



Guidelines for
Community and Allotment
Gardening
In Saskatoon

Definitions

Allotment Garden is characterized by a series of garden plots operated by the City and rented out to individuals. Often they are offered for the purpose of food production and may be developed to support food security. In allotment gardens, the parcels are cultivated individually, and contributing to the larger societal benefit (i.e. Donating surplus produce, building community, forming partnerships etc.) is not a requirement. They are distinct from other community garden types where the common areas /entire area are tended collectively by a group of people for the purpose of broader societal benefit.

Community Garden is a plot of land where community volunteers form a non-profit collective to produce food, flowers, native and ornamental plants, edible berries and food perennials on public or private lands. Community Gardens provide residents the opportunity to become engaged in a healthy recreation activity while growing nutritious food, meeting neighbours, building community, learning about the growing cycle, and beautifying open space.

Food Security means all persons in a community have access to culturally acceptable, nutritionally adequate food through local, non-emergency sources at all times.

Garden Collective is group of interested individuals that come together to form a group with the purpose of operating a community garden.

Pesticides – including insecticides, herbicides and other chemicals targeted at different types of pests - are intended to kill or suppress “pests.” As a result, they often contain toxic chemicals that are strong enough to kill animals or plants. In many cases, these chemicals also have known or suspected impacts on human health.

Sustainable Gardening is defined as environmentally responsible gardening practices which include, but are not limited to, stringent water management practice, pest/weed management practices, composting where feasible and planting native (grass) species best suited to the environment.

Urban Agriculture is the growing, processing and distribution of food and other products through intensive plant cultivation in and around cities.

Community Gardens

Principles at the Foundation of the Community Gardening Program

- i) Community Collaboration – in the establishment of the community garden
- ii) Inclusiveness – for any community members that want to participate
- iii) Community Spirit – working together for the healthy development of a garden and getting to know your neighbours; and
- iv) No transfer of private rights on public lands

Purpose

Community gardens provide neighbourhood residents with the opportunity to become engaged in a healthy recreation activity while growing nutritious food, meeting neighbours, building community, learning about the growing cycle, and beautifying open space. A Community Garden may include the following features and/or societal benefits:

- ◆ Promotes urban agriculture, food security and food production
- ◆ Utilizes a parcel of land in order for the collective to produce: organic vegetables, fruit and flowers for the use of its members, and can be an ornamental, native plant and perennial food producing garden for community enjoyment
- ◆ Provides demonstration gardening and other environmental education programs to encourage the involvement of schools, youth groups and citizens (who do not have assigned plots) in gardening activities
- ◆ Encourages environmental innovation, demonstration and education sessions including: composting, organic gardening practices and drought tolerant gardening
- ◆ Donates surplus produce as determined by the garden collective
- ◆ Encourages partnerships with other community organizations
- ◆ Increases safety and stewardship of public land by providing increased natural surveillance

City of Saskatoon Support for Community Gardens on City Owned Property

The City of Saskatoon supports community gardens by working with community associations and gardening collectives. Subject to available resources, the City will:

- ◆ Promote and raise awareness of community gardening (e.g. Through the City of Saskatoon website)
- ◆ Through CHEP Good Food inc. (CHEP) provide information to the public of existing community garden organizations
- ◆ Through the Community Consultant/Open Space Consultant, provide contact information to the public about who to contact to start and operate community gardens
- ◆ Where available and appropriate, offer City owned land as new community garden sites
- ◆ Provide site plan review and approval

- ◆ Establish an annual garden development fund (in the Parks Branch operating budget) of \$3,000 to establish new gardens (in 2010 dollars). This would include site preparation of approved City owned land, including initial site cultivation in the first year of the project, providing water access to an existing City irrigation line (initial site preparation to be done only by City staff at a cost of up to \$1,500 per garden). The ongoing operating cost is approximately \$200 per community garden for the watering costs.
- ◆ Assist the garden collective/community association in the development and implementation of their Community Engagement plan (\$500-\$700 in 2010 dollars)
- ◆ Identify the City's community garden contacts, including roles and responsibilities of Parks Branch staff
- ◆ Identify potential new sites for community gardens

Rather than stipulating a specific amount of gardening space or a minimum number of gardens per neighbourhood, the Administration recommends that the request for community gardens be facilitated, following the framework set out by the City of Saskatoon. This will allow the area/neighbourhood to determine if and when they have demand and support for a community garden in the area.

Guidelines for Selecting New Sites

Saskatoon supports the creation of community gardens and will assist the garden collective in locating new garden sites on City owned property where:

- ◆ A gardening group/collective demonstrates interest and commitment.
- ◆ Available land exists
- ◆ The neighbourhood/community residents have been consulted and are supportive
- ◆ The garden does not conflict with established amenities/programs, it fits with the character and function of the area, and it is compatible with adjacent land use.
- ◆ The soil quality and drainage are conducive to gardening
- ◆ There is appropriate sun exposure
- ◆ There is appropriate access to municipal water
- ◆ There is availability of a safe site (Crime Prevention Through Environmental Design {CPTED} approved)

Conditions for use on City-owned Property

The City will approve the use of City owned land for community gardens on a case-by-case basis following consultation with the affected community and subject to approval by the appropriate City department.

The following conditions will apply to community garden sites on City of Saskatoon owned land:

- ◆ To increase the chances of successfully planning, building, and operating a viable community garden, applicants are strongly encouraged to work with CHEP to learn more about the principles of community gardens and the common issues and concerns associated with the development and maintenance of community gardens in Saskatoon.

- ◆ Other than the supports listed above, the community gardens are expected to be developed, managed and maintained at no direct cost to the City, and to have minimal impact on Parks Branch staff resources.
- ◆ Sheds, storage boxes, composting bins, etc. need to be contained within the garden area and will need to be approved through the parks superintendent and be subject to a CPTED review
- ◆ With the help of the applicable Community Consultant, an approved community engagement plan is developed and implemented, which indicates neighbourhood support
- ◆ Preference shall be given to undeveloped open space prior to locating community gardens in developed parks (i.e. pocket, neighbourhood, district and multidistrict parks)
- ◆ Each application will be reviewed on an individual basis by the Garden Review Committee to ensure the garden size is appropriate for the park size, existing uses and demographics within the neighbourhood.
- ◆ Gardens on park land will be subject to Community Services Senior Staff approval
- ◆ Expansion of existing gardens will need to follow the same process
- ◆ The garden collective agrees to develop, manage and operate the community garden according to a user agreement. The agreement specifies the terms of use, management responsibilities, and access procedures which include the following:
 - ❖ Letter of Agreement will be three years: with an option to renew
 - ❖ Residents of the neighbourhood will be given priority for membership and the opportunity to garden
 - ❖ A list of regulations developed for use of the site, and members of the garden collective are required to sign a contract indicating their compliance with regular maintenance and gardening standards
 - ❖ A plan, developed by the garden collective including key principles such as how plots will be allocated and ensure there are unallocated plots for general community use
 - ❖ Gardens must be maintained to a minimum standard of aesthetics and orderliness
 - ❖ No pesticides are to be used; produce is to be organically grown
 - ❖ Produce grown on the site is not for private profit; excess produce can be donated
 - ❖ Access to the site for the enjoyment of the general public is permitted and facilitated (e.g. No fencing)
 - ❖ Groups are required to have liability insurance in the amount of \$2 million
 - ❖ Agrees to cover the cost to “restore to original” condition at the termination of the garden

Community Gardens on Private Lands

- ◆ Community Gardens on Private Lands that adhere to the goals of the guidelines will be encouraged
- ◆ Backyard gardening and sharing of backyard gardens are encouraged as additional ways of promoting food security and food production in the city
- ◆ Administration will review the possibility of amending the zoning bylaw to allow gardens to be used to partially fulfil the space requirement for planned groups of dwellings and a portion of the landscaping requirement for multi-unit residential and institutional land uses (presently under review)

Approval Process

1) **Application Process:** (Application – see [appendix #1](#))

- ◆ Submit completed Community Garden application form, to the Community Services Department, City of Saskatoon , c/o the Community or Open Space Consultant
- ◆ Application should include preferred location of the garden, as well as the size and location of the garden plots
- ◆ Include the group’s organization and decision making structure (see application for example)
- ◆ Deadline for applications is December 1 each year

2) **Program Approval Process:** (Flow chart – see [appendix #2](#))

2.1 The Community Services Department will forward the request to the Garden review Committee, consisting of the Landscape Development Coordinator, appropriate Parks Superintendent, Community Consultant and the Open Space Consultant for an initial site assessment to include; site review (sun exposure, etc), determination of suitable irrigation outlet at the garden site, availability of the site, CPTED review, and compatibility with adjacent uses.

2.2 The Community Consultant or Open Space Consultant will draft a report for approval of the Community Garden by Community Services Department Senior Staff, in accordance with the City’s Community Garden Guidelines. If the garden collective has chosen a previously approved site, Senior Staff approval is not necessary.

2.3 The Community Services Department will ensure that public consultation is part of the overall approval process and that neighbourhood support and feedback for the garden is obtained.

2.4 Representatives of the garden collective will then submit a detailed site plan to include placement areas for storage box (es), and description of how the site will be maintained and kept clean.

2.5 Parks Branch will review and approve final detailed site plan of the community garden location.

3) **Execution of an Agreement:** (Agreement – see [appendix #3](#))

a) City of Saskatoon prepares a “Letter of Agreement” outlining the following terms and general conditions:

- ❖ Level of cleanliness
- ❖ Preparation and monitoring of site
- ❖ Approval of any changes/ improvements to the site
- ❖ Loss or damage associated with the garden
- ❖ Proof of \$2 million liability insurance
- ❖ Approval for any posting of permanent signage
- ❖ No barriers to general public (i.e. fences)

- ❖ Renewal
- ❖ Termination
- ❖ Restoration of the site

- b) Terms and conditions will be reviewed by City Solicitors office prior to execution
- c) Forward to organization for signatures and approval
- d) Letter of Agreement filed with Community Services Department (Open Space Consultant) and Parks Branch and entered into the POSSE system

Allotment Gardens

Purpose

The City of Saskatoon administers the Allotment Gardening program on a fee for service basis. City Council has approved that Allotment Gardens will achieve 100% cost recovery; therefore rental rates have been set to achieve this. Plots are rented to individuals for the purpose of personal food production.

City Support for Allotment Gardens

Presently the City provides:

- ◆ One allotment garden in the Westview neighbourhood, Saskatoon with 84 plots,
- ◆ Spring cultivation,
- ◆ Staking out and marking individual plot boundaries,
- ◆ Mowing pathways,
- ◆ Gopher control,
- ◆ Litter control,
- ◆ Administration,
- ◆ Water usage and the operation of the irrigation system

Application Process

- 1) Commitment Letter (see appendix #4)
Parks Branch sends letters to existing renters to confirm commitment for the upcoming season at the beginning of April each year
- 2) Execution of Agreement (see appendix #5)
Parks Branch prepares a “Rental Agreement” outlining the following terms and general conditions:
 - ❖ Level of cleanliness
 - ❖ Irrigation key
 - ❖ Use of pesticides
 - ❖ Provincial Noxious Weeds Act
 - ❖ Spring rototilling
 - ❖ Loss or damage associated with the garden site
 - ❖ Weather conditions
 - ❖ Rental Charge
 - ❖ Approval of any signage
 - ❖ Deadline for application
 - ❖ Communication with other gardeners/renters
 - ❖ Start and end dates for access to the garden plots

Guidelines for Selecting New Sites

Parks Branch staff, based on community feedback, reviews the ongoing demand for additional allotment gardens. This review includes identifying potential new locations, and determining when and where the best place would be to locate a new allotment garden.

Appendix 1**COMMUNITY SERVICES DEPARTMENT**
COMMUNITY GARDEN APPLICATION

Community gardens provide neighbourhood residents with the opportunity to become engaged in a healthy recreation activity while growing nutritious food, meeting neighbours, building community, learning about the growing cycle and, beautifying open space.

APPLICATION GUIDELINES

1. Deadline for applications is December 1 each year. (Your Community Consultant/Open Space Consultant is happy to assist you with your application)
2. The start up cost is only for the site cultivation and irrigation hook up, and this is funded by the Parks Branch up to a maximum of \$1,500, depending on the size of the garden. This does not include any seedlings, tools, or other amenities such as storage sheds, benches, etc.
3. Community gardens are appropriate for a neighbourhood, district, multi-district or special use park, as well as vacant City owned land (pending approval from the respective City Department).
4. Community Garden Programs must be supported by a recognized organization (for example CHEP), who commit to returning the site to its original condition once the program no longer exists.
5. The City of Saskatoon Parks Branch will have final approval on placement of the garden in a park, for any other City owned land the final approval on the placement of the garden will come from the City of Saskatoon Department that owns the land.
6. Project approval notification is given by March 1st.



<p>Community Garden Application Form (Complete And Return This Portion To Community Consultant / Open Space Consultant)</p>

The **Community Garden Program** is an opportunity for communities to develop a strong social component and provide a process that fosters community spirit.

DUE: December 1 DATE OF APPLICATION: _____

Community Association Name: _____

Name of Park and Location: _____

Identify potential locations within your neighbourhood where you would like to place the community garden.

1. Note: the City of Saskatoon Community Development Branch will provide a small aerial photograph of the area, if requested.
2. Please attach a sketch of what the garden will look like (size and location of plots/garden, etc)
3. Why are you requesting a Community Garden? Please describe what the need is, and how this has been verified.
4. Please include a description of the garden collective's organization and decision making structure.
 - How often do you plan to meet?
 - Do members of the garden collective have assigned tasks? (i.e. garden maintenance, special event coordinator)
 - How will you communicate your decisions to the other gardeners?
 - How do you plan to give neighbourhood residents first opportunity to garden?
 - What are your goals for the community garden?
 - Do you plan to have regular activities? (i.e. potluck supper, weeding parties, compost workshop, etc)

The City's Garden Review Committee will review and clarify the request with a representative of the collective. The collective should select a person who is familiar with the request, can answer questions about it, and is (preferably) available to meet on site during business hours.

Community Association Representative _____ Phone # _____

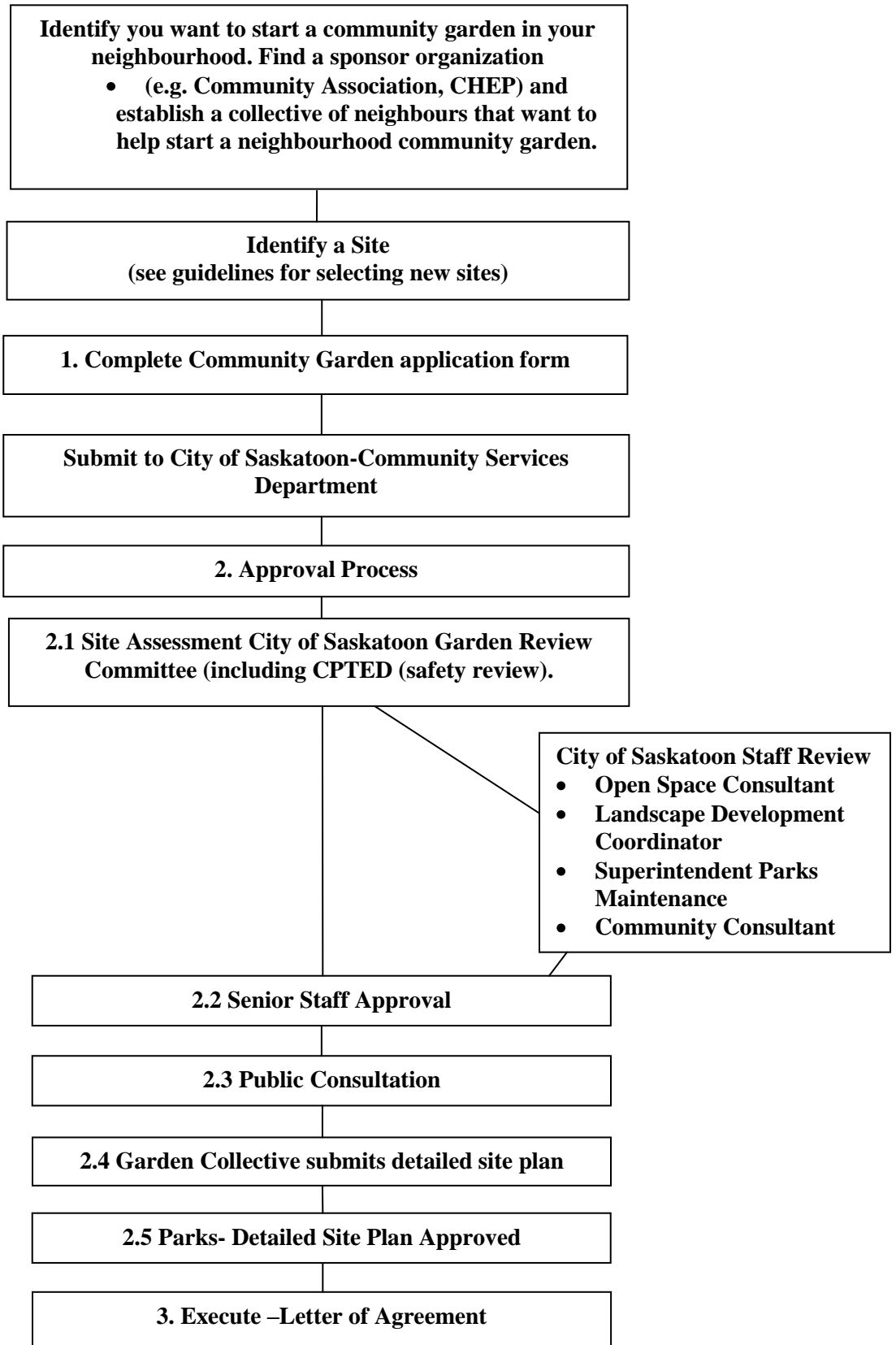
Garden Collective Representative _____ Phone # _____



Appendix 2

Community Garden Process- Flow Chart

(Please refer to the body of the report under the corresponding number for more information)





Appendix 3

City Of Saskatoon Community Gardening Program

LETTER OF AGREEMENT

For the management and operation of a community garden project at _____
(the “Park”) in the _____ Neighbourhood.

Between the CHEP Good Food Inc. (“CHEP”), the Garden Collective (the “Collective”), and the City of Saskatoon (the “City”).

Purpose of the Community Garden: Community gardens provide neighbourhood residents with the opportunity to become engaged in a healthy recreational activity while growing nutritious food, meeting neighbours, building community, learning about the growing cycle, and beautifying open space.

Purpose of Letter of Agreement: This agreement defines the terms and conditions under which CHEP, the Collective, and the City will manage, organize and coordinate the community garden project in the Park (this “Agreement”).

Term: This Agreement will be for three (3) years/growing seasons from May 1, _____ to October 31, _____, in each year (the “Term”), which Term may be extended for a further three growing seasons upon mutual agreement.

General Conditions:

CHEP agrees to be responsible for the following:

- It will provide proof of a liability insurance policy in the amount of two million dollars for the community garden project, which policy will name the City as an additional insured.

The Collective agrees to be responsible for the following:

- It will ensure that all participants in the community garden project, who will be members of the Collective, sign an agreement indicating their understanding of the scope of their responsibilities and their obligations as gardeners in this community garden project.
- It will ensure that the garden site is maintained to a high level of cleanliness, order, and tidiness. Litter must be removed from the garden site and tools, equipment, or other gardening items are not to be left unattended.
- It will clean the garden site at the end of each growing season, including plots and the surrounding area.
- It will not erect any barriers or fences or other temporary or permanent enclosures which may impede general public access to the garden site.

- It will ensure that the members of the Collective are aware of the obligations set forth in this Agreement.

The City agrees to be responsible for the following:

- The City Administration will ensure:
 - a) A public consultation meeting has been conducted to obtain support and feedback for the community garden project and to provide information to potential community gardeners in the neighbourhood.
 - b) Garden site review and approval,
 - c) Garden site preparation by initial cultivation (rototilling), for the first year of the community garden project,
 - d) Nearby access to an existing irrigation outlet, and
 - e) Review and approval of a garden site detailed plan that will identify the plots for the community garden project.
 - f) It will monitor the garden site, including having the District Superintendent responsible for the Park visit the garden site every two weeks during each growing season and relaying any concerns to the designated representative of the Collective.

The parties agree that the following terms are applicable to this Agreement:

- Any requests for more permanent or temporary additions to or near the garden site, such as park benches, picnic tables, and trees need to follow City specifications, and must receive City approval prior to the installation in the Park.
- Any permanent structures, such as storage sheds need the prior approval of the City and must be made of building material, size and style acceptable to the City.
- The City must approve any changes to the layout of the garden site, including the layout of the plots.
- In the event of a water shortage in Saskatoon it may be necessary to restrict or eliminate water usage by the garden until the water supply is restored to full capacity, if the City of Saskatoon supplies the water directly for the garden.
- The City is NOT responsible for any loss or damage to any produce, equipment, tools or structures left at or associated with the garden site.
- The City must approve the posting of any temporary or permanent signage at the garden site.

Termination:

The City has the right to terminate this Agreement in the event of the following:

- If the Collective receives two or more 'noxious weed' letters from the City of Saskatoon, Parks Branch, District Superintendent in one growing season.
- If the use of the garden site causes damage to the surrounding Park/Area in three or more instances during one growing season. Examples of damage that would be considered serious are:

- Vehicles accessing the garden site, driving on and causing damage to turf, trees or fixtures,
 - Garbage from the garden site being scattered or being allowed to scatter throughout the Park/Area, or
 - Two or more instances of water being allowed to run excessively causing flooding in the Park/Area.
- If the City determines that the community garden project should be terminated for the reasons set forth above, **CHEP and/or the Collective will be responsible for the costs incurred to restore the Park** to its previous condition. If the City of Saskatoon decides to terminate the community garden project prior to the three year period, for reasons other than those stated above, then the City of Saskatoon will pay to restore the Park to a condition compatible with the surrounding area.

Any party may terminate this Agreement for any reason by providing 30 days written notice to the other parties.

Contacts:

Liaisons for the City of Saskatoon will include the following:

- Leisure Services Branch, Open Space Consultant,
- Community Development Branch, Community Consultant, and
- Park Branch, District Superintendent.

Signed by the parties this _____ day of _____, 2010.

The Garden Collective:

Garden Collective Representative

Phone: _____

Date: _____

CHEP Good Food Inc.:

CHEP Good Food Inc. (CHEP)

Date: _____

Date: _____

The City of Saskatoon:

Community Services Department

Date: _____

Parks Branch

Date: _____

Appendix 4

«Date»

«First Name» «Last Name»
«AddressBlock»
Saskatoon, SK «Postal Code»

Garden Plot No. «Plot No.»

«GreetingLine»:

RE: 2009 GARDEN PLOTS

This is to notify you that **84** plots are available for the 2009 season. Plots **#11&12** will be used for composting. Presently, there are **44** families on the waiting list requiring this service. Therefore, we feel that providing one garden plot per family is the most appropriate and equitable way of providing this service. As a result, we will allow **one** plot per family. The garden plot number assigned to your name is located at the top right of this letter.

To secure your Community Garden Plot, please complete this letter and the attached Rental Agreement, and return both with a cheque or money order totalling «**2009 Funds**» payable to The City of Saskatoon no later than **April 30, «Year»**, Attention: Administration Staff, Parks Branch, Infrastructure Services Department, 1101 Avenue P North, S7K 0J5.

If you are not planning to rent your plot this season, please call Administration at 975-2570 or 975-2849 as soon as possible.

If there have been any changes to your name, address, or phone number, please indicate in the space provided:

Name: _____

Address: _____

Postal Code: _____ Phone Number: _____

After **April 30, «Year»**, any unpaid Garden Plots will be **re-assigned**.

Yours truly,



Kim Berge,
Park Maintenance Superintendent
KB:jc
Attachments

Appendix 5

PARKS BRANCH

**ALLOTMENT GARDEN PLOT
RENTAL AGREEMENT**

«First Name» «Last Name»
«Address»
Saskatoon, SK «PC»

In consideration of renting community garden plot No. «Number», I agree to abide by the following terms and conditions, which I acknowledge I have read and form part of this Agreement. I acknowledge that failure to comply with all the terms and conditions of this Agreement may result in forfeiture of my garden plot at anytime throughout the year.

TERMS AND CONDITIONS

1. I agree that my garden plot will not be used for marketing purposes.
2. I agree to remove all garden refuse from my area to the designated bin by **October 5, «Year»**, in order for the City to prepare and cultivate the garden plots for the following spring. Failure to remove the refuse from the plot **WILL** result in a \$20.00 penalty payable prior to any future garden plot rentals.
3. I agree to return the irrigation key to the Parks Branch Office (1101 Avenue P North) no later than **October 13, «Year»**, regardless of intent to rent a plot the subsequent year. Failure to return the key by this time will result in an invoice for the replacement cost, in the amount of \$70.00 + GST and my garden plot will be reassigned.
4. I agree to refrain from using any pesticides that may contain toxic chemicals other than those recommended for vegetable garden use. Only Pesticides registered for Domestic use are appropriate.
5. I agree to keep my garden plot and 1/2 of the pathway(s) adjoining my plot free of weeds. The City of Saskatoon Weed Inspector will be enforcing the ***Provincial Noxious Weed Act***.
6. I agree not to expand the garden plot into the pathway.

- 7. Weather permitting, access to the garden plots begins **May 16, «Year»**. The gates will be open from **May 8–11, «Year»**, for anyone wishing to put compost on their garden before the spring rototilling. Weather permitting, spring rototilling will be done on **May 14 and 15, «Year»**. **Please do not plant your garden until the rototilling is complete.**
- 8. The Parks Branch, Infrastructure Services Department, is not responsible for any loss of personal items or garden produce due to vandalism or theft.
- 9. The Parks Branch Infrastructure Services Department is not responsible and has no control over weather conditions that affect the plots.
- 10. Per plot rental charge for 2009 is **\$70.00 plus \$3.50** GST, totalling **\$73.50**. This rental charge is subject to an annual Administration review.
- 11. Completion of this Agreement and fee must be returned to Administration (975-2570/975-2849) at the Parks Branch, Infrastructure Services, 1101 Avenue P North, by **May 8, «Year»**.
- 12. I agree that any unpaid garden plots remaining after the deadline of **May 8, «Year»**, will be reassigned, regardless of any signed agreements.
- 13. I agree to use the bulletin board provided on site to communicate with other renters.

DATE

SIGNATURE

IRRIGATION KEY RECEIVED: 1

GARDEN PLOT: No. «Number»

Please return key(s) at the end of the «Year» season.

PAID: By Cash
 By Cheque