

## **Planning for a Greening Project for the School Grounds?**

**This process is designed to help you toto make contact with all parties that might be affected by your process and consider all aspects of your project before you get started.**

## **DELTA SCHOOL DISTRICT #37 STEP BY STEP PROCESS FOR GREEN PROJECTS:**

**PLANNING PROCESS:**

- ✓ STEP 1 - With your INITIAL idea or concept and a minimum of BASIC HAND DRAWING, involve or get input from
  1. Parent Advisory Committee if they are not the initiating group,
  2. SCHOOL DISTRICT FACILITIES DEPARTMENT,
  3. DISTRICT UNION
  4. STUDENTS,
  5. POLICE DEPT,
  6. FIRE DEPARTMENT,
  7. NEIGHBOURS OR NEIGHBOURHOOD ASSOCIATIONS,
  8. BC LANDSCAPE STANDARDS ASSOCIATION  
([http://www.gardenwise.bc.ca/gardenwise/about\\_bclna.lasso](http://www.gardenwise.bc.ca/gardenwise/about_bclna.lasso)) for information and/or assistance
  9. A CONSULTANT, if your project looks like a very large one, for a preliminary consultation.
  10. As a bare minimum for a smaller project have a sketch and an idea down on paper that you can take to the school Principal and Facilities before you get to carried away with preliminary work!
- ✓ STEP 2 - THE TIMELINE YOU ARE CONSIDERING FOR YOUR PROJECT IS ALSO IMPORTANT. In other words, don't waste a lot of time getting formal drawings and specifications until you have gone through the conceptual stage with a minimum of drawings and ideas down on paper. If your project looks like a very large one then you may want to utilize the help of a consultant.
- ✓ STEP 3 - CONSIDER ALL POSSIBLE SCENARIOS:
  1. Natural surface drainage routes should not be obstructed
  2. Consider all drainage year round at the proposed location
  3. Tree roots must be well clear of footing and field drains
  4. Must be 6 meters separation from a sports field
  5. Consider a source of water for initial planting
  6. Keep vehicle and equipment access to fields, adventure playgrounds and the school perimeter in mind
  7. Are the Fire lanes intact and clear?
  8. Don't set up areas that will affect SECURITY or create HIDING PLACES.
  9. If you are considering this as a memorial, is there a future plan to use this space for a building?
  10. Trees that look cute when small grow into giants sometimes. Will it affect the roof, the building, and the ability to maintain the building?
  11. Have you checked to see who has a budget to assist you to support this project?
  12. Will there be high future maintenance costs associated with this project?
  13. Have you considered seasonal issues for planting, etc.? Timelines to get support from Facilities?

- ✓ STEP 4 - After getting input as above and making changes or improvements to the concept, for projects over \$2,000 put a more formal proposal together for submission to the DISTRICT. At this time you could utilize professional consultants or your own "in house" resources. In some cases, depending on the size of your project the District may be willing to do some of this work for you if the result of the project is a reduction of maintenance or an upgrade of plants for example but consultation with Facilities will determine this.

### **APPROVAL PROCESS:**

1. THE SCHOOL PRINCIPAL is primary contact between PAC & Facilities at all times and must be continuously in the loop.
2. THE DRAWING with a brief but concise set of specifications should be presented to Principal and Facilities so that neither is unaware of a potential project.
3. DRAWINGS:
  - ✓ Show the exact location of the project on the site
  - ✓ Indicate roads and adjacent residential or commercial properties
  - ✓ Indicate sidewalks, pathways or driveways
  - ✓ Maintain site access for work vehicles and equipment to all areas
  - ✓ Show existing plantings, waterways and ponds, adventure playgrounds, Emergency Preparedness containers or other existing distinct areas nearby.
  - ✓ Show existing footing and field drains and catch basins.
  - ✓ Show sewer, water supply, gas, underground hydro or other buried services
  - ✓ Show underground irrigation and location of exterior water supply at the school building
  - ✓ Show the canopy of all plants at maturity
  - ✓ Indicate all common and botanical names of all plants and trees
4. When a project OK'd by both parties then the normal District Work Request Process will kick in.

### **COSTS:**

These are examples of the costs that will arise when considering the project:

- ✓ Initial Capital Outlay (Includes all materials, labour, permits and consultants' fees) - 100% payable by either the PAC or the INITIATING GROUP (after consultation with the District and dependent on budget situation Facilities or School may contribute a small percentage). Determine your sources of funds first, whether it be from a Casino night or other events or from grants from other Greening Organizations.
- ✓ Future Maintenance Costs! Are there any? Can the District absorb this or does it have to be provided? Consider the following questions:
  1. Trust Fund – Does the District have the ability to set one up to provide for future maintenance costs? Can a trust fund be established from the funds raised by your group?
  2. Who will be responsible for vandalism? School? Your group? District?
  3. What costs are associated as a result of any Agreements between the District Labour/Management agreements.

**STANDARDS FOR EQUIPMENT, TREES AND PLANTS:**

- ✓ PLAYGROUND EQUIPMENT - references to Playgrounds must meet current C.S.A. standards and/or District standards for installation. Because of extremely high liability, District standards and guidelines must be recognized.
- ✓ Other Equipment must be, again, to District Standard and approved by Facilities for sturdiness, safety and liability issues.
- ✓ Plant and tree types – Should be nursery propagated and not collected from the wild. If plants are collected from the wild, written permission from the landowner must accompany the plants. They must be healthy, free of damage, disease or insects. Earth balls on trees must be intact and securely contained. Cracked or broken root balls are not acceptable.
- ✓ Use a List provided by the District for acceptable plantings. This will vary from district to district depending on climate and local conditions however, as a guideline:
  - Coniferous trees                      2M height and 40mm caliper
  - Deciduous trees                      3.75M height and 65mm caliper
  - Ornamental trees                    2.75M height and 40mm caliper
  - Evergreen shrubs                    min. 5 gal. Container grown
  - Deciduous shrubs                    min. 2 gal. Container grown
  - Trees must be Nursery Standards(See Nursery Association)
  - Edible Plants                        discourage fruit trees
  - In special areas, herbs are acceptable
  - Vegetables must be grown in contained areas.

**FUTURE MAINTENANCE COSTS:**

- ✓ As part of the planning process, the Facilities Department will assess the need for additional funding for ongoing maintenance. Where it is deemed necessary, and prior to the project proceeding, the trust fund must be established to allow for these future costs.
- ✓ Who will cover the cost if this project is vandalized? Make sure you have a solution in hand before the project starts.
- ✓ What are the School District’s annual costs for some items
  - For each new tree planted                      \$ what is annual maintenance \$
  - Garden areas                                      \$ what cost per sq. ft. per year \$
  - Chip trails                                         \$ what cost per lineal meter per year \$
  - Gravel paths                                      \$ what cost per lineal meter per year \$

**INSTALLATION PROCESS:**

- ✓ THE FACILITIES DEPARTMENT is responsible for the completed project and project management
- ✓ Project involves all parties (All parties want to have pride in their work and involvement), students, parents, Grounds Department, Union.
- ✓ As an educational component, students do planting of small plants, parents assist students under Grounds Supervision, and Grounds install larger plants and clean up.
- ✓ UNIONS-TEACHERS-STUDENTS. There needs to be a real partnership established between the grounds workers, gardeners and parents, teachers, or students that may be involved. Grounds Department could and will provide professional advice and direction on Installation Day. Working with these groups in consultation BEFORE the event will ENSURE the success of a cooperative effort. LEAVING THESE GROUPS OUT OF THE PROCESS can result in failure.

- ✓ Adequate timing and advanced warning **MUST** be a high priority since all parties need adequate lead time to schedule into other work and projects.
- ✓ In all cases, the **SAFETY** of staff, students and parents during the installation process **MUST BE** a **HIGH PRIORITY** at **ALL TIMES**. Districts and Schools are expected to practice it at all times in agreement with Workers' Compensation Board recommendations and Insurance Liability and therefore it's expected of groups participating in this process as well.