OUR VSB

SCHOOL GARDEN GUIDE

Update 2023/24

A VSB SUSTAINABILITY RESOURCE

Acknowledgements

This document was created by the Vancouver School Board Sustainability Team and Grounds Department. Special acknowledgement goes to Geoff Pearmain, Lisa Krebs, Laura Nickerson, and Ashley Bangsund for their contribution to this guide.

The VSB is honoured to be working and learning together on the traditional, ancestral, and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwxwú7mesh (Squamish) & səlilwətaɬ (Tsleil-Waututh) Nations.

Contents

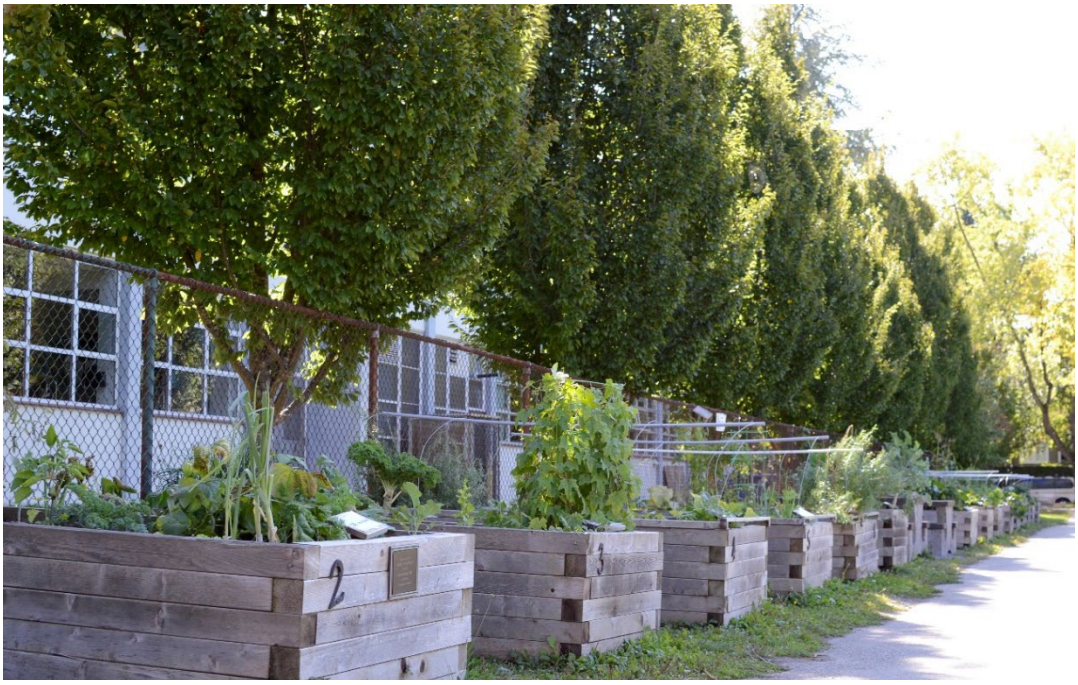
Guiding Principles

The Vancouver School Board recognizes the important role school gardens can play in students' learning. Garden-based learning can enhance academic achievement through integration of hands-on experiences into diverse subjects such as math, science, art, nutrition and environmental education. Garden- based learning also allows students to discover and experience fresh, healthy food and to make healthy food choices.

Please refer to VSB Administrative Procedure 209 – School Food Garden Statement for background information on the use of school gardens and sustainable and healthy food environments, as well as the guiding principles for school gardens.

The standards for all new school gardens are outlined in VSB Administrative Procedure 551-Appendix C – Use of School Grounds for Garden Plots, and include, but are not limited to, the following:

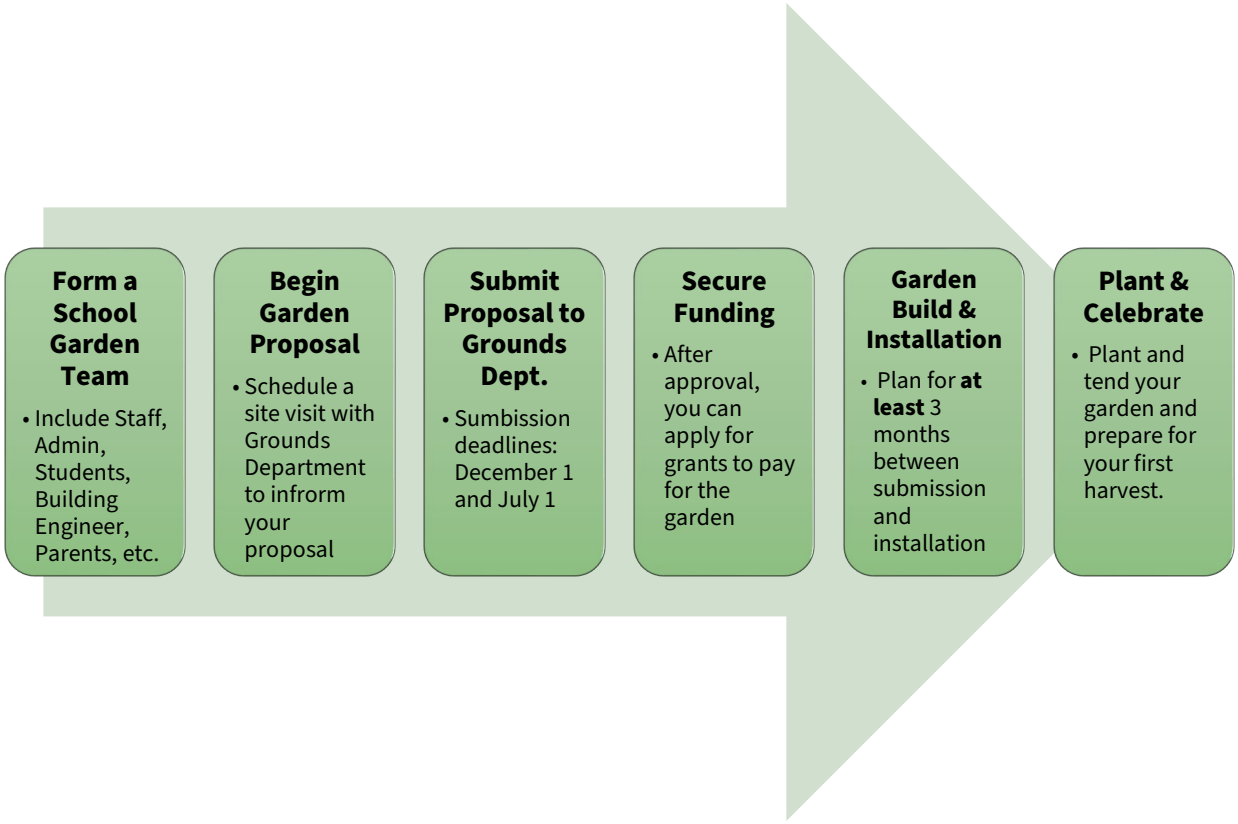
1. Gardens must be built in 4'x8' wooden boxes
2. Garden areas are to be clearly delineated from the rest of the school ground, to assist Grounds crews in identifying the areas they are and are not responsible for maintaining.
3. Garden boxes must be no less than 4 feet apart and, if on an unpaved area, must be on crushed limestone padding. This ensures that the garden is universally accessible by people with mobility aids and allows for year-round use while avoiding mud and damage to surrounding turf.



Numbered garden boxes, accessed from a paved pathway, 4 feet between boxes, surrounded by crushed limestone.

Unique situations may allow for variances from this guide but must be approved by the Grounds Department prior to installation.

Process/Timeline



I. Form a garden team and develop a project idea

A school garden that engages the whole school community has the best chance of long-term success. Discuss the idea of a garden with students, teachers, school administration, parents, and external community partners/groups. Provide ample opportunities for school-wide contribution and feedback. A good garden development process will be participatory, collaborative, creative, and inclusive.

For the garden to be sustainable in the long-term it will need a committed team to design, develop, and fundraise the right garden for the school. A minimum of two staff, two parents, two students, an administrator, and a building engineer is suggested, but the people and numbers will vary depending on the school. A team leader with the time and energy to dedicate to the project will be essential.

Things to consider while forming your team and developing a garden proposal:

- Vision and goals for the garden
- Who should be part of the garden team (i.e. other staff, students, programs)
- The location and size of the garden
- What type of garden you want and what you would like to grow?
- Who will be the liaison to VSB Grounds Department (i.e. Principal or Vice-Principal)?
- How the school will pay for the garden (i.e. PAC support, grants, local businesses, etc.)
- Possible community partners
- Who can you consult with to be sure the garden design/location will work for the school (this consultation can help avoid costly mistakes)?

Review this guide thoroughly to understand what is required for the proposal to be submitted to the Grounds Department for a successful school garden project.

See Appendix A for the Frequently Asked Questions from the VSB Grounds Department to help guide your team's discussion.

II. Develop a garden proposal

A garden proposal addresses the following areas:

A. Project Scope
B. Timeline
C. Budget and Funding
D. Design
E. Maintenance Plan
F. Plan for Food Produced
G. Composting

Please note: Once you have a rough draft of a garden proposal, contact the Grounds Department Supervisor to schedule a site visit **before** submitting your final proposal. This visit will allow Grounds staff to provide valuable feedback on your plan, to offer suggestions about potential changes, and to ensure that your final proposal will include all the essential information required for approval.

Garden proposals are considered twice a year and must be submitted by **December 1 or July 1**. Proposals can be submitted before the deadlines and are reviewed on a first come first served basis.

Submit your proposal by email to Ground Department Supervisor Geoff Pearmain: gpearmain@vsb.bc.ca

A. Project Scope

These questions may help you outline the project scope:

- What are the goals for this garden? Include curricular goals, as well as potential links to VSB strategic goals (i.e. creating a culture of care and shared social responsibility). See the VSB Strategic Plan and the Environmental Sustainability Plan for District goals you might link to.
- Who will be using this garden and when will they access it? Will it be accessible by all members of the school community? Will it be used/maintained during school breaks?
- Who else may be able to support the development or management of the garden? Are there external organizations or community volunteers who have expertise in gardens? Potential partner groups or volunteers include community organizations/not-for-profits, local farmers, master gardeners or landscape architects, post-secondary students in related fields, neighbouring schools or school districts, local church/community centre, daycare or seniors centre, neighbourhood food network.
- How much money is available for the garden? Are all the required garden components funded or will a phased approach be used to gradually make additions to the garden?

B. Timeline

The timeline should include time required to:

- Complete the design and drawings of the garden
- Review the design with school staff, students, and other members of the school community
- Have a site visit with VSB Grounds staff and allow them time to review and approve the proposal
- Fundraise and apply for grants
- Construct and install the garden boxes
- Plant, maintain, and harvest

It is helpful to think about when you hope to have the garden *finished* and then work backwards. Be realistic – planning and implementation always takes much longer than anticipated.

Sample Timeline:	
September – November	• Form team and develop vision and project scope • Approach PAC and other possible funders to determine what funds are available and how much funding might be needed • Form partnerships if applicable • Draft garden design • Request input from Grounds Department •
December	• Deadline for proposal submission – December 1
January – February (depending on weather)	• Final site visit from Grounds Dept. • Submit funding proposals & apply for grants
March – April	• Site preparation by Grounds Dept. •
May – June	• Build and install garden beds • Plan what to plant • Plant seeds • Install signage •
July – August	• Implement summer watering plan over school break
September - October	• Harvest celebrations

C. Budget and Funding

The VSB **does not** fund garden projects. The garden team will need to identify potential funding sources to cover the costs of the garden. Your garden proposal must be approved by the Grounds Department before you apply for funding.

Potential Expenses	Funding options
• Wood for raised beds – see Appendix C • Water hook up (if needed) • Soil and soil amendments • Garden equipment – see Appendix A • Seeds and plants • Tool storage box – see Appendix E • Fencing (if needed) • Composter (if desired) • Signage	• Apply for grants – check this listing of School Garden Grants in BC: https://meganzeni.com/bc-school-garden-grants/ • Partner with non-profits • Seek community volunteers, in-kind and cash donations for design, building materials, soil, plants, construction, and installation • Other school fundraising initiatives

D. Design

Sample Garden Design:

Garden design map indicating placement of new garden boxes in relation to existing school ground infrastructure & showing proximity to water access.

Design matters. Consider who will use the garden and how they will use it. What activities other than gardening might take place there? What materials will be necessary for a safe, rugged, and low-maintenance garden? Are there unique aspects to your school ground that might add to your garden design?

Consider these important design and installation concerns:

- Location
    - Proximity to school building
    - Access to appropriate exits and hallways
    - Access to exterior water source (will you use a hose or carry buckets of water?)
    - Access to interior water source (for hand washing)
    - Exposure to sunlight
    - Proximity to vehicle access (for delivery of materials)
    - Distance from garbage and organics bins

Unique garden layout, accessed from paved school ground, 4+ feet between boxes, surrounded by crushed limestone, outdoor learning area incorporated into plans.

- Layout
  - Are the garden beds accessible to **all** students, including those with limited mobility? 4 feet of space, around all 4 sides of the garden box is required.
  - Is the garden area accessed by a pathway or sidewalk? If not, you'll need to include a path in the scope of the project.
  - See Appendix C for suggested garden box design, spacing, and landscaping.
  - How will the area around the garden boxes be landscaped? Gardens boxes installed on asphalt are required to have a wooden bottom. Boxes installed on soil/grass don't need a wooden bottom, but they are required to be surrounded by crushed limestone.
  - Will the garden area need to be fenced off? Consider proximity to sports fields, etc.
  - Watering – Metro Vancouver watering restrictions must be observed.
  - Location of storage box for tools, hoses, and other gardening equipment. Access to this equipment will be necessary during the school year as well as the summer. See Appendix E for approved storage box design.
  - Location of composter if you plan on installing one.
- Plants
  - Annuals, perennials, vegetables, or flowers – all can go in garden boxes
  - Sunlight or shade requirements
  - Growth over time – will plants eventually block windows or pathways?
- Safety
  - Choose safe landscaping options – avoid tripping or slipping hazards
  - Use the recommended material (see Appendix C) to construct sturdy garden boxes, composters (see Appendix D) and storage boxes (see Appendix E)
  - Review what is **not** permitted on VSB school grounds (see Appendix A)
  - Avoid opportunities for vandalism (e.g. loose parts, easily broken materials, elements that provide access to school building roofs, etc.)

    - Plan signage that encourages stewardship and discourages vandalism
- Build in phases
    - Start small and consider how the garden design could be expanded in later phases
    - Developing in phases allows the garden team to evaluate how the garden is working and to make changes in future phases

4'x8' garden boxes, 4+ feet between boxes, surrounded by crushed limestone, in a fenced garden area.

E. Maintenance Plan

Develop a regular and a long-term maintenance plan for the garden that is manageable for the students, teachers, and school community. Your School Garden Team must have a long-term vision for the garden, including considerations for what happens if there are changes to the administration or the teaching staff.

Regular maintenance:

- Garden Care. Who will be responsible for planting, weeding, adding compost, watering, etc. during the school year? Will each garden box be cared for by a different division, or collectively? If more than one division is involved it might be helpful to create a schedule.
- Watering. How, and when will the garden be watered? Who will water it?
- Composting. How will compost be managed to discourage rodents? (see Section G)
- Garden Records. How will you keep track of work done by different divisions and/or volunteers – planting, fertilizing, weeding, watering, etc.? Garden maps and journals work well.
- Plant choice. Consider adding some low-maintenance perennials to your garden.
- Summer & School Breaks. How will the garden be cared for and watered when staff and students are not present? It is the responsibility of the Garden Team to have a plan for

the summer. The Grounds Dept. will not maintain school gardens over the summer. Develop a summer garden management plan, including volunteer contacts, maintenance procedures, access to equipment, schedule, and building engineer contact information.
- Winter Gardening. How will your garden be cared for over the winter months (i.e. cover crops, mulching)? How will soil be prepared in the spring?
- Annual clean-up. Invite all members of the school community to help once or twice a year to keep the area tidy and to build interest in the garden.

Long-term maintenance:
- Garden Team. How will enthusiasm for the garden be maintained among students, staff, and volunteers? How will new volunteers be recruited? Do you have a succession plan for when people leave the school community? How often will you review the garden agreement (Appendix E)?
- Garden equipment. How will equipment be inspected and maintained (i.e. wooden boxes, hoses, watering cans, pathways, tools/equipment)?
- Budget. Are there funds available for unexpected challenges that might arise?
- Professional development. The VSB offers "Rooted in Place" a pro-d session on school gardening basics, and there are many lower mainland not-for-profits offering pro-d focused on learning in the garden.
- Engaging external expertise. Connect with local neighbourhood houses, master gardeners, and not-for-profits for help troubleshooting challenges that arise.
- **Removing the garden. If the garden falls into disrepair or does not meet VSB standards it will be removed. The school will be held responsible for the cost of returning the garden site to its previous state.** Consider who may be interested in the supplies and resources you have (i.e. garden boxes, soil, tools, etc.). Contact sustainability@vsb.bc.ca for assistance.

F. Plan for Food Produced

Preparing and sharing food is a rewarding, educational, and healthy part of growing food. Food needs to be prepared following food safe principles. When harvesting food from the garden:
- *At least* one person per school who is involved with the garden and/or food preparation should be FOODSAFE certified. This person should be able to consult with others involved in the food events or preparation.
- Anyone who is sick should not be involved in food preparation.
- Food harvesters should wash their hands before and after harvesting produce.
- Food preparers should wash their hands before food preparation.

Consider how and where any food harvested from the garden will be prepared. Learn about the operating and regulatory permits for the food related spaces in your school (i.e. staff room, home economics room, cafeteria, etc.) which may limit food preparation options.

For information on FOODSAFE certification, food safety principles, and regulatory permits visit the following resources:
- www.foodsafe.ca
- www.fightbac.org
- www.vch.ca/your_environment/food_safety/permits/

G. Composting

Please note: Due to the presence of the invasive Japanese Beetle in Vancouver it is best to compost any garden waste from your school garden in your school's outdoor organics dumpster, to be picked up by a commercial compost hauler.

There are two options available for composting in school gardens:

1. Send all garden organics off-site through the district-wide organics pick up and purchase prepared compost as a soil amendment.
2. Do a combination of on- and off-site compositing. Compost garden organics and some school food on-site and send all additional organics off-site through the district-wide pick up.

For on-site composting consider the following:

1. Training: Composting is a skill. Take a free composting seminar at the City Farmer demonstration garden (www.cityfarmer.eco).
2. Select a composter. The rodent resistant compost box (Appendix D) is strongly recommended. The composter must be made of wood — plastic compost bins are not permitted.
3. Select a location. Must be placed on soil, not asphalt. Avoid placing it near school windows. Include the location on the drawing as a part of the garden proposal.
4. Caring for your compost. All compost must be turned and emptied by the students/teachers using the school garden. The VSB Grounds Dept. will not manage the compost bins.

III. Submit the proposal

Submit the proposal in writing to the Grounds Supervisor for review. Proposals are a considered twice a year and must be submitted by December 1 or July 1. The Grounds Department will contact you to arrange a site visit meeting to review the proposal.

Proposals can be submitted via email to gpearmain@vsb.bc.ca or through the Blue Bag system Attn: Grounds Supervisor.

Once the proposal has been approved your school will be asked to sign a School Garden Agreement (Appendix E).

IV. Secure Funding

Upon approval from the Grounds Department the garden team can approach any funders or apply for any grants identified during the planning process (see Section C above).

V. Garden Construction & Installation

Well-tended garden boxes, 4 feet apart, accessed from a paved pathway. Note: no crushed limestone, but it must be added after the boxes have been placed to enhance accessibility.

Once the project is approved, the funds are secured, and the agreements are signed, the garden is ready for construction and installation.

1. Prepare the site. Pull up turf, place down approved landscape fabric, put down limestone pad, lay-out plot boundaries, etc. This can be completed by the Grounds Department or by staff, students, and parents/guardians (upon approval from Grounds Department).
2. Build and install garden boxes, storage box, and composter. There are multiple options for building these items:
    - VSB Grounds Department Staff
    - Staff, students, and parents/guardians. Schools **must** receive approval from the Grounds Department and meet the specific criteria prior to any construction.
    - A secondary school woodworking program. At the time of writing, the Tupper Secondary program that has previously offered this service is on hold until further notice. You may approach other schools for this service, but the construction plans and standard of quality **must** be approved by the Grounds Department prior to installation.
3. Be sure to work with the Grounds Department to ensure that construction and installation follows all VSB union codes and building standards.
4. The Grounds Supervisor will complete a final inspection of the infrastructure.
5. Fill the boxes with soil. This can be purchased through the Grounds Department (preferred) or an external vendor.
6. Plant your garden.

VI. Celebration!

Congratulations, it's time to celebrate! Consider hosting an opening celebration for the school and neighbouring community to see the final project. Spring and fall harvest celebrations are a great time to bring the community together to see the fruits (and vegetables) of your labour.

Appendix A – Frequently Asked Questions

How do we arrange a site visit regarding our plans?
Once you have submitted a completed garden proposal to the Grounds Supervisor you will be contacted to schedule a site visit.

What should we prepare for our site visit?
A detailed outline of the project, including pictures, sketches and/or models; proposed locations and all the pertinent information gathered during the review of this guide. Choose a time when several of the school's Garden Team members can attend.

Can VSB staff do the work for us?
Yes. After approval has been granted for your site, the Grounds Department will put together a quote outlining the work to be completed. This will be sent to the Principal in the form of a repayable. Once this document is signed for acceptance and guarantee, we will then arrange a date to complete the work.

Does VSB staff have to do the work for us?
It depends on type and scope of work requested. The Grounds Department will inform you what work must be done by VSB staff and what work can be done by the school, including parent/guardian volunteers. There are currently two secondary schools that can assist with building the garden boxes, see Appendix B for more information.

Will the VSB pay for any of the costs of our project?
No.

How much does it cost?
This depends on the scope of work requested. For example, any electrical connections or water hook ups will be done by VSB staff. Other types of work may be done by the school, please discuss options with the Grounds Department during the site visit.

Why are the garden boxes required to be surrounded by crushed limestone?
Primarily for accessibility so that all members of the school community, regardless of ability or the presence of a mobility aid can access **all** the school garden boxes. There are other benefits to having the crushed limestone – it clearly delineates the area, increases the lifespan of the boxes by reducing maintenance required, and improves access for everyone in poor weather (water drains away quickly, leaving footwear clean for re-entry into the school).

Can we purchase soil from the Grounds Department?
Yes, the Ground Dept. is the preferred source of soil. It costs $30 per cubic yard, including delivery, for 3+ yards (based on January 2019 Prices). Note that depending on the workload of the Grounds Dept., staff may not be able to fill the boxes for you. In this case, soil will be delivered in a pile, and you will need to rally your garden team to help shovel the soil into place.

How quickly can we have the work completed if VSB staff does the work?
Depending on workload, staffing, and weather conditions, proposals approved in the December 1 intake will be installed between May and August, while proposals approved in the July 1 intake will be installed between January and February of the following year.

May we expand our garden into other areas of the school ground?
Garden projects should not displace other important and appropriate functional uses of the school property. This includes opportunities for recreation and education (playing fields), identified locations for portables, and ancillary uses (parking, fire access, etc.).

We received a donation of flower bulbs; can we plant them around the school?
No. The only gardens where students are permitted to plant are school garden boxes. All other gardens on school grounds are the responsibility of the Grounds Dept. and approval is required for students to have any involvement.

What happens if the gardens are not successful?
If the school decides they can no longer manage the garden, contact the Grounds Department. VSB staff will monitor the maintenance and management of gardens and garden additions over time. School administrators will be contacted if there are concerns about the site. ***If no action is taken by the school to maintain the site, the garden will be removed by VSB staff at the cost of the school.***

Are we permitted to install water features like ponds or fountains?
No. Water features are not allowed over concern for the health and safety of students and school grounds. These features are susceptible to vandalism that can cause extensive damage to other areas of a school. Additionally, there are the risks of mosquito-spread diseases and injury or death related to drowning.

Can we have rainwater collection or rain barrels?
No. Similar to water features, rain barrels are not permitted due to the risk of vandalism, equipment damage, mosquito-spread diseases, and drowning.

Can we have a water hook up supplied to our gardens?
Water lines and hose bibs to bring a water source closer to the garden area can be installed by the VSB Plumbing Department. The cost is dependent on the size, scope, distance, and equipment and labour requirements. Both the Grounds and Plumbing Departments will be involved in this process. This will have an impact on the timeline for the completion of your garden. Have your administrator submit a SchoolDude request to get a quote on the cost.

Can we install an irrigation system in our garden boxes?
No. Automatic irrigation systems like drip lines, timers, and sprinklers are not approved for use in school gardens because they are prone to damage from vandalism and system malfunction. The risk with these systems is that leaks often go unnoticed and water is wasted. The Grounds Department does not have the capacity to provide the additional specialized maintenance required on for systems on a seasonal basis.

Where do we store our tools? Can we build a garden shed?
Sheds are not allowed. A locking wooden storage box adjacent to the garden is preferred (see Appendix E). Contact the Grounds Department for guidance on design and construction. Note that ***plastic storage boxes will not be approved***. Some schools may have internal storage areas available; discuss this with your Principal and Building Engineer. Grounds Department's storage rooms are not to be used by garden groups.

What equipment do you suggest to get our garden started?
Consider the activities that will take place in your school garden, and how many students might be in the garden at one time. Check local thrift shops or seek donations of second-hand tools from throughout your school community for an affordable way to accumulate these supplies. The items on the following list are only suggestions:

- Hand tools (trowels, scissors/snips, rulers, student sized gloves) 1 per 2 students
- Watering equipment (hose and nozzle, watering cans)
- Outdoor clothing (rubber boots, ponchos, aprons, hats, etc. – if they will help encourage your students to spend more time in the garden) 1 per student
- Pot maker (to make newspaper pots for starting seeds indoors), pots, seed trays
- Monitoring tools (magnifying glasses, measuring tape, testing kits [moisture, soil, etc.])
- Popsicle sticks for labeling plants in the garden, twine
- A garden journal to keep track of plans, plants, and changes throughout the seasons

Can the VSB provide fencing for our project area?
VSB installs chain link materials only. The cost is dependent on the size, scope, distance, and equipment and labour requirements.

Can we use logs to create a boarder for our school garden area?
No. Logs decompose and roll, creating a health and safety concern on the school ground. Only fencing or boulders can be used if approved by the Grounds Dept.

Can we plant fruit trees and/or berry bushes?
No. Fruit trees are labour intensive, requiring experience in pruning and tree care. Fruit trees also attract unwanted rodents, insects, and other animals.

Can we plant trees for shade?
Possibly. Trees must be discussed with the Grounds Department.

Are arbors, trellises, wooden fencing, pergolas, or gazebos allowed?
No permanent structures are permitted. The safety and building standards required for school sites make it cost prohibitive to install arbors, trellises, pergolas, gazebos, logs, sheds, cob huts, fencing other than chain link, and loose rocks. Covered structures can attract people seeking overnight shelter and are susceptible to vandalism.

May we incorporate dry riverbeds into our plans?
Riverbeds may only be allowed if there are no loose rocks. All materials must be concreted in place for safety reasons. The cost is dependent on the size, scope, distance, and equipment and labour requirements. This will require coordination with the Maintenance/Trades Dept.

May we incorporate large boulders into our plans?
Yes, to delineate the garden from the other school yard areas. There are very specific installation standards for this kind of outdoor learning element and require an additional proposal to the Grounds Dept. Please contact the Grounds Supervisor for more information.

Once we have completed our garden project, may we expand or add to this established area?
A written proposal for any additions or modifications must be submitted to the Grounds Supervisor for approval. We suggest building a school garden in phases. Garden additions are treated in the same way as a new garden and must be approved by the Grounds Supervisor prior to construction.

I still have unanswered questions, who can I call?
VSB Grounds Supervisor Geoff Pearmain: 604-713-5660 and gpearmain@vsb.bc.ca

Appendix B – Garden Infrastructure Pricing

Building Options	Garden Box	Compost Bin	Storage Box
Constructed by VSB Staff	• *Estimates currently unavailable due to fluctuating lumber costs.* •		
Constructed with Tupper Secondary	*Estimates not currently available – contact Tupper directly, see contact information below.*		
Constructed with Magee Secondary	*Estimates not currently available – contact Magee directly, see contact information below.*		

Limestone Padding:
If the garden boxes will be on an unpaved area, they must be on crushed limestone padding. This ensures that the garden is universally accessible by people with mobility aids and allows for year-round use while avoiding mud and damage to surrounding turf. This will be installed by VSB staff and the cost will depend on the coverage required. You can contact the Grounds Department for an estimate.

Construction with Secondary School Programs:
Secondary School Technical Studies classes may be able to help your school build garden boxes. These programs will likely be able to build the boxes more quickly than the Grounds Department.

After your garden proposal has been approved by the Grounds Department you can contact the secondary school program to find out how they can assist.

Tupper Secondary School
- Contact Joseph Hamilton – jphamilton@vsb.bc.ca
- Other information:
    - Semester 1 is the best time for a collaboration between Tupper students and your students to assist in the construction of the boxes.
    - Boxes constructed in Semester 2 will be delivered pre-made to your school upon completion.
    - Payment for the boxes is made through a school-to-school transfer (i.e. from your school to Tupper Secondary School).

Magee Secondary School
- Contact Andrew Robinson – arobinson@vsb.bc.ca
- Other information:
    - Boxes will be constructed at Magee and then delivered pre-made to your school.
    - Payment for the boxes is made to the lumber yard. Magee will make the order for materials and the lumber yard will invoice your school for payment.

Appendix C – Garden Box

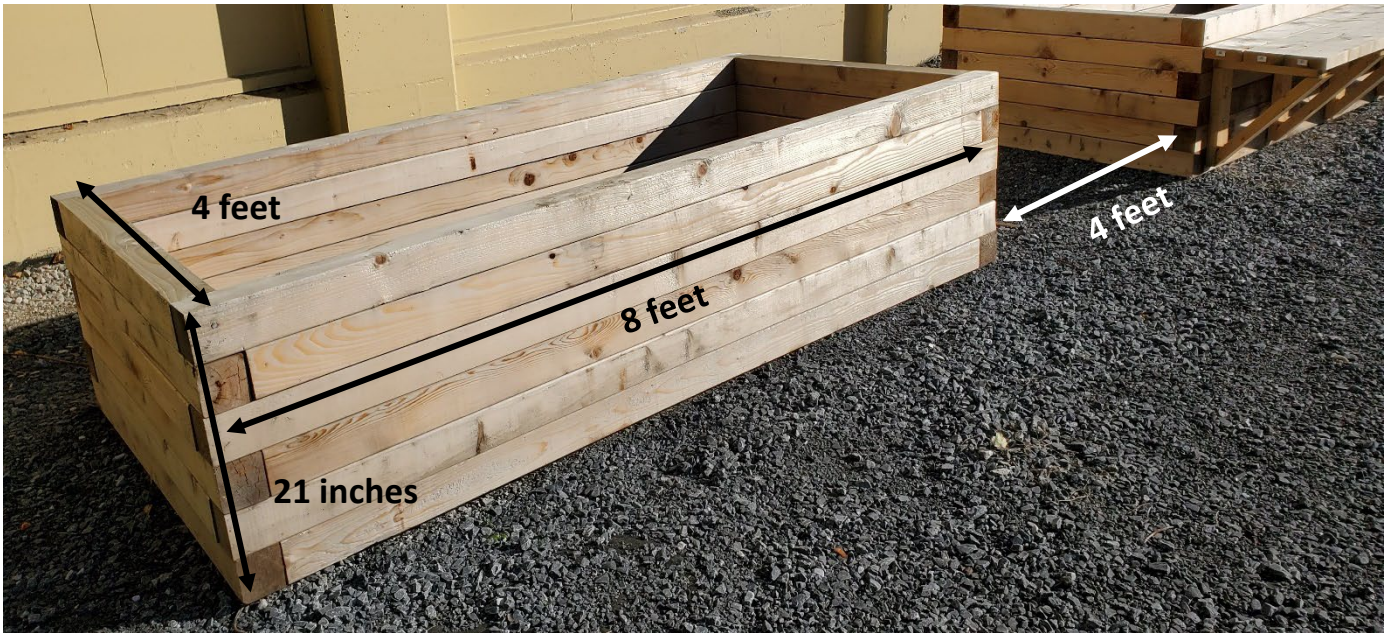
Garden boxes must be constructed with untreated cedar lumber.
The dimensions of a standard garden box are 4 feet wide, 8 feet long, and 21 inches high. Boxes being placed on soil, grass, or a limestone pad can be built without a bottom. Boxes being placed on concrete or asphalt MUST have a bottom.

Materials for box:

- Six 4”x4” cedar, 8ft long (can be cut from three 16ft lengths)
- Six 4”x4” cedar, 4ft long (can be cut from three 8ft lengths)
- Two 2”x8” cedar, (can be cut from 1 16ft. length)
- Eight 10“galvanized spiral spikes
- Sixteen 4” deck screws
- Two cubic yards of soil

Materials for bottom:

- Four 2”x8” cedar, 16 ft. long
- Eight feet of 4”x4” cedar
- Thirty 3” deck screws



Dimensions of approved garden boxes 4 feet by 8 feet by 21 inches, spaced 4 feet or more from neighbouring garden boxes and buildings, surrounded by crushed limestone.

Appendix D – Compost Bin

Materials for single bin compost box:
Cedar (rough or fencing)

- 2x4's – 4 @ 42", 1 @ 36", 2 @ 34"
- 2x2's – 2 @ 36", 2 @ approx. 27 ½"
- 1x6's – 21 @ 36", 4 @ approx. 30"
- 1x4's – 4 @ 36", 2 @ approx. 30", 4 @ approx. 16 7/8", 2 @ approx. 32, 2 @ 27"
- 1x2's – 2 @ approx. 31", 4 @ approx.16 7/8", 1 @ approx. 30"
- 4' of 2x2 for lid support

Hardware

- 3 boxes of bell wire insulated staples (5/8"–100/box) or 5/8" poultry staples (where available)
- 1 lb. of 2 ¼" galv. spiral nails
- ½ lb. of 3 ¼" galv. spiral nails
- 40 - 1 ¼" galv. brass or stainless-steel screws
- 3" strap hinges

Wire Mesh

- 19' of ¼" galv. Wire mesh (hardware cloth 36" wide)

Tools

- Measuring tape, drill, bit for screws, hammer, tin snips, hand or circular saw, carpenter's square

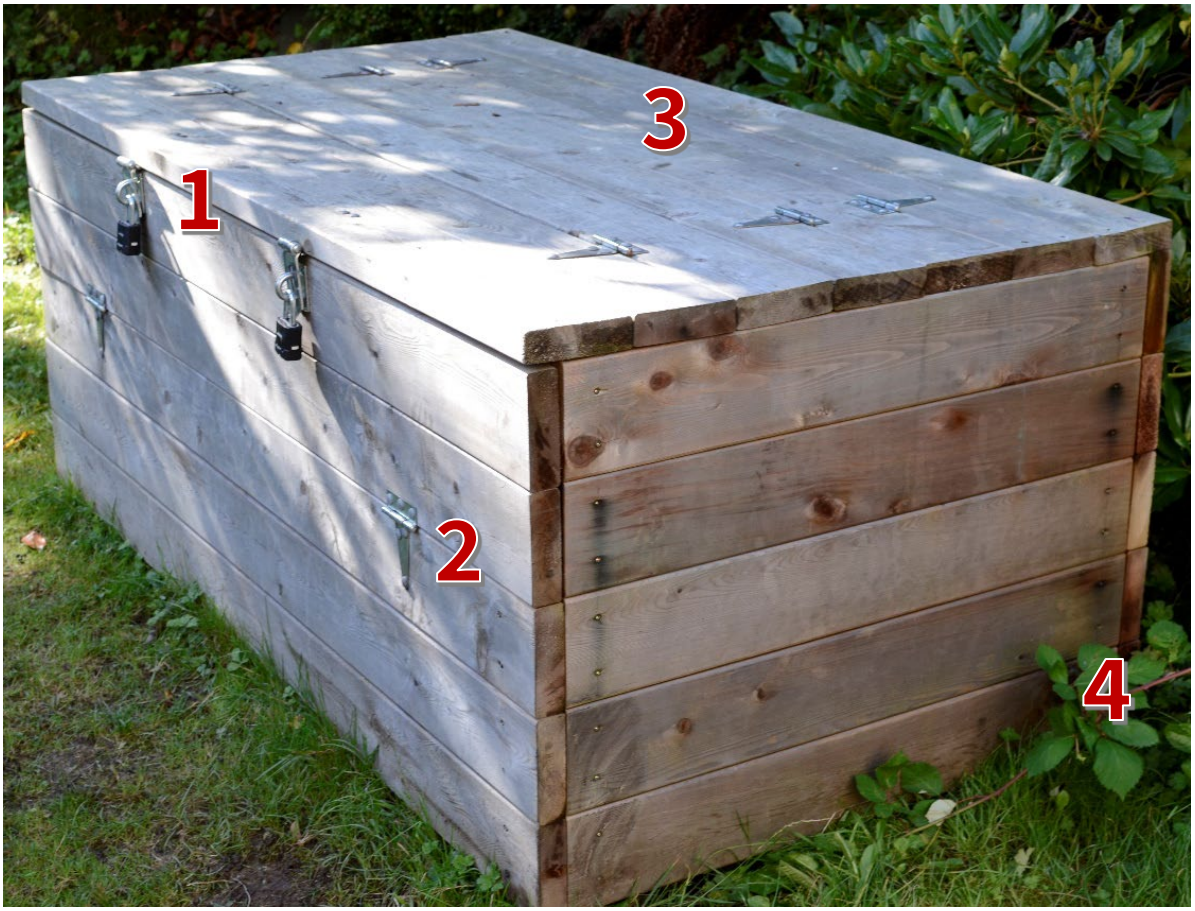
Detailed construction plans can be found at: http://www.metrovancouver.org/services/solid-waste/SolidWastePublications/CompostBinConstructionPlan-SingleBin.pdf

Approved design of locking wooden compost box

Appendix E – Tool Storage Box

The only approved design for a tool storage box is pictured below. For security and student accessibility and safety, this design features:

1. Two padlock hasps to secure the lid.
2. A hinged panel on the front that drops down when the box is open:
    - Allows for small children to access the tools without climbing, and
    - Prevents pinched fingers if lid is lowered too soon.
3. A tri-fold lid:
    a. Reduces the overall bulk of the lid so small children can lift it, and
    b. Reduces risk of injury if the lid should fall closed.
4. An option to stake the box into the ground with extended wooden legs to prevent vandalism.



Appendix F – School Garden Agreement

School:

Administrator:

School Garden Lead(s):

School Garden Lead contact email:

School Garden Lead contact phone:

Please initial each item below and sign the bottom

--------- We commit to following our submitted garden design plans and we will submit another application to Grounds if we wish to expand our garden.

--------- We will adhere to VSB standards including avoiding the use of pesticides, fungicides and herbicides on VSB properties.

--------- We will respond in a timely manner to correct any safety issues created by the garden or any violations to VSB codes.

--------- If we are no longer able to maintain the garden, we will restore the area, or pay the VSB Grounds Department to do so.

By signing below, it is agreed that the school will abide by, and is held responsible for, all garden-related district requirements as stated in the Vancouver School Board School Garden Guide and in Administrative Procedures 209 and 551-C.

Administrator Signature

School Garden Lead Signature

Grounds Supervisor Signature

Date

WE WILL
GET THERE,
TOGETHER.

LET'S BE THE
GREENEST
SCHOOL
DISTRICT.

sustainability@vsb.bc.ca
govsb.ca/sustainability

OUR VSB