

## New Community Garden Application Form

- This application is for the creation of new Community Gardens on City of Windsor owned property only.
- Please consult the list of parks recommended for Community Gardens which can be found on our website: <https://www.citywindsor.ca/residents/environment/community-gardens>
- New Community Garden Application Forms must be submitted via email to [emp@citywindsor.ca](mailto:emp@citywindsor.ca) by no later than **October 31** of the current year for the growing season the following year
- If you require assistance with your application, please contact the Environmental and Sustainability Coordinator at [emp@citywindsor.ca](mailto:emp@citywindsor.ca)

### Applicant Information:

<b>Name of Community Garden Coordinator:</b>	
<b>Daytime phone number:</b>	
<b>Email address:</b>	

<b>Name of Designate:</b>	
<b>Daytime phone number:</b>	
<b>Email address:</b>	

### Site Information:

What is the address or name of the property where you would like to establish a community garden? Please describe the site within the property where you would like to have your garden.

**Garden Information:**

Describe the design of your Community Garden and what methods (ie. raised beds) you will use to operate and maintain the garden including your end of season plan:

**Community Garden Group Information:**

How many committed volunteers do you have? What experience do you and your volunteers have in growing food? Please provide examples

### Site Plan:

Please sketch or attach a proposed site plan, detailing plot layouts and other features including structures such as compost bins or storage sheds. Soil amendments and materials for pathways must also be noted. Minimum setbacks of 5 meters from the edges of the Community Garden to surrounding amenities, property lines, hedgerows and trees may be required to allow for regular maintenance.

## Community Garden Coordinator Responsibility Agreement

**TO: The Corporation of the City of Windsor ("City")**

**FROM: \_\_\_\_\_ ("Community Garden Coordinator")**

**Re: \_\_\_\_\_ ("Community Garden")**

IN CONSIDERATION of a non-exclusive temporary licence to use the City's property as set out below, I, the Community Garden Coordinator, and representative of the Applicant, agree as follows:

1. The Applicant has been authorized to use the Garden as a community garden. The permit becomes effective as of my signing this agreement.
2. The Applicant shall comply with the Code of Conduct and all of the rules, regulations, policies and guidelines provided to me by the City.
3. Further, I declare that I have read or will read, prior to any use of the Garden, the City's Policy on Community Gardens on Municipal Property (the "Policy") and the Community Gardens on Municipal Property Procedure (the "Procedure"). I expressly agree that I will comply with all terms and conditions of the Policy and Procedure, and all other applicable City by-laws and other applicable laws.
4. In addition to the above, I agree to the following:
  - This licence is not assignable nor transferable;
  - This licence is valid for a one (1) year period, running from April 1 in the year set out above to March 31 of the following year; and
  - I and the Applicant shall abide by all applicable City by-laws and other applicable laws.
5. I agree that I and the Applicant shall only use the Garden only for purposes of gardening for personal use, subject to the following rules:
  - Produce cannot be sold;
  - Care and maintenance of the site;
  - Restrictions on use of chemicals;
  - Restrictions on use of equipment;
  - Restrictions on construction, use and maintenance of any structure, including raised beds and storage shed; and
  - Upon termination of the licence, return the site to its original condition.
6. I understand that it is recommended that I or the Applicant carry insurance in an amount(s) and type(s) satisfactory to the City, but it is not required.
7. I agree that as Community Garden Coordinator, I will:
  - Be responsible for communication with all individual gardeners at the Garden;
  - Ensure that all individual gardeners sign Gardener Waivers and remain in compliance with the Code of Conduct;

- Contact the City's Environment and Sustainability Coordinator for assistance and support if concerns, questions or complaints arise;
  - Consult with the City's Environment and Sustainability Coordinator before erecting permanent or semi-permanent structures within the Garden, including fences, sheds and additional signage;
  - Take responsibility for the collective management of the Garden, including sourcing garden materials for the Garden after the initial setup and maintaining all paths within the Garden;
  - Ensure the Garden is well maintained;
  - Encourage individual gardeners in the Garden to obey the Code of Conduct
  - Oversee compliance of the Code of Conduct by individual gardeners within the Garden;
  - If any violation of the Code of Conduct is found, discuss the matter with the individual gardener, and if necessary, discuss the issue with the City's Environment and Sustainability Coordinator who may issue a written notice to the gardener.
8. I agree to notify the City as soon as possible if unable to continue in the role as Community Garden Coordinator.
9. If the Applicant must abandon the site for any reason, I agree to notify the City promptly.
10. The City has the right to terminate this agreement: (a) at any time and for any reason upon 14 days' notice to the Community Garden Coordinator; (b) immediately upon notice to the Community Garden Coordinator if the terms of this Agreement have been breached or for health and safety reasons.
11. I declare that I am a resident of the City of Windsor.

**Hold Harmless / Indemnification Clause**

I understand that the use of the Garden shall be at the sole risk of myself and the Applicant. I agree that neither The Corporation of the City of Windsor nor its employees or agents are responsible for the actions of myself or the Applicant. I THEREFORE AGREE TO INDEMNIFY AND HOLD HARMLESS THE CORPORATION OF THE CITY OF WINDSOR, ITS ELECTED OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, VOLUNTEERS AND ANY OTHER PERSON FOR WHOM IT IS IN LAW RESPONSIBLE, FOR ANY NEGLIGENCE, DAMAGE, LOSS OR CLAIM THAT OCCURS IN CONNECTION WITH THE USE OF THE GARDEN BY ME, THE APPLICANT, OR FOR ANY OTHER PERSON FOR WHOM I AM IN LAW RESPONSIBLE.

Signature of Community Garden Coordinator: \_\_\_\_\_

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

The personal information collected on this form is collected under the authority of the *Municipal Act, 2001* and will be used to administer the City of Windsor's Community Gardens Program. Questions about this collection should be addressed to the Environment and Sustainability Coordinator at [emp@citywindsor.ca](mailto:emp@citywindsor.ca)

<b>For Office Use Only</b>
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**Date Application Received:**

**Circulated to:**

- Environmental and Sustainability Coordinator
- Community Garden Committee
- Council

**Application Approval:**

**Date approved:**

- Satisfactory soil test (if required)
- Proof of insurance received
- Community Garden Agreement signed

**Application Denial:**

**Reason for denial:**

**Applicant informed on:** \_\_\_\_\_ **by:** \_\_\_\_\_