

**TOWN OF INGERSOLL**  
**PARKS AND RECREATION DEPARTMENT**  
**PARKS - MAINTENANCE STANDARDS, POLICIES & PROCEDURE**  
**DEVELOPMENT & MAINTENANCE OF COMMUNITY GARDENS**

*Report No. R -171/ 09*

*Approval Date: November 9, 2009*

**Mayor Holbrough and Members of Council:**

**1. Purpose of Report**

The purpose of this report is to obtain the approval of Council of a new policy regarding the development and maintenance of community gardens in local parks.

**2. Report**

Over the last several years the Communities in Bloom Committee in partnership with the Town of Ingersoll has been encouraging community groups & organizations to plant community gardens in local parks i.e. Yvonne Holmes Mott Memorial Park.

Although guidelines were given to community groups regarding the development and maintenance of the gardens a policy has never been approved by Council.

At the request of Council staff was asked to prepare a policy for the development and maintenance of community gardens.

Attached to this report is a copy of a proposed policy for Council's consideration.

**3. Recommendation**

**THAT** Council approved the attached policy on the "Development & Maintenance of Community Gardens in local parks.

Respectfully submitted,

Bonnie Ward, Director

Parks and Recreation Department

**MAINTENANCE STANDARDS, POLICIES & PROCEDURES**  
**DEVELOPMENT & MAINTENANCE OF COMMUNITY GARDENS**

**Purpose**

The purpose of this policy is to provide guidelines for the installation and maintenance of Community Gardens in local parks.

**Community Participation & Approval**

As a beautification project the Town of Ingersoll Parks and Recreation Department and the Ingersoll Communities in Bloom Committee will encourage community groups and organizations to participate in the installation and maintenance of Community Gardens in local parks.

All Community Garden project proposals must be approved by Town Council prior to any Community Gardens being installed.

Upon Town Council approval the Director of Parks and Recreation and the Parks Foreman will approve all Community Garden planting plans.

**Installation & Maintenance Procedures**

- The Town of Ingersoll Parks & Recreation Department will approve the location of the community gardens in a specific park. The Department will provide:
  - A prepared garden with topsoil
  - Mulch to top dress the completed garden. Mulch will be added to the Garden on a yearly basis.
  
- Community Groups and Organizations must provide:
  - Community Garden Design & Plant Material to be used
  - Plant Material Allowed - Annuals, Perennials, Shrubs, Grasses, hardscape etc.
  - No Permanent Structures Allowed i.e. water fountain, monument
  - Yearly Maintenance of Garden – Replacement of Annuals, Dead Plant Material & Weeding on a regular basis.
  - Watering of any new plantings
  - Installation of Signage (Signage and Size must be approved by the Parks & Recreation Department)