

<b>Meeting Date</b>	February 25, 2025
<b>Subject</b>	Memorandum of Understanding between the Town of Renfrew and the Renfrew & District Food Bank re: the Community Gardens Report Title
<b>Road to 2035</b>	Aligns with one of the strategic areas of focus in the Road to 2035: The Town will support an accessible, supportive, and age-friendly community by advocating for community health and wellness through strategic partnerships.
<b>Recommendation</b>	That Committee of the Whole recommends that Renfrew Town Council enter into a memorandum of understanding with the Renfrew & District Food Bank in regards to the Community Gardens.
<b>Originator</b>	Kelly Latendresse, APPL, MS(LIS) – Director of Community and Recreation Services
<b>CAO Review</b>	Request for consideration is due to the need to formalize a current partnership in order to continue the partnership going forward. Reasonable clauses within the MOU attached.  Gloria Raybone, CPA, CA, Dipl.M.A. – Chief Administrative Officer.
<b>Financial Comment</b>	There are no financial implications to adopting this agreement.  Charlene Jackson – Treasurer/Director of Finance and Corporate Services.
<b>Committee and Council Timing</b>	To be considered on February 25, 2025 for final adoption by Council on March 11, 2025.
<b>Background</b>	For several years, the Renfrew & District Food Bank has generously assisted the Town and its residents by providing materials and support with the Community Gardens located at Oddfellows Park, 280 Sidney Avenue. It was the wish of both parties to solidify this wonderful partnership through a Memorandum of Understanding.
<b>Options</b>	The options available to the Town for this position are noted below:  1. Accept the attached MOU that outlines the responsibilities of both the Town and the Food Bank with respect to the Community Gardens.

2. Direct staff to amend the attached agreement.
3. Do not enter into an MOU and have the Town assume all responsibilities for the community garden.

**Impact of Options**

Various considerations for each of the three options are noted by option number below:

1. This will allow the partnership to continue to thrive based on current practices, allowing the Town to support needs identified within the community.
2. Staff can speak with the Food Bank Executives regarding the proposed amendments and bring a report back to Council outlining the discussion that occurs and a proposal for moving forward.
3. The Town will assume all responsibility for the Community Gardens, including the purchase of soil and garden tools. Believed to have minimum operational costs, but will increase staff time and oversight.

Respectfully submitted for your consideration.



# Renfrew

## MEMORANDUM OF UNDERSTANDING GOVERNING THE RELATIONSHIP BETWEEN:

# The Corporation of the Town of Renfrew & The Renfrew & District Food Bank

### GENERAL STATEMENT

It is noted the Town of Renfrew, hereinafter referred to as the "Town" operates and/or functions under the auspices of the Municipal Act, the Town of Renfrew By-laws, all Federal and Provincial Acts and Statutes as amended from time to time.

The Renfrew & District Food Bank, hereinafter referred to as the "Food Bank" is a community-based organization governed by a volunteer Board of Directors. Providing food to those in need.

Both parties have agreed to work together to further the mandate of both organizations to help members of the community thrive.

### PURPOSE

This Memorandum of Understanding (MOU) establishes a partnership between the Town of Renfrew (hereinafter referred to as "the Town") and the Renfrew & District Food Bank (hereinafter referred to as "the Food Bank") for the operation and management of the Community Garden located Oddfellows Park, 280 Sidney Avenue.

### RESPONSIBILITIES

The Town agrees to:

- Provide a reliable water source for the Community Garden.
- Cut the grass and maintain the landscaping around the garden area to ensure a clean and safe environment.
- Maintain the fencing surrounding the garden to ensure security and protection.

- Facilitate the sign-up process for community members interested in obtaining garden plots, managing the allocation of these plots.
- Guarantee a minimum of 25 garden plots annually for the exclusive use of the Food Bank.
- Collaborate with the Food Bank on potential programming opportunities, including informal garden chats and other educational or community engagement activities led by Food Bank volunteers.

**The Food Bank agrees to:**

- Provide hoses for the watering needs of the garden.
- Supply compost for the garden to enhance soil quality and support the growth of crops.
- Be open to purchasing additional equipment that may be required for the effective operation of the garden.
- Participate in and organize programming opportunities in partnership with the Town, including but not limited to informal garden chats and educational workshops for the benefit of community gardeners.

## **DURATION AND RENEWAL**

This MOU is effective upon signature by both parties and will remain in effect for a period of one year. It may be renewed annually upon mutual agreement.

## **TERMINATION**

Either party may terminate this MOU with 30 days' written notice to the other party. Upon termination, all responsibilities and obligations under this MOU shall cease.

## **AMENDMENTS**

This MOU may be amended at any time by mutual agreement of both parties, documented in writing, and signed by authorized representatives of both the Town and the Food Bank.

## **MISCELLANEOUS**

The Parties acknowledge and agree that the land subject to this MOU is owned by Town of Renfrew. As such, all decisions regarding the use, development, and any activities affecting the land, including but not limited to approvals, permits, modifications, or alterations, shall be under the sole and final discretion of [the Town. No action affecting the land shall proceed without the prior written consent of the municipality.

This MOU does not create any legal or financial obligations beyond the scope of the responsibilities outlined herein.

Both parties agree to work collaboratively and in good faith to achieve the objectives of this MOU for the benefit of the community.

## SIGNATURES

By signing below, both parties acknowledge they have read and understood the terms and conditions outlined in this MOU and that this MOU reflects the mutual understanding between the Town of Renfrew and the Renfrew & District Food Bank regarding the management and operation of the Community Garden.

### For the Renfrew and District Food Bank:

By signing below, I acknowledge I am able to enter into an agreement on behalf of the organization.

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Signature

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Date

### For the Town of Renfrew:

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Signature

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Date

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Signature

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Date