

Lac La Biche County *Policy*

TITLE: COMMUNITY GARDEN

POLICY NO: ENV-63-001

RESOLUTION: 21.052

EFFECTIVE DATE: January 12, 2010

DEPARTMENT RESPONSIBLE:
ENVIRONMENTAL SERVICES

NEXT REVIEW DATE: January 26, 2024

POLICY STATEMENT:

Lac La Biche County supports local food production and recognizes community gardening as a valuable community recreational activity that contributes to the health and well-being, positive social interaction and community development for the betterment of all residents.

For the purposes of this policy, a “community garden” is defined as a plot of land where individuals, families, groups, associations, societies or other organizations from within the community participate in agricultural and horticultural activities that will result in the production of vegetables, edible berries, flowers, as well as ornamental and native plants.

“Original Signed”

Chief Administrative Officer

February 3, 2021

Date

“Original Signed”

Mayor

February 4, 2021

Date

SPECIAL NOTES/CROSS REFERENCE: PI-63-001 Policy/Procedure; ENV-63-001 Community Garden Procedure

AMENDMENT DATE: January 26, 2021

Procedure

TITLE: Community Garden

PROCEDURE NO: ENV-63-001

EFFECTIVE DATE: January 12, 2010

DEPARTMENT RESPONSIBLE:
Environmental Services

NEXT REVIEW DATE: January 26, 2024

PROCEDURE:

1. For the purposes of this procedure the primary Gardener and the individuals listed on the gardening agreement will be called “Gardeners”.
2. Gardeners who fail to comply with, or are in violation of the policies and procedures as stipulated in the gardening agreement will be subject to one or all of the following consequences:
 - i. Forfeiture of plot and any crops growing there;
 - ii. Referral of the matter to Protective Services.
3. Lac La Biche County will be responsible for:
 - i. The development of a garden site plan and area layout with adequately sized plots that have suitable growing conditions for crop production;
 - ii. The research, development and implementation of:
 - a. the program policy and procedures;
 - b. rules and regulations;
 - c. yearly maintenance and activity schedule;
 - d. fee structures and services;
 - e. recording and reporting documents for assessing future needs;
 - f. partnerships with individuals, groups or organizations that would enhance the program.
4. The community garden plots are allotted to the Gardeners for private use; however, Lac La Biche County remains the sole owner of the land, and its subject to municipal by-laws as well as provincial and federal acts and regulations including the prohibited use of alcohol and tobacco. In accordance with public health regulations, animals will not be allowed at the garden.
5. To be eligible for a community garden plot, the Gardener must be a resident of Lac La Biche County.
6. Garden plots will be assigned on a first come first serve basis. Initial plot requests are limited to one per individual and will have a limited duration of ownership from the first day of confirmed assignment to the date confirmation of clean up for that calendar year. A waiting list will be established in the event that:

- i. a plot becomes available as a result of forfeiture of the agreement or enforcement of regulations;
 - ii. available plots remain after initial registration deadline and all plot assignments have been made;
 - iii. a Gardener requests permission to share-crop due to hardship or personal circumstances.
7. Registration will begin on April 1st of each year and gardeners will be given notice of deadline at least two weeks prior to the date which will be advertised in the local newspaper. All persons gardening or assisting with the care and maintenance of the plot must be listed on and sign the plot agreement and waiver form. Plot assignments will not be made until Gardeners sign the agreement and waiver form.
8. Fee structure will be determined on a yearly basis following assessment of the needs and demands of the Community Garden program.
9. Gardeners do not have the right to choose or reassign their plot. If a Gardener decides to participate in the community garden for consecutive years, they will be given preference of their previous years plot.
10. The Gardeners are responsible for ensuring a crop is planted by June 10 of each year. If the land remains open, the plot is subject to be reassigned. However, in the instance of crop failure the gardener has an opportunity to re-seed. Plots are to be harvested by October 20th to allow site work for the following season.
11. Gardeners are responsible for keeping their plots and the paths surrounding their plots clean and free of weeds. No debris, garbage etc. should be left at the site, containers are provided at the community garden site for disposal.
12. Gardeners must be considerate of their neighbors. Gardeners must maintain plants within the plot borders ensuring that sprawling plants are kept in check and tall plants are in areas where they will not block the available sunlight to other plots.
13. Plot corners will be clearly marked by stakes and will be used as permanent boundary markers. Individual fencing of plots is allowed but must be:
 - i. within the plot border;
 - ii. kept under 3 feet tall;
 - iii. removed at the end of the season by the Gardeners.
14. Only the County's Environmental Services Department can use pesticides on the site. When that is done, all applicants or Gardeners are to be informed. Gardeners use of pesticides is prohibited unless approved by the Agricultural Fieldman or his/her designate.
15. Lac La Biche County Environmental Services staff will be inspecting the area on a weekly basis. Garden plots that have excessive overgrowth of weeds and garden plants that are considered out of control will be:
 - i. Given notice to clean up with a 7-day allowance for compliance. If failure to comply;
 - ii. Notified of failure to comply and given an additional 24 hours to clean. If failure to comply;
 - iii. Plowed under and plot rights forfeited to the County.

16. Gardeners must notify the Lac La Biche County staff if they are no longer able to tend the plot or will be absent for long periods of time in order to ensure that the appropriate arrangements have been made in advance to care and maintain the plot.
17. Any conflicts arising from the Community Garden shall be managed by the gardeners by attempting to resolve the matter amongst themselves. If unable to resolve the matter, parties will discuss the matter with Agricultural Fieldman and the Manager of Environmental Services or his/her designate whose decision is binding.
18. The Gardeners shall indemnify and save harmless Lac La Biche County, its employees and agents from any and all claims, demands, actions and costs, including legal costs (on a solicitor/client basis) as well as claims from the Gardeners and third parties for any loss arising out of any gardening agreement, excluding any loss resulting from the negligence of Lac La Biche County its employees or agents.
19. The personal information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used for the purpose of the administration of Lac La Biche County's Community Garden program. The information on this form will not be disclosed outside of the Lac La Biche County organization. If you have any questions about the collection and use of this information, please contact the Lac La Biche County's FOIP Coordinator at 780-623-6806.

"Original Signed"
Chief Administrative Officer

February 3, 2021
Date

SPECIAL NOTES/CROSS REFERENCE: PI-63-001 Policy/Procedure; ENV-63-001 Community Garden Policy

AMENDMENT DATE: January 26, 2021



Lac La Biche County Community Garden Application Form 2021

PLOT APPLICATION

First Name: _____ Last Name: _____

Mailing Address: _____

Postal Code: _____

City/Town: _____

Phone Number: _____

Email Address: _____

The County may contact you through email or phone with plot updates.

I would like to apply for plot # _____

Previous Community gardeners, please check the square below if the following statement applies to you.

I participated last year and would like to apply for my previous Community Garden plot # _____

PLOT TERMS AND CONDITIONS

The Gardener and those included shall indemnify and save harmless Lac La Biche County, its employees and agents from any and all claims, demands, actions and costs, including legal costs (on a solicitor/client basis) as well as claims from the Gardener and third parties for any loss arising out of any gardening agreement, excluding any loss resulting from the negligence of Lac La Biche County or its employees or agents.

If you agree to the terms and conditions above, Lac La Biche County Policy ENV-63-001 Community Garden and the Community Garden Procedure, please sign below.

Applicant Signature

Date

Please email this form to: agriculture@laclabichcounty.com or mail this form addressed to Alanna Okrusko, Environmental Services Box 1679 Lac La Biche, AB T0A 2C0 or in person to the Lac La Biche County Centre located at 13422 HWY 881. Please call 780-623-6739 if you require any further information.

OFFICE USE ONLY	
_____ Lac La Biche County Employee (print name)	
_____ Lac La Biche County Employee Signature	_____ Date

Your personal information is being collected under the authority of and pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection and use of this information, please contact the Manager of Legislative Services for Lac La Biche County at 780-623-6806.



Lac La Biche County Community Garden Application Form 2021

COMMENTS AND SUGGESTIONS

ALEXANDER HAMILTON PARK COMMUNITY GARDEN PLOT LAYOUT



NOTICE AND DISCLAIMER

Lac La Biche County makes available for the use of ratepayers and developers this mapping and GIS information. Lac La Biche County does not warrant the accuracy of this information; individuals rely upon the information at their own risk. Lac La Biche County is not responsible for the accuracy, reliability, completeness, relevancy or timeliness of this information and users should confirm all information with qualified and trained persons, in accordance with the unique requirements of each project or development. Lac La Biche County accepts no responsibility for any loss, damage, injury or consequential damages to persons or property arising out of or connected with the use of this information.

Base Map compiled from the Provincial Title Mapping Digital Base.
Universal Transverse Mercator Projection, Zone 12, NAD 83 datum.
Spatial Data Warehouse Ltd., April 2012
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