



Guidelines for
Community Gardening
In Saskatoon

Definitions

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 a 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.

Other Types of Gardening in the City of Saskatoon

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. For more information contact the City Parks Division at 306-975-3300.

Vacant Lot Gardening (Garden Site License Agreement) Non-profit community organizations with a significant mandate in food security can apply to use vacant City-owned property for growing food. For more information on a Garden Site License Agreement contact: Land Branch at 306-975-3278

Boulevard Gardening We appreciate the care that homeowners and renters take in maintaining the boulevards adjacent to their homes. You may garden on the front and side boulevards adjacent to your home if you read the City of Saskatoon's **Boulevard Gardening & Maintenance Guidelines** and complete the Boulevard Garden Agreement online. You can find the guidelines and agreement here: saskatoon.ca/services-residents/housing-property/yard-garden/boulevards

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)

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 (initial site cultivation does not include turf stripping, it is only the breaking of the ground) 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 Community Services 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

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 Consultant 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 November 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 The garden collective will host a planning meeting for the garden. At this meeting a detailed site plan is created. Discussion around how the collective will run in regards to administration, finances, communication, social events and education activities. A plan is created for the first work bee.

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 (Community Consultant or Open Space Consultant) and Parks Branch.



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 November 1 each year. (Your Community Consultant/Open Space Consultant is happy to assist you with your application, please call 306-975-3378 for assistance.)
2. The start up cost is only for the site cultivation and irrigation hook up, and this is funded by the Parks Branch. 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.

APPLICATION TIPS

- ◆ We recommend that you begin to promote your community garden and advertise it to the community before you submit your application. Consider working with the Community association in your neighbourhood to post information on their website and social media pages. Ask them if you can include a short article in their newsletter, or deliver a small flyer of your own!
- ◆ It is important that you have support in the community for your garden. Get a couple of people to work with you on the application. A strong core group of volunteers is important for the planning meeting and the ongoing operations of the garden.



<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: November 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. Please attach a sketch of what you would like the garden to look like (please include an approximate size and number of plots, etc.) The size of each garden will depend on the space available. For first time gardens a total garden footprint can be up to, but not exceeding 4000-5000 square feet.

Note: the City of Saskatoon Community Development Branch will provide a small aerial photograph of the area, if requested.

2. Why are you requesting a Community Garden? Please describe what the need is, and how this has been verified.

3. The following is a list of important questions to consider as you plan your community garden. Please include a short description of the garden collective's preliminary 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 available to meet on site (preferably) 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)

Identify you want to start a community garden in your neighbourhood. Find a sponsor organization (E.g. Community Association, CHEP) and establish a collective of neighbours that want to help start a neighbourhood community garden.

Identify a Site
(See guidelines for selecting new sites)

1. Complete Community Garden application form

Submit to City of Saskatoon-Community Services Department

2. Program Approval Process

2.1 Site Assessment City of Saskatoon Garden Review Committee (including CPTED (safety review)).

The Community Services Department will make the appropriate City Councillor aware of the application after it is submitted.

- City of Saskatoon Staff Review
- Open Space Consultant
 - Landscape Development Coordinator
 - Superintendent Parks Maintenance
 - Community Consultant

2.2 Senior Staff Preliminary Approval

2.3 Public Consultation

2.4 Garden Collective Planning Meeting

2.5 Garden Collective submits detailed site plan

2.6 Parks- Detailed Site Plan Approved

3. Execute –Letter of Agreement



City Of Saskatoon Community Gardening Program

Appendix 3

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 _____ Community 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 _____ to _____, (the "Term"), the 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.
- Water supplied by the City will be turned on in early May and turned off by September 15 each year.
- 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 Division, 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 Good Food Inc. 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:
- Recreation & Community Development, Open Space Consultant,
- Neighbourhood Services Section, Community Consultant, and
- Parks Division, District Superintendent.

Signed by the parties this _____ day of _____, 20_____

The _____ Community Garden Collective:

_____ Phone: _____
Garden Collective Representative

Signature _____ Date: _____

CHEP Good Food Inc.:

_____ Phone: _____
CHEP Good Food Inc.

Signature _____ Date: _____

The City of Saskatoon:

_____ Phone: _____
Community Services Department

Signature _____ Date: _____

_____ Phone: _____
Parks Division

Signature _____ Date: _____