### Urban Agriculture Steering Committee (USAC)

**Meeting Date:** September 17, 2019  
**Location:** 206 Dundas Street (6:30-8:05 pm)  
**Present:** Jeff Lucas (Chair), Jeremy Horrell, Stephen Harrott, Gabor Sass  
**Staff:** Chuck Parker – City Planning

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<th>Item</th>
<th>Discussion</th>
<th>Action</th>
<th>Relevant Urban Agriculture Strategy Section</th>
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<tr>
<td><strong>1. Introductions</strong></td>
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<td>For information</td>
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<td><strong>2. Approval of Minutes of Previous Meeting</strong></td>
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<td><strong>3. Project Updates</strong></td>
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| **2.1 Community Kitchens List** | • Stephen preparing list of kitchens in the City accessible to the public  
• Middlesex Food Policy Council also preparing a list (handout)  
• is this duplication?  
• should we share information?  
• How do we do it?  
• need for partnership with City on community kitchens – contact? | City can identify who to contact – Parks and Recreation for community centres | Community Kitchens – Pp 16, 42 – “Cottage” Food |
| **2.2 Orchards and Community Gardens** | • City has delivered 6 yards of woodchips of 15 yard total, 9 more yards to follow  
• West Lions Park – becoming Food Hub/Community Garden  
• Cavendish Community Food Hub – getting closer to completion | For information | |
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<td>2.</td>
<td>• Harvest Dinner at Urban Roots at 21 Norlan Avenue – 150 people in attendance.</td>
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<td>3. Circulation of Notices</td>
<td>• current process to circulate to the Chair and they circulate to other members of the committee</td>
<td>Planning will continue to circulate to Chair and those who have requested</td>
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<td>4. Farm Gate Sales ZBA</td>
<td>• still want to pursue retail sales in community gardens and in homes • new concept – SPIN farming- in backyards of houses</td>
<td>Planning will have further discussions before PEC on October 21st.</td>
<td>Direct Food Sales (pg. 23) Urban Farms (pg.11) Urban “Foodscaping” (pg.12)</td>
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<td>5. Communication</td>
<td>• want to get minutes of meeting sooner and far enough in advance of next meeting</td>
<td>Proposed process:  - Planner prepares minutes within one week of meeting  - Circulates to those in attendance who have one week to respond.  - Minutes are finalized and sent to all members and posted on website.  - Minutes of meeting confirmed at next meeting.  - Adoption of Minutes as an agenda item</td>
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<td>6. Preparation of Other Guides</td>
<td>• currently have a Community Gardens Guide • need others – Food Forest, Bees etc. – who prepares?</td>
<td>Look for others to prepare guides</td>
<td>3. Urban Pollinators (pg.13)</td>
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<td>7. Cross References with Urban Agriculture Strategy</td>
<td>Need to cross reference to monitor progress on initiatives</td>
<td>See Column 4 of this table</td>
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| 8. Interconnection of this Committee with Middlesex London Food Policy Council and Middlesex-London District Heath Unit | Related to 2.1  
Want to avoid duplication  
Joint meeting, presentations etc.  
Representative from MLDHU as staff resource to this Committee                                                                 |                                                                                               |                                              |
| 9. End of year Council Report                                       | Would City prepare status report on those items where they are the lead?  
Target is December 2019  
Suggested framework;  
1. What was done in 2019  
2. What is currently in progress  
3. What they want to complete in 2020 | UASC to divide work and prepare section of the report  
Draft report to be discussed at next meeting  
City to assist in preparation of UASC report  
City to write cover report for PEC for UASC report |                                              |
| 10. Consistent Meeting Schedule                                      | Attendance has been an issue.  
**Options**  
1. Consistent – eg. Same day and time every month.  
2. Doodle Poll – establish the date of the next meeting through a poll in advance of meeting.  
3. Establish meeting date at the previous meeting |                                                                                               |                                              |
| 11. Next Agenda Items                                               |                                                                                                                                            | Confirm meeting minutes  
Draft Council Report (Item 9 above)  
Establish Meeting Schedule (Item 10 above) |                                              |
| 12. Next Meeting                                                    |                                                                                                                                            | Monday, November 4, 2019 at 10:00 am at City Hall  
(Committee Room 3) |                                              |