

**Forest Heights / Terrace Heights Community League
Garden Monthly Meeting Minutes**

January 27, 2015

Start: 7:05 pm End: 8:56 pm Location: Forest/Terrace Heights Community League Hall (10150-80 Street) Recorder: Bonnie

<u>Present</u>	<u>Regrets</u> (sent email in advance)	<u>Not in Attendance</u> (no show)	<u>Guests</u>
Molly, Suzanne, Rae, Bonnie and Eric	Joanne and Michelle Colleen & Kevin have moved to the West end and regret no longer being able to be part of the Core Garden Group	Vince and Scott	None

ITEM	ITEM AND MAIN POINTS OF DISCUSSION	ACTION
1	Approval of the Minutes from previous meeting	Motion to approve the previous minutes Moved by: Eric Seconded by: Bonnie
2	Approval of the Agenda <ul style="list-style-type: none"> Bonnie added Approval of the Terms of Reference Document and Discussion of available grants 	Motion to approve the agenda Moved by: Molly Seconded by: Eric
3	Reports of Directors	Actions/ Updates
3.1	Garden Group Chair- Summary Report of Fundraiser -The Pancake and Skate Fundraiser event held in support of the Community Garden Initiative was held Jan 17, 2015. The turnout was excellent and we ended up raising \$353 The event itself was covered in costs through the city and so all donations go towards the Community Garden. Chair then encouraged discussion of points of conversation at the event. -Sylvia can be an info source -Garden specific Website and Facebook groups- more relevant further into the project. -The fact the Gretzky site might be noisy was raised.	

4.0	Open Issues	Actions/Updates
4.1	<p>Community Engagement and Community Engagement survey</p> <ul style="list-style-type: none"> -For our community engagement survey we have received 29 surveys submitted online, 24 received through neighborhood canvassing or through attendance at the fundraiser event, as well as 3 surveys listed as Miscellaneous as they are filled out by people from outside of the Forest Terrace Heights Community for a total of 56 survey responses. - 25% of online survey responses were from Terrace Heights; the other 75% were from Forest Heights. All of the paper surveys through door knocking or the event were from Forest Heights. Therefore as the garden will be serving both neighbourhoods extra attention should be focused on engaging the residents of Terrace Heights. -Ideally extra attention for awareness of the community garden project should focus on apartment buildings and four-plexs etc. in the neighbourhood. -Level of engagement so far is good! ☺ 	<ul style="list-style-type: none"> -Rae will canvas Terrace Heights side and the area by the site -Houses directly near the footbridge on Gretzky should be specifically targeted.
4.2	<p>Site Selection</p> <ul style="list-style-type: none"> -Feedback from survey responses suggested that key points in determining the location of the community garden was in general that the garden should be within easy walking distance. It was noted that while this is ideal, walking distance is subjective and where would be considered walking distance would vary and therefore the most central location could be ideal. -Sites that people mentioned as being interested in were the site by the footbridge over Gretzky, near the community league or the church area on 79 Street. - The fact that the Gretzky footbridge location might be noisy was discussed and that there could be fumes from the road. The point was raised that these concerns would also apply to our second choice site, Church on 79 St. It was pointed out that trees could be planted to deal with these concerns. -Molly made a motion to have our Garden located at the site by the Gretzky footbridge. -Next step on this will be to submit a project request to the city and then change the land to parkland. 	<p>Motion to have the Garden located at the site by the footbridge over Gretzky</p> <p>Moved by: Molly Seconded by: Suzanne All in favour</p>
4.3	<p>Approval of the Terms of Reference Document</p> <ul style="list-style-type: none"> -The contents of the document were reviewed. Document should be made available in some location for reference ??? 	<p>Motion to approve the Terms of Reference</p> <p>Moved by: Molly Seconded by: Eric All in favour</p>

4.4	Funding Opportunities -Carla sent Bonnie a list of possible funding/grant opportunities. While many of the opportunities are great the deadline for many of them are very soon and require general information such as budget location and site design.	-Bonnie will apply for any possible grants with the information provided in today's meeting and the budget info being researched.
5.0	New Business	Actions/ Updates
5.1	Land Use Agreement -The parts of a good Land Use Agreement were discussed and are listed below. A good land use agreement will define the following: <ul style="list-style-type: none"> • Terms of use/site lease: how the space will be used; limits of use & what's available for use • Property description & location: dimensions of space, existing infrastructure • Utilities: is water access or electricity available? is there a cost? • Site inspection: clause for pre-inspection to identify & potentially accommodate existing uses of the space, etc. • Length of lease, termination, modification, and renewal process • Rental fees: is the space being made available for free? • Maintenance: what are the standards that are expected to be maintained (ie grass cutting, weed control, waste management, etc.) • Insurance: how are the gardeners insured while working at the site? • Hold harmless clause: an agreement to prevent either party from suing the other for any damage they may suffer due to negligence of the other party. 	-Bonnie will put together and making a case for your space document and will then work in conjunction with Rae on the Land Use Agreement Document.
5.2	Making a Case for your Space Discussed criteria for a Making a Case for your space document which is listed below. <ol style="list-style-type: none"> 1) A concise one page description of the project that includes: <ul style="list-style-type: none"> • A definition of your community garden, its mission (goals) & purposes (objectives) • Names of gardening members • What you plan to grow - vegetables, flowers, etc. • General maintenance plan • A list of sponsoring agencies and/or organizations that support your project 2) A list of all the names & addresses of your organizing committee 3) Letters of support by: speaking to the neighbours of the potential site, give them a copy of your one page description, stress your commitment to maintenance and request their letters of support. -Our current partnering organizations are Sustainable Food Edmonton and the Community League	-Bonnie will put together a case for your space document.

<p>5.3</p>	<p>Garden Design</p> <p>-We began to discuss various issues of garden design and the overall vision of our garden.</p> <p>-Discussed raised beds vs. in ground beds. Seems like our preference is for raised beds but that we would like in ground beds for berry bushes/fruit trees and flowers. Suzanne raised the point that it would be nice to have a communal garden for a true community garden feel. Molly supported the idea of a communal garden and suggested the communal garden be an H-shaped bed at the centre of our garden. She also suggested that individual allotments or plots could be organized to form a labyrinth around the outside of the communal H-bed.</p> <p>Bonnie pointed out that the idea of a communal bed is awesome but that individual beds are probably still needed to give gardeners a sense of ownership and hopefully lower rates of attrition so that all the communal gardening responsibilities don't end up in the hands of one person. It was also pointed out that those living in apartments etc could be drawn to the garden by the sense of ownership individual beds would create.</p> <p>-It was discussed that for individual beds, owners should be allowed to grow what they want essentially, whether they prefer flowers or vegetables. However, it was noted that there are obvious exceptions of invasive species and height issues. It was suggested that if individuals did want to grow large/tall plants that these would need specific approval and that they would have to be positioned on a far edge of the garden so that they wouldn't shade out other plants either in individual or communal plots.</p> <p>-Bed of perennial flowers should exist to attract bees and butterflies to promote pollination of plants.</p> <p>-An in-ground lower plot was also suggested as a kids plot for an inviting way to allow children to be involved in the gardening process.</p> <p>-It was agreed that we like the strong thick beds (like we saw at the Rio Terrace Garden). And that Cedar and thick boards should be priced out.</p> <p>-Suzanne also raised the idea of using reclaimed wood.</p> <p>-Ideally these beds would be accessible to seniors to prevent them having to bend down too much (12-18 inches in height) and have a ledge so that gardeners may sit.</p> <p>-We will likely start with 10 individual raised beds with a communal bed and have plans for expansion.</p> <p>-Plot size should be assumed to be 8 ft length x 4 ft width. Boards would likely be 4x6's arranged 2 to 3 high to create a height of 12 to 18 inches. Sizes could vary but this will likely be the maximum size and should be used for budgeting purposes.</p> <p>-Other options were shown such as metal wash tubs and oak barrels. It was suggested that these could be used as beautifying features such as a bench and two oak barrels with flowers. These could be future considerations depending on funding.</p> <p>-It was suggested that we should have a Bike rack as a way of encouraging human powered transportation</p>	<p>- Rae agreed to type out the necessary items to price out for our garden. From the minutes this would be boards for raised beds (see highlighted section - I think assume 9 4x6 cedar boards per bed for max cost).</p> <p>Bike rack or materials to build.</p> <p>Cost of perennials for communal beds.</p> <p>Cost of gravel or mulch.</p> <p>Cost of large rain cistern or a bunch of smaller rain barrels.</p> <p>Cost of shed, tools, sign and wood for a compost system. Rae will add to this or make it more descriptive as needed.</p> <p>-Suzanne will price out the cost of the materials from the list given to her by Rae from Lee Valley/Canadian Tire and Home Depot or Rona. Ideally this will be done in time to create a rough budget for some early to mid February grant applications.</p>
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	<p>-We discussed that the area is often used as a cut through and that we wouldn't want to take that away from people but would want to encourage them to use the path if possible, by either creating a gravel or mulch path that would tie into the garden. To eliminate difficult mowing between beds the area between beds should also be gravel or mulch. The size of mulch was suggested that could be a probably and hinder mobility if it was too large and hard to walk on. The city does offer free mulch.</p> <p>- Water access was discussed for the site. Will have to look into the arrangement with the city for use of the fire hydrant. Should have a large rain cistern for water storage from the fire hydrant. Should also be raised off the ground to allow for a tap and easy access to the water. Smaller rain barrels are also an option and would be cheaper (perhaps free) but also have potential for theft.</p> <p>-Construction of our garden space should also involve construction of a compost system. We agreed that we could build ourselves a compost system rather than buying one. The ones we saw at Rio terrace (slats in the lee valley metal sides) and the pallet based one at the Westmont veggie garden were our favourites and should serve as inspiration for development of our own Compost system.</p> <p>- The area also doesn't have garbage cans and is a cut through area with high pedestrian traffic. Should try to contact the city to have garbage cans installed and put on their city pick up schedule to try to eliminate dumping in our garden site or compost system.</p> <p>-The site would need a shed for storage of tools and collecting of rain water.</p> <p>-We would also need tools for our shed!</p> <p>-Need soil for beds.</p> <p>-Use of city parkland may require that we are a herbicide and pesticide free garden. No one had a problem with that idea.</p> <p>-Garden should have a sign!</p>	
5.4	<p>Maintenance of Garden</p> <p>-We discussed that there will need to be some kind of maintenance committee for communal beds and spaces.</p> <p>-Maintenance of individual beds should be the responsibility of the renter.</p> <p>-We suggested that there should be a fee for the use of individual beds (to help with maintenance and general operations costs).</p> <p>-There would need to be an application process and people could be wait-listed if there were not enough beds available. This would be decided upon by the Garden Operations Committee which will likely consist of some combination of those of us in the Core Garden Group.</p> <p>-Bed Allotment will be for the whole season. With previous tenants of the beds first right of refusal, opportunity to renew, assuming there are no issues with the tenant. Maintenance issues could prevent the tenant from being issued a bed in the future.</p> <p>-We discussed what our standards for maintenance would be and how they would be</p>	

	<p>enforced. Issues such as weeds, disregard for height restrictions and misuse of tools could be actionable.</p> <p>-Action would consist of letter/email/contact in some manner and a general discussion perhaps including whether or not they individual could use help maintaining their bed due to unforeseen circumstances. May have a volunteer group of "Garden Angels". If the problems are ongoing or cannot be addressed through discussing we could suggest they relinquish their bed midseason but that decision will be at the tenant's discretion. Excessive weeds that interfere in other gardeners garden experiences could led to the beds being mulched. It is up to the Garden Operations Committee to decide whether or not the Bed will be renewed.</p> <p>-The shed will have limited access (perhaps code access to core garden group) but should have Garden days where tools will be available during certain time periods.</p>	
5.5	<p>Community Garden Name</p> <p>-The name the garden competition at the event prompt approximately 4 entries with no successful candidate names.</p> <p>-Molly made a motion to name the our CG "The Heights Community Garden"</p> <p>All were in favour and the motion passed.</p>	<p>Motion to name the Community Garden "The Heights Community Garden"</p> <p>Moved by: Molly</p> <p>Seconded by: Eric</p> <p>All in favour</p>
5.6	<p>Core Garden Meeting Time</p> <p>-It was suggested that the meeting time be moved to earlier in the evening to make it possible for parents of younger children to bring them if needed and still get them in bed in a timely manner. As a result, we have moved the meeting time of the next meeting to 6:30 pm</p>	<p>- Next Meeting Tuesday, February 24 at 6:30 pm</p> <p>-Rae adjust the meeting time on the calendar accordingly</p>
6.0	<p>Actions- items board members have agreed to complete. Add new items each meeting and remove completed items each meeting.</p>	Updates
6.1	<p>Actively work on getting community engagement feedback:</p> <p>Eric and Bonnie will canvas near the community league, Suzanne will survey people from her seniors' complex, Vince will survey people at his Block party, Rae will canvas the Terrace Heights side of the footbridge.</p> <p>Carla send color pictures for door to door canvassing</p>	<p>-Eric and Bonnie canvassed the area by the community league. Suzanne surveyed the seniors complex.</p> <p>-So far we have a good level of engagement from Forest Heights.</p> <p>-Rae will canvas the Terrace Heights side. Houses directly near the footbridge on Gretzky should be specifically targeted.</p>
6.2	<p>Bonnie- draft terms of reference document and distribute for feedback prior to next meeting</p> <p>ALL- Read terms of reference document and provide any feedback via email prior to next meeting so it can be assembled and discussed</p>	<p>-The terms of Reference Document was approved. It will be located at So people can access the document for reference.</p>
6.3	<p>Making a Case for your space</p> <p>-Bonnie will put together a case for your space document.</p>	<p>-Bonnie will put together a case for your space document.</p>

6.4	<p>Land Use Agreement</p> <p>-Bonnie will put together and making a case for your space document and will then work in conjunction with Rae on the Land Use Agreement Document.</p>	<p>-Bonnie will put together and making a case for your space document and will then work in conjunction with Rae on the Land Use Agreement Document.</p>
6.5	<p>Pricing Out Items for a preliminary Budget</p> <p>- Rae agreed to type out the necessary items to price out for our garden. Partial list created in the actions column above.</p> <p>-Suzanne will price out the cost of the materials from the list given to her by Rae from Lee Valley/Canadian Tire and Home Depot or Rona. Ideally this will be done in time to create a rough budget for some early to mid February grant applications.</p>	<p>Rae agreed to type out the necessary items to price out for our garden. Partial list created in the actions column above.</p> <p>-Suzanne will price out the cost of the materials from the list given to her by Rae from Lee Valley/Canadian Tire and Home Depot or Rona. Ideally this will be done in time to create a rough budget for some early to mid February grant applications.</p>
6.6	<p>Contacting potential garden volunteers</p> <p>- Molly will contact the individuals who indicated on the community engagement survey that they would be interested in volunteering.</p> <p>-Rae will compile a list of potential garden related volunteer opportunities for her to talk about.</p>	<p>-Molly will contact the individuals who indicated on the community engagement survey that they would be interested in volunteering.</p> <p>-Rae will compile a list of potential garden related volunteer opportunities for her to talk about.</p>
6.7	<p>Grants and Funding</p> <p>- Bonnie will apply for any possible grants with the information provided in today's meeting and the budget info being researched.</p>	<p>Bonnie will apply for any possible grants with the information provided in today's meeting and the budget info being researched.</p>

Meeting adjourned: 8:56 pm

Next Meeting: Tuesday, February 24th, 2015 at 6:30 PM