

Field Guide

2016



Judges Training – Field Guide (Saskatchewan)

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Writing Techniques:

An evaluation report must be written in such a manner that it communicates accurately, completely, and effectively. Because the report writer is usually not present to clarify and/or to add information, the report must 'stand on its own merits'.

Important aspects of any written communication include its contents, structure, style, and diction (i.e.: the power or words).

It is very likely that a judge aims to achieve the same high standards or quality in his/her written evaluation as he/she does in the practical judging process.

The following points could serve as a guide or checklist in achieving this aim:

- Formulate the topic, the main idea, which will be presented later in the first sentence of a paragraph.
- Always begin by writing a draft or rough copy. Because the mind works more quickly in the thinking of points than the hand can record in proper sentences, make a list of single words and/or short phrases that will form part of, or support, the main idea.
- When the list of points is completed, arrange the points in a sequential order, that is in the order in which they will be developed.
- Write the main idea in a sentence. (Remember that a sentence has a subject and a predicate (verb) and expresses a complete thought. An assertive sentence (the type most commonly used) begins with a capital letter and ends with a period. Good writers do not use sentence fragments).
- Write each idea in the sequence in sentence form. The sentences should follow one another in natural and logical sequence.
- The first part of an evaluative writing should address positive aspects. The latter part should offer constructive solutions for improvement.
- Skilled writing bridges or connects sentences with words called connectives. Some examples include 'for this reason', 'for example', 'such', and 'these'.
- Include examples and give reasons.
- Use proper grammar. One of the most common errors is the lack of agreement of subject and verb (e.g.: Each of the various elements is; not each of the various elements are.)
- To avoid monotony, employ a variety in the structure of sentences.
- To create interesting reading, use a range/variety of adjectives and adverbs. This can be achieved by the writer consulting a thesaurus and book of synonyms and antonyms.
- After the draft is completed and it has been set aside for a while, reread and make any desired changes.
- Write the final copy and feel great about the finished product you created



Evaluation Report: The Way to Write Your Report

Guiding Principles:

Using Maitland, Hants County, Nova Scotia as an example.

1. List the aspects for which an “excellent” or “very good” mark was assigned.

Positive Aspects:

The presence of:

- A heritage development plan
- An inventory of heritage properties and sites
- Well-appointed entrance signage
- Signage on designated heritage homes and churches
- A “Walking Tour Guide of Maitland’s Heritage Buildings”
- The Wm. D. Lawrence Museum (furnishings from the shipbuilding era, mariners’ artifacts, half models of ships, shipbuilding tools, basketry of the Mic Macs.
- Heritage gardens on museum grounds and some private homes
- Interpretive boards
- Annual Launch Day Festival
- Historical Society activities
- Development of open spaces
- Cataloguing of cemeteries

2. List the aspects for which a “fair” mark was assigned.

Examples of Areas that Need Improvement:

- Further identification of building/business sites
- Further restoration work in the Irish pioneer cemetery (headstones and naturalization of grounds)
- Develop a plan for restoring a 19th century two room school

3. Write the ‘paragraph’ commentary incorporating the positive aspects that were listed above.

The Province, Municipality, community groups, and private citizens are to be commended for several accomplishments:



4. Write the 'paragraph' commentary outlining the areas for improvement.

Whereas the foregoing enumerate positive aspects, the following are recommendations for areas and methods of improvement:

Tidiness

Key questions to ask:

- Does the community have a regular street sweeping program ?
- Are public parking lots included in the sweeping program?
- Are sidewalks, curbs, streets, and roads, along with their shoulders, ditches etc. in good repair and well maintained? Safe? Litter and weed free?
- Does the community have by-laws to enforce containment of disposables during their transportation to the landfill site?
- Does the community work with the youth in creating an awareness of the results related to vandalism and the elimination of graffiti? Is there an Anti -Vandalism Committee?
- Does the community promote the reduction of litter and graffiti and encourage civic pride through anti-litter promotions?
- Is the community landfill site contained to ensure that litter doesn't escape from the site during windy conditions?
- Are transfer stations/recyclable facilities well maintained?
- How does the community council support volunteers who participate in litter collection initiatives?
- What are incentives available for volunteers' efforts?
- Are there scheduled and organized roadside litter cleanups?
- Are there any adopt-a-spots, for organised groups/service clubs, available so as these volunteers can express how they feel and care about a tidy recreational spaces, etc.?
- Are public announcements made to advise area residents that a cleanup campaign will be undertaken in certain areas at specific times? Are litter bags provided?
- Are there plenty of accessible litter/recyclable containers available and in assessable locations?
- How is the commercial/industrial sector contributing to the tidiness of the community?
- Are they supported of the volunteers, do they have litter recycling/litter receptacles available?
- Do they have regular litter cleanups on the properties?
- Are their properties in a good state of repair?
- What kind of programs do they have in place to keep their properties in a good state of repair?



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- Are citizens encouraged to beautify their properties?
 - Is there a Beautification Committee in the community and what incentive programs are available for citizens to enhance their properties?
 - In Parks and Open Spaces, are the grounds well maintained, flower beds edged and weed free? Are trees free from dead over hanging branches etc? Are there sign by-laws in effect to regulate size, design, location and state of repair? Poor quality signage along with excessive signage can become visual litter!!
 - The list of questions related to tidiness within a community is unlimited, judges have to use their own imagination and be creative in developing their own questions.



Environmental Awareness

The information in this document will address:

- what are some of the main environmental issues;
- what is sustainable development;
- and, how this has been reflected in the revised CiB judging grid.

Within that I will try to explain:

- the bigger picture as to why these issues are important;
- and, give examples as to how we can achieve these goals.

Sustainable Development

But before getting into the grid I would simply like to explain a little about the term of Sustainable Development.

The formative years of the term "Sustainable Development" started in the early 1990's.

The World Commission on the Environment and the famous Bruntland Report defined SD as "Development that meets the needs of current generations without compromising the needs of future generations".

There is a famous expression from native communities that I find expresses the very essence of this which says "We can only borrow today's environment from our children"

I think the later explanation speaks volumes to anyone.

Regardless of the term or definition, the issue is that of the need for changing our current patterns. Patterns of consuming energy and natural resources while at the same of creating a burden of waste and long lasting environmental impacts for generations to come.

So for CiB, SD is likely the best representation of what the organization has been advocating for the past decade which is "Quality of life". So we have strategically made changes to the grid to reflect the broad range of environmental issues that truly define what our quality of life is and can be.



Environmental Awareness - Sustainable Development Strategy

So, now we jump into the actual grid

I will focus on section 2 of the Grid – Environmental Awareness which had the most significant changes, but we also integrated changes in the other sections which I will try to highlight as well.

The first item is;

Sustainable development Strategy: bylaws, policies, guidelines and long-term planning/vision.

The idea of a sustainable development strategy is still relatively new. We ask the question if there is one because while many municipalities have long term plans, they are not always integrated into other areas of municipal management including operations that can have significant environmental impacts - it is desirable to consider short, medium and long range planning and integrate these aspects with all other functions.

In essence, an SD plan would insure that all decisions are validated from a consistent basis and avoid the often "siloing" of various departments within the municipal management structures - some examples I'm sure come to mind for folks here and that is exactly what we want participants to consider. As to how one decision made in isolation may be counterproductive to other decisions or environmental initiatives.

Waste Management

Municipalities all have waste management programs of course however there are many variations and some areas are less known or understood.

Recycling programs; talk about the differences and still some decisions to reduce recycling programs etc...

New areas; for example construction waste which accounts for 30% of the average waste stream – that represents a significant potential for improvement. This can range from creative recycling of materials to re-use. This is a new area and will likely become more significant as we realize the problems we are creating with our waste.



Composting – can be an effective way to reduce the waste stream and also a way to reduce the amount of methane gases generated from solid waste disposal and this is important because methane gas is 10 times more significant than Co2 therefore a huge potential improvement in the reduction of GHG gases.

Hazardous waste - this needs to be addressed because of the potential environmental impacts of hazardous materials contained in so many of our household products. It is critical that municipalities have this type of service.

E- waste or Electronic Waste – given our consumption patterns which consumers are not all at fault but the manufacturers who make these products and their life span creating a waste stream that is quite toxic. There is certainly a need to share this burden but municipalities must provide a safe disposal service to its residents. This also includes white waste such as appliances

As a judge I have seen some creative solutions which when combined together, can help achieve a significant reduction in the overall waste stream.

Energy Conservation

Energy Conservation is a big topic these days and we can expect it to remain that way for a long while. We are the second largest consumers of energy per capita in the world. This is not exactly something to be proud of but it certainly demonstrates that it is a significant issue – but at the same time it also shows that there is lots of room for improvements.

New technologies, new products, new techniques – there are many ways we can reduce our use of and reliance on energy.

What is the municipality doing in regards to this and have they considered alternative forms of energy?

Many alternatives; P.V. solar electricity, Solar Hot Water, Passive solar heating and cooling, Geothermal systems that use the earth's energy, Central community heating and cooling plants, Biomass systems, Wind energy

Cost is often raised as an issue but we can expect to see those cost come down particularly as demand increases but also how we relate those costs to broader social costs. Example clean energy = clean air = reduced health impacts = reduced cost to public health system. So as one example this is a very different way to rationalize those kinds of decisions..



Energy Conservation within the municipality's own bldgs and operations - their tremendous possibilities in this area which would also translate into big savings. It is estimated that bldgs including their operations represent 60% of total GHG emissions. It would seem logical then to target these areas. There are also many ways municipalities can do this within their operations such as converting streetlights and traffic signals etc to energy efficient luminaries for example. Is the municipality promoting this to its residents?

There is a low cost energy audit service available to home owners through Natural Resources Canada. The Energuide for Homes program provides home owners with a full energy audit with recommendations on cost effective improvement that will reduce energy demand and can be subsidized. The municipality can promote this without any cost and residents benefit from lowered energy costs while knowing they are also making a contribution. The point here is that there is a strong potential for the municipality to take some leadership within its own operations while at the same time advocate these ideas to its citizens.

Greening of the Fleet

The recent gas price increase certainly reminds us of the importance of conservative use of fossil fuels. Regrettably we have gone somewhat backwards in terms of average fuel efficiency since the last energy crisis but I think this time it will last a little longer. Fuel efficiency rates have increased also with many alternatives.

Is the municipality considering these alternatives for their fleet.

These alternatives can include hybrid vehicles, use of ethanol blended fuel, the use of biodiesel, also the use of synthetic oils – this can also include fuel efficiency training for staff – aggressive driving accounts for 20% less fuel efficiency – not that I'm suggesting anything here but just an example.

Are they converting older less fuel-efficient equipment to newer more efficient ones.

Older 2 stroke equipment are huge polluters, converting them to newer technologies and also reducing their use. Statistic about a lawn mower used for 1 hour is equivalent to driving an average car for 500kms. So it's a good idea to change those.

Transportation Demand Management

Now this one I call tell I got a lot a strange looks when I presented this topic.

So what is *Transportation Demand Management* (TDM), which can also be called *Mobility Management*, Simply put, it is an overall approach to encourage more efficient travel behavior. This can provide multiple benefits, including reduced traffic congestion, road and parking facility cost savings, user savings, increased safety, increased



travel choice (especially for non-drivers), increased equity, reduced pollution, and energy savings. TDM does not require everybody to give up driving but rather, it encourages consumers to use alternatives when appropriate – particularly during peak demand periods.

TDM is becoming an increasingly common response to urban traffic congestion and pollution problems, and to reduce general problems associated with automobile dependency. A comprehensive TDM programs can reduce vehicle traffic by 20-50%

This can be as simple as a municipality providing parking lots for ride sharing, information on the municipal web site to promote ride sharing to providing cycle lanes within the streets or even better dedicated pathways. In larger communities it could mean integrating HOV lanes to increase the efficiency of urban transit, park & bus or even bus & bike. The idea is to consider alternatives.

So we ask if the municipality has a TDM and if they don't, we would have just introduced this concept which has multiple benefits.

Air Quality Programs

Air Quality has become a very significant public health issue.

Air quality is directly responsible for many preventable and pre mature deaths.

For 2003 in Ontario, the OMA estimates 2,060 premature deaths, 48,690 emergency room visits, \$4652 million in direct health care (hospital) costs, and \$585.6 million in lost productivity costs

And we do not fully understand the long term impacts for youth

Smog warning are not only common throughout the summer, we are now seeing it happen in the winter. This is a very serious issue but we can all make positive contributions.

So does the municipality have an Air Quality Program.

Is this a big city issue only – no as we all have a vested interest because we no pollution does not recognize boundaries.

I have seen a Air Quality management plan that was developed by a community of 16,000 population and was largely community based. Other smaller but still significant steps include making use of existing programs such as Clean Air Day and various publications from Environment Canada that can be distributed or promoted by municipalities. Looking at their own operations and installing an anti idling campaign within their operations, promoting the conversion of older wood burning stoves to new ones that have no emissions. That is a program called burnt it smart from NRCan.

Mtl example??

Brownfield redevelopment

A brownfield is a site that has been contaminated because of past industrial or commercial activities. There are many of these sites throughout all of Canada. And while there are many legal issues that still need to be addressed, it is important that municipalities know what they have in their inventory and have an action plan to remediate these sites. Also are they helping or encouraging private sector developers to develop these sites which many can be found in key core area locations within cities. Doing this means that green sites would not be used otherwise and that this would help achieve greater density within existing city areas which has multiple environmental benefits. As mentioned, this is an issue that certainly current and we can hopefully see some changes in legislation to make it more financially viable.

Watershed Management

Storm water represents a significant liability for municipalities in terms of the costs to build, to maintain and the environmental risks associated with storm water overflows in combined sewer systems.

What are asking if they have a watershed management plan which consider the actual watershed boundary as opposed the their boundary – this is often done by a more regional or provincial organization but municipalities have much responsibility in this area.

Does the municipality consider alternative form of storm water management; the use of bioswales along streets, conversion of hard surfaces with pervious surfacing, the use of water garden or catchement areas in parking lots, the use of green spaces and storm water ponds,

Water Conservation

Water conservation will likely follow in the same footsteps as energy conservation in terms of its significance and importance to society. And like energy consumption, we are also the 2nd largest consumers of water per capita in the world. And the danger is we seem to think we have unlimited amounts which I guess comes partly from flying over northern Ontario. But let's not forget that 80% of Canadians live in urban areas. Therefore water is being used in concentrated areas and the amount of energy that it takes to purify and distribute then treat again at the receiving end. Then there are the very real threats to water quality which I highlighted a few points earlier such as storm water runoff going into our streams and rivers and other sources of contamination. We must reduce our consumption of water and treat it like the life supporting resource it is. There are many ways this can be done and many municipalities have taken action on this. There are water efficient appliances, faucets and shower heads that reduce the consumption rate in the order 50%. Imagine that times the number of households. So it certainly makes sense that



municipalities should be promoting this. So are they doing this and how are they. What is the public participation and is it sufficient. We also want to look at new ideas such as the use of greywater and certainly the use of non potable water for irrigation systems when they are needed.

IPM

Integrated Pest Management is something that is very common now and most municipalities practice this. Some plans are more elaborate trying new techniques which would score a little higher.

The other newer thing now in plant health care strategies which if done successfully

Innovations

One area that is very up coming is the whole green building sector. This has green buildings – one system that has become popular LEED

City of White Rock in BC was the first Green Rated bldg in Canada – I had the chance to visit it and it is certainly a great example.

Part of the basis for a building to be green is how it maximizes energy efficient throughout the building, reduced use of water and reuse of grey water, the use of renewable energy and materials, maximized indoor air quality, and reduced maintenance requirements are some of the majors aspects.

Also newer idea is the notion of green procurement – purchasing ecologically friendly materials such as full life cycle costing – meaning how much energy and resources did it take to manufacture and distribute a product

Also prioritizing on buying local products and services.

Most importantly, this section is there for the success stories. We also talk about youth programs in environmental efforts which is an important aspect we talk about changing social behavior and habits. Best example is recycling.

Other Areas of Consideration

I mentioned earlier that other sections have aspects

Landscaped Areas

We talk about eco design of parks and green spaces which can include green spaces that are used for storm water management purposes, the use of energy efficiency in landscape design, the use of xeriscaping techniques, the use of





native plant material for increased biodiversity. These are all aspects that the municipality can also promote to residents for their properties.

We talk about how parks and green spaces are used to connect pathways systems throughout the city as alternative forms of transportation while promoting healthy living habits.

Turf and Groundcovers

We are highlighting the importance for naturalization and alternative mowing schedules and frequencies – this given the high rate of air pollution from such activities, little to no inputs, also that it promotes greater biodiversity. Also the use of native species within new areas and the use of groundcovers as alternatives to turf. Again this is something that municipalities can promote to residents. And there is lots of good free information out there and the public are generally interested in these options and ideas.

In Conclusion

In conclusion I would simply say that we believe the concept of sustainable development is no longer just a concept but there are many real and specific ways that it is being implemented. Is there enough of it being done – no – and this is why CiB have taken a position on this and making the changes to our program.

Our past ten years have indicated to us that CiB participants are indeed up to the challenge of this raising the bar so to speak.

And for this we will no doubt see many success stories that we intend on sharing with communities across this great nation as we strive to protect its environmental integrity and our true quality of life.



Community Involvement

- Judges should look at the different sectors of the community that are involved in improving the quality of life in the community and especially how different sectors or groups work together on different projects and programs.

“ Strong Partnerships lead to Strong Communities ”

- Key questions to ask to seek out the extent of Community Involvement:
 - Is there a CIB Committee that meets regularly?
 - Does that Committee include Municipal Council members and/or Municipal Staff?
 - Do you have a Horticultural Society or Garden Club that assists in beautification efforts?
 - How do the Service Clubs and other volunteer organizations contribute to improving the quality of life?
 - Do any Commercial or Industrial enterprises contribute or have special projects of their own?
 - Do the BIA, Chamber of Commerce, Board of Trade, etc. contribute and how?
 - Do the Seniors and Youth get involved in any way, separately, together or in partnerships with others?
 - Do your community work closely with the Board of Education and Conservation Authorities?
 - Do the local council have an Energy and Environmental Committee of Council?
 - Is there a LACAC (Local Architectural Conservation Advisory Committee), Historical Board, Archives, Museums, etc. in the community?
 - Are there special clean-up days, tree planting days or weeks, carried out by different agencies – by the Municipal Council, by other volunteer groups, by “4-H” Clubs, Junior Farmers, Agricultural Societies, etc.?
 - Has there been recent successful fundraising drives to build community facilities – arenas, swimming pools, sports fields, etc.?
 - Do the minor sports organizations assist with the creation and maintenance of sports and recreational facilities?
 - Does the local hospital have special healing gardens or other therapy facilities related to gardens and horticulture?
 - What do the churches, synagogues, etc. contribute to?
 - To what extent do ordinary citizens volunteer to serve on committees?



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- Do the shopping centres or commercial malls have special programs?

- Notes:

- Please ask about Fall and Winter activities as well – Communities bloom 12 months a year;
- Don't forget to look at the leadership or lack of leadership by the Municipal Council;
- Not all communities have extensive community involvement in the CIB program – please try to encourage more community involvement in your evaluation of these communities.
- Please ask if the local media supports the program or serve on the local CIB Committee.
- If you note a weakness in community involvement, please advise that community to talk to or visit another municipality in the area that has done well in CIB and especially with Community Involvement.
- Be praiseworthy – be positive and offer all suggestions in a positive manner.



Heritage

Key questions to ask:

- Does the community have heritage or architectural conservation by-laws or ordinances?
- Is there a community Heritage Committee? If so, what is its nature and mandate?
- Are grants/services available to facilitate architectural conservation?
- What community institutions/sites relate to its heritage? (museums, heritage churches, wharf, remnants of ferry service)
- Are there interpretive programs available?
- Are there festivals or celebrations that relate to the heritage?
- Does the community use heritage in its marketing to attract tourists?

Is information of cemeteries incorporated into the community's heritage?

Heritage – Aspects to be considered:

“Heritage” is that which is handed down from preceding generations (It is the aggregate of inheritable property, natural features and customs of a community).

“Heritage”: Its purpose is to cause citizens of all ages and visitors to become aware of, protect, and appreciate the significance of the legacy of the past. Today's achievements become tomorrow's heritage

“Preservation and Conservation” Both terms mean ‘to keep from change or harm’, ‘to protect from loss or injury’, ‘to keep the existing order’.

The multi-faceted nature of **“Heritage”** can be identified by:

- Architectural forms/styles of buildings
- Machinery/equipment/tools related to the historic economic base of the community (e.g.: fishing, farming, forestry)
- Forms of early transportation
- The peoples and their traditional customs:
 - Language
 - Foods
 - Costumes
 - Cultural:
 - Music
 - Art

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- Folklore (written or oral)
 - Dance
 - Religious beliefs
 - Natural elements:
 - Tidal waters
 - Marsh areas, grasses and their related wildlife
 - Trees and other plants and their economic importance

Natural and Architectural Heritage Preservation:

To illustrate various aspects to be considered when evaluating this grid criteria, the community of Maitland, Hants County, Nova Scotia, with its population of 300, is used as an example.

Following each point, the group(s) responsible for the activities is/are shown in brackets.

Positive points:

- The presence of an inventory of heritage properties, public and private (Provincial Heritage Board and the Municipality)
- “Village of Maitland Development Plan” (Maitland Business Improvement District Committee)
- The “Walking Tour Guide of Maitland’s Heritage Buildings” (Municipality and Historical Society)
- A well-kept Visitor Information Centre which houses 24 framed photos of some of Maitland’s heritage homes and its two churches (Municipality and Ministry of Housing)
- Well-appointed signage “Welcome to Maitland, Nova Scotia’s First Heritage Conservation District” at each of Maitland’s three entrances (Municipality and Private Citizens)
- The William D. Lawrence Museum – seventy five per cent of the furnishings are originals from the Lawrence shipbuilding family (Provincial Government)
- Heritage Gardens on the grounds of the Museum and on private properties (Museum groundskeeper and private citizens)
- Interpretive Boards which tell the story of the shipbuilders and shipyards of the area (Province and local volunteers)
- A stone cairn erected on the property to mark the launching of the “Great Ship” (Municipality and volunteer stone mason)
- The “Annual Launch Day” which commemorates the launching of the “Great Ship” (joint effort by the Province, Municipality, clubs, businesses and private citizens). Some features are :
 - people in period costume
 - horse-drawn/oxen-pulled wagons/carts
 - old fashioned street dance (fiddle music, square dancing...)
 - church service (people in period costumes, hymns from the past)
 - demonstrations (sewing canvas, butter making, soap making ...)
 - guided tour of Victorian homes
 - old fashioned concert

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- Victorian Tea (cuisine from the past)
 - Church suppers
 - The presence of an active Historical Society who keep the heritage alive by oral presentations, scrap books, and photo albums. (Historical Society and private citizens)
 - Signs which identify location of shipyards (private citizens with grants and guidance from Heritage)
 - The development of Dawson Dowell Park on the Bay of Fundy with the inclusion of an arboretum, reconstructed wharf ... (Maitland and District Development Association and local citizens)
 - Cataloguing of the cemeteries in Maitland and area (Historical Society and Provincial and Municipal grant money)
 - Maintenance of the Acadian Dykes (Historical Society and local volunteers)

Suggestions for Improvement:

In a manner similar to dealing with the positive comments, the areas which require improvement in a community would be identified and suggestions given for ways in which to improve.

Some examples of areas which require improvement are:

- Identify with signage information the buildings/land sites which housed:
- The Ships Registry of Nova Scotia
- The Sail Cloth Shop
- The Telephone Company
- The Mercantile Bank
- The site of the tennis court
- Continue the tombstone restoration work in the pioneer cemetery where Irish itinerant shipyard workers are buried.
- Continue the naturalization work on the cemetery grounds



Urban Forestry

Key questions to ask:

- What is an urban forest and how is it being managed by the community?
- The judges, during their travel within the community, should always be observant of the forest and its condition.
- Any program that involves citizen support and participation needs to be acknowledged. You may not get to witness this but the organizers should have plenty of pictures and news articles in their community profile book.
- Is there an approved Urban Forestry Plan that is embedded by policy in the official community plan? Are there written policies, bylaws and regulations?
- Is there an appointed public tree advisory committee?
- Is there public involvement in the maintenance and development of the urban forest plan in the community?
- Is there an arbourist on staff? If not who maintains the trees and what are their qualifications or training?
- Is there a public information program that keeps the public informed about decisions made relating to trees that may be affected by construction, pest and disease control techniques, removal and planting programs?
- Are there master street and park tree inventories? Are they kept up-to-date in a computer database?
- Is there a regular pruning program in place? What is the pruning cycle?
- Is there a hazard tree detection and examination program in place?
- Are hazardous trees removed on a timely basis?
- Are trees repaired, watered and fertilized as specified by assessed need?
- Are tree pests and diseases monitored regularly by a knowledgeable person trained to recognize the pest or disease as well as the damage and symptoms that they cause?
- Is there an integrated pest management program (IPM) in place?
- Is there a tree replacement policy for trees that have been removed on public properties?
- Is the community increasing its inventory of trees in public spaces?
- Does the community promote the care and planting of trees in the private sector?
- Is there an annual Arbour Day? Is it highly publicized?
- Are the citizens aware of the value of trees in their community? How are they made aware of these benefits?



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- Is there a variety of tree species of different ages and sizes in the community to reduce the possibility of devastation by a pest or disease?
 - Are trees climatically hardy to the area?
 - Are trees viewed as a means to conserve energy and is the public aware of the value of trees in this role?
 - Are commercial and residential developments encouraged to protect existing trees and to plant new trees?
 - How is this achieved, by ordinance or a legal development agreement?
 - Is tree planting considered when major road renovations are considered?
 - Is there a Commemorative or Memorial Tree Planting Program?
 - Are there detailed plans that show the proper planting techniques for trees in turf, continuous tree pits or raised planters?

Principles of Landscape Composition

1. The Art of Design

The theory of landscape design may be stated briefly as the development of outdoor space for use and beauty. Land, plants, water, and space are the raw materials, which the landscape designer composes either independently or in relation to architecture and sculpture to create landscape beauty and aesthetic enjoyment. Design is a plan, scheme, or the arrangement of details, which makes up a work of art.

Landscape design is concerned with the development of the total living environment of man. All of our communities need more properly organized space or better organization of existing open spaces. The average homeowner lacks vision in landscape design and has not properly developed outdoor space for gracious living. Most homes have a poor relationship between indoor living and outdoor living space.

In the development of grounds for use and beauty, the designer must organize ground forms, structures, and plants into an overall pleasing composition that satisfies the various principles of art such as unity, balance, proportion, scale, rhythm, and accent. All material possesses four characteristics: form, texture, size and colour which have to be carefully considered.

In the development of domestic landscaping, the decision first has to be made as to what are family requirements before a landscape design may be conceived. Each solution will differ because family requirements are not the same and the natural condition of the site will vary. After a careful analysis of the family requirements and the site, a development plan that relates the indoor to the outdoor space can be developed. Most private homes will be divided into three areas: the public or foreground area, the service areas, and the living or private area.

The public area helps to present a good setting for the house. The lawn, foundation plantings and trees are used to create an overall composition that will compliment the structure and will not compete with it for interest.

The service areas might include space for the driveway system, parking, walks, laundry area, vegetable garden, and tool house. These various service areas should be designed so that they fit well into the overall plan.

The living areas may provide space for:

- outdoor entertaining
- family relaxation
- outdoor eating
- aesthetic enjoyment

When possible, there should be an easy transition from the indoor living to the outdoor space. Privacy, year-round interest, climate control, and good design are other important consideration for this area. All parts of the living area should blend together forming a pleasing picture that meets the principles of art.

2. Formal and Informal Gardening

In the development of a piece of property, there are various forms and methods of organization. History shows us that with the exception of the Chinese and Japanese types of design, most gardening was formal until the birth of the English naturalistic or informal design in the 18th Century. Our modern contemporary design is a modification of many of the ideas expressed in the formal and informal types of design.



The formal design is symmetrically balanced about a central axis. It is the best where the terrain is flat. In formal design, there is a good relation of line in creating a pattern. Generally, some type of a feature is used as a focalization point. It is square, rectangular, or circular in form. The garden area is enclosed. Clipped plant material instead of unclipped is used. The bed lines are straight. Major and minor axes are often included.

The informal design or naturalistic mode has asymmetrical or occult balance. It depends for its effect upon the relation of areas. Its lines are generally long, flowing curves and the bed lines are often not defined. It is best suited for grounds where the terrain is uneven, or where there are outcroppings of rocks or informal groupings of trees. The plant material is unclipped. The form of the garden is not geometric. Complete enclosure is not necessary.

In the study of gardening, reference is often made to “style”. It refers to historic characteristics of design, which were prevalent to a particular period of history in an individual country. Style is directly connected with social customs, and economic and political factors of the time in which it was produced. The so-called styles like the Italian, Dutch, Spanish, and others have been copied by succeeding generations, but due to difference in terrain, local material and other factors, it has generally been necessary to modify them when transplanted to other lands.

In general, it is not best or desirable to copy these historic styles for in most cases, they do not fit modern living. However, a study of these styles can act as an inspiration and as a guide in developing space to fit our modern needs in providing useful and beautiful outdoor space.

3. Basic Principles of Landscape Design

Landscape design is a fine art. Some of the principles of art that are applicable to sculpture, painting, flower arranging, and architecture are also necessary in the development of landscape composition. In order to create a pleasing landscape picture, these principles must be followed.

The basic principles are:

Unity	Proportion
Balance	Harmony
Accent	Rhythm
Focalization	Repetition
Scale	

Unity means oneness of thought. This can be obtained in a landscape design by grouping, arranging, or placing the different parts of the development so that it will appear as a single unit. The design should be a pleasant picture no matter which angle it is viewed. Unity may also be expressed as simplicity.

The principles of unity may be violated in a design as follows:

1. Too many ideas are expressed in a single garden;
2. The walks, buildings, and the various areas do not have a logical relationship to the overall plan;
3. Spotting the front lawn with too many showy plants or flower beds that claim more attention than the house itself;
4. Using too many accent plants.



Unity may be achieved in a design by:

1. Enclosure which sets the scheme apart;
2. Noticeable repetition and good transition from one grouping to another;
3. Use of plants similar in texture, form, and colour;
4. Developing a good relation between the lines that create the pattern.

Balance means equilibrium. This balance may be either *symmetrical* or *occult* balance. In symmetrical balance, there is equal balance on each side of any imaginary axis by exact duplication of plant material. Asymmetrical or occult balance is the placement of dissimilar objects or masses on either side of any unstressed axis, dissimilarly, but in such a manner that they appear in equilibrium.

Accent in landscape design is important to bring forward certain elements to provide emphasis. Without accent, a design may be dull, static, or uninteresting.

Accent may be obtained by:

1. A contrast in texture;
2. A contrast in colour;
3. Proper use of accessories;
4. Variation in forms;
5. Lighting;
6. Specimen plants;
7. Change of line;
8. Use of water.

Focalization might also be considered as climax or dominance. The various parts of the design will lead towards this final focal point, which should attract and hold attention.

In a formal design, the focal point is often a terminal feature the end of the axis like a statue, birdbath, sundial, arbour pool, or plant composition. In some cases of formal designs, the central feature of focalization point is located at the crossing of two axes. This is often called a "Central Motive Scheme". In an informal design, the various parts of the composition normally lead the eye to a final focal point of climax. The various accessories mentioned above might be used as well as attractive groupings of garden furniture. The climax may also be plant material.

Scale in a design is used to denote the relative size of objects and plants. We are concerned with the height as well as the size of both foliage and blossom. Large size leaves and stems would be out of scale in a small garden as would large and heavy looking flowers. In a landscape composition, the scale of the objects may be established by the introduction of anything which shows the height of man.

Other objects that serve the same purpose are:

- Flight of stairs;
- Seats;
- Doors;
- Hand rails.



Proportion is the pleasing and proper relationship of one part of a composition to another part and to the whole. If any part seems large or ungainly in comparison with the rest, it will not give complete satisfaction. We are concerned with the interrelation of the size of one part or object to another.

Harmony means the fitting together of the various parts of a composition peacefully without a clash. There must be a harmonious relationship with each other.

Rhythm is a repetition of elements which helps to create the feeling of motion as it directs the eye through the design. Rhythm is usually created by repetition and transition. It may be obtained by:

1. Planting groups or drifts and repeating these plantings;
2. Row of trees;
3. Flight of stairs;
4. A succession of similar rocks.

Without careful thought to these basic principles of design, the final results will be disappointing and it is quite conceivable that the overall design will meet the standards of tests for being *useful* but will lack beauty.

4. Characteristics of good landscaping

1. Organization;
2. Good design;
3. Proper setting – suitable foundation plantings;
4. Privacy in living area;
5. Good relationship between the rooms of the house and grounds;
6. Pleasing arrangement and selection of plant material – suitability – texture – colour harmony;
7. Year-round interest;
8. Good landscape construction – grading;
9. Good maintenance – proper pruning, cultivation.

5. Requirements of the outdoor living area

1. Privacy;
2. Liveable touch;
3. Year-round interest;
4. Climate control;
5. Design.

6. Landscaping composition

A landscape composition is created by combining plant material with its many forms, textures, and colour into a pleasing picture according to the principles of art.

The physical characteristics of plants and their cultural requirements as well as ecological factors must be considered in selecting plants for a composition.



Physical characteristics:

- Ultimate size;
- Form – silhouette and structure;
- Texture;
- Flower and fruiting habits;
- Foliage;
- Colour;
- Fragrance.

Cultural Ecological Factors:

- Hardiness;
- Water requirements;
- Soil requirements;
- Light tolerance;
- Wind tolerance;
- Susceptibility to insects and plant diseases.

Some general considerations in creating a composition:

- Appropriateness of material;
- Choice of plants for space;
- Year-round interest;
- Choice of plants for style of architecture;
- Acid and lime loving plants not grouped together;
- Proper exposure;
- Good texture relationship;
- Adherence to the principles of design.

Additional Key points:

- Appearance – litter being cut with mowers;
- Uneven strips, mowers not set right;
- Scalping, cutting too low;
- Proper height of mower prevents and reduces weed infestation in turf;
- Ask if an irrigation is in place on major fields, Passive & Sports, industrial, commercial that are groomed on a permanent basis;
- Ask if an aeration program is in place on major areas, sport fields, parks and other large areas;
- Look for alternate (naturalized areas) and use of groundcovers;
- Wild flowers, shrubs, grasses, perennials, in location that are too hard to maintain, banks, river edges, slopes;
- Look under trees for perennials & grasses that are tolerant to shade;
- Pesticides and Herbicides usage; do they have an IPM (Integrated Pest Management) program in place?;
- Do they use common sense on Fertilize usage?
- Suggest an in house training program on mowing before cutting season – weed eaters is developed to prevent scalping – tree damage, and suggest that a mulch program around all trees should be addressed.
- Also, always give credit to your host for what they have done, small or big, on their turf areas; and promote naturalization to areas hard to maintain.

Most commonly asked questions by communities:

- Areas that grass won't grow because of too much shade;
 - Plants for these areas are Hostas, Lily of the Valley, Creeping phlox, Japanese Spurge, periwinkle (Vinca), bugle weed, thyme, Creeping Junipers, Ivy, Euonymus;
- Proper height for turf in sport fields is 1 ¾ " to 2 ¼ " ;
- Proper height for turf in passive areas is 2 ½ " to 3 ½ " (higher in hot months, cut often);
- Watering: One inch per week is sufficient, do not over water;
- Slopes & river edges naturalize with shrub i.e. with strong root systems as dogwood, wildflowers, grasses, rudbeckia, etc.



Floral Displays

- I. **Judging Criteria**
- II. **Intangibles**
- III. **Comments and Suggestions**

I. Judging Criteria

a. Distribution / Location:

- Are floral displays found throughout the community?
- Does floral color only occur in isolated pockets?
- Are there obvious spaces where floral displays could easily be added? What would the impact on the streetscape be?

b. Arrangement / Design:

- Does plant selection and placement make sense in terms of survivability?
 - Exposure: Sun vs. Shade
 - Soil conditions
 - Site restrictions
- Does plant selection and placement make sense in terms of public viewing
 - Plant height vs. location in planter or bed
 - Visual mass vs. location in planter or bed
- Was the quantity of plants used suitable to create a full display?

c. Diversity

- Has there been an attempt to use a broad pallet of plants within the community?
- Has there been an attempt to incorporate newer cultivars or varieties of annuals or perennials into floral displays?
- Has plant diversity been used as a mechanism for increasing the ornamental value of floral displays?
- Has there been an effort to incorporate native plants in either traditional or non-traditional ways?

d. Horticultural Excellence / Maintenance

- Have the cultural needs of the plants used in the floral displays been met?
 - Watering
 - Fertilization
 - Pest control
 - Dead-heading/pinching/pruning, where appropriate?
- Are there weeds present?
- If appropriate, has the bed been mulched?



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- If appropriate, has the bed been edged?
 - Are there dead plants present?
 - What is the overall look or appearance of the display?
 - How happy do the plants look?

e. Seasonality

- Are displays designed to provide colour or textural interest over the course of the growing season?
- Is there a seasonal planting schedule?

f. Community Participation

- Who does what?
- What is the relationship between the government, corporate sector, citizen triad?
- Is there a desire to identify the resources and develop a plan to plant, maintain and recognize the value that floral displays add to the city- or townscape?

II. Intangibles

a. Uniqueness / Creativity

- What is different?
- What have I seen that is truly unique and adds a special flair or feeling?
- What opportunities for creative solutions exist but have not been taken?

b. Supportive Materials / Documentation

- With whom did you meet?
- What information did the community provide to you as a judge?
- What type of interpretive information is presented to the community at large?

c. Personal Taste

- Do you have to like the combinations of plant materials used in order for high marks to be awarded?
- Your living room versus my living room complex... whose is better?

III. Comments and Suggestions

- a. Comments and suggestions made by the judges must be reflective of scoring.
- b. Comments and suggestions are the mechanism that the judges have to validate their scores.
- c. In other words, if you take off points it is incumbent upon you to explain why.
- d. Reasonability
 - Given its resources what can a community reasonably do?



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- There is no standard ... you are judging a community against itself and its potential.

e. Community Agenda:

- Assist a community in pushing a program or project.



Listed below for naturalizing are some native plants that attract Butterflies

COMMON NAME

BOTANICAL NAME

Bergamot
 Black-eyed Susan
 Blazing Star
 Butterfly Weed
 Canada Goldenrod
 Culver's Root
 Cup Plant
 Evening Primrose
 Fireweed
 Grey-headed Coneflower
 Ironweed
 Joe-pye Weed
 Lance-leaved Coreopsis
 New England Aster
 Ox eye
 Stiff Goldenrod
 Swamp Milkweed
 Turtlehead
 Wild Geranium
 Wild Lupine

Monarda fistulosa
Rudbeckia hirta
Liatris spp.
Asclepias tuberosa
Solidago canadensis
Veronicastrum virginicum
Silphium perfoliatum
Oenothera biennis
Epilobium angustifolia
Ratibida pinnata
Vernonia altissima
Eupatorium maculatum
Coreopsis lanceolata
Aster novae-angliae
Helianthus helianthoides
Solidago rigida
Asclepias incarnata
Chelone glabra
Geranium maculatum
Lupinus perennis