



To: The City of Victoria
From: James Bay Neighbourhood Association (JBNA) Board of Directors
Date: June 24th, 2015

Re: Community Garden Grant

In accordance with City of Victoria strategic directions JBNA is prepared to serve as the non-profit society responsible for the 2015-2016 community garden volunteer coordination grant designated for the James Bay neighbourhood. This role is supported by the James Bay Garden Association (see attached letter).

Over the past several years, JBNA has facilitated community gardening within James Bay through the identification of areas for allotment and community gardening (site scoping done and presented to Parks department in 2010/2011), the support of a 'commons' herb garden at Fisherman's Wharf Park, and planting of food bearing trees (nuts) on City boulevards including St. Lawrence and Montreal Streets. Since 2013, JBNA has been advocating and working towards the re-settlement of the Michigan Street garden from Provincial land to City land within James Bay.

JBNA recognizes that food gardening is of interest for many residents, regardless of whether they are living in single detached homes, duplexes, multi-dwelling townhouses, or apartment complexes. We have detailed an ambitious plan, which will be refined as the program moves forward. The JBNA garden committee would NOT be dedicated to any one garden, but service the whole community.

JBNA Gardens Committee:

JBNA will establish a Garden Committee, responsible to the JBNA Board of Directors, in accordance with JBNA Committee policy. The committee will comprise the JBNA Garden Volunteer Coordinator, at least one member of each garden group within James Bay that wishes to avail itself of the coordination services provided by the Volunteer Coordinator through the JBNA Society, and two Directors of the JBNA.

Current and planned gardens on public and private lands include:

- James Bay Community Garden: 54-plot allotment garden on Montreal Street
- Niagara Garden (expected to be formed between Montreal and Dock Streets)
- Fisherman's Wharf Park Herb garden (now established and being used)
- Niagara Grocery demonstration/education plot
- Capital Park commons garden: fruit bearing and herb garden (2019 completion)
- Vancouver Island Rock and Alpine Society: Alpine Garden in Beacon Hill Park

Note: Although not a primary food producing garden, this garden falls within the community garden framework and may have edible plantings.

All garden groups would be invited to join the JBNA Garden Committee. Any garden participating in the JBNA Garden Committee must either be an open accessible garden, an allotment garden under a not-for-profit society with liability insurance as required by the City of Victoria, or a garden directly affiliated with JBNA and covered under JBNA liability insurance. This committee would vet proposals and create the Coordinator's deliverable targets.

JBNA's ongoing and direct role will be to:

- ensure an open and competitive process for the selection of coordination services
- ensure transparency regarding distribution of grant funds, and reporting of same to the City of Victoria
- create a gardening web-page at www.jbna.org
- review the quarterly and final reports submitted by the Volunteer Coordinator through the JBNA Garden Committee

Neither JBNA nor the Garden Committee will play any direct role in the day-to-day operations of existing or future gardens established in James Bay, except for the facilitation of bulk materials purchasing and the recruitment of volunteers for any commons garden created in James Bay (e.g. Community Orchard).

Services of the Volunteer Coordinator would be provided on an as needed basis to garden members of the JBNA Garden Committee as well as other gardeners within James Bay as general services and coordination of common materials and garden informational gatherings that may arise from time to time. Opportunities for cooperation through the sharing of "wait-lists" for allotment gardens will be explored as will discount or other member programs. There may an opportunity to "match" gardeners with private property owners who may want to share their garden space (this happens upon occasion).

Community and Allotment Garden Opportunities in James Bay:

Parcels of underused City property may be suitable for edible food production. Three such sites were identified by JBNA in 2010/2011, the Niagara Boulevard being one such site. JBNA recognizes that privately held greenspace within James Bay could provide garden opportunities for residents, particularly renter and condominium residents. Such opportunities would be pursued, with the objective of encouraging landlords and stratas to facilitate gardening.

Potential Projects (examples only):

2016-2017: Develop submission to the City of Victoria directed to creating a commons orchard, Todd Orchard on Todd Parkette, north of the tennis courts on Montreal Street for the use of children and others.

2017-2018: Develop a submission for the creation of a food garden either on available hard-surfaced City of Victoria property, under-utilised public and/or privately owned greenspace (non-boulevard or park) such as Rithet Street.

As part of an expressed commitment to public use of gardens on public lands, Garden Committee member-gardens receiving services of the Volunteer Coordinator would be expected to assist with garden-bees or work-parties from time to time; such work parties would be directed to Commons Orchards or other common garden areas.

All grant funds will go for garden volunteer coordination; JBNA itself is a volunteer-driven, non-profit society with no paid staff. JBNA will retain no administration or other fees from the grant funding. The grant will not be used to supplement any existing program.

JBNA Management:

JBNA has proven capability in project management. Team members who would be involved with the grant through financial reporting or as members of the JB Gardens Committee offering program (educational) advice would be:

- Marg Gardiner, BSc, MBA: Pres JBNA, retired, grant management administration (University Officer - research grants) and regulatory experience (Health Protection & Hazardous Products).
- Wayne Shillington, PhD: Treasurer JBNA, retired, Educational Administration responsible for major project budgets (Past President, NorQuest College).
- Britta Gundersen-Bryden, BA, MEd, MBA: Vice-President JBNA, retired from BC Ministry of Education, Executive Director responsible for provincial examinations, scholarships and French language Programs.
- Tim VanAlstine, Past-President JBNA, retired from Canada post and avid gardener.

JBNA was registered as a not-for-profit under the BC Societies Act in 1993: S-0031280. In July of this year, JBNA will have appropriate insurance coverage to enable gardens to operate under the aegis of JBNA.

In closing, JBNA (with an elected board, membership open to all James Bay residents and a 20+year track record in the community) is in the ideal position to reconcile what are often seen as competing land use interests within the community and to work with the City of Victoria to achieve its Strategic Plan Objective 8, related to public spaces, green spaces and food systems.

Respectfully Submitted,



Marg Gardiner
President, JBNA
250-360-0300



**DRAFT Terms of Contract for James Bay Garden Volunteer Coordinator
(to be finalized/agreed upon after discussions between JBNA and Coordinator)**

Position: **Volunteer Coordinator, James Bay Community Garden Committee**
Term: **September 1, 2015 – March 31, 2016** (or 6-8 weeks of grant approval)
(April 1 to March 31 thereafter)

Maximum Amount of Contract: **\$6,000 (inclusive of GST if applicable)**

The James Bay Garden Volunteer Coordinator is to provide a focal point for food production gardening activities within the community of James Bay. Although the Coordinator will be reporting to the community through the JBNA Garden Committee, the coordinator would liaise directly with allotment garden organizations, private garden organizations, and the City (with regards to commons gardens such as orchards and herb gardens).

The coordinator is to assist garden groups in coordination of volunteers for the purpose of general work-parties, the identification of “new” garden opportunities, the creation of new commons garden opportunity submissions, the dissemination of garden information to garden groups and the general population of James Bay, and to create opportunities for James Bay residents to become actively involved in gardening.

The Coordinator reports to the JBNA Board but works on a routine basis through the JBNA Garden Committee. The Coordinator routinely communicates with the City of Victoria Parks Garden Coordinator and garden representatives from allotment and community gardens on the JBNA Garden committee. The Coordinator’s activities are influenced by the gardening season, and are the focus of the Garden Committee meeting agendas.

Conditions:

- i) the James Bay Garden Volunteer Coordinator will be a contractor, not an employee of JBNA, and will be responsible for any and all required fees, payments, and disclosures as required by law for a self-employed person
- ii) the Coordinator will not be responsible for doing gardening, except as he/she fulfills responsibilities with any garden group to which the coordinator may belong, in which case any liability arising would be the responsibility of the garden group.

Garden Program Objectives:

- i) involve more James Bay residents in food gardening
- ii) identify food gardening opportunities (e.g. propose new spots for gardens)
- iii) increase food produced and consumed in James Bay
- iv) reduce food (produce) waste

Garden Services:

The contractor will coordinate activities of James Bay community volunteers under the general direction of the JBNA Garden Committee to achieve the following outcomes:

- i) garden-bees or work-parties: beginning/end of season and as required
- ii) schedule equipment loans/sharing for jointly acquired/shared equipment
- iii) facilitate sharing of “bulk” materials such as compost for all who wish to share
- iv) create/maintain a waiting list of those interested in allotment gardening
- v) create incentive program(s) to entice more residents to garden
- vi) encourage and involve residents who do not belong to a garden group to become active gardeners

Deliverables:

- i) quarterly and annual reports to be presented at the JBNA AGM to include:
 - o summary of work completed during the quarter
 - o status report on projects and on development projects
- ii) monthly or bi-monthly submissions to the JB Beacon advising residents of seminars, gatherings and opportunities, including gardening “tips” for both traditional and container/balcony gardening
- iii) index or base-line of gardeners and gardening activities in James Bay
- iv) a proposal that would, within two years, add fruit-bearing trees and vines to appropriate locations in James Bay in ways that make the output freely available to James Bay residents (example: Todd Parkette)
- v) grant applications for any additional gardening activities which may apply to James Bay
- vi) update content of www.jbna.org Garden page (via JBNA web-master)

Contract Term and Payment Schedule:

Quarterly:

James Bay Garden Volunteer Coordinator Qualifications:

Selection criteria *(to be used in advertisements for contract services)*

- i) demonstrated success in mobilizing volunteer gardeners
- ii) knowledge of gardening, in general, and food production, in particular
- iii) ability to work collaboratively
- iv) strong organizational, writing and planning skills
- v) experience as a current or past participant in a volunteer community garden or other organization which would provide equivalent understanding of volunteerism

Preference will be given to a resident of James Bay over other equally technically qualified applicants.