



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** *THAT the Board approve the December 17, 2024 open session agenda, as circulated.* 1

C. APPROVAL OF MINUTES

1. **Motion:** *THAT the Board approve the following meeting minutes, as circulated:*
 - *the November 19, 2024 open session minutes; and* 4
 - *the December 10, 2024 Inaugural Board meeting minutes.* 10

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. Quarterly RCMP Police Report – Chuck Lan, RCMP University Detachment Commander
2. UBC Campus and Community Planning Report – Carole Jolly, Director of Community Development and Engagement, UBC Campus and Community Planning 12
3. Electoral Area A Director Monthly Report – Jen McCutcheon, Electoral Area A Director

F. REPORTS

1. December 2024 Management Report 15
2. Board Committee Appointments Report – Chris Hakim, Corporate Services Specialist 30

Relevant Attachments:

- 2025 UNA Committee Appointments Schedule 33

Recommendations:

1. *THAT the Board appoint Director Wiebe, Director Bourgeois, and Director Song to the Finance & Audit Committee.*



AND THAT the Board appoint Director Wiebe and Director Bourgeois as the Chair and the Vice-Chair of the Finance & Audit Committee, respectively.

- 2. *THAT the Board appoint Chair Glassheim, Director Song, and Director Luo to the Governance & Human Resources Committee.*

AND THAT the Board appoint Chair Glassheim and Director Song as the Chair and the Vice-Chair of the Governance & Human Resources Committee, respectively.

- 3. *THAT the Board appoint Director Kerns and Chair Glassheim to the Land Use Advisory Committee until December 17, 2026.*

AND THAT the Board appoint Director Kerns as the Chair of the Land Use Advisory Committee until December 17, 2026.

- 4. *THAT the Board appoint Director Li and Director Bourgeois to the Community Engagement Advisory Committee until December 17, 2026.*

AND THAT the Board appoint Director Li as the Chair of the Community Engagement Advisory Committee until December 17, 2026.

- 5. *THAT the Board appoint Director Luo and Chair Glassheim to the Newspaper Editorial Committee.*

AND THAT the Board appoint Director Luo as the Chair of the Newspaper Editorial Committee until December 17, 2026.

- 6. *THAT the Board appoint Chair Glassheim, Director Wiebe, and Director Song to the UNA-UBC Liaison Committee.*

AND THAT the Board appoint Chair Glassheim as the Co-Chair of the UNA-UBC Liaison Committee.

- 7. *THAT the Board appoint Chair Glassheim, Director Li, and Director Kerns to the UNA-AMS Joint Advisory Committee.*

AND THAT the Board appoint Chair Glassheim as the Co-Chair of the UNA-AMS Joint Advisory Committee.

- 3. Draft I FY2025/26 UNA Annual Budget Report – Athena Koon, Finance Manager 35

Relevant Attachments:

- Draft I 2025 Projected Neighbours Levy 47
- Draft I FY2025/26 UNA Operating Budget – Summary 48
- Draft I FY2025/26 UNA Operating Budget – Detailed 50
- Draft I FY2025/26 UNA Capital Budget – Summary 56



- Draft I FY2025/26 UNA Capital Budget – Detailed 57
- FY2025/26 Budget Unsuccessful Projects List 58
- 4. WCC and OBCC Janitorial Services Agreement Renewal Report – Wegland Sit, Operations Manager 59

Relevant Attachments:

- 2025-27 UNA & Scandinavian Building Services Janitorial Services Agreement 62

Recommendation:

THAT the Board approve the 2025-2027 UNA & Scandinavian Building Services Agreement renewal, as circulated, and authorize the Chair or the Chief Administrative Officer to execute the agreement.

- 5. 2024 UNA Board of Directors Election Report – Chris Hakim, Corporate Services Specialist 94
- 6. 2025 Board Meeting Schedule – Chris Hakim, Corporate Services Specialist 99

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

I. ADJOURNMENT

Recommendation:

THAT the Board adjourn into a closed session to discuss matters that are, or are related to, discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA’s interests; the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and the approval of minutes for a closed session or restricted closed session of a Board meeting.



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Eagle Glassheim
Murray McCutcheon

UBC MEMBERS:

Carole Jolly
Holly Shepherd

STAFF:

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

GUESTS:

Bob Lilly – Principal Consultant, Lanarc
Jen McCutcheon – Electoral Area A Director
Michael White – Associate Vice-President, UBC Campus and Community Planning
Mike Feeley – Neighbours Agreement Committee Member

On November 28, 2024, the Board approved resolutions electronically via email. One of the approved resolutions is a directive to include a record of the resolutions as an addendum to these meeting minutes. The details of those resolutions are noted in the memorandum attached to the November 19, 2024 and December 17, 2024 open session meeting minutes.

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting's open session was called to order at 5:30 p.m.

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

This being the current slate of directors' last meeting, the Chair acknowledged and thanked the directors for their service on the Board.



B. APPROVAL OF AGENDA

MOVED by the Chair

SECONDED by Director Holmes

THAT the Board approve the November 19, 2024 open session agenda, as circulated.

CARRIED

C. APPROVAL OF MINUTES

MOVED by the Chair

SECONDED by Director McCutcheon

THAT the Board approve the October 15, 2024 open session meeting minutes, as circulated.

CARRIED

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. Campus and Community Planning Report

Carole Jolly, the UBC Director of Community Development and Engagement, presented the report contained in the meeting package. No questions followed.

2. Electoral Area A Monthly Report

Jen McCutcheon, the Electoral Area A Director, presented the report contained in the meeting package, followed by a comment from the Board.

F. REPORTS

1. Main Mall Greenway Activation Project

The Operations Manager and Bob Lilly, the Principal Consultant at Lanarc, presented the report contained in the meeting package, followed by questions and comments from the Board.

MOVED by the Chair

SECONDED by Director Glassheim

THAT the Board direct staff to prepare a report on the Main Mall Greenway Activation Project's Spring 2025 public engagement strategy.

CARRIED



2. November 2024 Management Report

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

MOVED by Director Holmes

SECONDED by Director McCutcheon

THAT the Board direct staff to stop posting UNA content on X (formerly Twitter).

CARRIED

3. SEEDS Project: Shade Mapping Report

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

4. Wesbrook Place Shade Structure Report

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

5. FY2024/25 Q2 UNA Staff Work Plan Report

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

6. Finance & Audit Committee Update

a. Draft I FY2025/26 UNA Annual Budget Report

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

MOVED by Director Holmes

SECONDED by Director Glassheim

THAT the Board direct that there be a public consultation on the operating and capital budgets for FY2025/26 following the January 2025 Board meeting.

CARRIED

b. FY2024/25 Q2 Financial Results Report

The Finance Manager presented the report contained in the meeting package. No questions followed.

c. UNA Capital Reserve Policy Report

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

MOVED by Director Holmes

SECONDED by Director Glassheim



THAT the Board approve the revisions to the Capital Reserve Policy (#05-14), as circulated.

CARRIED

d. UNA Investment Strategy Update

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

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The Board recessed at 7:05 p.m. and reconvened at 7:26 p.m.

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7. Neighbours Agreement 2024 Report

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

MOVED by Director Holmes

SECONDED by Director McCutcheon

THAT Mike Feeley and Michael White be permitted to speak on this item.

CARRIED

The following resolution was amended to include the additions of a reference map of the campus and neighbourhoods, and relevant references to this map throughout the body of Neighbours Agreement 2024 contained in the meeting package.

MOVED by Director Holmes

SECONDED by Director McCutcheon

THAT the Board approve the attached version of the Neighbours Agreement 2024, with the additions of a map, labeled "Schedule I – Reference Map of the Campus and Neighbourhoods", and relevant references to this map throughout the body of this agreement.

CARRIED

MOVED by Director Holmes

SECONDED by Director McCutcheon

THAT the Board authorize the Neighbours Agreement Committee to continue discussions with UBC with the view to resolving disagreements over the drafting changes proposed by UBC.

CARRIED

G. UNFINISHED BUSINESS

None.



H. NEW BUSINESS

None.

I. ADJOURNMENT

MOVED by the Chair

SECONDED by Director Holmes

THAT the Board adjourn into a closed session to discuss matters that are, or are related to, discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests; the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and the approval of minutes for a closed session or restricted closed session of a Board meeting.

CARRIED

The meeting adjourned into a closed session at 8:42 p.m.

* * * *

Resolutions Approved Without Meeting – Board of Directors

DATE: Thursday, November 28, 2024

SESSION: Open

Concluding on November 28, 2024, the Board conducted an electronic vote via email on the following resolutions:

MOVED by Director Holmes

THAT the Board approve Neighbours Agreement 2024 dated November 28, 2024 attached to this email.

MOVED by Director Holmes

THAT the Board authorize the UNA Chair to sign Neighbours Agreement 2024 on behalf of the UNA.

MOVED by Director Holmes

THAT the Board direct staff to provide a signed copy of Neighbours Agreement 2024 to UBC.

MOVED by Director Holmes

THAT the Board direct staff to include a report of the above motions as an addendum to the minutes of the open session of the Board's November 19, 2024 meeting.

The resolutions were unanimously approved and carried.



MINUTES

PRESENT:

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

UBC MEMBERS:

Carole Jolly

STAFF:

Paul Thorkelsson – Chief Administrative Officer
Athena Koon – Finance Manager
Chris Hakim – Corporate Services Specialist
Dave Gillis – Recreation Manager
Wegland Sit – Operations Manager

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board inaugural meeting was called to order at 5:32 p.m. Per the Board Rules of Procedure, the Chief Administrative Officer acted as the presiding officer of the meeting until the conclusion of the election of the Chair.

The Chief Administrative Officer acknowledged that the meeting was being held on the traditional and unceded territories of the Musqueam people.

B. APPROVAL OF AGENDA

MOVED by the Chief Administrative Officer

SECONDED by Director Glassheim

THAT the Board approve the December 10, 2024 inaugural meeting agenda, as circulated.

CARRIED

C. APPROVAL OF MINUTES

None.

D. DELEGATIONS

None.



E. EXTERNAL REPORTS & PRESENTATIONS

None.

F. REPORTS

1. Inaugural Board Meeting Process and Business Report

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

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

1. Election of the UNA Chair

The Chief Administrative Officer called for the nomination of candidates for the office of UNA Chair.

Director Kerns nominated Director Glassheim for the office of UNA Chair. Director Glassheim accepted the nomination.

With no other candidates nominated, Director Glassheim was declared elected as UNA Chair by acclamation. Director Glassheim, now the Chair, presided over the remainder of the meeting.

The Chair provided remarks following his election. The Chair acknowledged that the meeting was being held on the traditional and unceded territories of the Musqueam people. The Chair also thanked the outgoing Directors for their service on the Board. The Chair noted his intent to only serve as the Chair for a 6-month term.

2. Election of the UNA Secretary

The Chair called for the nomination of candidates for the office of UNA Secretary.

Director Wiebe nominated Director Luo for the office of UNA Secretary. Director Luo accepted the nomination.

With no other candidates nominated, Director Luo was declared elected as UNA Secretary by acclamation.

I. ADJOURNMENT

The meeting adjourned at 5:47 p.m.

* * * *



Memorandum

To: UNA Board

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

Date: December 10, 2024

Subject: Monthly Update from Campus and Community Planning

Film & Events Notification

December

Exams. Monday, December 10th to Saturday, December 21st.

Christmas Day. Wednesday, December 25th. University closed

Boxing Day. Thursday, December 26th. University closed

January 2025

New Years Day. Wednesday, January 1st. University closed.

Winter term 2 starts. Monday, January 6th.

Lunar New Year Market at Botanical Garden, Saturday, January 25th and Sunday, January 26th from 10am to 4pm each day. [Learn more>](#)

Wesbrook Place South Planning Process

The planning process for Wesbrook Place South, which includes a southern expansion and the unbuilt area of Wesbrook Neighbourhood, is currently underway. It's the first major step in implementing Campus Vision 2050 and will result in an amended Wesbrook Place Neighbourhood Plan.

Through the Campus Vision 2050 and Land Use Plan update process, it was established that Wesbrook Place South will include:

- Homes for ~4,600 people in Wesbrook Place South, for a total of 16,200 in Wesbrook Place at build-out
- About 2.1 million sq. ft. of new housing, delivered across a mixture of towers (up to 39 storeys) and mid-rise buildings (up to six storeys)

- About 30,000 sq. ft. of new ground-floor commercial space, in addition to 131,000 sq. ft. already in Wesbrook Village
- 1 new child care facility, for a total of 3 in Wesbrook Place

Four preliminary directions were developed and presented to the community for feedback between Oct 29 and Nov 15. The preliminary directions build upon the big ideas and strategies developed through Campus Vision 2050 and are guided by the Land Use Plan, Housing Action Plan, Neighbourhood Climate Action Plan, and other supporting plans and policies. The preliminary directions are:

1. Complete the network of neighbourhood parks, including a new ecological park at the forest edge.
2. Provide retail and amenities to support everyday life in Wesbrook Place South.
3. Enable more housing and prioritize a livable, human-scaled neighbourhood experience.
4. Complete the Wesbrook Place mobility network with transit, neighbourhood streets and greenways.

During the public engagement period, there were 757 engagement touchpoints. Opportunities for community input on the four preliminary directions included a survey, open houses, two workshops, pop-ups and a Wesbrook Neighbourhood walking tour as well as targeted engagement with the UNA Board and others.

Next steps

Feedback from the community, together with further technical analysis, will evolve the preliminary directions into a draft plan, the major features of which will be shared with the UNA Board of Directors and the community for input in February 2025. It is anticipated the final draft Plan will be shared with the UNA Board in May and presented to the Property Committee of the UBC Board of Governors in June 2025.

Learn more about the Wesbrook Place South planning process:

<https://planning.ubc.ca/wesbrook-update>

Transportation Update

Wesbrook Mall Closure

Wesbrook Mall between University Boulevard and Student Union Boulevard will be closed to vehicles from Tuesday, December 10th through Friday, December 13th (24hrs/day). This closure is necessary to accommodate construction work at the Gateway South building.

The 99 B-Line will be detoured onto Chancellor Boulevard instead of University Boulevard to access campus. All other bus routes remain the same, however, transit riders should plan for a bit of extra travel time during this period.

Northbound cyclists on Wesbrook Mall will be able to continue to use the bike lane. Southbound cyclists will be detoured at the UBC Bus Exchange to either detour onto campus or use roads within the University Endowment Lands east of Wesbrook Mall. Pedestrians can continue to use the sidewalk along the east side of Wesbrook Mall. [Learn more>](#)

Development Update

Lot 6 (Wordsworth): Development Permit amendment DP22002-3 was issued to Polygon Homes on November 5th for grading changes at the sidewalk and parking entrance.

Lot 26 (Exeter): Development Permit amendment DP23020-1 was received on October 8th from Polygon Homes for minor architectural and parkade changes. This application is under review.

Swiss Bakery signage: Development Permit amendment DP03055-6 was issued on October 10th for new commercial signage for a new tenant (Swiss Bakery) in the Strangway Building on University Boulevard.

Carey College: Development Permit amendment DP22001-2 was issued on October 15th for various interior and exterior changes to the institutional/student housing building under construction in Chancellor Place.

Wesbrook Community Centre: SLP24037 was issued to the UNA on October 22nd for a new outdoor shade structure at the Wesbrook Community Centre.

Community Update

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

Apply for an Inspiring Community Grant, and you could receive up to \$500 towards your community project, just like **Folil Trafün (Joining Roots)**, an Indigenous and Afro-diaspora film festival that received funding last year. Learn more about this [incredible project](#) or apply for your own at www.inspired.ubc.ca/communitygrants.

Please note, project reviews will be on pause from December 10-Jan 6. Please feel free to submit your projects during that time, and our Inspiring Community Grant Committee will review it in the new year!



Report Date: December 5, 2024
Meeting Date: December 17, 2024
From: Paul Thorkelsson, Chief Administrative Officer
Subject: December 2024 Management Report

Background

The December 2024 Management Report is presented for information.

Decision Requested

For information.

Discussion

CHIEF ADMINISTRATIVE OFFICER

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

Board Relations

- Held the Board Directors orientation on December 6, 2024.
- Attended the December 2024 Inaugural Board meeting.
- Continued the weekly meeting schedule with the UNA Chair.

Operations

- Continued managing and finalizing the 2024 UNA Board of Directors election.

Finance

- Continued developing the FY2025/26 UNA budget.
- Supported ongoing work in collaboration with UBC and external contractor on review and renewal of the UNA financial model.

Programs and Services

- Supported the Neighbours Agreement Committee in its negotiations with UBC on the new Neighbours Agreement 2024, including final negotiations on the completed and approved NA 2024.
- Supported ongoing discussions on regulatory matters and future approaches to regulation in the UNA.



- Supported on going work with UBC Properties Trust (UBCPT) and UBC Campus and Community Planning (UBCC+CP) on development of new Childcare Facility at the BCR5/6 site.

Human Resources

- Finalized work with external consultant on UNA salary review and market comparison.
- Supported on going preparation for implementation of new HRM system for the UNA, finalizing the agreement with ADP and preparing for implementation of the system in 2025

Community Relations

- Participated in the UBCC+CP Wesbrook Walking Tour – an event part of the community engagement on the Wesbrook Plan area expansion and review.
- Participated in the Wesbrook Place Neighbourhood Planning Advisory Committee (PAC) meeting and engagement on the Wesbrook planning process.
- Continued regular meetings with AVP UBCC+CP.
- Attended (virtually) the UNA All Candidates Forum.

COMMUNICATIONS

Proposed Dog Park Community Engagement

Communications Team continued to work with the Operations Team on the community engagement plan for the proposed dog park project. Community engagement strategies include a website landing page, a survey, an open house, lawn signs on the proposed site and other high-visibility areas in the neighbourhood, and promotions on all the usual communications channels. The engagement ends on December 15.

2024 UNA Election

The election was concluded last month with the successful candidates announced to on the website, newsletter and all other communication channels. Communications Department worked with the Administration Department to send updates, reminders and additional information to UNA Society Members about the election throughout the process.

UNA Website

- **Improving the Drop-in Calendar**
The Communications Department is working with Recreation Team to create an automated drop-in calendar that draws content directly from our program management system, Xplor. A manually populated drop-in calendar was introduced earlier this year and has become one of the most frequently visited pages on the

website. Current calendars include sports and field drop-in times. The teams are looking at expanding the content to include drop-ins for fitness centre and other miscellaneous drop-in classes. Pending any technical barriers, we are hoping to launch the new calendar in March 2025 in time for the Spring/Summer season.

- **Expanded Finance Section on UNA Website**

The Communications Department launched the new Finance menu on the UNA website that includes expanded sections on the UNA budget, the budgeting process, the Neighbours Fund and the Services Levy. This initiative is a direct response to feedback received from residents during last year's budget consultation and was launched earlier this month in preparation for January's 2025-2026 budget consultation process. Our thanks to former Finance & Audit Committee Chair Bill Holmes and Finance Manager Athena Koon for their work and feedback on this project.

- **Addition of Community Planning Section**

In cooperation with UBC Campus + Community Planning, the Communications Department is working on creating a new section on the website that directs to information on the UBC Campus + Community Planning that affects the residents of the UBC neighbourhoods (e.g. new developments and road works).

The Campus Resident

The Campus Resident published its latest issue on December 5, 2024. Due to the Canada Post strike, the team had to find alternative ways to deliver the paper. We'd like to thank Village Gate Homes and Strata Chairs for their assistance and various local businesses for helping make the paper available at their locations for pick-up. As usual, copies of the paper continue to be available at the Wesbrook Community Centre and Old Barn Community Centre. The next online issue will be released on January 2. To read the latest issue, please visit thecampusresident.ca.

Staff Christmas Party

The annual UNA Staff Christmas Party was held last December 3, 2024 and has been one of the most attended Christmas parties in recent years with over 40 staff members and 20 of their guests in attendance. Special thanks go to Communications Specialist Rocio Escalona for organizing a wonderful event and for Finance Manager Athena Koon for leading the dancing!

Others:

- Updating the UNA Guidebook for 2025, including the message from the new Chair of the Board of Directors.
- Continuing promotions for the UNA Card.
- Coordinating with UBC on events, roadworks, traffic updates and facility closures that affect resident of UNA areas.



- Assisted the Youth Coordinator in providing feedback to young graphic designers when creating promotional materials for youth leadership programs.
- Coordinated and created promotions for Winter Masquerade, Lunar New Year and other events.

RECREATION

Recreation Manager Report

The Recreation Department is prepared to deliver its Winter programs, while beginning to plan the spring and summer programs. Emphasis is being placed on identifying in-demand programs with growing waitlists. Along with managing our day-to-day operations, my focus is now on the final quarter of the 2024/25 fiscal year, ensuring we stay within our budget, and altering any projections.

The Health & Fitness team, under the lead of Nancy Li, continues to grow and is working on a first point of contact engagement piece for all users.

The Recreation Department met this month to discuss options on filling the need of the requested free drop-in for pickleball. Several suggestions were made, and the team is currently in the process of assessing the impact of each suggestion.

There has been an increase in the number of incidents, around drop-in sports programs, that have caused concerns over the safety of employees. Measures have been taken to increase awareness of the UNA Recreation Code of Conduct, in addition to ensuring all staff feel safe at their place of work. The additions of a protocol for when working alone, cameras, and extra staffing have helped, and we continue to look at other options, including training of staff. As expected, most frustrations are a result of the real challenge in finding the space to accommodate all users of both the Wesbrook and Old Barn Community Centres.

Personal training received in the month of November include workers' safety and conflict resolution, proper procedure for investigation process and identifying reconciliation trends in recreation.

FRONT DESK SERVICE AND FACILITIES REPORT

November was a busy month for the front desk team, with many responsibilities and tasks to undertake. They handled the daily services, ongoing programs, parking permit issue, and seasonal decorations while also supporting various Fall events, including Halloween, Diwali, the Community Yard Sale, and the UNA Election.

There was an increase in new client enrollments and the UNA Society Membership in November. The team processed 489 new client enrollments, a notable increase compared to last year's numbers (420).



Both facilities have been decorated for Christmas and are getting ready for the last two events this year: the Winter Festival at OBCC on December 14; and the Masquerade Dance Party at WCC on December 20. Security measures are reviewed and reminded with the front desk team to ensure a safe holiday and year-end operation.

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

	2022	2023	2024
New Clients	374	420	489
Parking Permit Issued (Resident and Visitor parking)	13	27	38
Programs and Events Registration at Front Desk	323	632	982
Sports Drop in	52	541	944
Open Gym	297	301	134

UNA Card & Registration (Nov 1-30)

	2022	2023	2024
New Clients	374	420	489
UNA Discount Enrollment/Renewal	182	276	330
UBC/UTown Discount Enrollment	54	60	83

Parking Services

Issued UNA Parking Permits (Nov 1- 30)

	Resident Parking Permit	Visitor Parking Permit	Day Pass	Total / Neighborhood
Wesbrook	13	15	9	37
Hampton	1	1	1	3
Hawthorn	5	3	7	15
Total	19	19	17	55



PROGRAMMING REPORT

Registration Updates – Fall 2024

	Fall 2023	Fall 2024 as of Nov 29, 2024
Programs offered	332	311
Registered participants	2402	2355
Waitlist	487	334
Withdrawals	300	191

Category	Fall 2023	Fall 2024 as of Nov 29, 2024
Physical Activity	\$109,825.37	\$116,821.31
Arts	\$57,848.25	\$56,089.99
Music	\$23,561.60	\$33,097.95
Education	\$31,109.08	\$34,493.57
Camps	\$1,387.50	\$1,434.00
Events	\$1,838.50	\$1,483.00
TOTAL	\$225,990.30	\$243,467.32

Recreation Updates

- Martha-Bloem Reddy has been hired as a part-time Seniors Coordinator. She comes with extensive experience in working with senior population, social work, career coaching, and program coordination. We are excited to have her join our team! Her first day was Dec 2.
- Megan Atwater will be departing from her position as the Connected Communities Coordinator at the end of 2024 to return to school at BCIT. Megan has been a stellar employee of the UNA with experience beyond her years. We are sad to lose Megan but wish her the best in continuing her studies!

Highlight Programming – Current Season

- Priority registration for private music lessons is back by popular demand. Students currently enrolled in Fall classes have the chance to register early for their timeslots for the Winter Season. As of Dec 2, 27 students out of 52 are preregistered for piano classes, 10 out of 11 students for violin lessons, 6 out of 9 for flute, and 3 out of 9 for guitar. Any remaining spots will be open for registration to the public on Dec 9.

Youth Coordinator – UBC – UTown

- Weekly Programs: We are wrapping up weekly programs for the fall term and confirming youth leaders that will be returning for the winter term. This fall, we welcomed back several programs such as Chess Basics, Rubik’s Cube Club, and Peer Tutoring; and welcomed two new programs: Galileo’s Club (science experiment club) and Creative Arts Studio | Youth & Seniors.

- Pre-Teen Leadership – For November, the youth focused on community and global challenges. We invited Isabel Todorova, UNA’s Sustainability Specialist, to do a workshop about the purpose of the Green Depot and the idea of reusing, recycling, and repurposing.

- Youth Leadership – For November, the youth were busy planning another event after their successful haunted house during the Halloween event. The youth decided to hold a winter-themed program called Holly Jolly Jamboree on Sunday, December 8 at the Old Barn Community Centre. See below for a youth-designed flyer with more information. They also decided to donate all proceeds to Backpack Buddies, a BC-based organization that tackles childhood hunger by putting food directly into the hands of those children who need it most. The youth are using creative ways to attract youth to attend the event. For example, one youth will dress-up in a t-rex costume and hand out flyers outside University Hill Secondary after school.



The youth are also planning a number of mental-health focused workshops for youth in the community and the upcoming Kids Takeover UBC event in February 2025.

- Smile Fund: On November 29 during a Youth Drop-in Program, two youth from University Hill Secondary led a volunteer opportunity to help assemble 90 kits filled with toys, games, and essentials for children facing long-term stays at the BC Children's Hospital. The youth received a \$500 Inspiring Community Grant from UBC Inspired to help fund the initiative.

Connected Communities

- Angie Chen has been hired as a Connected Communities Program Assistant. She is a UBC student finishing her bachelor's in social work and psychology. Angie holds extensive knowledge in event planning, grant writing and volunteer recruitment through her experiences working in Neighborhood Houses as a practicum student. Her first day was November 7.
- Saturday Afternoon Tea: Community member Helen Aqua led a session on preparing for Medical Emergencies. 15 community members joined this session and inquired about more sessions on this topic!

Community Relations

- English Conversation Classes: We are wrapping up English conversation classes for Fall 2024. This season, we offered six English conversation classes at various levels for a small fee. Two free English classes: English Club for Newcomers and English ABC for Seniors. 12 volunteer teachers spent more than 200 volunteer hours to provide about 3000 person-hours for our residents. For many of the registrants, the classes are not only English time, but also opportunities for social and cultural events. Most of the instructors will stay for the new season except 3 new ones.
- Newcomers Support Program: Fall 2024 is the first season of the program. We had 8 sessions to cover everything from welcome party, UBC tour, to banking. We provided 270 person-hours for newcomers.
- Newcomer Workshop Credit/Building Good Credit in Canada on Nov 23: RBC staff brought a particularly good session. 20 people attended the session. Good engagement and great Q&A session. We will continue this type of topic in the new season.
- UNA Programs winter 2025 and registration on Nov 30: We presented policies, programs and registration tips for the new season. Incredibly good interactions. Such a good vibe in the meeting.



FITNESS REPORT

UNA Fitness Centre Attendance

Wesbrook Monthly Totals		4886	Old Barn Monthly Totals		568
Sunday Total		573	Sunday Total		74
Monday total		711	Monday total		76
Tuesday total		783	Tuesday total		86
Wednesday Total		718	Wednesday Total		76
Thursday total		699	Thursday total		76
Friday Total		700	Friday Total		103
Saturday total		702	Saturday total		77

Wesbrook Community Centre - Membership Revenue

Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	15	\$ 571.50	72	\$ 3,428.64	28	\$ 1,599.92	115	\$ 5,600.06
1 Month Pass	21	\$ 800.10	119	\$ 5,666.78	14	\$ 799.96	154	\$ 7,266.84
3 Month Pass	4	\$ 419.05	31	\$ 3,542.99	8	\$ 1,142.88	43	\$ 5,104.92
6 Month Pass	1	\$ 190.48	12	\$ 2,514.24	0	\$ -	13	\$ 2,704.72
Year Pass	0	\$ -	4	\$ 1,523.80	18	\$ 425.7	5	\$ 1,952.37



						\$ 3,97		
Total	41	\$ 1,981.13	238	\$ 16,676.45	51	1.33	330	\$ 22,628.91

Old Barn Community Centre - Membership Revenue

Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	1	\$28.57	25	\$ 714.25	4	152.4	30	\$ 895.22
1 Month Pass	0	\$0.00	12	\$ 342.84	2	76.2	14	\$ 419.04
3 Month Pass	0	\$0.00	3	\$ 228.57	1	104.76	4	\$ 333.33
6 Month Pass	0	\$0.00	0	\$ -	0	0	0	\$ -
Year Pass		\$0.00	2	\$ 476.20	0	0	2	\$ 476.20
Total	1	\$ 28.57	42	\$ 1,761.86	7	333.36	50	\$ 2,123.79

November 2023 & November 2024 Membership & Revenue Comparisons

Month & Year	10 Punch Pass	1 month Pass	3 month pass	6 month pass	1 year pass	TOTALS	DIFFERENCE IN YEARS
November 2023 Purchases	\$ 4,657.20	\$ 5,247.74	\$ 4,914.45	\$ 3,019.02	\$ 4,952.35	\$ 22,790.76	+\$1,961.94
November 2024 Purchases	\$ 6,495.28	\$ 7,685.88	\$ 5,438.25	\$ 2,704.72	\$ 2,428.57	\$ 24,752.70	



EVENTS REPORT

November Event Review

- Family Movie Night – Nov 9
 - Despicable Me 4 was the movie of the night. 45 people were in attendance. Front desk staff Adepa was the staff for the event.
- SPARK Animation Film Festival – Nov 23
 - We partnered with SPARK Animation (an Oscar-accredited film festival) to offer them space at the Old Barn for a film screening: “Not Just for Kids”, which featured 10 short films. The screening was free for the community, and we saw 25 attendees.

Upcoming Events

- Don't Tell Comedy – Dec 7
- Holly Jolly Jamboree – Dec 8
- Winter Festival – Dec 14
- Winter Masquerade Dance Party (led by volunteer committee) – Dec 20

Volunteers

- Birthday Party Volunteers – 21 volunteers
- Yard Sale – Nov 09 - 10 volunteers

BOOKINGS REPORT

- UNA Field booking runs until December 15th except for one booking that goes until December 28.
- Winter 2025 field booking has been sent to long-terms renters.
- Field bookings are from January 5th to March 31st.
- Room availability has been affected by new programs offering for Fall 2024 and Winter 2025.
- Birthday parties have been increasing and for 2025 we already have bookings for January (2), February (2).

Submission of Rental Analysis

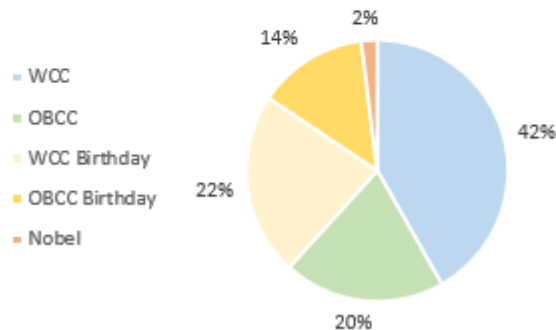
- We saw a decrease of 52% in room rentals during November and December due to room availability in comparison to the previous month.
- Wesbrook continues to be the preferred location for room booking. In November bookings by location were Wesbrook with 42%, Wesbrook Birthday Party with 22%

(advanced booking for upcoming months), Old Barn Room rental with 20%, Old Barn Birthday Party with 14%, and lastly Nobel Field with 2%.

- In November, we received 52 email requests for rooms, birthday parties, and field rentals.
- In November we completed a total of 14 bookings. Seven (7) bookings for November (Five for WCC, and two for OBCC), four (4) bookings for December (three for WCC, and one for OBCC), two (2) bookings for January (two for WCC), and one booking for February (one for OBCC).
- We could not complete 38 requests due to room, event availability, or direct competition based on the UNA Booking Policy.
- Booking requests continue to be a mix of residents and non-residents.

WCC	\$ 1,348.20
OBCC	\$ 645.75
WCC Birthday	\$ 729.75
OBCC Birthday	\$ 441.00
Nobel	\$ 63.00

Booking by Location November 2024



OPERATIONS + SUSTAINABILITY

Operations Report

Hampton Irrigation Repair Project Update

We are pleased to announce that the repair project for the Hampton Place east roundabout and the east boulevard lawn area is now complete. Once the irrigation system is in place, our municipal team will be able to move onto the next phase of the project: replanting greenery in the east roundabout and the east boulevard lawn area. The roundabout replanting project will start in Spring 2025 and the east boulevard lawn area replanting project is expected to begin in Summer 2025.

Wesbrook Shading Structure Update

Due to a delay in material delivery, work for the Wesbrook Splash Pad Shading Structure is expected to begin in mid-December. A number of support posts will be gradually built and setup outside of the Wesbrook Community Centre. The project is expected to complete by late-February 2025.

Dog Park Open House Engagement Updates

At the time of the writing of this report, the online survey has received more than 200 responses.

During the open house events, we had over 110 engagement touch points. The Operations Department provided staff support to the open house that was setup in the Wesbrook Community Centre. On November 30, we added one additional open house location at the UBC Farmers' Market.

With the public consultation period closing on December 15, staff will provide an update on the Dog Park Public Engagement process to the Board in January 2025.

Sustainability Report

Green Depot

A part-time Green Depot Attendant has been hired to fill an existing vacancy. The new staff member will work to keep the Green Depot open 7 days per week.

The Green Depot will be closing for the holidays on December 21, 2024, and will reopen on January 2, 2025.

During November 2024, the waste diversion (kg) at the Green Depot increased by:

- 40% compared to 2023-2024
- 69% compared to 2022-2023

Waste diversion (kg) per hour remained relatively stable, slightly increasing to about 18 kg/hour in 2024-2025.

The increase in hours worked at the Green Depot over the past couple of years has led to a higher amount of waste diversion collected, driven by the growing demand for this service within the UNA community.

The "Free Table" initiative has expanded our customer base and improved local reuse and recycling initiatives.

UBC Sustainability Scholars: *Development of a Strata Retrofit Communication and Engagement Plan for UBC Neighbourhoods*



The UNA and C+CP have secured funding from project partner, BC Hydro, to undertake a UBC Sustainability Scholars project. The UBC Sustainability Scholars Program is a paid internship program that matches UBC graduate students with sustainability partners to work on applied research projects.

This project will set out to develop a communications and engagement plan for the UNA and UBC Campus and Community Planning (C+CP) to support condo owners and strata councils to undertake unit- and building-level retrofits. Project goals include developing supports for condo owners and strata councils to undertake unit-level heat pump retrofits for efficient, low-carbon heating and cooling, and supports for strata councils to undertake building-level electrification retrofits to add low carbon building hot water and heating systems.

Building on the momentum generated by the [Neighbourhood Climate Action Plan](#) (NCAP), which set a pathway to a net-zero and climate resilient community for the residential neighbourhoods, this project will directly support implementation of goals such as producing educational materials (e.g. toolkits, guides, etc.) that identify incentives for building owners to install energy efficient equipment, and developing a plan to facilitate accelerated cooling upgrades in existing buildings.

FINANCE

2024 Year End Preparation

Preparation for calendar year end reporting is underway. Interim payroll records have been reviewed and various calendar year end reports and new year roll over tasks have also been scheduled and results have been summarized and be ready to go once we starts the new calendar year to 2025.

Relaunch Finance Landing Page on the UNA Website:

The Finance page under the UNA website was relaunched and the current page is more visually appealing with better use of space and uncluttered layouts to allow information and message to shine through. The new page design also helps enhance the annual budget public consultation experience for all users by making it easier to locate the consultation page and save time in trying to search all the finance related topics on the UNA website.

New HRM Platform Project:

Since the UNA is growing, it is important for the organization to have a HR platform to better manage all the HR-related functions. The project now is still at the planning stage, but a provider has been selected and service-level was also finalized at the beginning of the month. The implementation is planned to start in Spring 2025. Further updates will be provided to the Board at a future date.



Financial Implications

None.

Operational Implications

None.

Strategic Objective

None.

Attachments

None.

Concurrence

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

Respectfully submitted,

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

Paul Thorkelsson
Chief Administrative Officer



Report Date: December 12, 2024
Meeting Date: December 17, 2024
From: Chris Hakim, Corporate Services Specialist
Subject: 2025 UNA Committee Appointments Report

Background

The Board appoints individuals to several different committees, both UNA and external ones. The terms of reference for these committees vary, and the membership of these committees is typically reviewed annually, with any changes to committee appointments to be dealt with at the December Board meeting. The terms of reference for each committee can be [found on the UNA website](#).

The following report, which utilizes recommendations from the Chair and discussions amongst the Board, includes a schedule of recommended committee appointments for the 2025 calendar year.

Decisions Requested

1. *THAT the Board appoint Director Wiebe, Director Bourgeois, and Director Song to the Finance & Audit Committee.
AND THAT the Board appoint Director Wiebe and Director Bourgeois as the Chair and the Vice-Chair of the Finance & Audit Committee, respectively.*
2. *THAT the Board appoint Chair Glassheim, Director Song, and Director Luo to the Governance & Human Resources Committee.
AND THAT the Board appoint Chair Glassheim and Director Song as the Chair and the Vice-Chair of the Governance & Human Resources Committee, respectively.*
3. *THAT the Board appoint Director Kerns and Chair Glassheim to the Land Use Advisory Committee until December 17, 2026.
AND THAT the Board appoint Director Kerns as the Chair of the Land Use Advisory Committee until December 17, 2026.*
4. *THAT the Board appoint Director Li and Director Bourgeois to the Community Engagement Advisory Committee until December 17, 2026.
AND THAT the Board appoint Director Li as the Chair of the Community Engagement Advisory Committee until December 17, 2026.*

5. *THAT the Board appoint Director Luo and Chair Glassheim to the Newspaper Editorial Committee.*

AND THAT the Board appoint Director Luo as the Chair of the Newspaper Editorial Committee until December 17, 2026.

6. *THAT the Board appoint Chair Glassheim, Director Wiebe, and Director Song to the UNA-UBC Liaison Committee.*

AND THAT the Board appoint Chair Glassheim as the Co-Chair of the UNA-UBC Liaison Committee.

7. *THAT the Board appoint Chair Glassheim, Director Li, and Director Kerns to the UNA-AMS Joint Advisory Committee.*

AND THAT the Board appoint Chair Glassheim as the Co-Chair of the UNA-AMS Joint Advisory Committee.

Discussion

A schedule of the current membership lists of and proposed appointments to various committees is listed below. The membership lists and proposed appointments noted below only include Board Directors. This list of proposed appointments has been prepared based on recommendations from the Chair and discussions amongst the Board. Ultimately, individual Directors may propose alternative appointments.

The Joint Financial Task Force is not included in this list of appointments, due to its inactivity. The Joint Financial Task Force is a joint group between the UNA and UBC to discuss and make recommendations in regard to the UNA's long-term financial health. This group has been inactive since 2021, because there have not been major concerns regarding the UNA's long-term financial health in recent years. In addition, most discussion and planning regarding the UNA's long-term financial planning occurs in other forums.

Financial Implications

None.

Operational Implications

None.



Strategic Objective

Governance

Attachments

1. 2025 UNA Committee Appointments Schedule

Concurrence

1. Eagle Glasheim, UNA Chair

Respectfully submitted,

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

Chris Hakim
Corporate Services Specialist

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

Paul Thorkelsson
Chief Administrative Officer

Committee	2024 Committee Members	2025 Committee Members	Notes
Standing Board Committees			
Finance & Audit Committee	Directors Director Holmes (Chair) Director Glassheim <i>Vacancy</i> <i>Vacancy</i>	Directors Director Wiebe (Chair) Director Bourgeois (Vice-Chair) Director Song <i>Vacancy</i>	<ul style="list-style-type: none"> The Committee consists of up to four Directors appointed by the Board, on the recommendation of the Chair. One UBC Member may attend and participate in the Committee (non-voting). Directors serve for an unspecified term. The Chair and Vice-Chair of the Committee are appointed by the Board, on the recommendation of the Chair.
Governance & Human Resources Committee	Directors Chair Watson (Chair) Director McCutcheon (Vice-Chair) <i>Vacancy</i>	Directors Chair Glassheim (Chair) Director Song (Vice-Chair) Director Luo	<ul style="list-style-type: none"> The Committee consists of the UNA Chair and up to two Directors appointed by the Board, on the recommendation of the Chair. One UBC Member is often invited to attend and participate in the Committee (non-voting). Directors serve for an unspecified term. The Chair and Vice-Chair of the Committee are appointed by the Board, on the recommendation of the Chair.
Advisory and Special Committees			
Land Use Advisory Committee	Directors Director Glassheim (Chair) Chair Watson Director McCutcheon	Directors Director Kerns (Chair) Director Glassheim <i>Vacancy</i>	<ul style="list-style-type: none"> The Committee consists of up to three Directors appointed by the Board. The Committee also consists of up to seven resident members appointed by the Board. Members of the Committee serve for two-year terms. The Chair of the Committee is appointed by the Board from amongst the Directors on the Committee. The Chair of the Committee serves for a two-year term. The Vice-Chair is elected annually by the Committee.
Community Engagement Advisory Committee	Directors <i>Vacancy</i> <i>Vacancy</i>	Directors Director Li (Chair) Director Bourgeois	<ul style="list-style-type: none"> The Committee consists of up to two Directors appointed by the Board. The Committee also consists of up to eight resident members appointed by the Board. Members of the Committee serve for two-year terms. The Chair of the Committee is appointed by the Board from amongst the Directors on the Committee. The Vice-Chair is elected annually by the Committee.

Newspaper Editorial Committee	Directors Director Glassheim (Chair) <i>Vacancy</i>	Directors Director Luo (Chair) Chair Glassheim	<ul style="list-style-type: none"> The Committee consists of up to two Directors appointed by the Board. The Committee also consists of up to seven resident members appointed by the Board. Members of the Committee serve for an unspecified term. The Chair of the Committee is appointed by the Board from amongst the Directors on the Committee. The Chair of the Committee serves for a two-year term.
External Committees			
UNA-UBC Liaison Committee	Directors Chair Watson (Co-Chair) Director Glassheim Director McCutcheon	Directors Chair Glassheim (Co-Chair) Director Wiebe Director Song	<ul style="list-style-type: none"> The Committee consists of the UNA Chair and two Directors appointed by the Board. The Committee also consists of three Governors, appointed by the UBC Board of Governors. Members of the Committee serve for an unspecified term. The Co-Chairs of the Committee will be one UNA Committee member and one UBC Committee member, each appointed by their respective boards.
UNA-AMS Joint Advisory Committee	Directors Chair Watson (Co-Chair) Director McCutcheon <i>Vacancy</i>	Directors Chair Glassheim (Co-Chair) Director Li Director Kerns	<ul style="list-style-type: none"> The Committee consists of the UNA Chair, two Directors appointed by the Board, and the Chief Administrative Officer. The Committee also consists of five AMS representatives, one of whom shall be a non-voting member and the designated minute-taker. Members of the Committee serve for an unspecified term. The Co-Chairs of the Committee will be the UNA Chair and the AMS Vice-President, External Affairs.

Report Date: December 12, 2024
Meeting Date: December 17, 2024
From: Athena Koon, Finance Manager
Subject: Draft I FY2025/26 UNA Annual Budget Report

Background

In November 2024, the first draft budget for FY2025/26 was presented to the Finance & Audit Committee and the Board. The purpose of this report is to provide the newly elected Directors the opportunity to review the first draft budget prior to its second draft review in January 2025.

Decision Requested

For Information.

Discussion

Budgeting Process:

The development of the budgets goes through many steps, as shown in this diagram:



After a review of public feedback and Board approval, the final budget will be submitted to UBC for final approval.

Staff have undertaken extensive work in preparing the draft FY2025/26 budget, including:

- Departmental-level review:
 - This review consisted of department managers analyzing all the line items applicable to their specific department and submitting staffing, special project, and capital project requests for consideration.
- Organizational-level review:
 - The Management Team reviewed the consolidated budget plan and discussed potential staffing, special projects, and capital projects

submitted. The team budgeted as required in order to finalize a balanced draft budget for the upcoming fiscal year.

- Comparison of draft budget details with historical data and current data to validate projected expenditures.
- Reviewed the 2023-25 Strategic Plan and prioritized funding projects that align with strategic goals for the 2025/26 budget year.
- Worked with UBC to confirm the projected Neighbours Levy (NL) for 2025/26.
- Worked with UBC to discuss the projected landscaping credit to be received.

The following table outlines the timeline:

Date	Assigned To	Task
January 2025	Finance Committee	Second review of draft budget and recommend budget to the Board
January 21, 2025	Board	Recommend budget release for public consultation
January 22 to February 5, 2025	Staff	Post draft budget and narrative information on the UNA website for a minimum 2-week period, collating all comments received
February 2025	Finance Committee	Review public feedback, recommend budget to the Board for approval
February 18, 2025	Board	Approve draft budget
March 1, 2025	Staff	Submit budget to UBC for approval

Draft Budget for FY2025/26

Highlights of the FY2025/26 Budget Draft:

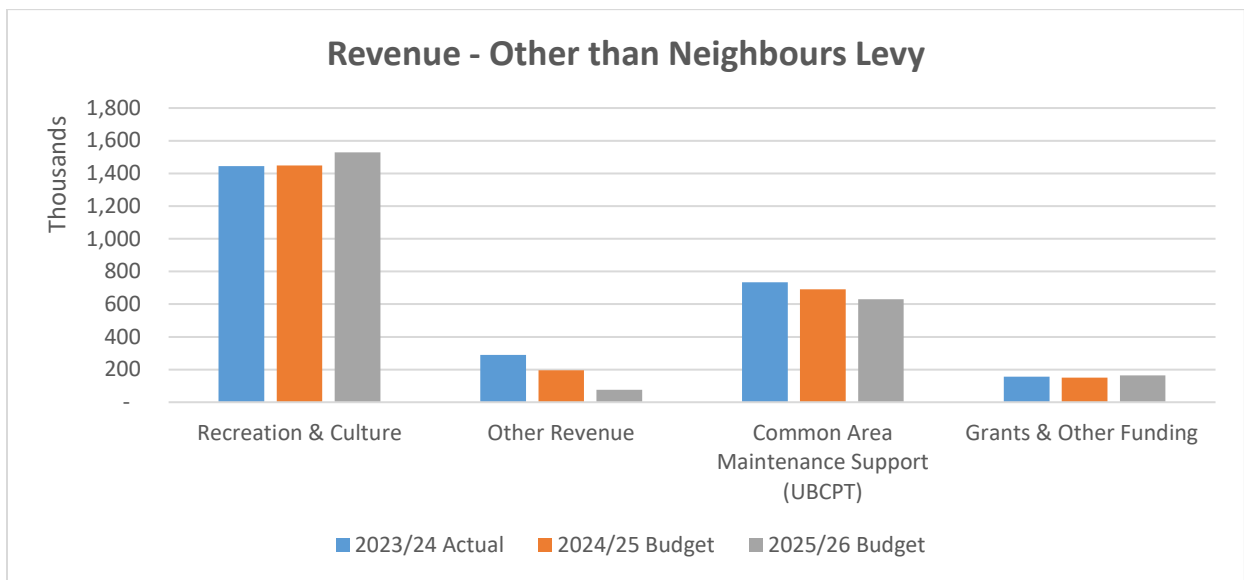
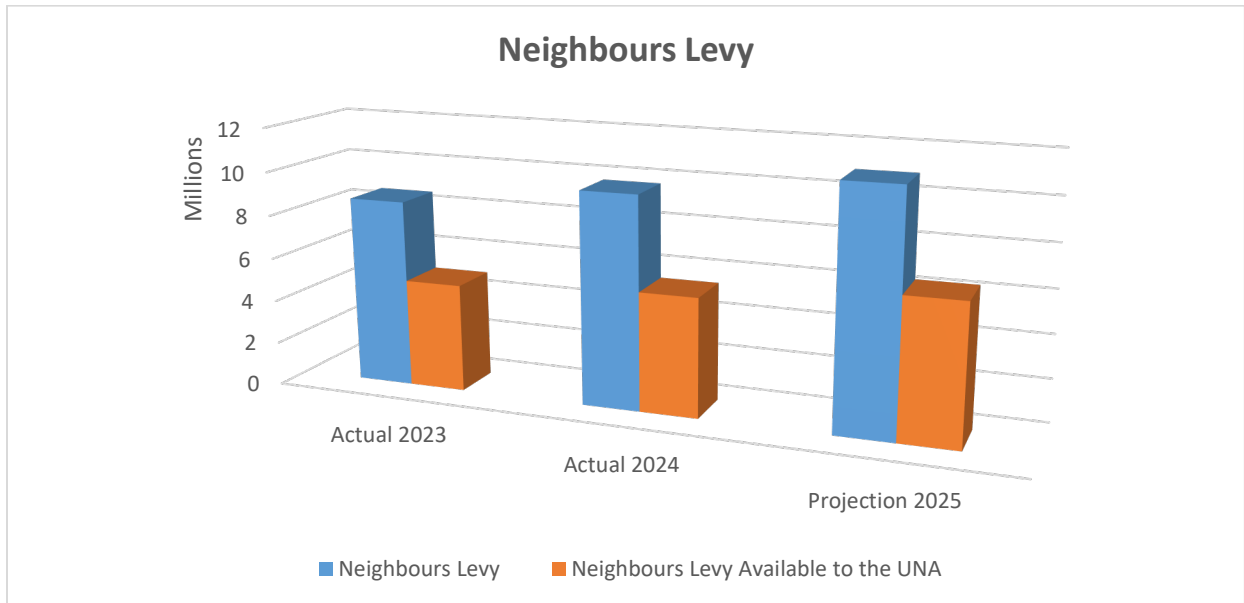
- Revenue from the NL is estimated to increase by 12% to \$10.9M.
- The Infrastructure Replacement Reserve is now combined with the Capital Replacement Reserve and the combined rate used in this budget is 3.9% of the Neighbours Levy. This has been done to reflect the terms of the reserves in the Neighbours Agreement 2024.
- The Community Field Replacement Reserve contribution has not yet been finalized and the amount budgeted for FY2025/26 is \$75K, based on the replacement cost of \$1M plus annual inflation of 3% for 10 years.
- Urban forest costs are still under discussion and are budgeted at a maximum of \$80K.

- The budgeted amount for the Recreation Facilities Charge is calculated using the approved Schedule F formula: population times per capita rate (currently using an estimation and will be adjusted accordingly once the information becomes available). This amount will also be adjusted by the inflation rate once the fiscal year ends in March 2025.
- The budgeted amount for the Cultural Facilities Charge is \$40K plus inflation, based on Schedule F.1 (now titled Schedule G) of the Neighbours Agreement 2024.
- The budget assumes a 3% overall inflation in FY2025/26 for expenses and 5% for wages and salaries.
- The UBC Properties Trust (UBCPT) Common Area Maintenance Support is estimated to be \$630K for FY2025/26 (under discussion and still to be confirmed). This amount is anticipated to gradually reduce in the next seven to eight years based on the steady growth of the NL.
- This version has a balanced operating budget.
- The budget for capital projects for the year is \$321.7K. The majority of the capital budget will go towards parks and roadway enhancements, such as adding shading structures in parks and upgrading park pathway lighting features.
- Capital projects will be funded through the UNA Capital Reserve.

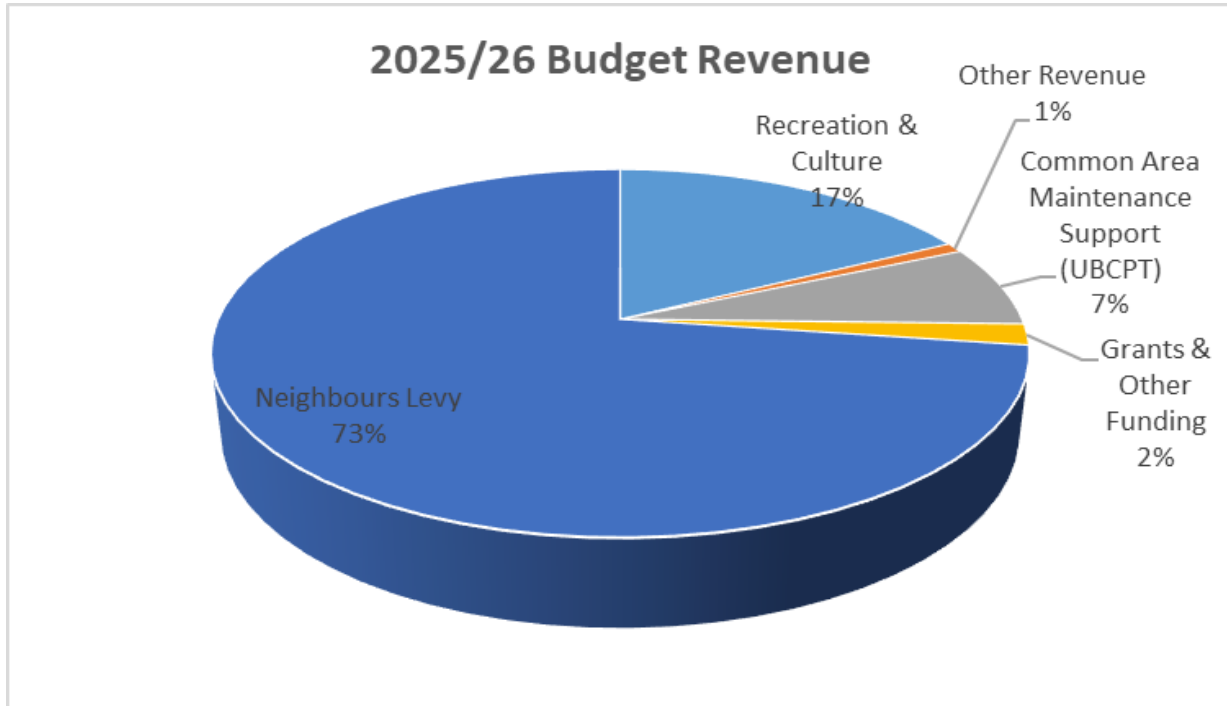
Operating Budget:

Revenue:

- Revenue from the NL is expected to increase by \$1.1M (from \$9.8M in 2024 to \$10.9M in 2025), mainly due to the completion of new buildings and the latest assessment projections. The Services Levy rate is anticipated to increase slightly, from 1.27 to 1.38 (with an anticipated aggregate mill rate of 3.09 for Vancouver and 1.72 for the Rural Property Tax and other taxes). After contributions to reserves and UBC withdrawals, the NL funds available to the UNA are estimated to be \$6.4M, which is \$1M (19%) higher than the actual amount for 2024.
- Recreation & Culture revenue is expected to increase to \$1.5M, an overall increase of 6%, mainly due to programming improvements and an increase in the number of rentals of the field after the replacement this past summer.
- The Other Revenue section will decrease by 20% to \$705K, mainly due to the Common Area Maintenance Support decreasing to \$630K which is 9% lower than FY2024/25.
- Grants & Other Funding will increase to \$164K (9%) to reflect an overall slight increase of various fundings.

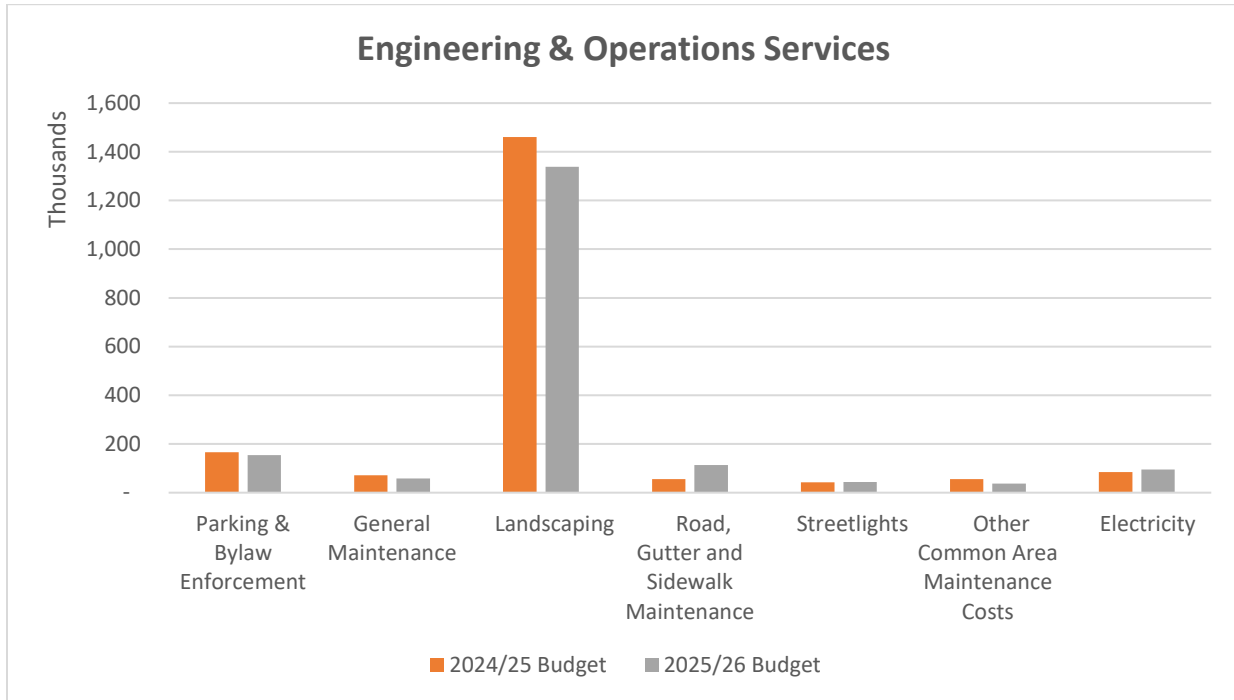


Budgeted Revenue for FY2025/26 is \$8,794,061, an overall increase of 8%, compared to the FY2024/2025 budget.



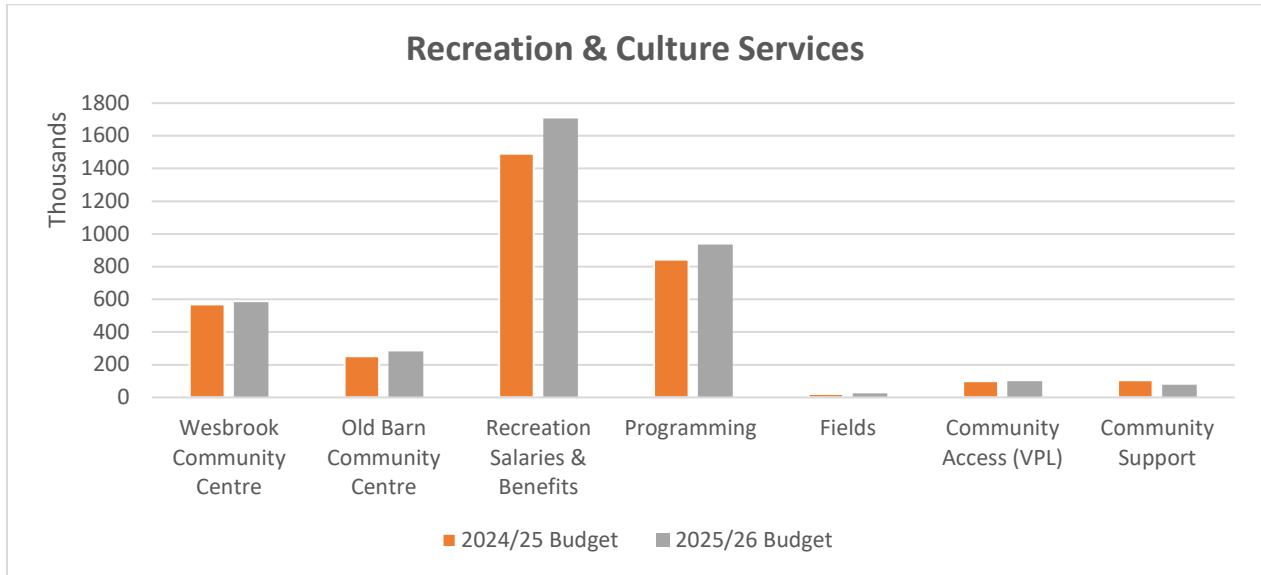
Expenditures:

- **Engineering & Operations Services:** Overall expenses will decrease to \$1.8M by 5% compared to the FY2024/25 budget of \$1.9M, mainly due to the following:
 - Parking and Bylaw Enforcement: Adjusted new spending pattern for the next budget year results in an overall reduction of 7% to \$154K.
 - General Maintenance: This is a project-based line and lower value projects are planned for the new fiscal year with an 18% reduction to 58K.
 - Common Area Maintenance: Landscaping costs are budgeted to decrease to \$1.3M (-8%), mainly due to a special project of \$90K for tree maintenance plan required for FY2024/25 but no longer for FY2025/26 and lower than expected contractor fees.



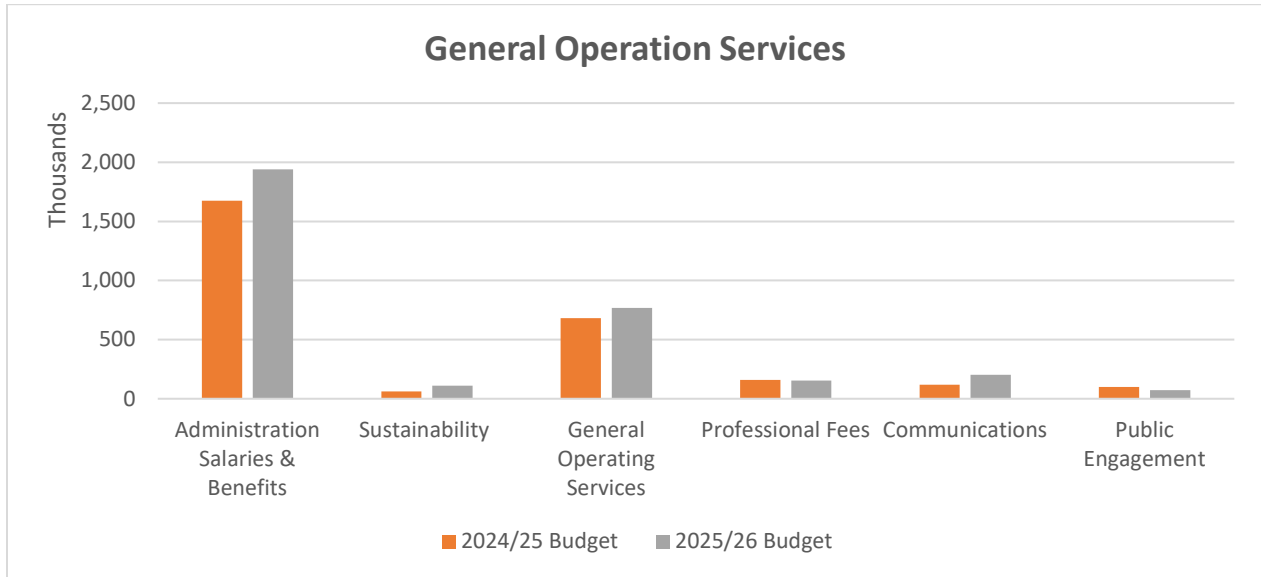
- **Recreation & Culture Services:** Overall expenses will increase to \$3.7M by 10% compared to the FY2024/25 budget of \$3.4M, mainly due to the following reasons:

 - Programming: Increase in number of program instructors to support more programming initiatives.
 - Recreation Salaries & Benefits: New positions added to enhance specific service areas, such as event coordinator, admin assistant, senior coordinator, and camp coordinator.
 - Old Barn Community Centre: Increase in compost bin services for waste removal to \$33K a year comparing to \$18K in 2024/25.

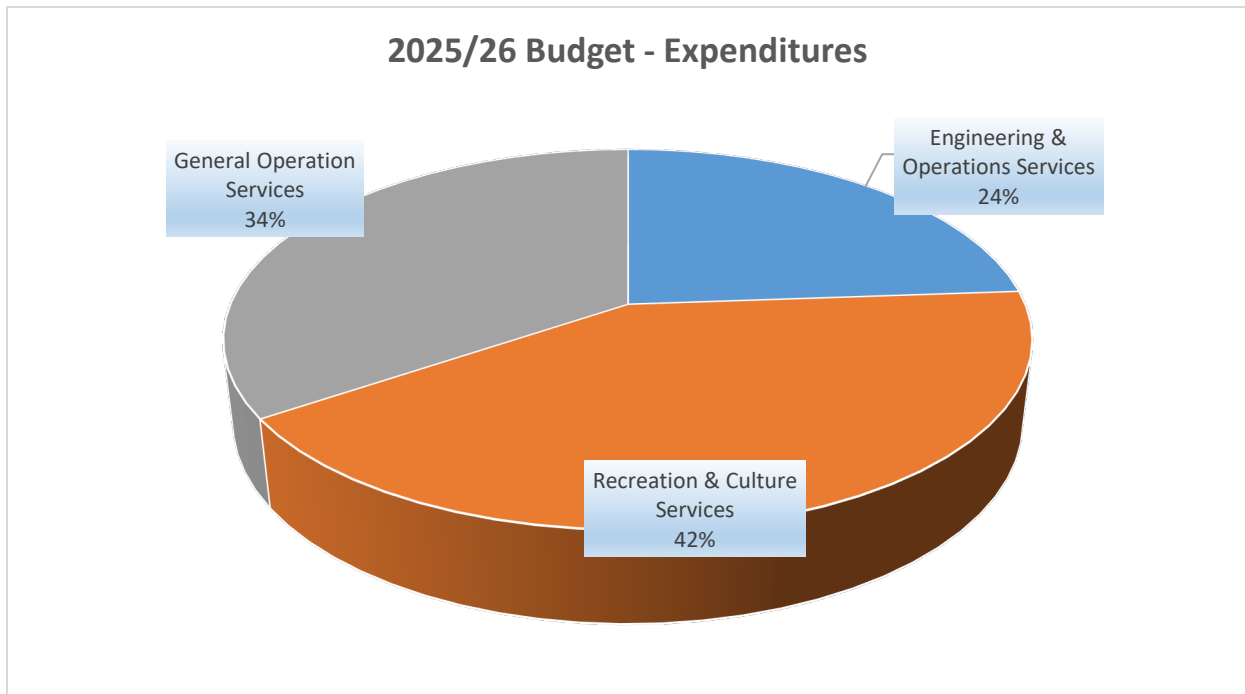


- **General Operation Services:** Overall expenses will increase to \$3.2M by 16% compared to the FY2024/25 budget at \$2.8M, mainly for the following reasons:

 - Administration Salaries & Benefits: The increase in this budget is mainly due to new positions added: Full-time: HR Coordinator and Green Depot Lead and one part-time: Social Media Specialist.
 - General Operating Services: Insurance is estimated to increase by approximately 10% and cyber security costs to \$260K. Other IT costs include a new HR platform, ticketing system, and an increased Xplor license fee. Office rent will also increase to include a larger office space rental and contingent rental coverage in between moving offices. We will need to work with UBCPT to find out if the new available space is ready for office use or if we should expect additional costs to prepare the new office for usage. These extra costs have not been factored in this budget.
 - Communications: Increase by 70% to \$203K spending for the year mainly due to a more frequent issue being printed and upgrades to the UNA's website server.
 - Sustainability: Increase by 78% to \$111K to support different new initiatives and to be inline with the strategic priorities of the UNA. It includes project such as bike kitchen, repair café, and community planting event.



Total budgeted expenditures for the FY2025/26 are \$8,794,061, an overall increase of 8% compared to the FY2024/25 budget.





Capital Budget:

The Capital budget for FY2025/26's total is \$321,700.

Capital Projects for FY2025/26

Furniture, Fixtures & Equipment	\$64,000
Computer Software & Hardware	\$40,200
Recreational & Fitness Equipment	\$32,500
Parks & Roadway Enhancement	<u>\$185,000</u>
	\$321,700

Transfers from Capital Reserve:

Capital Reserve	<u>\$321,700</u>
	\$321,700

Balance	<u><u>\$0</u></u>
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The following table lists the proposed capital projects for the FY2025/26 and how each project will be funded.

Capital Projects	Total	Details	Amount	Funding
Furniture, Fixtures & Equipment	\$64,000	Stage & Lighting	\$20,000	Capital Reserve
		Studio Windows Blinds	\$8,000	Capital Reserve
		Security Gate & Locker	\$10,000	Capital Reserve
		Art Room Storage Upgrade	\$3,000	Capital Reserve
		Water fountain x 3	\$23,000	Capital Reserve
Computer Software & Hardware	\$40,200	IT equipment	\$35,000	Capital Reserve
		Monitors Replacements	\$2,000	Capital Reserve
		Hardware for new positions	\$3,200	Capital Reserve
Recreational & Fitness Equipment	\$32,500	Early Childhood Equipment Replacement	\$7,500	Capital Reserve
		Fitness Centre Equipment Upgrade	\$25,000	Capital Reserve
Parks & Roadway Enhancement	\$185,000	Park pathway lighting adaptor upgrades	\$125,000	Capital Reserve
		Shading structure in 2 parks	\$50,000	Capital Reserve
		Wesbrook outdoor plug for events	\$10,000	Capital Reserve
	<u>\$321,700</u>		<u>\$321,700</u>	



Strategic Priorities and the FY2025/26 Budget

UNA Value & Priorities	2025/26 Budget	Amount
Creating Connection	Entertainment Package - Stage & Lighting	\$ 20,000
	Event & Volunteer Coordinator	\$ 61,000
	Community Planting Events	\$ 7,000
	Sustainability Materials	\$ 3,000
	The Campus Resident - Seasonal Workshops	\$ 1,000
	Social Media Specialist	\$ 46,800
Environmental Sustainability	Repair Café / Monthly Zero Waste Fair	\$ 15,000
	Bike Kitchen Pop-Up Events	\$ 5,000
	Green Depot New Role	\$ 50,000
Governance	UNA Society Membership Drive	\$ 3,000
Organizational Capacity	Additional Funds for Staff Events	\$ 2,000
	HR Coordinator	\$ 80,000
Responsible	Fitness Centre (WCC) Upgrades (Equipment)	\$ 25,000
	Early Childhood Equipment Replacement	\$ 7,500
Service Oriented	Shade structures - 2 park	\$ 50,000
	Water fountains x 3	\$ 23,000
	Pedestrian pathway upgrade behind UHill & Granite Terrace	\$ 55,000
	Wesbrook Outdoor Plug for Events	\$ 10,000
	Park pathway lighting adaptor upgrades	\$ 125,000
	Total	\$ 589,300

UBC Asset Repair & Replacement

Proposed Project	Details	Amount	Funding
Pedestrian Pathway Repair	Pathway behind UHill & Granite Terrace	\$55K	Infrastructure Replacement Reserve

The Next Steps:

After the new Board reviews the draft budget in December 2024, any feedback should be provided immediately to allow time for adjustments and updates before the next

Finance & Audit Committee meeting and Board meeting in January 2025. After that, the draft budget will be recommended to go for public consultation and a review of the public feedback and final approval of the budget will take place in February 2025.

Public Consultation:

The UNA used to reach out for public consultation normally in January for a minimum of two weeks. In general, we follow the below steps for public consultation:

Process	Timing
Create alert on our website that the consultation will be coming	A few weeks before the consultation starts
Newsletter notification	Weekly from when the consultation starts until the consultation finishes
Web pages go lives	No less than 2 weeks with specific section designated for it
Receive feedback	Once a message is received, there is a reply and acknowledgement

We also go into further detail regarding the development of the budget package that the public can download and review. There is a specific webpage that is designated for the consultation. Details such as timeline, process, and references to the Board meeting report specifically for the budget development was also enclosed besides the financial information.

Final Note:

During our budgeting process, some projects were proposed but did not advance due to a lack of funding. A detailed list has been attached to this report.

Financial Implications

None.

Operational Implications

None.

Strategic Objective

Governance; Organizational Capacity

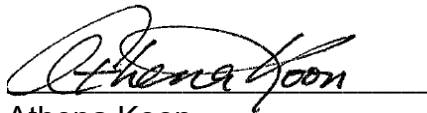
Attachments

1. Schedule A – Draft I 2025 Projected Neighbours Levy
2. Schedule B – Draft I FY2025/26 UNA Operating Budget – Summary
3. Schedule C – Draft I FY2025/26 UNA Operating Budget – Detailed
4. Schedule D – Draft I FY2025/26 UNA Capital Budget – Summary
5. Schedule E – Draft I FY2025/26 UNA Capital Budget – Detailed
6. Schedule F – FY2025/26 Budget Unsuccessful Projects List

Concurrence

1. Dave Gillis, Recreation Manager
2. Glenda Ollero, Communications Manager
3. Wegland Sit, Operation Manager

Respectfully submitted,

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

Athena Koon
Finance Manager

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

Paul Thorkelsson
Chief Administrative Officer

UBC Neighbours Fund
Projected Amount of Neighbours Levy
Available to the UNA

	Actual 2024	Projected 2025
Neighbours Levy (Services Levy and GMSL)	9,755,547	10,930,000
Contributions to Reserves		
Infrastructure Replacement Reserve(IRR) ¹	-234,133	-426,270
Capital Reserve (CR) ²	-117,067	0
Rate Stabilization Reserve	-97,555	-109,300
Community Field Replacement Reserve ³	-60,000	-75,000
Total Contributions to Reserves	-508,755	-610,570
UBC Withdrawals		
Urban Forest Cost ⁴	0	-80,000
Stormwater Sewers	-777,954	-656,088
Fire Service Charge	-2,181,974	-2,247,433
Recreation and Cultural Facilities Charges ⁵	-817,806	-833,377
Total UBC Withdrawals	-3,777,734	-3,816,899
Net Amount of Neighbours Levy	5,469,058	6,502,531
GST (Net of UBC GST Credit)	-89,657	-106,599
Amount Available to the UNA ⁶	\$ 5,379,401	\$ 6,395,933

Notes:

1 & 2. The study conducted by Vann Struth in 2022 recommended that the two reserves (IRR & CR) should be combined as one so the 2025 projected CR is included in the IRR. The combined contribution rate for the IRR & CR be increased by 0.1% /year from 2024 to 2029 to 4.2%. The amounts shown here are based on the contribution rates of 3.9%.

3. The 2023 contribution was the last contribution required to be made to the Community Field Replacement Reserve. The agreement is still under discussion and current year amount is based on future replacement cost.

4. Urban Forest Cost is still under discussion with UBC and the amount shown is the possible maximum

5. Recreation and Cultural Facilities Charges 2024 amount included \$88.7K amount owing for 2021. Projected 2025 amount is calculated based on population of 16,003 (25/26 fire service amount) times per capita rate of \$49.50 (last year's per capita rate of \$48.06 plus 3% inflation assumption). Cultural Facilities Charge portion is set at 40K plus 3% inflation.

6. The amount available to the UNA is for its fiscal year beginning in the calendar year.

**University Neighbourhoods Association (UNA)
Operating Budget 2025-26 (Summary) Draft I**

University Neighbourhoods Association (UNA)	2023-24 ACTUAL	2024-25 APPROVED BUDGET	2025-26 DRAFT BUDGET
REVENUE			
Payments from UBC			
Neighbours Levy	5,040,600	5,627,244	6,395,933
Total Payment From UBC	5,040,600	5,627,244	6,395,933
Recreation & Culture			
Wesbrook Community Centre	298,777	327,000	327,000
Old Barn Community Centre	122,694	125,425	129,740
Programming	918,636	886,770	947,000
Playing Fields & Park Rentals	105,324	109,700	125,000
Total Recreation & Culture	1,445,431	1,448,895	1,528,740
Other Revenue			
Parking	180,538	144,525	-
Miscellaneous	109,570	50,933	75,888
Common Area Maintenance Support (UBCPT)	733,256	690,000	630,000
Total Other Revenue	1,023,364	885,458	705,888
Grants & Other Funding			
External Grants & Miscellaneous	155,693	150,250	163,500
Total Grants & Other Funding	155,693	150,250	163,500
TOTAL REVENUE	7,665,088	8,111,846	8,794,061

University Neighbourhoods Association (UNA)	2023-24 ACTUAL	2024-25 APPROVED BUDGET	2025-26 DRAFT BUDGET
EXPENDITURES			
Engineering & Operations Services			
Parking & Bylaw Enforcement	125,280	165,886	153,722
General Maintenance	68,256	71,066	58,198
Common Area Maintenance			
Landscaping	1,078,370	1,461,259	1,338,430
Road, Gutter and Sidewalk Maintenance	42,312	56,228	112,914
Streetlights	46,901	42,500	43,775
Electricity	76,893	84,000	94,520
Other Common Area Maintenance Costs	43,874	55,125	36,779
Total Engineering & Operations Services	1,481,886	1,936,064	1,838,338
Recreation & Culture Services			
Wesbrook Community Centre	522,297	568,036	581,677
Old Barn Community Centre	215,896	252,515	281,364
Recreation Salaries & Benefits	1,100,598	1,490,386	1,705,982
Programming	810,224	843,313	935,483
Fields	30,876	20,000	25,600
Community Access (VPL)	84,100	100,000	100,000
Community Support	41,142	105,550	77,232
Total Recreation & Culture Services	2,805,133	3,379,800	3,707,338
General Operation Services			
Administration Salaries & Benefits	1,532,234	1,674,898	1,939,101
Sustainability	40,492	62,338	110,722
General Operating Services	530,114	680,798	768,233
Professional Fees	155,668	159,200	153,000
Communications	106,107	119,300	203,329
Public Engagement	61,600	99,450	74,000
Total General Operation Services	2,426,214	2,795,983	3,248,385
TOTAL EXPENDITURES	6,713,234	8,111,847	8,794,061
SURPLUS OR (DEFICIT)	951,854	(0)	(0)

**University Neighbourhoods Association (UNA)
Operating Budget 2025-26 (Detailed) - Draft I**

		Actual Number 2023-24	APPROVED BUDGET 2024-25	DRAFT BUDGET 2025-26	COMMENT
		TOTAL	TOTAL	TOTAL	Notes
REVENUE					
Payments from UBC	Neighbours Levy	5,040,600	5,627,244	6,395,933	Refer to Neighbours Fund chart for details
	Total Payments from UBC	5,040,600	5,627,244	6,395,933	
Recreation & Culture					
Wesbrook Community Centre	Wesbrook Function Rentals	26,289	27,000	27,000	120 room rentals are forecasted for 2025-2026 with 20% increase. Average hourly rate: \$65; Average hours: 2.4 h No Change (Fitness Centres are operating at 90-100% capacity during peak times) Continued Personal Training Growth 2025_2026 forecasted higher do to increased - OBCC Availability, and Satelight Training.
	Wesbrook Fitness Membership	239,875	250,000	250,000	
	Wesbrook Personal Trainer	32,613	50,000	50,000	
	Total Wesbrook Community Centre	298,777	327,000	327,000	
Old Barn Community Centre	Old Barn: Bean Around the World Coffee Shop	78,749	77,925	79,740	Refer to contract for new year's rental Increased one off events rentals subject to the acquisition of stage properties, making us a hub for events, parties, retreats, AGM's Weddings
	Old Barn Function Rentals	23,856	27,500	30,000	
	Old Barn Fitness Membership	18,179	20,000	20,000	
	Total Old Barn Community Centre	122,694	125,425	129,740	
Programming	Program Fees (WCC + Old Barn)	793,067	763,895	920,000	Used to be WCC only and 25/26 adding OBCC program fees
	Birthday Parties	10,555	35,875	22,000	
	Wesbrook Yoga Studio Revenue	52,352	38,500	-	
	Withdrawal Fee Revenue	5,515	3,500	5,000	To match closer to actual number
	Old Barn Program Fees	57,147	45,000	-	Close and combine into Wesbrook Program Fees
		918,636	886,770	947,000	
Playing Fields & Park Rentals	Parks Rental	-	-	-	-
	Nobel Softball Diamond Revenue	3,360	15,000	5,000	Rental limited to configuration of field, required quality of field, and inconsistent schedule of UBC Athletics. Field is also designated as a safe play space for community families.
	Community Field Revenue	101,964	94,700	120,000	Rental Cost Review (Winter 2025) Effective Fall 2025
	Total Playing Fields & Park Rentals	105,324	109,700	125,000	
	Total Recreation & Culture	1,445,431	1,448,895	1,528,740	

Other Revenue

Parking Revenue	82,446	73,500	-	-
Towing Administration Fees	22,745	11,025	-	-
Car Share Parking Revenue	75,347	60,000	-	-
Newspaper/Program Guide Advertising Sales	7,630	6,000	6,180	-
Interest Revenue	76,869	25,653	50,000	-
Miscellaneous Revenue	9,455	5,000	5,000	Special Event Sales
Community Gardens	12,717	12,600	12,978	-
Sustainability Funding	2,898	1,680	1,730	-
Common Area Maintenance Support (UBCPT)	733,256	690,000	630,000	Gradual reduction of support from UBC PT
Total Other Revenue	1,023,364	885,458	705,888	

Grants & Other Funding

Neighbours Day	4,721	4,500	6,000	Snack bar & alcohol sales at Community Events and Barn Events, Vendor fees at craft sales Requesting funding of 1+3 (Leaders / Staff) - Previous years have been 1+2 - UNA running with 2 +4 for 2025
Canada Summer Jobs Funding	12,802	22,000	25,000	
Operating Contribution to Community Field (VSB Funding)	20,758	10,500	15,000	Underbudget previous year and amount to reflect closer to actual Rename to "UBC Funding - Youth Programming". Requested increase to account for COLA and general inflation.
Youth Programming (C+CP Contribution)	45,028	45,000	47,500	
Safe & Connected Community Coordinator (C+CP Contribution)	64,474	42,000	45,000	Rename to "UBC Funding - Connected Communities". Requested increase to account for COLA and general inflation.
Miscellaneous Funding	7,910	26,250	25,000	-
Total Grants & Other Funding	155,693	150,250	163,500	

TOTAL REVENUE	7,665,088	8,111,846	8,794,062
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ENGINEERING & OPERATIONS SERVICES

Parking & Bylaw Enforcement & Emergency Management (UNA)

Parking	23,402	31,386	34,967	Adjust cost to reflect actual usage x 4.5% adjustment consideration
Bylaw enforcement	99,235	126,000	110,000	
Emergency Management	2,643	8,500	8,755	
Total Parking & Bylaw Enforcement	125,280	165,886	153,722	

Common Area Maintenance (UNA)

General Maintenance	68,256	71,066	58,198	Reduce based on actual usage.
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Common Area Maintenance

Landscaping	Public realm/parks maintenance	888,139	1,028,374	1,050,800	24/25 Est actual cost adjustment with approximate 4% increase. New Wesbrook Park space "Research Park" @ \$45K Actual 24/25 est cost, with 60K repair project in place in Hawthorn with the handover.
	Irrigation maintenance and water	107,432	51 270,435	205,230	

	Tree Maintenance	82,799	162,450	82,400	Pruning work
	Total Landscaping	1,078,370	1,461,259	1,338,430	
Road, Gutter and Sidewalk Maintenance	Roads and Gutters	29,849	28,665	84,525	Sidewalk repair special projects
	Snow/ice removal program	12,463	27,563	28,389	-
	Total Road, Gutter and Sidewalk Maintenance	42,312	56,228	112,914	
Streetlights	Streetlight Maintenance	46,901	42,500	43,775	
	Total Streetlights	46,901	42,500	43,775	
Other UBCPT Costs	Electricity	76,893	84,000	94,520	Noted general metering increase by 20 percent during peak in some meters
	Others	43,874	55,125	36,779	Reduce based on actual usage 20K this year. 30K repair in 25/26
	Total Other UBC PT Costs	120,767	139,125	131,299	
	Total Common Area Maintenance	1,288,350	1,699,112	1,626,418	
				-	
	TOTAL ENGINEERING & OPERATIONS SERVICES	1,481,886	1,936,064	1,838,338	
RECREATION & CULTURE SERVICES					
Operating Costs - Fields		30,876	20,000	25,600	Contract maintenance with Field turf 2 times/year
Operating Cost - Wesbrook Community Centre	Janitorial	141,997	136,080	148,162	Increase supplies consumption 115K service
	Waste Removal	35,967	38,325	35,475	14K up to Sept, slight reduction in cost due to reduce pickup
	Security	3,765	6,392	5,084	adjust to reflect actual usage
	Utilities	64,748	70,172	72,277	-
	Amortization WCC	104,417	103,950	107,069	-
	Water & Sewer	33,871	45,582	46,949	-
	Misc. Supplies	1,700	3,473	3,577	-
	Fitness Centre Maintenance WCC	8,428	8,000	8,000	Regular Maintenance. \$8000.00 cost will increase or decrease pending approval of \$25,000 for replacement of older equipment.
	Elevator Maintenance	4,344	4,093	4,216	-
	Building Maintenance	12,273	16,000	16,480	Less repairs. Under this year but retain 3% for unexpected repairs based on historical figures
	Site Supervisor	41,498	55,000	56,650	-
	Office Expense	5,955	5,473	5,638	-
	Fire & Emergency	11,270	12,422	17,795	Expenditure for inspections and repairs.
	Operating Costs - Others	27,732	48,469	39,923	Currently less \$10K due to removal of maintenance contract. conversion to RingCentral reduce WCC office phone cost from
	Phone & Credit Card Line	11,800	6,000	5,520	\$800 to \$265
	Office Supplies	12,532	8,604	8,862	
	Total Wesbrook Community Centre	522,297	568,036	581,677	
Operating Cost - Old Barn Community Centre					

Internet	3,082	4,873	5,019	
Janitorial	62,847	68,103	70,146	-
Waste Removal	19,089	18,000	32,724	Increase compose bin service.
Security	1,770	2,100	2,163	-
Gas	2,170	1,973	2,033	-
Hydro	9,857	14,596	15,034	-
Water & Sewer	11,384	18,000	18,540	-
Misc. Supplies	1,183	6,021	6,201	-
Elevator Maintenance	4,517	4,736	4,878	-
Building Maintenance	6,764	9,122	9,396	-
				With increase maintenance to the machines it has confirmed a
Fitness Centre Maintenance	9,052	1,700	6,700	reduction in the overall repair costs. 85% of Machine under
				Warranty.
Site Supervisor	28,699	32,000	32,960	-
Office Expense	3,516	4,257	4,385	-
Fire & Emergency	8,795	5,848	7,017	Adjust to reflect actual charges
Property Tax	11,162	14,619	19,607	Adjust to reflect actual charges
Amortization OBCC	17,227	27,846	28,681	-
Operating Costs - Others	8,558	8,000	8,240	Under this year, 5K special pest management project in 23/24
Phone & Credit Card Line	3,494	3,838	2,640	Monthly \$211 * 12. Reduced phone expense
				assume \$3K actual with new added rotational desk
Office Supplies	2,728	6,883	5,000	consumption
Total Old Barn Community Centre	215,896	252,515	281,364	
Recreation Salaries & Benefits				
Community Centres Full Time Salaries & Wages	378,326	572,164	614,708	New Event Coordinator position added on top of reg COLA
Community Centres Part Time Salaries & Wages	581,821	710,683	858,697	New Admin Assistant, Senior Coordinator and Camp
Community Centres Benefits	140,451	207,539	232,577	Coordinator added on top of COLA
Recreation Salaries & Benefits	1,100,598	1,490,386	1,705,982	
Programming				
Community Centre Programming WCC	43,931	47,715	110,000	
Community Centre Programming	8,883	-	5,000	Does not include special project for rent and tot.
Utown Collaborative Programming	68,280	90,000	95,000	-
Safe & Connected Community Coordinator (SCCC)	65,354	84,000	90,000	-
Program Instructors	517,081	524,923	498,908	
Community Events	38,961	30,000	65,000	
Online S/C	36,981	39,900	39,900	
Program Guide	30,753	26,775	31,675	

	Total Programming	810,224	843,313	935,483	
Community Access	Vancouver Public Library	84,100	100,000	100,000	
	Total Community Access	84,100	100,000	100,000	
Community Support	Community Garden Committee Supplies	1,138	3,630	3,739	
	Volunteer Event Support	7,471	13,000	-	
	Children's Garden	1,686	2,420	2,493	
	General Committee Support	6,455	16,000	10,000	Land use, CEAC, & other Board Committee spending
					Increase to continue Volunteer Management Software
					subscription, bi-annual appreciation dinner, and more
					resources in volunteer recognition.
	Volunteer Support	1,648	15,000	17,000	
	Neighbours Day	21,958	15,000	17,000	
	Try-it Week	111	1,000	-	No longer an Expense
	Community Sponsorship Program	675	39,500	27,000	
	Total Community Support	41,142	105,550	77,232	
	TOTAL RECREATION & CULTURE SERVICES	2,805,133	3,379,800	3,707,338	
<u>GENERAL & ADMINISTRATIVE SERVICES</u>					
Administration Salaries and Benefits					
	Management Salaries	681,932	709,950	746,040	
	Non-Management Salaries	649,823	737,593	935,943	Budget two extra full-time positions; HR & Green Depot Lead & one extra part-time position: Social Media Specialist
	Extended Benefits	200,479	227,355	257,118	
	Total Administration Salaries & Benefits	1,532,234	1,674,898	1,939,101	
Sustainability					
	Program Cost	15,082	24,000	31,400	Bike kitchen project added for \$5K
	Recycling Centre Operations	23,038	13,000	18,310	Add double pickup frequency.
	Dog Waste Disposal	-	10,542	10,858	
	Waste Disposal	-	12,096	25,184	Add actual cost for first year and next year increase for garbage and recycling hauler fee (\$7200 annual)
	Education/Sustainability Communication	2,372	2,700	24,970	Community planting event \$7K plus \$15K Repair Café project
	Total Sustainability	40,492	62,338	110,722	
Professional Fees					
	Legal Fees	21,899	40,000	50,000	
	Consulting Fees	45,411	60,000	50,000	
	Audit Fees	28,934	21,000	22,000	
	Contractor Fees	26,038	33,200	26,000	Part of the HR platform fee is transferred to IT
	Hiring Fees	33,386	5,000	5,000	
	Total Professional Fees	155,668	159,200	153,000	
General Operating Services	Berton Operating Cost	7,383	54	7,469	4,693 To reflect actual cost

	Bank Fees and Service Charges	4,123	4,336	4,466	
	Conferences, Travel & Training	25,926	43,000	46,000	
	Amortization	94,082	98,175	101,120	-
	Deferred Amortization	(22,222)	(22,222)	(22,222)	-
	Internet/Email	3,081	5,789	8,263	Backup internet from Telus for OBCC and WCC annual \$2300
	IT Services	89,937	79,200	167,576	ADP implementation 19K , New GIS system licenses 43K, Transfer 9K from Comm for the new ticketing system, New 7.2K web server management fee, Xplor license fee increase
	Insurance	209,631	225,000	259,500	10% increase + 12K for Cyber Security
	Postage & Courier	1,053	1,879	1,935	
	Office Supplies	6,090	7,710	7,941	
	Office Equipment	8,087	7,830	6,065	To reflect actual usage Potential office space available at 4th level extra \$45K/year plus two month rental buffer of \$14.4K
	Office Rent	68,181	80,832	140,232	
	Miscellaneous	7,271	5,000	5,150	
	Staff Engagement	7,463	10,000	13,000	
	Telephone/Fax/Cellular	19,553	23,800	24,514	
	Board Projects	475	103,000	-	
	Total General Operating Services	530,114	680,798	768,233	
Communications	General Communications	28,621	32,130	36,094	Materials to support NCAP and Communications Team Planning
	Consultation and Engagement	8,981	10,500	10,815	-
	Newspaper	19,530	27,950	77,950	Upgrade it to 12 issues/year instead of only 4. Plus promotional materials, workshops and others
	Websites	27,225	22,050	48,000	Server Cost increase due to new upgrade in Aug 2024 for better service Additional photos for marketing and UNA Society Membership drive
	General Marketing & Promotions	21,750	26,670	30,470	
	Total Communications	106,107	119,300	203,329	
Public Engagement	General Meeting	3,881	40,000	10,000	-
	Hospitality	7,370	5,250	8,000	To reflect closer to actual amount
	Stipend for Elected Directors	50,349	54,200	56,000	-
	Total Public Engagement	61,600	99,450	74,000	
	TOTAL GENERAL & ADMINISTRATIVE SERVICES	2,426,214	2,795,983	3,248,385	
	Contingency (2% on Engineering & Ops and Recreation Services)	-	-	-	
	TOTAL OPERATING EXPENDITURES	6,713,234	8,111,846	8,794,061	
	SURPLUS OR (DEFICIT) FROM OPERATIONS	951,854	(0)	0	

**University Neighbourhoods Association (UNA)
Capital Budget 2025-26 (Summary)**

University Neighbourhoods Association (UNA)	2023-24	2024-25	2025-26
	ACTUAL	APPROVED BUDGET	DRAFT BUDGET
Leasehold Improvements	80,455	15,000	-
Furniture, Fixtures & Equipment	59,568	63,000	64,000
Computer Software & Hardware	14,910	56,500	40,200
Website	-	17,500	-
Multi Media Equipment	59,867	-	-
Recreational & Fitness Equipment	33,372	25,000	32,500
Parks & Roadway Enhancement	-	13,200	185,000
TOTAL CAPITAL PROJECTS COSTS	\$ 248,172	\$ 190,200	\$ 321,700
TRANSFERS FROM RESERVES, UNRESTRICTED NET ASSETS & OTHERS			
Transfer from Unrestricted Net Assets	248,172	-	-
Transfer from UNA Capital Reserve		190,200	321,700
BALANCE	\$ -	\$ -	\$ -

University Neighbourhoods Association (UNA)
Capital Budget 2025-26 (Detailed) - Draft I

	Actual Number 2023-24	APPROVED BUDGET 2024-25	DRAFT BUDGET 2025-26	COMMENT
	TOTAL	TOTAL	TOTAL	
CAPITAL PROJECTS				
Leasehold Improvements				
Leasehold Improvements (WCC)	24,807	7,500	-	
Old Barn - Tenant Improvements (OBCC)	55,648	7,500	-	
Total	80,455	15,000	-	
Furniture, Fixtures & Equipment				
Office Furniture & Equipment	2,254	-	-	
Old Barn - Furniture, Fixtures, equip	57,313	-	20,000	Entertainment Package - Stage & Lighting
Wesbrook - Furniture, Fixtures, Equip		63,000	44,000	Studio Window Blinds, Security Gate & Locker, Art room storage, water fountains
Total	59,568	63,000	64,000	OBCC - Entertainment Package - Stage & Lighting WCC - Window Blinds, Security Gate & Locker, Art room storage
Computer Software & Hardware				
Computer Software		32,000	-	
Computer Hardware	2,194	4,500	40,200	Life cycle replacement for staff laptop and for new position
Old Barn - Comp HW	3,050	-	-	
Wesbrook - Computer HW	9,666	20,000	-	
Total	14,910	56,500	40,200	Life cycle replacement for staff laptop and for new position
Website	-	17,500	-	
Multi Media Equipment	59,867	-	-	
Recreational & Fitness Equipment				
WCC - Recreation & Fitness Equipment	4,011	25,000	32,500	WCC fitness & Early Childhood equipment upgrade
OBCC - Recreation & Fitness Equipment	29,361	-	-	
Total	33,372	25,000	32,500	WCC fitness & Early Childhood equipment upgrade
Parks & Roadway Enhancement	-	13,200	185,000	Shading structures in parks, Wesbrook outdoor plug for events & park pathway lighting adaptor upgrade
Total Capital Costs	248,172	190,200	321,700	
TOTAL CAPITAL PROJECTS COSTS	(248,172)	(190,200)	(321,700)	
TRANSFERS FROM RESERVES, UNRESTRICTED NET ASSETS & OTHERS				
Transfer from Unrestricted Net Assets	248,172	-	-	
Transfer from UNA Capital Reserve		190,200	321,700	
BALANCE	-	-	-	

Project Type	Dept	Ranking	Name	Amount	Comment
Capital	Oper	1	Sidewalks Repair	\$ 85,000	Repair sidewalks around the UNA (EG Iona Drive) three tables at WCC have non-fixable damages either with the lock or surface, we need to replace them. Some chairs we do need a few more for special meetings and events.
Capital	REC	2	Tables & Chairs - Table Cloths	\$ 13,500	The table cloths have non-removeable stains after being used for more than 5 years. We need to have some new ones for important meetings and events.
Capital	REC	3	Standing Tables	\$ 2,500	Chairs at OBCC are not in good conditions. The fabrics are filthy and full of paints. Needs a complete replacement with easy-to-maintain chairs. Outdoor tables Request for 4 Standing bar tables for the foyer of the OBCC to enhance and permit the continued growth of UNA special engagement events (Don't Laugh Comedy, Readings and Musical Presentations) Reduces Crowding and permits people an opportunity to gather before shows.
Capital	Oper	4	Obcc wireless mic in meeting room	\$ 35,000	Meeting Room 1 and 2 AV system was upgraded in fiscal 2023. Currently the room does not have wireless mic support.
Capital	Comm	5	UNA Website - Search Development	\$ 2,500	Building additional features/developing the search function on the UNA website.
Capital	Comm	6	UNA Website - Template Development	\$ 3,750	Building/developing new templates UNA website stacks
Capital	Oper	7	End of life CCTV system and cameras	\$ 70,000	End of life cycle upgrade and replace existing CCTV Digital Video Recorder, replacing older CCTV cameras to high definition units - for both OBCC and WCC
Capital	Comm	8	The Campus Resident Website - Additional Features	\$ 3,125	Build new features to contributor page, new archives page and add video player.
Capital	Oper	9	Mechanical lift	\$ 37,000	Enable maintenance team to access high point in WCC and OBCC safely for inspections and general building maintenance.
Capital	Oper	10	Outdoor digital display replacement at WCC	\$100,000	WCC Outdoor Digital Display no longer works. Will require a replacement. Proposed new digital display will have HD capacity, with internal digital signage management hardware.
Capital	REC	11	Key Management System	\$ 5,000	A electronic key management system that securely controls and tracks the key uses at both centres. Currently, we have two boxes to store all the keys which has no management ability. It is not secure nor efficient. There is no way to know who's using the key and if a key is missing, when and what happened. There has been increasing request for making copies of the missing keys, and at a grander level, it posts challenges to the security of our operation.
Capital	REC	12	Pine Car Derby Track (Portable)	\$ 6,000	Events - Canada Day - 4 lane - 49 foot Pine Car Derby Track. Track is professional Manufactured and can be dismantled into several pieces for ease of storage. Track provides and opportunity for the Recreation Department to enhance Canada Day interactions and a yearly event.
Operating	Comm	1	Community Survey on UNA Services	\$ 18,000	To help measure performance and gather feedback on UNA services.
Operating	Oper	2	Consultant - SUSTAINABILITY GHG Audit	\$ 50,000	Strategic priority, benchmark UNA org operation, prioritize work to reduce overall GHG emission.
Operating	Oper	3	Tree Planting (+ Soil cells)	\$ 62,500	250 trees per year, approximately \$500/ tree, MV Fund Match, based on MV 40% canopy coverage and the known 250 tree per year replacement plan provided by UBC SEEDS. It will likely become high priority must have item with the development of UNA street tree and park tree management plan in 2026-27
Operating	Comm	4	Photography Library Update	\$ 5,000	To improve promotional and marketing materials.
Operating	Oper	5	Consultant - climate adaptation material development (guidebook on personal and building-level GHG reduction)	\$ 20,000	NCAP direction to provide sustainable guide for local residents and strata's for climate adaptation to GHG reduction at a personal - building level.
Operating	REC	6	Wooden Snack Bar Sign	\$ 750	Request for Wooden Snack Bar Sign for the upstairs foyer of the OBCC to enhance and permit the continued growth of UNA special engagement events (Don't Laugh Comedy, Readings and Musical Presentations) Movie Nights and Events. Promotes the potential sale of items.
Operating	Comm	7	Communications Team Planning	\$ 1,000	Two-day planning and learning retreat for the communications department.
Operating	Comm	8	The Campus Resident - Promotional Materials	\$ 1,000	Promotional materials for engagement booths and volunteers.
Operating	Oper	9	Tree Inventory	\$ 50,000	Tree management and only required if we failed to get the Alliance Grants with Urban Forestry
Operating	Oper	10	Ecosystem restoration (invasive species removal & native species)	\$ 20,000	Hire external service provider to remove invasive species in the UNA area. Landscape Management Plan recommendation to address this in a phase approach. It is a recurring special project.
Operating Project Total				\$228,250	
Capital Project Total				\$363,375	
Listed Project Total				\$591,625	

Note:

These projects were submitted during the budget development process, but were not included for funding in the budget. To fund these projects in FY2025/26 in addition to what has already been proposed, the UNA would have to consider other sources of funding.



Report Date: December 10, 2024
Meeting Date: December 17, 2024
From: Wegland Sit, Operations Manager
Subject: WCC and OBCC Janitorial Services Agreement Renewal Report

Background

The UNA operates two community centre, seven days a week: the Old Barn Community Centre (OBCC) and the Wesbrook Community Centre (WCC). Both community centres are owned by UBC, and they are operated and maintained by the UNA based on the UNA-UBC licenses.

Since February 1, 2024, Scandinavian Building Services has been the provider of the janitorial services for the OBCC and the WCC. This report will detail a recommendation for the extension of the services agreement with Scandinavian Building Services.

Decision Requested

THAT the Board approve the 2025–2027 UNA & Scandinavian Building Services Agreement renewal, as circulated, and authorize the Chair or the Chief Administrative Officer to execute the agreement.

Discussion

The Current Service Agreement

In 2023-24, the UNA conducted a procurement process to select a janitorial services provider. After a rigorous process involving multiple bidders, the Board awarded Scandinavian Building Services a one-year term agreement, on the recommendation of staff. A one-year term agreement was offered in order for the UNA to assess Scandinavian Building Services’ performance as a new provider.

Under the current agreement, Scandinavian Building Services provides both community centres a designated onsite cleaner seven days a week to support their day-to-day operation with a cleaning schedule. As well as seven days a week evening clean service for both facilities.



The New Extension

To-date, Scandinavian Building Services has performed well in its service provision. Staff are recommending a renewal of the agreement with Scandinavian Building Services and extending the renewed term to two years. The annual financial adjustment will be 1.7% during the two-year term.

No further changes to the existing agreement have been negotiated. The proposed renewal agreement contains all provisions of the existing agreement, except the adjustments to the fees and agreement term.

Financial Implications

The estimated costs for this new janitorial agreement are \$178,700 for the period of February 1, 2025 to January 31, 2026 and \$183,900 for the period of February 1, 2026 to January 31, 2027.

The extension and costs of this agreement has been budgeted in the draft FY2025/26 UNA budget.

Operational Implications

Scandinavian Building Services provides a key janitorial and maintenance services for the community centres operated by the UNA. Since Scandinavian Building Services was contracted in early-2024, there has been noticeable improvements in service delivery at our facilities, service management, overall centre cleanliness, and communication with UNA staff

The UNA Operations team expects the Scandinavian team will continue to provide consistent service levels and help the UNA to deliver key recreation programs and services for our community.

Strategic Objective

Organizational Capacity

Attachments

1. 2025-2027 UNA & Scandinavian Building Services Janitorial Services Agreement



Concurrence

1. Dave Gillis, Recreation Manager
2. Gal Kaufman, Operations & Facilities Coordinator

Respectfully submitted,

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

Wegland Sit
Operations Manager

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

Paul Thorkelsson
Chief Administrative Officer



THIS AGREEMENT made as of the _____ day of _____ 20__.

BETWEEN

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

202-5923 Berton Avenue
Vancouver, BC V6K 1Y5

(the "Association")

AND

SCANDINAVIAN BUILDING SERVICES LTD.

14238 134 Avenue
Edmonton, AB T5L 5V8

(the "Contractor")

In consideration of the payment of the Fee (as hereinafter defined), the Contractor agrees to perform and execute the works and services set out in Schedule A hereto (the "**Work**"), and in accordance with any additional instructions that may be provided by the Association from time to time, all in accordance with the terms and conditions set forth in this Agreement.

Work: Provide cleaning and janitorial services for Old Barn Community Centre and Wesbrook Community Centre, as more particularly set out in Schedule A

Payment: In consideration for the performance of the Work, the Association shall pay the Contractor the remuneration set out in Schedule B (the "**Fee**"), all in accordance with the terms and conditions contained in Schedule B.

Term of Agreement

1. The Association hereby agrees to engage the Contractor to perform and provide the Work on the terms and conditions more particularly set out in this Agreement for the period commencing on February 1, 2025 and continuing until January 31, 2027 (the "**Term**"), subject to earlier termination in accordance with Section 31 and Section 32 hereof.
2. Subject to early termination under Section 31 and 32 hereof, the Term shall automatically be extended for consecutive two (2) year terms (up to a maximum of one (1) consecutive two (2) year terms) unless either party provides written notice to the other no less than two months prior to the expiry of the then current one year term of its intention to have this Agreement expire upon the expiry of such term.

Fees and Invoicing

3. The Contractor will only charge the Fee to the Association as full and final remuneration for the performance of the Work as set out in Schedule A and Schedule B.

Contractor Responsibilities

4. The Contractor will:

- a. diligently perform the Work to the standards required in this Agreement, with the requisite care, skill and diligence that would be exercised by a first class contractor providing comparable services in the location and at the time in which the Work is provided, all to the satisfaction of the Association, in its sole discretion, and all in accordance with any and all plans and specifications approved by the Association in relation to the Work, including, but not limited to, those contained in Schedule A hereto;
- b. pay all fees, wages, taxes and insurance coverage, including, but not limited to, medical insurance coverage, and all other statutory deductions, compensation, remuneration and benefits of its employees engaged to perform the Work;
- c. ensure that each employee or subcontractor of the Contractor is either: (i) wearing a standard uniform identifying the individual as an employee or subcontractor of the Contractor (which uniform shall be acceptable to the Association, acting reasonably); or (ii) easily and clearly identifiable as an employee or subcontractor of the Contractor (as determined by the Association, acting reasonably);
- d. keep regular and accurate records of all activities, hours spent, and expenses incurred by it in carrying out the Work, and provide a written statement to the Association of the hours spent and expenses incurred by it in providing the Work for the purposes of invoicing the Association;
- e. comply with all applicable federal, provincial, territorial, municipal and local statutes, rules of law, ordinances, codes, rules, regulations and regulatory orders in effect at the time the Work is performed, including, but not limited to, the rules and regulations of the Association and the University of British Columbia, applicable privacy legislation, and all employment-related laws and regulations applicable to the Contractor's employees;
- f. comply with all confidentiality obligations contained herein, and with the Association's applicable written policies, procedures, rules and regulations, as they are established and amended from time to time;
- g. obtain and maintain, at the Contractor's own expense, applicable workers compensation coverage for its employees for the duration of the Term;
- h. work with the Association's personnel, other contractors, advisors, agents or representatives as may be reasonably required or requested by the Association to perform the Work;
- i. ensure that the provision of the Work does not involve the breach of any agreement or obligation of the Contractor or any of its employees;
- j. supply all the tools, equipment, expertise, labour and materials necessary to complete the Work to the extent required hereunder;
- k. acquire and maintain, on a timely, diligent and prudent basis, any and all permits or licences required to undertake and complete the Work; and
- l. take all reasonable steps to ensure that each of its directors, officers, employees, sub-contractors and agents comply with the obligations set out in this Section 4.



5. Any direction given by the Association with respect to the performance of the Work or any review or approval by the Association with respect to any Work or any product of the Work shall not relieve the Contractor from its responsibilities, obligations or liabilities set out in this Agreement.

Independent Contractor

6. The Contractor acknowledges and agrees that it is an independent contractor entering into an arm's-length contract for the Work, and that neither the Contractor, nor any of its directors, officers, employees or sub-contractors are employees, agents or servants of the Association, and that this Agreement shall not constitute or create any partnership, joint venture, master-servant, employer-employee, principal-agent or any other relationship apart from that expressly stated in this Agreement.
7. The Contractor will not in any manner whatsoever commit or purport to commit the Association to the payment of any money to any person, firm or corporation.
8. The Contractor shall retain full control over the employment, compensation and discharge of all employees assisting in the performance of its obligations under this Agreement.

Work, Materials and Warranties

9. The Contractor shall not subcontract any part of the Work without obtaining the prior written consent of the Association, in its sole discretion.
10. The Contractor warrants that the Work, and all goods, materials, equipment and/or services supplied by the Contractor to the Association will be in full conformity with the specifications attached hereto as Schedule A.
11. The Association shall, by giving written notice to the Contractor, be entitled to request changes in and additions or deletions to the Work without invalidating this Agreement. Subject to the forgoing this Agreement may not be amended in any manner unless an amendment is executed by both the Association and the Contractor.
12. The Contractor warrants and covenants that the work performed and the materials furnished and used in the production of the Work will have been paid for and will be free and clear from all lawful claims or liens under any law for labour, workmanship, material or otherwise.
13. The Contractor represents and warrants that each of its employees and/or subcontractors is qualified, skilled and competent for the performance of the Work.
14. If applicable, as determined by the Association, the Contractor will supply the Association with written warranties or guarantees for labour and/or materials that will be supplied at the completion of the Work.

Confidentiality

15. All confidential information relating to the Association, its practices, operations and employees received or gleaned by the Contractor, its directors, officers, employees or sub-contractors in the course of undertaking the Work shall be treated as secret and strictly confidential and shall not be disclosed by the Contractor, its directors, officers, employees or sub-contractors to anyone without the express written approval of the Association.

Timelines

16. For all requests made by the Association pursuant to this Agreement, time shall be of the essence.
17. The Contractor covenants and agrees to perform the Work within the time limits specified in the project schedule attached hereto as Schedule A, or if no time limit is specified for the Work or for a particular component of the Work, the Contractor will perform the Work promptly to the satisfaction of the Association, in its sole discretion.
18. Unless otherwise specified in the Schedules hereto, the Contractor shall perform the Work during the hours established by the Association from time to time, acting reasonably.

Inspection and Ownership

19. The Work will be subject to inspection, and in case any of the services are not in conformity with the requirements of this Agreement or the Contractors' warranty (expressed or implied), the Association shall have the right either to reject such Work or to require correction, which the Contractor covenants to promptly rectify to the satisfaction of the Association, in its sole discretion.
20. All Work, including, but not limited to, all associated materials, plans, programs, and documents produced by the Contractor and included in the Work as a result of this Agreement will be the sole and exclusive property of the Association upon the completion of the Work, and may be used by the Association for their own purposes and by all other persons so permitted by the Association, in each case without any further obligation to the Contractor.

Release, Indemnity and Liability

21. The Contractor agrees to indemnify, defend and save harmless the Association, its employees, officers, directors, affiliates, representatives, agents, and their respective successors and assigns (collectively, the "**Association Parties**") from and against any and all losses, claims, damages, demands, fees (including legal fees and expenses on an indemnity basis), actions and causes of action, liability or judgement including those that the Association or the Association Parties may sustain, incur, suffer or be put to at any time, either before or after the expiration or termination of this Agreement, that arise out of the acts, errors, or omissions, including the negligent acts or omissions, of the Contractor or those for whom the Contractor is responsible, including, but not limited to, its sub-contractors, servants, agents and employees (collectively, the "**Contractor Parties**"). The Contractor acknowledges and agrees that the foregoing obligations of the Contractor to indemnify the Association and the Association Parties will survive and continue notwithstanding the termination or expiration of this Agreement.
22. The Contractor agrees to release the Association and the Association Parties from and against any and all losses, claims, damages, demands, fees (including legal fees and expenses on an indemnity basis), actions and causes of action which the Association may sustain, pay or incur as a result of, or in connection with:

- a. any breach, violation, non-observance or non-performance by the Contractor or the Contractor Parties of any covenant, agreement, provision or condition of this Agreement to be performed or observed by the Contractor or the Contractor Parties; and
 - b. any damage or injury done to the Association's property by the Contractor or the Contractor Parties or any person who may be in or upon the Association's property with the consent of the Contractor or the Contractor Parties, and the Association and the Association Parties shall not be liable or responsible in any way for, and the Contractor hereby waives all claims against the Association or the Association Parties, with respect to, or arising out of, any death or injury of any nature whatsoever that may be suffered or sustained by the Contractor or the Contractor Parties or by any employee, licensee, invitee, guest or customer of either of the Contractor or the Contractor Parties Service from any causes whatsoever, and the Contractor acknowledges and agrees that the foregoing obligations of the Contractor to release the Association and the Association Parties will survive and continue notwithstanding the termination or expiration of this Agreement.
23. The Contractor acknowledges and agrees that it will be liable to the Association for all losses, costs, damages and expenses whatsoever which the Association or the Association Parties may sustain, pay or incur as a result of, or in connection with:
- a. any breach, violation, non-observance or non-performance by the Contractor or the Contractor Parties of any covenant, agreement, provision or condition of this Agreement to be performed or observed by the Contractor or the Contractor Parties; and
 - b. any damage or injury done to the Association's or the University of British Columbia's property by the Contractor or the Contractor Parties or any person who may be in or upon the Association's or the University of British Columbia's property with the consent of the Contractor or the Contractor Parties.
24. The Association, the Association Parties and the University of British Columbia shall not be liable or responsible in any way for, and the Contractor hereby waives all claims against the Association, the Association Parties and the University of British Columbia with respect to, or arising out of, any death or injury of any nature whatsoever that may be suffered or sustained by the Contractor, the Contractor Parties, or by any employee, licensee, invitee, guest, agent or customer of the Contractor or the Contractor Parties from any causes whatsoever.
25. The Contractor covenants and agrees to accept exclusive liability for any failure by the Contractor or any employee or subcontractor to comply with all applicable laws, including without limitation:
- a. the deduction and remissions of all statutory deductions including income tax, Canada Pension Plan and Employment Insurance in respect of all amounts paid to the Contractor under this Agreement and in respect of any employee or subcontractor retained by the Contractor to perform the Work; and

- b. laws governing self-employed individuals, if applicable, such as laws related to payment of taxes, social security, disability, and other contributions based on fees paid to the Contractor under this Agreement.
26. The Contractor will indemnify and hold harmless the Association and the Association Parties from and against any claim (whether for taxes, penalties, withholding of funds or otherwise) by the Canada Revenue Agency, the Employment Insurance Commission, the Canada Pension Commission, WorkSafe BC, the British Columbia Employment Standards Branch or any other governmental or quasi governmental agency with respect to any amount found to be payable by the Association or the Association Parties to such agency or commission in respect of the Work, including any legal fees incurred by the Association and the Association Parties (on an indemnity basis) with respect to any such claim. The Association will not withhold or make payments for social security, unemployment insurance or disability insurance contributions, or obtain workers' compensation insurance on the Contractor's behalf. The Contractor agrees to provide proof of payment of appropriate taxes on any fees paid to the Contractor under this Agreement upon request from the Association.
27. The Contractor acknowledges and agrees that the foregoing Release, Indemnity and Liability provisions shall survive the termination or expiry of this Agreement.

Insurance and WorkSafe Compliance

28. The Contractor shall secure and provide:
- a. Workers Compensation Insurance for itself and/or any of its employees who will be providing Work under this Agreement;
 - b. Automobile Liability Insurance, including owned, hired and non-owned coverage in the amount of \$2,000,000.00 per occurrence;
 - c. Comprehensive General Liability Insurance with limits of not less than \$5,000,000.00 per occurrence, insuring against third party bodily injury, death, personal injury, property damage and liability assumed under this Agreement; and
29. The insurance required under this Agreement and described in Section 28 will:
- a. be in a form satisfactory to the Association and with insurers licensed in British Columbia;
 - b. be provided to the Association upon issuance, and in any event prior to the commencement of any Work, and also upon any subsequent renewal or modification,
 - c. add the Association as an additional insured;
 - d. be endeavour to provide the Association with thirty (30) days advance written notice of any cancellation, expiration or material change
 - e. be primary and non-contributory, and not require the sharing of any loss by any coverage provider and/or insurer of the Association; and
 - f. provide that the insurer shall not have any right of subrogation against the Association or the Association Parties on account of any loss or damage covered by such insurance or on account of payments made to discharge claims against or

liabilities of the Association or the Association Parties, the Contractor, the Contractor Parties or any employee and/or subcontractor of the Contractor or the Contractor Parties covered by such insurance.

30. The Contractor covenants and agrees to comply with the *Workers Compensation Act* (British Columbia) (the “**WCA**”) and all associated regulations, and, for the purposes of undertaking the Work, the Contractor acknowledges and agrees that it is deemed to be, and is hereby designated and appointed by the Association as, the “Prime Contractor” as that term is defined in section 118 of the WCA for the purposes of the WCA and related regulations, including the Occupational Health and Safety Regulation (the “**OHS Regulation**”), and the requirements and regulations of WorkSafeBC, and the Consultant will in that capacity strictly comply with all requirements applicable to that designation, including, without limitation, those set forth in Division 3 of Part 3 of the WCA and in sections 20.2 and 20.3 of the OHS Regulation, as they may be amended from time to time.

Breach of Contract and Termination

31. In the event that the Contractor, at any time during the Term, does not comply with the provisions, terms and conditions of this Agreement to the satisfaction of the Association, the Association will be permitted to immediately terminate this Agreement by providing written notice to the Contractor (“**Termination Notice**”), and upon the provision of the Termination Notice to the Contractor, the Contractor will, if requested by the Association, immediately cease undertaking the Work, or will cease undertaking the Work on such date as stipulated by the Association in the Termination Notice.
32. The Association may, in its sole discretion, terminate this Agreement at any time upon thirty (30) days prior written notice of termination to the Contractor.
33. The Association may require that the Contractor immediately remove an employee or subcontractor of the Contractor from the performance of the Work, if, in the Association’s opinion, acting reasonably, the Contractor or any employee or subcontractor is careless, incompetent, unqualified, unsuitable or otherwise undesirable to perform the Work. The Contractor shall comply promptly with any such request to the Association’s satisfaction.
34. Upon termination of this Agreement, the Contractor will be paid in accordance with Section 3 and Schedule B of this Agreement for all work performed up to the effective date of termination. Unless otherwise stipulated herein, all obligations of the Association to the Contractor will terminate upon the termination or expiry of this Agreement and the Contractor will deliver all Work owed to the Association pursuant to the terms of this Agreement in the possession of the Contractor.

Notices

35. Any notice or other communication to be given by either party to the other party under this Agreement shall be in writing and shall be deemed to have been well and sufficiently given if sent by email to, or delivered at the address of the other party hereinafter set forth:

If to the Association:

202- 5923 Berton Avenue,
Vancouver, BC V6K 1Y5

Attn: Paul Thorkelsson
Email: paul.thorkelsson@myuna.ca
Phone: 604-639-4591

If to the Contractor:
14238 134 Avenue
Edmonton, AB T5L 5V8
Attn: Melissa Donnahee
Email: mdonnahee@scandibldg.com
Phone: 604-303-7555

or at such substitute address as the other party may from time to time direct in writing, and any such notice or other communication shall be deemed to have been received on the first business day following transmission or delivery, provided that if at the time of giving such notice there is in effect any industrial dispute, natural disaster or other event which may delay the receipt of such notice or other communication, the same shall only be effective if actually delivered or received.

Governing Law

36. The validity and interpretation of this Agreement and the legal relations of the parties shall be governed by and construed in accordance with the laws in force from time to time in the Province of British Columbia and the federal laws of Canada applicable in the Province of British Columbia.

Dispute Resolution

37. The Association and the Contractor shall make all reasonable efforts to resolve any dispute arising in relation to this Agreement and the Work between them by amicable negotiations and agree to provide to the other, on a “without prejudice” basis the relevant facts, information, and documents to facilitate such negotiations. If the Contractor and the Association are not able to negotiate a resolution as to the dispute the parties may agree to submit the dispute to mediation. If the Association and the Contractor are unable to resolve any dispute by way of negotiation or mediation, then either party may refer the matter to arbitration in which case an arbitration will take place at the British Columbia International Commercial Arbitration Centre (“**BCICAC**”), in accordance with BCICAC Rules then in effect, which arbitration shall be governed by the *Commercial Arbitration Act RSBC 1996, c.55*. Where any such dispute is brought to arbitration, the decision of the arbitrator shall be final and binding upon both the Association and the Contractor. Each party shall bear its own costs and attorney fees with respect to any such arbitration, and the cost of the arbitration shall be split evenly between the parties.

No Waiver

38. No failure by either party to insist on performance of any term, condition, or instruction, or to exercise any right or privilege included in this Agreement, and no waiver of any breach shall constitute a waiver of any other or subsequent term, condition, instruction, breach, right or privilege.

Validity



39. In the event that any provision contained in this Agreement is held to be void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and shall remain valid and enforceable to the fullest extent permitted by law; however, in such event the parties agree to negotiate in good faith to reach an equitable agreement concerning the subject matter of the void or unenforceable provisions that shall reflect the intent of the parties as set forth in this Agreement.

Monies

40. All monies to be paid hereunder shall be paid in lawful money of Canada.

Interpretation

41. As used in this Agreement, the masculine gender shall include the feminine or neuter gender, and the plural shall include the singular wherever appropriate.

Costs

42. Except as provided in this Agreement, each party shall perform its obligations under this Agreement at its own cost and expense.

No Third Party Beneficiaries

43. Nothing in this Agreement shall entitle any person other than the Association and the Contractor to any claim, cause of action, remedy or other rights of any kind in respect of the subject matter hereof.

Assignment

44. The Contractor shall not assign the whole or any part of this Agreement without the Association's prior written consent, which consent may be given or withheld in the sole discretion of the Association.

Counterparts

45. This Agreement may be executed by the parties in any number of counterparts and may be executed and delivered originally or by electronic transmission in Portable Document Form ("PDF") and each such original or PDF copy, which so executed and delivered, shall be deemed to be an original, and all of which taken together shall constitute one and the same instrument.

Headings

46. Headings used in this Agreement are for reference purposes only and are not to be used to interpret this Agreement.

Enurement

47. This Agreement shall enure to the benefit of and shall be binding upon the parties hereto and their respective successors and permitted assigns.

Entire Agreement

48. This Agreement, including the schedules hereto, sets forth the full and complete understanding of the parties as of the date written above and supersedes any and all



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

agreements and representations made or dated prior hereto.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as evidenced by the signatures of their duly authorized signatories effective as of the day and year first above written.

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

SCANDINAVIAN BUILDING SERVICES LTD.



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

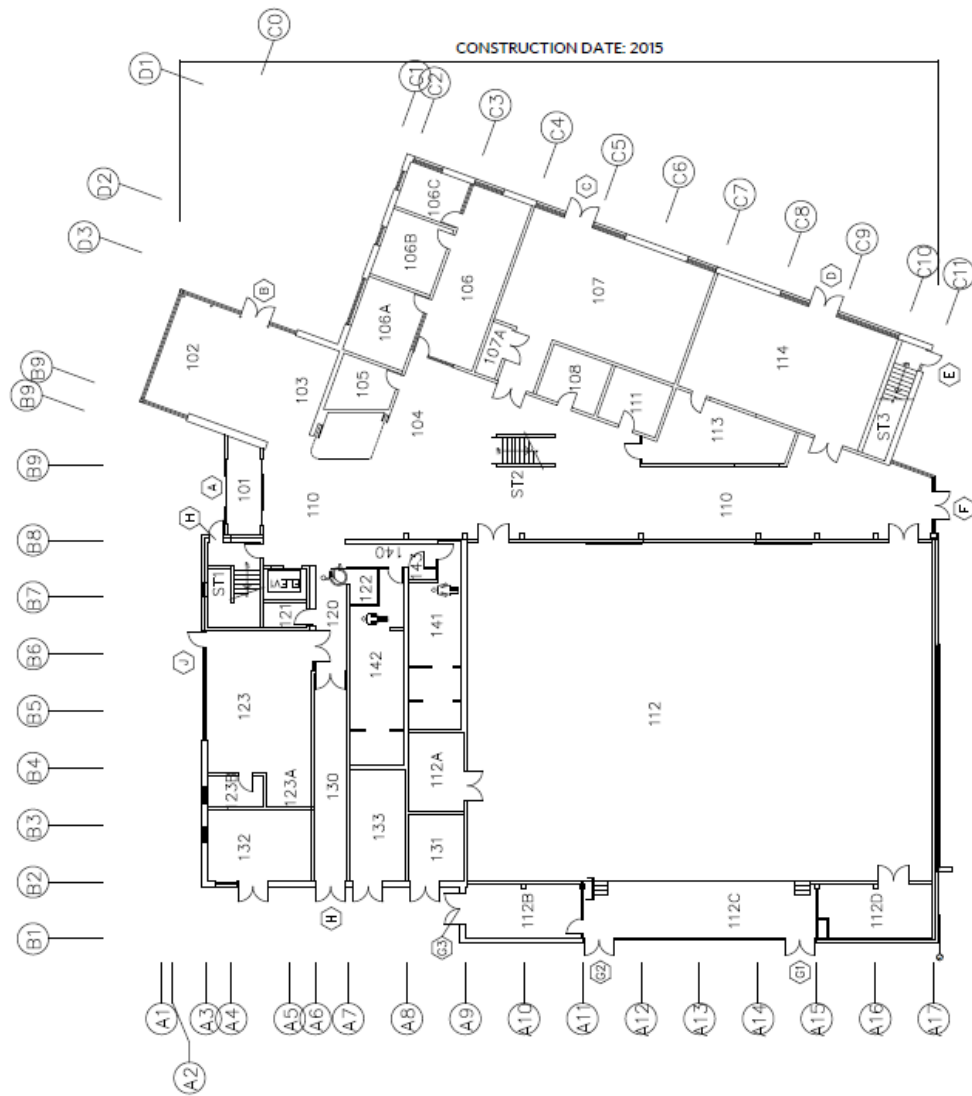
Schedule A:

WORK

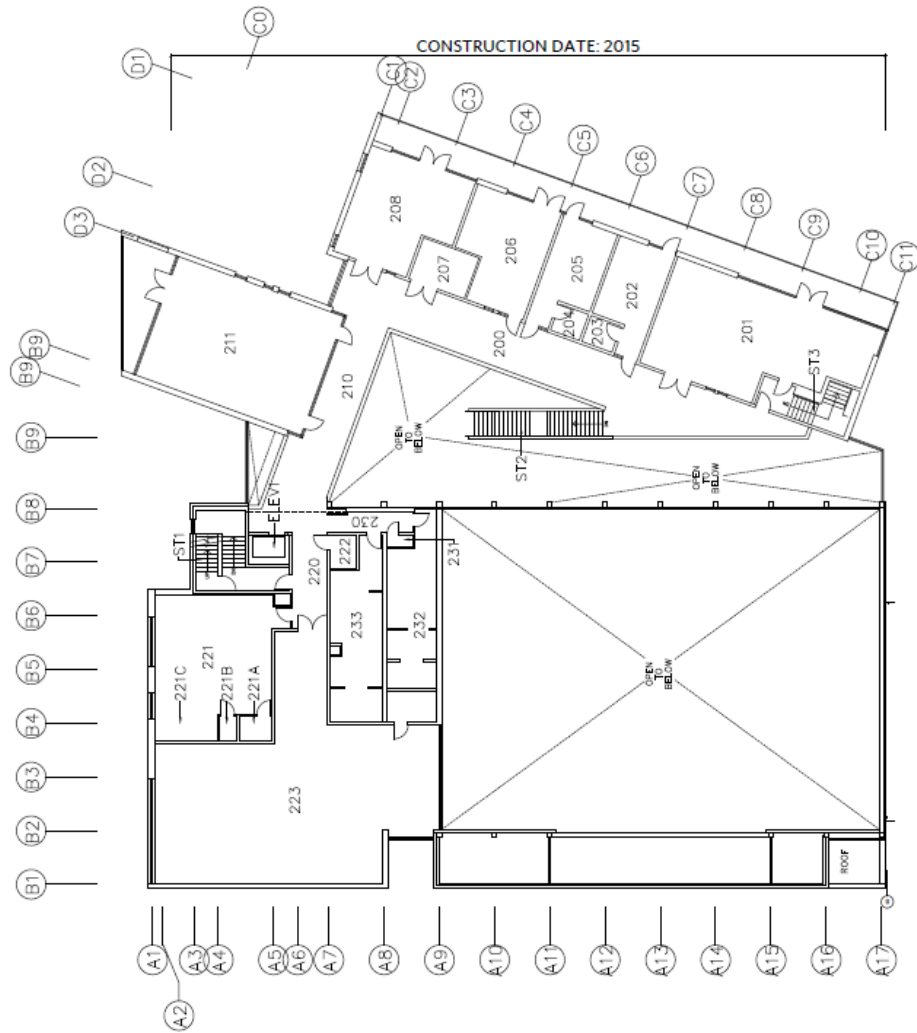
[See attached]

Wesbrook Community Centre – 3335 Webber Lane Vancouver BC

Wesbrook Community Centre – Ground Level Site Plan



Wesbrook Community Centre - 2nd Level Site Plan



Areas	Tasks	Daily	Twice/Weekly	Weekly	Twice/Monthly	Monthly	Semi-Annually
Lobby (100)	Damp mop floors	X					
	Clean/vacuum rugs					X	
	Empty and disinfect wastebaskets/ garbage	X					
	Clean interior and exterior of doors and door glass	X					
	Clean interior and exterior main windows			X			
	Spot clean walls/windows/doors	X					
	Wipe down/dust furniture	X					
	Detail cleaning of furniture	X					
	Strip/seal/finish floors						X
	Dust all lamp/light fixtures	X					
	Burnish floor						X
	Clean all sills						X
	Clean blinds						X
Front Entry (101)	Vacuum interior and exterior walk-off mats	X					
	Deep clean interior and exterior walk-off mats			X			
	Mop interior and exterior entrance hard floors	X					
	Scrub tiles					X	
	Hose outside entrance			X			
	Hose outside east stairway					X	
	Pressure wash outside entrance						X
	Pressure wash outside balcony						X
	Spot clean walls, glass/door glass of finger marks	X					
	Fully clean walls						X
	Detail cleaning of lamp/light fixtures						X
	Wash exterior windows						X
	Pick-up waste or litter	X					
Sweep	X						
Reading + Lounge (102+103)	Wipe down/dust furniture	X					
	Dust all lamp/light fixtures	X					
	Detail cleaning of lamp/light fixtures						X
	Spot clean walls/doors	X					
	Wash walls/doors						X
	Wipe down/dust counter tops	X					
	Clean windows			X			
Reception (104)	Clean all sills				X		
	Wipe computer hardware		X				
	Wipe/disinfect phones	X					
All Offices and Printer rooms (105+106+106A+106C+123B+208)	Wipe down/dust furniture	X					
	Dust all lamp/light fixtures	X					
	Detail cleaning of lamp/light fixtures						X
	Empty and disinfect wastebaskets/garbage cans	X					
	Spot clean walls/doors	X					
Wash walls/doors						X	
Staff Kitchen (106B)	Mop, deodorize, rinse all floor and tile surfaces	X					
	Clean, disinfect and deodorize all basins and counter tops (stainless steel clean)	X					
	Empty and disinfect wastebaskets/garbage cans	X					
	Damp clean exterior cabinets/cupboards and appliances (fridge, stove, etc.)			X			
	Dust all lamp/light fixtures						X
	Re-stock/wipe all dispensers	X					
	Remove rust/water stains	X					
Arts Room (107)	Empty and disinfect wastebaskets/garbage cans	X					
	Wipe down/dust furniture	X					
	Spot clean walls/doors	X					
	Wash walls/doors						X

Areas	Tasks	Daily	Twice/Weekly	Weekly	Twice/Monthly	Monthly	Semi-Annually
	Wash counter tops and exterior of cupboards and sinks	X					
	Clean all windows				X		
	Sweep and damp mop floor	X					
	Clean all sills					X	
	Clean blinds					X	
	Burnish floor						X
	Strip/seal/finish floor						X
	Dust all lamp/light fixtures	X					
	Detail cleaning of lamp/light fixtures						X
Gym (112)	Damp mop floor	X					
	Wipe/dust/benches/furniture	X					
	Clean all windows				X		
	Clean all sills					X	
	Dust and wipe basketball frames					X	
	Wipe/dust benches	X					
	Dust floor	X					
	Spot clean all walls/doors	X					
Social Room (114)	Damp mop floor	X					
	Strip/seal/finish floor					X	
	Burnish floor						X
	Clean all windows			X			
	Empty and disinfect wastebaskets/garbage cans	X					
	Clean all sills				X		
	Clean blinds				X		
	Wipe down/dust furniture	X					
	Spot clean walls/doors	X					
	Wash walls/doors					X	
	Dust all lamp/light fixtures	X					
	Detail cleaning of lamp/light fixtures					X	
Social Room Kitchen (113)	Mop, deodorize, rinse all floor and tile surfaces	X					
	Clean, disinfect and deodorize all basins and counter tops (stainless steel clean)	X					
	Empty and disinfect wastebaskets/garbage cans	X					
	Damp clean exterior cabinets/cupboards and appliances (fridge, stove, etc.)			X			
	Dust all lamp/light fixtures						X
	Re-stock/wipe all dispensers	X					
	Remove rust/water stains	X					
Teen Centre (123)	Clean all windows				X		
	Spot clean walls/doors	X					
	Wash wall/doors						X
	Dust all lamp/light fixtures	X					
	Replace burnt out bulbs	X					
	Detail cleaning of lamp/light fixtures						X
	Wipe down/dust furniture	X					
	Clean all sills					X	
	Clean blinds					X	
	Empty and disinfect wastebaskets/garbage cans	X					
	Wash counter tops and exterior of cupboards and sink	X					
	Re-stock and wipe down all dispensers	X					
Multipurpose Room (201)	Damp mop floor	X					
	Strip/seal/finish floor					X	
	Burnish floor						X

Areas	Tasks	Daily	Twice/Weekly	Weekly	Twice/Monthly	Monthly	Semi-Annually
	Clean all windows			X			
	Empty and disinfect wastebaskets/garbage cans	X					
	Clean all sills				X		
	Clean blinds				X		
	Wipe down/dust furniture	X					
	Spot clean walls/doors	X					
	Wash walls/doors					X	
	Dust all lamp/light fixtures	X					
	Detail cleaning of lamp/light fixtures					X	
Music Rooms (202 + 205)	Mop floor	X					
	Clean, disinfect all furniture	X					
	Empty and disinfect wastebaskets/garbage cans	X					
	Dust all lamp/light fixtures						X
	Clean all sills				X		
	Clean blinds				X		
	Wipe down/dust furniture	X					
	Spot clean walls/doors	X					
	Wash walls/doors					X	
	Dust all lamp/light fixtures	X					
	Detail cleaning of lamp/light fixtures					X	
Meeting Room (206)	Empty and disinfect wastebaskets/garbage cans	X					
	Wipe down/dust furniture	X					
	Spot clean walls/doors	X					
	Wash walls/doors						X
	Carpet extraction						X
	Spot clean furniture			X			
	Dust all lamp/light fixtures	X					
	Detail cleaning of lamp/light fixtures						X
	Clean all sills					X	
	Clean blinds					X	
Dance Studio (211)	Damp mop floor	X					
	Burnish floor						X
	Wipe/dust/benches/furniture	X					
	Clean all windows				X		
	Clean all sills					X	
	Dust all lamp/light fixtures	X					
	Replace burnt out bulbs	X					
	Detail cleaning of lamp/light fixtures						X
	Empty and disinfect wastebaskets/garbage cans	X					
	Wipe/dust dance railings	X					
	Clean mirrors		X				
	Dust floor	X					
	Spot clean all walls/doors	X					
	Wash all walls/doors						X
Childminding Room (221)	Vacuum carpet	X					
	Spot clean carpet	X					
	Clean all windows				X		
	Spot clean walls/doors	X					
	Wash wall/doors						X
	Dust all lamp/light fixtures	X					
	Replace burnt out bulbs	X					
	Detail cleaning of lamp/light fixtures						X
	Wipe down/dust furniture	X					
	Clean all sills					X	

Areas	Tasks	Daily	Twice/Weekly	Weekly	Twice/Monthly	Monthly	Semi-Annually
	Clean blinds					X	
	Empty and disinfect wastebaskets/garbage cans	X					
	Wash counter tops and exterior of cupboards and sinks	X					
	Re-stock and wipe down all dispensers	X					
Fitness Centre (223)	Vacuum tile floor	X					
	Mop, deodorize, rinse all floor and tile surfaces	X					
	Empty and disinfect wastebaskets/garbage cans	X					
	Wipe down/dust furniture	X					
	Spot clean walls/doors	X					
	Wash walls/doors						X
	Spot clean furniture			X			
	Dust all lamp/light fixtures	X					
	Detail cleaning of lamp/light fixtures						X
	Clean all sills					X	
	Clean blinds					X	
	Wash counter tops and exterior of cupboards and sinks	X					
	Re-stock and wipe down all dispensers	X					
	Clean mirrors		X				
All storagerooms (107A+112A+112B+112D+207+203+223A)	Sweep floor			X			
	Mop floor				X		
	Dust all lamp/light fixtures				X		
Changing Rooms (141+142+231+232)	Mop, deodorize and rinse all floor and tile surfaces using disinfectant	X					
	Clean, disinfect, deodorize and rinse all basins, toilets, urinals, sinks, counter tops	X					
	Remove rust and/or water stains	X					
	Re-stock/wipe all dispensers	X					
	Empty sanitary napkin disposal dispensers	X					
	Detail clean and sanitize floor tiles			X			
	Seal floor tiles						X
	Scrub floor tiles		X				
	Clean mirrors	X					
	Water in floor drains			X			
	Change urinal screens					X	
	Change deodorant					X	
	Detail clean and sanitize showers			X			
	Polish shower fixtures	X					
	Scrub drain covers			X			
	Clean-out shower drain			X			
	Detail sink overflow			X			
	Damp dust lockers			X			
	Disinfect lockers					X	
	Clean showers	X					
	Dust all lamp/light fixtures	X					
	Detail cleaning of lamp/light fixtures						X
	Empty and disinfect wastebaskets/ garbage cans	X					
	Clean shower mats	X					
	Remove graffiti	X					
Washrooms (122+222)	Mop, deodorize and rinse all floor and tile surfaces using disinfectant	X					
	Clean, disinfect, deodorize and rinse all basins, toilets, urinals, sinks, counter tops	X					
	Detail clean and sanitize floor tiles			X			
	Scrub floor tiles		X				
	Seal floor tiles						X
	Remove rust and/or water stains	X					
	Detail sink overflow			X			
	Empty and disinfect wastebaskets/ garbage cans	X					

Areas	Tasks	Daily	Twice/Weekly	Weekly	Twice/Monthly	Monthly	Semi-Annually
	Dust all lamp/light fixtures	X					
	Replace burnt-out bulbs	X					
	Detail cleaning of lamp/light fixtures						X
	Re-stock/wipe all dispensers	X					
	Empty sanitary napkin disposal dispensers	X					
	Clean mirrors	X					
	Water in floor drains			X			
	Change urinal screens					X	
	Change deodorant					X	
	Remove and Report graffiti	X					
Recycling / Garbage Room (131)	Sweep floor			X			
	Dust all lamp/light fixtures					X	
	Power wash						X
Green Depot (132)	Sweep floor			X			
	Mop floor				X		
	Dust all lamp/light fixtures				X		
	Empty and disinfect wastebaskets/ garbage cans	X					
Elevator	Wipe down walls/doors	X					
	Mop floor	X					
	Clean tracks	X					
	Dust all lamp/light fixtures	X					
	Replace burnt-out bulbs	X					
	Detail cleaning of lamp/light fixtures					X	
Main Stairway (ST 2)	Damp mop stairs	X					
	Dust all lamp/light fixtures	X					
	Detail cleaning of lamp/light fixtures					X	
	Damp wipe railings		X				
	Wipe rail tops		X				
East Stairway (ST 1)	Damp mop stairs				X		
	Dust all lamp/light fixtures				X		
	Detail cleaning of lamp/light fixtures					X	
	Damp wipe railings		X				
	Wipe rail tops		X				
Mechanical + Electrical Room (108+133)	Sweep floor				X		
	Dust all lamp/light fixtures					X	
All Hallways and Gym Lobby	Damp mop floor	X					
	Burnish floor						X
	Strip/seal/finish floor						X
	Clean windows				X		
	Clean all sills					X	
	Dust all lamp/light fixtures	X					
	Detail cleaning of lamp/light fixtures						X
	Dust benches		X				
	Spot clean walls/doors	X					
	Wash all walls/doors						X
	Wipe down and disinfect waterfountains	X					
Janitorial closets	Sweep floor	X					
	Mop floor			X			

Areas	Tasks	Daily	Twice/Weekly	Weekly	Twice/Monthly	Monthly	Semi-Annually
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Facility	Locations	Hours of Operation
Wesbrook Community Centre (WCC)	3335 Berton Avenue, Vancouver	Monday to Friday: 8:30 a.m. to 10 p.m. Saturday and Sunday: 8:30 a.m. to 9 p.m.

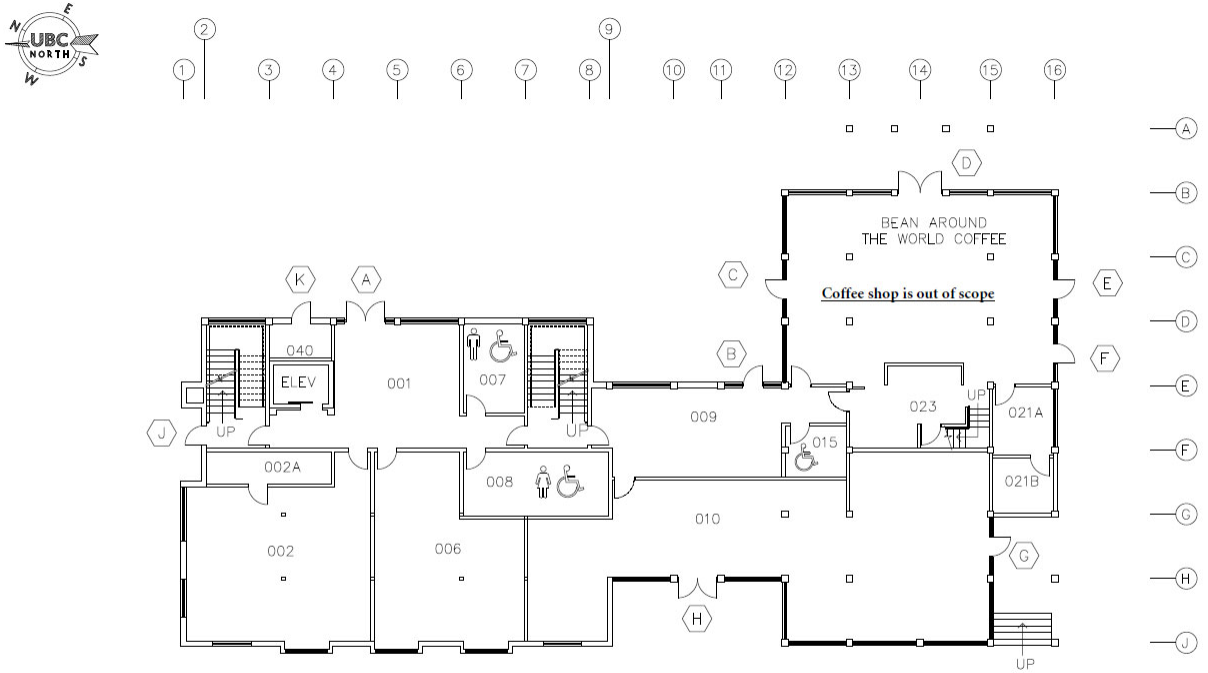
Facility	Locations	Hours of Porter Service Cleaning
Wesbrook Community Centre (WCC)	3335 Berton Avenue, Vancouver	Monday to Friday: 11 a.m. to 5 p.m. Saturday and Sunday: Noon to 4 p.m.

Facility	Locations	Hours of Evening Cleaning
Wesbrook Community Centre (WCC)	3335 Berton Avenue, Vancouver	Monday to Friday: After 10 p.m. Saturday and Sunday: After 9 p.m.

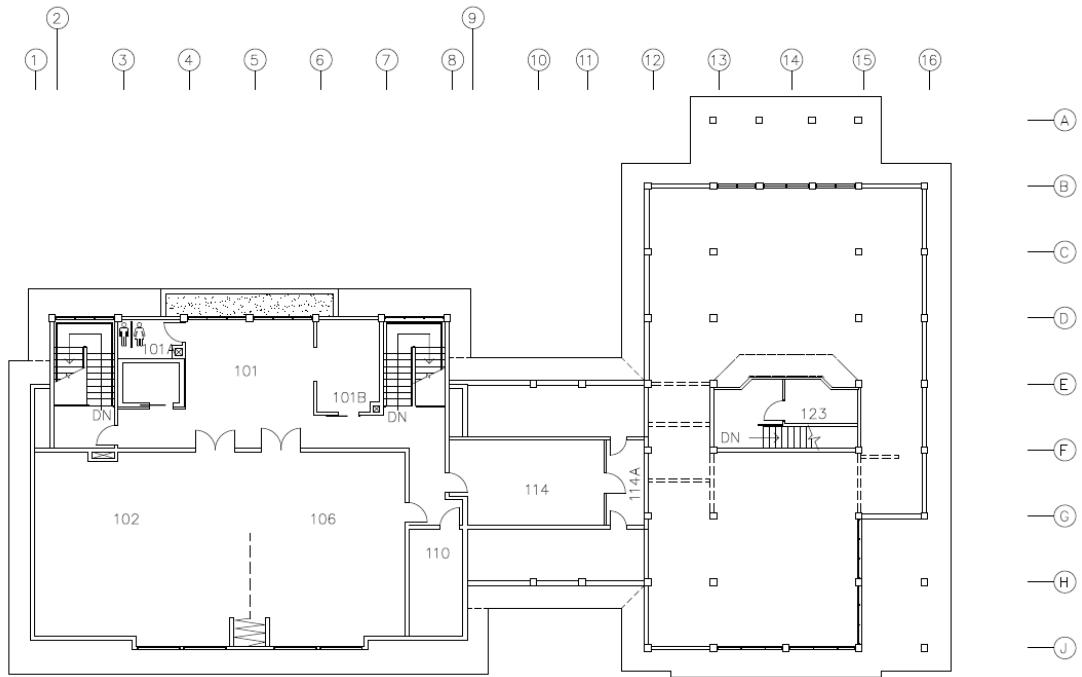
At approximately 31,000 sq ft, a 2 levels community centre, including office spaces, fitness centre, dance studio, multipurpose indoor gym, kitchens, meeting rooms, changerooms with shower facilities.

Old Barn Community Centre – 6308 Thunderbird Blvd Vancouver

Old Barn Community Centre - Ground Level Site Plan



Old Barn Community Centre - Second Level Site Plan



Areas	Tasks	Daily	Twice/Weekly	Weekly	Twice/Monthly	Monthly	Semi-Annually
Lobby (001)	Damp mop floors	X					
	Clean/vacuum rugs					X	
	Empty and disinfect wastebaskets/ garbage	X					
	Clean interior and exterior of doors and door glass	X					
	Clean interior and exterior main windows			X			
	Spot clean walls/windows/doors	X					
	Wipe down/dust furniture	X					
	Detail cleaning of furniture	X					
	Strip/seal/finish floors						X
	Dust all lamp/light fixtures	X					
	Burnish floor						X
	Clean water machine and drain with food grade cleaner			X			
	Clean all sills						X
Clean blinds						X	
Reception (001)	Clean all sills				X		
	Wipe computer hardware		X				
	Wipe/disinfect phones	X					
Fitness Centre (002)	Vacuum tile floor	X					
	Mop, deodorize, rinse all floor and tile surfaces	X					
	Empty and disinfect wastebaskets/garbage cans	X					
	Wipe down/dust machines	X					
	Spot clean walls/doors	X					
	Wash walls/doors						X
	Spot clean furniture			X			
	Dust all lamp/light fixtures	X					
	Detail cleaning of lamp/light fixtures						X
	Clean all sills					X	
	Clean blinds					X	
	Clean water machine and drain with food grade cleaner			X			
	Re-stock and wipe down all dispensers	X					
Clean mirrors		X					
Offices and Printer Room (006)	Wipe down/dust furniture	X					
	Dust all lamp/light fixtures	X					
	Detail cleaning of lamp/light fixtures						X
	Empty and disinfect wastebaskets/garbage cans	X					
	Spot clean walls/doors	X					
Wash walls/doors						X	
Staff Kitchen (006)	Mop, deodorize, rinse all floor and tile surfaces	X					
	Clean, disinfect and deodorize all basins and counter tops (stainless steel cleaner to be food grade)	X					
	Empty and disinfect wastebaskets/garbage cans	X					
	Damp clean exterior cabinets/cupboards and appliances (fridge)			X			
	Dust all lamp/light fixtures						X
Remove rust/water stains	X						
Washrooms (007+008+015+101)	Mop, deodorize and rinse all floor and tile surfaces using disinfectant	X					
	Clean, disinfect, deodorize and rinse all basins, toilets, urinals, sinks, counter tops, lockers	X					
	Detail clean and sanitize floor tiles			X			
	Scrub floor tiles		X				
	Seal floor tiles						X
	Remove rust and/or water stains	X					
	Detail sink overflow			X			
	Empty and disinfect wastebaskets/ garbage cans	X					
	Dust all lamp/light fixtures	X					
Detail cleaning of lamp/light fixtures						X	

Areas	Tasks	Daily	Twice/Weekly	Weekly	Twice/Monthly	Monthly	Semi-Annually
	Re-stock/wipe all dispensers	X					
	Empty sanitary napkin disposal dispensers	X					
	Clean mirrors	X					
	Water in floor drains			X			
	Change urinal screens					X	
	Change deodorant					X	
	Remove and Report graffiti	X					
Stairways	Damp mop stairs	X					
	Dust all lamp/light fixtures	X					
	Detail cleaning of lamp/light fixtures					X	
	Damp wipe railings		X				
	Wipe rail tops		X				
John Young Room (009)	Wipe down/dust furniture	X					
	Dust all lamp/light fixtures	X					
	Detail cleaning of lamp/light fixtures						X
	Spot clean walls/doors	X					
	Wash walls/doors						X
	Clean all sills				X		
	Clean blinds					X	
	Wipe down/dust counter tops	X					
	Clean windows			X			
Living Room (010)	Wipe down/dust furniture	X					
	Dust all lamp/light fixtures	X					
	Detail cleaning of lamp/light fixtures						X
	Spot clean walls/doors	X					
	Wash walls/doors						X
	Clean all sills				X		
	Clean blinds					X	
	Wipe down/dust counter tops	X					
	Clean windows			X			
Lounge Area (101)	Damp mop floors	X					
	Clean/vacuum rugs					X	
	Empty and disinfect wastebaskets/ garbage	X					
	Clean interior and exterior main windows			X			
	Spot clean walls/windows/doors	X					
	Wipe down/dust furniture	X					
	Detail cleaning of furniture	X					
	Strip/seal/finish floors						X
	Dust all lamp/light fixtures	X					
	Burnish floor						X
	Clean all sills					X	
	Clean blinds					X	
Old Barn Kitchen (101B)	Mop, deodorize, rinse all floor and tile surfaces	X					
	Clean, disinfect and deodorize all basins and counter tops (stainless steel cleaner to be food grade)	X					
	Empty and disinfect wastebaskets/garbage cans	X					
	Damp clean exterior cabinets/cupboards and appliances (fridge)			X			
	Dust all lamp/light fixtures						X
	Re-stock/wipe all dispensers	X					
	Remove rust/water stains	X					
Meeting Room 1 & 2 (102+106)	Damp mop floor	X					

Areas	Tasks	Daily	Twice/Weekly	Weekly	Twice/Monthly	Monthly	Semi-Annually
	Strip/seal/finish floor					X	
	Burnish floor						X
	Clean all windows			X			
	Empty and disinfect wastebaskets/garbage cans	X					
	Clean all sills				X		
	Clean blinds				X		
	Wipe down/dust furniture	X					
	Spot clean walls/doors	X					
	Wash walls/doors					X	
	Dust all lamp/light fixtures	X					
	Detail cleaning of lamp/light fixtures					X	
All Storage Room	Sweep floor			X			
	Mop floor				X		
	Dust all lamp/light fixtures				X		
Garbage Area	Power wash floor					X	
	Sweep floor			X			

Facility	Locations	Hours of Operation
Old Barn Community Centre (OBCC)	6308 Thunderbird Blvd, Vancouver	Monday to Friday: 7 a.m. to 9 p.m. Saturday and Sunday: 7 a.m. to 9 p.m.

Facility	Locations	Hours of Porter Service Cleaning
Old Barn Community Centre (OBCC)	6308 Thunderbird Blvd, Vancouver	Monday to Friday: Noon to 4 p.m. Saturday and Sunday: Noon to 4 p.m.

Facility	Locations	Hours of Evening Cleaning
Old Barn Community Centre (OBCC)	6308 Thunderbird Blvd, Vancouver	Monday to Friday: After 9 p.m. Saturday and Sunday: After 9 p.m.

At approximately 9500 sq ft, a 2 levels community centre, including office space, fitness centre, meeting rooms, community gathering space, washrooms and kitchen space.



Cleaning Products and Supplies List + Sustainability Information

Please provide a list of all cleaning products and supplies (including brand names and descriptions if necessary) that you will use to perform the Services if you are selected to enter into a Contract with the UNA.

In each case indicate whether or not the product is “Green Seal” certified or selected as part of a sustainability measure.

Product Name	Manufacturer	Green Seal (Yes/No)	Description
Regard Peroxide Cleaner Disinfectant	Regard	Yes	Cleaner and disinfectant
Regard Multi-Purpose Cleaner	Regard	Yes	General Purpose Cleaner
Regard Glass & Multi-Surface Cleaner	Regard	Yes	Glass Cleaner
Regard Daily Neutral Cleaner	Regard	Yes	Floor Cleaner
Regard Washroom Cleaner	Regard	Yes	Washroom Cleaner
Tile Sealer - with UNA approval	Diversey	No	Carefree Floor Finish/Sealer - for periodic floor care only

Provide a statement showing how you will demonstrate a commitment toward continuous improvement around environmental health, pollution prevention and efficient energy use.

Sustainability Statements and Methodologies
Please see written response as well as Document 1 - Sustainability Plan.



Equipment Description

We provide the following information in order that the Association may judge our ability to fulfil the Schedule A and Schedule B requirements.

Please list the **Size, Model, and Make** of the equipment which we will place on the Contract and use during the course of the Services as set out in Schedule A and Schedule B is as follows:

Wesbrook Community Centre

Equipment	Size	Make	Model
Autoscrubber - walk behind	20 inch	Nilfisk	SC 500
Swing Machine	20 inch	Pacesetter	20TS
Carpet Extractor	portable	Tempest	TP8X
Backpack Vacuum	portable	NaceCare	RBV150
Wet Vac	portable	Tennant	v-wd-24
Pressure Washer 1700psi *shared between both facilities	portable	NaceCare	WV900
Window Cleaning System *shared between both facilities	Portable - 55'	Unger	Hydro Power Nlite 55'

Old Barn Community Centre

Equipment	Size	Make	Model
Autoscrubber - walk behind	16 inch	NaceCare	TT 516
Carpet Extractor	portable	Tempest	TPX8
Backpack Vacuum	portable	NaceCare	RBV150
Wet Vac	portable	Tennant	v-wd-24



Schedule B:

REMUNERATION AND PAYMENT

A. Remuneration

1. Fees

As per the attached

Notwithstanding anything to the contrary, any increase in the rates requires the Association's prior written consent.

2. GST

Goods and Services Tax ("GST") is not included in the above hourly rates. The Association shall pay GST to the Contractor on each payment referred to in Part B below.

The Contractor represents that its GST Registration No. is 104737762 RT0001. Except for GST, the above fees include all taxes and duties of any kind.

B. Payment

1. Invoices

The Contractor shall submit an invoice for the Work performed during the preceding month to the Association every month during the Term, with GST shown separately on each invoice. Each invoice must be dated the last day of the calendar month and must be submitted no later than the 10th day of the following month. Invoices shall be accompanied by a statement of hours expended by each employee or approved subcontractor of the Contractor at the applicable hourly rates, the dates upon which such hours were expended, and a detailed description of Work provided, along with all supporting invoices, information and other documentation requested by the Association.

In the event of significant revisions, changes in scope, or reasonably unforeseen additional works or services required outside the agreed scope contained in Schedule A, the Contractor will notify the Association in writing and provide a summary of projected additional fees and disbursements for such additional work or services for the Association's review and approval. Additional works or services, if authorized by the Association, will be undertaken on a time and materials basis at those rates quoted to the Association and upon the written authorization of the Association before commencement. All additional works or services will be performed in accordance with the terms of this Agreement, and the engagement of the Contractor for additional works or services will not limit

the ability of the Association to terminate this Agreement, including, but not limited to, for cause pursuant to Section 31 hereof.

2. If the Association determines that the amount properly due is less than the invoice amount, the Association shall promptly give notice thereof, with its reasons, to the Contractor. The Contractor shall not stop or delay performance of the Work pending resolution of any dispute.

3. Date of Payment

Payment of monthly invoices by the Association for Work that meets the standards set out in this Agreement shall be made within thirty (30) days after receipt by the Association.

Annual Budget for UNA Wesbrook & Old Barn Community Centres:

2023-2024 Budget

Table C1 Schedule of Pricing - CURRENT					
Item	Facility	Services	Hourly Rate (\$)	Hour Per Month	Price Per Month (\$)
1	Wesbrook Community Centre	Porter Service Cleaning	27.72	164.66	\$4,564.38
2	Wesbrook Community Centre	Evening Cleaning Service	27.72	182	\$5,045.04
3	Old Barn Community Centre	Porter Service Cleaning	27.62	121.33	\$3,351.13
4	Old Barn Community Centre	Evening Cleaning Service	27.62	60.66	\$1,675.43
				Total Price (\$)	\$14,635.98

2025- 2026 Budget – Effective February 1, 2025

Table C1 Schedule of Pricing – 2025-2026 CPI Increase (+1.7%)					
Item	Facility	Services	Hourly Rate (\$)	Hour Per Month	Price Per Month (\$)
1	Wesbrook Community Centre	Porter Service Cleaning	28.19	164.66	\$4,641.77
2	Wesbrook Community Centre	Evening Cleaning Service	28.19	182	\$5,130.58
3	Old Barn Community Centre	Porter Service Cleaning	28.09	121.33	\$3,408.16
4	Old Barn Community Centre	Evening Cleaning Service	28.09	60.66	\$1,703.94
				Total Price (\$)	\$14,884.44

2026- 2027 Budget – Effective February 1, 2026

Table C1 Schedule of Pricing - 2026-2027 CPI Increase (+1.7%)					
Item	Facility	Services	Hourly Rate (\$)	Hour Per Month	Price Per Month (\$)
1	Wesbrook Community Centre	Porter Service Cleaning	28.97	164.66	\$4,851.29
2	Wesbrook Community Centre	Evening Cleaning Service	28.97	182	\$5,272.54
3	Old Barn Community Centre	Porter Service Cleaning	28.56	121.33	\$3,465.18
4	Old Barn Community Centre	Evening Cleaning Service	28.56	60.66	\$1,732.45
				Total Price (\$)	\$15,321.47

Facility	Locations	Hours of Operation
Wesbrook Community Centre (WCC)	3335 Berton Avenue, Vancouver	Monday to Friday: 8:30 a.m. to 10 p.m. Saturday and Sunday: 8:30 a.m. to 9 p.m.

Facility	Locations	Hours of Porter Service Cleaning
Wesbrook Community Centre (WCC)	3335 Berton Avenue, Vancouver	Monday to Friday: 11 a.m. to 5 p.m. Saturday and Sunday: Noon to 4 p.m.

Facility	Locations	Hours of Evening Cleaning
Wesbrook Community Centre (WCC)	3335 Berton Avenue, Vancouver	Monday to Friday: After 10 p.m. Saturday and Sunday: After 9 p.m.

At approximately 31,000 sq ft, a 2 levels community centre, including office spaces, fitness centre, dance studio, multipurpose indoor gym, kitchens, meeting rooms, changerooms with shower facilities.

Facility	Locations	Hours of Operation
Old Barn Community Centre (OBCC)	6308 Thunderbird Blvd, Vancouver	Monday to Friday: 7 a.m. to 9 p.m. Saturday and Sunday: 7 a.m. to 9 p.m.

Facility	Locations	Hours of Porter Service Cleaning
Old Barn Community Centre (OBCC)	6308 Thunderbird Blvd, Vancouver	Monday to Friday: Noon to 4 p.m. Saturday and Sunday: Noon to 4 p.m.

Facility	Locations	Hours of Evening Cleaning
Old Barn Community Centre (OBCC)	6308 Thunderbird Blvd, Vancouver	Monday to Friday: After 9 p.m. Saturday and Sunday: After 9 p.m.

At approximately 9500 sq ft, a 2 levels community centre, including office space, fitness centre, meeting rooms, community gathering space, washrooms and kitchen space.



Report Date: December 9, 2024
Meeting Date: December 17, 2024
From: Chris Hakim, Corporate Services Specialist
Subject: 2024 UNA Board of Directors Election Report

Background

The 2024 UNA Board of Directors Election was held in November 2024. With the event concluded and a new slate of directors elected, staff have conducted a review of the election. This report summarizes the election process, the results of the election, and staff’s findings on this past election.

Decision Requested

For information.

Discussion

Election Process

The UNA’s election process is largely guided by the bylaws. In mid-2024, the Board approved the election timeline, the voting process, the form of the ballot, the rules on election signage, and the handling of the UNA’s membership register. Following that, UNA staff managed and planned the operations of the election, as well as prepared the materials for the event.

This election is notable because it involved the introduction of online voting. UNA Society Members received an email from our online voting system contained their unique voting credentials. Using that information, members were able to log into the online voting system and cast their ballots. This new process was a significant undertaking and its successful implementation was one of the main focuses for staff during the election.

2024 Election Results

A total of nine candidates ran for seven seats on the Board. The successfully elected candidates are:

- Eagle Glassheim – Wesbrook Place
- Evan Luo – Wesbrook Place
- Jake Wiebe – Hampton Place
- Michael Kerns – Hawthorn Place



- Ronald Bourgeois – Hampton Place
- Sandy Song – Hawthorn Place
- Yanbo (Paul) Li – Wesbrook Place

A breakdown of the votes for each candidate, in the order of candidates with most to least votes, is provided below.

Candidate	Neighbourhood	Total Votes
Song, Sandy	Hawthorn Place	566
Glassheim, Eagle	Wesbrook Place	563
Bourgeois, Ronald	Hampton Place	558
Wiebe, Jake	Hampton Place	522
Kerns, Michael	Hawthorn Place	501
Luo, Evan	Wesbrook Place	495
Li, Yanbo (Paul)	Wesbrook Place	479
Raina, Nidhi	Wesbrook Place	427
Mazar, Rochelle	Wesbrook Place	422

In this election, the total number of ballots cast is 1,002. By November 22, the final day to register as a UNA Society Member and be eligible to vote in this election, the total number of UNA Society Members was 6,209. However, some UNA Society Members registered at a time when the UNA did not require an email address to sign up, and thus some UNA Society Members do not have email addresses listed in our files. Our online voting system requires an email address to be linked to each elector in order to transmit their voting credentials. The total number of UNA Society Members listed in our voting system is 5,999.

The total number of ballots cast in this election was one of the highest in the UNA’s history. While not the highest, the turnout for this election is remarkable considering that this election featured a significant change to the UNA’s election process. This metric will serve as a baseline for future elections.

Review of the Election

Some of the primary goals this election was to smoothly implement online voting and to address outstanding obstacles in the UNA’s typical election process. These goals were successfully achieved.

Online voting is new to the UNA and successfully implementing it is key to the integrity of the UNA's election process. The UNA is the only organization utilizing online voting in a municipal setting within British Columbia. A large effort was made to ensure that both UNA staff and Society Members understood how to use the online voting system. During this election, no major issues occurred, and the UNA was able to address any support tickets that were submitted by community members. As a result of this work, the UNA has a solid foundation of its online voting process that will enable it to focus on other aspects of its future elections.

While online voting is a new and significant component of the UNA's elections, the general process is still the same. Based on some of the feedback received from the 2021 UNA Board of Directors Election, we have made improvements to the UNA's typical election process to address obstacles that have been encountered previously. This election, we worked with the Board to clarify the rules on accessing and using the UNA's membership register. In addition, we took further measures to secure the information contained in the membership register and to communicate to UNA Society Members regarding its use. We also significantly reduced the delay between applying to be a UNA Society Member and receiving your voting credentials.

Other areas of success that have been identified:

- The All-Candidates Forum was a well-attended and well-planned event. At its peak, approximately 45 individuals attended the event in-person, and 25 individuals viewed the online livestream.
- Internal coordination and communication on the election were effective. Regular updates from the election coordination team and an internal staff election handbook ensured that all UNA staff were able to provide accurate and timely information to the community.
- Management of support tickets and inquiries from community members on the election was effective.
- We received positive feedback on the availability and ease of use of the voting kiosks.
- We received positive feedback on the short waiting period between registering as a UNA Society Member and receiving your voting credentials. This feedback was also extended regarding the quick response to requests for replacement ballots.
- Our messaging regarding the access and use of the UNA's membership register was well-received by community members.
- We received positive feedback on the multi-lingual accessibility of our election. A concerted effort was made to have our online voting system available in multiple languages, as well as multi-lingual support provided by our front desk team.
- The ballot counting and result tabulating processes were quick. Our online voting system allowed us to generate the results soon after the conclusion of the election and validate the authenticity of the votes.

In addition to the successful parts of this election, we have identified areas that could be improved, further reviewed, or considered for future elections:

- The nomination period for future elections could be lengthened. The nomination period for this election (like past ones) was two weeks. A slightly longer nomination period may increase the number of candidates and reduce the stress involved with submitting a nomination form and verifying the membership statuses of an individual's nominators.
- An orientation session on the role and responsibilities of a UNA Board Director prior to the nomination deadline may be useful in assisting individuals with understanding what being a director entails.
- The physical mail-out election package requires further review. The costs of delivering a physical election package are a significant portion of the UNA's election budget. However, there is an anecdotally noticeable increase in inquiries regarding the election during the period that the package is delivered to UNA Society Members. We will be reviewing how we can effectively utilize physical notifications and promotions of elections, while addressing the costs of producing and delivering such materials.
- Additional measures can be taken to further secure the information contained in the UNA's membership register during its access and use as part of the election. We will be exploring how the UNA can provide candidates with the tools to use the information in the UNA's membership register safely. Part of this review will involve the rates of engagement from community members with communications from candidates and the UNA.
- The All-Candidates Forum could include multi-lingual support. Internally, we will be discussing how the UNA could offer live translation for this event and other like events.

Financial Implications

We are still calculating the final costs of the election, but expect it to be within our budget.

Operational Implications

None.

Strategic Objective

Governance; Creating Connection; Organizational Capacity

Attachments

None.



Concurrence

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

Respectfully submitted,

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

Chris Hakim
Corporate Services Specialist

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

Paul Thorkelsson
Chief Administrative Officer



2025 Regular Meetings of the UNA Board of Directors

January 21, 2025

Tuesday

February 18, 2025

Tuesday

March 18, 2025

Tuesday

April 15, 2025

Tuesday

May 20, 2025

Tuesday

June 17, 2025

Tuesday

July 15, 2025

Tuesday – Tentative – As Needed

August 2025

No meeting

September 16, 2025

Tuesday

October 21, 2025

Tuesday

November 18, 2025

Tuesday

December 16, 2025

Tuesday

Meetings will be held at 5:30 p.m. in-person at the Wesbrook Community Centre. At the discretion of the Chair, the meeting format may change to be a partially electronic or fully electronic meeting, in which case the meeting notice will provide information regarding the communications medium.