

# Let's get growing!

Community gardens are community led. To be successful, they need people power, purpose and a plan.



Strathcona County is here to support garden leaders throughout all the steps in the application process. Applications are accepted and approved on an ongoing basis throughout the year. As a limited number of gardens are approved each year, it may take 18 to 24 months for a garden to be approved and installed. Follow the steps below and let's get growing!

## Step 1 – Location selection and letter of intent

Explore your neighborhood to look for available greenspaces. Once you have some preferred sites in mind, contact Strathcona County Transportation and Agriculture Services at 780-417-7100 to discuss the suitability of the sites and obtain a pre-approval to use the site for a community garden.

Once you have a site pre-approved by the County, you will need to generate interest with your neighbours and submit a letter of intent.

Generating interest with your neighbours can be done in a variety of ways, including: talking to people using parks and greenspaces; door-knocking in your neighbourhood; or hosting a meeting at the pre-approved garden site. The County can assist you with creating a plan to meet your neighbours and build support for the garden project.



Planning in parks is complex, as we need to ensure access for all user groups. The County may not always be able to accommodate a garden at your preferred site.

The letter of intent must include:

- A minimum of 12 to 15 people who want to participate in the garden
- A minimum of two to three garden champions—people willing to take a leadership role with the garden
- At least 70 per cent of the people on the letter of intent need to reside in the neighbourhood of the pre-approved location

The letter can be submitted to: [communitygarden@strathcona.ca](mailto:communitygarden@strathcona.ca)



## Step 2 – Planning meeting

Once the letter of intent has been submitted, it's time to start planning! The County will help arrange an informal meeting with you and your neighbours to review the application process and start planning your garden. The County representative will help ensure there is clarity on roles and processes.

What will we talk about:

- What should the garden look like?
- What is our budget and how will we fund the garden?
- What are the guidelines members must follow?
- How will we make decisions and deal with conflict?
- What is the garden group's role and Strathcona County's role?

## Step 3 – Submit an application

Following your planning meeting, the County will provide you with the application form. The application needs to include the following information:

- Garden champions
- Project plan
- Fee structure, costs and financial plan
- Garden rules

Submit completed applications to: [communitygarden@strathcona.ca](mailto:communitygarden@strathcona.ca)

## Step 4 – Final approval and installation

Once an application receives final approval, a construction schedule will be provided for garden installation. Typically, a garden will be constructed in the year following the approval (e.g., a garden approved in 2019 will be scheduled for construction in 2020).

Once the garden is constructed, a licence agreement between Strathcona County and the community garden group will be signed, and the group will take over the garden.

## Strathcona County is here to help!

Connect with our knowledgeable staff to help make your community garden project a reality!

 [communitygarden@strathcona.ca](mailto:communitygarden@strathcona.ca)  780-417-7100

