

**Community Garden Council Meeting  
Minutes (7:00pm Feb 17, 2015)**

**Present:** Anthony, Shane, Eva, Lauren, Jill, Carol,

**Absent:** Jason(regrets), Jeremy(regrets), Greg, Lorraine

**Visitor:** Leanne

- I. **Called to order** by A. Scian
- II. **Approval of last meeting's minutes:** Minutes were distributed. No revisions. Eva moved adoption of minutes. Anthony seconded. All were in favor. Carried.
- III. **Visitor business** (introduce visitors) Leanne a 4<sup>th</sup> year nursing student working with Carol
- IV. **Business**
  - a. **Final approval TOR:** Carol moved that the Terms of Reference for 2015 be adopted as amended. Lauren seconded. All were in favor. Carried.
  - b. **Garden Waiver and Applicant forms** (Jill): Jill has some sample forms created by the City of Waterloo. Committee members are invited to suggest revisions for garden council to Jill. Clarification was sought re: purpose of the waiver forms: volunteer waiver for network or waiver for the gardens. Anthony suggested the waiver for the gardens be posted on the starting and managing a community garden page. Forms should not be too complex. Also photo consent form could be added on an extra line.  
Other forms: General volunteer form for council:  
Name,  
Email  
Comments: I am interested in .....
  - c. **Township of Wellesley** carries forward request to extend garden on township land (Carol): Garden in Wellesley had a one year term. Council has extended temporary use of land for three years.
  - d. **Project Soil**, on-site food production at public institutions  
<http://www.projectsoil.ca>. University research project examining garden to institution projects i.e. Young City Growers and KW Habilitation; schools garden to cafeteria et.,
  - e. **Special Event requests:**
    - i. **Seedy Saturday**, KPL, Feb 21 Master Gardeners have invited CGC to have a display. Last year we paid to attend. Shane will explore and will attend if free.

- ii. **Get Real conference**, Allstream Conference Centre, Toronto, Mar 28 (Cristina) Invited CGC to have a table at the event. Council thought it was far and not in its target area. There are community gardens in Toronto which might be more appropriate. Carol to forward contact to Cristina.
  - iii. **Waterloo Earth Day**, Westmount Sports fields, May 2, 1-4pm. Eva is interested in attending. Discussed children's past activities. Carol will let Peggy from the City know and will arrange for supplies.
- f. **School Request: Walkabout Community Gardens**, Mid-May (Carol) A teacher from KCI who works with students with autism spectrum disorders is interested in doing a (walking) tour of area gardens. Jill is willing to contact Karen re: mode of transportation. Shane is interested but will depend on new work schedule. Greg might be interested as an alternate tour guide. Carol to forward information to Shane.
- g. **Capacity Canada:** Anthony and Carol met with Bob King and Andrew Wilding at the Accelerator Centre to identify how Capacity Canada can help CGC organize ourselves. Finding a local sponsor was discussed as well as becoming incorporated. They explained the various formalities needed e.g., meet four times a year, take and post minutes, four committee members, etc... They felt our level of formality is sufficient; we would need to move to a more formal documentation of our funds. They promised to connect us with Moira Taylor to help us with the next steps. Bob thought there might be interest from one of their volunteers to help us move forward with fund management. If we decided to become incorporated the suggested we go the federal route and follow the prompts in the application. This would cost a fee of \$200.00. Once incorporated for a year, we can move to the next step of becoming a registered charity which requires a submission of a yearly tax form. This would allow us to become a tangible resource support to gardens requiring funds for garden updates or other projects.
- h. **Compost:** Starting to get inquiries. We will need a volunteer to ride the truck and show where to dump the compost and a volunteer to collect applications and money. Logistics need to be worked out with Adams trucking and Jim Zarcycki at Regional Landfill.

- i. **Spring Event:** Jill, Carol and a new master gardener volunteer, Gweneth, stepped forward to help us. More volunteers will be needed.
  - i. Location: Look into Frederick street
  - ii. Speaker and Theme: Gweneth - potager
  - iii. Vending booths will be encouraged
  - iv. Open mike night- song, poem, reading
  - v. Refreshments – Mushroom catering
  - vi. Open Q&A with Master gardener panel
  - vii. Promotion – promote broader than the newsletter – 310 out of 1,690
  - viii. Date May 6 or 7<sup>th</sup>
- j. **CGN website:** Carol provided an update from Stephanie
  - i. Anthony wrote “about us” page. Everyone was happy with the way it was written.
  - ii. Jill will update the volunteer forms with our input
  - iii. Send any useful links to Stephanie @ [swatson@regionofwaterloo.ca](mailto:swatson@regionofwaterloo.ca)
  - iv. Blog volunteers – Lauren and Jill
  - v. Calendar – Seedy Saturday, the Museum Series, Earthday, Little City Farm workshops
  - vi. Municipal garden start-up information – links to cities

**V. Recurring business**

- a. **Financial Report** (Lorraine). Defer

**VI. Calendar**

- a. **Next meeting** Mar 17th (3<sup>rd</sup> Tues)

**VII. Adjournment**