

Attachment 6 - Community Garden Guidelines (Draft)

Urban agriculture improves environmental sustainability, contributes to community development, creates positive social interactions, access to fresh food, provides food security, reduces food waste and is part of the City of Port Moody's Parks and Recreation Master Plan. Residents are encouraged to engage in urban agriculture by growing food and non-edible plants throughout the city. This includes growing:

- Grains
- Vegetables
- Mushrooms
- Fruits
- Medicinal herbs
- Ornamental plants

Urban agriculture includes the following activities:

- Collaborative and shared gardening
- Community gardening
- Gardens focused on indigenous people, plants, and knowledge
- Pollinator gardens and infrastructure
- Edible landscaping
- Urban Farming

Community gardens hold an important role within the urban agriculture umbrella. A community garden is a piece of land gardened collectively by a group of people. Each community garden is unique, as each individual brings different skills, talents, and interest to the garden. Generally, the following features are evident within community gardens:

- Managed and maintained through active participation of the gardeners, or non-profit society
- Membership fees support garden maintenance
- Growing food for consumption is encouraged
- Growing food for charitable donations to food banks

The City of Port Moody's Parks Department will collaborate with interested groups in assisting the development of urban agriculture projects if they meet the intent and objectives of this policy and guidelines. The following guidelines set out the requirements for community gardens on City park lands.

Community gardens will be operated by a non-profit society according to the following criteria:

1. The duration of urban agriculture on the site is time-limited, according to the terms of the license agreement. The standard term for the license agreement will be five (5) years, however this will be evaluated with each project and is at the discretion of the Director of Environment and Parks.
2. Grow primarily edible and/or Indigenous plants.
3. Grow plants for the purposes of:
 - project member and community benefit;

- skills and capacity building;
- arts and culture;
- benefitting pollinators;
- donating to charitable causes; and/or
- collaborating with other programs taking place in parks or facilities.

4. Actively encourage and support a diversity of community members (e.g. age, ability, cultural background, etc.) to participate in the garden from conceptual stages through to ongoing operations.

5. Ensure accessibility of garden to people with a variety of abilities.

6. Provide open access to the project at all times; locked barriers are not permitted.

7. Provide signage that includes information about the purpose of the garden, the organisation that sponsors it, how to get involved, and emphasises that the garden is open to all members of the community.

8. Adhere to the City's Bear Management strategy.

9. Operate at no cost to the City. The exception to this is that prior to the first season, City staff may assist with site preparation, the details of which will depend on the type of project. Parks staff will also winterize the water supply in the spring and fall of each year.

Project Location and Approval Process

If the desired location for the community garden or urban agriculture program is on City park land, in order to determine if the location is suitable, the Parks Department will conduct a review based on the following factors:

- Solar access
- Accessibility
- Current and future use
- Water Access
- Size of area
- Community partnership potential
- Neighborhood consultation

If recommended by staff, approval will be granted by the Director of Environment and Parks.

Project Design

In projects where the non-profit organisation is responsible for construction activities, the following must be provided to the Parks Department:

1. A final project design including: all direction received from City staff; the license agreement; and response to feedback received through the consultation, as appropriate. This plan must be approved by the Director of Environment and Parks or designate.

2. An operating plan that describes how the garden will comply with this policy requirements.

3. A construction and operating budget.

4. Proof of two million dollars in liability insurance; liability insurance requirements may be modified at any time at the discretion of the City.
5. A license agreement approved and signed by the non-profit society Board as well as the Director of Environment and Parks or designate.
6. Parks staff will work with society members to respond to any and all issues and complaints in a timely fashion, and in accordance with the license agreement.
7. Society members must provide the City with the following information and documentation on an annual basis:
 - Up to date contact information;
 - Basic project details as requested in a survey (e.g. wait list numbers, any new infrastructure, etc.); and

Proof of insurance (limits and requirements as outlined above).