



## Crescent Park Community Garden Expectations & Guidelines 2019-20

**PHILOSOPHY:** The goal of Crescent Park Community Garden (CPCG) is to develop an inclusive community in a spirit of openness and cooperation; and to promote organic gardening. The community will foster stewardship of the garden's cultivated and wild ecosystems for the benefit of the people and wildlife who share the garden.

In order to facilitate an enjoyable and safe gardening experience for everyone, the following Expectations & Guidelines have been developed. These will form the basis for your participation as a member of CPCG. **Each gardener must agree to abide by the guidelines as a condition of participation.**

Crescent Park Community Garden is an initiative and project of Alexandra Neighbourhood House. By becoming members of CPCG, you also become members and volunteers of Alex House, with the right to attend and vote at the Annual General Meeting.

We wish you a safe and enjoyable gardening experience this year and encourage you to meet your fellow gardeners!

### CRITERIA FOR PARTICIPATION

#### 1) Membership

- a) Membership in CPCG assumes that members have read, understood, and agree to comply with these *Expectations & Guidelines*.
- b) Unless there is a surplus of unallocated plots, gardeners must be resident in South Surrey or White Rock, unless otherwise approved.
- c) Gardeners must not have a plot at another community garden.
- d) Membership and the garden season run from April 1<sup>st</sup> to March 31<sup>st</sup>.
- e) Gardeners are required to pay a seasonal plot fee; and at least one plot-holder is required to become a member of Alexandra Neighbourhood House. The plot fee will be determined by the Garden Committee, in consultation with Alex House.
- f) The membership requirement is waived for gardeners resident at Kiwanis Park Place.
- g) New applicants must submit an application form and deposit, to be applied to their plot fee. When a plot has been assigned per section 3(a), the balance must be paid. New applicants are processed on a first-come, first served basis
- h) Returning gardeners are confirmed upon application, and must pay their full plot fee and membership renewal at that time.
- i) Application packages shall be available no later than January 15; and the deadline to receive applications shall be no earlier than March 15.
- j) The deposit shall be returned to unsuccessful applicants; who may indicate a wish to remain on a waitlist. The waitlist will be used for the current and following season.
- k) In order to maximize community participation, only one plot per household will be allocated. Those noncompliant with this expectation as of the 2017-18 season will be grandfathered.

## **2) Volunteer Contribution & Collective Responsibility**

- a) Plot-holders must contribute to the community garden for a minimum of 8 hours each year by helping maintain common areas, and participating in work parties, committees and meetings. Gardeners may also contribute their volunteer hours to other Alex House activities. Volunteer hours are apportioned to plots, rather than individual gardeners. For new gardeners assigned a plot later in the year, volunteer hours may be prorated.
- b) Gardeners are required to attend the Spring and Fall garden meetings, or to send a representative (such as another gardener) on their behalf.
- c) The Garden Committee may, from time-to-time, create volunteer teams and/or positions designated to work cooperatively on various aspects of garden maintenance, beautification, education, and outreach.
- d) Returning gardeners who have not fulfilled the volunteer requirements of the previous season will be required to apply as a new gardener; and their applications will be considered only after all other gardeners on the waitlist have been accommodated.
- e) It is the responsibility of gardeners to accurately log time spent on volunteer activities on the sheet provided for that purpose, located on the noticeboard; or by informing the Garden Committee's Volunteer Coordinator.

## **3) Termination/Withdrawal of Membership**

- a) Membership in CPCG may be terminated without refund for the following reasons:
  - i) Failure to pay membership and/or plot fees
  - ii) Failure to personally maintain one's plot for more than twenty-one days without a valid reason.
  - iii) Failure to keep common areas tidy; theft of garden equipment, property, or produce; and/or wilful misuse, damage, or destruction of garden equipment, property, or produce.
- b) Gardeners who must withdraw due to unavoidable circumstances will receive a partial refund of their plot fee, pro-rated to the date of withdrawal, up until June 30. A notice of withdrawal, citing the reason(s), must be received in writing; otherwise the plot will be deemed abandoned and the fee forfeited in its entirety.
- c) Those whose membership was terminated under Section 3(a) will not be permitted to re-apply, without special permission of Alex House.

## **PLOTS AND MAINTENANCE REQUIREMENTS**

### **4) Plot Assignment**

- a) Plots will be assigned at the Spring General Meeting, which shall be held no later than March 31. At that time, returning gardeners who wish to move to a different vacant plot will have an opportunity to do so. The remaining available plots will be assigned to new gardeners by lottery.
- b) Once a plot is allocated, it becomes the member's responsibility and is not transferable.
- c) Gardeners may retain a plot as long as the fees and volunteer requirements have been fulfilled.

### **5) Common Plots and Areas**

- a) A certain number of plots will be allocated to residents of Kiwanis Park Place, Crescent Park Elementary School, and any other purposes as designated by the Garden Committee.

- b) A certain number of common plots (for use by all gardeners) and produce sharing plots (for passive harvesting by passers-by in the community) have been, and may be established. It is the responsibility of all gardeners to maintain these plots.
- c) Individual plot-holders are not permitted to plant outside their assigned boxes, unless it is in designated common plots or areas; and with the concurrence of the volunteer team(s) maintaining those plots or areas.

#### **6) Individual Plot Maintenance**

- a) Gardeners are expected to dig over and clean the plot by April 30 and start planting by May 31. Gardeners are required to weed and maintain the plot, and the pathways surrounding the plot, throughout the garden season. Crops must be harvested as they mature.
- b) Gardeners must adhere to organic gardening practices. Herbicides (weed killers), insecticides, chemical fertilizers, and non-organic materials (including treated wood and animal poisons) are not permitted.
- c) Organic refuse must be disposed of in the appropriate receptacle. Weeds, diseased plants, and seeds or seed-bearing plants must be placed in green waste bags or bins, or removed entirely from the site; all other material should be prepared and added to the compost bin.
- d) Respect and protect all areas of our community garden, cultivated plots and wild habitat, wildlife and native plants. Report suspicious or negative activity to the Garden Coordinator.
- e) The placement of trees, tall shrubs, trellises and structures that will affect or shade out other garden plots, is prohibited.
- f) Use water efficiently and sparingly. Water sprinklers are not permitted. Make sure water is turned off and not dripping.
- g) No invasive or illegal plants, as outlined in orientation session, are permitted.
- h) If at all possible, gardeners are required to arrange for someone to tend their plot in the event of absence or disability. The Garden Coordinator shall be advised as soon as possible if a gardener is unable to tend their plot. If a gardener is unable to locate someone to care for their plot, the Garden Coordinator will attempt to identify a volunteer to assist.
- i) Plots shall be winterized by November 1st of each year. "Winterize" means that plots must be tidied and prepared for winter, preferably by mulching, planting cover crops and/or planting winter crops.
- j) Plots must be cleaned of residual produce and dead plants, and otherwise prepared for the subsequent garden season no later than March 15, unless otherwise directed by the Garden Committee. Gardeners not intending to reapply for their plot are expected to clear all organic material from it, and to turn the soil.

#### **7) Maintenance, Safety and Stewardship of Garden Areas**

- a) Gardeners are expected to keep common areas tidy by placing all waste in the appropriate receptacles, and returning equipment to the shed.
- b) Material from outside of the garden cannot be brought into the community garden for composting.
- c) Don't feed bread or anything else to wild birds or animals. In addition to natural foraging, suitable and healthy feed and water stations will be placed in the garden.

- d) Communal tools and equipment must not leave the garden site, but be cleaned and returned to the garden shed. Personal tools should not be left onsite; otherwise they will be deemed abandoned and repurposed for common use.
- e) Pets brought to the garden must be maintained in the control of their caregiver at all times. Failure to abide by this guideline will result in the banning of the pet from the garden site.
- f) No smoking or alcoholic beverages in the community garden without prior permission of the Garden Committee.
- g) Gardeners are not permitted onsite between dusk and dawn.
- h) Monitor the conduct of friends and family visiting the community garden. Everyone is welcome to the garden and are expected to abide by the same agreement guidelines as plot holders. Please supervise young children so they do not disturb other garden plots, natural habitat and wildlife.

#### **8) Master Gardener(s)**

- a) The Manager of Community Programs of Alex House (the CP Manager), in cooperation with the Master Gardeners Association of British Columbia, may from time-to-time identify one or more Master Gardener(s) to assist in developing the skills of gardeners.
- b) The Master Gardener(s) report directly to the CP Manager; and works with the CP Manager in identifying activities to enhance education and formation.
- c) Master Gardeners are entitled to attend meetings of CPCG and the Garden Committee with *ex officio* status.

### **GARDEN OVERSIGHT AND ADMINISTRATION**

#### **9) Governance**

- a) CPCG is a community engagement project of Alexandra Neighborhood House. The CP Manager is the designated liaison between Alex House and the CPCG Garden Committee.
- b) Plot fees and money raised through fundraising shall be designated by Alex House for the operation, maintenance, and improvement of the garden. Allocation of funds for garden purposes shall be at the discretion of the Garden Committee, with the concurrence of Alex House.
- c) Residual funds left at the end of the season will be allocated to the Alex House operating fund; but may be carried over to the new garden season for specific, identified purposes.

#### **10) The Garden Committee**

- a) The Garden Committee consists of, and is chosen by, active gardeners in good standing at CPCG. The Committee is responsible for overseeing the day-to-day operations of the garden, scheduling activities and work parties, and advising the CP Manager concerning matters pertaining to the operation, maintenance, and improvement of the garden.
- b) Positions may be shared or rotated, and gardeners are encouraged to volunteer for these positions and to participate on committees.
- c) The Garden Committee shall consist of no fewer than seven members. Interested individuals will be solicited at the Fall General Meeting for the following garden season; and suitable candidates selected and assigned by the outgoing Garden Committee, in consultation with the CP Manager.

- d) The Garden Committee consists of a Chairperson; Secretary; Garden Coordinator; Volunteer Coordinator; Communications Coordinator; Fundraising & Donations Coordinator; and Education & Engagement Coordinator. Their duties are as follows:
  - i) *Chairperson*: Chairs meetings, develops the agenda, facilitates discussion, and proposes an annual budget.
  - ii) *Secretary*: Records and circulates minutes; and communicates with members by phone and/or email. Updates and maintains email and phone contact list and gardener list.
  - iii) *Garden Coordinator*: Acts as the contact person for gardeners, and responds to concerns about individual plot maintenance. The Garden Coordinator organizes work parties and other events, and helps organize any garden improvements
  - iv) *Volunteer Coordinator*: maintains the volunteer log, completes and updates a to-do list for the garden, and ensures general maintenance tasks are shared by gardeners. It is expected that the Volunteer Coordinator will work closely with the Garden Coordinator in fulfilling their shared responsibilities.
  - v) *Communications Coordinator*: Maintains garden Facebook page, creates posters and signs for garden, takes photos of CPCG events and activities.
  - vi) *Fundraising & Donations Coordinator*: Solicits donations and sponsorships (using a form letter approved by Alex House); and identifies and makes applications for funding.
  - vii) *Education & Engagement Coordinator*: Organizes educational activities, offers new gardeners assistance by teaming them up with experienced gardeners or offering specific gardening support, undertakes responsibility for initiating and maintaining avenues of cooperation with other local community gardens and with the community at-large, in order to pursue common goals and activities, and to advance the interests of community gardening, food security, and the preservation and expansion of green-space.
- e) The Garden Committee meets monthly, with the exception of December and January; and at other times, as necessary.
- f) All meetings of the Garden Committee are open to all gardeners; and minutes of the meetings are posted at the garden site and distributed online to gardeners.

## 11) Meetings

- a) There shall be at least two general meetings for all gardeners each season.
  - i) The Spring General Meeting shall be held between March 15 and 31; and will consist of the allocation of plots and orientation to the garden and approved garden practices.
  - ii) The Fall General Meeting shall be held in September or October, and will consist of identification of Garden Committee candidates for the following season, an update on garden activities and identification of activities for the remainder of the season, and a response to any issues identified by the gardeners.
- b) Gardeners are collectively responsible for planning and priorities concerning garden maintenance, projects, events, programs and activities. Gardeners are expected to attend and participate in the meetings, which are approximately 1.5 to 2 hours long.
- c) The Garden Committee may, from time-to-time, call additional special general meetings of all gardeners to discuss and deliberate on particular matters.

## 12) Responsibilities of the Manager of Community Programs

- a) As liaison to Alex House, the CP Manager (or designate) attends and participates in meetings with *ex officio status*; provides the project's financial statements in a timely fashion to the Committee, and assents to any decisions of the Garden Committee.
- b) The CP Manager takes an active role in publicizing the garden and recruiting new gardeners, using the Alex House website, social media platforms, posters, and other media.
- c) The CP Manager receives and records applications, maintains the wait list, and annually produces a contact list to be maintained jointly with the Secretary.
- d) Receipts and invoices for approved garden purchases shall be forwarded to the CP Manager for reimbursement.
- e) The CP Manager may, from time-to-time, communicate with the gardeners as a whole.

### **13) General**

- a) Gardeners will advise the Garden Coordinator of any change of address, email address or phone number for contact purposes.
- b) Gardeners will advise the Garden Coordinator if they cannot keep one or more of the above commitments for any reason, or if they choose to terminate their garden membership.
- c) Any issues or complaints concerning another gardener; the maintenance of the garden as a whole; or CPCG policies, procedures or activities must be made in writing and submitted to their Garden Coordinator. The Garden Committee will make a decision with approval of the CP Manager. The complainant will be contacted in a timely manner to outline what action (if any) was or will be taken and the reasons.
- d) Plot holders identified as being non-compliant with the above guidelines will be notified in writing and be given a 21 day grace period to bring the plot up to standard, after which the plot will be cleaned out and reassigned.
- e) Gardeners who do not maintain their plots will not be eligible for a plot in the following year.

### **14) Limitation of Liability**

By signing the application form, users agree to release Alexandra Neighbourhood House and its employees, as well as members of the Garden Committee, from all liability relating to injuries that may occur through use or enjoyment of Crescent Park Community Garden. Users agree to hold Alexandra Neighbourhood House free from any liability, including financial responsibility for injuries incurred. Users also acknowledge the risks involved in gardening and maintenance; and acknowledge that participation is voluntary, undertaken with knowledge of the risks. Additionally, users affirm that they know of no health condition likely to increase the likelihood of experiencing injuries while engaging in this activity. All decisions made by the Garden Committee must be approved by Alexandra Neighbourhood House. By signing the application form, the applicant and his or her delegates forfeit all right to bring a suit against Alexandra Neighbourhood House for injury or harm incurred while participating in CPCG activities. Users agree to make every effort to obey the *Expectations & Guidelines*, and are expected to ask for clarification as needed.