



## MINUTES

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### PRESENT:

Eagle Glassheim  
Ron Bourgeois  
Jake Wiebe  
Sandy Song  
Michael Kerns

### UBC MEMBERS:

Carole Jolly, Director of Community Development & Transportation, UBC Campus & Community Planning  
David Kiloh, Director, Facilities, UBC Student Housing and Community Services

### REGRETS:

Yanbo (Paul) Li  
Evan Luo  
Solomon Yi-Kieran, AMS Student Representative

### STAFF:

Paul Thorkelsson, Chief Administrative Officer  
Athena Koon, Finance Manager  
Wegland Sit, Operations Manager  
Dave Gillis, Recreation Manager  
Glenda Ollero, Communications Manager

### GUESTS:

Aubrey Benson, Research Associate and Lab Manager, Urban Ecology & Sustainability Lab  
Brian Savage, UNA Resident

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### A. CALL TO ORDER

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

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

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

### B. APPROVAL OF AGENDA

**MOVED** by Chair Glassheim



**SECONDED** by Director Bourgeois

*THAT the Board approve the April 28, 2026, open session agenda, as circulated.*

**CARRIED**

### C. APPROVAL OF MINUTES

**MOVED** by Chair Glassheim

**SECONDED** by Director Wiebe

*THAT the Board approve the March 24, 2026, open session meeting minutes, as circulated.*

**CARRIED**

**MOVED** by Chair Glassheim

**SECONDED** by Director Bourgeois

*THAT the Board approve as minutes of the March 2026 electronic meeting the following resolutions without meeting:*

*THAT the Board approve the purchase, before FY 2025-26 year-end of the FY2026-27 Budget items outlined in this report totaling \$153,550.00;*

*AND THAT the Board approves the additional capital items for FY 2025-26 (WCC digital sign replacement, Additional Workstations, and IT hardware replacements) totaling \$86,000.00*

**CARRIED**

### D. DELEGATIONS

#### 1. Brian Savage- Community Gardens

The resident presented a suggestion for staff to reinstate the Garden Advisory Committee with the presenter as chair. The purpose of the resident's report was to bring awareness to the gardens, to advocate for better partnerships with similar resources on campus, to advocate for more plots and for new forms of plots, including container gardening. The speaker requested staff to follow-up on history, current garden advisory committee function and scope, and the possibility of a newsletter.

### E. EXTERNAL REPORTS & PRESENTATIONS

#### 1. Campus and Community Planning April Monthly Report

UBC staff pointed out several upcoming events in the area with impacts on traffic and road closures, all of which have been publicized. Details on the Childcare Expansion Plan were provided. Board Directors raised questions, answered by UBC staff, on current childcare capacities, and waiting lists, with special interest to length of wait times,



plans for expansion, and alignment with provincial and other municipal figures comparison.

2. Tree Inventory presented by Aubrey Benson and

Researchers presented work on an ongoing collaborative project between UBC and the UNA that identifies and inventories trees in specific areas. The inventories provide a baseline understanding of the ecosystem, type of trees, and health of trees and offers a more proactive approach to tree maintenance. The UNA will manage the addition and removal of tree to the database. The database will eventually be available for public use and will integrate with the UNA Help system and eventually with a regional system.

## F. REPORTS

1. April Management Report - Paul Thorkelsson, Chief Administrative Officer

The CAO presented the report as circulated. Of note was the Campus of Care and general healthcare improvements to the area as well as a navigation tool that helps residents access services. Also noted was the Governance Review project process and updates.

The CAO spoke about upcoming advocacy opportunities including those raised by the Fire Services contract expiry in June.

The Communications Manager provided updates on hiring and renovations. Details on automation and standardization of processes were shared.

The Recreation Manager updated the Board on follow-ups from March delegations regarding Teen and Tween programming, indicating that further outcomes will be announce at future meetings. Question about adding seniors to report were raised and resolved.

The Operations Manager presented updates to Green Depot operations, indicated that EAB plan is on track to be shared in May. Board Directors asked about EAB related engagement with City of Vancouver Parks; the Operations Manager will follow-up. Finally, some discussion on FIFA was raised and resolved.

2. Staff Work Plan – Paul Thorkelsson, Chief Administrative Officer

The CAO presented the report as circulated. Questions were raised relating to the timeline for each goal and if a results review would take place. The reporting back process will include timelines, expectations and reviews. Further questions around infrastructure work were raised and responded to.

**MOVED** by Chair Glassheim

**SECONDED** by Director Wiebe



*THAT the Board approve the 2026-27 UNA Staff Work Plan, as circulated.*

**CARRIED**

3. Finance & Audit Committee Report

a. Neighbours Fund Investment – Athena Koon, Finance Manager

The Finance Manager presented the report as circulated. Making mention of the notional nature of the investment and the small rate change.

**MOVED** by Director Wiebe

**SECONDED** by Director Bourgeois

*THAT the Board direct staff to instruct UBC Treasury to “invest” up to \$4 million of the Neighbours Fund into a 3-year term deposit.*

**CARRIED**

b. Annual Capital Reserve Transfer – Athena Koon, Finance Manager

The Finance Manager presented the report as circulated; no further questions were raised.

**MOVED** by Director Wiebe

**SECONDED** by Director Bourgeois

*THAT the Board approve of a transfer to the UNA Capital Reserve equal to the amortization of capital assets for FY2025/26, less the amortization of deferred capital contributions.*

**CARRIED**

c. Audit Plan – Athena Koon, Finance Manager

The Finance Manager presented the report as circulated; there were no further questions.

4. Governance and Human Resources Committee Report

a. UNA Policies Categorization Report – Lauren Thomson, Corporate Services Specialist

The report was presented as circulated. Some questions arose on the Corporate Policy definitions of Administrative vs Board. Those questions were resolved.

**MOVED** by Chair Glassheim

**SECONDED** by Director Bourgeois

*THAT the Board approve policies labelled “Corporate” be recategorized “Administrative” or “Board” as appropriate per UNA Corporate Policy*



*Framework.*

**CARRIED**

*\* \* \* \* The Board recessed at 6:57pm \* \* \* \**

*\* \* \* \* The Board reconvened at 7:17pm \* \* \* \**

b. UNA Business Expenses Policy Draft – Lauren Thomson, Corporate Service Specialist

The report was discussed, noting the changes recommended by the Board, as distributed in hard copy. Some conversation on the types of items covered by the policy and the process for claims. Further discussing between staff and Board ensued.

**MOVED** by Chair Glassheim

**SECONDED** by Director Wiebe

*THAT the Board adopts FIN-17 Business Expenses Policy, as circulated at the Board meeting, replacing policies #5-01 Food & Beverage Policy and #5-12 Staff Vehicle Use Policy.*

**CARRIED**

c. UNA Gifts, Naming, and Donations Policy – Lauren Thomson, Corporate Services Specialist

Some discussion followed the presentation of the report.

**MOVED** by Chair Glassheim

**SECONDED** by Director Wiebe

*THAT the Committee recommend that the Board adopts FIN-16 Gifts, Naming, and Donations Policy, replacing policies #1-13 Gifts Policy, #1-09 Bench Naming Policy, and #5-04 Community Amenities Donations.*

**CARRIED**

5. UNA Administrative Office Renovations – Paul Thorkelsson, Chief Administrative Officer

The report was presented as circulate with no further discussion.

**MOVED** by Chair Glassheim

**SECONDED** by Director Bourgeois

*THAT the Board approve an additional capital item for FY 2026-27 - minor office renovations - with a budget totaling \$50,000.00 and direct funds for this project to be accessed from the UNA Capital Reserve.*



**CARRIED**

6. Board Advocacy Relating to UBC Housing Action Plan – Eagle Glassheim & Michael Kerns

The Board Chair outlines trends in local rental markets and indicated some of the limitations of rentals in the UBC area, specifically faculty and staff rental housing. A plan to draft and share a letter advocating for changes in supply, access and cost. UBC staff offered to facilitate conversations around the Housing Action Plan at upcoming meetings. Some further discussion on surrounding areas and rental trends continued.

**MOVED** by Chair Glassheim

**SECONDED** by Director Kerns

*THAT the Board authorize the Chair to send a letter to UBC, UBCPT, and the UBC Board of Governors requesting action on Housing Action Plan rental policies.*

**CARRIED**

**G. UNFINISHED BUSINESS**

1. UNA Urban Forestry Operations Guidelines Report - Wegland Sit, Operations

The Operations Manager presented the report, revised from December 2025. There was a note to update the enclosed report, this was done following the meeting. The protocol represents a direct and mandatory requirement of the Neighbours Agreement 2024. The protocol represents a clear documented procedure and response for all tree management operations. Written approval from UBC is to follow UNA Board approval.

**MOVED** by Chair Glassheim

**SECONDED** by Director Wiebe

*THAT the Board adopt the UNA Tree Management Operational Guidelines as presented, thereby fulfilling the mandate for the Tree Risk Management Protocol as outlined in Appendix A, Section 4.2 of the Neighbours Agreement 2024 (NA 2024)*

**CARRIED**

**H. NEW BUSINESS**

1. UBCPT-UNA Dog Park License Agreement – Wegland Sit, Operations Manager

The report was presented as circulated. Questions on insurance were raised and addressed.

**MOVED** by Chair Glassheim

**SECONDED** by Director Kerns



*THAT the Board approve the UNA-UBCPT Dog Park License and authorize the CAO to execute the agreement, as circulated.*

**CARRIED**

**I. ADJOURNMENT**

**MOVED** by Chair Glassheim

**SECONDED** by Director Bourgeois

*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 7:54pm*

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APPROVED