

COMMUNITY GARDEN DEVELOPMENT PROCESS

A process for garden groups wanting to create or modify a community garden on City of Edmonton land. The garden group leads this process with support from City staff. This process can take between 1 and 3 years. Relevant forms, definitions of roles and other details can be found at: [Community Group Led Construction Projects Guide](#) edmonton.ca/ConstructionGuide

STRATEGY PHASE	1 Form a garden group.	3 Complete a Strategy Document including a Public Involvement Plan.	5 Planner identifies land, bylaw and policy issues (e.g. zoning) and supports resolving issues. If proposed garden is in the river valley a Planner will initiate an environmental review.	
	2 Connect with either the Community Greening Coordinator (CGC) or City Liaison to discuss your idea. The CGC and City Liaison will communicate the new garden request to each other. The city staff may arrange a meeting on site with the garden group.	4 Submit the strategy document to your City Liaison or CGC. They will review the documents and submit an ISS Form to a City Planner in Open Space Planning and Design.		
	<i>The Strategy Phase includes capacity building and determining a vision for the project. The garden group's initial point of contact may be either the CGC or a City of Edmonton Liaison such as a: Neighbourhood Resource Coordinator, Sport and Partner Liaison, Community Building Social Worker or Multicultural Liaison.</i>			
	CONCEPT PHASE	6 Planner issues a proceed to concept letter if the project is viable and provides instructions to create the business case. If it is not viable, the garden group will be informed and supported in identifying alternatives.	7 Consult with CGC to determine maintenance standards and requirements for the proposed garden elements.	9 Planner coordinates an internal and external review of the Business Case and identifies conditions and requirements for approval.
		8 Submit the Business Case (<i>Community Gardens: Making a Case document</i>) to the Planner, which includes a concept plan (scaled drawing).	10 Planner issues a Concept Phase Approval Letter, which notes conditions and requirements of the Design, Build and Operate Phases.	
<i>In the Concept Phase, the initial idea is built upon and evaluated for overall feasibility. The garden group's main point of contact will be a City of Edmonton Planner.</i>				
DESIGN PHASE		11 Obtain permits, studies, approvals and agreements as noted in the Concept Phase Approval Letter.	12 Secure all necessary funding.	
	<i>The Design Phase focuses on preparing for project implementation. Depending on the scope and scale of the project the level of support required by the City of Edmonton will be determined.</i>			
BUILD PHASE	13 Carry out required construction according to approved drawings and business case. This includes obtaining necessary, materials and supplies, scheduling inspections and adhering to all safety and security requirements. <i>The Build Phase involves the actual construction of the community garden. The garden group's main point of contact will be the Community Greening Coordinator.</i>			
OPERATE PHASE	14 Maintain and operate the garden as per the agreements established in the Concept and Design Phases.	15 Submit final funding report to fund provider.	16 Final site visit with CGC, City Liaison and garden group. Opportunity for CGC to gather garden group feedback, confirm site details for adherence to original plan and for mapping/inventory purposes. Discuss requirements for ongoing maintenance.	
	<i>The Operate Phase focuses on the transition to ongoing maintenance. The garden group's main point of contact will be the Neighbourhood Resource Coordinator.</i>			

