

# Community Garden Application

## Parks & Recreation

[www.halifax.ca/recreation/parks-trails-gardens/gardens/community-gardens](http://www.halifax.ca/recreation/parks-trails-gardens/gardens/community-gardens)

Last update: January 2018



**HALIFAX**

## Section 1: Community Garden Program

The Municipality’s Community Garden Program allows residents to operate a community garden on Municipally-owned property. The program is intended for small-scale operations by a group, on a non-profit basis, for:

- Personal use
- Donation to local food causes
- Generating revenue to reinvest in the community garden
- Production of a floral or landscape display; or
- Demonstration of gardening or other related instructional programming.

This Community Garden process follows the Halifax Regional Council approved “Community Garden Program” Administrative Order (2014-009-OP). This order can be found here: [www.halifax.ca/sites/default/files/documents/city-hall/legislation-by-laws/AO-2014-009-OP.pdf](http://www.halifax.ca/sites/default/files/documents/city-hall/legislation-by-laws/AO-2014-009-OP.pdf)

Before you apply you may wish to consider:

1. Looking at other properties in your neighbourhood such as Churches, businesses / organizations, schools, private land owners or other public lands (Provincial or Federal).
2. Consider joining an existing community garden.

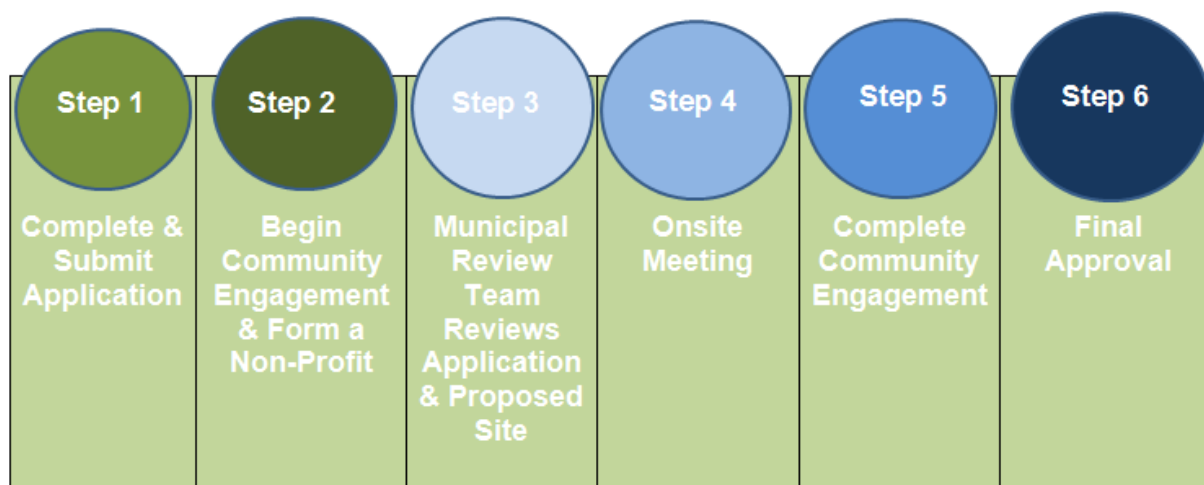
Find out more about existing gardens on Municipal land at [www.halifax.ca/recreation/parks-trails-gardens/gardens/community-gardens](http://www.halifax.ca/recreation/parks-trails-gardens/gardens/community-gardens)

If you have any questions, please contact your Community Developer:

Community Developer	Serving the areas of...	Phone	Email
Darren Hirtle	Dartmouth, Cole Harbour & Eastern Shore	902-490-4865	<a href="mailto:hirtled@halifax.ca">hirtled@halifax.ca</a>
Lillian Ash	Halifax Peninsula	902-490-4408	<a href="mailto:ashli@halifax.ca">ashli@halifax.ca</a>
Shawna Shirley	Bedford, Sackville, Fall River, Musquodoboit Valley	902-869-4202	<a href="mailto:shirles@halifax.ca">shirles@halifax.ca</a>
Bronwyn MacKinnon	Armdale, Springvale, Fairview, Clayton Park, Spryfield, Sambro, Harrietsfield, Herring Cove, Rockingham, Beechville, Lakeside, Timberlea, Prospect, Kingswood, Uplands Park, Hammonds Plains, Tantallon, Hubbards and area.	902-479-4486	<a href="mailto:mackinnb@halifax.ca">mackinnb@halifax.ca</a>

## Section 2: The Community Garden Process

The process to consider an application should take about 4 - 8 weeks to complete after the March 15 deadline (Depending on the number of applications received).



**Step 1:** Complete the Community Garden Application ( available at [www.halifax.ca/recreation/parks-trails-gardens/gardens/community-gardens](http://www.halifax.ca/recreation/parks-trails-gardens/gardens/community-gardens)) and send to the Community Developer in your area (See page 2). Any questions concerning your application should be directed to your Community Developer.

**Step 2:** If you are not a Registered Society, start the process of forming a non-profit society (see Community Garden Handbook). You will hold at least one public information meeting to:

- inform the neighbourhood of the proposed project
- gauge community support (100% support of residents who live directly next to the proposed garden is needed.)
- identify any issues and how you will address them

**Step 3:** Your Community Developer contact will review the application to ensure it is complete. Your application will then be sent to the Municipal Review Team for consideration. They will discuss your application and review the proposed site. The Team may have questions which will be compiled and e-mailed to you for response.

**Step 4:** An on-site meeting may be scheduled (if needed) with your group and a member(s) from the Municipal Review Team to resolve any outstanding issues.

**Step 5:** Submit the results of your public meeting and neighbours' support.

**Step 6:** Once all steps are complete and the requirements are met, you will receive a Community Garden Agreement from your Community Developer. The contract will lay out all the terms and conditions of your approval and must be signed prior to the start of your Community Garden being built.

# Section 3: Community Garden Application

The deadline to submit a Community Garden Application is March 15.

<b>NAME OF GARDEN GROUP:</b>	
<b>CONTACT PERSON:</b>	<b>EMAIL:</b>
<b>MAILING ADDRESS:</b>	<b>NUMBER OF VOLUNTEERS IN THE PROJECT:</b>
<b>LOCATION OF PROPOSED GARDEN (civic address/street address)</b>	
<b>MANDATE AND HISTORY OF THE GARDEN GROUP:</b>	

<b>NAMES OF VOLUNTEERS INVOLVED IN THIS PROJECT: (at least 5 adults must be involved)</b>			
NAME:	EMAIL:		PHONE:
NAME:	EMAIL:		PHONE:
NAME:	EMAIL:		PHONE:
NAME:	EMAIL:		PHONE:
NAME:	EMAIL:		PHONE:

I hereby make application for approval of a Community Garden on Municipally owned property with the full knowledge and authorization of the Garden Group as identified on this form.

**Signature:** \_\_\_\_\_  
(Main Contact)

**Date:** \_\_\_\_\_

## **OPERATING THE COMMUNITY GARDEN**

### **OPERATIONS**

How will this community garden operate? Will residents have individual plots or will there be communal planting and harvesting? Will there be plot fees? How will you ensure all community members shall have access to the community garden? What will you do if there are more people wanting to garden than there is garden space?

### **COMMON AREA**

Describe how your Garden Group plans to include a common area to make your garden accessible for all community members to access? (e.g. area to be used by a local elementary school, etc.)

**INFORMING THE NEIGHBOURS**

Please describe details of your public information meeting and any other plans your Garden Group has to inform surrounding neighbours of the project. (i.e. circulating a flyer, word of mouth, ad in the local paper). How will you incorporate their feedback into your decisions?

**SAFETY**

Please describe how your Garden Group plans to promote safety and minimize any risk to garden volunteers and participants.

**WATER SOURCE**



Please describe where you plan to get your water for this garden?

**SITE MAINTENANCE**

How does your group plan to maintain the site? (Grass cutting, composting, etc)

**VANDALISM:**

How does your group plan to minimize vandalism at your site?

**GARDEN BED MATERIALS:**

What materials will you use to create your garden beds? (non-treated wood, stone, etc.)

**SITE PLAN:**

Please include a site plan with this application. See Community Garden Handbook for an example.

**CHECK ALL THAT APPLY**

- By checking this box, you are **confirming you have contacted the “Call Before you Dig” Phone Line at 1-866-313-3030** to determine if any gas lines are in the area of the proposed community garden.
- We are a non-profit society.** \_\_\_\_\_  
*(Please include the certificate number from the Registrar of Joint Stocks)*
- We are not a non-profit society but are in the process of becoming one.**
- We plan on getting insurance for our Community Garden**
- By checking this box, you are **confirming you have reviewed the Community Garden Handbook** as part of the application process.
- Site Plan is included.**

The proposed garden will include:  Ornamental Plants  Edible Plants  Combination

**Contact Information for Website**

The municipality receives requests from members of the public looking to get involved in Community Gardens. What e-mail address can we give out for others to contact you to get involved? This information will also be posted on our website (Halifax.ca/rec).

E-mail: (please print clearly) \_\_\_\_\_

*In accordance with Section 485 of the Municipal Government Act (MGA), the personal information collected on this application will only be used by municipal staff and, if necessary, individuals under service contract with the municipality, for purposes relating to the administration of the Community Garden Program. If you have any questions about the collection and use of this information, please contact the Access and Privacy Office at 902-490-4390 or [accessandprivacy@halifax.ca](mailto:accessandprivacy@halifax.ca)*