



IMPROVEMENTS TO OUTDOOR ENVIRONMENTS

Appendix A
VERSION 5 – 05.15.19
of Policy B.G.01

FACILITIES DEPARTMENT ADMINISTRATIVE PROCEDURE

Step 1: Forming an Outdoor Environment Committee

1. To begin an outdoor environment improvement initiative at your school, first, the school community must form an **Outdoor Environment Committee**. The Principal will oversee the Outdoor Environment Committee and act as the main point of contact between the Committee and the TCDSB's Landscape Supervisor. The Committee will include the Principal, parents, staff, and, optionally, students.
2. In consultation with the Area Service Quality Supervisor (SQS), the Outdoor Environment Committee will determine the category of work as per Table 1 (found at the end of Appendix A).

Step 2: Completing the Project Request Form (Appendix B)

1. The Area SQS and Principal will complete "Appendix B" and submit it to the Landscape Supervisor. The **completion and submission** of Appendix B confirms a 'Request'. Requests will be logged by the Landscape Supervisor and ordered by the date received. A Request Reference Identification number will be assigned at this point.
2. The Landscape Supervisor will confirm receipt of the request and the category of work with the Principal and Area SQS.
3. For Category 1 Projects, proceed directly to Step 6 – Category 1 Projects. For Category 2 and 3 Projects, proceed to Step 3 through to Step 6 – Category 2 & 3 Projects.

Step 3: Completing the Project Request Details Form (Appendix C)

1. The Landscape Supervisor will contact the Principal to schedule a meeting with the school's Outdoor Environment Committee and provide resources/guidance as required. Resources to include:
 - i. Tools for gathering data from the community (Sample surveys, design 'charrette' outlines, etc.)
 - ii. Basic Site Plan for surveying and analyzing the school ground
 - iii. Examples of landscape elements or features
 - iv. List of applicable grants and application requirements
 - v. List of local schools with similar improvements
2. The Outdoor Environment Committee will engage the school community to determine project themes and gain consensus on project focus (with the use of surveys, design charrettes, etc.), the results of which will be submitted with Appendix C as part of Section D: Supporting Documents.



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3. The Outdoor Environment Committee, Area SQS, and Head Caretaker complete the Appendix C package – outlining the details of the project, maintenance, curriculum and developmental objectives for the project.
4. Renewal Management and the Landscape Supervisor will review the completed Appendix C package, providing feedback and recommendations as required. Note: Appendix C, Section D requires the submission of the following supporting documents:
 - a. A detailed site plan
 - b. A concept drawing
 - c. Details or specifications of proposed structures
 - d. Photographs of the proposed site
 - e. The methods and results of community engagement
 - f. Any additional documents in support of the school's proposed project

Step 4: Design Development

1. When the project **requires** an outside Landscape Architect; the Outdoor Environment Committee will work with a Landscape Architect on design development. A report will be written by the Landscape Supervisor to the required governing approval bodies to approve the budget is required if an approved project is not pre-existing. CSPC funding must be submitted to the TCDSB Finance Department prior to engaging a consultant. A consultant is to be engaged by the Landscape Supervisor not directly by the school. Note: **All** Category 3 will require an outside Landscape Architect. The Landscape Supervisor will provide guidance on which category a project falls into as required.
2. When the project **does not require** an outside Landscape Architect; the Outdoor Environment Committee will work with the Landscape Supervisor on design development.

Step 5: Final Project Approval & Tender Document Preparation

1. The Senior Coordinator of Renewal will approve Appendix C – Section J, providing sign off for the project. Any changes to the plan after this point will require the school to start the process over again.
2. The design is finalized by the Landscape Architect or Landscape Supervisor and construction documents are prepared.



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Step 6 – Category 1 Projects: Project Award & Construction Completion

1. **Prior to asking preapproved Board vendors for quotations for the project, the school must deposit the balance of project funds into the TCDSB account with the finance department via the Area SQS.**
2. The Area SQS gathers quotations for the project as per TCDSB procurement guidelines.
3. The project is awarded to the vendor with the lowest, compliant quotation.
4. A report is written to the required governing approval bodies.
5. Finance sets up budget and a Purchase Order is generated.
6. The Area SQS oversees the project as it moves through the construction and post construction phases with consultation from the Landscape Supervisor if/as required.

Step 6 – Category 2 & 3 Projects: Project Award & Construction Completion

1. **Prior to tendering the project for construction, the school must deposit the balance of project funds into the TCDSB account with the finance department via the Landscape Supervisor.**
2. The Project Supervisor submits the construction tender package to Materials Management and it is issued as per TCDSB procurement guidelines.
3. A report is written to the required governing approval bodies to award the contract to the lowest, compliant bidder and proceed with the project.
4. Finance sets up budget and a Purchase Order is generated.
5. The Landscape Architect supervises the contractor with support from the Landscape Supervisor as the project moves through the construction and post construction phases.



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Table 1	Category 1	Category 2	Category 3		
Budget	< \$10,000	\$10,000 - \$25,000	\$10,000 – \$50,000	\$50,000 - \$100,000	\$100,000 +
Time Line	Approx. 6 months	Approx. 1 year	Approx. 1-2 years	Approx. 2-3 years	Approx. 2-3 years
Examples	Site specific projects such as tree planting, food or habitat gardens, some kindergarten elements	Site specific projects such as outdoor classrooms, in-ground elements, including some kindergarten elements	Play structures, shade structures, larger scale in-ground elements, projects requiring asphalt removal	Larger scale projects with multiple elements such as play structures, shade structures, larger scale in-ground elements	Larger scale projects with multiple elements such as artificial turf fields, master plan for the entire yard
Consultant	Design consultation and guidance provided by Landscape Supervisor		Consultation provided by outside consultant from prequalified vendor list of Landscape Architects.		
TCDSB Project Lead	Area SQS	Landscape Supervisor			
	<p>*Fundraising efforts may extend project timelines.*</p> <p>**Some larger projects may require or benefit from a masterplan prepared by a Landscape Architect to provide material for the Outdoor Environment Committee and school community to utilize for fundraising. The Landscape Supervisor can advise if this option is suitable for the school's project.**</p>				



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PROJECT REQUEST FORM

This form is to be completed by the school Principal and Area SQS on behalf of the Outdoor Environment Committee, and then, submitted to the Landscape Supervisor. Requests will be logged based on the date Appendix B is received by the Renewal Department.

PLEASE NOTE: THIS IS NOT APPROVAL TO CONSTRUCT

SECTION A: Contact Information			
School Name			
Address			
Phone Number			
Principal Name			
Principal E-mail			
Principal Signature		Date	
Area SQS			
Area SQS Signature		Date	
Submitted By			
<i>The Principal will be the primary contact person for any directions or communications from TCDSB staff.</i>			

SECTION B: Project Request Description	
Project Category	
Project Name	
Location of Project on School Grounds	

Request Reference ID Number (For Office Use Only)	
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SECTION C: Project Request Details	
Detailed Description of Project Provide as much detail as possible on the scope of work for this request. Include additional pages if required and list documents in Section D below.	
Anticipated Work Funding Source(s)	

SECTION D: Supporting Documentation		
If supporting documents have been included with this initial request (photos, drawings, projects outlines, partnership agreements, timeline details, etc.) please list below.		
Item No.	Document Description	Received <small>(For Office Use Only)</small>

SECTION E: Submission Confirmation (For Office Use Only)	
Received By	
Position	
Date	