

Community Garden Safety Check

This monthly safety check is required for insurance. It must be completed by the Community Garden Chair and submitted to Neighbourhood Development Office staff **by the 30th of each month between April and November.** Failure to submit these safety checks may result in the closure of the community garden.

It is the responsibility of the Community Garden Committee to use best efforts-to maintain the safety and proper functionality of the community garden, including making repairs as needed. City staff will assess any issues as they are reported and ensure that necessary actions are taken to resolve them.

Please note that this form does not cover regular garden duties or general maintenance needs. We encourage each community garden to create its own tracking system for other routine activities.

What is the name of your community garden? _____

In the checklist below, please circle the appropriate response and fill in details as needed.

To the best of your knowledge, are the following features of your community garden safe, secure, and functioning properly?

Water	YES	NO
Plots	YES	NO
Delineation (fencing, hedge, etc.)	YES	NO
Pathways	YES	NO
Compost (if applicable)	YES	NO
Storage (if applicable)	YES	NO
Seating (if applicable)	YES	NO

If you have circled "no" for any of the above garden features, please describe and attach photo(s):

If you have circled “no” for any of the above garden features, please list the actions being taken to remedy the situation, as well as expected timelines for completion. If you need staff assistance, please specify.

If there are any other safety hazards or concerns that should be reported, please provide details, photos and actions being taken to remedy the situation(s), as well as expected timelines for completion. If you need staff assistance, please specify.

In signing below, I state that I am aware of, and acting in accordance with, the rules of the Community Garden Agreement, including Appendix A, The City’s Rules for Garden Use.

Date: _____

Signature: _____

Name: _____

If an accident or injury occurs, please file an incident report and submit to the City as soon as possible.

If your garden is experiencing an operations problem that requires immediate assistance, please contact the City of Kitchener’s 24/7 Corporate Contact Centre at (519) 741-2345 or TTY (866) 969-9994.

In case of an emergency requiring police, ambulance, or fire assistance, please call 911.