

City of
Peterborough

Community Gardens Policy

Department:	Community Services
Division:	Recreation
Section/Function:	N/A
Approval Level:	Council
Effective Date:	2021-12-01
Revision #:	3

1.0 Purpose

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

2.0 Application

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

3.0 Definitions/Acronyms

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

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

1. Production of produce for:
 - Personal use;

- Donation to local food causes; or
 - Generating revenue to reinvest in the Community Garden.
2. Production of a floral or landscape display; or
 3. Demonstration gardening or other related instructional programming.

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

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

Operator – The legal entity with whom the City enters into a Community Garden Administrator Agreement to manage and operate all Community Gardens situated on City owned or managed land.

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

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

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

4.0 Policy Statement(s)

4.1. The City will demonstrate its support for Community Gardens by:

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

- 4.2.** Community Gardens are to be operated in a safe and fair manner in a way that enhances neighbourhoods, therefore the City requires:
- .1 That neighbours be consulted through a public process before a new Community Garden is established.
 - .2 Fair, equitable, and transparent processes for the operation of Community Gardens.
 - .3 A Community Garden Administrator Agreement.
 - .4 That the Operator establish and comply with a Terms of Reference.
 - .5 That the Operator maintain and enforce Plot Holder Agreements and Liability Waivers, which shall be signed by Plot Holders and Operators.
 - .6 That the requirements of the Accessibility for Ontarians with Disabilities Act are met by the Operator.
- 4.3.** Failure of the Operator to comply with this Policy may result in the termination of the Agreement.

5.0 Appendix, Related Documents & Links

Note: All references refer to the current version, as may be amended from time to time.

5.1. Pertinent Resources:

- Plot Holder Agreement
- Release and Waiver
- Template Terms of Reference
- Committee of the Whole Report CSRS10-002 “Community Gardens Policy”

5.2. Related Policies:

- N/A

5.3. Related Procedures:

- N/A

5.4. Related Forms:

- N/A

5.5. Miscellaneous:

- N/A

6.0 Amendments/Reviews

Date (yyyy-mm-dd)	Section # Amended	Comments
2010-04-06	N/A	Committee of the Whole Report No. 8 of a Meeting of April 6, 2010 recommending that the Community Gardens Policy in Report CSRS10-002 be approved.
2010-04-12	N/A	City Council approved item 13 of Committee of the Whole Report No. 8 of a Meeting of April 6, 2010 recommending that the Community Gardens Policy in Report CSRS10-002 be approved.
2012-12-21	N/A	Review of Policy completed by Recreation – No changes made to the Policy – Next Review Date set for 2015-01-01
2013-01-01	N/A	Revision #1 – No changes were made to the content of the Policy. Policy revised to move to new Policy Template (i.e. Policy Statements moved to Section 2.0, Application moved to Section 3.0, Definitions moved to Section 4.0) and to move to new protocol for showing defined terms (i.e. capitalizing the first letters).
2015-02-09	N/A	Policy reviewed by Recreation Division. No changes made to the Policy. Next Review Date set to 2020-01-01.
2021-12-01	N/A	Revision #2 – No changes were made to the content of the Policy. Policy moved to updated Policy Template; (Section 2.0 moved to Section 4.0, Section 3.0 moved to Section 2.0, Section 4.0 moved to Section 3.0). Policy document format has been updated to become compliant with the Accessibility for Ontarians with Disabilities Act (AODA) Regulation 191/11 Integrated Accessibility Standards.
2022-07-25	3.0, 4.2.3, 4.2.4, 4.2.5, 4.3, 5.1	Revision #3 – Policy reviewed and updated by Recreation Division. Revisions include an amended Operator definition and minor wording changes to clarify and streamline the language used (e.g., “Agreement” in place of “License Agreement”; the “Operator” in place of “each Operator”. Policy to be reviewed by General Committee through Report CSR22-003. Revision approved by Council on July 25, 2022.

Next Review Date:	2027-01-01
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