

Example of School Garden Process

1. School submits School Project Planning list June 30 with proposed garden as #1
2. Staff confirms funding source (for gardens usually School Funded)
3. Early in following School Year, Facilities (FAC) staff meet with Department of Learning Services (DLS) to confirm "Approved in Principle" school projects.
4. Once Approved in Principle, Facilities Planner is assigned to the Garden project.
5. Facilities Planner will contact the Principal to let them know their garden project is Approved in Principle, that it is on their list of projects, and gives a tentative date as to when they can expect to begin the design process.
6. Once the Garden Project arrives at the top of the Planners list, they will contact the Principal to go over their concept for the garden.
7. The planner then arranges stakeholder meetings to develop the garden design.
 - School staff
 - PAC
 - Maintenance
 - Capital Implementation
 - DLS (if applicable)
 - Safety (if applicable)
 - Other Jurisdictions (if applicable)
8. Input from Facilities staff is received at this point (Asst Dir and Exec Dir). As it is a School Funded project, separate Operating funding consideration is given to assist the project "in-kind". Generally, NLPS labour costs may be subsidized.
9. Once design of the Garden is complete, it again goes to the stakeholder group to confirm and sign-off.
10. Garden Project is then formally approved, distributed and assigned to construction.
11. Construction contacts the Principal as to the schedule and completion timeline
12. If there are any issues during construction, the Facilities Planner is available to assist.
13. Once construction complete, project is turned over to the school.

Footnote: Prior to this process, stakeholder involvement was minimal often leading to a disconnect between what was constructed and what was expected. Schedules were a challenge and grant funding timelines were almost never met