



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** *THAT the Board approve the June 23, 2026, open session agenda, as circulated.*

C. APPROVAL OF MINUTES

1. **Motion:** *THAT the Board approve the May 26, 2026, open session meeting minutes, as circulated.* 4

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. UBC Campus and Community Planning Monthly Report – Carole Jolly, Director of Community Development & Transportation, UBC Campus & Community Planning 10

F. REPORTS

1. June Management Report 14

Report Sections:

- Chief Administrative Officer Report
- Communications Report
- Recreation Report
- Operations & Sustainability Report
- Finance Report

2. Outdoor Fitness Equipment – Wegland Sit, Operations Manager 30

Report presented for Board information.

3. UNA 25 Anniversary Celebration Report – Glenda Ollero, Communications Manager 37

Report presented for Board information.

4. Finance & Audit Committee Report – Athena Koon, Finance Manager

- a. FY2025/26 Q4 Financial Results Report 41



Report presented for Board information.

- 5. Governance & Human Resources Committee Report
 - a. AGM Report – Lauren Thomson, Corporate Services Specialist 56

Relevant Attachments:

- 2026 AGM Notice 58

Recommendation:

THAT the Board confirm that the UNA will hold the 2026 Annual General Meeting on Tuesday, September 29, 2026, commencing at 7:00 p.m. at the Wesbrook Community Centre.

THAT the Board approve the 2026 Notice of Annual General Meeting package.

- b. Committee Membership Report – Lauren Thomson, Corporate Services Specialist 61

Relevant Attachments:

- UNA Bylaws Sec. 2. 62

Recommendation:

THAT the Board allow resident individuals under 18 to be considered eligible to join advisory committees.

AND THAT Terms of Reference for applicable committees be updated to reflect youth eligibility.

- 6. Insurance Renewal Update - Wegland Sit, Operations Manager 63

Recommendation:

THAT the Board of Directors approve the comprehensive insurance package as presented and authorize the Chief Administrative Officer (CAO) to execute all necessary[PT1.1] agreements on behalf of the UNA to bind the insurance coverages for the policy term of July 1, 2026, to June 30, 2027.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

I. ADJOURNMENT

Recommendation:



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD OF DIRECTORS MEETING
Open Session

Tuesday, June 23 | 5:30 p.m.
Wesbrook Community Centre, Social Room

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, and the approval of minutes for a closed session or restricted closed session of a Board meeting.



MINUTES

PRESENT:

Eagle Glassheim, Chair
Jake Wiebe
Ronald Bourgeois
Sandy Song
Michael Kerns

UBC MEMBERS:

Carole Jolly
David Kiloh

AMS STUDENT REP:

Alex Zheng

REGRETS:

Evan Luo
Yanbo (Paul) Li

STAFF:

Paul Thorkelsson, Chief Administrative Officer
Athena Koon, Finance Manager
Wegland Sit, Operations Manager
Dave Gillis, Recreation Manager
Glenda Ollero, Communications Manager
Lauren Thomson, Corporate Services Specialist

GUESTS:

Staff Sergeant Matt Wrobel - RCMP

A. CALL TO ORDER

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

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.

The Chair moved items on the agenda to reorder External



B. APPROVAL OF AGENDA

MOVED by Chair Glassheim

SECONDED by Director Wiebe

THAT the Board approve the May 26, 2026, open session agenda, as circulated.

CARRIED

C. APPROVAL OF MINUTES

MOVED by Chair Glassheim

SECONDED by Director Song

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

The Decision Without Meeting was reiterated.

CARRIED

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. RCMP

Staff Sargent Matt Wrobel provided updates on incoming FIFA tournament including impacts on policing and on campus and neighbourhood facilities. A significant increase in police and police vehicles and motorcades via 16th Avenue. Hampton Place parkade cleaning was raised as potential issue as was the use of unmarked drones in the area. There is a website available through UBC and circulated through UNA Communications, including information on UBCPT will have a 'Fan Zone' in Wesbrook Place.

2. UBC Campus and Community Planning Monthly Report – Carole Jolly, Director of Community Development & Transportation, UBC Campus & Community Planning

The report was presented as circulated. Several questions on fire protection services were raised. Further information will be shared as it becomes available. Some additional details on FIFA and on Binning Road were discussed. Questions were raised on property taxes with further information to be released in late June.

3. Electoral Area A



The report was presented as circulated. The Board Chair met recently with Director of Electoral Area A and noted that election for Electoral Area A Representative will be in October.

F. REPORTS

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

The Chief Administrative Officer presented the report as circulated, noting slower processes given the academic schedule. Per the continued interest of the Board, the CAO remarked that there have been no updates on fire services contract. Highlighting the decision without meeting for the Board, noting timelines in concurrence with AGM. Comments on timing of interviews and process. Parking letter to MLA. Several questions on employee benefits were raised and discussed.

The Communications Manager provided a correction to launch of UNA Help and answered questions about its implementation.

The Recreation Manager presented report as circulated. The Board raised questions regarding storage and the possibility of moving some items to the UNA Works Yard. Details on storage Seacans will be included in a future report.

The Operations Manager presented operations and sustainability updates and flagged that UBC contractors are removing at-risk trees. Questions on lines on Thames Court, quote is in progress. Pavers on South Carraige, street and landscape permit process, waiting for UBC feedback for timelines. Directors requested list of water features we manage vs UBCPT UNA water consumption documentation.

Finance Manager presented report as circulated with additional context on employee benefits provided. The Neighbours Fund audit was discussed.

2. Recreation Seasonal Report – Dave Gillis, Recreation Manager

The Recreation Manager presented the report as circulated. The Board and staff discussed program optimization, past metrics, spectrum of needs, cost, and other review factors. Additional discussion on feedback and analytics as well as future space availability. Some discussions on a Recreation and Cultural Review took place.

3. Teen and Tween Programming Report – Dave Gillis, Recreation Manager

The Recreation Manager presented the report as circulated and gave context to decisions requested via the presentation at a previous meeting. Seniors dedicated room. Questions on senior's centre placement. Significant discussion on the implications of a dedicated senior's space was had. A few suggested revisions to the original motions were recommended with a final revision made to remove the word "dedicated".

MOVED by Director Bourgeois



SECONDED by Director Kerns

THAT the Board approve a staff increase in the Youth Program Coordinator to full-time (37.5 hours per week) and direct the inclusion of any additional costs (\$36,231) within the existing FY2026-27 budget, and

THAT the Board approve UNA advocacy in favour of a future ~~dedicated~~ seniors' space in the Wesbrook Neighbourhood and direct staff to work with UBC Properties Trust and UBC Campus and Community Planning to identify potential options.

An amendment proposed to reword the motion and remove the word "dedicated"
One director abstained from voting.

MOVED by Chair Glassheim

SECONDED by Director Wiebe

THAT the word "dedicated" be removed from the motion"

CARRIED

MOVED by Chair Glassheim

SECONDED by Director Kerns

THAT the Board approve UNA advocacy in favour of a future seniors' space in the Wesbrook Neighbourhood and direct staff to work with UBC Properties Trust and UBC Campus and Community Planning to identify potential options.

CARRIED

**** the meeting recessed at 7:10pm****

**** the meeting reconvened at 7:29pm****

4. UNA Community Gardens and Volunteer Committee Review – Wegland Sit,
Operations Manager

The report presented as circulated. Questions raised community garden involvement, with the Sustainability Specialist providing the results of recent surveying of current garden users on overall level of interest in re-creating a committee or in having specific roles within each community garden. Most respondents were not in favour of the committee nor of increasing specificity of roles.



MOVED by Chair Glassheim

SECONDED by Director Song

THAT the Board direct staff to conduct a comprehensive review of existing garden policies and procedures to identify opportunities for streamlining garden operations, reducing overall wait times, and evaluating the feasibility of future garden expansions.

CARRIED

5. UNA Emerald Ash Borer Strategy – Wegland Sit, Operations Manager

MOVED by Chair Glassheim

SECONDED by Director Bourgeois

The Operations Manager presented the report noting that motions were updated preceding the meeting and that some of the maps within the document were amended by the consultant based on replacement ratios. The updates do not change the overall phased approach. Additional context on the intended preservation of the tree canopy was provided.

THAT the UNA Board:

Approve Option 2 (Expanded Scenario) as the designated EAB Management Strategy for the Hampton Area including an updated tree replacement ratio of 2:1,

AND authorize staff to initiate the treatment program in June.

CARRIED

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

Public Release of Housing Advocacy Letter as prepared by Chair Glassheim

Director Glassheim shared updates on the circulation of an advocacy letter drafted after the last Board meeting. A request to publicize the letter was made and contextualized.

MOVED by Chair Glassheim

SECONDED by Director Wiebe

THAT the UNA Board publicly release the housing advocacy letter.

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 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 8:00pm

* * * *

DRAFT



Memorandum

To: UNA Board

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

Date: June 23, 2026

Subject: Monthly Update from Campus and Community Planning

Film & Events Notification

June

- Monday, June 22nd to Friday, June 26th. **Exams**
- Saturday, June 28th from 7:30am – 11:30am. **Vancouver Half Marathon**. Road closures will be in effect. See <https://planning.ubc.ca/event/vancouver-half-marathon-0>

July

- Wednesday, July 1st. **Canada Day**. University closed

August

- Tuesdays, August 4th to 25th from 6pm to 9pm. **World Tuesday Night Championship bike race** at Stadium Parking Lot. Route goes around the Stadium with cyclists following rules of the road but travelling faster. No road closures. Traffic Control Personnel will be on site to manage safety at Stadium Lot. See <https://planning.ubc.ca/event/world-tuesday-night-championships-bike-race-every-tuesday-1>.
- Friday, August 14th to Sunday, August 16th. **Vancouver T100 Triathlon**. Road closures will be in effect. See <https://planning.ubc.ca/event/t-100-vancouver-triathlon-and-multisport-festival>
- Monday, August 17th to Friday, August 21st. **Exams**
- Saturday, August 29th from 8am to 5pm. **Jump Start student move-in to residence**. Registration tent on Main Mall grass median from Crescent to Memorial roads. Traffic around Crescent Road will be higher.

FIFA World Cup 2026™ in Vancouver

The National Soccer Development Centre at UBC Vancouver is set to serve as a team base camp training site during the tournament. Learn more about campus impacts, facility access, community events, and more. [Read the FAQs](#)

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 ongoing. The second 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:

- Approval of **REAP 4.0** (Residential Environmental Assessment Program), which introduces new requirements for new neighbourhood developments that will reduce operational and embodied greenhouse gas emissions, and increase climate resiliency along with other updates. UBC REAP 4.0 received a Community Energy Association’s Climate and Energy Action Award in 2025;
- Three **DC Fast Chargers** installed on Ross Drive;
- New **Mobi bike-share station** opened in Wesbrook Place;
- UBC and UNA collaborated on UBC Sustainability Scholar’s project to develop a **Building Retrofit Communications and Engagement Toolkit**;
- UBC and UNA collaborated on **Climate Emergency Preparedness resources** to be shared in an upcoming UNA website update;
- UNA installed a **shade structure** at the Wesbrook Community Centre splash park; and
- UNA hosted **Baby and Toddler Clothing Swap** to support the circular economy.

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.

Campus Vision 2050 Progress Report

Campus Vision 2050 was approved by the UBC Board of Governors in 2023, setting the overall direction for how the campus will change and grow. The Land Use Plan, endorsed in 2023 and

approved by the Province in 2024, serves as the regulatory tool to implement Campus Vision 2050.

Together, Campus Vision 2050 and the Land Use Plan set goals for academic space, student faculty and staff, and community housing, and the services, amenities, including green and open space, and infrastructure needed to support future growth.

Work to implement both plans is well underway through a wide range of projects, programs, and planning initiatives that support the academic mission, housing affordability, climate action, mobility, and community building.

For more detailed targets, metrics, and project information, download the [Campus Vision 2050 Progress Report](#).

UBC Vancouver 2026 Transportation Plan

The UBC Board of Governors has approved the 2026 Transportation Plan for the Vancouver campus, as part of the ongoing implementation of Campus Vision 2050. The plan supports sustainable travel choices and improves how people of all ages and abilities move to, from, and around campus. It sets new objectives, targets, strategies, and actions to address campus growth, changing travel patterns, climate goals, and future transit investments, including the planned extension of the Millennium Line SkyTrain to UBC.

[Download the 2026 Transportation Plan.](#)

Development Update

Received and under Review:

DP04007-4 - Folio Tree Removal: A Development Permit Application was received for removal of three trees at Folio building located at 5955 Iona Drive.

SLP26015 - Hampton Place Restoration: A Streets and Landscape Permit Application was received for the restoration of the western entrance of Hampton Place South.

SLP26013 - Uhill & GT2 Gravel pathway Improvement: A Streets and Landscape Permit Application was received to upgrade the existing gravel pathway between UHill and Granite Terrace in the Wesbrook Neighbourhood to a paved asphalt surface.

Issued Development Permits:

DP26021T - Shrum Lane Road Closure and Temporary Tents: was issued for temporary tents and a temporary road closure along Shrum Lane, from 3337 to 3396, scheduled from Saturday, July 18 to Sunday, July 19, 2026, in support of the UBC Properties Trust Soccer Viewing Festival.

Issued Streets and Landscape Permits:

SLP26012 - Walter Gage convex traffic mirror: was issued for the installation of a convex traffic mirror directly opposite the driveway ramp at Corus – Townhouse, 5997 Walter Gage Road.

Community Update

Inspiring Community Grants are now open!

UBC Inspired is excited to kick off another great year of community-led grant projects! [Apply for an Inspiring Community Grant](#), and you could receive up to \$500 for your project that helps build community and support social connection. Looking for a little project inspiration? Check out this great grant project from the [UBC Dance Club!](#)



Report Date: June 9, 2026
Meeting Date: June 23, 2026
From: Paul Thorkelsson, Chief Administrative Officer
Subject: June 2026 Management Report

Background

The June 2026 Management Report is presented for information.

Decision Requested

For information.

Discussion

CHIEF ADMINISTRATIVE OFFICER

Highlights of Major Activities:

Board Relations

- Attended and supported the May 2026 Land Use Advisory Committee meeting.
- Attended and supported the June 2026 Governance and Human Resources Committee meeting.
- Attended and supported the June 2026 Finance and Audit Committee meeting.
- Continued the weekly meeting schedule with the UNA Chair.
- Supported kick-off of consultant process for Board Governance Review Project
- Supported Board and Committee agenda and minutes processes.

Operations

- Continued support and participation in regular UBC Campus and Community Planning (C +CP), Properties Trust (PT) and UNA Staff meetings, providing updates on UNA matters.
- Supported internal space planning process to determine locations for additional workstations to support staffing.
- Initiated preliminary discussions with UBC C+CP and UBC PT on UNA future space requirements

Finance

- Supported FY 2025-26 year-end close process and reporting.
- Supported FY 2024-25 Audit process.



Risk Management

- Continued discussion with UBC and UBC C+CP on NA 2024 implementation and infrastructure and capital funding.
- Continued discussion with UBC, UBC C+CP, and the province of B.C. on parking regulation in the neighbourhoods.
- Supported the ongoing Policy Review and updating of UNA policies for consideration by GHR Committee and UNA Board.
- Supported UNA / UBC C+CP discussion on Neighbours Fund Infrastructure and Capital Reserve relating to implementation of the NA 2024.

Programs and Services

- Supported internal discussions and reviews of Community Gardens existing service levels and opportunities.
- Supported internal discussions and reviews of Youth/Teen/Tween recreation existing service levels and opportunities.

Human Resources

- Supported UNA recruitment processes as needed.
- Supported UNA process in conversion of benefits program.

Community Relations

- Responded to contacts and questions from community members as received.
- Continued regular meetings with AVP UBCC+CP.
- Supported Campus of Care community awareness of new Campus of Care webpage and resident access opportunities.
- Support the start of planning for UNA AGM.
- Continued participation in UBC Campus of Primary Care Working Group

COMMUNICATIONS

COMMUNICATIONS DEPARTMENT REPORT – JUNE 2026

Green Depot Additional Signage

The Communications Team is collaborating with the Operations Team to develop a variety of physical and digital signage for the Green Depot. The signage is intended to improve user awareness of accepted materials and operating hours, while addressing ongoing issues related to illegal dumping and the disposal of non-accepted items when the facility is closed. By providing clearer information and reinforcing appropriate use of the facility, the initiative aims to operational efficiency and enhance the overall user experience at the Depot.



UNA Community Toy Box Graphics and Promotion

In preparation for the launch of the UNA Community Toy Box initiative, the Communications Team collaborated with the Operations Team to develop branded graphic wraps for the toy boxes and a dedicated website landing page. Designed to be highly visible within park settings, the wraps feature bright UNA branding and child-friendly graphics that help promote awareness and encourage participation. The accompanying website page provides information about the program's sustainability benefits, including the sharing and reuse of toys, as well as guidelines for responsible use. The project supports the UNA's broader goals of fostering community connection and environmental stewardship and is scheduled to launch later this month through our various communications platforms.

Climate Emergency Preparedness Guide

The Communications Team is collaborating with the Operations Team to develop new Climate Emergency Preparedness web page and print materials as part of the Neighbourhood Climate Action Plan. The web page will serve as a centralized resource for residents, providing practical information and preparedness guidance for climate-related events including extreme heat, wildfire smoke, drought, and extreme precipitation/flooding. The initiative will be promoted to residents and Stratas, and print materials will be made available upon request. The initiative aims to enhance community resilience and help residents better prepare for the increasing impacts of climate change.

EV Charging Stations Opening Ceremony

The Communications Team is organizing a small ribbon-cutting ceremony for the new EV charging stations located at Ross Drive. The opening will be on July 29, 2026, at 12 PM. Directors are invited to attend. The program includes welcome remarks from the UNA Board Chair, remarks from UBC Campus + Community Planning and BC Hydro, followed by a light lunch. A short video of the launch will be shared on social media and covered by *The Campus Resident*.

UNA Website Updates

The UNA Drop-in Schedule, one of the most frequently visited pages on the website, is currently being redesigned to improve usability and accessibility. The updated schedule will introduce a calendar view alongside the existing list view, allowing users to easily identify programs occurring at the same time and better plan their participation. The new design also provides a more intuitive and streamlined user experience across both

desktop and mobile devices, making it easier for residents to browse and access drop-in programming. The redesign is intended to improve program discoverability and enhance the overall user experience for one of the website's most heavily used resources.

The Communications Team is also continuing its work on various website projects including:

- Creating a landing page for the UNA Tree Inventory Dashboard with the Operations Team
- Improvements to the Programs page filters and content structure
- Improvements to the Volunteers page
- Adding new content to the online version of the UNA Guidebook
- Creating a UNA Field Schedule connected to Xplor that displays near-live content
- Improvements to the layout of the Events Calendar
- Improvements to the Sustainability section
- Continued testing of the new UNA Help Page

The Campus Resident

The Campus Resident's latest issue was published in print and online on June 4, 2026. To read the June issue, you can pick up a copy at the Wesbrook Community Centre or the Old Barn Community Centre or visit the website at thecampusresident.ca.

The paper's launched a summer photo contest in June inviting residents to submit their favourite summer vacation photos. The photos will be showcased in the print and online editions in June, August and September.

The Campus Resident does not publish an issue in July.

Others

- Additional promotional and practical signage support for Canada Day at the UNA event
- Support for UNA Annual General Meeting
- Support for Neighbours Day
- Support for streamlining Finance Department processes
- Additional support for promotion of Summer Adventures Camps and the production of camp brochures
- Promotional support for Trishaw Tours initiative
- Continuing work on streamlining Communications Department processes
- Ongoing work for metrics dashboard that was previewed during the February Board meeting

- Coordinated with UBC and partners on events, roadworks, traffic updates and facility closures that affect resident of UNA areas.

RECREATION

Department Highlights

- Front desk and customer service activity remained strong, driven by spring programs, summer registration, and Wesbrook/Hampton Place parking permit renewals, with over 800 permits issued since April (approximately 51% higher than the same period in 2025).
- Recreation programming delivered 314 programs, generating \$183,068.26 in revenue and 2,166 registrations, with Physical Activity, Arts & Culture, and high-volume drop-in sports leading participation.
- Fitness programming revenue reached just over \$31,000—an 8.5% increase over Spring 2025—with consistently high-performing classes (e.g., Gentle & Restorative Yoga, Full Body Bootcamp, Osteofit, Zumba) and promising uptake in newer offerings.
- Youth, leadership, and newcomer initiatives remained highly active, including fully enrolled English Conversation for Children, strong Youth Night attendance, expanded volunteer support, and a record seven newcomer sessions in May, many at capacity or waitlisted.
- Healthy aging and connected communities programming advanced through a bilingual Healthy Aging Seminar with UBC IDEA Lab, a new “Soups and Social” format, and new partnerships with Vancouver Cycling Without Age and BEST Mobility.
- Facility bookings and rentals generated \$5,775.53 in May—up 41% from April—driven by increased room bookings, strong field rental revenue, and solid demand for sports-themed birthday parties.
- Despite ongoing challenges around peak-hour room availability, some weather-related booking shifts, and a gym barrier issue impacting youth open gym use, staff maintained high service levels across 1,646 front desk hours and 298 shifts, supported by advanced customer service and de-escalation training.

Internal Staffing Movement

- Front desk staffing delivered 1,646 hours and 298 shifts across both centres in May, maintaining high service levels despite illness-related absences.
- Front desk staff supported key operations and programs, including Newcomers programming and Green Depot coverage, reinforcing cross-team collaboration.
- The fitness team is recruiting two Fitness Centre Attendants for an early July start, with the posting closing May 31 and interviews scheduled through June.

- On May 12, 29 Recreation staff participated in “The Customer is NOT Always Right,” an advanced customer service and de-escalation session that strengthened frontline capacity for managing conflict and difficult interactions.
- Staffing Update: Community Youth Coordinator has been posted with an anticipated start date of July 16th, 2026

Customer Service & Facilities

Front Desk Services and Parking

- The front desk supported high volumes related to spring programs, summer registration, and parking renewals; over 800 parking permits have been issued since April, approximately 51% higher than the same period in 2025.
- New client registration and UNA Card activity remained steady, with 356 new clients, 312 UNA Cards issued/renewed, and online enrollment continuing to exceed in-person registration.
- Parking permit issuance reached its highest recent level, supported by the April 20 renewal start date, free permits, and residential growth in Wesbrook.
- Both centres operated smoothly, with facility issues limited to replacement of the OBCC dishwasher, minor table maintenance at WCC, and implementation of two new green bins at Wesbrook to manage drop-offs and deter illegal dumping.
- A total of 161 Zoho tickets were resolved within typical 24–72-hour timeframes, primarily registration, cancellation, refund, and parking requests; two incidents (a conflict between program participants and confusion around green bin hours) were addressed promptly with procedure updates and parent guidance. There were no written community responses for the month in the suggestion box at WCC and OBCC.
- Front desk staff provided targeted support to Newcomer programs and Green Depot operations, contributing to overall customer experience and operational continuity.

Health, Fitness & Wellness

- As of May, fitness programming generated just over \$31,000 in revenue, an 8.5% increase over Spring 2025 (about \$26,000), driven by Gentle & Restorative Yoga, Full Body Bootcamp, Osteofit with Angie, and Zumba.
- Newer programs such as Express Lunchtime Bootcamp and Functional Strength for Older Adults performed well relative to size, generating about \$1,000 in revenue with smaller class sizes and lower fees.
- Preventative maintenance continued, including battery replacement on Wesbrook spin bikes to support program reliability, with the next round of checks for both centres planned for mid-June.
- Recruitment is underway for two Fitness Centre Attendants to support increased summer usage and maintain service quality at the fitness centres.

Recreational Programming

Overall Program Metrics (May 2026)

- Total: 314 programs, \$183,068.26 in revenue, 2,166 registrations.
- Physical Activity: 53 programs, \$82,999.09, 525 registrations (Adult Sports: 25 programs, \$25,506.30, 215 registrations; Children & Youth Sports: 28 programs, \$57,492.79, 310 registrations).
- Arts & Culture: 48 programs, \$46,229.68, 273 registrations (Adult Arts: 16 programs, \$12,870.00, 94 registrations; Children & Youth Arts: 32 programs, \$33,359.68, 179 registrations).
- Private & Group Music Lessons: 86 programs, \$25,586.54, 82 registrations (many small, higher-touch offerings).
- Drop-in Sports: 106 programs, \$6,369.25, 1,129 registrations (high volume, accessible participation).
- Education: 20 programs, \$21,289.70, 151 registrations.
- Camps: 1 program, \$594.00, 6 registrations.

Program Highlights

- Sports: Pickleball lessons with Chris Koentges (from “Learn to Play” through advanced levels) continue to perform exceptionally well with consistently full classes and long waitlists.
- Education: Julie Wang’s “Culturally Curious English” has been so successful that capacity was increased from 14 to 16 and remains waitlisted; two sections are being planned for fall.
- Children & youth sports showed slightly fewer programs and registrations but a modest increase in revenue, reflecting higher value per registration.
- In Arts & Culture, an adult Public Speaking workshop was cancelled due to low registration and will be revisited with the instructor to explore more appealing formats.
- Clay Creations: Pottery Workshop, launched this spring, has proven popular with strong registrations across two two-part workshops, including repeat participants; a final series in late June/early July will conclude the spring run.

Volunteers, Newcomers & Connected Communities

- Volunteers supported 12 birthday parties, 5 newcomer support activities, and 10 English Conversation sessions in May, extending capacity across programs and events.
- Newcomer programming delivered 7 sessions, the highest monthly total to date, on topics including sustainability, Asian Heritage Month, estate planning, BC PharmaCare, and university application tips, with approximately 166 registrations and 140 participants; most sessions were full or waitlisted.
- A standout highlight was the UBC Asian Centre tour hosted by UBC Chinese Librarian Jing Liu, which explored immigrant stories, building history, and collection themes and generated strong interest in future visits.
- Family Movie Night: “Raya and the Last Dragon” on May 2 drew 8 attendees for a modest but positive family engagement opportunity.

- At the Norma Rose Spring Fair (May 8), the Connected Communities Assistant supported the Youth Portfolio at the concession, where over 700 units of popcorn and cotton candy were sold, reinforcing UNA's visibility in school-community events.
- On May 26, the Connected Communities Coordinator attended the first 2026 UBC Inspiring Community Grants committee meeting, focused on 2026/2027 guidelines and procedures, helping maintain UNA representation and support resident access to grant funding.

Youth, Leadership & Community Programs

- Registration numbers for youth and leadership programs remained consistent with the April 2026 Board Report.
- English Conversation for Children (ages 5–8) launched with full enrollment (12 participants) and two youth instructors, with strong enthusiasm for learning English alongside peers.
- Youth Environmental Alliance (ages 8–12) delivered hands-on sustainability programming, including papermaking with recycled materials using instructor-made moulds.
- Youth Night continued every Friday for ages 13–18, organized by a three-member Youth Night Committee; May themes included Bouquet Night (10 participants), Popsicle Night (13), and Ramen Night (6).
- Pre-Teen Leaders accepted 26 applicants for the upcoming Kids Market at the Farm (June 6), demonstrating developing planning and leadership skills.
- Youth Leaders contributed significantly at the Norma Rose Point Spring Fair on May 8, supporting UNA-operated popcorn and cotton candy, games/rides, and ticket/info booths; the UNA donated and served 349 cotton candies and 384 bags of popcorn.
- On May 22, Youth Leaders coordinated a Go Fish Tournament pop-up at the WCC Splash Pad, drawing over 22 participants of all ages.
- Youth Sports Drop-ins in May included Youth Badminton (28 participants), Youth Basketball (3), Youth Volleyball (89), and Youth Open Gym (Wednesdays: 25; Saturdays: 79).
- Lunchtime Open Gym and Preteen Open Gym were cancelled for May due to a gym centre barrier malfunction, temporarily limiting access for some groups.

Healthy Aging & Seniors Initiatives

- The Healthy Aging Seminar with UBC IDEA Lab (May 21) featured simultaneous English–Mandarin translation and VR technology focused on Indigenous storytelling, dementia care, and culturally relevant long-term care, with 10 highly engaged participants.
- “Soups and Social” (May 28) piloted a new format blending interactive nutrition education, guided conversation, and a soup lunch for 8 participants, including 6 new participants from diverse cultural backgrounds.
- New collaborations were confirmed with Vancouver Cycling Without Age to deliver trishaw rides for seniors starting in June.



- Planning is underway with BEST Mobility and VCWA for a Seniors Transit Education workshop and excursion in September (fall).

Facility Bookings & Rentals

- Total May facility revenue was \$5,775.53:
 - Room bookings: \$1,953.00
 - Birthday parties: \$756.00
 - Fields: \$2,953.13 (one-time term renter, Summer 2026, July–August)
 - Parks (Jim Taylor Park): \$113.40
- Overall facility revenue increased by 41% compared to April, driven by increased room bookings and field rentals.
- Two sports-themed birthday parties were hosted at Wesbrook in May (one resident, one public), and June birthday bookings at Wesbrook are already approximately 75% filled, with sports remaining the preferred theme.
- Room booking revenue more than doubled from April, indicating a substantial increase in utilization and community engagement in indoor spaces.
- Challenges included some cancellations as families opted for outdoor celebrations, limited peak-hour room availability due to expanded programming, and scheduling conflicts with UNA core programs.
- The UNA Turf Field retains external availability on Fridays (8–10 pm), Saturdays (8–10 pm), Sundays (6–7:30 pm), and Wednesdays (9–10 pm), and demand continues for private rentals that mirror UNA offerings (e.g., yoga, pickleball, basketball, general gym use).
- Internal bookings continue to occupy a significant share of facility use—supporting programming, CEAC, Board and executive meetings, newspaper operations, IT, maintenance, department meetings, and staff events.

OPERATIONS + SUSTAINABILITY

Sustainability Report

Toy Boxes

The Toy Boxes project is nearing launch. We are working with the Communications team and the Green Depot team on final steps, including a new landing page that will provide information about the program, and coordinating of the actual toybox installation. This initiative supports circularity, reuse, and community building.

Green Depot

The new Green Depot display TVs have been installed, and we are working with the communications team to finalize the display slides and supporting materials.

Community gardens

Several plot repairs have recently been completed at the Nobel Community Garden to address general wear, along with minor tool replacements. We are also developing new signage materials for the gardens.

Bike Tagging

We have begun tagging abandoned bikes across the neighbourhoods. The goal of this initiative is to reduce waste and recirculate unused bicycles back into the community through donation.

Green Depot 2024-26 Trend Analysis

Trend Analysis

Total Collected



Dumping



Users



Green Depot May 2026

8,574.8_{kg}
Total Collected

1,460
Visitors

4,521.2_{kg}
Total Diversion

3,727.4_{kg}
Total Circulation

Diversion — Streams Breakdown

Clothing & textiles	62.9%
Household electronics	15.2%
Computer electronics	11.9%
Flexible plastics	2.7%
Soft plastics	1.3%
Batteries	1%
Light bulbs	0.5%
Styrofoam	0.6%
Metal	3.5%
Ink Cartridges	0.2%
Writing instruments	0.1%
Smoke and carbon monoxide alarm	0.1%

Donations — Streams Breakdown

Free Table Items	39.9%
Books, videos and music	17.2%
Free Table Clothing	41.9%
Reusable bags	1%

326.2_{kg}

Incorrect / Non-diverted

Landfill — Streams Breakdown

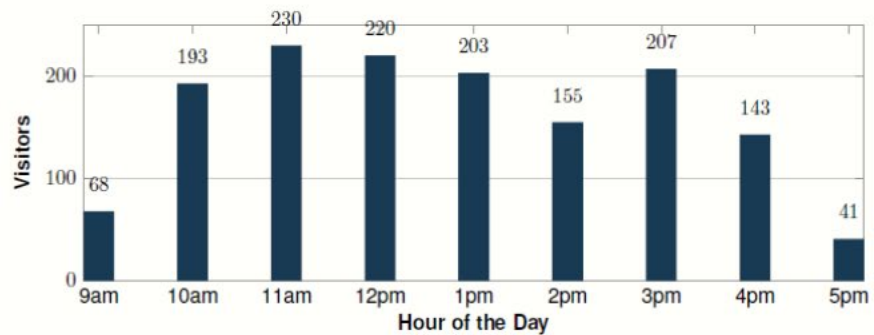
Garbage	71%
Paper and Cardboard	18.1%
Compost	10.8%
Containers	0.2%

Note: 0% means the amount collected is negligible compared to the total.

52.7%
Diversion Rate

43.5%
Donation Rate

3.8%
Landfill Rate



Operations Report

FIFA World Cup Events

1. UBC FIFA Preparation Website & Operational Impact

UBC has launched an external website to help the community stay informed and prepare for the tournament activities:

[UBC & National Soccer Training Centre FAQs Website](#)

Regarding operations at the [National Soccer Training Centre](#) (NSTC):

- **Traffic Volume:** UBC has noted that daily movement to and from the NSTC will involve only one or two buses. This is a significantly lower traffic volume than the Congress event held on April 29.
- **Parking Closures:** While no major road closures are planned for the training facility area, **the parking lot adjacent to the field will be closed** to provide operational clearance and ensure safety.

2. Wesbrook Village Community Celebration Events

UBC Properties Trust (UBCPT) is currently coordinating local public events to celebrate the tournament in Wesbrook Village:

- **[Soccer in the Square](#) (Norman MacKenzie Square):** A free, outdoor public viewing experience for residents to gather and catch all the tournament action live on-screen.
- **Soccer Viewing Festival (Shrum Lane)** – July 18 & 19 (expected): As an extension of the Soccer in the Square event, additional outdoor activities and tents will be set up along Shrum Lane. Please note that this will require a full road closure of Shrum Lane during these dates.

Please note that public viewing events are subject to change. More information about watch parties and campus activities will be posted on [events.ubc.ca](#) and the [Live at UBC events](#).

University Hill Pathway Enhancement

The project has been approved for a UBC Street and Landscape Permit (SLP) and is scheduled to start in the first week of July, after the school year ends. The design has also been updated based on feedback from UBC SLP review panel.



- **Yellow Pathway (Original Scope):** Represents the originally proposed pathway network.
- **Green Pathway (Expanded Scope):** Broadens the project scope to introduce two critical pedestrian connections, integrated in response to feedback received during the application review:
 - University Hill Secondary School Connection: A direct, 6-foot-wide connection to the school's existing pathway network.
 - 16th Avenue Connection: A direct, 6-foot-wide link providing seamless pedestrian access from the existing crosswalk.

UNA Road Marking Update

The UNA Operations Department will be conducting road marking maintenance during the final week of June, covering East Campus, Hampton Place, and the Wesbrook Area. The scope of work involves repairing existing crosswalks, reinstating markings impacted by recent road construction, and installing new crosswalk markings aligned with the Wesbrook school routes. Please note that this work may necessitate temporary single-lane traffic and the project timeline is weather dependent.



Hampton Concrete Restoration Project Update

The project team has submitted responses addressing the feedback and conditions received during the initial Street and Landscape Permit application process. We are currently awaiting final approval from UBC to proceed with the project.

Tree Replanting Report – Postponed to July



This report has been deferred to allow for a mid-June meeting with the UBC landscape architect to further review the proposed replanting plan.

Upcoming High Impact Events

June	FIFA World Cup	June-July
	2026 Beneva Vancouver Half Marathon - 4th Sunday every June	Sunday, June 28
July	FIFA World Cup	June-July
August	T100 Multisport Festival	Friday, August 14 – Sunday, August 16

FINANCE

Annual Audit & Financial Reporting:

The annual audit commenced in May 2026 and remains on schedule. The Finance & Audit Committee is scheduled to meet with representatives from Johnsen Archer LLP at its next meeting on July 7, 2026.

The FY2025/26 Q4 financial report, prior to audit adjustments, has been submitted to the Finance & Audit Committee for review. The report has also been included in the Reports section as part of the Finance & Audit Committee Update for the Board's review and information.

2026 Neighbours Levy:

Staff have been working closely with UBC to prepare the 2026 Neighbours Levy and to update the financial model. A report will be presented to the Board in July 2026 providing an update on the projected levy amount.

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,

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Paul Thorkelsson
Chief Administrative Officer



Report Date: June 9, 2026
Meeting Date: June 23, 2026
From: Wegland Sit, Operations Manager
Subject: Outdoor Fitness Equipment Discussion

Background

The UNA is committed to providing municipal-like services, which includes the strategic management and stewardship of our outdoor public realm and park spaces.

This report provides a summary of recent feedback obtained through community engagement, outlines potential outdoor fitness equipment solutions that address these community needs, and presents potential funding arrangements for the Board's consideration. In addition, the opportunity to develop outdoor recreation facilities has been identified as an option to address ongoing space capacity limitations in the existing UNA recreation centres.

Decision Requested

For information.

Discussion

Current Challenges & Community Insights

- **Youth Infrastructure Gap:** A sizable gap exists in both indoor programming and outdoor recreational infrastructure for older youth within the UNA. Currently, the majority of existing UNA playground equipment is tailored strictly toward children aged 3 to 12 years old. Recent engagement with a Westbrook parent group strongly emphasized a shortage of age-appropriate programming and dedicated outdoor play spaces specifically designed for teenagers and pre-teens.
- **Board & Multi-Generational Priorities:** Concurrently, feedback at the Board level has indicated a strong interest in introducing multi-generational outdoor fitness equipment. The ideal solution would feature low-impact equipment capable of serving all age groups seamlessly, while incorporating universally accessible designs to fully accommodate individuals with mobility challenges.

Operational Readiness & Market Trends

To address these dual needs efficiently, the Recreation and Operations departments are collaborating to explore current trends and procurement channels:

- **Industry Trends:** The Recreation Department recently attended an industry conference, gaining up-to-date insights into modern outdoor equipment trends, youth engagement strategies, and multi-generational equipment designs and concepts.

Modern municipal park designs increasingly prioritize multi-generational and universally accessible spaces, successfully co-locating low-impact inclusive fitness equipment with dynamic obstacle courses that specifically engage the underserved youth demographic. Additionally, in order to support long-term municipal stewardship, manufacturers are strictly focused on climate-resilient asset lifecycles, utilizing marine-grade and vandal-resistant materials to ensure durability and minimize ongoing maintenance costs.

- **Procurement and Vendor Access:** The Operations Department is utilizing the [Canoe Procurement Group](#), which grants the UNA direct access to a wide network of leading outdoor equipment manufacturers. This includes local suppliers such as [Habitat Systems Inc.](#), as well as specialized US manufacturers like [Greenfields Outdoor Fitness](#).

Equipment Options for Consideration

While the market offers a wide variety of outdoor fitness products, the primary objective is selecting equipment configurations that best fit the distinct needs of the UNA community. Based on stakeholder and board feedback, staff recommend evaluating two primary equipment configurations and design types:

Layout Configuration Models

Centralized Fitness Hubs: Grouping equipment together in a single, high-density pocket park location (similar to the centralized fitness model discussed earlier in this report). This creates a social, visible, and dedicated workout space.

Decentralized Multi-Purpose Trail Circuits: Distributing equipment strategically along existing active walking trails and greenway paths. Integrating a fitness circuit directly along walking paths ensures excellent multi-generational accessibility, allowing seniors, parents with strollers, and joggers to incorporate strength training into their regular walking routines.

Target Demographics & Equipment Types

Multi-Generational & Inclusive Wellness: Low-impact, bodyweight-resistance machines designed for all fitness levels and ages. This includes specialized equipment featuring



universally accessible designs to ensure full participation for individuals with mobility challenges or those using wheelchairs.

Youth-Focused Obstacle Courses: To directly fill the identified youth infrastructure gap, staff are evaluating multi-equipment obstacle and agility courses. These configurations can integrate low-level rock-climbing walls, bouldering features, and functional movement stations. This approach creates a vibrant, active, and highly engaging outdoor experience that appeals directly to teenagers and pre-teens, promoting community wellness through dynamic play.

Staff have reviewed examples of a wide variety of outdoor fitness facilities in other local jurisdictions as well as examples from other sites in North America. Links to these examples in provided in the table below:

Jurisdiction	Location	Equipment Focus Type
City of Vancouver	Tisdall Park	Centralized adult and senior fitness circuit
City of Burnaby	Central Park Fitness Circuits	Multi-station trail-side fitness pods
City of North Vancouver	Topo Park	Integrated landscape with bouldering features.
Other Examples	Product Line	Equipment Focus Type
Crossroads Adventure Park (US)	Bouldering Park	Integrated bouldering and rock-climbing features
Greenfields Outdoor Fitness (US)	Outdoor Fitness Equipment	Outdoor Fitness Equipment and Obstacle Course
Habitat System	Outdoor Fitness Equipment	Outdoor Fitness Equipment and Obstacle Course

Table 1. Local and other Outdoor Fitness Equipment examples

Financial Implications

Estimated Project Costs & Scope

Project costs will vary significantly depending on the scale and configuration of the selected equipment. Initial financial modeling indicates the following cost structures:

- **Small-Scale Fitness Circuits:** Equipment procurement alone for a basic pocket-park fitness hub or trail circuit is estimated to start at approximately **\$65,000**. However, depending on existing ground conditions, site preparation and civil works (such as grading, safety surfacing, and concrete pads) can equal or exceed the equipment purchase cost, effectively doubling the initial outlay. The total project estimated cost will be around **\$125,000**.
- **Mid-Scale Youth Obstacle Courses:** A dynamic obstacle or agility course is more expensive, the equipment procurement starting at around **\$70K to \$110K**, it also requires a significantly larger spatial footprint. This option will trigger higher expenditures for demolition, extensive site preparation and civil construction. The



total project estimated cost will be around **\$180,000** to **\$400,000** depending on the scale of the project.

- **Associated Soft Costs:** Total project budgets must account for essential soft costs, including legal land and site surveys, architectural and landscape design consultant fees, and community stakeholder consultation processes. For soft costs, there are options to expense to absorb as operation expense or assigned the expense with the project cost.

Supply Chain & Material Surcharges

Another factor in vendor selection is the current macroeconomic pricing environment for raw materials. Due to the ongoing trade dispute between Canada and United States, more specifically on the trade tariffs and surcharges on steel and aluminum products, equipment sourced from United States manufacturers is currently subject to a 25% material surcharge. Sourcing from local or trade-exempt Canadian manufacturers may offer opportunities to mitigate these cross-border supply chain premiums.

Available Funding Frameworks

The UNA has assessed the following funding sources that can be leveraged individually or blended to fully absorb the capital and operational deployment costs:

Funding Source	Available Balance	Eligibility & Strategic Alignment	Funding Strategy
Board Initiative Funding	~\$190,000	Direct allocation pool available for immediate, Board-directed community enhancements project during the current 26/27 fiscal budget year.	1 (First Priority)
Community Work Funds (CWF) — Recreation Infrastructure Category	~\$1.2 Million	Broad municipal funding pool. Outside of existing earmarked projects, this balance is fully accessible. Outdoor fitness and youth active-play infrastructure satisfy the eligibility criteria for this recreational infrastructure category.	2 (Second Priority)
UNA 2025-26 Operation Surplus	~\$700,000	Unallocated operational surplus from the 2025–26 fiscal year.	3 (Third Priority)
UNA Internal Capital Reserve	~1.6 Million	Long-term unrestricted reserve fund. Allocation from this fund strictly requires formal UNA Board authorization.	4 (Last Priority)

Table 2. Funding Sources and Eligibility

Operational Implications

The subsequent operational phases of this project are entirely subject to Board direction and approval. If authorized to proceed, the implementation framework is anticipated to mirror the project delivery pathway successfully utilized for the recent **UNA Dog Park Project**.

Governance & Project Oversight

It is anticipated that the Board will establish a dedicated **Project Working Group**. This working group would be tasked with:

- Overseeing project design, equipment selection, and site planning.
- Leading high-level inter-institutional communication and coordination with **UBC**.
- Guiding internal UNA staff and coordinating the design and deployment of the future public engagement strategy.

Procurement & Staff Capacity Impacts

- **Request for Proposal (RFP) Thresholds:** Regardless of the final chosen scale of the project, the projected capital outlay will trigger formal procurement policy requirements. The Operations Department will be required to develop and manage a comprehensive **Request for Proposal (RFP)** process.
- **Resource Allocation & Competing Priorities:** Board members should note that developing, publishing, and evaluating an RFP requires significant staff hours. This administrative demand may directly impact the Operations Department's capacity, potentially deferring or extending timelines for other competing capital works and operational projects currently on the work plan.

Permitting & Timeline

The choice of equipment layout and site location will dictate the regulatory timeline and administrative workload:

- **Streamlined Path (Street & Landscape Permit):** Basic installations of outdoor fitness equipment along existing pathways represent a lower administrative burden and shorter approval windows.
- **Complex Path (Full Development Permit):** Repurposing a public realm space into a dedicated youth active-play area will trigger a full, formal [Development Permit](#) process. This path will significantly increase administrative timelines, as it introduces mandatory, multi-phased public consultation pieces and rigorous design review requirements into the development schedule.

Siting, Permitting, and Regulatory Approvals

No permanent location has been finalized. Implementing outdoor fitness or youth equipment will require a structured, multi-step regulatory and design review process:

- **UBC Coordination:** All prospective locations will require detailed feasibility studies, technical siting collaboration and approval from UBC Campus and Community Planning (C&CP). This initial step ensures the proposed locations are viable before moving forward.
- **Permit Streams:** Standard outdoor fitness installations along existing walkways will likely require a Street and Landscape Permit Application. However, if a project involves repurposing a portion of the existing public realm into a dedicated outdoor equipment park, it will trigger a more comprehensive and lengthy Development Permit Application and Reviewal Process.

Strategic Objective

Community Building

Attachments

N/A

Concurrence

1. Dave Gillis, Recreation Manager
2. Athena Koon, Finance Manager

Respectfully submitted,

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Wegland Sit
Operations Manager



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

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Paul Thorkelsson
Chief Administrative Officer



Report Date: June 9, 2026
Meeting Date: June 23, 2026
From: Glenda Ollero, Communications Manager
Subject: UNA 25th Anniversary Celebration

Background

This year marks the University Neighbourhoods Association's 25th anniversary. This milestone provides an opportunity to reflect on the organization's history, celebrate the contributions of residents, volunteers, Board members, and staff, and increase awareness of the UNA's role in building community over the past quarter century.

Staff are planning several modest initiatives throughout the year to recognize the anniversary and highlight the UNA's accomplishments and impact.

Decision Requested

None. For information only.

Discussion

To recognize the UNA's 25th anniversary, staff are developing a number of communications and engagement initiatives that celebrate the organization's history while increasing awareness of its role in the community. Together, these initiatives aim to highlight key accomplishments from the past 25 years, strengthen residents' understanding of the UNA's services and governance, and encourage greater community participation and UNA Society membership.

- **25th Anniversary Commemorative Logo:** A commemorative 25th anniversary logo has been developed and will be incorporated into UNA communications and promotional materials throughout 2026. The logo serves as a visual marker of the anniversary year and will be used on selected publications, posters, digital communications, recreation materials, and event promotions. The logo has already begun appearing on select communications and will continue to be used throughout the anniversary year.



- **25th Anniversary Video:** Staff are producing a short commemorative video that will highlight the history of the UNA, the circumstances that led to its creation, and key accomplishments over the past 25 years.

The video will feature photographs over the years and interviews with past and present Board Chairs, providing residents with an opportunity to learn more about the organization's evolution and contributions to the community. It will also help raise awareness of the services and programs available to residents today.

The video will include a call-to-action encouraging residents to become UNA Society Members and participate in the community through the programs, services, and other opportunities offered by the UNA.

The video will be presented at the 2026 Annual General Meeting in September and will subsequently be made available on the UNA website.

- **25th Anniversary Web Page:** A dedicated anniversary webpage is being developed to serve as a central hub for anniversary-related content. The page will feature the commemorative video, historical information about the UNA, notable milestones, and highlights from the organization's first 25 years.

The webpage will provide residents with an accessible resource to learn more about the UNA's history, governance, and contributions to the community. It is anticipated to launch in conjunction with the Annual General Meeting.

- **Staff Commemorative Apparel:** To recognize the anniversary and support a consistent visual presence at UNA facilities and events, staff are developing commemorative apparel featuring the 25th anniversary logo. The apparel will be worn at the Annual General Meeting and other activities throughout the year.
- **Commemorative Token:** Staff are exploring options for a small commemorative item to be distributed to UNA Society Members attending the Annual General Meeting. Potential items include practical branded products such as pens, mugs, keychains, or umbrellas, subject to cost and availability.

The objective is to provide attendees with a modest keepsake recognizing the organization's 25th anniversary while remaining mindful of budget considerations.



Implementation

The anniversary initiatives will be delivered through existing communications and engagement channels, including:

- Incorporation of the commemorative logo into print and digital communications
- Production and promotion of the anniversary video
- Development of the anniversary webpage
- Distribution of commemorative materials at anniversary events, including the Annual General Meeting

Timeline

- **December 2025:** Development of the 25th Anniversary Commemorative Logo.
- **January 2026 and throughout the year:** Continued use of commemorative branding and anniversary-related communications
- **Summer 2026:** Completion of video production and webpage development
- **September 2026:** Launch of anniversary webpage and premiere of anniversary video at the Annual General Meeting

Financial Implications

Any costs would not exceed the approved allocation in the UNA Budget.

Operational Implications

The Communications Team has planned for the execution and delivery of the strategies outlined above in their 2026 calendar.

Strategic Objective

Community Building / Advocacy

Attachments

None

Concurrence

None



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD MEETING

Respectfully submitted,

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Glenda Ollero
Communications Manager

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Paul Thorkelsson
Chief Administrative Officer



Report Date: May 26, 2026
Meeting Date: June 2, 2026
From: Athena Koon, Finance Manager
Subject: FY2025/26 Q4 Financial Results Report

Background

The UNA fiscal year ended on March 31, 2026. This report provides a preliminary overview of the fiscal 2025/26 financial results. Please note that these results are preliminary, are provided for reference purposes only, and remain subject to change pending year-end audit adjustments.

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

Revenue

Total revenue at year-end is \$382K above budget, representing a positive variance of 5%.

- Revenue from the Neighbours Levy for 2025 totals \$6.24 million, which is 5% higher than originally projected. After accounting for all mandatory contributions, reserve withdrawals, and GST, the total Neighbours Levy funds available to the UNA amount to \$6.13 million. This represents an increase of approximately 3.1% compared to the previously projected amount of \$5.94 million.
- In addition, there were two reserve withdrawals during the year totaling \$113K, which account for the remaining variance of approximately 1.9%.
- Total Recreation and Culture revenue at year-end is 3% higher than budgeted. Personal Training revenue at Wesbrook has continued to grow, and program revenue has remained strong throughout the year, driven by the successful performance of programs & camps offered at the Wesbrook Community Centre (WCC).
- Revenue from the Community Field and Nobel Softball Field was below target, as these facilities were largely committed to public and league use, limiting availability for private bookings and rentals. Despite this shortfall, overall Recreation and Culture revenue exceeded budget by approximately \$54K, or 3%.
- Total Other Revenue for the year is 5% above budget. Parking revenue exceeded expectations, driven by strong car share parking revenue. Miscellaneous revenue also came in higher than budgeted, primarily due to

higher-than-anticipated interest income. Common Area Maintenance Support (UBCPT) met the budget target. Overall, this revenue category exceeded budget by approximately \$33K, or 5%.

- On the other hand, total revenue from External Grants and Other Funding was slightly below budget for the year, ending 2% under target. This variance was primarily due to a lower-than-anticipated Canada Summer Jobs subsidy. Overall, grant and other funding revenue fell short of budget by approximately \$2.5K

Expenditures

Total expenditures at the end of the fiscal year were \$371K under budget, with overall spending at 96% of the budgeted amount.

- Total Engineering and Operations Services expenditures totaled \$1.8M for the year, which is close to budget with a slight over of \$30K representing 2% of the approved budget.
 - o Parking and Emergency Management expenses were over budget due to the development of the 311 municipal service ticketing system during the year, as well as higher-than-budgeted parking security costs.
 - o Road, Gutter, and Sidewalk Maintenance expenses were over budget due to repair projects undertaken throughout the neighbourhood, including the Hampton Roundabout repair.
 - o Streetlights: Expenditures are higher than average due to increased repair activity for street and pathway lighting.
- Total Recreation & Culture Services expenses for the year are \$3.4M for the year, representing 98% of budget:
 - o Old Barn Community Centre expenditures are at 79% of budget due to lower-than-anticipated maintenance costs to date.
 - o Recreation Salaries & Benefits are below budget, primarily due to staff turnover and delays in filling vacant positions.
 - o Community Access costs, primarily Vancouver Public Library (VPL) fees, are assessed at \$96.2K for 2025/26 based on prior-year usage.
 - o Community Support spending is at 138% of budget, primarily due to costs associated with major events such as Neighbours Day, Diwali, and Lunar New Year. The higher expenditures also reflect the implementation of volunteer management tools to better support and coordinate volunteer activities.



- Total General Operations Services expenses are \$2.8M, representing 90% of what is budgeted.
 - o Sustainability services costs are at 75% of budget, primarily due to staff turnover, with the Specialist position remaining vacant until the end of Q2.
 - o Professional Fees are at 134% of budget due to unbudgeted office relocation consulting costs incurred during the year.
 - o General Operations Services expenses are below budget, primarily because two major budgeted items—insurance and office rent—came in under expectations.
 - o Communications expenses are at 88% of budget, mainly due to lower-than-expected newspaper costs.

Decision Requested

For Information.



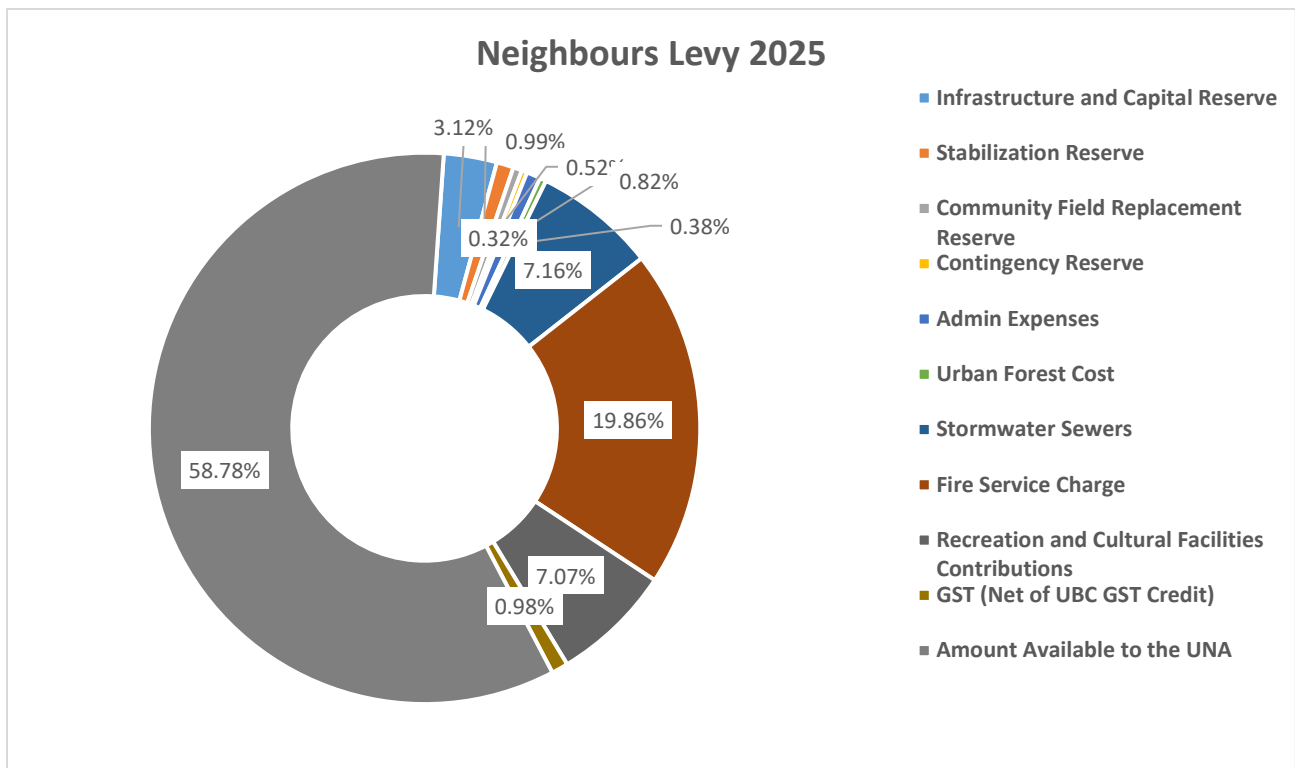
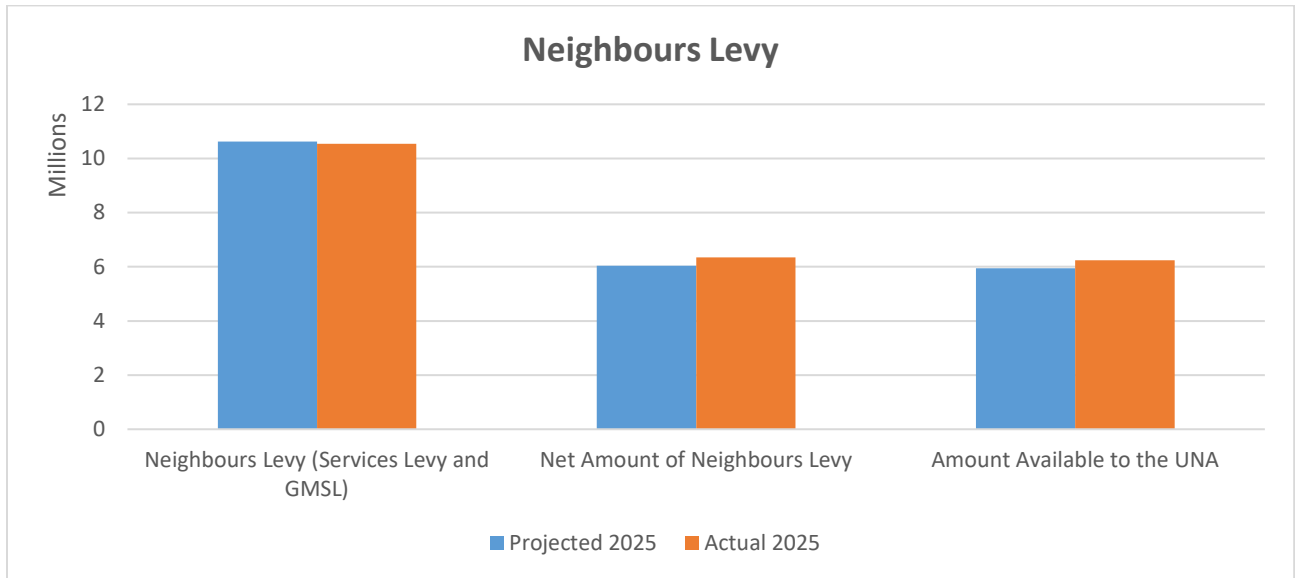
Discussion:

UBC Neighbours Fund (Amount Available to the UNA)

	Projected 2025	Actual 2025	Variance
Neighbours Levy (Services Levy and GMSL)	10,625,000	10,547,310	-0.7%
Contributions to Reserves			
Infrastructure and Capital Reserve ¹	-414,375	-411,345	-0.7%
Stabilization Reserve	-106,250	-105,473	-0.7%
Community Field Replacement Reserve ²	0	15,000	
Community Field Replacement Reserve ²	-75,000	-70,000	-6.7%
Total Contributions to Reserves	-595,625	-571,818	-4.0%
Transfers from Reserves			
Infrastructure and Capital Reserve	0	80,266	
Contingency Reserve	0	34,230	
Total Transfers from Reserves	0	114,496	
UBC Withdrawals			
Admin Expenses ³	-87,000	-87,000	0.0%
Urban Forest Cost ⁴	-80,000	-40,000	-50.0%
Stormwater Sewers	-760,000	-760,000	0.0%
Fire Service Charge	-2,227,799	-2,108,524	-5.4%
Recreation and Cultural Facilities	-833,377	-750,039	-10.0%
Contributions			
Total UBC Withdrawals	-3,988,176	-3,745,563	-6.1%
Net Amount of Neighbours Levy	6,041,199	6,344,424	5.0%
GST (Net of UBC GST Credit)	-99,036	-104,007	5.0%
Amount Available to the UNA	\$ 5,942,163	\$ 6,240,417	5.0%

Notes:

1. The Infrastructure Replacement Reserve and the Capital Reserve is now combined and the rate for 2025 is at 3.9%
2. New agreement now finalized and rate for 2024 was at \$60K and 2025 for \$70K.
3. UBC's fees and expenses cover all administrative duties, including the costs of the annual audit.
4. New cost for 2025 based on latest forecast provided by UBC





Summary of Revenue and Expenditure:

University Neighbourhoods Association Q4 Result	2025-26	%	2025-26		Q4 Actual vs Total Revenue %
	BUDGET	Act/Bud	Actual	Prior Year	
REVENUE					
Payment from UBC					
Neighbours Levy	5,942,163	105%	6,240,417	5,270,971	71%
 Total Payment From UBC	5,942,163	105%	6,240,417	5,270,971	71%
Recreation & Culture					
Wesbrook Community Centre	347,000	109%	377,011	354,318	4%
Old Barn Community Centre	129,740	105%	136,180	130,957	2%
Programming	992,000	103%	1,017,704	978,900	12%
Playing Fields & Park Rentals	125,000	93%	116,393	100,762	1%
 Total Recreation & Culture	1,593,740	103%	1,647,288	1,564,937	19%
Other Revenue					
Parking	50,000	120%	60,185	124,783	1%
Miscellaneous	92,158	125%	114,926	134,511	1%
Common Area Maintenance Support (UBCPT)	590,000	100%	590,000	690,000	7%
 Total Other Revenue	732,158	105%	765,111	949,295	9%
Grants & Other Funding					
External Grants & Miscellaneous	168,500	98%	165,952	124,975	2%
 Total Grand & Other Funding	168,500	98%	165,952	124,975	2%
TOTAL FUNDING SOURCES & REVENUE	8,436,561	105%	8,818,768	7,910,178	100%

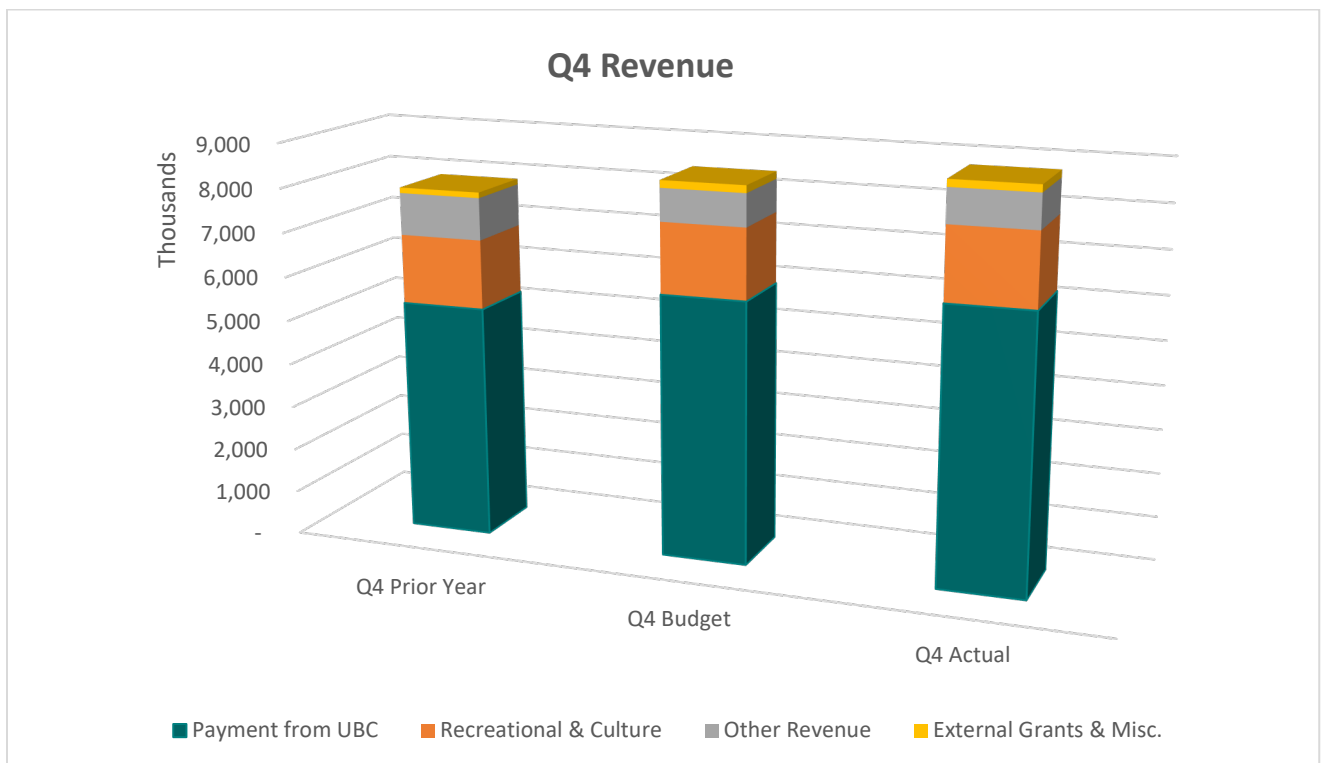


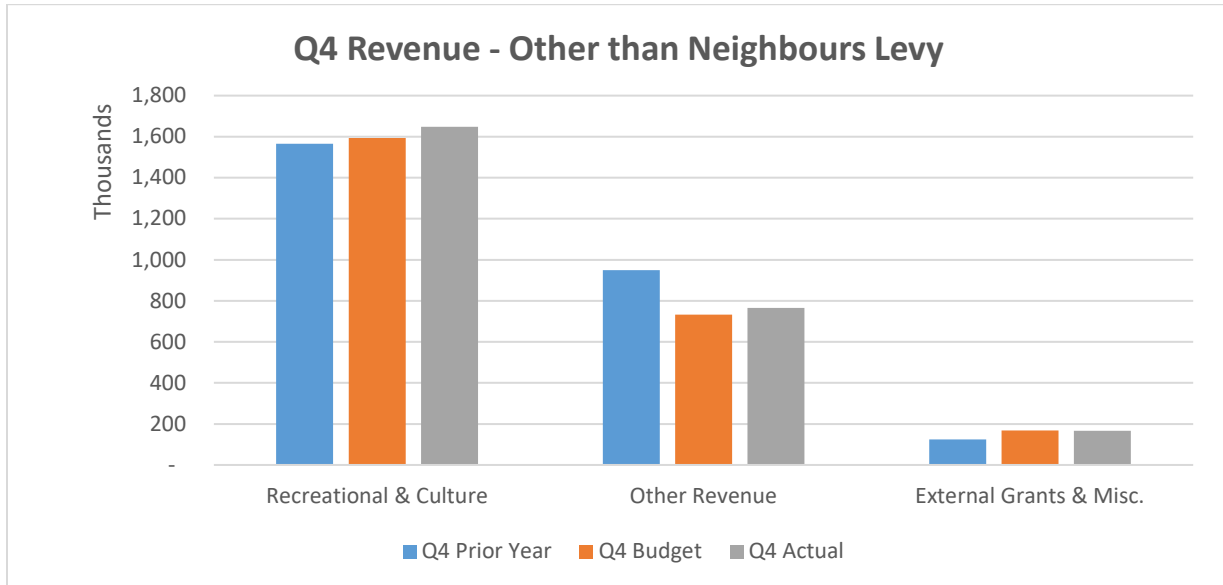
University Neighbourhoods Association Q4 Result	2025-26	%	2025-26		Q3 Actual vs Total Expenditure %
	BUDGET	Act/Bud	Actual	Prior Year	
EXPENDITURES					
Engineering & Operations Services					
Parking & Emergency Management	144,592	124%	179,160	133,710	2.2%
General Maintenance	48,198	104%	49,956	61,325	0.6%
Landscaping	1,338,430	97%	1,301,973	1,335,386	16.1%
Road, Gutter and Sidewalk Maintenance	112,914	114%	128,293	129,548	1.6%
Streetlights	43,775	122%	53,335	63,695	0.7%
Electricity	94,520	106%	100,183	92,938	1.2%
Other Common Area Maintenance Costs	36,779	97%	35,819	41,893	0.4%
Total Engineering & Operations Services	1,819,208	102%	1,848,719	1,858,496	22.9%
Recreation & Culture Services					
Fields	25,600	93%	23,777	23,131	0.3%
Wesbrook Community Centre	581,677	100%	584,385	574,159	7.2%
Old Barn Community Centre	281,364	79%	221,890	248,364	2.8%
Recreation Salaries & Benefits	1,529,371	92%	1,409,075	1,244,104	17.5%
Programming	935,483	106%	993,229	874,035	12.3%
Community Access	90,000	107%	96,202	89,700	1.2%
Community Support	77,232	138%	106,604	80,343	1.3%
Total Recreation & Culture Services	3,520,727	98%	3,435,162	3,133,836	42.6%
General Operation Services					
Administration Salaries & Benefits	1,838,426	95%	1,741,257	1,650,276	21.6%
Sustainability	110,722	75%	83,457	52,327	1.0%
Professional Fees	128,000	134%	171,966	133,750	2.1%
General Operating Services	742,149	72%	536,367	564,023	6.7%
Communications	203,329	88%	177,938	155,086	2.2%

Public Engagement	74,000	95%	70,642	78,911	0.9%
Total General Operation Services	3,096,626	90%	2,781,629	2,634,373	34.5%
TOTAL EXPENDITURES	8,436,561	96%	8,065,510	7,626,705	100%
BALANCE SURPLUS (OR DEFICIT)	-		753,259	283,473	

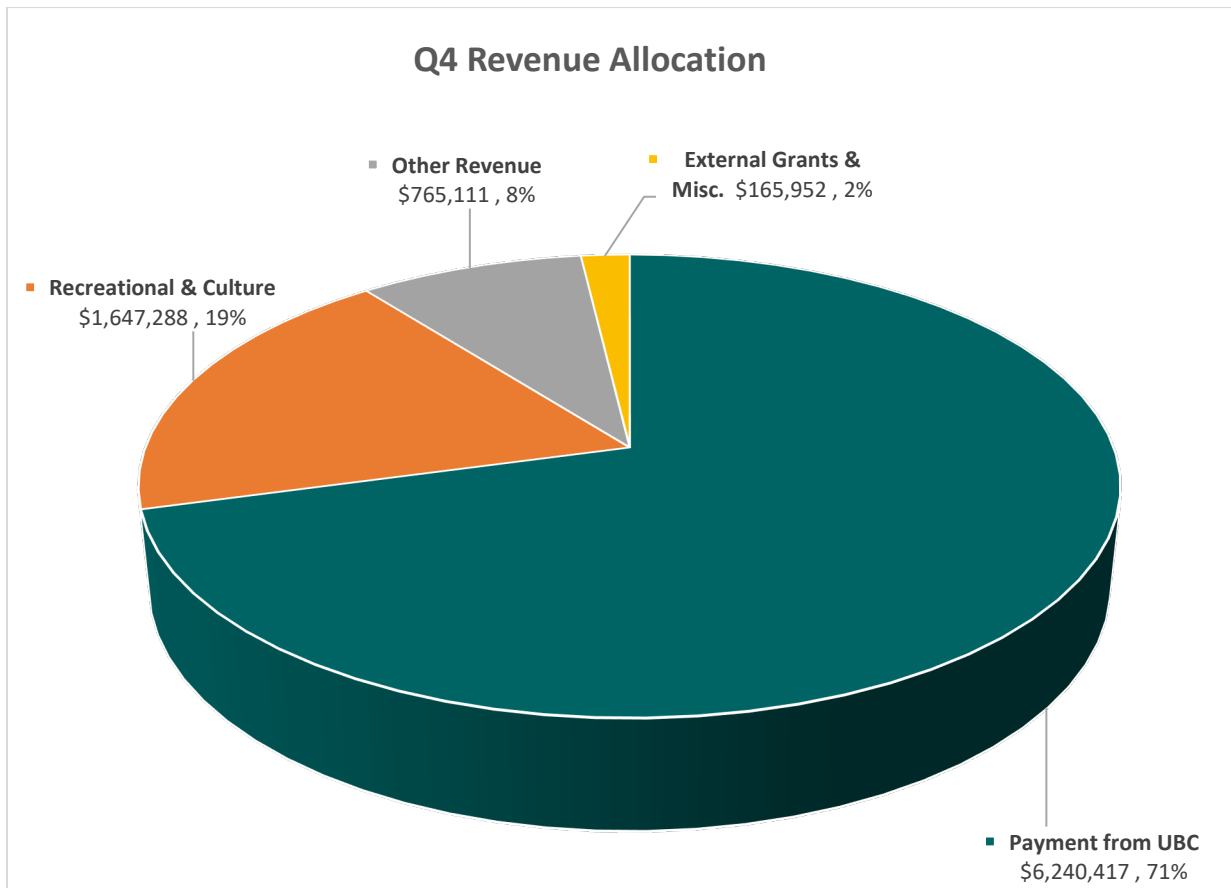
These supplemental notes are provided as background information for the financial performance during fiscal year 2025/26.

Revenue for Fiscal 2025/26:

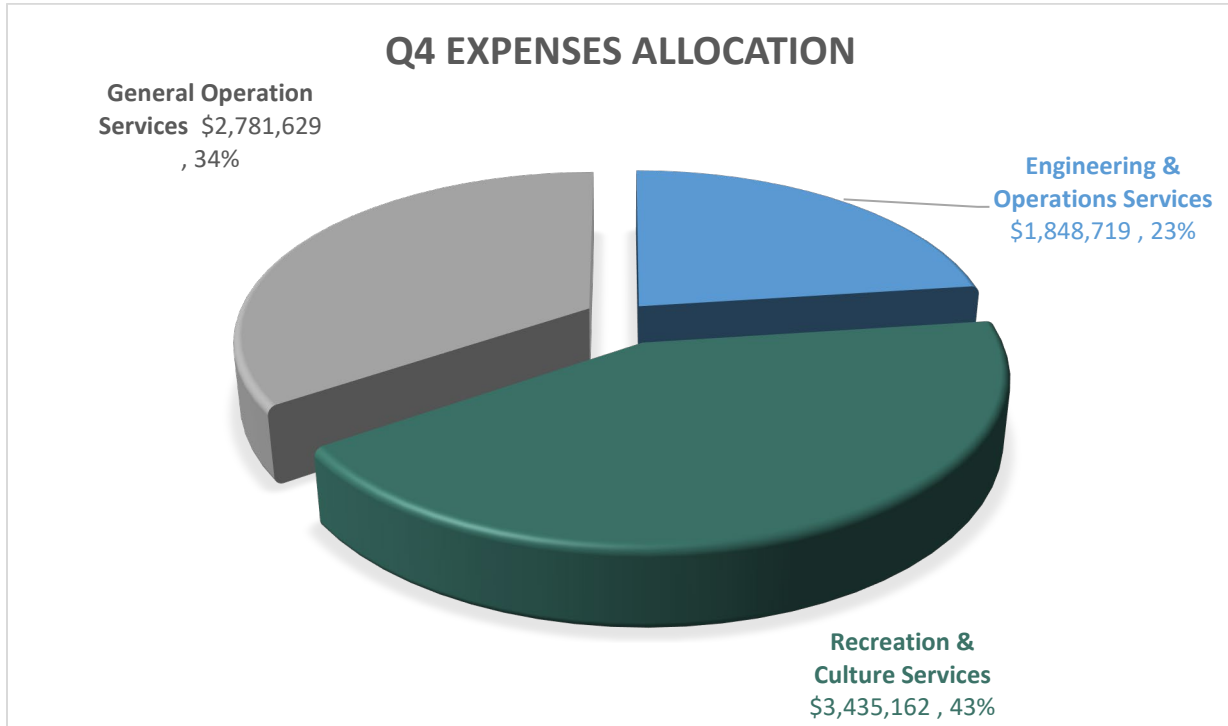




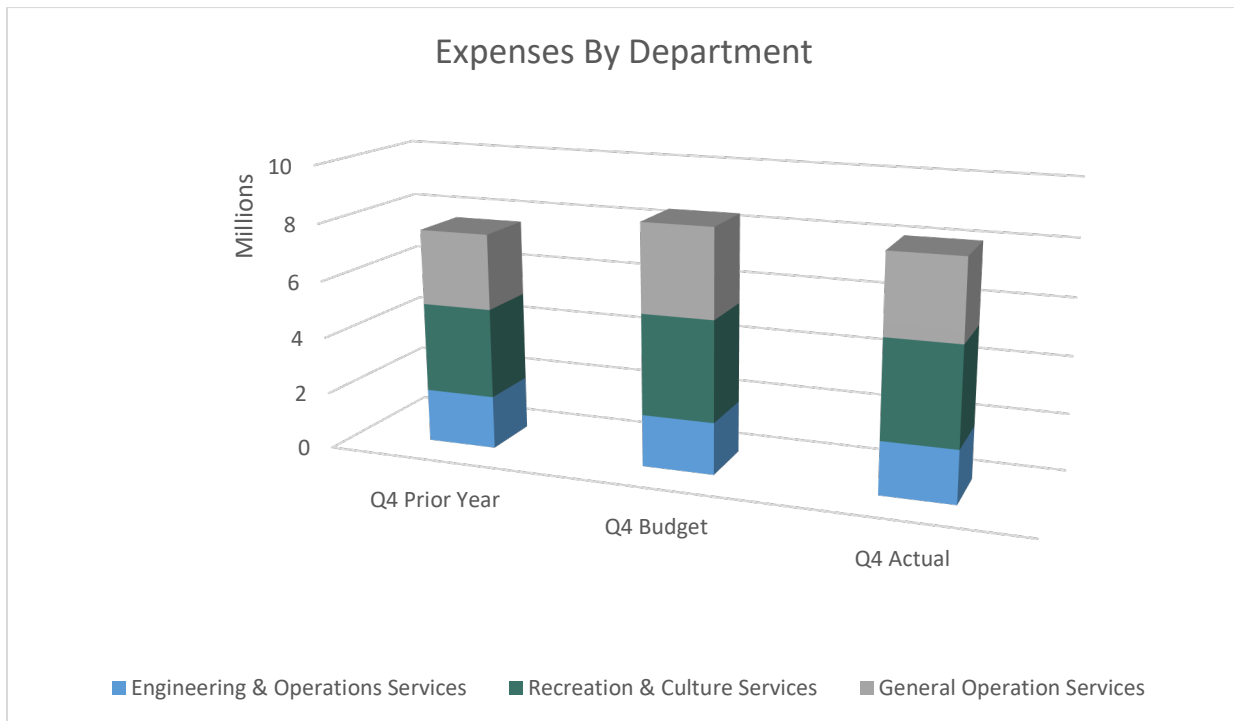
Revenue Allocation for Fiscal 2025/26:



Expenses Allocation for Fiscal 2025/2026:



Total Expenses Comparison for Fiscal 2025/26:





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

Vendor	2025/26 Q4 Total	Payment Date	Amount	Description
Badger Earthworks Ltd	\$198,465	01/16/2026	29,856.75	Landscaping Maintenance
		01/26/2026	28,582.85	
		02/18/2026	25,748.80	
		03/11/2026	29,895.78	
		03/18/2026	29,403.70	
		03/26/2026	29,647.87	
		03/31/2026	25,329.15	
BC Hydro	\$32,403	01/22/2026	3,811.99	Electricity
		02/17/2026	24,907.28	
		03/26/2026	3,683.66	
Commissionaires BC	\$29,684	01/26/2026	7,521.29	Security
		02/13/2026	4,615.80	
		02/18/2026	4,286.10	
		03/11/2026	4,615.80	
		03/18/2026	4,359.26	
		03/26/2026	4,286.10	
Cutting Edge Vancouver Landscape Services Inc.	\$36,952	01/26/2026	9,412.20	Landscaping Maintenance
		02/18/2026	7,828.80	
		03/18/2026	19,710.60	
Meridian Landscaping Ltd.	\$43,378	01/16/2026	8,675.63	Landscaping Maintenance
		02/13/2026	8,675.63	
		03/11/2026	8,675.63	
		03/26/2026	17,351.25	
Paragon Micro IT Solutions Group Canada ULC	\$83,592	01/05/2026	814.37	311 System implementation development service & Team Panel for 3 locations & IT Service
		01/22/2026	52,983.84	
		02/03/2026	814.37	
		03/03/2026	814.37	
		03/31/2026	27,350.40	
		03/31/2026	814.37	
Pure Image Technology Solutions Ltd.	\$35,399	03/17/2026	35,398.55	Digital Signage for WCC parking lot
Scandinavian Building Services Ltd	\$55,652	01/16/2026	15,628.68	Janitorial
		01/26/2026	4,266.57	
		02/13/2026	588.00	
		03/11/2026	19,539.59	
		03/18/2026	15,628.68	



Silver Star Painting & Renovation Ltd	\$30,338	01/26/2026 02/19/2026 03/18/2026	20,208.79 3,769.65 6,359.51	Community Centre Maintenance
UBC Energy and Water Services	\$38,659	01/16/2026 02/18/2026 03/11/2026 03/18/2026 03/31/2026	23,783.58 3,077.40 2,406.52 1,476.16 7,915.83	Water Usage
UBC Properties Trust	\$25,044	03/17/2026	25,043.81	UNA Office Reno Consultant Fee
Wesbrook Properties	\$30,555	01/01/2026 02/01/2026 03/01/2026 03/18/2026 03/26/2026 03/31/2026	7,355.53 7,355.53 7,355.53 630.00 7,003.41 854.59	Main Office Rent
WorkSafeBC	\$31,018	01/20/2026 03/31/2026	15,154.77 15,863.40	Workers Compensation Premium

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

Vendor	2025/26 Total	Description
Badger Earthworks Ltd	\$ 920,085	Landscaping Maintenance
BC Hydro	\$ 141,020	Electricity
BFLCANADARisk and Insurance Services Inc.	\$ 126,940	Insurance
Commissionaires BC	\$ 108,684	Security Service
Cutting Edge Vancouver Landscape Services Inc.	\$ 168,160	Landscaping Maintenance
Meridian Landscaping Ltd.	\$ 185,294	Landscaping Maintenance
Paragon Micro ITSolutions Group Canada ULC	\$ 131,357	311 System / Teams Panel / Notebooks
Rust Investments Ltd.	\$ 256,709	Park Construction
Scandinavian Building Services Ltd	\$ 210,260	Janitorial
Silver Star Painting & Renovation Ltd	\$ 103,561	Building Maintenance
UBC Energy and Water Services	\$ 156,289	Utilities Cost



Victor Canada	\$ 138,890	Health Insurance Plan
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Total Capital Items for Fiscal 2025/26:

Location	Budget	YTD Total	Amount	Comment
Wesbrook Community Center	\$76,500	\$230,087	\$46,820	Furniture & Fixture
			\$50,530	Computer & IT Equipment
			\$64,287	Tenant Improvement
			\$43,547	Wesbrook - Multimedia Equipment
			\$24,904	Recreation & Fitness Equipment
Old Barn Community Center	\$20,000	\$61,419	\$27,137	Furniture & Fixture
			\$14,423	Computer & IT Equipment
			\$19,860	Tenant Improvement
Office	\$40,200	\$44,220	\$8,071	Furniture & Fixture
			\$36,149	Computer & IT Equipment
Park and Roadway Enhancement	\$185,000	\$111,883	\$111,883	Shading Structures in Parks
Total	\$321,700	\$447,609	\$447,609	

The capital expenditures for this year exceed the approved capital budget. In addition to the items included in the current fiscal year's approved budget, some 2026/27 capital projects were completed in advance with Board approval. Details on these additional expenditures, totaling approximately \$128,000, were circulated and approved in advance of the April 2026 Board meeting with further details provided in that meeting report.

All of the above projects were originally planned to be funded from the UNA Capital Reserve. However, as 2025/26 is a surplus year, the Capital Reserve will not be drawn upon. Instead, these projects will be funded directly from the year's surplus. Once the audit is completed, a report will be prepared outlining potential uses of the surplus, if required.



UNA Balance Sheet as of March 31, 2026

**University Neighbourhoods Association
Balance Sheet**

As of Date:

03/31/2026

	<u>Year To Date</u>	<u>Prior Year End</u>
	<u>03/31/2026</u>	<u>03/31/2025</u>
Assets		
Current Assets		
Cash and Cash Equivalents	2,445,414	1,550,708
Term Deposits	1,521,500	1,660,194
Accounts Receivable	131,343	172,291
Prepaid expense	130,162	152,013
Total Current Assets	4,228,420	3,535,206
Long-term Assets		
Capital Assets	2,910,454	2,617,846
Amortization	1,910,187	1,845,404
Total Long-term Assets	1,000,268	772,441
Total Assets	5,228,688	4,307,647
Liabilities & Net Assets		
Liabilities		
Short-term Liabilities		
Accounts payable & accrued Liabilities	468,171	378,084
Deferred Income	518,543	523,830
Total Short-term Liabilities	986,714	901,914
Long Term Liabilities		
Deferred contributions (Note 8)	225,675	120,468
Deferred capital contributions (Note 9)	122,222	144,445
Total Long Term Liabilities	347,897	264,913
Total Liabilities	1,334,611	1,166,827
Net Assets		
Internally restricted (Note 10)	1,634,675	1,402,063
Invested in Capital Assets	878,045	627,996
Unrestricted Fund	1,291,357	1,110,761
Total Net Assets	3,804,077	3,140,820
Total Liabilities & Net Assets	5,228,688	4,307,647



Financial Implications

None.

Operational Implications

None.

Strategic Objective

None.

Attachments

None.

Concurrence

None.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Athena Koon', written in a cursive style.

Athena Koon
Finance Manager

A handwritten signature in black ink, appearing to read 'Paul Thorkelsson', written in a cursive style.

Paul Thorkelsson
Chief Administrative Officer



Report Date: June 9, 2026
Meeting Date: June 23, 2026
From: Lauren Thomson, Corporate Services Specialist
Subject: 2026 UNA Annual General Meeting Report

Background

Pursuant to the UNA Bylaws, an annual general meeting (AGM) must be held by September 30, 2026.

This report details recommendations to confirm the date, time, and location of the 2026 AGM and its accompanying notice.

Decisions Requested

THAT the Board confirm that the UNA will hold the 2026 Annual General Meeting on Tuesday, September 29, 2026, commencing at 7:00 p.m. at the Wesbrook Community Centre.

THAT the Board approve the 2026 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 2026 AGM will need to take place by September 30, 2026.

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 2026 AGM take place on September 29, 2026, 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 2026 AGM, that deadline is September 8, 2026. 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.



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 FY2026/27, there is \$10,000 budgeted for the 2026 AGM.

Operational Implications

None.

Strategic Objective

Governance

Attachments

1. 2026 Notice of AGM Package

Concurrence

1. Glenda Ollero, Communications Manager

Respectfully submitted,

Lauren Thomson

Lauren Thomson
Corporate Services Specialist

Paul Thorkelsson
Chief Administrative Officer

NOTICE OF 2026 ANNUAL GENERAL MEETING

Please be advised that the **2026 Annual General Meeting (AGM)** of the University Neighbourhoods Association (UNA) will be held on **Tuesday, September 29, 2026, 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.

AGENDA

Eagle Glassheim, Chair

The following business will be conducted at the **2026 Annual General Meeting**:

A. Introduction

1. Chair's Welcome
2. Review of Meeting Procedure
3. Motion to Adopt the Agenda
4. Motion to Approve the 2025 AGM Minutes

B. Reports: Part 1

1. UNA Finance & Audit Committee Report
2. Presentation of UNA 2025/26 Financial Statements
 - a. Motion to Appoint the Auditor
3. UBC Presentation on Neighbours' Fund
4. Question and Answer Period

C. Proposed UNA Bylaw Amendments

1. Special Resolution (as needed)
BE IT RESOLVED THAT, as a special resolution by a majority of not less than two thirds of the members who vote at the Annual General Meeting of members of the Association, the Bylaws of the Association be altered to implement [X] and to make minor changes as per the amendments included in the notice of the Annual General Meeting.
2. Question and Answer Period

D. Reports: Part 2

1. Chair's Annual Report
2. Chief Administrative Officer's Annual Report
3. Question and Answer Period

E. Other Business

F. Result of the UNA Bylaw Amendments Voting (if available)

G. Motion to Adjourn

WHY SHOULD I ATTEND?

The UNA's Annual General Meeting is a chance for you 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.

HOW TO VOTE AT AGM

To attend and vote at the AGM, you must be a **UNA Society Member** and present a valid form of ID.

Note that being a UNA Society Member is not the same as having a UNA Account or a UNA Card. For more information, visit myuna.ca/society.

Please arrive early to ensure that you are registered before the Chair calls the meeting to order. Please note that voting cards will not be reissued if lost.

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

IN-PERSON

Register and present your ID at the venue to receive your voting cards.

BY PROXY

If you are unable to attend the AGM, you may consider appointing another UNA Society Member as a proxyholder on your behalf by completing the enclosed **2026 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.

VALID FORMS OF ID

To participate at the 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,

or failing this person,

as proxyholder for the undersigned to attend, act and vote on behalf of the undersigned at the **2026 Annual General Meeting** of the Association to be held on September 29, 2026 and at any adjournment thereof.

Signed this _____ day of _____, 2026.

(Printed Name of UNA Society Member)

(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. Being a UNA Society Member is *not* the same as having a UNA Account or a UNA Card. For more information, visit myuna.ca/society.



Report Date: June 9, 2026
Meeting Date: June 23, 2026
From: Lauren Thomson, Corporate Services Specialist
Subject: Advisory Committee Youth Membership

Background

Current Bylaws and Terms of Reference require that individuals serving on committees be UNA Society Members. To be eligible for Society Membership, a resident must be at least 18 years of age

Decision Requested

THAT the Board allow resident individuals under 18 to be considered eligible to join advisory committees.

AND THAT Terms of Reference for applicable committees be updated to reflect youth eligibility.

Discussion

Current Bylaws and Terms of Reference require that individuals serving on committees be UNA Society Members. To be eligible for Society Membership, a resident must be at least 18 years of age. This report suggests that there are exceptional young people that can serve meaningfully on the committees. This change would demonstrate a commitment to the inclusion of a greater diversity of community members. While the Terms of Reference can be amended to reflect the inclusion of youths, the choice of candidates on Committees will continue to follow current procedures with a focus on skills and experience of applicants. Should a youth be chosen, it would demonstrate a unique and advanced set of skills on their part which the Board would determine to be qualifying for the position.

Financial Implications

None.

Operational Implications



None.

Strategic Objective

Advocacy
Inclusion

Attachments

1. UNA Bylaws

Concurrence

None.

Respectfully submitted,

Lauren Thomson

Lauren Thomson
Corporate Services Specialist

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

Paul Thorkelsson
Chief Administrative Officer

1.4 If there is a conflict between a provision of these Bylaws, and the *Societies Act*, the regulations under the *Societies Act*, or any other enactment of British Columbia or Canada, the provision has no effect.

2.0 MEMBERSHIP

2.1 The members of the Association are the following persons:

- (a) persons who become members in accordance with Bylaw 2.3; and
- (b) up to 2 persons appointed from time to time by the President of UBC.

2.2. To be eligible to be a member, a person must

- (a) be at least 18 years of age, and
- (b) except for persons who are members pursuant to Bylaw 2.1(b), reside in a Local Area (other than in Student Housing) or in a Designated Building.

2.3 A person who is eligible to be a member may apply to become a member by application to the Association and becomes a member upon the confirmation of the Association that the person meets the eligibility requirements for membership.

2.4 A person appointed pursuant to Bylaw 2.1(b) becomes a member on receipt by the Association of written notice from UBC of the appointment.

2.5 Every member shall uphold the Constitution and comply with these Bylaws.

2.6 A person ceases to be a member:

- (a) by delivering the person's resignation in writing to the business office of the Association;
- (b) on the person's death;
- (c) on ceasing to be eligible to be a member; or
- (d) in the case of a person who is a member pursuant to Bylaw 2.1(b), on receipt by the Association of written notice from UBC that the person's appointment as a member has terminated or been revoked.

2.7 A member may not be disciplined or expelled.

3.0 MEETINGS OF MEMBERS

3.1 Every general meeting shall be held on the day and at the time and place, in accordance with the *Societies Act*, as the Board decides.

3.2 An annual general meeting shall be held in each calendar year not more than 6 months after the fiscal year end of the Association.

3.3 The members may requisition a general meeting by delivering to the Association's registered office a requisition signed by not less than 10% of the members and the Board shall,



Report Date: June 16, 2026
Meeting Date: June 23, 2026
From: Wegland Sit, Operations Manager
Subject: FY2026/27 Insurance Renewal Report

Background

As part of our proactive risk management and cost optimization efforts, the annual renewal of the University Neighbourhoods Association's (UNA) comprehensive insurance coverage is currently underway.

This report summarizes the renewal process, highlights key coverage focus areas evaluated for the upcoming term, and presents 2026/27 quotes for the Board's review and formal approval.

Decision Requested

THAT the Board of Directors approve the comprehensive insurance package as presented and authorize the Chief Administrative Officer (CAO) to execute all necessary agreements on behalf of the UNA to bind the insurance coverages for the policy term of July 1, 2026, to June 30, 2027.

Discussion

Executive Summary

Status Date: June 16, 2026

Staff are actively engaged with our broker, BFL Canada, to finalize the comprehensive suite of insurance coverages. While the renewal process is well-advanced ahead of the July 1 deadline, marketplace underwriters are issuing quotes in stages.

BFL has successfully delivered firm policy quotes for the following critical coverage areas the insurance policy quote for:

- Directors & Officers Liability
- Property Liability – Contents + Tenant Improvement (new)
- Earthquake Building Deductible Buy-Down
- Cyber Security and Privacy
- Commercial General Liability + Abuse Coverage



Pending Underwriter Quotes:

- Following the real-time update from UBC Risk regarding the baseline reduction to 5%, BFL Canada has advised that the revised premium quote for the Earthquake Deductible Buy-down policy (amending coverage to bridge the narrower 5% to 3% gap) is currently in the final stages of underwriting and is expected imminently.

A supplemental data sheet containing the finalized Earthquake Buydown premium figures will be provided to the Board as soon as they are released.

2025/26 Insurance Policies and 2026/27 Renewal

The UNA’s commercial insurance program is comprised of vital coverages designed to shield the organization from operational, physical, and legal liabilities. The following key policies are currently set to expire on June 30, 2026:

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

Insurance	Coverage	FY2025/26
Commercial General Liability	\$10M Coverage \$10,000 Deductible	
Abuse Coverage	\$1M Coverage \$50,000 Deductible	\$95,000 (CGL + Abuse)
Directors & Officers Liability	\$5M Coverage \$5,000 Deductible	\$3,350 (2-year term)
Property Liability – Contents	Coverage is based on asset values \$2,500 Deductible	\$5,300
Earthquake Building Deductible Buy-Down (New)	10% down to 3% Deductible	\$14,419
Cyber Security and Privacy (New)	\$5m Coverage \$25,000 Deductible	\$7,996
Property - Building (UBC)	Property Value Insure - \$20.43M	\$22,146
Total		\$148,211

Table 1. 2025/26 UNA Insurance Coverages and Premiums

For FY 2026/27, the UNA has budgeted **\$201,870** for the insurance renewal.



BFL Canada Market Outlook

According to the most recent commercial market intelligence from BFL Canada, the insurance industry in 2026 is steadily transitioning into a more stable "buyer's market." Following several years of hard market conditions—characterized by extreme rate volatility, inflation spikes, and rigid underwriting guidelines—both domestic and global insurers have injected capacity back into the marketplace. This increased underwriting competition is generally stabilizing premiums across the commercial sector, signaling a more client-favorable renewal cycle than in prior years.

Impact of On-Going Claims on Premium Negotiations

While the macro insurance environment is softer, premium adjustments are heavily dependent on individual organizational loss history. The UNA currently has two ongoing active claims being processed under our existing liability coverage:

1. An incident stemming from **May 2025**.
2. An incident stemming from **December 2025**.

Due to the unknown development potential and open status of these outstanding claims, the underwriters originally demanded a 5% baseline rate increase for the 2026/27 term.

Following extensive negotiations between our BFL Canada and the underwriting desk, BFL successfully pushed back against the proposed 5% increase. The underwriters ultimately agreed to renew our core rate exposure **"as is" (flat rate)**.

As of today, June 16, 2026, the primary insurer has delivered the finalized 2026/27 CGL policy quote, coming in at \$102,900.

Because the baseline rate was successfully held flat by BFL Canada, the minor adjustment in the overall premium is due entirely to the UNA's organic operational growth—specifically, an increase in gross declaration revenues from \$8.1 million to \$8.9 million.

Property Insurance: Contents and Tenant Improvements (TI) Update

Noble Park & Vista Point Childcare Coverage Realignment

Following the approval of the Noble Park/Verve Childcare License Agreement between UBC and the UNA, operational oversight of the facility was transitioned to the YMCA. Concurrently, UBC Risk Management conducted a review of the property insurance allocations for the space.



UBC Risk has determined that the UNA is responsible for insuring the Tenant Improvements (TI) for this facility.

In light of this determination, staff proactively initiated a comprehensive audit of other childcare facilities under the UNA-UBC-UBCPT arrangement. This review revealed a similar structural requirement for the Vista Point Childcare facility (also operated by the YMCA). Consequently, the UNA has moved swiftly to integrate dedicated Tenant Improvement coverage for both locations into the 2026/27 property policy.

Expansion of TI Review (Old Barn and Wesbrook Community Centres)

Historically, Tenant Improvements for our major community centres were not included in the UNA's insurance program, nor had they been requested by UBC Campus + Community Planning (C&CP).

As a safeguard, the UNA has initiated a request for clarification from UBC Risk Management and UBC C&CP regarding the long-term TI insurance expectations for both the **Old Barn Community Centre** and the **Wesbrook Community Centre**. Staff will continue to collaborate with our university partners to define these boundaries and ensure no policy gaps exist across our facility portfolio.

Financial Impact and Budget Variance Mitigation

The inclusion of these explicit Tenant Improvement values was not factored into our annual budget planning cycle back in October 2025.

Premium Variance: The addition of the Noble Park and Vista Point TI asset values represents a significant increase within this specific property sub-category, bringing the localized premium to approximately **\$13,463** for the 2026/27 term.

Budget Mitigation: Fortunately, due to the baseline rates reduction of approximately **4.5%** combined with the unexpected premium savings in other lines of our 2026/27 insurance portfolio, this unbudgeted property increase is expected to be fully absorbed within the overall 2026/27 insurance budget. There will be no net negative impact on our broader operational bottom line.

December 2025 Flooding Claim Resolution

Separate from the ongoing policy restructuring, staff can confirm that the property insurance claim stemming from a flooding incident in December 2025 has been fully resolved. The extensive restoration and facility repair process was successfully finalized, and the financial claim was formally settled with the insurance adjustor in March 2026.



Building Insurance Deductible Buy-down

Based on the official UBC 2025/26 Property Assessment, the total insured value of the UNA's building assets stands at nearly \$20 million. Under our current Building policy – that the UBC Risk purchased on behalf of the UNA, the catastrophic earthquake deductible is set at 10% of the applicable values, subject to a minimum of \$250,000 per occurrence.

Without mitigation, this structural framework exposes the UNA to a minimum out-of-pocket liability of \$2 million in the event of a major seismic claim.

Real-Time Update: UBC Deductible Reduction

As of June 15, 2026, UBC Risk has officially advised that the new building policy will take effect on July 1, 2026.

Recent discussions with UBC Risk Management indicate that a broader restructuring of the university's building insurance program is underway.

UBC Risk anticipates that when their new policy takes effect for the upcoming cycle, the baseline earthquake deductible will be reduced from 10% to 5%, commencing on July 1, 2026, fully aligning with the start of the UNA's new insurance term.

2026/27 Risk Mitigation: The 3% Buy-Down Policy

To insulate the organization against this exposure, as part of board's recommendation, staff worked with BFL Canada to renew the existing Earthquake Deductible Buy-down policy for the upcoming term.

This specialized policy buys down our financial exposure from the standard 10% (current deductible) threshold down to a more manageable 3%. The annual premium required to secure this critical risk-mitigation tool is \$20,514. By securing this strategic coverage, the UNA's maximum out-of-pocket earthquake deductible liability reduced from over \$2 million down to approximately \$600,000.

Immediate Policy Adjustment & Expected Premium Savings

Because the new UBC building insurance policy drops our baseline deductible to 5% immediately on July 1, 2026, the risk gap that our standalone Buy-down policy needs to cover has instantly reduced. Instead of bridging a wide 7% gap (from the original 10% down to 3%), the policy now only needs to insure a narrow 2% gap (from 5% down to 3%).

As of today, **June 16, 2026**, following the formal data provided by UBC, BFL Canada has verified this baseline reduction. Staff have immediately instructed our broker to formally amend the buy-down policy structure to align with this new 5% baseline.



Because our insured exposure gap is significantly smaller from the very inception of the term, staff expect to capture immediate premium adjustments from BFL Canada, driving additional cost savings into the 2026/27 insurance budget.

Current Status & Board Delivery: The revised, lower premium for this amended coverage is currently being calculated and is not yet finalized at the time of writing. Staff will deliver the definitive adjusted figures as a direct update at the upcoming June Board meeting.

Cyber Insurance Coverage

Staff have successfully finalized the renewal terms for the UNA's Cyber Security and Privacy insurance policy with BFL Canada. We have secured complete premium stability for the upcoming term.

- Coverage Limit: \$5,000,000
- Policy Deductible: \$25,000
- Annual Premium: \$7,996.00 (0% variance from the previous term)

Incident Review & Post-Outage Coverage Assessment

Following a recent major web outage incident tied to our legacy service provider, Canada Web Hosting, staff engaged directly with BFL Canada. A formal inquiry was submitted to assess whether the policy's business interruption would cover the unexpected operational costs associated with stabilizing and migrating our digital web infrastructure.

Infrastructure Modernization & Migration Cost Evaluation

As a direct response to the vendor outage and to ensure long-term operational resilience, the UNA IT is executing a comprehensive migration of our core digital infrastructure away from legacy hosting. Staff requested clarification from the insurer regarding the coverage eligibility of costs tied to:

- Migrating our primary and backup services to enterprise-grade cloud platforms, specifically Microsoft Azure and Amazon Web Services (AWS).
- Procuring and configuring an on-premises backup server to establish a robust, redundant data recovery protocol.



Summary of 2026/27 Insurance Renewal

Insurance	Coverage	BFL Canada 2026/27	Adjustment %
Commercial General Liability	\$10M Coverage \$10,000 Deductible for all losses except \$25,000 Deductible for snow removal \$25,000 for Specific Work – Landscaping and Municipal Work	\$102,900 (CGL + Abuse)	Flat 0% (Adjustment due to increase in reported Revenue)
Abuse Coverage	\$1M Coverage \$50,000 Deductible		
Directors & Officers Liability	\$5M Coverage \$5,000 Deductible	\$3,350 (2 nd year of a 2-year term)	0%
Property Liability – Contents	Coverage is based on asset values \$2,500 Deductible	\$13,463	+154%
Earthquake Building Deductible Buy-Down	10% down to 3% Deductible <i>In-process: Amending to from 5% down to 3% Deductible</i>	\$20,514	+39%
Cyber Security	\$5m Coverage \$25,000 Deductible	\$7,996.00	0%
Property (UBC)	Property Value Insure - \$20 m	\$9,000 (est)	-59%
Est. Total		\$153,873	+3.82%

Financial Implications

The UNA’s approved insurance budget for FY 2026/27 is \$201,870, which factored in a proactive 5% projected increase during the initial budget planning cycle back in October 2025.

The quotes received to date reflect the shifting, more favorable commercial insurance market conditions. This trend represents a welcome stabilization of insurance premiums



for the UNA, enabling us to keep our core baseline costs steady across major lines of coverage.

UBC Insurance Transition & Building Insurance Outlook

UBC Risk and Safety Services recently transitioned its property placement away from the University and College Insurance Protection Program (UCIPP) to a new commercial insurance provider. This strategic pivot by the university suggests a steady, consistent premium reduction for the UNA's Building Insurance compared to previous fiscal years.

Based on the most recent discussions with UBC regarding their new provider, the reduction in the baseline earthquake deductible (dropping from 10% to 5%) will take effect at July 1, 2026.

Despite unbudgeted localized increases—such as the mandatory inclusion of the Noble Park and Vista Point Childcare Tenant Improvements—the combination of macro market stabilization, rate reductions, and projected building insurance savings ensures that the comprehensive 2026/27 insurance renewal will be fully absorbed and covered within our allocated \$201,870 budget line.

Operational Implications

The strategic decision to transition the UNA's insurance brokerage portfolio to BFL Canada in 2025 continues to yield strong operational dividends, significantly reducing the administrative workload for the Operations Department.

Compared to the historical administrative burdens experienced under our previous insurance broker, BFL Canada has introduced a highly streamlined, organized, and renewal methodology. Their dedicated brokerage team provides a seamless and efficient renewal service, enabling staff to navigate complex underwriter inquiries with minimal operational friction.

Strategic Objective

Service Capacity

Attachments

None.

Concurrence



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

1. Athena Koon, Finance Manager

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