

## Purpose

The purpose of this policy is to provide London residents with guidelines and procedures for how to apply for a plot in an existing Community Garden and how to operate and maintain the garden plot.

## Scope

This policy applies to all Gardeners who have plots on municipally owned Community Gardens.

## Policy

### i. Responsibilities of Community Gardeners

- Read and sign the Annual Garden Plot License (Rental) Agreement.
- Make full payment of the annual fee to the Coordinating Agency by the annual deadline.
- Contact the Coordinating Agency for support if concerns, questions or complaints arise.
- If a Gardener is going to be away from his / her garden for more than 14 days, the Gardener must make arrangements to have an alternative Gardener tend to the plot or notify the Coordinating Agency so that other arrangements can be made.
- Maintain the garden in a safe, clean and sanitary condition, including normal watering, weeding and general care of the assigned plot, to the satisfaction of the Coordinating Agency.
- Use only compost and composted manures for soil conditioning and fertilization of Gardens. Adhere to the Pest-Resistant Composting Policy, #1305.
- Use water sparingly as supply is limited.
- Maintain the pathways adjacent to a Gardener's plot(s), keeping them free of weeds and garbage.
- Dispose of all **litter** (i.e. wrappers, uneaten food, cups, etc.) into City of London garbage containers located within designated areas of the Community Garden.
- Leave garden waste materials (i.e. plant and tree trimmings as well as brush, leaves, stumps, etc.) at the roadside for pickup by City of London based on the Yard Materials Collection schedule for each Garden as identified in the City's Waste Reduction and Conservation Calendar.

- Protect all tools or personal property brought into the Community Garden. The City of London and the Coordinating Agency are not responsible for any lost or stolen personal property of Community Gardeners, their families or friends.
- Purchase any permanent structures the Gardener requests for the Garden, as approved by the Coordinating Agency on behalf of the City of London.
- Completely clear the plots at the end of the season, no later than November 30<sup>th</sup> (weather dependent). The community gardens must be 'put to bed' which means there is no above ground material left behind.

## ii. Responsibilities of the City of London

- Authorize the Gardener to use the City's property and the specific Garden plot once the Gardener signs the Garden Plot License (Rental) Agreement and pays the annual rental fee.
- Provide oversight to the Coordinating Agency to ensure the Agency is fulfilling all assigned responsibilities.
- Dispose of litter from the community garden site from designated City of London garbage containers located within Community Gardens.
- Pick-up yard waste left for roadside pickup at each Community Garden based on the Yard Materials Collection schedule as identified in the City of London's Waste Reduction and Conservation Calendar.
- Provide grass maintenance around the perimeter of the community gardens located on City of London property.
- Provide a water supply in Community Gardens where there is no access to municipal water.

## iii. Responsibilities of the Coordinating Agency

- Collect the annual Garden Rental fees from all Gardeners and submits payment to the City of London.
- Ensure each garden is officially open from May 1st to November 30th of each calendar year, weather permitting.
- Determine all plot assignments.
  - Only one plot is permitted per applicant, except in special circumstances, as approved by the City of London.
- Conduct regular supervision of all Community Gardens.
- Coordinate overall site upkeep, fall cleanup and compost maintenance.

- If a plot is not used or if it is unattended for more than 15 consecutive days, reassign the plot to the next Gardener on the waiting list. Until the plot is reassigned, the Coordinating Agency is responsible for maintaining the plot.
- Provide information on how to develop, maintain and manage Community Garden plots and the associated responsibilities of having a garden plot.
- Encourage and support the development of a community garden network with the common goals of sharing knowledge and skills, enhancing interaction between garden members and increasing awareness of and access to the City's Community Gardens.
- Provide support to garden members regarding advertising and promotion opportunities for community garden events and projects.
- Approve all permanent structure installation requests from Gardeners, in coordination with the City of London.

## Procedures

### iv. Submitting An Application For A Plot

#### a. For Returning Gardeners:

- The Coordinating Agency will email or send a letter in February offering the Gardener the same plot as the previous year.
- The returning Gardener will have until March 31st to sign the Garden Plot License (Rental) Agreement and pay the associated rental fees in order to reserve the plot.
- The Coordinating Agency will assign the same plot as last year to returning Gardeners unless otherwise requested. Special requests will be accommodated whenever possible.

#### b. For New Applicants:

- Londoners who are interested in having a plot in an existing Community Garden must register their interest with the Coordinating Agency at any time during the year, but ideally before March 1st for the upcoming gardening season.
- Once a registration of interest is received, the Coordinating Agency will put applicants on a waiting list. New Gardeners will be assigned available garden plots on a first-come, first-served basis.
- The Coordinating Agency will assign one plot per Gardener, except in special circumstances as approved by the City of London.