

# 02 WINTER

## OTTAWA COMMUNITY HOUSING CORPORATION COMMUNITY GARDEN GUIDE

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<http://www.och.ca>

## 02 WINTER



- Finding Gardening Sites
- Form your Group



- Setting Garden Goals
- Involve Ottawa Community Housing



- Garden Structure
- Governance
- Garden Guidelines and Membership



- Choose your Site
- Get Permission



- Design your Garden
- What Do We Have? What Do We Need?
- Budget and Funding



- Keep in Touch



- Prepare your Garden Site



- Build your Garden



Start Gardening!

## STEP

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## Step 8: Choose your Site

**Site Considerations**

Before agreeing on a site, gardeners should make sure the garden site has the following:

- A sufficient amount of sunlight (about 5-6 hours)
- Little to no slope
- Access to water (hose, rain barrels, etc.)
- Healthy soil with adequate drainage

Also, be sure that the garden site is:

- Accessible to everyone (shade, seating, enough space around plots for wheel chairs and walkers)
- Free of chemicals and toxins
- Far enough away from parking and roadways
- Not on a snow dump

1. Have gardeners agreed on a site for the garden?

- ☐ Yes  
☐ No

2. Where is the main water source?

- ☐ Backyard hose  
☐ Building hose  
☐ Rain barrels  
☐ Other: \_\_\_\_\_

3. Does the garden get enough sun?

- ☐ Full Sun (6-8 hours)  
☐ Partial Sun ( at least 4 hours)  
☐ Shady (less than 4 hours)  
☐ Partial Sun, Partial Shade (one part gets direct sunlight, one part is shady)

**Soil Testing**

Soil Testing is very important. All

garden sites should have the soil tested before building begins. This is to ensure that the foods grown in the garden are not contaminated with harmful chemicals. Soil tests cost approximately \$3000. However, gardening groups can apply for funding to help with the costs. OCH's Community Capital Grant and the Community Garden Network's Community Development Fund are both available. One way of avoiding the cost of a soil test is to build raised beds. Talk to your Tenant Community Worker (TCW) for more information.

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## Step 9: Get Permission

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### Whose Property is it?

Once gardeners have agreed on where they would like to have the garden site, gardeners should get permission from the property owner. Property owners can include:

- Ottawa Community Housing
- City of Ottawa
- National Capital Commission
- Private owners

Contact your Property Manager (PM) and TCW about getting permission.



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1. Who does the property belong to?

- ☐ Ottawa Community Housing
- ☐ City of Ottawa
- ☐ National Capital Commission
- ☐ Other \_\_\_\_\_

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2. Have gardeners received permission to use the site ?

- ☐ Yes
- ☐ No

3. Has the soil been tested?

- ☐ Yes
- ☐ No

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## Step 10: Design your Garden

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Draw a plan of what your garden will look like. How many raised beds will you have? How big will they be? Do you need wheelchair accessible beds? Do you want a children's bed? If you're doing balcony or container gardening, where will they go?

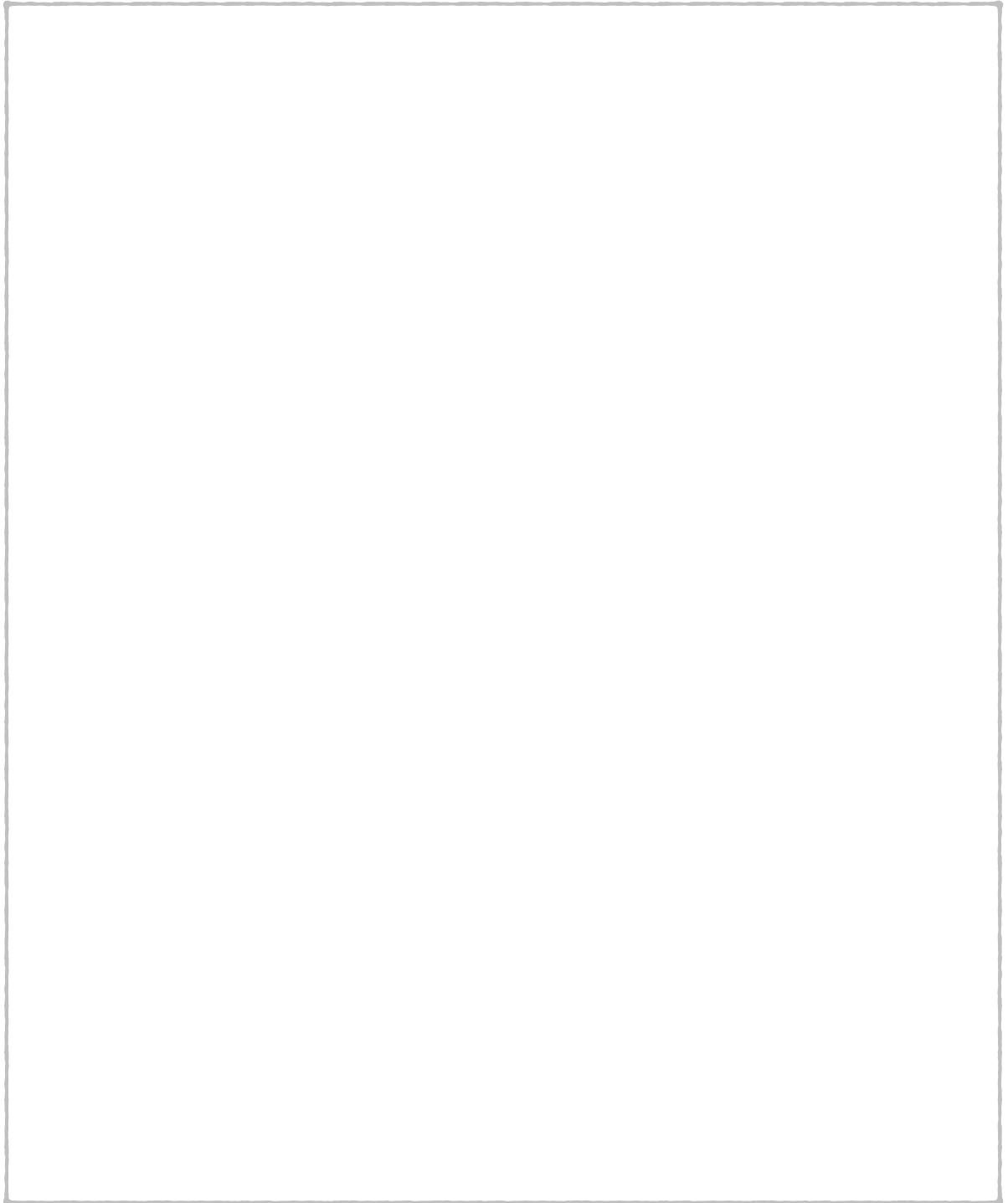
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## Step 11: What Do We Have? What Do We Need?

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1. What tools do we have?

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2. What tools will we need?

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3. Do we want to add other items to the garden? (i.e. composter bin, benches, rain barrels, storage shed, etc.)

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Planting containers with  
Lowertown Community  
Resource Centre.

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## Step 12: Budget and Funding

### What is a Budget?

A budget is an estimate of how much money you will need to make your garden a reality. Gardeners should agree on how much money they are looking to spend on things like tools and equipment. Gardeners should also think about applying for funding, asking for donations, or fundraising. See the back of the winter section for a budget template.



#### Reminder

The funding application for the Community Garden Development Fund (Just Food) is due in January. The application for OCH's Community Capital Fund is due in February!

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1. Have the gardeners created a budget?

☐ Yes

☐ No

2. What funds/sponsors/donations are available?

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3. How much is needed?

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## Available Funding or Support

Garden members can always look for funding and donation opportunities.

Funding is given to committed and enthusiastic groups who are actively engaged in their community. Examples of funding and support for community gardens include:

- **The Community Capital Fund (Ottawa Community Housing)**
  - Applications are available in January through your Tenant Community Worker. They are due in February.
- **The Community Garden Development Fund (Just Food Ottawa)**
  - Applications are available in November on the Just Food website: [www.justfood.ca](http://www.justfood.ca). They are due in January.
- **Tenant Association Funding/Tenant Circle Funding (Ottawa Community Housing)**
  - TA or Tenant Circle funding is available through OCH for community building activities or events. If your community has a TA or Tenant Circle, talk to them to see if some of their funding could be directed towards the community garden. If there is no TA or Tenant Circle, talk to your TCW to see if some community funds could be used towards the garden.
- **Property Managers (PM)**
  - Find out what your PM may be able to offer to the garden. Depending on the time of year, PM may have a budget for perennials and annuals.
- **Hidden Harvest Ottawa**
  - Plants and harvests fruit and nut trees, giving 1/3 of the harvest to volunteers, 1/3 to the community or landowners, and 1/3 to the Ottawa Food Bank or other charities. They have opportunities for planting trees in communities which want to grow and harvest fruit trees.
- **Senior Organic Growers**
  - Offers organic gardening support for seniors buildings or communities with large numbers of seniors living there.



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## Step 13: Keep In Touch

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1. How do gardeners want to keep in touch?

- ☐ Formal meetings  
☐ Informal checkins  
☐ Other: \_\_\_\_\_

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2. How often do gardeners want to keep in contact with one other?

- ☐ Every two weeks  
☐ Every two months  
☐ Once a month  
☐ Other: \_\_\_\_\_

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3. Has the garden group set up regular meeting dates and times?

Our meeting dates for this year are:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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### Maintaining Contact

At this point, garden meetings may not happen as regularly but it is important to maintain contact with each other. If there are any concerns, questions, or tasks that need to be completed before starting the garden it is important to speak with your fellow gardeners. It is also important to maintain contact with OCH staff as you begin to plan for the garden build.

4. Remember to set up regular contact with OCH!



Planting trees at Russell Heights with Hidden Harvest Ottawa.





# Brooke Towers Garden

The goals of our garden are many. Our flower and edible garden landscape promotes community engagement and community pride; it also enables tenants who, for reasons of health, can contribute to their community only when they are able. Under the garden coordinator and the core group of gardeners, some tenants water the garden; some tenants sweep and keep the grounds free of litter, or wash down our paths and seating areas; some tenants participate by helping to make collective decisions about sections of the landscape we are working with, as to preferences or taste. All tenants are invited to harvest, regardless of who planted the edibles. The gardeners plant for all in the building. Our gardeners have also planted herbs on the perimeter of our property, and with signage have invited passersby in the neighbourhood to help themselves. This giving herb garden has been very successful and we have had an article in the local community newspaper, a grant from Awesome Ottawa, and we were a stop on a recent Jane's Walks tour!



# Community Garden Budget Worksheet

## Expenses/Costs

Line Item	1st year	Ongoing cost
Raised beds (wood, landscape fabric, materials)		
Topsoil		
Mulch		
Compost		
Water connection		
Hoses		
Shed		
Rain barrels		
Large tools and equipment (rototiller, weed-wacker, etc)		
Composter		
Small tools and equipment (trowels, shovels, etc.)		
Signage		
<b>Total Expenses</b>		

## Revenue/Income

Line Item	1st year	Ongoing cost
Grants		
Fundraiser		
Donations		
<b>Total Income</b>		

<b>NET GAIN/LOSS</b>		
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Notes: