

CORPORATE POLICY



Name of Policy:	Community Gardens
Policy Number:	COMS - 015
Responsibility:	Superintendent of Recreation
Approval:	Sarnia City Council
Approval Date:	July 12, 2021
Date of Next Review:	

1.0 Purpose

The purpose of this policy is to establish guidelines to allow the public to develop and operate Community Gardens on municipal property. This policy will establish such roles of the City and its citizens and provides a framework to ensure equal access for all.

2.0 Scope

This policy is to provide the parameters and guidelines for community organizations: groups of families, friends, neighbors or colleagues ("applicant") to participate in The Neighbourhood Community Garden program within the City's Parks. This policy will provide appropriate oversight and understanding of the approval process, applicant responsibilities and administration responsibilities.

3.0 Definitions

"The City" means City of Sarnia

"The applicant" means the Community group

4.0 Policy

- Applicants wishing to participate in the Neighbourhood Community Garden Program may do so by completing the application form available on the City of Sarnia website and; once approved, all parties will sign an agreement.
- Applications shall be submitted by March 1 of each year for 1 year use; and can be renewed for a 3 year period afterwards;
- Applications shall clearly identify the desired garden space being requested;
- Applications will be received, reviewed and approved by the Manager of Parks & Operations and/or designate; once approved, all parties will sign an agreement.
- On-site meeting with the applicants to identify and discuss the parameters as outlined in this document will be arranged prior to final approval.

- Applicants are requested to provide their choice for location. However, the Manager of Parks & Operations and/or designate shall make the final determination on location of the garden. A complete list of community gardens can be found at www.sarnia.ca.
- This program requires a minimum commitment of a 1 year trial with option to renew for an additional minimum 3 year term afterwards.

5.0 Roles and Responsibilities

Community Group Responsibilities:

- All applicants must have one main contact, a secondary contact, and a minimum of 10 community members who are prepared to actively participate in the project.
- All approved applicants must sign the agreement as per Schedule B, and provide signed and dated waivers provided by the City from all members of group, including contact information. Community Groups will inform the City immediately should any contact information change over the course of their committed term.
- Provide written notification to all residents within the affected area if required and as determined by a Community Services designate.
- Provide a proposed Site Plan attached to the application and be willing and accepting to any alterations the City may require.
- Responsible for building and maintaining their own community garden, and for the security of their own tools and/or supplies.
- Must sign the annual permit issued to them, and/or the Community Garden Agreement as Schedule "B" before the group can begin their community garden.
- Community groups must leave no litter or waste of any kind behind when they leave the community garden.
- Community Gardens must be maintained free of weeds, and will not overgrow into any park space.
- Group Leader is responsible for ensuring the planting of marijuana or any

invasive species of plant in their community garden does not occur, and members are aware it is prohibited on City property.

Parks and Recreation Department Responsibilities:

- The City of Sarnia will meet and consult with interested community groups on the requirements of this program, and will work with them to ensure an ideal and appropriate location is chosen.
- Provide approval or denial of applications and site plans, and work with those denied ensuring the opportunity is given for a successful outcome. Applications will be reviewed with every effort to accommodate the request.
- Provide initial site visits with community groups who have been approved.
- Provide initial tilling of the community garden. Tilling would take place at the beginning of the season and at the end. If a field house/water source exists, the City will ensure access.
- Issue an accurate permit annually to approved community groups, collect and communicate payment annually, and communicate term renewals prior to their expiry.
- Will publicly recognize all community groups and the hard work and dedication they have contributed to their community.
- Shall consider and accommodate requests for raised gardens to ensure accessibility as per AODA.

6.0 Related Policies

N/A