

Queen Mary Community Garden – Terms of Reference

The City's Official Community Plan identifies community gardening as an activity of interest and value in the City.

1.0 Purpose

The new Community Garden will be operated and maintained through a joint venture by two North Shore-based non-profit organizations, with accountability to the land owner, the City of North Vancouver. Issues of garden operation and maintenance will be addressed through the Terms of Reference for the governance of the garden. These Terms of Reference form the basis for a formal agreement between the City and the organization selected to run the new garden.

2.0 Significance of Governance Terms of Reference

The significance of the Terms of Reference pertaining to the governance of community gardening in the City is:

- 3.1** To clarify roles and responsibilities
- 3.2** To ensure a welcoming and accessible community amenity
- 3.3** To create the framework upon which Regulations for the garden can be established.
- 3.4** To establish a maintenance standard for the property.

Terms of Reference

3.0 Vision

This vision for City community gardens, developed through the Lower Lonsdale Community Garden public consultation process, guides the governance of community gardens in the City:

“Community gardens are sustainable centres of community growth, development and nourishment (both physical & spiritual). They provide opportunities for positive social interaction with the larger community by promoting activities that contribute to environmental awareness and education and to the personal well being of gardeners and visitors alike.”

4.0 Governance objectives

Governance objectives will assist in setting up the ongoing operation and maintenance of the gardens. A few have been provided below:

- 5.1** To ensure a community education component to educate, inform and interpret the garden
- 5.2** To ensure public access to the garden
- 5.3** Access to plots for City of North Vancouver residents only
- 5.4** Pesticide and herbicide free garden

- 5.5 To provide natural habitat through Naturescaping where possible
- 5.6 To ensure fair & equitable access to plots in the garden
- 5.7 To provide opportunity for a Public Art

5.0 City's Commitments

For the purposes of establishing this new community garden, Staff will recommend provision of the following for Council's consideration:

- 6.1 The use of City lands for a nominal administrative and formal agreement fee.
- 6.2 Term of use for North Shore based non-profit organization up to 5 years (as permitted under the *Local Government Act*) with the option to renew after 5 years with the understanding that as this is a new initiative of the City, both parties will agree to act reasonably in shaping the guiding principles for administration of the garden. After 5 years the option to renew may be modified to an annual basis.
- 6.3 The following improvements to the land:
 - 6.3.1 A site graded to allow for level / terraced plots
 - 6.3.2 Water supply to a minimum of two connections on site
 - 6.3.3 New Soil
 - 6.4.4 Fencing
- 6.4 In addition, a garden site plan with guidelines for implementation will be provided for discussion. Final design must be approved by the City.

6.0 Gardener's Commitments

For the purposes of establishing this new community garden, the following conditions will apply:

- 7.1 Creating a set of Regulations for the garden, for City approval, based upon the contents of this discussion paper.
- 7.2 Providing any necessary recommendations on changes to the garden site plan (requires City approval). Any plan must include the layout of the plots and indicate any proposed structures or fences.
 - 7.2.1 All structures must be approved by the City (Lands Division & Parks Department). Conceptual drawings must be submitted for approval prior to detailed design and construction.
 - 7.2.2 General adherence to the Guidelines for Implementation is mandatory.
- 7.3 Operating and maintaining the gardens according to an Agreement with the City which will specify the term of use, management responsibilities, user fees and access procedures including the following specific terms:
 - a) No barriers (ie: locked gates) to general public access to the site to be erected. The gates may be locked for security purposes between the hours of 11:00pm and 6:00am.

- b) The term of the Agreement will not exceed five years with an option to renew on an annual basis thereafter. The Agreement will be provided by the Lands Division.
- c) Membership in the governing organization or society, and the opportunity to be allotted a plot, must be open to any resident of the City of North Vancouver. Those allocated a plot must be a resident of the City of North Vancouver.
- d) Plot rental. Allotments of space must be made from a new waiting list to be developed on a first come first served basis through a transparent and fair manner such as a lottery process.
- e) A variety of plots sizes will be provided. Maximum plot size will be 3m by 6m.
- f) Allotment fees charged by the organization or society must reflect cost recovery and first be approved by the City.
- g) The organization or society must adhere to maintenance standards set by the City Park's Department. The standard to be used is based on the BC Landscape Standard. The organization selected to run the garden will be responsible for the maintenance of the site to this standard throughout the duration of the formal agreement with the City. This maintenance includes, but is not limited to longer term maintenance issues such as fence repair, rebuilding of plots if damaged or rotten, etc.
- h) No pesticides or herbicides including materials (ie: pressure-treated woods) are to be used.
- i) On-site composting and recycling activities are required.

8.0 Agreement Structure

A formal agreement will be used to structure the use of City owned land to the selected organization solely for the purpose of planting, cultivating and growing garden produce on garden allotments in a manner which also encourages the involvement of schools, youth groups and citizens who do not have an assigned plot in the garden. The roles and commitments of the two parties are outlined above and will form the basis for a set of regulations for the daily garden operations. A site plan, based on a series of Public Workshops on the design of the garden, will be provided.

9.0 Sustainability Principles

9.1 Pesticide & Herbicide Free Garden

In the interests of contributing toward a sustainable community, the new Community Garden shall be pesticide and herbicide free including materials (ie: no pressure treated wood). In addition, composting and recycling will be conducted in the function of the garden.

9.2 Water Use

Water use is to be minimized on the site through the use of rain barrels where possible and water-wise practices. **Hand watering only** throughout the site.

9.3 Sustaining Wildlife and Habitat (Naturescaping)

Community Gardens have the capacity to support local urban wildlife and habitat including a number of small bird species. By applying the principles of Naturescaping where possible, the maximum amount of natural habitat can be provided to support urban wildlife in the face of a rapidly developing neighbourhood. Possible applications include:

- 9.3.1 Identification of key species and habitat
- 9.3.2 Identification of habitat enhancement or creation of opportunities

10.0 Public Access and Common Spaces

- 10.1 The garden will be maintained with free and open access
- 10.2 Existing desire lines across the site will be acknowledged
- 10.3 A minimum of one common area per section (of two) is to be provided. This area may be comprised of seating, public art, plantings, educational and interpretive information and will facilitate community gatherings, social interaction and learning.

11.0 Education and Interpretation

Increasingly, urban populations are cut off from interaction with the natural environment. Community Gardens play a role in reconnecting people with the natural world, provide food security in some cases and an opportunity for social interaction. As an accessible public amenity, the new Community Garden can help in understanding the importance of natural processes in a sustainable community, and assist in making informed choices and positive actions. This can be achieved through a variety of methods initiated by the organization selected to operate the garden:

- 12.1 Opportunities for research and study
- 12.2 Workshops
- 12.3 Interpretive walks
- 12.4 School programs

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