



CITY PROCEDURE

Community Gardens

Procedure Title	Community Gardens		
Procedure Number	221-1	Approved Date	2026/07/02
Department	Environment and Parks	Last Amended	
City Manager Signature	"S. Bourke" (signed)	Last Reviewed	
		Signature Date	2026/07/06

1. Purpose

The purpose of this procedure is to establish a clear, consistent framework for the creation, operation and oversight of Community Gardens on municipally owned land. This procedure supports Policy 221 by enabling City-led and Community-led Community Garden initiatives while ensuring public safety, operational sustainability and responsible stewardship of City lands.

2. Definitions

In addition to the definitions contained in Policy 221, the following definitions apply to this procedure:

- 2.1. **"Allotment Garden"** means a Community Garden organized into individual plots assigned or rented to participants by a managing Community Group or Neighbourhood Association, where planting, maintenance and harvesting occur within defined plots.
- 2.2. **"Combination Garden"** means a Community Garden that includes both Allotment Garden plots and Communal Garden areas within a single site.
- 2.3. **"Communal Garden"** means a Community Garden cultivated collectively by a Community Group or Neighbourhood Association, where planting, maintenance and harvesting are shared and intended to benefit the group or the broader community.
- 2.4. **"Community-led Garden"** means an Allotment Garden, Communal Garden or Combination Garden established through a proposal by a Community Group or Neighbourhood Association.
- 2.5. **"Director"** means the Director of Environment & Parks or their designate.
- 2.6. **"Environment & Parks"** means the Environment and Parks Department of the City or a department substituted in its place to care for and maintain both natural and developed outdoor spaces in the City.
- 2.7. **"Learning Garden"** means a City-operated Community Garden established and maintained by Environment & Parks as part of GP Grows programming, which may include a combination of City-led maintenance and volunteer or community participation.



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3. Procedure & Guidelines

3.1. Community Garden Program Overview

- 3.1.1.** Community Gardens may be established through:
 - a.** City-operated Learning Gardens; and
 - b.** Community-led Gardens proposed by Community Groups or Neighbourhood Associations.
- 3.1.2.** Community-led Community Gardens may be established as:
 - a.** Allotment Gardens;
 - b.** Communal Gardens; or
 - c.** Combination Gardens.
- 3.1.3.** All Community Gardens are located on municipal land. Except where limited by plot assignment within Allotment or Combination Gardens, Community Gardens are intended to provide public benefit and do not convey ownership of land.

3.2. City-Led Community Gardens (GP Grows Learning Gardens)

- 3.2.1.** The City may establish and operate Learning Gardens to support education, food literacy and community engagement.
- 3.2.2.** Learning Gardens are municipal assets and are planned, constructed and overseen by Environment & Parks through the GP Grows program.
- 3.2.3.** Volunteer or community involvement in Learning Gardens may be permitted at the discretion of Environment & Parks.
- 3.2.4.** Learning Gardens are not subject to Community Garden Application approval.

3.3. Community-Led Garden Eligibility

- 3.3.1.** To be eligible to apply, an application must:
 - a.** Be a recognized Community Group or Neighbourhood Association;
 - b.** Demonstrate neighbourhood awareness and support, including written confirmation from a minimum of five households adjacent to or in proximity of the proposed site;
 - c.** Propose a site that has undergone preliminary review by Environment & Parks in accordance with Section 3.4; and
 - d.** Demonstrate organizational and volunteer capacity to establish, manage and maintain the proposed garden type.

3.4. Community-Led Garden Pre-Application Site Review

- 3.4.1.** Prior to submitting a formal application, applicants must contact Environment & Parks to discuss the proposed garden location.



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- 3.4.2.** Neighbourhood Associations can only apply to build gardens within their respective neighbourhood.
- 3.4.3.** Environment & Parks will conduct a preliminary review of the proposed site to assess operational compatibility, site suitability, infrastructure considerations and alignment with municipal land-use objectives.
- 3.4.4.** Preliminary site review does not constitute approval and remains subject to submission of a complete application and Director approval.

3.5. Community-Led Garden Application Requirements

- 3.5.1.** Applications must include:
 - a.** A Site Plan;
 - b.** An Operating Plan outlining watering, maintenance, volunteer structure, roles and responsibilities, tool storage and seasonal clean-up;
 - c.** A Support Plan documenting neighbourhood support;
 - d.** A Financial Plan demonstrating project viability;
 - e.** Proof of \$2,000,000 general liability insurance;
 - f.** An Exit Strategy identifying how the site will be restored if the garden is no longer viable; and
 - g.** For Allotment or Combination Gardens, a Plot Management Plan outlining plot assignment, use expectations and conflict resolution.

3.6. Community-Led Garden Review and Approval

- 3.6.1.** Applications are reviewed by Environment & Parks for site suitability, operational impact, and alignment with Policy 221.
- 3.6.2.** Approval is discretionary and subject to Director approval.
- 3.6.3.** Approval does not convey any property interest, exclusive possession or entitlement.

3.7. Community-Led Garden Oversight, Modification, and Revocation

- 3.7.1.** The City may inspect Community Gardens at any time.
- 3.7.2.** Where a garden is not being maintained, presents operational or safety concerns, or is no longer viable, the City may:
 - a.** Require corrective action;
 - b.** Assume stewardship of the garden, including facilitating transition to another Community Group where appropriate; or
 - c.** Remove the garden and restore the site using internal resources.
- 3.7.3.** For the purposes of this procedure, a Community Garden may be considered not being maintained where, in the City's opinion, one or more of the following conditions exist:



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- a. The garden is abandoned or shows prolonged inactivity;
 - b. The site presents safety, health or accessibility concerns;
 - c. The garden is no longer being managed in accordance with the approved Operating Plan; or
 - d. The condition of the site interferes with City operations or adjacent land uses.
- 3.7.4. No compensation shall be provided for improvements made by Community Groups.
- 3.7.5. No community garden shall be used for commercial purposes.
- 3.7.6. No community garden shall be treated with herbicides or pesticides

4. Version History

Action	Date	Description
Replacement	2026/07/02	Replaces Procedure 212-1 Community Gardens