

- ADDENDUM -
- GUELPH CITY COUNCIL MEETING -
December 21, 2009

DELEGATIONS

- a) Norfolk/Woolwich/Norwich Five Points Intersection (Clause 3 of the Community Development & Environmental Services Committee):
 - Albert Willis

**REPORTS FROM COMMITTEES OF
COUNCIL AND OTHER COMMITTEES**

- a) Emergency Services, Community Services & Operations Committee

CDES-4 **Update on Community Gardens Proposal**

THAT staff be directed to work with the community on the development of a maximum of three (3) pilot garden locations in 2010, subject to the conditions and resources as outlined in section one of the report of the Director of Community Services dated December 14, 2009, and budget approval.

CONSENT AGENDA

C - ITEMS FOR INFORMATION OF CITY COUNCIL

- C-1 **CITY OF ST. CATHARINES RE: SUPPORT FOR PRIVATE MEMBERS BILL REGARDING ROYAL CANADIAN LEGION** (pulled forward from the December 3, 2009 Green Sheets)

THAT the correspondence from the City of St. Catharines advising of a resolution adopted by the Council of the City of St. Catharines in support of the Private Members Bill introduced by Welland MP Malcolm Allen asking that the Royal Canadian Legion be exempt from GST on purchases of red lapel poppies, be received for information.

"THAT By-law Numbers (2009)-18916 to (2009)-18927, inclusive, are hereby passed."

<p>By-law Number (2009)-18924 A by-law to authorize the execution of an Agreement between The Corporation of the City of Guelph and Her Majesty the Queen in Right of Canada, as represented by the Minister of Industry. (Community Adjustment Fund – Hanlon Creek Business Park</p>	<p>To execute an agreement under the Community Adjustment fund with respect to the Hanlon Creek Business Park.</p>
<p>By-law Number (2009)-18925 A by-law to authorize the execution of an Agreement between The Corporation of the City of Guelph and Federation of Canadian Municipalities as Trustee of the Green Municipal Fund. (Residential Grey Water Reuse Field Test)</p>	<p>To execute agreement with respect to receiving FCM Green Municipal Funding for residential grey water reuse field test.</p>
<p>By-law Number (2009)-18926 A by-law to authorize the execution of an Agreement between The Corporation of the City of Guelph and the Royal Bank of Canada. (Royal Bank Credit Facility)</p>	<p>To execute an agreement as per Consent Report A-1.</p>
<p>By-law Number (2009)-18927 A by-law to confirm meetings of Guelph City Council. (December 15 and 21, 2009)</p>	<p>To confirm the proceedings of meetings of Guelph City Council held December 15 and 21, 2009.</p>

COMMITTEE REPORT



TO Emergency Services, Community Services and
Operations Committee

SERVICE AREA Community Services
DATE December 14, 2009

SUBJECT Update on Community Gardens Proposal
REPORT NUMBER CS-NE-0925

RECOMMENDATION

THAT staff be directed to work with the community on the development of a maximum of three (3) pilot garden locations in 2010, subject to the conditions and resources as outlined in section one of this report and budget approval.

BACKGROUND

The primary purpose of this report is to update the committee on a City staff response to the Community Gardens Proposal presented to ECO on September 21, 2009. At that time the proposal was referred back to staff to provide a preliminary report by the end of the year.

This community's presentation urged Committee to recognize the value of community gardens to the health, social and ecological well-being of our community. The proposal had two primary purposes:

A) The development of policy and operating procedures for the use of public lands for community gardens;

B) Consideration for the development of two (2) existing neighbourhood-based garden programs on to City owned parklands in the spring of 2010. These garden projects are currently supported by the Brant Avenue Neighbourhood Group and the Grange Hill East Neighbourhood Group in the east end of the City.

REPORT

An integrated services model was put into place to support the review of the gardens proposal and the development of the preliminary report and recommendations to Guelph City Council. City staff on this working group includes representatives from the following divisions: Neighbourhood Engagement (Community Services), Park Planning (Community Design and Development Services), Park Operations (Operations) and Realty Services (Corporate Services). The working group also recently added the Community Use of Schools Coordinator from the Upper Grand District School Board (UGDSB) and a representative from the Guelph Food Round Table's Community Gardens sub-committee.

To date, the working group has focused their discussions on the following areas:

1) 2010 Pilot Garden Projects:

a) Site Locations – The following site locations are being investigated:

- i) Brant Neighbourhood: Suitable sites for gardening have been identified by staff in Dakota Park. The Brant Avenue Neighbourhood Group has also requested that a location near the Brant Avenue Public School be considered. While a suitable location is not available in Brant Avenue Park, there is potential for locating the garden on school property which requires further investigation. This sets up a unique opportunity for partnership discussions and/or joint agreements between the Neighbourhood Group, the School Board and the City for this and future garden programs.
- ii) Grange Hill East Neighbourhood: No suitable location has been identified in O'Connor Lane Park or at the Ken Danby Public School as requested in the original community proposal. However, staff continues to investigate opportunities on other City-owned properties in this neighbourhood and with the Wellington District Catholic School Board.
- iii) Shelldale Centre: The Onward Willow Neighbourhood Group has recently indicated their interest in the development of a community garden in close proximity to the Shelldale Centre or potentially at Willow Road Public School. This request is being further investigated by the working group.

b) Parameters – Basic parameters have been identified with regards to the proposed pilot garden sites:

- They should have a water source
- They should not interfere with existing park programming
- There should be a public process to involve the surrounding property owners in the decision-making process to ensure neighbourhood acceptance

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- Pilot sites would operate for a minimum of two (2) years, at which time their sustainability would be re-evaluated for an extended period of operation

c) Operational Support - Parks Operations have indicated that they could provide initial soil "tilling" and the provision of mulch to prepare the pilot gardens within their 2010 operating budget. The scope of Operations' support for future garden programs would be addressed in the gardens policy and subject to future budget approval.

The Community Gardens Network (Guelph Food Round Table) is also investigating available grants or foundation funding to support the hiring of contracted staff positions that would assist with the implementation of the pilot sites in the spring/summer of 2010 and with the development and administration of a future gardens program for Guelph.

2) Policy Development and Operating Procedures:

Members of the working group have been conducting research into existing municipal gardens policies, operational criteria and the organizational structure of garden networks in other municipalities. There have been a number of promising practices identified and areas of focus that will need to be addressed in a policy for Guelph. (see attached list of promising practices)

It is also anticipated that the proposed pilot garden projects will identify operational and administrative best practices during their first season and that these lessons learned will further inform policy development.

With this groundwork in place staff are committed to continuing their work with the Community Gardens Network and other emerging partners, to develop a community gardens framework, policy and operational procedures for the City of Guelph.

Items that would need to be addressed in the recommendations include (but are not limited to) the following:

- Purpose, goals and benefits of a community gardens program
- Governance structure and the role of the Community Gardens Network
- Recommended level of in-kind City services (subject to available resources)
- Types of City or other public lands recommended for garden development
- Conditions of use on City or other public lands
- Requirement of use agreements and other liability issues
- Application process and site approval determinants
- Access to municipal water
- The City's role in communications, education and public awareness campaigns
- Evaluation methods of the policy and operational procedures

3) Partnerships:

The Guelph community has a growing supportive infrastructure of neighbourhood groups, community organizations (Guelph Food Round Table), interested residents/gardeners and agency partners (Guelph Community Health Centre, UGDSB) that are willing to assist the City with the development, implementation and potential sponsorship of a community gardens program.

The Food Round Table sub-committee that authored the original gardens proposal is evolving into the Guelph Community Gardens Network and they plan to take a lead role in the administration and support of a community gardens program for Guelph.

Summary and Next Steps:

- 1) Staff is seeking direction to support the planning and development of three (3) pilot community gardens to be implemented in the spring/summer of 2010. A subsequent report to Council will recommend site locations for Council's approval and the level of operational support to be provided based on the approved 2010 operating budget.
- 2) The staff working group, in collaboration with the Community Gardens Network, will continue their work to develop a Community Gardens framework, policy and operating procedures that will define the City's role and recommended levels of support for future garden initiatives. Draft policy and procedures will be developed to guide the implementation of the pilot gardens and these projects will inform the final draft to be submitted for Council's review and consideration.

CORPORATE STRATEGIC PLAN

Goal 1: An attractive, well-functioning and sustainable city

Goal 2: A healthy and safe community where life can be lived to the fullest

Goal 6: A leader in conservation and resource protection/enhancement

FINANCIAL IMPLICATIONS

Community Services, CDDS staff time and resources for public consultation process

Operations staff time and resources for soil tilling and mulch delivery

Supported in the approved 2010 operating budget

DEPARTMENTAL CONSULTATION

Operations – Parks Maintenance

Community Design and Development Services – Parks Planning

Corporate Services – Realty Services

COMMUNICATIONS

Upper Grand District School Board

Guelph Food Round Table- Community Gardens Committee

Brant, Grange Hill East and Onward Willow Neighbourhood Groups

ATTACHMENTS

Appendix A – Research Findings for Community Gardens Promising Best Practices



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Community Gardens Policy & Procedure Preliminary Research– November 4th, 2009

Internal (City) Organizational Role & Procedures	Garden Committee Criteria	Garden Coordination/Roles of Coordinating Group	Application Process Examples	Site Selection Considerations & Criteria	Operational Best Practices	Community Gardens on Private Lands
<ul style="list-style-type: none"> • Consult before approval: Planning (Park), Community Services/NE, Realty Services, Operations, Ward Councillor • Final approval person? (e.g., Director of Community Services) • Promote and raise awareness of Community Gardens (e.g., Web site) • Provide contact information of garden organizers • Provide contact information for how to start and operate a garden; where appropriate, offer City-owned land for garden use (e.g., marginal parkland, right of ways, undeveloped parcels, etc.) • Funding/matching funds for Community Gardens start-ups • Assistance in securing land through zoning and lease agreements with private sector and other • Site planning, design, irrigation and soil preparation • Providing water at a special rate • Offering recreational programs at Community 	<ul style="list-style-type: none"> • Restricted to not-for-profit groups in partnership with community organizations • need support and commitment of five community members • each group to have a Garden Coordinator to oversee and liaise with City; must have knowledge of community and good communication skills 	<ul style="list-style-type: none"> • Designate garden coordinators for each garden who will sign waiver and distribute rules, manage expenses and notify City of vandalism or damage • Keep garden in state of reasonable repair and cleanliness, to satisfaction of the City • Adhere to license agreement (Coordinating Group and City) • Cannot make changes without consent of the City • No signage without City approval • City requires group to have \$3 million liability and \$500,000 for tenants' legal liability 	<ol style="list-style-type: none"> 1. Community group contacts Community Gardens Coordinator (i.e., letter or phone call). Application criteria: requires a description of the group; its members; its experience doing projects together; its purpose; the group's organization and decision-making structure; the time commitment of each member; the tasks to which each person has committed 2. Group identifies potential sites with the help of the Coordinator; Coordinator is given formal request for the site. Lot request/description to include: its size; present use and history; access to water, sun and delivery trucks; submission of two site plans (site in its current state and envisioned project); description of the impact on the neighbourhood and list of the organizations which have been or will be contacted to participate; submission of a maintenance schedule; submission of site preparation needs, hardscape needs, plant needs; submission of list of tools and a tool storage plan 3. Coordinator investigates title history of the site to determine ownership, other conditions for use 4. Coordinator, Design and Planning Department and Area Supervisor review site for approval, ensuring stakeouts for electrical, gas or telephone lines have been carried out 	<ul style="list-style-type: none"> • Area 300 square metres, large enough for 20 plots • Away from environmental hazards • Proximity to urban neighbourhoods and areas with dense populations • Geographic location of proposed garden • Consistency with City plans for the land • Site within defined community/neighbourhood • Crime Prevention Through Environmental Design (CPTED) principles applied to site • Access to public transit and parking • Clear of utilities • Access to water recommended • Minimum of six hours of sunlight during growing season • Soil test must be performed • Meets public consultation requirements • Follows universal accessibility design where feasible • Determine history of site • Convenient for community 	<ul style="list-style-type: none"> • Garden developed at no cost to City (other than first till) • Clearly signed as a Community Garden • Clearly defined by fencing or other landscape material • Must have a Garden Coordinator available and supervising 8 am to 8 pm • Garden Network must provide rules and waiver (Gardeners to execute waiver) • Use of chemicals, pesticides, herbs and fertilizers prohibited • Soil amendments to include compost and composted manure only • All gardeners to clear plots no later than October 31st • Tools and personal property not to be left unattended or out overnight • Pathways to be kept clear of weeds and garbage • Compost bins to be well maintained • Pets must be on a leash (do not compost pet droppings) • Prohibited plants (e.g., illegal, trees or woody plants) 	<ul style="list-style-type: none"> • Encouraged; three year agreement from property owner and Community Garden group (Victoria BC)

Internal (City) Organizational Role & Procedures	Garden Committee Criteria	Garden Coordination/Roles of Coordinating Group	Application Process Examples	Site Selection Considerations & Criteria	Operational Best Practices	Community Gardens on Private Lands
<p>Garden sites</p> <ul style="list-style-type: none"> • City to provide horticultural advice 			<ol style="list-style-type: none"> 5. Director of Parks and Recreation review report on site, confirms approval 6. Area Councillors are informed, community consultations occur under Councillors' and Coordinator's guidance 7. Design section staff receive group's proposed design, consult with group on design 8. Financial requirements and sources of funding are confirmed, approved by the Coordinator and Director of Parks and Recreation 9. Completed Community Gardens Permit and regulation form received and signed by Director of Parks and Recreation 10. List of materials required and timeline received by Coordinator from group 11. Date to begin site work and gardening confirmed by group and Coordinator 12. Public Works notified of date to explain water access, etc. 13. Coordinator provides initial orientation to community group about community gardening in the City 14. Coordinator provides ongoing advice and technical support <p>For further information, consult Calgary Community Garden Resource Group, Toronto Community Garden Network, Montreal, and Harvest Peel.</p>	<p>members to participate</p> <ul style="list-style-type: none"> • Doesn't encroach on other park uses • Recommend establishing a water schedule prior to implementing the garden • Drainage considerations • Public education component • Priority for new sites should go to underserved areas • Doesn't conflict with adjacent land uses 	<ul style="list-style-type: none"> • Produce cannot be sold • User agreements/contracts to comply with rules • Membership can be revoked due to poor compliance • First come, first served; create a waiting list • Priority given to residents around site • Liability insurance required of group • Contact information posted at garden • Size of garden/size of plots to be defined by group • Committed gardeners and members to make decisions about who else can join the garden (i.e., members from other areas of the city) 	



THE CORPORATION OF THE
CITY OF ST. CATHARINES

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BRIAN McMULLAN
MAYOR

November 24, 2009

Prime Minister Stephen Harper
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Prime Minister Harper,

On behalf of St. Catharines City Council, I would like to express our support for the Private Members Bill introduced by Welland MP Malcolm Allen asking that the Royal Canadian Legion be exempt from GST on purchases of red lapel poppies.

The poppy has come to represent our respect for the sacrifices made by the men and women who have served our country and sacrificed their lives to protect our freedoms. The sale of poppies every November is a critical fundraising tool for the Royal Canadian Legion who use the money collected to support veterans and their families.

By charging 5 per cent GST on the purchase of poppies, a tax that can not be recouped through the donation box, the federal government is inadvertently having a negative impact on the services offered to veterans.

St. Catharines City Council urges you to support veterans, their families and the Royal Canadian Legion by removing the 5 per cent GST charged on poppies.

Thank you for considering this request.

Best regards,

Brian McMullan
Mayor

Cc Malcolm Allen MP
Rick Dykstra MP

Jim Bradley MPP
Peter Kormos MPP

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