



PROCEDURE

PROCEDURE NO: 212•1

PAGE: 1 OF 2

TITLE: Community Garden Guidelines

APPROVAL DATE: October 31, 2014

POLICY: 212, Community Garden/Edible Landscaping

REVISION DATE:

SECTION: Community Services

RESPONSIBLE

DEPARTMENT: Environmental Stewardship/Parks Operations

The purpose of this procedure is to supplement the Community Garden/Edible Landscaping Policy established by Council.

Interested Parties wanting to develop a community garden must submit a Community Garden Application “Application” to the Environmental Stewardship Department “Department”. The Application must be submitted, either in hard form or electronically, by December 31. The Application will contain the following information:

- Community Garden plan which includes a Site Plan; Operating Plan which identifies how watering will occur, tool storage, common or communal community garden; Support Plan with commitment from a minimum of ten (10) gardeners and 65% of surrounding neighbours; and a Finance Plan;
- The ability to obtain \$5,000,000 liability insurance;
- Exit strategy (how the group will return the site to its original state if the garden is not successful).

Upon receiving the Application, the Department will determine the suitability of the proposed site. The Department will determine if:

- The site is available;
- There is ease of access to the site;
- Minimal impact on City operations (maintenance);
- There will be no cost for the City;
- The site plan includes the layouts of the plots.

Existing grants with established application processes and criteria, administered by City departments, are not part of this procedure and will be evaluated on their own merits.

It is the intent of the Department to simplify the application process for the interested parties, while still providing administration the necessary information needed to make decisions.

City's responsibilities:

The City will provide:

- Advertising and communication support;
- Information regarding community gardens and applicable grants;
- Horticulture information (where feasible).

Project Reporting:

Upon approval to develop the garden, the interested parties agree to provide an annual report on the progress of the garden.

Definitions:

“Interested Parties” means community groups or neighbourhood associations.

“Common Gardens” means outdoor spaces on approved municipal land where garden plots are made available for individual use. These plots are rented for a fee set by the group managing the common garden.

“Communal Gardens” means outdoor spaces on approved municipal land where a community or neighbourhood group grows, maintains and harvests fruits, vegetables, herbs and flowers for the group or the community.

“Community Garden” means outdoor spaces on approved municipal land where residents can grow, maintain and harvest fruits, vegetables, herbs, and flowers.