



# POLICY

## COMMUNITY GARDENS

**Department:** Community Services

**Effective Date:** 2013-01-01

**Division:** Recreation

**Approval Level:** Council

**Section/Facility:**

**Policy #:** 0023

**Revision #:** 1

### 1.0 PURPOSE

- 1.1** The City of Peterborough values and supports sustainable Community Gardens because they contribute to: economical, nutritious, and local food production; an appropriate use of open space; health and well-being; fitness and recreation; positive social interaction; strong neighbourhoods; environmental education; and increased self-reliance.
- 1.2** This Policy provides direction to establish and operate Community Gardens on City-owned or managed land.

### 2.0 POLICY STATEMENT(S)

#### **2.1 The City shall demonstrate its support for Community Gardens by:**

- .1 Promoting Community Garden initiatives and participating as a stakeholder with community partners.
- .2 Encouraging the use of Community Gardens for related instructional programming and to support local food production.
- .3 Assisting new Community Gardens with start-up activities, as determined by the City's selection process and subject to available funding.
- .4 Incorporating Community Gardens in municipal land use planning of new development areas and established parkland.
- .5 Compiling and maintaining an inventory of potential sites for Community Gardens.



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### 2.0 POLICY STATEMENT(S)

**2.2 Community Gardens are to be operated in a safe and fair manner in a way that enhances neighbourhoods, therefore the City requires:**

- .1 That neighbours be consulted through a public process before a new Community Garden is established.
- .2 Fair, equitable, and transparent processes for the operation of Community Gardens.
- .3 A Licence Agreement.
- .4 That each Operator establish and comply with a Terms of Reference.
- .5 That each Operator maintain and enforce Plot Holder Agreements and Liability Waivers, which shall be signed by Plot Holders and Operators.
- .6 That the requirements of the Accessibility for Ontarians with Disabilities Act are met by the Operator.

**2.3 Failure of a Community Garden to comply with this policy may result in the termination of the Lease Agreement.**

### 3.0 APPLICATION

- 3.1** This Policy and related Procedures applies to the City and to individuals and groups who establish, operate, administer, oversee, approve, or conduct community gardening activities on City owned or managed land.
- 3.2** Community Services Department develops and approves the necessary City procedures to implement this Policy, in consultation with other City Departments.
- 3.3** This Policy only applies to Community Gardening and does not apply to other forms of urban agriculture such as the breeding and raising of livestock and poultry.

### 4.0 DEFINITIONS/ACRONYMS (As Required)

**City** - The Corporation of the City of Peterborough, its employees, elected officials, agencies, boards, and commissions.



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### 4.0 DEFINITIONS/ACRONYMS (As Required)

**Community Garden** - A site that is operated by an individual or group, on a non-profit basis, for one or more of the following purposes:

1. production of produce for:
  - personal use;
  - donation to local food causes; **or**
  - generating revenue to reinvest in the Community Garden.
2. production of a floral or landscape display; or
3. demonstration gardening or other related instructional programming.

**Liability Waiver** - A waiver that Plot Holders sign acknowledging the risks of participating in a Community Garden and that they are responsible for their own actions.

**Licence Agreement** - An agreement, between the City and an Operator, that sets out the rights and responsibilities of both parties pertaining to the use of City-owned or managed land for the purpose of a Community Garden.

**Operator** - The individual or group with lead responsibility for managing and operating a Community Garden.

**Plot Holder** - A member of a Community Garden who has shared or full responsibility for gardening at least one garden plot within the Community Garden.

**Plot Holder Agreement** - An agreement between a Plot Holder and the Community Garden Operator that stipulates rights, responsibilities and rules to be followed within the Community Garden.

**Terms of Reference** - A document created by the Community Garden Operator, with assistance from the City, that identifies how a Community Garden will be operated (e.g. the management structure, decision-making processes, assignment of plots, length of membership, fees).



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### 5.0 APPENDIX, RELATED POLICIES, PROCEDURES & LINKS

#### 5.1 Pertinent Resources

Licence and Use Agreement

Plot Holder Agreement (included as part of the Licence and Use Agreement)

Release and Waiver (included as part of the Licence and Use Agreement)

Template Terms of Reference (included as part of the Licence and Use Agreement)

Committee of the Whole Report CSRS10-002 "Community Gardens Policy"

#### 5.2 Related Policies

N/A

#### 5.3 Related Procedures

N/A

#### 5.4 Related Forms

N/A

#### 5.5 Miscellaneous

N/A

### 6.0 AMENDMENTS/ REVIEWS

Next Review Date

2020-01-01

Date (yyyy-mm-dd)	Section(s) Amended	Comments
2010-04-06	N/A	Committee of the Whole Report No. 8 of a Meeting of April 6, 2010 recommending that the Community Gardens Policy in Report CSRS10-002 be approved.
2010-04-12	N/A	City Council approved Item 13 of Committee of the Whole Report No. 8 of a Meeting of April 6, 2010 recommending that the Community Gardens Policy in Report CSRS10-002 be approved.
2012-12-21	N/A	Review of Policy completed by Recreation - No changes made to the Policy. Next Review Date set for 2015-01-01.



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2013-01-01	N/A	Revision #1 - No changes were made to the content of the Policy. Policy revised to move to new Policy Template (i.e. Policy Statements moved to Section 2.0, Application moved to Section 3.0, Definitions moved to Section 4.0) and to move to new protocol for showing defined terms (i.e. capitalizing the first letters).
2015-02-09	N/A	Policy reviewed by Recreation Division. No changes made to the Policy. Next Review Date set to 2020-01-01.