

## Staff Report

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**Report To:** Community Services Committee  
**Report From:** Jocelyn Wainwright, Junior Planner  
**Meeting Date:** February 15, 2023  
**Report Code:** CS-23-025  
**Subject:** Community Gardens Policy-Update-Review of Public Feedback and Final Draft Policy

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### Recommendations:

THAT in consideration of Staff Report CS-23-025 respecting Community Gardens Policy-Update-Review of Public Feedback and Final Draft Policy, the Community Services Committee in considering the reports, public feedback, and agency and staff input, find that the updated policy is consistent with the Provincial Policy Statement and conforms to the County of Grey and City of Owen Sound Official Plans and City Zoning Bylaw (2010-078, as amended) and recommends that City Council:

1. Finds that the public engagement feedback respecting community gardens has been sufficiently incorporated into the policy;
2. Approves an update to the Property & Landscaping Improvement Grant Program Guidelines to include a Community Garden located on City property with an approved Agreement that meets the requirements of the Policy and the checklist as an eligible project;
3. Directs staff to bring forward a by-law to approve the updated Community Gardens Policy and checklist; and
4. Directs staff to bring forward a by-law to amend the Delegation of Powers and Duties By-law No. 2014-109 to delegate approval authority for:
  - a. Community Garden Applications to the Director of Community Services and City Manager, acting jointly, provided that the

application is consistent with the Community Gardens Policy and meets the criteria of the internal checklist; and

- b. The execution of Community Garden Agreements to the Director of Community Services and City Manager, acting jointly, provided that the Community Garden Application has been approved.

## **Highlights:**

- In 2022, the City initiated a review of the Community Garden Policy, 2011, which included a public engagement period held between December 22, 2022 and January 30, 2023 to collect feedback from the community.
- The review has included a review of current policy, examining Community Garden Policies from other communities, best practices as well as a review of the direction and support provided for Community Gardens in the Provincial Policy Statement (PPS), the County and City Official Plan as well as the Recreation Parks and Facilities Master Plan.
- Following the presentation of the draft policy to Committee in December of 2022, public engagement has been undertaken. The County of Grey was also requested to provide comments.
- The Property & Landscaping Improvement Grant Program Guidelines were amended to make a community garden an eligible program under the grant program.
- The draft Community Garden Policy has been modified to reflect feedback that was collected during the public engagement period.

## **Strategic Plan Alignment:**

[Strategic Plan](#) Priority: Service Excellence - KR1 - Further develop a culture of learning, development, well-being and embrace new approaches to service provision

## **Previous Report/Authority:**

[Draft Community Garden Policy CS-22-157](#)

[Community Gardens Policy 2011](#)

## **Background:**

### **2011 Community Gardens Policy**

In July 2011, Council approved the Community Gardens Policy attached as Schedule 'B', which guides the placement and operation of community gardens on City-owned lands. The policy identified several sites on City property that are suitable for use as a community garden. Since 2011, community gardens have been established successfully at:

- St. George's Park – 510 10th Street East. The Fresh Roots Food Forest located in this park is run by the Canadian Mental Health Association (CMHA) Grey Bruce;
- Along the East harbourfront wall (also part of the CMHA project).

### **2022 Policy Review**

The City of Owen Sound Community Garden Policy review process was initiated following the direction of resolution [R-210719-020](#) from the Community Services Committee meeting on July 7, 2021.

#### [R-210719-020](#)

*"THAT in consideration of the Community Services Committee minutes dated July 7, 2021 respecting Item 8.a.1 being the establishment of a community garden at Stobbe Park, City Council:*

- 1. Does not approve the recommendation in Item 8.a.1;*
- 2. Directs staff to undertake a full review of the Community Gardens Policy, save and except Stobbe Park which would be removed as a permitted community garden location; and*
- 3. Directs staff to include public input in the Community Gardens Policy review."*

Since September 2022, City Staff have been undertaking a review of the Community Gardens Policy that was approved originally in July 2011 as well as other similar policies from other communities. Staff also reviewed the PPS, County of Grey Official Plan and the City Official Plan along with the Recreation, Parks and Facilities Master Plan for policy direction with respect to the establishment of Community Gardens in City parks.

Staff report CS-22-157 was brought to the Community Services Committee on December 14, 2022, to present staff progress in the review exercise as

well as a draft Community Gardens Policy for consideration and input by Committee.

Following the December 14<sup>th</sup>, 2022 Community Services Committee meeting, Staff have taken the actions prescribed by Committee Resolution CS-221214-003:

*"THAT in consideration of Staff Report CS-22-157 respecting a Community Garden Policy Update, the Community Services Committee recommends that City Council:*

- 1. Find the draft Community Garden Policy update to be consistent with the Provincial Policy Statement and conforms with the County of Grey Official Plan, City of Owen Sound Official Plan, City of Owen Sound Recreation, Parks & Facilities Master Plan: 2018-2028, and other applicable policy and legislation;*
- 2. Direct staff to publish the draft Community Garden Policy update attached as Schedule 'A' onto the City's online public engagement platform "Our City" during a public engagement period from December 15, 2022 to January 27, 2023;*
- 3. Direct staff to circulate notice to residents within 100m surrounding the proposed community garden locations outlined in the Draft Community Gardens Policy;*
- 4. Direct staff to circulate the draft Community Garden Policy update attached as Schedule 'A' to the County of Grey for comment; and*
- 5. Direct staff to amend the Community Improvement Plan Landscaping and Property Improvement Grant Program Guidelines to allow that Community Garden Executives on behalf of a Community Garden Collective may be recognized as 'tenants' of City-owned lands."*

The purpose of this report is to:

1. Report on the actions taken by staff following Committee direction at the meeting on December 14, 2022.
2. Report on the public feedback and how public feedback and comments have been incorporated into the initial draft policy in the final Community Gardens Policy that is presented for approval.

### **Actions taken by City Staff since the December 2022 Meeting**

- i. OurCity Public Consultation Process

Staff have completed a public engagement process to collect feedback on the draft Community Gardens Policy.

During the public engagement period, members of the public were invited to visit the Community Gardens Policy Update project webpage on OurCity Owen Sound. OurCity is an interactive digital space that supports community sharing and feedback on City projects, initiatives, and services.

The [Community Gardens Policy Update project webpage](#) included background information on the project including links to staff reports, maps, frequently asked questions, and key dates, and invited members of the public to complete a survey, ask a question using the questions tool, and submit a comment in the guestbook feature. To promote awareness of the project staff issued a media release on December 23, 2022, which shared the project on the City's social media channels including Facebook, Twitter, and Instagram.

Additionally, on January 20, 2023, Staff circulated a mailed notice to residents within 100 metres surrounding the proposed community garden locations outlined in the draft Community Gardens Policy. A copy of the notice that was circulated to residents within 100 metres of the proposed community garden locations as well as a map showing the 100 metres buffer radius surrounding proposed community garden locations has been attached to the report as Schedule 'C' and 'D' respectively. Recipients of the notice were asked to submit their feedback on the Community Gardens Policy through the Community Gardens project webpage on OurCity on or before January 30<sup>th</sup>, 2023. As well the contact information of the Junior Planner was provided on the notice for persons wishing to provide feedback via email or over the phone. The direct mailing to residents within 100 m of the proposed community gardens listed in the policy was sent to approximately 1300 homes.

Towards the end of the public engagement period, a call for feedback was issued on the City's Facebook, Twitter, and Instagram accounts on January 26<sup>th</sup>, and was shared on the City's LinkedIn account on January 27<sup>th</sup> notifying the public that the public engagement period would be extended, and feedback would be received until January 30<sup>th</sup>.

ii. Circulation to Grey County

As requested through Resolution CS-221214-003, Staff circulated the draft Community Gardens policy to the County of Grey for comments. County Staff

provided comments that were supportive of the draft policy and provided recommendations for further alignment with the County's Climate Change Action Plan (CAPP), *Going Green in Grey*.

County staff inquired whether there could be merit in extending the reach of the City's Community Improvement Plan (CIP) Landscaping & Property Improvement Grant program to consider support for Community Gardens on appropriate lands owned by non-profit community organizations. City Planning staff acknowledge the potential benefits of including additional types of eligible projects under the Landscaping & Property Improvement Grant program, however the Policy refines the scope of community gardens to being located on city-owned lands. Staff are favourable to including a review of eligible projects under the CIP Landscaping & Property Improvement Grant program during a subsequent Community Gardens Policy review period or during a CIP review period. The funds within the CIP are limited and should be shared among the eligible grant programs.

Respecting the County's Climate Change Action Plan (CCAP), *Going Green in Grey*, County staff suggested the policy could be strengthened by including provisions that speak to community garden practices that enhance biodiversity and encourage native plant species, pollinator gardens, and rain gardens.

City Planning staff have incorporated the suggested garden types and a provision that encourages planting native species into the draft Community Garden Policy.

The comments from the County of Grey can be found attached hereto as Schedule 'I'.

### **Public Feedback and how the feedback has been incorporated into the revised draft Community Garden Policy**

Public feedback was collected from December 22, 2023 to January 30, 2023. The majority of feedback was collected via survey responses, question submissions, guestbook entries through OurCity, and approximately five (5) emails, and three (3) phone calls were received. All feedback collected during the public engagement period has been complied with and attached to the report as Schedule 'E'.

Using the analytic tools provided through OurCity staff were able to determine that the Community Gardens project webpage had a total of 482

visitors, 118 surveys were completed six (6) visitors wrote entries in the guestbook, and two (2) questions were submitted during the public engagement period.

It merits note that the survey question, "Do you live in Owen Sound" was the only question which required survey participants to provide a response and all other questions permitted participants to skip the question. In most cases, phone calls that staff received from members of the public, were from community members who had received a notice in the mail and had already completed the survey, but who wanted to provide additional feedback or had questions, and or concerns they wanted to voice over the phone.

In review of the feedback that was received, staff found that the concept of establishing community gardens in the City was positive. The feedback supports:

- Increasing the number of parks or spaces that are suitable locations for community gardens;
- Setting a maximum percentage of a park that can be occupied by a community garden, and,
- Requiring minimum setbacks in addition to a vegetative buffer or fence between the community garden and other uses.

Concerns that have been raised relate to:

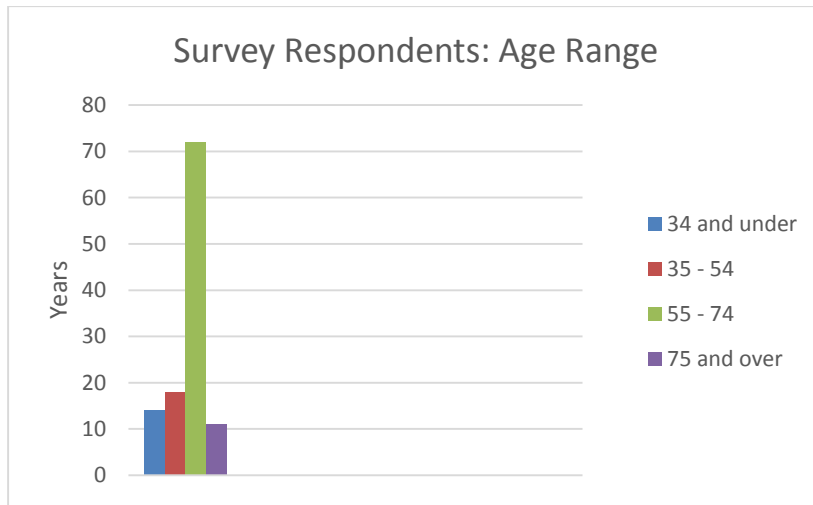
- locating community gardens,
- garden maintenance,
- security and the threat of vandalism,
- potential user groups of community gardens, and
- the impact community gardens may have on diminishing other uses within City parks.

An analysis of the feedback has been provided below. The feedback has been grouped by theme.

#### Profile of survey respondents

90% of survey respondents said they lived in Owen Sound, the other 10% were from either the Township of Georgian Bluffs or the Municipality of Meaford. Approximately half of survey respondents said they had either lived in Owen Sound for over 20 years or had lived in the City their entire lives.

Survey respondents fell into the following age ranges:



Nearly 70% of respondents were between the ages of 55 to 74 years of age.

### Proposed Community Garden Locations

Survey participants were asked whether they supported the proposed community garden locations identified in the draft policy, which includes Tot lot, Maitland Park, Comm-r-ette Park, St. George’s Park, Ed Taylor Park, Bill Inglis Park, and Timber McArthur Park.

In total, 76% of survey respondents were supportive of the seven (7) City-owned parks proposed as suitable locations for community gardens.

Respondents who answered that they do not support the proposed community gardens locations (24%) were asked if they thought that any of the parks should be removed from the list of suitable locations.

The most common parks noted for removal from the list of suitable locations in the policy were:

- Comm-r-ette Park (noted 6 by people),
- Timber McArthur Park (noted by 6 people), and
- Ed Taylor Park (noted by 3 people).

The survey provided an opportunity for participants to provide reasons why those specific parks should be removed from the list of suitable community garden locations. The reasons included:

- a possible lack of garden maintenance;
- would introduce pests and odour;
- that the proposed locations are not appropriately located and are inaccessible;



- in proximity to neighbourhoods consisting of single detached dwellings; and,
- that the proposed location lacks a water source needed for gardening activities.

Comments were received citing that Comm-r-ette Park is not a suitable location for a community garden due to the busyness of the park by users walking their dogs, playing sports, picnicking, that the area surrounding the park lacks sufficient parking, and that the park would not be sufficiently sized to accommodate the use of a community garden in addition to all the existing uses.

Similar concerns were received from residents neighbouring Timber McArthur Park. Additionally, several comments that were received via email and by phone raised concerns about potential vandalism, habitat loss, tree removal, lack of a water source, shallow depth to bedrock, and attracting strangers to the neighbourhood. Some of the neighbours surrounding Timber McArthur who called in suggested that if a community garden were to be located in the park, the garden would be better suited in the north end of the park rather than the stretch of park that spans the 1700 block of 5<sup>th</sup> Ave E.

The survey asked respondents whether any locations should be added to the list of suitable locations. 63% of respondents indicated that they were either in favour of adding more locations to the list in general, or specifically noted a park or area of town that should be included in the list of suitable locations for community gardens. The west side of the City, and the downtown area were mentioned as areas of the City which would benefit from additional community garden locations.

The draft policy notes that the City shall continue to identify City lands to be added to the Council endorsed list of lands suitable for community gardening initiatives (Sec.5.n) and that the policy will be reviewed by the City's Parks and Open Space and Planning and Heritage Divisions every 5 years, or as required based on legislative changes (Sec.2.k).

Staff recommend that an appropriate time to consider adding locations to the list of suitable community locations would be during the next prescribed policy review, which is likely to take place in 2028. Therefore, staff are not recommending the inclusion of any additional parks to the list of suitable community garden locations at this time.

### Siting Community Gardens

The survey requested that respondents provide their ideas on what kind of criteria should be considered when evaluating the potential of park as a suitable community garden location in addition to:

- proximity to transit, trails, high density residential areas;
- availability of parking;
- the size of park, and,
- existing park amenities.

The most commonly cited criteria by respondents include:

- availability of -on-site amenities such as a water source;
- compost, storage and washroom facilities;
- proximity to groups that were interested in establishing them, which may include senior residents, high-density residential neighbourhoods, and which have community support;
- Security features that would deter pests and vandalism such as lighting and fencing were also popular criteria among respondents;
- Matters of accessibility were noted as being important criteria to consider ensuring that fair access to community gardens is provided for;
- Optimal gardening conditions e.g., sun exposure, space, adequate drainage, and clean soil;
- Matters related to the use of space include opportunities to increase biodiversity within parks, establish pollinator gardens and flower gardens; and,
- Gardens should not impede other park uses such as dog walking or playing sports.

With respect to water, the Public Works division was consulted with respect to each park. The Community Garden Policy proposes, under Sec. 5.8 subject to a licence agreement, the City may agree to install a source of water in proximity to Community Gardens located on City-owned parks and be responsible for turning on the water source at the beginning of the season and turning off the water at the end of the season.

If a water source is desired where one does not currently exist, the Community Garden Collective shall be responsible for the costs associated with the installation of the water source but may seek funding for this work through the CIP landscaping improvement grant where eligible.

Staff has consulted with Public Works and Engineering Staff as well as the City's Utility Collections Clerk to discuss the costs associated with installing a water source at an approved community garden location. Public Works and Engineering Staff have provided a set of maps indicating potential water servicing connection points with specific comments relating to the proposed community garden locations and provided the following comments:

- A cost estimate of approximately \$8,000 for each water source installation which includes the cost of parts, labour, equipment, and restoration;
- Water servicing shall be installed by the City's Water Distribution Department or an approved contractor;
- The City's Water Department must do all live taps;
- Water servicing must be inspected by Water Distribution Staff;
- Water servicing must be built according the City of Owen Sound Water Servicing Standard Drawing and Specifications for Watermain Construction attached hereto as Schedule 'J';
- Works associated with water servicing must use parts included on the City of Owen Sound Approved Products List attached hereto as Schedule 'K';
- The water servicing must be GEO referenced by the City's Geomatics Specialist;
- Requirement that each community garden shall have a meter to allow for the reading of water consumption;

Generally staff found that water servicing was possible for Tot Lot, Maitland Park, Comm-r-ette Park and Ed Taylor Park. Staff noted that providing water servicing to Timber McArthur Park would potentially be more costly than the estimated \$8,000 as bedrock would need to be broken in order to install water servicing to the park. Staff found that Bill Inglis Park may also be more costly than the anticipated \$8,000 cost estimate as there is a substantial distance to the nearest water connection point. Planning staff and Public Works and Engineering staff are in agreement that water servicing to Timber McArthur Park and Bill Inglis Parks are not recommended and that alternative water sources such as water collection via rain barrels may serve as a suitable alternative. The potential restrictions on water should be considered in advance by groups proposing to establish a community garden.

Engineering staff have drafted a standard drawing for water servicing that all water servicing for community gardens shall conform to and is attached to the report as Schedule 'J'.

Staff has discussed potential security measures that could be implemented to reduce the potential of water being wasted where a water service is installed for the use of a community garden. Staff propose that the requirement of a lock box or similar security system may be appropriate as a condition of a water servicing agreement with a community garden collective.

The CMHA Fresh Roots Food Forest & Gardens at St. George's Park is currently serviced by a metered water source. Staff would note that at this time the City does not fund the cost of the water bills associated with the CMHA Fresh Roots Food Forest & Gardens.

Planning staff have met with the City's Utilities Collections Clerk respecting the potential ongoing costs associated with water services incurred by community gardens.

For water billing purposes, staff are proposing that where a community garden collective requests water servicing in an appropriate location, the Community Garden Executive as the representative of the Community Garden Collective, shall be considered as the 'tenant' of the city-owned lands shall be point of contact for the community garden. Furthermore, the terms of the Licence Agreement shall include that the Community Garden Collective shall be responsible for the annual costs of water.

Staff have revised Sec.5.m) to provide that the community garden collective shall be responsible for the annual cost of water. As at this time the City is not currently responsible for the annuals costs of water to any of the City's existing community gardens.

The cost to install a water service is estimated at \$8000. Funding for Community Gardens has been raised in the past when proposals have come forward to establish a Community Garden.

Staff are recommending that the Community Improvement Plan Landscaping and Property Improvement Grant Program Guidelines attached to the report as Schedule 'H', be amended to include that community gardens are eligible projects under the program and that Community Garden Executives, who have executed an agreement with the City with respect to a Community Garden may be recognized as eligible applicants under the program where an

approved community garden is located on City-owned lands. Amendments to the Landscaping & Property Improvement Grant Program Guidelines are discussed further under the Financial Implications section of the report.

Staff requested feedback regarding the required minimum setback between a community garden and a park boundary that abuts a neighbouring residential use. Staff found that responses to this question were too diverse to determine a specific distance, however, staff has concluded that generally, respondents are in support of implementing a required minimum setback in the policy.

A majority of respondents were in favour of establishing a maximum lot coverage requirement for community gardens within a park. Many respondents noted that other park uses should be contemplated when determining an appropriate maximum lot coverage. Staff have developed a set of maps illustrating what 10%, 20%, and 30% lot coverage would look like in each of the proposed community garden locations attached to the report as Schedule 'F'.

Staff recommend that the policy be amended to reflect the public feedback respecting minimum setback and maximum lot coverage requirements.

Staff recommend that a minimum setback of 3 m should be required between a community garden and a park boundary that abuts a neighbouring residential use and that community gardens will be limited to a maximum ten percent (10%) maximum coverage within a park.

The survey responses provided staff with clear direction that where a community garden is located in a park that abuts a residential use a fence or vegetative buffer should be required. Staff has included this requirement within the draft policy and within the internal criteria checklist.

#### Additional Public Consultation as Part of the Request to Establish a Community Garden Application

The Community Gardens Policy, as proposed, notes that applications for proposed community gardens in approved locations will not require further public consultation.

Survey participants were asked to indicate whether they supported an approach where further consultation with the neighbourhood surrounding each community garden location should be required, or if public consultation on the proposed policy is sufficient to properly locate community gardens.

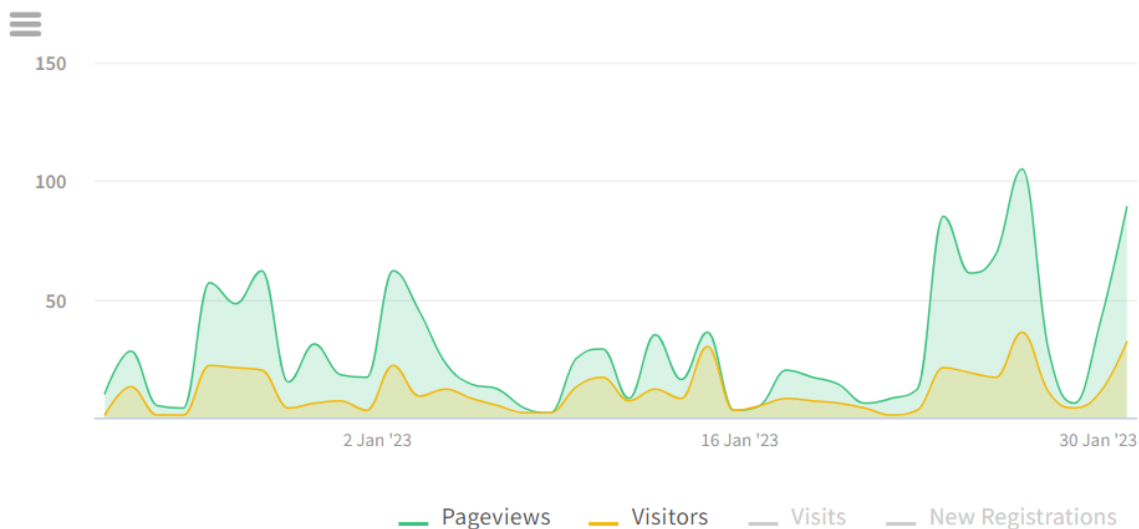
The majority of respondents (58%) of the responses, support the approach that the public consultation through the proposed policy is sufficient to properly locate community gardens.

It merits note that this survey question had a high response rate of approximately 90%, or 107 responses out of a possible 118. Furthermore, using the project reporting tools on OurCity, staff were able to see that there was a significant uptick in the number of visitors to the Community Gardens Project page following the mail out on January 20, 2023, to the residents living within 100 m of the proposed community garden locations. It is likely that the activity on the Community Gardens project webpage including survey participation particularly after January 20<sup>th</sup> is by residents within the mail out areas.

## Visitors Summary

Owen Sound from 22 Dec'22 to 30 Jan'23

[DAILY](#) MONTHLY



It is proposed that staff will review each application for conformity with the Community Garden Policy using the attached internal checklist. The checklist incorporates additional criteria suggested by the public and would assist staff in ensuring that a proposed community garden initiative in an approved location would be complimentary to the park and its existing uses. The internal checklist would include criteria such as minimum setback and maximum lot coverage requirements, the community garden is located in proximity to interested parties (i.e. the community garden collective), a vegetative buffer or fence around the perimeter of the garden is provided etc. The full internal checklist is attached to the report as Schedule 'G'.

If the proposed garden meets the criteria, it would be approved subject to any conditions (such as setbacks) along with a requirement to enter into an agreement with the City for the operation of the garden.

Staff propose that any Community Gardens approved would be provided in the information package to Community and provide the staff delegated decision to CSC for information.

Staff have amended the draft policy to reference the requirement that all community gardens will be subject to meeting the criteria listed in the internal checklist as part of the staff delegated approval process for applications to establish a community garden in a Council approved location.

If staff are delegated the authority to approve a proposed Community Garden in park identified in the Plan, it is recommended that an amendment to the Delegation of Powers and Duties Bylaw be approved to give staff this authority and to authorize staff the ability to execute a Community Garden Agreement.

### **Policy Context**

The review and development of the Policy has included a review of the direction and support provided for Community Gardens in the Provincial Policy Statement (PPS), the County and City Official Plan as well as the Recreation Parks and Facilities Master Plan.

A full summary of this review is included in Schedule "L".

The updated draft Community Garden Policy conforms to the Provincial Policy Statement, is consistent with the County of Grey and City of Owen Sound Official Plan and is supported by the City's Recreation, Parks and Facilities Master Plan.

### **Financial Implications:**

#### **Community Improvement Plan Landscaping & Property Improvement Grant Program**

Staff have amended the Community Improvement Plan Landscaping & Property Improvement Grant Program Guidelines to include that community gardens are eligible projects under the program and that Community Garden Executives may be recognized as eligible applicants where an approved

community garden is located on City-owned lands and the required Community Garden Agreement has been executed.

The purpose of the program is to encourage property owners and tenants of land to improve their properties, including parking areas, through the installation of appropriate landscaping, fencing, exterior lighting, pedestrian connections, street furniture, and patios. Community gardens projects are aligned with the purpose of the programs as gardens may be considered as installation of appropriate landscaping.

The program provides two types of capital grants:

1. A capital grant up to 50 percent (50%) of the eligible costs, to a maximum of \$5,000 for eligible projects located outside of a priority area identified by the City's Landscaping and Property Improvement Grant Guidelines; or
2. A capital grant up to 50 percent (50%) of the eligible costs, to a maximum of \$10,000 for eligible projects located within a priority area identified by the City's Landscaping & Property Improvement Grant Guidelines.

The proposed community garden locations identified in the draft policy including: Tot lot, Maitland Park, Comm-r-ette Park, St. George's Park, Ed Taylor Park, Bill Inglis Park, and Timber McArthur Park are located outside of the Landscape & Property Improvement Grant Program Priority Areas as identified in the grant guidelines. Therefore, staff anticipate that where approved community garden initiatives apply for the Landscape & Property Improvement Grant, approved applications would be eligible to receive a capital grant up to 50 percent (50%) of the eligible costs, to a maximum of \$5,000 for eligible projects.

## Summary

The changes to the Community Garden Policy, which has been attached to the report as Schedule 'A', includes:

- Incorporates recommendations from the County of Grey to include that rain gardens are a community garden type supported by the City (Sec.1.e) and that the City encourages the planting of native species where possible within community garden projects (Sec.1.f).
- Amended Sec.2.f) to clarify that applications to establish Community Gardens on the lands listed under "City-owned lands available for Community Gardens" identified in Schedule 'A' shall be considered



using an internal criteria checklist and provide the staff delegated decision to CSC for information in accordance with the 4-Step Process.

- Provides that Sec.2.j) of the Community Garden Policy shall regulate the following aspects of community gardens:
  - Maximum lot coverage of 10%
  - Minimum front yard setback of 6.0 m
  - Minimum rear yard setback of 3.0 m
  - Minimum interior yard setback of 3.0 m
  - Minimum exterior yard setback of 6.0 m
- Includes that community gardens shall require a vegetative buffer around the garden perimeter (Sec.3.i).
- Amends Sec.5.m) to identify that where a water source is installed for the purposes of providing water to a community garden on city-owned lands, the Community Garden Collective shall be responsible for the annual costs of water. The draft policy previously identified the City as the party responsible for the annual cost of the water.
- Amends Sec. 7 Licence Agreement, to include that where a water source is installed for the purposes of providing water to a community garden the conditions identified by the City's Public Works and Engineering staff and the City's Utilities Collection Clerk shall be included within the terms of the Licence Agreement (Sec.7.f);
- Includes additional circumstances under which the Licence Agreement may be terminated within the term of the agreement.

## **Next Steps**

The next steps for the Community Garden Policy update are:

1. City Council approves by Bylaw to adopt the Community Garden Policy together with checklist;
2. City Council approves amendments to the City's Community Improvement Plan, Property & Landscaping Improvement Grant Program Guidelines to add Community Gardens as an eligible project, subject to certain criteria including compliance with the Community Garden Policy and executing a Community Garden Agreement with the City;
3. City Council directs staff to amend By-law No. 2014-109 Delegation of Powers and Duties By-law for the purposes of appointing the Director of Community Services as Council's delegate to approve where an

application is consistent with the Community Gardens Policy and meets criteria of the internal checklist, and,

4. Staff develop a standard Community Garden Licence Agreement to be reviewed by the City Solicitor.

### **Communication Strategy:**

Staff published the draft Community Garden Policy update attached as Schedule 'A' on the City's online public engagement platform "Our City" and circulated the updated draft version of the policy to the County of Grey during a public engagement period from December 15, 2022 to January 16, 2023.

Staff note that the public engagement period took place from December 22, 2023 to January 30, 2023. A direct mailing was completed to approximately 1300 homes within 100 m of each of the proposed Community Garden locations.

Once finalized, the updated Policy and application forms will be put on the City's website.

### **Consultation:**

Planning staff have consulted with the City's Manager of Parks & Open Spaces, County of Grey Planning & Development staff as well as the Public Works & Engineering Services Division and Corporate Services on the policy and CIP program guidelines.

## **Attachments:**

Schedule 'A': Community Gardens Policy, 2023

Included within the Community Gardens Policy are the following attachments:

- Map of City-Owned Lands Available for Community Gardens
- 4-Step Process for Considering Community Garden Requests not located in an approved Location

Schedule 'B': Community Gardens Policy, 2011

Schedule 'C': Mailed Notice to Residents within 100 m of the Proposed Community Garden Locations

Schedule 'D': Map of 100 m Buffer Radius Surrounding Proposed Community Garden Locations

Schedule 'E': Public Engagement Feedback

Schedule 'F': Lot Coverage Maps

Schedule 'G': Internal Criteria Checklist

Schedule 'H': CIP Landscaping and Property Improvement Guidelines

Schedule 'I': County of Grey Comments

Schedule 'J': City of Owen Sound Water Servicing Standard Drawing and Specifications for Watermain Construction

Schedule 'K': City of Owen Sound Approved Products List

Schedule 'L': Guiding Policy

### **Recommended by:**

Jocelyn Wainwright, Junior Planner

Sabine Robart, Manager of Planning & Heritage

Pamela Coulter, Director of Community Services

### **Submission approved by:**

Tim Simmonds, City Manager

For more information on this report, please contact Jocelyn Wainwright at [jwainwright@owensound.ca](mailto:jwainwright@owensound.ca) or 519-376-4440 ext.1250.