



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 12-106

TO: Mayor and Members of Council
FROM: Lanie Hurdle, Commissioner, Community Services
RESOURCE STAFF: Wally Ferris, Director, Recreation & Leisure Services
DATE OF MEETING: April 3, 2012
SUBJECT: Kingston Community Gardens Network Partnership
Extension and Trillium Grant Application

EXECUTIVE SUMMARY:

In 2010, the City of Kingston entered into a two year partnership with the Kingston Community Gardens Network through its lead organization, Loving Spoonful, to strengthen the delivery and promotion of community gardening within the City. The City and the Kingston Community Gardens Network were successful in obtaining a two year grant from the Ministry of Health Promotion. The grant covered salary and some operational expenses of the Kingston Community Gardens Network. As a partner in this grant application, the City provided office equipment and space at the Memorial Centre at no cost and a one-time funding allocation of \$6,000 for garden equipment and materials.

The Kingston Community Gardens Network has had a significant impact on the community in the past two years. This includes the development of six (6) new community gardens in the City. The Garden Network has also been a key stakeholder in the implementation of the City's Community Garden Policy approved in 2010. The Kingston Community Gardens Network's activities also support the Sustainable Kingston Plan. The current partnership expires on March 31, 2012 and considering the success and impact on the community, City staff are recommending that the partnership be extended for another two (2) years with a license agreement for space at the Memorial Centre for \$1 per year. The license is subject to the City's Revenue Leasing and Licensing Policy.

The City also intends to submit a grant application in partnership with the Loving Spoonful for funding from the Trillium Foundation to continue to support this initiative.

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RECOMMENDATION:

THAT Council authorize staff to extend the Kingston Community Gardens Network existing partnership through a license agreement with Loving Spoonful for the provision of office and storage space at the Memorial Centre at a rate of \$1 per year for a further period of two (2) years; and

THAT Council authorize the Clerk and Mayor to sign the license agreement to the satisfaction of the Director of Legal Services; and

THAT Council authorize staff to submit a joint grant application with Loving Spoonful to the Trillium Foundation for funding to support the Kingston Community Gardens Network initiative.

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AUTHORIZING SIGNATURES:

<p><u>ORIGINAL SIGNED BY COMMISSIONER</u> Lanie Hurdle, Commissioner, Community Services</p>
<p><u>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</u> Gerard Hunt, Chief Administrative Officer</p>

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Cynthia Beach, <i>Sustainability & Growth</i>	√
Denis Leger, <i>Transportation, Properties & Emergency Services</i>	√
Jim Keech, <i>President and CEO, Utilities Kingston</i>	N/R

(N/R indicates consultation not required)

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OPTIONS/DISCUSSION:

The Kingston Community Gardens Network was established in 2010 and includes representatives from the Loving Spoonful and Urban Kingston Agriculture. Loving Spoonful has been the lead agency representing the Kingston Community Gardens Network. The intent of a Kingston Community Gardens Network was to promote sustainability of local food production and contribute to overall food security in the City. In the past two years, the Kingston Community Gardens Network has facilitated a number of services with existing and new community gardens which included:

- Acting as interpreter for the Community Gardens Policy for the community. This includes gardeners in existing community gardens, as well as individuals interested in starting new gardens.
- Creating a user-friendly “how to start a community garden” document specific to Kingston. This resource will be provided on-line.
- Creating and maintaining an on-line presence and resource hub linking to related sites in the City and elsewhere.
- Acting as a resource for technical gardening support for new community gardens, as needed, or helping gardeners find other resources in the community to assist with this. (Master Gardeners, etc.)
- Developing and coordinating public information sessions about community gardening.
- Helping with the planning and promotion of hands-on workshops in community gardens.
- Organizing events such as the community garden bike tour.
- Assisting new gardens to meet the guidelines and rules laid out in the policy document.
- Assisting and advising new gardens in developing a governance structure, fee structure, etc. if required.
- Taking on inter-garden correspondence about events, policy guidelines, granting opportunities, etc.

In addition to a number of activities to promote and educate community gardening, the Loving Spoonful, which is the lead agency of the Network, has been operating the Grow a Row program and collecting perishable food at the Kingston Public Market three (3) days per week. They have also initiated a Food Reclamation project which has been involving local restaurants and the Downtown BIA to collect perishable foods and redistribute it to local agencies such as Martha’s Table, etc. In 2011, a total of approximately 25,000 pounds of food were collected and

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redistributed to eighteen (18) community agencies that provide a food service to low income individuals.

The initial partnership was established as a pilot project for two (2) years and was implemented in collaboration with the Kingston Community Health Centre and other community gardens. Within the context of this initial partnership, the City provided office and storage space of about 325 square feet at the Memorial Centre, start up office equipment at no cost and a one-time grant of \$6,000 for the purchase of garden material and equipment.

City staff have considered positive outcomes in the community and wish to extend this partnership by another two years with yearly reviews. The Loving Spoonful, as the lead agency for the Kingston Community Gardens Network, intends to apply for funding to the Trillium Foundation to fund the coordinator position assigned to this project. City staff believe that this grant application should be submitted in partnership should Council endorse a two (2) year extension of the partnership. It should be noted that the Kingston Community Gardens Network intends to continue to provide a reduced service if it is not successful in obtaining grant funding.

The provision of municipal space to a community group falls under the jurisdiction of the Revenue Leasing and Licensing Policy. Community Services is the sponsoring group for this application and supports the recommendation that the Kingston Community Gardens Network, through its lead organization, Loving Spoonful, be granted a license for \$1.00 per year for office and storage space in recognition of their partnership with the City as per Section 15.9.2 of the policy and the high degree to which the organization meets the evaluation criteria in Section 15.4. Loving Spoonful was recently incorporated as a Not for Profit organization with its own liability insurance and are seeking charitable status in the coming months to further improve their funding opportunities.

The Kingston Community Gardens Network's activities support the Sustainable Kingston Plan as well as a number of other initiatives such as the Poverty Reduction Plan and the City's Community Garden Policy.

EXISTING POLICY/BY LAW:

Revenue Leasing and Licensing Policy

NOTICE PROVISIONS:

N/A

ACCESSIBILITY CONSIDERATIONS:

N/A

FINANCIAL CONSIDERATIONS:

The partnership provides free use of the 325 square feet at the Memorial Centre but does not have an impact on the existing operational budget.

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CONTACTS:

Lanie Hurdle, Commissioner, Community Services

613-546-4291 ext. 1231

OTHER CITY OF KINGSTON STAFF CONSULTED:

Lynda Breen, Supervisor, Recreation Services

Kathy Gray, Property Specialist

Cheryl Hitchen, Manager, Social Planning and Policy

Daniel Shipp, Sustainable Initiatives Coordinator

EXHIBITS ATTACHED:

Exhibit „A’ Council Report 10-148 Community Garden Network Partnership and Grant Application

EXHIBIT 'A'



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 10-148

TO: Mayor and Council
FROM: Cynthia Beach, Commissioner, Sustainability & Growth Group
RESOURCE STAFF: Lanie Hurdle, Director, Recreation & Leisure Services Department
DATE OF MEETING: 2010-04-20
SUBJECT: Community Garden Network Partnership and Grant Application

EXECUTIVE SUMMARY:

In the past few months, City staff has been working through the development of a Community Garden Policy with members of the community. As staff worked through this process, it became apparent that even with a policy in place (which is scheduled for Arts, Recreation and Community Policies Community in April); there will still be a need for direct support for grass root groups that are trying to start community gardens in their communities. The City is currently supporting existing and development of new community gardens by providing access to municipal lands, maintenance of the land and through the draft policy, some financial support.

A number of services are not proposed to be provided by the City through the policy, as the staff assigned to this portfolio will have other community development responsibilities in the City. In order to bridge the identified gap in service and make well established and grass root community gardens successful, staff has been working with organizations such as the Loving Spoonful, Urban Agriculture Kingston and Kingston Community Health Centre. Collectively, the group identified the need to establish a community garden network. Many larger municipalities such as Ottawa have community garden networks which provide support to community gardens by providing workshops, awareness and insurance coverage umbrella.

City staff was recently informed that the Ministry of Health Promotion has a Healthy Communities Fund through which funding can be requested to help finance development of a community network pilot project. Grant requests are only considered if they are submitted in partnership with other organizations. In discussion with community groups, it was identified that the Loving Spoonful could take on the administration of the community garden network, the City can provide operational space and Urban Agriculture Kingston can provide expertise in the development of the community garden network.

The Healthy Communities Fund application deadline is April 30th. Staff and community partners have already started to work on details of this project and grant application to accelerate the process should Council agree to move forward with this partnership. The City in kind contribution is estimated at \$11,000 which includes office space and office equipment. The \$6,000 cash contribution would contribute to workshop resources and garden equipment/materials. The \$6,000 is to be financed from the cultural equipment account in the capital budget which has about \$28,000 remaining.

RECOMMENDATION:

THAT Council authorize the Clerk and Mayor to sign a grant application to the Healthy Communities Fund in partnership with the Loving Spoonful and Urban Agriculture Kingston to establish a community garden network; and

THAT Council authorize staff to establish a partnership agreement, to the satisfaction of the Director of Legal Services, with the Loving Spoonful to provide access to the Memorial Centre for office space and other logistical support to a maximum of \$11,000 in in-kind services and \$6,000 in cash, to be funded from the capital budget, as part of the partnership and grant application.

AUTHORIZING SIGNATURES:

<p>_____</p> <p>Cynthia Beach, Commissioner, Sustainability & Growth</p>
<p>_____</p> <p>Gerard Hunt, Chief Administrative Officer</p>

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Terry Willing, <i>Community Development Services</i>	N/R
Denis Leger, <i>Corporate Services</i>	N/R
Jim Keech, President and CEO, <i>Utilities Kingston</i>	N/R

(N/R indicates consultation not required)

OPTIONS/DISCUSSION:

The intent with the establishment of a community garden network is to promote sustainability of local food production and contribute to overall food security in the City. The community garden network would facilitate a number of services with existing and new community gardens which would include but not be limited to:

- Acting as interpreter for the community gardens policy for the community. This includes gardeners in existing community gardens, as well as individuals interested in starting new gardens.
- Creating a user-friendly “how to start a community garden” document specific to Kingston. This resource will be provided on line.
- Creating and maintaining an online presence and resource hub linking to related sites in the City and elsewhere.
- Acting as a resource for technical gardening support for new community gardens as needed or helping gardeners find other resources in the community to assist with this. (Master gardeners etc.)
- Developing and coordinating public information sessions about community gardening.
- Helping with the planning and promotion of hands-on workshops in community gardens.
- Organizing events such as the community garden bike tour.
- Assisting new gardens to meet the guidelines and rules laid out in the policy document.
- Assisting and advising new gardens in developing a governance structure, fee structure etc. if needed.
- Taking on inter-garden correspondence about events, policy guidelines, granting opportunities etc.

The proposed partnership which is detailed in the grant application and which requires an agreement between the Loving Spoonful and the City includes the following roles and responsibilities:

1. Administration of community garden network is to reside with the Loving Spoonful. This will enable more community outreach and work with grass root groups.
2. Administrative space is to be provided at the Memorial Centre. Staff reviewed the need for office and meeting room space (taking into consideration the relocation of the Church Athletic League) and has identified office space available as well as access to meeting space. Staff believes that this will be an added service which supports the notion of creating a community centre on this downtown site where activities take place all year around.
3. Expertise and information/resources will be provided through Urban Agriculture Kingston.

This pilot project would also be done in collaboration with the Kingston Community Health Centre and other community gardens.

EXISTING POLICY/BY LAW:

N/A

NOTICE PROVISIONS:

N/A

ACCESSIBILITY CONSIDERATIONS:

N/A

FINANCIAL CONSIDERATIONS:

The grant application will require an in kind contribution from the City of about \$11,000 and \$6,000 in cash to be funded from the Recreation and Leisure capital budget.

CONTACTS:

Lanie Hurdle, Director, Recreation &- Leisure Services Department

613-546-4291 ext. 1231

OTHER CITY OF KINGSTON STAFF CONSULTED:

Lynda Breen, Supervisor, Recreation Services
Leslie Kimble, Assistant Supervisor, Community Development
Luke Follwell, Manager, Recreation Facilities

Others Consulted

Susan Belyea, Loving Spoonful

EXHIBITS ATTACHED:

N/A