

Community Garden Procedure Checklist



This checklist is provided for your records only, you do not submit it to the Community Services Department. It is available to you to ensure that you have the information and resources to help and guide you and to proceed with your application.

Before submitting the Application and Agreement Form, we have:

- ☐ The proposed Community Garden site is located on Town owned or leased property.
- ☐ Our Community Group has at least 5 core members.
- ☐ Our Community Group has an Authorized Group Representative (AGR).
- ☐ Our Community Group will operate the Community Garden for a minimum five (5) year period.
- ☐ The location of the Community Garden site meets the requirements stated in 3.2.7.
 - ☐ (1) Free from hazards;
 - ☐ (2) A level or not excessively sloping terrain;
 - ☐ (3) Adequate sun exposure;
 - ☐ (4) Adequate drainage;
 - ☐ (5) Adequate water source;
 - ☐ (6) Access for emergency vehicles;
 - ☐ (7) Accessibility for community users;
 - ☐ (8) Availability and accessibility of parking, where applicable; and
 - ☐ (9) Not located in close proximity to storm water management ponds or drainage swales.
- ☐ Our Community Group has a Site Plan, the site plan meets the requirements stated in Section 3.2.8.
 - ☐ (1) Garden plot design;
 - ☐ (2) Layout of garden plots;
 - ☐ (3) Dimension of each plot;
 - ☐ (4) Location and construction details of accessible garden plot(s);
 - ☐ (5) Layout, dimensions and material of internal paths;
 - ☐ (6) Source and quantity of imported topsoil/fill, where applicable;
 - ☐ (7) Type, location, and dimensions of all fencing, storage sheds and other structures (accessory structures shall be less than 10 square metres);
 - ☐ (8) Accessible pathway(s) to Community Garden;
 - ☐ (9) Community Garden must meet Accessibility Standards in accordance with Section 3.2.10.;
 - ☐ (10) A 5.5 metre unobstructed clear zone around the perimeter.
- ☐ Our AGR has filled out the Community Garden Application Form and submitted it to the Supervisor of Parks Development or designate in the Community Services Department.

Community Garden Procedure Checklist



We have submitted the Community Garden Application Form, now we must:

- ☐ Wait for the Community Consultation to be completed as stated in Section 3.4.
The Town will consult with the community and special interest groups about the Community Garden and they will be given the opportunity to comment.
- ☐ Submit our Community Garden Group Agreement for review and approval to the Supervisor of Parks Development or designate, as stated in Section 3.5. The Agreement must address:
 - ☐ (1) Garden plot and/or community garden fee, if applicable;
 - ☐ (2) Garden plot distribution system, shall be an open non-discriminatory process. Whitby residents are to be given priority;
 - ☐ (3) Rules covering theft and/or removal of items from garden plots. The Town will not be responsible for theft, damages, or vandalism;
 - ☐ (4) Use of Environmentally Sustainable Gardening Practices;
 - ☐ (5) Maximum crop heights;
 - ☐ (6) Prohibited plants such as marijuana, illegal, and invasive as well as plants which may block other members garden plots;
 - ☐ (7) General care and overall appearance of garden plots (expected levels of maintenance, cleanliness, waste management, and weed control);
 - ☐ (8) How breaches or violations to the Community Garden Group Agreement will be addressed, such as the use of written notices as warnings for non-compliance, and the imposition of penalties that include, but are not limited to, the offender's expulsion from the Community Garden;
 - ☐ (9) Description of the Water Conservation Plan and practices in accordance with Section 3.9.6; and,
 - ☐ (10) Pets must be on a leash at all times and pet feces must be picked up and disposed as waste and not composted. A Community Garden Group Agreement may exclude pets.
- ☐ Soil Test.
If the Town has deemed a soil test is necessary; it must be conducted, as required by the Community Garden Procedure, Section 3.7. The Town will coordinate the Soil Test, however, the cost is to be borne by the Community Garden Group.

The Town will issue a Conditional Approval Letter to the AGR when everything above is completed. The Conditional Approval status means the Community Garden Group can move forward with obtaining insurance.

We have been granted Conditional Approval now we must:

- ☐ Obtain Insurance.
The Community Garden Group must have insurance. The Town's Certificate of Insurance Form or a form satisfactory to the Town must be completed. Refer to Section 3.6 of the Community Garden Procedure.

Community Garden Procedure Checklist



- ☐ Obtain approval for the Community Garden Group Agreement from the Town.

The copy of the Community Garden Group Agreement was submitted to the Town (after the Conditional Approval was granted) for review and approval. The Town has reviewed the Community Garden Group Agreement and may have asked the AGR to incorporate specific changes. The changes have been incorporated and our Community Garden Group Agreement has been approved by the Town and ready to be implemented. Refer to Section 3.5 in the Community Garden Procedure.

- ☐ Sign and submit the Community Garden Agreement Form.

The AGR must complete and sign the Community Garden Agreement Form, Appendix 3. The original must be sent to the Supervisor of Parks Development or designate. Refer to Section 3.6 in the Community Garden Procedure.

Once insurance is obtained, the Community Garden Group Agreement is approved, and the Agreement Form is signed. The Town will then issue a Final Approval Letter indicating the Community Garden Group can develop the Community Garden. Refer to the Community Garden Procedure, Section 3.3

We have been granted Final Approval through a Letter of Approval from the Town, now we must:

- ☐ Develop our Community Garden according to the Plans which were approved by the Town.
- ☐ Ensure the Community Garden members adhere to the Community Garden Group Agreement that was approved by the Town.
- ☐ Adhere to the entire Community Garden Policy and Procedure.
- ☐ Provide the information to the Community Services Department as requested for statistical purposes in the Community Garden Procedure, Section 2.3(6)
- ☐ (a) Number of garden plots.
 - ☐ (b) Number of members in the Community Garden Group.
 - ☐ (c) Number of garden plots available for new members of the Community Garden Group.
 - ☐ (d) Number of individuals on the waiting list to join the Community Garden Group.
 - ☐ (e) Fee charged for an individual garden plot.

If you have any questions, please contact the Community Services Department, Supervisor of Parks Development or designate.

Town of Whitby - Community Services Department
333 McKinney Drive, Whitby, ON L1R 3M2
Phone: 905.430.4310 Email: parks.rec@whitby.ca
Web: www.whitby.ca/en/play/community-gardens.aspx

Community Garden Procedure Resources



Canadian Organic Growers - www.cog.ca

Durham Integrated Growers - www.durhamdigs.ca

Region of Waterloo, Public Health Community Gardens - chd.region.waterloo.on.ca/en/partnersprofessionals/communitygardens.asp

Toronto Public Health publication - From the Ground Up: Guide for soil testing in urban gardens

Existing Community Gardens in Whitby (not on Town owned property)

- Hebron Community Garden, 4240 Anderson Street
- St. Johns Anglican Church Community Garden, 150 Victoria St. East
- Whitby Ajax Garden Project, Whitby Ajax Border, 200 Winchester Road

Whitby Community Gardens - whitby.ca/community-gardens

Whitby Smoking By-Law - whitby.ca/Smoking

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