



Here are a few steps that need to be taken should a community group be interested in starting up a community garden or community orchard project ...

1. The interested community group should submit a completed **Community Garden Project Application** to The City of Red Deer Parks Section (City Parks).  
Project deadlines are as follows:
  - March 1<sup>st</sup>** - annual application deadline for new projects for the current garden season
  - May 1<sup>st</sup>** – deadline by which successful applicants will be notified
  - May-June** – garden/orchard installation
  - February 1<sup>st</sup>** – on-going annual project reports duePlanning in public open spaces is complex as The City must ensure access for a wide variety of user groups. The City may not be able to accommodate every project due to limited funding or site limitations.
2. Once the proposal is conditionally accepted by City Parks the community group may need to apply for a Development Permit. Raised bed garden projects require this step while orchard projects may not. The community group will submit their Community Garden Project Application along with an **Application for Development Permit** to the City's Inspections & Licensing Department.
  - The City Parks Section will cover all permit related costs
  - The approval process associated with each permit can take up to 8 weeks, as the proposed plans will be circulated to various City departments as well as to the public if so required. Following this review period the project will be subject to the Development Authority for land use approval.
3. Once the permit is approved a clearly outlined **agreement** will be developed between City Parks and the community group; this will clarify respective responsibilities and the agreement timeframe.
4. Should the project be located on public lands then the community group will be required to add The City of Red Deer as 'additionally insured' on their insurance coverage.
5. Should City Parks be providing materials then they will have them delivered to the garden site at the appropriate time. City Parks will also carry out all pruning of orchard trees and shrubs.
6. The community group will be required to provide the Parks Section with an **annual report** highlighting program successes, challenges, and recommendations. All reports must be submitted by February 1<sup>st</sup>.