

Parkdale Community Garden

Terms of Reference and Governance

Objective

To facilitate, set up and maintain beautiful, productive and pesticide-free community gardening projects that welcome gardeners and visitors to enjoy the designated gathering spaces. To activate that 'garden park' with partnerships and programming that add to its value for community members.

Governance

The Garden Team (comprised of individuals, families and programs who have purchased memberships in the Garden as well as associate members) reports to the Parkdale Community Association (PCA) Board of Directors.

A Garden Steering Committee comprised of leads from the Garden subcommittees will undertake the running of the garden, report on committee work and do group planning. The Garden Steering Committee meets once a month in a public location advertising the date and time in advance. Meeting minutes are taken and a copy is stored with the community association.

The Garden Steering Committee makes decisions by consensus and voting. All garden members and associate members are welcome to attend Steering Committee meetings and have voting rights at those meetings.

The Garden Team may seek guidance and advice at any time from a wide variety of sources such as the PCA, City of Calgary and the Community Garden Resource Network of the Calgary Horticultural Society.

Garden Steering Committee

Community gardening projects are governed by the Steering Committee comprised of the leads from the various subcommittees which are:

- Garden Chair/PCA Board Director with Garden Portfolio
- Finance Lead
- Communications Lead
- Membership Management Lead
- Gardening Lead
- Fundraising Lead
- Construction and Maintenance Lead
- Events Lead
- Education Lead
- Vision/Planning Lead

- Community Partnerships Lead

These subcommittees will be reviewed, re-formed or renamed as activity suggests.

Garden Activities managed by Subcommittees

- Maintenance of the garden project space in general, including buildings, raised beds, food forest, herb circle and pathways
- Gardening activities
- Programming on the space in conjunction with the PCA Director of Programs and Services
- Budgeting and Finance
- Fundraising
- Communication
- Governance
- Coordination with third party partners
- Coordination with PCA Board activities and other committees of the PCA
- Setting garden policy
- Managing Builds
- Managing the bed waiting list, processing membership requests and maintaining up-to-date contact information

Terms of Reference

The Garden Team carries out its activities on public land with authority granted by the PCA.

The Garden Team adheres to the bylaws of the PCA and operates the garden according to the guidelines contained within this document and the Gardener's Agreement. In the event of disagreement between this document and the PCA Bylaws, the PCA Bylaws will take precedence.

The garden's guidelines are reviewed as necessary and an updated copy is filed with the Executive Director of the PCA.

Accountability

Individual gardeners sign a yearly Gardener's Agreement in which they accept personal responsibility for many aspects of membership in the garden experience.

The Garden Team communicates regularly with the PCA. The Garden Chair reports monthly in PCA Board meetings and a copy of the minutes of every Garden Steering Committee meeting is filed with the Executive Director of the PCA and distributed to the PCA Board of Directors.

The Garden Team is responsible for managing its financial matters and seeks funding for its activities after communicating with the PCA Board. The Garden Finance Lead

maintains a record of funds acquired and spent in all accounts and reports regularly to both the Steering Committee and the PCA Treasurer.

Annual operating and capital budgets are prepared, discussed and approved by the Steering Committee and presented to the PCA Board for review and approval. No funds can be committed or expended without approval by the PCA Board.

Income and Expense Statement

The Garden Finance Lead will produce an Income and Expense Statement as of the PCA fiscal year end, which will be made available to all members the Garden Team with a copy filed with the Executive Director of the PCA and distributed to the PCA Board of Directors.

Financial Management

The PCA Treasurer is responsible for the management of all PCA funds, including all funds related to the Garden. The Garden Team may recommend disbursements from the Garden account. The Garden Finance Lead will work closely with the PCA Treasurer to manage grants, investment and distribution of funds.

Gardeners will be required to purchase a community association membership and these funds are PCA membership revenue.

Membership

There are four categories of membership in the Parkdale Garden:

1. **Resident Members** - Gardeners who are residents of Parkdale.
2. **Associate Members** - Gardeners from outside of this area.
3. **Program Members** – Special individual or group members, authorized by the PCA Board of Directors per recommendation by the Community Partners Lead, who wish to use beds within the Garden for education or programming purposes.
4. **Stewardship Members** – Individuals who are presently on the wait list or do not want an individual bed, but wish to participate in Garden-related activities.

Resident Members are entitled to at least 70% of the individual bed membership while the remaining 30% of memberships for individual beds will be open to Associate Members and Program Members.

Eight of the final 44 beds in Phase I will be set aside for Program Members. These programs will, in conjunction with the Community Partners Lead, submit a plan for their programmed use of these spaces prior to receiving their bed for the season.

The remaining 36 beds will be restricted to one bed for each individual gardener or family. All gardeners must agree to the expectations detailed in the Gardener's Agreement.

Wait list access to the garden spots will be managed on a first-come first served basis, while respecting the 70% rule. If less than 70% of the beds are occupied by Resident Members and no Parkdale residents are on the waiting list, the additional beds will be made available for Associate and Program Members on a seasonal basis.

A Stewardship Membership is available at no additional cost (except PCA membership dues) for those who are on the wait list or don't wish to have a bed but are interested in participating in the other activities of the garden. Stewardship members do not have to sign a Gardener's Agreement and are not bound by its terms, but the garden committee appreciates and encourages the participation of these members in the life of the garden and accept them as full voting members of Garden subcommittees and representatives on the Steering Committee.

Memberships are renewed on an annual basis, with all dues (including PCA Membership dues) provided by March 31. Resident members who abide by the terms of the Gardener's Agreement will hold first right of refusal for the same raised bed for the next year by registering and paying the garden membership fee by the deadline.