

**MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
BRIEFING NOTE**

Cliff #: 192820

Date: January 31, 2011

REGION:

MoT DISTRICT:

ELECTORAL DISTRICT:

**MUNICIPALITY /
REGIONAL DISTRICT:**

*ADM
Department*

I. PREPARED FOR: Decision

Kwantlen Student Association (KSA) will be holding a U-Pass BC referenda from Jan. 31 – Feb. 6, 2011 and requests permission to post the Risk Mitigation Agreement on their web site.

II. ISSUE:

Public release of the U-Pass BC's Risk Mitigation Agreement (RMA) through KSA's student web site.

III. BACKGROUND:

Extensive U-Pass BC stakeholder consultation has been underway over the last six months developing the terms and conditions to be included in the new U-Pass BC program being offered to 11 public Post Secondary Institutions (PSIs) and their 150,000 students in Metro Vancouver.

This process resulted in the requirement for the PSI, their Student Society and TransLink signing a U-Pass BC Agreement outlining standard terms and conditions of the new service offering. Additionally, there is the requirement for the PSI, their Student Society and the Province to sign a RMA that identify the terms and conditions on the distribution and recovery of U-Passes BC that are in unauthorized circulation.

The province indicated to PSI students that they would have to hold a referendum before U-Pass BC was made available at their institution and the PSIs and Student Societies insisted that students needed to be signatories on any U-Pass BC contracts.

IV. DISCUSSION:

KSA is holding a referendum starting next week that will ask their members if they wish to join the new U-Pass BC program. The student executive feel that it is important that their members have the opportunity to read the contracts prior to the vote, and the most appropriate 'green' option would be to post this document on their web site.

The U-Pass BC consultation process gave assurances to all PSI and Student Society representatives that, while the discussions during the consultation was confidential to participants, the outcomes from the process would be sharable within their organizations. This was a fundamental tenant of the consultation given that representatives did not have the authority to commit to any agreements without going through their own internal approval processes.

TransLink has given permission to the KSA to post the U-Pass BC Agreement on their web site with the provision that this document can not be fully executed without the students also signing the RMA.

V. CONSULTATIONS:

TransLink, Amelia Shaw

VI. OPTIONS:

Option 1:

Do not give approval to post the RMA on the KSA web site; however the hardcopy document could be viewed in a controlled environment.

This decision would not be viewed positively by the KSA executive as this would limit their members from fully understanding the commitments they are responsible to uphold as signatories of the contract.

Option 2:

Give permission to post the RMA on KSA's website.

This option fulfills the assurances given to PSIs and Student Societies during the consultation process.

Option 3:

Do not give KSA the permission to release RMA

Not sure on the response by the KSA, however at the very least they would be questioning the intent and commitment from the province to U-Pass BC, and perhaps leading to their withdrawal from taking a referendum to their membership at this time.

VII. RECOMMENDATIONS/SUMMARY:

Option 2: allow public release of the RMA to help ensure KSA students understand their role and responsibilities if they vote to join U-Pass BC.

This decision supports TransLink's actions and continues to build relationships among all U-Pass BC stakeholders. Additionally, the RMA is a fully accessible document under

an FOI request and a signed copy is already been returned to Emily Carr University which could be publically accessible.

APPROVED / NOT APPROVED
Sandra Carroll, ADM Partnerships

DATE

Prepared By: John Coombs
Drafter's Title: Manager, Strategic Planning and Policy

Phone: 250-889-7126
Date Prepared: January 28th, 2011

Reviewed By: Jim Hester
Reviewer's Title: Director

Revised By:
Reviser's Title:

Date Revised:

**MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
BRIEFING NOTE**

Cliff #: 193485

Date: February 28, 2011

REGION: South Coast Region

MoT DISTRICT:

ELECTORAL DISTRICT:

**MUNICIPALITY /
REGIONAL DISTRICT:**

I. PREPARED FOR: Decision

U-Pass BC - Status of Metro Vancouver's Implementation

II. ISSUE:

Public Post Secondary Institutions (PSI's) wish to limit their exposure to financial penalties owing to TransLink from administering the Provincial U-Pass BC Program.

III. BACKGROUND:

PSI's recognize the importance of U-Pass BC both to their students and to the elimination of a competitive advantage that the previous program gave to four of the eleven public PSI's in Metro Vancouver. The PSI's state that they are not mandated or financed to provide transit services to their students however are reluctantly prepared to administer the program on their campuses.

TransLink has concluded that the previous U-Pass program was unsustainable and would have significantly altered or cancelled the program. In support of expansion to all eleven PSI's in Metro Vancouver, which doubles the number of U-Pass users, TransLink requires PSI's to be accountable for all fare media issued to them and face financial penalties on unaccounted for, or unauthorized passes in circulation.

PSI's are objecting to paying TransLink any penalties that cannot be collected from students as this would take funds that have been budgeted to support their core mandate.

There is general recognition that the introduction of Smart Cards in 2013 will reduce the financial risk of unauthorized U-Passes BC in circulation, as it may be possible to have 'real-time' authorization of a student's eligibility to use U-Pass BC.

IV. DISCUSSION:

TransLink has agreed that their financial risk for each unauthorized U-Pass BC in circulation is \$103 and the financial penalty charge to PSI's is based on a 3-zone pass rate of \$151. PSI's claim that the financial cost to TransLink is far less, however neither the PSI's nor TransLink are able to provide metrics on the actual use of these passes or the impact on the operational costs to TransLink.

The province is supporting the PSI position on their inability to pay penalties from unreturned U-Passes BC and has provided a \$2 M fund to compensate TransLink for these unreturned passes that are over and above a 2% buffer (approx. 2,800 passes per month) covered by TransLink at a financial risk of \$200,000 per month.

PSI's have formed a negotiating Coalition to address their concerns with TransLink's U-Pass BC Agreement that they will be required to sign. In good faith, the Coalition has approved Emily Carr and VCC to sign the current Agreement that allows these students to receive U-Pass BC; however, it was based on continuing discussions with TransLink on finalizing penalty terms in the Agreement.

Outstanding Issues in the Agreement:

1. Unaccounted for U-Passes BC – PSI's are issued passes to distribute to eligible students and then return unissued passes. TransLink is allowing a buffer of 1% of eligible students per term (approx. 350 passes per month) and the PSI's are arguing that this should be 1,400 per month (1% of total passes). The difference being a **potential penalty** of \$160,000 per month.
2. Interest rate at 24% - TransLink is authorized to charge up to 24% interest on outstanding invoices and has chosen to apply this rate to any outstanding amounts owing as a result of an audit. PSI's believe this rate to be far too high and, from whatever the rate is, it should only be applied from the time of the audit, not from the time the amounts were owed.

PSI's have insisted that they cannot be accountable for any payments to TransLink that they have not collected from students or for costs that they have no control over. Most of the concerns on penalties result from lack of controls, processes or protocols on the management and distribution of U-Passes BC that are within the control of the PSI's, however the administration costs are seen to be excessive if these financial risks were to be minimized.

V. OPTIONS:

- 1: **Province does not get further involved in the discussion between PSI's and TransLink.**

The province has supported the PSI's concern on unreturned U-Passes BC by eliminating their financial responsibility and the PSI's concern over the penalties can be managed with good administrative processes being put in place by the PSI.

This option will likely mean that TransLink will be seen as 'unreasonable' by imposing penalties that will have to be taken from existing PSI budget accounts.

2: Province consults with TransLink on mitigation of financial penalties.

TransLink's position is that these penalties need to be significant to ensure PSI's put due-diligence into managing the U-Pass BC program. Many of the financial risk associated to actions, or lack of controls established by PSI's will only be found after an audit has been completed. TransLink could establish an audit plan that is implemented quickly to put the PSI's on notice that their management of the program is going to be put under a audit microscope which may be as effective as financial costs assigned to these penalties.

Set-up a meeting between ADM Carroll and CFO McLay to discuss these issues.

3: Province provides TransLink surplus funds from Contribution Agreement to compensate towards financial penalties incurred by PSI's.

There are potential unallocated funds from the Contribution Agreement on PSI start-up administration fund (\$1 M) and from the fund covering Unreturned U-Passes BC (\$2 M). The amount available will not be known until 2013 however, it could be an incentive to TransLink to reduce some of the financial penalty concerns of the PSI's.

VI. CONSULTATIONS:

None

VII. RECOMMENDATIONS/SUMMARY:

Option 2, establish a meeting between MoTI and TransLink at the executive level to discuss the concerns of the PSI's and what, if any, changes could be made the U-Pass BC Agreement to help relieve PSI concerns.

TransLink and the Ministry have established a standard U-Pass BC Agreement that has been signed by two PSI's. The terms of this agreement are defensible in the public arena if raised, however the PSI's administration would likely take unresolved concerns to their Boards and through to their provincial reporting ministries. Many of the concerns over financial risk to PSI's may be reduced significantly with the introduction of Smart Cards in 2013 and PSI's and TransLink should be focusing on ensuring U-Pass BC is well positioned to take advantage of this new technology.

Prepared By: John Coombs
Drafter's Title: Manager, Strategic Planning and Policy

Phone: 250-889-7126
Date Prepared: Feb. 24, 2011

Reviewed By: Jim Hester
Reviewer's Title: Director, Transit

Revised By:
Reviser's Title:

Date Revised:

**MINISTRY OF TRANSPORTATION & INFRASTRUCTURE
BRIEFING NOTE**

Cliff #: 193484

Date: February 28, 2011

REGION: South Coast

MoT DISTRICT:

ELECTORAL DISTRICT:

**MUNICIPALITY /
REGIONAL DISTRICT:**

I. PREPARED FOR: Information

II. ISSUE:

Status of U-Pass BC in Metro Vancouver

III. BACKGROUND / DISCUSSION:

PSI Coalition Status

The U-Pass BC consultation process used over the summer concluded with a U-Pass BC Agreement in September 2010 that permitted students at Emily Carr and VCC to join the new program. Post Secondary Institutions (PSI's) identified a number of issues in the Agreement that required reworking and formed a PSI Coalition of all eleven institutions that would negotiate the final terms in the contract.

Student Societies, who are also signatories to the Agreement, are not directly represented in the Coalition; however, all parties have agreed that the Coalition's responsibilities would be taken over by the Metro Vancouver U-Pass BC Advisory Committee when it was formed (no fixed date at this time).

Coalition is very concerned that the possible financial penalties for non-compliance will require PSI's to reallocate funding from their core mandate. Unless the financial cost is small, the PSI's have stated that it may be problematic whether the program would be approved by all eleven PSI's which may prevent any new PSI's from joining U-Pass BC.

U-Pass BC Agreement

A standard contract has been signed by two PSI's and establishes principles that meet the Province's public commitments. The PSI's approved this contract under a 'good-faith' statement that they would continue to discuss outstanding concerns with TransLink. The discussions on clarifying terms of the approved U-Pass BC Agreement has been fruitful and many changes have been agreed to; however, the clauses associated with financial penalties has turned into a negotiation that TransLink may not be able to accept. TransLink staff is prepared to go one more time to their executive

sponsor (CFO Cathy McLay) for a final opinion. In the absence of any changes to the controversial penalty questions, the existing agreement terms will prevail.

Risk Mitigation Agreement (RMA)

Emily Carr, VCC and the PSI Coalition have agreed to the guiding principles of the RMA. A revised wording is going through final draft and no problems are anticipated getting all parties to agree to the reworded RMA by March 15, 2011 and prior to any new PSI's joining U-Pass BC.

Administration Fees

The Ministry of Science and University allowed Capilano University to continue to charge their U-Pass BC students \$1/month to administer the program. The Coalition is now enquiring why they are not permitted to charge an administration fee to their students, especially UBC which also had a pre-existing agreement for their students to help cover the costs of administration (\$0.25/month). The Coalition has been in contact with Ministry of Regional Economic and Social Development on this issue and MoTI staff is waiting for a briefing from RESD on their position.

Status of PSI's joining program

	Referendum	Students have U-Passes BC
UBC	March 7-11	Sept. 2011
SFU	Winter 2011	Sept. 2011
Capilano	April 4-8	Sept. 2011
Langara	March 7-10	Sept. 2011
Emily Carr	Passed	January 2011
BCIT	Passed	Aug 2011?
VCC	Passed	March 2011
Douglas	Passed	May 2011?
Kwantlen	Passed	May to Aug 2011?
Justice	unknown	unknown
Nicola Valley	Dec. 2010 (quorum not achieved... will resubmit)	unknown

MoTI ongoing staff resources to support U-Pass BC

The Province has committed to monitor, via monthly reports, the policy, procedures and processes used and proposed by PSI's to ensure unauthorized U-Passes BC in circulation are less than 2% of all passes issued. When PSI's fail to meet this performance measure, the Province will require PSI's to change their administration processes or revert to a distribution system the better ensures compliance.

The Contribution Agreement between the Province and TransLink has identified a May 2012 start to discussing the continuation of U-Pass BC beyond March 2013. The

province and TransLink have committed to a more inclusive consultation process with PSI's and Student Societies than used to develop the current U-Pass BC program.

The province has provided an unintended role in mediating the conflicting interests between the stakeholders in the U-Pass BC program. There continues to be a role for the province to help define and implement a new strategy on moving towards U-Pass BC sustainability. At this point, there would be some question if the PSI's, Student Societies, and TransLink can build a successful plan in moving forward that is supported by all stakeholders.

U-Pass BC has yet to be defined for other areas of the province and there has been some interest, since the announcement, as to what the program will look like. The province will have to coordinate with BC Transit, PSI's, Student Societies and our local government partners in the provision of U-Pass BC outside of Metro Vancouver.

At least one FTE will be required to continue to ensure the successful delivery of the current U-Pass BC program and to help migrate to a more sustainable business model in the future.

V. CONSULTATIONS:

None

VI. RECOMMENDATIONS/SUMMARY:

Consider attached Briefing Note, *U-Pass BC – Status of Metro Vancouver's Implementation* for action on how to finalize any changes to the existing U-Pass BC Agreement between PSI's, Student Societies and TransLink.

Prepared By: John Coombs
Drafter's Title: Manager Strategic Planning and Policy

Phone: 250-889-7126
Date Prepared: Feb. 24, 2011

Reviewed By: Jim Hester
Reviewer's Title: Director, Transit

Revised By:
Reviser's Title:

Date Revised:

**MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
BRIEFING NOTE**

Cliff #: 193788
March 15th, 2011

REGION: South Coast
MoT DISTRICT: Lower Mainland
ELECTORAL DISTRICT: various
MUNICIPALITY / REGIONAL DISTRICT: various

I. PREPARED FOR: Information

Status of Metro Vancouver's public Post Secondary Institutions (PSI's) negotiations to reduce their financial risk on performance penalties included in U-Pass BC Agreement (Agreement) with TransLink.

II. ISSUE:

TransLinks' final offer to accommodate PSI's concerns may not be sufficient to allow PSI's to sign onto U-Pass BC.

III. BACKGROUND:

Student referendums at Douglas College, Kwantlen Polytechnic University, UBC, Langara College have all passed with the intention of providing U-Pass BC to students at Douglas and Kwantlen Polytechnic University by May 2011. PSI's are prepared to delay their signing of the Agreement until they are satisfied with the level of risk that the financial penalties impose on their institutional budgets. As of March 14, 2011 Kwantlen Polytechnic University has officially announced the delay of U-Pass BC until September 2011 (see appendix 1)

The financial penalties are based on non-compliance with terms and conditions in the Agreement that result in unauthorized U-Pass BC in circulation. To mitigate this risk, PSI's may have to impose distribution processes that, in their opinion, raise the cost of program administration to unacceptable levels.

IV. DISCUSSION:

The March 14, 2011 meeting between TransLink and the ministry's U-Pass BC program staff resulted in some movement from the terms in the Agreement that have been identified as problematic by the PSI's.

A meeting with the PSI's is scheduled for 1600 hours, March 15th, 2011 to review the new offer from TransLink.

	U-Pass BC Agreement	PSI position	TL changes
Allowance for unaccounted-for U-Passes BC	<ul style="list-style-type: none"> • 1% of Students per term (~3,500 passes per annum @ \$30) • Penalty if greater- \$151 	<ul style="list-style-type: none"> • 1% of passes (~14,000 passes per annum @ \$30) • Penalty if greater \$103 	<ul style="list-style-type: none"> • 1% - no change • Accept new penalty rate of \$103 per pass over allowance
Interest rate on late payments	<ul style="list-style-type: none"> • 24% per annum calculated daily 	<ul style="list-style-type: none"> • Too high a rate • Have suggested prime rate 	<ul style="list-style-type: none"> • No change – payments on invoices are totally in the control of PSI's
Underpayments found during a TransLink audit	<ul style="list-style-type: none"> • Amount due plus 24% from time of underpayment 	<ul style="list-style-type: none"> • Interest charged only from time of audit • Interest rate too high 	<ul style="list-style-type: none"> • 12% interest from time of underpayment to audit, and 24% from audit date to payment
Disputed amounts due to TransLink	<ul style="list-style-type: none"> • 24% until payment is made • Amount and any interest returned to PSI if resolution is in favour of PSI 	<ul style="list-style-type: none"> • No payments made until issue resolved • No interest changed until after resolution • Interest rate too high 	<ul style="list-style-type: none"> • Disputed amounts place in interest bearing account • Funds plus interest distributed according to resolution • 24% interest charge until disputed amounts paid to TransLink (this interest is retained by TransLink as incentive to ensure payment of invoices)

V. CONSULTATIONS:


TransLink – Cathy McLay, CFO

VI. SUMMARY:

TransLink is becoming frustrated at their inability to finalize a contract that best accommodates the interests of all signatories. In the absence of agreement on the changes, TransLink will reaffirm their offer to all PSI's of the existing contract signed by Emily Carr University of Arts and Design and Vancouver Community College. The discussion between PSI's and TransLink has resulted in many other changes that help clarify the terms and conditions of the Agreement, however they may not be approved

for inclusion by the PSI's without acceptable changes that minimizes or eliminates the PSI financial risk.

Program Area Contact: John Coombs, Manager Strategic Planning and Policy, Transit Branch **Phone:** 250-889-7126

Director Approval:  Greg Humphrey, A/Director, Transit **Date:** March 15, 2011

Senior Manager Corporate Initiatives Approval: Vicki Yeats **Date:** March 15, 2011 

ADM Approval:

**MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
BRIEFING NOTE**

**Cliff #: 193830
March 15, 2011**

REGION: South Coast
MoT DISTRICT: Lower Mainland
ELECTORAL DISTRICT: various
MUNICIPALITY / REGIONAL DISTRICT: various

I. PREPARED FOR: Information

U-Pass BC – Status of next entry into the program

II. ISSUE:

PSI's require their U-Pass BC administrative process to be in place on opening day of registration for May 2011 term.

III. BACKGROUND:

The provincial Risk Mitigation Agreement with PSI's and Student Societies implements U-Pass BC distribution processes that mitigates some of TransLink's financial risk. Students are now asked to pay for U-Passes BC prior to receipt which requires the PSI to collect these mandatory fees as early as first day of registration. Douglas College and Kwantlen Polytechnic University have indicated that their planned entry to U-Pass BC on May 1, 2011 may have to be delayed until September 2011 as registration for the summer term begins on March 21, 2011 and the PSI Coalition has yet to approve the proposed revisions in the U-Pass BC Agreement (Agreement). The Coalition has stated that collection of mandatory fees must be made prior to enrollment, which can occur as early as the first day of registration.

IV. DISCUSSION:

PSI's have raised a number of concerns over the penalty conditions in the U-Pass BC Agreement. Discussion with TransLink have concluded with many of the concerns being moderated. A meeting between the Ministry, TransLink and the PSI Coalition on March 15, 2011 discussed the new terms and conditions which were initially received very favorably by the Coalition's representatives.

The Coalition requires an additional legal review of the revised Agreement prior to releasing approval to collect the U-Pass BC mandatory fee from their students. The Ministry has asked the Coalition to grant this approval based on the changes to the penalty conditions as discussed in the March 15th, 2011 meeting to allow Kwantlen Polytechnic University and Douglas College to begin to charge students the new mandatory fee in time to provide U-Passes BC to students by May 2011.

The Coalition could not commit to this request but indicated they would look into this possibility.

V. CONSULTATIONS:

Cathy McClay, CFO TransLink
Blaine Jensen, VP Douglas College
Carole Jolly, University of British Columbia

VI. SUMMARY:

The Coalition has identified a number of potential issues linked to their computer systems in order to accept a new mandatory fee collection just a few days before opening of registration. Additionally, the Coalition had positioned its negotiation strategy around the refusal to allow any new institutions into U-Pass BC without resolution to these penalty clause issues and, as a result, have not created a U-Pass BC registration process that can be simply turned-on.

TransLink has established a response to the delay in U-Passes BC issuance through the messaging that there is an interim Agreement in place that Emily Carr University of Arts and Design and Vancouver Community College have signed and is available to any new PSI wishing to join the program while details of the final contract are being concluded.

Program Area Contact:
John Coombs, Manager
Strategic Planning and
Policy, Transit Branch

Phone:250-889-7126

Director Approval: Greg
Humphrey, A/Director

Date: March 16 2011

Senior Manager,
Corporate Initiatives
Vicki Yeats

Date: March 16 2011

ADM Approval:

**MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
BRIEFING NOTE**

**Cliff #: 193913
March 17, 2011**

REGION: South Coast
MoT DISTRICT:
ELECTORAL DISTRICT:
MUNICIPALITY /
REGIONAL DISTRICT:

I. PREPARED FOR: Information

Provincial position on requirement for students to hold a referendum on joining U-Pass BC

II. ISSUE:

Capilano University's Student Society feels it is unnecessary to hold a referendum as their 88% acceptance to receive U-Pass in 2007 for \$31 should still stand today.

III. BACKGROUND:

Government direction during the announcement of U-Pass BC supported student concerns that this new program would not be forced onto students and each PSI should have the option to join, or not join, U-Pass BC. U-Pass BC program consultation has occurred over the last eight months with all PSI's and their Student Societies. The province has been consistent, during this time, that one of the guiding principles of the new program is the requirement to have the student society hold a referendum prior to joining the new program.

Capilano held, and passed with an 88% acceptance, a student referenda in 2007 to join the previous VanCity U-Pass program. The \$31 fee included a PSI administration fee of \$1/month per student. Capilano administration had contacted the Ministry of Advanced Education and Labour Market Development (ALMD), (now the Ministry of Advanced Education), to request approval to continue to collect this \$1 fee and this request was granted subject to adequate student consultation. (see Appendix – Capilano Approval to collect U-Pass administration fee).

This approval was given by ALMD when the province offered all PSI's the opportunity to collect an administration fee. ALMD has advised that this offer was subsequently withdrawn, and the province provided up to \$1 Million to help PSI's in their start-up administration costs with ongoing administration to be accommodated within their existing budgets.

IV. DISCUSSION:

There has been a disconnect between ALMD and MoTI around government directions on the scope and implementation of the U-Pass BC program. MoTI's previous Minister Bond directed that students should only be charged the announced \$30 per month U-

Pass BC fee. ALMD subsequently withdrew their offer to allow PSI's to apply for a new student fee that would support administration of U-Pass BC; however, continued to allow Capilano University to collect the already approved \$1 per month administration fee from their students. UBC has also collected an administration fee from their students of \$0.25 per month and this situation was not addressed in ALMD's decisions. UBC's Alma Mater Society has recently passed their referendum with no mention of an administration fee.

Capilano's Student Society, with consent from the PSI, feels that a new referendum is not required and has verbally stated that the \$1 administration fee is not a problem for their students. The Student Society representative feels that if a new referendum is held they would also have to include the addition of the administration fee in the referendum's question.

The Student Society is preparing the referendum material and is requesting direction by Friday, March 18th, 2011. Transit Branch, based on U-Pass BC programs guiding principles, has communicated to Capilano University's Student Society, that;

1. A referendum must be held to ensure Capilano students understand their responsibilities under U-Pass BC,
2. ALMD's approval to continue to collect the \$1 administration fee was based on the understanding that this would be a continuation of an agreement that was already in place, and
3. The province would not allow any PSI to charge students more than \$30 per month for U-Pass BC.

The Ministry of Advanced Education is reviewing their position on the \$1 per month administration fee and are aware of the timelines being requested by Capilano University.

V. CONSULTATIONS:

Cheryl Bell, Ministry of Advanced Education
Gurpreet Kambo, Capilano Students' Union

VI. SUMMARY:

ALMD's decision to allow Capilano University to continue to collect an administration fee based on past practices has been identified as a unique situation that still required the PSI to consult with their student's. Should the Student Union require the administration fee question to be on the referendum then the province will be in contradiction with other institutions that have been informed that they are not permitted to charge an administration fee. The elimination of a Capilano University administration fee would help support the province's position that there is a new standard U-Pass BC program that treats all students equally.

Program Area Contact: John Coombs, Manager Strategic
Planning and Policy, Transit Branch

Phone: 250-889-7126

Director Approval: Greg
Humphrey, A/Director

Date: March 21 2011

Senior Manager,
Corporate Initiatives
Vicki Yeats

Date: March 21, 2011

ADM Approval:





August 10, 2010

Our Ref. 78170
File #: 66000-30/UPass

Ms. Cindy Turner, Vice President
Finance & Administration
Capilano University
2055 Purcell Way
North Vancouver BC V7J 3H5

Dear Ms. Turner:

I am writing in regards to your request for exemption from the Ministry of Advanced Education and Labour Development's (the Ministry) process to approve fees for administering the new U-Pass program, as set out in the Ministry's e-mail of July 19, 2010, and for Ministry approval to continue with the \$1 administration fee in place for the existing U-Pass program.

Ministry staff have reviewed the information you provided and are satisfied that students were consulted and advised that an administrative fee may be implemented as part of adopting the U-Pass program and have been paying this fee as part of the existing U-Pass program. As such, Capilano University does not need to seek additional approval to charge the current U-Pass administration fees.

This approval is provided on the condition that Capilano University's website information relating to the U-Pass (website: <http://www.capilano.ca/admission/fees.html>), is updated to clearly indicate the student U-Pass fee consists of a \$30 fee paid to TransLink and a \$1 administration fee paid to Capilano University, and that the new U-Pass fee is lower than the former U-Pass fee which also included a \$1 administrative fee.

It is also requested that consultation take place with the appropriate student union representatives on the matter, to ensure they have been advised that an administration fee will continue to be charged under the new U-Pass program and that they have no concerns with a continuation of the process. Please provide confirmation to the Ministry, once this consultation has taken place.

... / 2

Ministry of
Advanced Education
and Labour Market
Development

Strategic Policy and Initiatives Branch
Post Secondary Education Division
PO Box 9177, Stn Prov Govt
Victoria BC V8W 9H8

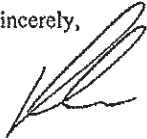
Telephone: (250) 387-2040
Facsimile: (250) 358-8851

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As indicated in the e-mail sent to Vice Presidents of Student Services on July 19, 2010, administrative fees associated with delivering the U-Pass program are excluded from the tuition limit policy, but must receive approval by the Ministry before being implemented. Any increase to fees charged by Capilano University for administering the U-Pass program will need to go through the identified process and be approved by the Ministry before implementation.

I hope the above information is of assistance. Please contact Kate Cotie at: Kate.Cotie@gov.bc.ca or 250-387-6197 if you require any additional information.

Sincerely,



for Susan Brown
Executive Director

Attachment

pc: Kate Cotie, Director
Policy and Agency Coordination