

West Springs/Cougar Ridge Community Hub & Garden Policies & Procedures

Mission: It is our mission through gardening, to build community, to enhance our environment, to educate and to nourish our bodies and spirits.

Values: We are building our community gardens based on friendship, inclusion, cooperation, and enjoyment. We will respect each other and the environment. Our gardens will facilitate the sharing of knowledge between new and experienced gardeners.

Governance:

- ✧ The West Springs/Cougar Ridge Community Hub & Garden (“the Garden”) is governed by the Garden Committee (“the Committee”) of the West Springs/Cougar Ridge Community Association (“WSCRCA”). The Committee is comprised of volunteers and is responsible for garden oversight, budgeting, Member and volunteer coordination, garden policies, special programs, membership records, and addressing non-compliance issues. Outside of the growing season (November to April) the Committee will meet periodically in order to update policies, complete projects, review membership, plan upcoming events and explore improvements for the coming year.
- ✧ The Garden is located on City of Calgary land. While Garden Members are entitled to garden at this site, other users are permitted to walk through and enjoy the space.
- ✧ All City of Calgary Parks by-laws are applicable.

Membership Eligibility and Fees

- ✧ Only WSCRCA members are eligible to become Members of the Garden.
- ✧ The rental fee per growing season/year is \$50 per bed.
- ✧ The rental fee must be paid (via WSCRCA online) to complete the reservation process for a bed.
- ✧ Each household is eligible for up to two garden beds per growing season. If there are unrented beds available after May 1, they may be offered as additional rentals for one season to existing Members.
- ✧ The Committee will keep a waiting list for open beds. If a renter is not returning, the next renter will be chosen from the top of the waiting list. If this person declines the bed, the invitation will be extended to the next person on the waiting list and so on.
- ✧ Members in good standing (meaning they have abided by the Agreement and Operations Policies) will have first option of renewing their membership for the same garden bed next season. To renew, they must register for a bed by February 15. After that date, beds will be assigned on a first-come, first-served basis.

Garden Members’ Rights

- ✧ To plant and harvest a rented bed alone or with family/friends according to the Garden policies.
- ✧ To have access to the Garden, water, shared tools and the tool sheds according to established operating hours.
- ✧ To receive communications from the Committee regarding garden news, events, etc.

- ✂ To attend and participate in Garden social events, workshops,
- ✂ To be provided each year with current information regarding acceptable pesticides, fertilizer and methods of pest control
- ✂ To freely communicate with the Committee on any matter and expect a response in a timely fashion (communitygarden@wscr.ca)
- ✂ To receive verbal and/or written notification for non-compliance with policies.

Garden Members' Obligations

- ✂ To plant their garden by **June 1** and to clear it out by **October 15**.
- ✂ To abide by the Policies and Procedures of the Garden as outlined herein
- ✂ To support the Garden operation as a Team member for a minimum of 6 hours per season. Anyone unable to do physical work, either temporarily or permanently, is asked to let the Committee know so that a suitable accommodation can be made.
- ✂ To plant only non-invasive species (as per list provided) and to restrict plant height and support structures to 4 feet from top of soil.
- ✂ To make every effort to participate in cooperative work events such as the Spring and Fall Clean-ups
- ✂ To respect other Member's rights and not engage in actions that are detrimental to other Members or visitors.
- ✂ To direct any concerns regarding non-compliance issues by other gardeners, vandalism, or any other matter that affects the Garden or its Members to the Garden Committee by e-mail (communitygarden@wscr.ca)
- ✂ Every Member will act as a "Garden Ambassador" by greeting and welcoming visitors and answering their questions or referring them to a Committee member, and by promoting the Garden's Mission and Values.

Individual Bed Maintenance

- ✂ Garden beds must be watered and weeded regularly.
- ✂ Plant perennials may remain after October 15 if the bed is re-rented for the next year.
- ✂ Trellises must be stable in all weather conditions.
- ✂ Items of a permanent nature are not permitted on the Member's garden beds; e.g. nails, screws, wood staples or permanent decorations.
- ✂ Members will strictly adhere to organic gardening principles. Any soil and compost brought in the Garden must be organic.
- ✂ Members will deal immediately with insect infestations using manual and organic removal to prevent any spreading to other gardens.
- ✂ Members are responsible for their own hand tools. No personal items are to be left in the Garden.
- ✂ Ripe produce that is not harvested after reminder messages will be harvested and donated to organizations assisting hungry families or tilled into the ground to enhance the soil.

Watering Procedures

- ✂ Hoses are provided for watering. Members may not leave their beds unattended while watering and will turn off water when finished.
- ✂ City of Calgary water restriction bylaws must be followed.
- ✂ All watering equipment is to be properly returned to the shed when not in use.
- ✂ Members will conserve water where possible.

General Policies & Information

- ⌘ Members may not trade or sub-let their garden and may not register 'in name only' while another person actually plants and maintains the garden bed.
- ⌘ Members will only pick produce or flowers from their own garden bed or from the communal beds, unless invited to do so by other gardeners.
- ⌘ Members will recognize that the harvest of communal vegetables and fruit in communal bed (indicated by signage) is for all community residents.
- ⌘ Disposal of garbage must be done in on-site containers or by taking recyclables & garbage home.
- ⌘ Shared tools and equipment provided by the Committee are to be cleaned after each use and stored appropriately in the locked shed to which all Members will have access.
- ⌘ The last Member to leave the Garden, regardless of the time of day, is responsible for storing tools and hoses as well as ensuring the tool shed door is closed.
- ⌘ Walkways and areas around the garden beds must be kept tidy so everyone can move around easily.
- ⌘ Member's contact information is collected exclusively for the purpose of providing this information to other Garden Members. Such contact information shall not be shared by any Member with others outside the Garden group nor used for unrelated matters without the express written consent of the Member.

Absentee Procedures

- ⌘ Garden beds must be maintained throughout the growing season:
 - During a Member's short-term absence (i.e. illness, vacation, work), that Member must ensure that their garden is maintained. There are flags in the shed for this purpose:
 - One flag indicates a request to water.
 - Two flags indicate a request to water and harvest, if necessary.
 - During a Member's long-term absence (more than two (2) weeks), that Member must ensure they have designated someone (within or outside the community) to maintain their garden.
- ⌘ Gardens that are not appropriately maintained (seeded/planted, weeded, watered, harvested, cleared out) will revert back to the Committee (14 days after notification to the Member).

Community Awareness

- ⌘ The Garden is a no smoking area.
- ⌘ The Garden is an on-leash area governed by the City of Calgary bylaws. Well-behaved, socialized dogs on a leash are welcome in the Garden. Pet waste must be picked up immediately.
- ⌘ Members will be respectful of the neighbours living near the Garden by parking in the parking lot adjacent to the Garden, or along 73 St. SW. and keeping noise levels within the bounds of City bylaws.
- ⌘ Members will ensure that they take responsibility for their children and/or friends or relatives accompanying them to the Garden and ensure that children are always supervised.

Failure to adhere to these policies may result in a membership being revoked and the Member not being invited to rent the following gardening season.