

Tuesday, February 17 | 5:30 p.m.  
Wesbrook Community Centre, Social Room

## AGENDA

### A. CALL TO ORDER

### B. APPROVAL OF AGENDA

1. **Motion:** *THAT the Board approve the February 17, 2026, open session agenda, as circulated.*

### C. APPROVAL OF MINUTES

1. **Motion:** *THAT the Board approve the January 20, 2026, open session meeting minutes, as circulated.*

4

### D. DELEGATIONS

None.

### E. EXTERNAL REPORTS & PRESENTATIONS

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

10

### F. REPORTS

1. February Management Report

12

Report Sections:

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

2. Finance & Audit Committee Update

- a) Final Draft FY2026/27 UNA Annual; Budget Report – Athena Koon, Finance Manager

20

Relevant Attachments:

- FY2026/27 UNA Draft Budgets Public Consultation Feedback
- Final Draft 2026 Projected Neighbours Levy

26

38

Tuesday, February 17 | 5:30 p.m.  
Wesbrook Community Centre, Social Room

• Final Draft FY2026/27 UNA Operating Budget – Summary	39
• Final Draft FY2026/27 UNA Operating Budget – Detailed	40
• Final Draft FY2026/27 UNA Capital Budget – Summary	47
• Final Draft FY2026/27 UNA Capital Budget – Detailed	48

**Recommendation:**

*THAT the Board approves the FY2026/27 operating and capital budgets, and, pursuant to section 13.5 of the Neighbours Agreement 2024, direct staff to deliver the budget summaries to UBC for approval.*

b) Community Field Replacement – Athena Koon, Finance Manager	49
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**Recommendation:**

*THAT the Board agree to allow UBC to transfer the total amount of \$130,000 to the Community Field Replacement Reserve in the Neighbours' Fund for the two fiscal years 2024/25 and 2025/26.*

c) FY2025/26 Q3 UNA Financial Results Report – Athena Koon, Finance Manager	52
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3. YMCA Nobel Park Agreement - Wegland Sit, Operations Manager	66
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Relevant Attachments:

• Childcare Licence, Verve Facility	71
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**Recommendation:**

*THAT the Board approve the UNA - YMCA Verve Childcare Facility sublicense agreement and authorize the Chief Administrative Officer to execute the agreements.*

4. UNA Landscape and Municipal Services – Wegland Sit, Operations Manager	110
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Relevant Attachments:

• University Neighbourhoods Association Landscaping Maintenance Services Request for Proposal	119
• Addendum #1	211
• Addendum #2	223
• UNA Landscape Management Plan	232

Tuesday, February 17 | 5:30 p.m.  
Wesbrook Community Centre, Social Room

**Recommendation:**

*THAT the Board approve the attached UNA – 2026-2029 Contractor Agreements for Badger Earthworks, Cutting Edge Landscaping and authorize the Chief Administrative Officer to execute the agreement.*

5. UNA Municipal Ticket System – Wegland Sit, Operations Manager

364

**G. UNFINISHED BUSINESS**

1. Request to UBC for Infrastructure Reserve Funding

Relevant Attachments:

- Letter from Michael White, AVP Campus and Community Planning

371

**H. NEW BUSINESS**

1. Board Reimbursement Policy – Director Wiebe

**Recommendation:**

*THAT the Board direct staff to develop a draft policy for Board consideration outlining prospective reimbursement of reasonable Director expenses under Bylaw 6.14, including defined categories, limits, and reporting requirements, to ensure consistency, transparency, and alignment with UNA practices.*

**I. ADJOURNMENT**

**Recommendation:**

*THAT the Board adjourn into a closed session to discuss matters related to discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests; and the approval of minutes for a closed session or restricted closed session of a Board meeting.*

## MINUTES

**PRESENT:**

Eagle Glassheim  
Jake Wiebe  
Sandy Song  
Evan Luo

**UBC MEMBERS:**

Carole Jolly  
David Kiloh

**REGRETS:**

Yanbo (Paul) Li  
Michael Kerns  
Ron Bourgeois  
Solomon Yi-Kiernan

**STAFF:**

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

**GUESTS:**

Jen McCutcheon

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### A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting's open session was called to order at 5:33 p.m.

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

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

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### B. APPROVAL OF AGENDA

**MOVED** by Chair Glassheim

**SECONDED** by Director Luo

*THAT the Board approve the January 20, 2026, open session agenda, as circulated.*

**CARRIED**

## C. APPROVAL OF MINUTES

**MOVED** by Chair Glassheim

**SECONDED** by Director Luo

*THAT the Board approve the December 16, 2025, open session meeting minutes, as circulated.*

**CARRIED**

## D. DELEGATIONS

None.

## E. EXTERNAL REPORTS & PRESENTATIONS

1. UBC Campus and Community Planning Monthly Report – Carole Jolly, Director Community Development & Transportation, UBC Campus & Community Planning.  
UBC C+CP Director presented the report as included. There were questions raised and discussed around applications for grant funding.
2. Electoral Area A Director Monthly Report – Jen McCutcheon, Electoral Area Director Area Director provided updates on several projects and activities relevant to the UNA. Plans for 99 B-line, Iona sewage plant and revision of off-leash rules for parks in the area. Some questions were raised and addressed regarding levies and forest service practices. Electoral Area Director made suggestions for upcoming meetings specifically for forest services and levies questions.

## F. REPORTS

1. January Management Report – Paul Thorkelsson, Chief Administrative Officer

The report was presented as circulated. Noted by the Communications Manager was the increase in social media engagement, specifically video content from the Dog Park opening event; the Recreation Manager pointed to the success of the Winter Masquerade and answered questions about Pickleball. Some detail was provided from UBC staff regarding plans for Wesbrook South to include outdoor sport courts.

The Operations Manager noted the work by the Green Depot, some input from UBC staff on leveraging NCAP and campus partners to expand activities was discussed. Board Directors noted the clarity and detail of the Green Depot dashboard provided in the meeting package. Further discussion and questions were raised regarding move-in cycles and numbers for new buildings in the area.

2. 2026 UNA Revised Board Meeting Calendar Report

The CAO presented the report as circulated. No questions were raised.

3. Draft II 202627 UNA Budgets Report – Athena Koon, Finance Manager

The Finance Manager presented the report as circulated with special attention the levy amounts. The change in levy amounts was highlighted and discussed. Directors acknowledged that this budget has been reviewed by the Finance and Audit Committee and will have more iterations based on public feedback.

**MOVED** by Director Wiebe

**SECONDED** by Director Song

*THAT the Board approve the publication of the second draft of the FY2026/27 budgets for public consultation.*

**CARRIED**

4. Cycling Without Age Sublicence Agreement – Wegland Sit, Operations Manager

The Operations Manager presented the report as circulated. Questions on clauses, benefits to residents, and program start dates were raised and discussed.

**MOVED** by Chair Glassheim

**SECONDED** by Director Song

*THAT the Board approve the UNA & VCWAS sub-licence agreement and authorize the Chief Administrative Officer to execute the agreement.*

**CARRIED**

5. UBC UNA Noble Park Childcare License – Wegland Sit, Operations Manager

The Operations Manager presented the report as circulated, noting that the agreement is based on existing licenses. No questions were raised.

**MOVED** by Chair Glassheim

**SECONDED** by Director Wiebe

*THAT the Board approve the UBC & UNA Verve Daycare license agreement and authorize the Chief Administrative Officer to execute the agreements.*

**CARRIED**

6. Ross Drive BC Hydro Charging Agreement – Wegland Sit, Operations Manager

The Operations Manager presented the report with attention to the history of charging stations in the area. Some questions were raised and discussed on maps included in the report, maintenance, and charging fees.

**MOVED** by Chair Glassheim

**SECONDED** by Director Luo

*THAT the Board approve the BC Hydro –Maintenance Agreement (Electrical Vehicle Charging Stations) and authorize the Chief Administrative Officer to execute the agreements.*

**CARRIED**

7. Committee Chair and Vice-Chair Reappointments Report – Lauren Thomson, Corporate Service Specialist

The Corporate Service Specialist noted that there were errors and amendments in the report and schedule as circulated. All appointments were reviewed by the Board and further amendments made.

**MOVED** by Chair Glassheim

**SECONDED** by Director Wiebe

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

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

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

*AND THAT the Board reappoint Chair Glassheim as the Chair as the Governance & Human Resources Committee, respectively.*

3. *THAT the Board reappoint Director Kerns and Director 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, Director Luo, 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 reappoint Director Luo and Chair Glassheim to the Newspaper Editorial Committee.*

*AND THAT the Board reappoint Chair Glassheim as the Chair of the Newspaper Editorial Committee until December 17, 2026.*

Tuesday, January 20, 2026  
Wesbrook Community Centre

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

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

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

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

**CARRIED**

\* \* \* \* *the Board recessed at 7:05pm and reconvened at 7:25pm\* \* \* \**

## **G. UNFINISHED BUSINESS**

Neighbours Fund Infrastructure Reserve Projects – Hampton Place

The Operations Manager presented the report as circulated. Some discussion around the use of the Contingency Reserve vs Neighbours Fund as well as some indications on next steps from UBC staff were raised, both were discussed.

**MOVED** by Chair Glassheim

**SECONDED** by Director Wiebe

*THAT the Board request that UBC*

*Withdraw from the Neighbours Fund Infrastructure Reserve and pay to the UNA an amount equal to the UNA's expenditures to be incurred for the Hampton Place Decorative Concrete Project, an amount estimated to be approximately \$75,000, following the withdrawal and payments processes established in the Neighbours Agreement 2024;*

*AND THAT, UBC be requested to withdraw from the Neighbours Fund Infrastructure Reserve and pay to the UNA an amount equal to the UNA's expenditures incurred for the Hampton Place East Roundabout Repaving Project, an amount of \$82,897, following the withdrawal and payments processes established in the Neighbours Agreement 2024.*

**CARRIED**

## **H. NEW BUSINESS**

Letter on Behalf of Thames Court Strata Council

**MOVED** by Chair Glassheim

**SECONDED** by Director Wiebe

Tuesday, January 20, 2026  
Wesbrook Community Centre

*THAT the Board authorize the Chair to write a letter of response outlining the UNA's approach to tree management and community consultation about trees in Hampton Place.*

**CARRIED**

**I. ADJOURNMENT**

**MOVED** by Chair Glassheim

**SECONDED** by Director Wiebe

*THAT the Board adjourn into a closed session to discuss matters related to discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests: and the approval of minutes for a closed session or restricted closed session of a Board meeting.*

**CARRIED**

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*The meeting adjourned into a closed session at 7:50p.m.*



# Memorandum

To: UNA Board  
From: Simmi Puri, Communications Manager, Campus + Community Planning  
Date: February 17, 2026  
Subject: Monthly Update from Campus and Community Planning

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## Film & Events Notification

### February

- Monday, February 16<sup>th</sup>. **Family Day**. University closed
- Sunday, February 15<sup>th</sup>. **Kids Take Over UBC** at Lee Square and Main Mall. See <https://inspired.ubc.ca/kidstakeoverubc/>
- Tuesday, February 17<sup>th</sup> to 20<sup>th</sup>. **Midterm Break**

### March

- Saturday, March 7<sup>th</sup> from 7am to 4pm. **UBC Triathlon** from Aquatic Centre to University Commons, University Blvd, East Mall, and SW Marine Drive. Road closures will be in effect from 4am to 4pm. See <https://planning.ubc.ca/event/ubc-triathlon-duathlon-1>.
- Friday, March 20<sup>th</sup> from 6-10pm. **Arts Community Fair** at Buchanan Courtyard. 2<sup>nd</sup> annual return of the Arts County Fair, a carnival-style music festival with food and alcohol.
- Sunday, March 22<sup>nd</sup> to Wednesday, March 25<sup>th</sup> from 8am to 5pm each day. **Storm the Wall** from Aquatic Centre, to University Commons, University Blvd. and Main Mall. See <https://planning.ubc.ca/event/storm-wall-7>.

### April

- Saturday, April 4<sup>th</sup> from 11am to 4pm. **Holi** colour festival at B4 Parking Lot. Music, DJs and colour powder. Buildings not required to be open to the public should be secured. See <https://planning.ubc.ca/event/utsav-holi-2026>.
- Friday, April 10<sup>th</sup>. **Last day of classes**.
- Friday, April 10<sup>th</sup> from 4pm to 10pm. **AMS Block Party** at University Commons. To celebrate the last day of classes. Music, alcohol will be served. Lee Commons will be impacted to manage lineups. See <https://planning.ubc.ca/event/ams-block-party-1>.
- April 14<sup>th</sup> to 25<sup>th</sup>. **Final exams**.

## Development Update

### Issued Development Permits:

**DP20005T - 5 Bio Archive Temporary Storage - Renewal:** A Development Permit Application was issued for Temporary Storage/Staging Area - Former Bio Archive Centre Site - 4004 Wesbrook Mall.

### Issued Streets and Landscape Permits:

**SLP25061 - Ross Drive EV Charging Stations:** A Street and Landscape Permit Application was issued for installation of EV charging stations at 3381 Ross Drive.

## Road Closures

The final stage of excavation work for Lot 26 in Wesbrook Place requires a temporary closure of one lane on Ross Drive. Work began on Monday, February 9th and is expected to last approximately eight weeks. One lane will be closed during working hours only and flaggers will be on site to accommodate local two-way traffic in the open lane. A flagger will also be positioned at the driveway to Nobel House to ensure safe access for residents.

For details, visit <https://planning.ubc.ca/roadwork>

## Community Update

### **Inspiring Community Grants—closing March 15**

Have a great idea for a community-building project that inspires social connection? Apply for an Inspiring Community Grant and you could receive up to \$500 to make it happen! Some great projects coordinated by UNA residents and funded through this grant program include a baby clothing swap, a multicultural fair, a run club and more! The grant program will take a short break from March 15-April 1, so be sure to visit the [UBC Inspired website](#) to apply!

### **Inspired at the Chat: Once Upon a Time (March 29)**

Inspired at the Chan is excited to present [Once Upon a Time: Children's Classics Reimagined](#), a multidisciplinary, family-friendly show featuring live narration, string quartet music, and dance. Offered in collaboration between UBC Inspired and the Chan Centre for the Performing Arts, this show invites audiences to step inside vivid moments from classic tales, experiencing scenes from favourites such as *The Wizard of Oz*, *Peter Rabbit*, and *Alice in Wonderland* like never before. UBC Inspired is pleased to offer some free tickets on a first come, first served basis to UNA residents. Contact [info.inspired@ubc.ca](mailto:info.inspired@ubc.ca) for more information and promo code.

**Report Date:** February 10, 2025

**Meeting Date:** February 17, 2025

**From:** Paul Thorkelsson, Chief Administrative Officer

**Subject:** February 2026 Management Report

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## Background

The February 2026 Management Report is presented for information.

## Decision Requested

For information.

## Discussion

### **CHIEF ADMINISTRATIVE OFFICER**

Highlights of Major Activities:

#### **Board Relations**

- Attended the December 2025 Finance and Audit Committee meeting.
- Continued the weekly meeting schedule with the UNA Chair.
- Supported Board and Committee agenda and minutes processes.
- Supported Board member discussion on committee terms of reference and focus areas

#### **Operations**

- Continued support and participation in Quarterly Senior UBC Campus and Community Planning (C+CP), Properties Trust (PT) and UNA Staff meetings, providing updates on UNA matters.

#### **Finance**

- Supported internal planning for FY 2026-27 Budget engagement process(es)
- Attended and supported the FY 2026/27 Budget Open House event

#### **Risk Management**

- Continued discussion with UBC and UBC C+CP on NA 2024 implementation and infrastructure repair funding.
- Continued discussion with UBC and UBC C+CP on parking regulation in the neighbourhoods.

#### **Programs and Services**

- Attended BCR 5/6 Childcare Steering Committee monthly meeting.

#### **Human Resources**

- None.

## Community Relations

- Responded to contacts and questions from community members as received.
- Attended the January UBC Development Review Committee (DRC) meeting.
- Continued regular meetings with AVP UBCC+CP.
- Attended January meeting of the Campus of Care Communications Task Force
- Attended January meeting of the Campus of Care Working Group

## COMMUNICATIONS

### **Address Verification on the UNA Website**

The Communications Team in collaboration with the Operations Team, soft launched a new address verification feature on the UNA website. The feature allows users to enter their address to verify if they live in a UNA designated area, and therefore, eligible to become UNA members, sign up for the UNA Card, access services, etc. The feature is also currently being integrated throughout the website on key pages that contain information about services that require resident verification. Once the feature is fully integrated on the website, and minor changes to the system is in place, it will be promoted on all our usual platforms. You can access the new feature under the “Get Started” menu on the UNA website, or by visiting: [myuna.ca/verify-address](http://myuna.ca/verify-address).

### **UNA Budget Consultation Open House**

As part of an initiative to provide more opportunities for residents to give feedback to the UNA Budget during the budget consultation process, the UNA held the Budget Consultation Open House on January 29, 2026. Staff were available for questions and materials about the draft budget were created by the Communications Team/Finance Team and were made available with contextual information, infographics and visual aids. Materials included display boards and handouts.

The open house, along with the larger budget consolation, was promoted and advertised on the UNA website, community newsletter, UNA members newsletter, posters, social media (boosted with paid advertising) and *The Campus Resident*.

### **Joint Seasonal Marketing Meeting for Winter 2026**

The Communications Team and the Recreation Teams met on January 22 for our seasonal marketing meeting where we discussed additional promotions for programs and events. We are working on producing approximately 150 different promotional pieces for this season.

### **Spring/Summer 2026 Program Guide**

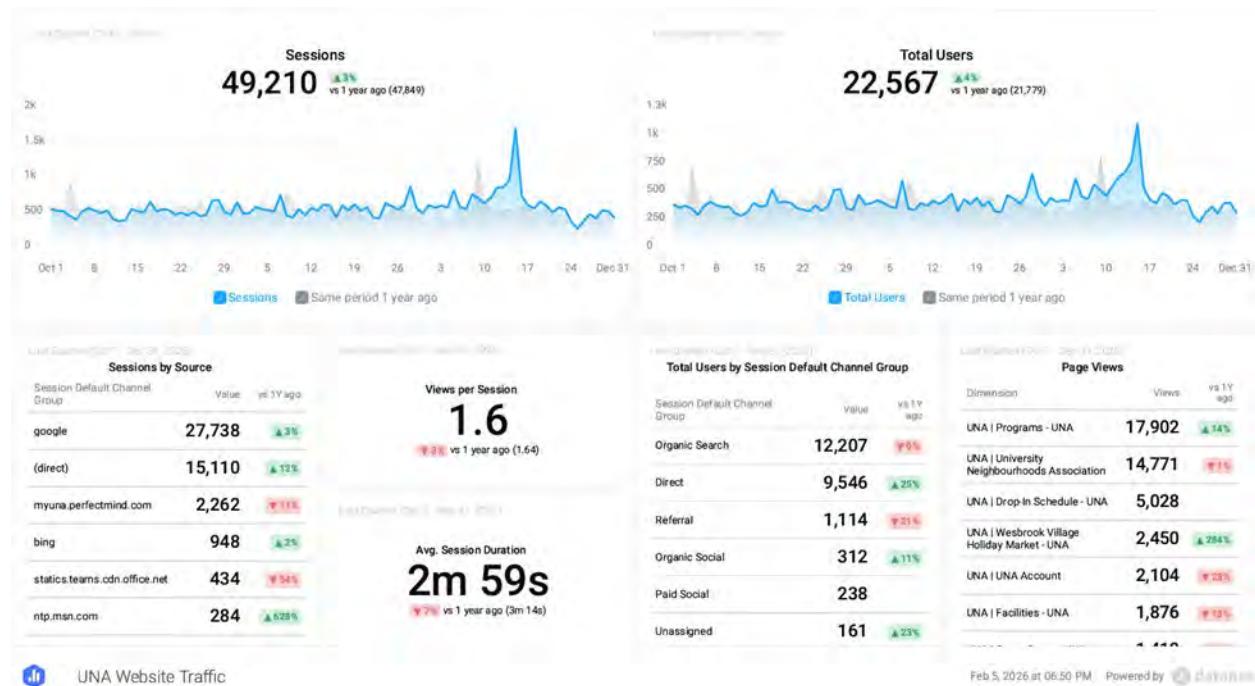
The Communications Team and Recreation Team wrapped up production of the Spring/Summer 2026 *Program Guide*. Production finished on February 5 and printed guides are scheduled to be delivered to the community centres on February 13. Residents can expect to receive copies in their mailboxes on the week of February 16, but distribution times sometimes vary. As usual, hard copies will be available at UNA community centres, or it can be viewed online by visiting [myuna.ca/programs](http://myuna.ca/programs).

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

*The Campus Resident's* latest issue will be published in print and online on February 5, 2026. To read the February issue, you can pick up a copy at the Wesbrook Community Centre or the Old Barn Community Centre or visit the website at [thecampusresident.ca](http://thecampusresident.ca).

### Communications Metrics: Website Traffic

The Communications Team is piloting a new metrics dashboard that will allow members of the Board and senior staff to view information on an interactive dashboard. Currently, we've created a dashboard for website traffic metrics. A preview of the dashboard of the website traffic metrics for the last quarter is attached below. The interactive version is available to view online through [this link](#).



In the longer-term, we will be expanding the dashboard to include newsletter metrics and social media metrics. Our hope is to be able to present to the public more of the information that we use and its connections to bigger picture outcomes (i.e. how our promotions affect recreation registration, or how campaigns affect election registration, etc.).

### Other Items:

- Additional support for promotion of Winter events and seniors recreation programs.
- Additional promotional support for the Lunar New Year Committee
- Support for Youth Coordinator for promotional material reviews with the Youth Leadership Group
- Promotional support for Pop-up Events
- Monthly advertisements for *The Campus Resident*
- Coordinated with UBC on events, roadworks, traffic updates and facility closures that affect resident of UNA areas.

## RECREATION

### **Recreation Manager**

January saw strong community participation, stable service levels, and growth in core UNA programs and rentals, despite minor facility and staffing pressures.

### **Community feedback and service**

- Front Desk handled in-person, phone, and email inquiries smoothly, resolving all 12 in-person concerns and 135 Zoho tickets, mostly about registrations, cancellations, and refunds.
- Two written Comment Box items are under active review: provision of women's sanitary products and installing hooks in OBCC washrooms.
- Most operational concerns related to gym access timing and shared common spaces; clearer communication by staff improved user understanding and cooperation.

### **Customer service and facility use**

- Over 490 new clients registered in January, and 382 UNA cards were issued or renewed, outpacing previous years and indicating strong community engagement.
- Parking permit issuance reached its highest January level to date, reflecting steady growth in parking demand.
- Both centres operated without weather-related disruption; OBCC hosted Family Movie Night and the Secret Comedy Show, and WCC hosted the UNA Budget Open House.
- A new online project is underway to move birthday party bookings to the web, enhancing convenience and aligning with broader online recreation services.

### **Programs, fitness, and events**

- Winter 2026 fitness "Try It Week" reached 98.5% capacity, driving full enrollment in Spin and strong uptake in the new Functional Strength for Older Adults program.
- Personal training saw 13 new inquiries, all converting to active clients, generating just over \$8,000 in revenue.
- Arts, culture, sport, and education programs remain strong, with multiple youth and adult offerings at or near capacity and adult/child sport programs generating over \$78,000 in combined revenue.
- Free and low-cost workshops (e.g., Weaving Wellness, Naloxone training) and a new Spring Break Shooters Club Basketball Camp further diversified the program mix.

### **Youth, newcomers, and volunteers**

- Youth-led programs (e.g., chess, digital art, public speaking, STEM and environmental clubs) continue to expand, with most registering between 8 and 16 participants and showing sustained demand.
- Youth Night ran weekly themed events with 6–10 participants per session, while Pre-Teen and Youth Leadership programs retained the vast majority of participants and now have a waitlist.

- Feedback from Youth Leadership participants was very positive, with high scores for safety, inclusion, confidence, and facilitator support, and strong qualitative comments about friendships and community connection.
- Newcomer and early-years programs saw record attendance (e.g., Parent and Tot drop-in reaching 32 participants) and the continued development of Babytyme, supported by new student librarians and improved equipment.

### Rentals, parties, and special events

- January facility rental revenue was \$5,873.72 (or \$15,033.84 including pending Vancouver United FC payment), with strong demand for fields and birthday parties and bookings already extending into mid-March.
- Constraints remain around peak-hour room availability and after-hours events, requiring careful review to maintain operational standards.
- Community special events such as Night Shift Comedy Night, the Winter Festival, and Winter Masquerade drew solid attendance and strong sentiment, though cost recovery for some events still requires refinement through capital purchases (e.g., stage) and improved concessions strategy.

### Staffing

- Total of 1415.5 hours and 266 shifts were covered across both centres in January.
- Temporary absences due to illness and family reasons modestly reduced capacity, but Front Desk and program teams maintained consistent, high-quality service throughout the month.

## OPERATIONS + SUSTAINABILITY

### Sustainability

#### NCAP: Strata Retrofit Communication

We have been actively working with UBC Campus and Community Planning to establish written communications materials to promote decarbonization throughout our neighbourhoods through retrofitting and other smart-energy changes to existing buildings. We have already seen success and positive feedback through our January communications, with two new buildings signing up for the *Strata Energy Advisor Program*, offered by Zero Emissions Innovation Centre (ZEIC).

### Human Wildlife Coexistence

We have kicked off the 2026 SEEDS projects and have met with UBC PYSC 421 students in their studies regarding human and wildlife coexistence. Our discussions centered on coexistence challenges with the residents and wildlife in our neighbourhoods, our operational needs regarding humans and wildlife, how to promote sustainable ecosystems, and communicating these needs with the public. Some topics of conversations included our relationships with coyotes, nesting birds, and domestic animals in our neighbourhoods (such as dogs and pet fish). The students had an opportunity to pitch their initial projects, ask us questions, and use our insights to develop the next steps in their research. This will be an ongoing process until April.

## Community Gardens

The past month has been busy with ongoing garden administration, and we have finally almost finished up with plot reallocations for the upcoming gardening season. Moving forward, we will work to prepare the actual gardens to be ready for Spring gardening!

## Operations

### Tree Risk Management Protocol Update

Following a comprehensive review by the UBC Campus and Community Planning (C&CP) group, the UNA is incorporating final feedback to ensure full alignment with campus standards.

Next Steps: The document is currently undergoing final revisions for UNA Board consideration and approval at the March 2026 Board Meeting.

### Landscaping Management and Municipal Service RFP

The operation department was hosting the Request for Proposal process for landscaping management services and municipal services. A mandatory onsite meeting took place. The RFP submission was closed on January 23, and a more detailed report is available in the February Board Package.

## UNA Verify Your Address

We are excited to launch the [UNA Address Verification page](#). The current page linked with a centralized UNA managed building address information server, that also serves as address verification service for our recreation membership management system.

This service marks the new beginning; we expect additional features like building name and neighborhood information will be available in the near future.

## FINANCE

### FY2026/27 Budget Public Consultation

The second draft of the 2026–27 UNA budget was presented to the Board at its January 2026 meeting and made available for public consultation on the UNA website from January 23 to February 6. This year, the UNA also hosted a public open house to provide an opportunity for questions and feedback. All public feedback received will be presented to the Finance & Audit Committee and subsequently to the Board for review. Further details are provided in the Finance & Audit Committee Update section as an agenda item for the Board's review and consideration.

### **Q3 Financial Result**

The Q3 financial results indicate that the organization remains on track to achieve its financial objectives for FY2025–26, with a year-end surplus projected. The Finance Department will continue to work closely with all departments to maintain cost discipline and closely monitor revenue and expenditure trends to ensure continued alignment with the approved budget. Further details on Q3 performance are provided in the Q3 Report under the Finance & Audit Committee Update section.

### **Fiscal Year-End Preparation**

Preparations for the 2025–26 fiscal year-end are underway. As the organization enters Q4, the Finance Department will continue to work closely with all departments to maintain strong financial oversight, with a particular focus on year-end cut-off procedures and timely closing activities. The Finance team is coordinating with all departments to establish timelines and manage the necessary logistics to ensure a smooth and efficient year-end closing process. The audit is expected to take place in May and June, and a detailed audit timeline will be presented to the Board at a later date.

### **Financial Implications**

None.

### **Operational Implications**

None.

### **Strategic Objective**

None.

### **Attachments**

None.

### **Concurrence**

1. Athena Koon, Finance Manager
2. Dave Gillis, Recreation Manager
3. Sai Karnam, Communications Specialist
4. Wegland Sit, Operations Manager



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**UNA BOARD MEETING  
OPEN SESSION**

Respectfully submitted,

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

Paul Thorkelsson  
Chief Administrative Officer

**Report Date:** February 9, 2026

**Meeting Date:** February 17, 2026

**From:** Athena Koon, Finance Manager

**Subject:** Final Draft FY2026/27 UNA Annual Budget Report

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## Background

In November 2025, the first draft of the 2026/27 fiscal year budget was presented to the Finance & Audit Committee and subsequently to the Board in December 2025. The second draft was reviewed at the January 2026 Board meeting and made available for public consultation on the UNA website from January 23 to February 6, 2026. This year, the UNA also held its first budget open house, providing members of the public with an opportunity to ask questions and offer feedback.

The public consultation period has now concluded, and this report summarizes the budget public consultation process for this year and feedback received to the Committee and to move forward with completing the budgeting process of the 2026/27 budget.

## Decision Requested

*THAT the Board approve the FY2026/27 operating and capital budgets, and, pursuant to section 13.5 of the Neighbours Agreement 2024, direct staff to submit the budget summaries to UBC for approval*

## Discussion

### Public Consultation:

For the 2026/27 budget, the draft was published on January 23, 2026, for a two-week public consultation period. To support public engagement, the following actions were undertaken:

- Newsletter notifications were distributed beginning in December 2025.
- A dedicated webpage for the 2026/27 budget was created on the UNA website.
- A downloadable budget package was made available for public review.
- The budget development timeline was clearly outlined.
- A mechanism was provided for residents to submit feedback.
- A budget open house was held on January 29, 2026, to allow members of the public to ask questions and learn more about the proposed budget.

Key highlights from the feedback include:

1. Infrastructure & Roads

- Aging street and park lighting, stormwater canals, roads, and pathways.
- Comments regarding support for regular maintenance and earlier interventions to prevent deterioration.

2. Lighting

- Comments about glare, malfunctioning fixtures, light pollution, and wildlife impacts.
- Support for best-practice residential lighting standards.

3. Parks & Landscaping

- Suggestion regarding renewal needed in failing or bare areas of turf landscaping.
- Support for sustainable, low-water plantings and reduced reliance on annuals.

4. Stormwater Canals

- Interest in more frequent cleaning, debris removal, and inspection.
- Need to improve aesthetics and prevent sediment buildup, odors, and perceived health risks.

5. Environmental Sustainability

- Support for increased funding for sustainability initiatives.
- Suggestions for practical programs such as toy and electronics reuse/exchange.

6. Financial & Governance

- Questions about funding as infrastructure ages and responsibilities shift.
- Requests for transparency on levies, per-capita charges, and cost allocation.

7. Facilities & Recreation

- Comment regarding maintenance delay and perception of inefficient operations noted.
- Requests for small improvements to enhance user experience.

8. Website & Communications

- Navigation and accessibility improvements needed, particularly for seniors.

- Desire for clearer organization of information and event listings.

## 9. Community Safety

- A suggestion for dog-on-leash requirement outside designated dog parks.

## 10. Community Engagement & Volunteerism

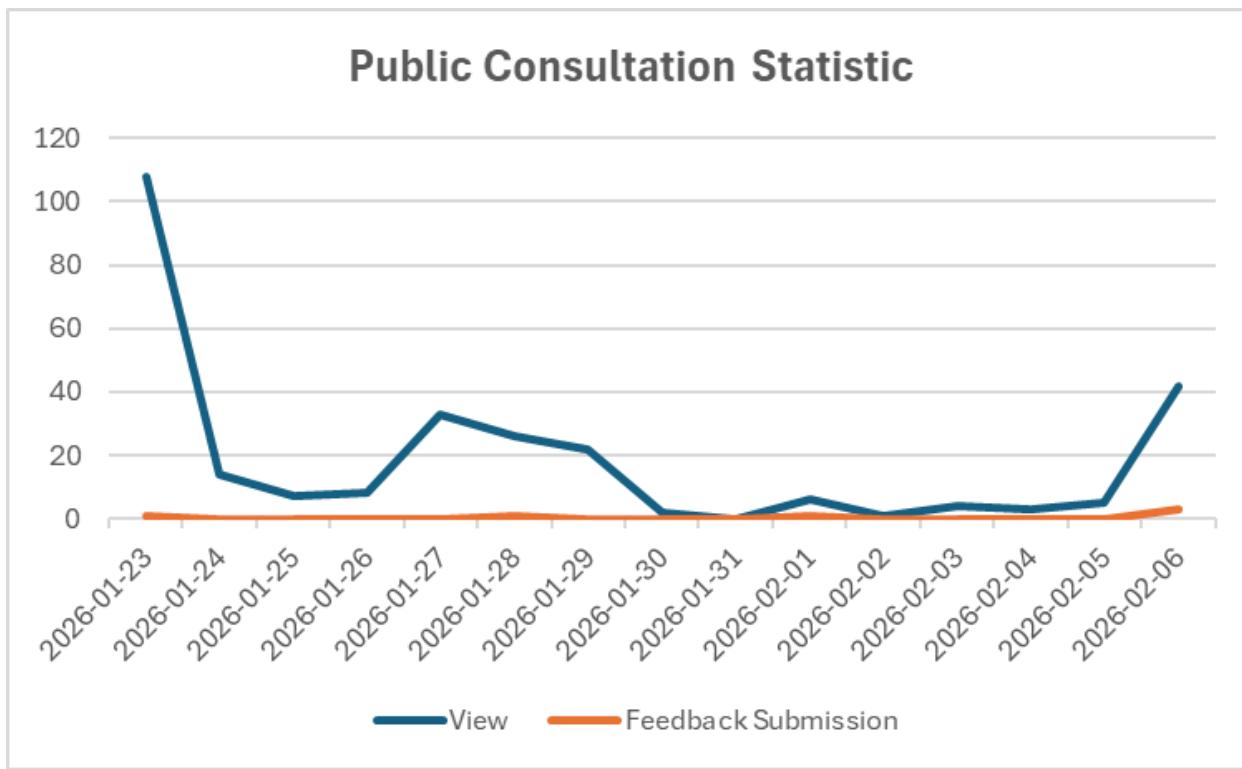
- Residents support consultation before major infrastructure changes.
- Interest in volunteer participation for landscaping, beautification, and sustainability projects.

It is noteworthy that the bulk of feedback received is not directly related to the FY2026-27 draft budget and is more operational in nature. These items do not require adjustment to budget allocations to address; they only need clarification or explanation of the relevant matter.

### Key Statistics:

Thank you to all the residents who took the time to participate in the public consultation process. In total, the consultation received 281 webpage views and 6 responses. The statistics are as follows:

#### **Online Statistic**



Consultation Year	Form Views	Submissions	Total Submit %
2026/27 Draft Budget Consultation	281	6	2.14%

Breakdown of submissions by neighbourhood:

#### Online

Wesbrook	Hawthorne
5	1

#### Open House

Wesbrook	Hampton	Total Attendant
4	2	6

All feedback received has been included in this report. Please refer to the attachment for further details and the proposed staff responses.

#### Next Steps:

After reviewing all public feedback, staff believe the second draft budget generally meets community expectations and appropriately reflects the input received. Some feedback can be addressed by maintaining the proposed budgeted expenditures and reprioritizing the use of existing funds.

It is important to note that this budget focuses on the UNA's operating and capital responsibilities. Staff will continue to work with UBC to explore the use of Neighbours Fund reserves to support other public-serving projects, such as maintenance and repairs to public roads, sidewalks, pathways, and parks. Staff will also continue discussions with UBC to reach agreement on the terms governing the Neighbours Fund reserves, as well as the scope and approach for public infrastructure maintenance projects.

In accordance with the UNA budgeting process, following public consultation, the Finance & Audit Committee will review the draft budget and make a recommendation to the Board for approval. Once approved by the Board, the final budget will be submitted to UBC by March 1, 2026, for final approval, concluding the FY2026/27 budgeting process.

If the budget for the new fiscal year is not finalized and approved by the UNA Board by the end of February 2026, UBC may be unable to review and approve it prior to the start of the fiscal year. In this situation, UNA may continue expenditures based on the prior year's approved budget until UBC approval is granted. Additional details are outlined in Section 13.5 of the Neighbours Agreement (2024).

## **Financial Implications**

None.

## **Operational Implications**

None.

## **Strategic Objective**

Governance; Organizational Capacity

## **Attachments**

1. FY2026/27 UNA Draft Budgets Public Consultation Feedback

2. Final Draft 2026 Projected Neighbours Levy
3. Final Draft FY2026/27 UNA Operating Budget – Summary
4. Final Draft FY2026/27 UNA Operating Budget – Detailed
5. Final Draft FY2026/27 UNA Capital Budget – Summary
6. Final Draft FY2026.27 UNA Capital Budget – Detailed

**Concurrence**

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

Respectfully submitted,



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Athena Koon  
Finance Manager



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Paul Thorkelsson  
Chief Administrative Officer

## 2026-2027 UNA Draft Budget Public Consultation

### Feedback and Responses

#### Lesley Weston

**Date Received:** 2026-01-23

**Source:** website submission

**Member:** Yes

**Location:** Wesbrook Place

#### COMMENTS/QUESTIONS/FEEDBACK:

Under Strategic Priorities, Environmental Sustainability, you have the excellent suggestion of a Toy Box Project to allow for recycling of toys that are no longer wanted. I would like to suggest another similar enterprise: Set up working-electronics recycling centre. Many people come to UBC from other countries for short stays of a few years while they get their degrees or for just one year's sabbatical, and if they can afford a place in the UNA Neighbourhoods they choose to live here, understandably. While here they need various electronic or just electric devices that they can't bring with them and can't take home because the codes are different, e.g. here we use 110V at 60 cps, but Europe uses 220V at 50cps. So an exchange centre where new arrivals can get what they need and people leaving can return what they don't need would be very useful.

#### UNA RESPONSE:

**Concerned Department/s:** Operations

**Any recommended changes to draft budget?:** No

Thank you for your suggestion. We appreciate the connection you've drawn between the Toy Box Project and the potential for a working-electronics exchange, particularly given the unique needs of residents who are living at UBC for a limited time.

We have been exploring a related idea with our Green Depot team through discussions about a potential Library of Things, including options for electronics. Currently, data privacy and security considerations make it challenging for us to accept or redistribute devices such as computers or tablets. However, we do see promising opportunities around lower-risk electronics that do not store personal information.

We will continue to explore this idea further with our Sustainability and Green Depot team to better understand what may be feasible and how such an initiative could support waste reduction and reuse within the neighbourhoods.

The UNA shares updates about the Green Depot and our sustainability initiatives on our website, community newsletter and social media. If you are not currently subscribed and would

like to receive updates in your inbox, we invite you to sign up for the UNA Community Newsletter by visiting [myuna.ca/newsletter](http://myuna.ca/newsletter).

## Cindy Zhang

**Date Received:** 2026-01-28

**Source:** website submission

**Member:** Yes

**Location:** Wesbrook Place

### COMMENTS/QUESTIONS/FEEDBACK:

We play badminton and pickleball often in the Wesbrook Place gym. However, the glass windows and doors are transparent. We asked to install some curtains to block the light many many times for at least 2 years. We think it will cost UNA a small amount of money, but will improve our exercise experience a lot. Please consider our request and make it happen soon. We appreciate your kindness.

About the facility management, we think it is inefficient. For example, in the middle of the gym, the separate curtain has been unfunctional for several months. When will it be repaired? Maybe, never? Does it cost a lot of money? We don't think so. Is it hard to find a company to repair, or you didn't try to contact the companies to get a quotation? We don't know.

About using the gym, the facility manager changed the rule often and make us unpleasant. We think you should first trust most of us. Then change some rules that make the procedures smooth and pleasant.

We think your UNA website need to improve a lot. The categories are so complicated. The same activities appeared in different categories and didn't link together. It is not friendly for the seniors.

### UNA RESPONSE:

**Concerned Department/s:** Recreation / Communication

**Any recommended changes to draft budget?:** No

Thank you for taking the time to share your feedback. We appreciate hearing directly from regular gym users and understanding how lighting conditions and facility functionality can significantly affect the experience of playing badminton and pickleball.

With respect to the gym divider, we would like to clarify that the large divider in the Wesbrook Community Centre gym was repaired in December 2025, and no further issues have been reported since that time. If you are experiencing new or ongoing problems, we encourage you to let our Customer Service team know so they can be addressed promptly.

Regarding the request to install curtains or apply window film, this option has been carefully reviewed by both the Recreation and Operations teams. Unfortunately, shading or altering the transparency of the gym windows would pose safety and operational concerns, as it would limit the ability of Customer Service staff to clearly monitor activity inside the gym. For this reason, changes to the windows are not currently feasible.

We also appreciate your comments about facility management and gym use procedures. Our goal is to balance safety, fairness, and a positive experience for all users, and we recognize the importance of clear and consistent communication. Your feedback will be shared with the relevant teams as we continue to review our practices and look for ways to improve the overall user experience.

To better assist you about specific issues regarding the website, please call the Wesbrook Community Centre at 604-822-4227 or email [support@myuna.ca](mailto:support@myuna.ca). One of our front desk agents can help troubleshoot or navigate the website to get you the information you need. They can also help seniors find programs and make personal recommendations based on preferences or specific needs.

Thank you again for raising these concerns and for your continued use of our services and facilities.

## **Wun Sin**

**Date Received:** 2026-02-01

**Source:** website submission

**Member :** Yes

**Location:** Hawthorne Place

### **COMMENTS/QUESTIONS/FEEDBACK:**

I have a question/comment on the recreational and cultural services.

There seems to be 2 entries - one that is under 'UBC withdrawal' and one that is under UNA expenditure.

While the UNA expenditure is itemized, the UBC withdrawal is based on a 'flat' rate multiplied by the population size. How does UBC arrive at the sum of \$50 per person? One can't help wondering whether the levy is used to help with UBC operating cost, at the expense of UNA residents.

Is there data to show

- 1) How many UNA residents made use of the UBC facilities?
- 2) Many UNA residents are already connected to the university as staff/student with free/discounted use of the facilities. Do we know how many are linked to UBC within the projected 17000 population? 10%, 50%?

### **UNA RESPONSE:**

**Concerned Department/s:** Finance / Recreation

**Any recommended changes to draft budget?:** No

Thank you for your questions regarding recreational and cultural services. We appreciate the opportunity to clarify the distinction between the two-line items and how the associated costs are determined.

The recreational and cultural services listed under UBC Withdrawals and those listed under UNA Expenditures serve different purposes. The UBC Withdrawal reflects costs associated with UNA

residents' access to recreation and cultural facilities that are owned and operated by UBC. These withdrawals, including the per-capita rate, are governed by the [Neighbours Agreement 2024](#) (see: Section 22, and Schedules F and G).

The current per-capita amount of \$50 per resident was originally established using an independent benchmarking study that examined average per-capita recreation and cultural service costs in municipalities comparable in size and context to the UNA. This amount is applied uniformly based on population, rather than on individual usage, and is not tied to UBC's general operating costs.

With respect to usage data of these facilities, UBC is not currently able to provide information on the number of unique UNA residents using UBC facilities. As a result, it is not possible at this time to determine what proportion of residents accessing these services or who may already be UBC students or staff. However, UBC does provide overall access counts for each academic term (three times per year). These figures are shared with the UNA and are reported to the UNA Board of Directors through the Recreation department's seasonal reports in February, May, and October. You can view the Board Meeting reports and by visiting [myuna.ca/board-meetings](http://myuna.ca/board-meetings).

Thank you again for your feedback. We will continue to work with UBC to improve clarity and understanding around these shared services wherever possible.

## **Xiaowen Xu**

**Date Received:** 2026-02-06

**Source:** website submission

**Member :** Yes

**Location:** Wesbrook Place

### **COMMENTS/QUESTIONS/FEEDBACK:**

I suggest more budget is given to enhancement of parks (except for the Dog Park), pathways, and roads the following sign: All Dogs Must Be On Leash.

Rationale:

- Dogs unleashed outside the Dog Park may cause physical and mental harm to people, pets, and small wide animals.
- Not all people feel comfortable near a dog unleashed.
- Some dogs (small ones often) feel nervous when near other (possibly fiercer) dogs.

### **UNA RESPONSE:**

**Concerned Department/s:** Operations

**Any recommended changes to draft budget?:** No

Thank you for your suggestion. We understand the concerns around unleashed dogs outside designated off-leash areas and recognize that this can affect the comfort, safety, and enjoyment of parks and pathways for many residents, pets, and local wildlife.

The UNA uses targeted signage in high-traffic and sensitive areas to encourage dogs to be leashed and to promote responsible pet ownership. This approach reflects our emphasis on education, shared responsibility, and voluntary compliance. We appreciate your suggestion to invest further in parks, pathways, and road enhancements, including clearer and more visible signage.

Your feedback will be shared with the appropriate teams as part of ongoing discussions about park improvements, community safety, and how best to balance the needs of all users in shared outdoor spaces.

The UNA shares information and updates about responsible dog ownership on our website, community newsletter and social media. If you are not currently subscribed, and would like to receive updates in your inbox, we invite you to sign up for the UNA Community Newsletter by visiting [myuna.ca/newsletter](http://myuna.ca/newsletter).

## **Jennifer Yang**

**Date Received:** 2026-02-06

**Source:** website submission

**Member:** Yes

**Location:** Wesbrook Place

### **COMMENTS/QUESTIONS/FEEDBACK:**

The UNA Levy should not be increasing since more revenue will naturally be generated from the increase of residential units being constructed.

With environmental sustainability as a key area of the budget, there could be more funds allocated there.

### **UNA RESPONSE:**

**Concerned Department/s:** Finance / Operations

**Any recommended changes to draft budget?:** No

Thank you for sharing your feedback. It is a reasonable assumption that increased development and additional residential units would automatically generate sufficient revenue to offset levy increases. However, the way the UNA Services Levy is calculated differs from how municipal property taxes are set.

The Services Levy rate and total revenue are determined by several factors that are outside the direct control of both the UNA and UBC, including:

- City of Vancouver and Rural Property tax rates
- Changes in assessed values of existing properties
- New assessed property values resulting from growth and development

Unlike a municipal government, which can determine its funding needs and then adjust tax rates accordingly, UBC and the UNA do not set the Services Levy rate nor control the resulting revenue.

While new development does contribute additional assessed value, it does not necessarily prevent levy increases because overall rates and assessments are determined through external processes.

For more information about the Services Levy, please visit the UBC Finance website at [finance.ubc.ca/services-levy](https://finance.ubc.ca/services-levy) or email [levy@finance.ubc.ca](mailto:levy@finance.ubc.ca).

With regards environmental sustainability as a key priority, we appreciate your interest in seeing continued investment in this area.

As part of this year's draft budget, the UNA has included funding for its first organizational sustainability audit – a project that is an important foundational step. The purpose of this audit is to establish a clear baseline of the UNA's current environmental performance, identify opportunities for improvement, and provide evidence-based recommendations to guide future action.

By first understanding where we are today, the UNA will be better positioned to prioritize initiatives and allocate future resources in a strategic and effective way. The findings of the audit will help inform longer-term sustainability planning and future budget decisions, including potential investments in environmental initiatives aligned with community values and organizational capacity.

Should the budget for the project be approved, the UNA will be sharing more information with residents in the coming months at public UNA Board Meetings, the website, community newsletter and social media. To receive updates in your inbox, you can subscribe to the UNA Community Newsletter by visiting [myuna.ca/newsletter](https://myuna.ca/newsletter). More information on how to attend UNA Board Meetings can be found on [myuna.ca/board-meetings](https://myuna.ca/board-meetings).

## Heather Nichol

**Date Received:** 2026-02-06

**Source:** email submission

**Member:** Yes

**Location:** Wesbrook

### COMMENTS/QUESTIONS/FEEDBACK:

#### Lighting:

- Budget needs to include funds for street and park lighting improvements or replacement that is required due to poorly functioning fixtures or design. Of particular note, lighting in Smith Park and along Birney Avenue near Smith Park requires attention. Many of the street and park lights here stay on all day and night and contribute to glare, uneven lighting, and light trespass. This has an adverse effect on quality of life for residents in the neighbourhood and can be disruptive to wildlife.  
Lighting renewal and replacement for Wesbrook should prioritize best practices for lighting in residential neighbourhoods and parks to reduce light pollution and glare. Full cut-off fixtures are needed for any new lighting and the addition of glare shields for existing, functioning lighting fixtures are needed to decrease light trespass. Other best practices such as use of warm lights, and even light levels require attention.

## Landscaping:

- Budget needs to include funds for landscape renewal and improvements in some parks and other common property areas. For example: 1) Smith Park needs some plant renewal or replacement in sections along the storm canal where plants have died or are struggling. There are now some patches of bare dirt that become a muddy mess in the rain. These dirt patches need to be planted, preferably with plants to provide year round foliage and where lighting permits, & flowering some perennials. 2) Planting at the two entries to Hampton Place. The current and longstanding practice of planting summer annuals adds unnecessary costs and is not environmentally friendly. Selection of perennials and plants that do not require as much water as usual annual is a more sustainable and contemporary planting plan. Of note, for the past several years, the annuals at Hampton Place have needed hand-watering by the gardeners.
- It concerns me to see the landscaping budget is being decreased. If anything, it should be increased to allow for appropriate maintenance and renewal (planting, equipment, and labour.)

## Storm Water Canals and Ponds:

- Budget needs to include funds for more frequent cleaning of the storm water canals in Khorana and Smith Park. Last year (2025) there were large amounts of sediment, algae & weeds to the point that it looked poorly maintained, water flow was slowed considerably in some areas, and during hot weather there was at times an unpleasant odor. The storm water canal had been left for long period of time (residents say at least 4 years) without deep cleaning or regular cleaning and inspection. Given the high pedestrian use of this parkway and the amount of construction and increased density in the area, cleaning and maintenance of the canal needs to be done more regularly and frequently. In 2025, the cleaning was ultimately done in late summer by which time the waterway was very dirty, weeds were thick and growing over the edges of the storm water canal and some of the canal structure had eroded to the point that it needed major repair.
- Parents and residents have also expressed concern about possible health impacts of the contaminated, stagnant water.

**Suggestion / Request:** 1) Inspection and some cleaning at least twice a year (e.g. Spring and Fall to remove leaf fall, remove sediment if needed, and report concerns that require more attention so deep clean or repairs can be performed sooner than every 4-5 years. 2) include trash / litter removal in weekly or biweekly rounds of UNA garden staff 3) at next scheduled deep cleaning (or draining of the canal for other reasons), budget for the canal pavers to be cleaned. They were originally a light colour that added to the pleasing aesthetic of the canal. Cleaning them would also help decrease sediment build up.

## Additional Comments:

### Capital and Infrastructure Funding

- UBC Properties is noted in the budget to be contributing less to the NL this year, with a reported rationale that they invested in initial infrastructure and are gradually handing maintenance over to UNA. Handing over more responsibility to UNA for maintenance without increased funding does not make sense given the deteriorating and aging condition

of various infrastructure and equipment which now or will soon need repair or replacement (e.g., park and street lighting, storm water canals.)

- As the population increases and UBC/ UBCPT adds more revenue generating rental properties it would seem appropriate that there would be increased funding for maintenance of common property and services or at least some funding to support transitional funding for handover of aging equipment and infrastructure.

**Landscaping:**

- A few years ago UNA residents were asked for input on landscaping to help shape future landscaping plans and action
- What action has been taken in follow-up to this consultation?
- Is there a request for proposals available to address landscaping concerns and improvements for specific UNA neighbourhoods and parks? If yes, what is the scope of work outlined in each proposal?

**Road improvements:** The budget includes funds for road improvements.

- What impact are the large buses having on the roads in Wesbrook Village? The unit pavers along Wesbrook are settled and uneven. Can UNA work with Transit to look at ways to minimize road damage that may be due to the large buses?
- What is the status of discussions or consultation on modifications to Binning Rd? It is very important to seek resident input on this before proceeding with changes. Some of the rumoured changes (e.g., full movement intersection at 16 Ave.) would be unsafe and could adversely affect traffic flow in Wesbrook.

**Volunteer support:**

- I would be happy to work with the Sustainability Specialist or other appropriate staff to mobilize community volunteer efforts to contribute to the landscape improvements and beautification.

Many of the suggestions and concerns I note in my feedback for the 2026/2027 budget are shared by other residents who, although concerned may not have found time to put their comments in writing.

Thank you for the opportunity to participate in the 2026/27 UNA budget consultation and thank you to UNA staff and volunteers for your ongoing efforts to maintain and improve UNA neighbourhoods, infrastructure and services.

**UNA RESPONSE:**

**Concerned Department/s:** Operations / Finance

**Any recommended changes to draft budget?:** No

We appreciate the time and care you took to provide thoughtful, detailed feedback on matters that directly affect the UNA Budget, and, ultimately, daily life in the neighbourhood, from parks and lighting to infrastructure and long-term sustainability. The responses below are intended to acknowledge your questions and concerns, to clarify roles and responsibilities, and to provide updates on related initiatives.

**Re: Street Lighting**

Thank you for raising these concerns about lighting conditions and light spill in the neighbourhood.

The proposed budget includes funding for a lighting replacement project. This work is required due to the manufacturer discontinuing support for existing fixtures and provides an opportunity to upgrade to newer designs that better align with best practices for residential areas. The replacement fixtures are intended to improve consistency of lighting, reduce glare and light spill, and use appropriate colour temperatures for neighbourhood settings.

While the UNA has historically received few formal complaints regarding lighting around Smith Pond, we acknowledge that issues may not always be reported. A recent concern raised along Birney Avenue is currently being addressed. The UNA has successfully addressed similar lighting issues in other areas, such as the Chancellor-Hawthorn neighbourhood, where custom shielding was installed to reduce light trespass.

We will continue to monitor lighting performance as upgrades move forward.

#### **Re: Landscaping**

The UNA recognizes the importance of healthy, well-maintained green spaces and understand concerns about bare soil, plant loss, and the overall appearance of key park areas such as Smith Park and Hampton Place.

The current landscaping budget reflects a shift in approach rather than a reduction in care. Through a competitive [Request for Proposals \(RFP\)](#) process, the UNA has aligned landscape services more closely with the [Landscape Management Plan \(LMP\)](#) adopted by the Board in 2023. This plan emphasizes sustainability, climate resilience, and long-term cost effectiveness.

In line with the LMP, the UNA is gradually reducing reliance on annual plantings and transitioning toward perennials, hardy bulbs, and plant species better suited to local conditions. This approach reduces water use, ongoing maintenance, and replacement costs while maintaining visual interest throughout the year.

Concerns related to Hampton Place hand-watering were linked to previously unreported irrigation issues, which have since been resolved. Future planting strategies will continue to prioritize sustainable, low-maintenance solutions.

To improve responsiveness and oversight, the UNA is also implementing a new electronic work order system that will allow for better tracking of repairs and landscape issues using photos, videos, and location data.

The UNA's goal is to continue to phase improvements in a way that balances environmental goals, operational capacity, and budget realities.

#### **Re: Storm Water Canals and Ponds**

It is important to note that the Smith Pond waterway, apart from being a decorative feature, serves as a critical storm water management pond for the neighborhood. The system is fully recirculating and connected to Blooming Ground Creek and the south catchment area, and it does not use fresh potable water. The pond plays a vital role in managing runoff and drainage for the community.

Because the system is part of a living aquatic environment, chemical treatments to clarify water are not used, as these would negatively affect downstream ecosystems. Higher organic content,

sediment accumulation, and seasonal changes in water appearance are typical of naturalized stormwater systems, particularly during drier summer months when flow rates decrease.

The UNA maintains the system through regular inspections, annual maintenance, and scheduled restorative deep cleaning approximately every five years. The most recent restorative cleaning occurred in 2025 and included a full drain and the removal and relocation of illegally introduced goldfish.

While the appearance of the waterway can vary seasonally, maintenance efforts are focused on ensuring system functionality, safety, and ecological health.

Building on the above, the UNA is currently working with UBC Campus and Community Planning to clarify long-term management responsibilities for Smith Pond under the [Neighbours Agreement 2024 \(NA 2024\)](#). As a core piece of stormwater infrastructure, portions of the system fall under UBC's jurisdiction.

The UNA understands resident concerns related to maintenance frequency, debris removal, and health impacts. To address this, discussions are underway with UBC to ensure that inspection schedules, cleaning responsibilities, and long-term planning are clearly defined and integrated into broader campus-wide water management strategies, including the Integrated Rainwater Management Plan.

These discussions are intended to improve accountability and ensure the waterway continues to function effectively while addressing resident concerns about appearance and upkeep.

#### **Re: Landscape Management Plan Updates**

Resident input gathered through earlier consultations directly informed the development of the [Landscape Management Plan \(LMP\)](#) and its [Guiding Principles](#), which were formally adopted by the UNA Board in May 2023.

Since adoption, the LMP has been integrated into operational decision-making, including landscaping contracts, planting strategies, and long-term planning initiatives. Implementation is intentionally phased to allow the UNA to transition practices responsibly while monitoring outcomes and adjusting as needed.

Progress on priority projects, including maintenance level adjustments, plant species replacement, reduced annual planting, and development of a comprehensive Tree Management Plan, is ongoing and tracked internally. Updates on these initiatives are shared with the Board and incorporated into budget planning and operational reports.

Below is a summary of the highest-impact projects and where things stand as of early 2026.

#### **High-Priority Projects**

- **Tree Management Plan:** A key outcome of the LMP is the development of a comprehensive plan to guide how the UNA cares for its street trees and urban forest. This plan includes: a detailed inventory of all street and park trees; standards for tree health, maintenance, and replacement; and long-term planning to support a healthy, resilient tree canopy.

- **Status:** The plan and supporting guidelines are in their final stages and are expected to be presented to the UNA Board for approval in March 2026.
- **Permanent UNA Public Works Yard:** Work is underway with UBC to secure a permanent location for the UNA's public works operations before the current temporary yard is decommissioned.
  - **Status:** A dedicated site has been identified and is expected to become available in late Winter 2026.
- **Adjusted Landscape Maintenance Levels:** Some landscape areas have shifted to a more sustainable maintenance approach that better reflects actual conditions across neighbourhoods. This helps manage costs while maintaining overall landscape quality.
  - **Status:** Maintenance standards were updated and standardized through the 2026/27 contract process.

### Currently in Progress

- **Electric Charging for Maintenance Equipment:** To support more sustainable operations, the UNA is adding charging locations for electric landscape maintenance equipment.
  - **Status:** Charging infrastructure is now in place in Hawthorn and Wesbrook, with expansion planned for other areas.
- **Plant Species Improvements**  
Plants that are not performing well are being replaced with species better suited to local conditions and long-term sustainability goals.
  - **Status:** Ongoing, in collaboration with UBC Campus and Community Planning and UBC Biodiversity Research Centre.
- **Reducing Annual Planting Where Possible**  
Some areas traditionally planted with annuals are being transitioned to perennials and bulbs. This still provides seasonal colour while reducing maintenance needs.
  - **Status:** Ongoing, with a continued focus on sustainable landscape design.

### Planned for the Future

- **Water Feature Updates in Wesbrook**  
Future work will explore ways to reduce water use in public water features, including seasonal “dry” designs that remain visually appealing. Any changes will include resident and stakeholder consultation.
  - **Status:** Research will begin after current waterway repairs at Mundell Park are completed.

### Re: Landscaping RFP Process

A primary objective of the landscaping RFP was to fully integrate the LMP into the UNA's operational model. The scope of work embeds LMP maintenance policies directly into service contracts to ensure consistency with long-term sustainability and resilience goals. The RFP is publicly available on the [UNA website](#).

### **Re: Road Damage to Wesbrook Mall**

The UNA is aware of concerns regarding uneven pavers along Wesbrook Mall. Increased monitoring and more frequent paver repairs were undertaken by UBC Properties Trust in 2023 to address heaving and displacement and to maintain safety.

Under **NA2024, Schedule C, Section 1.2**, responsibility for the Wesbrook Mall paver surface rests with UBC. While the UNA does not control this infrastructure, it continues to advocate for a durable, long-term solution that can withstand heavy transit loads, including the #49 bus route, which is essential for regional connectivity.

The UNA remains committed to acting as the community's voice in these discussions. We will continue to advocate for a durable, long-term solution that prioritizes both road safety and the quality of life for Wesbrook Place residents.

### **Re: Modifications to Binning Road**

Proposed changes to Binning Road were part of UBC Campus and Community Planning's consultation process for updates to the *UBC Wesbrook Place Neighbourhood Plan*. The consultation process began in October 2024 and was open for public feedback until April 2025. More information on the updated plan, as well as the results of the consultation process are available on the [UBC Campus and Community Planning website](#).

### **Re: Capital and Infrastructure Funding**

The contribution from UBC Properties Trust referenced in the budget relates to transitional funding that supported the transfer of public realm maintenance responsibilities to the UNA. This funding was designed to decrease over time as the transition was completed and the UNA developed the capacity to manage these services independently.

As neighbourhood development continues and population increases, total levy revenue is expected to grow. This allows the UNA to expand services, support ongoing maintenance, and contribute to reserves established for long-term capital replacement.

In addition to annual operating funding, a portion of levy revenue is allocated to reserves that support the future repair and replacement of infrastructure such as lighting, pathways, and stormwater assets. These reserves are a key mechanism for managing aging infrastructure over time and ensuring financial sustainability.

Once again, we'd like to thank you for your feedback. They will be provided to the UNA Board of Directors prior to their final discussions regarding the 2026-2027 UNA Draft Budget.

We'd like to also thank you for your generous offer to volunteer and support neighbourhood sustainability and landscaping initiatives. While we do not currently have volunteer programs in place for landscape improvements, we appreciate your interest and willingness to contribute. Opportunities for community involvement may be explored in the future, so we encourage you to stay connected through the UNA website at [myuna.ca/volunteering](#) and our dedicated volunteer coordinators at [volunteer@myuna.ca](mailto:volunteer@myuna.ca). We also send weekly updates to residents through the *UNA Community Newsletter*. If you are not yet subscribed, please visit [myuna.ca/newsletter](#) to sign up.

**UBC Neighbours Fund**  
**Projected Amount of Neighbours Levy**  
**Available to the UNA - Draft II**

	<b>Actual 2025</b>	<b>Projected 2026</b>
<b>Neighbours Levy (Services Levy and GMSL)</b>	<b>10,547,310</b>	<b>11,480,000</b>
<b>Contributions to Reserves</b>		
Infrastructure and Capital Reserve <sup>1</sup>	-411,345	-459,200
Stabilization Reserve	-105,473	-114,800
Community Field Replacement Reserve <sup>2</sup>	-55,000	-70,000
<b>Total Contributions to Reserves</b>	<b>-571,818</b>	<b>-644,000</b>
<b>UBC Withdrawals</b>		
Administration Fee <sup>3</sup>	-87,000	-87,000
Urban Forest Cost <sup>4</sup>	-40,000	-40,000
Stormwater Sewers	-760,000	-889,695
Fire Service Charge	-2,108,524	-2,388,063
Recreation and Cultural Facilities Charges <sup>5</sup>	-750,039	-839,321
<b>Total UBC Withdrawals</b>	<b>-3,745,563</b>	<b>-4,244,079</b>
<b>Net Amount of Neighbours Levy</b>	<b>6,229,928</b>	<b>6,591,921</b>
<b>GST (Net of UBC GST Credit)</b>	<b>-102,130</b>	<b>-108,064</b>
<b>Amount Available to the UNA <sup>6</sup></b>	<b>\$ 6,127,798</b>	<b>\$ 6,483,857</b>

**Notes:**

1. Under the 2024 Neighbors Agreement (NA2024), the Infrastructure Replacement Reserve and the Capital Reserve have been combined. The reserve rate for 2025 is set at 3.9% and will increase to 4% in 20265. It will continue to rise by 0.1% annually, reaching 4.2% by 2029.
2. The contributions for 2025 had an adjustment of \$15K but should be \$70K for 2026 to 2033.
3. UBC's fees and expenses cover all administrative duties, including the costs of the annual audit.
4. The Urban Forest cost has been budgeted based on forecasted figures; additional details are provided in NA2024
5. Recreation and Cultural Facilities Charges Projected 2025 amount is calculated based on population of 17,256 times per capita rate of \$50.37 (last year's per capita rate of \$49.29 plus 2% inflation assumption). Community Access is set at 41K plus 2% inflation.
6. The amount available to the UNA is for its fiscal year beginning in the calendar year.

**University Neighbourhoods Association (UNA)**  
**Operating Budget 2026-27 (Summary) - Draft II**

University Neighbourhoods Association (UNA)	2024-25 ACTUAL	2025-26 BUDGET	2026-27 DRAFT BUDGET	% Change 25/26 Budget vs 26/27 Budget	Budget % to Total Revenue
<b>REVENUE</b>					
<b>Payments from UBC</b>					
Neighbours Levy	5,270,971	5,942,163	6,483,857	9%	72%
<b>Total Payment From UBC</b>	<b>5,270,971</b>	<b>5,942,163</b>	<b>6,483,857</b>	<b>9%</b>	<b>72%</b>
<b>Recreation &amp; Culture</b>					
Wesbrook Community Centre	354,318	347,000	392,983	13%	4%
Old Barn Community Centre	130,957	129,740	145,000	12%	2%
Programming	978,898	992,000	1,012,000	2%	11%
Playing Fields & Park Rentals	100,709	125,000	125,000	0%	1%
<b>Total Recreation &amp; Culture</b>	<b>1,564,882</b>	<b>1,593,740</b>	<b>1,674,983</b>	<b>5%</b>	<b>19%</b>
<b>Other Revenue</b>					
Parking	124,783	50,000	60,000	20%	1%
Miscellaneous	134,513	92,158	94,034	2%	1%
Common Area Maintenance Support (UBCPT)	690,000	590,000	470,000	-20%	5%
<b>Total Other Revenue</b>	<b>949,296</b>	<b>732,158</b>	<b>624,034</b>	<b>-15%</b>	<b>7%</b>
<b>Grants &amp; Other Funding</b>					
External Grants & Miscellaneous	125,028	168,500	182,500	8%	2%
<b>Total Grants &amp; Other Funding</b>	<b>125,028</b>	<b>168,500</b>	<b>182,500</b>	<b>8%</b>	<b>2%</b>
<b>TOTAL REVENUE</b>	<b>7,910,178</b>	<b>8,436,561</b>	<b>8,965,374</b>	<b>6%</b>	<b>100%</b>

University Neighbourhoods Association (UNA)	2024-25 ACTUAL	2025-26 BUDGET	2026-27 DRAFT BUDGET	% Change 25/26 Budget vs 26/27 Budget	Budget % to Total Expenditures
<b>EXPENDITURES</b>					
<b>Engineering &amp; Operations Services</b>					
Parking & Bylaw Enforcement	133,710	144,592	119,575	-17%	1%
General Maintenance	61,325	48,198	85,000	76%	1%
Common Area Maintenance				0%	
Landscaping	1,335,387	1,338,430	1,262,059	-6%	14%
Road, Gutter and Sidewalk Maintenance	129,548	112,914	116,302	3%	1%
Streetlights	63,695	43,775	47,198	8%	1%
Electricity	92,938	94,520	97,356	3%	1%
Other Common Area Maintenance Costs	41,893	36,779	32,882	-11%	0%
<b>Total Engineering &amp; Operations Services</b>	<b>1,858,496</b>	<b>1,819,208</b>	<b>1,760,371</b>	<b>-3%</b>	<b>20%</b>
<b>Recreation &amp; Culture Services</b>					
Wesbrook Community Centre	574,159	581,677	623,157	7%	7%
Old Barn Community Centre	248,363	281,364	261,513	-7%	3%
Recreation Salaries & Benefits	1,244,104	1,529,371	1,678,016	10%	19%
Programming	874,035	935,483	937,041	0%	10%
Fields	23,131	25,600	31,368	23%	0%
Community Access (VPL)	89,700	90,000	117,000	30%	1%
Community Support	80,343	77,232	105,000	36%	1%
<b>Total Recreation &amp; Culture Services</b>	<b>3,133,835</b>	<b>3,520,726</b>	<b>3,753,095</b>	<b>7%</b>	<b>42%</b>
<b>General Operation Services</b>					
Administration Salaries & Benefits	1,651,324	1,838,426	2,077,541	13%	23%
Sustainability	52,328	110,722	137,426	24%	2%
General Operating Services	564,023	742,149	813,406	10%	9%
Professional Fees	132,700	128,000	134,290	5%	1%
Communications	155,086	203,329	213,565	5%	2%
Public Engagement	78,912	74,000	75,680	2%	1%
<b>Total General Operation Services</b>	<b>2,634,373</b>	<b>3,096,626</b>	<b>3,451,908</b>	<b>11%</b>	<b>39%</b>
<b>TOTAL EXPENDITURES</b>	<b>7,626,704</b>	<b>8,436,561</b>	<b>8,965,374</b>	<b>6%</b>	<b>100%</b>
<b>SURPLUS OR (DEFICIT)</b>	<b>283,474</b>	<b>0</b>	<b>0</b>		

University Neighbourhoods Association (UNA)  
Operating Budget 2026-27 (Detailed) - Draft II

		Actual Number	APPROVED BUDGET		COMMENT
			2024-25	2025-26	
			TOTAL	TOTAL	
<b>REVENUE</b>					
Payments from UBC	Neighbours Levy	5,270,971	5,942,163	6,483,857	Refer to Neighbours Fund chart for details
	<b>Total Payments from UBC</b>	<b>5,270,971</b>	<b>5,942,163</b>	<b>6,483,857</b>	
<b>Recreation &amp; Culture</b>					
Wesbrook Community Centre	Wesbrook Function Rentals	24,445	27,000	27,000	Direct Effect is growing lack of available space, combined with a lack of external UNA marketing
	Wesbrook Fitness Membership	284,153	270,000	275,983	May see some drop, due to the opening of UBC Recreation North. No growth expected - limited space.
	Wesbrook Personal Trainer	45,720	50,000	90,000	2025_2026 will exceed expectations. Continued focus on growth in Personal Training. New focus on "Team" Training should continue to show growth in revenue.
	<b>Total Wesbrook Community Centre</b>	<b>354,318</b>	<b>347,000</b>	<b>392,983</b>	
Old Barn Community Centre	Old Barn: Bean Around the World Coffee Shop	80,464	79,740	84,000	Room availability limited, Requires serious look in to external UNA
	Old Barn Function Rentals	21,599	30,000	32,000	Marketing
	Old Barn Fitness Membership	25,079	20,000	29,000	OBCC Program Revenue refer to actual
	<b>Total Old Barn Community Centre</b>	<b>130,957</b>	<b>129,740</b>	<b>145,000</b>	
Programming	Wesbrook Program Fees	883,775	965,000	948,000	Upgrade gym floor may impact programs during work
	Birthday Parties	10,318	22,000	13,000	
	Withdrawal Fee Revenue	5,133	5,000	6,000	Trend unfortunately Shows increased revenue.
	Old Barn Program Fees	44,213	-	45,000	
		<b>978,898</b>	<b>992,000</b>	<b>1,012,000</b>	
<b>Playing Fields &amp; Park Rentals</b>					
	Nobel Softball Diamond Revenue	2,970	5,000	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	97,739	120,000	120,000	Expected maximum in booking time for 2026_27
	<b>Total Playing Fields &amp; Park Rentals</b>	<b>100,709</b>	<b>125,000</b>	<b>125,000</b>	

	<b>Total Recreation &amp; Culture</b>	<b>1,564,882</b>	<b>1,593,740</b>	<b>1,674,983</b>	
<b>Other Revenue</b>					
Car Share Parking Revenue	67,398	50,000	60,000	Maintaining current projection	
Newspaper/Program Guide Advertising Sales	4,150	6,180	8,034	Expect growth with more circulation of issues	-
Interest Revenue	105,639	60,000	60,000		-
Miscellaneous Revenue	7,742	10,000	10,000		-
Community Gardens	13,912	12,978	13,000	Maintaining current projection	
Sustainability Funding	3,070	3,000	3,000		
Common Area Maintenance Support (UBCPT)	690,000	590,000	470,000	estimated based on \$570K request	
<b>Total Other Revenue</b>	<b>949,296</b>	<b>732,158</b>	<b>624,034</b>		
<b>Grants &amp; Other Funding</b>					
Neighbours Day	4,952	6,000	10,000	Move to internal food options, in addition to increased sponsorship.	
Canada Summer Jobs (Federal Funding)	13,541	25,000	25,000		
Operating Contribution to Community Field (VSB Funding)	17,671	20,000	21,000		-
UBC Funding -Youth Programming	45,000	47,500	49,500	Youth Programming - UBC Inspire 50/50 Split - Requested Increase to account for COLA - no changes expected.	
UBC Funding - Connected Communities	43,865	45,000	47,000	Connected Communities - UBC Inspire 50/50 Split - Requested increase to account for COLA - no changes expected.	
Miscellaneous Funding	-	25,000	30,000	Seniors Grant and other misc. revenue	
<b>Total Grants &amp; Other Funding</b>	<b>125,028</b>	<b>168,500</b>	<b>182,500</b>		
<b>TOTAL REVENUE</b>	<b>7,910,178</b>	<b>8,436,561</b>	<b>8,965,374</b>		

#### ENGINEERING & OPERATIONS SERVICES

##### Parking & Bylaw Enforcement & Emergency Management (UNA)

Parking	32,377	16,592	16,575	Adjustment to reflect new RFP and new license plate reading
Bylaw Enforcement	99,235	80,000	95,000	technology
Emergency Management	2,098	48,000	8,000	emergency equipment upgrades
<b>Total Parking &amp; Bylaw Enforcement</b>	<b>133,710</b>	<b>144,592</b>	<b>119,575</b>	

##### Common Area Maintenance (UNA)

General Maintenance	61,325	48,198	85,000	Adjust to estimated new projects
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##### Common Area Maintenance

Landscaping	Public Realm/Parks Maintenance	952,592	1,050,800	1,005,800	New Wesbrook Park space "Research Park" @ \$45K
	Irrigation Maintenance and Water	203,617	205,230	151,387	3% adjustment with reduction of last year special project

	Tree Maintenance	179,178	82,400	104,872	\$35K Ash Tree Treatment plus \$10K for downed tree replacement
	Total Landscaping	1,335,387	1,338,430	1,262,059	
Road, Gutter and Sidewalk Maintenance					
	Roads and Gutters	76,755	84,525	87,061	3% adjustment
	Snow/ice removal program	52,793	28,389	29,241	3% adjustment
	<b>Total Road, Gutter and Sidewalk Maintenance</b>	<b>129,548</b>	<b>112,914</b>	<b>116,302</b>	
Streetlights	Streetlight Maintenance	63,695	43,775	47,198	Adjust for some one time replacement project
	<b>Total Streetlights</b>	<b>63,695</b>	<b>43,775</b>	<b>47,198</b>	
Other UBCPT Costs	Electricity	92,938	94,520	97,356	3% adjustment
	Others	41,893	36,779	32,882	Part time in house operation technician
	<b>Total Other UBC PT Costs</b>	<b>134,831</b>	<b>131,299</b>	<b>130,238</b>	
	<b>Total Common Area Maintenance</b>	<b>1,663,461</b>	<b>1,626,418</b>	<b>1,555,796</b>	
	<b>TOTAL ENGINEERING &amp; OPERATIONS SERVICES</b>	<b>1,858,496</b>	<b>1,819,208</b>	<b>1,760,371</b>	
<b><u>RECREATION &amp; CULTURE SERVICES</u></b>					
Operating Costs - Fields		23,131	25,600	31,368	Contracted maintenance to Field turf 2 times/year
Operating Cost - Wesbrook Community Centre					
	Janitorial	139,611	148,162	135,886	Janitorial contract and supply
	Waste Removal	27,815	35,475	35,475	
	Security	4,266	5,084	3,000	Adjust to actual
	Utilities	59,869	72,277	72,277	
	Amortization WCC	130,302	107,069	147,844	Adjust to actual
	Water & Sewer	36,087	46,949	77,336	based on actual usage 24/25
	Misc. Supplies	158	3,577	3,577	
	Fitness Centre Maintenance WCC	4,819	8,000	6,000	Changes of structure & quarterly maintenance schedule
	Elevator Maintenance	3,874	4,216	3,767	Actual usage plus growth
	Building Maintenance	6,479	16,480	16,974	3% adjustment
	Site Supervisor	67,834	56,650	41,650	New Technician replace some internal handman work
	Office Expense	5,867	5,638	5,807	3% adjustment
	Fire & Emergency	26,314	17,795	17,795	
	Operating Costs - Others	37,123	39,923	41,121	3% adjustment
	Phone & Credit Card Line	8,090	5,520	5,520	Fixed cost for 36 months term
	Office Supplies	15,630	8,862	9,128	3% adjustment
	<b>Total Wesbrook Community Centre</b>	<b>574,159</b>	<b>581,677</b>	<b>623,157</b>	
Operating Cost - Old Barn Community Centre					
	Internet	3,082	5,019	3,174	Adjust to actual
	Janitorial	60,492	70,146	73,172	new contract price plus supplies
	Waste Removal	19,810	32,724	22,015	Adjust to actual
	Security	720	2,163	2,163	

Gas	2,409	2,033	2,033	-
Hydro	10,294	15,034	15,034	-
Water & Sewer	15,361	18,540	19,096	3% adjustment
Misc. Supplies	1,395	6,201	6,201	-
Elevator Maintenance	4,776	4,878	5,024	3% adjustment
Building Maintenance	15,474	9,396	6,517	Actual usage plus growth
				4 - quarterly maintenance bookings (averaging \$750) added warranty, and preventative maintenance, should reduce over all requirements.
Fitness Centre Maintenance	3,768	6,700	5,000	requirements.
Site Supervisor	45,597	32,960	32,960	-
Office Expense	1,436	4,385	4,516	3% adjustment
Fire & Emergency	11,440	7,017	7,017	-
Property Tax	19,036	19,607	19,607	-
Amortization OBCC	20,686	28,681	21,875	Adjust to actual
Operating Costs - Others	5,955	8,240	8,240	-
Phone & Credit Card Line	3,267	2,640	2,719	3% adjustment
Office Supplies	3,367	5,000	5,150	3% adjustment
<b>Total Old Barn Community Centre</b>	<b>248,363</b>	<b>281,364</b>	<b>261,513</b>	
Recreation Salaries & Benefits				
Community Centres Full Time Salaries & Wages	523,270	610,468	738,751	Adding full time admin assistant position
Community Centres Part Time Salaries & Wages	557,332	700,987	715,837	
Community Centres Benefits	163,502	217,916	223,428	
<b>Recreation Salaries &amp; Benefits</b>	<b>1,244,104</b>	<b>1,529,371</b>	<b>1,678,016</b>	
Programming				
Community Centre Programming WCC	82,848	110,000	178,912	Increase associated to adjustment of inflation / materials are more expensive and actual numbers
Community Centre Programming	-	5,000	-	
Utown Collaborative Programming	65,243	95,000	95,000	
Safe & Connected Community Coordinator (SCCC)	68,078	90,000	90,000	
Program Instructors	548,730	498,908	425,603	Reduced instructors associated costs, while focussing on maxing out profitable classes.
Community Events	33,751	65,000	75,000	
Online S/C	41,640	39,900	39,900	
Program Guide	33,745	31,675	32,626	
<b>Total Programming</b>	<b>874,035</b>	<b>935,483</b>	<b>937,041</b>	
Community Access				
Vancouver Public Library	89,700	90,000	117,000	
<b>Total Community Access</b>	<b>89,700</b>	<b>90,000</b>	<b>117,000</b>	

Community Support	Community Garden Committee Supplies	3,061	3,739	2,000	Adjust to actual
	Multicultural Event Support	13,164	-	22,500	
	Children's Garden	1,831	2,493	2,000	Adjust to actual
		3,531	10,000	10,000	CEAC and other committees support
	General Committee Support				Requested \$15000 - Newcomers Budget - Requested \$10000 -
	Volunteer Support	16,234	17,000	36,500	Addition to Volunteer, due to the success of program and dramatic shift in overall number of individual volunteers
	Neighbours Day	24,082	17,000	-	
	Try-it Week	-	-	5,000	Try-it week returns 2x a year, associated cost are to cover, instructor (Fitness) expenses.
	Community Sponsorship Program	18,440	27,000	27,000	
	<b>Total Community Support</b>	<b>80,343</b>	<b>77,232</b>	<b>105,000</b>	
<b>TOTAL RECREATION &amp; CULTURE SERVICES</b>		<b>3,133,835</b>	<b>3,520,726</b>	<b>3,753,095</b>	

#### GENERAL & ADMINISTRATIVE SERVICES

Administration Salaries and Benefits					
Management Salaries	691,916	748,460	771,890		
Non-Management Salaries	735,524	845,643	1,003,121	New technician, new HR and Social Media Specialist change to full time to support operations	
Extended Benefits	223,884	244,323	302,530		
<b>Total Administration Salaries &amp; Benefits</b>	<b>1,651,324</b>	<b>1,838,426</b>	<b>2,077,541</b>		
Sustainability					
Program Cost	18,709	31,400	82,000	Include new toy box project to promote reuse toy locally and \$60K for sustainability audit	
Recycling Centre Operations	6,627	18,310	12,000	Adjust to actual	
Sustainability - Dog Waste Disposal	8,852	10,858	12,487	Adjust to actual	
Sustainability - Waste Disposal	17,460	25,184	25,939	3% adjustment	
Education/Sustainability Communication	680	24,970	5,000	Adjust to actual	
<b>Total Sustainability</b>	<b>52,328</b>	<b>110,722</b>	<b>137,426</b>		
Professional Fees					
Legal Fees	39,863	40,000	35,000		
Consulting Fees	46,172	40,000	50,000		
Audit Fees	21,034	22,000	22,660		
Contractor Fees	25,017	21,000	21,630		
Hiring Fees	614	5,000	5,000		
<b>Total Professional Fees</b>	<b>132,700</b>	<b>128,000</b>	<b>134,290</b>		
General Operating Services					
Berton Operating Cost	4,864	4,693	4,693		
Bank Fees and Service Charges	3,469	4,466	4,500		

Conferences, Travel & Training	35,322	46,000	43,000	
Amortization	83,315	101,120	69,152	Adjust to actual
Deferred Amortization	(22,223)	(22,222)	(22,222)	
Internet/Email	3,082	8,263	3,174	Adjust to actual
IT Services	96,263	153,492	172,070	Includes security documentation IT health check, Canada 311, Finance & HR software, backup system, DNS service
Insurance	212,566	247,500	201,871	Estimated based on broker estimation with 5% increases
Postage & Courier	890	1,935	1,935	
Office Supplies	9,166	7,941	8,179	
Office Equipment	4,184	6,065	3,470	Actual usage plus growth
Office Rent	81,014	140,232	90,780	Extension of existing rent based on agreement plus CAM
Miscellaneous	6,842	5,150	5,305	3% adjustment
Staff Engagement	13,088	13,000	13,000	
Telephone/Fax/Cellular	19,280	24,514	24,500	adjust to reflect actual cost
Board Projects	-	-	190,000	Set money aside for Board directed projects
<b>Total General Operating Services</b>	<b>564,023</b>	<b>742,149</b>	<b>813,406</b>	
Communications				
General Communications	30,728	36,094	52,177	Inflation 3% and 25th anniversary mini documentary
Consultation and Engagement	7,823	10,815	11,139	
Newspaper	24,125	77,950	63,425	Include the new campus resident writers in residence program in \$5K & newspaper website development \$5K
Websites	48,994	48,000	49,440	
General Marketing & Promotions	43,416	30,470	37,384	Inflation plus \$6K for special event material including 25th anniversary
<b>Total Communications</b>	<b>155,086</b>	<b>203,329</b>	<b>213,565</b>	
Public Engagement				
General Meeting	32,595	10,000	10,000	No election for next fiscal
Hospitality	5,544	8,000	8,000	
Stipend for Elected Directors	40,773	56,000	57,680	
<b>Total Public Engagement</b>	<b>78,912</b>	<b>74,000</b>	<b>75,680</b>	
<b>TOTAL GENERAL &amp; ADMINISTRATIVE SERVICES</b>	<b>2,634,373</b>	<b>3,096,626</b>	<b>3,451,908</b>	

<b>TOTAL OPERATING EXPENDITURES</b>	<b>7,626,704</b>	<b>8,436,561</b>	<b>8,965,374</b>
<b>SURPLUS OR (DEFICIT) FROM OPERATIONS</b>	<b>283,474</b>	<b>(0)</b>	<b>0</b>
<b>TRANSFERS FROM RESERVES AND RESTRICTED / UNRESTRICTED NET ASSETS</b>			
Transfer from Rate Stabilization or Contingency	-	-	-
Transfer from Restricted Net Assets		-	-
Transfer from Unrestricted Net Assets			
<b>BALANCE</b>	<b>283,474</b>	<b>0</b>	<b>0</b>

**University Neighbourhoods Association (UNA)**  
**Capital Budget 2026-27 (Summary) - Draft II**

University Neighbourhoods Association (UNA)	2024-25	2025-26	2026-27
	ACTUAL	BUDGET	DRAFT BUDGET
Leasehold Improvements	31,312	-	50,000
Furniture, Fixtures & Equipment	34,225	64,000	80,800
Computer Software & Hardware	98,182	40,200	47,600
Website	15,750	-	8,500
Multi Media Equipment	3,103	-	3,500
Recreational & Fitness Equipment	-	32,500	-
Parks & Roadway Enhancement	23,501	185,000	175,000
<b>TOTAL CAPITAL PROJECTS COSTS</b>	<b>\$ 206,073</b>	<b>\$ 321,700</b>	<b>\$ 365,400</b>
<b>TRANSFERS FROM RESERVES, UNRESTRICTED NET ASSETS &amp; OTHERS</b>			
Transfer from Unrestricted Net Assets	206,073	-	-
Transfer from UNA Capital Reserve		321,700	365,400
<b>BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

University Neighbourhoods Association (UNA)  
Capital Budget 2026-27 (Detailed) - Draft II

	ACTUAL 2024-25	BUDGET 2025-26	DRAFT BUDGET 2026-27	COMMENT
	TOTAL	TOTAL	TOTAL	
<b><u>CAPITAL PROJECTS</u></b>				
<b>Leasehold Improvements</b>				
Leasehold Improvements (WCC)	21,633	-	50,000	Gymnasium Floor Resurfacing
Old Barn - Tenant Improvements (OBCC)	9,679	-		
<b>Total</b>	<b>31,312</b>	-	<b>50,000</b>	
<b>Furniture, Fixtures &amp; Equipment</b>				
Old Barn - Furniture, Fixtures, equip		20,000	26,250	Shelving Upgrade, OBCC Chairs Replacement
Wesbrook - Furniture, Fixtures, Equip	34,225	44,000	54,550	Shelving Upgrade, Branded Tents, Jobsite Box, Metal Picnic Tables, Event Equipment Upgrade, Tables/Desks in lounge and teen centre replacement
<b>Total</b>	<b>34,225</b>	<b>64,000</b>	<b>80,800</b>	
<b>Computer Software &amp; Hardware</b>				
Computer Hardware	14,145	40,200	27,600	Computer Hardware & Teams Panel for all Boardrooms
Old Barn - Comp HW	2,853	-	-	
Wesbrook - Computer HW	81,184	-	20,000	CCTV Upgrade WCC NVR/DVR
<b>Total</b>	<b>98,182</b>	<b>40,200</b>	<b>47,600</b>	
<b>Website</b>	<b>15,750</b>	-	8,500	Website Calendar and Stacks Improvements
<b>Multi Media Equipment</b>	<b>3,103</b>	-	3,500	Video Production Equipment Package
<b>WCC - Recreation &amp; Fitness Equipment</b>		32,500	-	
<b>Parks &amp; Roadway Enhancement</b>	<b>23,501</b>	<b>185,000</b>	<b>175,000</b>	Shade Structure & Pathway Lightings Upgrade
<b>Total Capital Costs</b>	<b>206,073</b>	<b>321,700</b>	<b>365,400</b>	
<b>TOTAL CAPITAL PROJECTS COSTS</b>	<b>(206,073)</b>	<b>(321,700)</b>	<b>(365,400)</b>	
<b>TRANSFERS FROM RESERVES, UNRESTRICTED NET ASSETS &amp; OTHERS</b>				
Transfer from Unrestricted Net Assets	206,073	-	-	
Transfer from UNA Capital Reserve		321,700	365,400	
<b>BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**Report Date:** February 9, 2026  
**Meeting Date:** February 17, 2026  
**From:** Athena Koon, Finance Manager  
**Subject:** Community Field Replacement Reserve

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## Background

The Wesbrook Community Field is owned by UBC and licenced to the Vancouver School Board (VSB) for exclusive school usage during school hours, while the UNA manages the availability outside of these hours. The UNA serves as the facility manager responsible for the day-to-day maintenance, operations, and support booking system arrangement. This arrangement is addressed in two agreements applicable to the UNA:

1. UBC-VSB University Hill Playfield Joint Use Agreement
2. Wesbrook Place Artificial Playfield License.

Based on the agreements, there is also a Community Field Replacement Reserve (the "Field Reserve"), which is funded annually by both the UNA (60%) and the VSB (40%).

The previous agreement expired in the 2023/24 fiscal year. The new agreement specifies that contributions to the Field Reserve will be made over a 10-year period, from 2024/25 to 2033/34.

Under the current arrangement, UBC holds the Community Field Replacement Reserve as part of the Neighbours' Fund, while the UNA holds the VSB's annual contribution in its own accounts.

As directed by UBC Finance, the Community Field Replacement Reserve is considered a separate entity from the other Neighbours' Fund reserves and therefore requires a UNA Board resolution to authorize the transfer of funds.

This report recommends a total transfer of \$130,000 to the Community Field Replacement Reserve, consisting of \$60,000 for 2024/25 and \$70,000 for 2025/26. Both amounts have been included in the UNA's annual budgets, and the corresponding amounts have also been factored in as deductions when billing UBC for the Neighbours' levy for the current fiscal year.

## Decision Requested

1. THAT the Board agree to allow UBC to transfer the total amount of \$130,000 to the Community Field Replacement Reserve in the Neighbours' Fund for the two fiscal year 2024/25 and 2025/26.

## Discussion

The previous contribution agreement expired in the 2023/24 fiscal year. The contribution under the new agreement was based on an estimated cost of replacing the field at the end of its useful life (approximately 10 years), with an adjustment for inflation.

At the time, it was agreed to include a placeholder amount of \$75,000 for budgeting and operational purposes for 2024/25, until the new agreement was finalized. Discussions for the new agreement continued and were not concluded until around August 2025, with agreement reached by UBC, VSB, and the UNA.

**The UNA – VSB Annual Replacement Contribution Schedule is as follows:**

	Year	UNA (60%)	VSB (40%)
Year 1	2024	\$ 60,000	\$ 40,000
Year 2	2025	\$ 70,000	\$ 47,000
Year 3	2026	\$ 70,000	\$ 47,000
Year 4	2027	\$ 70,000	\$ 47,000
Year 5	2028	\$ 70,000	\$ 47,000
Year 6	2029	\$ 70,000	\$ 47,000
Year 7	2030	\$ 70,000	\$ 47,000
Year 8	2031	\$ 70,000	\$ 47,000
Year 9	2032	\$ 70,000	\$ 47,000
Year 10	2033	\$ 70,000	\$ 47,000

As a motion is required annually to note the transfer of funds, but the agreement was only finalized in August 2025, a total transfer of \$130,000 was made this year to cover both Year 1 and Year 2. Beginning next year, the request should be for Year 3 only, in the total amount of \$70,000.

## Financial Implications

None

## Operational Implications

None

## Strategic Objective

None

## Attachments



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**UNA BOARD MEETING  
OPEN SESSION**

None

**Concurrence**

None

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Athena Koon'.

Athena Koon  
Finance Manager

A handwritten signature in black ink, appearing to read 'Paul Thorkelsson'.

Paul Thorkelsson  
Chief Administrative Officer

**Report Date:** February 6, 2026  
**Meeting Date:** February 17, 2026  
**From:** Athena Koon, Finance Manager  
**Subject:** 2025/26 Q3 Financial Results Report

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## Background

Financial report highlights for fiscal 2025/26 Q3 are as follows:

### Revenue

- As reported in Q2, the actual Neighbours Levy for 2025 remains unchanged at \$10.55 million. Contributions to Reserves also remain consistent with the Q2 report. The only cost impacting the Neighbours Levy available to the UNA in the Q3 update is the Urban Forest cost, which is expected to be approximately \$40,000.
- After accounting for all mandatory contributions, withdrawals, and GST, the total Neighbours Levy funds available to the UNA amount to \$6.13 million. This represents an increase of approximately 3.1% compared to the previously projected \$5.94 million.
- Any variances in the Neighbours Levy or UBC withdrawals will impact the amount billed to UBC for the fiscal year. As outlined in the Neighbours Agreement 2024 (NA2024), all actual adjustments will be reflected in the Q4 installment billing.
- Total Recreation and Culture revenue for Q3 is performing slightly above budget at 76%, compared to the Q3 benchmark of 75% of the annual budget. Negative variances in playing field and park rentals have been offset by strong program performance. Overall, there are no significant variances, and the section remains on track to meet its financial targets.
- Total Other Revenue for Q3 is at 77%, exceeding the benchmark of 75%. Parking revenue is higher than projected, primarily due to increased car-share parking income. Miscellaneous revenue is also slightly above budget, largely due to higher interest income. Common Area Maintenance Support (UBCPT), which is billed to UBC monthly, remains on budget for Q3.
- External Grants and Other Funding are at 95%, with the variance primarily attributable to the timing of receipts for four major grants—Seniors, Youth, Connected Programming, and Canada Summer Jobs—which together represent

85% of the total budget in this category. Only a minimal amount of miscellaneous funding is expected for the remainder of the fiscal year.

- Total Revenue at the end of the Q3 stands at 76%, slightly above the target of 75% for the quarter.

### Expenditures

Total expenditures at the end of Q3 are at 72%, compared to the target of 75%. Overall spending remains on track and is expected to be under budget for the remainder of the fiscal year.

- Total Engineering and Operations Services expenses for Q3 are at 78% of the annual budget.
  - o Parking and Emergency Management: Expenditures are at 64%, as the 311 municipal service ticketing system remains under development and is expected to be completed in Q4, at which time related costs will increase.
  - o General Maintenance: This line item is project oriented and year to date expenses for Q3 is at 86%. Repair was completed in Smith Park and no other major project is expected in Q4 and should stay within budget for the fiscal year.
  - o Road, Gutter and Sidewalk Maintenance: Expenditures are at 97% as of Q3, driven by repair projects across the neighbourhood, including the Hampton Roundabout repair. A mild winter and lower weather-related costs, such as snow removal, are expected to partially offset these expenditures.
  - o Streetlights: Expenditures are higher than average due to increased repair activity for street and pathway lighting.
- Total Recreation & Culture Services expenses are at 73% of budget for Q3:
  - o Old Barn Community Centre: Expenditures are at 61%, compared to the Q3 benchmark of 75%, due to lower overall maintenance costs to date. This section is projected to remain under budget for the fiscal year.
  - o Community Access - Vancouver Public Library (VPL) Fees: Costs are under budget at 80% for Q3. Overall expenditures are now projected to be approximately 7% above the annual budget by fiscal year-end. For the upcoming fiscal year, we have collaborated with VPL to obtain usage data to support more accurate budget planning.

- Community Support: Expenditures are at 91%, primarily due to major community events, including Canada Day, Neighbours Day, Diwali, and the Winter Masquerade, occurring in the first three quarters. Overall, spending in this category is expected to remain close to budget by year-end.
- Total General Operations Services expenses are at 66% of budget for Q3.
  - Sustainability: Expenditures have been impacted by staff turnover, with the Specialist position remaining vacant until the end of Q2. Costs are also seasonal and expected to increase in spring. Despite this, the line item is projected to remain under budget for the fiscal year.
  - Professional Fees: Expenditures are at 97% in Q3, as most consulting work was completed in the first half of the year. This category is forecasted to be slightly above budget by year-end.
  - General Operations Services: The expenses are expected to be under budget by this fiscal as two of the major expenses budgeted; insurance and office rent are going to be under budget.
  - Communications: Expenditures are at 65% for Q3, primarily due to lower-than-expected newspaper costs. Overall, spending is expected to remain under budget for the fiscal year.
  - Public Engagement: This category includes AGM costs and Board stipend payments. The majority of these expenditures occur in Q3, and spending is expected to remain within budget for Q4.

### **Decision Requested**

For Information.

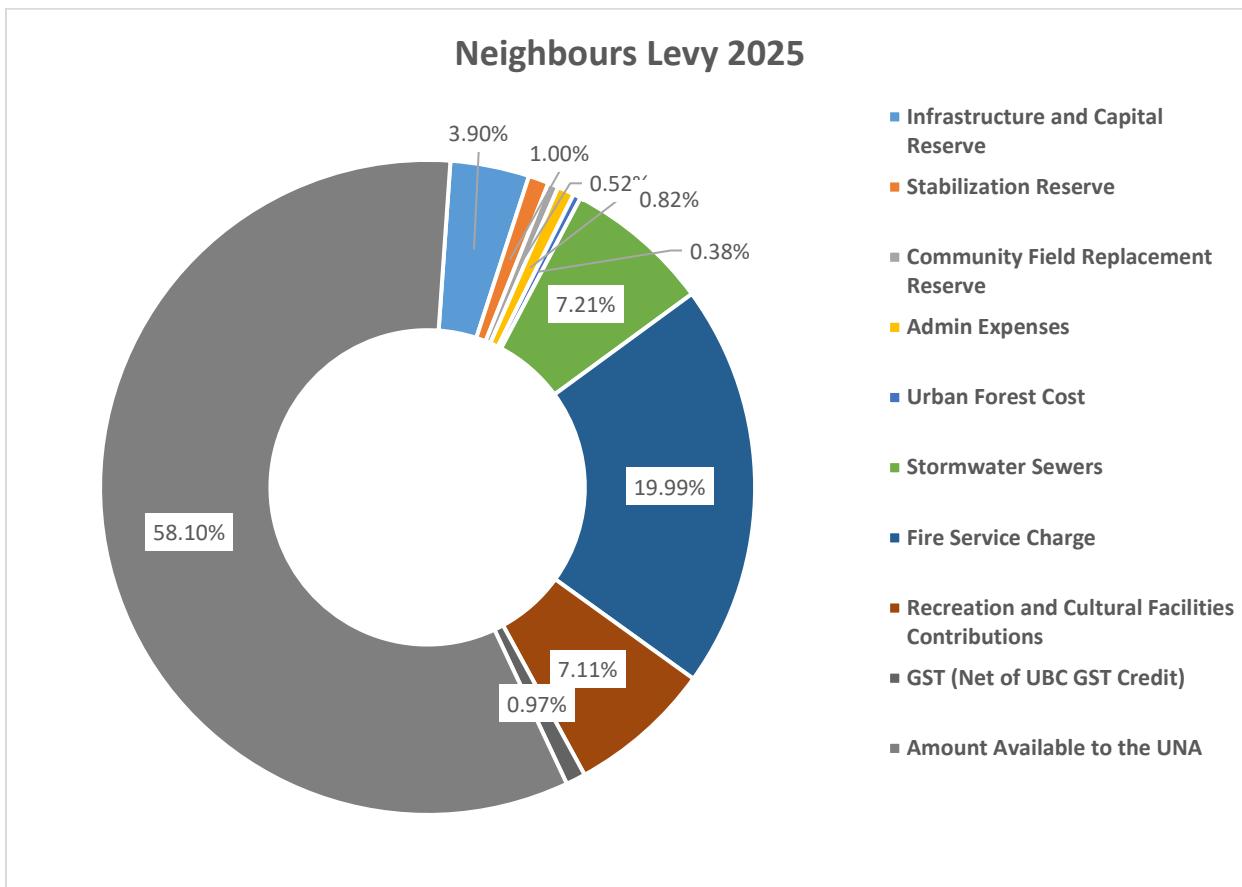
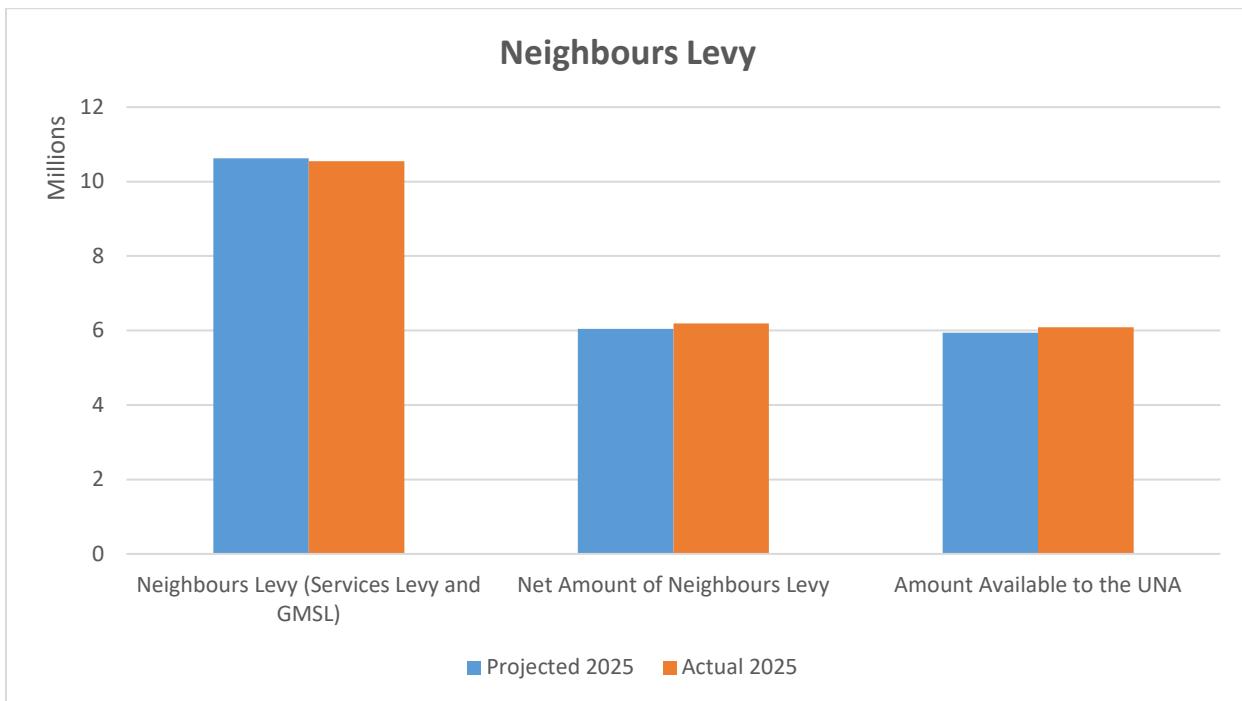
**Discussion:**

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

	Projected 2025	Actual 2025	Variance
<b>Neighbours Levy (Services Levy and GMSL)</b>	<b>10,625,000</b>	<b>10,547,310</b>	<b>-0.7%</b>
<b>Contributions to Reserves</b>			
Infrastructure and Capital Reserve <sup>1</sup>	-414,375	-411,345	-0.7%
Stabilization Reserve	-106,250	-105,473	-0.7%
Community Field Replacement Reserve <sup>2</sup>	0	15,000	
Community Field Replacement Reserve <sup>2</sup>	-75,000	-70,000	-6.7%
<b>Total Contributions to Reserves</b>	<b>-595,625</b>	<b>-571,818</b>	<b>-4.0%</b>
<b>UBC Withdrawals</b>			
Admin Expenses <sup>3</sup>	-87000	-87,000	0.0%
Urban Forest Cost <sup>4</sup>	-80000	-40,000	-50.0%
Stormwater Sewers	-760,000	-760,000	0.0%
Fire Service Charge	-2,227,799	-2,108,524	-5.4%
Recreation and Cultural Facilities	-833,377	-750,039	-10.0%
Contributions			
<b>Total UBC Withdrawals</b>	<b>-3,988,176</b>	<b>-3,745,563</b>	<b>-6.1%</b>
<b>Net Amount of Neighbours Levy</b>	<b>6,041,199</b>	<b>6,229,928</b>	<b>3.1%</b>
<b>GST (Net of UBC GST Credit)</b>	<b>-99,036</b>	<b>-102,130</b>	<b>3.1%</b>
<b>Amount Available to the UNA</b>	<b>\$5,942,163</b>	<b>\$6,127,798</b>	<b>3.1%</b>

**Notes:**

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



**Summary of Revenue and Expenditure:**

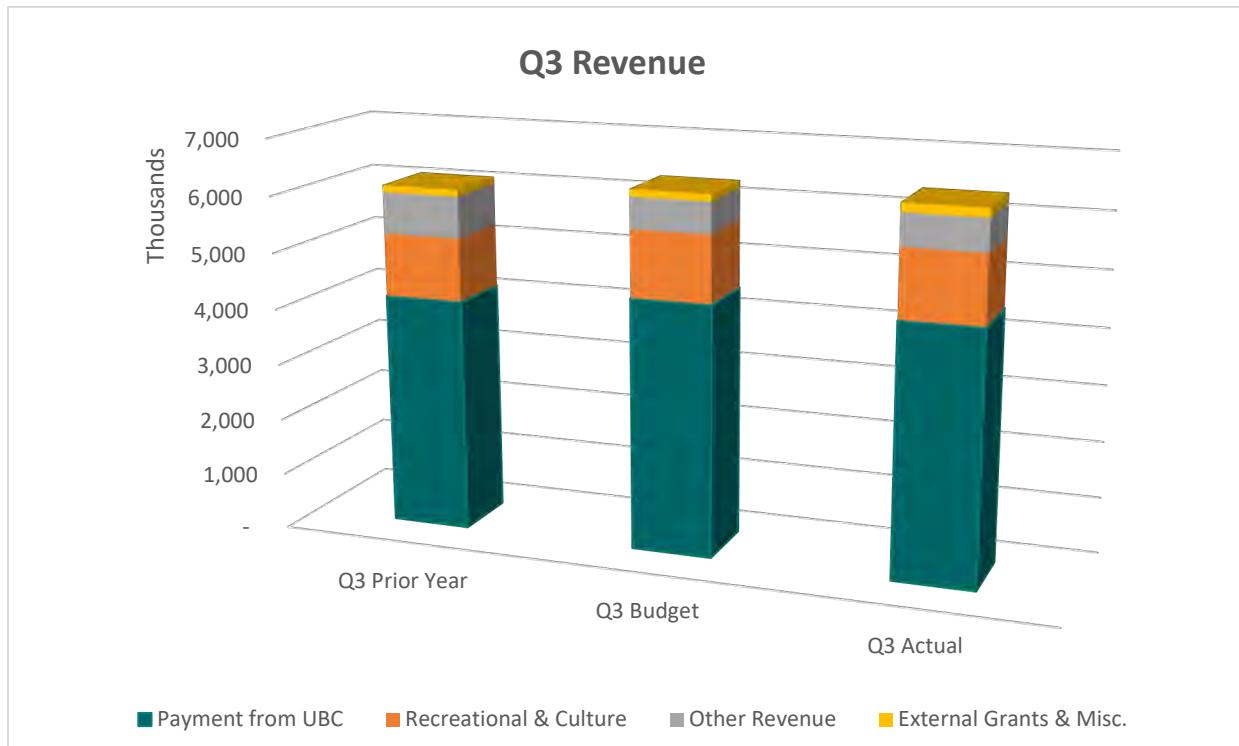
University Neighbourhoods Association Q3 Result	2025-26 BUDGET	2025-26 Q3 Budget (at 75%)	% Act/Bud	2025-26 Actual	Prior Year	Projection Mar 2026	Q3 Actual vs Total Revenue %
<b>REVENUE</b>							
<b>Payment from UBC</b>							
Neighbours Levy	5,942,163	4,456,622	75%	4,456,623	4,140,123	6,127,798	70%
<b>Total Payment From UBC</b>	<b>5,942,163</b>	<b>4,456,622</b>	75%	<b>4,456,623</b>	<b>4,140,123</b>	<b>6,127,798</b>	70%
<b>Recreation &amp; Culture</b>							
Wesbrook Community Centre	347,000	260,250	80%	277,095	258,112	367,472	4%
Old Barn Community Centre	129,740	97,305	76%	99,154	94,009	131,685	2%
Programming	992,000	744,000	76%	753,380	702,821	975,707	12%
Playing Fields & Park Rentals	125,000	93,750	66%	81,919	72,331	108,825	1%
<b>Total Recreation &amp; Culture</b>	<b>1,593,740</b>	<b>1,195,305</b>	76%	<b>1,211,548</b>	<b>1,127,273</b>	<b>1,583,689</b>	19%
<b>Other Revenue</b>							
Parking	50,000	37,500	93%	46,461	123,244	61,050	1%
Miscellaneous	92,158	69,119	78%	72,098	92,158	89,571	1%
Common Area Maintenance Support (UBCPT)	590,000	442,500	75%	442,501	517,500	590,000	7%
<b>Total Other Revenue</b>	<b>732,158</b>	<b>549,119</b>	77%	<b>561,060</b>	<b>732,902</b>	<b>740,621</b>	9%
<b>Grants &amp; Other Funding</b>							
External Grants & Miscellaneous	168,500	126,375	95%	160,341	119,409	167,236	3%
<b>Total Grand &amp; Other Funding</b>	<b>168,500</b>	<b>126,375</b>	95%	<b>160,341</b>	<b>119,409</b>	<b>167,236</b>	3%
<b>TOTAL FUNDING SOURCES &amp; REVENUE</b>	<b>8,436,561</b>	<b>6,327,421</b>	76%	<b>6,389,571</b>	<b>6,119,706</b>	<b>8,619,345</b>	100%

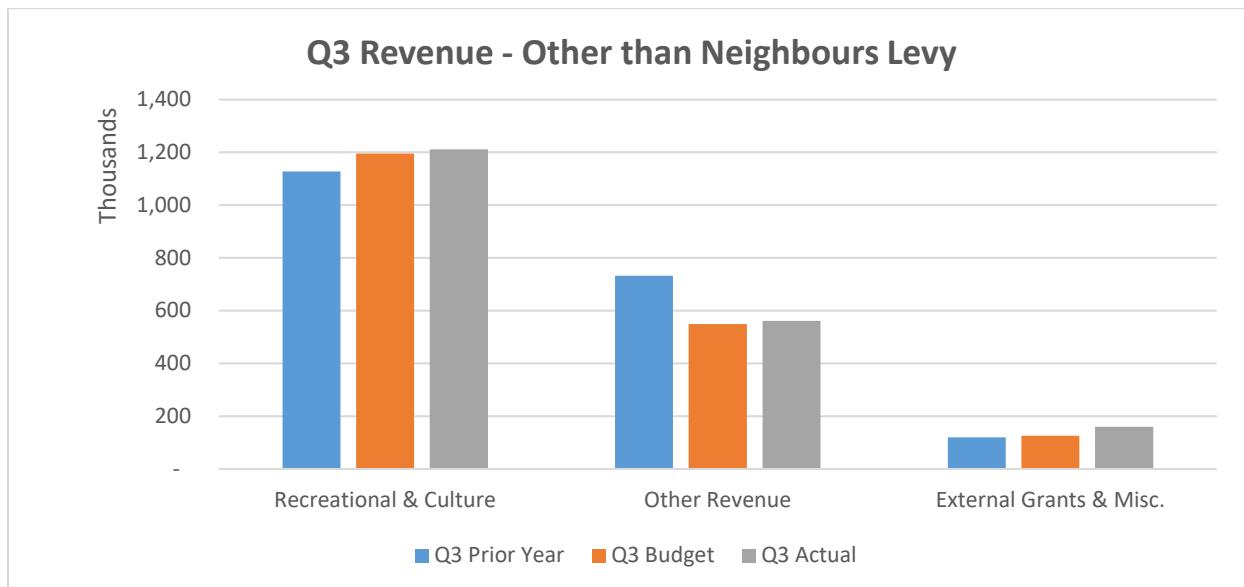
University Neighbourhoods Association  Q3 Result	2025-26	2025-26 Q3 Budget (at 75%)	%	2025-26		Projection	Q3 Actual vs Total Expenditure %
	BUDGET	Act/Bud	Actual	Prior Year	Mar 2026		
<b>EXPENDITURES</b>							
Engineering & Operations Services							
Parking & Emergency Management	144,592	108,444	64%	92,453	96,571	173,271	1.5%
General Maintenance	48,198	36,149	86%	41,344	48,855	50,000	0.7%
Landscaping Road, Gutter and Sidewalk Maintenance	1,338,430	1,003,823	77%	1,035,821	839,615	1,357,132	17.1%
Streetlights	112,914	84,686	97%	109,983	59,566	153,111	1.8%
Electricity Other Common Area Maintenance Costs	43,775	32,831	92%	40,479	47,583	48,575	0.7%
	94,520	70,890	81%	76,276	61,605	101,701	1.3%
Maintenance Costs	36,779	27,584	74%	27,194	16,370	54,388	0.4%
<b>Total Engineering &amp; Operations Services</b>	<b>1,819,208</b>	<b>1,364,406</b>	<b>78%</b>	<b>1,423,550</b>	<b>1,170,165</b>	<b>1,938,178</b>	<b>23.5%</b>
Recreation & Culture Services							
Fields	25,600	19,200	72%	18,527	18,189	24,703	0.3%
Wesbrook Community Centre	581,677	436,258	77%	449,828	415,414	583,648	7.4%
Old Barn Community Centre	281,364	211,023	61%	171,804	184,568	224,405	2.8%
Recreation Salaries & Benefits	1,529,371	1,147,028	70%	1,077,457	930,996	1,496,610	17.8%
Programming	935,483	701,612	77%	717,831	631,858	957,108	11.9%
Community Access	90,000	67,500	80%	72,152	67,275	96,203	1.2%
Community Support	77,232	57,924	91%	69,905	40,268	85,964	1.2%
<b>Total Recreation &amp; Culture Services</b>	<b>3,520,727</b>	<b>2,640,545</b>	<b>73%</b>	<b>2,577,503</b>	<b>2,288,568</b>	<b>3,468,640</b>	<b>42.6%</b>
General Operation Services							
Administration Salaries & Benefits	1,838,426	1,378,820	70%	1,290,361	1,229,323	1,750,482	21.3%
Sustainability	110,722	83,042	39%	42,663	40,809	56,883	0.7%
Professional Fees	128,000	96,000	97%	123,765	95,629	145,867	2.0%
General Operating Services	742,149	556,612	52%	386,687	457,694	570,768	6.4%

Communications	203,329	152,497	65%	131,940	113,593	169,558	2.2%
Public Engagement	74,000	55,500	93%	69,177	75,859	70,677	1.1%
<b>Total General Operation Services</b>	<b>3,096,626</b>	<b>2,322,470</b>	66%	<b>2,044,594</b>	<b>2,012,907</b>	<b>2,764,235</b>	33.8%
<b>TOTAL EXPENDITURES</b>	<b>8,436,561</b>	<b>6,327,421</b>	72%	<b>6,045,647</b>	<b>5,471,640</b>	<b>8,171,052</b>	100%
<b>BALANCE SURPLUS (OR DEFICIT)</b>	<b>-</b>	<b>-</b>		<b>343,924</b>	<b>648,066</b>	<b>448,292</b>	

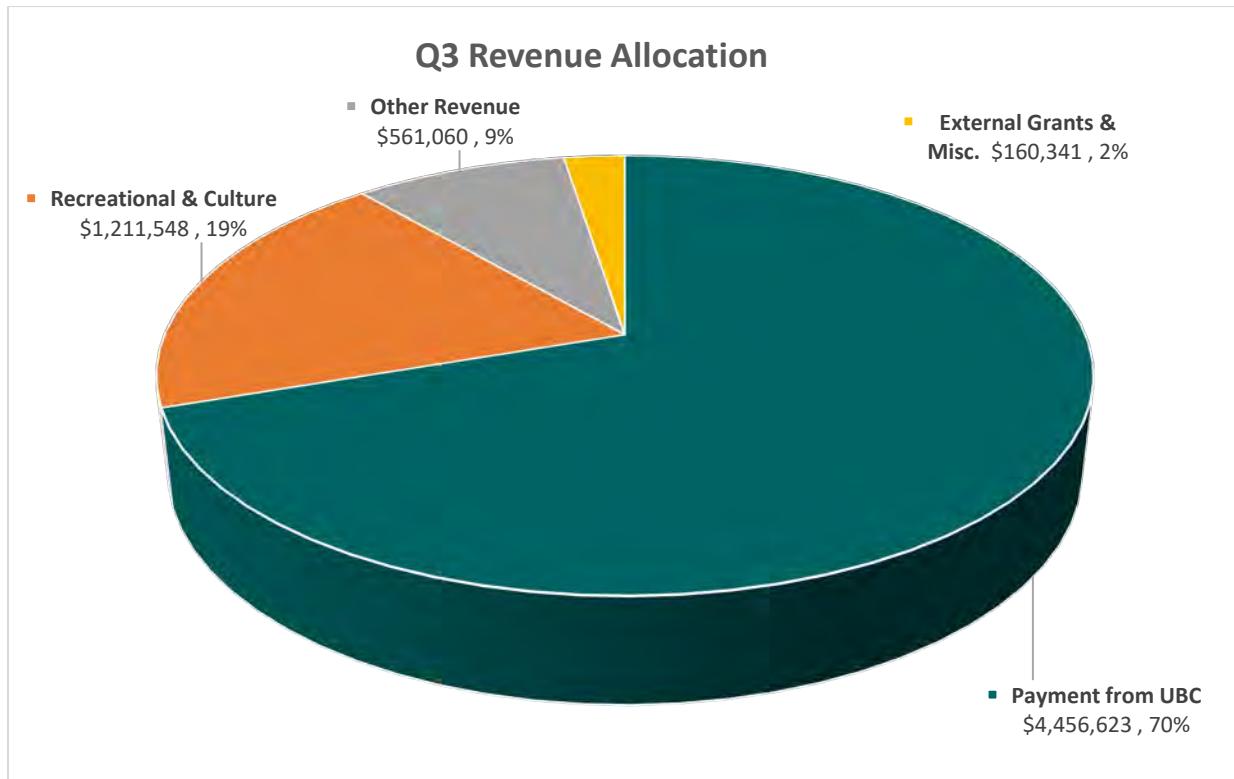
These supplementary notes are provided as background information for the financial performance during fiscal year 2025/26.

### Revenue for Fiscal 2025/26 (Q3):

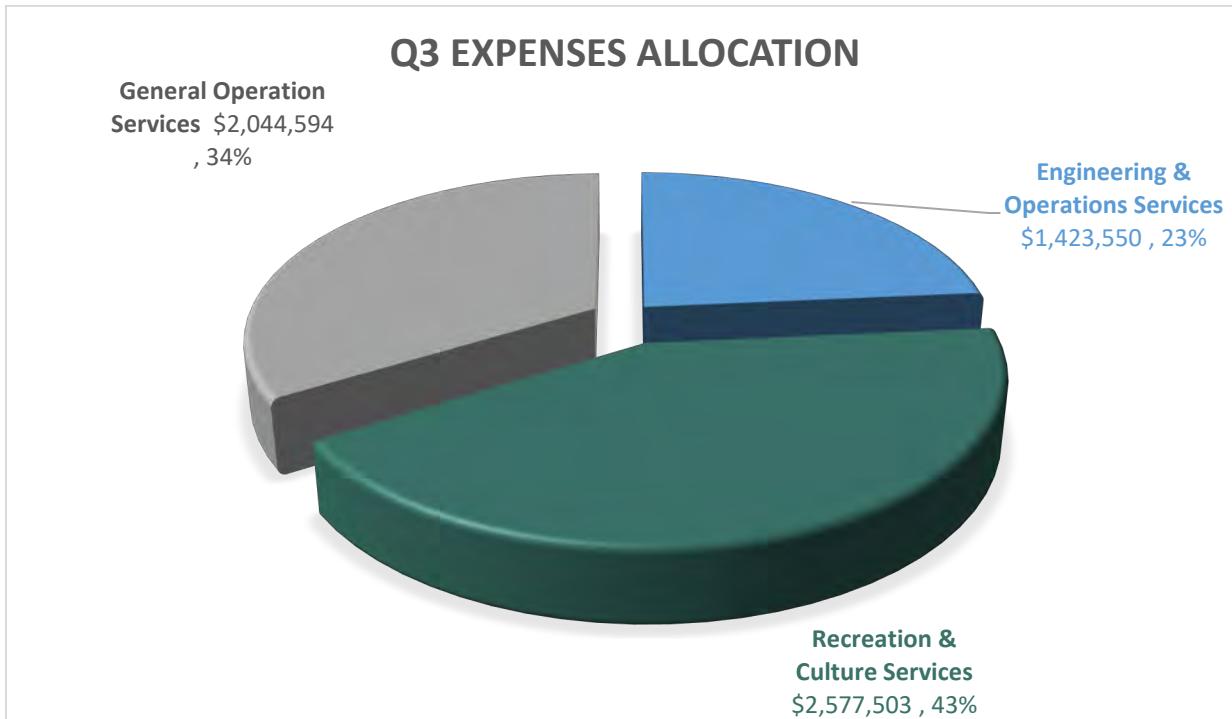




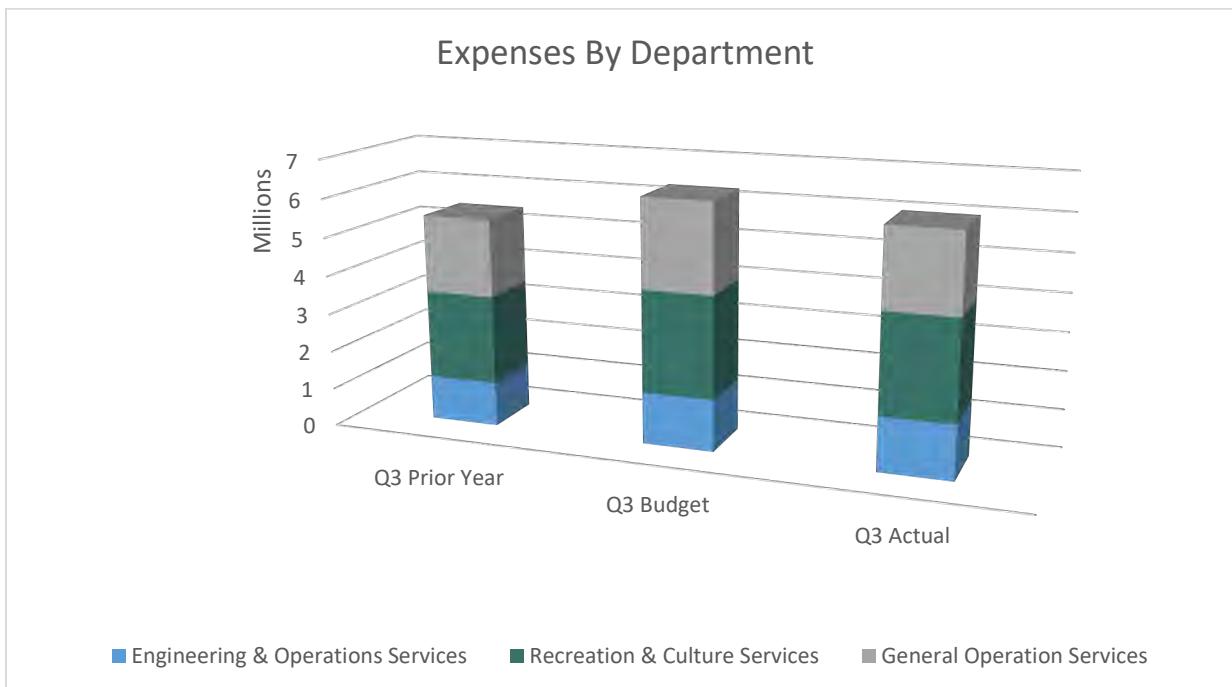
**Revenue Allocation for Fiscal 2025/26 (Q3):**



Expenses Allocation for Fiscal 2025/2026 (Q3):



Total Expenses Comparison for Fiscal 2025/26 (Q3):



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

Vendor	2025 Q3 Total	Payment Date	Amount	Description
Ainsworth Inc. (formerly ESC Automation Inc.)	\$73,217	10/22/2025 11/05/2025 11/14/2025 11/21/2025 12/11/2025 12/12/2025 12/23/2025	\$ 18,340 \$ 3,544 \$ 10,505 \$ 4,587 \$ 31,817 \$ 880 \$ 3,544	WCC / OBCC Building Maintenance
Badger Earthworks Ltd	\$253,872	10/03/2025 10/22/2025 10/29/2025 11/05/2025 11/14/2025 11/21/2025 11/26/2025 12/03/2025 12/12/2025 12/19/2025 12/23/2025	\$ 1,819 \$ 29,888 \$ 29,901 \$ 18,288 \$ 29,918 \$ 29,840 \$ 26,879 \$ 21,333 \$ 29,870 \$ 24,501 \$ 11,634	Landscaping Maintenance
BC Hydro	\$53,337	10/07/2025 10/28/2025 11/25/2025 12/18/2025	\$ 10,785 \$ 3,901 \$ 18,303 \$ 20,348	Electricity
Burnaby Blacktop Ltd.	\$52,898	12/02/2025	\$ 52,898	Hampton Roundabout Repaving job
Commissionaires BC	\$25,686	10/08/2025 10/29/2025 11/05/2025 11/21/2025 12/19/2025 12/23/2025	\$ 4,616 \$ 4,142 \$ 4,286 \$ 4,616 \$ 3,956 \$ 4,070	Security
Cutting Edge Vancouver Landscape Services Inc.	\$48,115	10/15/2025 11/21/2025 12/12/2025	\$ 16,787 \$ 15,637 \$ 15,691	Landscaping Maintenance
KOSHIMURA GARDENING SERVICE	\$30,033	10/15/2025 11/21/2025 12/19/2025	\$ 7,541 \$ 8,988 \$ 13,504	Landscaping Maintenance
Meridian Landscaping Ltd.	\$45,342	10/03/2025 11/05/2025 12/03/2025	\$ 19,315 \$ 17,351 \$ 8,676	Landscaping Maintenance

PerfectMind Inc.	\$26,365	10/03/2025 10/22/2025	\$ 560 \$ 25,805	Recreation Management
Rust Investments Ltd.	\$256,709	11/04/2025 12/11/2025	\$ 230,233 \$ 26,476	Landscaping - Park Development
Silverback Treeworks Ltd.	\$45,747	11/14/2025 12/02/2025	\$ 6,619 \$ 39,128	Chancellor Area Tree Pruning
Scandinavian Building Services Ltd	\$53,375	10/03/2025 10/08/2025 11/14/2025 12/03/2025	\$ 15,629 \$ 3,868 \$ 18,249 \$ 15,629	Janitorial
UBC Energy and Water Services	\$117,629	10/21/2025 11/14/2025 12/12/2025	\$ 113,026 \$ 2,482 \$ 2,122	Water Usage
Vancouver Public Library	\$48,100	10/14/2025	\$ 48,100	Library Service
Victor Canada	\$34,357	10/30/2025 11/25/2025 12/23/2025	\$ 11,320 \$ 10,760 \$ 12,277	Benefit Insurance

**Total Capital Items for Fiscal 2025/26 (Q3):**

Location	Budget	YTD Total	Amount	Comment
Wesbrook Community Center	\$76,500	\$83,080	\$1,091	Furniture & Fixture
			\$21,054	Computer & IT Equipment
			\$58,574	Tenant Improvement
			\$712	Wesbrook - Multimedia Equipment
			\$1,649	Recreation & Fitness Equipment
Old Barn Community Center	\$20,000	\$30,115	\$7,290	Furniture & Fixture
			\$ 4,231	Computer & IT Equipment
			\$18,593	Tenant Improvement
Office	\$40,200	\$26,923	\$26,923	Computer & IT Equipment
Park and Roadway Enhancement	\$185,000	\$8,811	\$8,811	Shading Structures in Parks
<b>Total</b>	<b>\$321,700</b>	<b>\$148,928</b>	<b>\$148,928</b>	

The majority of Q3 capital spending was related to boiler replacement, main office renovations, and furnace repairs. A stage has also been installed at OBCC, which can be easily set up and removed for events. Park and Roadway Enhancement projects are currently underway and are expected to be completed before the end of the fiscal year.

**UNA Balance Sheet as of December 31, 2025**

**University Neighbourhoods Association  
Balance Sheet**

As of Date:

12/31/2025

	Year To Date 12/31/2025	Prior Year To Date 12/31/2024	Prior Year End 03/31/2025
<b>Assets</b>			
Current Assets			
Cash and Cash Equivalents	1,849,951	1,853,633	1,550,708
Term Deposits	1,500,000	1,660,194	1,660,194
Accounts Receivable	259,345	148,665	172,291
Prepaid expense	151,131	137,395	152,013
<b>Total Current Assets</b>	<b>3,760,426</b>	<b>3,799,886</b>	<b>3,535,206</b>
Long-term Assets			
Capital Assets	2,765,936	2,763,519	2,617,846
Amortization	1,997,867	2,038,423	1,845,404
<b>Total Long-term Assets</b>	<b>768,069</b>	<b>725,096</b>	<b>772,441</b>
<b>Total Assets</b>	<b>4,528,495</b>	<b>4,524,982</b>	<b>4,307,647</b>
<b>Liabilities &amp; Net Assets</b>			
Liabilities			
Short-term Liabilities			
Accounts payable & accrued Liabilities	239,879	309,951	378,084
Deferred Income	447,676	461,656	523,830
<b>Total Short-term Liabilities</b>	<b>687,555</b>	<b>771,607</b>	<b>901,914</b>
Long Term Liabilities			
Deferred contributions	216,126	97,966	120,468
Deferred capital contributions	127,778	150,000	144,445
<b>Total Long Term Liabilities</b>	<b>(343,904)</b>	<b>(247,966)</b>	<b>(264,913)</b>
<b>Total Liabilities</b>	<b>1,031,460</b>	<b>1,019,573</b>	<b>1,166,827</b>
Net Assets			
Internally restricted	1,402,063	1,144,214	1,402,063
Invested in Capital Assets	640,291	575,096	627,996
Unrestricted Fund	1,454,682	1,786,100	1,110,761
<b>Total Net Assets</b>	<b>3,497,036</b>	<b>3,505,410</b>	<b>3,140,820</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>4,528,495</b>	<b>4,524,982</b>	<b>4,307,647</b>

**Financial Implications**

None.

**Operational Implications**

None.

**Strategic Objective**

None.

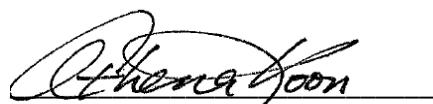
**Attachments**

None.

**Concurrence**

None.

Respectfully submitted,



Athena Koon  
Finance Manager



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Paul Thorkelsson  
Chief Administrative Officer

**Report Date:** February 06, 2026

**Meeting Date:** February 17, 2026

**From:** Wegland Sit, Operations Manager

**Subject:** UNA-YMCA Noble Park Childcare Sublicense Report

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## Background

Within the UNA local areas, UBC licenses the University Neighbourhood Association (UNA) to oversee the operation of two existing not-for-profit childcare facilities.

Currently, the YMCA manages these essential sites—the Wesbrook Childcare Centre and the Vista Point Childcare Centre—through a successful long-term partnership with the UNA.

With the upcoming opening of the Noble Park Childcare Facility at the Verve development in April 2026, the UNA is expanding its childcare portfolio to meet the growing needs of the community. This expansion is supported by the ChildCareBC New Spaces Fund and follows a licensing structure similar to existing agreements. This report details the specific terms of the new license agreement between the UNA and the YMCA, the transition of the head license from UBC, and the associated implementation plan for the facility's launch.

## Decision Requested

*THAT the Board approve the UNA - YMCA Verve Childcare Facility sublicense agreement and authorize the Chief Administrative Officer to execute the agreements.*

## Discussion

### YMCA Childcare Centres and the UNA

#### Wesbrook Childcare Centre

The Wesbrook Childcare Centre, an addition to the Wesbrook Community Centre at 3335 Webber Lane, provides 49 licensed childcare spaces for infants, toddlers, and preschool-aged children. Operated by the YMCA since 2020, this facility is a proud participant in the provincial [BC \\$10 a Day ChildCareBC Centres program](#).

#### Vista Point Childcare Centre

Located at 5825 Thunderbird Boulevard, the YMCA Vista Point Childcare Centre is the longest-serving childcare facility in the UNA area. It provides up to 18 childcare spaces

for children aged three through preschool since 2016. This facility is also a proud participant in the provincial [BC \\$10 a Day ChildCareBC Centres program](#).

### Noble Park Childcare Centre

Located at 5855 Binning Avenue within the Verve BRC 6 Development, the Noble Park Childcare Centre is projected to provide **37** new licensed childcare spaces. As the newest addition to the UNA's childcare portfolio, this facility is a strategic response to the community's growing need for affordable, conveniently located childcare. The construction of the centre was made possible through funding from the [ChildCareBC New Spaces Fund Major Capital Grants](#).

To ensure long-term affordability for residents, the YMCA is actively applying for key provincial funding programs, including the Child Care Operating Funding (CCOF), the Child Care Fee Reduction Initiative (CCFRI), and the ECE Wage Enhancement (ECE-WE). Furthermore, the YMCA has committed to applying for the **\$10-a-Day ChildCareBC** program as soon as the facility meets the eligibility criteria, which requires the centre to be operational and opted into CCOF for at least **12 months**. This commitment underscores the partnership's focus on maintaining accessible childcare rates for UNA families.

### **Key Milestones**

The development of the Noble Park Childcare Centre is progressing according to the following timeline:

Milestone	Status / Timeline
Provincial Funding Approval	Completed (March 2025)
Funding Agreement Execution	Completed (June 2025)
Commencement of Construction	Completed (August 2025)
Projected Construction Completion	February 2026
Building Occupancy Permit	Mid-to-Late February 2026
Anticipated Facility Opening	<b>April 2026 *updated*</b>

### **License Arrangement**

The licensing structure for the Noble Park Childcare Centre is modeled after the existing framework used for the Vista Point Childcare Facility. This arrangement involves a multi-party chain of agreements between UBC, UBC Properties Trust (UBCPT), and the UNA, where contractual obligations are passed through successive license or sublease agreements.

## Contractual Framework

The specific hierarchy for the Noble Park facility is as follows:

- **Ground Lease:** UBC leased the land to UBC Properties Trust (UBCPT) for the development and construction of the Verve building.
- **Sublease:** Upon completion of construction, UBCPT subleased the childcare space back to UBC.
- **Head License:** UBC licenses the UNA to oversee the space as a childcare facility. This report focuses on the execution of this UBC-UNA Verve (Nobel Park) Childcare License.
- **Sublicense:** The UNA sublicenses the space to the YMCA for the day-to-day operation of the facility. This report focuses on the execution of this UNA-YMCA Noble Park Childcare Sublicense.

## Key Provisions and Compliance

While the license for the Noble Park Childcare Centre follows the established template used for the Vista Point facility, new clauses have been incorporated to ensure all parties comply with the Province of British Columbia's latest funding requirements. These provincial reporting obligations flow directly through to the operating agreement with the YMCA. To ensure operational continuity, the structure of this agreement is aligned with existing UNA-YMCA childcare contracts through the following provisions:

- **Standardized Service Level Agreement (SLA):** The incorporation of a standardized SLA template promotes consistency across the UNA's childcare portfolio. This aligns Noble Park's operational standards with those of the Vista Point and Wesbrook Childcare Centres, ensuring a uniform level of service.
- **Term Alignment:** The agreement is set for a five-year term. To streamline future renewals and administrative oversight, the term end date is aligned with the UNA's other YMCA-operated facilities.
- **Mandatory Provincial Funding Compliance:** A new mandatory provision requires the operator to apply for at least one provincial childcare funding initiative. This ensures the facility remains integrated into the broader provincial strategy for affordable childcare and fulfills the Province's original funding requirements established during the development of this new facility.

In accordance with Board Policy #01-14 (Delegation of Authority), the Board is responsible for approving all agreements under which the UNA subleases property. As the childcare services model requires the UNA to sublicense this space to the YMCA, formal Board approval is required to proceed with the execution of this agreement.

### **Financial Implications**

The construction and fit-out of the Noble Park Childcare Centre were fully funded by the ChildCareBC New Spaces Fund Major Capital Grants. Consequently, there is no direct capital funding required from the UNA for the initial establishment of the facility.

The multi-tiered licensing structure—comprising the UBCPT-UBC sublease and the UBC-UNA head license—remains consistent with established agreements. This ensures that the costs for the eventual replacement of base building systems will continue to flow through the existing chain: from UBCPT (Landlord) to UBC (Tenant), and subsequently to the UNA (Licensee).

Operationally, the YMCA is fully responsible for all costs associated with the childcare facility. This includes the recruitment and retention of qualified childcare staff, as well as all daily operational expenses required to maintain the facility's service levels.

### **Operational Implications**

The UNA Operations Department does not foresee a significant shift in its daily responsibilities or resource allocation. Under the terms of the agreement, the YMCA will utilize its own maintenance team to manage the majority of routine operational tasks.

Consistent with the model established for the Vista Point Childcare Facility, the UBCPT Operations team will remain responsible for major building system maintenance and responding to significant facility-related issues. This structure ensures that specialized building oversight is handled by the landlord, while day-to-day upkeep is managed by the operator, leaving UNA Operations mainly in an oversight and administrative role.

### **Strategic Objective**

Organizational Capacity

### **Attachments**

1. [Verve Childcare Facilities Agreement Draft.docx](#) (Y confirmed okay, pending for legal team to finalize the parking space info)



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**UNA BOARD MEETING  
OPEN SESSION**

**Concurrence**

1. Dave Gillis, Recreation Manager

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wegland Sit'.

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Wegland Sit  
Operations Manager

A handwritten signature in black ink, appearing to read 'Paul Thorkelsson'.

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Paul Thorkelsson  
Chief Administrative Officer

## SUBLICENCE AGREEMENT

### Verve Childcare Facility

THIS SUBLICENCE AGREEMENT DATED FOR REFERENCE THIS \_\_\_\_ DAY OF FEBRUARY 2026 IS MADE BETWEEN:

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION,**  
a society incorporated under the *Society Act* with its administrative office at 202-5923 Berton Avenue, Vancouver, British Columbia, V6S 0B3

(the “**UNA**”)

AND:

**YMCA BC,**  
a society incorporated under the *Society Act* with its administrative office at 10 – 620 Royal Avenue, New Westminster, British Columbia, V3M 1J2

(the “**Operator**”)

### WHEREAS:

- A. The University of British Columbia (“**UBC**”) is the registered owner of lands civically described as 855 Binning Avenue, Vancouver, British Columbia and legally described as:  
PID: 032-228-961, Lot A, District Lot 6494, Group 1, New Westminster Land District Plan EPP123753, Except Air Space Plan EPP132132  
(the “**Lands**”).
- B. Pursuant to a lease agreement dated May 9, 2024 (the “**Head Lease**”), UBC leased the Lands to UBC Properties Investments Ltd., in its capacity as trustee of the UBC Properties Trust (“**UBC Properties**”) containing three levels of underground parking and 221 rental residential units (the “**Building**”) with 5,190 square feet of space on the ground floor with a separate entrance, as outlined in bold on the plan attached hereto as Schedule “A” (the “**Premises**”).
- C. Pursuant to a sublease dated ♦ (the “**Sublease**”), UBC subleased the Premises from UBC Properties (in this capacity, UBC Properties referred to as the “**Sublandlord**”).
- D. UBC and the UNA entered into a licence dated ♦ (the “**Licence**”) for the operation by UNA or a permitted sublicensee of a child care facility within the Premises licensed

pursuant to the British Columbia *Community Care and Assisted Living Act* (the “**Permitted Use**”).

- E. Pursuant to a ChildCareBC New Spaces Fund Funding Agreement dated for reference April 1, 2024 (the “**Funding Agreement**”), His Majesty the King in Right of the Province of BC Minister of Education and Child Care provided funding to UBC under the ChildCareBC New Spaces Fund to support the creation new child care spaces.
- F. The Operator is an experienced provider of quality licenced child care.
- G. The UNA and the Operator have agreed to enter into this Agreement regarding the Operator's operation of a child care facility within the Premises on the following terms and conditions:

## 1. Sublicence

- a. The UNA hereby grants to the Operator a sublicence to exclusively use the Premises for the Permitted Use along with the two dedicated parking stalls located on Level P ◆ of the Building for the Operator's staff parking as shown on Schedule “E” hereto (together, the “**Parking Stalls**”), as well as to use, on a shared basis, the designated pick-up and drop-off zones that are identified in the map attached as Schedule “B” for the purposes of pick-up and drop-off only (together, the “**Sublicence**”).
- b. Subject to the strict compliance of the Operator and the Operator's invitees, visitors, agent, contractors, subcontractors, and employees with the terms of this Agreement and with UNA's rules and regulations in place from time to time, in addition to the Premises, the Operator will have the non-exclusive right to use in common with other occupants of the Building, for the sole purpose of ingress and egress to and from the Premises, the Building's roadways, sidewalks, walkways and hallways, and the Parking Stalls (collectively, the “**Common Areas**”). The UNA and the Sublandlord reserve the right from time to time to (a) make changes to the Common Areas, including, without limitation, changes in the location, size, shape and number of entrances and means of ingress and egress and (b) close temporarily all or any portion of the Common Areas or the Building, so long as reasonable access to the Premises remains available to the Operator during the operating hours specified in Section 6(e).
- c. The UNA reserves the right, upon written notice to the Operator, to make any reasonable rules and regulations as in the judgment of the UNA will from time to time be needed for the safety, protection, care and cleanliness of the Building, Common Areas and Lands, the operations thereof, the preservation of good order therein and the protection and comfort of its employees, invitees, contractors, and other occupants of the Building which rules then made and notice thereof given to the Operator will be binding upon it in like manner as if originally prescribed herein.

## 2. Term

- a. The Sublicence will commence at 12:01 a.m. on February 28, 2026 (the “**Commencement Date**”) and will end at 11:59 p.m. on August 31, 2030 ( the “**Term**”), subject to extension or earlier termination in accordance with this Agreement. The Operator covenants to commence operation of the Premises for the Permitted Use by no later than March 31, 2026.
- b. At the end of the Term, the Operator will deliver to the UNA vacant possession of the Premises in a tidy, clean, safe, proper and businesslike condition, ordinary wear and tear excepted.
- c. If the Operator does not vacate and deliver the Premises to the UNA as required by Section 2(b) at the end of the Term, and if the UNA consents to the Operator continuing to occupy the Premises after the expiration of the Term or any renewal thereof, the new sublicence thereby created shall be from month to month, and not from year to year, and shall be subject to the covenants and conditions contained in this Agreement as may be applicable to a sublicence from month to month, and either party may end such month to month sublicence upon providing 1 months’ notice in writing to the other party.
- d. At the end of the Term, the Operator will return all keys and fobs if applicable and will arrange for any exterior and interior locks of the Premises to be changed or rekeyed if necessary, at the Operator’s sole expense, so as to return the locks to their original format as they were on the first day of the Term.

### 3. Extension of the Term

- a. If the Operator gives the UNA notice in writing requesting an extension not later than 6 months and not more than 12 months prior to the expiration of the Term, and if the Operator pays all invoices in a timely manner and observes and performs the terms and conditions to be performed and observed by it in accordance with this Agreement, the UNA will grant to the Operator an extension of the Term for a period of 5 years, subject to earlier termination in accordance with this Agreement, on the same terms and conditions of this Agreement except for the Operator will not have any right to further extend the Term (the “**First Extension**”).
- b. By written notice, the UNA may confirm the First Extension provided that such notice by the UNA is not a requirement to the valid exercise of the Operator’s option to extend.

### 4. Sublicence Fee

- a. The sublicence fee is CAD \$1.00 per month plus GST (the “**Sublicence Fee**”). The Sublicence Fee is due and payable on or before the first day of the Operator’s access

to the Premises via cheque or electronic transfers. Subsequent Sublicence Fees are due and payable on the first day of each month via cheque or electronic transfers.

- b. Any Sublicence Fees paid to the UNA are non-refundable.

## 5. **Operating Expenses**

- a. The Operator will be solely responsible for the following expenses:
  - i. All utility costs and applicable taxes for water, sewage disposal, electricity, fuel, gas, and other utility costs directly attributable to the Premises (collectively, the “**Utilities**”);
  - ii. Monitoring, inspection, maintenance and repair costs of the security system servicing the Premises;
  - iii. Cleaning of the play yard canopy; and
  - iv. Landscaping repair and maintenance, grass cutting, and irrigation maintenance of the Lands.
  - v. The costs, taxes, levies, charges and other amounts attributable to the Premises which fall within the definition of “Operating Expenses” in the Sublease, whether billed, charged or levied to the Sublandlord, UBC, UNA or the Operator, which includes without limitation (as such terms are defined in the Sublease): the Services Levy and Municipal Taxes (as applicable), all Taxes and Tenant’s Taxes, all Sales Taxes and Operating Expenses, and to the extent that any such costs taxes, levies, charges and other amounts are not metered or otherwise charged to the Premises on a stand-alone basis, then the Tenant’s Proportionate Share thereof.

The Operator will ensure that all payments described above will be made by no later than the due dates set out in the applicable invoices received.

## 6. **Use and Operation**

- a. The Operator agrees to abide by all laws, rules, policies, bylaws, orders, directives, ordinances, regulations and requirements of any governmental authority or passed by UBC that relate to the Operator’s use of the Premises and Common Areas and which pertain to the Building and Lands (collectively, the “**Applicable Laws**”).
- b. The Operator may not use or permit the Premises or any part thereof to be used for any purpose other than as a childcare facility licenced pursuant to the British Columbia *Community Care and Assisted Living Act*, as amended (the “**Permitted Use**”).

- c. The childcare facility will provide care to a maximum of 25 children at a time for children 2.5 to 5 years of age.
- d. The Operator will operate the childcare facility on a not-for-profit basis.
- e. The Operator will operate the childcare facility each and every business day (i.e. all days excepting Saturdays, Sundays and statutory holidays in British Columbia) between the hours of 7:30 a.m. and 6:00 p.m., unless alternative hours of operation are approved in writing by the UNA. Notwithstanding the foregoing, the Operator will not operate the childcare facility between December 25 and January 1 of each year (inclusive) or on the YMCA's designated professional development day which occurs once per year the last week of August, which may lead into the first week of September. On days where the childcare facility is not in operation, the Operator is not permitted to access the Premises.
- f. The Operator will ensure that all persons it engages as part of its operation of a childcare facility at the Premises are qualified, competent, adequately trained, fully instructed and properly supervised at all times.
- g. The Operator will perform all of the obligations of the UNA under the License to the extent applicable to the Operator and in accordance with the Permitted Use.
- h. The Operator will not exhibit, inscribe, paint, affix or display any signs, advertisements, notices, lettering or any chattel on any part of the Premises, Building, Lands or Common Areas without the prior written consent of the UNA. Where such permission is granted by the UNA for the Operator to display signage, the Operator will be responsible for all maintenance, repair and replacement of such signage.
- i. The Operator will:
  - i. install and display the signage provided by the UNA in connection to the Funding Agreement upon receipt (the "**Signage**"), and to keep the Signage displayed for at least 6 months after the commencement date of the Term;
  - ii. have the Signage professionally installed at the Premises and ensure the Signage is securely installed in a prominent area at the Premises and in a manner that does not obstruct traffic or cause safety concerns particularly if located near a road;
  - iii. ensure that the Signage is at all times kept clean and free of obstruction;
  - iv. notify the UNA immediately if the Signage is vandalized or stolen and if so, the UNA may issue replacement Signage, in its discretion;
  - v. not alter the design of the Signage provided by the UNA;

- vi. apply for one or more of the following child care affordability initiatives administered by the Ministry of Education and Child Care within 60 days of the Commencement Date, unless otherwise agreed in writing by the parties, and complete all required applications and ongoing reporting and compliance obligations necessary to meet the applicable provincial requirements:
  - A. Child Care Operating Funding, Child Care Fee Reduction Initiative and, if eligible the Early Childhood Educator Wage Enhancement;
  - B. \$10 a Day ChildCareBC program;
  - C. Aboriginal Head Start; or
  - D. any other program or successor program identified by the province as being a child care affordability initiative at such time, including any universal child care initiatives that the Operator is eligible to apply for;
- vii. complete annual reports (individually an “**Annual Report**” and collectively “**Annual Reports**”), commencing on the first anniversary of the Commencement Date, and to submit an Annual Report to the UNA within 10 days of each annual anniversary of the Commencement Date during the Term containing the following information: **[NTD: To be updated based on executed License]**
  - A. location of the Premises;
  - B. days/weeks of operation and number of weeks open per year;
  - C. number of months open per year;
  - D. hours of operation per day for each type of care program;
  - E. Affordability Initiatives enrolled in; and
  - F. any other information about the Premises or operation of the childcare facility that the UNA may reasonably require from time to time to ensure the Operator is complying with the terms of this Agreement.

## 7. Worker's Compensation

- a. The Operator will pay for and maintain all legally required coverage for all individuals it engages.
- b. The Operator will indemnify the UNA in respect of all premiums, all occupational safety requirements, and any claims, actions, suits, damages, costs, causes of action, demands, liabilities, expenses and all other losses pursuant to the British Columbia *Workers'*

*Compensation Act*, the British Columbia *Employment Standards Act*, the British Columbia *Occupational Health and Safety Regulation*, and every other law, regulation or applicable union collective agreement having application to the Operator, its employees, contractors, volunteers guests and invitees upon the Premises, Building or Lands.

- c. At the request of the UNA, the Operator will provide the UNA with proof of workers' compensation coverage, including any workers' compensation registration numbers.

## 8. **Compliance with Laws**

- a. The Operator will provide childcare services to a standard of care and diligence maintained by entities providing similar childcare services in the City of Vancouver and always in compliance with all Applicable Laws.
- b. The Operator will, at its sole expense, obtain all permits and licences required to operate a child care facility at the Premises.
- c. The Operator will not release or introduce any pollution, waste, hazardous material, toxic waste or toxic substances into or from the Premises, Building or the Lands (except in strict compliance with Applicable Laws) or commit or permit any nuisance or waste to be committed, and will indemnify the UNA for any claims against the UNA relating to the introduction of any nuisance, pollution, waste, hazardous material, toxic waste or toxic substances into or from the Premises, Building or the Lands. The Operator will use utmost care in the use, handling, storage and disposal of all solvents, paints, coatings and other similar products and will at all times deal with such materials strictly in accordance with Applicable Laws.
- d. The Operator acknowledges that it is aware of the novel coronavirus ("COVID-19") global pandemic and that the British Columbia Centre for Disease Control describes that COVID-19 is mainly transmitted via liquid droplets when a person coughs or sneezes and by touch if an infected person has used their hands to cover their mouth or nose when they cough.
- e. The Operator will be responsible for ensuring its own compliance with all COVID-19-related laws, bylaws, orders, directives, ordinances, regulations and requirements of any governmental authority, including but not limited to the *Workers Compensation Act* and the *Occupational Health and Safety Regulation*.

## 9. **Management of Childcare Facility**

- a. The Operator will prepare an annual budget substantially in the form attached as Schedule "C", for the operation of the childcare facility and will provide same to the UNA at least 30 days prior to the fiscal year end of the childcare facility, with the UNA having a right to require changes and approve such budget (upon such approval by UNA, the "**Approved Budget**"), provided however that as long as the Operator

operates the childcare facility pursuant to the \$10 a Day ChildCareBC program, or any successor program offered by the Province of British Columbia, then the Operator will not be required to prepare and submit a budget in the form attached as Schedule "C".

- b. The Operator will adhere to the Approved Budget.
- c. The Operator will maintain accurate and complete records with respect to the operation of the childcare facility, including receipts, invoices and other records related to the operation of the childcare facility.
- d. The Operator will use its best efforts to raise funds amongst potential donees; apply for grants; and seek out alternative revenue sources.
- e. The Operator will collect fees payable for the childcare services on a regular and timely basis.
- f. The Operator will ensure that the priority groups for enrollment in its childcare facility are being adhered to. When spaces in the childcare facility become available, the following children will have priority in the order listed below:
  - i. Children of families who are residents of UNA neighbourhoods but do not have an affiliation with UBC;
  - ii. Children of families who are full-time employees of the UNA;
  - iii. Children of families who are residents of UNA neighbourhoods and who have an affiliation with UBC;
  - iv. Children of families who are not residents of UNA neighbourhoods and who have an affiliation with UBC; and
  - v. All other children.

## **10. Reporting Requirements**

- a. The Operator will, where requested by the UNA, promptly provide to the UNA any records with respect to the operation of the childcare facility, subject to the redaction of personal information.
- b. On a bi-annual basis, the Operator will provide the UNA with reports indicating the number of childcare spaces filled as well as records that provide sufficient information so that the UNA can make a determination with respect to whether the requirements of Section 9(f) are being adhered to.

## **11. Access**

- a. The UNA and Sublandlord, or their employees, contractors or agents will each have the right to enter the Premises upon reasonable notice to the Operator, or at any time during an emergency, for any of the following purposes:
  - a. Inspecting the Premises;

- b. Inspecting the performance by the Operator of the terms and conditions of this Agreement;
- c. Posting noticed as required or permitted by any Applicable Laws;
- d. Conducting an environmental audit;
- e. For the purposes of alterations, maintenance or repairs; or
- f. Any other reasonable purpose.

b. The Operator will permit the use of the Premises for emergency preparedness drills and simulations from time to time, all with sufficient prior notice to the Operator and cooperation from the UNA regarding scheduling.

## 12. **Drop-Off Area**

- a. Parents, guardians or caretakers of children enrolled in the Operator's childcare facility may make use of designated pick-up and drop-off zones on Thunderbird Boulevard, provided that the Operator provides such individuals with vehicle passes to use such zones.

## 13. **Alterations**

- a. The Operator will not make any alterations to the Premises unless the Operator obtains the prior written consent of the UNA and the Sublandlord. If the UNA and the Sublandlord's consent is so obtained, the Operator will make such alterations in accordance with any terms and conditions set out by the Sublandlord, at the Operator's sole expense, and the alterations will be done by contractors or other workers or trades-persons in good standing with their regulatory bodies and in a professional manner using the same quality of material as the existing materials.
- b. At the expiration or earlier termination of this Agreement, all alterations made to the Premises will become the UNA's property at its option, without any obligation on the UNA to pay any compensation to the Operator. If requested by the UNA, the Operator will remove such alterations and return the Premises to its former condition at the Operator's expense.

## 14. **Maintenance, Repairs and Inspections**

- a. The Operator will advise the UNA in writing whenever damage is observed or maintenance or repairs are required for items that are noted as being the responsibility of the UNA or of the Sublandlord as set out in Schedule "C".
- b. The Operator will, except as otherwise set forth in this Agreement, at the Operator's sole cost and expense, keep, repair and maintain (and replace as necessary), all applicable items set out in Schedule "D" which are indicated as being the responsibility of the Operator. The UNA will, except as otherwise set forth in this Agreement, at the UNA's sole cost and expense, keep, repair and maintain (and replace as necessary), all applicable items set out in Appendix "D" which are indicated as being the responsibility of the UNA.

Notwithstanding the foregoing, the UNA's obligation to maintain, repair and replace portions of the Premises, Lands and Building in accordance with this Agreement and with Schedule "D" is subject to the availability of funds budgeted by the UNA for such purposes. In the event that the UNA does not have funds that are required to perform necessary repairs or maintenance that are required to maintain the Premises in a safe and proper manner, the UNA may terminate this Agreement without any further obligation to the Operator upon providing at least 90 days' written notice to the Operator, provided that such notice period may be shortened if the nature of the necessary repairs or maintenance is such that it would be unsafe for the Operator to continue to operate the Premises.

- c. Notwithstanding the foregoing and notwithstanding what is set out in Schedule "D", the Operator will be responsible for the cost of any maintenance or repair of any and all damage that the Operator, its employees, contractors, volunteers, agents, or invitees cause or contribute to the Premises, Building, Lands or UNA property at the Premises as required at the reasonable discretion of the UNA. If, in the UNA's sole reasonable discretion, the cost to repair UNA property exceeds the replacement value of UNA property, or where UNA property is damaged beyond repair, the Operator will be responsible for the full replacement cost of the applicable UNA property.

## 15. **Cleaning, Supplies and Pest Control**

- a. The Operator will be responsible for procuring and paying for its own janitorial services servicing the Premises which will be performed on a regular basis no less than once per week. In addition to standard janitorial services, the Operator will also be responsible for the cleaning of interior light fixtures, interior surfaces of exterior windows, blinds and curtains, eaves, troughs, gutters and awnings.
- b. The Operator will maintain, clean and keep in a good and tidy condition, wear and tear excepted, the interior of the Premises and the equipment and furnishings therein. In the event that the Operator fails to comply with this provision, the UNA may rectify the situation and any monies expended by the UNA for that purpose will be repayable by the Operator on demand.
- c. The Operator will be responsible for procuring and paying for pest control services for the interior or exterior of the Premises if required in the reasonable discretions of the UNA.
- d. The Operator will be responsible, at its own expense, for the provision of restroom supplies for restrooms within the Premises.

## 16. **Information Technology**

- a. The Operator will be responsible, at its own cost and expense, for engaging and paying for its own telephone, internet and cable services.
- b. The Operator will not install or use any equipment, machinery or technology that exceeds

or overloads the capacity of the Building.

## 17. **Insurance**

- a. The Operator will, during the term of this Agreement and for a reasonable period of time thereafter, at its own cost and expense, procure, keep and maintain in full force and effect the following insurance policies:
  - a. public liability insurance, in a combined single limit amount of not less than \$5,000,000.00, per occurrence (exclusive of defense costs), against all claims, demands or actions with respect to damage, injury or death made by or on behalf of any person or entity, arising from or relating to the Operator's use or activities with respect to the Premises, Building or Lands, arising from or related to any acts or omission of the Operator or of the Operator's directors, officers, shareholders, agents, successors, assigns, partners, officials, employees, contractors, invitees, volunteers, or permittees or by any person for whom the Operator is in law or by virtue of this Agreement responsible;
  - b. commercial general liability insurance, in a combined single limit amount of not less than \$5,000,000.00, per occurrence (exclusive of defense costs), against all claims, demands or actions with respect to damage, injury or death made by or on behalf of any person or entity, arising from or relating to the Operator's use or activities with respect to the Premises, Building or Lands, arising from or related to any acts or omission of the Operator or of the Operator's directors, officers, shareholders, agents, successors, assigns, partners, officials, employees, contractors, invitees, volunteers, or permittees or by any person for whom the Operator is in law or by virtue of this Agreement responsible. The Operator will use reasonable commercial efforts to have this commercial general liability policy endorsed with a minimum of \$3,000,000 in abuse and molestation coverage;
  - c. "all risks" insurance on an occurrence basis, covering all property owned by the Operator or for which property the Operator is legally responsible for and which is located at the Premises, including, without limitation, furniture, fittings, fixtures, installations, equipment, and all other personal property, in an amount not less than the full replacement cost, without deduction for depreciation, of all such items;
  - d. comprehensive automobile insurance having a combined single limit amount of not less than \$3,000,000.00, per occurrence (exclusive of defense costs) insuring the Operator against liability for bodily injury, death and damage to property;
  - e. any other appropriate property and liability insurance on terms and in amounts normally maintained by a licenced childcare facility; and
  - f. any other insurance covering risks against which a prudent sublicencee would insure, in amounts for which a prudent sublicencee would insure.

- b. With respect to such foregoing policies of insurance, the Operator will also ensure the following:
  - a. With respect to the liability policies only, such policies will name the UNA, its directors, officers, employees, agents and contractors as additional insureds and will provide that each person or entity insured under such policies will be insured in the same manner and to the same extent as if separate policies had been issued to each;
  - b. That each such insurance policy provide that the insurer will waive all rights of subrogation against the UNA, its directors, officers, employees, agents and contractors;
  - c. That each such insurance policy will be primary, noncontributing with, and not excess of, any other insurance available to the UNA;
  - d. With respect to the liability policies, all insurance proceeds payable by the occurrence of any covered loss will be payable to the UNA;
  - e. That all property damage and liability insurance will contain provisions for cross-liability and severability on interests among the UNA and the Operator;
  - f. That each such insurance policy will be written in form and content satisfactory to the UNA and will be issued by insurance companies which are licenced in British Columbia;
  - g. That each such insurance policy provides coverage to the UNA, its directors, officers, employees, agents and contractors whether or not the event or occurrence giving rise to the claim is alleged to have been caused in whole or in part by the acts of negligence of the UNA, its directors, officers, employees, agents and contractors; and
  - h. That any and all deductibles will be the sole responsibility of the Operator.
- c. The Operator will deliver certificates of insurance evidencing such coverage to the UNA upon the UNA's request. If the Operator fails to obtain and keep in force such insurance, the UNA may do so on the Operator's behalf and at the Operator's expense.

## 18. Indemnification

- 18.1. For itself and its successors, personal representatives and permitted assigns, the Operator will release and indemnify the UNA and its directors, officers, shareholders, partners, officials, employees, agents and contractors and their respective directors, officers, shareholders, personal representatives, successors and assigns from and against any and all

loss, claims, actions, suits, damages, costs (including but not limited to reasonable legal counsel fees), causes of action, judgements, demands, liabilities, and expenses, howsoever arising, that may be made by any third party or made by the Operator or the Operator's directors, officers, shareholders, agents, successors, assigns, partners, officials, employees, contractors, volunteers invitees or permittees or by any person for whom the Operator is in law or by virtue of this Agreement responsible, arising out of, involving, or in connection with, the use or occupancy of the Premises, Building or Lands, by the Operator or the Operator's directors, officers, shareholders, agents, successors, assigns, partners, officials, employees, contractors, volunteers, invitees or permittees or by any person for whom the Operator is in law or by virtue of this Agreement responsible, except to the extent caused by the sole negligence of the UNA or the UNA's wilful misconduct.

18.2. Every release and indemnity contained in this section and elsewhere in this Agreement will forever survive the expiry or other termination of this Agreement.

#### 19. **No Liability**

a. The UNA will not be liable for any personal injury of any nature whatsoever, including but not limited to death, that may be suffered or sustained by the Operator or any employee, agent, contractor, subcontractor, volunteer, invitee of the Operator, including users of the childcare facility, while at the Premises, Building, or Lands, or for any loss of or damage or injury to any property belonging to the Operator or to any employee, agent, contractor, subcontractor, volunteer, invitee of the Operator, including users of the childcare facility, while such property is on the Premises, Building, or Lands.

#### 20. **Termination By UNA**

20.1. If and whenever under this Agreement, or the License (to the extent that its terms apply to this Sublicense), the Operator:

- a. fails to perform any of its obligations ;
- b. fails to operate on a business day and for the hours set out in Section 6(f) other than as a result of an emergency, upon providing at least 90 days' written notice to the Operator, provided that such notice period may be shortened if the nature of the necessary repairs or maintenance is such that it would be unsafe for the Operator to continue to operate the Premises, or with the written consent of UNA;
- c. ceases to fully operate for the Permitted Use; or
- d. UBC notifies the UNA in writing that UBC is not satisfied with the operation of the childcare facility by the Operator;

and in the event of any such default listed above the Operator has not within 10 days after written notice from UNA:

- a. rectified such default; or
- b. taken steps to rectify and thereafter diligently pursued the rectification of such default to the satisfaction of the UNA, UBC, or both of them,

the UNA, in addition to any other remedy provided by law, may in its sole and absolute discretion, terminate this Agreement upon providing not less than 90 days' written notice to the Operator.

20.2. Notwithstanding the foregoing, the UNA may terminate this Agreement at its option at any time and without the Operator having an opportunity to cure (where applicable), if any of the following events occur:

- a. the Licence between the UNA and UBC expires or is terminated;
- b. the property of the Operator at the Premises is seized or taken in execution or attachment by a creditor of the Operator;
- c. measures have been commenced to wind up or dissolve the Operator;
- d. the Premises, without the written consent of the UNA, becomes and remains vacant for a period of 10 days;
- e. the Premises, without the written consent of the UNA, is used by any other person or for any other purpose other than the Permitted Use;
- f. the Operator, without the written consent of the UNA, abandons or attempts to abandon the Premises; or
- g. As otherwise specified in this Agreement.

## 21. **Termination by the Operator**

- a. The Operator, at its sole discretion, will be permitted to terminate this Agreement upon 90 days' notice to the UNA.

## 22. **No Assignment**

- a. This Agreement and the Sublicence is strictly personal to the Operator and may not be assigned, pledged, mortgaged, charged, subcontracted, sublicensed nor otherwise dealt with nor may the Premises be shared by the Operator nor possession or use thereof parted with by the Operator except with the prior written consent of the UNA which will be at the sole discretion of the UNA and may be unreasonably withheld.

## 23. **No Representations or Warranties**

- a. Except to the extent of any representation or warranty set forth herein, the Operator takes the Premises on an “as is”, “where is” basis without any warranties or representations, express or implied, by the UNA or the UNA’s directors, officers, shareholders, partners, officials, employees, agents or contractors.

#### 24. **No Liens**

- a. The Operator will not permit, do, or cause anything to be done to the Premises, Building or Lands which would allow any lien, certificate of pending litigation, judgement, or certificate of any court, or any mortgage, charge, conditional sale agreement, personal property security, or encumbrances of any nature whatsoever, to be imposed or to remain upon the title to the Premises, Building or Lands.
- b. In the event of any registration of any lien or other encumbrance described in Section 24(a), the Operator will at its own expense cause the same to be immediately discharged. If such discharge is not so effected by the Operator, the UNA reserves the right to discharge the encumbrance and the costs therefor will be payable by the Operator to the UNA on demand.

#### 25. **No Interest in Land**

- 25.1. This Agreement constitutes a sublicence to use certain areas of the Premises and conveys no interest in the Premises, Building, Common Areas or Lands to the Operator. This Agreement is not a lease or tenancy in any manner and the relationship between the UNA and the Operator is strictly contractual.

#### 26. **Authority**

- a. The Operator represents and warrants to the UNA that it has the authority and capacity to enter into this Agreement and perform its obligations under this Agreement and that all necessary corporate steps and proceedings to do so have been properly taken.
- b. The UNA represents and warrants to the Operator that it has the authority and capacity to enter into this Agreement and perform its obligations under this Agreement and that all necessary corporate steps and proceedings to do so have been properly taken.
- c. Nothing in this Agreement will construe the Operator to be the agent, joint venturer or partner of the UNA nor give the Operator any authority or power to bind or commit the UNA in any way.

#### 27. **Entire Agreement**

- a. This Agreement, which includes Schedules “A”, “B”, “C”, “D”, and “E”, constitute the entire agreement between the parties, and no amendment or addition hereto will be valid unless set out by both parties in writing.

**28. Severability**

- a. If any part of this Agreement is held to be invalid, illegal or unenforceable by a court of competent jurisdiction, that part is to be considered to have been severed from the remainder of this Agreement, which will continue in force unaffected by the severance.

**29. Time of Essence**

- a. Time is of the essence in this Agreement.

**30. Notice**

- a. Any notice, document or communication required or permitted to be given hereunder will be in writing and will be deemed to be satisfactory if deemed to have occurred when sent by electronic transmission, personally delivered during regular business hours, or mailed by registered mail at the addresses provided below or to such other address as may be provided by the parties in writing from time to time:

To the UNA:

UNIVERSITY NEIGHBOURHOODS ASSOCIATION  
 202-5923 Berton Avenue  
 Vancouver, British Columbia, V6S 0B3  
 Attention: Paul Thorkelsson  
 Email: paul.thorkelsson@myuna.ca

To the Operator:

YMCA BC,  
 10 – 620 Royal Avenue  
 New Westminster, British Columbia, V3M 1J2  
 Attention: [insert name]  
 Email: [insert email]

**31. Enurement**

- a. This Agreement will enure to the benefit of and be binding on the parties and their respective personal representatives, successor and permitted assigns.

**32. Waiver**

- a. No term or condition of this Agreement will be waived by either party except by the written consent of the other party. The parties agree that any waiver of or non-action with respect to any breach or default of any of the terms or conditions of this Agreement will

not be construed as a waiver of any subsequent or other breach or default but all of the terms and conditions of this Agreement will survive and continue to remain in full force and effect.

**33. Headings**

- a. The headings appearing in this Agreement are inserted for convenience of reference only and will not affect the construction or interpretation of this Agreement.

**34. Further Assurances**

- a. Each of the parties to this Agreement will execute such further and other documents and do such further and other acts as may be necessary to give effect to this Agreement.

**35. Governing Law**

- a. This Agreement will be governed by and interpreted in accordance with the laws of the Province of British Columbia, Canada. Each party attorns to the jurisdiction of the courts of British Columbia.

**36. Counterparts**

- a. The parties may execute this Agreement by facsimile or other electronic means and in separate counterparts each of which when so executed and delivered will be deemed an original, and all such counterparts taken together will constitute one instrument.

ACCEPTED AND AGREED TO by the UNA and the Operator

<b>UNIVERSITY NEIGHBOURHOODS ASSOCIATION</b>	<b>YMCA BC</b>
by its Authorized Signatory	by its Authorized Signatory
Name (printed): _____	Name (printed): _____
Date: _____	Date: _____



Schedule “A”

**Premises**

## Schedule “B”

### Designated Pick-Up and Drop-Off Zones

## Schedule "C"

**Form of Annual Budget****Vista Point Childcare Centre  
Revenue & Expense Budget 2025**Revenue:

Ministry of Children and Family Development  
Child Care Operating Funding  
Child Care Fees

Total Revenue	\$ _____
---------------	----------

Expenses:

Salaries  
Benefits  
Child Care Administration Costs & Supervision, Quality Control & Training  
Office Supplies  
Program Supplies  
Food for Programs  
Telecommunications (Telephone/Internet/Fax)  
Contract Cleaning  
Care of Buildings & Grounds (Minor Repairs)  
Program Equipment  
Utilities  
Employee Travel & Expense  
Staff Training  
Bank Charges  
YMCA Shared Services

Total Expenses	\$ _____
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Balance at Year End	\$ _____
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Schedule “D”

**Itemized List of Maintenance, Repair and Replacement Responsibilities**

Schedule “E”

**Parking Stalls**

**LICENSE (Day Care Facility, Verve)**

THIS LICENSE AGREEMENT is dated for reference January 29, 2026.

**BETWEEN:**

**THE UNIVERSITY OF BRITISH COLUMBIA**, a British Columbia university continued under the University Act, RSBC 1996, c 468, with an address at 225 - 6328 Memorial Road, Vancouver, BC V6T 1Z2

(the "Licensor")

**AND:**

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**, a society duly incorporated under the Society Act with its administrative office at 202 - 5923 Berton Avenue, Vancouver, British Columbia, V6S 083

(the "Licensee")

**WHEREAS:**

A. The Licensor is the registered owner of lands comprising the Vancouver campus of The University of British Columbia (the "Campus") and, in particular, that portion cívically described as 5855 Binning Avenue, Vancouver, British Columbia and legally described as:

PID: 032-228-961

Lot A, District Lot 6494, Group 1, New Westminster Land District Plan EPP123753, Except Air Space Plan EPP132132  
(the "Land").

B. Pursuant to a lease agreement dated May 9, 2024 (the "**Head Lease**"), the University of British Columbia leased the Land to UBC Properties Investments Ltd., in its capacity as trustee of the UBC Properties Trust ("UBC Properties") for the construction of a 18-storey building (the "**Building**") containing three levels of underground parking and 221 rental residential units and the following space, which will be referred to as the "**Licensed Property**": space on the ground floor, with a separate entrance, containing approximately 5,190 square feet, as outlined in bold on the plan attached hereto as Schedule "A".

C. The Building was constructed pursuant to development permit DP22010, issued by The University of British Columbia (the "**Development Permit**").

D. Pursuant to a sublease dated for reference February 1, 2026 (the "**Sublease**"), the Licensor subleased the Licensed Property from UBC Properties (in this capacity, UBC Properties will be referred to herein as the "**Sublandlord**").

E. Pursuant to a ChildCareBC New Spaces Fund Funding Agreement dated for reference April 1, 2024 (the "**Funding Agreement**"), His Majesty the King in Right of the Province of BC - Minister of Education and Child Care provided funding to the Licensor under the ChildCareBC New Spaces Fund to support the creation of new child care spaces.

F. The Licensor and Licensee have agreed to enter into a license for the purposes of the operation by the Licensee or a permitted sublicensee of a child care facility licensed pursuant to the *British Columbia Community Care and Assisted Living Act* (the "**Permitted Use**") and in accordance with the terms of the Funding Agreement, which includes a commitment period until August 2045.

G. All capitalized words in this License which are not defined in this License will have the meanings given to them in the Neighbours' Agreement 2024 entered into between the licensor and the Licensee, as it may be amended and restated from time to time (the "**Neighbours' Agreement**"), Section 17.0 of which agreement contemplates the granting of licenses to the Licensee such as this License.

**IN CONSIDERATION** of the Basic License Fee as defined in paragraph 2 below and other good and valuable consideration, the Licensor grants to the Licensee the License and contractual right (together, the "**License**") to the exclusive use and enjoyment of the Licensed Property on the terms set out in this License.

The Licensor and the Licensee covenant and agree with each other as follows:

**1. THE UNIVERSITY OF BRITISH COLUMBIA**

All rights and benefits and all obligations of the Licensor and the Licensee under this License will be rights, benefits and obligations of the Licensor and the Licensee respectively in their capacities as Licensor and Licensee under this License, and references in this License to the "**Licensor**" will be to The University of British Columbia in its capacity and role as Licensor under this License and as registered owner of the Land and not to The University of British Columbia in its capacity as the owner of all university lands with regulatory powers with respect thereto. The University of British Columbia, in the latter capacity will be referred to in this License as the "**The University of British Columbia**" or "**Campus & Community Planning**".

**2. TERM**

- (a) The term of this License (the "**Term**") will commence on March 15, 2026 and continue until the earlier of:
  - (i) the day immediately prior to the expiry date of the Sublease, which is Ninety-five (95) years less one day, commencing on the Commencement Date; and
  - (ii) the day on which the Neighbours' Agreement is terminated (the "**Expiry Date**").
- (b) Notwithstanding subparagraph 2(a)(i) above, if the Sublease is renewed by the Licensor, then the Licensee will have the option to renew this License by delivering a notice of such renewal to the Licensor prior to the Expiry Date, such renewal license will be on the same terms and conditions as this License for a term which expires on the day immediately prior to the expiry date of the renewed Sublease.

(c) This License may be terminated prior to the Expiry Date only in accordance with paragraph 22 of this License.

**3. LICENSE FEE, UTILITIES AND TAXES**

(a) The Licensee covenants and agrees to pay, in lawful money of Canada, without set-off compensation or deduction, the following amounts:

(i) A basic license fee of \$1.00 (the "**Basic License Fee**") for the entire Term to be paid to the Licensor in advance on the execution of this License; and

(ii) The costs, taxes, levies, charges and other amounts attributable to the Licensed Property which fall within the definition of "**Operating Expenses**" in the Sublease, whether billed, charged or levied to the Sublandlord, the Licensor, the Licensee or a permitted sublicensee, which includes without limitation (as such terms are defined in the Sublease): the Services Levy and Municipal Taxes (as applicable), all metered utilities and other costs, all Taxes and Tenant's Taxes, all Sales Taxes and Operating Expenses, and to the extent that any such costs taxes, levies, charges and other amounts are not metered or otherwise charged on the Licensed Property on a stand-alone basis, then the Tenant's Proportionate Share thereof.

(b) The Licensee will ensure that all payments described above will be made by no later than the due date set out in the invoice received with respect thereto.

**4. USE OF THE LICENSED PROPERTY**

(a) The Licensed Property will not be used for any purposes other than the Permitted Use. The Licensee acknowledges that it has satisfied itself that the Licensed Property may be used for the Permitted Use.

(b) The Licensed Property will be operated under a name approved by the Licensor in advance; and no signage may be installed on the Licensed Property or anywhere on the Land unless such signage is approved, in advance, by the Sublandlord and Campus & Community Planning.

(c) It is understood and agreed that the Licensor may arbitrarily withhold its consent to the use of a name by which the Licensed Property will be advertised or marketed for which the Licensee is to be paid promotional consideration, either in money or in kind.

(d) The Licensee acknowledges that the Licensed Property has been subleased by the Licensor from the Sublandlord pursuant to the Sublease, and that the Licensee has reviewed the Sublease. The Licensee covenants and agrees that it will not act or fail to act in any way that would cause the Licensor to be in breach of any term of the Sublease and, for greater certainty, the Licensee will comply with the rules and regulations adopted by the Sublandlord from time to time with respect to the operation of the Building and the Licensed Property as part of the Building. The Licensee hereby indemnifies and saves harmless the Licensor from any amounts that come payable to the Sublandlord under the Sublease, arising from a breach of the Sublease attributable to the acts or failure to act of the Licensee or any permitted sublicensee.

(e) In connection with the Permitted Use and the Funding Agreement, the Licensee or a permitted sublicensee, covenants and agrees as follows:

- (i) to install and display the signage provided by the Licensor in connection to the Funding Agreement upon receipt (the “**Signage**”), and to keep such Signage displayed at least 6 months after the commencement date of the Term;
- (ii) to have the Signage professionally installed at the Licensed Property and ensure the Signage is securely installed in a prominent area at the Licensed Property and in a manner that does not obstruct traffic or cause safety concerns particularly if located near a road;
- (iii) to ensure that the Signage is at all times kept clean and free of obstruction;
- (iv) to notify the Licensor immediately if the Signage is vandalized or stolen and if so, the Licensor may issue replacement Signage, in its discretion
- (v) to not alter the design of the Signage provided by the Licensor,
- (vi) to commence the operation of the child care facility within 60 days of the commencement date of this License, unless otherwise agreed in writing by the parties;
- (vii) to apply for one or more of the following child care affordability initiatives administered by the Ministry of Education and Child Care within 60 days of the commencement date of this License, unless otherwise agreed in writing by the parties:
  - A) Child Care Operating Funding, Child Care Fee Reduction Initiative and, if eligible the Early Childhood Educator Wage Enhancement;
  - B) \$10 a Day ChildCareBC program;
  - C) Aboriginal Head Start; or
  - D) any other program or successor program identified by the province as being a child care affordability initiative at such time, including any universal child care initiatives that the Licensee or a permitted sublicensee is eligible.
- (viii) to complete annual reports (the “**Annual Report**”), commencing on the first anniversary of the commencement date of this License, and to submit such Annual Reports to the Licensor within 10 days of each anniversary date, containing the following information:
  - A) location of Licensed Premises;
  - B) days of operation/weeks and number of weeks open per year;

- C) number of months open per year;
- D) hours of operation per day for each type of care program;
- E) Affordability Initiatives enrolled in;
- D) confirmation of any changes to the lease, if applicable, over the past year; and
- F) any other information about the Licensed Property or operation of the childcare facility that the Licensor may reasonably require from time to time to ensure the Licensee or a permitted sublicensee are complying with the terms of this License.

## 5. **REPAIR AND MAINTENANCE**

- (a) The Licensee will at all times during the Term repair, maintain and keep in a good and substantial state of repair the Licensed Property and as applicable, the exterior and interior doors to and within the Licensed Property, and the interior walls, all windows, partitions, and electrical, mechanical and plumbing equipment within the Licensed Property, furniture and equipment and any improvements now or hereafter made to the Licensed Property.
- (b) The Licensee covenants to perform such maintenance, to effect such repairs and replacements and to decorate at its own cost and expense as and when necessary, or as the Licensee is reasonably required to do so by the Licensor. In the event that the Licensee fails to comply with the foregoing provisions the Licensor may, at its option, rectify the situation and collect the expense for such work from the Licensee in the same manner that the Licensor may recover the Basic License Fee that is in arrears.
- (c) The Licensee acknowledges that the repair, maintenance and replacement of the Building's systems (including but not limited to the heating, air-condition and ventilation system, plumbing and electrical systems) and structural elements are the responsibility of the Sublandlord pursuant to the Sublease. The Licensor hereby authorizes the Licensee to communicate directly with the Sublandlord with respect to such issues.

## 6. **CHANGES AND REPAIRS**

- (a) The Licensee will not make, nor permit to be made, any alterations, repairs, renovation, modifications, installations or improvements ("Alterations") to the Licensed Property without the Licensor's prior written approval. The Licensee will only make Alterations in accordance with the applicable Laws and Regulations, which include, for greater certainty, the Development Permit.
- (b) Any Alterations made to the Licensed Property without the prior written consent of the Licensor or not in compliance with the applicable Laws and Regulations, if requested by the Licensor, will be immediately removed by the Licensee at the Licensee's expense and the Licensed Property restored to their previous condition, failing which the Licensor may at its option, without notice to the Licensee and without any liability on the Licensor's

part, enter the Licensed Property and remove them and any monies expended by the Licensor for that purpose will be repayable by the Licensee no later than the due date set out in the invoice received by the Licensee with respect thereto.

(c) All Alterations will be done by contractors or other workers or trades-persons in good and a professional manner with first class materials.

## **7. ASSIGNMENT AND SUBLETTING**

The Licensee will not assign or sublicense or otherwise part with possession or permit others to use the whole or any part of the Licensed Property except as follows:

(a) The Licensor agrees that the Licensee may sub-license the Licensed Property to a third party for the Permitted Use and the Licensee will be entitled to receive all revenues arising from the sub-licensing (if any) provided that:

- (i) the sublicensee is the YMCA of Vancouver with an address at 10-620 Royal Ave, New Westminster, BC V3M 1J2, or is otherwise a not-for-profit operator approved by the Licensor in writing;
- (ii) the sublicensee signs a sublicense agreement with the Licensee, on terms acceptable to the Licensor, acting reasonably; and
- (iii) the performance of the Permitted Use, as carried out by the sublicensee, will not violate any laws or regulations governing or regulating the Permitted Use.

(b) The Licensee will ensure that any sublicensee complies with and fully performs the obligations under this Agreement in carrying out any subcontracted responsibilities, and will operate the child care facility in a diligent, professional manner using qualified personnel.

(c) The Licensor and the Licensee acknowledge and agree that any sublicense of the Licensed Property to a third party will not release or relieve the Licensee from any of its obligations under this License. The Licensee will be fully and primarily responsible and liable for the acts, omissions, performance of, or damage caused by the sublicensee.

(d) While the Licensee is entitled to receive all revenues arising from the sublicensing of the Licensed Property, it is understood that any revenue the Licensee collects will be forwarded to the Licensor to be allocated or paid into the Neighbours' Fund or that the Licensee will otherwise account to Licensor regarding such revenue.

## **8. APPEAL OF TAXES**

In the event that any tax, assessment, rate, fee or similar charge of any nature whatsoever arising from the Licensee's use or occupation of the Licensed Property (collectively called the "**Charge**") is levied, assessed, charged or imposed or becomes a lien or charge upon the Land, the Licensee will pay such Charge and if for whatever reason the Licensee wishes to contest the Charge, the Licensee will have the right to do so and the Licensee will indemnify and save harmless the Licensor from all costs and expense as a result thereof. The Licensee will have the right to contest the Charge in the name of the Licensor with

the consent of the Licensor, such consent not to be unreasonably withheld. This section and provision will not apply to any charge which is based upon the income or capital of the Licensor.

**9. INSURANCE**

- (a) The provisions of Section 24.0 of the Neighbours' Agreement dealing with insurance will apply to this License and to the Licensed Property.
- (b) The parties acknowledge that the Sublandlord will procure property insurance in respect of the Building and the Land, as required under the Sublease.
- (c) The Licensee will obtain and keep in force or cause to be obtained and kept in force throughout the Term, all risk property insurance, including coverage for floods and earthquakes, and such other coverage as the Licensor may reasonably require, on all improvements and equipment located on the Licensed Property. Without limiting the generality of the foregoing, the Licensee waives as against the Licensor, and those for whom it is responsible in law, each claim and demand of every nature whatsoever for damage, loss or injury to such improvements and equipment and to property of the Licensee and each sublicensee in, upon or about the Licensed Property which will be caused by or result from fire or other perils, events or happenings which ought to have been covered by insurance pursuant to this section whether or not such claim or demand is covered by insurance.
- (d) In addition, if the Licensee subleases the Licensed Property, the Licensee will ensure that the sublicensee obtains and keeps in force the insurance described in subsection (c) above, and general liability insurance fully insuring against liability of the sublicensee with respect to the Licensed Premises or arising out of the maintenance, use or occupation thereof. Such policy will be in an amount of not less than \$5 Million per occurrence. The general liability policy will name the Sublandlord and the Licensor, its Board of Governors, employees, servants and agents as additional insureds, and will include a cross liability clause and broad form coverage for contractual liability. Such insurance will be primary in respect of all claims arising out of the sublicense and will not participate with nor be excess over any valid and collectable insurance carried by the licensor. The sublicensee will obtain and keep in force, and cause each Subtenant to obtain and keep in force, liability insurance for all motor vehicles, owned and non-owned, operated on the Campus and such other types of insurance as the Licensor may reasonably require.

**10. OVERLOADING OF UTILITIES**

The Licensee will not, from commencement of the Term onwards, install or suffer to be installed equipment which will exceed or overload the capacity of utility facilities servicing the Licensed Property and if equipment installed or allowed to be installed by the Licensee requires additional utility facilities such facilities will be installed at the Licensee's expense in accordance with the Laws and Regulations.

**11. NUISANCE**

The Licensee will not carry on or perform or suffer or permit to be carried on or performed or suffered on the Campus, the Lands, the Building or the Licensed Property any practice or act, or engage in any activity which is or becomes a nuisance or a menace or which in any way injures the Licensed Property, the Lands,

the Building, the Campus or any part thereof or is or becomes a hazard to any person using or occupying the lands, the Building, the Campus or any part thereof.

**12. CLEANLINESS**

At the sole cost and expense of the Licensee, the Licensed Property will be kept by the Licensee in a clean and sanitary condition in accordance with the rules and regulations of the Building (as issued by the Sublandlord) and all applicable Laws and Regulations including all health officials, fire commissioners, building inspectors or other officials. In the event the Licensee fails to comply with the foregoing provisions the Lessor may rectify the situation and collect the expense for such work from the Licensee in the same manner as arrears of the Basic License Fee.

**13. COMPLIANCE WITH LAWS AND REGULATIONS**

(a) The Licensee will comply and abide by:

- (i) all federal, provincial, municipal and other governmental statutes, ordinances, laws and regulations;
- (ii) the Land Use Plan adopted with respect to the University of British Columbia's Vancouver campus, pursuant to the Municipalities Enabling and Validating Act (No. 3), as amended from time to time;
- (iii) the rules, policies, bylaws and regulations passed by The University of British Columbia from time to time that are applicable to the Licensed Property and the users thereof and the Campus generally, or any one or more of them, whether made before or after the date of this License, including, without limitation:
  - A) The Wesbrook Place Neighbourhood Plan; and
  - B) The land use rules adopted by the UBC Board of Governors pursuant to UBC's Policy UP12, Land Use, Permitting and Sustainability, which include the Development Handbook; and
- (iv) the Development Permit

(collectively, the "**Laws and Regulations**").

(b) The Licensee will observe and cause its employees, sublicensees, agents, contractors, invitees and others over whom the Licensee can reasonably be expected to exercise control, to observe the laws and Regulations and all such rules and regulations will be deemed to be incorporated into and form a part of this License.

**14. MANAGEMENT AND CONTROL**

(a) The Lessor will have the exclusive right to manage and control the Campus, and the Licensed Property and other property leased or licensed to other tenants or licensees. Without limitation the lessor has the right in the management and control of the

Campus in its capacity as owner of all of the land comprising the Campus and as the regulator thereof to:

- (i) supervise the Campus and provide such security measures and patrols as the Licensor deems reasonably necessary;
- (ii) close off all or any part of the Campus at such times as in the opinion of the Licensor are advisable;
- (iii) convey, modify and terminate licenses, easements or other rights pertaining to the use of all or any part of the Campus, other than the licence granted pursuant to this License;
- (iv) close off all or part of the Campus for maintenance, repair, construction or development;
- (v) employ such persons required for the management and control of the Campus and security therefor as the Licensor may from time to time deem advisable;
- (vi) designate the entrances, roadways, parking areas and times when and where vehicles and pedestrians may use the Campus; and
- (vii) change from time to time the area, level, location, arrangement or use of any part or parts of the Campus but not so as to permanently materially interfere with access to the Campus, the Land, the Building or the Licensed Property.

(b) Notwithstanding what is set out immediately above in this paragraph, if such management and control of the Campus (as opposed to management and control of the Licensed Property, which has, by the grant of this License, been passed to the Licensee) is, in the opinion of the Licensee, acting reasonably, in any way inconsistent with the Neighbours' Agreement, either expressly or impliedly, or is, or is going to adversely affect the operation of the Licensee's use of the Licensed Property, the Licensor agrees to consider in good faith any variance that is requested by the Licensee in writing. Any decision by the Licensor regarding a variance is at the sole discretion of The University of British Columbia.

(c) The parties understand and agree that nothing in this License will affect the responsibility or authority delegated by the Licensor to the Licensee to administer and enforce rules as contemplated by Section 5 of the Neighbours' Agreement.

**15. PARKING**

(a) The Licensor will provide the Licensee with the exclusive use of two (2) parking stalls at cost for the Term of the License. The Licensee's access to the Licensed Property from the common areas of the Building will be by foot, stroller, hand cart, wheel chair or a similar mobility device, but this right to access will not permit the use of bicycles, skate boards, roller blades or similar devices.

- (b) The Licensee, any permitted sublicensee and their respective officers, employees, suppliers, invitees and other persons having business with the Licensee will be prohibited from using any part of the Campus designated for parking except as may be permitted from time to time by the University of British Columbia.
- (c) Should the Licensee, its officers, employees, suppliers or invitees park vehicles in areas not allocated for that purpose, the Licensee and the Ministry will have the right to remove the trespassing vehicles and the Licensee will indemnify and save harmless the Licensor from any costs, claims, damage, liability and expense from any claims by third parties arising out of the removal of trespassing vehicles.

**16. SECURITY**

The Licensee is solely responsible for providing security services and patrols to the Licensed Property during the Term. The Licensee and the Licensor agree that they will meet from time to time during the Term to review and coordinate solutions to security issues that arise in respect of the Licensed Property and the Campus.

**17. ENTRY**

If the Licensor wishes to enter, or to permit governmental bodies, public utilities or other persons having demonstrated a need to enter, upon Licensed Property for the purposes of installing underground water, oil, gas, steam, storm sewer, sanitary sewer and other pipelines and conduits or to grant or obtain an easement or right-of-way therefor, the Licensor will apply in writing for the consent of the Licensee specifying the reason for entry or the nature and extent of such easement or right-of-way. The Licensee will not unreasonably withhold its consent to such entry or to such easement or right-of-way.

**18. INSPECTION OF THE LICENSED PROPERTY**

- (a) The Licensor, its servants, agents, contractors and representatives, will be entitled at all reasonable times (after written notice given to the Licensee specifying the purpose) to enter the Licensed Property and any improvement thereon for any of the following purposes:
  - (i) inspecting the same;
  - (ii) inspecting the performance by the Licensee of the terms, covenants, agreements and conditions of this License, and by any permitted sublicensee claiming by, through or under the Licensee of any of its obligations under its License;
  - (iii) posting and keeping posted thereon notices as required or permitted by any Law and Regulation;
  - (iv) conducting an environmental audit; or
  - (v) any other reasonable purpose.

(b) In the event of a chemical spill or any other incident related to hazardous materials being exposed or after receiving a complaint, the Licensor will have the right of immediate access to the Licensed Property to inspect facilities and/or operations as necessary.

**19. PAYMENT OF TRADES, ETC.**

The Licensee will pay promptly all its contractors and suppliers and will not permit, do or cause anything to be done to the Licensed Property or the Land during a period of construction and fixturing or at any other time which would allow any lien, lis pendens, judgment or certificate of any court or any mortgage, charge or encumbrance of any nature whatsoever to be imposed or remain upon the Land or any other part of the Campus. In the event of any registration of any lien or other encumbrance the Licensee will at its own expense cause the same to be immediately discharged. If such discharge is not so effected by the Licensee, the licensor reserves the right to discharge the encumbrance and the costs therefor will be payable by the Licensee.

**20. CONTESTING OF LIENS**

If the Licensee bona fide intends to contest any lien or claim of the nature described in paragraph 20 herein or any governmental charge, the Licensee will notify the Licensor of such intention within 30 days after the Licensee learns of such lien or claim, or at least 30 days prior to the due date of such governmental charge, and if the Licensor so requires, will promptly provide security in favour of the Licensor or the claimant for the payment thereof which is reasonable and satisfactory to the Licensor. The Licensor will be entitled to take and to require the Licensee to take or cause to be taken, all steps available to cause any lien or claim of lien filed against the title to the Land and any other affected portion of the Campus to be discharged therefrom provided that such steps do not materially prejudice or unreasonably interfere with the Licensee's position in the dispute. If the Licensee complies with the foregoing it will not be in default hereunder and the Licensor will not satisfy, discharge or pay, or cause the Licensee to satisfy, discharge or pay such lien, claim or governmental charge until the same becomes legally due and payable and is required to be paid by statute or by order of a Court or other competent tribunal, in which case the Licensee will satisfy, discharge or cause to be satisfied or discharged, such lien or claim or pay such governmental charge, and all penalties, interests and costs in connection therewith. The satisfaction and discharge of any such lien, claim or governmental charge will be made before execution is had upon any judgment rendered thereof and before commencement of any proceeding on account thereof subsequent to judgment to sell the Land. In the event of any such contest, execution or proceeding the Licensee will indemnify and save harmless the Licensor against all costs, expense and damage resulting therefrom.

**21. DEFAULT AND TERMINATION**

(a) If the Licensee:

(i) fails or neglects to make any payment due to the Licensor, in accordance with the terms of this License, within 30 days after the Licensor gives to the Licensee written notice that the payment is overdue; or

(ii) fails or neglects to cure any default of any of the other terms, covenants, agreements, or conditions herein on its part to be observed, kept or performed,

within 60 days after the Licensor gives to the Licensee written notice of such default; or

- (iii) uses the Licensed Property for a purpose other than the Permitted Use, and the Licensee fails or neglects to cure this default within 60 days after the Licensor gives the Licensee written notice of such default; or
- (iv) assigns, subleases, parts with possession of all or any part of the Licensed Property contrary to paragraph 8 herein and the Licensee fails or neglects to cure this default within 60 days after the Licensor gives the Licensee written notice of such default; or
- (v) is adjudged insolvent or makes an assignment for the benefit of its creditors or otherwise takes the benefit of any statute for the benefit of insolvent debtors; or
- (vi) abandons the Licensed Property,

then in each event the Licensor may terminate this License by written notice to the Licensee at least 10 days in advance of the effective date of termination. The Licensee may dispute the Licensor's decision to terminate this Licence, by referring the matter to the dispute resolution process set out in Section 26 of the Neighbours' Agreement. For the purposes of Section 26.2 of the Neighbours' Agreement, the reasonable period within which the Licensee may refer the matter to the UNA Representative and the UBC Representative will be conclusively deemed to be 10 days from the delivery of such written notice of termination by the Licensor to the Licensee. If the matter is referred for determination pursuant to Section 26 of the Neighbours' Agreement, then the effect of the notice of termination will be suspended until the dispute resolution process contemplated by Section 26 of the Neighbours' Agreement has been completed.

- (b) In the event of destruction of the Building whether in whole or in part due to fire, earthquakes, Act of God, or any other cause, neither the Licensor nor the Licensee will be obliged to rebuild, or reconstruct the Building except to the extent that insurance proceeds are available to do so.
- (c) Should the Sublandlord and the Licensor enter into a dispute, discussions, negotiations, or other communications that may result in the surrender or any other form of termination of the Sublease, the Licensor will give notice to the Licensee, in writing, as soon as practicable.
- (d) Upon any termination of this License, the Licensee will forthwith vacate the licensed Property leaving the Licensed Property in the state in which it is required to be maintained by this License.

## **22. OCCUPATION OF THE LICENSED PROPERTY**

This License grants the Licensee a contractual right to use and occupy the Licensed Property, and does not grant any interest in and to the Land or any part thereof. If the Licensee without default pays the amounts described in Section 3 of this License, at the times and in the manner herein provided and keeps and performs all the terms, covenants and agreements contained in this License that are required to be kept

and performed by the Licensee, the Licensee may continue to occupy the Licensed Property for the Term without any interruption or disturbance from the Licensor, its successors or assigns or any other person or persons lawfully claiming by, from or under the Licensor or any of them, but subject always to the rights of the Licensor set out in this License.

**23. EASEMENT AND RIGHT-OF-WAY**

The Licensor will grant to the Licensee such easements and rights-of-way as may be requested in writing if such, in the opinion of the Licensor, are reasonably required to enable the Licensee to use the Licensed Property for the Permitted Purposes. The granting of such interests in land will be subject to any required approval required by the University Act.

**24. FORCE MAJEURE**

If the Licensor or the Licensee default in the performance of their respective covenants hereunder due to strike, lock out or other labour unrest (including a lock out commenced by the licensor), Act of God or through any cause beyond the reasonable control of the Licensor or the Licensee, the Licensor or the Licensee, as the case may be, will be exempt from the liability for such default, except that the Licensee will not be excused from its financial obligations hereof provided, however, that the Licensor or the Licensee, as the case may be, will take all reasonable steps to remove the cause of default and to resume observance of the covenants, conditions and provisos hereof forthwith after the cause of default has been removed.

**25. NO PARTNERSHIP OR JOINT VENTURE**

It is understood and agreed that:

- (a) nothing contained in this License, nor will any acts of the Licensor and Licensee, be deemed to create a partnership or joint venture or any relationship between the Licensor and Licensee other than the relationship of Licensor and Licensee, and
- (b) the Licensee is solely responsible for operating the Licensed Property.

The Licensee will ensure that all promotional materials related to the Licensed Property, including but not limited to brochures, websites, signs and other forms of advertising (print, radio, television and internet), will clearly state that the Licensee, or if applicable, the permitted sublicensee, is the exclusive operator of the Licensed Property.

**26. NON-WAIVER OF DEFAULT**

The waiver or acquiescence by the Licensor of any breach by the Licensee of any term or condition of this License will not be deemed to be a waiver of such term or condition or any subsequent or other breach of any term or condition of this License.

**27. TIME**

Time will be of the essence of this License.

**28. SEVERABILITY**

In the event that any paragraph of this License will be held to be indefinite, invalid, illegal, or otherwise voidable or unenforceable, the entire License will not fail on account thereof, and the balance of the License will continue in full force and effect.

**29. ENUREMENT**

This License will be binding upon and enure to the benefit of the Licensor's and the Licensee's successors and permitted assigns.

**30. NOTICE**

Any notice, demand, request, consent or objection required or contemplated to be given or made by any provision of this License will be given or made in writing and may be either delivered personally, by prepaid courier or sent by electronic mail, addressed to the Licensor at:

The University of British Columbia  
Old Administration Building  
Room 225 - 6328 Memorial Road  
Vancouver, BC, V6T 122  
[treasury.leasing@ubc.ca](mailto:treasury.leasing@ubc.ca)  
Attention: Manager, Treasury Contracts & Real Estate

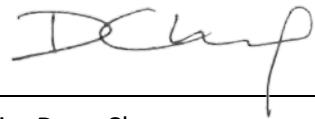
or addressed to the Licensee at:

**University Neighbourhoods Association**  
202-5923 Berton Avenue  
Vancouver, British Columbia, V6S 083  
[cao@myuna.ca](mailto:cao@myuna.ca)  
Attn: Chief Administrative Office

or to such other address as such party from time to time may specify by written notice to the other. The time of giving or making such notice, demand, request, consent or objection will be, if delivered, when delivered, and if sent by electronic mailed, then the date and time as indicated on the timestamp of the recipient's electronic mail system.

**IN WITNESS WHEREOF** the said parties have hereunto set their hands the day and year first above written.

THE UNIVERSITY OF BRITISH COLUMBIA



By: \_\_\_\_\_

Name: Doug Cheung  
Title: Director-Treasury



By: \_\_\_\_\_

Name: Yale Loh  
Title: Treasurer

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

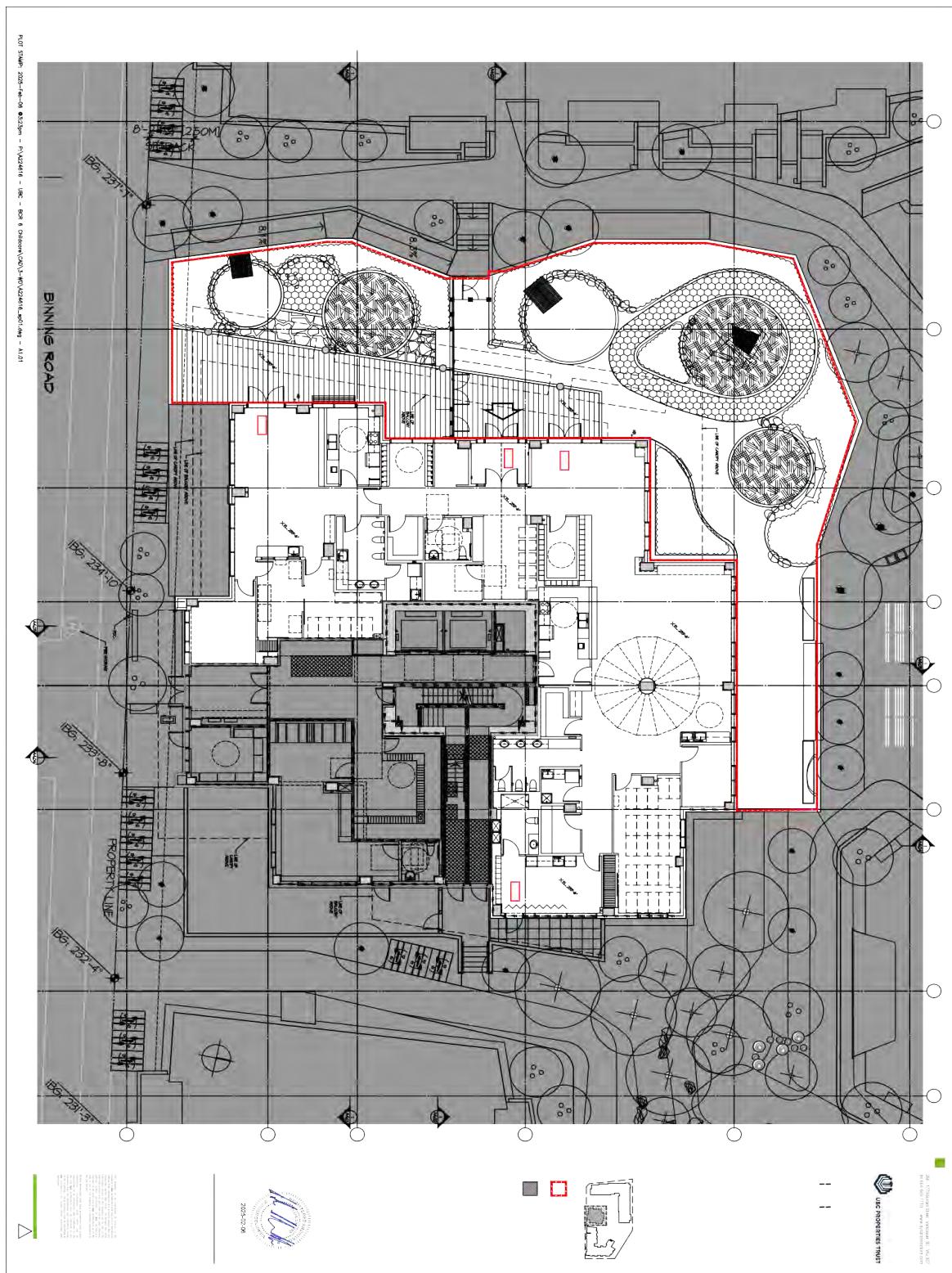


By: \_\_\_\_\_

Name: Paul Thorkelsson  
Title: Chief Administrative Officer

## Schedule "A"

## **Floor Plan of Licensed Property**



**Report Date:** February 6, 2026  
**Meeting Date:** February 17, 2026  
**From:** Wegland Sit, Operations Manager  
**Subject:** UNA Landscaping Maintenance and Municipal Services RFP

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## Background

To support the growing campus community, UBC and campus residents established the University Neighbourhoods Association (UNA) and the Neighbours' Agreement in 2002. Amended in 2008, 2015, 2020, and most recently in 2024, this Agreement defines the responsibilities for community services and facilities within UBC Vancouver's campus neighbourhoods. Under this framework, the UNA delivers "municipal-like" services on UBC's behalf, including landscaping, community programming, childcare, and the operation of community centres.

This report provides a brief historical overview of landscape management within the UNA, followed by a detailed analysis of the recent Request for Proposal (RFP) process and its final outcomes.

## Decision Requested

*THAT the Board approve the attached UNA – 2026-2029 Contractor Agreements for Badger Earthworks, Cutting Edge Landscaping and authorize the Chief Administrative Officer to execute the agreement*

## Discussion

### History

The UNA and UBC Properties Trust (UBCPT) entered into an agreement for the management of the UNA's landscaping and municipal services obligations in 2012 "the Agreement."

In 2022, UBCPT exercised the termination clause within that Agreement, formally notifying the UNA that they would cease management of these services effective March 31, 2023.

Consequently, the UNA assumed direct responsibility for landscape management on April 1, 2023.

### UNA Transitional Period – 2023 onward

The UNA collaborated closely with UBCPT and UBC to facilitate a seamless transfer of management responsibilities. A key priority was maintaining service continuity; as such, the UNA entered into new municipal service agreements with the four incumbent landscape contractors for the 2023/2024 fiscal year. All four providers expressed a strong interest in continuing their partnership with the UNA.

In September 2022, the UNA legal team developed a standardized agreement template. This framework was strategically aligned with previous UBCPT contracts to ensure operational consistency, while incorporating enhanced terms to better serve the UNA's specific governance and insurance needs.

The landscape service composition remained at status quo from the initial transition through the 2025/2026 fiscal year, with responsibilities divided as follows:

- **Badger Earthworks:** Wesbrook Area, East Campus, and General Municipal Services.
- **Cutting Edge Landscaping:** Chancellor and Wesbrook Area.
- **Meridian Landscaping:** Hawthorn Area.
- **Koshimura Landscaping:** Hampton Place.

### Landscape Management Plan Integration

UNA neighbourhoods feature unique green spaces, including community parks and street boulevards, which significantly influence the resident experience. To ensure these assets are managed strategically, the Board directed staff in November 2020 to develop a comprehensive **Landscape Management Plan (LMP)**.

The LMP serves as a roadmap for maintaining safe, attractive, and livable environments while addressing modern challenges such as climate change, environmental protection, and neighbourhood sustainability. Following a period of development and review, the Board formally adopted the LMP in May 2023 board meeting.

The LMP provides a baseline for current landscape management and identifies opportunities to streamline operations and enhance resilience. Implementation is designed to be phased, allowing the UNA to incrementally adapt maintenance practices and physical landscapes to better align with the plan's guiding principles.

As part of the LMP, a suite of priority projects was identified and ranked by our consultants. These are categorized from Priority 1 (Highest) to Priority 3 (Lowest).

Table 1 (below) outlines these recommendations as originally presented in 2023. We have added a **"Status"** column to this report to provide an update on our progress toward these strategic goals as of early 2026.

Potential Project	Neighbourhood	Ideas	Priority	Status
Permanent UNA Public Works Yard	All Neighbourhoods	<ul style="list-style-type: none"> <li>Collaborate with UBC to identify and establish a permanent UNA public works yard within or close to UBC campus before the temporary works yard is decommissioned</li> </ul>	1	<ul style="list-style-type: none"> <li>In Progress.</li> <li>Following NA2024 negotiations, a dedicated UBC Work Yard is estimated to become available in late Winter 2026.</li> </ul>
Maintenance Level Reductions in Select Areas	All Neighbourhoods	<ul style="list-style-type: none"> <li>Work with landscape maintenance providers to identify select landscape areas to be shifted to lower maintenance levels (e.g., Maintenance Level 3 or 4)</li> <li>Consider the balance between immediate cost-savings from reduced frequency with perceptions of landscape quality and long-term impacts (e.g., premature replacement needs)</li> <li>Focus changes initially on less visible / prominent landscape areas and use pilot programs to test maintenance reductions and monitor outcomes</li> </ul>	1	<ul style="list-style-type: none"> <li>Completed.</li> <li>Finalized as part of the 2026/27 RFP process. Service levels were standardized to <b>Level 3</b> across all UNA neighbourhoods to better reflect actual conditions and ensure consistency.</li> </ul>
Select Water Feature Updates	Wesbrook	<ul style="list-style-type: none"> <li>Limit development of new water features in public landscape areas</li> <li>Research potential adaptations to sections of the system to be "dry" in summer with design mitigations to manage appearance issues of dry beds (e.g., river rock lining)</li> <li>Research other options to reduce / limit potable water additions</li> <li>Integrate consultation with residents and stakeholders when considering changes</li> </ul>	2	<ul style="list-style-type: none"> <li>Not Started.</li> <li>Research and feasibility studies are scheduled to commence following the completion of the Mundell Park Waterway repair process.</li> </ul>
Electric Charging for Landscape Maintenance Equipment	All Neighbourhoods	<ul style="list-style-type: none"> <li>Seek to provide secure, convenient electric charging locations accessible to landscape maintenance providers throughout UNA Neighbourhoods</li> </ul>	2	<ul style="list-style-type: none"> <li>In Progress.</li> <li>Secured charging locations have been established in the <b>Hawthorn</b> and <b>Wesbrook</b> neighbourhoods. The Operations Department is actively working to expand this infrastructure to other areas.</li> </ul>
Plant Species Replacement	All Neighbourhoods	<ul style="list-style-type: none"> <li>Replace poor performing plant species with better suited species</li> </ul>	2	<ul style="list-style-type: none"> <li>In progress.</li> </ul>

				<ul style="list-style-type: none"> <li>The Operations and Sustainability departments are consulting with UBC Campus Planning &amp; Biodiversity to ensure replacement species align with the approved ecological list.</li> </ul>
<b>Annual Planting Reductions</b>	All Neighbourhoods	<ul style="list-style-type: none"> <li>Convert select annual planting areas to perennials and/or bulbs so that splashes of colour continue to be provided, but with lower maintenance requirements</li> </ul>	3	<ul style="list-style-type: none"> <li>In Progress.</li> <li>Reviewed during the RFP process; current focus is on transitioning toward sustainable landscapes to reduce annual planting requirements.</li> </ul>

*Table 1 – Recommended Projects*

While the LMP provides strategic direction for "soft" landscaping, it has identified several other critical components that require targeted study to optimize maintenance efficiencies. These components are categorized by study area in **Table 2** below.

The highest priority among these initiatives is the development of a comprehensive Tree Management Plan. This plan includes a system-wide analysis and strategic planning designed to improve the health and management of the UNA's street trees and urban forest.

This project is nearing completion. Working with Diamond Head Consulting and UBC Urban Forestry Group, staff have developed a draft that is currently undergoing final revisions to incorporate feedbacks from UBC Campus and Community Planning (C&CP).

Potential Study	Purpose	Candidate Topics	Priority	Status
<b>Tree Management Plan (TMP)</b>	A TMP is an opportunity to focus specifically on long-term management of the tree canopy, providing guidance for planning, maintaining, and renewing trees in UNA community green spaces. This could be coordinated with the UBC campus-wide biodiversity and tree strategy.	<ul style="list-style-type: none"> <li>Inventory of existing trees (species, location, age, health, etc.)</li> <li>Tree health management</li> <li>Process for tree replacement / renewal</li> <li>Details and specifications for long-term tree health</li> <li>Integration of technologies such as soil cells</li> </ul>	1	<ul style="list-style-type: none"> <li>The development of the UNA Tree Risk Management Protocol / Tree Management Operations Guidelines is now complete. Following a comprehensive review by the UBC Campus and Community Planning (C&amp;CP) group, the UNA is incorporating final feedback to ensure full alignment with campus standards.</li> <li>The UBC Urban Forestry Group provided essential "ground truthing" services to support the development of a comprehensive UNA Tree Inventory. By conducting on-site verifications and data collection, this ensures that the UNA's tree inventory is technically accurate and reflects the current health and location of all street + park tree assets within our neighbourhoods.</li> <li>Next Steps: The document is currently in the final stage of refinement and is on track for submission and UNA Board Approval at the March 2026 Board Meeting.</li> </ul>

*Table 2 – Recommended Studies*

### Integrating Landscape Management Plan into Request for Proposal

A primary objective of the RFP process was to fully integrate the Landscape Management Plan (LMP) into the UNA's operational model. By embedding the LMP's maintenance policies into the new contracts, the UNA ensures that neighbourhood landscapes are managed in direct alignment with our long-term sustainability and resilience goals.

Following a comprehensive review of existing conditions, the UNA has adjusted service levels to better reflect the requirements "on the ground." A key outcome of the LMP recommendation is the standardization of lawn maintenance to **Service Level 3** across all neighbourhoods.

- **Operational Change:** Lawn mowing frequency has transitioned from a 7-day cycle to a 10-day cycle.
- **Community Impact:** This adjustment reduces operational costs and minimizes noise and carbon impacts on the community while maintaining high aesthetic standards.

To further support the UNA's environmental goals, the RFP expanded the scope of mandatory electric-powered equipment.

- **Mandatory Period:** April 1 to September 30.
- **Equipment Scope:** The use of electric-powered leaf blowers and split-shaft equipment (such as trimmers and edgers) is now a mandatory requirement during this period to reduce emissions and noise pollution during high-use months.

The UNA is transitioning from an email-based request system to a modernized, electronic work order and reporting framework.

- **Workflow:** The UNA Operations Team will now filter incoming municipal service tickets and convert them into detailed electronic work orders. These orders include GIS coordinates, asset IDs, and multimedia documentation (photos/videos).
- **Field Integration:** Onsite crews are now required to utilize mobile hardware (smartphones or tablets) for real-time reporting. The UNA provides the necessary software licenses to enable seamless, two-way communication and status updates between field staff and the Operations Department.

### The RFP Process

The current service providers have a deep-rooted history with the UNA, with tenures ranging from 10 to over 20 years. This long-standing presence has allowed these firms to develop a specialized understanding of our specific landscape and municipal infrastructure.

Beyond their technical management experience, these providers possess significant local knowledge that is vital to the UNA's operations. This "institutional memory"—ranging from underground utility locations to specific neighbourhood microclimates or low spots—is an invaluable asset that ensures a high level of continuity and is exceptionally difficult to replicate through new vendors.

### RFP Scoring Matrix

The selection process was conducted using a comprehensive scoring matrix designed to balance technical proficiency with long-term financial and operational value. Each proponent was evaluated against a weighted set of criteria that prioritized technical expertise and capacity, ensuring the firms possess the necessary resources to execute complex municipal tasks. Furthermore, the matrix included a rigorous analysis of financial value to ensure budget alignment over the three-year contract term, alongside a sustainability component that weighed the proponents' commitment to the LMP's green initiatives, such as the transition to electric-powered equipment.

A critical weighting factor in this evaluation was the retention of institutional knowledge and operational continuity. One of the primary objectives of the RFP was to ensure that the UNA maintains the deep-rooted site expertise required to manage its unique landscape and municipal infrastructure without disruption. By prioritizing proponents with a proven history of local service, the UNA successfully mitigated the risk of "knowledge loss," ensuring that the management transition remains seamless and that decades of specialized operational familiarity remain within the organization.

### Timeline RFP Development and Process

The development of the Request for Proposal (RFP) commenced in October 2025 with the strategic goal of establishing long-term service stability and financial certainty. To attract high-quality proponents and foster a collaborative partnership, the RFP was structured with a three-year primary term, spanning from April 1, 2026, to March 31, 2029, with an option for a two-year extension. All incumbent landscape contractors were formally notified of this change in the procurement process to ensure they were well-prepared for the transition from the traditional annual renewal model to this new competitive framework.

The RFP was officially posted on December 15, 2025, via **Bids & Tenders** and the **UNA website (myuna.ca)** to maximize visibility and ensure a transparent, open competition. In consideration of the winter holiday season and the New Year, the closing date was set for January 23, 2026, providing proponents with ample time to

prepare comprehensive submissions. A mandatory on-site information meeting was conducted at the Wesbrook Community Centre on January 14, which saw participation from eight different vendors. By the closing deadline, the UNA received **five** formal proposals from a mix of incumbent and new service providers:

1. Badger Earthworks (Current Service Provider)
2. Complete Landscape (New)
3. Cutting Edge Vancouver Landscaping (Current Service Provider)
4. Kennedy Landscaping (New)
5. Meridian Landscaping (Current Service Provider)

### RFP Outcome and Selection

Following a comprehensive evaluation of all submissions, the UNA has selected Cutting Edge Vancouver Landscape Services and Badger Earthworks as the successful proponents for the 2026–2029 landscape maintenance contracts. This decision was informed by a rigorous scoring matrix that weighed technical expertise, financial value, and commitment to sustainability against the UNA's current and future operational requirements. The final ranking of proponents, in order of their evaluated score, placed Cutting Edge Vancouver Landscape Services and Badger Earthworks at the top, followed by Meridian Landscaping, Kennedy Landscaping, and Complete Landscape.

Based on the results of this evaluation, the service areas have been consolidated to optimize management efficiency. Cutting Edge Vancouver Landscape Services has been awarded the portfolios for **Chancellor Place** and **Hampton Place**. Badger Earthworks has been awarded the portfolios for **East Campus**, **Wesbrook Area**, and **Hawthorn Area**. Furthermore, Badger Earthworks will continue to provide **comprehensive municipal services** for UNA areas and assets as defined in the RFP. Both selected proponents demonstrated a superior alignment with the UNA's operational goals, particularly regarding their ability to implement the Landscape Management Plan's sustainability initiatives and maintain high service standards across our unique neighbourhood landscapes.

### **Financial Implications**

The outcome of the RFP process ensures that the recurring landscape maintenance costs for the 2026/27 fiscal year remain within the proposed draft operational budget. Under the newly awarded contracts, the annual recurring cost for soft landscaping maintenance is established at **\$827,300.00**, representing \$646,800.00 allocated to Badger Earthworks and \$180,500.00 to Cutting Edge Vancouver Landscaping.

This figure reflects the optimized "Service Level 3" model and the consolidation of service providers, providing the UNA with a stable and predictable baseline for its core municipal obligations. Please note, the proposed draft budget soft landscape line items also

include for non-recurring expenses, including one-time repairs, strategic enhancement projects, and technical studies that are not included in these contract amounts.

Beyond landscaping, the RFP results provide further financial stability for broader municipal services. While recurring services, such as public waste removal, have seen a slight cost adjustment to reflect the new three-year term, the UNA has successfully maintained 2025/26 levels for as-needed services. Specifically, hourly rates for specialized trades—including electrical and plumbing repairs—will remain unchanged for the upcoming fiscal year.

### **Operational Implications**

The consolidation of landscape service providers from four to two will significantly reduce administrative overhead and streamline contract management for the Operations Department. Furthermore, the standardization of service levels across all neighbourhoods ensures a consistent maintenance approach throughout the UNA. This uniformity provides a stable foundation for the phased implementation of high-priority projects identified in the Landscape Management Plan (LMP).

A key operational advantage of this selection is the continuation of service with **Badger Earthworks**. By retaining a partner with extensive historical experience in the UNA's most complex areas, the association preserves vital institutional knowledge regarding underground infrastructure, specific site vulnerabilities, and long-standing municipal assets. This continuity mitigates the operational risks associated with a total vendor turnover and ensures that the "on-the-ground" expertise required to manage the UNA's intricate irrigation, electrical, lighting, and landscape systems remains uninterrupted.

The requirement for all service providers to utilize the UNA's new Municipal Service Ticketing and Online Work Order System marks a major shift toward modernized service delivery. By establishing a two-way, "full life cycle" communication loop between residents, the UNA operations team, and field contractors, the system ensures transparency from the moment a request is submitted to its final completion. This digital transition allows the UNA to manage assets more effectively and maintain an accurate, real-time record of infrastructure conditions.

### **Strategic Objective**

Organization Capacity

### **Attachments**

1. [University Neighbourhoods Association Landscaping Maintenance Services Request for Proposal](#)

2. [Addendum #1](#)
3. [Addendum #2](#)
4. [UNA Landscape Management Plan](#)

**Concurrence**

1. Gal Kaufman, Operations and Facilities Specialist
2. Sylvia Krawus, Sustainability Specialist
3. Athena Koon, Finance Manager

Respectfully submitted,



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Wegland Sit

Operations Manager



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Paul Thorkelsson

Chief Administrative Officer



## University Neighbourhoods Association Landscaping Maintenance Services Request for Proposal

**Closing Location**  
#202-5923 Berton Avenue  
Vancouver, BC V6S 0B3

**Closing Date and Time**  
3:00 pm Pacific Daylight Time  
Friday, January 23, 2026

**Submitted to**  
Wegland Sit  
Operations Manager  
Email: [wegland.sit@myuna.ca](mailto:wegland.sit@myuna.ca)



## Contents

<b>A..... DEFINITIONS AND ADMINISTRATIVE REQUIREMENTS .....</b>	<b>3</b>
1.0    DEFINITIONS	3
2.0    TERMS AND CONDITIONS	4
3.0    ALTERNATIVE SOLUTIONS	4
4.0    CHANGES TO PROPOSALS	4
5.0    PROPONENTS' EXPENSES	4
6.0    PROPOSAL VALIDITY	4
7.0    FIRM PRICING	4
8.0    CURRENCY AND TAXES	4
9.0    SUB-CONTRACTING	5
10.0   ACCEPTANCE OF PROPOSALS	5
11.0   DEFINITION OF CONTRACT	6
12.0   LIABILITY FOR ERRORS	6
13.0   MODIFICATION OF TERMS	6
14.0   OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION	7
15.0   CONFIDENTIALITY OF INFORMATION	7
<b>B..... PROPOSAL SUBMISSION REQUIREMENTS.....</b>	<b>7</b>
1.0    PROPOSAL SUBMISSION	7
2.0    ENQUIRIES	10
3.0    DISCLAIMER	10
4.0    EVALUATION AND SELECTION CRITERIA	10
5.0    COMMITMENT BY THE ASSOCIATION	11
<b>C..... SCOPE OF WORK.....</b>	<b>12</b>
1.0    OVERVIEW OF THE UNIVERSITY NEIGHBOURHOODS ASSOCIATION	12
2.0    OVERVIEW	12
3.0    NEIGHBOURHOOD OVERVIEW	13
4.0    KEY DATE AND TERM	24
5.0    AVAILABLE INFORMATION AND MANDATORY ONSITE INFORMATION MEETING	24
<b>D. .... CONTRACT CONDITIONS.....</b>	<b>24</b>
1.0    COMPLIANCE WITH LAWS	24
2.0    LAWS OF BRITISH COLUMBIA	24
3.0    RELEASE, INDEMNITY AND LIABILITY	24
4.0    INSURANCE AND WORKSAFE COMPLIANCE	27
<b>E..... SCHEDULES .....</b>	<b>29</b>
SCHEDULE A - UNA LANDSCAPE GENERAL MAINTENANCE POLICIES	30
SCHEDULE B - LANDSCAPE TYPES IN UNA NEIGHBOURHOODS	46
SCHEDULE C - LANDSCAPE MAINTENANCE LEVELS	49
SCHEDULE D – LANDSCAPE MANAGEMENT SERVICE LEVEL MAP BY NEIGHBOURHOOD	58
SCHEDULE E – MUNICIPAL SERVICES	64
SCHEDULE F – BID INSTRUCTIONS AND SHEETS	82



## **INTENT**

The University Neighbourhoods Association ("Association") is inviting landscaping service providers to submit a proposal for delivering commercial landscaping maintenance and municipal services within the UNA Community Green Spaces. The submitted proposal must clearly demonstrate proven expertise in providing solutions and meeting the needs of successfully managing our community public space, as set out in Part C, Scope of Work, and Part F, Schedules of this RFP.

## **A. DEFINITIONS AND ADMINISTRATIVE REQUIREMENTS**

### **1.0 DEFINITIONS**

Throughout this Request for Proposal, the following definitions apply:

**"Association"** means as the context requires, the University Neighbourhoods Association or the area within the boundaries of the University Neighbourhoods Association.

**"Board"** means the Board of the Association.

**"Canadian Landscape Standard"** is a nationally recognized standard which defines good landscape construction and management practices.

**"Community Green Spaces"** - Landscaped areas within UNA neighbourhoods intended for public use, including streetscapes, parkland, and green spaces like urban forests. Landscapes in these areas are typically managed by the UNA.

**"Contract"** means the written agreement resulting from this Request for Proposal executed by the Association and the Contractor.

**"Contractor"** means the successful Proponent to this Request for Proposal who enters into a written Contract with the Association.

**"LMP"** means UNA Landscape Management Plan. Landscape management guides how to sustain healthy landscapes through their evolution, considering different layers like ecology, character, function, location, safety, and cost.

**"must", "shall" or "mandatory"** means a requirement that must be met.

**"Neighbourhood Housing Areas"** - Areas of the UBC campus specified for neighbourhood development in the UBC Land Use Plan. There are seven Neighbourhood Housing Areas: Chancellor Place, Hampton Place, Hawthorn Place, Wesbrook Place, East Campus, Stadium, and Acadia East.

**"Proponent"** means an individual or a company that has been requested to and submits, or intends to submit, a proposal in response to this Request for Proposal.

**"Proposal"** means a submission in response to this Request for Proposal.



**“Request for Proposal” and “RFP”** means this Request for Proposal.

**“Services”** means all work to be performed by the Contractor under and pursuant to the Contract.

## **2.0 TERMS AND CONDITIONS**

The following terms and conditions apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms that follow.

## **3.0 ALTERNATIVE SOLUTIONS**

If alternative solutions are offered, the information should be submitted in the same format but as a separate Proposal and clearly marked as an alternative solution.

## **4.0 CHANGES TO PROPOSALS**

By submission of a written notice, a Proponent may amend or withdraw its Proposal prior to the closing date and time.

Upon Closing, all Proposals become irrevocable. The Proponent may not change the wording of its Proposal after Closing and no words or comments may be added to the Proposal unless requested by the Association for clarification.

## **5.0 PROPONENTS' EXPENSES**

Proponents are solely responsible for their own expenses in preparing a Proposal. If the Association elects to reject all Proposals, the Association will not be liable to any Proponent for any claims for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with a final Contract, costs for returning unopened Proposals, or any matter whatsoever.

## **6.0 PROPOSAL VALIDITY**

Proposals will be open for acceptance for at least 65 days after closing.

## **7.0 FIRM PRICING**

- a) Price quoted are to be prorated and invoiced monthly.
- b) Prices quoted are to be exclusive of GST and PST and in Canadian funds.
- c) Prices will be firm for the entire Contract period unless this RFP states otherwise.

## **8.0 CURRENCY AND TAXES**

Prices quoted will be in Canadian Dollars and inclusive of duty, delivery charges where applicable, and exclusive of GST and other taxes which shall be shown separately as applicable.



## **9.0 SUB-CONTRACTING**

- a) Using a sub-contractor (who must be clearly identified in the Proposal) is acceptable. This includes a joint submission by a Proponent and sub-contractors who have no formal corporate links. The Proponent must be prepared to take on a Project Manager role, an overall responsibility for the production of this plan, and this must be defined in the Proposal.
- b) Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Association's opinion, give rise to a conflict of interest in connection with the services will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this RFP.
- c) Where applicable, the names of approved sub-contractors listed in the Proposal will be included in the Contract. No changes or additions to the list will be permitted without the written consent of the Association.

## **10.0 ACCEPTANCE OF PROPOSALS**

- a) This RFP must not be construed as an agreement to purchase goods or services. The Association is not bound to accept the lowest priced or any Proposal of those submitted. The Association is under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a Proposal nor execution of a Contract will constitute approval of any activity contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, or municipal statute, regulation or bylaw.
- c) The Association reserves the right to reject any Proposal and to accept any Proposal notwithstanding any non-compliance with this RFP. The Association may select any Proposal for acceptance or negotiation with the Proponent by selecting the Proposal which the Association, in its sole unrestricted discretion and on the basis of such criteria as it considers appropriate, deems to be in the best interests of the Association.
- d) If a proposal contains a defect or fails to comply with the requirements of the proposal documents, which in the sole discretion of the Association is not material, the Association may waive the defect and accept the proposal.
- e) No Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, whether in respect of Proposal preparation costs, loss of anticipated profit, or any other matter whatsoever, and by submitting a Proposal each Proponent shall be deemed to have irrevocably waived any such claim.
- f) The Association reserves the right to cancel this RFP at any time and for any reason, and in so doing to reject all Proposals, and will not be



responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of such cancellation.

- g) The Association reserves the right to enter into negotiations with one or more Proponents concerning the terms and conditions of the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any Proposals received.
- h) The Association reserves the right to select one or more Proponents for further consideration following the initial proposal evaluation process. The Association may require in-person presentations or interviews with Proponents selected for final consideration, prior to negotiating a contract.
- i) The acceptance of any Proposal is subject to funding and may require approval of the Board.
- j) After acceptance by the Association, the successful Proponent will be issued a written Notice of Award.

## **11.0 DEFINITION OF CONTRACT**

Notice in writing to a Proponent of the acceptance of its Proposal by the Association and the subsequent full execution of a written Contract will constitute a Contract for the Services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events. By submission of a Proposal, the Proponent agrees that, should it be identified as the successful Proponent, it is willing to enter into a Contract with the Association within thirty (30) days of the date of the Notice of Award.

## **12.0 LIABILITY FOR ERRORS**

While the Association has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Association, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

## **13.0 MODIFICATION OF TERMS**

The Association reserves the right to modify the terms of the RFP at any time at its sole discretion. Such modifications will be communicated to all Proponents through formal addenda.



#### **14.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION**

All documents, including Proposals, submitted to the Association become the property of the Association. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

However, the Association is subject to the provisions of the *Personal Information Protection Act*. As a result, while section 23 of the *Personal Information Protection Act* does offer some protection for confidential third-party business information, the Association cannot guarantee that any such information provided to the Association will remain confidential if a request for access is made under the *Personal Information Protection Act*.

#### **15.0 CONFIDENTIALITY OF INFORMATION**

Information pertaining to the Association obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the Association.

### **B. PROPOSAL SUBMISSION REQUIREMENTS**

#### **1.0 PROPOSAL SUBMISSION**

- a) Responses should be delivered by email to the following location no later than 3:00 pm Pacific Daylight Time on Friday, January 23, 2026, (Closing) and should be clearly marked '**University Neighbourhoods Association Landscaping Maintenance Services RFP**':

Attention:  
Wegland Sit  
University Neighbourhoods Association  
Email: [wegland.sit@myuna.ca](mailto:wegland.sit@myuna.ca)

- b) Proposals are to include the following sections:

- i) Title Page:

The title page will show the RFP title, Closing Time, Proponent name, address, telephone number and the name and title of the Proponent's contact person.

- ii) Table of Contents:

Page numbers should be indicated.

- iii) Executive Summary and Relevant Experience:



A short summary of the key features of the Proposal demonstrating the Proponent's understanding of the scope of the requirements.

A listing of recent relevant experiences. Descriptions should include a summary of related work, including scope, location and length of time of performing relevant duties.

iv) **Proposal Form:**

The Proponent will complete the Proposal Form included in this RFP in accordance with the instructions.

The Proponent must complete **Schedule F – LANDSCAPE MAINTENANCE BID SHEET** in accordance with the instructions.

v) **Schedule of Pricing and Other Information:**

Price is to be quoted in Canadian funds and provided per neighborhood. GST and Provincial Sales Taxes are not to be included in the pricing.

1. Pricing must include **Total Monthly Fee** (excluding GST and PST) that will charge to perform **landscaping maintenance services** within the defined UNA neighbourhood area.
2. For municipal services, **a separate pricing schedule must include the Total Monthly Fee** (excluding GST and PST) that will charge to perform **municipal services** across all UNA neighbourhood areas.

The Proponent's Sustainability Statement must demonstrate a commitment toward continuous improvement in environmental sustainability, enhanced landscape management practices, and a clear plan to gradually phase out gasoline-powered landscape equipment.

vi) **Proposed Landscaping Schedule:**

This section must include:

- 1) **Annual Landscape Maintenance Schedule:** A detailed schedule outlining all maintenance activities for the service, broken down by months and specific task.
- 2) **Task Time and Methodology:** A comprehensive description of the task to be undertaken, including the approximate number of hours required for the Proponent to execute work.

vii) **References:**



A list of references from a minimum of two (2) clients who have engaged the Proponent to complete similar service, include the name, address and phone number of references;

c) Proposal format:

- i) Proposals must be emailed with the Request for Proposal title clearly indicated in the subject line (Please request confirmation of receipt of emailed proposals).
- ii) Late Proposals will not be considered.
- iii) Proposals that are conditional; illegible; obscure; contain arithmetical errors; erasures, alterations, or irregularities of any kind; may, at the discretion of the Association, be declared disqualified.
- iv) The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this RFP must sign the Proposal Form provided herein. Unsigned Proposals will be declared disqualified and returned.

a) Proponents shall be solely responsible for the delivery of their Proposals in the manner and time prescribed. All submissions must be delivered according to the instructions herein. The Association will accept no responsibility for documents delivered to other Association facilities and at the discretion of the Chief Administrative Officer may be declared disqualified.



## 2.0 ENQUIRIES

a) All enquiries related to this RFP shall be directed to:

Wegland Sit  
Operations Manager  
University Neighbourhoods Association  
Telephone: 604.639.4567  
Email: [wegland.sit@myuna.ca](mailto:wegland.sit@myuna.ca)

Enquiries will be accepted until 3:00 pm Wednesday January 21, 2026.

b) Information obtained from any other source is not official and should not be relied upon.

## 3.0 DISCLAIMER

Each Proponent is responsible to review and understand the terms and conditions of this RFP, and the scope of work being requested. The Association makes no representation or warranty as to the accuracy or completeness of the information contained in this RFP and the Proponent is solely responsible to ensure that it has obtained and considered all information necessary to understand the requirements of the RFP, and to prepare and submit its Proposal. The Association will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of this RFP on the part of any Proponent.

## 4.0 EVALUATION AND SELECTION CRITERIA

Those Proposals passing the mandatory requirements will be further evaluated against the point-rated criteria. During the evaluation process, Proponents may be required to provide clarification to statements made in their Proposals. The Association reserves the right to contact any person or organization to determine the reputation of the proponent.

The Association may elect to short list Proponents in stages as deemed necessary. Short listed Proponents will be asked to provide additional information or details for clarification, which may include the Proponent (and any or all Sub-Contractors of the Proponent) attending in-person or virtual interviews, making a presentation, performing demonstrations, and where necessary, providing any additional information that Association may request.



<b>Mandatory Criteria</b>					
Attendance at Mandatory Onsite Information Meeting					
Proposal Form completed and signed by a person authorized to bind the Proponent to statements made in the submission.					
Proposal must be received at the closing location by the specified Closing date and time.					

Point-rated Criteria	Points Assigned	Score per Criteria (Multiplier)					Weighted Total
		Poor (.3)	Marg. (.5)	Fair (.7)	Good (.9)	Exc. (1.0)	
Experience and qualifications	10						
Methodology - Detailed method/planning and work program	15						
Sustainability	20						
Pricing	25						
Reputation and feedback from references	10						
Experience working in the UNA	20						
Total Points	100						

## 5.0 COMMITMENT BY THE ASSOCIATION

- a) The Association will make available, upon request and at no cost to the successful Proponent, any existing relevant background information, including hard copies that are not posted on the Association website.
- b) The successful Proponent may be required to sign non-disclosure, confidentiality or other agreements when access is provided to Association information.



### C. SCOPE OF WORK

#### 1.0 OVERVIEW OF THE UNIVERSITY NEIGHBOURHOODS ASSOCIATION

The Association provides municipal like services to approximately 15,000 residents who live in five separate Neighbourhood Housing Areas on the Campus at the University of British Columbia (UBC).

As part of their mandate is the UNA manages and operates the Community Green Spaces that fall within the UNA jurisdiction as defined by the Neighbours Agreement 2024.

Details of the five Neighbourhood Housing Areas that are under the UNA management is included Section 3.0 below and SCHEDULE D.

#### 2.0 OVERVIEW

The purpose of this RFP is to secure a qualified landscape service provider to provide commercial landscaping services and municipal services that support the operations of the UNA.

The services requested through this RFP must include a comprehensive cost-benefit analysis that considers environmental, social, and financial aspects. The successful bidder should thoroughly examine the design of each Neighbourhood landscape management map to understand the specific requirements of the landscaping services entail.

The ultimate goal is to establish an annual landscape service schedule and collaborate closely with key stakeholders to ensure the tasks outlined in the following documents are successfully achieved:

- **Schedule A** – UNA Landscape General Maintenance Policies
- **Schedule C** – Landscape Maintenance Levels
- **Schedule D** – Landscape Management Service Level Map by Neighbourhood

Municipal services and tasks are specifically outlined in:

- **Schedule E** – Municipal Services.



### 3.0 NEIGHBOURHOOD OVERVIEW

The UNA currently manages community green space landscapes within five residential neighbourhoods at UBC: Chancellor Place, East Campus, Hampton Place, Hawthorn Place, and Wesbrook Place as shown in Figure 1.



Figure 1: UNA Neighbourhoods with Landscape Areas Managed by the UNA

The five neighbourhoods have developed over different timeframes and processes, each having unique landscapes that define sense of place and character. The Landscape Management Plan seeks to create a consistent and equitable approach to maintaining landscapes across all neighbourhoods, while preserving the distinctive qualities that contribute to the diverse character of the UBC campus.

The following sections provide a brief overview of the five neighbourhoods and a summary of the landscape types within each neighbourhood. Refer to **Schedule B** for a description of each landscaping types.



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## Chancellor Place



<b>Location &amp; Context</b>	Located at the north-east boundary of campus, bounded by Chancellor Boulevard, Wesbrook Mall, and Walter Gage Road, with Gage Residences to the south, and Allard School of Law to the west. Also known as the Theological Neighbourhood, formed through a partnership between UBC and four theological colleges.
<b>Neighbourhood Composition</b>	<ul style="list-style-type: none"> <li>▪ 975 residential units including purpose-built rental, market leasehold, and student housing</li> <li>▪ Institutional buildings serving the Theological colleges</li> <li>▪ Open spaces</li> </ul>
<b>Timeline</b>	<ul style="list-style-type: none"> <li>▪ 2001 – Neighbourhood Plan adopted (GVRD)</li> <li>▪ 2011 / 2014 – Amendments to the Neighbourhood Plan</li> </ul>
<b>Landscape Character</b>	Mix of formal, manicured landscapes framing key streets and buildings, combined with open space and natural areas tucked behind and beside buildings.
<b>Key Community Landscape Features</b>	<ul style="list-style-type: none"> <li>▪ Theology Mall, providing a sense of entry to the neighbourhood and framing the Iona Building</li> <li>▪ Iona Woods, with mature trees and natural space providing a spiritual, contemplative, and meditative quality for the area</li> <li>▪ Iona Green, providing lawn and open space for outdoor activities</li> </ul>



## CHANNCELLOR PLACE – SAMPLE OF EXISTING LANDSCAPE DESIGN



*Theology Mall*



*Iona Lawn and Playground*



*St. Andrews Walk*



*Lawn and Gardens behind St. Andrews Hall*



*Open space near Epiphany House*



## East Campus



<b>Location &amp; Context</b>	Located on the east edge of the academic core, East Campus is between Acadia and Hampton Place neighbourhoods. The neighbourhood is bound by Wesbrook Mall and Osoyoos Crescent and overlooks Thunderbird Park and recreation facilities to the west.
<b>Neighbourhood Composition</b>	<ul style="list-style-type: none"> <li>276 residential units including purpose-built rental and market leasehold</li> <li>Open spaces</li> </ul>
<b>Timeline</b>	<ul style="list-style-type: none"> <li>2004 – Neighbourhood Plan adopted</li> <li>2013 – All planned buildings in neighbourhood complete</li> </ul>
<b>Landscape Character</b>	Park-like character extended through the neighbourhood and centered on preserved natural areas at East Campus Park.
<b>Key Community Landscape Features</b>	<ul style="list-style-type: none"> <li>East Campus Park, a natural woodland area with a playground, trails, and seating</li> <li>Treed and landscaped boulevards along Thunderbird Boulevard</li> <li>A treed backdrop created by mature trees in and around the neighbourhood</li> </ul>



## EAST CAMPUS – SAMPLE OF EXISTING LANDSCAPE DESIGN



*Walkway through East Campus Park*



*East Campus Park Playground*



*Treed and Landscaped Boulevards along Thunderbird Drive*



*Boulevard and Gardens at TRIUMF House*



*Boulevards along Wesbrook Mall*



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## Hampton Place



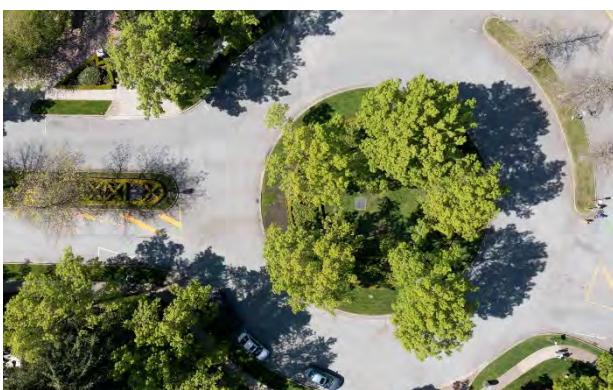
<b>Location &amp; Context</b>	UBC's first residential neighbourhood and located on the east edge of campus, bounded by Wesbrook Mall to the west, the Acadia Park area to the north, Pacific Spirit Regional Park to the east, and West 16 <sup>th</sup> Ave to the south.
<b>Neighbourhood Composition</b>	<ul style="list-style-type: none"> <li>▪ Market leasehold residential units</li> <li>▪ Open space</li> </ul>
<b>Timeline</b>	<ul style="list-style-type: none"> <li>▪ 1984 – Lands designated for residential development</li> <li>▪ 1989 – All planned buildings in neighbourhood complete</li> </ul>
<b>Landscape Character</b>	A mix of residential buildings along tree-lined streets with formal neighbourhood gateways.
<b>Key Community Landscape Features</b>	<ul style="list-style-type: none"> <li>▪ Hampton Place streetscape connecting the neighbourhood along tree-lined streets</li> <li>▪ Backdrop of Pacific Spirit Regional Park</li> <li>▪ Formal "maze" hedges neighbourhood entrances and in traffic circles</li> </ul>



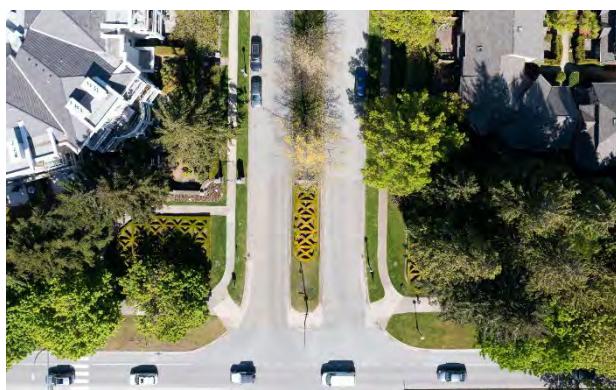
## HAMPTON PLACE – SAMPLE OF EXISTING LANDSCAPE DESIGN



Hampton Place Neighbourhood looking east toward Pacific Spirit Park



Traffic Circle in the Centre of the Neighbourhood



Formal Hedges at Wesbrook Mall Entrance



Trees and Traffic Circle



Neighbourhood Entrance from W 16<sup>th</sup> Avenue



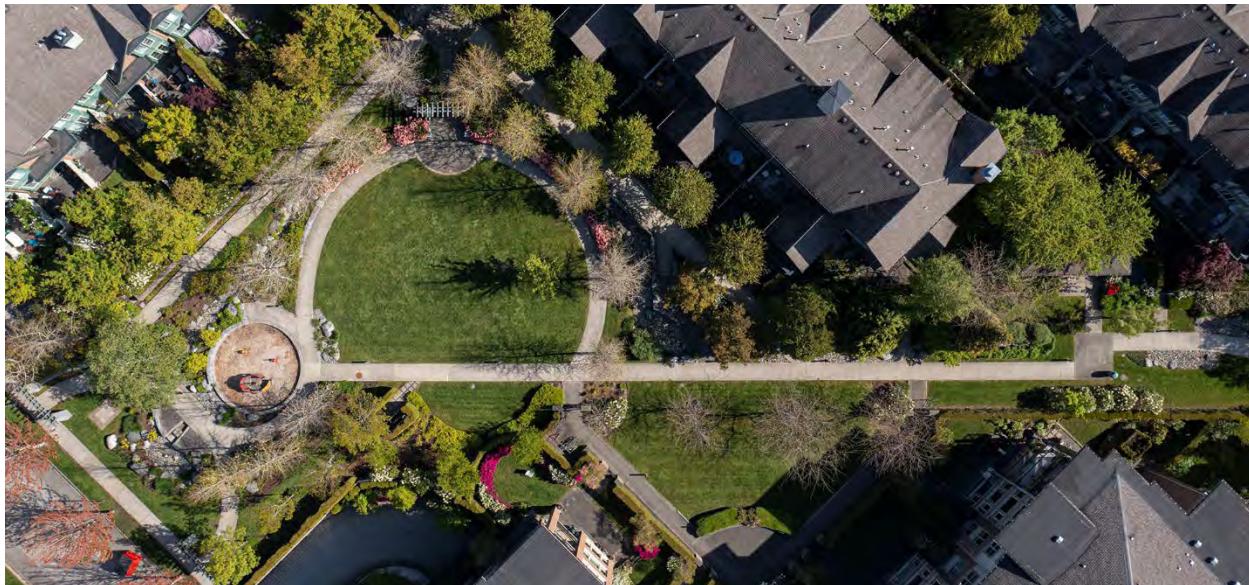
## Hawthorn Place



<b>Location &amp; Context</b>	Located in the middle of campus and straddling the Main Mall, bounded by East Mall to the east, Thunderbird Boulevard to the north, and West Mall to the west
<b>Neighbourhood Composition</b>	<ul style="list-style-type: none"> <li>708 residential units including market leasehold, faculty and staff co-housing, faculty and staff discounted rental</li> <li>A community centre with a coffee shop</li> <li>Strong greenway connections via the Main Mall linked with diagonal pedestrian connections across the neighbourhood</li> </ul>
<b>Timeline</b>	<ul style="list-style-type: none"> <li>2001 – Neighbourhood Plan adopted</li> <li>2007 – All planned buildings in neighbourhood complete</li> </ul>
<b>Landscape Character</b>	A “university town” character that provides spaces for walking and cycling and provides many places for interaction through a variety of parks and open spaces connected by pedestrian linkages.
<b>Key Community Landscape Features</b>	<ul style="list-style-type: none"> <li>Greenway along Main Mall connecting the academic core and the Stadium area</li> <li>Rhododendron Wood, a large, forested area</li> <li>Formal campus entry along Stadium Road from SW Marine Drive to West Mall</li> <li>Parks with play activities and open space including Jim Taylor Park, Eagles Park, and Larkin Park</li> </ul>



## HAWTHORN PLACE – SAMPLE OF EXISTING LANDSCAPE DESIGN



*Eagles Park*



*Stormwater Swale in Jim Taylor Park*



*Main Mall*



*Stadium Road Entrance and Roundabout*



*Hawthorn Community Garden*



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### Wesbrook Place (and W 16<sup>th</sup> Avenue)



<b>Location &amp; Context</b>	UBC's largest neighbourhood and located in the south end of campus, bounded by UBC Farm to the west, West 16 <sup>th</sup> Ave to the north, and Pacific Spirit Regional Park to the east. Neighbourhood development is ongoing.
<b>Neighbourhood Composition</b>	<ul style="list-style-type: none"> <li>Residential units, with rental, family, and seniors housing options</li> <li>A commercial town centre with services including grocery, restaurants, cafes, and shops</li> <li>A community centre, high school, and six local parks</li> </ul>
<b>Timeline</b>	<ul style="list-style-type: none"> <li>2005 – Neighbourhood Plan adopted</li> <li>2011 / 2016 / 2020 – Neighbourhood Plan updated</li> <li>2023 – About 65% of planned buildings complete</li> </ul>
<b>Landscape Character</b>	Envisioned as a walkable urban village in the woods, encompassed within green edges and connected through a well developed greenway network.
<b>Key Community Landscape Features</b>	<ul style="list-style-type: none"> <li>Green edges surrounding the community</li> <li>Six community parks: Wesbrook Community Park (with a community centre and athletic field), Khorana Park, Michael Smith Park, Mundell Park, Nobel Park, and one undeveloped future park</li> <li>Greenway connections throughout the neighbourhood</li> <li>Connections to water including visible stormwater management features and water features</li> </ul>



## WESBROOK PLACE – SAMPLE OF EXISTING LANDSCAPE DESIGN



Wesbrook Community Centre and Park



Khorana Park



Michael Smith Park



Southwest Green Edge, Nobel Park, and Wesbrook Mall



UBC Entrance on W 16<sup>th</sup> Avenue



#### **4.0 KEY DATE AND TERM**

It is important to note that the successful Proponent in this process is expected to takeover landscaping maintenance services in the Defined Service Area on April 01, 2026.

#### **5.0 AVAILABLE INFORMATION AND MANDATORY ONSITE INFORMATION MEETING**

A mandatory onsite Information Meeting is scheduled on **January 14, 2026, 10 am – 11:30 am, at Wesbrook Community Centre, 3335 Webber Lane Vancouver BC.**

The Information Meeting will include an overview of the requirements and process for this RFP and will also enable Proponents to seek clarification on RFP issues in a communal forum.

Proponents are encouraged to read this RFP prior to the Information Meeting.

#### **D. CONTRACT CONDITIONS**

By submission of a Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a Contract with the Association based on this RFP, the Proponent's Proposal, and any negotiations concluded pursuant to Section B.11.

The term of the Contract shall be for a Three (3) year period with the option to renew for one (1) additional Two (2) year periods to a maximum total term of Five (5) years. The option to extend the contract is subject to mutual agreement between the Contractor and the Association.

#### **1.0 COMPLIANCE WITH LAWS**

The Contractor will comply with all laws applicable to the work or performance of the Contract.

#### **2.0 LAWS OF BRITISH COLUMBIA**

Any Contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in effect of the province of British Columbia.

#### **3.0 RELEASE, INDEMNITY AND LIABILITY**

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.

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.

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.

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.

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.

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.

The Contractor acknowledges and agrees that the foregoing Release, Indemnity and Liability provisions shall survive the termination or expiry of this Agreement.

#### **4.0 INSURANCE AND WORKSAFE COMPLIANCE**

The Contractor shall secure and provide:

- i. Workers Compensation Insurance for itself and/or any of its employees who will be providing Work under this Agreement;
- ii. Automobile Liability Insurance, including owned, hired and non-owned coverage in the amount of \$2,000,000.00 per occurrence;
- iii. 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

The insurance required under this Agreement will:

- i. be in a form satisfactory to the Association and with insurers licensed in British Columbia;
- ii. 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,
- iii. add the Association as an additional insured;
- iv. be endorsed to provide the Association with thirty (30) days advance written notice of any cancellation, expiration or material change
- v. be primary and non-contributory, and not require the sharing of any loss by any coverage provider and/or insurer of the Association; and
- vi. 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.

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.



E. **SCHEDULES**



## **SCHEDULE A - UNA LANDSCAPE GENERAL MAINTENANCE POLICIES**

This section outlines general maintenance policies that apply to all neighbourhood landscapes managed by the UNA.

### **General**

The general intent of landscape maintenance is to provide the care necessary so that all landscape elements are maintained in good health and repair.

### **Approach to landscape maintenance**

At least once per year, the UNA and landscape maintenance providers should complete a site walk-through to review and discuss the following:

- Maintenance Levels being followed (with review of current Maintenance Level map);
- Services being performed and frequencies;
- Equipment being used in providing services;
- Sustainability measures being implemented;
- The current state of landscape areas;
- Issues identified, along with potential remedies to address the issues;
- Potential changes to Maintenance Levels or services that may warrant consideration;
- Potential projects or changes that could improve landscape maintenance services; and
- Other considerations.

Landscape management should provide allowance for adaptation as the landscape changes, grows, matures, and/or is damaged. The landscape maintenance provider and the UNA should work together to adapt as needed.

All landscape maintenance activities should follow ecologically-sound, sustainable practices.

### **Landscape contractor requirements**

All landscape maintenance personnel will be trained and qualified in their work and be knowledgeable of all workplace hazards and precautions that must be taken to ensure that safe work practices are followed.

All landscape maintenance personnel must conduct themselves in a professional manner while on site.

All materials and work are to be to the highest possible standard and in accordance with any relevant local, provincial, or federal standards; good horticultural and arboricultural practices; and the conditions identified in the contract.



Equipment operators will be qualified and experienced with the equipment being operated and licenced by the authority having jurisdiction, as required.

### **Environmental & Site Protection**

All existing horticultural and non-horticultural elements including, but not limited to, plants, growing medium, water bodies, site services, curbs, paving, structures, and finishes, will be protected against damage during landscape maintenance work. Should damage occur as a result of maintenance procedures, it shall be documented, reported to the UNA, and promptly and completely repaired by the parties responsible.

Appropriate measures will be taken to prevent spillage of fuels, fertilizers, chemicals, toxic materials, or toxic wastes. Where the use of such materials is necessary and approved by the UNA, the landscape maintenance provider will provide adequate containment facilities and cleanup equipment for use if required.

### **Health & Safety**

Maintenance procedures will be carried out in a manner that complies with all applicable laws, bylaws, rules, regulations, and lawful orders of any public authority having jurisdiction for the safety of persons or property to protect them from damage, injury, or loss.

Suitable protective clothing and equipment will be available to and worn by landscape maintenance personnel, as required by the work activity.

Use of equipment and products will be as per the manufacturer's recommendations, taking into account the need to protect all horticultural and non-horticultural elements on the site.

The maintenance provider will erect necessary barricades, safety guards, and warning devices for the protection of persons and property suitable to the type of landscape maintenance work being undertaken.

### **IT Hardware and Access Requirements for UNA Landscape Management System**

Proponent teams must possess and utilize reliable hardware (e.g., tablets or smartphones) and active network connectivity (cellular or WiFi) to access the UNA Landscape Work Order System while working onsite.

This access is mandatory for executing core contract requirements, including but not limited to:

- Receiving and managing digital Work Orders.
- Filing real-time Reporting and activity logs.
- Conducting and submitting documentation for Site Inspections.
- Utilizing other applicable services necessary for compliance and communication.

The Proponent must confirm their ability to supply and maintain all necessary IT hardware and network access for their personnel throughout the contract term.

The UNA will provide the necessary Microsoft 365 License for the team to access the UNA Landscape Work Order System.



### **Ecology, Biodiversity, & Sustainability**

The Landscape Management Plan guiding principle “Nature at Work” means making choices that support a thriving urban ecology. A sustainable approach to maintaining community green spaces and enhancing biodiversity within landscapes, at times requires choices to prioritize natural ecological processes over purely aesthetic practices. It also means enabling sustainable activity.

#### **Vegetation Management**

In naturalized areas including woodlands, wetlands, and meadows, natural processes will be prioritized. Fallen branches, deadwood, and leaf fall should only be removed where it represents an unacceptable safety risk.

Where possible, dried flower heads or ornamental grasses should be left on perennial species over winter to provide visual interest, a food source for seed-eating birds and insects, and sheltering for animals, before pruning back in early spring.

Where possible and appropriate, fallen leaves should be left in planting beds, community garden beds, and select low-traffic lawn areas through the winter months to provide a food and shelter for local fauna, insulation of plants, and nutrients for the soil.

Fallen leaves should be removed from all hardscapes, playgrounds, pathways, sports fields, high-use lawn areas, and landscape areas with plants more susceptible to disease. Leaves left in place over winter should be managed (e.g., removed, mulched over) in early spring, prior to first signs of plant growth.

Any maintenance activities that disturb existing vegetation in natural areas will be undertaken outside bird nesting season(s).

#### **Rainwater management landscape features**

Rainwater conveyance and functionality through rainwater management landscape features (e.g., swales, raingardens, etc.) will be maintained through frequent monitoring and maintenance of vegetation, infiltration capacity, and structures. Regular inspections should be completed to identify signs of erosion or sediment and debris accumulation that could compromise function.

Following major precipitation events, rainwater infrastructure should be inspected for debris and blockages of inlets and outlets. Any debris and blockages should be promptly removed to ensure infrastructure is functioning properly.

Rainwater management landscape features should be maintained to support regular water infiltration and avoid incidences of standing water. If pools of standing water are observed, actions should be taken to remediate the soil to improve infiltration capacity.

Plantings within rainwater management landscape features will not be fertilized.



### **Sustainability**

Travel to and from UNA neighbourhoods should be minimized to the extent possible (assuming provision of a permanent public works yard).

Landscape maintenance providers should collaborate to the extent possible in the provision of efficient materials and resource management.



### **Growing Medium Maintenance**

A test of each planting area's growing medium should be completed periodically (as per SCHEDULE C -Table 3) to determine if the nutrient levels are sufficient to sustain healthy, vigorous plant growth. Amendments should be undertaken based on the findings.

A recognized testing laboratory should conduct growing medium testing using standard methods, with results expressed in consistent form, units, and format and provided to the UNA as part of landscape maintenance reporting.

Growing medium should be reviewed regularly for signs of erosion, slip, or depression with soils added or raking completed to address problem areas and limit further deterioration.

### **Fertilizing & Liming**

Growing medium testing should be carried out to inform a fertilizer and liming plan.

Plants should only be fertilized as required to obtain a healthy rate of growth and quality of plant or to correct symptoms of nutrient deficiency.

The use of fertilizers should be reviewed regularly in relation to overall sustainability objectives and may be adjusted as UBC and UNA priorities or policies evolve.

Dolomite lime should be applied at rates based on growing medium test results to bring the pH to within normal ranges as follows:

1. Lawn areas 6.0 – 7.0
2. Planting beds 4.5 – 6.5

Consider the following factors when identifying requirements for fertilizing: the Maintenance Level (per Schedule C - Table 2), the intensity of activity, the ability of the growing medium to retain nutrients, and the amount of water received by the planting.

Fertilizers should be applied just prior to the period when plant nutrient requirements are at their highest. Apply fertilizers in a form and at a rate to supply a regular and continuous source of nutrients throughout the growing season.



### **Lawn Management**

Lawn areas occur within park areas, open spaces, boulevards, medians, and pathway shoulders throughout the UNA neighbourhoods. Ongoing and proactive care of lawns keeps them functioning as intended.

#### **Mowing**

All trash, debris, and sticks should be picked up from lawn areas prior to mowing.

All mower blades must be kept sharp and level.

Grass clippings should be left on lawn areas, except where this will create a large surface buildup (e.g., grass is very tall in the early season). Leaving grass clippings in place returns nitrogen to the soils and improves resistance to drought damage and weed invasion. Mulch mowing practices are encouraged to support this practice.

For lawns with Maintenance Levels 1-3, mowing height should be no less than 50mm / 2" to manage stress tolerance, and no more than 100mm / 4". Lawns with higher Maintenance Levels (1-2) will typically be kept to the lower heights. Mowing heights should be higher (+75mm / 3") during times of extreme heat or drought to increase tolerance.

For lawns with Maintenance Levels 1-3, mowing should be performed as necessary to avoid removal of more than one-third of the grass blade length at any one time.

Machinery should be kept back at least 250mm from any plant stems or trunks. Damage must be avoided to stems and trunks when using power mowing or trimming equipment.

#### **Healthy Lawn Management**

Lawn areas with Maintenance Levels 1-3 should be kept neatly mown and trimmed, weeded, edged, and fed, to support optimal health and appearance as outlined in Schedule C - Table 2 and Schedule C -Table 3. Where optimal health appears to be compromised, changes to the landscape Maintenance Level and associated practices (as per Schedule C - Table 3) may need to be considered.

Where fertilization is used, natural organic fertilizers or "bridge" (organic plus slow release synthetic) fertilizers should be prioritized.

All fertilization applications should be recorded, including fertilizers used, weather conditions during application, and application rates.

Core aeration should be undertaken regularly (at minimum as per the frequency noted in Schedule C - Table 3), especially for high-use areas and any areas that show signs of thin turf, weed invasion, poor irrigation penetration, or soil compaction.



Core aeration should be undertaken with a suitable corer that removes cores of soil at least 75mm / 3" in depth and at a maximum of 125mm / 5" on centre spacing. Cores should be left in place and raked into the surface.

Core aeration should typically be completed in the spring or fall when lawn is actively growing, and when soils are neither too wet nor too dry.

Thatch build-up is typically a sign of over-fertilization, overuse of pesticides, over-watering, soil compaction, or other causes that diminish soil biota that break down thatch. Excess thatch prevents water penetration and promotes shallow rooting. Good maintenance practices will generally prevent thatch build-up, but where thatch is present in larger than typical quantities, it should be reduced by de-thatching.

Topdressing should be completed to fill low areas and bare spots and should be completed after mowing and power raking thoroughly to remove build-up. Apply topdressing in one application to a maximum depth of 13mm / ½", and ensure the material is incorporated fully into the turf by raking or dragging.

Overseeding should be completed on thin or weed infested areas, or areas subject to heavy wear as a weed control practice, typically completed after aeration and/or de-thatching.

The surface of the lawn should be level prior to overseeding.



## **Planting Bed Management**

### **Plant Review & Replacement**

Maintenance shall include all measures necessary to maintain plants in a vigorous, healthy, normal growing condition, providing an appearance characteristic of their species and appropriate to their surroundings.

All plants should be maintained to have abundant foliage. Plants with less than 75% of their foliage should be identified for replacement.

Plants should be re-firmed when necessary to ensure plants are securely planted and upright.

After major disturbances including strong winds or major precipitation events, plant materials will be reviewed, and pruning or re-firming will be promptly completed as needed to address failures or damages.

Each year, select planting beds (starting with those in high priority areas) should have a comprehensive plant material review completed to identify:

1. Dead, dying, or poorly performing plants that are recommended for replacement.
2. Removals where overcrowding has become an issue.
3. Recommendations for alternate species that may be better suited to the observed conditions to replace those that have been unsuccessful (e.g., extremely poor growth, block sightlines, etc.)
4. Costs for materials and replacement work.

The UNA and landscape maintenance providers should develop a system for identifying and selecting planting beds to be reviewed each year.

Replacement or new plant materials shall be quality nursery stock, true to name and type, with form and rooting characteristics of their species. They will be free from disfiguring knots, bark abrasions, injury, or other disfigurements.

### **Pruning**

Pruning should be completed to support plant health, maintain landscape character, and ensure visibility of key features, including:

1. Removal of injured twigs and branches.
2. Pruning of trees, shrubs, and perennials as necessary so they are not obstructing street signs, traffic signs, streetlights, or sidewalks.
3. Selective thinning or reductions to allow room for growth and avoid overcrowding.
4. Selective pruning to ensure hazards such as thorns are kept from becoming pedestrian hazards.
5. Where appropriate and required, pruning to maintain a specific form (e.g., hedging).

Pruning will be undertaken by skilled operatives and carried out using sharp, clean implements and following good horticultural and arboricultural practice and standards.



Pruning should not adversely affect the healthy living condition of a plant or significantly reduce the plant function.

Pruning should be completed at times that do not affect key functions such as ornamental flowering or fruit production. Timing of pruning should consider the requirements of different plants (e.g., winter flowering shrubs should be pruned in spring; spring flowering shrubs should be pruned immediately after flowering, etc.)

### **Cultivation**

Cultivation of growing medium in planting beds should be completed to reduce invasive plant growth, improve air and water penetration of the soil, moderate soil temperature, and improve planting area appearance, at the minimum frequencies outlined in Schedule C - Table 3, but more often if needed to maintain the landscape to its appropriate standard.

Depth of cultivation should be determined by the type of growing medium and plant material and should be undertaken without causing damage to roots of desirable plants.

### **Mulching**

Mulch should be replenished regularly, no less than at the frequencies in Schedule C - Table 3, to retain soil moisture, protect plantings, and restore cover and planting bed design depth (typically not less than 50mm or 2" depth). A quality mulch layer reduces the labour and materials needed to control weeds, reduces water use, and helps maintain plant health.

Mulch applications should ensure no plants are covered or smothered.

Mulch is to be maintained clear of building foundations, paved areas, and utility covers.

Composted organic mulches such as compost, leaf mulch, composted bark mulch, or well-rotted manure should be worked into the soil with thorough cultivation to provide an organic soil amendment. Non-composted bark mulch should not be cultivated into the soil.

Mulch should be uniform in colour and appearance; free of sticks, cedar bark, splinters of wood, or trash; and free of invasive and noxious plants.

### **Seasonal Plantings**

Changes in display of annual plants should be as the Maintenance Levels in SCHEDULE C - Table 3 or as specified in the landscape contract.

Layouts of annual plants should be such that each variety is shown to its best advantage and allows individual plants to mature to achieve a showy, attractive appearance.

Moisture content in annual plantings should be monitored regularly and watered whenever necessary to prevent wilting and maintain plant health.

Where garden beds are not planted during any season, they will be left cultivated and groomed to a smooth, friable soil surface.



## **Integrated Pest Management**

Management of weeds and other pests is critical to landscape health. Landscape maintenance issues compound quickly if weeding and pest management is not provided. Integrated Pest Management (IPM) is an approach to pest control (weeds, insects, and diseases) that uses regular monitoring to determine if and when treatments are needed, and employs cultural, physical, mechanical, and biological tactics to keep pest numbers low enough to prevent intolerable damage or annoyance. Least-toxic chemical controls are used as a last resort.

### **Monitoring**

Monitoring for weeds, invasive plants, noxious plants, insect pests, and plant disease should be completed during each site visit, with potential issues reported promptly to the UNA.

Entomological or disease infestation must be dealt with promptly after identification using appropriate controls, following an Integrated Pest Management approach. It is essential that infestations are contained quickly to limit spread.

Insect, disease, or weed pests can be challenging to completely eliminate. The landscape should be managed at acceptable levels to avoid significant landscape or economic losses (e.g., avoiding uncontrolled spread, major plant loss, or other issues that could necessitate replacement of a landscape area).

Weed and invasive plants can be characterized under three categories:

1. **Weeds** include any plant that grows where it is not wanted.
2. **Invasive plants** include non-native plants that have been introduced to the area without the insect predators and plant pathogens that help keep them in check in their native habitats. Because of their aggressive growth, invasive plants can be highly destructive and difficult to control.
3. **Noxious weeds** are those species that have been designated by an agricultural authority as one that is injurious to agricultural or horticultural crops, natural habitats or ecosystems, or humans or livestock and are regulated by provincial legislation.

### **Management**

Weed and invasive plant controls should be very thorough in high level maintenance areas (e.g., Maintenance Levels 1-4). In lower priority areas (e.g., Maintenance Levels 5-6), invasive plant control activities will be less intensive, potentially limited to cutting back or mowing plants on a regular basis.

Proactive horticultural practices, including cultural, physical, and biological practices, should be prioritized to limit the need for more aggressive plant controls such as the use of chemicals. All areas should be treated for weeds and invasive plants prior to those plants flowering. When weeds and invasive plants are permitted to flower, seeds are distributed and weed spread can be difficult to control.



## Non-chemical treatments

The following non-chemical controls should be considered first when managing pests:

1. **Cultural controls** that use a plant health care approach that focuses on managing soil health, selecting plants that are appropriate to the site and resistant to pests, locating planting appropriate to site context, irrigation, pruning, and plant nutrition.
2. **Physical or mechanical controls** that include manual removal of infested plants / plant parts or weeds; products that trap insects; or water pressure from a hose.
3. **Biological controls** that introduce living natural enemies that are beneficial species to eliminate the pest in affected areas including beneficial insects (e.g., ladybugs) or pathogens (e.g., fungi or bacteria) that feed on pests while supporting the landscape.

Cultural controls should be undertaken for all landscape areas as follows:

1. Avoid irrigating between late afternoon (e.g., 3:00 pm) and early morning (e.g., 4:00 am), as leaf wetness periods that extend into the night may increase disease problems.
2. Irrigate enough to adequately wet the root zone but allow the soil to dry out between irrigation events to encourage deeper rooting.
3. Select plant cultivars (where new plants are introduced) that are tolerant of disease and insect pests and select plant specimens that are healthy and free of pests.
4. Inspect all plants, equipment, soils, mulch, and other materials being brought to the site to ensure they are free of potential pests.

Physical or mechanical controls should be undertaken for all landscape areas as follows:

1. Manually remove any weeds, infested plants, or plant parts from site and destroy them. No diseased plant material should be left on site.
2. Remove weeds in their entirety, including root systems and any other below-ground parts.
3. Consider using sticky bands to repel crawling insects and sticky traps to attract and destroy flying insects away from their natural plant hosts.

Biological controls may be considered, where natural predators exist for the pest. To prepare for biological controls, the contractor should:

1. Identify natural predators and parasites that will fight pests.
2. Take measures to protect natural predators that are already present.
3. Introduce new natural predators to help avoid a pest issue that is common with the plant types in the landscape, or to combat an infestation that has started.

## Chemical Use

Chemical use will follow all UBC campus policies and BC provincial requirements.

All areas in which chemical controls are proposed to be used will be identified by the landscape maintenance provider in writing by the UNA prior to each application.

The UNA will review and consider future chemical use in UNA neighbourhoods on an annual basis.



The use of chemicals to control unwanted weed growth should be avoided or minimized to the greatest extent possible, recognizing these measures may at times be needed to control noxious or uncontrolled weeds that would result in unacceptable outcomes including irreversible damage from pest, disease, or weed infestation.

Facilities to which the public has free access should have no or minimal pesticide use except where irreversible damage would result from pest, disease, or weed infestation.

Where chemical controls are required, select pesticides to be used on the basis of highest effectiveness and selectivity, lowest hazard to human and environmental health, and least toxicity to non-target organisms.

Carry out any pesticide applications in strict accordance with the most current version of BC's *Integrated Pest Management Act and Regulation*.

Do not use any chemical restricted by provincial or municipal bylaws or regulations, or under review by Agriculture Canada for a health or environmental issue.

Read the pest control product's label and understand its relative toxicity, mode of action, persistence, and safe application. Apply the product to coincide with the susceptible stage of the pest and monitor outcomes.

Pesticide Use Records will be maintained for each application in accordance with BC's provincial requirements.



### **Watering**

Landscapes are living systems, and like all living things, require water to survive. Climate change projections indicate that the Lower Mainland will continue to see long stretches of drought during the summer. These dry conditions will tax water supply and increase the importance of observing water conservation practices, balanced with the need to provide enough water to keep landscapes healthy.

### **System Maintenance & Management**

Irrigation system maintenance is managed by the UNA municipal services team under the municipal services agreement.

Watering will follow current Metro Vancouver Drinking Water Conservation Plan regulations for Government / Schools / Parks.

Irrigation systems will be regularly monitored to identify leaks, performance issues, overspray, or other problems that could lead to water waste.

Report any irrigation issues to the UNA Operations team for the UNA municipal services team for follow-up, adjustments and repairs.

Damage and repairs to the irrigation system should be recorded as part of monthly inspection records.

Watering will be such that the water penetrates the full depth of plant root zones.

Vegetation should be monitored during extended dry periods (typically July through August) for signs of drought impacts and adjustments made to watering schedules as required.



### **Landscaping Equipment**

High-quality commercial landscape equipment is essential to ongoing maintenance of landscapes in the UNA neighbourhoods. Conventional, gas-powered landscape equipment has negative impacts related to fossil fuel consumption, air pollution, and noise. Communities across British Columbia are beginning to transition to quieter, zero-emissions equivalents. To support this transition, the UNA pursue opportunities to support convenient electric charging, help reduce vehicle travel through options like equipment storage or on-site green waste management, and work with maintenance providers to undertake a phased transition to zero-emissions equipment

### **General Equipment Standards**

All of the Contractor's equipment will be modern, industrial type suitable for the performance of the Services and the nature of the landscape and coverage for the area. The equipment will be kept clean and in safe repair and will be replaced by the Contractor at its cost when worn out.

All equipment used on site will be in good working order and suitable to the work.

All equipment and hand tools should be cleaned between site visits to prevent the spread of plant diseases and invasive or noxious weed seeds or reproductive parts.

Landscaping personnel shall take care when working beside structures, paved areas, or amenities, and will be responsible for making good any damage caused.

All equipment should be shut off when not actively being used for maintenance. Equipment will not be left idling or unattended under any circumstance.

The use of gasoline-powered landscape maintenance equipment is gradually phasing out since beginning in the 2024/2025 maintenance season, starting with frequently used equipment where equivalent or close-to equivalent level of service can be provided by zero-emissions alternatives (e.g. Leaf blowers). During transition phases, seasonal equipment selection may be considered. For example, use of gas-powered leaf blowers only in fall months when leaf litter is heavy and wet or continued use of gas-powered equipment for low-frequency activities such as aerating.

As prescribed in the [UNA Noise Bylaw](#), Leaf Blower must meet the Category 1 -  $db(a) \leq A65$  equipment standard set out in ANSI B175.2 - 2000, published by the Portable Power Equipment Manufacturers Association. Leaf blowers must not exceed 65 dB(A) when measured at 50 feet (15 meters), according to the testing procedure outlined in the ANSI B175.2-2000 standard. Quieter equipment should be prioritized.



### Permitted Hours of Operation

The operation of **Power Equipment** (including, but not limited to, leaf blowers, lawnmowers, chain saws, and line trimmers) for landscape management or property maintenance activities is permitted **only** during the following hours:

- **Monday to Friday (Non-Holiday):** 0800 hours (8:00 a.m.) to 1800 hours (6:00 p.m.).
- **Saturday (Non-Holiday):** 1000 hours (10:00 a.m.) to 1700 hours (5:00 p.m.).
- **Prohibited Hours.** The operation of Power Equipment is **strictly prohibited** at all other times, including all day on **Sundays** and **Statutory Holidays**.

### Electric Equipment Requirements and Usage

This section clearly defines the mandatory zero-emission tools and the timeframe

### Mandatory Zero-Emission Equipment Usage

1. **Required Zero-Emission Equipment:** The use of electric-powered leaf blowers and electric-powered split-shaft equipment (e.g., trimmers, edgers) is mandatory. Internal combustion engine (gas-powered) models of these specific tools are strictly prohibited during the designated period.
2. **Mandatory Electric Equipment Usage Period:** This mandatory usage requirement is in effect annually from April 1st through September 30th. Usage outside this period must still adhere to the General Equipment Noise and Emissions standards.
3. **Charging Responsibility:** The Proponent is responsible for providing and maintaining all necessary charging solutions, batteries, and accessories to ensure the consistent and uninterrupted operation of electric equipment throughout all service hours. The Proponent must not rely on UNA electrical sources unless explicitly permitted in writing by the UNA Operations Manager.

### Equipment Storage and Yard Space

- **Future Yard Space:** The UNA is moving to a new UBC licensed work yard in **late 2026**.
- **Storage Consideration:** Onsite equipment storage at the new yard space can only be determined when the licensed facility is completed.



### **Waste Management**

A tidy landscape is important to community livability and neighbourhood character. Litter picking / cleaning should take place during each maintenance visit and as per the frequencies outlined in Schedule C - Table 3.

Biodegradable landscape debris (yard waste) should be removed and transferred to [South-Campus work yard](#) for recycling, including turf clippings, leaves, branches, annuals, dead plant material, soil, etc. No biodegradable material should be disposed of in garbage or landfill sites.

Weeds, prunings, leaves, rubbish, and other arisings from landscape maintenance work will be removed from site for composting. No material will be left on site, and the area will be left in a neat and tidy condition after each visit.

All hard surfacing should be swept or blown as necessary, with rubbish removed from site. Waste disposal, both organic and inorganic, should occur as close as possible to the UBC campus, within reason, to reduce emissions associated with vehicle travel.



#### **SCHEDULE B - LANDSCAPE TYPES IN UNA NEIGHBOURHOODS**

**Landscape Types describe the intended use, form, and character of different landscape areas.** As shown in Figure 1 (below), eight Landscape Types comprise the community green space areas in UNA neighbourhoods. Each landscape type has different management needs as summarized Table 1.

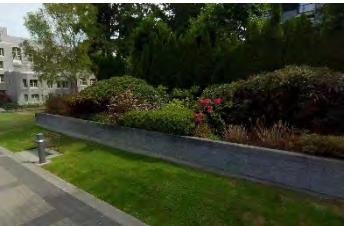
As part of ongoing landscape management, the UNA, with resident input, may choose to revise certain Landscape Types. For example, select lawn spaces could be transitioned to natural areas as meadows, or manicured planting areas may be shifted towards naturalized planting beds. Changes in Landscape Type will affect maintenance requirements.



Figure 1: Landscape Types



Table 1: Overview of Landscape Types

Landscape Type	Sample Image	Description
 LAWN		<ul style="list-style-type: none"> <li>Mown lawn areas including street boulevards and park open spaces</li> <li>Typically mown lawn with trees</li> <li>Typically maintained to a high level (e.g., Maintenance Level 2 to 4)</li> <li>Found throughout all neighbourhoods</li> </ul>
 MANICURED PLANTING BED		<ul style="list-style-type: none"> <li>Formal planting areas that are typically maintained to a high level (e.g., Maintenance Level 2)</li> <li>Maintenance practices often endeavour to keep these areas in a "static" state, making them some of the most time intensive landscapes to maintain</li> <li>Found in all neighbourhoods</li> </ul>
 NATURALIZED PLANTING BED		<ul style="list-style-type: none"> <li>Native or naturalized plantings, typically maintained to a more moderate level (e.g., Maintenance Level 3 to 4)</li> <li>Maintenance practices often allow these areas to evolve and naturalize to a greater extent</li> <li>Found in Hawthorn, Chancellor, East Campus, and Wesbrook neighbourhoods</li> </ul>
 COMMUNITY GARDEN		<ul style="list-style-type: none"> <li>Plots assigned to UNA residents enrolled in the community garden program</li> <li>Plot maintenance is by community gardeners, with common areas lightly maintained by the UNA if required (e.g., Maintenance Level 6)</li> <li>Found in Wesbrook and Hawthorn neighbourhoods</li> </ul>
 GRASS FIELD		<ul style="list-style-type: none"> <li>Grass playing fields with mown lawn</li> <li>Maintained to a very high level (e.g., Maintenance Level 1)</li> <li>Found in Wesbrook neighbourhood at Nobel Park</li> </ul>



Landscape Type	Sample Image	Description
 NATURAL AREA		<ul style="list-style-type: none"> <li>Treeed, forested, wetland, or meadow areas focused on natural area protection</li> <li>Typically, limited maintenance (e.g., Maintenance Level 5), focused on monitoring against invasive species or other issues that could compromise ecological health</li> <li>Found in all neighbourhoods</li> </ul>
 WATER FEATURE		<ul style="list-style-type: none"> <li>Decorative water features either with or without functional services like stormwater channels and ponds</li> <li>Typically, intensive to manage and maintain, requiring specific maintenance attention</li> <li>Found in Wesbrook, Hawthorn, and Chancellor neighbourhoods</li> </ul>
 PLAYGROUND		<ul style="list-style-type: none"> <li>Children's play spaces</li> <li>Regularly monitored for safety and function</li> <li>Updates and repairs provided as needed to maintain a safe play environment</li> <li>Found in Chancellor, Hawthorn, East Campus, and Wesbrook neighbourhoods</li> </ul>



## SCHEDULE C - LANDSCAPE MAINTENANCE LEVELS

**Landscape Maintenance Levels** outline the expectations as to what standard and how frequently landscape areas should be maintained. The Maintenance Levels are intended to provide clarity on expectations and support consistency in the application of maintenance activities across neighbourhoods.

Maintenance of landscapes is a critical part of preserving intended character and protecting initial landscape investments. Without appropriate maintenance, the landscape will not perform as intended and may require replacement before its planned lifespan.

The *Canadian Landscape Standard (CLS) Section 9 - Landscape Maintenance* is the starting point for recommended maintenance practices for the UNA neighbourhoods. The six Maintenance Levels outlined are adapted from the CLS and refined to suit the site context of UBC. The tables on the following pages include:

- ▶ **Table 2: Landscape Maintenance Levels Overview** – Introduces the six Maintenance Levels and clarifies expectations on performance for each level.
- ▶ **Table 3: Maintenance Level Activities & Frequencies** – Outlines the expected maintenance activities and their frequency to be performed within each Maintenance Level.
- ▶ **Table 4: Typical Seasonal Procedures** – Provides an overview of seasonal expectations for different maintenance activities.

Together, these three tables are intended to guide maintenance activities in the neighbourhoods.

The cost for maintenance is typically related to the Maintenance Level selected, as illustrated in Figure 2 below. In urban environments like those in the UNA neighbourhoods, maintenance levels are most commonly between Level 3 “Moderate” and Level 5 “Background,” though there are some limited areas of Level 1 and Level 6.

Figure 2: Landscape Maintenance Levels Overview





## Overview of Landscape Maintenance Levels

Table 2 summarizes the objectives, appearance standards, typical locations, plant characteristics, traffic levels, and general maintenance practices for the six Maintenance Levels. It communicates expectations on the performance of landscapes under the different Maintenance Levels.

Table 2: Landscape Maintenance Levels Overview

Adapted from the Canadian Landscape Standard, Second Edition, Tables T-9.1 to T-9.6 Maintenance Levels.

MAINT. LEVEL	1 Well-Groomed	2 Groomed	3 Moderate	4 Limited	5 Background	6 Service
Objectives	<ul style="list-style-type: none"> <li>First-class appearance, impeccably clean and well groomed</li> </ul>	<ul style="list-style-type: none"> <li>Neat, orderly, groomed appearance but not to the same “near-perfect” standard as Level 1</li> </ul>	<ul style="list-style-type: none"> <li>Generally neat, moderately groomed</li> <li>Some tolerance for “wear and tear,” moderate traffic, and natural processes</li> </ul>	<ul style="list-style-type: none"> <li>An orderly appearance</li> <li>Considerable tolerance for the effects of play, traffic, and other activities</li> </ul>	<ul style="list-style-type: none"> <li>Habitat and ecosystem function is prioritized</li> <li>Accommodation of low intensity activities</li> </ul>	<ul style="list-style-type: none"> <li>Vegetation is managed for functional rather than aesthetic concerns</li> </ul>
Appearance Standard	<ul style="list-style-type: none"> <li>Plants kept “manicured” and in near-perfect health and condition</li> <li>Lawns uniformly green and thoroughly groomed</li> <li>Area is kept substantially free of weeds, invasive plants, debris</li> <li>Seasonal plantings lush and “very showy” through all seasons</li> </ul>	<ul style="list-style-type: none"> <li>Plants are healthy and vigorous</li> <li>Lawns are healthy, uniformly green, and regularly mowed within accepted height range</li> <li>Few weeds and no invasive or noxious weeds, little accumulated debris</li> <li>Seasonal plantings kept lush and “showy”</li> </ul>	<ul style="list-style-type: none"> <li>Plants and lawns are healthy</li> <li>Lawns are kept within accepted height range</li> <li>Weeds and debris are acceptable between visits</li> <li>Invasive and noxious weeds are eradicated</li> <li>Seasonal plantings are kept attractive at appropriate seasons</li> </ul>	<ul style="list-style-type: none"> <li>Appearance is secondary to function</li> <li>Vegetation retains healthy, normal appearance</li> <li>Grass is kept within accepted height range; trimming may be less frequent</li> <li>Invasive and noxious weeds are eradicated</li> </ul>	<ul style="list-style-type: none"> <li>Vegetation has healthy, normal appearance</li> <li>Mowing is limited to seasonal or as-needed care</li> <li>Invasive plants are controlled, and noxious weeds are eradicated</li> </ul>	<ul style="list-style-type: none"> <li>Vegetation is controlled to accommodate service activity</li> <li>Invasive plants are managed to prevent spreading</li> <li>Noxious weeds are eradicated</li> </ul>
Typical Locations	<ul style="list-style-type: none"> <li>Small, high-profile area of a larger site</li> </ul>	<ul style="list-style-type: none"> <li>High-profile area of a larger site</li> </ul>	<ul style="list-style-type: none"> <li>Building sites, especially those of</li> </ul>	<ul style="list-style-type: none"> <li>General park areas and open spaces</li> </ul>	<ul style="list-style-type: none"> <li>Transitional areas from developed</li> </ul>	<ul style="list-style-type: none"> <li>Service areas away from public view</li> </ul>



MAINT. LEVEL	1 Well-Groomed	2 Groomed	3 Moderate	4 Limited	5 Background	6 Service
	<ul style="list-style-type: none"> <li>▪ Some neighbourhood entrance areas</li> <li>▪ Some sports fields</li> <li>▪ Some intimate outdoor areas where people are close to the landscape (e.g., courtyards)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Neighbourhood or building entry</li> <li>▪ Urban landscapes</li> <li>▪ Some sports fields</li> <li>▪ Areas where people are close to the landscape</li> </ul>	<ul style="list-style-type: none"> <li>▪ Publicly visible sections of larger landscapes</li> <li>▪ Areas for occasional recreational use</li> <li>▪ Areas viewed from a medium distance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Play and recreation areas</li> <li>▪ Areas viewed from medium to long distance</li> </ul>	<ul style="list-style-type: none"> <li>▪ areas to more natural areas</li> <li>▪ Meadows, forests, riparian areas, and wetlands</li> <li>▪ Low intensity recreation areas, trails, etc.</li> <li>▪ Areas viewed at a distance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Functional landscapes such as community gardens</li> </ul>
Plant Characteristics	<ul style="list-style-type: none"> <li>▪ Often include specimen plants, rare and unusual plants, fine turf varieties</li> </ul>	<ul style="list-style-type: none"> <li>▪ Some specimen plants, but not usually as numerous or exotic as Level 1</li> </ul>	<ul style="list-style-type: none"> <li>▪ May include a mix of native / naturalized planting and more formal planting</li> <li>▪ Plants selected for appearance or moderately intensive use</li> </ul>	<ul style="list-style-type: none"> <li>▪ Plants and grasses selected for "toughness" and low maintenance</li> <li>▪ Priority for native or naturalized vegetation where suited to site conditions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Native and suitable trees, shrubs, and grasses</li> </ul>	<ul style="list-style-type: none"> <li>▪ Native or re-vegetated trees and shrubs, controlled grass</li> <li>▪ Some areas where no vegetation is desired</li> </ul>
Traffic Activity Levels	<ul style="list-style-type: none"> <li>▪ Pedestrian traffic is limited</li> <li>▪ Maintenance measures are taken to compensate for the effects of traffic</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pedestrian (and other) traffic is often limited</li> </ul>	<ul style="list-style-type: none"> <li>▪ Moderate traffic is tolerated; minor deterioration due to traffic is acceptable</li> <li>▪ Maintenance may be adjusted in response to "wear and tear"</li> </ul>	<ul style="list-style-type: none"> <li>▪ "Wear and tear" is tolerated except where it interferes with the intended use or leads to severe deterioration</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pedestrian traffic is typically limited to trails through or adjacent to natural areas</li> <li>▪ Deterioration (human-induced or natural) is monitored and remediated as necessary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Deterioration is rectified as necessary</li> <li>▪ General pedestrian traffic is low (excluding use by specific user groups)</li> </ul>
Maintenance Practices	<ul style="list-style-type: none"> <li>▪ Consistent, frequent attention</li> </ul>	<ul style="list-style-type: none"> <li>▪ Requires frequent, regular, routine</li> </ul>	<ul style="list-style-type: none"> <li>▪ Routine maintenance of moderate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Routine maintenance of</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintenance is low, focused on maintaining</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintenance is primarily vegetation</li> </ul>



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

MAINT. LEVEL	1 Well-Groomed	2 Groomed	3 Moderate	4 Limited	5 Background	6 Service
	<p>to health and appearance</p> <ul style="list-style-type: none"> <li>▪ May include extensive work to upgrade conditions that would be acceptable in most other landscapes</li> <li>▪ Tasks require qualified professionals with expertise in managing maintenance to suit the site</li> </ul>	<p>maintenance of a high intensity</p> <ul style="list-style-type: none"> <li>▪ Regular monitoring and adjustment to keep high visual quality</li> <li>▪ Most tasks require a qualified professional for execution</li> </ul>	<p>frequency and intensity</p> <ul style="list-style-type: none"> <li>▪ Regular monitoring to avoid serious deterioration</li> <li>▪ Many tasks require a qualified professional for execution</li> </ul>	<p>moderate to low intensity</p> <ul style="list-style-type: none"> <li>▪ Emphasis is on controlling deterioration and adapting the site to activities</li> <li>▪ Vegetation is managed to accommodate intended use</li> <li>▪ Some tasks require a qualified professional for execution</li> </ul>	<p>ecosystem function and habitat quality</p> <ul style="list-style-type: none"> <li>▪ New native or natural plantings may be added as required</li> <li>▪ Many tasks require a qualified professional for execution</li> </ul>	<p>and invasive plant control</p> <ul style="list-style-type: none"> <li>▪ Some tasks require a qualified professional for execution</li> </ul>

## Standard Maintenance Activities & Frequencies for Each Level

Table 3 provides guidelines for achieving the appearance standards outlined in Table 2. These guidelines should be used in maintenance planning for landscape areas, adjusted as needed to achieve the outcomes and appearance standards of the assigned Maintenance Level. The guidelines are a starting point. Site specific planning will be required to address specific landscape needs and practical constraints such as scheduling.

Table 3: Maintenance Level Activities & Frequencies

Adapted from the Canadian Landscape Standard, Second Edition, Tables T-9.7 to T9.12. The information below has been customized to reflect practices for the UNA neighbourhoods. This table may continue to be updated by the UNA, with input from landscape maintenance providers, to align with maintenance practices used in the UNA neighbourhood landscapes and to support realization of the LMP's guiding principles and policies.

Maint. Level	Item	1 Well-Groomed	2 Groomed	3 Moderate	4 Limited	5 Background	6 Service
General	Inspection	▪ Each time personnel on site	▪ Monthly	▪ Monthly	▪ Monthly	▪ 3 times / year	▪ 2 times / year
	Reporting	▪ Monthly	▪ Monthly	▪ Monthly	▪ Monthly	▪ 3 times / year	▪ 2 times / year
	Litter Removal	▪ Weekly (and as necessary)	▪ Weekly (and as necessary)	▪ Weekly (and as necessary)	▪ Weekly (and as necessary)	▪ As required	▪ As required
	Soil Testing	▪ Annually	▪ Every 2 or 3 years	▪ To diagnose problems	▪ To diagnose problems	▪ To diagnose problems	▪ To diagnose problems
	Plant Debris Removal	▪ After all maintenance activities	▪ After all maintenance activities	▪ Monthly	▪ Monthly	▪ Only if required for safety	▪ Only if required for safety
	Pest Control	▪ As needed per IPM protocol and provincial regulations	▪ As needed per IPM protocol and provincial regulations	▪ As needed per IPM protocol and provincial regulations	▪ As needed per IPM protocol and provincial regulations	▪ To prevent the loss of rare or threatened ecosystems	▪ As needed to prevent spread
	Weed Control	▪ No weeds larger than 2.5cm / 1" width ▪ Remove all weeds when observed	▪ Weed when isolated patches have a width of 15cm / 6" ▪ Remove 90% of weeds or repeat within the next two site visits	▪ Weed when isolated patches have a width of 15cm / 6" ▪ Remove 80% of weeds or repeat within one month	▪ Weed when isolated patches have a width of 30cm / 12" ▪ Remove 80% of weeds or repeat within one month	▪ Remove invasive plants when they threaten the sustainability and/or function of the natural area landscape	▪ Remove invasive plants when they threaten the sustainability and/or function of the landscape



Maint. Level	Item	1 Well-Groomed	2 Groomed	3 Moderate	4 Limited	5 Background	6 Service
Lawns	Aerate	▪ Every 1-2 years	▪ Every 1-2 years	▪ Every 2-4 years	▪ Every 2-4 years	▪ n/a	▪ n/a
	De-thatch	▪ As required, as conditions allow	▪ As required, as conditions allow	▪ As required, as conditions allow	▪ As required, as conditions allow	▪ n/a	▪ n/a
	Edge	▪ Monthly	▪ 3 times / growing season	▪ Annually	▪ Annually	▪ n/a	▪ As required to prevent spread
	Fertilize	▪ 2-3 times / year as per growing medium test results	▪ 2 times / year as per growing medium test results	▪ 1 time / year as per growing medium test results	▪ Annual application or as per growing medium test results	▪ Subject to UNA / UBC policies on fertilization	▪ n/a
	Lime	▪ As per growing medium test results	▪ As per growing medium test results	▪ As per growing medium test results	▪ As per growing medium test results	▪ n/a	▪ n/a
	Mow	▪ 3-7-day intervals ▪ Less than 1/3 blade removal ▪ Mow height 25mm / 1"	▪ 7-day intervals ▪ Less than 1/3 blade removal ▪ Mow height 63-76mm / 2.5"-3"	▪ 7-10-day intervals ▪ Less than 1/3 blade removal ▪ Mow height 76-100mm / 3"-4"	▪ 10-14-day intervals ▪ Less than 1/3 blade removal ▪ Mow height +100mm / +4"	▪ Seasonally, if needed or as required	▪ Seasonally, if needed or as required
	Repair	▪ Subject to water availability. Repair should not be completed when watering restrictions prevent establishment watering					
		▪ Immediately when observed	▪ Within 2 weeks	▪ Within 2 weeks	▪ Within 1 month	▪ To rectify deterioration	▪ To rectify deterioration
	Reseed / Overseed	▪ Subject to water availability. Seeding should not be completed when watering restrictions prevent establishment watering					
		▪ As required	▪ As required	▪ As required	▪ As required	▪ n/a	▪ n/a
	Trim	▪ Each mow	▪ Each mow	▪ Monthly	▪ 3-4 times / year	▪ n/a	▪ n/a
	Water	▪ Following Metro Vancouver Drinking Water Conservation Plan for Government / Schools / Parks					
		▪ Up to every other day, as possible	▪ At least once per week, as possible	▪ As needed to prevent loss or deterioration	▪ As needed to prevent loss or deterioration	▪ n/a	▪ n/a



MAINT. LEVEL	ITEM	1 Well-Groomed	2 Groomed	3 Moderate	4 Limited	5 Background	6 Service
Trees / Shrubs / Perennials	Fertilize	■ 3 times / year or as determined by growing medium test results	■ 2 times / year or as determined by growing medium test results	■ Annually or as determined by growing medium test results	■ Annually or as determined by growing medium test results	■ n/a	■ Subject to UNA/UBC policies on fertilization
	Mulch / Cultivate	■ Biannually	■ Biannually	■ Annually	■ Annually	■ Around new plantings	■ Around new plantings
	Plant, Prune, Repair Transplant	■ As required	■ As required	■ As required	■ As required	■ As required for safety ■ To compensate for losses / support renewal	■ As required for safety
	Water	■ Following Metro Vancouver Drinking Water Conservation Plan for Government / Schools / Parks					
		■ Up to every other day, as possible	■ Up to every other day, as possible	■ As needed to maintain plant health	■ As needed to prevent plant loss or deterioration	■ Establishment watering of new plantings during drought conditions	■ Establishment watering of new plantings during drought conditions
	Weeding	■ Weekly	■ Every two weeks	■ Monthly	■ 4 times / year	■ 2 times / year	■ Annually, or as required
Bulbs	Fertilize	■ 3 times / year or as determined by growing medium test results	■ 2 times / year or as determined by growing medium test results	■ Annually or as determined by growing medium test results	■ n/a	■ n/a	■ n/a
	Renew	■ Annually	■ Every 2 years	■ Every 2 years	■ n/a	■ n/a	■ n/a
Annuals	Change	■ Each season	■ 2-3 times / year	■ 2 times / year	■ n/a	■ n/a	■ n/a
	Deadhead	■ Twice weekly	■ Once weekly	■ Bi-weekly	■ n/a	■ n/a	■ n/a
	Fertilize	■ Monthly	■ As required	■ As required	■ n/a	■ n/a	■ n/a
	Water	■ Before wilting	■ Before wilting	■ As required	■ n/a	■ n/a	■ n/a



## Typical Seasonal Maintenance Procedures

Landscape maintenance requirements vary from season to season. In the UBC climate, while landscape maintenance must be performed year-round, plant material is typically in a more dormant state through the winter and summer seasons, reducing certain maintenance requirements. In addition, some maintenance practices should only be completed during certain seasons or under specific weather conditions. Table 3 above outlines typical maintenance activities for each Maintenance Level during the “active” season. Table 4 below, outlines what months are typically considered “active” for maintenance activities to be completed.

**NOTE:** *This schedule is for information only and provides guidance for minimum effort, but not the maximum required to meet performance specifications outlined in Table 2. Changes in weather and site conditions will dictate increased effort or tasks. It is the responsibility of the landscape maintenance provider to determine and carry out tasks in order to ensure landscape areas are healthy and thriving and weed management is maintained.*

Table 4: Typical Seasonal Procedures

### LEGEND

✓ = Required Procedure (if required as part of Maintenance Level)

● = As Necessary (depending on annual weather conditions)

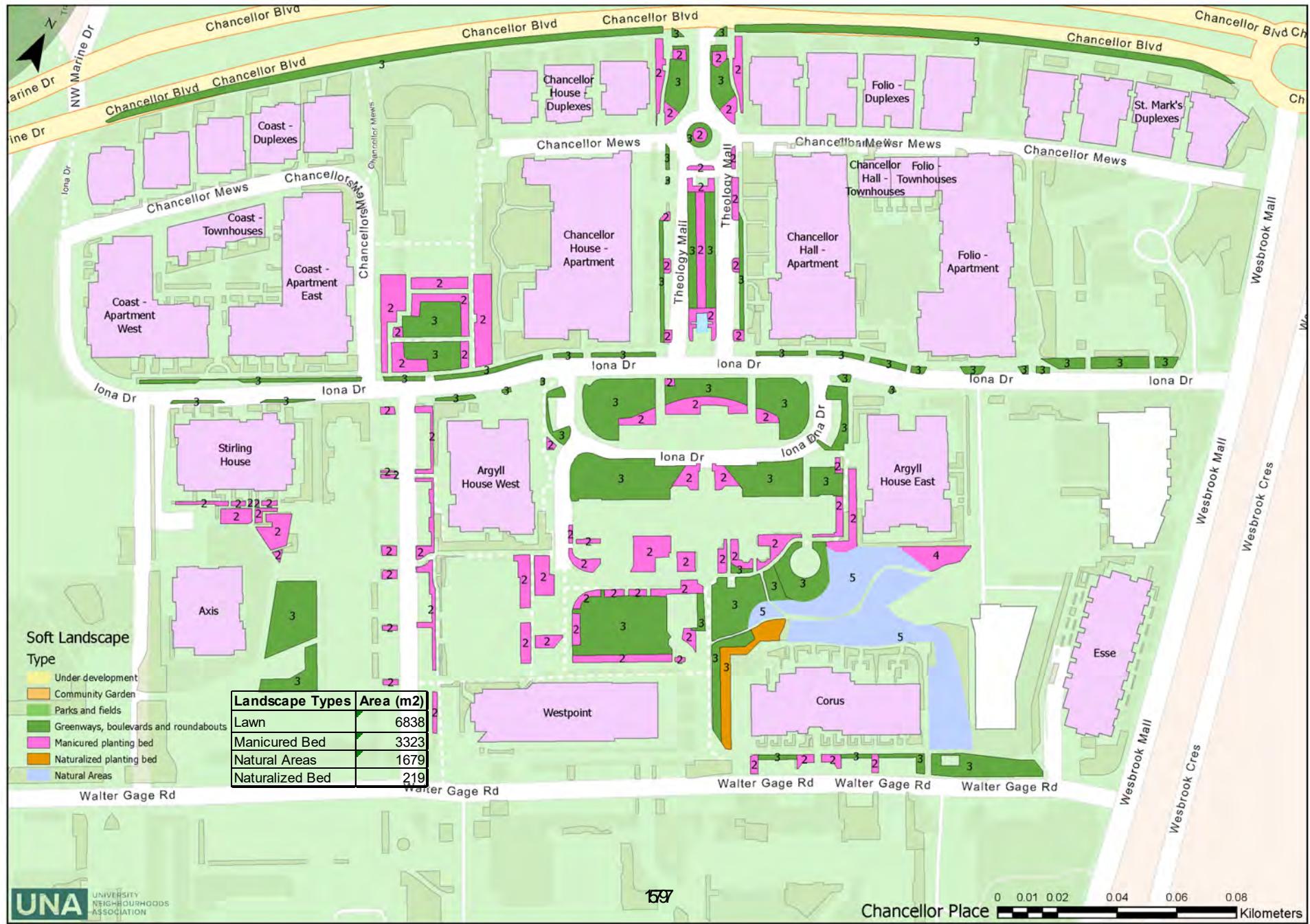
PROCEDURE	TYPICAL ACTIVE SCHEDULE												NOTES
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
<b>GENERAL</b>													
Inspection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Reporting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Litter Removal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Soil Testing			✓	✓									Prior to fertilizing to obtain amendment recommendations
<b>LAWNS</b>													
Aerate			✓	✓					✓				
De-thatch			✓	✓					✓				
Edge	●	●	●	●	✓	✓	✓	✓	✓	●	●	●	
Fertilize				✓			✓		✓				Based on soil testing results
Lime				✓					✓				Based on soil testing results



PROCEDURE	TYPICAL ACTIVE SCHEDULE												NOTES
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Mow	●	●	●	✓	✓	✓	✓	✓	✓	●	●	●	
Pest Control				✓	✓	✓	✓	✓	✓	✓	✓		
Repair			●	●					✓	✓	✓		
Reseed / Overseed			●	●					✓	✓	✓		
Trim	●	●	●	✓	✓	✓	✓	✓	✓	●	●	●	
Water				●	✓	✓	✓	✓	✓	✓	●		Per Metro Vancouver bylaws
Weed Control	●	●	●	✓	✓	✓	✓	✓	✓	✓	●	●	
<b>TREES / SHRUBS / PERENNIALS</b>													
Cut Back Grasses /			✓	✓									Prior to spring regrowth
Fertilize					✓		✓			✓			
Mulch / Cultivate				✓	✓				✓				
Plant	●	●	✓	✓					✓	✓	✓	●	
Prune		✓							✓	✓	✓	✓	Per species requirements
Repair	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Transplant			✓	✓					✓	✓			
Water				●	✓	✓	✓	✓	✓	✓	●		Per Metro Vancouver bylaws
Weed Control	●	●	✓	✓	✓	✓	✓	✓	✓	✓	●	●	
<b>BEDDING PLANTS</b>													
Bulbs: Fertilize				✓		✓			✓				
Bulbs: Renew		●	✓	✓					✓	✓			Per bulb requirements
Annuals: Change	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Per locational requirements
Annuals: Deadhead	●	●	●	●	✓	✓	✓	✓	✓	●	●	●	
Annuals: Fertilize			✓		✓			✓					
Annuals: Water				●	✓	✓	✓	✓	✓	✓	●		Following local bylaws



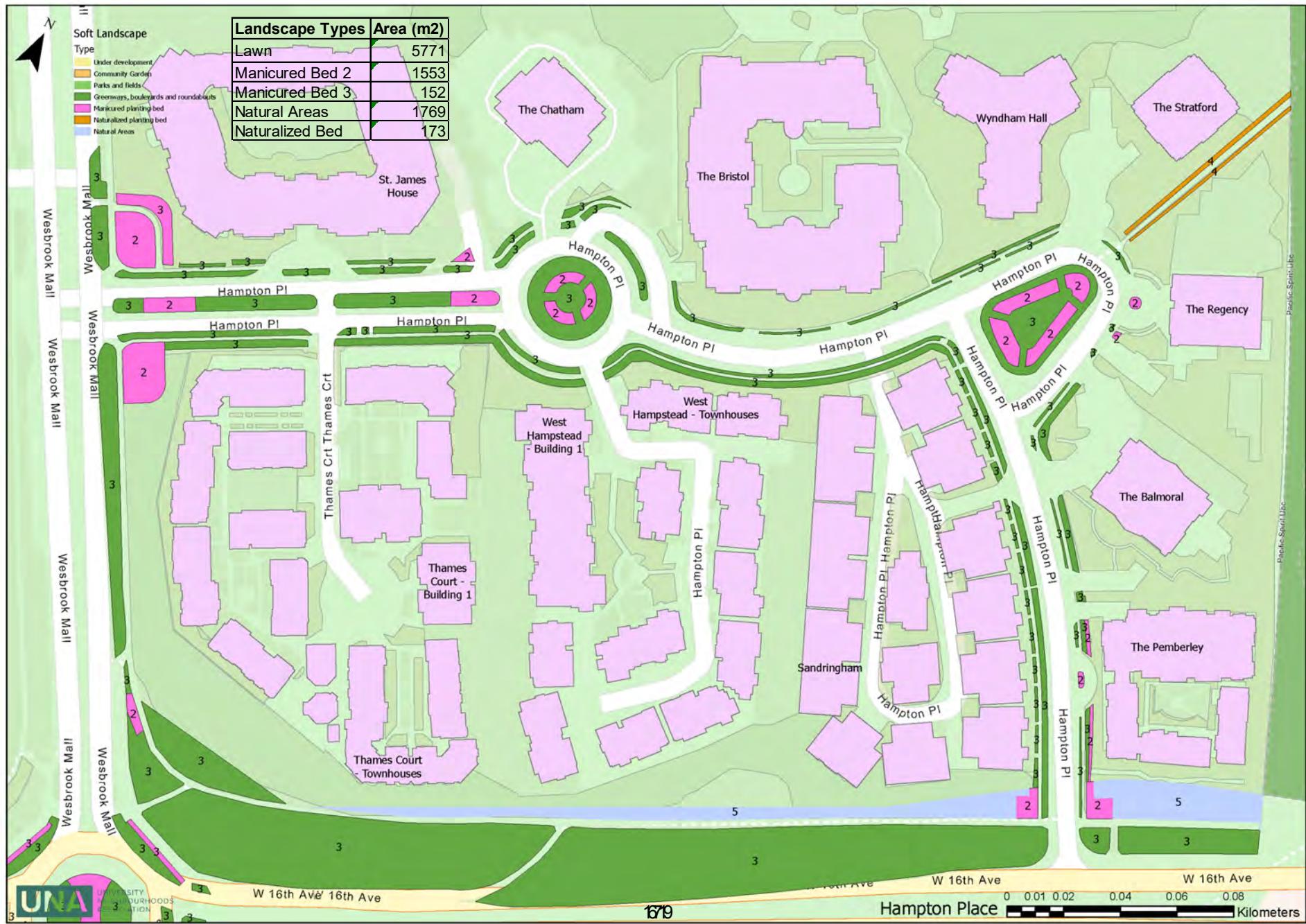
**SCHEDULE D – LANDSCAPE MANAGEMENT SERVICE LEVEL MAP BY NEIGHBOURHOOD**





**UNA**

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**SCHEDULE E - MUNICIPAL SERVICES**

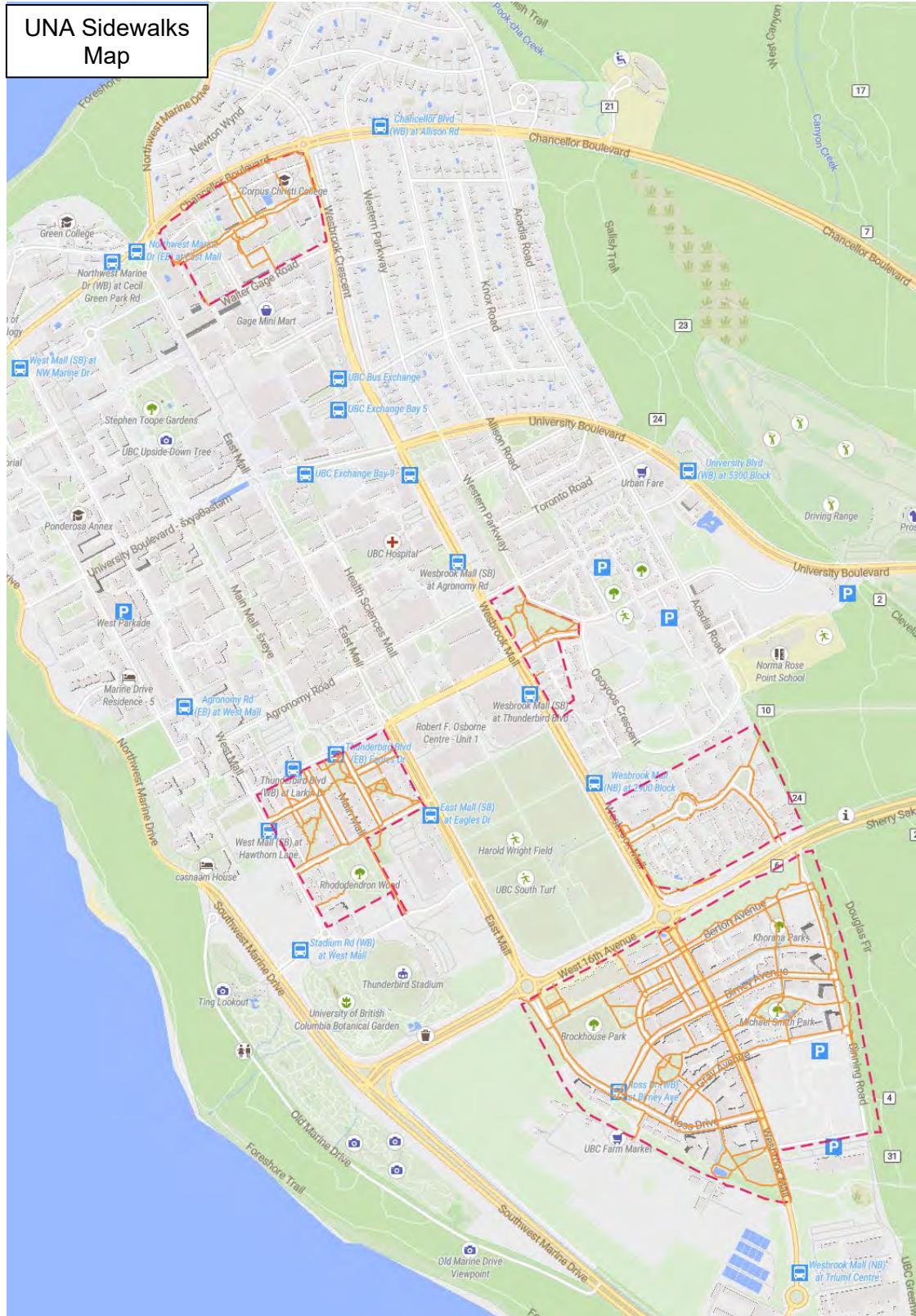
Grounds & Civil Services						
Descriptions	Work Requirement	Reporting	Scope	Map	Inspections	Response Time
Road and sidewalk civil services	<p><b>Tasks:</b> Minor asphalt/concrete patching, sidewalk trip hazard removal, street-signs maintenance, catch basins cleaning. Use of approved processes that meet MMCD requirement. The Contractor must provide required equipment.</p>	Inspections, Repair work	All UNA Locations	UNA Roads and Sidewalks Map	Roads - Annual Sidewalks - Half Year	Inspect - 1 day Critical - 3 days Standard - 5 days
Sidewalk Snow and Ice Removal Service	<p><b>Tasks:</b> Perform snow and ice clearance on all designated sidewalks, crosswalks, bus stops, and key UNA facilities to ensure safe and accessible conditions.</p> <p>Technical Requirements: Use appropriate snow removal equipment for public areas, including ride-on snowplows, walk-behind blowers, shovels, and compact plow attachments.</p> <p>All equipment must be equipped with rubber-tipped or non-metal blades as possible to prevent damage to surface materials.</p> <p>Apply only environmentally approved de-icing materials—such as compliant salts, sand, or abrasives—to maintain safe, slip-free surfaces after snow removal.</p> <p>Snow removal operations will commence once 2–3 inches of snow have accumulated or upon request by the UNA Operations Team. The Contractor must provide required equipment.</p>	Work completion	All UNA Locations	UNA Snow Maps	As Required	Critical - Same day Standard - Next Day
Playground inspections and maintenance	<p><b>Tasks:</b> Routine monthly playground safety inspections. Maintenance of surfacing, equipment repair/replacement. The Contractor must provide required equipment and inspector certification.</p>	Inspections, Repair work	All UNA Locations	UNA Playgrounds Map	Monthly	Critical - Same day Standard - 10 days
Water feature maintenance and repair	<p><b>Tasks:</b> Seasonal opening/closing, leak check, chemical treatment (if applicable), pump/filter inspections and maintenance, lighting maintenance and routine cleaning. The contractor must submit scheduled maintenance calendar.</p> <p>The Contractor must provide required equipment, plumbing and electrical licenses.</p>	Inspections, Repair work, Backflow, Discharge	All UNA Locations	UNA Water Features Map	Bi-weekly, Monthly	Critical - 3 days Standard - 10 days

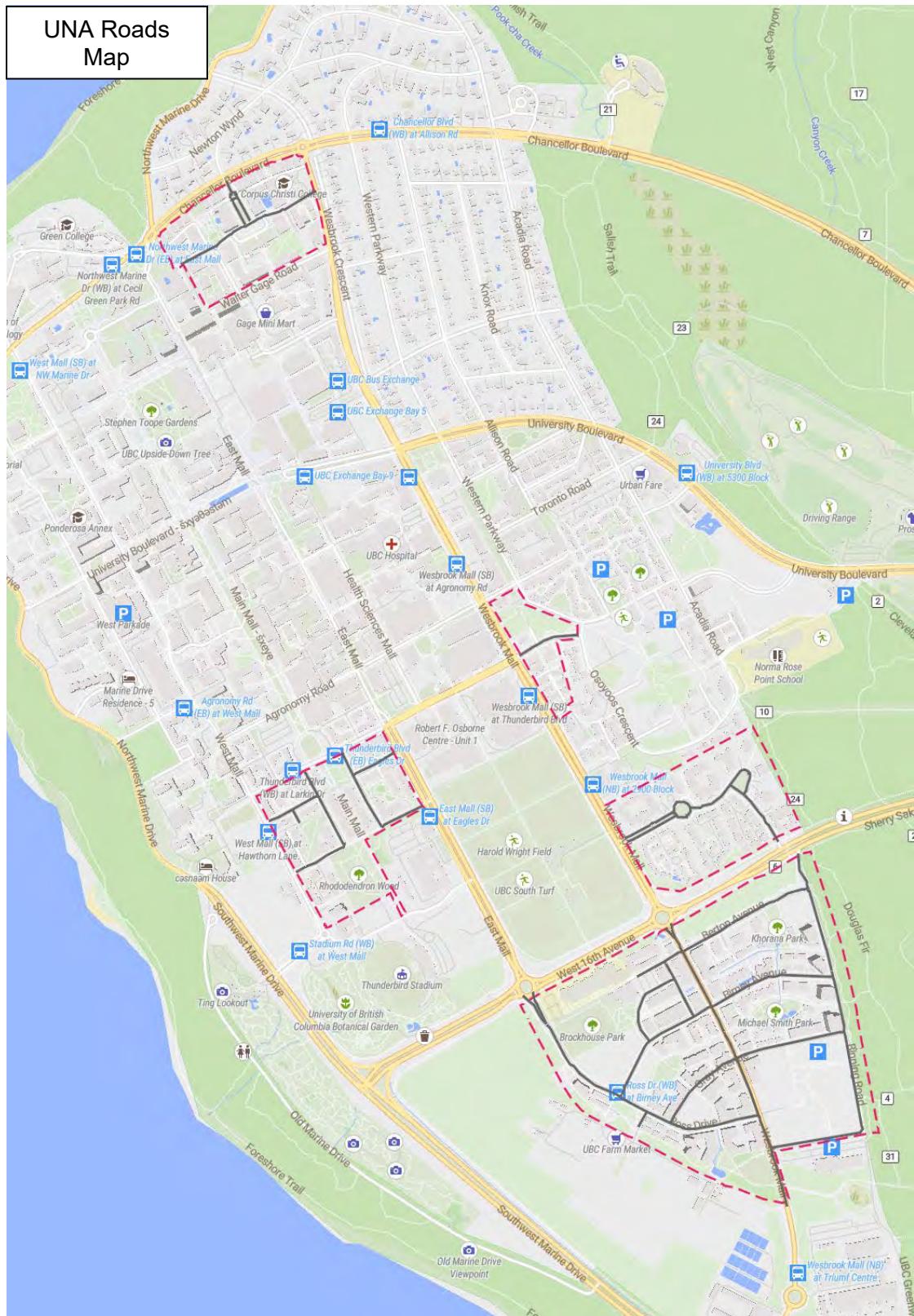
<b>Infrastructure &amp; Electrical Services</b>						
<b>Descriptions</b>	<b>Work Requirement</b>	<b>Reporting</b>	<b>Scope</b>	<b>Map</b>	<b>Inspections</b>	<b>Response Time</b>
<b>Street lighting with electrical services</b>	<b>Tasks:</b> Routine monthly lighting inspection, replacements of lamps, circuit repair, and pole maintenance. This also includes light fixture upgrade and full replacement. The Contractor must provide required electrical licenses and equipment.	Inspections, Repair work	All UNA Locations	UNA Street Lights Map	Monthly	Critical - 1 day Standard - 10 days
<b>Bollard inspections and maintenance</b>	<b>Tasks:</b> Annual inspection and maintenance of all fixed and retractable bollards. The Contractor must provide required electrical licenses and equipment.	Inspections, Repair work	All UNA Locations	UNA Street Lights Map	Monthly	Standard - 10 days

<b>Waste and Environmental Services</b>						
<b>Descriptions</b>	<b>Work Requirement</b>	<b>Reporting</b>	<b>Scope</b>	<b>Map</b>	<b>Inspections</b>	<b>Response Time</b>
<b>Garbage/waste services</b>	<b>Tasks:</b> Weekly Collection from public receptacles (e.g., park bins, recycle receptacles). Seasonal collection of Community Garden Yard Waste. Recyclable containers must be transported and collected at the Work Yard for recycler pickup. Receptacles maintenance and management of spillage cleanup. The Contractor must procure appropriate equipment, vehicles, and a trailer to facilitate the pickup and transportation process.	N/A	All UNA Locations	UNA Receptacles Map	Bi-annual, Annual	Critical - Same day
<b>Dog waste collection</b>	<b>Tasks:</b> Weekly Collection from public dog waste receptacles. Lined dog waste collection bin, with liners provided by pick up service provider. Delivery dog waste receptacles to the designated location. Pickup and transport dog waste bin to the Work Yard for weekly collection.	N/A	All UNA Locations	UNA Receptacles Map	N/A	Critical - Same day
<b>Green waste processing</b>	<b>Tasks:</b> Collection, transport, and processing (e.g., composting, mulching) of vegetative matter from UNA landscaping operations. Management of work yard & green waste access is restricted to authorized contractors only. The Contractor must provide required machinery for the operation of green waste processing.	Monthly Volume	South Campus Yard	N/A	N/A	N/A

<b>Irrigation Maintenance Services</b>						
<b>Descriptions</b>	<b>Work Requirement</b>	<b>Reporting</b>	<b>Scope</b>	<b>Map</b>	<b>Inspections</b>	<b>Response Time</b>
Irrigation/Plumbing service	<b>Tasks:</b> Routine inspection, seasonal activation/winterization, repair of mainline and sprinkler heads, backflow preventer testing, and irrigation timer adjustment. Aquifer boreholes and well pump maintenance. The Contractor must provide required equipment, plumbing and electrical licenses.	Seasonal Work, Repair, External backflow reports	All UNA Locations	UNA Soft Landscape Map	Bi-annual, Annual	Critical Leak- Same day, Standard - Next Day
<b>Others</b>						
<b>Descriptions</b>	<b>Work Requirement</b>	<b>Reporting</b>	<b>Scope</b>	<b>Map</b>	<b>Inspections</b>	<b>Response Time</b>
Urban Furniture	<b>Tasks:</b> Annual inspection and maintenance of all urban furniture (e.g. benches).	Inspections, Repair work	All UNA Locations	N/A	Annual	Critical - 1 day Standard - 10 days

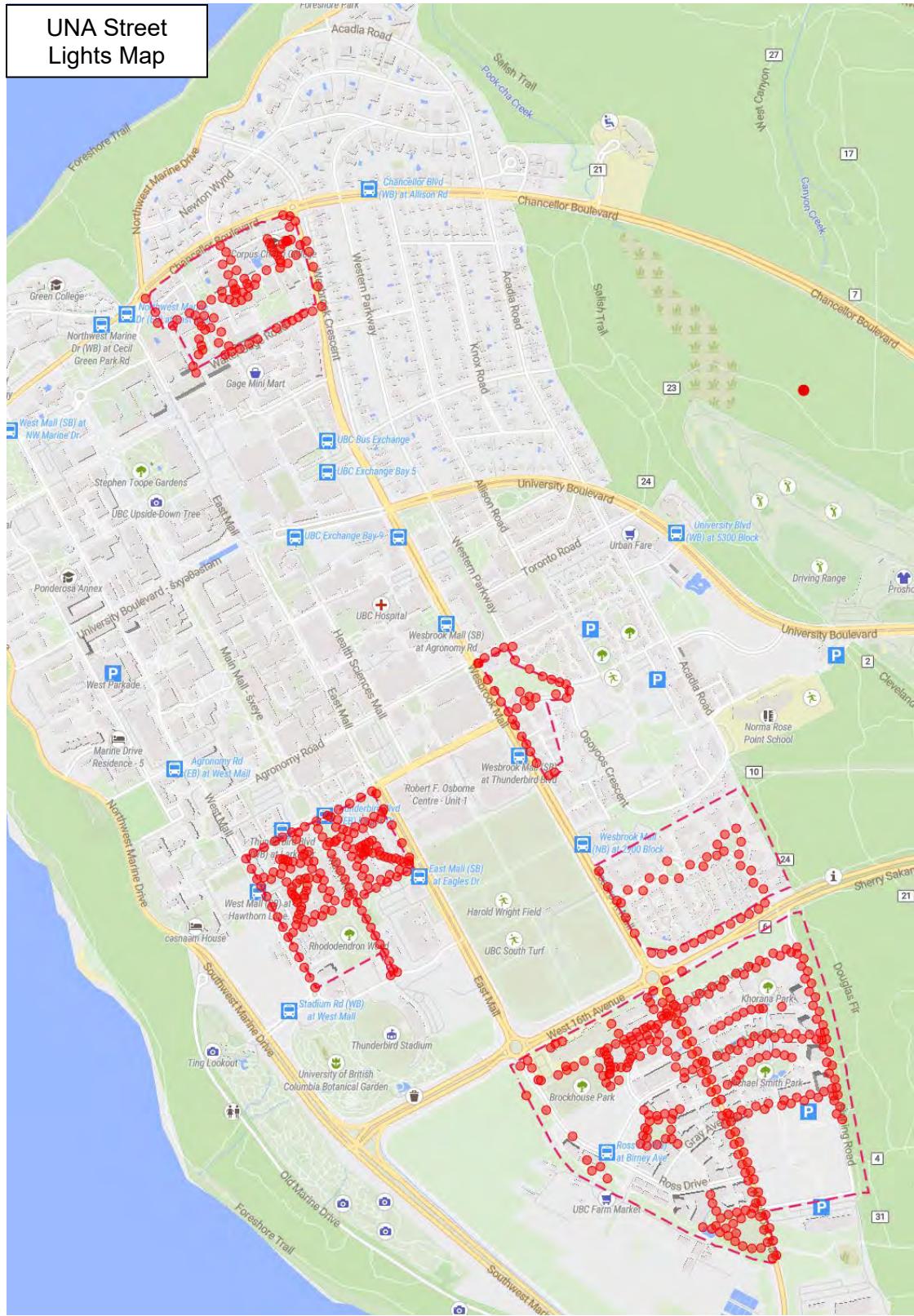
# UNA Sidewalks Map







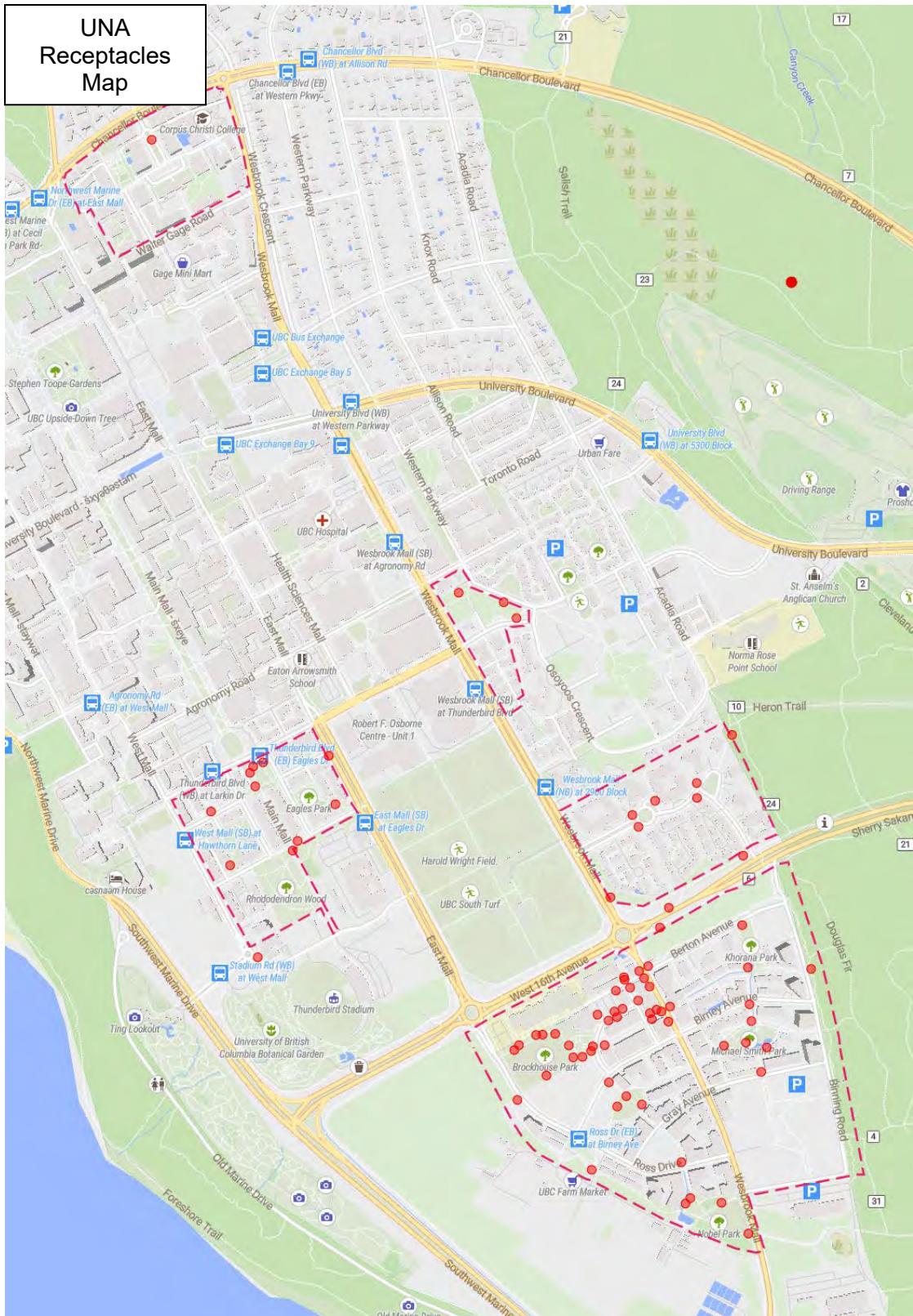
UNA Street  
Lights Map





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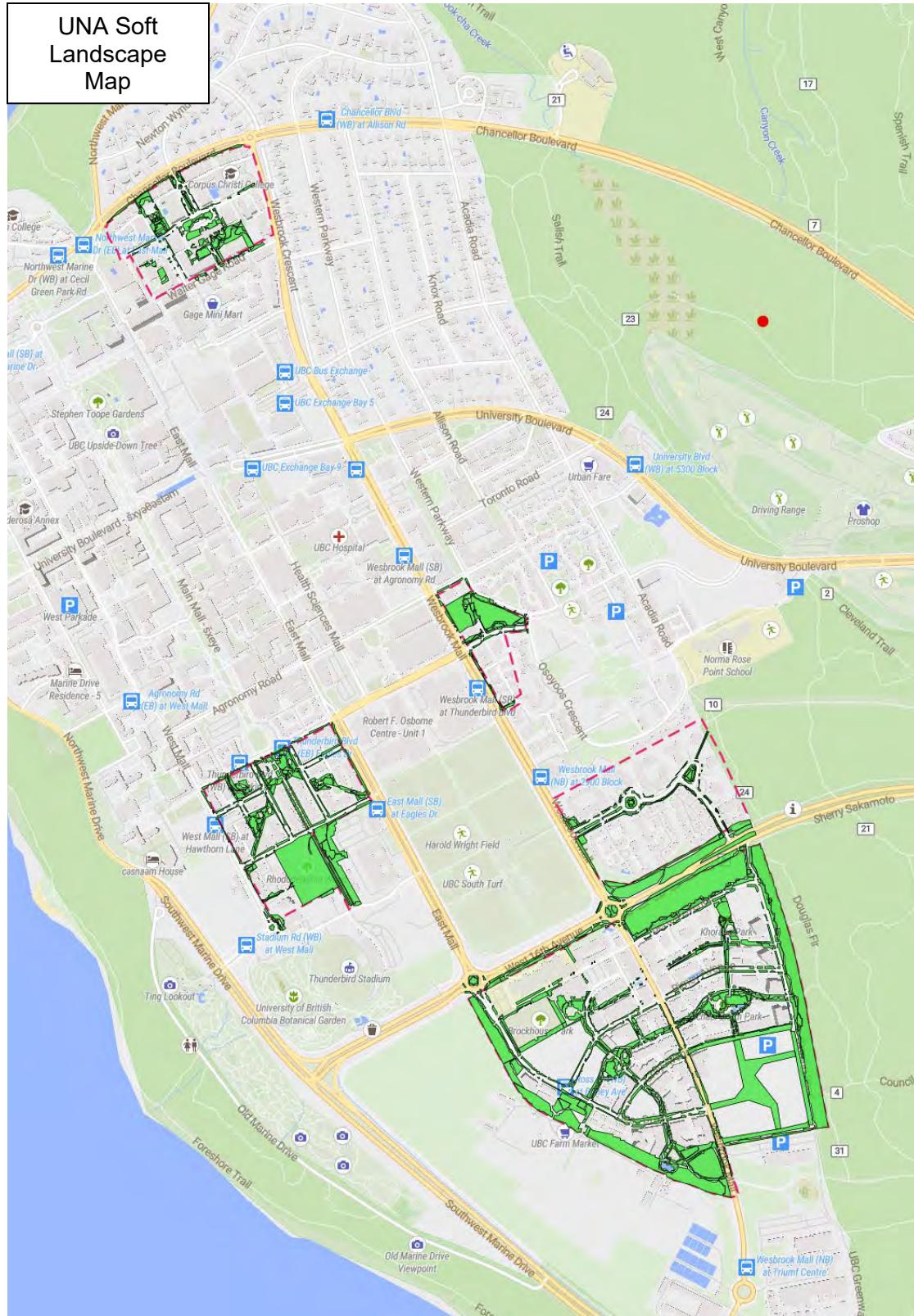
**UNA  
Receptacles  
Map**





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UNA Soft  
Landscape  
Map

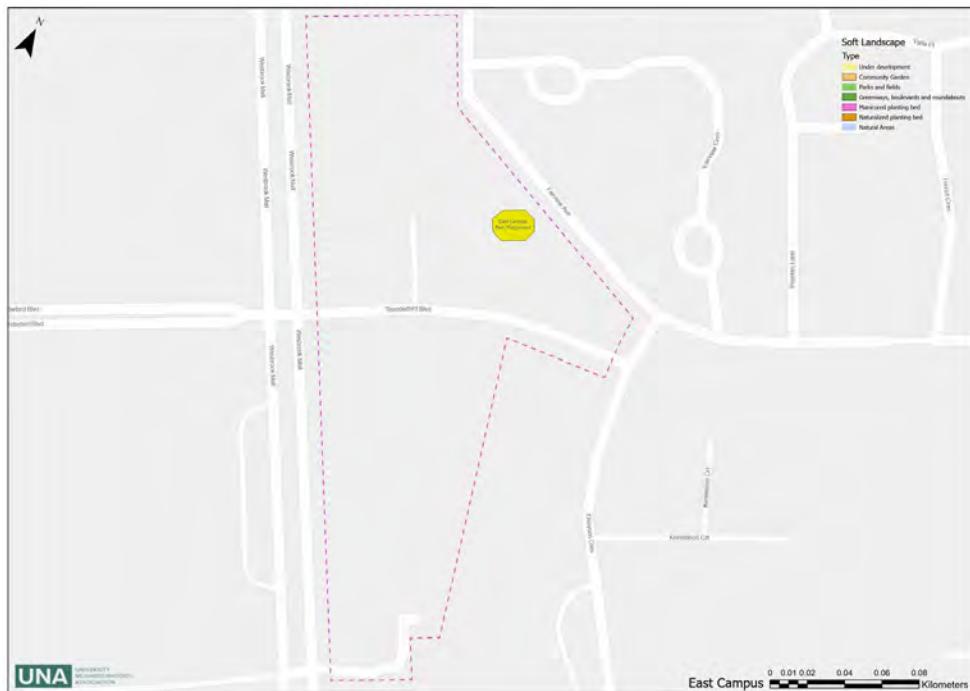




## UNA Playgrounds Map



## Chancellor Place



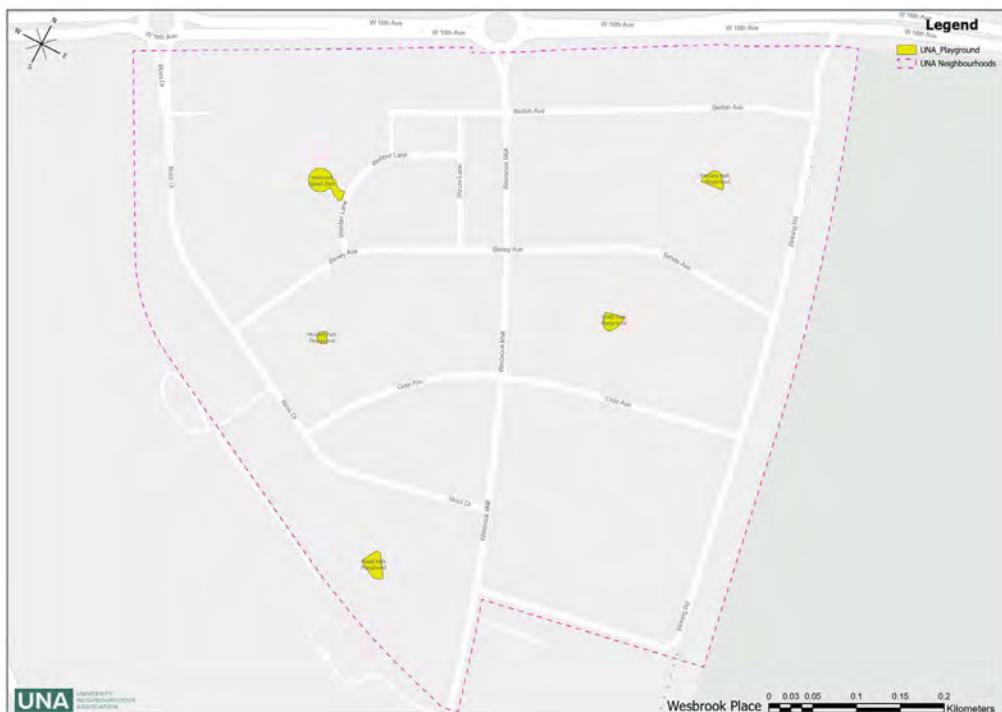
## East Campus



## UNA Playgrounds Map



## Hawthorn Place

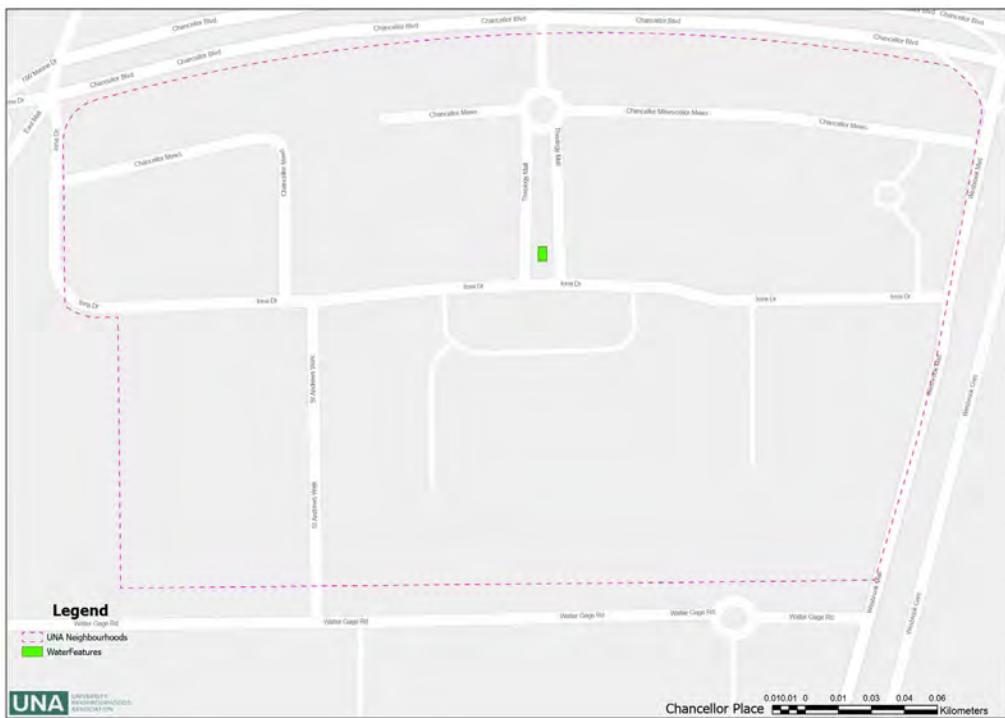


## Wesbrook Place

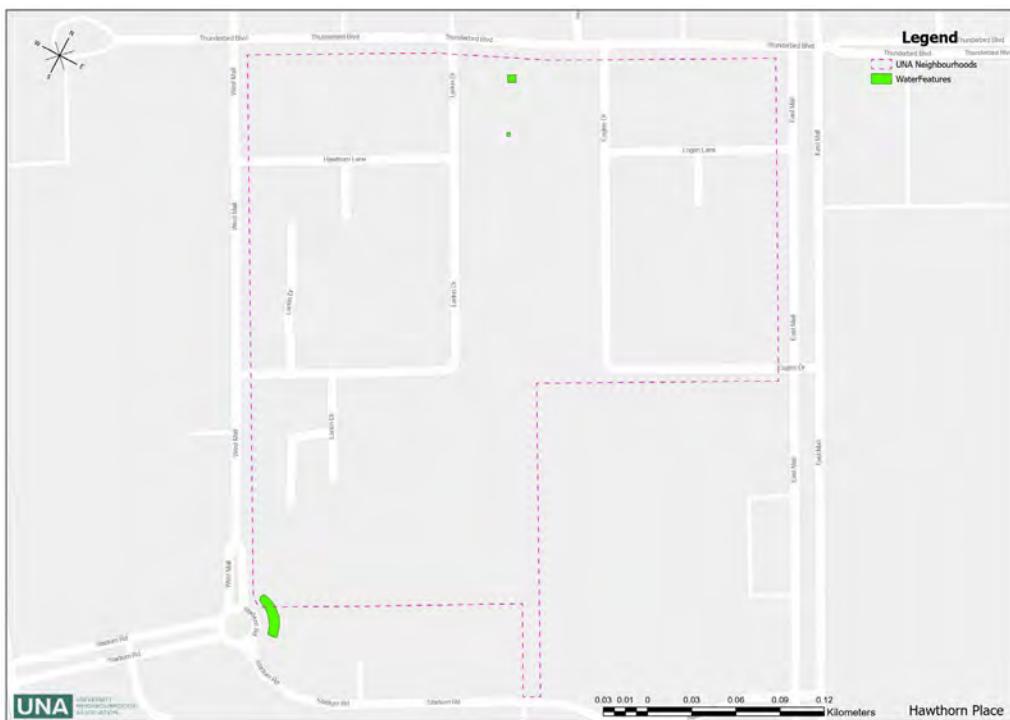


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### UNA Water Features Map



### Chancellor Place



### Hawthorn Place



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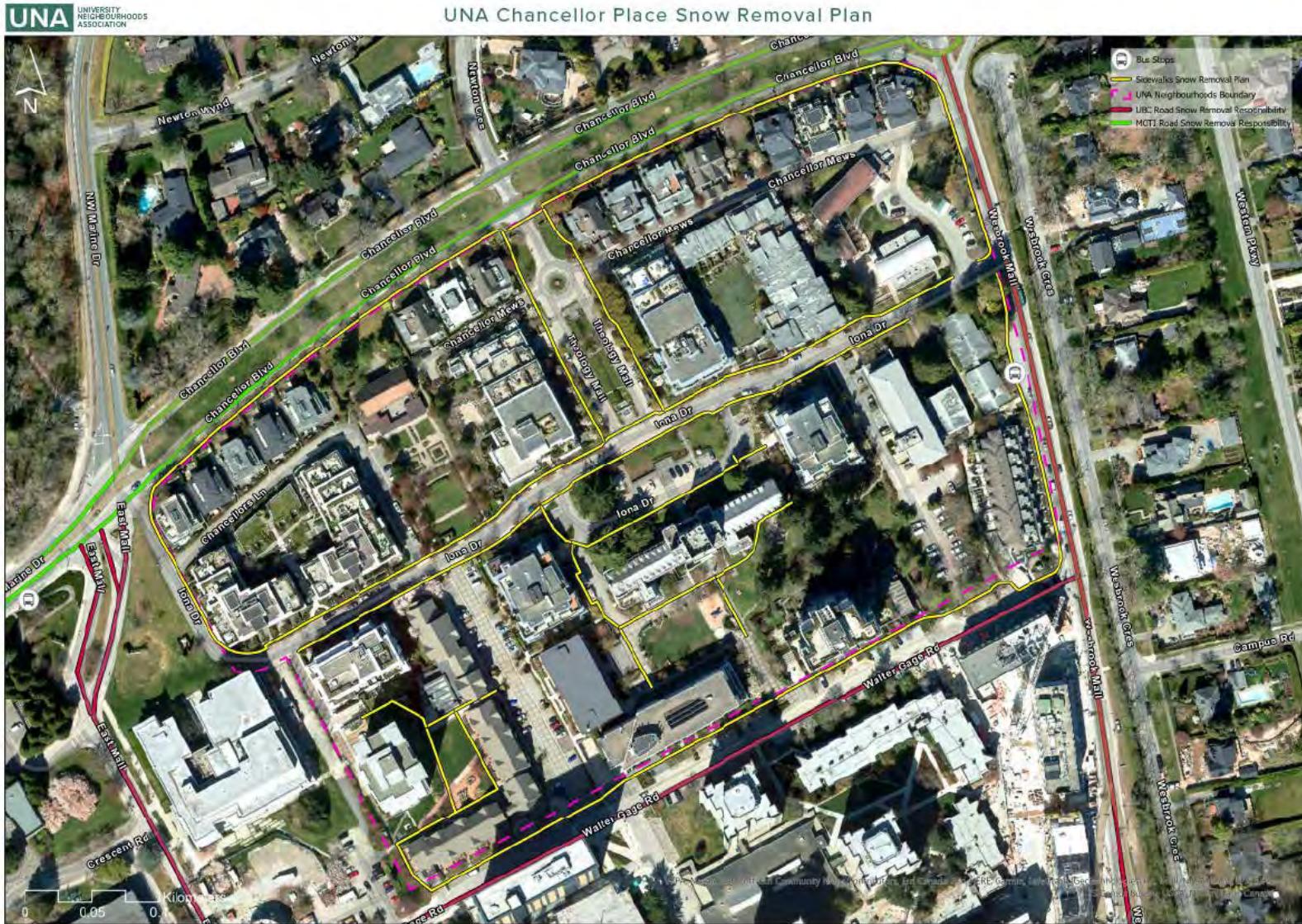
## UNA Water Features Map



## Wesbrook Place



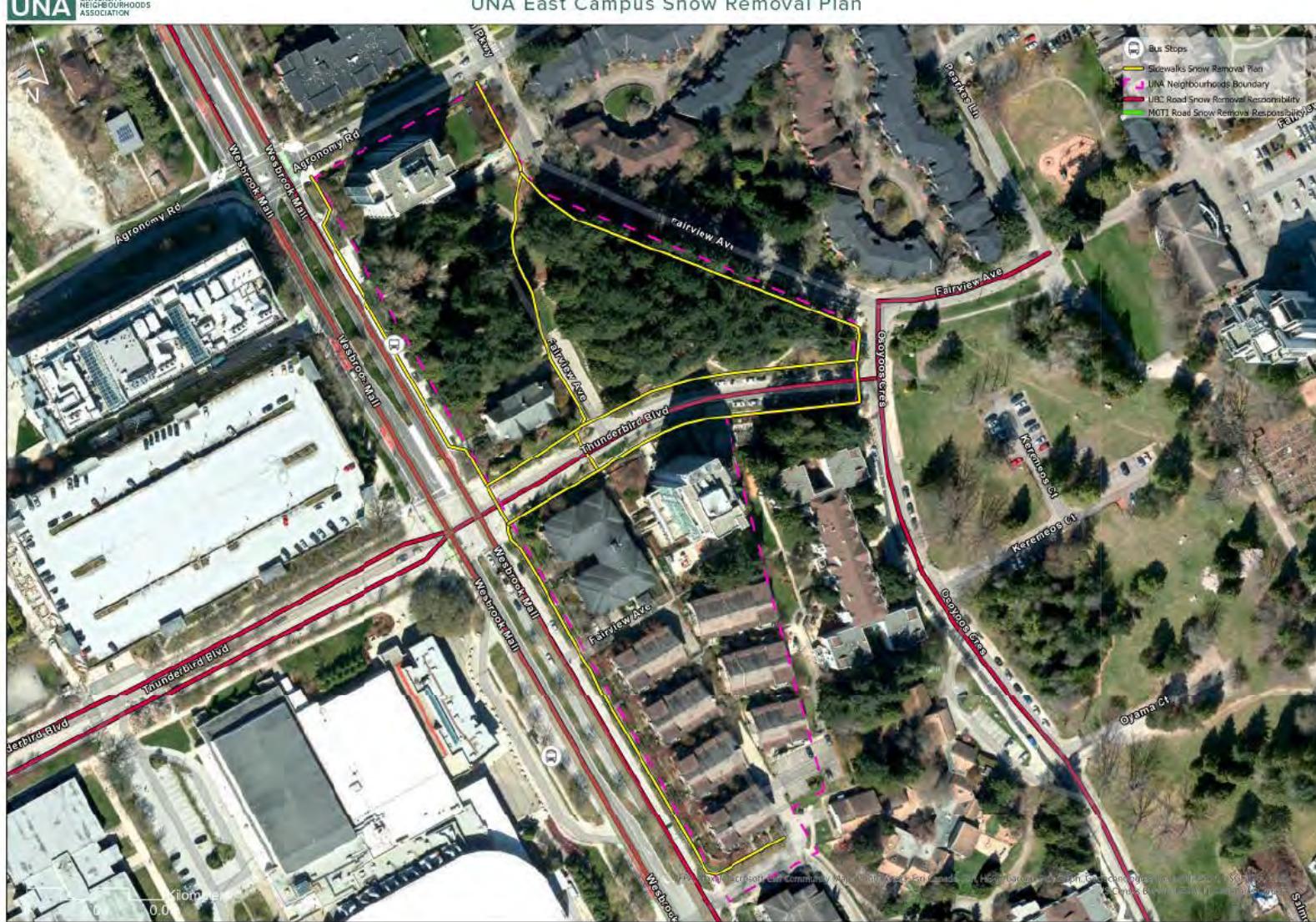
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## UNA East Campus Snow Removal Plan





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### UNA Hampton Place Snow Removal Plan





# UNIVERSITY NEIGHBOURHOODS ASSOCIATION

UNA Hawthorn Place Snow Removal Plan





# UNIVERSITY NEIGHBOURHOODS ASSOCIATION

## UNA Wesbrook Neighborhood Snow Removal Plan





**SCHEDULE F –BID INSTRUCTIONS AND SHEETS**



## Bid Instructions

### Defined Service Areas:

- Chancellor
- East Campus
- Hampton
- Hawthorn
- Wesbrook (including both roundabouts) *Plus* Municipal Services.

### Key Requirement:

- Applicant can apply for a **Single** or **Multiple Defined Service Areas**.
- Applicant that takes on the **Wesbrook** landscaping contract **must also take on the Municipal Services** part of the contract.

### Dedicated Work Yard Access (Wesbrook/Municipal Services)

- The applicant awarded the **Wesbrook and Municipal Services** contract will have **majority access** to the current and future dedicated UNA Work Yard in the South Campus.
- The applicant awarded the **Wesbrook and Municipal Services** contract is also responsible for the operation and management of the work yard, and the green waste processing at the work yard.

### Mandatory Meeting

- A mandatory onsite Information Meeting is scheduled on **January 14, 2026, 10 am – 11:30 am, at Wesbrook Community Centre, 3335 Webber Lane Vancouver BC**.

The Information Meeting will include an overview of the requirements and process for this RFP and will also enable Proponents to seek clarification on RFP issues in a communal forum.

Proponents are encouraged to read this RFP prior to the Information Meeting.



## Enquiries

All enquiries related to this RFP shall be directed to:

Wegland Sit  
Operations Manager  
University Neighbourhoods Association  
Telephone: 604.639.4567  
Email: [wegland.sit@myuna.ca](mailto:wegland.sit@myuna.ca)

Enquiries will be accepted until **3:00 pm Wednesday January 21, 2026.**

Information obtained from any other source is not official and should not be relied upon.

## Deadline for Proposal Submission

- Responses should be delivered by email to the following location no later than 3:00 pm Pacific Daylight Time on **Friday, January 23, 2026, (Closing)** and should be clearly marked **'University Neighbourhoods Association Landscaping Services RFP'**:

Attention: Wegland Sit  
University Neighbourhoods Association  
Email: [wegland.sit@myuna.ca](mailto:wegland.sit@myuna.ca)

The Proponent must complete **Schedule F – LANDSCAPE MAINTENANCE BID SHEET** in accordance with the instructions.

## Important Information

Please refer to **Page 7** of the Request for Proposal – UNA Landscape Management Services document for a complete listing of all RFP submission requirements.



**University Neighbourhoods Association UNA Landscaping Maintenance Services RFP**

**CLOSING: 3:00 PM PACIFIC DAYLIGHT TIME ON FRIDAY, JANUARY 23, 2026**

This form must be completed, signed and included with the submission.

The undersigned confirms that their submission is in response to the Request for Proposals for the University Neighbourhoods Association Landscaping Maintenance Services.

**Name of Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Position :** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

---

**Authorized Signature**

---

**Name and Title**

---

**Date**



## CONTRACT AREA OVERVIEW

<b>Neighbourhood(s):</b>	<i>Insert name of neighbourhood(s) included in contract</i>
<b>Key Components:</b>	<i>Insert key components or tasks to be completed Refer to map on following page for locations</i>
<b>General Objectives:</b>	<i>Summarize general intent of landscape management in this area</i>
<b>Special Considerations:</b>	<i>Summarize considerations that are specific within this contract area</i>
<b>Sustainability Requirements:</b>	<i>Outline specific sustainability requirements that UNA requires for the contract period. These could include requirements related to zero-emissions maintenance equipment, chemical use restrictions, landscape green waste disposal, or other specific measures where further detail is required beyond the guidance provided in: Schedule A - UNA Landscape General Maintenance Policies.</i>
<b>Contract Period:</b>	<i>Dates between which the contract will be valid</i>

## LANDSCAPE MAINTENANCE PROVIDER DETAILS

Company Name:

---

Primary Contact Name:

---

Phone:

---

Email:

---

Date Submitted:



# LANDSCAPE EQUIPMENT LIST

*List all equipment intended to be used in provision of the landscape maintenance services.*



## Sustainability Practices

*List sustainable or green practices intended to be used in the provision of landscape maintenance services. These could include practices such as use of mulching mowers to leave grass clippings on site, use of cultural, physical, or biological controls for invasive species, irrigation management to reduce water use, leaf litter management to increase habitat and cover during the winter months, etc.*

Sustainability Practice	Description



## **COSTS FOR UNSCHEDULED OR ADDITIONAL TASKS**

*List any common maintenance activities that could arise during the contract period but are not included in the base contract.*



## CONTRACT AREA MAP

*Insert map from **Schedule C** showing the extents of the landscape areas and service level within the contract.*



## BID SHEET

Maintenance providers to refer to the following sections of the UNA Landscape Services RFP when preparing their bids to confirm maintenance expectations, activities, frequency, policies, and seasonal requirements for each Landscape Type included in the contract.

- ▶ Table 2: Landscape Maintenance Levels Overview
- ▶ Table 3: Maintenance Level Activities & Frequencies
- ▶ Table 4: Typical Seasonal Procedures
- ▶ Schedule A - UNA Landscape General Maintenance Policies

Included Items (UNA to complete, delete all lines not included in this service contract)				Maintenance Provider Bid
Landscape Type	Maintenance Level	Qty	Description	Estimate
Grass Field (Playing Field)	1			
Lawn	3			
Lawn	4			
Manicured Planting Bed	2			
Manicured Planting Bed	3			
Manicured Planting Bed	4			
Naturalized Planting Bed	3			
Naturalized Planting Bed	4			
Naturalized Planting Bed	5			
Natural Area	5			
Community Garden	6			
Irrigation Operations	n/a			



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Included Items (UNA to complete, delete all lines not included in this service contract)				Maintenance Provider Bid
Landscape Type	Maintenance Level	Qty	Description	Estimate
Other (as described)	n/a			
<b>TOTALS</b>				

**RFP ADDENDUM NO. 1**

**TO:** University Neighbourhoods Association Landscaping Maintenance Services Request for Proposal

**DATE:** January 15, 2026

**ADDENDUM NO. 1 Project:** UNA Landscaping Maintenance Services RFP

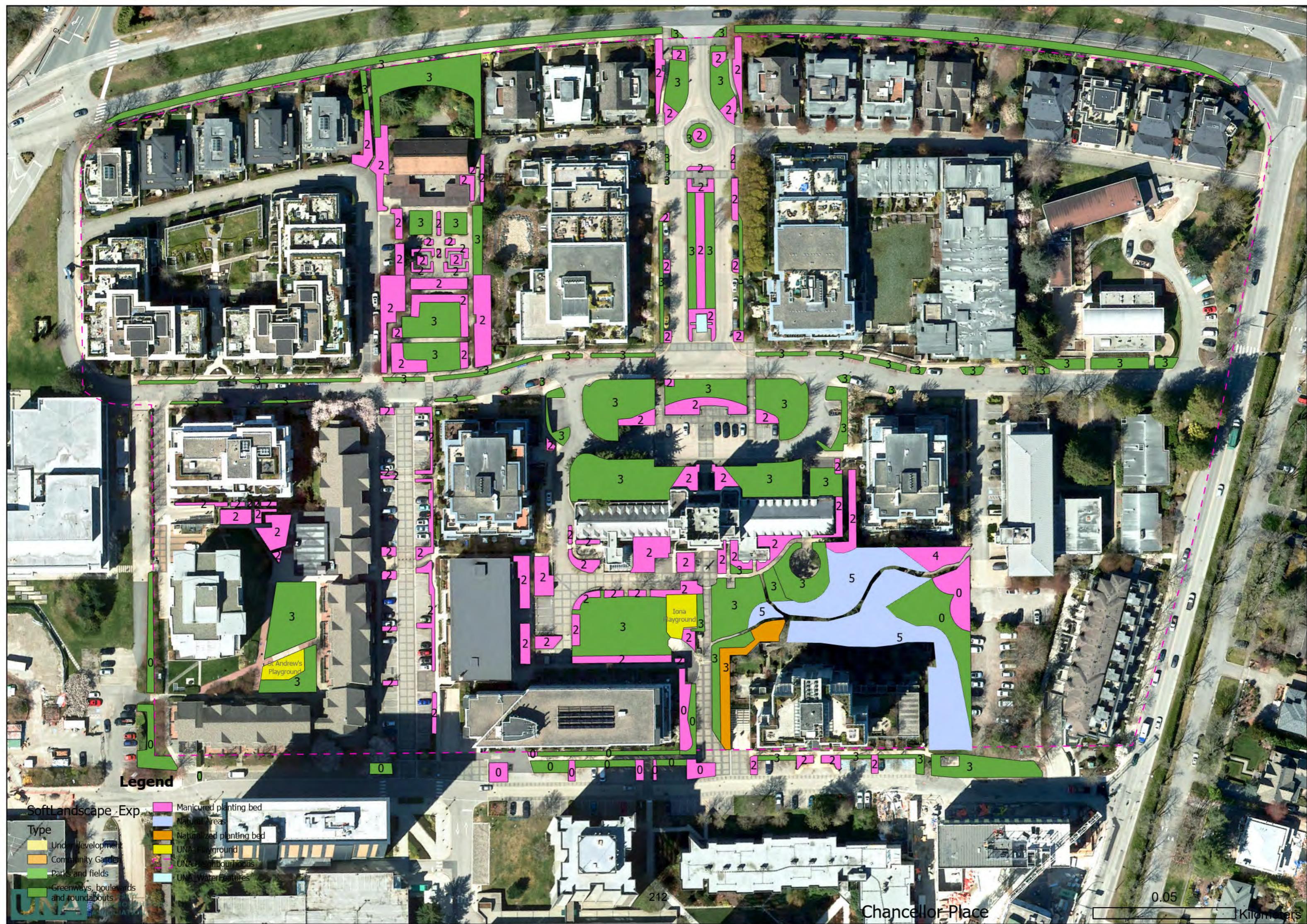
**Notice to Proponents:** This Addendum is issued to all project stakeholders and hereby modifies the original Request for Proposal (RFP) documentation dated December 15, 2025. This document provides clarification for inquiries documented during the mandatory on-site meeting and follow-up emails.

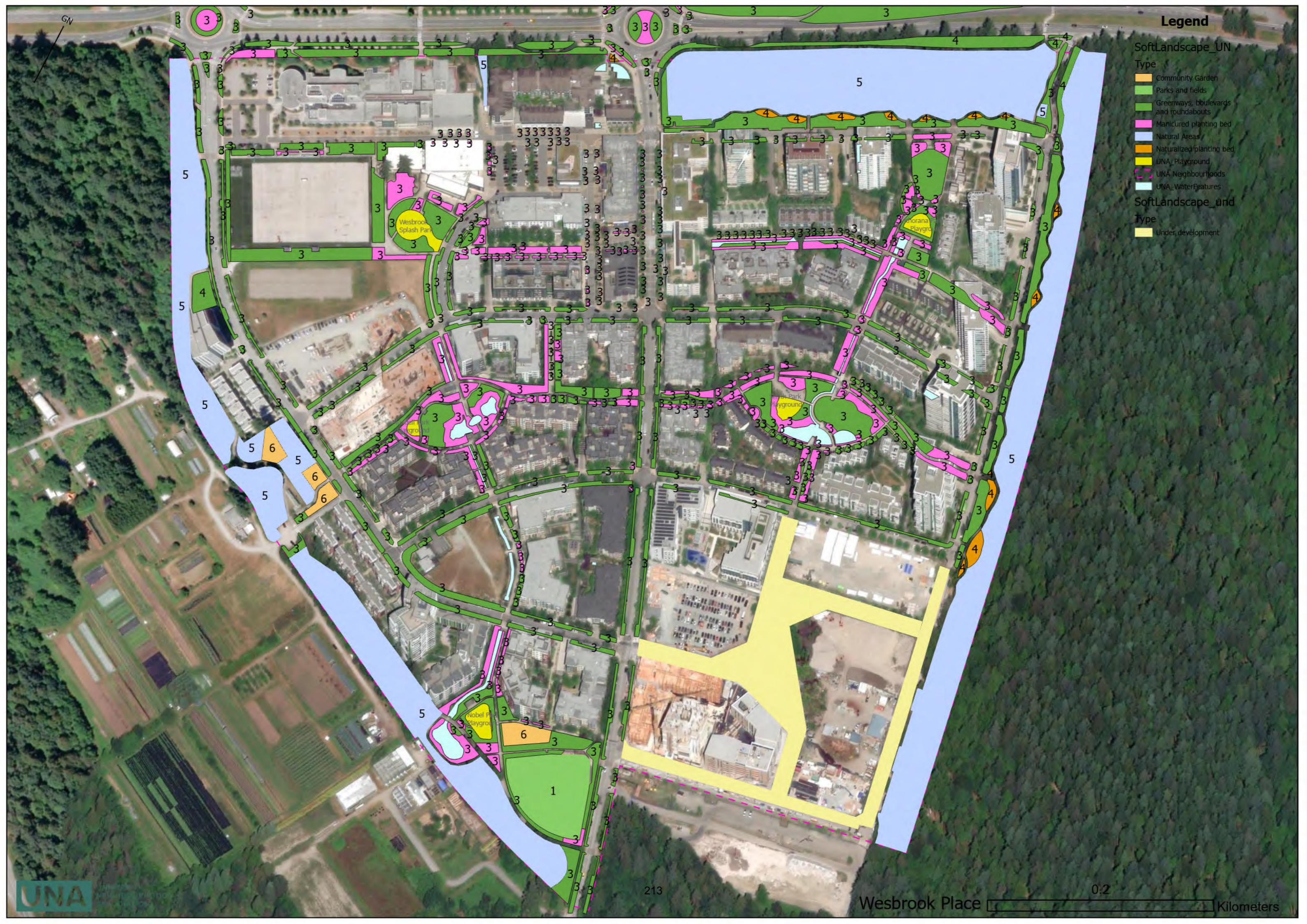
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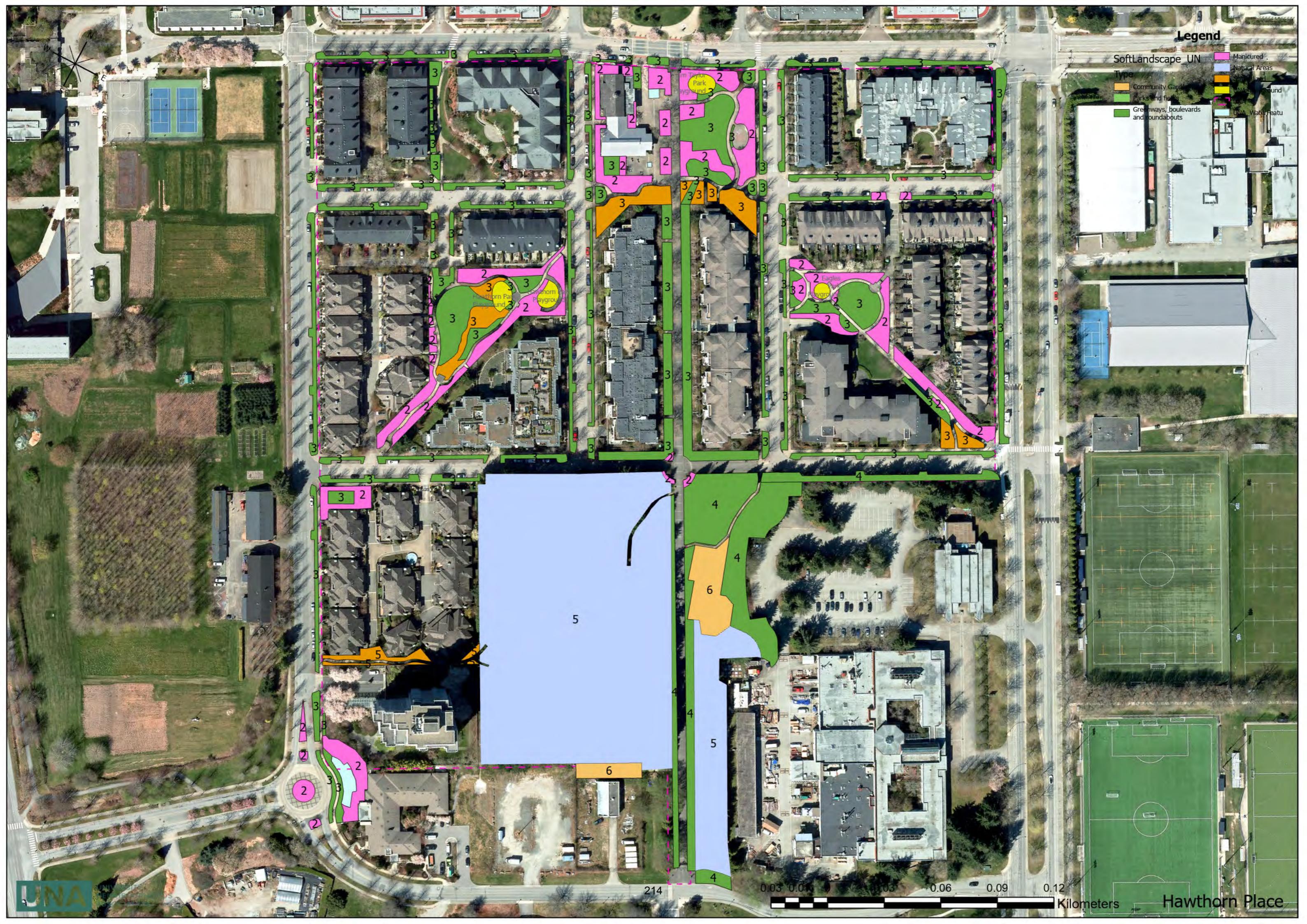
**SECTION 1: UPDATED LANDSCAPE MAPS & DATA**

The following documents are hereby issued to replace the original versions in the RFP Schedule D- LANDSCAPE MANAGEMENT SERVICE LEVEL MAP BY NEIGHBOURHOOD :

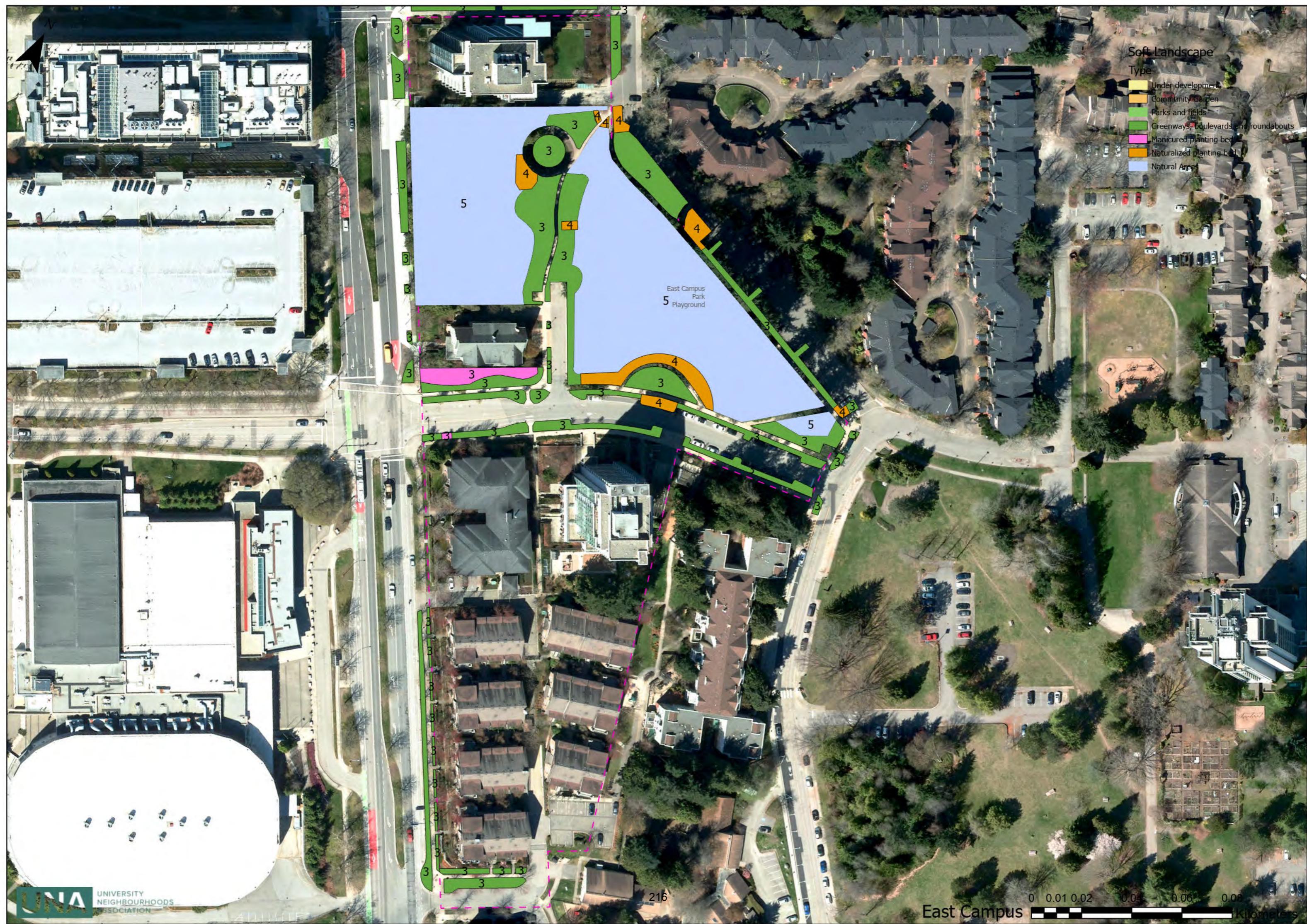
- **Exhibit A:** Updated Chancellor Area Map
  - Change: Inclusion of new lawn area adjacent to the Chaple of the Epiphany.
- **Exhibit B:** Updated Wesbrook Area Map
  - **Change:** Correction to Boulevard Lawn specifications on Gray Ave east of Wesbrook Mall.
- **Exhibit C:** Updated Hawthorn Area Map (Satellite View)
  - Change: Provided with Satellite Background for improved visual clarity.  
(Note: There are no changes to service types or total area in this section).
- **Exhibit D:** Updated Hampton Area Map (Satellite View)
  - Map with Satellite Background Map Updated Hawthorn Area Map with Satellite Map Background
- **Exhibit E:** Updated East Campus Area Map (Satellite View)
  - Map with Satellite Background Map Updated East Campus Area Map with Satellite Map Background











- **Exhibit F:** Revised Area Calculations

- *Change:* Updated data for **Chancellor, Wesbrook, and Hampton Area (m<sup>2</sup>)**, providing a detailed breakdown of service types and Levels of Service.

**Chancellor**

Lawn 3	7540
Manicured Bed	3739
Natural Areas	1679
Naturalized Bed	219
Lawn 0 (Future)	671
Manicured Bed 0 (Future)	438

**Wesbrook**

Community Garden	1780
Grass Field 1	4321
Lawn 3	41032
Lawn 4	3060
Manicured Bed	14833
Natural Areas	60498
Naturalized Bed	1115

**Hampton**

Lawn 3	13593
Manicured Bed	1705
Natural Areas	1769
Naturalized Bed	172

**East Campus**

Lawn 3	4141
Manicured Bed	230
Natural Areas	8126
Naturalized Bed	588

**Hawthorn**

Community Garden	1138
Lawn 3	10499
Lawn 4	4388
Manicured Bed	5206
Natural Areas	17980
Naturalized Bed 3	1419
Naturalized Bed 5	300

**SECTION 2: UPDATE CHANCELLOR PLACE PRICE ESTIMATE**

Regarding the Chancellor Place Proposal: please provide a distinct line item for the Walter Gage Road area. This section is currently managed by UBC Municipal Services and is slated for transfer to the UNA, pending a formal handover process and Board approval.



As this is currently **zeroed out**, please indicate the estimated costs for managing the red-highlighted areas:

- Lawn Area (Service Level 3) - **671 m<sup>2</sup>**
- Planting Beds (Service Level 2) – **438 m<sup>2</sup>**

**SECTION 3: INQUIRIES & CLARIFICATIONS**

The following responses clarify questions raised during the On-Site Meeting and Email Inquiries:

**Q1: Where can we find details on surface level types?**

**Response:** Please refer to RFP Page 46, *Schedule B: Landscape Types in UNA Neighbourhoods*.

**Q2: What are the specific maintenance frequencies for each service level?**

**Response:** Please refer to RFP Page 53, *Standard Maintenance Activities & Frequencies*.

**Q3: What is the expected annual operational schedule?**

**Response:** The contract follows an April to March fiscal year (12-month). For typical seasonal maintenance procedures and recommended activities, please refer to RFP Page 56.

**Q4: Can you clarify the Work Yard situation and the "South Campus" space?**

**Response:**

**Current State:** The contractor will utilize the current Work Yard and Yard Waste Collection/Processing Point. This area will remain the centralized green waste recycling and processing point for the next five (5) years.

- **Future Transition:** The UNA is partnering with UBC Municipal Services to develop a "UNAxUBC Yard Waste Management System."
- **New Yard Availability:** Construction of the new Work Yard (managed by UBCPT & UBC) is expected to be completed in **Q4 2026**.
- **New Yard Features:** The site encompasses approximately 2,820 m<sup>2</sup> and has been planned to accommodate the full range of the operational needs. These include areas designated for nursery operations, laydown/storage area, tool and equipment storage, irrigation parts storage, site trailer (office space), and fleet parking.
- **Supply Procurement:** A new procedure for sourcing supplies from the UBC Municipal Yard is in development and will be finalized prior to the new yard opening.

## Overview



### Current Work Yard

- Google Maps: <https://maps.app.goo.gl/khFu8Ph3RJrPud8LA>

### Future Work Yard

- Google Maps: <https://maps.app.goo.gl/EqcZ4RXKmRzXXC3P8>

**Q5: What is the contract term?**

**Response:** The contract is for a **three (3) year initial term**, with the possibility of one (1) optional two-year extension (3+2).

**Q6: Are the Wesbrook Landscaping and UNA Municipal Services separate contracts?**

**Response: No.** There is no separation. The proponent awarded the Wesbrook Area Landscaping Service is also responsible for UNA Municipal Services, which includes the management and operation of the work yard and onsite storage.

**Q7: Can you clarify the maintenance responsibilities for Boulevard Lawn areas north of 16th Ave?**

**Response: North of 16th Ave:** These areas are included in the **Hampton Service Area**.

- **16th Ave Roundabouts:** The roundabouts located at **Wesbrook Mall** and **East Mall** are included in the **Wesbrook Area** scope of work.
- **16th Ave Median:** The median on 16th Ave is **outside of UNA jurisdiction**. It is managed and maintained by the [\*\*Ministry of Transportation and Infrastructure\*\*](#). Proponents should not include this area in their service calculations.

**Q8: UNA Dog Waste Collection & Operations**

Here is the procedures for **dog waste collection** for the municipal service provider:

**1. Equipment & Setup**

- **Containers:** We use these dog waste containers [Uline Link](#).
- **Lining:** Before deployment, the containers are lined with bags provided by the pick-up service provider.

**2. Collection & Disposal**

- **Municipal Team:** The municipal team collects the red dog waste bins with a trailer and transports them back to the Yard facility.
- **Service Provider:** The external Dog Waste Service Provider visits the Yard weekly (Tuesday) to collect the waste by removing the entire liner bag directly into their truck.

**Q9: Community Gardens Operation**

**Response:** The Community Gardens are excluded from the regular recurring maintenance scope. These areas feature mulch and gravel surfaces that may require periodic weed management (manual removal or spraying) via a separate work order or special project request.

Green wastes from community gardens are collected in wheeled green bins and picked up by the municipal team.

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**SECTION 4: CONFIRMATION OF ORIGINAL TERMS**

All other terms, conditions, and specifications of the University Neighbourhoods Association Landscaping Maintenance Services RFP remain in full force and effect.

**RFP ADDENDUM NO. 2**

**TO:** University Neighbourhoods Association Landscaping Maintenance Services Request for Proposal

**DATE:** January 20, 2026

**ADDENDUM NO. 2 Project:** UNA Landscaping Maintenance Services RFP

**Notice to Proponents:** This Addendum is issued to all project stakeholders and hereby modifies the original Request for Proposal (RFP) documentation dated December 15, 2025. This document provides clarification for inquiries documented during the mandatory on-site meeting and follow-up emails.

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**SECTION 1: UPDATED MUNICIPAL SERVICE QUOTE - Hourly Rate**

For non-recurring municipal services, proponents must provide the following hourly rates. These rates will be used for work performed outside the fixed scope or for services billed on an "actuals" basis.

- **Snow and Ice Removal**
- **Irrigation repair work**
- **Lighting electrical repair work**

**Labour & Professional Services**

Service Category	Weekdays (Hourly)	Weekends / After Hours (Hourly)	Stat. Holidays (Hourly)
General Labour (Snow & Ice)	\$	\$	\$
Irrigation & Plumbing Technician (Irrigation)	\$	\$	\$
Certified Electrician (Lighting)	\$	\$	\$
Other: [Specify]	\$	\$	\$

## Equipment & Machinery

## Additional Costs & Mark-ups

Description	Category (Snow/Irrigation/Lighting)	Rate / Percentage
Minimum Call-Out Charge (Standard)		\$
Emergency Call-Out Charge (if applicable)		\$
Material Mark-up Percentage (if applicable)		%
Other (Specify)		\$

**SECTION 2: UPDATED ANNUAL PLANTING AREA**

The following approximate measurements for **Annual Flower Beds** are provided for budgeting and resource planning. Proponents are responsible for the seasonal planting, maintenance, and rotation of these beds as part of the landscaping scope.

Neighbourhood	Approximate Area	Primary Locations
Chancellor Place	66 m <sup>2</sup> +/-	<ul style="list-style-type: none"> <li>Chancellor Blvd Entrance (<a href="#">Map Link</a>)</li> <li>Theology Mall Median (<a href="#">Map Link</a>)</li> <li>Iona Drive &amp; Theology Mall Crosswalk (<a href="#">Map Link</a>)</li> </ul>
Hawthorn Place	35 m <sup>2</sup> +/-	<ul style="list-style-type: none"> <li>Main Mall Greenway (Stadium Gate Entrance) (<a href="#">Map Link</a>)</li> <li>Eagle Drive &amp; East Mall Entrance (<a href="#">Map Link</a>)</li> </ul>
Hampton Place	38 m <sup>2</sup> +/-	<ul style="list-style-type: none"> <li>Hampton &amp; 16th Entrance (<a href="#">Map Link</a>)</li> <li>16th Ave (adjacent to Pacific Spirit Park) (<a href="#">Map Link</a>)</li> </ul>
Wesbrook Place & East Campus	None	<i>No specific annual flower beds currently designated in this area.</i>

**SECTION 3: INQUIRIES & CLARIFICATIONS**

The following responses clarify questions raised during the On-Site Meeting and Email Inquiries:

**Q1: How confident are you in the area measurements ? we did some measuring on google earth and there is a fair difference so just wanted to check. It's far more likely that our measurements are out but wanted to ask for clarity.**

**Response:** The UNA has performed a comprehensive review of the landscape areas in response to this inquiry. Please refer to Addendum No. 1, Section 1 (Exhibits A through B and Exhibits F), which provides updated maps and revised area calculations for the Wesbrook, Chancellor, and Hampton areas.

**Q2 In the municipal service section it mentions dog waste and recycling going to the yard for weekly collection. I just wanted to confirm that waste from the regular bins is also to be taken to the yard.**

**Response:** To clarify the workflow: Dog waste collected in wheeled bins must be transported to the UNA Work Yard, where a third-party external service provider is responsible for final pickup and disposal.

Regarding regular waste: All waste from public bins must be collected and transported to the designated collection points at the Work Yard. Please note that service schedules vary based on bin location and type. During the peak summer season, certain high-traffic bins are serviced three (3) times per week to ensure adequate coverage over the weekend.

The Municipal Team is responsible for the ongoing service of regular waste and recyclable containers. Proponents are responsible for ensuring all collected materials are consolidated at the Work Yard collection points as specified in the Scope of Work.

**Q3 when calculating the time on site for the quotes and different areas the community gardens etc represent such a small portion of overall time that i feel like to price it separately would be hard to break out. can we just list the price for that section as included ?**

Responds: The Community Gardens do not require a recurring maintenance schedule. Service for these areas is performed on a "one-time, on-demand" basis, primarily for weed removal and spraying. Proponents should account for these tasks as on request service requests rather than a fixed recurring cost.

**Q4 Are the dog waste bins included in the waste receptacle map ? If not, are quantities of cans available per site please.**

**Response:** I do not have the map for dog waste bins. Please see the following:

#### **Wesbrook Area**

- Webber Lane Greenway Lot 26 x 1
- UNA Dog Park x 2

#### **Hawthorn Area**

- Main Mall Greenway x 1
- Eagles Park x 1

#### **Chancellor Area**

- Theology Mall x 1

#### **Hampton Place**

- Hampton Place West Roundabout x 1

**East Campus**

- East Campus Park x 1

In total: **7 dog waste bins** are currently in operation.

**Q8 Are plant replacements not as a result of the maintenance provider to be quoted for outside of the maintenance price and at the time of occurrence?**

**Response:** Yes. For plant replacements that are not the result of the contractor's maintenance performance (e.g., losses due to extreme weather events, vandalism, or motor vehicle accidents, or prolong irrigation system failure), the contractor must submit a separate quote for the replacement at the time of occurrence. All such work is outside the base maintenance contract and is subject to formal review and written approval by the UNA before proceeding.

**Q9 Is snow removal and salting to be quoted on a per service basis or seasonal total?**

**Response:** For current budgeting purposes, The UNA is using a seasonal estimate based on a "best guestimate". This estimate should be derived from historical averages.

Please note, for the current process, that actual billing will be processed based on actuals: hours of work performed (labor and equipment) plus the cost of materials used.

For snow and ice removal, proponent should list the hourly rate of labor, equipment and materials in the proposal. See Addendum #2 Section 1. Proponents must provide their hourly rates and material mark-ups in the financial section of their submission to facilitate this.

**Q10 Is it the responsibility of the contractor to make the call whether or not to start snow clearing and/or salting?**

**Response:** Responsibility is shared between the UNA and the contractor. The UNA Operations team receives a daily localized weather forecast from UBC Municipal Services at approximately 1:00 PM – 2:00 PM. Based on this data, the UNA typically coordinates and plans the evening and next-day snow and ice response by 2:00 PM – 3:00 PM.

Regarding automatic initiation, as discussed in the mandatory meeting, the contractor is expected to self-deploy once there is an accumulation of 2–3 inches of snow on the ground.

**Q10 Follow up: If it is on call from UNA, is the liability waived from the contractor if the call is no and an accident happens?**

**Response:** No, a liability waiver is not available. The UNA's insurance requirements and contractual standards do not permit the waiving of contractor liability in these circumstances. Proponents are expected to maintain their own professional and general liability insurance.

**Q11 Are there fuel storage tanks in the provided Yard? If so, of what volume?**

**Response:** There are no onsite fuel storage tanks available at the current Work Yard. However, for the future Work Yard (expected Q4 2026), fuel card access will be available at the neighboring UBC Municipal Services Work Yard. Contractors will be expected to manage their own fueling requirements in the interim.

**Q12 Is concrete repair and electrical per occurrence or is it to be included in municipal services? If so how often is the service generally required on UNA property?**

**Response:** Both concrete sidewalk repairs and electrical maintenance (specifically lighting inspection and repair) are included within the Municipal Services scope.

- **Lighting:** Inspections are required on a monthly rotational schedule across the UNA.
- **Concrete:** Repairs are performed on an "as-required" basis. The UNA conducts annual sidewalk inspections to identify and prioritize these repairs.

**Q13 Is it possible to get an expandable schedule F? The spaces provided on schedule F tables are quite narrow, is it possible for us to create our own expandable tables to fit the necessary information in?**

**Response:** Yes. Proponents are permitted to create their own expandable tables for their proposal submission, provided that the modified format retains all the required data fields and allows for a clear comparison against the original Schedule F requirements.

**Q14 Is there disposal requirements for dog waste or does this just with regular garbage waste?**

**Response:** The Municipal Team is responsible only for the collection of dog waste and its transportation back to the Work Yard. Final disposal is handled by a separate, licensed third-party service provider who performs pickups directly from the Work Yard.

**Q15 Are there ideal or specific workdays for service in each neighborhood?**

**Response:** There are no fixed service days; schedules vary based on the specific neighborhood requirements. Some high-traffic areas are serviced 2–3 days per week, while others require a 5-day rotation.

Please note that all landscaping and power equipment usage must strictly adhere to the UNA Noise Bylaw:

- **Monday – Friday:** 8:00 AM to 6:00 PM
- **Saturday:** 10:00 AM to 5:00 PM
- **Sundays and Statutory Holidays:** Use of power equipment is strictly prohibited.

[https://www.myuna.ca/assets/media/2022/01/UNA\\_NoiseBrochure\\_HighRes\\_Online.pdf](https://www.myuna.ca/assets/media/2022/01/UNA_NoiseBrochure_HighRes_Online.pdf)

**Q15 Who is responsible for coordinating and paying for the garbage pick up company who takes it from the yard?**

**Response:** The proponent awarded the Municipal Services contract is responsible for coordinating and paying the external waste collection provider. The contractor shall then invoice the UNA for these costs. Please note this arrangement applies specifically to garbage and recycling containers only.

**Q16 To what extent is the municipal contractor responsible for management of the yard? Do we need to have someone there 5 days a week or more? Who is within the yard?**

**Response:** Using the current operational model as a baseline, the Municipal Team (contractor) manages the yard with a mostly full crew onsite Monday through Friday. On Saturdays, a reduced crew (typically 1–2 members) is required to facilitate weekend municipal services, such as centralizing garbage collection.

**Q17 Mulch requirement – Can you elaborate mulch/cultivate row on Page 55? Is the expectation that mulch is installed biannual or annually to all garden beds?**

**Response:** Mulch application is performed on an "as-needed" basis rather than a total blanket application of all bedding areas. Priority is given to areas requiring top-ups to maintain soil moisture levels during the summer season and to protect tree root zones.

For bidding and budgeting purposes, proponents should anticipate a typical annual coverage of approximately 7% - 10% of the total landscape area. (For example, in the Hawthorn area, the current annual budget and scope are based on this 7% - 10% threshold). Any application exceeding this typical range must be approved by the UNA in advance.

**Q18 Outdoor Receptacle Locations and Service Schedule**

**Response:** See table attached in the next page.

Neighbourhood	Name	Description	Pickup Schedule - Times / Week
<b>Public Waste Receptacles - 2 times a week</b>			
Chancellor	Chancellor Place	Garbage	2
Hampton	BERM & 16TH	Garbage (Bus stops)	2
Hawthorn	Jim Taylor Park	Garbage	2
East Campus	East Campus Park	SOFT LANDSCAPE, HARD SURFACES , GARBAGE AS PER CONTRACT	2
Wesbrook	COLLINGS FIELD	Garbage, Recyclable Containers	2
Wesbrook	GREENWAYS	Garbage, Recyclable Containers	2
Wesbrook	KHORANA PARK & GREENWAYS	Garbage, Recyclable Containers	2-3
Wesbrook	NOBEL PARK	Garbage, Recyclable Containers	2
Wesbrook	PUBLIC AREAS EAST SIDE OF WESBROOK MALL	Garbage, Recyclable Containers	2
Wesbrook	SMITH PARK	Garbage, Recyclable Containers	2
Wesbrook	WESBROOK COMMUNITY CENTRE	Garbage, Recyclable Containers	2
<b>Public Waste Receptacle - 3 times a week</b>			
Hawthorn	Jim Taylor Park	Garbage, Recyclable Containers	3
Wesbrook	Wesbrook Commercial Area	Garbage, Recyclable Containers	3
Wesbrook	Wesbrook Splash Pad	Garbage, Recyclable Containers	3
<b>Community Gardens</b>			
Hawthorn	HAWTHORN	COMMUNITY GARDEN WASTE REMOVAL	Seasonal: Oct to March once per week April to September Twice per week
Wesbrook	NOBEL & N&S COMMUNITY GARDENS	COMMUNITY GARDEN WASTE REMOVAL	Seasonal: Oct to March once per week April to September Twice per week

Summary	Total	Wesbrook	Hawthorn	Hampton	East Campus	Chancellor
Single Stream (Garage)	75	55	11	4	3	2
Double Streams - Garbage & Containers	31	22	6	0	1	1
Triple Streams - Garbage & Containers & Paper	6	4	2	0	0	0
Dog Waste Bin	7	3	1	1	1	1

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**SECTION 4: CONFIRMATION OF ORIGINAL TERMS**

All other terms, conditions, and specifications of the University Neighbourhoods Association Landscaping Maintenance Services RFP remain in full force and effect.



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

# Landscape Management Plan

MAY 2023



## VERSION CONTROL

Version	Description	Date	Distribution by:
1	Initial Draft for Internal Review	2022.11.21	Lanarc
2	Draft for Review	2022.12.14	Lanarc
3	Draft for Stakeholder Review	2023.04.11	Lanarc
4	Draft for Review	2023.05.04	Lanarc
5	Final Draft for Board Presentation	2023.05.09	Lanarc
6	Final Report	2023.05.16	Lanarc

## DISCLAIMER

*This Landscape Management Plan has been prepared by Lanarc 2015 Consultants Ltd. (Lanarc) for the University Neighbourhoods Association (UNA). The purpose of the Landscape Management Plan is to provide guidance for the ongoing management of neighbourhood landscapes that are managed by the UNA. This information will be used by the UNA, its partners, and its contractors, to guide maintenance and management for the various aspects of landscapes managed by the UNA.*

*The information contained in this plan has been developed based on the professional review and analysis of information made available at the time of publishing. Lanarc has prepared this document in a manner consistent with the level of care and skill ordinarily exercised by members of the Landscape Architecture profession currently practicing under similar conditions in the jurisdiction in which the services are provided. Any use which a third party makes of this document is the responsibility of such third party. Such third party agrees that Lanarc shall not be responsible for costs or damages of any kind, if any, suffered by it or any other third party as a result of decisions made or actions taken based on this document.*

**UNA neighbourhoods are on the traditional, ancestral, unceded  
territory of the xʷməθkʷəy̓əm (Musqueam) First Nation.**

## ABBREVIATIONS

CLS	Canadian Landscape Standard
cm	centimeter
GIS	Geographic Information Systems
GVRD	Greater Vancouver Regional District
IPM	Integrated Pest Management
LMP	Landscape Management Plan
m	metre
$m^2$	square metres
$m^3$	cubic metres
mm	millimetre
TMP	Tree Management Plan
UBC	University of British Columbia
UBCPT	UBC Properties Trust
UNA	University Neighbourhoods Association

## EXECUTIVE SUMMARY

This Landscape Management Plan (LMP), developed by the University Neighbourhoods Association (UNA), has been created to support the development and implementation of processes, tools, guidelines, and systems for effectively managing University of British Columbia (UBC) neighbourhood landscapes now and into the future.

### CONTEXT

Prior to 2023, UBC Properties Trust (UBCPT) managed landscape contracts on behalf of the UNA. Starting April 1, 2023, the UNA took over contracts with landscape maintenance providers and management of landscaping services within certain UNA neighbourhoods, as defined in the current Neighbours' Agreement. With this shift comes a need for the UNA to strategically deliver current and future services to meet sustainability, service delivery, and financial accountability goals.

To date, the UNA's role in landscape management has typically begun after a landscape is designed and constructed. During design phases, where there has been less attention to long-term maintenance considerations, a gap has emerged between level of service expectations and the capacity to provide this level of service sustainably over the long-term. This is especially apparent in newer neighbourhoods.

The UNA receives funding support from UBCPT for neighbourhoods in development, including the Wesbrook neighbourhood, being developed at the time of the LMP writing. The landscapes in Wesbrook have higher maintenance levels and larger landscape areas than other neighbourhoods maintained by the UNA. The funding provided by UBCPT supports the higher levels of service that are required to maintain the landscapes as designed. Given the high requirements for service, UBCPT and UBC will need to continue to subsidize these higher maintenance landscapes, until gradual shifts can be made to bring landscapes more inline with the level of service provided in other UNA neighbourhood landscapes.

Key goals for the LMP are to identify opportunities to **better align services across existing neighbourhoods** and to **integrate long-term maintenance considerations in future neighbourhood landscape development**.

### AUDIENCES & SCOPE

The LMP is meant for several audiences:

- ▶ It is a tool for the UNA staff and board to continue to improve landscape management practices.
- ▶ It is intended to support continued collaboration between UBC and the UNA.
- ▶ It is meant to inform landscape maintenance providers about management requirements and support a consistent approach across UNA neighbourhoods.
- ▶ It is for UNA residents to understand goals and constraints of landscape management.

The UNA is one of several parties delivering landscape management across the UBC campus. Other organizations include UBC Municipal Operations – managing the academic parts of campus, UBCPT – managing neighbourhoods under active development, and strata lot owners – managing areas around private buildings.

The LMP is specifically intended for the UNA's landscape management areas which primarily are the public spaces in UNA residential neighbourhoods, including:

- ▶ Streetscapes;
- ▶ Parks and playground areas;
- ▶ Community garden spaces; and
- ▶ Green spaces like urban forests and select naturalized areas.

The LMP is focused on soft landscapes including lawns, planted areas, and naturalized areas, while also including select guidance on built elements like water features. It should be noted that while the LMP provides direction for planted areas that may include trees, it does not provide specific tree management guidance. A separate Tree Management Plan (see Table 9: Potential Studies on page 80) will be completed to provide a comprehensive approach to managing trees across UNA neighbourhoods.

## PURPOSE & INTENDED OUTCOMES

The LMP is intended to help:

- ▶ Protect the environment and support ecology and nature;
- ▶ Increase the resilience of UNA neighbourhoods to the impacts of climate change;
- ▶ Maintain neighbourhood landscapes so they continue to be safe, attractive, and livable places for residents to enjoy; and
- ▶ Provide landscape maintenance practices are consistent, cost-effective, and sustainable.

The four guiding principles in Section 1.4, created in collaboration with residents and stakeholders, describe the UNA's overall approach to landscape management.

Landscapes are dynamic systems influenced by many factors, including those beyond human control. Landscape management has the unique challenge of contending with variables such as living plants, pests, weather, evolving regulations like water restrictions, and more. The changing nature of landscapes require an adaptive approach for successful management.

In addition to day-to-day factors that affect landscapes, the LMP also recognizes that global changes, like our growing knowledge base and shifts in societal values, affect our approach to landscape management.

Notable happenings informing the creation of this LMP include:

- ▶ Ongoing work on reconciliation and collaboration between UBC and Musqueam partners;
- ▶ Growing awareness of and commitment to sustainability, greenhouse gas emission reductions, and living within our environmental limits;
- ▶ Recognition that our water resources are finite and an increasing need for water conservation; and
- ▶ Inflation driving up the cost of all services, including landscape maintenance.

To respect this dynamic system and the changing nature of landscapes, it is necessary for landscape management practices to evolve and adapt accordingly.

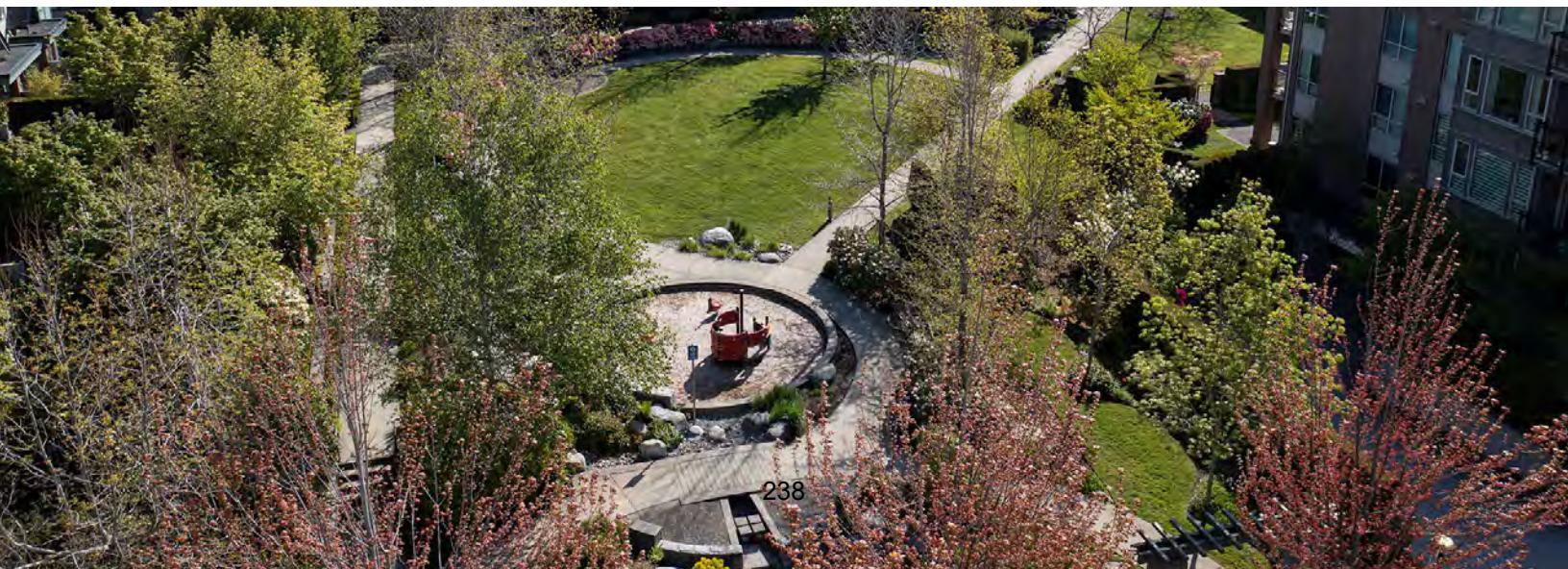
## IMPLEMENTATION

As part of ongoing landscape management and to continue to meet operational and sustainability objectives, the UNA will continue a process of revising and updating the Landscape Types and Maintenance Levels identified in this LMP (see Section 2). A Potential Projects list, outlined in Table 8 on page 76, identifies a series of projects that could help shift level of service requirements for certain landscape areas over time. Each project identified will need to be implemented through a process that:

- ▶ Selects specific priorities and locations for implementation;
- ▶ Analyzes capital costs for implementation alongside projected short- and long-term cost savings;
- ▶ Consults with stakeholders including UBC / UBCPT and landscape maintenance providers to recognize the implications of changes; and
- ▶ Analyzes outcomes and confirms further application or modification of projects for the future.

The intent of the LMP is to implement changes across UNA neighbourhoods incrementally, with careful review of trade-offs to understand both the immediate and long-term benefits and costs. As the LMP is implemented, the UNA will seek a balance between quality, sustainability, and cost.

*Hawthorn Neighbourhood – Eagles Park*





## TABLE OF CONTENTS

<b>SECTION 1   INTRODUCTION &amp; CONTEXT .....</b>	<b>1</b>
1.1 About the UNA .....	1
1.1.1 Key Partnerships .....	2
1.1.2 Role in Landscape Management .....	3
1.1.3 Landscape Management by the UNA .....	4
1.1.4 Funding Landscape Management .....	5
1.2 About the Landscape Management Plan .....	6
1.2.1 LMP Development .....	6
1.2.2 How to Use the LMP .....	7
1.3 Neighbourhoods Overview .....	9
1.3.1 Chancellor Place .....	10
1.3.2 East Campus .....	12
1.3.3 Hampton Place .....	14
1.3.4 Hawthorn Place (and Stadium Road) .....	16
1.3.5 Wesbrook Place (and W 16 <sup>th</sup> Avenue) .....	18
1.4 Guiding Principles .....	20
<b>SECTION 2   LANDSCAPE MAINTENANCE GUIDELINES &amp; POLICIES .....</b>	<b>25</b>
2.1 Introduction .....	25
2.1.1 Landscapes as a Dynamic System .....	26
2.2 Landscape Types in UNA Neighbourhoods .....	28
2.3 Landscape Maintenance Levels .....	31
2.3.1 Overview of Landscape Maintenance Levels .....	32
2.3.2 Standard Maintenance Activities & Frequencies for Each Level .....	35
2.3.3 Typical Seasonal Maintenance Procedures .....	38
2.4 Current Maintenance Levels .....	41
2.5 General Maintenance Policies .....	49
2.5.1 General .....	49
2.5.2 Ecology, Biodiversity, & Sustainability .....	51
2.5.3 Growing Medium & Fertilizing .....	53
2.5.4 Lawn Management .....	54
2.5.5 Planting Bed Management .....	56
2.5.6 Integrated Pest Management .....	59
2.5.7 Watering .....	62

2.5.8 Landscaping Equipment .....	63
2.5.9 Water Features .....	64
2.5.10 Non-Horticultural Element Maintenance .....	65
2.5.11 Waste Management.....	65
2.6 Implementation.....	66
2.6.1 Landscape Mapping .....	66
2.6.2 Landscape Maintenance Budgeting .....	68
2.6.3 Landscape Management Contracts .....	70
2.6.4 Involvement of Others .....	71
2.6.5 Alignment with Key Processes & Documents .....	72
2.6.6 Ongoing Review & Updates .....	74
2.6.7 Future Projects.....	75
2.6.8 Future Studies .....	80
<b>SECTION 3   FUTURE LANDSCAPES.....</b>	<b>82</b>
3.1 Input to Planning & Design.....	83
3.1.1 Neighbourhood Planning Processes .....	83
3.1.2 Development Permit Processes .....	84
3.2 UNA LMP Design Guidelines.....	86

## APPENDICES

<b>APPENDIX A: GLOSSARY .....</b>	<b>93</b>
<b>APPENDIX B: ENGAGEMENT SUMMARY .....</b>	<b>101</b>
<b>APPENDIX C: SAMPLE WALK-THROUGH FORM .....</b>	<b>103</b>
<b>APPENDIX D: SAMPLE LANDSCAPE MAINTENANCE BID SHEET .....</b>	<b>109</b>

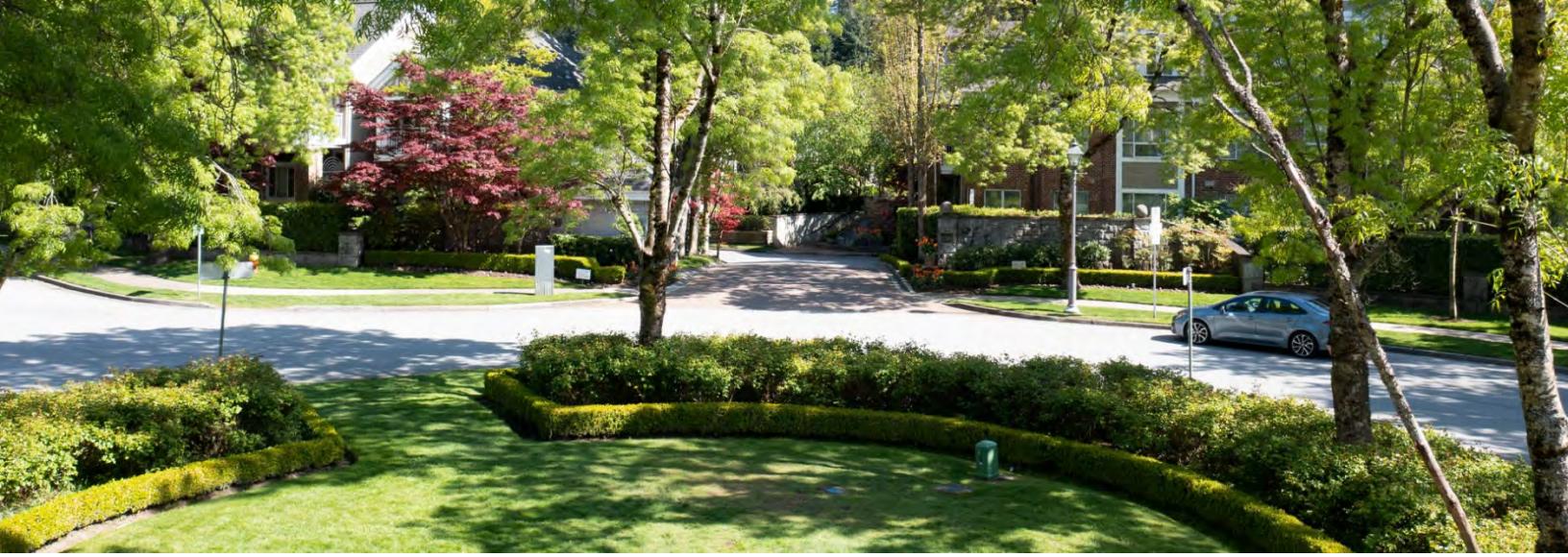
## FIGURES

Figure 1: Services Provided by the UNA.....	1
Figure 2: Key Partnerships that Influence UNA Landscape Management.....	2
Figure 3: LMP Process .....	6
Figure 4: UNA Neighbourhoods with Landscape Areas Managed by the UNA .....	9
Figure 5: Components that Influence Landscape Management Activities .....	25
Figure 6: Landscape Types .....	28
Figure 7: Landscape Maintenance Levels Overview .....	31
Figure 8: Status of UNA Neighbourhood Development.....	82
Figure 9: UNA Input Points to Neighbourhood Planning Processes .....	83
Figure 10: UNA Input to Typical Development Permit Application Processes .....	85

## TABLES

Table 1: Overview of Landscape Types .....	29
Table 2: Landscape Maintenance Levels Overview .....	32
Table 3: Maintenance Level Activities & Frequencies .....	35
Table 4: Typical Seasonal Procedures .....	38
Table 5: GIS Data .....	66
Table 6: Unit Costs for Current Landscape Types / Maintenance Levels in UNA Neighbourhoods .....	69
Table 7: Recommended Actions for Maintaining the LMP .....	74
Table 8: Potential Projects .....	76
Table 9: Potential Studies .....	80





Hampton Place – Traffic Circle

## SECTION 1 | INTRODUCTION & CONTEXT

### 1.1 ABOUT THE UNA

The University Neighbourhoods Association (UNA) was established by the University of British Columbia (UBC) in 2002 as a civic and social organization to represent residents living within UNA neighbourhoods. The UNA promotes the development of good neighbourhoods and provides, operates, and maintains municipal-like services and facilities on behalf of residents. Residents' concerns, opinions, and views are heard through the UNA and help shape development and allocation of community services for UNA neighbourhoods.

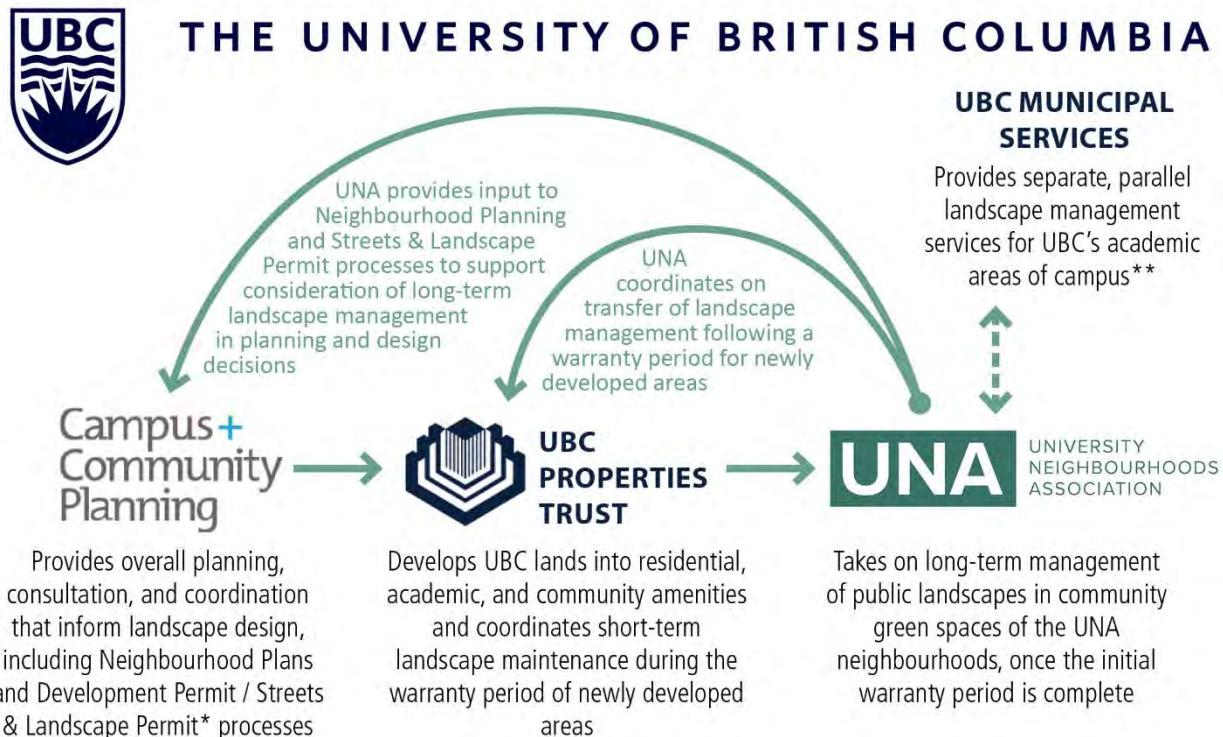
The UNA is governed by a Board of Directors, an elected body that provides oversight, develops policies, and sets out strategic priorities. As shown in Figure 1, the UNA provides a number of key services to the residents of UNA neighbourhoods.



Figure 1: Services Provided by the UNA

### 1.1.1 Key Partnerships

The UNA is part of an interconnected UBC network. The UNA works closely with other campus organizations to deliver integrated and coordinated services. Figure 2 outlines key relationships between the UNA and other UBC partners as they relate to landscape management.



#### Notes:

\* UBC and the UNA are currently developing an updated Streets & Landscape Permit process which will specifically guide future permitting processes for public landscapes areas. This process will further define opportunities for the UNA to provide input during design development with regard to long-term landscape management considerations.

\*\* UBC Municipal Services follows the Association of Physical Plant Administrators (APPA) Standards which are common building and operations standards used by academic institutions (and include typical landscape management standards). This LMP is based on the Canadian Landscape Standard (CLS) as UNA neighbourhoods are not within an academic area. The APPA and CLS have similar systems with some variation. UBC Municipal Services and the UNA should continue to collaborate to support and coordinate between the organizations.

Figure 2: Key Partnerships that Influence UNA Landscape Management

### 1.1.2 Role in Landscape Management

The approach to managing landscapes in UNA neighbourhoods has grown organically. Prior to 2023, UBC Properties Trust (UBCPT) managed landscape contracts on behalf of the UNA. Starting April 1, 2023, the UNA took over the management of landscape maintenance contracts.

The UNA is the manager of landscaping services within certain UNA neighbourhoods, as confirmed in the current Neighbours' Agreement, coordinating provision of services by several private landscape contracting companies. This differs from UBC Municipal Services which has landscape maintenance providers on staff. As a small organization, the UNA currently utilizes landscape maintenance contracts with private companies to provide landscaping services.

To date, the UNA's role in landscape management has typically begun after a landscape is designed and constructed, and the warranty period is complete. Design of landscapes is managed by UBC Campus + Community Planning and initial warranty period maintenance is managed by UBCPT.

Four key challenges have been identified as the UNA role in landscape management increases:

- ▶ There has been limited opportunity for the UNA to provide input on past design decisions that ultimately affect long-term landscape management. Certain design features such as decorative water features, plant selections that require intensive maintenance to retain their intended character, or water-intensive landscapes that rely heavily on irrigation, can be misaligned with sustainability objectives, and can necessitate more labour- and cost-intensive maintenance practices to retain the initial landscape design intent. Increasing sustainability and resilience in landscapes and controlling landscape management costs are important to the UNA's long-term success in landscape management.
- ▶ There is typically a gap between the short-term resources that UBCPT can allocate to managing landscapes in neighbourhoods that are under development (i.e., currently the Wesbrook neighbourhood) for the initial maintenance and warranty period versus the resources that the UNA has available to fund long-term maintenance once they are handed over to the UNA (funded through the UNA's operating budget). Because the UNA has limitations to its operating budget, it can be difficult to match the maintenance standards provided during the initial maintenance and warranty period consistently over the long-term, which can in turn affect resident perceptions about landscape quality.
- ▶ There are currently five unique UBC residential neighbourhoods, each developed in a different era of landscape design. As a result, there is variation in the neighbourhood landscapes and in how they are maintained. The practice of landscape design, like any profession, continues to evolve, influenced by trends and changing priorities. Landscapes designed decades ago do not always align with the priorities and realities of today. For example, water conservation has become an

increasingly high priority in the past decade, with tightening water restrictions reducing the amount available to maintain landscape plantings and water features. Many landscapes within the UNA neighbourhoods were designed in an era where it was assumed a regular, ongoing supply of potable water would be readily available. Adaptation is needed to manage the landscapes effectively in an era of water awareness and conservation. With precedents set by existing landscapes, it can be difficult make changes to the landscape that could impact resident perceptions and expectations.

- ▶ As public landscapes in UNA neighbourhoods grow, so to do landscape maintenance requirements. A key issue identified through the LMP process was the lack of a permanent works yard to support equipment and materials storage and management by UNA landscape maintenance providers. Currently a temporary works yard is in place in the Wesbrook neighbourhood; however, the area is identified for future neighbourhood development. Without access to a permanent works yard, landscape maintenance providers will see a significant increase in the time and costs required to transport equipment and materials to and from site. This in turn will lead to impacts on sustainability, cost, and service provision.

A goal for the coming years is to further integrate long-term landscape management considerations into planning, design, and short-term maintenance processes. Section 3 of this Landscape Management Plan encourages coordinated participation by the UNA within the planning and design of the future neighbourhood landscapes they will ultimately manage and an increase in the consistency of landscape management practices over time and across all neighbourhoods.

### 1.1.3 Landscape Management by the UNA

The UNA is one of several parties delivering landscape management across the UBC campus. Other organizations include UBC Municipal Operations, UBC Properties Trust, and strata lot owners. The LMP is specifically intended for the UNA's landscape management areas which focus on the public spaces of UBC's residential neighbourhoods, including:

- ▶ Streetscapes;
- ▶ Parks and playground areas;
- ▶ Community garden spaces; and
- ▶ Green spaces like urban forests and select naturalized areas.

Areas that are not within the UNA's scope, and therefore outside of the scope of the LMP, include (but are not limited to):

- ▶ Strata landscapes surrounding private residences and buildings within the UNA neighbourhoods. These areas are managed by building owners.

- ▶ Landscapes within the academic areas of the UBC Campus. These areas are managed by UBC Municipal Services.
- ▶ Select leased lands within UNA neighbourhoods such as:
  - Daycares (managed by operators).
  - Schools (managed by the School District).
  - Others select areas managed by other organizations, for example, the landscapes around the Epiphany Chapel (managed by the church).

#### 1.1.4 Funding Landscape Management

Ongoing landscape management is funded through the UNA's Operating Budget, collected through the UBC Services Levy. The UBC Services Levy is based on the Provincial Rural Tax Rate and the City of Vancouver Residential Tax Rate and cannot be adjusted by the UNA. The total property taxes paid by UNA property owners must be the same as property taxes paid for a comparably assessed property in the City of Vancouver.

The UNA also receives funding support from UBCPT for neighbourhoods in development. This funding supports the higher level of landscaping that is required by UBCPT. Recent UNA neighbourhood landscapes require higher maintenance levels to support the landscapes as designed. Given the high requirements for service, UBCPT and UBC will need to continue to subsidize these landscapes, until changes are implemented that bring these landscapes more inline with the level of service provided in other UNA neighbourhoods.

With finite funds available and a broad range of services that the UNA must deliver (as per the Neighbours' Agreement and outlined in Figure 1 on page 1), efficient and cost-effective landscape management is a priority. The UNA must balance the costs of many services including landscape maintenance, recreation and cultural program delivery, community event organization, upgrades to facilities or fields, maintenance of streets, snow removal, and more. If UNA residents desire landscapes in UNA neighbourhoods to be maintained to a very high standard, less funding is available for other services.

*Chancellor Place – Theology Mall*



## 1.2 ABOUT THE LANDSCAPE MANAGEMENT PLAN

Landscape management considers how to sustain healthy landscapes through their evolution, considering different layers like ecology, character, function, location, safety, and cost. A Landscape Management Plan marries day-to-day maintenance with a long-term vision so that landscapes continue to fulfill their intended purpose – providing healthy, aesthetically-pleasing environments that enhance community livability and social connection.

The LMP provides direction to standardize maintenance approaches across all neighbourhoods. It is intended to help:

- ▶ Protect the environment and support ecology and nature;
- ▶ Increase the resilience of UNA neighbourhoods to the impacts of climate change;
- ▶ Maintain neighbourhood landscapes so they continue to be safe, attractive, and livable places for residents to enjoy; and
- ▶ Provide landscape maintenance practices are consistent, cost-effective, and sustainable.

While the LMP provides landscape management for planted areas that may include trees, it is not intended to provide specific guidance on tree management practices. A separate Tree Management Plan (see Table 9: Potential Studies) will be completed to provide a comprehensive approach to managing trees across UNA neighbourhoods.

### 1.2.1 LMP Development

The LMP has been developed through a collaborative process involving partners, stakeholders, landscape contractor service providers, and UNA neighbourhood residents as summarized in Figure 3. Refer to **Appendix B: Engagement Summary** for an overview of engagement activities completed and key input received.



Figure 3: LMP Process

### 1.2.2 How to Use the LMP

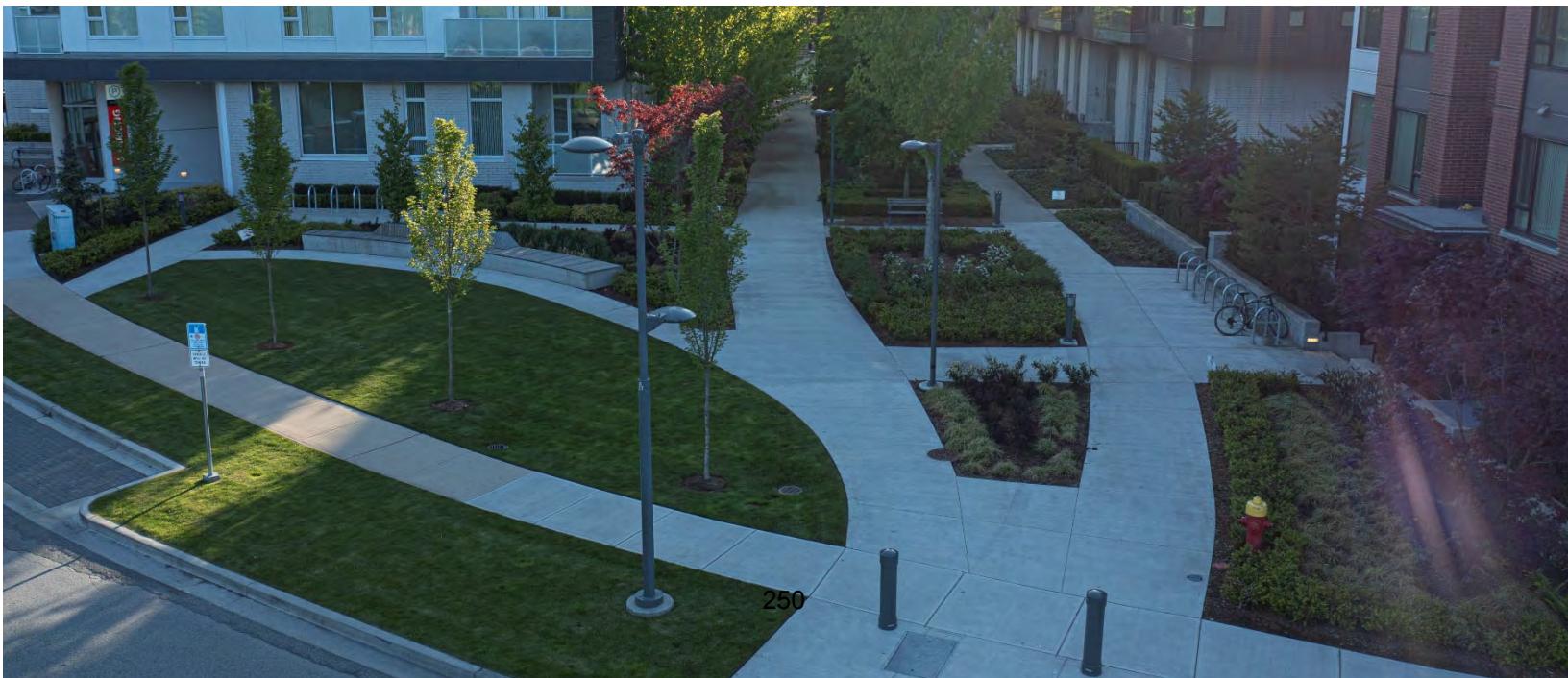
The Landscape Management Plan includes three sections:

- 1** **Introduction & Context** – Provides context for the LMP, to explain how landscape management in UNA neighbourhoods is administered and the principles behind how it is managed.
- 2** **Landscape Maintenance Guidelines & Policies** – Outlines guidelines and policies related to management of established landscapes, providing consistent guidance to landscape maintenance providers, UNA staff, and residents on future maintenance and expectations.
- 3** **Future Landscapes** – Acknowledges that future development in UNA neighbourhoods will include community green space areas that will ultimately be maintained by the UNA and provides guidance for planning and design as they relate to maintenance considerations.

The guidelines and policies in the LMP describe the general criteria and requirements which are intended to help maintain UNA landscapes to a consistent and optimal condition over the long-term. Successful landscape management will require a collaborative approach in order to make progress on the LMP's guiding principles and policies, while working within the practicalities of service provision and meeting resident expectations. Each landscape is unique and will have more specific needs than a community-wide LMP can provide. It will be the responsibility of the UNA, with support from their landscape maintenance providers, to collaborate on applying LMP guidance to the unique site conditions in each neighbourhood.

An LMP cannot anticipate every problem which may occur or develop over time. Landscape management is a continuous process of adaptation to keep landscapes healthy and available for the enjoyment of users. The intent is for the UNA and their landscape maintenance providers to work closely together to deliver healthy, thriving landscapes for UNA residents.

Wesbrook Neighbourhood





## 1.3 NEIGHBOURHOODS OVERVIEW

The UNA currently manages community green space landscapes within five residential neighbourhoods at UBC: Chancellor Place, East Campus, Hampton Place, Hawthorn Place, and Wesbrook Place as shown in Figure 4.

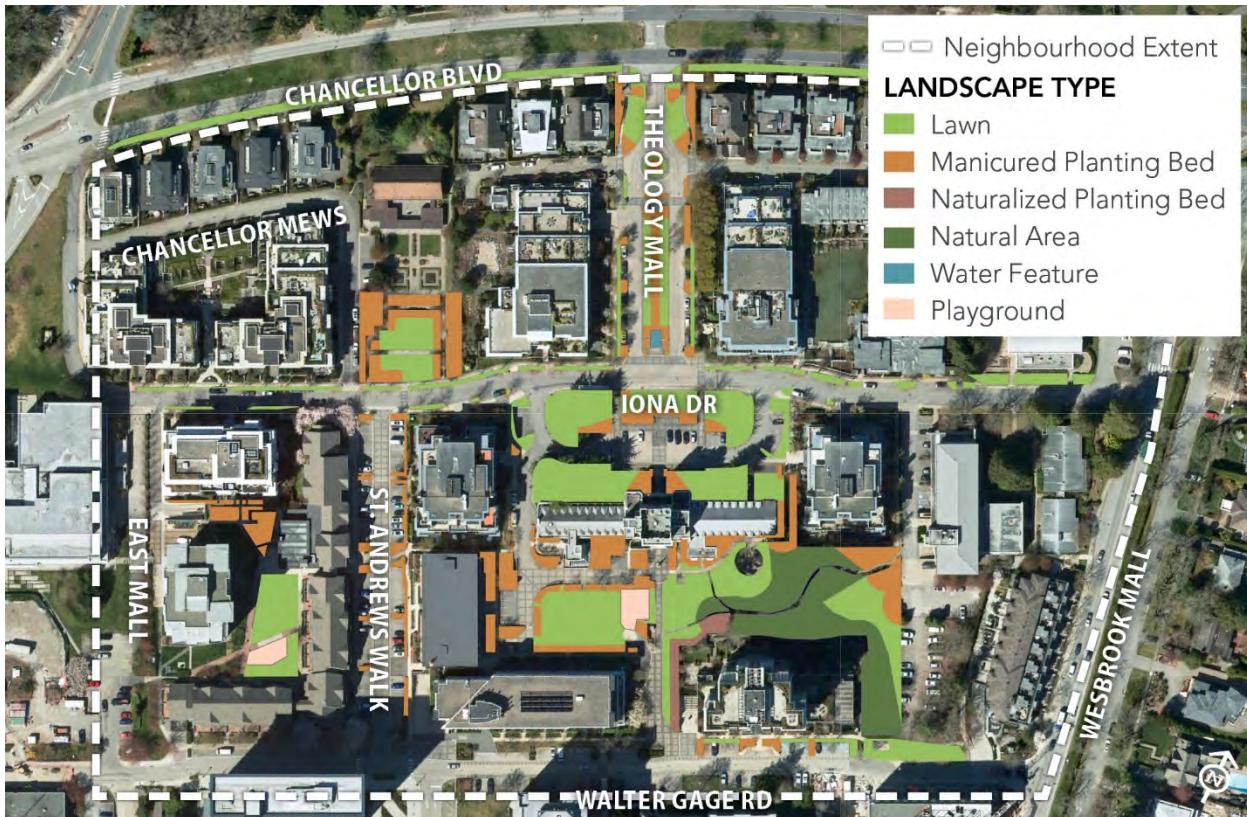


Figure 4: UNA Neighbourhoods with Landscape Areas Managed by the UNA

The five neighbourhoods have developed over different timeframes and processes, each having unique landscapes that define sense of place and character. The Landscape Management Plan seeks to create a consistent and equitable approach to maintaining landscapes across all neighbourhoods, while preserving the distinctive qualities that contribute to the diverse character of the UBC campus.

The following sections provide a brief overview of the five neighbourhoods and a summary of the landscape types within each neighbourhood. Refer to Section 2.2 for a description of each landscape type.

### 1.3.1 Chancellor Place



<b>Location &amp; Context</b>	Located at the north-east boundary of campus, bounded by Chancellor Boulevard, Wesbrook Mall, and Walter Gage Road, with Gage Residences to the south, and Allard School of Law to the west. Also known as the Theological Neighbourhood, formed through a partnership between UBC and four theological colleges.
<b>Neighbourhood Composition</b>	<ul style="list-style-type: none"> <li>▪ 975 residential units including purpose-built rental, market leasehold, and student housing</li> <li>▪ Institutional buildings serving the Theological colleges</li> <li>▪ Open spaces</li> </ul>
<b>Timeline</b>	<ul style="list-style-type: none"> <li>▪ 2001 – Neighbourhood Plan adopted (GVRD)</li> <li>▪ 2011 / 2014 – Amendments to the Neighbourhood Plan</li> </ul>
<b>Landscape Character</b>	Mix of formal, manicured landscapes framing key streets and buildings, combined with open space and natural areas tucked behind and beside buildings.
<b>Key Community Landscape Features</b>	<ul style="list-style-type: none"> <li>▪ Theology Mall, providing a sense of entry to the neighbourhood and framing the Iona Building</li> <li>▪ Iona Woods, with mature trees and natural space providing a spiritual, contemplative, and meditative quality for the area</li> <li>▪ Iona Green, providing lawn and open space for outdoor activities</li> </ul>

## CHANCELLOR PLACE – SAMPLE OF EXISTING LANDSCAPE CHARACTER



*Theology Mall*



*Iona Lawn and Playground*



*St. Andrews Walk*



*Lawn and Gardens behind St. Andrews Hall*



*Open space near Epiphany House*

### 1.3.2 East Campus



<b>Location &amp; Context</b>	Located on the east edge of the academic core, East Campus is between Acadia and Hampton Place neighbourhoods. The neighbourhood is bound by Wesbrook Mall and Osoyoos Crescent and overlooks Thunderbird Park and recreation facilities to the west.
<b>Neighbourhood Composition</b>	<ul style="list-style-type: none"> <li>▪ 276 residential units including purpose-built rental and market leasehold</li> <li>▪ Open spaces</li> </ul>
<b>Timeline</b>	<ul style="list-style-type: none"> <li>▪ 2004 – Neighbourhood Plan adopted</li> <li>▪ 2013 – All planned buildings in neighbourhood complete</li> </ul>
<b>Landscape Character</b>	Park-like character extended through the neighbourhood and centered on preserved natural areas at East Campus Park.
<b>Key Community Landscape Features</b>	<ul style="list-style-type: none"> <li>▪ East Campus Park, a natural woodland area with a playground, trails, and seating</li> <li>▪ Treed and landscaped boulevards along Thunderbird Boulevard</li> <li>▪ A treed backdrop created by mature trees in and around the neighbourhood</li> </ul>

## EAST CAMPUS – SAMPLE OF EXISTING LANDSCAPE CHARACTER



*Walkway through East Campus Park*



*East Campus Park Playground*



*Treed and Landscaped Boulevards along Thunderbird Drive*



*Boulevard and Gardens at TRIUMF House*



*Boulevards along Wesbrook Mall*

### 1.3.3 Hampton Place

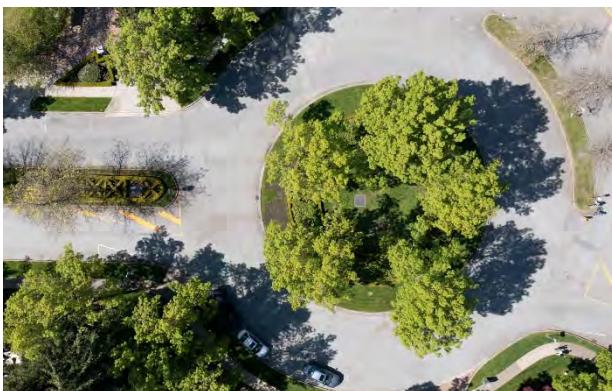


<b>Location &amp; Context</b>	UBC's first residential neighbourhood and located on the east edge of campus, bounded by Wesbrook Mall to the west, the Acadia Park area to the north, Pacific Spirit Regional Park to the east, and West 16 <sup>th</sup> Ave to the south.
<b>Neighbourhood Composition</b>	<ul style="list-style-type: none"> <li>▪ Market leasehold residential units</li> <li>▪ Open space</li> </ul>
<b>Timeline</b>	<ul style="list-style-type: none"> <li>▪ 1984 – Lands designated for residential development</li> <li>▪ 1989 – All planned buildings in neighbourhood complete</li> </ul>
<b>Landscape Character</b>	A mix of residential buildings along tree-lined streets with formal neighbourhood gateways.
<b>Key Community Landscape Features</b>	<ul style="list-style-type: none"> <li>▪ Hampton Place streetscape connecting the neighbourhood along tree-lined streets</li> <li>▪ Backdrop of Pacific Spirit Regional Park</li> <li>▪ Formal "maze" hedges neighbourhood entrances and in traffic circles</li> </ul>

## HAMPTON PLACE – SAMPLE OF EXISTING LANDSCAPE CHARACTER



Hampton Place Neighbourhood looking east toward Pacific Spirit Park



Traffic Circle in the Centre of the Neighbourhood



Formal Hedges at Wesbrook Mall Entrance



Trees and Traffic Circle



Neighbourhood Entrance from W 16<sup>th</sup> Avenue

### 1.3.4 Hawthorn Place (and Stadium Road)



<b>Location &amp; Context</b>	Located in the middle of campus and straddling the Main Mall, bounded by East Mall to the east, Thunderbird Boulevard to the north, and West Mall to the west
<b>Neighbourhood Composition</b>	<ul style="list-style-type: none"> <li>708 residential units including market leasehold, faculty and staff co-housing, faculty and staff discounted rental</li> <li>A community centre with a coffee shop</li> <li>Strong greenway connections via the Main Mall linked with diagonal pedestrian connections across the neighbourhood</li> </ul>
<b>Timeline</b>	<ul style="list-style-type: none"> <li>2001 – Neighbourhood Plan adopted</li> <li>2007 – All planned buildings in neighbourhood complete</li> </ul>
<b>Landscape Character</b>	A “university town” character that provides spaces for walking and cycling and provides many places for interaction through a variety of parks and open spaces connected by pedestrian linkages.
<b>Key Community Landscape Features</b>	<ul style="list-style-type: none"> <li>Greenway along Main Mall connecting the academic core and the Stadium area</li> <li>Rhododendron Wood, a large, forested area</li> <li>Formal campus entry along Stadium Road from SW Marine Drive to West Mall</li> <li>Parks with play activities and open space including Jim Taylor Park, Eagles Park, and Larkin Park</li> </ul>

## HAWTHORN PLACE – SAMPLE OF EXISTING LANDSCAPE CHARACTER



*Eagles Park*



*Stormwater Swale in Jim Taylor Park*



*Main Mall*



*Stadium Road Entrance and Roundabout*



*Hawthorn Community Garden*

### 1.3.5 Wesbrook Place (and W 16<sup>th</sup> Avenue)



<b>Location &amp; Context</b>	UBC's largest neighbourhood and located in the south end of campus, bounded by UBC Farm to the west, West 16 <sup>th</sup> Ave to the north, and Pacific Spirit Regional Park to the east. Neighbourhood development is ongoing.
<b>Neighbourhood Composition</b>	<ul style="list-style-type: none"> <li>Residential units, with rental, family, and seniors housing options</li> <li>A commercial town centre with services including grocery, restaurants, cafes, and shops</li> <li>A community centre, high school, and six local parks</li> </ul>
<b>Timeline</b>	<ul style="list-style-type: none"> <li>2005 – Neighbourhood Plan adopted</li> <li>2011 / 2016 / 2020 – Neighbourhood Plan updated</li> <li>2023 – About 65% of planned buildings complete</li> </ul>
<b>Landscape Character</b>	Envisioned as a walkable urban village in the woods, encompassed within green edges and connected through a well developed greenway network.
<b>Key Community Landscape Features</b>	<ul style="list-style-type: none"> <li>Green edges surrounding the community</li> <li>Six community parks: Wesbrook Community Park (with a community centre and athletic field), Khorana Park, Michael Smith Park, Mundell Park, Nobel Park, and one undeveloped future park</li> <li>Greenway connections throughout the neighbourhood</li> <li>Connections to water including visible stormwater management features and water features</li> </ul>

## WESBROOK PLACE – SAMPLE OF EXISTING LANDSCAPE CHARACTER



Wesbrook Community Centre and Park



Khorana Park



Michael Smith Park



Southwest Green Edge, Nobel Park, and Wesbrook Mall



UBC Entrance on W 16<sup>th</sup> Avenue

## 1.4 GUIDING PRINCIPLES

Guiding principles describe the UNA's overall approach to landscape management and have been developed with input from stakeholders and residents. These principles inform the Landscape Management Plan and will support future decisions that arise around landscape management. The guiding principles may be updated in the future to continue to align with the broader vision for UBC and the neighbourhoods within it.



### ECOLOGY & NATURE AT WORK

The UBC campus is committed to inspiring people, ideas, and actions for a better world. Neighbourhood landscapes are an opportunity to demonstrate this commitment, planting seeds for a thriving urban ecology. This means a sustainable approach to maintaining public spaces and enhancing biodiversity within landscapes.

#### THIS WILL BE ACHIEVED BY...

- ▶ **Creating true living landscapes:** Identify opportunities to shift lower-value habitats into landscapes with high ecological and habitat value that support a broad range of flora and fauna.
- ▶ **Prioritizing natural ecology:** Intentionally shift towards natural landscapes where ecology and succession are prioritized, allowing them to evolve through the work of nature, with less human intervention.
- ▶ **Managing water:** Improve water management through processes that mimic nature and landscapes that thrive in lower water conditions.
- ▶ **Listening to Musqueam leaders:** Support the collaborative work of Musqueam and UBC to honour and celebrate UBC's host nation on whose traditional territory the campus is situated, including landscapes that highlight Musqueam knowledge.
- ▶ **Providing public education:** Share information and support residents who wish to participate in enhancing nature in their neighbourhoods.



## CLIMATE ADAPTATION & PROTECTION

The climate is changing. Shifting how we plan and maintain our landscapes is essential to both managing the impacts we are seeing and preparing our landscapes for a future climate that is even more extreme.

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### THIS WILL BE ACHIEVED BY...

- ▶ **Transitioning landscape management practices:** Use new technologies and knowledge to reduce our reliance on fossil fuel powered equipment and chemical treatments that impact our environment.
- ▶ **Reducing and reusing waste:** Seek opportunities to maximize the benefits of a circular life cycle, such as reusing our green landscape waste to nourish future landscapes.
- ▶ **Conserving water:** Reduce the amount of water needed to maintain healthy and functioning landscapes, increase consistency in watering practices, and leverage greywater sources to support landscape management.
- ▶ **Protecting the urban forest:** Care for the ongoing health of the urban forest to improve air quality, provide habitat, and capture carbon pollution.
- ▶ **Adapting our landscapes:** Use materials, plants, and practices that allow landscapes to thrive, even in the face of emerging climate impacts such as extreme heat, drought, and intense storms that bring heavy winds and precipitation.
- ▶ **Leverage knowledge:** Seek opportunities to engage UBC specialists, staff, and students, as well as other communities and partners, to identify and implement actions that support climate resiliency in UNA landscapes.
- ▶ **Living local:** Prioritize use of materials and processes that can be sourced from locations at or close to UBC, reducing impacts related to transportation of goods, equipment, and services.



## GREAT NEIGHBOURHOOD EXPERIENCES

The UNA neighbourhoods are peoples' homes. It is important that residents feel safe, welcomed, and included within their communities. Continuing to provide positive neighbourhood experiences as landscapes grow and evolve is essential to fostering community connection.

### THIS WILL BE ACHIEVED BY...

- ▶ **Maintaining attractive landscapes:** Take care of our landscapes in our neighbourhood parks, streets, and social spaces, especially those spaces that welcome gathering and socialization.
- ▶ **Supporting equity and inclusivity:** Ensure equitable access to quality greenspaces and amenities for residents of all ages and abilities.
- ▶ **Enhancing livable, safe neighbourhoods:** Keep livability and safety at the forefront of landscape management by discouraging inappropriate activity and encouraging social activity, and by balancing clear sightlines and visibility with aesthetics and quality of place.
- ▶ **Recognizing neighbourhood uniqueness:** Celebrate the unique character and qualities of each UNA neighbourhood through our landscapes.
- ▶ **Providing varied experiences:** Maintain landscapes to promote opportunities for varied activities ranging from quiet reflection to gathering and active recreation and more.
- ▶ **Connecting people with nature:** Increase opportunities for residents to connect with and observe nature on a daily basis.
- ▶ **Enhancing landscape management:** Develop, monitor, and update landscape management regimes so landscapes are managed in perpetuity, for the benefit of both people and nature.
- ▶ **Sharing responsibility:** Use education, campaigns, and signage to raise awareness that all residents are responsible for keeping UNA neighbourhoods clean and safe and identify how people can contribute.
- ▶ **Involving residents:** Identify opportunities for programs that support resident contributions or volunteering.



## FINANCIAL SUSTAINABILITY

The UNA provides many services to support quality of life for neighbourhood residents. Meeting community needs in a financially sustainable way is essential to continuity of these services. A careful balance allocates resources towards identified priorities, while meeting the fiscal challenges of today.

### THIS WILL BE ACHIEVED BY...

- ▶ **Prioritizing resources:** Develop and use landscape maintenance level budgeting tools to allocate resources to maximize benefit and reflect priorities of neighbourhood residents, focusing intensive maintenance in critical spaces, while considering opportunities to reduce maintenance requirements in less prominent locations.
- ▶ **Spending wisely:** Identify opportunities to reduce landscape management costs where a lower level of service may be sufficient, while at the same time, be prepared to invest in higher quality materials and techniques where long-term benefits will be achieved.
- ▶ **Investing in ongoing maintenance:** Support the long-term health of neighbourhood landscapes to limit need for premature capital reinvestment or replacement by following routines that prevent deterioration.
- ▶ **Shifting to naturalized landscapes:** Where appropriate, encourage naturalized areas to be created where they can bring both ecological and financial benefits.
- ▶ **Integrating planning and operations:** Provide input to new landscapes early in UBC planning and design processes so that landscape management is effectively integrated into design decisions.
- ▶ **Testing and monitoring change:** Seek opportunities to pilot landscape management innovations that could bring efficiency and monitor outcomes and feedback from residents and partners.





Wesbrook Neighbourhood – Michael Smith Park

## SECTION 2 | LANDSCAPE MAINTENANCE GUIDELINES & POLICIES

### 2.1 INTRODUCTION

Landscapes function best when management activities support intended design and function. For example, in manicured areas, timely maintenance is important to sustaining attractive landscapes with a more refined appearance. In naturalized areas, monitoring and adaptive management can allow natural evolution to occur while preventative maintenance addresses issues and supports ecological processes. Thoughtful decisions about the **Landscape Types** developed in UNA neighbourhoods and the **Maintenance Levels** assigned to them will support consistency and efficiency in landscape management.

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As shown in Figure 5, two key components influence the landscape management activities required for a landscape area.

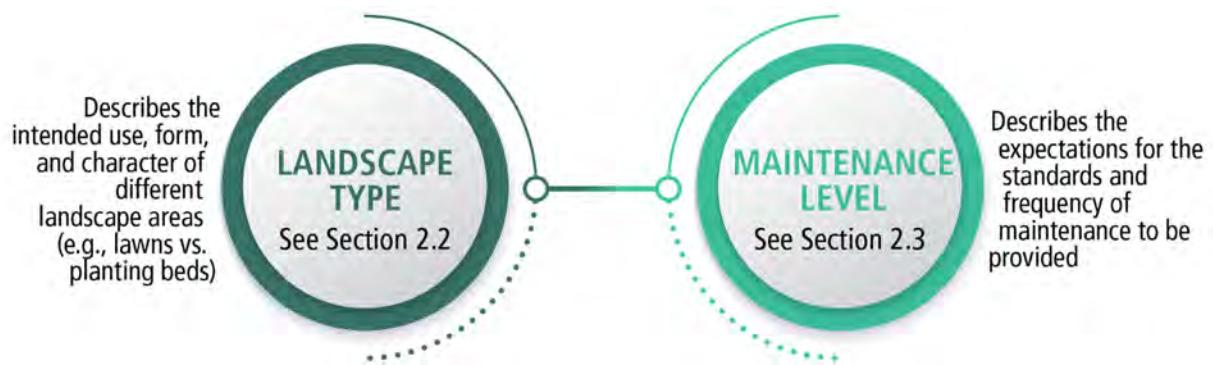


Figure 5: Components that Influence Landscape Management Activities

Landscape management issues can compound quickly if appropriate and timely maintenance is not provided. For example:

- ▶ Weeds growing to the point of going to seed, increasing weed populations exponentially and creating untenable maintenance challenges.
- ▶ Irrigation breakdown, improper scheduling, or lack of proper watering during drought impacting plant survival.
- ▶ Pruning left too long that the desired form for a hedge or plant cannot be recovered.
- ▶ Invasive species spreading into natural areas, compromising ecosystem function.

Completion of appropriate maintenance activities based on the Landscape Types outlined in Section 2.2 and the Maintenance Levels outlined in Section 2.3 of this LMP will help reduce risk of issues compromising the health of neighbourhood landscapes, while supporting efficient use of resources.

These tools will support informed decisions about changes in maintenance levels or landscape types. Using the LMP guidance, the UNA may consider opportunities to reduce maintenance in select landscape areas to support cost savings. However, these decisions will need to be made in the context of long-term management so that maintenance reductions do not compromise landscape health and lead to significant losses or premature replacements. Like a car needing routine maintenance to avoid engine breakdown, an appropriate level of landscape maintenance keeps things running smoothly and helps limit significant losses.

### 2.1.1 Landscapes as a Dynamic System

Landscapes are dynamic, continuously growing and changing and influenced by many factors, including those beyond human control. Landscape management has the unique challenge of contending with variables such as living plants, pests, weather, evolving regulations like water restrictions, and more. The changing nature of landscapes require an adaptive approach to management.

There are common stages in the evolution of a landscape:

- ▶ After initial development, a landscape is in its **establishment phase**, where plants are immature and beginning to take hold on the site. Often this stage is characterized by gaps between plantings, lawns starting to fill in, and a more open character. In these stages, landscapes can be more vulnerable to disturbance and often require more water, fertilization, and care. Establishment can commonly last up to 5 years and will typically require a higher level of maintenance (e.g., Maintenance Level 2).
- ▶ Once established, a landscape moves to its **mature phase**, where plants are well established and hardier. At this stage, the landscape appears more filled in, with issues around overcrowding or competition becoming more apparent. Mature phases can last many years (5 to 50+) depending on

the materials used and maintenance practices. Landscape maintenance in mature landscapes may have potential to be reduced (e.g., Maintenance Level 3 or 4), provided that issues that could compromise the landscape are managed. During this time, monitoring can be used to help identify potential issues or make adjustments to keep the landscape healthy.

- ▶ Like all living things, landscapes reach an **end phase** where they no longer function as intended. Often this stage sees plants and landscape structure starting to break down, with more losses than typical. As a landscape reaches its end of life, more effort can be required to sustain the landscape quality and there comes a time where renewal or replacement is required. Regular maintenance and select replacement or upgrade projects can help prolong the lifespan of a landscape.

Because landscapes are dynamic, landscape management should also evolve through different phases in a landscape's life cycle. This practice can be seen in the UNA neighbourhoods today. Older neighbourhoods like Chancellor and Hawthorn have mature landscapes, and landscape maintenance levels are often between a Maintenance Level 2 and 3. In Wesbrook, where many landscapes are still within an establishment phase, these areas are being routinely managed to a Maintenance Level 2 or higher.

Maintenance requirements also vary seasonally – at times linked to watering restrictions. For example, in shoulder seasons when soils are moist and lawns are actively growing, these areas may be managed at Maintenance Level 2, with mowing once per week. During summer seasons, when watering restrictions are in place and lawn areas become dormant, mowing frequency may be reduced to be closer to a Maintenance Level 3.

Understanding where a landscape is in its life and seasonal cycles, and adjusting maintenance service to match, is part of effective landscape management.

*Hawthorn Neighbourhood – Jim Taylor Park*



## 2.2 LANDSCAPE TYPES IN UNA NEIGHBOURHOODS

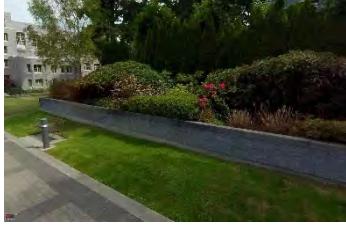
**Landscape Types** describe the intended use, form, and character of different landscape areas. As shown in Figure 6 (below), eight Landscape Types comprise the community green space areas in UNA neighbourhoods. Each landscape type has different management needs as summarized Table 1.

As part of ongoing landscape management, the UNA, with resident input, may choose to revise certain Landscape Types. For example, select lawn spaces could be transitioned to natural areas as meadows, or manicured planting areas may be shifted towards naturalized planting beds. Changes in Landscape Type will affect maintenance requirements.



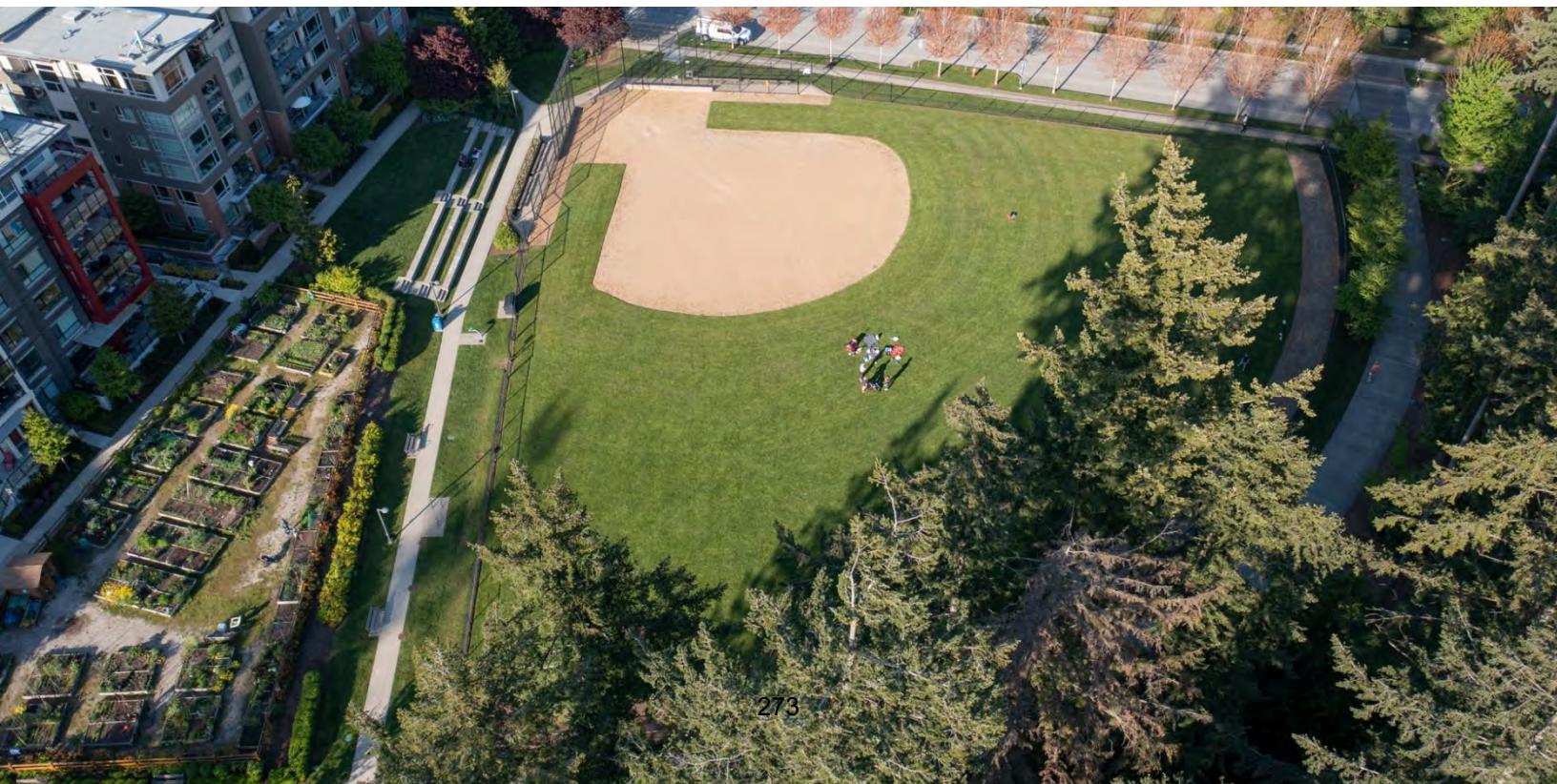
Figure 6: Landscape Types

Table 1: Overview of Landscape Types

Landscape Type	Sample Image	Description
 LAWN		<ul style="list-style-type: none"> <li>Mown lawn areas including street boulevards and park open spaces</li> <li>Typically mown lawn with trees</li> <li>Typically maintained to a high level (e.g., Maintenance Level 2 to 4)</li> <li>Found throughout all neighbourhoods</li> </ul>
 MANICURED PLANTING BED		<ul style="list-style-type: none"> <li>Formal planting areas that are typically maintained to a high level (e.g., Maintenance Level 2)</li> <li>Maintenance practices often endeavour to keep these areas in a “static” state, making them some of the most time intensive landscapes to maintain</li> <li>Found in all neighbourhoods</li> </ul>
 NATURALIZED PLANTING BED		<ul style="list-style-type: none"> <li>Native or naturalized plantings, typically maintained to a more moderate level (e.g., Maintenance Level 3 to 4)</li> <li>Maintenance practices often allow these areas to evolve and naturalize to a greater extent</li> <li>Found in Hawthorn, Chancellor, East Campus, and Wesbrook neighbourhoods</li> </ul>
 COMMUNITY GARDEN		<ul style="list-style-type: none"> <li>Plots assigned to UNA residents enrolled in the community garden program</li> <li>Plot maintenance is by community gardeners, with common areas lightly maintained by the UNA if required (e.g., Maintenance Level 6)</li> <li>Found in Wesbrook and Hawthorn neighbourhoods</li> </ul>
 GRASS FIELD		<ul style="list-style-type: none"> <li>Grass playing fields with mown lawn</li> <li>Maintained to a very high level (e.g., Maintenance Level 1)</li> <li>Found in Wesbrook neighbourhood at Nobel Park</li> </ul>

Landscape Type	Sample Image	Description
 NATURAL AREA		<ul style="list-style-type: none"> <li>Tree, forested, wetland, or meadow areas focused on natural area protection</li> <li>Typically, limited maintenance (e.g., Maintenance Level 5), focused on monitoring against invasive species or other issues that could compromise ecological health</li> <li>Found in all neighbourhoods</li> </ul>
 WATER FEATURE		<ul style="list-style-type: none"> <li>Decorative water features either with or without functional services like stormwater channels and ponds</li> <li>Typically, intensive to manage and maintain, requiring specific maintenance attention</li> <li>Found in Wesbrook, Hawthorn, and Chancellor neighbourhoods</li> </ul>
 PLAYGROUND		<ul style="list-style-type: none"> <li>Children's play spaces</li> <li>Regularly monitored for safety and function</li> <li>Updates and repairs provided as needed to maintain a safe play environment</li> <li>Found in Chancellor, Hawthorn, East Campus, and Wesbrook neighbourhoods</li> </ul>

Wesbrook Neighbourhood – Nobel Park



## 2.3 LANDSCAPE MAINTENANCE LEVELS

Landscape Maintenance Levels outline the expectations as to what standard and how frequently landscape areas should be maintained. The Maintenance Levels are intended to provide clarity on expectations and support consistency in the application of maintenance activities across neighbourhoods.

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Maintenance of landscapes is a critical part of preserving intended character and protecting initial landscape investments. Without appropriate maintenance, the landscape will not perform as intended and may require replacement before its planned lifespan.

The *Canadian Landscape Standard (CLS) Section 9 - Landscape Maintenance* is the starting point for recommended maintenance practices for the UNA neighbourhoods. The six Maintenance Levels outlined are adapted from the CLS and refined to suit the site context of UBC. The tables on the following pages include:

- ▶ **Table 2: Landscape Maintenance Levels Overview** – Introduces the six Maintenance Levels and clarifies expectations on performance for each level.
- ▶ **Table 3: Maintenance Level Activities & Frequencies** – Outlines the expected maintenance activities and their frequency to be performed within each Maintenance Level.
- ▶ **Table 4: Typical Seasonal Procedures** – Provides an overview of seasonal expectations for different maintenance activities.

Together, these three tables are intended to guide maintenance activities in the neighbourhoods.

The cost for maintenance is typically related to the Maintenance Level selected, as illustrated in Figure 7 below. In urban environments like those in the UNA neighbourhoods, maintenance levels are most commonly between Level 2 “Groomed” and Level 5 “Background,” though there are some limited areas of Level 1 and Level 6.



Figure 7: Landscape Maintenance Levels Overview

### 2.3.1 Overview of Landscape Maintenance Levels

Table 2 summarizes the objectives, appearance standards, typical locations, plant characteristics, traffic levels, and general maintenance practices for the six Maintenance Levels. It communicates expectations on the performance of landscapes under the different Maintenance Levels.

*Table 2: Landscape Maintenance Levels Overview*

Adapted from the Canadian Landscape Standard, Second Edition, Tables T-9.1 to T-9.6 Maintenance Levels.

MAINT. LEVEL	1 Well-Groomed	2 Groomed	3 Moderate	4 Limited	5 Background	6 Service
Objectives	<ul style="list-style-type: none"> <li>First-class appearance, impeccably clean and well groomed</li> </ul>	<ul style="list-style-type: none"> <li>Neat, orderly, groomed appearance but not to the same “near-perfect” standard as Level 1</li> </ul>	<ul style="list-style-type: none"> <li>Generally neat, moderately groomed</li> <li>Some tolerance for “wear and tear,” moderate traffic, and natural processes</li> </ul>	<ul style="list-style-type: none"> <li>An orderly appearance</li> <li>Considerable tolerance for the effects of play, traffic, and other activities</li> </ul>	<ul style="list-style-type: none"> <li>Habitat and ecosystem function is prioritized</li> <li>Accommodation of low intensity activities</li> </ul>	<ul style="list-style-type: none"> <li>Vegetation is managed for functional rather than aesthetic concerns</li> </ul>
Appearance Standard	<ul style="list-style-type: none"> <li>Plants kept “manicured” and in near-perfect health and condition</li> <li>Lawns uniformly green and thoroughly groomed</li> <li>Area is kept substantially free of weeds, invasive plants, debris</li> <li>Seasonal plantings lush and “very showy” through all seasons</li> </ul>	<ul style="list-style-type: none"> <li>Plants are healthy and vigorous</li> <li>Lawns are healthy, uniformly green, and regularly mowed within accepted height range</li> <li>Few weeds and no invasive or noxious weeds, little accumulated debris</li> <li>Seasonal plantings kept lush and “showy”</li> </ul>	<ul style="list-style-type: none"> <li>Plants and lawns are healthy</li> <li>Lawns are kept within accepted height range</li> <li>Weeds and debris are acceptable between visits</li> <li>Invasive and noxious weeds are eradicated</li> <li>Seasonal plantings are kept attractive at appropriate seasons</li> </ul>	<ul style="list-style-type: none"> <li>Appearance is secondary to function</li> <li>Vegetation retains healthy, normal appearance</li> <li>Grass is kept within accepted height range; trimming may be less frequent</li> <li>Invasive and noxious weeds are eradicated</li> </ul>	<ul style="list-style-type: none"> <li>Vegetation has healthy, normal appearance</li> <li>Mowing is limited to seasonal or as-needed care</li> <li>Invasive plants are controlled, and noxious weeds are eradicated</li> </ul>	<ul style="list-style-type: none"> <li>Vegetation is controlled to accommodate service activity</li> <li>Invasive plants are managed to prevent spreading</li> <li>Noxious weeds are eradicated</li> </ul>

MAINT. LEVEL	1 Well-Groomed	2 Groomed	3 Moderate	4 Limited	5 Background	6 Service
Typical Locations	<ul style="list-style-type: none"> <li>Small, high-profiles area of a larger site</li> <li>Some neighbourhood entrance areas</li> <li>Some sports fields</li> <li>Some intimate outdoor areas where people are close to the landscape (e.g., courtyards)</li> </ul>	<ul style="list-style-type: none"> <li>High-profile area of a larger site</li> <li>Neighbourhood or building entry</li> <li>Urban landscapes</li> <li>Some sports fields</li> <li>Areas where people are close to the landscape</li> </ul>	<ul style="list-style-type: none"> <li>Building sites, especially those of medium to large size</li> <li>Publicly visible sections of larger landscapes</li> <li>Areas for occasional recreational use</li> <li>Areas viewed from a medium distance</li> </ul>	<ul style="list-style-type: none"> <li>General park areas and open spaces</li> <li>Play and recreation areas</li> <li>Areas viewed from medium to long distance</li> </ul>	<ul style="list-style-type: none"> <li>Transitional areas from developed areas to more natural areas</li> <li>Meadows, forests, riparian areas, and wetlands</li> <li>Low intensity recreation areas, trails, etc.</li> <li>Areas viewed at a distance</li> </ul>	<ul style="list-style-type: none"> <li>Service areas away from public view</li> <li>Functional landscapes such as community gardens</li> </ul>
Plant Characteristics	<ul style="list-style-type: none"> <li>Often include specimen plants, rare and unusual plants, fine turf varieties</li> </ul>	<ul style="list-style-type: none"> <li>Some specimen plants, but not usually as numerous or exotic as Level 1</li> </ul>	<ul style="list-style-type: none"> <li>May include a mix of native / naturalized planting and more formal planting</li> <li>Plants selected for appearance or moderately intensive use</li> </ul>	<ul style="list-style-type: none"> <li>Plants and grasses selected for "toughness" and low maintenance</li> <li>Priority for native or naturalized vegetation where suited to site conditions</li> </ul>	<ul style="list-style-type: none"> <li>Native and suitable trees, shrubs, and grasses</li> </ul>	<ul style="list-style-type: none"> <li>Native or re-vegetated trees and shrubs, controlled grass</li> <li>Some areas where no vegetation is desired</li> </ul>
Traffic Activity Levels	<ul style="list-style-type: none"> <li>Pedestrian traffic is limited</li> </ul>	<ul style="list-style-type: none"> <li>Pedestrian (and other) traffic is often limited</li> <li>Maintenance measures are taken to compensate for the effects of traffic</li> </ul>	<ul style="list-style-type: none"> <li>Moderate traffic is tolerated; minor deterioration due to traffic is acceptable</li> <li>Maintenance may be adjusted in response to "wear and tear"</li> </ul>	<ul style="list-style-type: none"> <li>"Wear and tear" is tolerated except where it interferes with the intended use or leads to severe deterioration</li> </ul>	<ul style="list-style-type: none"> <li>Pedestrian traffic is typically limited to trails through or adjacent to natural areas</li> <li>Deterioration (human-induced or natural) is monitored and remediated as necessary</li> </ul>	<ul style="list-style-type: none"> <li>Deterioration is rectified as necessary</li> <li>General pedestrian traffic is low (excluding use by specific user groups)</li> </ul>

MAINT. LEVEL	1 Well-Groomed	2 Groomed	3 Moderate	4 Limited	5 Background	6 Service
Maintenance Practices	<ul style="list-style-type: none"> <li>▪ Consistent, frequent attention to health and appearance</li> <li>▪ May include extensive work to upgrade conditions that would be acceptable in most other landscapes</li> <li>▪ Tasks require qualified professionals with expertise in managing maintenance to suit the site</li> </ul>	<ul style="list-style-type: none"> <li>▪ Requires frequent, regular, routine maintenance of a high intensity</li> <li>▪ Regular monitoring and adjustment to keep high visual quality</li> <li>▪ Most tasks require a qualified professional for execution</li> </ul>	<ul style="list-style-type: none"> <li>▪ Routine maintenance of moderate frequency and intensity</li> <li>▪ Regular monitoring to avoid serious deterioration</li> <li>▪ Many tasks require a qualified professional for execution</li> </ul>	<ul style="list-style-type: none"> <li>▪ Routine maintenance of moderate to low intensity</li> <li>▪ Emphasis is on controlling deterioration and adapting the site to activities</li> <li>▪ Vegetation is managed to accommodate intended use</li> <li>▪ Some tasks require a qualified professional for execution</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintenance is low, focused on maintaining ecosystem function and habitat quality</li> <li>▪ New native or natural plantings may be added as required</li> <li>▪ Many tasks require a qualified professional for execution</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintenance is primarily vegetation and invasive plant control</li> <li>▪ Some tasks require a qualified professional for execution</li> </ul>

### 2.3.2 Standard Maintenance Activities & Frequencies for Each Level

Table 3 provides guidelines for achieving the appearance standards outlined in Table 2. These guidelines should be used in maintenance planning for landscape areas, adjusted as needed to achieve the outcomes and appearance standards of the assigned Maintenance Level. The guidelines are a starting point. Site specific planning will be required to address specific landscape needs and practical constraints such as scheduling.

*Table 3: Maintenance Level Activities & Frequencies*

*Adapted from the Canadian Landscape Standard, Second Edition, Tables T-9.7 to T9.12. The information below has been customized to reflect practices for the UNA neighbourhoods. This table may continue to be updated by the UNA, with input from landscape maintenance providers, to align with maintenance practices used in the UNA neighbourhood landscapes and to support realization of the LMP's guiding principles and policies.*

MAINT. LEVEL	ITEM	1 Well-Groomed	2 Groomed	3 Moderate	4 Limited	5 Background	6 Service
General	Inspection	▪ Each time personnel on site	▪ Monthly	▪ Monthly	▪ Monthly	▪ 3 times / year	▪ 2 times / year
	Reporting	▪ Monthly	▪ Monthly	▪ Monthly	▪ Monthly	▪ 3 times / year	▪ 2 times / year
	Litter Removal	▪ Weekly (and as necessary)	▪ Weekly (and as necessary)	▪ Weekly (and as necessary)	▪ Weekly (and as necessary)	▪ As required	▪ As required
	Soil Testing	▪ Annually	▪ Every 2 or 3 years	▪ To diagnose problems	▪ To diagnose problems	▪ To diagnose problems	▪ To diagnose problems
	Plant Debris Removal	▪ After all maintenance activities	▪ After all maintenance activities	▪ Monthly	▪ Monthly	▪ Only if required for safety	▪ Only if required for safety
	Pest Control	▪ As needed per IPM protocol and provincial regulations	▪ As needed per IPM protocol and provincial regulations	▪ As needed per IPM protocol and provincial regulations	▪ As needed per IPM protocol and provincial regulations	▪ To prevent the loss of rare or threatened ecosystems	▪ As needed to prevent spread
	Weed Control	▪ No weeds larger than 2.5cm / 1" width ▪ Remove all weeds when observed	▪ Weed when isolated patches have a width of 15cm / 6" ▪ Remove 90% of weeds or repeat within the next two site visits	▪ Weed when isolated patches have a width of 15cm / 6" ▪ Remove 80% of weeds or repeat within one month	▪ Weed when isolated patches have a width of 30cm / 12" ▪ Remove 80% of weeds or repeat within one month	▪ Remove invasive plants when they threaten the sustainability and/or function of the natural area landscape	▪ Remove invasive plants when they threaten the sustainability and/or function of the landscape

MAINT. LEVEL	ITEM	1 Well-Groomed	2 Groomed	3 Moderate	4 Limited	5 Background	6 Service
Lawns	Aerate	▪ Every 1-2 years	▪ Every 1-2 years	▪ Every 2-4 years	▪ Every 2-4 years	▪ n/a	▪ n/a
	De-thatch	▪ As required, as conditions allow	▪ As required, as conditions allow	▪ As required, as conditions allow	▪ As required, as conditions allow	▪ n/a	▪ n/a
	Edge	▪ Monthly	▪ 3 times / growing season	▪ Annually	▪ Annually	▪ n/a	▪ As required to prevent spread
	Fertilize	▪ 2-3 times / year as per growing medium test results	▪ 2 times / year as per growing medium test results	▪ 1 time / year as per growing medium test results	▪ Annual application or as per growing medium test results	▪ Subject to UNA / UBC policies on fertilization	▪ n/a
	Lime	▪ As per growing medium test results	▪ As per growing medium test results	▪ As per growing medium test results	▪ As per growing medium test results	▪ n/a	▪ n/a
	Mow	▪ 3-7-day intervals ▪ Less than 1/3 blade removal ▪ Mow height 25mm / 1"	▪ 7-day intervals ▪ Less than 1/3 blade removal ▪ Mow height 63-76mm / 2.5"-3"	▪ 7-10-day intervals ▪ Less than 1/3 blade removal ▪ Mow height 76-100mm / 3"-4"	▪ 10-14-day intervals ▪ Less than 1/3 blade removal ▪ Mow height +100mm / +4"	▪ Seasonally, if needed or as required	▪ Seasonally, if needed or as required
	Repair	▪ Subject to water availability. Repair should not be completed when watering restrictions prevent establishment watering					
		▪ Immediately when observed	▪ Within 2 weeks	▪ Within 2 weeks	▪ Within 1 month	▪ To rectify deterioration	▪ To rectify deterioration
	Reseed / Overseed	▪ Subject to water availability. Seeding should not be completed when watering restrictions prevent establishment watering					
		▪ As required	▪ As required	▪ As required	▪ As required	▪ n/a	▪ n/a
	Trim	▪ Each mow	▪ Each mow	▪ Monthly	▪ 3-4 times / year	▪ n/a	▪ n/a
	Water	▪ Following Metro Vancouver Drinking Water Conservation Plan for Government / Schools / Parks					
		▪ Up to every other day, as possible	▪ At least once per week, as possible	▪ As needed to prevent loss or deterioration	▪ As needed to prevent loss or deterioration	▪ n/a	▪ n/a

MAINT. LEVEL	ITEM	1 Well-Groomed	2 Groomed	3 Moderate	4 Limited	5 Background	6 Service
Trees / Shrubs / Perennials	Fertilize	■ 3 times / year or as determined by growing medium test results	■ 2 times / year or as determined by growing medium test results	■ Annually or as determined by growing medium test results	■ Annually or as determined by growing medium test results	■ n/a	■ Subject to UNA/ UBC policies on fertilization
	Mulch / Cultivate	■ Biannually	■ Biannually	■ Annually	■ Annually	■ Around new plantings	■ Around new plantings
	Plant, Prune, Repair Transplant	■ As required	■ As required	■ As required	■ As required	■ As required for safety ■ To compensate for losses / support renewal	■ As required for safety
	Water	■ Following Metro Vancouver Drinking Water Conservation Plan for Government / Schools / Parks					
		■ Up to every other day, as possible	■ Up to every other day, as possible	■ As needed to maintain plant health	■ As needed to prevent plant loss or deterioration	■ Establishment watering of new plantings during drought conditions	■ Establishment watering of new plantings during drought conditions
	Weeding	■ Weekly	■ Every two weeks	■ Monthly	■ 4 times / year	■ 2 times / year	■ Annually, or as required
Bulbs	Fertilize	■ 3 times / year or as determined by growing medium test results	■ 2 times / year or as determined by growing medium test results	■ Annually or as determined by growing medium test results	■ n/a	■ n/a	■ n/a
	Renew	■ Annually	■ Every 2 years	■ Every 2 years	■ n/a	■ n/a	■ n/a
Annuals	Change	■ Each season	■ 2-3 times / year	■ 2 times / year	■ n/a	■ n/a	■ n/a
	Deadhead	■ Twice weekly	■ Once weekly	■ Bi-weekly	■ n/a	■ n/a	■ n/a
	Fertilize	■ Monthly	■ As required	■ As required	■ n/a	■ n/a	■ n/a
	Water	■ Before wilting	■ Before wilting	■ As required	■ n/a	■ n/a	■ n/a

### 2.3.3 Typical Seasonal Maintenance Procedures

Landscape maintenance requirements vary from season to season. In the UBC climate, while landscape maintenance must be performed year-round, plant material is typically in a more dormant state through the winter and summer seasons, reducing certain maintenance requirements. In addition, some maintenance practices should only be completed during certain seasons or under specific weather conditions. Table 3 in Section 2.3.2 above outlines typical maintenance activities for each Maintenance Level during the “active” season. Table 4 below, outlines what months are typically considered “active” for maintenance activities to be completed.

**NOTE:** *This schedule is for information only and provides guidance for minimum effort, but not the maximum required to meet performance specifications outlined in Table 2. Changes in weather and site conditions will dictate increased effort or tasks. It is the responsibility of the landscape maintenance provider to determine and carry out tasks in order to ensure landscape areas are healthy and thriving and weed management is maintained.*

Table 4: Typical Seasonal Procedures

#### LEGEND

✓ = Required Procedure (if required as part of Maintenance Level)

● = As Necessary (depending on annual weather conditions)

PROCEDURE	TYPICAL ACTIVE SCHEDULE												NOTES
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
<b>GENERAL</b>													
Inspection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Reporting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Litter Removal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Soil Testing			✓	✓									Prior to fertilizing to obtain amendment recommendations
<b>LAWNS</b>													
Aerate			✓	✓					✓				
De-thatch			✓	✓					✓				
Edge	●	●	●	●	✓	✓	✓	✓	✓	●	●	●	
Fertilize				✓			✓		✓				Based on soil testing results

PROCEDURE	TYPICAL ACTIVE SCHEDULE												NOTES
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Lime					✓					✓			Based on soil testing results
Mow	●	●	●		✓	✓	✓	✓	✓	✓	●	●	
Pest Control					✓	✓	✓	✓	✓	✓			
Repair			●	●					✓	✓	✓		
Reseed / Overseed			●	●					✓	✓	✓		
Trim	●	●	●		✓	✓	✓	✓	✓	✓	●	●	
Water				●	✓	✓	✓	✓	✓	✓	●		Per Metro Vancouver bylaws
Weed Control	●	●	●		✓	✓	✓	✓	✓	✓	●	●	
<b>TREES / SHRUBS / PERENNIALS</b>													
Cut Back Grasses /			✓	✓									Prior to spring regrowth
Fertilize					✓		✓			✓			
Mulch / Cultivate				✓	✓				✓				
Plant	●	●	✓	✓					✓	✓	✓	●	
Prune			✓						✓	✓	✓	✓	Per species requirements
Repair	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	
Transplant				✓	✓				✓	✓			
Water				●	✓	✓	✓	✓	✓	✓	●		Per Metro Vancouver bylaws
Weed Control	●	●	✓	✓	✓	✓	✓	✓	✓	✓	●	●	
<b>BEDDING PLANTS</b>													
Bulbs: Fertilize				✓		✓			✓				
Bulbs: Renew		●	✓	✓					✓	✓			Per bulb requirements
Annuals: Change	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	Per locational requirements
Annuals: Deadhead	●	●	●	●	✓	✓	✓	✓	✓	●	●	●	
Annuals: Fertilize				✓		✓		✓					
Annuals: Water				●	✓	✓	✓	✓	✓	✓	●		Following local bylaws



## 2.4 CURRENT MAINTENANCE LEVELS

The following sheets provide an overview of current (2023) **Landscape Types** and **Maintenance Levels** within each UNA neighbourhood.

Evident in the current maintenance levels shown in the maps that follow is variation in the level of service provided between different neighbourhoods. The most recent development area – Wesbrook – currently has higher maintenance levels and service requirements, as well as larger areas of landscape than other neighbourhoods. The landscape design in these areas is complex and requires a higher level of maintenance to preserve original design intent. Given the high requirements for service, UBCPT and UBC will need to continue to subsidize the Wesbrook neighborhood landscape operation until gradual shifts can be identified and completed to bring the landscape to be more inline with the level of service provided in other UNA neighbourhood landscapes and outlined in the LMP.

As part of ongoing landscape management, the UNA will continue a process of revising and updating Landscape Types and Maintenance Levels in order to meet operational and sustainability objectives. The Potential Projects list in Table 8 on page 76 identifies a project called “Maintenance Level Shifts in Select Areas.” These will be a series of projects that identify and change level of service provided to certain areas over time.

The current maintenance information shown on the following maps were developed through a GIS mapping and database creation process. See Section 2.6.1 for information on the process of identifying and classifying landscape polygons.

*Chancellor Neighbourhood – Iona Lawn*





# CHANCELLOR NEIGHBOURHOOD



## LEGEND

LANDSCAPE TYPE	MAINTENANCE LEVEL
Lawn	2 - Groomed
Manicured Planting Bed	3 - Moderate
Naturalized Planting Bed	4 - Limited
Natural Area	5 - Background
Water Feature	
Playground	

## MAINTENANCE LEVEL SUMMARY (2023)

Landscape Type	Maint. Level	~Area (m <sup>2</sup> )	% of Total
Lawn	2	6,838	54%
Lawn	4	403	3%
Manicured Bed	2	3,188	25%
Manicured Bed	4	319	3%
Naturalized Bed	3	219	2%
Natural Area	5	1,679	13%
<b>TOTAL</b>		<b>12,645</b>	<b>100%</b>

## KEY MAINTENANCE NOTES

- Theology Mall is a primary neighbourhood gateway and landscapes are to be maintained to a consistently high standard
- The water feature on Theology Mall to be inspected regularly



# EAST CAMPUS NEIGHBOURHOOD



## LEGEND

LANDSCAPE TYPE	MAINTENANCE LEVEL
Lawn	2 - Groomed
Manicured Planting Bed	3 - Moderate
Naturalized Planting Bed	4 - Limited
Natural Area	5 - Background
Playground	

## MAINTENANCE LEVEL SUMMARY (2023)

Landscape Type	Maint. Level	~Area (m <sup>2</sup> )	% of Total
Lawn	3	4,141	32%
Manicured Bed	2	230	2%
Naturalized Bed	4	588	4%
Natural Area	5	8,126	62%
<b>TOTAL</b>		<b>13,085</b>	<b>100%</b>

## KEY MAINTENANCE NOTES

- East Campus Park is an important natural landscape within the campus and should be managed to maintain ecological values



# HAMPTON PLACE NEIGHBOURHOOD



## LEGEND

LANDSCAPE TYPE	MAINTENANCE LEVEL
Lawn	1 - Well-Groomed
Manicured Planting Bed	2 - Groomed
Naturalized Planting Bed	4 - Limited
Natural Area	5 - Background

## MAINTENANCE LEVEL SUMMARY (2023)

Landscape Type	Maint. Level	~Area (m <sup>2</sup> )	% of Total
Lawn	2	5,771	61%
Manicured Bed	1	1,416	15%
Manicured Bed	2	289	3%
Naturalized Bed	4	173	2%
Natural Area	5	1,769	19%
<b>TOTAL</b>		9,418	100%

## KEY MAINTENANCE NOTES

- ▶ Hampton Place entrances at Wesbrook Mall and W 16th Avenue are neighbourhood gateways and landscapes are to be maintained to a consistently high standard
- ▶ The boxwood hedges at the neighbourhood entrances and along Hampton Place Road require special pruning to maintain their desired shape

# HAWTHORN NEIGHBOURHOOD



## LEGEND

LANDSCAPE TYPE	MAINTENANCE LEVEL
Lawn	2 - Groomed
Manicured Planting Bed	3 - Moderate
Naturalized Planting Bed	4 - Limited
Community Garden	5 - Background
Natural Area	6 - Service
Water Feature	
Playground	

## MAINTENANCE LEVEL SUMMARY (2023)

Landscape Type	Maint. Level	~Area (m <sup>2</sup> )	% of Total
Lawn	2	14,400	31%
Lawn	4	4,388	9%
Manicured Bed	2	5,287	11%
Naturalized Bed	3	1,419	3%
Naturalized Bed	5	300	1%
Natural Area	5	19,828	42%
Community Garden	6	1,138	2%
<b>TOTAL</b>		<b>46,759</b>	<b>100%</b>

## KEY MAINTENANCE NOTES

- Stadium Road is a primary campus gateway and landscapes are to be maintained to a consistently high standard
- The water features on Stadium Road and in Jim Taylor Park to be inspected regularly



# WESBROOK NEIGHBOURHOOD



## LEGEND

LANDSCAPE TYPE	MAINTENANCE LEVEL
Lawn	1 - Well-Groomed
Manicured Planting Bed	2 - Groomed
Naturalized Planting Bed	3 - Naturalized
Community Garden	4 - Limited
Grass Field	5 - Background
Natural Area	6 - Service
Water Feature	
Playground	

## MAINTENANCE LEVEL SUMMARY (2023)

Landscape Type	Maint. Level	~Area (m <sup>2</sup> )	% of Total
Grass Field	1	4,321	3%
Lawn	2	49,593	36%
Lawn	4	4,241	3%
Manicured Bed	2	15,130	11%
Naturalized Bed	4	1,115	1%
Natural Area	5	60,498	44%
Community Garden	6	1,780	1%
<b>TOTAL</b>		<b>136,679</b>	<b>100%</b>

## KEY MAINTENANCE NOTES

- Boulevards along W 16th Avenue are included in this area
- The water features throughout the neighbourhood to be inspected regularly





## 2.5 GENERAL MAINTENANCE POLICIES

Maintaining UNA neighbourhood landscapes to support the goals of UBC and align with the guiding principles of the LMP will support long-term sustainability. This section outlines general maintenance policies that apply to all neighbourhood landscapes managed by the UNA.

### 2.5.1 General

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The general intent of landscape maintenance is to provide the care necessary so that all landscape elements are maintained in good health and repair.

#### APPROACH TO LANDSCAPE MAINTENANCE

2.5.1.1 At least once per year, the UNA and landscape maintenance providers should complete a site walk-through to review and discuss the following:

- Maintenance Levels being followed (with review of current Maintenance Level map);
- Services being performed and frequencies;
- Equipment being used in providing services;
- Sustainability measures being implemented;
- The current state of landscape areas;
- Issues identified, along with potential remedies to address the issues;
- Potential changes to Maintenance Levels or services that may warrant consideration;
- Potential projects or changes that could improve landscape maintenance services; and
- Other considerations.

The UNA may record a summary of this meeting. See **Appendix C** for a sample walk-through report.

2.5.1.2 Landscape management should provide allowance for adaptation as the landscape changes, grows, matures, and/or is damaged. The landscape maintenance provider and the UNA should work together to adapt as needed.

2.5.1.3 All landscape maintenance activities should follow ecologically-sound, sustainable practices.

## Landscape Contractor Requirements

- 2.5.1.4 All landscape maintenance personnel will be trained and qualified in their work and be knowledgeable of all workplace hazards and precautions that must be taken to ensure that safe work practices are followed.
- 2.5.1.5 All landscape maintenance personnel must conduct themselves in a professional manner while on site.
- 2.5.1.6 All materials and work are to be to the highest possible standard and in accordance with any relevant local, provincial, or federal standards; good horticultural and arboricultural practices; and the conditions identified in the contract.
- 2.5.1.7 Equipment operators will be qualified and experienced with the equipment being operated and licenced by the authority having jurisdiction, as required.

## Environmental & Site Protection

- 2.5.1.8 All existing horticultural and non-horticultural elements including, but not limited to, plants, growing medium, water bodies, site services, curbs, paving, structures, and finishes, will be protected against damage during landscape maintenance work. Should damage occur as a result of maintenance procedures, it shall be documented, reported to the UNA, and promptly and completely repaired by the parties responsible.
- 2.5.1.9 Appropriate measures will be taken to prevent spillage of fuels, fertilizers, chemicals, toxic materials, or toxic wastes. Where the use of such materials is necessary and approved by the UNA, the landscape maintenance provider will provide adequate containment facilities and cleanup equipment for use if required.

## Health & Safety

- 2.5.1.10 Maintenance procedures will be carried out in a manner that complies with all applicable laws, bylaws, rules, regulations, and lawful orders of any public authority having jurisdiction for the safety of persons or property to protect them from damage, injury, or loss.
- 2.5.1.11 Suitable protective clothing and equipment will be available to and worn by landscape maintenance personnel, as required by the work activity.
- 2.5.1.12 Use of equipment and products will be as per the manufacturer's recommendations, taking into account the need to protect all horticultural and non-horticultural elements on the site.
- 2.5.1.13 The maintenance provider will erect necessary barricades, safety guards, and warning devices for the protection of persons and property suitable to the type of landscape maintenance work being undertaken.

## 2.5.2 Ecology, Biodiversity, & Sustainability

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The LMP guiding principle “Nature at Work” means making choices that support a thriving urban ecology. A sustainable approach to maintaining community green spaces and enhancing biodiversity within landscapes, at times requires choices to prioritize natural ecological processes over purely aesthetic practices. It also means enabling sustainable activity. A key challenge identified through the LMP process is a lack of a permanent public works yard for future landscape management delivery in UNA neighbourhoods. A nearby public works yard is important to supporting storage of materials and equipment and potential for processing materials locally. In the absence of a permanent works yard, landscape maintenance providers will see increased travel time and emissions related to moving equipment and materials on and off site. Section 2.6.7 on page 75 identifies a project for securing a permanent public works yard.

### VEGETATION MANAGEMENT

- 2.5.2.1 In naturalized areas including woodlands, wetlands, and meadows, natural processes will be prioritized. Fallen branches, deadwood, and leaf fall should only be removed where it represents an unacceptable safety risk.
- 2.5.2.2 Where possible, dried flower heads or ornamental grasses should be left on perennial species over winter to provide visual interest, a food source for seed-eating birds and insects, and sheltering for animals, before pruning back in early spring.
- 2.5.2.3 Where possible and appropriate, fallen leaves should be left in planting beds, community garden beds, and select low-traffic lawn areas through the winter months to provide a food and shelter for local fauna, insulation of plants, and nutrients for the soil. Fallen leaves should be removed from all hardscapes, playgrounds, pathways, sports fields, high-use lawn areas, and landscape areas with plants more susceptible to disease. Leaves left in place over winter should be managed (e.g., removed, mulched over) in early spring, prior to first signs of plant growth.
- 2.5.2.4 Any maintenance activities that disturb existing vegetation in natural areas will be undertaken outside bird nesting season(s).

### RAINWATER MANAGEMENT LANDSCAPE FEATURES

- 2.5.2.5 Rainwater conveyance and functionality through rainwater management landscape features (e.g., swales, raingardens, etc.) will be maintained through frequent monitoring and maintenance of vegetation, infiltration capacity, and structures. Regular inspections should be completed to identify signs of erosion or sediment and debris accumulation that could compromise function.

- 2.5.2.6 Following major precipitation events, rainwater infrastructure should be inspected for debris and blockages of inlets and outlets. Any debris and blockages should be promptly removed to ensure infrastructure is functioning properly.
- 2.5.2.7 Rainwater management landscape features should be maintained to support regular water infiltration and avoid incidences of standing water. If pools of standing water are observed, actions should be taken to remediate the soil to improve infiltration capacity.
- 2.5.2.8 Plantings within rainwater management landscape features will not be fertilized.

## SUSTAINABILITY

- 2.5.2.9 Travel to and from UNA neighbourhoods should be minimized to the extent possible (assuming provision of a permanent public works yard).
- 2.5.2.10 Landscape maintenance providers should collaborate to the extent possible in the provision of efficient materials and resource management.

*East Campus Neighbourhood*



### 2.5.3 Growing Medium & Fertilizing

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Growing medium is the life support system for plants. Healthy soils are essential for healthy plant growth and water filtration, helping to support landscapes that are resilient to climate change and human activity.

#### GROWING MEDIUM MAINTENANCE

- 2.5.3.1 A test of each planting area's growing medium should be completed periodically (as per Table 3) to determine if the nutrient levels are sufficient to sustain healthy, vigorous plant growth. Amendments should be undertaken based on the findings.
- 2.5.3.2 A recognized testing laboratory should conduct growing medium testing using standard methods, with results expressed in consistent form, units, and format and provided to the UNA as part of landscape maintenance reporting.
- 2.5.3.3 Growing medium should be reviewed regularly for signs of erosion, slip, or depression with soils added or raking completed to address problem areas and limit further deterioration.

#### FERTILIZING & LIMING

- 2.5.3.4 Growing medium testing should be carried out to inform a fertilizer and liming plan.
- 2.5.3.5 Plants should only be fertilized as required to obtain a healthy rate of growth and quality of plant or to correct symptoms of nutrient deficiency.
- 2.5.3.6 The use of fertilizers should be reviewed regularly in relation to overall sustainability objectives and may be adjusted as UBC and UNA priorities or policies evolve.
- 2.5.3.7 Dolomite lime should be applied at rates based on growing medium test results to bring the pH to within normal ranges as follows:
  - Lawn areas 6.0 – 7.0
  - Planting beds 4.5 – 6.5
- 2.5.3.8 Consider the following factors when identifying requirements for fertilizing: the Maintenance Level (per Table 2), the intensity of activity, the ability of the growing medium to retain nutrients, and the amount of water received by the planting.
- 2.5.3.9 Fertilizers should be applied just prior to the period when plant nutrient requirements are at their highest. Apply fertilizers in a form and at a rate to supply a regular and continuous source of nutrients throughout the growing season.

## 2.5.4 Lawn Management

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Lawn areas occur within park areas, open spaces, boulevards, medians, and pathway shoulders throughout the UNA neighbourhoods. Ongoing and proactive care of lawns keeps them functioning as intended.

### MOWING

- 2.5.4.1 All trash, debris, and sticks should be picked up from lawn areas prior to mowing.
- 2.5.4.2 All mower blades must be kept sharp and level.
- 2.5.4.3 Grass clippings should be left on lawn areas, except where this will create a large surface buildup (e.g., grass is very tall in the early season). Leaving grass clippings in place returns nitrogen to the soils and improves resistance to drought damage and weed invasion. Mulch mowing practices are encouraged to support this practice.
- 2.5.4.4 For lawns with Maintenance Levels 1-3, mowing height should be no less than 50mm / 2" to manage stress tolerance, and no more than 100mm / 4". Lawns with higher Maintenance Levels (1-2) will typically be kept to the lower heights. Mowing heights should be higher (+75mm / 3") during times of extreme heat or drought to increase tolerance.
- 2.5.4.5 For lawns with Maintenance Levels 1-3, mowing should be performed as necessary to avoid removal of more than one-third of the grass blade length at any one time.
- 2.5.4.6 Machinery should be kept back at least 250mm from any plant stems or trunks. Damage must be avoided to stems and trunks when using power mowing or trimming equipment.

### HEALTHY LAWN MANAGEMENT

- 2.5.4.7 Lawn areas with Maintenance Levels 1-3 should be kept neatly mown and trimmed, weeded, edged, and fed, to support optimal health and appearance as outlined in Table 2 and Table 3. Where optimal health appears to be compromised, changes to the landscape Maintenance Level and associated practices (as per Table 3) may need to be considered.
- 2.5.4.8 Where fertilization is used, natural organic fertilizers or "bridge" (organic plus slow release synthetic) fertilizers should be prioritized.
- 2.5.4.9 All fertilization applications should be recorded, including fertilizers used, weather conditions during application, and application rates.
- 2.5.4.10 Core aeration should be undertaken regularly (at minimum as per the frequency noted in Table 3), especially for high-use areas and any areas that show signs of thin turf, weed invasion, poor irrigation penetration, or soil compaction.
- 2.5.4.11 Core aeration should be undertaken with a suitable corer that removes cores of soil at least 75mm / 3" in depth and at a maximum of 125mm / 5" on centre spacing.

- 2.5.4.12 Cores should be left in place and raked into the surface.
- 2.5.4.13 Core aeration should typically be completed in the spring or fall when lawn is actively growing, and when soils are neither too wet nor too dry.
- 2.5.4.14 Thatch build-up is typically a sign of over-fertilization, overuse of pesticides, over-watering, soil compaction, or other causes that diminish soil biota that break down thatch. Excess thatch prevents water penetration and promotes shallow rooting. Good maintenance practices will generally prevent thatch build-up, but where thatch is present in larger than typical quantities, it should be reduced by de-thatching.
- 2.5.4.15 Topdressing should be completed to fill low areas and bare spots and should be completed after mowing and power raking thoroughly to remove build-up. Apply topdressing in one application to a maximum depth of 13mm /  $\frac{1}{2}$ ", and ensure the material is incorporated fully into the turf by raking or dragging.
- 2.5.4.16 Overseeding should be completed on thin or weed infested areas, or areas subject to heavy wear as a weed control practice, typically completed after aeration and/or de-thatching.
- 2.5.4.17 The surface of the lawn should be level prior to overseeding.

*Hawthorn Neighbourhood – Jim Taylor Park*



## 2.5.5 Planting Bed Management

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Planting beds, when properly maintained, bring colour, beauty, and texture to the landscape, and provide habitat and ecosystem services. In the absence of proper maintenance, planting beds can suffer unrecoverable damage from weed populations and overgrowth which may compromise the effect intended in the original design.

### PLANT REVIEW & REPLACEMENT

- 2.5.5.1 Maintenance shall include all measures necessary to maintain plants in a vigorous, healthy, normal growing condition, providing an appearance characteristic of their species and appropriate to their surroundings.
- 2.5.5.2 All plants should be maintained to have abundant foliage. Plants with less than 75% of their foliage should be identified for replacement.
- 2.5.5.3 Plants should be re-firmed when necessary to ensure plants are securely planted and upright.
- 2.5.5.4 After major disturbances including strong winds or major precipitation events, plant materials will be reviewed, and pruning or re-firming will be promptly completed as needed to address failures or damages.
- 2.5.5.5 Each year, select planting beds (starting with those in high priority areas) should have a comprehensive plant material review completed to identify:
  - Dead, dying, or poorly performing plants that are recommended for replacement.
  - Removals where overcrowding has become an issue.
  - Recommendations for alternate species that may be better suited to the observed conditions to replace those that have been unsuccessful (e.g., extremely poor growth, block sightlines, etc.)
  - Costs for materials and replacement work.Reviews should be coordinated to align with regular UNA / landscape maintenance provider walk-throughs (see policy 2.5.1.1). The UNA and landscape maintenance providers should develop a system for identifying and selecting planting beds to be reviewed each year.
- 2.5.5.6 Replacement or new plant materials shall be quality nursery stock, true to name and type, with form and rooting characteristics of their species. They will be free from disfiguring knots, bark abrasions, injury, or other disfigurements.

## PRUNING

2.5.5.7 Pruning should be completed to support plant health, maintain landscape character, and ensure visibility of key features, including:

- Removal of injured twigs and branches.
- Pruning of trees, shrubs, and perennials as necessary so they are not obstructing street signs, traffic signs, streetlights, or sidewalks.
- Selective thinning or reductions to allow room for growth and avoid overcrowding.
- Selective pruning to ensure hazards such as thorns are kept from becoming pedestrian hazards.
- Where appropriate and required, pruning to maintain a specific form (e.g., hedging).

2.5.5.8 Pruning will be undertaken by skilled operatives and carried out using sharp, clean implements and following good horticultural and arboricultural practice and standards.

2.5.5.9 Pruning should not adversely affect the healthy living condition of a plant or significantly reduce the plant function.

2.5.5.10 Pruning should be completed at times that do not affect key functions such as ornamental flowering or fruit production. Timing of pruning should consider the requirements of different plants (e.g., winter flowering shrubs should be pruned in spring; spring flowering shrubs should be pruned immediately after flowering, etc.)

## CULTIVATION

2.5.5.11 Cultivation of growing medium in planting beds should be completed to reduce invasive plant growth, improve air and water penetration of the soil, moderate soil temperature, and improve planting area appearance, at the minimum frequencies outlined in Table 3, but more often if needed to maintain the landscape to its appropriate standard.

2.5.5.12 Depth of cultivation should be determined by the type of growing medium and plant material and should be undertaken without causing damage to roots of desirable plants.

## MULCHING

2.5.5.13 Mulch should be replenished regularly, no less than at the frequencies in Table 3, to retain soil moisture, protect plantings, and restore cover and planting bed design depth (typically not less than 50mm or 2" depth). A quality mulch layer reduces the labour and materials needed to control weeds, reduces water use, and helps maintain plant health.

2.5.5.14 Mulch applications should ensure no plants are covered or smothered.

2.5.5.15 Mulch is to be maintained clear of building foundations, paved areas, and utility covers.

- 2.5.5.16 Composted organic mulches such as compost, leaf mulch, composted bark mulch, or well-rotted manure should be worked into the soil with thorough cultivation to provide an organic soil amendment. Non-composted bark mulch should not be cultivated into the soil.
- 2.5.5.17 Mulch should be uniform in colour and appearance; free of sticks, cedar bark, splinters of wood, or trash; and free of invasive and noxious plants.

### SEASONAL PLANTINGS

- 2.5.5.18 Changes in display of annual plants should be as the Maintenance Levels in Table 3 or as specified in the landscape contract.
- 2.5.5.19 Layouts of annual plants should be such that each variety is shown to its best advantage and allows individual plants to mature to achieve a showy, attractive appearance.
- 2.5.5.20 Moisture content in annual plantings should be monitored regularly and watered whenever necessary to prevent wilting and maintain plant health.
- 2.5.5.21 Where garden beds are not planted during any season, they will be left cultivated and groomed to a smooth, friable soil surface.

*Wesbrook Neighbourhood – Nobel Park*



## 2.5.6 Integrated Pest Management

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Management of weeds and other pests is critical to landscape health. Landscape maintenance issues compound quickly if weeding and pest management is not provided. Integrated Pest Management (IPM) is an approach to pest control (weeds, insects, and diseases) that uses regular monitoring to determine if and when treatments are needed, and employs cultural, physical, mechanical, and biological tactics to keep pest numbers low enough to prevent intolerable damage or annoyance. Least-toxic chemical controls are used as a last resort.

### MONITORING

- 2.5.6.1 Monitoring for weeds, invasive plants, noxious plants, insect pests, and plant disease should be completed during each site visit, with potential issues reported promptly to the UNA.
- 2.5.6.2 Entomological or disease infestation must be dealt with promptly after identification using appropriate controls, following an Integrated Pest Management approach. It is essential that infestations are contained quickly to limit spread.
- 2.5.6.3 Insect, disease, or weed pests can be challenging to completely eliminate. The landscape should be managed at acceptable levels to avoid significant landscape or economic losses (e.g., avoiding uncontrolled spread, major plant loss, or other issues that could necessitate replacement of a landscape area).
- 2.5.6.4 Weed and invasive plants can be characterized under three categories:
  - **Weeds** include any plant that grows where it is not wanted.
  - **Invasive plants** include non-native plants that have been introduced to the area without the insect predators and plant pathogens that help keep them in check in their native habitats. Because of their aggressive growth, invasive plants can be highly destructive and difficult to control.
  - **Noxious weeds** are those species that have been designated by an agricultural authority as one that is injurious to agricultural or horticultural crops, natural habitats or ecosystems, or humans or livestock and are regulated by provincial legislation.

### MANAGEMENT

- 2.5.6.5 Weed and invasive plant controls should be very thorough in high level maintenance areas (e.g., Maintenance Levels 1-4). In lower priority areas (e.g., Maintenance Levels 5-6), invasive plant control activities will be less intensive, potentially limited to cutting back or mowing plants on a regular basis.

2.5.6.6 Proactive horticultural practices, including cultural, physical, and biological practices, should be prioritized to limit the need for more aggressive plant controls such as the use of chemicals.

2.5.6.7 All areas should be treated for weeds and invasive plants prior to those plants flowering. When weeds and invasive plants are permitted to flower, seeds are distributed and weed spread can be difficult to control.

## NON-CHEMICAL TREATMENTS

2.5.6.8 The following non-chemical controls should be considered first when managing pests:

- **Cultural controls** that use a plant health care approach that focuses on managing soil health, selecting plants that are appropriate to the site and resistant to pests, locating planting appropriate to site context, irrigation, pruning, and plant nutrition.
- **Physical or mechanical controls** that include manual removal of infested plants / plant parts or weeds; products that trap insects; or water pressure from a hose.
- **Biological controls** that introduce living natural enemies that are beneficial species to eliminate the pest in affected areas including beneficial insects (e.g., ladybugs) or pathogens (e.g., fungi or bacteria) that feed on pests while supporting the landscape.

2.5.6.9 Cultural controls should be undertaken for all landscape areas as follows:

- Avoid irrigating between late afternoon (e.g., 3:00 pm) and early morning (e.g., 4:00 am), as leaf wetness periods that extend into the night may increase disease problems.
- Irrigate enough to adequately wet the root zone but allow the soil to dry out between irrigation events to encourage deeper rooting.
- Select plant cultivars (where new plants are introduced) that are tolerant of disease and insect pests and select plant specimens that are healthy and free of pests.
- Inspect all plants, equipment, soils, mulch, and other materials being brought to the site to ensure they are free of potential pests.

2.5.6.10 Physical or mechanical controls should be undertaken for all landscape areas as follows:

- Manually remove any weeds, infested plants, or plant parts from site and destroy them. No diseased plant material should be left on site.
- Remove weeds in their entirety, including root systems and any other below-ground parts.
- Consider using sticky bands to repel crawling insects and sticky traps to attract and destroy flying insects away from their natural plant hosts.

2.5.6.11 Biological controls may be considered, where natural predators exist for the pest. To prepare for biological controls, the contractor should:

- Identify natural predators and parasites that will fight pests.
- Take measures to protect natural predators that are already present.
- Introduce new natural predators to help avoid a pest issue that is common with the plant types in the landscape, or to combat an infestation that has started.

## CHEMICAL USE

2.5.6.12 Chemical use will follow all UBC campus policies and BC provincial requirements.

2.5.6.13 All areas in which chemical controls are proposed to be used will be identified by the landscape maintenance provider in writing by the UNA prior to each application.

2.5.6.14 The UNA will review and consider future chemical use in UNA neighbourhoods on an annual basis.

2.5.6.15 The use of chemicals to control unwanted weed growth should be avoided or minimized to the greatest extent possible, recognizing these measures may at times be needed to control noxious or uncontrolled weeds that would result in unacceptable outcomes including irreversible damage from pest, disease, or weed infestation.

2.5.6.16 Facilities to which the public has free access should have no or minimal pesticide use except where irreversible damage would result from pest, disease, or weed infestation.

2.5.6.17 Where chemical controls are required, select pesticides to be used on the basis of highest effectiveness and selectivity, lowest hazard to human and environmental health, and least toxicity to non-target organisms.

2.5.6.18 Carry out any pesticide applications in strict accordance with the most current version of BC's *Integrated Pest Management Act and Regulation*.

2.5.6.19 Do not use any chemical restricted by provincial or municipal bylaws or regulations, or under review by Agriculture Canada for a health or environmental issue.

2.5.6.20 Read the pest control product's label and understand its relative toxicity, mode of action, persistence, and safe application. Apply the product to coincide with the susceptible stage of the pest and monitor outcomes.

2.5.6.21 Pesticide Use Records will be maintained for each application in accordance with BC's provincial requirements.

## 2.5.7 Watering

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Landscapes are living systems, and like all living things, require water to survive. Climate change projections indicate that the Lower Mainland will continue to see long stretches of drought during the summer. These dry conditions will tax water supply and increase the importance of observing water conservation practices, balanced with the need to provide enough water to keep landscapes healthy.

### SYSTEM MAINTENANCE & MANAGEMENT

- 2.5.7.1 Watering will follow current Metro Vancouver Drinking Water Conservation Plan regulations for Government / Schools / Parks.
- 2.5.7.2 Irrigation systems will be regularly monitored to identify leaks, performance issues, overspray, or other problems that could lead to water waste.
- 2.5.7.3 Watering will be such that the water penetrates the full depth of plant root zones.
- 2.5.7.4 Where automatic irrigation is run on a timer, it should be adjusted seasonally (every 2-3 months during the operating season) to respond to changes in precipitation rates, with water use minimized to the extent possible needed to maintain plant health.
- 2.5.7.5 Vegetation should be monitored during extended dry periods (typically July through August) for signs of drought impacts and adjustments made to watering schedules as required.
- 2.5.7.6 Irrigation scheduling should adhere to watering restrictions and automatic irrigation should be run outside high traffic periods and times when evapotranspiration is high (e.g., mid-day). Where possible, irrigation should be scheduled for early morning hours.
- 2.5.7.7 Irrigation systems will be turned off and blown out each fall (typically between September 15 – October 15) to prevent freezing damage. Systems will be restarted and tested each spring (typically between March 15 – April 30).
- 2.5.7.8 When a system is restarted in the spring, it should be thoroughly checked for leaks, valve problems, suitable irrigation head and nozzle operation, condition and effectiveness of risers, and controller and schedule operation.
- 2.5.7.9 Damage and repairs to the irrigation system should be recorded as part of monthly inspection records and promptly repaired.
- 2.5.7.10 An irrigation repair kit should be kept on site to ensure timely and effective irrigation system repairs.
- 2.5.7.11 Use of water conserving irrigation equipment such as smart controllers, moisture-based irrigation sensors, and efficient irrigation heads should be prioritized.

## 2.5.8 Landscaping Equipment

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High-quality commercial landscape equipment is essential to ongoing maintenance of landscapes in the UNA neighbourhoods. Conventional, gas-powered landscape equipment has negative impacts related to fossil fuel consumption, air pollution, and noise. Communities across British Columbia are beginning to transition to quieter, zero-emissions equivalents. To support this transition, the UNA should pursue opportunities to support convenient electric charging, help reduce vehicle travel through options like equipment storage or on-site green waste management, and work with maintenance providers to undertake a phased transition to zero-emissions equipment. See Section 2.6.7 on page 75 for potential projects that the UNA could consider.

### EQUIPMENT

- 2.5.8.1 All equipment used on site will be in good working order and suitable to the work.
- 2.5.8.2 All equipment and hand tools should be cleaned between site visits to prevent the spread of plant diseases and invasive or noxious weed seeds or reproductive parts.
- 2.5.8.3 Landscaping personnel shall take care when working beside structures, paved areas, or amenities, and will be responsible for making good any damage caused.
- 2.5.8.4 All equipment should be shut off when not actively being used for maintenance. Equipment will not be left idling or unattended under any circumstance.
- 2.5.8.5 The use of gasoline-powered landscape maintenance equipment will be phased out beginning in the 2024/2025 maintenance season, starting with frequently used equipment where equivalent or close-to equivalent level of service can be provided by zero-emissions alternatives (e.g., mowers, leaf blowers). During transition phases, seasonal equipment selection may be considered. For example, use of gas-powered leaf blowers only in fall months when leaf litter is heavy and wet or continued use of gas-powered equipment for low-frequency activities such as aerating.
- 2.5.8.6 All landscape equipment used in the course of landscape maintenance should not exceed a rating of 77 dBA on an approved sound meter, when received at the greater of 50 feet (15.2 metres) or a point of reception. Quieter equipment should be prioritized.

## 2.5.9 Water Features

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UNA neighbourhoods include a range of water features, including decorative fountains that use recirculated potable water, natural rainwater swales and ponds fed only by rain, and hybrid features fed by a combination of rainwater and potable water input (the channels and ponds of the Wesbrook neighbourhood).

Public water features are often highly appreciated by residents and bring value to properties in the neighbourhoods. However, decorative water features have some of the highest landscape maintenance requirements and costs and where maintenance is deferred there can be significant impacts including shut-down. In the future, water features fed by potable water sources are also at increased risk of impacts from elevating water restrictions. For example, Metro Vancouver's current Drinking Water Conservation Plan prohibits topping up or filling of aesthetic water features when restrictions move to Stage 2 or higher.

Each water feature has unique maintenance requirements. Monitoring and maintaining existing water features to avoid leaks or damage is important to keeping them in good operating condition.

### MAINTENANCE

- 2.5.9.1 An updated maintenance plan specific to each water feature should be prepared at the start of the maintenance period.
- 2.5.9.2 During operational periods, water features should be checked weekly, or as specified in the landscape maintenance contract, to confirm water level and absence of leaks, check operation of mechanical and electrical elements and filters, remove debris, and identify any need for corrective maintenance.
- 2.5.9.3 Water feature surfaces should be cleaned of algae, debris, and build-up at minimum once a year or as required to maintain operation and appearance.
- 2.5.9.4 Standing or stagnant water should be avoided. Where standing water is identified, corrective actions to drain or repair the issue should be taken.
- 2.5.9.5 Where existing decorative water features are subject to ongoing maintenance issues, impacts from water restrictions, and/or escalating management costs, the UNA should carefully consider retrofits into natural rainwater features without potable water use or removals to support water-wise and efficient landscape management practices. Changes to existing water features should be considered on a case-by-case basis, with careful analysis, identification of options and related costs, and consultation with residents and stakeholders.

## 2.5.10 Non-Horticultural Element Maintenance

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Non-horticulture elements include features such as paving, signage, lighting, curbing, furnishings, fences, play equipment, and art works.

- 2.5.10.1 Non-horticultural elements within the site will be maintained to the standards consistent with the selected Maintenance Level or surrounding landscape areas or as specified in the landscape maintenance contract.
- 2.5.10.2 Deterioration or unsafe conditions in any element of the site shall be documented and reported to the UNA.
- 2.5.10.3 Undesired vegetation and built-up sediment that will grow vegetation in paved or granular landscape areas will be removed. Pay special attention to areas around grates and drains to support clear drainage.
- 2.5.10.4 Drainage systems associated with hard surfaces should be inspected regularly and maintenance work completed as necessary to support clear drainage.

## 2.5.11 Waste Management

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A tidy landscape is important to community livability and neighbourhood character.

- 2.5.11.1 Litter picking / cleaning should take place during each maintenance visit and as per the frequencies outlined in Table 3.
- 2.5.11.2 Biodegradable landscape debris should be removed to a yard waste recycling facility, including turf clippings, leaves, branches, annuals, dead plant material, soil, etc. Acceptable facilities include composting facilities, topsoil production facilities, or other facilities which utilize yard waste for landscape purposes. No biodegradable material should be disposed of in garbage or landfill sites.
- 2.5.11.3 Weeds, prunings, leaves, rubbish, and other arisings from landscape maintenance work will be removed from site for composting or proper disposal (except where intentionally being left for winter habitat or ecological services – see policy 2.5.2.3). No material will be left on site, and the area will be left in a neat and tidy condition after each visit.
- 2.5.11.4 All hard surfacing should be swept or blown as necessary, with rubbish removed from site.
- 2.5.11.5 Waste disposal, both organic and inorganic, should occur as close as possible to the UBC campus, within reason, to reduce emissions associated with vehicle travel.
- 2.5.11.6 If landscape waste composting is undertaken within UNA neighbourhoods, composting facilities should be screened and maintained to minimize noise, odor, or visual impacts.

## 2.6 IMPLEMENTATION

Management of UNA neighbourhood landscapes will require ongoing adaptation. Review and adjustments to the Landscape Management Plan and the Maintenance Levels assigned to landscapes will necessarily evolve to reflect best practices, climate change adaptation, sustainability, cost, and other considerations. The following section outlines tools and processes to support the UNA in implementation of the LMP.

### 2.6.1 Landscape Mapping

A goal for the LMP is to support informed decision-making about landscape maintenance activities. Initial GIS mapping for landscape maintenance areas has been developed as a tool to identify areas under the UNA's jurisdiction, evaluate bids for consistency and value, and plan for future neighbourhood landscapes that will be added to the UNA management portfolio.

#### GIS MAPPING & DATABASE

A key outcome of the LMP process is a GIS database that will allow the UNA to continue to track, adjust, and manage the inventory of landscape areas for which they provide maintenance. Through this process, existing community green space landscapes were mapped in GIS and a database developed to code key characteristics for each unique landscape polygon that the UNA manages. Nearly 900 polygons are in the current landscape management area. The GIS database contains the details outlined in Table 5 about each landscape polygon.

Table 5: GIS Data

Data	Description
<b>Neighbourhood</b>	The neighbourhood in which it is located.
<b>Location</b>	A more detailed description of the polygon's location, typically described by proximity to a street, building, or park.
<b>Landscape Type</b>	The polygon's type of landscape (e.g., lawn, manicured garden, community garden, etc.), per Table 1 on page 29.
<b>Maintenance Level</b>	The polygon's currently assigned landscape maintenance level (level 1 through 6), per Table 2 on page 32.
<b>Contractor (current)</b>	The current landscape contractor providing maintenance for the polygon.
<b>Shape Area</b>	The area of the landscape polygon (in m <sup>2</sup> ).

The landscape polygons in the GIS database were created using the following process:

- ▶ Eight Landscape Types (see Section 2.2) were identified to categorize current landscapes within UNA Neighbourhoods.
- ▶ Six Maintenance Levels (see Section 2.3) were established based on the Canadian Landscape Standard and customized to local context to set consistent standards for landscape maintenance.
- ▶ Using a combination of site review, aerial photo interpretation, and referencing of the UNA's existing GIS datasets, landscape areas managed by the UNA were divided into landscape polygons based on shared characteristics and assigned an initial Landscape Type and Maintenance Level. An initial landscape management map was prepared for each neighbourhood.
- ▶ Review and ground-truthing of the initial mapping was completed by the project team and revisions to the mapping were completed.
- ▶ Review and feedback from stakeholders was obtained to further identify refinements.
- ▶ The working GIS database was packaged for ongoing use and management by the UNA.

The GIS landscape management database prepared through this process is a living database. All areas identified in the GIS database are approximate, based on aerial photo interpretation and site reconnaissance. Detailed information such as site survey was not available. It is anticipated that the GIS database will continue to be reviewed and refined over time.

*Hampton Neighbourhood*



## 2.6.2 Landscape Maintenance Budgeting

Understanding the cost associated with landscape maintenance can help inform maintenance decisions and expectations going forward. A preliminary budget estimating tool for landscape maintenance paired with the GIS data provide information that the UNA can use to:

- ▶ Review annual landscape maintenance bids for consistency and value.
- ▶ Analyze opportunities to change Landscape Types or Maintenance Levels to manage costs while maintaining acceptable quality.
- ▶ Anticipate landscape maintenance costs for future neighbourhood landscapes that will be added to the UNA management portfolio.

### BUDGETING SPREADSHEET

Managing landscape areas comes with costs. A large part of this cost is related to the labour required for maintenance activities to be completed. In estimating costs for landscape maintenance, an estimated duration of labour for required activities is multiplied by the frequency of each task to account for an estimated total number of hours needed for that task over a period of time (i.e., one year). The maintenance activities required, and the frequency of each activity, is guided by the Landscape Type and Maintenance Level assigned to an area in the GIS database.

Through this process, an initial budgeting spreadsheet has been developed to support future budget estimating and planning. The spreadsheet considers current (2023) budget unit costs for the different Landscape Types and Maintenance Levels that currently exist in UNA neighbourhoods. These were created using a process that included:

- ▶ Review of existing maintenance contracts.
- ▶ Development of assumptions around the activities and level of effort (person hours) to complete activities for Landscape Types / Maintenance Levels.
- ▶ Development of a preliminary unit cost (in  $m^2$ ) for each Landscape Type / Maintenance Level.

Table 6 below summarizes initial budget estimate unit costs for the existing Landscape Types / Maintenance Levels within UNA neighbourhoods. The following assumptions support these estimates:

- ▶ Estimates are approximate values for typical conditions. Specific variables (e.g., species of vegetation, access limitations, location, etc.) will increase or decrease actual maintenance costs. For example, maintaining lawn in boulevards is more cost-intensive than lawn in large park areas as the smaller spaces mean there are more points of interface with hardscape areas like curbs and sidewalks, which can increase edging and trimming demands. Budget estimates should be used for planning and budgeting purposes only.

- ▶ Budget estimates are based on available existing data and experience and are provided to support initial budgeting efforts. It is anticipated that estimates and budgeting approach will continue to be refined as new data becomes available through future contract bid processes.
- ▶ Budget estimates are identified for 2023. In future years, budget estimate updates should be completed to account for inflation and market variation.
- ▶ Budget estimates utilize information from existing contracts which are based on having access to the temporary public works yard in Wesbrook. If a permanent works yard is not available in the future, it should be anticipated that landscape costs will increase significantly (double or more) and challenges securing contractors to do the work may arise.

Table 6: Unit Costs for Current Landscape Types / Maintenance Levels in UNA Neighbourhoods

<b>Landscape Type</b>	<b>Maintenance Level</b>	<b>2023 Budget Unit Cost Estimate</b>
Grass Field (Playing Field)	1 – Well-Groomed	\$9.30 / m <sup>2</sup>
Lawn	2 – Groomed	\$8.40 / m <sup>2</sup>
Lawn	3 – Moderate	\$5.60 / m <sup>2</sup>
Lawn	4 – Limited	\$5.00 / m <sup>2</sup>
Manicured Planting Bed	1 – Well-Groomed	\$17.20 / m <sup>2</sup>
Manicured Planting Bed	2 – Groomed	\$12.10 / m <sup>2</sup>
Manicured Planting Bed	3 – Moderate	\$7.90 / m <sup>2</sup>
Manicured Planting Bed	4 – Limited	\$5.90 / m <sup>2</sup>
Naturalized Planting Bed	2 – Groomed	\$7.90 / m <sup>2</sup>
Naturalized Planting Bed	3 – Moderate	\$5.50 / m <sup>2</sup>
Naturalized Planting Bed	4 – Limited	\$3.80 / m <sup>2</sup>
Naturalized Planting Bed	5 – Background	\$2.60 / m <sup>2</sup>
Natural Area	5 – Background	\$2.10 / m <sup>2</sup>
Community Garden	6 – Service	\$1.40 / m <sup>2</sup>
Landscape Irrigation	n/a	\$4,800 / system
Water Feature / Splash Pad Inspection	n/a	Varies by feature
Playground Inspection	n/a	\$1,200 / playground / year
Garbage Receptacle Management	n/a	\$1,400 / receptacle / year

Unit Cost Estimates should be reviewed and updated in the database on an ongoing basis.

### 2.6.3 Landscape Management Contracts

The UNA holds contracts for landscape maintenance services with various commercial landscape companies. Selecting and collaborating with appropriate landscape maintenance providers for these services is essential to ongoing care of the spaces. The intent is for landscape management to be a collaborative process between the UNA and landscape maintenance providers to manage spaces for their optimal health, using a safe, environmentally sound, and cost efficient approaches.

It should be noted that many variables will affect costs of services. Ongoing shifts like increasing labour costs, equipment changes, fuel cost increases, or changes in maintenance levels will have ongoing, but typically manageable cost implications. Significant changes such as loss of access to an onsite public works yard will result in major cost implications.

### LANDSCAPE BID COMPARISON

It is anticipated that the UNA will collect bids and award landscape contracts on a regular basis. Through this process, opportunity exists to continue to collect data on landscape maintenance costs. This data will help the UNA more accurately forecast future landscape maintenance costs and increase consistency in the bidding and review process.

To collect bid data in a more consistent and comparable way, it is recommended that the UNA develop and implement a Standard Landscape Maintenance Bid Form to be completed by all contractors when bidding on maintenance contracts. See **Appendix D** for preliminary sample form that could be used as a starting point for refinement. The data collected through bid forms could inform regular reviews and updates of Budget Unit Cost Estimates.

*Chancellor Neighbourhood*



#### 2.6.4 Involvement of Others

While landscape management will primarily be the responsibility of the UNA and their landscape maintenance providers, along with UBC and UBCPT, opportunities may arise for others to contribute to maintaining landscape areas in UNA neighbourhoods. The UNA should consider opportunities such as:

- ▶ **Resident Feedback.** While the UNA collects resident feedback on an ongoing basis, there will be opportunities to “check-in” on landscape maintenance changes or pilot projects as they unfold. Gaining this feedback will help the UNA assess the effectiveness of potential management decisions and tailor landscape management approaches accordingly. An opportunity could be piloting a landscape maintenance change in a specific location, with signage and feedback opportunities to gather specific comments on residents’ perceptions on a change before it is implemented more broadly.
- ▶ **Collaborations with UBC Students & Organizations.** UBC has a wealth of knowledge across several departments that could contribute to the future of landscape management. Landscapes within the neighbourhoods could be candidate sites for studies, research, and pilot programs that involve educational learning, while supporting the guiding principles of the LMP. The UNA should seek opportunities to connect with potential educational partners to identify program ideas.
- ▶ **Volunteer Activities.** Residents in UNA neighbourhoods often express a willingness to participate in activities that support the health of their community, including the landscapes that surround them. While volunteers are not suitable for day-to-day maintenance of landscapes, a well-organized volunteer program can contribute to discrete activities like a neighbourhood clean-up event, a neighbourhood planting event, or an invasive species removal project. These types of activities help residents feel connected to their neighbourhood landscapes and can build understanding about how landscapes are managed in UNA neighbourhoods. Volunteer activities need to be thoughtfully organized and planned in order to achieve success.

## 2.6.5 Alignment with Key Processes & Documents

### NEIGHBOURS' AGREEMENT

The Neighbours' Agreement is an important contract between UBC and the UNA that provides a framework for the respective roles and relationships in managing the UNA neighbourhoods. Updates are negotiated from time-to-time to reflect current community characteristics. The Neighbours' Agreement is currently under review.

Matters documented in the agreement include:

- (a) the UNA's purposes and obligations;
- (b) the relationship between the UNA and UBC;
- (c) the scope of the Municipal-like Services and the UNA Facilities and Amenities that the UNA has agreed to manage, operate, or undertake;
- (d) the terms and conditions under which the UNA has agreed to manage, operate, or undertake the Municipal-like Services and the UNA Facilities and Amenities;
- (e) the sources and management of funds for the activities and services referred to in; and
- (f) the mechanism by which rules relating to noise, nuisance, parking, traffic, and other regulatory matters within the Neighbourhood Housing Areas will be put into effect.

Through the Neighbours' Agreement, the UNA agrees to provide landscaping services within the Neighbourhood Housing Areas. Schedule "D" of the current agreement outlines standards to which the UNA will adhere. The LMP provides a greater level of detail about the varied landscape areas in the neighbourhoods, including parks, streetscapes, open spaces, and community gardens, and integrates Landscape Types and Maintenance Levels. The LMP and the GIS Mapping Database are tools to support future updates to the Neighbours' Agreement.

## FUTURE UBC PROCESSES

UBC continues to plan for the future of the entire campus, including initiatives that may affect neighbourhood landscapes. Known plans that could influence landscape management practices in UNA neighbourhoods include:

- ▶ **Campus Vision 2050** – Campus Vision 2050 will shape how UBC Vancouver's physical campus will change and grow over the next 30 years. The process will include a high-level long-term description of the campus and conceptual diagrams that chart out its evolution over the coming 30 years; an updated land use plan for the campus, including policies on buildings, densities, and open space; and a 10-year campus plan that guides how academic facilities, housing, transportation, green and open space, and community amenities are accommodated. The LMP guiding principles and policies should align with and support the Campus Vision 2050.
- ▶ **Future Neighbourhood Climate Action Planning (Timing TBD)** – A Neighbourhood Climate Action Plan will be developed through a future process to support UBC's climate action planning in UNA neighbourhoods, as these areas will see a large portion of the campus' future growth. Like all sectors, landscape management will need to play a role in reaching ambitious climate action goals. Outcomes of future climate action planning work may inform refinement or addition of policies that support climate action, for example strengthening policy on emissions reduction in landscape maintenance equipment, or management of landscape waste to support a zero-waste future.
- ▶ **Neighbourhood Plans** – As UBC plans for future neighbourhoods, it will develop Neighbourhood Plans to guide how each UNA neighbourhood implements the UBC Land Use Plan. Neighbourhood Plans provide guidance on the public use and experience expected from public spaces, influencing how these landscapes will be managed in the future. It is anticipated that a Stadium Neighbourhood Plan will be completed in the short-term, and a neighbourhood planning process for Acadia East will be completed at a future point. In addition, existing neighbourhood plans could be updated.

As the UBC campus and neighbourhoods continue to evolve, new and updated plans will be created. Continuing to align the LMP with emerging practices and new information will ensure neighbourhood landscapes contribute positively to the vision for UBC's future.

## 2.6.6 Ongoing Review & Updates

### ONGOING LMP MANAGEMENT

It is expected that the UNA will update the mapping, budgeting information, and policy in the LMP on an ongoing basis, so it continues to provide accurate guidance for decision-making. Table 7 summarizes recommended actions and frequency for maintaining the LMP.

*Table 7: Recommended Actions for Maintaining the LMP*

Action	Recommended Frequency
<b>GIS Mapping &amp; Database Maintenance:</b> Update the GIS Mapping & Database to incorporate new landscape polygons added to UNA's management portfolio, update changes in Landscape Types / Maintenance Levels, update information about landscape maintenance providers, and keep data current.	<ul style="list-style-type: none"> <li>▪ Annually</li> <li>▪ As new landscape areas are added to the UNA management portfolio</li> </ul>
<b>Budget Unit Cost Estimate Maintenance:</b> Update the Budget Unit Cost Estimates for each Landscape Type / Maintenance Level to reflect current cost information gained through contract bid details and other updated cost information.	<ul style="list-style-type: none"> <li>▪ Annually (after review of maintenance provider bids)</li> </ul>
<b>Landscape Maintenance Provider Annual Meetings:</b> Consider meeting with current landscape maintenance providers near the end of their annual contract term to discuss potential refinements to Landscape Types / Maintenance Levels that could improve landscape maintenance delivery in the coming years (e.g., reduce costs, improve outcomes, etc.) Meetings would also be an opportunity to review updated or refined policies and to discuss issues and opportunities.	<ul style="list-style-type: none"> <li>▪ Annually (near end of contract)</li> </ul>
<b>LMP Policy Updates:</b> When related UBC plans or initiatives are completed, review the LMP guiding principles and policies to confirm they continue to align with broader strategies for the UBC campus and make updates as appropriate.	<ul style="list-style-type: none"> <li>▪ As needed, when relevant initiatives are complete</li> </ul>
<b>LMP Review:</b> In addition to ongoing data management, a detailed review and update of the LMP should be completed within 10 years to incorporate emerging best practices and policies, renew guiding principles, recognize new landscape areas in UNA neighbourhoods, and review and amend the Landscape Types and Maintenance Levels as required. The process should involve consultation with stakeholders, landscape maintenance providers, and neighbourhood residents.	<ul style="list-style-type: none"> <li>▪ 10 years</li> </ul>

### 2.6.7 Future Projects

The Landscape Management Plan will increase consistency and clarity on how the UNA manages neighbourhood landscapes. However, there are also opportunities to continue streamlining landscape management in UNA neighbourhoods through future **Potential Projects**. These are physical projects that the UNA could consider to help advance the guiding principles and policies of the LMP and reduce the resources required for long-term landscape management. Several project ideas are outlined in Table 8. The list developed is not exhaustive. Other opportunities for projects may arise.

There is a connection between landscape management delivery and resident expectations and property values. In many locations, public landscape areas are an important reason why people choose UNA neighbourhoods for their home. This underlines the importance of taking an incremental approach to change as significant shifts to perceived landscape quality may have negative impacts. As changes to the landscape can significantly affect resident perceptions, landscape character, and long-term management, all projects should be carefully considered and planned.

Over time, the UNA could consider making changes to landscape areas to better fulfill the guiding principles of the LMP. This could lead to changes in either Landscape Types (e.g., a shift from a manicured bed to a naturalized bed) or Maintenance Levels (e.g., shifting frequency and intensity of landscape maintenance either up or down). When considering changes, the LMP GIS Data and Budget Unit Cost Estimating information will help the UNA analyze potential benefits or challenges of making changes. It will also be important to carefully consider resident experience and expectations.

Pilot programs are an opportunity for the UNA to study potential changes within a small area, as well as resident support or concerns about the changes, prior to broad adoption. The UNA should consider pilot programs to study the effectiveness of potential projects in Table 8, or others as identified. Typical steps within a pilot program include:

- ▶ Design of the pilot program, with input from stakeholders as required;
- ▶ Implementation of the landscape management change within a selected area;
- ▶ Creation of communications materials and messaging outlining the rationale and benefits of the change to stakeholders and residents;
- ▶ Completion of a process for gathering feedback from stakeholders and residents on the pilot;
- ▶ Review of technical outcomes; and
- ▶ Decisions to continue, expand, or cease further implementation of the landscape management change.

*Table 8: Potential Projects*

<b>Potential Project</b>	<b>Neighbourhood</b>	<b>Challenge / Issue</b>	<b>Ideas</b>	<b>Priority</b>
Permanent UNA Public Works Yard	All Neighbourhoods	<ul style="list-style-type: none"> <li>▪ Currently, a temporary public works yard exists in Wesbrook; however, this area is planned for development</li> <li>▪ Without access to a works yard on the UBC campus, landscape maintenance providers estimate a doubling in landscape management costs and decrease in service levels due to the time required to move equipment in and out of UBC each day; the need to purchase bulk materials in small quantities and truck to site as needed; impacts to snow removal; and the inability to do on-site composting, requiring transfer station disposal</li> <li>▪ The LMP guiding principles and policies emphasize decreasing travel to reduce GHG emissions and increase sustainable service delivery</li> </ul>	<ul style="list-style-type: none"> <li>▪ Collaborate with UBC to identify and establish a permanent UNA public works yard within or close to UBC campus before the temporary works yard is decommissioned</li> </ul>	1
Select Water Feature Updates	Wesbrook	<ul style="list-style-type: none"> <li>▪ Some existing water features have ongoing management challenges including leaks, significant potable water use, and stagnation / algae growth</li> <li>▪ Metro Vancouver's Drinking Water Conservation Plan prohibits topping up or filling of aesthetic water features in Stages 2-4 of water restrictions, which may become more frequent if summer drought escalates</li> <li>▪ Public water features are often valued by residents and changes to them could affect resident perceptions or property values</li> </ul>	<ul style="list-style-type: none"> <li>▪ Limit new water features in public landscape areas</li> <li>▪ Research potential adaptations to sections of the system to be "dry" in summer with design mitigations to manage appearance issues (e.g., river rock lining)</li> <li>▪ Research other options to reduce / limit potable water addition</li> <li>▪ Integrate consultation with residents and stakeholders when considering changes</li> </ul>	2

Potential Project	Neighbourhood	Challenge / Issue	Ideas	Priority
Maintenance Level Reductions in Select Areas	All Neighbourhoods	<ul style="list-style-type: none"> <li>▪ Most lawn and manicured planting beds within UNA neighbourhoods are maintained at a high level (e.g., Maintenance Level 2)</li> <li>▪ This increases the frequency of maintenance services</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work with landscape maintenance providers to identify select areas to be shifted to lower maintenance levels (e.g., Maintenance Level 3 or 4)</li> <li>▪ Consider the balance between immediate cost-savings with perceptions of landscape quality and long-term impacts (e.g., premature replacement)</li> <li>▪ Focus changes initially on less prominent landscape areas and use pilot programs to test maintenance changes and monitor outcomes</li> </ul>	1
Forest Edge Naturalization	East Campus Hawthorn Wesbrook	<ul style="list-style-type: none"> <li>▪ Most natural areas include a finished edge of well-maintained (i.e., Maintenance Level 2) mown lawn</li> <li>▪ This creates large expanses of lawn area that require regular mowing and maintenance</li> <li>▪ Typically, these areas are not “actively” used by residents</li> </ul>	<ul style="list-style-type: none"> <li>▪ Convert existing lawn edges next to natural areas to a more natural finish (e.g., meadows or naturalized beds) that requires less frequent mowing (e.g., cutting back 1-2 times/year)</li> <li>▪ Consider sightlines in these areas</li> </ul>	1
Small Grass Boulevard / Median Naturalization	All Neighbourhoods	<ul style="list-style-type: none"> <li>▪ A large portion of boulevards and medians within UNA neighbourhoods are lawn that are regularly maintained to a high level (i.e., Maintenance Level 2)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Convert select boulevards and/or medians from lawn to low-maintenance, drought-tolerant groundcovers (e.g., decorative grasses, perennials, low woody plants)</li> <li>▪ Select plants tolerant to streetscape activity impacts, such as pedestrian traffic, snow loading, salt, etc.</li> </ul>	3

Potential Project	Neighbourhood	Challenge / Issue	Ideas	Priority
Large Grass Boulevard Naturalization	Hawthorn Wesbrook	<ul style="list-style-type: none"> <li>■ The campus entrances on W 16<sup>th</sup> Avenue and Stadium Road feature expansive lawn boulevards that are regularly maintained to a high level (i.e., Maintenance Level 2)</li> <li>■ Typically, these areas are not “actively” used by residents</li> </ul>	<ul style="list-style-type: none"> <li>■ Convert select large grass boulevard areas to Natural Area, including consideration for expansion of wooded areas and/or meadow landscapes</li> <li>■ Consider the need for entries to remain attractive and iconic with pedestrian sightlines</li> </ul>	3
Annual Planting Reductions	All Neighbourhoods	<ul style="list-style-type: none"> <li>■ Select campus areas include spaces for annual plantings to provide colour and interest</li> <li>■ Annual plantings typically require more maintenance and water than other landscapes</li> </ul>	<ul style="list-style-type: none"> <li>■ Convert select annual planting areas to perennials and/or bulbs so that splashes of colour continue to be provided, but with lower maintenance needs</li> </ul>	3
Manicured Hedge Reductions	Hampton Wesbrook	<ul style="list-style-type: none"> <li>■ Landscapes within the Hampton neighbourhood include highly manicured hedges</li> <li>■ Street trees in the Wesbrook neighbourhood are often surrounded by manicured boxwood hedges that require regular pruning to maintain their desired form</li> </ul>	<ul style="list-style-type: none"> <li>■ Consider converting select manicured hedging to an alternate finish such as low-maintenance groundcover / shrubs, mulch, or crushed stone</li> <li>■ Consider how the updated landscapes continues to provide visual interest</li> </ul>	3
Electric Charging for Landscape Maintenance Equipment	All Neighbourhoods	<ul style="list-style-type: none"> <li>■ Policy in the LMP supports a shift to electric equipment starting in the 2024/2025 season</li> <li>■ Access to secure electric charging facilities is not available in all UNA neighbourhoods</li> </ul>	<ul style="list-style-type: none"> <li>■ Seek to provide secure, convenient electric charging access to landscape maintenance providers throughout UNA neighbourhoods</li> </ul>	2
Plant Species Replacement	All Neighbourhoods	<ul style="list-style-type: none"> <li>■ Some plant species / landscape areas are performing poorly under current climate conditions</li> </ul>	<ul style="list-style-type: none"> <li>■ Replace poor performing plant species with better suited species</li> </ul>	3
CPTED – Sightline Improvements	All Neighbourhoods	<ul style="list-style-type: none"> <li>■ Currently, some planting areas act as a visual screen for public areas creating uncomfortable spaces</li> </ul>	<ul style="list-style-type: none"> <li>■ Revise vegetated areas to enhance sightlines and visibility</li> </ul>	3

Potential Project	Neighbourhood	Challenge / Issue	Ideas	Priority
Plant Species Enhancement	All Neighbourhoods	<ul style="list-style-type: none"> <li>■ Some plant species / areas provide low habitat value for pollinators, butterflies, birds, etc.</li> </ul>	<ul style="list-style-type: none"> <li>■ Integrate species that provide enhanced environmental services such as attracting pollinators or supporting rainwater management</li> </ul>	3

*Wesbrook Neighbourhood – Community Field & University Hill Secondary School*



## 2.6.8 Future Studies

Within the UNA landscape management system are a number of components that would benefit from future study to determine where efficiencies in maintenance practices exist. **Potential Studies**, outlined in Table 9 below, include system-wide analyses and planning focused on improving specific aspects of the system. The list below is not exhaustive. Other opportunities for studies may arise.

*Table 9: Potential Studies*

Potential Study	Purpose	Candidate Topics	Priority
Tree Management Plan (TMP)	A TMP is an opportunity to focus specifically on long-term management of the tree canopy, providing guidance for planning, maintaining, and renewing trees in UNA community green spaces. This could be coordinated with the UBC campus-wide biodiversity and tree strategy.	<ul style="list-style-type: none"> <li>▪ Inventory of existing trees (species, location, age, health, etc.)</li> <li>▪ Tree health management</li> <li>▪ Process for tree replacement / renewal</li> <li>▪ Details and specifications for long-term tree health</li> <li>▪ Integration of technologies such as soil cells</li> </ul>	1
Irrigation Audit & Strategy	Review the entire irrigation system managed by the UNA (by neighbourhood) to identify opportunities for water conservation, increased efficiency, and cost savings and to address existing issues such as watering schedule limitations.	<ul style="list-style-type: none"> <li>▪ Inventory of existing irrigation system and review of as-built drawings</li> <li>▪ Audit of irrigation function and issues</li> <li>▪ Recommendations for system upgrades and replacements</li> <li>▪ Standards for future irrigation connections</li> </ul>	3
Water Feature Strategy	A water feature strategy would provide an opportunity for a closer look at the benefits, issues, and costs of the management of water features across UNA neighbourhoods and identify potential strategies to increase sustainability, manage costs, or address issues.	<ul style="list-style-type: none"> <li>▪ Inventory of existing water features</li> <li>▪ Annual water use and cost review</li> <li>▪ Analysis of benefits and issues</li> <li>▪ Identification of options to change existing water features and summary of benefits</li> <li>▪ Potential pilot projects</li> <li>▪ Guidance on decision-making for future water features</li> </ul>	3

Potential Study	Purpose	Candidate Topics	Priority
Fertilizer Use & Pesticide Application Strategy	The use of fertilizers and chemicals can impact the natural and human environment. Opportunities to reduce or eliminate chemical applications could be considered. This strategy would allow more in-depth study of opportunities to transition to non-chemical pest management.	<ul style="list-style-type: none"><li>■ Inventory of current fertilizer and pesticide applications in all landscapes</li><li>■ Analysis of natural / non-chemical fertilization and pest management techniques and best practices</li><li>■ Potential pilot studies to shift fertilization and pesticide application in certain landscapes and monitor for efficacy</li><li>■ Updated policy for all landscapes in UNA neighbourhoods</li></ul>	3

*Hawthorn Neighbourhood – Rainwater Swale*





Wesbrook Neighbourhood – future development area

## SECTION 3 | FUTURE LANDSCAPES

As shown in Figure 8, four UNA neighbourhoods – Chancellor Place, Hawthorn Place, East Campus, and Hampton Place – are substantially built-out with little new development planned for the near future. Wesbrook Place neighbourhood is partially built-out, with development ongoing. Stadium is a future UNA neighbourhood, currently in the neighbourhood planning stage. In the mid- to long-term, a neighbourhood plan for Acadia East is anticipated. Campus Vision 2050, to be completed in 2024, will include an updated Land Use Plan that could refine future UNA neighbourhoods.

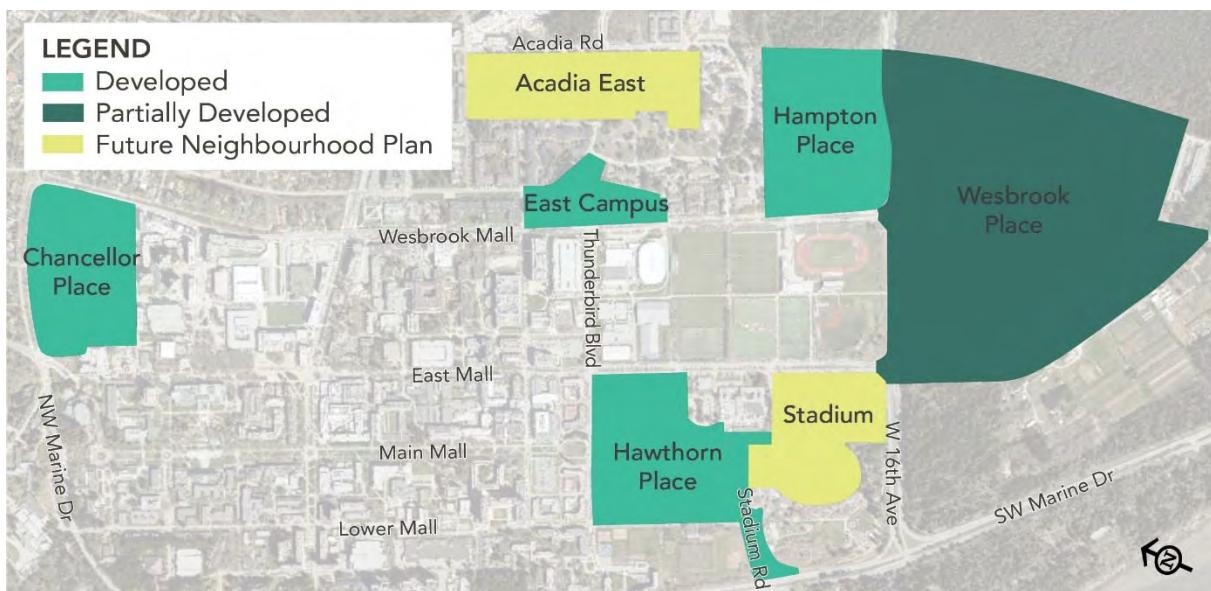


Figure 8: Status of UNA Neighbourhood Development

## 3.1 INPUT TO PLANNING & DESIGN

The UNA is responsible for landscape management of UNA neighbourhoods – existing and future. While it can take time to enact change and update landscapes in established neighbourhoods, future neighbourhoods present opportunities to do things differently. By Integrating landscape management considerations early into planning and design processes for future neighbourhood landscapes, UBC and the UNA can position these neighbourhoods to better deliver sustainable long-term landscape management.

### 3.1.1 Neighbourhood Planning Processes

Before a neighbourhood can be built, a Neighbourhood Plan is prepared to detail the layout and development program, following the policies set out in UBC's overall Land Use Plan. Neighbourhood Plans typically include a detailed plan of land uses, design guidelines, development controls, transportation strategies, and servicing strategies.

While each Neighbourhood Plan has a specific process, Figure 9 describes a typical planning process and opportunities for UNA involvement. A key role for the UNA will be reviewing plans and policy directions with a lens to long-term landscape management and sustainability.

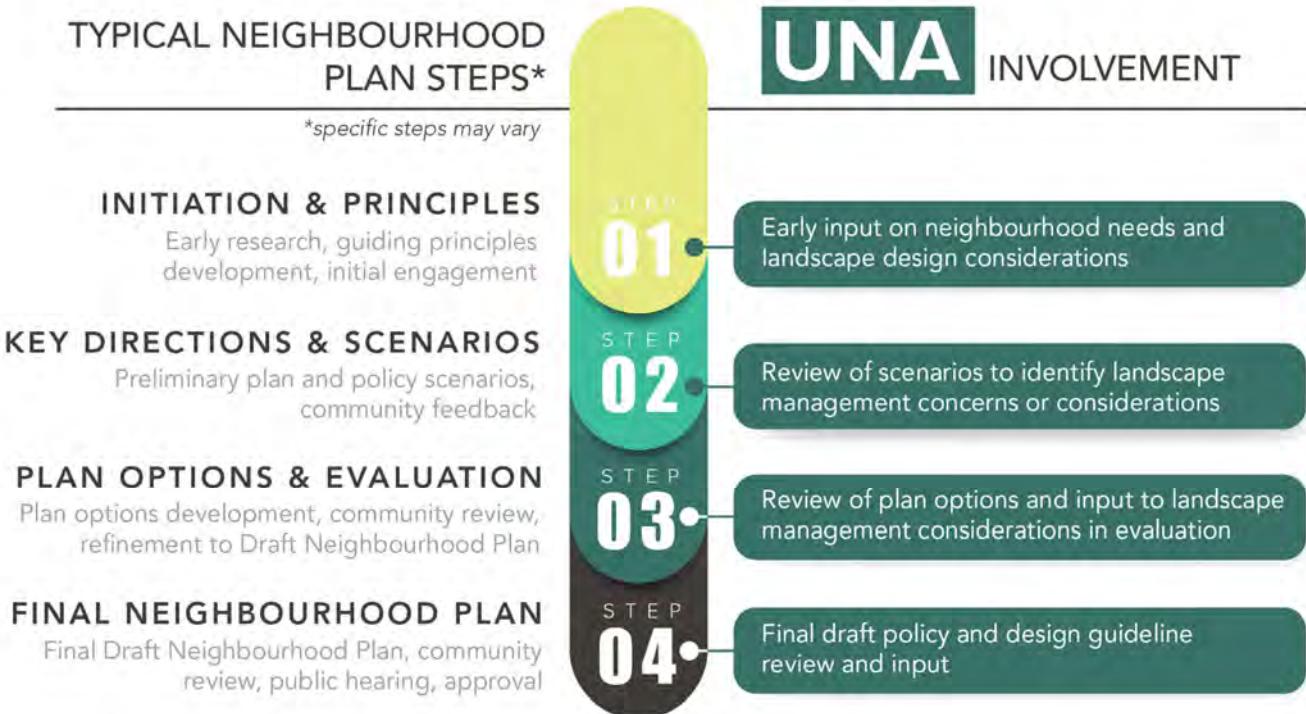


Figure 9: UNA Input Points to Neighbourhood Planning Processes

The UNA should contribute review and input to the following typical components of a Neighbourhood Plan:

- ▶ Sustainable Community Strategies
- ▶ Parks and Open Space Elements
- ▶ Design Guidelines for Public Realm Areas, including Streets, Greenways and Green Streets, and Plazas and Open Spaces
- ▶ Illustrations that describe the character of public realm areas

### 3.1.2 Development Permit Processes

When major new developments such as housing, commercial or community buildings, or significant new public realm projects like parks or trails, are proposed for UNA neighbourhoods, they must go through a Development Permit Application process. These processes allow for careful review and consideration on designs as they are developed so they meet the needs of UBC and its community. UBC Campus + Community planning guides these review processes.

UNA input on the design of community green space areas at strategic points in Development Permit Application processes will provide opportunity to identify landscape maintenance concerns or considerations, prior to acceptance of the design. Figure 10 on the following page outlines key points where UNA involvement in the Development Permit Application process for new major developments that include public open space in UNA neighbourhoods should be considered.

UBC and the UNA are currently refining the Streets & Landscape Permit Process to guide future permitting processes specific to public landscape areas. Once refined, the Streets & Landscape Permit Process will increase opportunities for the UNA to provide input at key points in the process.

## DEVELOPMENT PERMITS (DP) APPLICATION PROCESS

## **UNA** INVOLVEMENT

C&CP START-UP MEETING WITH  
DEVELOPER & DESIGN TEAM

STEP  
**01**

Input to landscape design expectations for  
community green space areas

ADVISORY URBAN DESIGN  
PANEL - PRELIMINARY

STEP  
**02**

DP APPLICATION RECEIVED  
FROM DEVELOPER

STEP  
**03**

DEVELOPMENT REVIEW  
COMMITTEE

STEP  
**04**

Participation in Review Committee to  
identify landscape management issues

PUBLIC NOTICE

STEP  
**05**

PUBLIC OPEN HOUSE

STEP  
**06**

ADVISORY URBAN DESIGN  
PLAN - FINAL APPLICATION

STEP  
**07**

DEVELOPMENT PERMIT  
BOARD

STEP  
**08**

FEEDBACK TO APPLICANTS

STEP  
**09**

Review of final draft plans and submission of  
comments to C+CP on outstanding issues

DIRECTOR OF PLANNING ISSUES  
DEVELOPMENT PERMIT

STEP  
**10**

Figure 10: UNA Input to Typical Development Permit Application Processes

## 3.2 UNA LMP DESIGN GUIDELINES

Every landscape decision comes with human, health, financial, and ecological implications. By designing landscapes that thrive naturally in a site's particular conditions, landscape management activities will be efficient and cost-effective. The following UNA LMP design guidelines specifically consider long-term management impacts of landscape design decisions and are provided for consideration in neighbourhood planning and site design processes for community green space areas that will be under the long-term management of the UNA.

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### PROCESSES

- 3.2.1.1 During a Neighbourhood Plan process, review by the UNA landscape management team should be included at key stages to obtain input on neighbourhood design and policy directions that may affect long-term landscape management.
- 3.2.1.2 During Development Permit Application processes for major developments within UNA neighbourhoods that include community green spaces that will ultimately be managed by the UNA, review by the UNA landscape management team should be included at key stages to obtain input on design directions that may affect long-term landscape management. Applications should include the following components to support UNA review of landscape management considerations:
  - a narrative of the community green space landscape design that describes how it responds to the site's specific conditions and how it considers ongoing maintenance;
  - a complete plant list and planting plan; and
  - a diagram of proposed Landscape Maintenance Levels per Table 2 of the LMP for each landscape area within the public realm.
- 3.2.1.3 At handover of landscape management of an area from UBCPT to the UNA, the following information should be provided:
  - As-built drawings showing the installed landscape, including planting, irrigation, and all site features;
  - Operational manuals or other information that informs site functions;
  - The current landscape maintenance plan;
  - Landscape maintenance logs that document activities completed, their frequency, and issues identified / managed; and
  - Budget details and costs for current landscape management activities.

## LANDSCAPE DESIGN

3.2.1.4 Landscapes should be designed to be easily maintained using sustainable landscape maintenance procedures.

3.2.1.5 Landscapes that require complex, time consuming maintenance processes and methods should be limited or avoided, for example:

- Design / installation of lawn areas that make servicing with riding mowers difficult, such as those that are less than 2m wide, end in very narrow angles, are punctuated with obstacles, are overly steep, are surrounded by vegetation, or are oddly shaped.
- Placement of lawn directly adjacent to vertical features such as retaining walls or buildings that would necessitate regular trimming. Mow strips should be provided.
- Designs that restrict access by maintenance personnel for regular activities including monitoring, weeding, mulching, pruning, etc., such as high retaining structures, overly steep slopes, or impermeable plant massing.
- Plantings in narrow medians where landscape maintenance personnel are exposed to higher than typical risks from moving vehicle traffic.
- Watercourses or water features that have non-natural edges or bottoms (e.g., concrete / rubber) or recirculating systems that necessitate regular maintenance and management of mechanical equipment.

3.2.1.6 Highly decorative and maintenance-intensive landscapes that are intended to be maintained to Landscape Maintenance Levels 1 or 2 (per Table 2), should be restricted to a small number of high-visibility areas such as campus or neighbourhood gateways.

3.2.1.7 Naturalized landscapes that are intended evolve over time are encouraged. Where naturalized landscapes are installed, establishment maintenance for the first two to five years should be to a high maintenance level (e.g., Level 2 or 3). Once the landscape is established and functioning as intended, the maintenance level reductions may be considered (e.g., Level 4 or 5).

3.2.1.8 To the extent possible, areas that require intensive mowing should be minimized, especially in locations that do not function for human activity such as hillsides or along busy roadways. It is expected that areas with mown lawn will continue to be provided to support resident activity such as playing fields, areas around playgrounds, and spaces for casual use and enjoyment.

## SUSTAINABILITY

3.2.1.9 Broad-scale planning should identify opportunities for landscape composting on campus to reduce travel distances related to off-site landscape waste disposal.

- 3.2.1.10 Decorative water features requiring mechanical systems and/or ongoing addition of potable water should be avoided (excluding recreational water features like spray parks or play features). If decorative water features are used, they should be designed for efficient recirculation with minimal water lost to evapotranspiration, run-off, overspray, etc.
- 3.2.1.11 Stormwater features that rely on natural water supply from rainwater should be designed to be aesthetically pleasing and functional during both wet and dry conditions, including when no natural water source is available during summer months (i.e., there is no standing or stagnant water, plantings are attractive through all seasons).
- 3.2.1.12 Landscape designs should provide sufficient root growing zones for trees, particularly in streetscape areas. Refer to James Urban's Up By Roots publication, 2008 for recommended soil volumes related to tree sizes. Soil cells or other technologies to increase root growing zones in urban environments should be considered. Tree planting in locations with limited rooting zones typically necessitate higher-intensity maintenance including pruning, replacement, or addressing issues with lifting hardscapes.
- 3.2.1.13 Designs should include direction on management of invasive species, including those that exist on site in pre-development conditions, and where there are invasive species on adjacent sites that could impact the landscape post-development.
- 3.2.1.14 All neighbourhoods should include secure electric charging infrastructure that is available for charging of electric landscaping equipment.
- 3.2.1.15 Landscape designs should address life-cycle costs including ongoing maintenance and renewal / replacement.

## PLANTING

- 3.2.1.16 Landscape areas should use plants tolerant of UBC's soils, climate, and water availability.
- 3.2.1.17 Plant material selection should prioritize species that are anticipated to withstand the impacts of a changing climate.
- 3.2.1.18 Drought tolerant plant species should be prioritized to create a landscape that, when mature, will require little or no water use for survival, recognizing that the UBC climate is not conducive to elimination of all irrigation.
- 3.2.1.19 Plant species that form dense coverage should be used within the shrub and groundcover layers to facilitate full coverage and help reduce landscape maintenance requirements.
- 3.2.1.20 Plant materials that require minimal pruning, cutback, or replacement should be used. Plantings that require frequent pruning to maintain form and character or to avoid crowding of adjacent building foundations or walkways should be limited or avoided.

- 3.2.1.21 Use of plants with substantial thorns or brambles that restrict maintenance access or those that contain toxic substances that cause irritation, poisoning, or allergic reaction should be avoided.
- 3.2.1.22 No invasive plants or plants known to aggressively spread through underground rhizomes will be permitted.
- 3.2.1.23 Opportunities to utilize hardy flowering perennials and seasonal bulbs (rather than annuals) should be maximized to provide vibrant, colourful landscapes, while reducing ongoing maintenance requirements.
- 3.2.1.24 Planting layouts should be designed to allow plants to naturally grow to their mature size and form without overcrowding.
- 3.2.1.25 Planting areas should have a minimum 50 mm / 2" depth of appropriate mulch to retain soil moisture, protect plantings, control weeds, and help maintain plant health. This mulch is to be topped up within the month prior to handover of landscape maintenance to the UNA.
- 3.2.1.26 Newly installed landscape plantings should be maintained for at least two years (or longer), prior to handing landscape management over to the UNA.

## IRRIGATION

- 3.2.1.27 Where possible, landscapes should be designed to require little to no permanent irrigation. In circumstances where automatic irrigation is required, high-efficiency automatic irrigation systems should be used to provide effective watering of landscape areas. Where possible, alternatives to use of potable water for irrigation systems (e.g., grey water re-use) should be explored.
- 3.2.1.28 Hose bibs or quick couplers should be provided at intervals that can reach all landscape areas to allow for manual watering if required.

*East Campus Park*







*Wesbrook Neighbourhood – Wesbrook Community Park*

## APPENDICES

**APPENDIX A: GLOSSARY**

**APPENDIX B: ENGAGEMENT SUMMARY**

**APPENDIX C: SAMPLE WALK-THROUGH FORM**

**APPENDIX D: SAMPLE LANDSCAPE MAINTENANCE BID SHEET**





*East Campus Park Playground*

# APPENDIX A

## GLOSSARY

**Aeration** - A maintenance procedure to improve water penetration and soil / growing medium structure by relieving compaction; often done by coring.

**As-Built Drawing** - A drawing or series of drawings that record the features, layout, and details of a construction / installation project as-built following its completion. As-built drawings show the dimensions, geometry, and location of all features of the project. As-built drawings document any changes made during the construction of the project that differs from the original design.

**Bark Mulch** - An organic mulch that is comprised of bark chips and fines which are spread out over the ground surface to prevent growing medium erosion and weed germination, improve growing medium fertility and health, and conserve growing medium moisture.

**Canadian Landscape Standard** - A nationally recognized standard which defines good landscape construction and management practices.

**Climate Change** - A change in global or regional climate patterns, in particular a change apparent from the mid to late 20th century onwards and attributed largely to the increased levels of atmospheric carbon dioxide produced by the use of fossil fuels. Climate change refers to significant changes in global temperature, precipitation, wind patterns, and other measures of climate that occur over several decades or longer.

**Community Green Spaces** - Landscaped areas within UNA neighbourhoods intended for public use, including streetscapes, parkland, and green spaces like urban forests. Landscapes in these areas are typically managed by the UNA.

**Cultivation** - A term used for the tilling of growing medium to promote air exchange and water penetration. Cultivating is undertaken in preparation for planting or during regular maintenance.

**De-Thatching** - A maintenance procedure that involves a machine that makes a series of vertical cuts into turf to penetrate and remove accumulated layers of decaying plants on the growing medium surface.

**Developer** - The party responsible for building a new area of campus such as a building or green space. Typically, the developer is responsible for providing landscape maintenance of public green spaces from the end of construction for a specified timeframe (often two years) before maintenance becomes the responsibility of the UNA.

**Development Permit** - A permit issued by UBC Campus + Community Planning that allows the construction of buildings, structures, or open spaces at UBC Vancouver's campus lands. Development Permits are required for any project that involves new building construction, changes to the exterior appearance of an existing building, changes to the public realm, and changes to land use.

**Edging** - A maintenance activity that involves cutting back overgrowth of lawn into adjacent hard or soft landscape areas to form a tidy edge.

**End Phase** - The final stage in a landscape's life cycle, often characterized by the decline, removal, or transformation of landscape elements. This phase typically occurs when the landscape has reached the end of its intended lifespan or when there is a need for significant changes or redevelopment.

**Erosion** - The action of surface processes (such as water flow) that removes growing medium, rock, or dissolved material from one location and then transports it to another location.

**Establishment Phase** - The period in a landscape's life cycle immediately following the installation, during which the newly installed elements are nurtured to grow and develop.

**Fertilizer** - An organic or inorganic material, of natural or synthetic origins, that is applied to growing medium or plant tissue to supply one or more plant nutrients essential to the growth of plants.

**Green Waste** - Organic waste that can be composted. For landscape maintenance providers that includes grass clippings, leaves, and branches from pruned plants, finished annuals, non invasive weeds, and fallen leaves from trees.

**Greenway** - A corridor of undeveloped land typically near or surrounded by urban development that is retained for recreational use or environmental protection.

**Greywater** - Lightly used household wastewater that does not contain fecal contamination. Greywater may have potential for reuse in the landscape for irrigation purposes.

**Groundcover** - Small, low-growing plants that grow over an area of ground, used to provide protection from erosion and drought, and to improve aesthetic appearance.

**Growing Medium** - The material that plants grow in. Growing medium has three main functions: to supply roots with nutrients, air, and water; to support maximum root growth; and to physically support the plant.

**Guiding Principles** - Overarching statements that describe the UNA's overall approach to landscape management.

**Habitat** - The natural home of the native / local flora and fauna.

**Integrated Pest Management (IPM)** - An approach to planning and managing pests that uses a combination of cultural, biological, mechanical, and chemical methods to reduce pest populations to acceptable levels and with the least disruption to the environment starting with the least toxic control first.

**Invasive Plants** - Plant species that can be harmful when introduced into new areas. These include non-native plants that have been introduced to the area without the insect predators and plant pathogens that help keep them in check in their native habitats. Because of their aggressive growth, invasive plants can be highly destructive and difficult to control.

**Irrigation** - Distribution of water over the surface of land to encourage the growth of vegetation.

**Irrigation System** - An automated system that delivers and distributes water to landscape / softscape elements including but not limited to lawns, gardens, and horticultural crops, for the purpose of growing and maintaining moisture during periods of inadequate rainfall. Components of these systems can include sprinklers, nozzles, controllers, bubblers, drip emitters, valves, backflow prevention, pipe, etc.

**Landscape Maintenance Contract** - A written contract between the UNA and a landscape maintenance provider that outlines the requirements for maintaining a select landscape area for a specified term.

**Landscape Maintenance Provider** - The successful landscape contracting proponent to procure a maintenance contract for maintaining UNA landscapes for a specified contract term. Their responsibilities typically (but do not always) involve landscape and lawn maintenance, clearing of pedestrian surfaces, litter clean up, and irrigation system management. Other tasks can also be included in the contract scope of work as determined in each landscape maintenance contract.

**Landscape Management Plan** - A Landscape Management Plan marries day-to-day maintenance with a long-term vision so that landscapes continue to fulfill their intended purpose – providing healthy, aesthetically-pleasing environments that enhance community livability and social connection. Landscape management guides how to sustain healthy landscapes through their evolution, considering different layers like ecology, character, function, location, safety, and cost.

**Landscape Type** - Landscape Types describe the intended use, form, and character of landscape areas.

**Lawn** - An area of land planted with grasses and other durable plants which are maintained at a short height with a lawnmower and used for aesthetic and recreational purposes.

**Maintenance Level** - Landscape Maintenance Levels outline the expectations as to what standard and how frequently landscape areas should be maintained. Adapted from the Canadian Landscape Standard, they are intended to provide clarity about expectations and support consistency in the application of maintenance practices.

**Maintenance Plan** - A document, developed by a landscape maintenance provider, that includes details about landscape maintenance activities for a specific landscape area over a certain timeframe, and includes information such as tasks to be performed, methods, product application rates, frequencies, and schedules.

**Maintenance Policy** - General considerations for landscape maintenance that apply to all UNA landscape management areas.

**Maintenance Report** - A regular summary that documents maintenance services performed, a summary of current state of the landscape, and identification of issues and solutions to rectify identified issues.

**Mature Phase** - The stage in a landscape's life cycle when the plants and other elements have reached their full size and character. It is the point at which the landscape has achieved its intended design vision and has become an established and thriving ecosystem.

**Mulch** - A layer of material applied to the surface of planting beds. Mulch materials can include products such as bark, peat moss, compost, shredded leaves, hay or straw, lawn clippings, and gravel, spread over growing medium around the base of plants. During the growing season, mulch can help conserve growing medium moisture, improve fertility and growing medium health, inhibit weeds, and moderate growing medium temperature. Fresh layers of mulch are also spread to enhance aesthetics.

**Municipal-like Services** - Services provided by an organization that are comparable to those provided by a municipality for its residents. The UNA provides the following municipal-like services: community programs and facilities, regulations (e.g., parking and noise), maintenance of local infrastructure (sewer and streets), maintenance of community green spaces, planning for future community amenities, elections, sustainability promotion, and liaising with UBC and others.

**Native Species** - A plant or animal that occurs naturally in a particular habitat, ecosystem, or region of Canada without direct or indirect human actions.

**Naturalized Species** - Plant species that spread into environments that are not within their native range and are able to reproduce in their new home, and eventually establish a new population there. They do not typically outcompete native vegetation and instead live alongside them.

**Neighbourhood Housing Areas** - Areas of the UBC campus specified for neighbourhood development in the UBC Land Use Plan. There are seven Neighbourhood Housing Areas: Chancellor Place, Hampton Place, Hawthorn Place, Wesbrook Place, East Campus, Stadium, and Acadia East.

**Neighbourhood Plan** - A document that provides a clear and comprehensive land-use and development vision for a specific neighbourhood.

**Neighbours' Agreement** - An important agreement between the University of British Columbia and the UNA that provides a framework for the respective roles and relationships in managing the UNA neighbourhoods. The matters documented in the agreement include:

- (a) the UNA's purposes and obligations;
- (b) the relationship between the UNA and UBC;
- (c) the scope of the Municipal-like Services and the UNA Facilities and Amenities that the UNA has agreed to manage, operate, or undertake;
- (d) the terms and conditions under which the UNA has agreed to manage, operate, or undertake the Municipal-like Services and the UNA Facilities and Amenities;
- (e) the sources and management of funds for the activities and services referred to in; and
- (f) the mechanism by which rules relating to noise, nuisance, parking, traffic, and other regulatory matters within the Neighbourhood Housing Areas will be put into effect.

**Non-Chemical Treatments** - Pest management controls that do not utilize chemicals to control pests. These may include:

- ▶ **Cultural controls** that use a plant health care approach that focuses on managing soil health, selecting plants that are appropriate to the site and resistant to pests, locating planting appropriate to site context, irrigation, pruning, and plant nutrition.
- ▶ **Physical or mechanical controls** that include manual removal of infested plants / plant parts or weeds; products that trap insects; or water pressure from a hose.
- ▶ **Biological controls** that introduce living natural enemies that are beneficial species to eliminate a pest in affected areas including beneficial insects (e.g., ladybugs) or pathogens (e.g., fungi or bacteria) that feed on pests while supporting the landscape.

**Noxious Weeds** - A weed that has been designated by an agricultural authority as one that is injurious to agricultural or horticultural crops, natural habitats or ecosystems, or humans or livestock. Often, they are plants that grow aggressively, multiply quickly without natural controls, and display adverse effects through contact or ingestion.

**Overseeding** - The planting of grass seed directly into existing turf, without tearing up the turf or the soil. Overseeding is performed to fill in bare spots, improve the density of turf, and establish improved grass varieties.

**Pesticide** - Substances that are meant to control pests, including weeds. They are available in a variety of chemical compositions in the form of dusts, granules, pellets, wettable powders, emulsified concentrates, and aerosols. The term pesticide includes all of the following: herbicide, insecticides nematicide, molluscicide, piscicide, avicide, rodenticide, bactericide, insect repellent, animal repellent, antimicrobial, and fungicide.

**Pilot Program** - A small-scale, short-term project that helps an organization learn how a large-scale project might work in practice and collect user opinion on how it functions. It is a way to test out a new amenity, program, or study with lower cost and risk.

**Pollinator Plant Species** - Flowering plant species that attract and support bees, butterflies, and other pollinators because of their source of pollen or nectar.

**Pruning** - The selective cutting and removing of parts of a tree or shrub. Pruning covers a number of horticultural techniques that control growth and shape; removes dead, damaged, or diseased wood; and/or stimulates the formation of flowers and fruit buds. Pruning often means cutting branches back and sometimes removing limbs entirely to preserve or improve plant health and structure.

**Rainwater Management Landscape Feature** - A landscape element that supports regular infiltration of rainwater (e.g., raingarden, swale, etc.) and avoids incidences of standing water. Regular monitoring and maintenance of rainwater management landscape features are required to maintain the vegetation, structures, infiltration capacity, and remove blockages.

**Specimen** - An unusual or impressive plant that exhibits all the best characteristics typically associated with its type, planted as a focal point or point of interest in a landscape. This designation may be used to indicate exceptionally heavy, well-shaped plants or to emphasize that certain specified traits are required.

**Stakeholder** - A person or group of people with particular interest or concern in something as they would be affected by the outcome of the project, decision, or change.

**Sustainability** - The continuous effort to meet the needs of the present generation without compromising the ability of future generations to meet their needs.

**Topdressing** - Application of fertilizer, compost, manure, or other growing medium amendment to the ground surface or a lawn.

**UBC Campus + Community Planning** - The UBC organization that provides overall planning, consultation, and coordination to create a campus that supports UBC's guiding vision of making the world a better place.

**UBC Facilities Municipal Services** - Provides municipal-like services to UBC academic campus areas, similar to the services that the UNA provides to the neighbourhoods. The groups collaborate to deliver consistent and aligned services.

**UBC Properties Trust** - The UBC organization that develops land into residential, academic, and community amenities that build a financial legacy and create innovative spaces for learning and living.

**UBC Services Levy** - The taxes collected by UBC to pay for municipal-like services. The levy amount is set through the Provincial Rural Tax Rate and the City of Vancouver Residential Tax Rate and cannot be adjusted by the UNA. The total property taxes paid by UNA homeowners must be the same as property taxes for a comparably assessed property in the City of Vancouver.

**University Neighbourhoods Association (UNA)** - The UNA was established by the University of British Columbia in 2002 as a civic and social organization to represent the residents living within UNA neighbourhoods. The UNA promotes the development of good neighbourhoods and provides, operates, and maintains municipal-like services and facilities on behalf of the residents.

**Urban Ecology** - The study of ecosystems and the biodiversity of plants and animals (including humans) in an urban environment and their relationship to and function within the urban environment. The goal of urban ecology is to support sustainable development and enhance greenspace in urban environments.

**Urban Forest** - The collection of trees or forest that grow within a city or urban area. Urban forests often provide habitat corridors for wildlife.

**Weed** - Any plant that grows where it is not wanted.

**Zero-emissions** - Refers to an engine, motor, process, or other energy source that emits no waste products that pollute the environment or disrupt the climate.





*Hampton Neighbourhood*

# APPENDIX B

## ENGAGEMENT SUMMARY

# SNAPSHOT

This page provides a quick summary of community input. Learn more by browsing the full report.

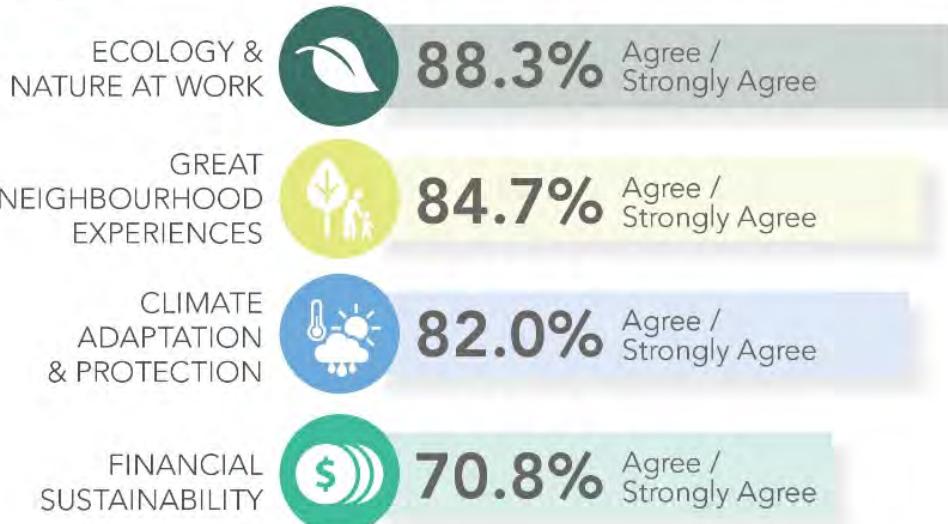


The following is a snapshot of input collected through the public survey. It includes feedback on draft guiding principles for landscape management in UNA neighbourhoods, resident priorities for the future, and how the UNA can balance landscape maintenance in a fiscally responsible manner.



## DRAFT GUIDING PRINCIPLES

Level of participant agreement with the draft guiding principles



## TOP PRIORITIES

Resident priorities for landscape management

- 1 Environmental / habitat protection and enhancement
- 2 Using landscape management practices that have low impact
- 3 Managing noise of daily operations (e.g., use of equipment)



## BALANCING COSTS & SERVICE

Thoughts on approaches for balancing level of landscape maintenance with increasing costs for services

**66%** Support consideration of strategic changes to decrease maintenance requirements in certain landscape areas (e.g., naturalization, reduced mow areas, reduced watering), helping to manage increases in maintenance costs

**24%** Encourage approaches to maintain landscape areas to a similar standard as today, recognizing that costs will continue to increase and may require trade-offs that reduce other services the UNA provides (e.g., recreation and cultural programs, community events, upgrades, etc.)

**10%** Are unsure at this time



## OTHER THEMES

Common comments and suggestions

- **Collaborate** to share knowledge and maximize benefits
- **Prepare** now for climate change
- **Plan** future landscapes to be sustainable
- **Maintain** quality of life
- **Make** changes thoughtfully (do not rush)



Hawthorn Neighbourhood – Eagles Park

## APPENDIX C

### SAMPLE WALK-THROUGH FORM

*The following walk-through form is provided for information. It is intended to form a starting point that will be adapted to site context and customized by the UNA, in partnership with landscape maintenance providers.*

## SITE DETAILS

Contract No. & Site Name: \_\_\_\_\_

Contractor: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date of Walk-Through: \_\_\_\_\_

## EQUIPMENT

*List all equipment being used during maintenance:*

Equipment Make / Model	Use	Electric Power (Y/N)	Noise Rating

## SUSTAINABILITY

*List and describe sustainable maintenance practices or techniques undertaken:*

Sustainable Landscape Practice / Description

## WALK-THROUGH SUMMARY REPORT

*Remove or cross off areas / topics that are not applicable to the landscape contract.*

Area	Walk-Through Report		Condition Inspection Report			Comments / Locations	
	Typical Maintenance Level	Discussion on Potential Changes / Updates	Topic	Condition			
				Good	Needs Attention		
Lawns			General Appearance				
			Mowing Height				
			Water / Moisture				
			Edging & Trimming				
			Pest / Disease Monitor & Control				
			Weed Control				
			Fertilization				
Trees			General Conditions				
			Water / Moisture				
			Pest / Disease Monitor & Control				
			Wells / Saucers / Edging / Mulch				
			Pruning / Repair				
			Stakes / Wires / Anchors				
			Base Damage / Girdling				
			Fertilization				

Area	Walk-Through Report		Condition Inspection Report			Comments / Locations	
	Typical Maintenance Level	Discussion on Potential Changes / Updates	Topic	Condition			
				Good	Needs Attention		
Planting Beds  Shrubs, Perennials, Groundcover, Vines			General Condition				
			Water / Moisture				
			Pest / Disease Monitor & Control				
			Pruning / Repair				
			Weed Control				
			Cultivation				
			Edging / Mulch				
			Fertilization				
Annual Beds			Plant Condition				
			Water / Moisture				
			Pest / Disease Monitor & Control				
			Cultivation / Deadhead				
			Fertilization				
Paved / Graveled / Bare Areas			Surface Condition				
			Weed Control				
			Curbs / Stops / Dividers				

Area	Walk-Through Report		Condition Inspection Report			Comments / Locations	
	Typical Maintenance Level	Discussion on Potential Changes / Updates	Topic	Condition			
				Good	Needs Attention		
Irrigation System			Heads / Risers				
			Pressure				
			Coverage				
			Controllers / Settings / Schedule				
Drains / Ditches			Draining As Intended				
			Inlets / Outlets Clean				
Play-grounds			Inspected / Litter Removed				
			Repairs / Repainting Completed				
Water Features			Mechanical Systems Functioning				
			Inlets / Outlets Clean				
			Surfaces / Finishes Clean				
Fixtures			Cleanliness / Damage / Graffiti				
Litter			Clear of Litter / Garbage				
Other							





East Campus – TRIUMF House

## APPENDIX D

### SAMPLE LANDSCAPE MAINTENANCE BID SHEET

*The following sample maintenance bid sheet is provided for information. It is intended to form a starting point that will be adapted to site context and customized by the UNA.*

## CONTRACT AREA OVERVIEW

<b>Neighbourhood(s):</b>	<i>Insert name of neighbourhood(s) included in contract</i>
<b>Key Components:</b>	<i>Describe key components or tasks to be completed Refer to map on following page for locations</i>
<b>General Objectives:</b>	<i>Summarize general intent of landscape management in this area</i>
<b>Special Considerations:</b>	<i>Summarize considerations that are specific within this contract area</i>
<b>Sustainability Requirements:</b>	<i>Outline specific sustainability requirements that UNA requires for the contract period. These could include requirements related to zero-emissions maintenance equipment, chemical use restrictions, landscape green waste disposal, or other specific measures where further detail is required beyond the guidance provided in Section 2.5: General Maintenance Policies.</i>
<b>Contract Period:</b>	<i>Dates between which the contract will be valid</i>

## LANDSCAPE MAINTENANCE PROVIDER DETAILS

Company Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

## SUSTAINABLE PRACTICES DETAILS

### Landscape Equipment List

*List all equipment intended to be used in provision of the landscape maintenance services.*

Equipment Make / Model	Intended Use	Electric Power (Y/N)	Noise Rating

### Green Waste Disposal Practices

- Location to be used for green waste disposal: \_\_\_\_\_
- Distance of disposal facility from site: \_\_\_\_\_ km

### Sustainability Practices

*List sustainable or green practices intended to be used in the provision of landscape maintenance services. These could include practices such as use of mulching mowers to leave grass clippings on site, use of cultural, physical, or biological controls for invasive species, irrigation management to reduce water use, leaf litter management to increase habitat and cover during the winter months, etc.*

Sustainability Practice	Description

### COSTS FOR UNSCHEDULED OR ADDITIONAL TASKS

*List any common maintenance activities that could arise during the contract period but are not included in the base contract.*

Task	Cost

### CONTRACT AREA MAP

*Insert map showing the extents of the landscape areas within the contract (extract from GIS database).*

## BID SHEET

The sample bid sheet would be customized to include the Landscape Types / Maintenance Levels within the contract area (unused lines would be deleted). UNA would enter information including area and description of the areas to be maintained from the GIS database and provide a map of the maintenance areas. The maintenance provider would provide bid information for each area to summarize level of effort and costs of services.

Maintenance providers to refer to the following sections of the LMP when preparing their bids to confirm maintenance expectations, activities, frequency, policies, and seasonal requirements for each Landscape Type included in the contract.

- ▶ Table 2: Landscape Maintenance Levels Overview
- ▶ Table 3: Maintenance Level Activities & Frequencies
- ▶ Table 4: Typical Seasonal Procedures
- ▶ Section 2.5: General Maintenance Policies

<b>Included Items</b> <i>(UNA to complete, delete all lines not included in this service contract)</i>				<b>Maintenance Provider Bid</b>
<b>Landscape Type</b>	<b>Maintenance Level</b>	<b>Qty</b>	<b>Description</b>	<b>Estimate</b>
Grass Field (Playing Field)	1			
Lawn	2			
Lawn	3			
Lawn	4			
Manicured Planting Bed	1			
Manicured Planting Bed	2			
Manicured Planting Bed	3			
Manicured Planting Bed	4			
Naturalized Planting Bed	2			

<b>Included Items (UNA to complete, delete all lines not included in this service contract)</b>				<b>Maintenance Provider Bid</b>
<b>Landscape Type</b>	<b>Maintenance Level</b>	<b>Qty</b>	<b>Description</b>	<b>Estimate</b>
Naturalized Planting Bed	3			
Naturalized Planting Bed	4			
Naturalized Planting Bed	5			
Natural Area	5			
Community Garden	6			
Water Feature Inspection	n/a			
Playground Inspection	n/a			
Irrigation Operations	n/a			
Garbage Waste Removal	n/a			
Other (as described)	n/a			
<b>TOTALS</b>				

## EXAMPLE BID SHEET (REFERENCE)

### CONTRACT AREA OVERVIEW

<b>Neighbourhood(s):</b>	Hampton Neighbourhood
<b>Key Components:</b>	<ul style="list-style-type: none"> <li>▪ All boulevard, median, traffic circle, and entry landscapes including lawn and planting beds along Hampton Place and the east wide of Wesbrook Mall adjacent to the neighbourhood.</li> <li>▪ Grass boulevards along W 16<sup>th</sup> Avenue are excluded.</li> <li>▪ Review and management of the natural tree edge on the neighbourhood side of the sidewalk on W 16<sup>th</sup> Avenue is included.</li> <li>▪ Refer to map on next page.</li> </ul>
<b>General Objectives:</b>	<ul style="list-style-type: none"> <li>▪ Keep all landscape areas to a high quality</li> </ul>
<b>Special Considerations:</b>	<ul style="list-style-type: none"> <li>▪ Manicured beds within the neighbourhood include boxwood hedging with specific pruning needs to maintain the hedge form</li> <li>▪ Irrigation operations</li> </ul>
<b>Sustainability Requirements:</b>	<ul style="list-style-type: none"> <li>▪ Hand-held landscaping equipment including, but not limited to, hedge-trimmers, leaf blowers, and grass trimmers are to be zero-emissions during normal operations</li> <li>▪ Gas-powered leaf blowers may be used during the fall clean-up period, if required</li> <li>▪ Gas-powered mowers may be used during this contract period</li> <li>▪ Green waste is to be disposed of at the nearest feasible facility to UBC to limit off-site travel</li> </ul>
<b>Contract Period:</b>	For 12 months, starting April 1, 2024

### LANDSCAPE MAINTENANCE PROVIDER DETAILS

Company Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

## SUSTAINABLE PRACTICES DETAILS

### Landscape Equipment List

*List all equipment intended to be used in provision of the landscape maintenance services.*

Equipment Make / Model	Intended Use	Electric Power (Y/N)	Nose Rating

### Green Waste Disposal Practices

- Location to be used for green waste disposal: \_\_\_\_\_
- Distance of disposal facility from site: \_\_\_\_\_ km

### Sustainability Practices

*List sustainable or green practices intended to be used in the provision of landscape maintenance services. These could include practices such as use of mulching mowers to leave grass clippings on site, use of cultural, physical, or biological controls for invasive species, irrigation management to reduce water use, leaf litter management to increase habitat and cover during the winter months, etc.*

Sustainability Practice	Description

## COSTS FOR UNSCHEDULED OR ADDITIONAL TASKS

*List any common maintenance activities that could arise during the contract period but are not included in the base contract.*

Task	Cost



## HAMPTON PLACE NEIGHBOURHOOD



## LEGEND

LANDSCAPE TYPE	MAINTENANCE LEVEL
Lawn	1 - Well-Groomed
Manicured Planting Bed	2 - Groomed
Naturalized Planting Bed	4 - Limited
Natural Area	5 - Background

## MAINTENANCE LEVEL SUMMARY (2023)

Landscape Type	Maint. Level	~Area (m <sup>2</sup> )	% of Total
Lawn	2	5,771	61%
Manicured Bed	1	1,416	15%
Manicured Bed	2	289	3%
Naturalized Bed	4	173	2%
Natural Area	5	1,769	19%
<b>TOTAL</b>		<b>9,418</b>	<b>100%</b>

## KEY MAINTENANCE NOTES

- ▶ Hampton Place entrances at Wesbrook Mall and W 16th Avenue are neighbourhood gateways and landscapes are to be maintained to a consistently high standard
- ▶ The boxwood hedges at the neighbourhood entrances and along Hampton Place Road require special pruning to maintain their desired shape





## BID SHEET

Maintenance providers to refer to the following sections of UNA's LMP when preparing bids to confirm maintenance expectations, activities, frequency, policies, and seasonal requirements for each Landscape Type included in the contract.

- ▶ Table 2: Landscape Maintenance Levels Overview
- ▶ Table 3: Maintenance Level Activities & Frequencies
- ▶ Table 4: Typical Seasonal Procedures
- ▶ Section 2.5: General Maintenance Policies

<b>Included Items</b>				<b>Maintenance Provider Bid</b>
<b>Landscape Type</b>	<b>Maintenance Level</b>	<b>Qty</b>	<b>Description</b>	<b>Estimated Cost</b>
Lawn	2	5,771 m <sup>2</sup>	Grass / tree boulevards and medians on Hampton Place and the east side of Wesbrook Mall fronting the neighbourhood (boulevards on W16th Ave not included)	
Manicured Planting Bed	1	1,416 m <sup>2</sup>	“Maze” hedges and planting beds	
Manicured Planting Bed	2	289 m <sup>2</sup>	Other manicured shrub areas	
Naturalized Planting Bed	4	173 m <sup>2</sup>	Pathway connection to Pacific Spirit Regional Park	
Natural Area	5	1,769 m <sup>2</sup>	Forested edge along the W 16 <sup>th</sup> Ave sidewalk	
Irrigation Operations	n/a		Automatic irrigation in all landscape areas	
<b>TOTALS</b>				



**Report Date:** February 09, 2026  
**Meeting Date:** February 17, 2026  
**From:** Wegland Sit, Operations Manager  
**Subject:** UNA Municipal Ticketing System – [myuna.ca/help](http://myuna.ca/help)

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## Background

The purpose of this report is to provide the Board with a comprehensive update on the development and pending launch of the UNA Municipal Ticketing System—accessible at [myuna.ca/help](http://myuna.ca/help).

Scheduled for a March 2026 public launch, this system represents a fundamental shift in how the UNA manages its physical assets and communicates with its residents. By integrating a resident-facing online portal with a robust backend asset management system, the UNA is moving away from reactive "email-and-spreadsheet" maintenance toward a data-driven, proactive infrastructure management model.

This report will include a live demonstration of the platform to showcase the "Full Cycle Communication" between residents, staff, and field contractors.

## Decision Requested

For information

## Discussion

### Navigating the Jurisdictional Maze

One of the most persistent frustrations for UNA residents is the unique and often convoluted jurisdictional landscape of our community. Within a few blocks—or even within a single roundabout—responsibility for municipal services may shift between:

- **The UNA:** Local landscaping, sidewalks, parks, and community amenities.
- **UBC:** Academy lands and specific landscapes within their jurisdiction.
- **Ministry of Transportation and Infrastructure (MOTI):** Primary roadways bordering the UNA, such as 16th Avenue and Chancellor Boulevard.
- **University Endowment Lands (UEL):** Adjacent public areas, particularly in East Campus and Chancellor Place.

Historically, when a resident notices a municipal issue—such as a broken streetlamp or a fallen tree limb—they are often unsure which entity to contact. In most cases, UBC Municipal Services has become the "default" contact by residents, but this jurisdictional confusion frequently results in delays, misdirected reports, and frustrated residents who feel "bounced" between agencies.

### The Integrated Solution

The new system is designed to be the single intake point for all UNA residents, regardless of the complexity behind the scenes, and the ownership of jurisdictions. The system design is built on three key pillars:

#### Geospatial Intelligence:

Under the Neighbors' Agreement 2024 (NA2024), the UNA is provided access to the UBC GIS database and records. This arrangement significantly accelerated the information-gathering phase and substantially reduced development costs. The system integrates this data with:

- The UNA Soft Landscape Map (developed from the 2023 Landscape Management Plan).
- The recently completed UNA Street + Park Tree Inventory. Together, these layers allow for pinpoint accuracy in identifying asset ownership and responsibility the moment a report is filed.

#### Asset Management Foundation:

Beyond simple "ticketing," the backend contains the structural framework for an Asset Management System. Physical asset managed by the UNA—including sidewalks, playground equipment, water features, and individual trees—is registered in a comprehensive digital database.

This foundation allows the UNA to:

- Track Maintenance + Repair Costs: Associate every dollar spent with a specific physical asset.
- Monitor Lifecycle Health: Identify aging infrastructure before it becomes a safety hazard or a liability.
- Plan Capital Renewals: Proactively assess long-term replacement needs based on data, moving away from a reactive "fix-on-failure" approach to a model that maximizes the service life of our community's infrastructure.

## Full Cycle Communication:

The system establishes a closed-loop workflow that ensures no request is "lost." It connects three critical groups in real-time:

1. The Resident/Community Member: Submits the initial report with photos or video.
2. UNA Operations Department: Triage and directs the request to the correct provider.
3. Municipal Service Providers: Onsite crews equipped with mobile hardware receive electronic work orders, provide status updates, and confirm completion. This ensures residents will receive quicker updates from the moment a ticket is opened until it is verified as resolved.

## System Overview: The Lifecycle of a Service Request

To resolve the jurisdictional confusion mentioned above, the system facilitates a seamless, "Full Cycle" communication workflow that connects the community directly to field operations:

- **Step 1:** Resident Intake (Front-End) Residents can report issues—such as potholes, broken lights, or landscaping concerns—directly through the online portal via a mobile device or desktop computer. The system allows them to provide the issue type, the exact GPS location, and attach photos or videos, providing immediate visual and locational context to the Operations team.
- **Step 2:** Triage & Dispatch (UNA Operations) The UNA Operations Department reviews the incoming tickets. Using integrated GIS layers and the asset framework, staff can filter and direct each ticket to the appropriate municipal team with precision—even when a report falls on the jurisdictional boundaries of **MOTI or UBC**.
- **Step 3:** Electronic Work Orders (Municipal Teams) Once triaged, the ticket is converted into an Electronic Work Order and forwarded to the relevant municipal service provider or to external organizations.
- **Step 4:** Real-Time Updates (Onsite Workers) Equipped with mobile hardware and network connectivity, workers onsite update work orders in real-time. They can provide an Estimated Time to Repair (ETR), request parts, or provide status updates and "before/after" photos upon completion. These updates flow directly to the UNA Operations team, ensuring that resident requests are tracked from submission to resolution.

## Asset Management Framework and Scope

The backend of this system serves as the foundational framework for the UNA Asset Management Program. This represents a strategic shift for the organization; by cataloging our physical infrastructure into a centralized digital management system, the

UNA can move beyond reactive repairs toward a proactive, long-term planning approach.

This framework is designed to help the UNA achieve three primary operational goals:

- **Effective Asset Management:** Creating a "single source of truth" for the location, condition, and management history of every UNA-managed asset.
- **Strategic Maintenance Planning:** Utilizing data to plan and automate recurring maintenance schedules, ensuring that assets are serviced at the optimal time to prevent costly failures and service interruptions.
- **Life Cycle Extension:** By performing the right maintenance at the right time, the UNA can significantly prolong the service life of our infrastructure, maximizing the value of our community investments and ensuring long-term financial sustainability.

Asset Category	Includes
Transportation	Sidewalks, pedestrian paths, and roads.
Recreation	Playgrounds and outdoor recreation equipment
Water Features	Ponds, waterways and decorative water elements.
Trees	Full UNA Street + Park Tree Inventory.
Green Infrastructure	Soft landscapes (garden beds, lawn)
Public Realm	Outdoor waste and recycling receptacles. Catch Basins.
Lighting	Streetlights and pathway lighting.

Table 1 – Asset Categories

## Accessibility & Resident Access

### Online Digital Hub

To ensure the system is as intuitive and accessible as possible, the new portal will be hosted at a dedicated, easy-to-remember web address:

[myuna.ca/help](http://myuna.ca/help)

This URL will serve as the central hub for the UNA community. Beyond the municipal ticketing portal, this landing page is designed to be a comprehensive support center. It will provide residents with direct access to our **Recreation Support Desk** and a streamlined pathway for general inquiries. This "single-point-of-entry" strategy ensures that no matter the nature of the request, residents can find the support they need without having to navigate through multiple pages.

### UNA Operations – (604) 636-8858

Launching alongside the ticketing system is a new, dedicated **UNA Operations phone number**. This line provides 24/7 coverage for the community, ensuring that urgent requests—particularly those occurring after-hours or on weekends—are captured and addressed.

#### **Integrated Voice Workflow:**

- **During Business Hours:** If staff are available, they will pick up the call and log the ticket directly into the system on behalf of the resident.
- **After-Hours or Peak Times:** If the team is unavailable, the system allows residents to leave a voice message. This message triggers an automated transcription that generates a support ticket directly in the ticketing system.

The intention of this new number is to provide a safety net for capturing urgent municipal issues that occur outside of the typical 9-to-5 window.

#### **Financial Implications**

The ongoing operation of the UNA Municipal Ticketing and Asset Management System is maintained through a streamlined licensing model that leverages the UNA's existing Microsoft ecosystem alongside specialized mapping tools.

The annual investment required to support the system includes:

- **MS Power Pages + Maptaskr for Power Page (\$3,507):** Supports the resident-facing portal and the core Customer Relationship Management (CRM) and the asset management backend. Provides the essential geospatial platform that powers the visual map interface in the online portal.
- **Maptaskr and Microsoft User Fee (\$7,108):** Covers the ongoing licensing requirements for staff administrators and system users to access the system. Enable management of the various GIS data layers.

There is no cost implication for the new dedicated UNA Operations number, the phone number is included as part of the existing Ringcentral package.

Combined, these components represent an annual operating investment of approximately **\$10,615**.

## Operational Implications

The transition to this system replaces manual, email-based tracking with a centralized digital hub, fundamentally improving how the UNA manages its day-to-day municipal services:

**Workflow Efficiency:** The UNA Operations Department will now triage all GPS-tagged reports from a single dashboard. This eliminates "discovery" time, back and forth emails and ensures that work is directed to the correct jurisdiction immediately.

**Contractor Accountability:** Municipal service providers are now integrated into the digital workflow. Field crews use mobile hardware to provide real-time status updates and "before/after" photos, ensuring the UNA has a transparent digital trail of all work performed.

**Improved Communication:** The system automates the "Full Cycle" feedback loop, ensuring that residents, UNA staff, and contractors are all looking at the same real-time data. This automated work order system ensures operational efficiency and on-time delivery by removing manual bottlenecks and keeping all parties informed from submission to completion.

**Reduced Response Lag:** The integration ensures that urgent weekend or evening issues are captured in the same centralized dashboard as daytime tickets. By utilizing transcription technology for voicemails, the system automatically converts urgent after-hours calls into digital tickets and ensure immediate visibility for the Operations team.

**Centralized Record Keeping:** Whether a resident reports an issue via the web portal or the phone line, all data resides in one place.

## Strategic Objective

Organization Capacity

## Attachments

N/A

## Concurrence

1. Abdalla Hobi – IT Specialist
2. Gal Kaufman – Operations and Facilities Specialist
3. Glenda Ollero – Communications Manager



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**UNA BOARD MEETING  
OPEN SESSION**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wegland Sit'.

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Wegland Sit

Operations Manager

A handwritten signature in black ink, appearing to read 'Paul Thorkelsson'.

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Paul Thorkelsson

Chief Administrative Officer



Eagle Glassheim  
Chair, Board of Directors  
University Neighbourhoods Association  
202-5923 Berton Avenue  
Vancouver, BC V6S 0B3

February 10<sup>th</sup>, 2026

**Re: Hampton Place Road Repairs Reserve Funding Request**

Dear Eagle:

Thank you for your January 26<sup>th</sup>, 2026 letter, in which you share motions adopted by the University Neighbourhoods Association's (UNA) Board of Directors requesting Infrastructure and Capital Reserve funding for two Hampton Place road repair projects.

UBC and the UNA have a long history of collaboration in managing campus neighbourhood infrastructure. Neighbours Agreement 2024 reflects this history, describing responsibilities and funding arrangements to ensure campus residents can continue to rely on high quality infrastructure and service delivery levels.

Under Neighbours Agreement 2024, the UNA is responsible for maintenance and repair of campus neighbourhood roads, and for keeping these roads in a state of good repair. UBC is responsible for repaving, full rehabilitation and replacement of campus neighbourhood roads. UBC can use the Infrastructure and Capital Reserve to fund its responsibilities, balanced with other needs like replacing water and sewer infrastructure. The UNA funds its responsibilities directly, based on your Board's Neighbours Agreement 2024 commitments and prioritization with other needs, or can request Infrastructure and Capital Reserve funds for costs incurred to meet UBC's responsibilities.

Reflecting these responsibilities, the University must be able to determine project scope and timing for UBC's projects based on technical evaluation, available funding, and prioritization relative to other neighbourhood infrastructure needs. Where a project is a UNA responsibility, UBC can collaborate and provide expertise to support the UNA in delivering the work, with funding provided by the UNA.

On the UNA's request to fund Hampton Place decorative concrete work, as your letter notes, UBC and the UNA are collaborating on a road condition assessment for all campus roads. This work will inform an evidence-based long-term asset management plan to guide repair, repaving and replacement priorities aligned with funding sources set out in Neighbours Agreement 2024. UBC commits to sharing the assessment information with the UNA as it is available, with a final asset management plan expected by mid-2026.

The asset management planning process will determine when and how to address the Hampton Place decorative concrete, including whether this area needs to be repaved or replaced. Where the work is identified as repaving or replacement, it would be a UBC responsibility funded by the Infrastructure and Capital Reserve, with scope and timing determined alongside other neighbourhood infrastructure needs.

However, if the UNA wishes to proceed with decorative concrete repairs in advance of this process, UBC can support funding through the Contingency Reserve, consistent with Neighbours Agreement 2024, and in support of the UNA's interests. In doing so, UBC asks that UNA staff engage UBC's Municipal Services department to determine the scope and timing for the repairs. If the UNA does not wish to proceed using the Contingency Reserve at this time, UBC commits to considering the UNA's Infrastructure and Capital Reserve funding request when the asset management planning work is complete.

The UNA Board's second request is for retroactive funding of the Hampton Place roundabout repairs from the Infrastructure and Capital Reserve for work that was independently undertaken by the UNA. The preliminary road assessment data indicates this area required repaving in the coming years. Typically, UBC would evaluate scope and timing for a repaving project, balanced with other Neighbours Agreement responsibilities and available funding. In recognition that this work was necessary, UBC approves funding this project from the Infrastructure and Capital Reserve. However, for future reserve funding requests, UBC requires engagement and prior agreement on the scope and timing for any work.

Thank you for your continued collaboration on neighbourhood service delivery. UBC remains committed to a collaborative approach to Neighbours Agreement 2024 implementation, ensuring financial sustainability and accountability to UBC, the UNA and residents.

Best,



Michael White, MCIP  
Associate Vice President  
Campus and Community Planning, UBC