



COMMUNITY GARDEN GUIDE

Information & Best Practices for Establishing Successful Community Gardens on Institutional Land

A Project of My FED Farm

An Initiative of the Food Eco District, My FED Farm supports those who face barriers to healthy, affordable food and provides them with free start up food garden kits and access to food-growing resources.

Acknowledgements

We acknowledge with gratitude and respect that we work and live on the traditional homelands of the WSANEC and Lekwungen-speaking peoples, known today as the Songhees and Esquimalt Nations, whose relationship with the land continues to this day.

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Contributing Gardens:

UVIC Campus Community Garden
Huntington Manor
St. Georges Anglican Church
Monteith Gardens
Neighborhood Garden of All Sorts
Capital City Allotment Association
Wark Street Community Garden
Agnes Street Community Garden
LifeCycles Welland Orchard
Farmlands Trust (Greater Victoria) Society
Newman Farm
Winchester Organic Farmers Union
Banfield Park Community Orchard
Banfield Commons Garden



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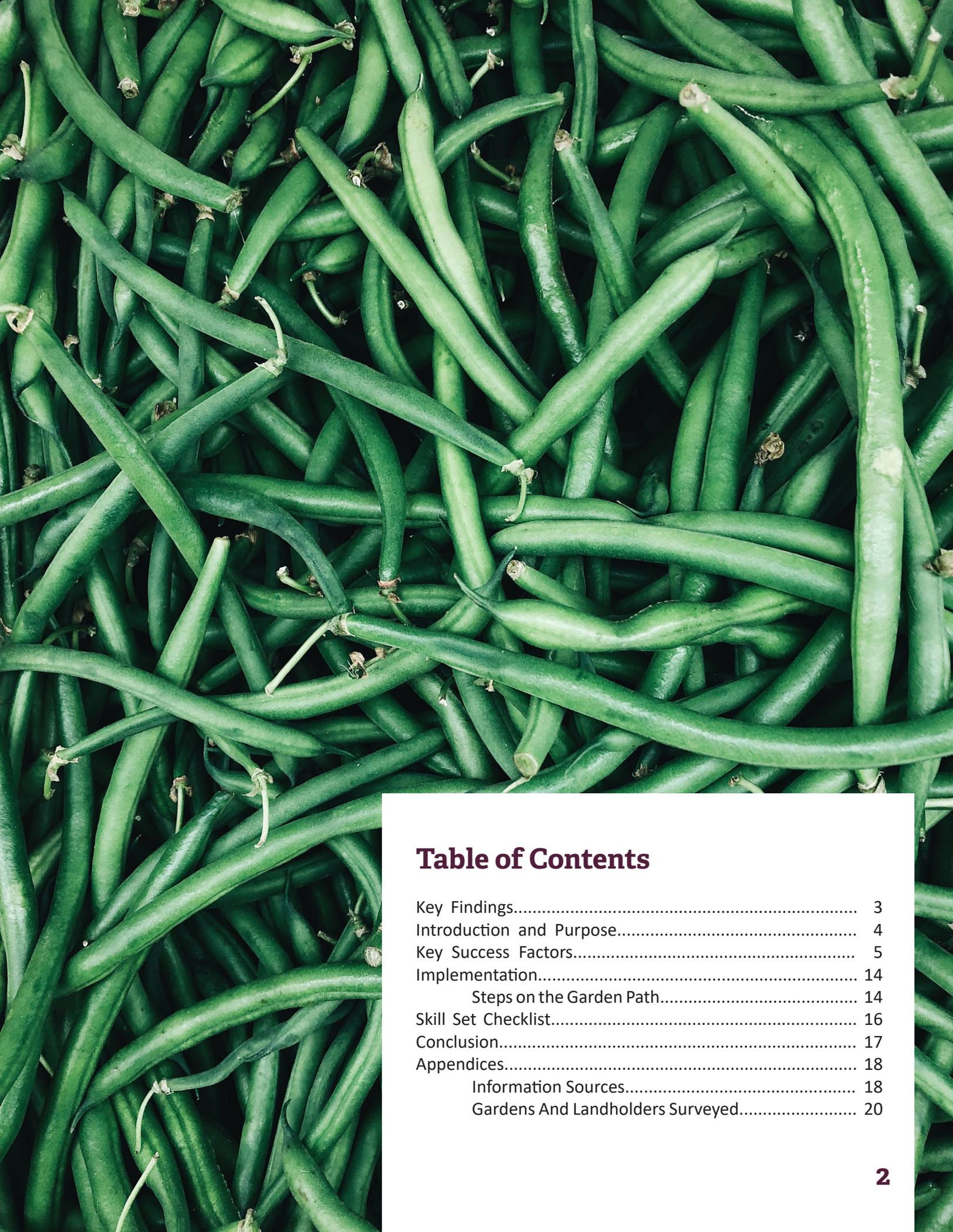


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Executive Summary – Key Findings

Community gardens have long been a tradition in Victoria. Today, they are taking on new importance as citizens become increasingly concerned about food security and access to fresh food for those in need.

Community gardens are most commonly established on “institutional land” – in other words, land that is not owned by community garden proponents themselves. Through a wide-ranging interview process with existing community gardens, eight key success factors have become clear:

1. A compelling vision, articulated early
2. Solid organisation and governance
3. Clear rules and obligations of membership
4. A trusting relationship with the landowner
5. Good infrastructure, supported by community gardeners and landowner
6. Designs that build-in accessibility and inclusivity up-front
7. Informed and supportive neighbours
8. The ability to plant “community” in Community Gardens

Turning these success factors into a thriving community garden involves roughly ten key implementation steps:

1. Meet with interested people to develop a “Vision” for the garden
2. Identify committed, energetic volunteers that can serve as key members of the garden team
3. Identify resources available and accessible in your community
4. Approach an Umbrella Organisation to act as sponsor for the garden
5. Determine the garden’s rules and put them in writing
6. Choose a site for the garden wisely and sign a longer-term agreement with the landowner
7. Prepare and develop a site plan
8. Organize the garden
9. Plan for children, seniors, and special-needs gardeners
10. Help garden members stay connected with each other

Introduction and Purpose

Community gardens can be much more than a place to grow food. As we know, growing alongside others can be full of joy and connection, especially in a time when they feel in short supply. Community gardens become a place of sharing, cultivating both food and friendship. They have the ability to build abundance in our food system and reduce food insecurity. They can regenerate natural spaces and increase the health of local plant and animal species.

To achieve all of their positive benefits, community gardens require clear and consistent organization and governance.

This report is focused on the key ingredients in establishing community gardens on institutional land. Our research goals are to:

- Review what works/does not work in existing governance and participation models and key modes of engagement between the gardeners and their institutional landowner partners.
- Summarize key success factors in establishing community gardens on institutional lands
- Identify steps to implementing a successful community garden on institutional land

Our research has been primarily driven by interviews with a sample of community garden organisations and institutional landowners based on a survey questionnaire (See Appendices 1 and 2). We have also reviewed a wealth of relevant material accessed from websites or provided to us by our interview participants.

Here's what we heard.

- Gerald Smeltzer and Stuart Cuthbertson, FED Volunteers





What makes community gardens on institutional land successful – from their creation to their long-term operation?

How have garden organizers navigated through the many challenges and pitfalls of their projects?

The Eight Key Success Factors

What follows is the list of success factors we have gathered from our interview and research process. It is not exhaustive nor is it the only possible list of success factors. It does, however, reflect common themes that emerged in our interviews and is echoed in the wide body of publicly available information on forming community gardens. (See Appendix 1 for key information resources and model agreements)

The success factors are set out here in a ‘checklist’ format - with goals and key components - in the hopes that they can be easily followed by community garden organizers in the design and development of successful gardens. They are as follows:

1. A compelling vision, articulated early
2. Solid organisation and governance
3. Clear rules and obligations of membership
4. A trusting relationship with the landowner
5. Good infrastructure, supported by community gardeners and landowners
6. Designs that build-in accessibility and inclusivity up-front
7. Informed and supportive neighbours
8. The ability to plant “Community” into the community garden

1

A Compelling Vision, Articulated Early

A compelling vision outlined early on in the garden's planning stage will help attract and motivate support behind the garden, the garden organisation, and in its relationship with the landowner.

KEY COMPONENTS OF THIS SUCCESS FACTOR:

- Organisers of the community garden should articulate an early vision of what they want their garden to be. The vision should include:
 - Location and dimensions
 - Type of garden – i.e., communal gardens (common + individual plots), individual plot allotment gardens, community food gardens
 - Prominent focus and features of the garden – i.e., food production, pollinator, therapeutic plants, demonstration gardens with educational component, etc.

The vision should outline the benefits of the garden to the community – articulating who will be involved (i.e., neighbourhood members, children, newcomers, local Indigenous residents, BIPOC) and what role the garden should play in the community (i.e., accessibility, education, food production for food banks, reflecting community diversity, etc.)

Success Story: Capital City Allotment Association & District of Saanich

From the very beginning, the Capital City Allotment Garden and its Association (CCAA)'s vision was to practice sustainable gardening that improves water quality in the vital Swan Lake watershed around it.

Since European settlement, this watershed has suffered from agricultural, residential, and manufacturing activities that dumped large amounts of untreated organic waste. As a result, this water system has experienced fish die-offs, algae blooms, and severe degradation of water quality.

The CCAA executes their vision of a healthy watershed through strong policy and accountability.

- Firstly, they acknowledge their civic responsibility to care for this beautiful piece of open land and the surrounding waters. With other community groups, the CCAA actively improves water quality through sieving and purifying pollutants from human activity and reducing the amount of human pollutants entering the system in the first place.
- Secondly, the CCAA works with the District and the Peninsula Streams Society to protect and restore the stream banks with native vegetation. The CCAA bylaws state that “Swan Creek is a protected waterway. Gardeners are prohibited from “altering creek banks, removing vegetation, or placing any objects in the creek”. As an example of this bylaw in practice, garden boxes can only be constructed with unpainted wood and retiring gardeners' deposits are only returned when their garden is clear of all foreign objects (i.e. wood, plastic, and glass).

Resources:

Capital City Allotment Gardens - [Terms and Conditions](#)

Peninsula Streams Society – [Swan Creek Restoration and Stewardship Project](#)

2

Solid Organization and Governance

Attention to organisation and governance is critical in the long-term future of the garden and building a strong and trusting relationship with the landowner and among garden members. A formal organisation representing the gardeners/plot holders is better positioned to deal with an institutional landowner than an arrangement where the landowner contracts with individual plot holders.

An organisation is better equipped to screen applicants, support work on common infrastructure and earn credibility in the community. Furthermore, a community garden organisation that is formed and sponsored under the umbrella of a broader organisation (i.e., community association, church parish council, etc.) is able to take advantage of the sponsor organisation's financial and administrative capacity.

KEY COMPONENTS OF THIS SUCCESS FACTOR:

- A committed group of active volunteers with the energy, time, and capacity to establish and operate a community garden.
- Ability to develop an inventory of already existing skills and assets in your community that can be accessed to establish and operate a successful garden – incorporating what kind of help can be secured from municipalities or other gardening groups, residents with skills and experience in landscaping, soil preparation, fencing, finance etc.
- A written constitution that clearly sets out guidelines, rules, defined governance procedures, management processes and community garden policies.
- A clear “coordinator” or “organiser position” - preferably a paid staff member (salary paid through grants or levies) and/or committed volunteers. Having paid staff supports continuity throughout the life of the garden and meaningful livelihoods in community agriculture.
- Administrative support – to handle applications, fee collection, budget, insurance and communications with members and neighbours etc. This function could either be served in-house or through a community ‘umbrella’ group sponsor that the gardens organisation can nest under – i.e., a community association, university student union, church administration.
- Capacity to raise funds for garden design and infrastructure construction (i.e., water, perimeter fencing, allotment boxes etc.) It is unlikely that initial allotment fees from members will be enough to cover all costs required to establish the gardens. So, an ability to raise funds for these components and secure available grants for this work is important.
- Solid financial management with accountability to members (for fees) and funders (for grants and loans).
- Capacity to understand and address landowner's processes and requirements and report regularly on compliance (more information on this in Success Factor #4 on page 10)
- Communications with members – scheduling regular meetings (including an annual general meeting), preparing and distributing meeting minutes and summaries, e-mail communications with members, and regular newsletters



SUCCESS STORY: UVIC CAMPUS COMMUNITY GARDEN

The University of Victoria (UVic) has sponsored a campus community garden since 1998. The 90 allotment plots are split equally between UVic students and faculty + staff with 10 plots reserved as communal “giving gardens” that extend an educational and food-sharing component into the garden’s work.

Rather than creating a separate organisation to manage the garden and its relationship with the landowner, the UVic garden is operated under the UVic Student Society (UVSS). As an umbrella organisation, the UVSS is able to provide significant benefits to the garden – including:

- Financial support: 95% of the garden’s budget is provided through the UVSS budget – which comes from student fees designated to support the UVSS. This budget not only supports infrastructure spending at the garden, but, importantly, it provides part-time salaries for four staff to coordinate the garden. Staff salaries are also subsidised in the UVSS’s broader UVic “Work Study Program” that places students in paid work assignments on campus. One of the many benefits of being able to staff the garden is the often-overlooked “institutional memory” – that ability to provide strong continuity on garden policies and practices over time.
- Administrative support: The UVSS provides the gardens with other support including governance (through the UVSS’s Board of Directors), insurance coverage, fee collection, and financial and accounting assistance.
- Stronger relationship with the landowner: Dealing with a complex organisation like a University could be a daunting task for a small garden organisation. However, positioning the garden within the established, larger relationship that the UVSS has with UVic provides the garden with more influence than it might otherwise have with the university.

Resources

University of Victoria Campus Community Garden – [Annual Reports](#)

3 Clear Rules and Obligations of Membership

Community gardens are made up of their members. Attention to membership must cover the full life-cycle of the relationship- from joining the garden, to working in it, to voluntary and involuntary termination of membership. This life cycle must be supported by clear roles and responsibilities of membership – both with respect to individual plots and the communal infrastructure work and obligations. There is no room for ambiguity here. Everyone needs to know what to expect and what is expected of them.

KEY COMPONENTS OF THIS SUCCESS FACTOR:

- Defined, clearly specified processes and obligations on membership including:
 - number of members and plots
 - criteria for who can be a member - i.e., “tenant”, “parishioner”, “registered student”, “neighbourhood resident (defined area)”
 - definition of membership ‘levels’ or ‘classes’ (and associated fee differentials) – i.e., for larger plots, for communal gardeners (working on communal plots rather than an individual allotment) etc.
 - time and term limits on holding individual plots and terms and processes for renewal
 - obligations to perform communal work on the gardens (i.e., clean-up, composting, fence construction, general maintenance etc.)
- Clear procedures on how to apply for a garden allotment and the distribution of garden allotments among eligible members – i.e., “first come, first served? lottery? etc.”; waiting lists; rules regarding transferring allotments to other eligible members if they chose to leave the organisation.
- Clear rules and conditions where members can resign or be suspended from the organisation
- Clarity and accountability on how fees are set and what are they used for (i.e., share of the garden’s capital; share for annual membership), rules on any refunds of member contributions when they leave the organisation



4

A Trusting Relationship with the Landowner

The key success factor in building an effective partnership between landowners and community gardens lies in establishing trust – trust in the capacity of the garden organisation to deal with landowner’s processes and requirements and trust in the commitment of the gardening organisation to the longer-term - allowing for longer-term planning, investments in infrastructure, etc.

KEY COMPONENTS OF THIS SUCCESS FACTOR:

- Ability of the gardening organisation to develop and present a well thought-out plan for the garden that encompasses the needs and potential risks for both sides of the partnership. The ability of the gardening organisation to clearly understand and consider the landowner’s interests in this plan helps form a powerful platform for trust going forward
- Simple but formal agreement representing a committed contract for the operation of the community garden over its ‘life cycle’ – from creation to dissolution, regularly reviewed and refreshed. Such an agreement should clearly state the respective roles and responsibilities of the gardening group and the landowner in the management and operation of the garden
- Commitment to regular meetings, dispute resolution processes, and flexibility where possible to change rules as needed
- Commitment by the gardening organisation to communicate with and be prepared to address the needs of neighbours and other tenants of the landowner

TOOL: STREET TO SKY GUIDES

The Food Eco District created two guides to make landowner-urban growing relationships easier and less daunting: the Urban Farmer Guide and the Landowner Guide. These extensive guides are built on months of interviews and research. They cover everything from lease information to tax incentives to best practices to successful examples. You can find them at www.get-fed.ca/streettosky

There are several compelling reasons to structure the relationship with the institutional landowner on a one-to-one basis (via a formal organisation representing community gardeners) rather than a one-to-many relationship (between the landowner and each individual plot holder). Both the capacity and credibility of a community garden organisation can be strengthened considerably if it is created under a broader “umbrella” organisation that is already established in the community.

5 Infrastructure Supported by Gardeners and Landowner

While individual gardening plots may represent the heart of a community garden, early attention must be given to the design and building of common infrastructure required to support the garden and position it for success.

KEY COMPONENTS OF THIS SUCCESS FACTOR:

- Care in site selection – does it have the needed minimum hours of sunlight, quality of soils (if planting in the ground), irrigation, drainage, manageable amount of invasive plants, etc.
- Site size and lay-out that accommodates adequate individual plots, common infrastructure (i.e., greenhouse, toolsheds, processing tables etc.) and accessibility for both users and support vehicles as necessary
- Ability to design, fund, and implement solid common infrastructure – i.e., site preparation, perimeter fencing, water, tool sheds, composting systems as well as the ability to address site-specific issues such as water-runoff and deer fencing
- Infrastructure is attractive, functional, and attentive to the needs and concerns of the neighbours who live beside the garden (i.e., odour management, site appearance)
- Design features that respect other habitats and users – i.e. care for riparian zones around streams and waterways; boulevard gardens that do not impede neighbouring access



6

Start With Accessibility and Inclusivity

Successful gardens are designed to facilitate access to the widest range of participants, taking care to remove physical, cultural, colonial, and financial barriers. Moreover, when sited on public land there will likely be a requirement that gardens are open and generally accessible to the public. Building in accessibility and diversity at the outset will build a stronger sense of community within the garden and help get the acceptance of gardens by neighbours as well.

KEY COMPONENTS OF THIS SUCCESS FACTOR:

- Gardens are actively involved with the Indigenous nations on whose land their garden rests. Consider offering part of the land to interested local Indigenous groups to use as they see fit (i.e. for medicinal plant growing, food production, community gathering, etc.)
- Care is taken to grow any culturally relevant plants the community requests in communal plots
- Deferential payment options are available for those who face financial barriers
- Decolonization and anti-racism are central tenets of the garden's ethos
- Garden is designed to be accessible to people with special needs – i.e., wide pathways, raised beds, accessible plots within easy reach of parking spaces, etc.
- Garden is open to the public – only closed under limited and defined circumstances
- Creation of a positive, inclusive space that actively makes everyone feel welcome and safe

7

Informed and Supportive Neighbours

In all probability, members of a community garden may not reside in immediate proximity to it. However, other members of the community do – and the garden's neighbours can be expected to have needs and concerns regarding the operation and appearance of the garden. Some may go so far as to oppose the creation of a garden and may register complaints with the landowner. Many public landowners require that the community garden organisation consult with neighbours and report on outcomes of this engagement as a condition of considering their application to establish a garden.

KEY COMPONENTS OF THIS SUCCESS FACTOR:

- Commit to active stakeholder engagement in the neighbourhood adjacent to the community gardens in both its planning stages and regarding any changes proposed while in operation
- Provide public access to the community gardens – restricted only under tightly defined circumstances
- Regular communications with neighbours – through a garden 'newsletter' and publicly posted information boards at the garden site

8 Ability to Plant “Community” into Community Garden

Perhaps the most important success factor in community gardens is the ability of the garden to create and reflect community. Community gardens have an increasingly important role in meeting the food production needs of the community. However, they become much more if they can cultivate a sense of community within themselves. A focus on building community has the potential of creating stronger and deeper commitment among its members. A committed sense of community can also support the landowner’s confidence that the gardens will be well maintained.

KEY COMPONENTS OF THIS SUCCESS FACTOR:

- A dedicated team of volunteers working towards a common vision and goal that improves their community
- Educational components – supporting fellow gardeners, school visits, youth, and newcomers
- Shared communal plots and giving tables that grow and distribute fresh food to the wider community
- Ability of a community garden to advance a broader mission – either its own or that of their sponsoring “umbrella” organisation (i.e., education, church community, provisioning food banks)

Success Story: St George’s Parish Community Garden

St George’s Anglican Church (Saanich) has sponsored a community garden since 2016. The case for a community garden on the site was facilitated by the alignment of the initiative with a core element of the church’s mandate and mission – namely, to build community.

While the garden is primarily structured on individual allotments, there are a few plots reserved for communal work and church needs (i.e., flowers for altars). Membership is open to the community-at-large beyond church parishioners. Members who do not want to have their own plots can, for an annual fee of \$10.00 per person, join the garden to work in the communal plots. All members are expected to volunteer some of their time to support general maintenance and upkeep of the site.

The alignment of the garden’s and church’s common mission of building community has helped the garden gather support in two ways:

- Financial support - funds for garden infrastructure was provided by the Anglican Diocese of British Columbia “Visioning Fund” that was matched by a private donation by a parishioner.
- Administrative support – provided through the Church’s established administrative staff and processes to handle of membership applications and fees.

Resources

St George’s Parish Garden — [Garden Rules and Guidelines](#)

St George’s Parish Garden — [Membership and Vegetable Bed Agreement](#)

The Garden Path - Implementation Steps

Having established the key success factors above, we now turn to recommended steps for organizing and operating a successful community garden. The implementation steps are in a checklist question format based on key questions that should be considered in the implementation phase. In reality, these steps won't always be followed in order, but they provide a possible path to follow and are laid out on the premise that gardens need to get organized first – both with respect of their own rules and their relationship with the landowner – before attention can be focused on building the garden itself.

1. Meet with Interested People and Develop a “Vision” for Garden

- Keep repeating the vision at all meetings
- Is a garden really needed and wanted?
- What kind should it be? Flower, vegetable, fruit?
- Who will be involved and who will benefit?

2. Identify Committed, Energetic Volunteers That Can Serve as Key Members

- Who is committed and has time for planning and implementation?
- Who is a good organizer and will be the garden coordinator?
- Who else can handle tasks like funding, partnerships, garden design, construction and communication?

3. Identify Resources Available and Accessible in your Community

- What skills and assets already exist in your team and network?
- What help will come from municipalities and other gardening groups?
- Which people already have experience in landscaping, soils, fencing, and finances?

4. Approach an Umbrella Organisation to Serve as the Sponsor for the Garden

- What about community associations, municipalities, churches, individuals, or private landholders?
- Who can help your group with garden design?
- Who can provide funding support, seeds, soil, insurance coverage, and fencing for the garden?
- Where can you find templates for vital functions i.e.: rules for members, constitution, applications for plots, volunteer applications, financial reports, garden layout, plot locations? (Hint: in our Appendix 1)
- Will the sponsoring ‘umbrella’ organisation’s credibility attract and encourage members, and help with funding?

5. Determine Rules and Put them in Writing

- Ground rules that help gardeners know what is expected of them and their organisation are vital to avoiding conflict and building co-operation in gardens. In many respects, these rules can be thought of as a Code of Behavior for typical situations like clean-up, compost, garden startup, and garden exit.
- What are member’s obligations regarding basic maintenance, watering, greenhouses, shared tools, access to the garden, or handling visitors?
- Do you have clear rules for breach of obligations and when a member is asked to leave?
- Do you have clear rules for waiting lists and when plots are re-assigned to newcomers?

6. Choose a Garden Site Wisely and Sign a Longer-term Agreement with the Landowner

- Does the site have sunshine (minimum of six hours of sunshine per day), water, and soil quality?
- What about transportation access – via cycling, walking, bus or vehicles?
- Do you have a fixed, long-term agreement with your institutional landowner partner?
- Will you sign a lease agreement or license of occupation with the landholder? (More information about this can be found in our [Street to Sky Guides](#))
- What happens when the agreement expires? Are there options for renewal or exit upon dissolution?

7. Prepare and Develop a Site Plan

- Have you decided on whether to use soil planters or in ground garden beds?
- If planting in the ground, can you get your soil tested for contamination and develop a plan for improvement?
- Have you anticipated wildlife trespass difficulties? For example, are you planning appropriate fencing if you have deer or rabbits nearby?
- Have you addressed your water needs and rainwater management issues - cisterns, tap water, and ways to irrigate? Who is responsible for putting this infrastructure in place?

8. Design and Organize the Garden

- Have you decided how many plots are available and how they will be assigned?
- Is your garden going to be a mix of communal plots to share and individual plots to tend?
- Have you planned accessible pathways, garden plots, a tool shed, and entrances?
- On public land, have you considered how to keep your garden open to and welcoming of visitors while securing the garden?
- Have you planted flowers and shrubs around the garden edge? This promotes the good will of non-garden neighbors, pedestrians, and municipal officials

9. Plan for Children, Seniors, Gardeners of All Backgrounds, and Special-Needs Gardeners

- Remember that your garden grows “community” – so everyone should feel welcome.
- Have you thought about children’s plots – with easy to care berries or vegetables?
- Can wheelchairs or mobility walkers easily move to plots close to entrance?
- What about communal plots for newcomers? Will you be growing culturally relevant foods?
- Will there be education programs for those interested in learning?
- Is the site easily accessed by and welcoming to those facing food insecurity?
- Have you considered “giving tables” to share produce with neighbours or at local food markets?

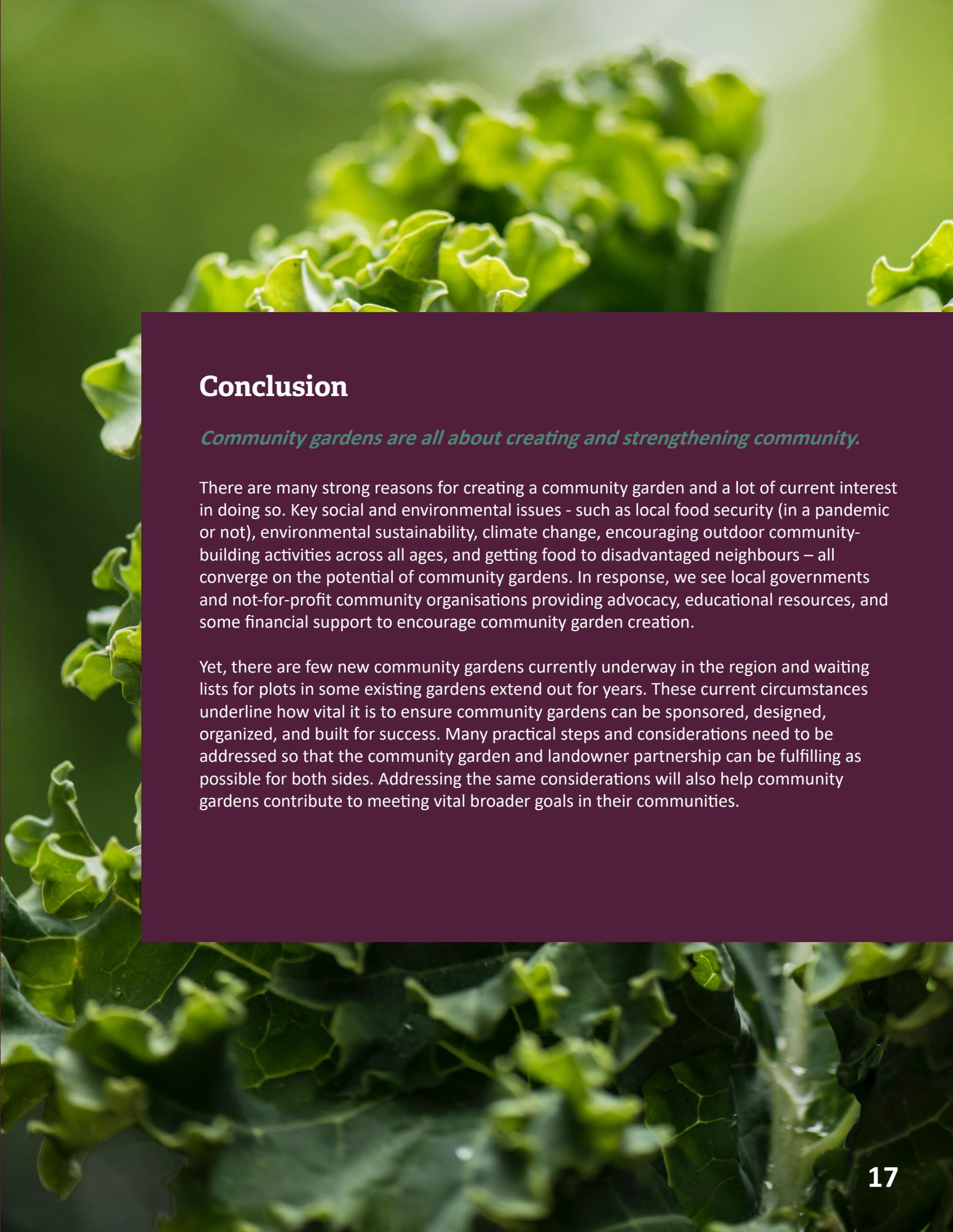
10. Help Members Stay Connected with Each Other

- Have you considered ways to maintain “garden spirit and cooperation” such as newsletters, garden parties, and social media?
- Do your members want to share tools or storage facilities?
- Do you have a rain proof bulletin board in the garden?
- Do you have annual celebrations – i.e., for harvest season or at the spring opening?

Skills Set Checklist

In the course of setting up and running a community garden, a garden organisation would benefit from having access to individuals with a wide range of skills and experience. We have developed a skill set 'checklist' below. This list is not exhaustive and also does not need to be completely filled before starting a garden - it just represents an ideal set of skills a garden would be able to access in a perfect world.

Success Story:	Description + Qualifications
Site Assessment	<ul style="list-style-type: none"> • Agronomist, landscape gardener, or urban farmer with experience in: <ul style="list-style-type: none"> • Site assessment – sun, trees, drainage • Identifying/managing invasive plants like bindweed, or other difficulties. • Planning for watering, composting and pathways • Converting grass lawns into productive gardens
Soils Assessment	<ul style="list-style-type: none"> • Master gardener or urban farmer with experience in: <ul style="list-style-type: none"> • Soil conditions, drainage, strategies for improving soil • Local conditions relevant to this garden site • Directing testing for soil contamination, discuss lab reports, and plan next steps • Start-up choices for new garden i.e., in ground vs fiber planters
Composting Techniques	<ul style="list-style-type: none"> • Garden coordinator, site manager, or urban farmer who understands composting and knows what strategies to follow for soil improvement (i.e., local sources of carbon and nitrogen available to a community garden – leaves, coffee grounds, beer mash, manure, seaweed) • Can direct and ensure garden infrastructure for composting.
Urban Wildlife Assessment and Management	<ul style="list-style-type: none"> • Wildlife management experience – especially with deer, rabbits, geese, rats, and other wildlife with negative effects on the garden • Knowledge of wildlife preventive measures such as fencing, gates, pathways and controlling food attractions
Garden Design, Gates, Pathways and Fencing	<ul style="list-style-type: none"> • Garden coordinator, site manager or landscape professional with garden design planning experience. Can take a lead role on: <ul style="list-style-type: none"> • Planning, costing, and building • Fence construction (perimeter fences) • Garden plot preparation/construction • Storage shed construction • Watering, irrigation and drainage systems



Conclusion

Community gardens are all about creating and strengthening community.

There are many strong reasons for creating a community garden and a lot of current interest in doing so. Key social and environmental issues - such as local food security (in a pandemic or not), environmental sustainability, climate change, encouraging outdoor community-building activities across all ages, and getting food to disadvantaged neighbours – all converge on the potential of community gardens. In response, we see local governments and not-for-profit community organisations providing advocacy, educational resources, and some financial support to encourage community garden creation.

Yet, there are few new community gardens currently underway in the region and waiting lists for plots in some existing gardens extend out for years. These current circumstances underline how vital it is to ensure community gardens can be sponsored, designed, organized, and built for success. Many practical steps and considerations need to be addressed so that the community garden and landowner partnership can be fulfilling as possible for both sides. Addressing the same considerations will also help community gardens contribute to meeting vital broader goals in their communities.

Appendix 1

Information Sources

Appendix 1.1: General Information Guides

- Peter Ladner, “Urban Food Revolution — Changing the Way We Feed Cities.” New Society Publishers, Gabriola Island, BC (2011).
- City of Victoria:
 - [Building a Community Garden in Your Neighbourhood](#)
 - [Community Gardens and Orchards](#)
 - [Growing Food and Gardening in Mixed-Use, Multi-Unit Residential Developments](#)
- City of Vancouver: [Community Gardens Accessibility Guidelines](#)
- Community Garden Builders
 - This Vancouver organization offers [a free app](#) (community management platform) that makes it easy to sign up gardeners, track who is registered and paid, and collaborate as a team.
- Comost Education Centre and Royal Roads University, “[Map Dealing with Soil Heavy Metal Levels in Victoria Region 2016-19](#)”
- Kwantlen Polytechnic University’s Institute for Sustainable Food Systems maintains a [B.C. Food System Policy Database](#) – a centralized resource for planners, policy makers, community advocates, local organizations and the policy curious to search for policy precedents and to better understand how local government policy in B.C. is addressing local food systems. The interactive database allows searches by a range of characteristics to find food system policies adopted by local governments across B.C.

Appendix 1.2: Organizing a Community Garden

- Guidelines and By-Laws
 - Capital City Allotment Association, “[Terms and Conditions](#)” - a sample document from one of Victoria’s oldest and largest allotment garden. These Terms and Conditions cover plot assignment, lease agreements, maintenance, enforcement and expectations for plot holders.
 - St. George’s Anglican Church (Cadboro Bay, Saanich), “[Parish Community Garden Rules and Guidelines](#)” – a sample from a local Anglican church community garden founded in 2016. This garden invites two types of members and provides individual plots, as well as shared communal plots.
- Member Agreements
 - St. George’s Anglican Church (Cadboro Bay, Saanich), [St. George’s Parish Community Garden - Membership and Vegetable Bed Agreement](#)
 - Farmlands Trust (Greater Victoria) Society, “[Volunteer Application Form](#)” - Started in 2008, this charitable not-for-profit Society grows produce for people in need. This application form gathers information to match the skills, experience, and availability of volunteers with the gardening activities.

Appendix 1.2: Organizing a Community Garden

- Landholder Partnerships
 - City of Victoria, "[Community Gardens Policy – Revised 2019](#)"
 - District of Saanich, "[Community Gardens Policy](#)"
 - University Campus Community Garden, "[Annual Report 2019/2020](#)" - This recent Annual Report provides an overview of gardening activities with special attention to how to build community in a community garden.
 - Capital City Allotment Association, "[Brief History of the Allotment Gardens Area and Swan Creek](#)" - A useful overview of a partnership between the 3-hectare allotment garden and the District of Saanich, bounded by an urban road grid. By co-operating in stewardship practices, the partners have taken steps to restore the natural ecology, deal with annual flooding, and avoid degradation of water quality in Swan Lake.
 - Farmlands Trust (Greater Victoria) Society, "[Annual Report 2019/2020](#)" - Founded in 2008, this Society maintains the Newman Farm on a license agreement with Central Saanich. This recent report describes public benefit contributions. With assistance from many volunteers, this garden's "field to plate" program has shared over 64,000 lbs of fresh local produce with those in need. It also provides relevant educational and related public awareness opportunities.

Appendix 1.3: Financial Support

- City of Victoria, "[Community Garden Start-Up Grants](#)" - The City of Victoria provides grants to eligible organizations to support in the design, planning, engagement and build of new community gardens in the City of Victoria. The City also provides three other types of grant to eligible organizations:
 1. City micro grants up to a maximum of \$500, are awarded to cover supplies needed for food production in community gardens.
 2. Community Gardens Volunteer Coordinator grants are available to any neighbourhoods that manage and maintain community gardens as defined in the City's Community Garden Policy. The grants are intended to provide funding for a person to conduct outreach and coordinate volunteers and to promote educational growing opportunities for the community.
 3. My Great Neighbourhood grants support citizen-initiated projects that animate underused community spaces to create gathering spots that bring people together.
- BC Food Security Gateway, "[Funding Opportunities](#)" - The BC Food Security Gateway (the Gateway) is an online resource that provides BC communities with up-to-date food security information and links to relevant projects, initiatives, and organizations in British Columbia.

Appendix 1.4: Other Local Organizations Providing Resources, Ideas, and Education

- The [University of Victoria Campus Community Garden](#) has a comprehensive website which includes valuable references and resources for community gardeners.
- The [Compost Education Centre](#) offers resources and a teaching garden that can help gardeners to assess a site, to understand vital composting approaches, to plan for food production and manage the harvest.
- The [LifeCycles Project Society](#) takes care of the impressive Welland Community Orchard with over 100 different apple and other fruit trees. Their educational programs help people to grow their own food and to increase their access to fresh local foods.

- [Living Edge – Connecting People Changing Communities](#) is a broadly based inter-faith society provides food for people in need at 10 different locations in Greater Victoria.
- [Haliburton Farm](#) is an incubator farm in Saanich that provides multi-year urban farming experience, and related educational opportunities for small-scale organic farming.
- [The Horticulture Centre of the Pacific](#) offers multiple gardening workshops and access to demonstration gardens.
- [The Island Pollinator Initiative](#) is a coalition of groups working to protect pollinators on Vancouver Island and the Gulf Islands.
- [The Young Agrarians](#) provides land access supports to farmers and landowners in B.C. The BC Land Matching Program provides land matching and business support services.
- The [Food Eco District](#) website also has a wealth of resources around food growing, urban farming, and more.

Appendix 2

Community Gardens and Institutional Landholders Surveyed

Garden organisations surveyed through interviews, on-site visits or on-line access to websites and material.

UVIC Campus Community Garden	University of Victoria
Huntington Manor Hotel	Victoria — James Bay
James Bay Neighborhood Association	Victoria — James Bay
St. Georges Anglican Church	Saanich — Cadboro Bay
Monteith Gardens	Oak Bay
Neighborhood Garden of All Sorts	Victoria — James Bay
Capital City Allotment Association	Saanich
Wark Street Community Garden	Victoria — Quadra Village
Summit Health Care Facility	Victoria
Agnes Street Community Garden	Saanich
LifeCycles Project Society Welland Orchard	View Royal
Farmlands Trust (Greater Victory) Society	Central Saanich
Newman Farm	Saanich
Winchester Organic Farmers Union	Oak Bay
Banfield Park Community Orchard	Victoria – Vic West
Banfield Commons Garden	Victoria – Vic West

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- Gerald Smeltzer and Stuart Cuthbertson, FED Volunteers



ABOUT FED

FED (Food Eco District) is a Victoria-based non-profit inspiring food-focused communities and systems by connecting people to the food they eat while encouraging compelling solutions to increase climate action on Vancouver Island.

At FED, we believe we can accomplish more together than alone. We build green spaces to be used as gathering areas and educational hubs. We support and partner with other organizations where our mission aligns, and we recognize the power of small business and advocacy to drive change towards a greener economy.

With these values at our helm, we have created an urban learning garden, delivered food growing kits to our community, helped restaurants become more sustainable, connected growers to urban spaces, and transformed public areas into urban food gardens and beautiful spaces of connection.

Through the Street to Sky project, we are laying the groundwork for communities to create more urban farms on our city streetscapes, rooftops, and under-utilized land.

Learn more about FED and our other projects at www.get-fed.ca



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