



**Town of Penetanguishene Recreation & Community Services  
Department**

P.O. Box/C.P. 5009 – 10 rue Robert ouest/West, Penetanguishene, ON L9M 2G2

Tele: (705) 549 – 6957 ext. 231

Email: dtorrie@penetanguishene.ca

**2026 Community Garden Plot Rental Permit**

**DATE OF APPLICATION:** \_\_\_\_\_ **GARDEN PLOT #:** \_\_\_\_\_

**NAME OF USER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **TOWN:** \_\_\_\_\_

**POSTAL CODE:** \_\_\_\_\_ **TELEPHONE: HOME: ( \_\_\_\_ )** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PURPOSE OF USE:** To plant, cultivate, maintain and grow a variety of vegetables, vegetation and fruit within assigned plot in accordance with municipal policies and procedures

**SUBTOTAL:** \$35.00  
**HST:** \$4.55  
**TOTAL PAYABLE:** \$39.55

**Total amount due Friday April 3, 2026**

**Hold Harmless Clause**

I understand that the Town of Penetanguishene is not responsible for my actions. I, therefore, agree to indemnify and hold harmless the Town of Penetanguishene for any negligence, damage, loss or claim that occurs in connection with the use of the garden by me, my family, associates or any other of my guests.

**Community Garden Policy and Procedures**

I acknowledge that I have been provided with a copy of the Town’s Community Garden Policy. I have read and understand the policy as it has been presented.

\_\_\_\_\_  
Signature Permit Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature RCS Designate

\_\_\_\_\_  
Date

OF NOTE: Personal information is protected under the Municipal Freedom of Information and Protection of Privacy Act, 1989. Personal information is collected pursuant to the Municipal Act R.S.O. 1990, Chapter M-45 as amended, S.207, Par.28 and will be used to manage garden plots. Inquiries may be directed to the Assistant to the Director of Recreation & Community Services dtorrie@penetanguishene.ca or call (705) 549-7453 Ext. 231.



## Town of Penetanguishene Internal Standard Operating Procedure (SOP)

<b>Policy Name: Community Garden Policy</b>		
<b>Policy Division:</b> RCS	<b>Department:</b> Parks	<b>Policy Number:</b> RCS-SOP-Parks-20
<b>Effective Date:</b> March 3, 2025		<b>Revision Date:</b> (if applicable)
<b>Supersedes:</b> N/A		<b>Date Approved by Council:</b> N/A
<b>Corporate Policy (Approved by Council)</b>		[ ]
<b>Administrative Policy (Approved by CAO)</b>		[ x ]
<b>Related Documents/Legislation:</b>		

### **PURPOSE:**

The purpose is to protect both the gardeners and the Town’s properties, ensuring that all tasks are completed safely and efficiently. This helps maintain a reliable and professional service, ultimately contributing to the gardener’s satisfaction and trust. The Town of Penetanguishene will provide a space for the purpose of a Community Garden for the residences to grow produce/flower.

**SCOPE:** This procedure applies to all Penetanguishene residents.

The Town of Penetanguishene supports the use of public land for community gardening. Town owned community garden plots at the Ecology Garden shall only be used by Penetanguishene residents in accordance with the rental Contract. Gardeners shall sign the Community Garden Rental Contract and abide by the Community Garden Policy.

Town of Penetanguishene Community Garden plots are outdoor spaces on designated public lands where Town of Penetanguishene residents meet to grow and care for vegetables and flowers, and where the gardeners pay a small annual fee to the Town to register and rent their own plot and take initiative and responsibility for organizing, maintaining and managing the garden plots.

### **RESPONSIBILITIES:**

#### **Gardener**

1. Will pay an annual plot rental fee to rent a garden plot.
2. The period of the plot rental shall be seasonal. Fall cleanup of the garden is required. All above ground material, including stakes, must be removed by

October 31<sup>st</sup>, unless the gardener has reserved the same plot for the following year; then only perennials may remain.

3. Gardeners wishing to reserve the same plot for the next year shall register for that plot by October 31<sup>st</sup>, of the current year. Remaining plots will be assigned on a first-come/first-serve.
4. Garden plots must be planted by June 1<sup>st</sup>. If a gardener is unable to continue gardening, he/she shall notify the Administrative Assistant to the Recreation and Community Services department.
5. Gardeners wishing to cancel mid-season shall notify the Town so that plots may be reassigned. There will be no reimbursement of the rental fee and all above ground material, including stakes, must be removed by the gardener.
6. Pesticide use is banned. Fertilizers must be used as per the manufacturer's instructions and shall not be left on-site unattended at any time. Organic fertilizers are recommended.
7. Gardeners may not plant invasive species.
8. Gardeners shall keep their plots weeded and tidy and maintain tidy pathways of one long edge and one short edge surrounding their plots.
9. If a gardener's garden bed is unkept they may be given two (2) weeks' notice to clean it up. If they do not comply in two weeks, their bed may be reassigned, and their annual fee forfeited at the discretion of the Town.
10. Trees and other woody plants are not allowed on garden plots unless the gardener can demonstrate that there will not be a negative effect. Vegetables, grains, berries, fruits, beans, herbs, and flowers (annuals and perennials) are allowed on garden plots.
11. Smoking is not allowed.
12. Pets are not allowed in the garden.
13. Gardeners shall not sell garden produce or engage in for-profit business practices.
14. All structures shall be approved by the Town and must follow the zoning and building requirements. Installation of any fencing, boards, or any other materials to enclose the individual garden plots requires consent from the Town.
15. Vehicles are not permitted in public parkland unless they are within designated parking areas.

16. Theft of items, in or around the garden, will result in expulsion from the garden.
17. Any member who feels the rules governing the garden have been violated is to provide a written complaint to the Town.

### **Town of Penetanguishene**

1. Community garden plot sizes, layout and locations shall be determined and approved by the Town. Plots are to be marked with four corner stakes. Each plot is to be provided with an identifying number.
2. Town staff will supply, place and empty recycling and trash containers as part of routine property maintenance.
3. Town staff will conduct inspections of garden areas on a quarterly or sporadic basis. If any contravention of rules is found, the Town will be notified, and it may result in the cancellation of the gardener's privileges.
4. All produce, crops, or personal property belonging to the gardener must be removed by October 31st, unless the gardener has reserved the same plot for the following year; and then only perennials may remain. After the expiration of the above period, any produce, crops, or other personal property may be disposed of at the discretion of the Town, and there shall be no liability for such disposal.
5. The Town of Penetanguishene reserves the right to discontinue the program at any time with written notice to all gardeners.
6. The Town will supply gardeners with communal gardening tools in a gardening shed.
7. The Town will provide a water source for gardening use.

**PERSONAL PROTECTIVE EQUIPMENT:** N/A

### **PROCEDURES:**

#### **Gardener's Code of Conduct**

1. Return all communal tools to the shed, lock it and notify the Town of missing tools.
2. Gardner's will ensure water is shut off after use.
3. Be considerate of neighbours when planting garden plots.
4. Pick only your own crops unless the other gardener gives permission.

5. Gardeners are responsible for supervising those individuals they bring to the garden including other adults, youth, and children.
6. Abide by all Town By-laws.
7. Work to keep the garden a happy, secure, and enjoyable place where all participants can garden peacefully in a neighbourly manner.
8. Use on-site recycling, compost and trash bins as provided. Community Garden groups are encouraged to establish and maintain a composting area.
9. Laneways and paths are to be kept clear of obstacles. Tools and individual property must not be left on the site overnight.