



Report to: General Committee

Date Report Authored: April 9, 2013

SUBJECT: Community and Allotment Garden Pilot Projects
PREPARED BY: Katie Burns, Sustainability Coordinator, x5283

RECOMMENDATION:

- 1) That the report titled Community and Allotment Garden Pilot Projects and dated April 9, 2013 be received;
- 2) And that the Community and Allotment Garden Guiding Principles and draft Community and Allotment Garden Manual be endorsed to pilot in 2013;
- 3) And that staff in the Sustainability Office be authorized to pilot the draft Community and Allotment Garden Manual with the residents of the Fairtree and Cornell communities;
- 4) And that staff in the Sustainability Office be authorized to seek partners and sponsors for the Community and Allotment Garden pilot projects;
- 5) And that \$25,000 will be funded from Project #9345 Greenprint Community Sustainability Plan (account#230-101-5399-9345) to support the development and implementation of new community and allotment gardens subject to the approvals outlined in the draft Community and Allotment Garden Manual.
- 6) And that \$250,000 will be funded from Project#9350 Kirkham Drive Park – Two Soccer Fields (account#81-5350-9350-005) for the first phase basic community garden including walkways, parking and water and servicing subject to the approvals outlined in the draft Community and Allotment Garden Manual.
- 7) That staff in the Sustainability Office report back at the end of 2013 with a finalized Community and Allotment Garden Manual and a strategy for city-wide implementation;
- 8) And further that Staff be authorized and directed to do all things necessary to give effect to this resolution.

EXECUTIVE SUMMARY:

This report recommends endorsement of the Community and Allotment Garden Guiding Principles and the draft Community and Allotment Garden Manual for pilot projects in 2013. This recommendation aligns with the Greenprint, Markham's Community Sustainability Plan, the Integrated Leisure Master Plan, the Agricultural Assessment Study and the draft Official Plan. Staff from the Sustainability Office, Operations, Park Planning and Urban Design, Policy Planning, and Corporate Communications and Community Engagement have worked together to develop the draft Community and Allotment Garden Manual. The Sustainability Office will lead the pilot projects and oversee the finalization of the draft manual.

The draft Community and Allotment Garden Manual was designed to provide guidance to staff and community members during the development and maintenance of community and allotment gardens.

- A **community garden** is managed and gardened collectively by a group of people. They are community initiated and volunteer managed. The volunteers will determine whether garden plots are available for individuals or are gardened

collectively, whether participation involves fees, donations or is free, and whether the produce is used by the volunteers or donated.

- An **allotment garden** is an area of land where garden plots are made available for individual or organizational use. The model is individual plots, which are rented annually in exchange for a fee (to be determined and ideally achieving cost neutrality to the City) and renewal is contingent upon upholding maintenance standards. Allotment gardens would be administered by the City or an organizational partner and would require consistent and adequate funding.

The draft manual outlines the proposed management models for both community and allotment gardens. It is based on the following principles:

1. **Community Engagement:** Community or allotment gardens require the interest, support and commitment from potential gardeners and other stakeholders.
2. **Clear Processes:** Municipalities are best able to manage the development and maintenance of community and allotment gardens when a clear framework is in place.
3. **Site Selection:** The development of Site Selection Criteria minimizes the costs and issues that may arise in developing new gardens and an inventory of suitable sites increases approval times.
4. **Design Standards:** The development of a standardized and modular design can ensure beautiful and functional gardens, equitable standards of services, and create efficiencies for purchases and maintenance.
5. **Municipal Support:** In-kind or financial assistance is provided for the first year of startup and operation of a new garden, with more limited support on an ongoing basis.
6. **Self-Governed Models:** The day-to-day management of the garden is provided by the gardeners through the formation of a Garden Group, which will increase community stewardship of the garden and reduce the staff resources required.
7. **Volunteer Requirements:** Ensuring volunteers commit to a code of conduct, sign liability waivers, and provide a minimum number of volunteer hours will create a safe, comfortable and beautiful environment for all.
8. **Community and Allotment Garden Advisory Committee:** An umbrella committee facilitates representation, resource sharing, and leveraging the experience and expertise of individual gardens.
9. **Public Access:** Municipally supported gardens will be required to have volunteer opportunities open to the public, on a first come, first served basis, and to open their gardens to host public events annually.
10. **Pilot Approach:** Start small, be successful, and build up a garden over time.

This report also recommends initiating the process for two potential gardens, the Kirkham Drive Allotment Garden and the Cornell Community Garden through the application of the process identified in the draft Community and Allotment Garden

Manual. The Sustainability Office will provide leadership and coordination during these pilot projects.

The Kirkham Drive Site has been identified by staff as a potential site for a garden. A community consultation process with residents of the Fairtree community is required to confirm interest and participation in a garden, review draft design options, and determine the management model for the garden (community or allotment). Staff will report back on the outcome of the community consultations.

The Cornell Community Garden has been proposed by community members that have approached staff and members of Council for support. The group is seeking access to land and assistance to establish the garden. Staff recommend an initial two year support and access agreement. The draft Community and Allotment Garden Manual is intended to form the basis of Markham's Community and Allotment Garden Strategy after pilot testing and revising for lessons learned.

PURPOSE:

This report establishes guiding principles and a draft manual based on best practice research that outlines how the City of Markham will support the start-up and ongoing management of community and allotment gardens. It applies the guiding principles and draft manual to two pilot gardens: the Kirkham Drive Site and Cornell neighbourhood. Staff will report back with an evaluation of the pilot gardens at the end of the 2013 garden season and the finalization of the draft manual for community-wide application in 2014.

BACKGROUND:

Staff initiated a Community Garden Working Group that comprises of representation from Park & Open Space Development, Policy Planning, Operations, Communications & Community Relations, and the Sustainability Office. Through best practices research and a tour of City of Toronto's community and allotment gardens, staff determined the need to develop a draft manual that describes the process for garden development and ongoing maintenance based on the two most popular models for gardens on public lands: community gardens and allotment gardens.

Garden Models

Community and allotment gardens are two models of urban agriculture and inform how groups of people can garden together on a piece of land.

A **community garden** is managed and gardened collectively by a group of people. They are community initiated and volunteer managed. The volunteers will determine whether garden plots are available for individuals or are gardened collectively, whether participation involves fees, donations or is free, and whether the produce is used by the volunteers or donated. Community gardens tend to be neighbourhood based and small

scale. The role of municipal government with community gardens is to enable the groups to establish and run them. When located on municipally owned land a framework is provided to ensure the successful operation of the community garden and to meet municipal standards.

An **allotment garden** is an area of land where garden plots are made available for individual or organizational use. The model is based on individual plots that are rented annually in exchange for a fee and renewal is contingent upon upholding maintenance standards. Allotment gardens tend to serve the wider municipality and are larger in size. Municipalities may build allotment gardens, oversee registration, and enforce maintenance standards. Increasingly municipalities require that allotment holders participate in garden governance and the maintenance of common areas. Allotment gardens would be administered by the City or an organizational partner and would require consistent and adequate funding.

The level of support provided by a municipality varies depending on the ownership of the land and how the gardeners choose to organize their garden group. Community and allotment gardens can be on municipally owned land or land with a non-municipal land owner, such as other levels of government, agencies, school boards, businesses, or residents. Gardens on municipally owned land generally receive a higher level of support in the start up and maintenance of the garden, but will also be required to meet higher standards in the operation and maintenance of the garden. Gardens on non-municipally owned land generally receive less support from a municipality, often limited to support identifying the site, undergoing a public consultation, and developing a memorandum of understanding with the land owner. However, some municipalities choose to provide greater support to gardens on non-municipal land if they meet specific criteria, including volunteer opportunities being open to the broader public and not just a narrow group of residents.

Public Demand for Community Gardens

Community consultations in Markham have highlighted a demand for food growing gardens open to the public and the opportunity to locate gardens on public land. Markham's Greenprint Community Sustainability Plan, through community-wide consultations, identified Food Security: Safe, Accessible, and Healthy Food for All as one of twelve Sustainability Priorities. The Greenprint Objective to "significantly increase community food production opportunities" includes a number of recommendations that would be met through community and allotment gardens, including building community gardens on municipal, private and vacant lands, food growing gardens in higher-density developments, food growing at municipal facilities,

and community garden knowledge sharing. A full listing of the fifteen related recommendations from the Greenprint is provided in Appendix A.

Greenprint recommendations build on Environmental Action Plan 5 in Building Markham's Future Together (2008), which targeted increasing food security through a number of recommendations, including community gardens, and the Agricultural Assessment Study, which recognized public interest and a municipal role in urban agriculture and community gardens. The Integrated Leisure Master Plan recommends the development of a community garden policy or strategy. The draft Official Plan includes a new section on Urban Agriculture (section 5.2.2). The recently formed Economic Viability and Sustainability subcommittee of the Markham Agricultural Advisory Committee is interested in increasing urban agriculture, including an inventory of vacant lands for garden development.

Existing and Planned Gardens

A number of community garden and urban agriculture activities currently exist in Markham and there has been significant growth in recent years.

At Markham facilities, the following urban agriculture activities are underway:

- Markham Senior's Centre Garden: club members grow food for themselves and other club members,
- Markham Museum: volunteer programs that maintain the heritage apple orchard and on-site gardens,
- Summer Camp garden programming: at Camp Chimó and Markham Museum summer camps in 2012.

In the community the following community gardens are established:

- York Region Food Network's Markham Community Garden was established in 1992 and is currently located on private land with approximately 90 plots.
- Legacy Organic Garden, started in 2010 by community members, is located on Markham Green Golf Course and has received Markham Environmental Sustainability Fund support.
- Seeds for Change, a new organization advocating for school and community gardens has received Markham Environmental Sustainability Fund support and developed a how-to month-by-month garden manual. Seeds for Change has assisted with the startup of:
 - o Ladybug's Treat Community Garden at Stately Way Condominium (2011),
 - o Seedling's Daycare teaching garden (2012), and

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- Pathways group home garden for residents of the home and neighbourhood learning and sharing (2012).
 - Hagerman's Corner Community Housing, which provides social housing, established a new garden for residents in 2012.

There are currently a number of opportunities for new gardens and urban agriculture in 2013 that the Sustainability Office is aware of:

- Kirkham Drive site
- Cornell neighbourhood
- Thornhill United Church
- James Robinson Public School (Seeds for Change)
- Whole Foods Unionville (Seeds for Change)
- Land/Slide exhibit a Markham Museum

OPTIONS/ DISCUSSION:

The Kirkham Drive Site and Cornell neighbourhood offer opportunities for gardens in Markham that can pilot the draft garden manual.

The **Kirkham Drive Site**, located in Ward 7, is currently undergoing Phase 1 of park development. During community consultations for the park, interest was expressed in dedicating a portion of the site for a community or allotment garden. A triangular section, separated from the main site by a road, was identified as a potential site for a garden. The site is owned by the City of Markham and is currently zoned as major commercial [MJC*247(H)]. The draft Official Plan identifies the land use designation of the site and surrounding areas as Mixed Use Mid Rise. The site is triangular, 1.15 ha in area, and bordered by Kirkham Drive to the south, CN Rail to the east, and Home Depot to the west. Maps to provide context are provided in Appendix A.

Staff in the Community Garden Working Group are now prepared to initiate a community consultation with the residents of the Fairtree community for the Kirkham Drive Site to confirm interest in a garden on the site and explore design options in accordance with the established park development process and to pilot the process in the draft Community and Allotment Garden Manual. The Sustainability Office has allocated budget from capital project 9345 for the community consultation and the Urban Design Department has \$250,000 budget available from capital project 9350 for the design and contract administration to finalize the design as part of phase 1 of park development for the site. Staff will report back on the results of the consultation with a recommendation on how to proceed and a finalized design.

The **Cornell neighbourhood group**, located in Ward 5, developed a community group interested in starting a community garden in their neighbourhood. The group approached the City of Markham with a proposal and interest in working together to identify a site and any available supports that the City may provide. The group has expressed interest in being a pilot project for the draft manual and will participate in active tracking and evaluation. A pilot of the Cornell neighbourhood group's proposal would provide a clearer picture of the financial and staff implications of the community garden component of the draft manual and the outcomes will be integrated into the finalized document. Staff propose the Cornell Garden be established as a "pop-up" garden with a two year support and access agreement initially.

Community and Allotment Garden Guiding Principles

The establishment of Community and Allotment Garden Guiding Principles and the draft manual will provide a framework for the City of Markham to manage its relationships with existing community gardens and urban agriculture activities as well as to enable the development of new projects. The following ten Community and Allotment Garden Guiding Principles provide an overview of the content in the draft Community and Allotment Garden Manual (Appendix B). The principles and manual are based on best practices research.

1. Community Engagement: Community or allotment gardens require the interest, support and commitment from potential gardeners and other stakeholders.

Community gardens are driven by the community. Most existing municipal community garden policies outline the need for community groups or established organizations to take leadership roles in the initiation and ongoing management of projects through the establishment of Community Garden Groups. Municipalities will outline requirements for Community Garden Groups that wish to receive municipal support or locate their garden on municipally owned land, including a minimum number of group volunteers and a framework of how the group will be managed and make decisions. A Community Garden Group will work in partnership with the municipality on a wider community consultation once site options have been established.

Allotment gardens are facilities that municipalities create through a similar process to how other open space facilities, such as parks and sports fields are created. A community consultation process is required to assess the demand for the rental of garden plots and to gauge the neighbourhood support for the Allotment Garden's location. The costs of consultation are expected to be minimal, and will be funded initially from capital account 9345. Since allotment gardens require larger tracts of land, the option for an allotment garden may be weighed against other recreational or open space uses. When establishing

an allotment garden, a phased installation may be undertaken to assess the success of the facility and programming before scaling up. The costs incurred for the community consultation will be funded from Project #9345 Greenprint Community Sustainability Plan (account#230-101-5399-9345).

The draft Community and Allotment Garden Manual includes:

- Guidance and support for the development of community garden groups
- Requirements for community garden groups interested in accessing City owned land, including volunteer and organizational criteria
- An allotment garden model where plot holders are active and engaged as part of a group
- Community engagement processes for the development of new gardens, including neighbourhood support and the involvement of the ward Councillor

2. Clear Processes: Municipalities are best able to manage the development and maintenance of community and allotment gardens when a clear framework is in place.

The Sustainability Office will lead the pilot project and coordinate the participation of all necessary departments. The development and maintenance of community and allotment gardens involves multiple departments, including Planning, Operations, Urban Design and Park Planning, Bylaws, Communications and Community Relations, and Sustainability. A clear process ensures that departments understand their roles and responsibilities, and therefore are able to anticipate and manage the staff and financial resources required by community and allotment gardens. To deliver a high quality of customer service related to community and allotment gardens, the process should establish a point of contact, outline of the support and services that are provided, and timelines for processes.

The draft Community and Allotment Garden Manual includes:

- Step by step instructions for the development of new community gardens, including an interested group contacting the City, locating an appropriate site, community consultation, site design, approval of financial and in-kind support, installation of the garden, ongoing monitoring, agreement length and termination terms
- The Sustainability Office taking a coordinating role and the development of a staff team that will support the process

3. Site Selection: The development of Site Selection Criteria minimizes the costs and issues that may arise in developing new gardens and an inventory of suitable sites increases approval times.

Not all sites are suitable for community and allotment gardens or the modifications necessary to make a site suitable may be costly and time consuming. To reduce site-related issues that may arise, many municipalities have developed criteria or checklists that potential sites may be assessed against to determine suitability. To further expedite the site selection process, some municipalities have developed an inventory of potential municipally owned land that best matches the criteria.

The draft Community and Allotment Garden Manual includes:

- A three phase site inspection process to evaluate potential sites which includes:
 1. Ownership, Policy and Plan Screening
 2. Favourable Gardening Conditions
 3. Essential Garden Requirements (soil safety and water access)

4. Design Standards: The development of a standardized and modular design can ensure beautiful and functional gardens, equitable standards of services, and create efficiencies for purchases and maintenance.

A number of design features combine to make a community or allotment garden. Some are essential such as plots and a nearby water source, while others are optional or depend on context, such as fencing and rest areas. Municipalities often provide guidelines that outline the design features that should be included in community or allotment gardens on municipal owned land, ensuring that all the features for a successful and beautiful garden are included, while leaving some leeway for creativity. Depending on the size and purpose of the garden, accessibility features may also be incorporated.

The draft Community and Allotment Garden Manual includes:

- A list of required and optional design features for community and allotment gardens

5. Municipal Support: In-kind or financial assistance is provided for the first year of startup and operation of a new garden, with more limited support on an ongoing basis.

The development and the first year of operation for a new gardening is the most challenging and requires the greatest number of resources, both in-kind and financial.

Financial support is proposed to be a grant of \$1,000, funded from capital account 9345 initially, held in trust by the City that the garden group can debit reasonable costs against. The majority of municipalities with community or allotment garden policies or programs outline the supports and services that are provided and will differentiate between what is provided during the design, installation and first year of operation and what is provided for the ongoing management. In general after the initial investments, community and allotment gardens are low-cost to operate. After the pilot year, funding requirement will be requested at the annual capital budget process. The financial assistance requirement will be funded from Project #9345 Greenprint Community Sustainability Plan (account#230-101-5399-9345).

The draft Community and Allotment Garden Manual includes:

- The requirement to develop an agreement with a community garden group that outlines the site and design specific supports that the City will provide in the first and subsequent years
- The facilities and services that the City will provide in an allotment garden

6. Self-Governed Models: The day-to-day management of the garden is provided by the gardeners through the formation of a Garden Group, which will increase community stewardship of the garden and reduce the staff resources required.

Self-governed models of community and allotment gardens can be very successful. They increase the emphasis on community development and volunteer sense of stewardship. Through the formation of a Garden Group, volunteers are provided a decision making or governance structure to determine how to meet the requirements outlined by the municipality, such as standards of maintenance.

In the case of community gardens, a Garden Group will form to identify the need, drive the development and commit to overseeing the day-to-day maintenance of the garden with the municipality playing an enabling and enforcement role. In order to ensure access to community gardens that receive municipal support or that are located on municipal land, municipalities will often provide a framework for the Garden Group to function within, such as the democratic election of specific garden leadership roles and the requirement to accept new volunteers from a first-come, first-served waiting list.

In the case of allotment gardens, each plot holder is a voting volunteer of the Garden Group. The municipality will provide the framework for the Garden Group to function, including the required leadership roles and the responsibilities of the group, such as tending common areas and paths, maintaining shared tools, monitoring plots to ensure

they are planted and maintained to an expected standard, and organizing annual events that are open to the public such as open houses or gardening workshops.

The draft Community and Allotment Garden Manual includes:

- The criteria for community and allotment garden groups, including methods for new volunteers to join and the democratic election of leadership
- The requirement for garden groups to oversee the day-to-day management of the garden, with a garden coordinator designated as the main liaison with staff
- A sample volunteer Garden Coordinator agreement

7. Volunteer Requirements: Ensuring volunteers commit to a code of conduct, sign liability waivers, and provide a minimum number of volunteer hours will create a safe, comfortable and beautiful environment for all.

Municipalities with community or allotment gardens will outline requirements for individuals to participate. Often this will take the form of an agreement that the individual will sign to become a volunteer of a community garden or a plot holder in an allotment garden. The agreement may include a number of elements, including a code of conduct that a volunteer is expected to uphold, a waiver and information on insurance, and volunteer hours that that individual commits to maintaining common areas.

The draft Community and Allotment Garden Manual includes:

- The rules and regulations that individual gardeners must commit to as part of joining a community garden group or becoming a allotment garden plot holder
- A sample volunteer agreement

8. Community and Allotment Garden Committee: An umbrella committee facilitates representation, resource sharing, and leveraging the experience and expertise of individual gardens.

Community and allotment gardens share many common opportunities and challenges. Creating a forum for representatives from community and allotment garden representatives to meet creates opportunities to share experiences and expertise, assist new gardens with startup, and assist staff in reviewing the services that are provided. Staff recommend starting this group early, inviting existing and potential gardens to participate.

The draft Community and Allotment Garden Manual includes:

- The terms of reference for an umbrella committee to assist with the startup and maintenance of gardens in addition to developing promotional and educational programs.

9. Public Access: Municipally supported gardens will be required to have volunteer opportunities open to the public, on a first come, first served basis, and to open their gardens to host public events annually.

During the development of a new garden, the number of gardeners that can participate will be determined. When a community garden is on municipal land or receives municipal support, most municipalities require volunteer opportunities to the garden to be open to all members of the public and the development of a first-come, first-served waiting list, occasionally with priority given to individuals within the neighbourhood or those that are lower income. In the case of allotment gardens, the municipality will manage the rental of plots, often through the same systems as registration for other recreational programs or through issuing permits. Often those that held a plot the previous year will be offered the opportunity for renewal and if required the municipality will maintain a waiting list on a first-come, first-served basis.

Community and allotment gardens that receive municipal support or are located on municipal land can offer benefits to the wider community, and not just the individuals participating in the day-to day gardening. Many municipalities require Garden Groups to have designated public access days or events, such as open houses, tours or workshops. The costs to promote open houses for community gardens city wide will be minimal and borne by the Sustainability Office.

The draft Community and Allotment Garden Manual includes:

- Municipal support only to gardens that offer a first come, first served approach to volunteer opportunities open to all Markham residents
- The requirement for a minimum number of public access days, events or training at gardens on City land

10. Pilot Approach: Start small, be successful, and build up a garden over time.

One of the most common issues that can arise with new community gardens is the high demand of time on volunteers can result in early burn out or problems with group dynamics. A method to reduce these challenges is to start gardens out as smaller and scale up over time as a larger network of volunteers is developed to share the workload. If this approach is selected and a garden is operating successfully, municipal support can

be provided for a subsequent expansion based on demonstrated success. However, in cases where a group is struggling or fails to manage a smaller garden size will make it easier for City staff to seek a new group to take over or to convert the site to other uses.

An allotment garden's installation can similarly be phased to ensure that there is adequate demand to fill the garden. Furthermore, a phased installation will allow established plot holders to take a leadership role in orienting and guiding new plot holders.

The draft Community and Allotment Garden Manual includes:

- The flexibility for a phased garden installation, while maintaining city support for garden expansions

Partnerships and Sponsors

As part of the community consultation process, staff are interested in seeking partnerships and sponsors to assist with the implementation of new community and allotment gardens. Staff already have a number of relationships with organizations in the community that are interested in community and allotment gardens, such as Seeds for Change, York Region Food Network, and Toronto and Region Conservation Authority. Staff would like to the opportunity to work with these partners and identify additional partners that may be able to play a role in the implementation of new community and allotment gardens in accordance with the draft Community and Allotment Garden Manual.

Additionally, staff would like to explore sponsorship opportunities, to offset the costs associated with the startup and maintenance of community and allotment gardens.

Finalization of the Community and Allotment Garden Manual and Strategy for Implementation

The draft Community and Allotment Garden Manual will be finalized by the end of 2013. Through the implementation of the pilot projects staff will have the opportunity to refine the criteria, processes and forms described in the manual based on lesson's learned. The Corporate Communications and Community Relations Department will assist with making the draft manual more user-friendly and visually appealing. The community will be consulted as part of the finalization process.

Staff will develop a strategy for developing new gardens based on the Community and Allotment Garden Manual, setting achievable targets and outlining the staff and budget resources that are required. Other examples in the City, such as the Colour Your Corners program, the Volunteer Ice Rink Program, and Off Leash Markham will provide best practices for rolling out our final community garden strategy and establishing an annual capital budget allocation.

The strategy will include a mapping and inventory exercise that identifies potential sites for new gardens and prioritizes wards in Markham that currently do not have a garden. A focus will be on how to deliver garden access to residents that are living in higher density neighbourhoods, which backyard access is limited. Staff will explore City owned land, as well as land owned by school boards, other levels of government, utilities, and developers. This will include land that could be used as temporary gardens while awaiting development approvals. It will look at examples, such as the Emerald Ash Borer mapping, on how to develop a user friendly tool that will help residents locate existing gardens within our community.

FINANCIAL CONSIDERATIONS AND TEMPLATE: (external link)

The development and implementation of new community and allotment gardens in the amount of \$25,000 will be funded from Project #9345 Greenprint Community Sustainability Plan (account#230-101-5399-9345). The cost breakdown, subject to the processes and approvals outlined in the draft Community and Allotment Garden Manual, is as follows:

Community Consultation	\$5,000
Financial Assistance for Start-up Costs	\$5,000
Promotion of Community Garden	\$5,000
Garden Open House	\$5,000
Food Charter	<u>\$5,000</u>
Total	\$25,000

In addition, Project#9350 Kirkham Drive Park – Two Soccer Fields (\$1,275,300) and Project#13011 Kirkham Drive Park Phase 2 Construction (\$3,189,870) have been approved for the design and construction of the Kirkham Drive Park. The community and allotment gardens, if found feasible and approved through the processes outlined in the draft Community and Allotment Garden Manual will be considered as part of the Kirkham Drive Park. \$250,000 will be funded from Project#9350 Kirkham Drive Park (account#81-5350-9350-005) for the community and allotment gardens. The funds will be used to construct the first phase, basic community garden including walkways, parking, and water and servicing. The remaining funds of \$4,215,170 will be used for the design and construction of the Kirkham Drive Park, which includes park amenities as well as a bridge over the storm pond to connect to the adjacent neighbourhood to the south.

Funding requirements for future gardens beyond the initial two pilots will be requested as part of the annual budget process and will address staff resources, materials, equipment, and service contracts (i.e. water services).

HUMAN RESOURCES CONSIDERATIONS

The Sustainability Office will lead the Community and Allotment Garden pilot projects and coordinate the participation of all necessary City departments. The successful implementation of the Community and Allotment Garden pilot projects and the ongoing development and maintenance of gardens under the Community and Allotment Garden

Manual will require dedicated staff resources to coordinate City departments and garden volunteers. During the Community and Allotment Garden Pilot Projects staff will evaluate the level of effort needed to successfully support this initiative and if required will bring forward a request as part of the 2014 budget process.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This report aligns with recommendations in Building Markham's Future Together, the Greenprint, Markham's Sustainability Plan, Integrated Leisure Master Plan, Agricultural Assessment Study, as well as policies in the Draft Official Plan.

Building Markham's Future Together identified targets for community gardens under Environmental Action Plan 5, including an increase in the number of community gardens and at least one community garden per ward.

The Greenprint, Markham's Community Sustainability Plan, endorsed in June 2011, identified "Food Security: Safe, Accessible, and Healthy Food for All" as one of twelve Sustainability Priorities.

Please note the numbers below refer to specific Greenprint recommendations that support this initiative.

Objective: Support education and engagement in the local food system

61	Support training and education around soil health, food preparation, cooking, nutrition, ethical and environmental choices, food access, and growing at existing facilities or create new facilities (community kitchens, community food centres)
63	Assist gardeners and support farmers' markets and others in sharing knowledge and resources through events, workshops and resources

Objective: Significantly increase community food-producing opportunities

64	Establish requirements for community garden plots or other food growing opportunities for higher-density developments that meet the needs of residents
65	Continue to promote and build on healthy eating and living opportunities by promoting local food, home-based food growing, farmers' markets, developing demonstration gardens and implementing food-growing educational programs at town facilities
67	Review all Town by-laws and policies to ensure the support of food production within the urban boundary
68	Plan and implement community-based orchards as part of enhancements to the urban canopy

69	Continue and build on community gardens and other food-growing opportunities on town-owned land, private land and vacant land wherever possible
70	Foster a forum for residents to share available land and gardening knowledge

Related Recommendations

Individual Health	12	Create opportunities for growing food and establishing healing gardens in parks and appropriate municipal facilities
Social Equity	30	Promote and build on neighbourhood organizations responsible for fostering interaction, neighbourhood pride, empowering local decision-making, food growing, and local program and services delivery
Education and Skills	48	Work with partners, including the Markham Library and the school boards, to develop and deliver a sustainability curriculum for residents and businesses, including re-skilling programs, learning about home and business energy, water efficiency, food growing, community event planning, and home businesses
Identity and Culture	57	Build on diverse programs and events that celebrate and explore those aspects of Markham that all cultures share (e.g. growing culturally diverse foods, food celebration, stories of settlement, music, etc.)
Economic Vitality	147	Continue to coordinate the use of public lands, hydro corridors and utility right-of-ways for planting and growing food in partnership while respecting their role in wildlife habitat
Ecosystem Integrity	204	Create a strategy using vacant land as flexible open space for recreation, gardening or wildlife habitat
Ecosystem Integrity	211	Work with community partners to establish fruit and nut trees within street right-of-ways and on other public land as local food opportunities

This report aligns with the Integrated Leisure Master Plan (ILMP). Under trends in the Parks and Recreation Sector (page 15), “Interests in Neighbourhood-based Options (e.g., community gardens) and Non-traditional Parkland Uses (‘Living Community Centres’)” was identified.

Under Goal 6: Inclusion, Access and Equity in the ILMP, recommendation 125 is to “Develop parks and facility design criteria that would support the needs of Markham’s diverse and changing population” and as an example includes “shelter, storage and water access for community gardens.”

Under Goal 7: Maintain an Environmental and Sustainable Focus, recommendation 171 is to ‘Develop a Policy or Strategy for the provision/administration of community gardens, including land acquisition, governance, partnership, evaluation, and site selection, among other areas to be determined.’ The timeline for completion is before 2014. Furthermore, recommendation 173 is to ‘Explore the concept of parks as ‘living community centres’,’ and includes community gardens as an option.

The Agricultural Assessment Study, endorsed in 2009, included Optional Policy Actions for Further Consideration (6.2). It included recommendation 6.2.6 “Farm Promotion, Urban Agriculture, Community Gardens, Farmers’ Markets” and acknowledged the Sustainability Office’s mandate to work on these items. Furthermore, recommendation 6.2.9 “Staff Support – Agricultural Coordinator” recognizes the need for a dedicated staff resource if the City were to take a more ambitious role in implementing the optional policy actions. Since the study’s endorsement, staff in the Sustainability Office and Policy Planning share responsibility in advancing these recommendations. Through implementation of the Community and Allotment Garden Pilots there is the opportunity to formally designate a staff resource to take a leadership role.

The Draft Official Plan includes a section on Urban Agriculture (5.2.2). Specific draft policies that relate to community and allotment gardens include:

5.2.2.1 To support and promote urban agriculture activities including community gardens, food cooperatives, local food sourcing programs for all municipal facilities and events and other food initiatives.

5.2.2.3 To support and integrate community gardens in public parks and open spaces, where appropriate, and encourage the provision of lands for community urban agriculture in new secondary plan areas.


Staff will continue working together to ensure that the Draft Official Plan policies and the Community and Allotment Garden Manual are consistent.

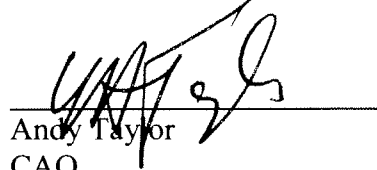
Opportunities to align with the Diversity Action Plan which includes farming, food, and urban agriculture with images in the plan and the Culture Policy and Plan, which identifies the cultural significance of food in our festivals, will be assessed throughout implementation of the pilot projects.

BUSINESS UNITS CONSULTED AND AFFECTED:

The following departments have worked together in the development of the draft Community and Allotment Garden Manual and will continue to work together on the pilots and the finalization of draft manual: Sustainability Office, Operations, Parks Development and Urban Design, Policy Planning, and Corporate Communications and Community Engagement.

**RECOMMENDED
BY:**


Graham Seaman
Senior Manager, Sustainability

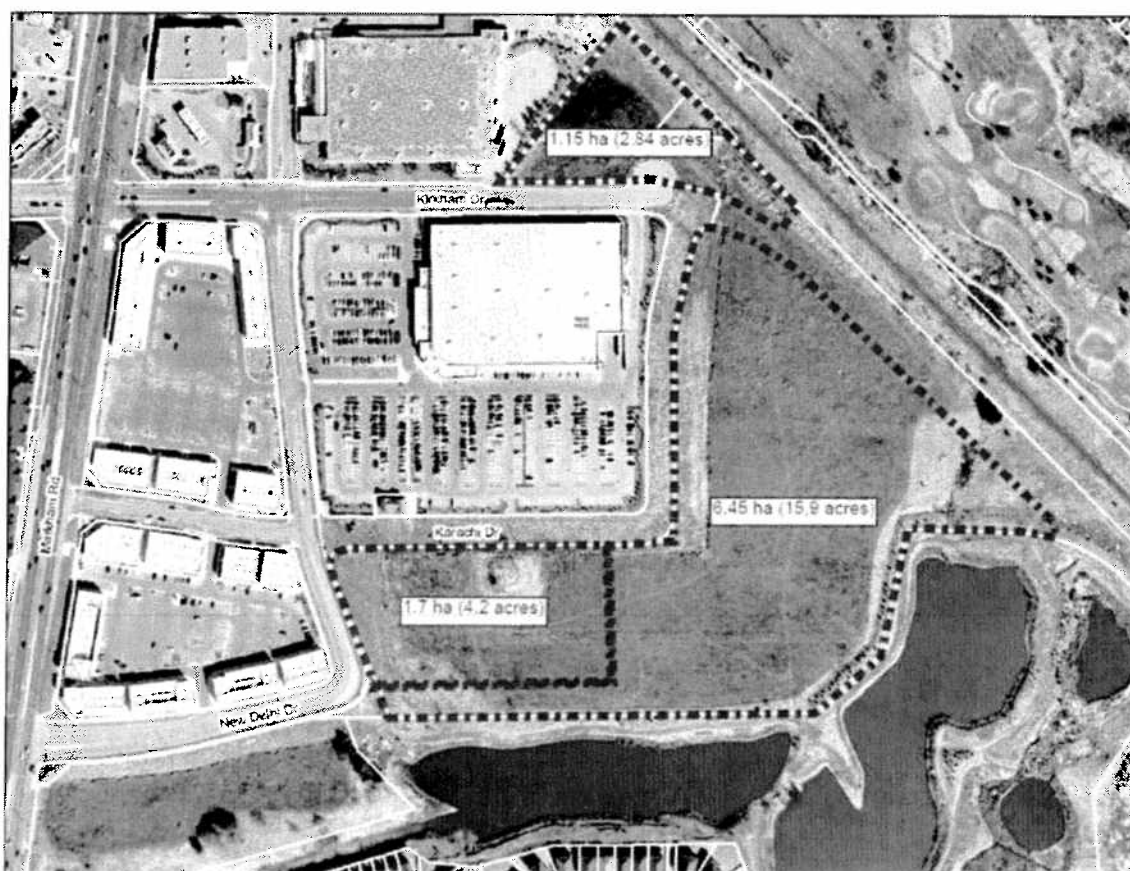

Andy Taylor
CAO

ATTACHMENTS:

Appendix A: Kirkham Drive Site Maps

Appendix B: Draft Community and Allotment Garden Manual

Appendix A: Kirkham Drive Site Maps



Community and Allotment Garden Manual

Introduction

The City of Markham recognizes that community and allotment gardens provide social, cultural, economic and environmental benefits. Community and allotment gardens have been proven to:

- increase neighbourhood pride and sense of community,
- create opportunities for inter-cultural and inter-generational activities,
- increase affordability of fresh, healthy food,
- build individual skills and community-based training opportunities,
- improve overall health through nutrition and physical activity, and
- connect residents to the natural environment.

The Community Garden and Allotment Garden Manual implement and align with City of Markham plans and priorities, including:

- Building Markham's Future Together
- Greenprint Community Sustainability Plan
- Draft Official Plan
- Agricultural Assessment Study
- Integrated Leisure Master Plan
- Diversity Action Plan

The Community and Allotment Garden Manual outline how to develop and maintain two types of gardens that the City of Markham will support.

A **Community Garden** is a piece of land where a group of people grow and cultivate plants. The development and maintenance of the garden is led by a Community Garden Group with support from the City. Typically, community gardens are smaller and located within neighbourhoods. The role of the City is to enable the successful development of community gardens by offering expertise, a process to access City owned land, and sharing in the installation cost of the garden. The Community Garden group will then assume the responsibility of maintaining the garden at no cost to the City.

An **Allotment Garden** is a piece of land divided into garden plots that are rented to individuals. The City leads the development of allotment gardens and operates the registration, including collecting fees. The plot holders are responsible for upholding the maintenance standards in their own plot, as well as contributing to the maintenance of common areas. Allotment gardens would be administered by the City or an organizational partner and would require consistent and adequate funding.

The Community and Allotment Garden Manual is based on a shared governance model. This means that the community and allotment gardens developed on the City of Markham's land will be created and cared for in a partnership between the City and the volunteer gardeners. This Manual outlines the roles and responsibilities of both the City and volunteer gardeners to ensure that community and allotment gardens are successful. This Manual will provide a uniform framework that allows for community management of each garden while ensuring equal opportunity for public access to all gardens on City land.

This Community and Allotment Garden Manual is currently in draft form and will be implemented in the 2013 growing season as a pilot. The goal is to enable both a new allotment garden and new community gardens in the 2013 growing season. Throughout the 2013 growing season the implementation of this Community and Allotment Garden Manual will be monitored by staff in the Sustainability Office and Operations Department and an evaluation of the pilots will be prepared by the end of 2013. Staff will prepare a report that includes a final Community and Allotment Garden Manual and an accompanying implementation strategy outlining targets and priority locations for new gardens as well as the staffing and financial resources that will be required for ongoing implementation.

The Community and Allotment Garden Manual includes:

Community Gardens

- Support provided to all community gardens
- Community Garden Group roles and responsibilities
- Conditions for community gardens on City-owned sites
- Process for establishing new community gardens

Allotment Gardens

- City support for new allotment gardens
- Allotment Garden Group roles and responsibilities

Appendix A: Garden Site Selection Criteria

Appendix B: Community and Allotment Garden Design Features

Appendix C: Community and Allotment Garden Rules of Conduct

Appendix D: Community and Allotment Garden Committee

Appendix E: Sample Garden Coordinator Volunteer Form

Appendix F: Sample Garden Volunteer Form

Appendix G: Departmental responsibilities for garden start-up and maintenance

Community Gardens

A community garden is a piece of land that a group of people use to grow fruits, flowers, herbs, native or ornamental plants for non-commercial purposes. Community gardens vary in their structure, purpose and format. They can consist of individual plots, shared plots, or a combination of the two. Plants may be grown for use by the volunteer gardeners, for a local organization like a community kitchen or food bank, or for the community at large. Together, the volunteers decide what to plant and how to share the harvest.

This Community and Allotment Garden Manual will use a shared governance model to develop and operate community gardens. This means that the City will enable and support Community Garden Groups (described below) to develop and manage community gardens in their neighbourhoods.

The City of Markham will support the development of all eligible community gardens, on both City and private land by:

1. Providing access to information on the process to start and the operation of community gardens on the City's website and in a user friendly manual
2. Assisting interested groups in searching for suitable sites for the development of community gardens, including using the three phases Garden Site Selection Criteria (Appendix A) to evaluate potential sites. This process includes:
 - Ownership, Policy and Plan Screening
 - Favourable Gardening Conditions
 - Essential Garden Requirements
3. Assisting with the development of a city-wide umbrella organization, the Community and Allotment Garden Committee, to support the creation of new community gardens and provide support and networking opportunities for existing community gardens (see Appendix D).
4. Access to borrowing from the "Tool Library" operated by the City's Sustainability Office. These tools will be clearly branded and painted to identify them as City property.
5. Eligible to apply for cost sharing up to \$1,000 per year from an annual pool of \$5,000 that is administered by the Sustainability Office. Cost sharing applications will be evaluated by Staff and the Community and Allotment Garden Committee (described in Appendix C) and priority will be given to gardens that require repairs, have an essential requirements or that are offering a benefit to the wider community.

Community Gardens on City Owned Land

If a City owned site is selected for a community garden, the City will require:

1. A Community Garden Group be established (as described below).
2. That the Community Garden Group enter into an Agreement with the City, as described below.

The City will provide, based on the specific site requirements and resources available:

1. Soil testing to ensure safety

2. A water connection that gardeners can connect a hose to
3. Basic site preparation (removal of current vegetation, tilling and staking of site)
4. Delivery of compost and mulch
5. Waste bins and on-site composting
6. Site signage
7. Annual maintenance that may include spring start up (preparing water, delivery of compost and mulch) and winterizing (water connection winterization, clearing site of vegetation)

The Community Garden Group will be eligible to apply for a cost sharing of up to \$1,000 per year that is administered by the Sustainability Office.

Community Gardens on Non-City Owned Land

If a site is selected with a landowner that is not the City (such as another level of government, agency, business, school board, or resident), the City will:

1. Assist the gardeners and landowners in developing a shared memorandum of understanding
2. If a Community Garden Group is formed, as described below, it will be eligible to apply for a cost sharing of up to \$1,000 per year that is administered by the Sustainability Office.

Pop-up or Temporary Community Gardens

In some instances, a permanent site may not be immediately available or a community group comes forward wanting to get a quick start. A pop-up or temporary community garden may be considered in these cases. It would allow a Community Garden Group to become more firmly established and demonstrate the demand and benefits of their community garden. Furthermore, it would allow City or privately owned land not scheduled to be developed for a minimum of two years to be utilized by the community rather than sitting vacant.

If a City owned site is selected for a pop-up community garden, the City will require:

1. A Community Garden Group be established (as described below).
2. The Community Garden Group enter into an Agreement with the City, as described below.

The City will provide, based on the specific site requirements and resources available:

1. Soil testing to ensure safety
2. A water connection that gardeners can connect a hose to, if determined suitable
3. Basic site preparation (removal of current vegetation, tilling and staking of site)
4. Delivery of compost and mulch
5. Temporary waste bins and on-site composting
6. Temporary site signage

Community Garden Group

A Community Garden Group is required for a community garden to be eligible for City support. The group will be formed to develop and maintain a community garden. A Community Garden Group is required for all gardens on city-owned land or gardens on private land that receive in-kind or financial support from the City. The Community Garden Group will:

1. Have a minimum of 10 active volunteers committed to the development and maintenance of the community garden.
2. Must assume responsibility for the maintenance and operation of their community garden if it is on City land, including adherence to the Community Garden Agreement (described below) and the Rules of Conduct (Appendix C).
3. Create a document to describe how the Community Garden Group will be organized and maintain the garden. The document should:
 - a. Create a democratic structure to designate leadership and make decisions, including an annual volunteer meeting to elect the leadership and to ensure fair and safe ongoing operation of the garden.
 - b. Outline the process of how members of the public may join the Community Garden Group and, if a limited number of volunteer opportunities are available, how a waiting list will be maintained. Participation in the garden (individual plots or volunteer opportunities in a shared model garden) must be made from a waiting list on a first come, first served basis, with a preference to those that are Markham residents, that live within the neighbourhood where the garden is located, and that do not currently hold a garden plot at this or any other garden.
 - c. Outline the roles, responsibilities and length of terms of the Community Garden Group's leadership, which at a minimum should include a Garden Coordinator and a Treasurer.
 - i. The Community Garden Coordinator will be responsible for meeting the terms of the Community Garden Agreement with the City, including adherence to standards, mediation of disputes within the garden prior to seeking City assistance, and being a member of the City's Community and Allotment Garden Committee (Appendix D).
 - ii. The Garden Treasurer will be responsible for collecting volunteer fees, maintaining financial records, and preparing an annual report to the City that includes numbers of plots, active gardeners, waitlists, fees, fundraising, expenses, and partnerships with businesses and other organizations.
 - iii. Additional roles that may be created to share these responsibilities or create additional garden programming, include not limited to: education, fundraising, outreach, communications and social activities.
 - d. State any additional rules of conduct agreed upon by the majority of garden volunteers, approved by the City and clearly posted at the garden site.
 - e. Ensure public access to garden, such as a monthly open house or educational workshops where members of the public can visit the garden.
 - f. Agree upon a means of storing and disbursing any funds that are collected.
 - g. Institute a method of keeping common areas such as paths between plots, fences surrounding the garden, on-site compost and storage areas safe, tidy and maintained.
 - h. Establish a system to inform all gardeners when there is information they need to know or tasks that need to be completed.

- i. Establish a method to prevent and address damages or theft to the garden, including how to repair and replace items.
4. Ensure all volunteers sign a volunteer agreement to participate in the garden that outlines the conditions of active volunteering, including a waiver to hold the City harmless and indemnification clause.
5. Orient all new gardeners to the space, including water use, communal space and equipment, workday expectations, and Rules of Conduct.
6. Meet with City staff at the garden for the beginning, mid and end of season to monitor the garden's progress and address issues early.

If a City-owned site is selected for a community garden, the City will enter into a Community Garden Agreement with a Community Garden Group and the following conditions will apply:

1. The City will support the garden in the first season by preparing the site for planting by removing undesirable vegetation (in accordance with bylaws, including the Tree Preservation Bylaw), adding compost, water access, site signage, and waste management facilities as determined during the site design process and depending upon available resources.
2. Additional developments to the site beyond what the City provides (such as fences, shade structures, etc.) will be at the expense of the Community Garden Group and require approval by the City prior to the installation. The Community Garden Group may apply for cost sharing through the Sustainability Office.
3. The garden must be developed and maintained at no cost to the City in the second and subsequent seasons, other than the City provided services outlined in the Community Garden Agreement. Exceptions will be made when the first year of the garden is identified as a pilot and a planned expansion is agreed upon by the City.
4. A community consultation process will occur prior to the approval of the Community Garden, jointly undertaken by the Community Garden Group, City staff and the ward Councillor. Neighbouring properties within 120 m (400 ft) must be notified in writing of the consultation.
5. A Community Garden Site Plan is approved by the City, including review by Urban Design. The plan must include the layout of the plots and indicate any proposed structures or fences. As much as possible, the site plan should follow the Garden Design Features (Appendix B).
6. The Community Garden Group will require City approval to make any changes to the approved Community Garden Site Plan, including plot expansion or installation of structures.
7. The Community Garden Group and Site Plan will address the scenario of the garden ceasing to exist, including the methods to disperse of accumulated materials and the costs to return the site to its previous condition.
8. The Community Garden Group agrees to develop and operate the garden according to the Community Garden Agreement which will specify the licence period of use, management responsibilities and access procedures, including the specific items:
 - a. The standard terms of a Community Garden Agreement will be 5 years with the option to renew unless otherwise specified or the Community Garden Group has failed to demonstrate the ability to manage and maintain the garden.

- b. The standard terms of a Pop-Up Community Garden Agreement will be 2 years with the option to renew dependant upon site plans and a community consultation.
 - c. The City may terminate the Community Garden Agreement at any time upon 60 days written notice. In instances where the City requires the land for alternative uses, the City will work in good faith as much as possible by waiting to the end of the current garden season and seek alternative locations.
 - d. The Community Garden Agreement will outline the City support that is available, both for start-up and ongoing maintenance of the garden. Subject to City resources and the Community Garden Site Plan, this will include: planning expertise, design and drafting of plans, provision of land, water access, waste facilities and collection, and perimeter maintenance.
 - e. Organic gardening and integrated pest management practices are to be followed in accordance to the Garden Rules of Conduct.
 - f. An ornamental perimeter garden must be maintained between the community garden and the street to create an attractive buffer with the neighbourhood, as outlined in the City approved Community Garden Site Plan.
 - g. Fees may be charged to volunteers in a Community Garden Group and/or for the use of individual plots. Fees charge to volunteers should be decided in consensus by the Community Garden Group, reported to the City by the Garden Treasurer, and should not exceed \$50 per person per year without prior permission by the City.
 - h. The Community Garden Group must seek permission to fundraise on City property.
 - i. The Community Garden Group must adhere to the maintenance standards set by the City, outlined in the Rules of Conduct in Appendix C. Failure to meet these standards will result in a termination of the user agreement.
 - j. Locked barriers at the community garden can only be erected with the permission of the City.
 - k. The City will provide the signage at the community garden and no other signage will be permitted without prior approval of the City. Appropriate methods to recognize sponsors of the garden should be discussed with the City, which will provide appropriate dimensions that are consistent with other programs and policies. The signage provided by the City will include:
 - i. A sign with the community garden's name
 - ii. A locked bulletin board for: the Rules of Conduct, contact information for how to join, and other official announcements.
 - iii. An open bulletin board to facilitate communication between garden volunteers.
 - l. Garden practices should comply with all City policies and by-laws, including zero waste.
9. The City will be available for support and consultation with the Garden Coordinator and volunteers, and will intervene when necessary to enforce the Rules of Conduct and resolve issues on a circumstantial basis. As much as possible the Community Garden Group should work to prevent such interventions.

Process for Establishing New Community Gardens

Community gardens may be considered on city owned land in new and existing neighbourhoods. Not all land is suitable for a community garden; therefore the following process to assess proposed new gardens will be followed.

The process will be coordinated by the Sustainability Office, with the support of a staff team that includes staff from Urban Design, Parks Planning, Policy Planning, Development Districts, Operations, Communications and Community Relations, and other departments as needed. The staff team will develop an internal decision making process to ensure that all required departments are able to provide input in a timely manner and that any issues or concerns brought forward by a department during a step in the processes are duly considered and addressed prior to moving to the next step.

1. A Community Garden Group approaches the Sustainability Office to express interest in a community garden in a specific neighbourhood. The Community Garden Group will submit a formal letter as the expression of interest.
2. The Sustainability Office will screen the Community Garden Group against the criteria outlined in this manual to determine qualification for support. The Community Garden Group will be required to complete an application form that outlines the group's shared goals, experience working together, and show how the group meets the City's criteria for Community Garden Groups.
3. The City will work with the Community Garden Group to identify potential sites including options on both City-owned and private land. The City will use the three phased Site Selection Criteria (in Appendix A). Staff from the Sustainability Office will coordinate the site identification process with staff from: Community and Fire Services (Operations), Development Services (Parks Planning and Urban Design, Policy Planning, Development Districts), the CAO's Commission (Legal Services – Real Property). The Sustainability Office will provide testing for soil safety.
4. Once a site is selected land-owner permission will be sought for the community consultation.
 - a. If a City owned site is selected, the Sustainability Office will circulate the proposed site to all Commissions for sign off.
 - b. If a privately owned site is selected, written permission from the land owner will be required to proceed with a community consultation.
5. A community consultation is organized by the Sustainability Office, the ward councillor and the Community Garden Group. Neighbouring properties within 120 m (400 ft) must be notified in writing of the consultation. The community consultation will address:
 - a. Appropriateness of the proposed site.
 - b. Design options for the garden.
6. The Sustainability Office will prepare a report on the outcome of the consultations to be circulated to all City Commissions and the ward councillor.
 - a. If a City owned site is selected the report will include:

- i. The results of the community consultation and how issues or concerns raised will be addressed
 - ii. The final design and the budget, outlining the support that may be offered by the City subject to resource availability and the responsibilities of the Community Garden Group
 - iii. If submitted by the Community Garden Group, a recommendation on the cost sharing application.
 - b. If a privately owned site is selected the report will include:
 - i. The results of the community consultation and how issues or concerns raised will be address
 - ii. If submitted by the Community Garden Group, a recommendation on the cost sharing application.
- 7. Finalization of land-owner permission, garden design, and budget.
 - a. If a City owned site is selected, the Sustainability Office will coordinate a Community Garden Agreement across all Commissions that includes:
 - i. The support that the City will provide for the installation, first season and subsequent seasons of the garden
 - ii. A final site plan and any site-specific requirements. Any changes to the site plan will require permission by the City.
 - iii. The requirement for the Community Garden Group to submit the Community Garden Coordinator volunteer form and the Garden volunteer forms (for individual gardeners) to the City annually.
 - iv. The licence period and termination notification period.
 - v. The annual opening and closing dates of the garden.
 - vi. The insurance that the City will provide to volunteers on City land.
 - vii. The fees that the Community Garden Group is permitted to charge to volunteers
 - viii. The by-laws that apply to the Community Garden Group
 - b. If a privately owned site is selected, the Sustainability Office will support the Community Garden Group and land owner in preparing a Memorandum of Understanding (MOU) that outlines:
 - i. The roles and responsibilities of the Community Garden Group
 - ii. The period of time for the MOU and termination notification period.
 - iii. The annual opening and closing dates of the garden.
 - iv. The by-laws that apply to the Community Garden Group
- 8. On the opening date, the Sustainability Office and Operations Department will provide an orientation to the Community Garden Group and outline ongoing support that is available.
- 9. The Sustainability Office will monitor the Community Garden through scheduled and unscheduled site visits and the City's Operations Department will provide services (maintenance of adjacent land, waste collection, etc.) as outlined in the Community Garden Agreement. The City will provide written warnings to a Community Garden Group that does not adhere to the

Community Garden Agreement and after three written warnings will consider further action, including as a last resort the termination of the agreement.

Allotment Gardens

An allotment garden is a portion of land that is divided into individual plots that are rented for a fee and individually maintained by assigned gardeners. The plots may be used to grow fruits, flowers, herbs, native or ornamental plants for non-commercial purposes. Allotment gardens provide garden space to individuals and community organizations that may not have access to it at home or at their facilities. It allows gardeners to come and go on their own schedule, but requires that individual gardeners commit to maintaining their assigned plot and a minimum number of volunteer hours to maintain the garden's common areas.

The City of Markham will support the development of allotment gardens on City owned land by:

1. Identifying potential allotment garden sites on City owned land, where 1 or more acres of land are available. The identification of potential allotment garden site will be completed through the development of a strategy by a staff working group. Interest in having land available for allotment gardens will need to be confirmed through the normal community consultation process for site plan and development. As much as possible, sites for consideration will meet the three phased Site Selection Criteria (Appendix A).
2. The City will undertake the design and installation of Allotment Gardens. The design will be based on the Garden Design Features, as outlined in Appendix B and confirmed through a community consultation.
3. The assets will be the property of the City and the City will ensure that the garden is provisioned with working/quality items. If items are damaged, improperly stored, stolen, water is left running, etc. an investigation will take place by the Garden Coordinator and the City. Plot holders, or their guests to the garden, that are found responsible may be required to cover the costs of damages and/or to forfeit garden privileges.
4. The roles of the City includes:
 - a. Operating an annual registration process. In the first year of operation a lottery will occur to assign plots. In subsequent years, plot holders in good standing will have a first right of refusal and a waiting list will be prepared on a first come, first serve basis, with a preference for Markham residents and those who do not currently hold a garden plot. The registration will include an annual fee.
 - b. Provision of plots and services including:
 - i. Water, compost, and perimeter maintenance.
 - c. Development and enforcement of Allotment Garden Agreements, that outline the roles of individual gardeners, Allotment groups (described below), and the City.
 - d. City maintenance will be specified in the Allotment Garden Agreement and will occur only between the opening and closing dates of the garden (i.e. no winter maintenance such as the clearing of ice and snow).
5. The roles of Allotment Garden Plot Holders includes:

- a. Signing an annual Allotment Garden Agreement, that outlines the fee structure, waives liability, outlines maintenance requirements, including the Rules of Conduct as outlined in Appendix C, and any additional requirements based on the specific site.
- b. No alterations to the site design and structures without prior permission of the City, which includes no extension of garden beds into pathways or common areas or addition of structures.
- c. Active participation in the Allotment Garden Group, which includes a minimum of 20 hours of volunteer work per garden season to care for and maintain common areas of the Allotment Garden, which may include activities such as cleaning and maintain shared tools, tending an ornamental perimeter to the garden, or maintaining on-site composting. The Allotment Garden Group (described below) will determine activities required to maintain common areas and a method to monitor participation.

Allotment Garden Groups

To facilitate the shared governance of the allotment gardens, an Allotment Garden Group will be formed at each allotment garden:

1. Voting volunteers are the individuals and organizations that are assigned plots at the allotment garden.
 - a. There will 1 be vote per plot, meaning that only one representative per plot, as named on the Allotment Garden User Agreement, will be a recognized volunteer of the Allotment Garden Group.
 - b. Family, friends or members (in the case of an organization or agency holding a plot) may assist with the maintenance of the plot or common areas as well as attend Allotment Garden Group meetings, but will not be granted voting privileges.
2. The Allotment Garden Group will hold a minimum of one annual volunteer meeting to democratically elect an executive. The executive must include the following positions:
 - a. Allotment Garden Coordinator(to liaise with the City, monitor garden for breach of rules of conduct/agreements, sit on the Community and Allotment Garden Committee (See Appendix D)
 - b. Allotment Garden Treasurer if the garden chooses to raise additional funds to provide services or installations above and beyond what is provided by the City and that have been approved by the City (to oversee fundraising activities, exposures, and complete reports for the City).
 - c. Volunteer Coordinator (to ensure that the common areas are cared for, will create a schedule that outlines tasks, when volunteers participate, and track participation to ensure minimum number of hours are contributed).
3. The Allotment Garden Group will be responsible for holding a minimum of 2 public access events a year, such as open hours or a community potluck.

4. The Allotment Garden group will seek permission prior to fundraising on City property or posting any additional signage.

Appendix A: Garden Site Selection Criteria

A three phase site selection process will evaluate potential sites for community or allotment gardens. In order to proceed with a community or allotment garden all three phases must be completed.

Phase 1: Ownership, Policy and Plan Screening

The Development Services Commission will be consulted to determine site ownership, land use, and policy implications that may restrict alternative uses on lands identified for a community garden. This phase includes identifying:

1. Site ownership
 - a. Municipal site – current uses and plans
 - b. Non-Municipal site – permission of landowner to proceed
2. Land use policy:
 - a. Official Plan and Secondary Plan designations and compatibility with gardens
 - b. Presence of: natural heritage features, woodlands, watercourses, greenbelt, wetland, endangered species or other incompatible designations
 - c. Approved and proposed subdivisions and site plan approvals. An understanding of timelines will be required for pop-up or temporary gardens
3. Land use history
 - a. to rule out previous land uses that may have caused soil contamination

Phase 2: Favourable Gardening Conditions

The Sustainability Office, Operations, Parks Planning, and Urban Design Departments will evaluate potential sites for favourable gardening conditions. The evaluation will include seeking the following favourable conditions and assessing if and how unfavourable conditions can be addressed:

1. Proximity to a municipal water source
 - a. Nearest connection option
 - b. Side of the road of the connection option
2. Six hours of direct sunlight per day and minimized shade
3. Protection from wind
4. Minimal changes in elevation
 - a. Slope of 10° or less
 - b. South facing slope (if any)

5. Water drainage
 - a. Not too many constantly wet spots or very dry spots
6. Soil conditions and quality
 - a. Loose texture, not compacted
 - b. Neutral pH
 - c. Sufficient nutrient content
7. Garden compatibility with current uses
 - a. Programmed uses
 - b. Casual uses
 - c. Traffic patterns, including pedestrian pathways, desire lines (unplanned paths), cycling, and vehicles

Nearby Assets

Consideration of the area surrounding the potential site will be assessed for facilities and amenities that may benefit the garden. These are not essential but are desirable:

1. Shed / Storage
2. Bathrooms
3. Electrical outlets
4. Waste bins
5. Site Accessibility (Paved or smooth walkways, wheelchair access, handrails and ramps where needed)
6. Vehicular access (parking and loading/unloading areas)
7. Parks or play structures for children
8. Open space in addition to the garden
9. Benches or other places to sit
10. Neighbouring buildings with windows facing the garden (safety)
11. Adequate entries and exits

Phase 3: Essential Garden Requirements

To ensure the success and safety of a site, soil testing and confirmed pricing for the water connection are required prior to site approval. This phase will ensure:

1. Soil Safety through testing for: Metals and Polycyclic Aromatic Hydrocarbons. At the same time the soil quality for gardening will be tested to understand soil amendments that may be required.
2. Water Access: confirming the cost to bring water to the site and the budget availability.

Appendix B: Community and Allotment Garden Design Features

Growing Area Features for Gardens on City Owned Land			
Feature	Description	Community Garden	Allotment Garden
In-Ground Garden Plots	<p>Purpose: These plots will make up the majority of the garden's growing area and will be clearly defined</p> <p>Dimensions:</p> <ul style="list-style-type: none"> • Size range per plot 100 to 400 square feet • A minimum width of 4 feet for all • Site specific option: preference to offering rectangular garden plots and a maximum of 3 standard size options <p>Approximate percentage of plots: 80%</p>	Optional	Required
Raised Bed Garden Plots	<p>Purpose: These plots will be assigned with preference to gardeners with some limitations on mobility (such as seniors), for gardeners with children, or those wishing to use season extension methods such as cold frames</p> <p>Dimensions:</p> <ul style="list-style-type: none"> • A width of 4 -6 feet • 6 inches to 1 and a half feet high • Size range per bed 50 to 200 square feet <p>Approximate percentage of plots: 15%</p>	Required for gardens with 10 or more plots	Required
Accessible Garden Beds	<p>Purpose: These plots are designed to be fully accessible</p> <p>Dimensions:</p> <ul style="list-style-type: none"> • 3-4 feet wide, must be accessed from both sides • No limitations on length • 2-3 feet high, so it can be reached when seated • 4 feet minimum surfaced area around raised beds for wheelchair maneuverability • See Community Garden Accessibility Guidelines for more suggestions and creative design options: http://cydi.ca/wp-content/uploads/Community-Gardens-Accessibility-Guidelines-2011.pdf <p>Approximate percentage of plots: 5%</p>	Required for gardens with 10 or more plots	Required
Garden Zones	<ul style="list-style-type: none"> • Preference for flexibility to allow for multiple management options in gardens that have a growing area that exceeds ¼ acre or 50 plots (i.e. garden can be subdivided into zones that could be allotment plots available to be rented, self-managed community gardens or a hybrid of both models) • Preference for modular design, where a mix of the above plot types can be replicated 	Optional	Optional

Feature	Description	Community Garden	Allotment Garden
Paths	<p>Hierarchy of paths:</p> <ul style="list-style-type: none"> • Permanent paths around perimeter of garden and if required to divide the garden into zones (see above), compliance with Accessibility Guidelines • Smaller network of internal paths do not need to comply with accessibility requirements with the exception of the specifically designed accessible beds as well as common areas (storage, shelter, etc.) 	Required for gardens with 10 or more plots	Required
Water/ Irrigation	<p>Connections to hoses should be provided at regular intervals and should be considered on a site by site basis when growing area is designed. Water will be labeled a non-potable.</p> <ul style="list-style-type: none"> • Hose length should not exceed 50 feet • A ratio of approximately 1 hose connection per 10 plots is preferred • Hoses should be able to reach all plots by using the path system (and not be required to cross over garden beds) • A coiled hose would be preferred • The connection line to water service should be designed to be as short as possible and deep as possible <p>The water connect should be metered to monitor use and encourage conservation. If possible, staff will investigate opportunities to install an auto-shutoff feature to reduce the risk of the water being left running.</p>	Required	Required
Common Areas Features			
Social Area	<p>A place for gardeners to socialize, take a break from gardening, and for children to play. These areas will be designed on a site by site basis. Accessibility Design Guidelines should be consulted.</p> <p>Required features include:</p> <ul style="list-style-type: none"> • Seating and tables • A shade and rain shelter • A portion of open space (to accommodate larger garden meetings/tours/workshops or to be available for gardener driven additions installed in consultation with the City) 	Optional	Required

Feature	Description	Community Garden	Allotment Garden
Storage	Storage for shared tools and equipment <ul style="list-style-type: none"> To accommodate standard garden tools including: wheelbarrow, watering hose, rakes, shovels, hoes, gloves, etc. Must be able to be securely locked One storage shed per zone, as determined in the growing area layout Must not exceed 100 square feet 	Optional	Required
	Storage for individual gardener's tools and equipment	Optional	Optional
Delivery and Storage Area	A space to accommodate larger deliveries of materials that will be shared by the gardeners, such as compost or mulch. <ul style="list-style-type: none"> The site should be located so that it is "dump and go" (with no requirement to turn or navigate through other features) 2-3 storage compartments to hold the delivered materials 	Required for gardens with 10 or more plots	Required
Parking	To be determined on a site by site basis and should include assessment of garden's target volunteers and complementary parking in the area. <ul style="list-style-type: none"> Short-term parking area for drop-offs/pick-ups and loading/unloading Accessibility parking, in accordance with the Accessibility Design Guidelines Bicycle parking Will require site plan approval and may require storm water management 	Required (exceptions for neighbourhood based gardens)	Required
Zero Waste Facilities	To deal with both the organic materials generated through gardening and the materials gardeners will bring on-site related to garden use. <ul style="list-style-type: none"> Multi-stream waste bins in compliance with the City's zero waste policy Onsite composting for garden produced organic material, standard design is 3 compartments that are 3'x3', one per garden zone To be coordinated with Operations and Waste Management departments 	Required	Required

Feature	Description	Community Garden	Allotment Garden
Signage and Communication	Essential method of communication. These can include: <ul style="list-style-type: none"> Public signage viable from main frontage, with garden name, how to participate and contact information Internal signage, outlining the garden rules of conduct Bulletin boards, locked for official City communications, and unlocked for gardeners to share information with each other Must conform with the sign bylaw, policies on sponsor recognition 	Required	Required
Washrooms	An assessment will be made on a site by site basis. <ul style="list-style-type: none"> A surface should be prepared to accommodate portable toilets when an on-site facility is not available, including one accessible portable toilet Assessment required to determine need for permanent washroom Subject to servicing and site plan approval 	Optional	Required
Sustainability Features	Consideration should be made to increase the sustainability of the site during design, including but not limited to rain water collection from structures, permeable paving surfaces, use of reused/recycled materials, solar power for lighting, etc.	Optional	Optional
Security and Beautification			
Fencing	To increase the safety of gardeners, reduce incidents of vandalism, and limit the impact of wildlife. <ul style="list-style-type: none"> Range from 3' to 5' in height Allow for visibility into the garden (such as corncrib fencing) Multiple gates to prevent unsafe conditions, such as entrapment, and for larger gardens to make access easier 	Optional	Required
Boundary/Buffer	Area for beautification through native plants, pollinator gardens, public art, or other sustainable features, especially for public face of garden	Optional	Required
Trees/Shrubs	Possible source of shade, fruit and nuts that can be collectively maintained and harvested by the gardeners. To be approved as part of the sight design.	Optional	Optional
Lighting	Determined on a site by site basis. <ul style="list-style-type: none"> At a minimum morality lighting required to reduce vandalism in common areas Consideration of motion sensor lighting 	Optional	Required

Appendix C: Community and Allotment Garden Rules of Conduct

The gardener will:

1. Plant their designated garden space by the determined spring start up date and clean up their plot by the determined fall closing date, as outlined in the Garden Agreement.
2. Maintain and tend their designated garden space between the spring start date and fall closing date.
3. Not extend planting beyond the assigned growing area. Encroachment into pathways, other plots and common areas will result in termination of garden privileges.
4. Return hoses to designated areas once finished using them and not leave them in the pathways.
5. Use water wisely and turn off taps tightly.
6. Comply with the water bylaw between June 1 and September 30.
7. Gardeners must be present when watering and use only provided hose (no timers, no additional attachments).
8. Clean borrowed common tools and return them to the common storage area.
9. Take care of and be safe with any garden tools and equipment that is used.
10. Keep all common areas neat and tidy, including common storage areas.
11. All tools and materials stored in the shed/communal areas will be shared by all gardeners.
12. Garden sheds or common areas may not be used for private storage.
13. Shared tools and materials may not be removed from the garden site.
14. Keep the garden and surrounding area clear of trash and use designated compost, recycling or garbage bins.
15. If a garden is provisioned with a on-site compost system, individual gardeners will only place appropriate materials in the composter.
16. Seek permission from the City for installation of non-plant items prior to installation. Not receiving permission will result in the removal and disposal of all non-plant items and possible termination of garden privileges. When in doubt about an installation, check with the City.
17. Contact the Garden Coordinator if experiencing difficulty managing the plot or if there are reasons that the plot cannot be attended for a period of time (illness, vacation), the garden coordinator will assist finding a solution.
18. If a gardener must abandon a plot they must notify the garden coordinator and the City so that the plot may be reassigned. Gardeners cannot give away or rent their plot to someone else.
19. The plot will be weeded by the gardener.
20. If the plot becomes unkempt, three written warnings will be delivered and on the third warning a 10 days notice to clean up the plot. Thereafter, the plot will be forfeited by the gardener and reassigned. If three separate warnings are issued in a season, garden privileges will be revoked.

21. Harvest crops – if individual plot model only from their own plot or if given permission by another gardener then only the crops that they specify; in a shared garden harvest according to garden's agreement with its individual volunteers.
22. Plant tall crops where they do not shade neighbouring plots.
23. No non-invasive species should be planted. The City and Community and Allotment Garden Committee will provide a list of banned plants.
24. Not bring pets into the garden. Exceptions will be made for guide dogs and service animals.
25. Will be responsible for children and/or non-volunteers that they bring into the garden, making sure they walk on designated pathways, do not cause damage or steal produce from other gardeners' plots.
26. Use safety precautions when gardening, especially if gardening alone, including gardening between dawn and dusk (i.e. daylight hours).
27. Will comply with the principles of organic gardening, including no pesticides or herbicides.
28. Will join a garden committee and volunteer a minimum of 20 hours per garden season.
29. Not be permitted to use power tools or mechanical equipment (mowers, tillers) on City property. Exceptions may be made for garden installation and designated opening and closing dates.
30. Sale of food, either grown or brought on site, is prohibited by individual gardeners. A Community Garden Group may sell food as a fundraiser only and requires permission of the City.
31. Keep all sources of standing water covered to prevent mosquitoes and the spread of West Nile Virus, such as using a screen with rain barrels.
32. If the garden has a locked fence, keep the fence locked at all times and do not allow anyone to enter without a key except during designated "open hours" or community events.

Appendix D: Community and Allotment Garden Committee

To assist with the implementation and evaluation of this manual, a Community and Allotment Garden Committee will be formed. The committee will adhere to City advisory committee protocol and the terms of reference for the committee will include:

Membership:

1. Shall be made up 1 representative per garden, the Garden Coordinator from each Community and Allotment Garden. An alternate from the garden's volunteers should also be identified that will be able to fill in for the Garden Coordinator as needed.
2. Membership in the Committee is required for gardens located on City land and optional for all other gardens.
3. If membership exceeds a manageable size, the membership criteria will be reevaluated .

The roles of the committee will include to:

1. Review and advise on proposals for new community and allotment gardens
2. Guide new community and allotment gardeners through the start up processes and/or the first year of operation
3. Provide education for community and allotment gardeners regarding responsibilities, etiquette, and safety precautions.
4. Maintain lists of plants that are appropriate or inappropriate for community and allotment gardening, including invasive species
5. Act as representatives of community and allotment gardens when liaising with staff and council regarding community and allotment garden issues and opportunities
6. Promote community and allotment gardens throughout Markham including organizing and attending events, working with staff to produce communication and marketing materials
7. Create an awards recognition program to recognize gardens, individual gardeners, and donors for contributions and exceptional work
8. Develop tools to assist potential Community Gardens with site design, such as templates of garden features that can be overlaid onto an aerial photograph or map
9. Hold events such as networking and knowledge sharing event in the winter for all current and potential community and allotment garden volunteers to learn about the City's supports and from each other or a harvest festival when garden volunteers can hold a potluck and a friendly competition highlighting what they grew.
10. Meet a minimum of 2 times per year, or at the call of the chair
11. Subcommittees may be formed to complete committee tasks

Appendix E: Sample Garden Coordinator volunteer form

Community Garden Project For _____(year) Season at _____ (location name)

Community and Allotment Garden Volunteer Coordinator Agreement

PLEASE READ CAREFULLY

Name: _____

Address: _____

Home No.: _____

Cell No.: _____

Work No.: _____

In consideration of approval to act as a Volunteer Coordinator on behalf of the Corporation of the City of Markham ("City") for the Community and Allotment Garden ("garden") Program, I hereby covenant and agree to as follows:

1. To comply with all of the guidelines and requirements established by the City as set out in the Community and Allotment Garden Manual, and as may be amended by the City from time to time.
2. To coordinate all of the volunteers for the garden and to act as a liaison between the City and other volunteers.
3. To be available twenty-four hours a day and act as a contact person for any City or public inquiries or emergencies that may arise in relation to the operation of the garden.
4. To attend the Community and Allotment Garden Training Program provided by the City of Markham for the operation and maintenance of the garden and to abide by all procedures, requirements and recommendations made by the City.
5. To install, inspect and maintain the garden in safe, tidy and productive condition and to provide weed removal in accordance with the guidelines implemented by the City.
6. To provide, at my own expense, the appropriate protective clothing for sun protection and comfort when inspecting or working in the garden.
7. To waive any and all claims that I have or may in the future have against The Corporation of the City of Markham and its directors, officers, employees and representatives. I freely accept and fully assume all risks, dangers, hazards and the possibility of injury, death, property damage, or loss resulting from my participation in this program.
8. To release the City from any and all liability for any loss, damage, injury, or expense that I may suffer as a result of my participation in this volunteer program due to any cause whatsoever, save and except damages that may arise as a result of the negligence of the City.

9. To indemnify and hold harmless the City from any loss, damage, and all liability for any damage to personal property of or personal injury to, any third party, resulting from my participation in this volunteer program, if such liability is a result of my acting outside of the scope of my responsibilities or not in compliance with this agreement of the guidelines referred to above, as set out by the City.
10. The term of this agreement shall commence upon execution of this agreement and shall terminate at such a time as the City determines that the weather does not permit the maintenance of the garden.
11. I acknowledge and agree that the City has the right to terminate this agreement without notice in the event that I fail to comply with or breach the terms of this agreement or any schedule attached hereto, or for any or not reason at all.
12. This Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns, and representatives in the event of my death or incapacity.

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND I AM AWARE THAT BY SIGNING THIS AGREEMENT THAT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, AND ASSIGNS MAY HAVE AGAINST THE CITY.

Signed this ____ day of ____

Volunteer Coordinator Signature: _____

Appendix F: Sample volunteer form

Community Garden Project For _____(year) Season at _____ (location name)

Community and Allotment Garden Volunteer Agreement

PLEASE READ CAREFULLY

Name: _____

Address: _____

Telephone No.: _____

In consideration of approval to act as a Volunteer on behalf of the Corporation of the City of Markham ("City") for the Community and Allotment Garden ("garden") Program, I hereby covenant and agree to as follows:

1. To comply with all of the guidelines and requirements established by the City as set out in the Community and Allotment Garden Manual, and as may be amended by the City from time to time.
2. To liaise and cooperate with the person elected as the Volunteer Coordinator by the Community Garden Group.
3. To attend the Community and Allotment Garden Training Program provided by the City of Markham for the operation and maintenance of the garden and to abide by all procedures, requirements and recommendations made by the City.
4. To install, inspect and maintain the garden in safe, tidy and productive condition and to provide weed removal in accordance with the guidelines implemented by the City.
5. To provide, at my own expense, the appropriate protective clothing for sun protection and comfort when inspecting or working in the garden.
6. To waive any and all claims that I have or may in the future have against The Corporation of the City of Markham and its directors, officers, employees and representatives. I freely accept and fully assume all risks, dangers, hazards and the possibility of injury, death, property damage, or loss resulting from my participation in this program.
7. To release the City from any and all liability for any loss, damage, injury, or expense that I may suffer as a result of my participation in this volunteer program due to any cause whatsoever, save and except damages that may arise as a result of the negligence of the City.
8. To indemnify and hold harmless the City from any loss, damage, and all liability for any damage to personal property of or personal injury to, any third party, resulting from my participation in this volunteer program, if such liability is a result of my acting outside of the scope of my responsibilities or not in compliance with this agreement of the guidelines referred to above, as set out by the City.

9. The term of this agreement shall commence upon execution of this agreement and shall terminate at such a time as the City determines that the weather does not permit the maintenance of the garden.
10. I acknowledge and agree that the City has the right to terminate this agreement without notice in the event that I fail to comply with or breach the terms of this agreement or any schedule attached hereto, or for any or not reason at all.
11. This Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns, and representatives in the event of my death or incapacity.

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND I AM AWARE THAT BY SIGNING THIS AGREEMENT THAT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, AND ASSIGNS MAY HAVE AGAINST THE CITY.

Signed this ____ day of ____

Volunteer Signature: _____

Appendix G: Community Garden Process and Departmental Responsibilities

Community Garden Process and Departmental Responsibilities

1. Community Garden Group Approaches City with expression of interest		Sustainability Office
2. Community Garden Group Screened for Eligibility with an application form		Sustainability Office
3. Identification of Potential Sites		Sustainability Office, Policy Planning, Operations, Parks Planning and Urban Design.
City Owned Site	Not City Owned Site	Sustainability Office, Policy Planning, Operations, Parks Planning and Urban Design.
4. Proposed site circulated to all City Commissions for sign off to hold consultation	4. Written Permission of Land Owner for Community Consultation	Sustainability Office
5. Community Consultation	5. Community Consultation	Sustainability Office, Ward Councillor (support as needed by Communications, Policy Planning, Operations, Parks Planning and Urban Design)
6. Report on consultation, proposed design, estimated budget, and cost sharing requests circulated to all Commissions for sign off	6. Optional Report circulated to all Commissions on consultation and cost sharing	Sustainability Office (support as needed by support as needed by Policy Planning, Operations, Parks Planning and Urban Design, Bylaws, Legal, Finance, Communications)
7. City and Community Garden Group Prepare and Sign Community Garden Agreement	7. Community Garden Group and Land Owner Prepare and Sign Memorandum of Understanding	Sustainability Office (support as needed by support as needed by Policy Planning, Operations, Parks Planning and Urban Design, Bylaws, Legal, Finance)
8. Garden Installed According to Agreement	8. Garden Installed According to Memorandum of Understanding	Sustainability Office For City Owned Sites: Operations, Parks Planning, communications, and Urban Design
9. Monitoring	9. Monitoring	Sustainability Office For City Owned Sites: Operations