



Community Gardens – Updated Draft Policy and Dreft Agreement

Community Services Committee

April 19, 2023

Background & Proposal 2022 Policy Review

The purpose of this report is to:

1. Recap the feedback received through OurCity;
2. Review the feedback received through Community Services Committee and policy best practices relating to establishing Community Gardens;
3. Review the draft policy and supporting documents, including the draft agreement; and
4. Outline the next steps.
5. Provide Staff Recommendation

Project Team:

- **Jocelyn Wainwright**, Junior Planner – Project Lead
- **Kristen Van Alpen**, Manager of Legislative Services – Policy Support and Licence Agreement
- **Adam Parsons**, Manager of Parks and Open Space – Project Support, Parks Policy
- **Pam Coulter**, Director of Community Services – Strategic Direction and Consultation, Policy Support
- **Sabine Robart**, Manager of Planning & Heritage
- **Kurtis Boyce**, Geomatics Specialist – Map Developer

With Special Thanks to:

- **Mike Duncan**, Water Distribution Superintendent – Water Servicing Advisor
- **Matt Prentice**, Manager of Public Works – Water Servicing Advisor
- **Mark Hill**, Water Distribution Operator - Water Servicing Advisor
- **Natalie Stephens**, Utilities Collections Clerk – Water Billing Advisor
- **Dana Goetz**, Engineering Technologist III – Site Plan Drafting and Technical Advisor
- **Lara Widdifield**, Director of Public Works and Engineering – Technical Advisor
- **Carly McArthur**, Communications Advisor – Public Engagement and Graphic Communications Advisor
- **Staci Landry**, Deputy Clerk – Public Engagement Support
- **Kim Sowerby**, Customer Service Facilitator – Public Engagement Support

Canadian Mental Health Association Food Forest at St. George's Park





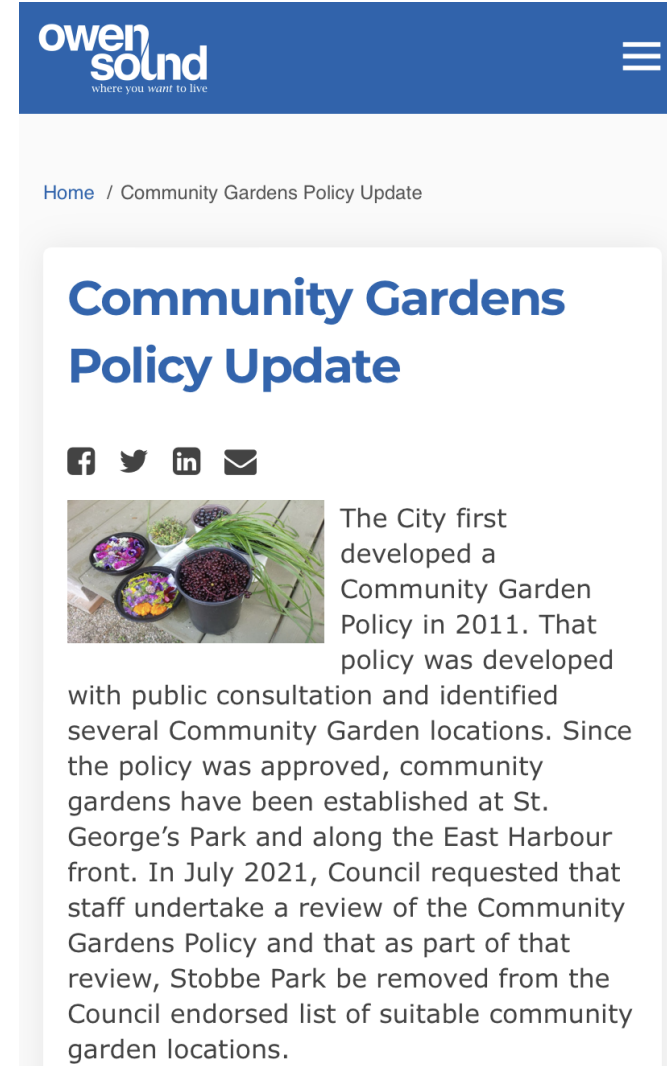
City Staff & Committee have:

- Reviewed the 2011 City Community Garden Policy;
- Reviewed Community Garden policies from other communities and best practices from other communities;
- Reviewed the PPS, County of Grey Official Plan and the City Official Plan along with the Recreation, Parks and Facilities Master Plan for policy direction
- Consulted with the public through OurCity, the City's online public engagement platform;
- Presented a draft policy to Community Services Committee in December 2022, and February of 2023 –

Recap of Feedback Through OurCity Platform

Quick Facts: Public Engagement on OurCity	
Timeline	Public Engagement tools active from December 22, 2022 to January 30, 2023.
Total Visitors to Project page	482
Public Engagement Tools	survey, guestbook, question tool, contact information of project lead made available
Participation	surveys completed : 118 guestbook entries: 6 questions asked: 2 emails received: 5 phone calls: 3

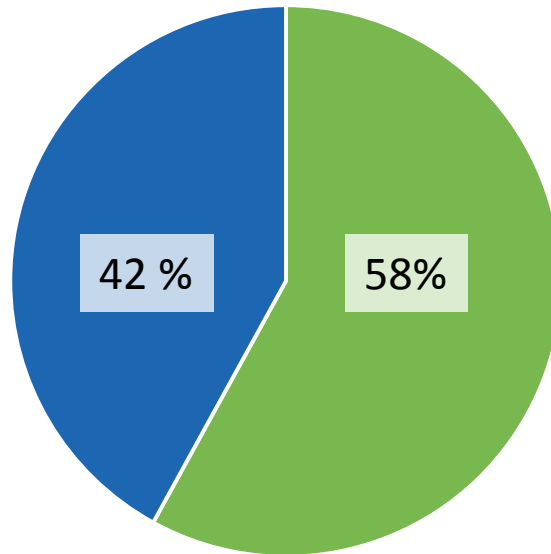
Additionally, direct mailing to residents within 100 m of the seven (7) City parks proposed for inclusion in the policy was sent to approximately 1300 homes



Recap of Feedback Through OurCity Platform

Support for:	Concern related to:
<ul style="list-style-type: none">• Increasing the number of parks or spaces that are suitable locations for community gardens;• Setting a maximum percentage of a park that can be occupied by a community garden; and• Requiring minimum setbacks in addition to a vegetative buffer or fence between the community garden and other uses.	<ul style="list-style-type: none">• Locating community gardens,• garden maintenance,• Security and the threat of vandalism,• Potential user groups of community gardens, and• The impact community gardens may have on diminishing other uses• within City parks.

Q14 The Community Gardens Policy is proposing that applications for Community Gardens on approved locations will not require further public consultation other than to the reported at Community Services Committee. Do you agree?



- Public Constulation on the proposed policy is sufficient to properly locate Community Gardens
- Further consultation with the neighbourhood surrounding each Community Garden location should be required

Based on:

- 58% support that no further consultation is needed for the parks listed in the policy
- The consultation through this process has been sufficient
- Further consultation is not warranted

The draft policy includes that:

- The scope of the policy is limited to the seven (7) City parks proposed for inclusion in the policy (sec.3);
- The requirement for public engagement is not triggered (sec.11); and
- Staff are delegated the authority to approve applications for Community Gardens that among other matters conforms to the policy (sec.8)

Committee Feedback and Policy Best Practice

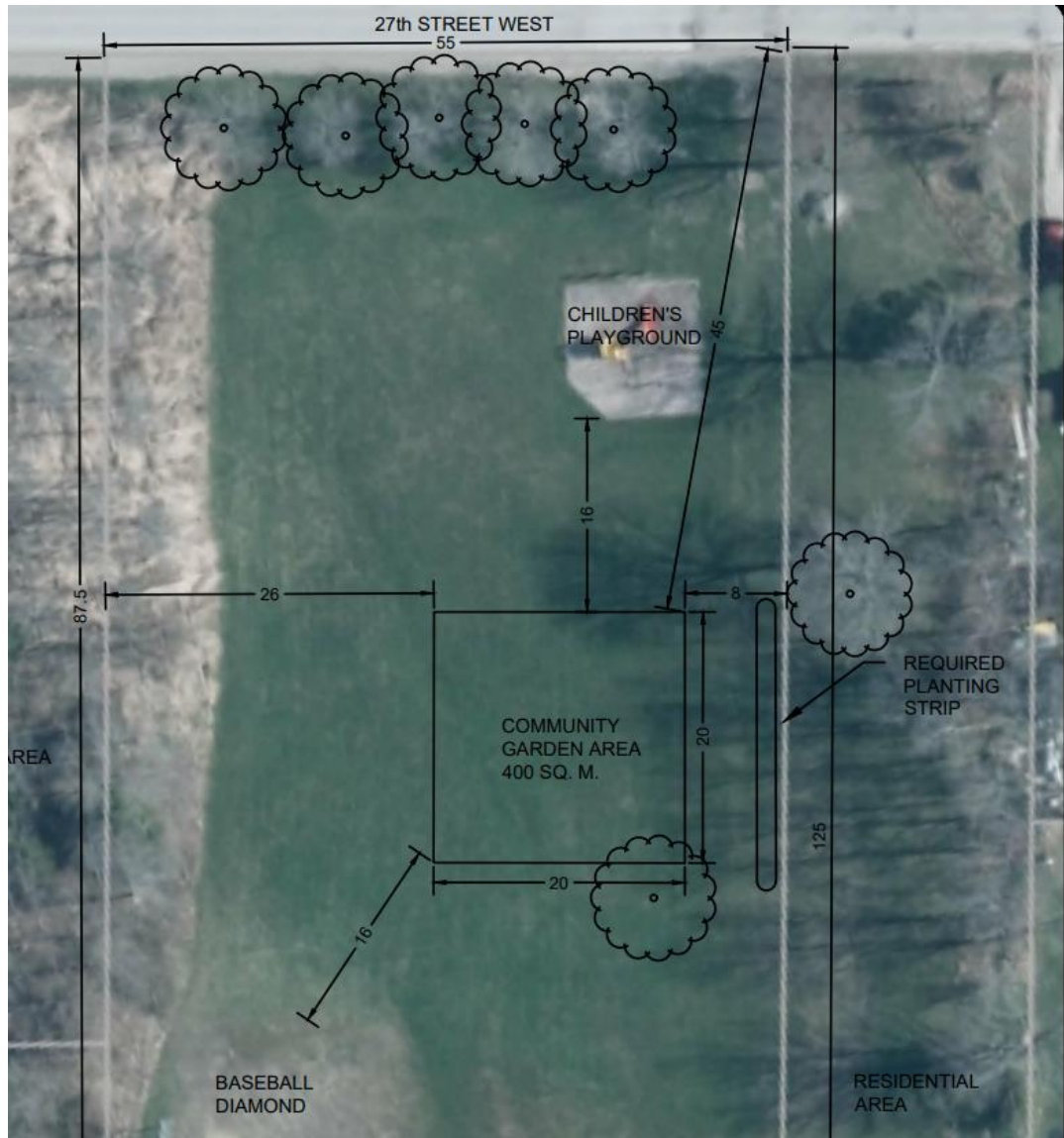


[Schedule 'F' Community Services Committee
Policy Feedback](#)

Policy Considerations from Best Practice Review:

- Locational (7 criteria)
- Parking
- Sun & Shade
- Water & Irrigation
- Signage
- Defining Borders (Fencing)
- Accessory Structures etc.
- Compost and Waste
- Compatibility
- Accessibility
- Restrictions
- Construction Materials
- Insurance
- Record of Site Condition
- Public Consultation
- Approval Process
- Community Garden Requests

Compatibility - Setbacks



- maximum lot coverage of ten per cent (10%) of the total area of the park;
- minimum front yard setback of 6.0 m from the lot line;
- minimum rear yard setback of 3.0 m from the lot line;
- minimum interior side yard setback of 3.0 m from the lot line; and
- minimum exterior side yard setback of 6.0 m from the lot line.

Updated Draft Policy and Supporting Documents

Components of the Community Gardens Policy, 2023:

- Policy Statement
- Purpose
- Scope
- Definition
- Policy
- Responsibilities
- Licence Agreement
- Community Improvement Plan
- Policy Review
- Related Information and Resources
- Appendices
 - Community Garden Principles
 - City Parks Pre-Approved for Community Gardens (Maps)
- Revision History

[Schedule 'A' Community Gardens Policy, 2023, Illustrated Version](#)

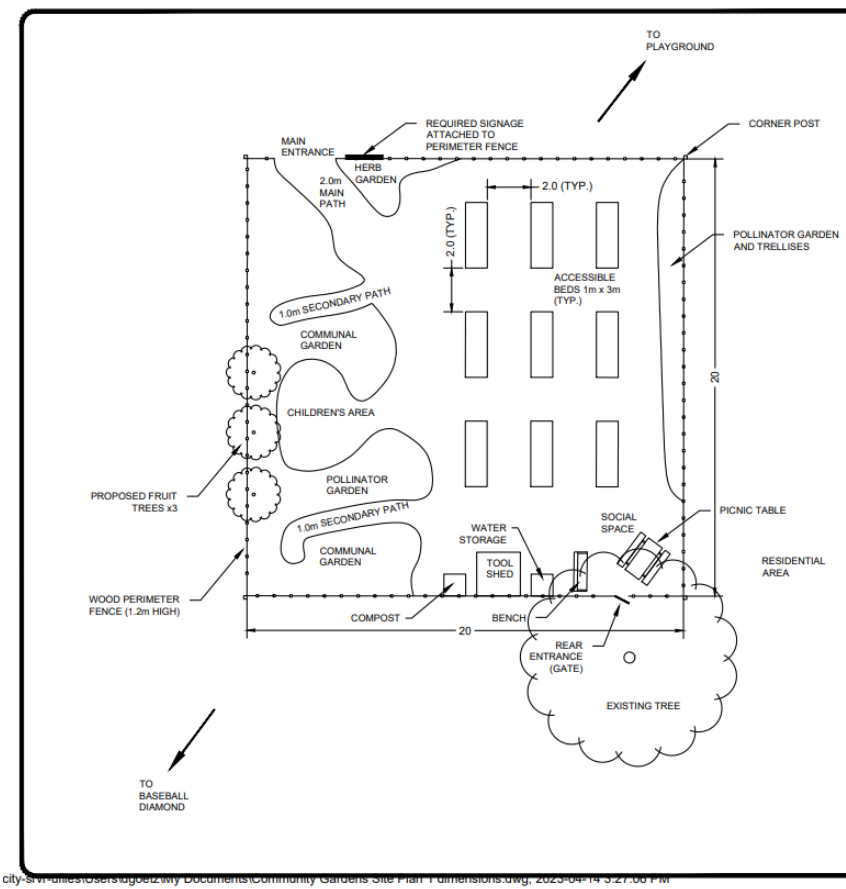


Example Site Plans



COMMUNITY GARDEN NAME: The Owen Sound Community Garden at Maitland Park	
NOTES	
LEGEND CONIFEROUS TREE DECIDUOUS TREE	
Location MAITLAND PARK 412 27th STREET WEST PARK AREA = 6,100m ²	
NAME: _____ PHONE: _____ E-MAIL: _____ ADDRESS: _____	
APPLICANT INFORMATION Title COMMUNITY GARDEN SITE PLAN: DIMENSIONED	
	UNITS: METRES SCALE: N.T.S. DATE: APRIL 2023
COMMUNITY SERVICES DEPARTMENT PLANNING & HERITAGE DIVISION OWEN SOUND, ONTARIO	
Drawing No.	CG-1

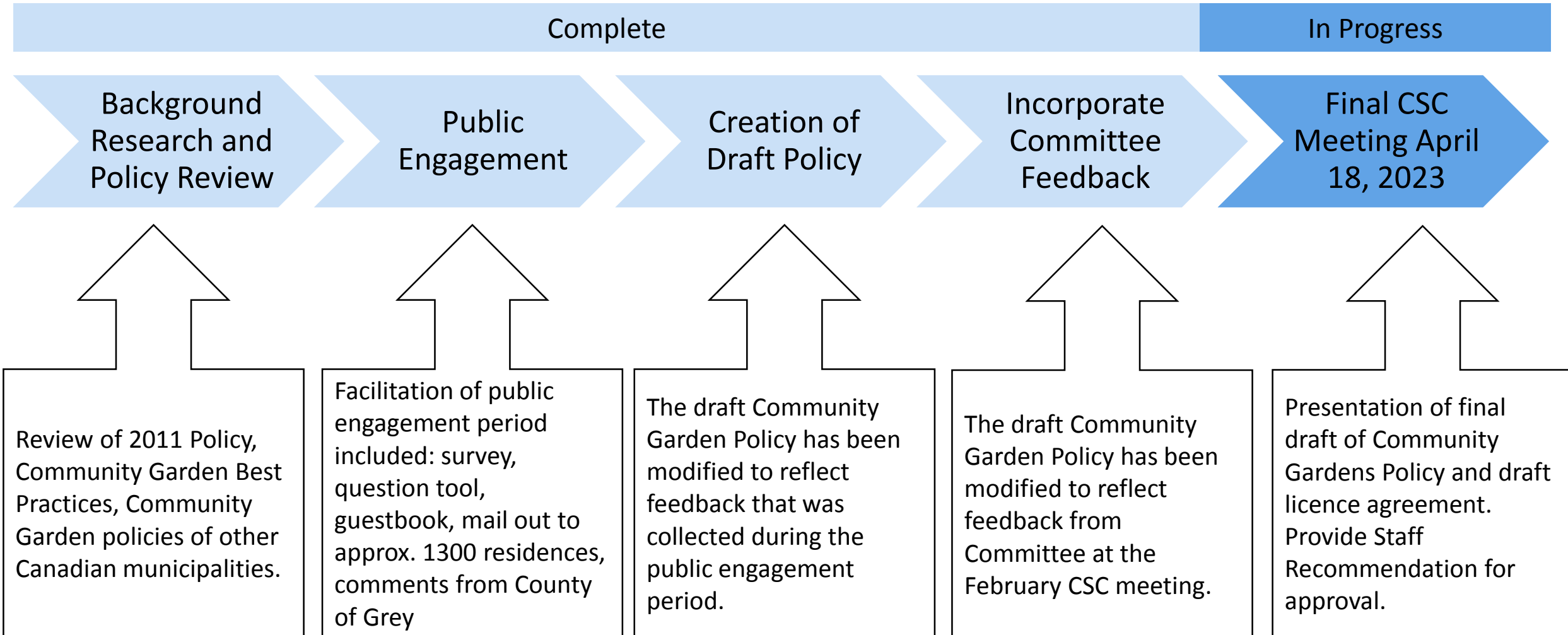
Site Plan A: Dimensioned Site Plan



COMMUNITY GARDEN NAME: The Owen Sound Community Garden at Maitland Park	
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LEGEND CONIFEROUS TREE DECIDUOUS TREE	
Location MAITLAND PARK 412 27th STREET WEST PARK AREA = 6,100m ²	
NAME: _____ PHONE: _____ E-MAIL: _____ ADDRESS: _____	
APPLICANT INFORMATION Title COMMUNITY GARDEN SITE PLAN: DESIGN	
	UNITS: METRES SCALE: N.T.S. DATE: APRIL 2023
COMMUNITY SERVICES DEPARTMENT PLANNING & HERITAGE DIVISION OWEN SOUND, ONTARIO	
Drawing No.	CG-2

Site Plan B: Garden Layout

Community Gardens Policy Review Process



THAT in consideration of Staff Report CS-23-043 respecting Community Gardens – Updated Draft Policy and Draft License Agreement, the Community Services Committee in considering the reports, public feedback, and agency and staff input recommends that City Council:

1. Finds that the updated policy is consistent with the Provincial Policy Statement and conforms to the County of Grey and City of Owen Sound Official Plans and City Zoning By-law (2010-078, as amended);
2. Finds that the public engagement feedback respecting community gardens has been sufficiently incorporated into the policy;
3. Directs staff to bring forward a by-law to approve the updated Community Gardens Policy;

4. Approves an amendment to the Property & Landscaping Improvement Grant Program Guidelines to include a Community Garden located on City property with an approved Agreement that meets the requirements of the Policy and has an executed agreement (maximum one grant per year, maximum grant 50% up to a maximum of \$5000 relating to the provision of water);
5. Approve the Draft Licence Agreement, subject to review by the City Solicitor;
6. Directs staff to bring forward a by-law to amend the Delegation of Powers and Duties By-law No. 2014-109 to delegate approval authority for:
 - a. Community Garden Applications to the Director of Community Services and City Manager, acting jointly, provided that the application is consistent with the Community Gardens Policy; and
 - b. The execution of Community Garden Agreements to the Director of Community Services and City Manager, acting jointly, provided that the Community Garden Application has been approved.

