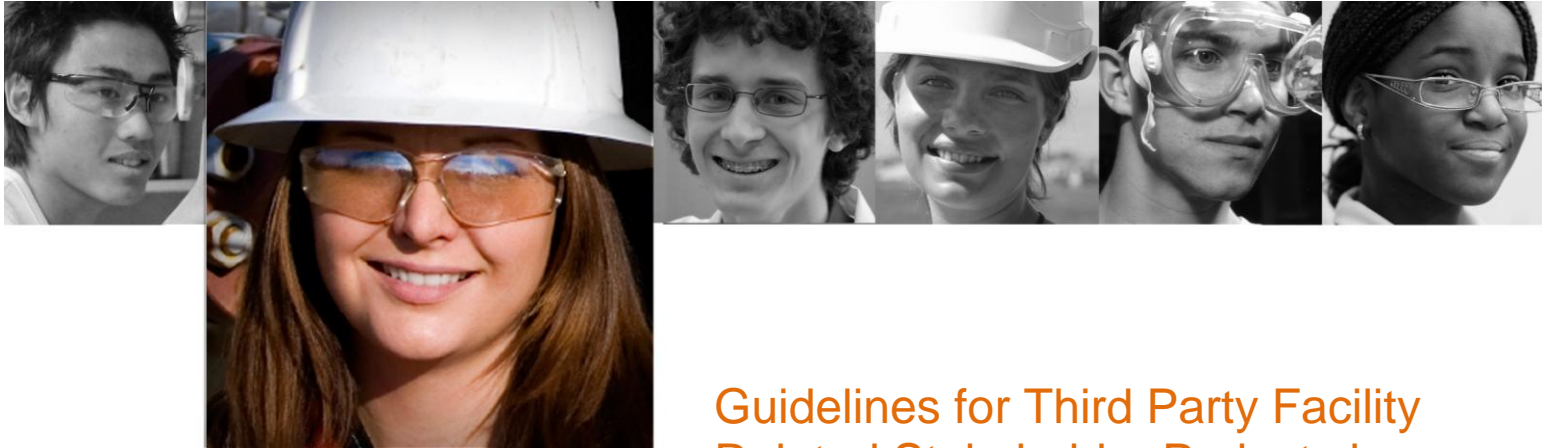


Landscape Projects Supplement



Guidelines for Third Party Facility Related Stakeholder Projects in Schools

Updated: June 2014



**Calgary Board
of Education**



1.0 Introduction

The Calgary Board of Education (CBE) recognizes that schools may be interested in having stakeholders undertake certain projects. Project Stakeholders are members of the community who work to accomplish a specific project for a CBE school. They are not sponsored by, nor are they under the control or direct supervision of the school principal or his/her designate.

Stakeholders must refer to the **Guidelines for Third Party Facility Related Stakeholder Projects in Schools** as the main document for facility related projects. This Landscape Projects Supplement is specific and supplementary to the main document.

The purpose of this document is to provide procedures and specifications for a landscape project in the vicinity of a school site. In the interests of ensuring that safe, low-maintenance, vandalism resistant landscapes are established at the schools, the Calgary Board of Education Grounds Services has compiled the following requirements. For further information or planning assistance, contact:

Grounds Services, Supervisor – t | 403 214-1147 or f | 403 777-6003

Note: If conditions specified in this document are not adhered to, the Calgary Board of Education will require that adequate corrective measures be taken at the expense of the School.

2.0 Planning Process

2.1 Site Location Guidelines

- Surface drainage channels must not be obstructed.
- A minimum of 7 meters must separate the landscape from any sports field and creative playgrounds.
- Close to water source for plant material establishment.
- Vehicular access to the fields must not be obstructed.
- Areas to be accessible for maintenance or repair purposes.



- Area must not pose a security problem (dense plantings or secluded areas).
- If a joint use site is used, City of Calgary must approve the location.
- Away from utility lines and their rights of way.

2.2 Site Approval:

- Meet with CBE Grounds Services Representative to determine the best possible site location.
- Have site approval signed. Refer to Appendix II.

2.3 Needs Assessment

Gather information from all parties (Students, Teaching Staff, Parents, Administration and Area Residence). Determine what activities the area is to be used for. What features are to be incorporated into the landscape project.

2.3.1 Priorities:

- 1) Health, Safety, Security.
- 2) Long term sustainability.
- 3) Educational value and function.
- 4) Flexibility.
- 5) Aesthetics.

2.4 Landscape Design

2.4.1 Assemble Design Team: A landscape architect or landscape designer is required to develop and to oversee the project through completion

2.4.2 Develop Concept Plan. Incorporate the ideas from the needs assessment.

2.4.3 Preliminary Design. Show landscape features and plant groupings. **At this stage have it reviewed by all stakeholders and CBE Grounds.**

2.4.4 Detailed final Plan. Submit to CBE - Grounds Supervisor, Grounds services. The Plan must show:

- Location of underground services (phone, natural gas, electric, cable TV, data, water lines, sanitary sewer, storm sewer, catch basins). Have these located on-site by Alberta One-Call



- Boundaries of adjacent sport facilities, buildings, hard surfaces, streets, and fences.
- Hard landscape features and structures. (Benches, Pathways, Rocks, Logs, etc.)
- Soft Landscaping. List existing and proposed plant material by common and botanical names.

2.5 Plant Material

Plant material must be selected to suit the various environmental locations and must be hardy for the Calgary area. Preference will be given to plants native to the area.

2.5.1 Items Not Approved:

- Wildflower mixes not native to Calgary area.
- Grasses over 40 cm in height (fire hazard).

2.6 Landscape Structures and Materials

All structures and materials must meet with CBE Grounds Services approval.

2.6.1 Items Approved:

- Benches, garbage receptacles and fences that are of institutional/commercial grade.
- Large boulders – minimum weight of 300 lbs. (136 kg.).
- Small stones – not larger than ½” (13 mm.).
- Wood bark mulches and logs.

2.6.2 Items Not Approved

- Water features (ponds, waterfalls, and fountains).
- Retaining walls made from railroad ties.
- Wood staircases.
- Wood fences or railings.
- Wood structures (Gazebos, sheds, arbors, or similar features).

2.7 Design Approval:

Submit Master Plan to Grounds Services Supervisor for approval. Refer to Appendix 1.



3.0 Landscape Committee

- The Landscape Committee must have a Landscape Stakeholder Project Coordinator permanently put in place for construction and maintenance related issues as well as to ensure the long term sustainability of the project.
- The name and phone number of the Landscape Stakeholder Project Coordinator must be kept current and on file at the school as well as a copy sent to the CBE Grounds Services.

4.0 Construction

The objective is to have a functional landscape project that is properly installed, safe to use and low maintenance. It is the responsibility of the Landscape Committee to ensure this is met and make good any deficiencies.

4.1 Pre-Construction

- Notify Grounds Services of construction start date, four weeks in advance.
- Contact Alberta One Call “Call before you Dig”
- All contractors must have Workers Compensation and General Liability Insurance.

4.2 Construction Phase

- A landscape horticulturist or master gardener is required to oversee landscape construction.
- All legislated safety requirements must be strictly enforced to comply with Alberta Occupational Health and Safety (OHS). Web site: www.whs.gov.ab.ca/law/ohs.asp
- Security fencing around work site must be installed and maintained until the Final Construction Approval.

4.3 Final Construction Review

At the end of the construction phase an inspection involving the Landscape Committee Coordinator, School Principal and Grounds Services will be conducted. If there are no deficiencies, the Final Construction Review form will be signed.

Once the Final Construction Approval has been signed the security fencing can be removed and the area is open for use.



5.0 Maintenance

- The Landscape Committee Coordinator will over-see all maintenance related issues.
- Future Costs and all ongoing maintenance such as watering, weeding, reseeding, pruning, cleanups, garbage removal, renovations or repairs due to vandalism safety related issues, accidental damage and the associated costs are the responsibility of the Landscape Committee or School.

6.0 Reviews

In order to ensure that the procedures outlined in this guide has been adhered to, signatures must be obtained for the following items at the appropriate time during the planning, design and construction phases. **Refer to Appendix II**

- **Site Review**
- **Design Review**
- **School Landscape Project Letter of Understanding and Agreement**
- **Final Construction Approval**
- **Letter of Approval from City of Calgary Site Planning**

Note*: City of Calgary Site Planning requires:

- Landscape Design with specifications.
- Photos of proposed site.
- Letters of endorsement from School Principal, CBE Grounds Maintenance, Community Association and City Parks Operations.

Landscape Project Reviews

School: _____

Brief Project Description:

(Note that the detailed project description resides in Appendix I from the Guidelines document)

1. Site Review

Principal

CBE Grounds

Date

2. Design Review

Principal

CBE Grounds

Date

3. Final Construction Review

Principal

CBE Grounds

Date