle. Repairs in the Chancellor area are anticipated for spring/summer 2027.

### **UBC Emergency Website and Fall Personal Emergency Workshop**

An updated UBC Emergency Management Website for UNA communities is now [available](#).

Another round of [Personal Emergency Preparedness workshops](#) is scheduled for October 23, from 6:30–8:00 p.m. at the Wesbrook Community Centre Social Room (in-person). Event notifications will be sent to strata council emails and included in the UNA newsletter as the training date approaches.

## **FINANCE**

### ***Annual Audit:***

The annual audit began in May 2025 and is currently progressing on schedule. The Finance & Audit Committee is scheduled to meet with auditors from Johnsen Archer LLP at its next meeting on June 26. As of now, the FY2024/25 Q4 report (prior to audit adjustments) has been submitted to the Finance & Audit Committee for review. It has also been included in the reports section under the Finance and Audit Committee Update for the Board's review.

### ***New HR System:***

The implementation of the new HR system is still in progress. The first phase focuses on the payroll and time management modules, with the transition scheduled for the first payroll in July 2025. Currently, all users have been granted access to the new platform for training and testing purposes and are expected to be ready for the system to go live as planned.

***2025 Neighbours Levy:***

We have been working with UBC for the preparation of the 2025 Neighbours Levy. Staff will report to the Board in July 2025 on what the projected levy will be.

**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', written over a horizontal line.

Paul Thorkelsson  
Chief Administrative Officer





**Report Date:** May 29, 2025  
**Meeting Date:** June 17, 2025  
**From:** Athena Koon, Finance Manager  
**Subject:** FY2024/25 Q4 Financial Results Report

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## Background

The UNA FY2024/25 ended on March 31, 2025. This report provides a preliminary overview of our FY2024/25 financial results. Please note this report is preliminary and only used for reference purposes as it may be subject to changes resulting from any year-end audit adjustments.

The UNA financial report highlights for the fiscal year are as follows:

### Revenue

Total revenue at year-end is \$201K below budget, representing a 2% negative variance.

- Actual revenue from the Neighbours Levy for 2024 is \$9.6M, which is close to the original projected amount used in our budget. With the 2024 Neighbours Agreement in effect, it impacted the Infrastructure and Capital Reserve contribution rates and increased administrative costs. The Fire Services Charge had an actual total cost of \$2.1M, which is \$347K over the projected amount (-19% variance). The actual Athletics and Community Access fees for the 2024/25 fiscal year is \$729K along with the payback for 2021 in \$89K in total with a negative variance in 1%. In total, the amount available to the UNA from the Neighbours Levy, after all contributions, withdrawals, and payments regarding GST are made, is at \$5.2M—approximately 6% lower than projected.
- Total Recreation and Culture revenue at year-end is 8% higher than budgeted. Program revenue has been strong throughout the year, driven by the successful performance of programs held at the Wesbrook Community Centre (WCC). Although the Community Field replacement in Q2 resulted in rental revenue coming in 8% below budget, this shortfall was offset by strong Fall 2024 programming. As a result, overall Recreation and Culture revenue exceeded the budget by approximately \$116K, or 8%.
- Total Other Revenue for the year is 7% over budget. Parking revenue was lower than expected due to changes in enforcement regulations. However, miscellaneous revenue came in higher than budgeted, primarily due to underbudgeted interest income. Common Area Maintenance Support (UBCPT) meets the budget target. In total, this category exceeded the budget by approximately \$63K, or 7%.

- On the other hand, total revenue from External Grants and Other Funding was 17% below budget for the year. This variance is primarily due to a lower Canada Summer Jobs subsidy and the absence of a Senior Grant. Overall, grant and other funding revenue fell short by \$25K.

### Expenditures

Total expenditures at the end of the fiscal year were \$485K under budget, with overall spending at 94% of the budgeted amount.

- Total Engineering and Operations Services expenditures totaled \$1.8M for the year, representing 96% of the approved budget.
  - o Landscaping was under budget for the year. This was primarily due to lower-than-expected irrigation maintenance and water costs. These expenses had been overestimated in anticipation of potential additional maintenance work, which ultimately was not required.
  - o Road, Gutter, and Sidewalk Maintenance was over budget due to the pathway replacement on 16th Avenue and sidewalk repairs on East Mall. Snow and Ice Removal also exceeded the budget, primarily due to a bulk purchase of road salt and aggregate materials required.
  - o Streetlights cost was also over due to major lighting system repairs in Hawthorn and Hampton.
- Total Recreation & Culture Services expenses are at \$3.1M for the year, which is 93% of what is budgeted:
  - o Fields Maintenance: Costs are at 16% over budget due to pre-replacement preparations and removing and disposing of excess infill material required.
  - o Recreation Salaries & Benefits: Below target due to staff turnover and timing delays in filling positions.
  - o Community Access: Primarily Vancouver Public Library (VPL) fees, assessed at \$89.7K for 2024/25 based on prior year usage.
  - o Community Support spending is at 76% of the budget, primarily covering major events such as Neighbours Day, Diwali, and Lunar New Year. The lower spending is attributed to the absence of a senior program leader until year-end, resulting in this category finishing below budget for the fiscal year.
- Total General Operations Services expenses are at \$2.6M, which is at 94% of what is budgeted.



- Communication expenses were higher than budgeted due to an unplanned website upgrade. The upgrade was necessary and received Board approval at the beginning of the fiscal year.
- Public Engagement expenses were below budget, primarily because the online election was more cost-efficient than anticipated. Additionally, year-end stipends for directors came in under budget, as some payments were prorated for partial-year service.

**Decision Requested**

For Information.





**Discussion:**

**UBC Neighbours Fund (Amount Available to the UNA)**

	Projected 2024	Actual 2024	Variance
<b>Neighbours Levy (Services Levy and GMSL)</b>	<b>9,650,000</b>	<b>9,659,244</b>	<b>0%</b>
<b>Contributions to Reserves</b>			
Infrastructure and Capital Reserve <sup>1</sup>	-347,400	-367,051	6%
Rate Stabilization Reserve	-96,500	-96,592	0%
Community Field Replacement Reserve <sup>2</sup>	-60,000	-75,000	25%
<b>Total Contributions to Reserves</b>	<b>-503,900</b>	<b>-538,644</b>	<b>7%</b>
<b>UBC Withdrawals</b>			
Admin Expenses <sup>3</sup>	0	-87,000	NA
Stormwater Sewers	-777,954	-675,000	-13%
Fire Service Charge	-1,835,115	-2,181,974	19%
Recreation and Cultural Facilities Contributions Payback <sup>4</sup>	0	-88,676	NA
Recreation and Cultural Facilities Contributions (2024/25)	-812,000	-729,130	-10%
<b>Total UBC Withdrawals</b>	<b>-3,425,069</b>	<b>-3,761,780</b>	<b>10%</b>
<b>Net Amount of Neighbours Levy</b>	<b>5,721,031</b>	<b>5,358,821</b>	<b>-6%</b>
<b>GST (Net of UBC GST Credit)</b>	<b>-93,787</b>	<b>-87,850</b>	<b>-6%</b>
<b>Amount Available to the UNA</b>	<b>\$ 5,627,244</b>	<b>\$ 5,270,971</b>	<b>-6%</b>

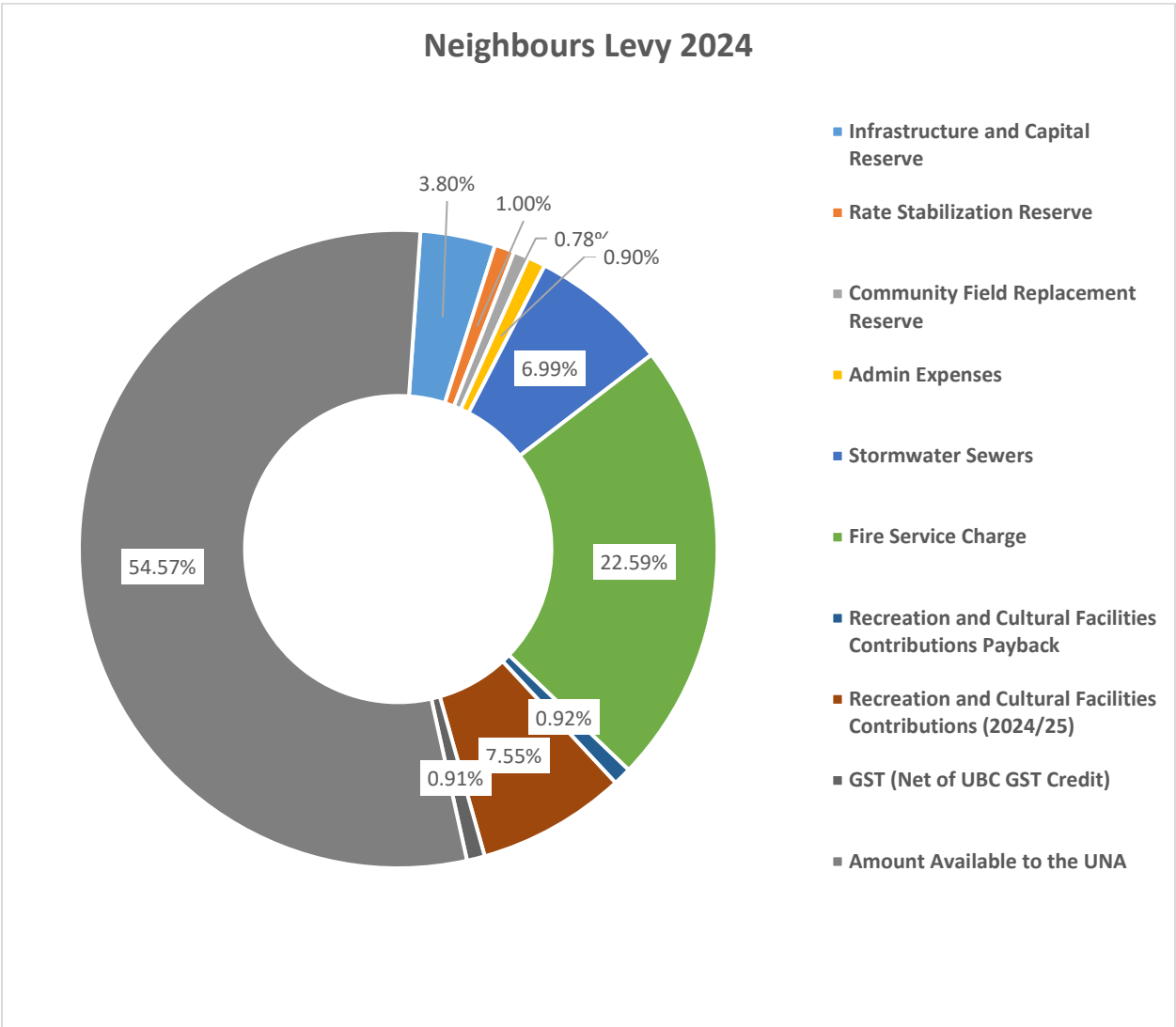
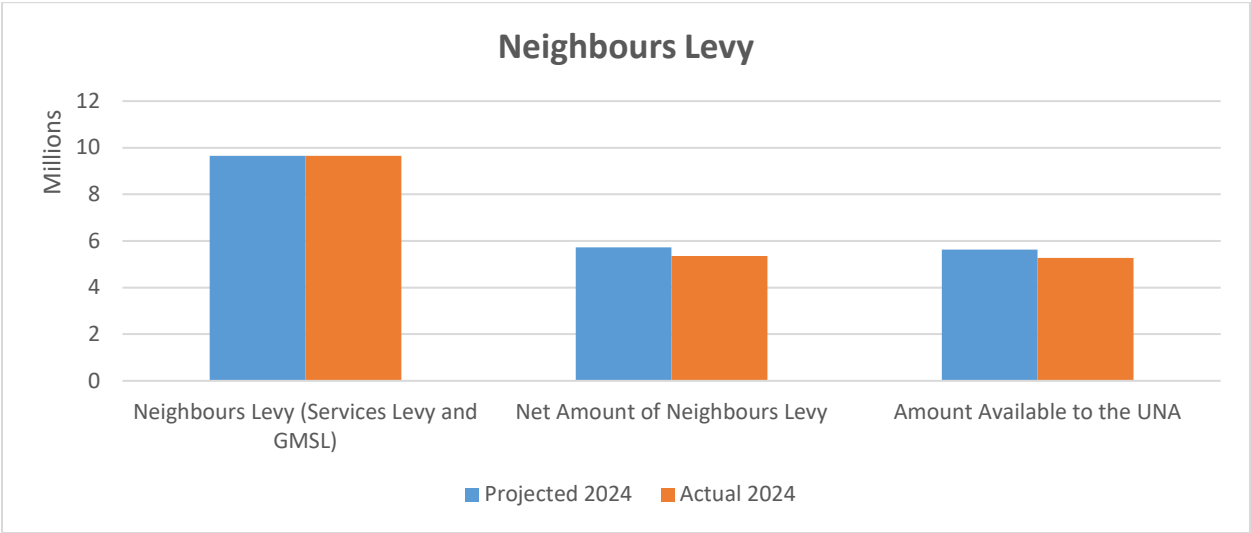
**Notes:**

**1.** Under the 2024 Neighbors Agreement, the Infrastructure Replacement Reserve and the Capital Reserve have been combined. The reserve rate for 2024 is set at 3.8%.

**2** New agreements under discussion based on future replacement costs.

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

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



**Summary of Revenue and Expenditure:**

	2024-25	%	2024-25	
	BUDGET	Act/Bud	Actual	Prior Year
<b>REVENUE</b>				
<b>Payment from UBC</b>				
Neighbours Levy	5,627,244	94%	5,270,971	5,040,600
<b>Total Payment From UBC</b>	<b>5,627,244</b>	<b>94%</b>	<b>5,270,971</b>	<b>5,040,600</b>
<b>Recreation &amp; Culture</b>				
Wesbrook Community Centre	327,000	108%	354,318	298,779
Old Barn Community Centre	125,425	104%	130,957	122,694
Programming	886,770	110%	978,898	918,639
Playing Fields & Park Rentals	109,700	92%	100,709	105,328
<b>Total Recreation &amp; Culture</b>	<b>1,448,895</b>	<b>108%</b>	<b>1,564,883</b>	<b>1,445,439</b>
<b>Other Revenue</b>				
Parking	144,525	86%	124,783	180,536
Miscellaneous	50,932	264%	134,513	109,569
Common Area Maintenance Support (UBCPT)	690,000	100%	690,000	733,254
<b>Total Other Revenue</b>	<b>885,457</b>	<b>107%</b>	<b>949,296</b>	<b>1,023,359</b>
<b>Grants &amp; Other Funding</b>				
External Grants & Miscellaneous	150,250	83%	125,028	155,691
<b>Total Grand &amp; Other Funding</b>	<b>150,250</b>	<b>83%</b>	<b>125,028</b>	<b>155,691</b>
<b>TOTAL FUNDING SOURCES &amp; REVENUE</b>	<b>8,111,846</b>	<b>98%</b>	<b>7,910,178</b>	<b>7,665,089</b>

	2024-25	%	2024-25	
	BUDGET	YTD Act/Bud	Actual	Prior Year
<b>EXPENDITURES</b>				
<b>Engineering &amp; Operations Services</b>				
Parking & Emergency Management	165,886	81%	133,710	125,281



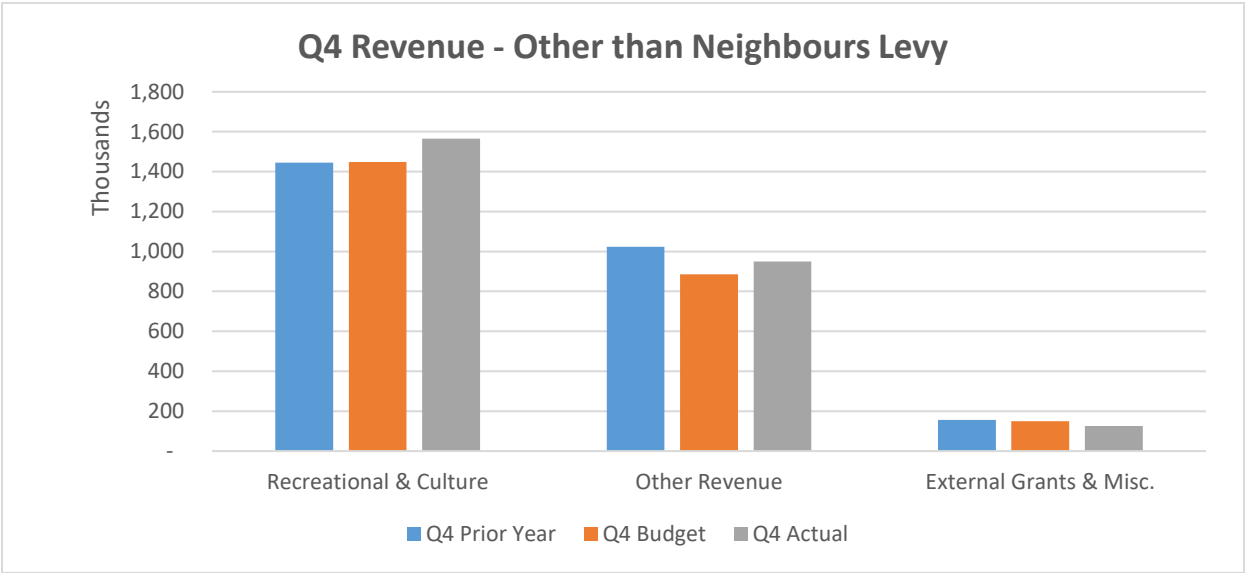
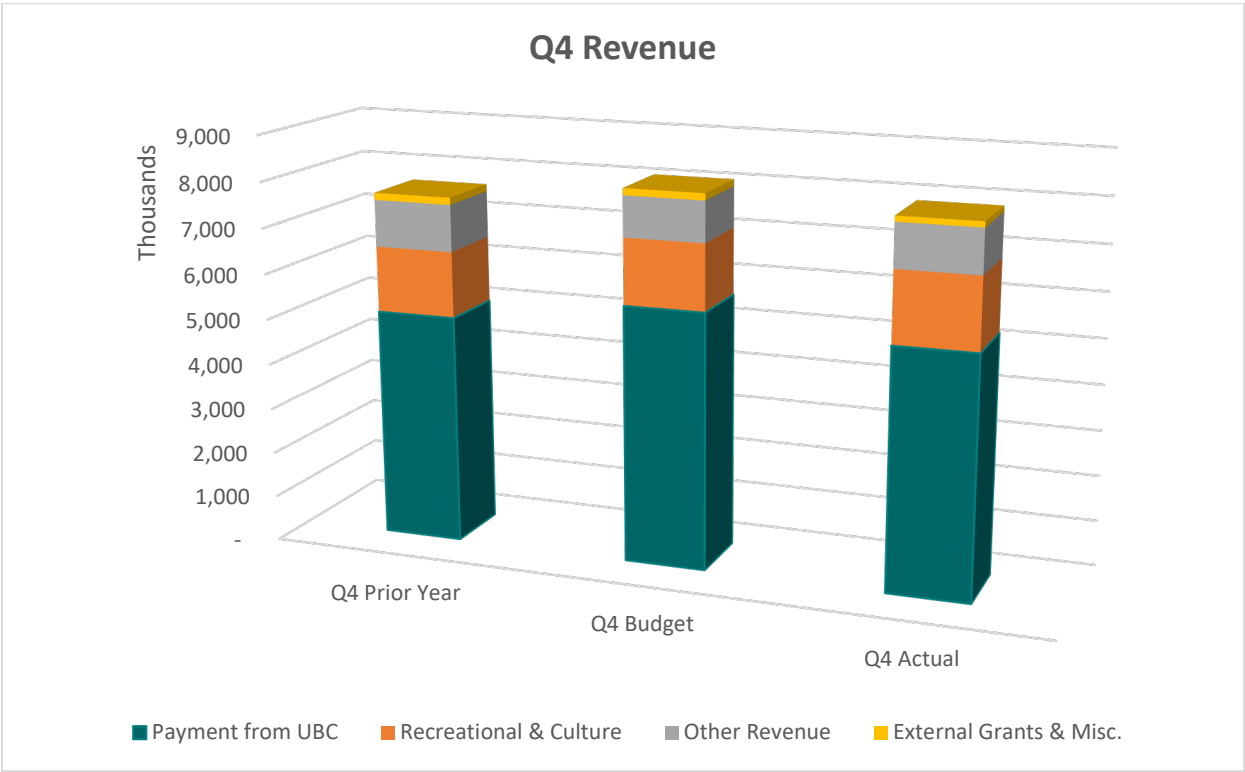


General Maintenance	71,066	86%	61,325	68,257
Common Area Maintenance Fees	-			
Landscaping	1,461,258	91%	1,335,386	1,078,368
Road, Gutter and Sidewalk Maintenance	56,228	230%	129,548	42,313
Streetlights	42,500	150%	63,695	46,901
Electricity	84,000	111%	92,938	76,893
Other Common Area Maintenance Costs	55,125	76%	41,893	43,875
<b>Total Engineering &amp; Operations Services</b>	<b>1,936,063</b>	<b>96%</b>	<b>1,858,496</b>	<b>1,481,888</b>
<b>Recreation &amp; Culture Services</b>				
Fields	20,000	116%	23,131	30,878
Wesbrook Community Centre	568,036	101%	574,159	522,295
Old Barn Community Centre	252,515	98%	248,364	215,898
Recreation Salaries & Benefits	1,490,386	83%	1,244,104	1,100,597
Programming	843,313	104%	874,035	810,223
Community Access	100,000	90%	89,700	84,102
Community Support	105,550	76%	80,343	41,138
<b>Total Recreation &amp; Culture Services</b>	<b>3,379,800</b>	<b>93%</b>	<b>3,133,836</b>	<b>2,805,132</b>
<b>General Operation Services</b>				
Administration Salaries & Benefits	1,674,897	99%	1,651,324	1,532,234
Sustainability	62,338	84%	52,327	40,492
Professional Fees	159,200	83%	132,700	155,666
General Operating Services	680,798	83%	564,023	530,115
Communications	119,300	130%	155,086	106,107
Public Engagement	99,450	79%	78,911	61,602
<b>Total General Operation Services</b>	<b>2,795,983</b>	<b>94%</b>	<b>2,634,371</b>	<b>2,426,214</b>
<b>TOTAL EXPENDITURES</b>	<b>8,111,846</b>	<b>94%</b>	<b>7,626,703</b>	<b>6,713,235</b>

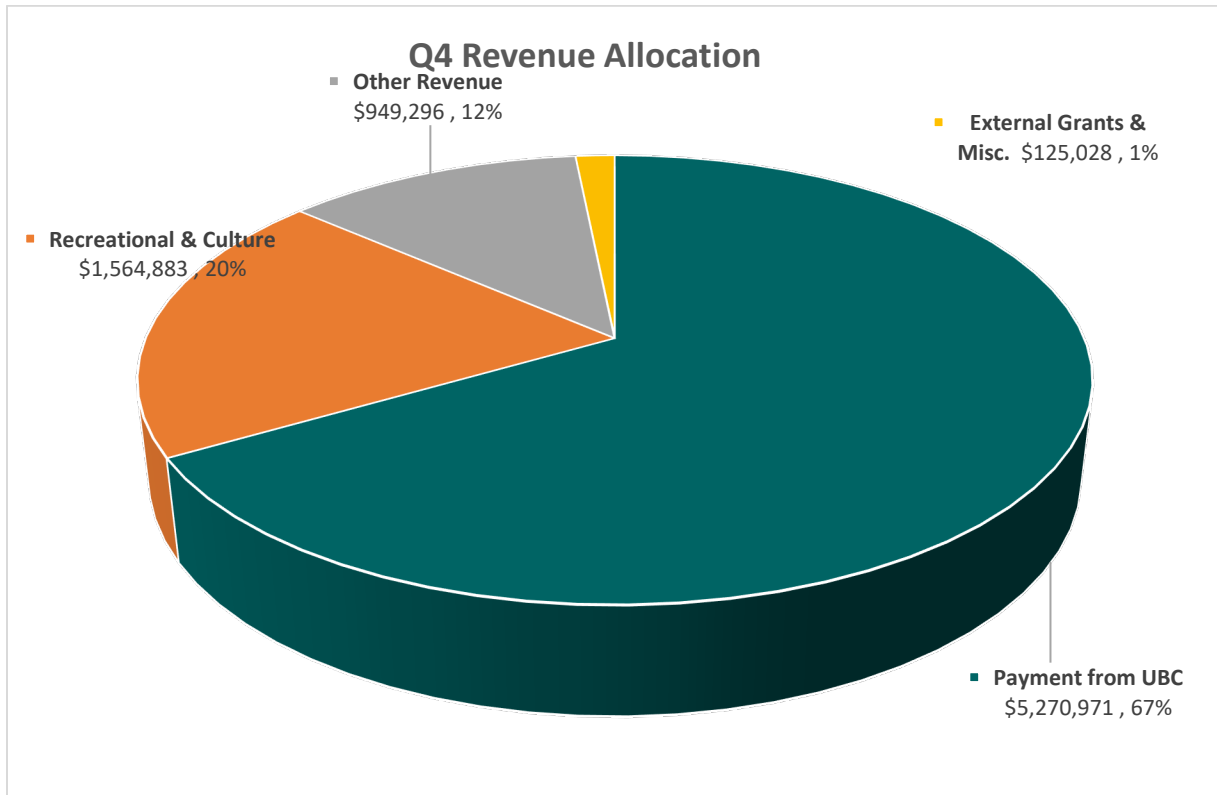
<b>BALANCE SURPLUS (OR DEFICIT)</b>	-		<b>283,474</b>	<b>951,854</b>

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

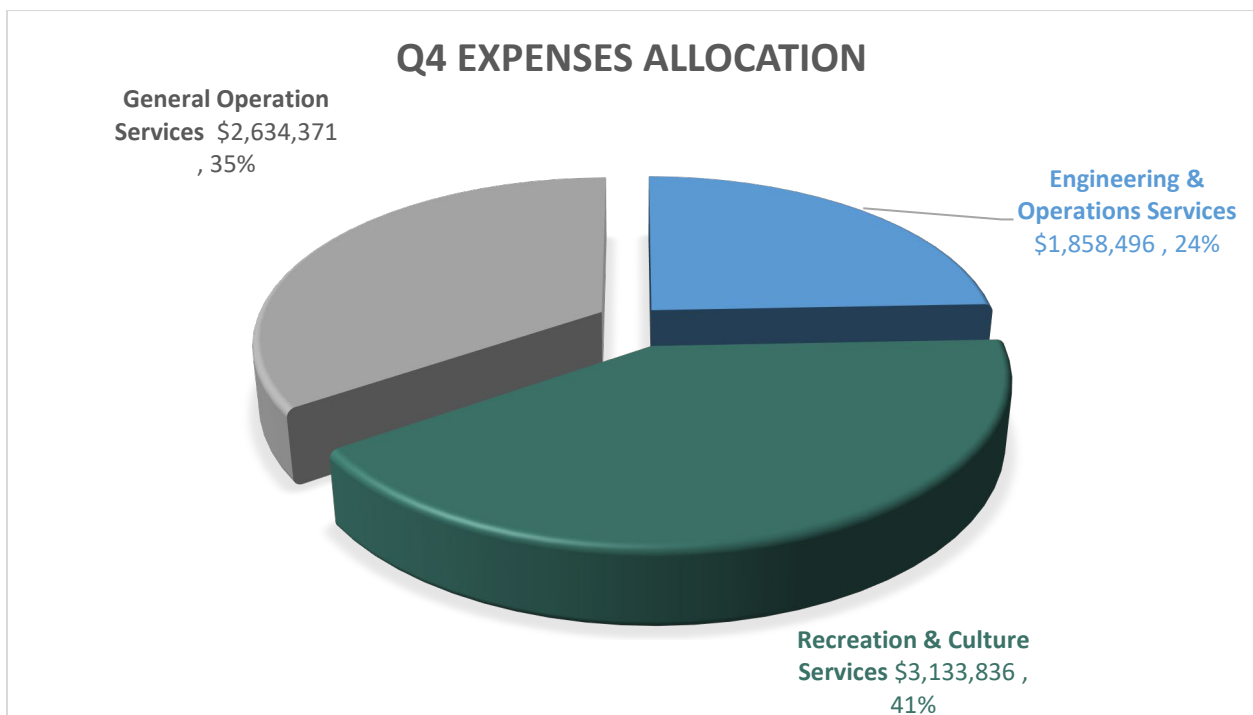
**Revenue for Fiscal 2024/25:**



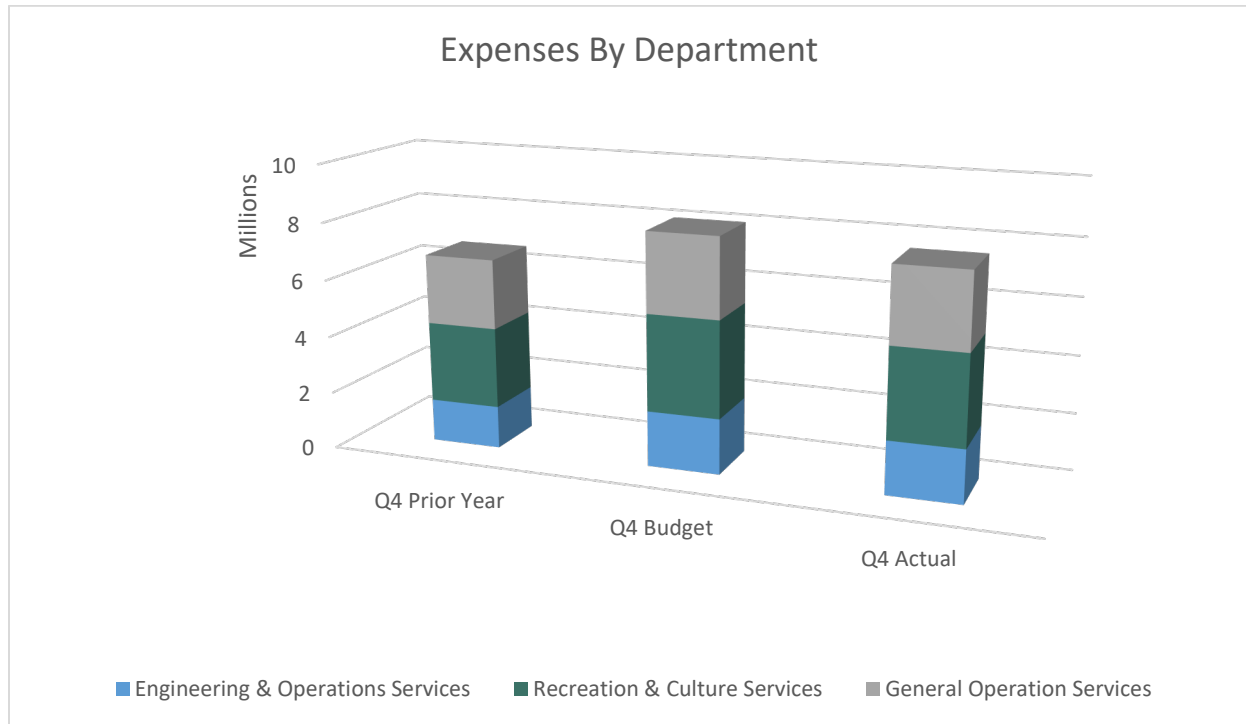
## Revenue Allocation for Fiscal 2024/25:



## Expenses Allocation for Fiscal 2024/2025:



**Total Expenses Comparison for Fiscal 2024/25:**



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

Vendor	Q4 Total	Payment Date	Amount	Description
Badger Earthworks Ltd	\$298,891	01/10/2025	\$13,953	Landscaping Maintenance
		01/15/2025	\$13,778	
		01/22/2025	\$28,133	
		01/31/2025	\$28,694	
		02/07/2025	\$27,191	
		02/12/2025	\$29,715	
		02/13/2025	\$25,285	
		03/12/2025	\$29,846	
		03/19/2025	\$29,140	
		03/27/2025	\$29,999	
		03/28/2025	\$29,687	
		03/31/2025	\$13,472	
BC Hydro	\$44,320	01/14/2025	\$14,263	Electricity
		02/11/2025	\$15,520	
		03/18/2025	\$11,103	
		03/27/2025	\$3,434	
Commissionaires BC	\$28,523	01/10/2025	\$4,490	Security Service
		01/22/2025	\$3,849	
		02/07/2025	\$4,169	
		03/07/2025	\$7,998	



		03/19/2025	\$4,169	
		03/27/2025	\$3,849	
<b>Cutting Edge Vancouver Landscape Services Inc.</b>	<b>\$49,416</b>	01/15/2025 02/12/2025 03/07/2025 03/31/2025	\$8,589 \$9,899 \$15,909 \$15,019	Landscaping Maintenance
<b>Diamond Head Consulting Ltd.</b>	<b>\$35,112</b>	03/27/2025	\$35,112	Consulting services - Tree Management Plan
<b>KIMBO Design</b>	<b>\$25,310</b>	01/22/2025 02/07/2025 02/12/2025 03/07/2025 03/27/2025	\$2,640 \$984 \$2,771 \$11,944 \$6,971	UNA Website Update and Maintenance
<b>Meridian Landscaping Ltd.</b>	<b>\$34,090</b>	02/12/2025 03/07/2025 03/28/2025	\$8,522 \$8,522 \$17,045	Landscaping Maintenance
<b>Paragon Micro Canada</b>	<b>\$31,499</b>	01/03/2025 02/03/2025 02/13/2025 03/03/2025 03/19/2025	\$1,165 \$583 \$3,895 \$583 \$25,273	WCC Gym AV Installation Project & IT Service
<b>Paragon Micro IT Solutions Group Canada ULC</b>	<b>\$52,985</b>	03/31/2025	\$52,985	Landscape Service Ticket System
<b>Scandinavian Building Services Ltd</b>	<b>\$52,463</b>	01/10/2025 02/12/2025 03/19/2025 03/31/2025	\$15,368 \$19,038 \$17,913 \$143	Janitorial
<b>Silverback Treeworks Ltd.</b>	<b>\$54,222</b>	03/18/2025	\$54,222	Wesbrook Tree Pruning Project
<b>UBC Office of Research Services</b>	<b>\$84,000</b>	03/27/2025 03/28/2025 03/31/2025	\$26,000 \$29,000 \$29,000	Consulting Service - UNA Tree Inventory Analyses
<b>UBC Safety &amp; Risk Services</b>	<b>\$58,994</b>	01/14/2025	\$58,994	Property Insurance
<b>Victor Canada</b>	<b>\$45,141</b>	01/03/2025 01/22/2025 03/03/2025 03/27/2025	\$11,780 \$11,300 \$11,030 \$11,030	Employee Insurance

**Vendors who had cheques over \$100K issued to them during the fiscal:**

Vendor	FY 2024/25 Total	Description
Badger Earthworks Ltd	\$ 938,852	Landscaping Maintenance
BC Hydro	\$ 127,866	Electricity
Commissionaires BC	\$ 114,345	Security Service
Cutting Edge Vancouver Landscape Services Inc.	\$ 187,423	Landscaping Maintenance
Marsh Canada Limited	\$ 152,089	Insurance
Meridian Landscaping Ltd.	\$ 241,008	Landscaping Maintenance
Scandinavian Building Services Ltd	\$ 210,844	Janitorial
Silver Star Painting & Renovation Ltd	\$ 112,969	Building Maintenance
UBC Properties Trust	\$ 359,637	VSB Field/Wesbrook Community Field Upgrade
UBC Utilities	\$ 136,741	Utilities Cost
Victor Canada	\$ 122,307	Employee Insurance

**Total Capital Items for Fiscal 2024/25 (Q4):**

Location	Budget	YTD Total	Amount	Comment
Wesbrook Community Center	\$115,500	\$149,824	\$ 34,225	Furniture & Fixture
			\$ 81,184	Computer & IT Equipment
			\$ 21,633	Tenant Improvement
			\$ 3,103	Wesbrook - Multimedia Equipment
			\$ 9,679	Recreation & Fitness Equipment
Old Barn Community Center	\$7,500	\$2,853	\$ 2,853	Computer & IT Equipment
Office	\$54,000	\$29,895	\$ 15,750	Website
			\$ 14,145	Computer & IT Equipment
Park and Roadway Enhancement	\$13,200	\$23,501	\$ 23,501	Shading Structures in Parks
Total	\$190,200	\$206,073	\$ 206,073	

The budgeted capital items for this year include the addition of a new shading structure, three water fountains, replacement and addition of various IT equipment, website development, radio equipment for emergency use, enhancements to fitness equipment, upgrades to the dance studios at both centers, and an upgrade to the AV equipment.

All of the above projects were included in the 2024/25 Capital Budget and were originally planned to be funded from the UNA Capital Reserve. However, since 2024/25 is a surplus year, the Capital Reserve will not be drawn upon; instead, the projects will be funded directly from the year's surplus. Once the audit is completed, I will prepare a report providing further details on the potential uses of the surplus, if required.

**Financial Implications**

None.

**Operational Implications**

None.

**Strategic Objective**

None.

**Attachments**

1. UNA Balance Sheet as of March 31, 2025

**Concurrence**

None.

Respectfully submitted,



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Athena Koon  
Finance Manager



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Paul Thorkelsson  
Chief Administrative Officer

# University Neighbourhoods Association

## Balance Sheet (Before Audit)

As of Date:

03/31/2025

	Year To Date 03/31/2025	Prior Year To Date 03/31/2024
<b>Assets</b>		
Current Assets		
Cash and Cash Equivalents	1,550,708	2,458,132
Term Deposits	1,660,194	906,245
Accounts Receivable	166,301	211,587
Prepaid expense	127,664	72,909
<b>Total Current Assets</b>	<b>3,504,867</b>	<b>3,648,873</b>
Long-term Assets		
Capital Assets	2,617,846	2,684,299
Amortization	1,845,404	1,870,728
<b>Total Long-term Assets</b>	<b>772,441</b>	<b>813,571</b>
<b>Total Assets</b>	<b>4,277,308</b>	<b>4,462,444</b>
<b>Liabilities &amp; Net Assets</b>		
Liabilities		
Short-term Liabilities		
Accounts payable & accrued Liabilities	347,747	526,461
Deferred Income	523,830	476,311
<b>Total Short-term Liabilities</b>	<b>871,578</b>	<b>1,002,772</b>
Long Term Liabilities		
Deferred contributions	120,468	435,659
Deferred capital contributions	144,445	166,667
<b>Total Long Term Liabilities</b>	<b>264,913</b>	<b>602,326</b>
<b>Total Liabilities</b>	<b>1,136,490</b>	<b>1,605,098</b>
Net Assets		
Internally restricted	1,402,063	1,144,214
Invested in Capital Assets	627,997	646,904
Unrestricted Fund	1,110,758	1,066,228
<b>Total Net Assets</b>	<b>3,140,818</b>	<b>2,857,346</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>4,277,308</b>	<b>4,462,444</b>





**Report Date:** June 12, 2025  
**Meeting Date:** June 17, 2025  
**From:** Wegland Sit, Operations Manager  
**Subject:** FY2025/26 Insurance Renewal Report

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## Background

As part of our proactive risk management and cost optimization efforts, the annual renewal of the UNA's insurance coverage is underway, with a July 1 renewal date. During its May 2025 meeting, the Finance & Audit Committee reviewed the progress on the FY2025/26 insurance policy renewals and recommended exploring alternative brokerage services. In line with this, the Board formally directed staff in May 2025 to solicit alternative quotes for an insurance broker.

This report details the UNA's insurance renewal process and presents the quotes obtained for the 2025/26 insurance premium for board's approval.

## Decision Requested

*THAT the Board authorize the Chief Administrative Officer to agree on behalf of the UNA to the insurance coverages for the period July 1, 2025 to June 30, 2026.*

## Discussion

### Executive Summary

- Staff are continuing to work with Marsh and BFL Canada to finalize a list of quotes for the different insurance coverages the UNA requires.
- Based on the estimates and quotes provided thus far, the UNA will likely incur cost-savings on its insurance policies.
- The UNA is also working with Marsh and BFL Canada to purchase a cyber insurance policy and an earthquake deductible buy-down for the property insurance policy.
- Since staff have not received a complete list of final quotes from the insurance brokers, it is recommended that the Board authorize the Chief Administrative Officer to agree on behalf of the UNA to the insurance coverages once the final quotes have been received and reviewed.

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% Deductible	\$58,994

For FY2025/26, the UNA has budgeted \$247,500 for insurance, based on a 10% increase from the previous budget.

### **Marsh - Renewal Progress and Market Assessment**

[Marsh](#), our existing insurance broker, was instructed to actively seeking multiple quotes across the insurance market. They've cautioned that if the UNA engaging an external broker might hinder their insurance renewal process.

On the market outlook, Marsh projected a more client-favorable renewal cycle this year, indicating a "softer" market than in prior years.

### **BFL Canada - Alternative Quote**

In adherence to the Board's directive to obtain an alternative quote, staff engaged [BFL Canada](#).

**Initial Assessment:** Feedback from the BFL representative indicated that, based on discussions with underwriters and an assessment of our claims history, there is potential for cost savings through a restructuring of our Commercial General Liability policy.

**Focus Areas:** BFL concentrated their efforts on obtaining quotes for **Commercial General Liability** and **Abuse Policy**, as these two policies collectively represent approximately 68% of our total annual insurance premium in 2024/25.

### Commercial General Liability Updates

In late-May, Marsh initially projected the Commercial General Liability (CGL) premium for 2025/26 would be around **\$100,000**, comparable to the 2024/25 premium. Marsh continues to prepare a final quote for the UNA's CGL insurance policy.

BFL presented an alternative CGL proposal for **\$95,000**, which includes Abuse coverage under the CGL policy. BFL structured this to create efficiency and potential cost savings.

Furthermore, for BFL proposal, in adherence to the [Neighbours' Agreement 2024 \(NA2024\)](#), which requires the CGL policy to be written by an insurer authorized in British Columbia with an A.M. Best rating of A- or better, BFL's proposed syndicates meet these requirements:

- **Sompo:** A+ Superior
- **Sevanta Specialty:** A Excellent

### Earthquake Deductible Buy-down

The Finance & Audit Committee advised staff to consider purchasing an earthquake deductible liability buy-down for its property insurance. This provides the UNA with additional coverage if an earthquake damages our property.

Our total building value, based on the UBC 2023 Assessment, is **\$19.05 million**:

- Wesbrook Community Centre: **\$15.44 million**
- Old Barn Community Centre: **\$3.61 million**

Current deductibles stand at 10% of the applicable values, subject to a minimum of \$250,000 per occurrence.

At the start of the renewal process, Marsh advised that an earthquake buy-down would be costly, with average annual premiums beginning at \$100,000. However, Marsh was unable to provide a firm quote for an earthquake building deductible buy-down. This is because UBC Safety and Risk Services is currently working with their insurer to retrieve

essential policy information, as UBC recently moved from UCIPP to a new insurance service provider. Marsh stated that underwriters require these policy documents in order to properly assess the UNA's application.

Meanwhile, BFL Canada provided two earthquake buy-down options for the UNA's review, varying by the insured deductible value:

- **5% Earthquake Deductible Buy-down:** The annual premium is **\$9,509**.
- **3% Earthquake Deductible Buy-down:** The annual premium is **\$14,669** (higher due to the increased insured value).

The UNA office is continuing to work with UBC Safety and Risk Services to get these documents.

### Cyber Insurance Coverage

In addition to standard renewals, the UNA requested quotes for cyber insurance. We received two separate proposals for cyber insurance coverage from both Marsh and BFL Canada. These proposals offer coverage limits ranging from \$1 million to \$5 million.

The costs for cyber insurance coverage are presented in the table below:

Insurance Broker	Deductible	\$1m Coverage	\$2m Coverage	\$3m Coverage	\$5m Coverage
Marsh	\$5,000	\$2,477	\$3,378	\$4,200	n/a
BFL Canada	\$5,000	\$4,676	\$5,667	n/a	\$7,896 (\$25K Deductible)

Overall, the cyber insurance proposals from Marsh and BFL Canada are largely comparable. However, a key difference is that BFL's coverage also specifically includes cybercrime items such as Phishing and Invoice Manipulation, which were not explicitly covered in Marsh's standard proposal.

### Summary of 2025/26 Insurance Renewal

Insurance	Coverage	Marsh 2025/26 (Existing)	BFL Canada 2025/26 (Alternative)
Commercial General Liability	\$10M Coverage \$10,000 Deductible	Official Quote n/a Comparable to 2024/25 @ \$100,000	\$95,000 (CGL + Abuse)
Abuse Coverage	\$1M Coverage	\$38,500	



	\$50,000 Deductible		
Directors & Officers Liability	\$2M Coverage \$10,000 Deductible	\$2,500 (\$7,500 3 years term)	\$2,500 (\$7,500 3 years term)
Property Liability – Contents	Coverage is based on asset values \$2,500 Deductible	\$7,282	\$7,282
Earthquake Building Deductible Buy-Down	\$XM Coverage \$X Deductible	Quote n/a as UBC cannot provide building policy for review	5% - \$9,509 3% - \$14,669
Cyber Security	\$5,000 Deductible	\$4,100 \$3m Coverage	\$5,667 \$2m Coverage
<b>Est. Total</b>		<b>\$152,382</b>	<b>\$125,118</b>

BFL Canada's proposal offers significant potential savings, particularly through the restructuring of the Commercial General Liability (CGL) policy to include Abuse Coverage. This proposed integration eliminates the need to purchase a separate Abuse Policy, which currently carries an annual premium of \$38,500, thereby creating notable efficiencies and cost savings.

In contrast, Marsh has not provided their final quote for the CGL coverage. Marsh had verbally estimated the CGL renewal would be comparable to the 2024/25 premium, around \$100,000.

### Financial Implications

The UNA's budgeted insurance cost for FY2025/26 is \$247,500. The quotes received largely align with the current, more favorable insurance market outlook and represent some savings for the UNA during this fiscal year.

Looking ahead, UBC Risk and Safety Services recently transitioned from UCIPP to a new insurance service provider. This move suggests a potential premium reduction for the UNA's Building Insurance during its next renewal cycle, typically in January each calendar year. This could lead to further premium reductions for the UNA in Quarter 4 of FY2025/26.

Overall, the expected cost of the 2025/26 insurance renewal is anticipated to be fully covered by the allocated budget amount.

**Operational Implications**

Switching to a new insurance broker will likely lead to a slight increase in workload for the operations department during the initial transition. However, the heaviest lifting—the initial insurance application process—is complete.

**Strategic Objective**

Organizational Capacity

**Attachments**

None.

**Concurrence**

1. Athena Koon, Finance Manager

Respectfully submitted,



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Wegland Sit  
Operations Manager



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Paul Thorkelsson  
Chief Administrative Officer



**Report Date:** May 28, 2025  
**Meeting Date:** June 17, 2025  
**From:** Chris Hakim, Corporate Services Specialist  
**Subject:** 2025 UNA Annual General Meeting Report

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## Background

Pursuant to the UNA Bylaws, an annual general meeting (AGM) must be held by September 30, 2025.

This report details recommendations to confirm the date, time, and location of the 2025 AGM and its accompanying notice.

## Decision Requested

THAT the Board confirm that the UNA will hold the 2025 Annual General Meeting on Tuesday, September 23, 2025, commencing at 7:00 p.m. at the Wesbrook Community Centre.

AND THAT the Board approve the 2025 Notice of Annual General Meeting package.

## Discussion

The UNA Bylaws stipulate that an AGM must be held in each calendar year not more than six months after the fiscal year end. Since the fiscal year end of the UNA is March 31, the 2025 AGM will need to take place by September 30, 2025.

The Board is responsible for determining the day, time, and place that the AGM will be held. Normally, the AGM is held during late-September. Staff recommend that the 2025 AGM take place on September 23, 2025 at 7:00 p.m. at the Wesbrook Community Centre.

The UNA is required to deliver the notice of the AGM to its membership not less than 21 days before the day of the AGM. Based on the plans thus far for the 2025 AGM, that deadline is September 2, 2025. The notice of the AGM package includes:

1. the place, day, and time of the AGM;
2. the meeting agenda;
3. instructions on how to vote at the AGM; and
4. a proxy form.



Based on the feedback received from residents and directors at the 2024 UNA AGM, staff will be piloting some changes to the meeting's logistics related to language accessibility. Staff are planning to have the meeting notice translated in various languages, similar to the UNA's approach to its election materials. In addition, staff are planning to have an interpreter available to provide live Chinese Mandarin translation services during the question-and-answer periods of the meeting.

### **Financial Implications**

For FY2025/26, there is \$10,000 budgeted for the 2025 AGM.

### **Operational Implications**

None.

### **Strategic Objective**

Governance

### **Attachments**

1. 2025 Notice of AGM Package

### **Concurrence**

1. Glenda Ollero, Communications Manager

Respectfully submitted,

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

Chris Hakim  
Corporate Services Specialist

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

Paul Thorkelsson  
Chief Administrative Officer



# NOTICE OF 2025 ANNUAL GENERAL MEETING

Please be advised that the **2025 Annual General Meeting (AGM)** of the University Neighbourhoods Association (UNA) will be held on **Tuesday, September 23, 2025, 7 p.m. at the Wesbrook Community Centre, 3335 Webber Lane**. This notice and agenda can also be found on the UNA website at [myuna.ca/agm](http://myuna.ca/agm).

## AGENDA

Eagle Glassheim, Chair

**The following business will be conducted at the 2025 Annual General Meeting:**

### A. Introduction

1. Review of Meeting Procedure
2. Motion to Adopt the Agenda
3. Motion to Approve the 2024 AGM Minutes

### B. Reports

1. Chair's Annual Report
  - a. Question & Answer Period
2. UNA Finance & Audit Committee Report
  - a. Question & Answer Period
3. Presentation of UNA 2024/25 Financial Statements
  - a. Question & Answer Period
  - b. Motion to Appoint the Auditor
4. UBC Presentation on Neighbours' Fund
  - a. Question & Answer Period
5. Chief Administrative Officer's Report
  - a. Question & Answer Period

### C. Other Business

### D. Question & Answer Period

### E. Motion to Adjourn

The UNA supports the development of vibrant, livable neighbourhoods for residents of UBC. It operates and maintains key infrastructure – including roads, sidewalks, community centres, and parks – and oversees public realm issues like parking and noise.

The UNA's Annual General Meeting is a chance for members to learn about the organization's financial and operational progress, and help shape its direction.

Stay informed by subscribing to the UNA's weekly newsletter at [myuna.ca/newsletter](http://myuna.ca/newsletter).

## HOW TO VOTE AT AGM

UNA Society Members may choose to vote on motions **IN-PERSON** or **BY PROXY**.

### IN-PERSON

Upon registration at the venue, members must present a valid form of ID to receive their voting cards (for motions). Please arrive early to ensure that you have your materials before the Chair calls the meeting to order. Please note that voting cards will not be reissued if lost.

### BY PROXY

If you are unable to attend the AGM, you may consider appointing another member as a proxyholder on your behalf by completing the enclosed **2025 AGM Proxy Form**. Note that the form is only available in English.

A member who is not a UNA Board Director can be a proxyholder for at most five other members.

Proxyholders will receive their voting materials during registration. A valid form of ID is required. Please arrive early to ensure that you have your materials before the Chair calls the meeting to order. Please note that voting cards will not be reissued if lost.

## VALID FORMS OF ID

To participate at AGM, UNA Society Members must present one of the following valid forms of ID during registration:

- Driver's license (with current UNA address)
- B.C. identification card (with current UNA address)
- Government-issued ID and utility bill (with current UNA address)
- Government-issued ID and Wesbrook Properties lease
- Government-issued ID and Village Gate Homes lease
- Government-issued ID and credit card statement (with current UNA address)
- Government-issued ID and bank statement (with current UNA address)

### UNIVERSITY NEIGHBOURHOODS ASSOCIATION ANNUAL GENERAL MEETING (AGM) PROXY FORM

The undersigned, being a member of the above Association, hereby appoints,

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or failing this person,

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as proxyholder for the undersigned to attend, act and vote on behalf of the undersigned at the  
**2025 Annual General Meeting** of the Association to be held on September 23, 2025  
and at any adjournment thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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*(Printed Name of UNA Society Member)*

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*(Signature of UNA Society Member)*

**NOTE:** The person you appoint as your proxyholder must be a UNA Society Member. Members who are not a UNA Board Director can be a proxyholder for a maximum of five (5) other members.



## MINUTES

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**PRESENT:**

Paul Li, Chair

Ron Bourgeois, Vice-Chair

Simon Ding

Ozge Doganay

Solomon Yi-Kieran

**STAFF:**

Glenda Ollero, Communications Manager

**RECORDING SECRETARY:**

Debbie Reimer, Mosaic Writing Group (from recording)

**A. CALL TO ORDER**

Paul Li, Chair, called the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) meeting to order at approximately 5:15 p.m.

**B. APPROVAL OF AGENDA**

*Draft agenda of the April 7, 2025 UNA CEAC meeting was provided with the agenda material.*

**It was moved (Paul Li) and seconded (Ron Bourgeois)**

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the April 7, 2025 agenda, as circulated.

**Carried**

**C. APPROVAL OF MINUTES**

*The following documents were provided with the agenda material:*

- *Draft minutes of the November 22, 2023 UNA CEAC meeting*
- *Draft minutes of the December 11, 2023 UNA CEAC meeting.*

**It was moved (Paul Li) and seconded (Ron Bourgeois)**

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the November 22, 2023 minutes, as circulated.

**Carried**

**It was moved (Paul Li) and seconded (Ron Bourgeois)**

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the December 11, 2023 minutes, as circulated.

**Carried**

## **D. ITEMS/REPORTS**

### **1. CEAC Vice Chair Election**

#### **a. Introduction**

The Chair reviewed the duties and responsibilities of the UNA CEAC Vice-Chair position.

#### **b. Nominations**

The Chair called for nominations for the position of UNA CEAC Vice-Chair:

Ron Bourgeois self-nominated for the position of Vice-Chair.

Ozge Doganay self-nominated for the position of Vice-Chair.

The Chair called a final time for nominations.

The candidates addressed the CEAC.

By a majority vote, Ron Bourgeois was elected as the UNA CEAC Vice-Chair.

Member Solomon Yi-Kieran left the meeting.

### **2. CEAC Meeting Schedule**

*Document titled “Draft 2025-2026 CEAC Meeting Schedule” was provided with the agenda material.*

#### **a. Introduction**

The Chair reviewed the CEAC 2025-2026 meeting schedule.

#### **b. Discussion**

This item was not considered.

#### **c. Motion**

**It was moved (Paul Li) and seconded (Ron Bourgeois)**

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the 2025-2026 meeting schedule, as circulated.

**Carried**

### **3. CEAC Survey**

*The following documents were provided with the agenda material:*

- *Document titled “Summary Report – UNA Community Engagement Survey 2022”*
- *Document titled “Data Report – UNA Community Engagement Survey 2022”.*

#### **a. Introduction**

Glenda Ollero, Communication Manager, reviewed the CEAC 2022 survey and noted the following survey results:

- 71% of respondents were satisfied with community life
- 62% of respondents are well-informed of community events
- 66% of respondents have attended a UNA event
- 2022 demographics.



**b. Discussion**

This item was not considered.

***Action Item (01):** The Communications Manager to include a discussion of the CEAC 2022 survey results on the agenda of a future meeting.*

**4. Proposed Project: Strata Engagement**

**a. Introduction**

Ron Bourgeois, Vice-Chair, suggested that UNA strata councils be utilized to distribute material to promote UNA membership.

**b. Discussion**

- Suggestion to invite strata council chairs to a CEAC meeting
- Concern regarding the limitations of the strata council chair database
- Concern regarding the workload of staff and capacity to contact strata councils
- Suggestion to present a communications strategy to the UNA Board to build the relationship between CEAC and UNA strata councils.

The Communications Manager provided information regarding the CEAC terms of reference and the duties of staff.

**c. Motion**

**It was moved (Paul Li) and seconded (Ron Bourgeois)**

THAT the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) recommends the UNA Board of Directors approve the CEAC access to the strata council chair database and direct staff to contact strata councils to commence engagement.

**Carried**

**5. Proposed Project: UNA Society Membership Drive**

**a. Introduction**

The Vice-Chair noted the importance of increasing UNA Society membership.

**b. Discussion**

This item was not considered.

**c. Motion**

**It was moved (Ron Bourgeois) and seconded (Paul Li)**

THAT the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) recommends the UNA Board of Directors request the CEAC to submit a proposal for a UNA Society Membership Drive to boost membership.

**Carried**

***Action Item (02):** The Communications Manager to compile a list of current UNA engagement activities for presentation at the May 5, 2025 UNA CEAC meeting.*

**6. Proposed Project: UNA Finances Seminar**

**a. Introduction**

The Vice-Chair introduced the proposal for a UNA Finances Seminar and noted that UNA Board approval is required to host a seminar.

**b. Discussion**

This item was not considered.

**c. Motion**

**It was moved (Ron Bourgeois) and seconded (Paul Li)**

THAT the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) defer the discussion of a UNA Finances Seminar to a future UNA CEAC meeting.

**Carried**

**F. ADJOURNMENT**

The next meeting of the UNA CEAC was scheduled for May 5, 2025 at 5:00 p.m.

The University Neighbourhoods Association Community Engagement Advisory Committee meeting adjourned at approximately 6:24 p.m.