



Town of Whitby Policy

Policy Title:	Community Garden Policy
Policy Number:	OPS 120
Reference:	Council Resolution #266-17
Date Approved:	May 8, 2017
Date Revised:	Not applicable
Approval:	Council
Point of Contact:	Supervisor of Parks Development

Policy Statement

The Town of Whitby supports Community Gardens on Town owned and leased/licensed lands in partnership with Community Groups in order to promote community engagement and healthy living.

Purpose

The purpose of this policy is to establish guidelines for the development and operation of Community Gardens on Town owned and leased/licensed lands. This policy establishes the Town's role as an administrator of the Community Garden Policy.

Scope

This Policy is applicable to any members of the public participating in a Community Garden Group and to all Town Staff responsible for facilitating and providing a framework for residents to collaborate, organize, promote, educate, cultivate, and provide healthy harvest of food and beneficial plant life.

Index

1	Definitions	3
2	Responsibilities	3
3	Policy Requirements	4

1 Definitions

- 1.1 **CMS** means Community and Marketing Services Department.
- 1.2 **Community Garden** means a site, located on Town owned or leased/licensed lands, that is divided into plots and operated by a Community Garden Group for growing produce, flowers and native plants for not-for-profit use.
- 1.3 **Community Garden Group** means all the people participating in the Community Garden.
- 1.4 **Donation Plot** means a garden plot where food is planted and harvested by a Community Garden Group and donated to a local food bank, soup kitchen or other such related organization.
- 1.5 **Garden Plot** means a delineated portion of ground, within the Community Garden, intended for gardening produce, flowers and native plants for personal not-for-profit use by a Community Garden Group member.
- 1.6 **Town** means the Corporation of the Town of Whitby.

2 Responsibilities

- 2.1 Town of Whitby to:
 - (a) Support the development of Garden and Donation Plots within Community Gardens.
 - (b) Provide advertising and promotional support to Community Gardens through the Town's website and social media.
- 2.2 Community and Marketing Services Department to:
 - (a) Assign the Supervisor of Parks Development or designate, as the main point of contact.
 - (b) Identify suitable recommended locations for Community Gardens in consultation with Public Works and other Town Departments.
 - (c) Oversee the application and approval process of requested Community Garden locations.
 - (d) Assess proposed Community Garden locations in consultation with Operational Services Division of the Public Works Department.
 - (e) Approve Community Garden Group agreement forms.
- 2.3 Operational Services Division of the Public Works Department to:

- (a) Assist CMS, where necessary, in assessing proposed Community Garden locations.

2.4 Community Garden Group to:

- (a) If approved for a Community Garden, sign the Community Garden Agreement Form.
- (b) Review and adhere to the requirements in Section 3.2 Insurance and Section 3.3 Code of Conduct.

3 Policy Requirements

3.1 Community Benefits and Involvement

A Community Garden Group may:

- (a) Promote the production of local, healthy and fresh food in an urban setting to enhance local food security;
- (b) Provide gardening and other environmental education programming to encourage the involvement of schools, youth and seniors groups, and other interested community groups;
- (c) Host harvest festivals and other family-oriented activities that encourage positive social interactions within the community; and,
- (d) Donate surplus food to local food banks or other organizations.

3.2 Insurance

The Community Garden Group must provide proof of Commercial General Liability insurance including products and completed operations in the amount of two million dollars (\$2,000,000) per occurrence naming the Town of Whitby as additional insured and to be completed on the Town's Certificate of Insurance Form. The Community Garden Group must sign the Community Garden Agreement Form which includes a hold harmless clause.

3.3 Code of Conduct

The Community Garden Group is responsible for proper disposal of waste from the Community Garden site.

The Community Garden Group is responsible to keep the Community Garden clean and free of debris and garbage at all times.

Smoking is prohibited in the Community Garden as per the Smoking in Outdoor Public Places By-law 6832-14.

To reduce potential rodent problems, Community Garden Group members are discouraged from importing and composting food waste at the Community Garden site.

Young children must be supervised at Community Garden Sites.

This Policy is hereby approved by Council Resolution #266-17 on this 8th day of May, 2017.