

## Terms of Reference for the Fulton Place Community Garden: 2021

**Garden Vision:** Cultivating personal, neighborhood and environmental well-being through a welcoming garden community.

### Garden Purpose

- cultivate **community** through a welcoming, accessible neighbourhood garden that provides opportunities for community partnerships
- fertilize **environmental stewardship** by raising awareness about sustainable urban agriculture
- pollinate **educational opportunities** by sharing garden experiences, showing children how food is grown, and demonstrating a vibrant food garden
  - **NOTE: any in-person educational opportunities will follow Public Health Orders and Guidelines**
- germinate **healthy living** by growing nutritious food, being physically active, and enjoying a peaceful place

### Garden Membership

The Fulton Place Community Garden has two types of membership: membership with a garden plot (“Plot Membership”) and membership without a garden plot (“Friends of the Garden Membership”).

Garden Plot Membership:

- Member is assigned a garden plot
- Garden Plot Contract agreed to and signed by both member and Garden Committee
- Membership dues are paid (\$20)
  - **NOTE: Because of COVID, membership fees will be voluntary in 2021**
- Member must be in good standing as defined in the Garden Plot Contract
- Members must attend the virtual April Garden Committee meeting unless the Garden Committee has approved the absence in advance.

Friends of the Garden Membership:

- Member does not have an individual plot, but has access to common area and communal produce
- Statement of Expectations is agreed to and signed by both member and Garden Committee
- Membership dues are paid (\$10)
  - **NOTE: Because of COVID, membership fees will be voluntary in 2021**
- Member is encouraged to attend the April Garden Committee meeting

Responsibilities and privileges of Garden Plot Members are further described in the Garden Plot Contract, and Friends of the Garden Members in the Statement of Expectations.

## **Plot Assignment**

Garden plots will be assigned as follows:

- 2020 Garden Members who do not wish to garden during the 2021 season because of COVID can reserve their spots for the 2022 season by contacting the Garden Committee.
- Plot members from the previous year (in good standing) shall have priority for the selection of available plots.
- Excess plots shall be assigned on a first-come-first-serve basis.
- Plots are non-transferable.
- One plot shall be assigned per household, unless there is no waiting list.
- Plot rental is for one garden season, beginning at the April Garden Committee meeting and ending on October 15.
- The plots that are 28" high are considered "accessibility plots." Preference for these plots shall be given to members with mobility challenges, special needs, or seniors. Members requesting a "accessibility plot" shall indicate so on the application form.
- At the October Garden Committee meeting, members can choose to submit a request to either keep their existing plot or to get a different plot for the following season.

## **Garden Committee Mandate**

The Garden Committee's mandate is to fulfill the vision and purpose of the Fulton Place Community Garden by:

- governing and managing the garden and its members;
- operating and maintaining the physical garden space and related infrastructure; and
- representing the interests of garden members to the broader community

## **Garden Committee Accountability**

The Committee is accountable to garden members, to St. Augustine's Anglican Church as landowner, and to the community.

## **Garden Committee Key Positions**

Those holding Garden Committee Key Positions are obliged to attend monthly Garden Committee meetings and fulfill their designated role. Garden Committee Key Positions will have a term of one year, and will be elected annually at the April Garden Committee meeting by majority vote.

Nominations for Garden Committee Key Positions will be accepted at the April Garden Committee meeting. Only Garden Members can hold Garden Committee Key Positions. The Garden Coordinator, Secretary, Treasurer and Church representative positions are to be filled first.

Vacant Garden Committee Key Positions can be filled at any monthly Garden Committee Meeting. A single garden committee position can be held to a maximum of 5 years in a row. These committee positions were updated in October 2019.

- **Garden Coordinator** – coordinates and leads meetings; prepares agenda; coordinates Membership Contracts; has signing authority
- **Secretary** – documents meeting minutes; maintains list of members; has signing authority
- **Treasurer** – collects fees; prepares budget; does bookkeeping; has signing authority
- **Church Representative** – liaison between Garden Committee and St. Augustine’s Anglican Church as landowner
- **Community League Liaison** – attends Fulton Place Community League meetings and relays information between the garden and FPCL executive
- **Maintenance** – ensures the maintenance and repair of physical infrastructure in garden
- **Water Coordinator** – develops, maintains and coordinates water supply system
- **Tool Coordinator** - logs, organizes and maintains the tools of the garden

Positions that will be suspended during the 2021 season because of COVID

- **Volunteer Coordinator**--coordinates volunteer commitments pursuant to Garden Plot Contract and Statement of Expectations
- **Social Coordinator** – plans social events for garden members (e.g., Year-end harvest party)

### **Garden Committee Meetings**

During the 2021 season, all meetings will be held virtually using Zoom. All interested gardeners who wish to be Garden Plot Members for the season must attend the April Garden Committee Meeting. Regular monthly Garden Committee meetings will be held from March to September, or as otherwise called by the Garden Coordinator. Both Garden Plot members and Friends of the Garden members are encouraged to attend Garden Committee meetings and are able to vote on decisions. Quorum shall be set at a minimum of 7 people, with decisions made based on a simple majority, striving for consensus. Meeting minutes must be taken and retained in an online document repository.

### **Review**

The Terms of Reference will be reviewed and if necessary, revised, at the April Garden Committee meeting. Quorum is required to revise the Terms of Reference.