

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

October 27, 2015

**Start: 6:30 pm End: 8:15 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>
Rae, Bonnie, Eric, Scott, Molly, Vince, Suzanne		None	None

ITEM	ITEM AND MAIN POINTS OF DISCUSSION	ACTION
1	Approval of the Minutes from previous meeting	Motion to approve the previous minutes <b>Moved by: Molly</b> <b>Seconded by: Scott</b>
2	Approval of the Agenda	Motion to approve the agenda <b>Moved by: Bonnie</b> <b>Seconded by: Vince</b>
3	<b>Reports of Members</b>	<b>Actions/ Updates</b>
3.1	<p><b>Report from Corey (our city planner who we met with the week prior) via E-mail in regards to our proposed project plan on the original footbridge site</b></p> <p>City Council approved the changes to the Zoning Bylaw (Bylaw 12800) last week regarding urban agriculture and community gardens on parkland. A summary and additional information pertaining to the changes are available at:</p>	

[http://www.edmonton.ca/city\\_government/urban\\_planning\\_and\\_design/urban-agriculture.aspx](http://www.edmonton.ca/city_government/urban_planning_and_design/urban-agriculture.aspx)

This change to the Zoning Bylaw will eliminate the requirement to undertake a Phase I Environmental Site Assessment as part of the development permit process - due in part to the fact that development permits are no longer required for small-scale, low impact community gardens on parkland. The environmental reporting requirements do not change as the project lies within the boundaries of the North Saskatchewan River Valley Area Redevelopment Plan (Bylaw 7188).

I've attached the Project Request form to be submitted for this project. The Project Request builds on the information already submitted and will address some of the environmental impacts of the project. To the best of my understanding and if the scale of the project has not changed, this should satisfy the environmental reporting requirements as part of Bylaw 7188.

As part of the Project Request you are required to submit a detailed site plan for the garden that illustrates the following:

- Location of existing property lines;
- General location of existing structures (buildings, play structures, etc.);
- General location of existing landscape features (planting beds, trees, pathways, benches, lighting, fencing, etc.);
- Information on the surrounding properties (i.e. residential? single family? multi family dwellings?);
- Distances between existing property lines, existing structures and existing landscape features;
- Dimensions of the proposed garden area (where you will be planting);
- Dimensions and location of any proposed composting bins, small garden sheds, pathways, or other similar features to be installed in support of the proposed community garden; and
- Location and details of the proposed water source.

The site plan does not need to be professionally drawn but must be legible and drawn as much to scale as possible.

As part of your submission please give consideration to:

- Site maintenance: How will your Garden Group manage and maintain the garden throughout the season?
- Budget and funding: outline your project budget, funding sources and how the garden group will continue to fund the garden.
- Community Involvement: What has been/will be your public consultation plan? This should include:
  - A Public Involvement Plan
  - Letter of support from the local Community League;
  - Record of support that local neighbours support the garden project;
  - Record and evidence that neighbourhood notification has occurred.

Attached with this email are some images of the proposed garden site. The first image highlights two drainage lines (in green) that cross the site. I don't believe there will be a conflict regarding the location of the garden and these lines but this will need to be confirmed. If there is a more specific angle/image you're looking for just let me know and I'll do my best to provide it. We had talked about setbacks. Generally, we require a 7.5 meter setback between the sidewalk/property line and any proposed landscaping - such as a garden. As technically this isn't parkland we'll have to ensure Transportation is comfortable with the separation distance between the sidewalk/road and the garden. Based on previous information your intended location should be fine.

As discussed water is key. You'll have to identify how trucks will be providing water access to the site. Having vehicles drive across turf is not advisable and may not be permitted. You'll have to ensure this is accommodated in the design, i.e. is a truck able to pump water into a storage tank from the road side?

One other suggestion is to avoid the top of bank along the west side of the grassed area - the edge of the maintained grass. There are additional restrictions on landscaping, watering and adding weight to river valley and ravine slopes. Generally, a good measure is to stay away from the edge of the bank by 10 meters.

Because there is no onsite parking the expectation is that the garden will support the local community and will not generate traffic and on-street parking pressure. If the project becomes too large additional requirements may apply. Likewise, any structures such as garden sheds that are larger than 100 sq. feet require a development permit which in turn will result in additional project requirements. Just something to be mindful of.

	<p>As soon as I receive the completed Project Request with all the information I will send it out for a 3 week circulation/review. This will allow other Departments to review and respond accordingly. Because the land is held by the City's Transportation Department we'll need to work closely with that department. From there we can address any questions/comments that resulted and work to move the project forward.</p>	
<b>4.0</b>	<b>Open Issues</b>	<b>Actions/Updates</b>
4.1	<p><b>Site Selection</b></p> <p>- The week prior the core garden group met with Corey (city planner) at the site to discuss the changes that might be coming through city council and what they would mean for us and our garden project. This week we found out that the changes had been approved and that for us this would mean that we no longer need a development permit to build our garden on the footbridge site and therefore will not need to do the expensive phase I environmental assessment. As such, we are going to go ahead with the footbridge site and submit all the necessary documents to move ahead with this (information provided in Corey's report- Section 3.1)</p> <p>-One of the key issues for the site that we need to address is a plan to supply the site with <b>water</b>. A solid plan for this will be necessary to go ahead with the development of the garden.</p> <p>-Many of the items needed for the Project request have been compiled in our garden documents.</p>	<ul style="list-style-type: none"> <li>- We will be going ahead with the Gretzky/footbridge site.</li> <li>- Rae will be submitting the complete Project Request (following submission of some details by the rest of us) which will then be sent out for a three week review prior to approval</li> <li>- Bonnie will compile garden documents and send to Rae</li> </ul>
4.2	<p><b>Budget</b></p> <p>-As part of the full project proposal we need a budget that will be able to show that we will be able to cover the costs of operations including water delivery. While we intend to collect whatever water we can off the roof of our shed in rain barrels we also need to know how much water we will need and what the cost of delivering water would be so that we can consider that when setting membership fees for the garden. Other gardens have membership fees that range from \$10-\$25/year. Members would likely need to have a community league membership.</p>	<ul style="list-style-type: none"> <li>- Bonnie- email other community gardens to find out how much water they use.</li> <li>- Eric- look into the cost of water delivery.</li> </ul>

	<p>It was discussed that it is possible that water delivery might be \$300-\$400 per delivery. If we have 2 x 1000L water cisterns how often would we need to get water delivered?  Vince offered to use his truck to transfer water to the barrels if necessary to save on costs. Moving forward we are researching how much water other community gardens use and how much water delivery would cost</p> <p>-Garbage removal- If we provide a garbage can at the site (might be necessary as people cut through the area with dogs) we need to consider the cost of garbage removal. Rae suggested talking with Hedway school to see if they would mind if we used their dumpster occasionally for this purpose rather than having to pay for disposal  It was also suggested that we not have a garbage at the site and have only our compost bins and have it part of the gardeners contract/site maintenance that you have to take back out any garbage you make. If was also discussed that we could have a rule board at the site.  -Any yearly improvements or future developments would be fundraised for or grants would be written for them but it was agreed that it is a good idea to start with higher fees until the garden has been operational for a while and we are more aware of what operating costs will truly be.  -We agreed that the budget we previously created is a good reflection but needs to be reviewed to see if any prices have changed.</p>	<p>-Suzanne was going to contact Hedway school to see if they would be agreeable to this arrangement.</p> <p>-Vince will review budget  -Rae will talk to her neighbor who is a finishing carpenter to see if he can help us with sourcing the wood for the project</p>
4.3	<p><b>Garden Design</b></p> <ul style="list-style-type: none"> <li>- Dimensions of the site were measured/approximated.</li> <li>- Molly has a friend that will help us draft a site design plan</li> </ul>	-Molly: Site Design
4.4	<p><b>Grants and Fundraising Opportunities</b></p> <ul style="list-style-type: none"> <li>- At this month's meeting we talked in detail about having an I've outgrown it sale potentially in the early spring.</li> <li>- Also talked about having a potential soup event.</li> <li>- or a craft/bake sale in December</li> </ul> <p><b>From last month's minutes</b></p> <ul style="list-style-type: none"> <li>- Possible fundraiser events/ideas that were discussed</li> <li>- Bake Sale</li> <li>- Pancake Breakfast</li> <li>- Paint Night</li> <li>- Composting Course (Spring maybe?)</li> </ul>	

	<ul style="list-style-type: none"> <li>- Canning Course (again may be late but potential for next year) Fruits of Sherbrooke (Bonnie)</li> <li>- Fermenting classes and Fermenting compost (Scott)</li> <li>- Fitness Classes (Rae)</li> <li>- Vertical Gardens, Container Gardens</li> <li>- Home brewing</li> <li>- Should try to compile a list/database of experts, Rae will put a call out in the SouthEast Voice</li> </ul> <p>- Through donations, BBQ, Pancake Breakfast we have raised a little over \$900 for the garden project.</p> <ul style="list-style-type: none"> <li>- One grant application was successful. Karen from Imperial Oil was at our last meeting and presented us with a cheque for \$1500 and took pictures.</li> <li>- Completing the community garden process following the guidelines from Sustainable Food Edmonton should also grant us \$5000.</li> <li>- <b>Therefore our current funding for the project is ~\$7500</b></li> <li>- Our grant application with Age Friendly Edmonton is on hold. They wanted to see the site and be provided with a few more details on the project before committing funding. Requires that our garden be accessible and friendly for seniors but could provide up to \$5000 in funds for us to make this happen, which would be awesome.</li> </ul>	
4.5	<p><b>Community Engagement</b></p> <ul style="list-style-type: none"> <li>- As it seems like we are going to go ahead with the footbridge site even though the residents immediately nearby have been contacted previously, we should make further efforts to make sure they feel/are consulted.</li> </ul> <p>-At last month's meeting, it was mentioned that we aren't sure what information about the garden project is available on the community league website. Perhaps someone can take a look at this and provide better information to update if they deem it necessary</p>	
5.0	<b>New Business</b>	<b>Actions/ Updates</b>
	No New Business	

6.0	<b>Actions-</b> items board members have agreed to complete. Add new items each meeting and remove completed items each meeting.	Updates
6.1	<p><b>All members</b></p> <p>1. Look into Educational/Fundraising Opportunities/Events. Everyone agreed that they would look into one thing</p> <p><b>Old but still relevant</b></p> <ol style="list-style-type: none"> <li>1. Save newsprint to use in bottom of garden beds</li> <li>2. Ask your neighbours if they have tools, barrels, a plastic compost, old kids hard plastic swimming pools, or bike rack to donate</li> <li>3. Connect with at least one person or business about donating to the garden in the form of volunteer hours, tools or building supplies, monetary donations</li> <li>4. Look over garden documents</li> </ol>	
6.2	<p>Rae</p> <ol style="list-style-type: none"> <li>1. Arrange meeting with City Planner</li> <li>2. Put call out for our “Experts Database” in SouthEast Voice (from Sept)</li> <li>3. Contact Fitness Instructors</li> <li>4. Check with neighbour about building materials</li> <li>5. Compile budget into gold standard template (from Carla) after Vince has reviewed it.</li> <li>6. Compile and Submit Project Request</li> <li>7. Inquire about grant at PwC</li> </ol>	1. Completed
6.3	<p>Bonnie</p> <ol style="list-style-type: none"> <li>1. Look into Grants and Apply again as necessary</li> <li>2. Compile all garden documents into logic system and send to Rae/share with the group.</li> <li>3. E-mail other community gardens to learn about water usage</li> </ol>	
6.4	<p>Vince</p> <ol style="list-style-type: none"> <li>1. Review and compile construction budget</li> </ol>	
	<p>Suzanne</p> <ol style="list-style-type: none"> <li>1. Contact Hedway School re: garbage</li> </ol>	

6.5		
6.6	Molly 1. Site plan! 2. Connect with the Little Italy Community Garden about the materials they used to build their beds	
6.7	Eric 1. Look into costs for water delivery	

Meeting adjourned: 8:15 pm

Next Meeting: Tuesday, November 24, 2015 at 6:30 PM