

Operating Manual

Campus St. Jean Community Garden

Revision 2022 Garden Season



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Operating Manual

Purpose of this Document

To provide a guideline for the CSJ Community Garden Community to operate the CSJ community garden year to year.

Background

How did the Campus St. Jean Community Garden come to be?

Campus Saint Jean Community Garden was inaugurated on June 8th, 2006 initially with 24 plots. The garden is the fruit of a collaboration between Campus Saint Jean staff, and the Saint-Jean residence. The community garden was partially funded by the City of Edmonton (through Sustainable Food Edmonton), the University of Alberta and Campus Saint Jean.

In 2010, the garden was expanded to become 36 plots with the inclusion of the Bonnie Doon community.

As part of the Saint-Jean Campus, the community garden is located on land that was acquired by the Oblates Order to build an educational institution that services the needs of the Francophone community in Alberta and western Canada.

The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

CSJ Provisions

The campus provides the garden community:fee

- The University of Alberta will provide the land free of charge as long as it is maintained at a high level of cleanliness and tidiness.
- The University provides water at no charge, but if this privilege is abused a fee will be instituted and all gardeners will have to share the cost. All members must therefore practice water conservation. Venues for membership and committee meetings will be provided at Campus Saint Jean, free of charge whenever possible.

Mission:

The Campus St. Jean Community Garden Committee is to carry out the mission of the CSJ Community Garden:

The Saint-Jean Community Garden is a community space made up of several plots of land that are allocated each year for gardening purposes, allowing individuals from the

the Campus-Saint Jean, Francophone/Francophile, University of Alberta, and Bonnie Doon neighborhood communities to gather in a friendly and respectful environment to grow fruits, vegetables, herbs and / or flowers. The garden constitutes, also, a platform for sharing and exchanging knowledge among its members. This community project is part of the University of Alberta's 2016-2020 Sustainability Plan. In addition to the social dimension that fosters human relations and exchange around gardening techniques, the Saint-Jean Community Garden is a project that aims to promote green spaces, urban agriculture, a better understanding of food systems and respect for the environment.

Membership to the CSJ Community Garden:

There are 36 plots in the CSJ Community Garden. One of those plots represents a community plot in which perennials and herbs are grown for the use of all gardeners. In keeping with the Mission of the CSJ Community Garden, one to three plots will be designated to be used collectively, dedicated to serving the greater good of the larger community. All other plots are assigned to gardeners each year. Plots are generally 6 feet by 20 feet. There are two main walkways about 3 feet wide running north/south. Spacings between each plot (running east/west) are about 12 inches apart. (See garden map in APPENDIX)

Wait List

Many people want to be part of the Community Garden. People can inquire to become members of the CSJ Community Garden and get themselves onto the waiting list. Their contact information and their date in which they were put onto the wait list will be recorded. Any interested person wanting a plot who is not a current garden member will be put on a waitlist at any time of the year.

Eligibility

To be eligible for membership in the CSJ Community Garden, all interested persons must fulfill one of the criteria listed below. It should be noted, however, that when processing new membership applications, priority is given as follows:

- 1- Be a student/employee/alumni of Saint-Jean Campus
- 2- Be a member of the Francophone and Francophile community
- 3- Be a student/employee/Alumni of the University of Alberta
- 4- Be a resident of Bonnie Doon

Yearly Garden Calendar

The following represents the general activities of garden members and the executive committee in the gardening year.

Month	Executive	Garden Members
January		
February	<ul style="list-style-type: none"> • First meeting of the year – prep for Spring Annual Meeting, including budget 	
March	<ul style="list-style-type: none"> • Submit Annual Report 	
April	<ul style="list-style-type: none"> • Plots Assigned • Shed evaluated/Tools inspected (before spring meeting in the event that new tools need to be part of the budget) 	<ul style="list-style-type: none"> • Spring Annual Meeting (1st Tuesday)
May	<ul style="list-style-type: none"> • New Executive Onboarding 	<ul style="list-style-type: none"> • Spring Work Bee (Date TBD)
June	<ul style="list-style-type: none"> • Non-compliance plots reassigned • Compliance 	<ul style="list-style-type: none"> • Preparation and planting by June 1
July	<ul style="list-style-type: none"> • Compliance 	
August	<ul style="list-style-type: none"> • Compliance 	
September	<ul style="list-style-type: none"> • Compliance • Meeting before Fall meeting • Year end survey 	<ul style="list-style-type: none"> • Fall cleanup Work Bee (Date TBD)
October		<ul style="list-style-type: none"> • Fall Annual Meeting (Last Tuesday of October)
November	<ul style="list-style-type: none"> • Review survey and annual report draft 	
December		<ul style="list-style-type: none"> • Members state their intention to continue to be members

Key Policies and Guidelines

How Plots are Assigned, Managed, and Reassigned

Assigning Plots

Gardeners in good standing shall be assigned a plot in the current year and they must inform the coordinator by the end of December of their intention to participate in the coming gardening season. Plot assignment shall be done to serve the best interest of the garden as a whole and to encourage/reinforce the following:

- The essence of “community” and how we perceive the community garden as a collection of plots gardened by the community, rather than individual plots “belonging” to individual garden members
- The desire to implement equity, inclusion and accessibility principles to ensure fairness to all who use the garden space
- Crop rotations as a way to ensure healthy soil and contribute to sustainable gardening

A gardener in good standing is a person who has paid their dues, and has been compliant to their responsibilities as set out in the garden contract and operating manual. Starting 2021, random plot assignment will begin. The odd plots will rotate for the 2021 garden season. This means whoever had an odd numbered plot last year (and is coming back to the garden this season) will have their name put into a hat. Names will be drawn for new plot assignments. Even plots will rotate for the 2022 garden season. A garden in good standing may keep the same plot for a maximum of two consecutive garden seasons. A few plots in the center of the garden will be reserved for garden members with mobility issues for easy access. If you have a barrier (in terms of mobility or strength) that you would like to be taken into account prior to plot assignment, please reach out the university coordinator via email (christian.tremblay@ualberta.ca) in writing to identify what the barrier is. While we will do our best to accommodate reasonable requests. Please note that guarantees cannot be made.

Unassigned plots are assigned to those on the waitlist on a first come, first served basis at the beginning of the garden season. The University coordinator will be tasked to assign the plots, starting at the top of the waitlist and work down. Priority will be given in the following order: students/employees/alumni of Campus Saint Jean, members of the francophone/francophile community, students/employees/alumni of the UofA, and the Bonnie Doon Community when plots become available, in addition to when they were placed onto the wait list.

Only one plot will be allocated per household. The person(s) to whom the plot is assigned must be the one who gardens/harvests it. A person shall not obtain a plot on behalf of someone else. Failure to respect this policy will possibly result in the immediate and indefinite termination of the gardener's contract.

Managing and Maintaining Plots

Planting begins around May 15th. Should a garden member want to start planting earlier, please ask one of the Executive. A garden that is not planted and weed-free by June 1st will be taken over and re-assigned at the discretion of the Executive Committee.

Gardeners must keep their plots tidy and weed-free. Gardeners are also responsible for weeding the pathways immediately surrounding their plots. If unable to care for the plot (for example, due to illness or vacation) s/he must arrange for another member or someone else to take over while s/he is unavailable. If a gardener must abandon his/her plot for any reason, they must notify the garden coordinator.

A member of the Executive Committee will inspect the plots on a weekly basis, for weeds and harvest. After each inspection, an email report will be sent to all gardeners.

Final harvest should be completed and the garden plot left clean at the end of the gardening season. Gardeners should take home or put in the storage area all stakes, tomato cages, fencing, plastic, etc. A garden plot that is not cleaned up and ready for winter by November 1st will be taken over and re-assigned at the discretion of the Executive Committee.

A plot not kept up to the standard will be subject to the following sequential warnings and consequences:

- o **Yellow Flag** - first warning. Gardener will need to address immediately for either weeds or harvest.
- o **Orange Flag** – second warning. Gardener will need to address immediately for weeds. If you receive an orange flag for harvest, note that someone on the Executive will harvest for you and the produce will be given to people in need. (Note - if there are special circumstances regarding your produce please let the garden team know)
- o **Red Flag** – Garden contract terminated for weeds only.

Gardener will no longer have the ability to access the plot.

The plot will be immediately re-assigned to the next person on the waiting list.

Reassigning Plots

Plots are reassigned when current members inform the exec they no longer want to be a member of the community garden, or if they fail to comply with the contract or operating manual.

Assignments of these vacant plots follow the same process as “Assigning Plots”

Collective Plots

Each season between 1 to 3 plots (depending on the need) may serve as collective plots dedicated to serving the greater good of the larger community. These plots shall be used as a communal space where everyone contributes their efforts and some resources to harvest foods that would be destined for local community organizations, including food banks, as part of the UofA's efforts to improve food security. The plots may also serve an educational purpose for local francophone schools and organizations, including for CSJ's students, French immersion programs and other French speaking organizations as a way of better understanding food systems and contributing to a more sustainable future for all. In the spirit of community gardening, we all want to help out our garden neighbors and contribute to the community. Our collective and individual efforts can make a difference. We strive to grow a strong sense of this value in our garden.

Requirements to be a Member of the Community Garden

As a member of the Community Garden, you will need to adhere to the community garden operating manual and contract. In addition, we want to have a friendly and respectful environment within our garden community. Please do your part in creating a pleasant gardening experience!

The success of the garden requires the participation and contributions of all gardeners volunteering their time and efforts. This includes one or more of the following:

- working on committees
- gardening in the common plot or common areas
- organizing informational events, social activities, or education sessions
- filling water barrels
- participating in spring garden preparation and fall clean-up work bees
- helping with composting activities
- special garden maintenance projects requested by the Executive
- presentation on a topic of interest to gardeners and other community organizations (e.g. daycares, schools, etc.) if needed, or as suggested by CSJ
- or other activities as approved

All members will be required to do a minimum of five hours of volunteer work per garden season (outside of maintaining your own garden plot and pathway, and maintaining your portion of the collective garden plots), in order to be a member in good standing. Members should track their volunteer hours and submit it to the University coordinator at the same time they share their intention to participate in the upcoming gardening season (December). Failure to do so may lead to termination of membership.

In addition, non-compliance to the contract or the operating manual will give the Executive Committee the authority to decide on appropriate disciplinary action for any violations, including termination of membership.

What can be grown, restrictions, and chemical usage

In general, fruits, vegetables, herbs and flowers are allowed to be grown in the community garden as long as it does not fall under any of the following restrictions:

Plants that are invasive are not permitted in the general plots. Included in this category are noxious weeds as identified by the Government of Alberta or are identified as prohibited. <https://www.alberta.ca/noxious-weeds-and-plants.aspx>

Plants that have an invasive root system are not permitted in the general plots. Some may be permitted in the perennial bed. Please seek permission from the Executive Committee prior to planting in the community plot.

Perennial plants must be removed at the end of the growing season. There is a designated common area for perennial herbs that can be left from year to year. Please make arrangements with a person from the Executive Committee.

The Executive Committee will communicate any additional restrictions of plants in the Community Garden at the spring Annual meeting.

Chemical usage – gardeners can only use organic pest controls and fertilizers in the garden.

Respect the shadowing, visual impacts, or obstructions that impact safety that garden structures or tall plants have on neighboring plots and pathways. Growing any plants taller than 4 feet is not allowed, unless approved by the Executive Committee.

Please see APPENDIX D for a list of prohibited plants for the current season.

Equipment Management

There are many tools available in the storage area for garden members to use during the garden season. The storage area is located under the deck of the Lacerte Building. It is secured with a padlock whose combination is only shared with garden members at the Spring Annual Meeting.

Leave community garden tools clean and in good repair. Please notify the Executive Committee of any damage that may have occurred. Keep the storage area tidy and secure at all times. Do not store your personal tools in the storage area.

Water Management

The University of Alberta provides water at no charge, but if this privilege is abused, a fee will be instituted and all gardeners will have to share the cost. All members must

therefore practice water conservation. Use water only for watering newly-seeded areas and plants and do not water any portion of the garden that does not have any plants. Make sure the soil is dry before watering.

Barrels are located in the garden. Gardeners can use these water barrels to fill watering cans. Plot watering is done with watering cans. Do not use the hose for watering the garden. After using water, gardeners must refill water barrels with the hose. The water spout and the hose are in the North-East corner of the garden, on the fence. There is a key and a bolt opener at the entrance of the storage area. Please use the key to unlock and unwind the hose. Then use the bolt opener to turn on the water. Please put the key back in the storage area once you are done, and please do not forget to put the lock back on.

Communication to Members

All communications (questions, concerns, comments) related to the community garden will go through the university coordinator via email at christian.tremblay@ualberta.ca who will then distribute appropriately as required. The Executive Committee will provide on a regular frequency an email communication of updates and information related to garden activities.

It is the gardener's responsibility to check his/her emails on a regular basis, read communication carefully, and to address any relevant correspondence to ensure efficient and continuous communication.

Applications for garden plot renewal will therefore be processed via email. The gardener commits to respecting the indicated response times (if any). Failing to respect the indicated deadline could result in the contract not being renewed.

Should a garden member or the Executive Committee want to send an email to the rest of the garden community, please submit your message to jsj-jardiniers@mailman.srv.ualberta.ca. Do not copy everyone to the email. Once reviewed, the email will be forwarded to the community garden members.

Compost Management

In line with our mission of sustainability, our garden members work together to produce high quality compost for use in garden plots. This work is executed by a small team of member volunteers according to the methodology described in our Compost Operations Guide in Appendix C.

Compost produced in our garden will be applied to all garden plots on an equal basis during the spring and/or fall clean-up events.

The Executive Committee acknowledges the request made by the CSJ's Sustainability Committee in terms of including a mentoring and knowledge-sharing aspect with the gardeners as a way to fulfill the educational and waste-reduction aspects highlighted in the garden mission.

Vandalism and Theft

This garden is in a public location and as such it is vulnerable to vandalism and theft. All members will assist in promoting the security of the community garden and report any damage to the Executive Committee and/or the University of Alberta.

Any member caught stealing from other people's gardens, or misusing garden assets will be expelled and disciplinary measures will be undertaken against such members as determined by the Executive.

If you notice any suspicious activity, you are encouraged to contact campus security on the following number: 780 492 5050

Expense Reimbursements

Each gardening member is eligible to be reimbursed for gardening expenses provided that the expense is based on the approved budget or as approved by the executive committee.

Expenses must be submitted to the treasurer or designate for approval and payment.

The invoice form must be submitted in PDF format and include:

On page 1: The completed Invoice Form

On page 2: Expenses with the relevant sections circled.

Note that the Treasurer will assign an invoice number to the invoice.

Once the payment is received, the gardener is requested to confirm the expense was received to the Treasure to close the action.

Refer to Appendix F for the invoice form.

Review/Modification/Approval of Community Garden Documents

The Executive Committee for each upcoming season will review the Operating Manual and recommend any adjustments in April to the community garden members at the Spring Annual Meeting.

The Executive Committee, at the end of each season, will review the Community garden contract and recommend any adjustments in October to the community garden members.

All material changes will be reviewed by the Members at one of the member meetings, and endorsed by Campus St. Jean leadership. **Quorum at these meetings will be 10 (?)** members, with decisions of motions made by majority vote.

Roles and Responsibilities of the Executive Committee:

The members of the garden community will vote on all positions except for the University Coordinator who is selected by the university. All positions are 1-year terms that can be renewed through voting, at the discretion of the community garden members, at the Spring Annual Meeting. The Executive Committee will operate as per their Terms of Reference (TOR) (see APPENDIX E).

Should other members of the community garden want to be a part of the Executive Committee outside of the roles listed below, they could participate as Members at Large. The six main Executive Committee roles are described below:

President

- Chairs executive meetings and the annual meetings
- Sets the agenda with input from Exec committee members
- Ensures Operating Manual is followed, and follow-up is completed
- Representative of the exec committee and liaison to the Campus St. Jean and other 3rd parties

Secretary

- Record and file minutes of Executive Committee and General Meetings
- Creation of newsletters and send out to membership after executive meetings

Treasurer/Equipment and Supplies

- Maintaining the Gardening Club Balance Sheet
- Presenting the annual gardening financial report during the annual general meeting.
- Facilitating consensus on annual budgets.
- Payment and tracking of club expenses ensuring payments.
- Ensuring accounting and reimbursement procedures are followed.
- Assessing equipment assets to determine what gardening equipment requires replacement or upgrading.

Compost Manager

- Maximize compost quality by following sound scientific principles and the garden compost plan
- Monitor compost operations on an ongoing basis to minimize nuisance effects
- Determine work requirements and schedule work events
- Communicate major program events and general progress to Executive Committee

- Be reasonably available to answer questions to general membership
- Participate in the general work of the Executive Committee

Compliance Manager

- Visit the garden on a regular basis to ensure that all is according to what is best for the community of gardeners
- April - Ensure that all of the garden plots are ready for returning gardeners and for distribution to those on the waiting list. Provide a report of deficiencies for presentation to Executive and spring AGM, including comments on the state of the pathways. These must be weed free and be readied for putting a layer of wood chips on a regular basis.
- May - Monitor and report on a weekly basis the state of each plot with respect to seed bed preparation and weed growth (quack grass must be pulled out at this time). A reminder that when a weed problem appears the gardener will receive a yellow flag which will give the gardener one week to remedy the situation. If not remedied at the end of this week, the plot will be red flagged and may be redistributed to the next person on the waiting list.
- June - Monitor and report on a weekly basis the state of each plot with respect to weed growth and flag where necessary.
- July - Monitor and report on a weekly basis the state of each plot with respect to weed growth, harvesting produce and monitor the going to seed of vegetables (dill and other plants that risk sowing themselves) and flag where necessary.
- August - Monitor and report on a biweekly basis the state of each plot with respect to weed growth, harvesting produce and monitor the going to seed of vegetables (dill and other plants that risk sowing themselves). Flag where necessary.
- September - Monitor and report on a biweekly basis the state of each plot with respect to harvesting produce.
- October - Monitor and report on a biweekly basis the state of each plot with respect to harvesting produce and preparing garden plots for winter. This includes harvesting everything and tilling of soil by October 31. Again, plots not readied for winter will be redistributed the following spring.

Social Coordinator/Members Relations

- Prepare and share communication with the membership incl. the newsletter
- Organize events and socials

Garden Coordinator

Upcoming role. Details to be confirmed.

University Coordinator

The role of the coordinator is to serve as a link between the University of Alberta-Campus Saint Jean and members of the CSJ Community Garden. The coordinator is

entrusted with the task of representing the interests of Campus Saint Jean within the context of the community garden. The coordinator's main responsibility is to articulate the university's vision for sustainability and to communicate its strategic goals and changing priorities to the executive committee members. The coordinator also has the responsibility of communicating and relaying collaboration opportunities and requests as they arise between both parties. The person in the role of coordinator is the same that holds the position of Sustainability Coordinator at CSJ. He/she/they is/are responsible for providing strategic support without getting involved in the logistical and operational aspects of the community garden. The coordinator works under the supervision of CSJ's Sustainability Committee, which has both consultative and decision-making power with regards to strategic aspects of the community garden.

The coordinator's administrative tasks are listed below:

- Providing strategic oversight
- Allocating garden plots
- Collecting contributions
- Contacting University departments/ services for logistical needs (including opening / closing water source, reporting any damage in the garden or in the storage space)
- Receiving / filing of purchase requisitions & grant requests from Campus Saint-Jean
- In collaboration with the President of the Executive Committee, ensuring that policies and good practices are respected and enforcing them by issuing warnings and terminating contracts in necessary

It should also be noted that other tasks, be it of administrative or logistical nature, will henceforth fall under the responsibility of the community garden's executive committee.

APPENDIX

APPENDIX A – Garden Plot Map

JARDIN COMMUNAUTAIRE CAMPUS SAINT JEAN COMMUNITY GARDEN

SOUTH

1	10	19	28
2	11	20	29
3	12	21	30
4	13	22	31
5	14	23	32
6	15	24	33
7	16	25	34
8	17	26	35
9 Compost & Herbs	18	27	36

APPENDIX C - Composting Operating Plan

Saint Jean Community Garden Compost Operations Guide

Welcome to the compost operations in our garden!

If we all follow this basic guideline, we will be able to use the residual material from our garden (along with certain other materials which our Executive may allow) to generate high quality organic compost for the benefit of everyone.

Composting in our garden is as easy as 1 – 2 – 3

Our operations plan for the system consists of three phases:

Phase 1 – Collection and Storage Phase.

Members can place any organic material generated in the garden in compost bins indicated for this purpose. This material can include:

- weeds from individual plots and the garden
- trimmings and thinnings from plots
- left-over plant matter after plot harvesting

Compost Team Members will be authorized by the Executive Committee to manage this phase to keep it orderly and help prepare it for the active composting phase (Phase 2).

Compostables from Home

To accommodate garden members who would like to donate compostable materials from home, requests can be made to the Compost Team for permission. Acceptable materials will vary throughout the season depending on the needs of the Compost Team to make high quality compost. No compostables from outside the garden are allowed without the express permission of the Compost Team.

Phase 2 – Composting Phase.

Compost Team Members will manage all aspects of this phase. Material from the Phase 1 boxes will be selectively combined, watered and mixed. Certain all-natural materials may be added such as coffee grounds at this point to enhance the finished product and accelerate the compost process. When composting has advanced sufficiently, Phase 2 immature compost will be removed to Phase 3.

Phase 2 bins will be capped with a plastic sheet. **Please do not add materials to these bins or remove the plastic sheets.** The sheets will prevent mixing of accidentally added materials and help to maintain moisture levels in the composting materials.

Phase 3 – Curing (or maturing) phase.

Materials are still decomposing slowly in this phase, but they are sufficiently degraded to be left largely unmanaged as they stabilize. Please use this material only as and when

instructed by the Executive Committee. Please do not take Phase 3 material outside the garden, without Executive Committee approval.

What happens in each phase?

Composting doesn't just happen, but it isn't rocket science either. With a thoughtful approach, this powerful and natural phenomenon produces wonderful results.

Phase 1 – Fresh materials will begin to break down in the boxes. Plant cell walls will collapse and the material volume will shrink. Some heat may be generated but degradation will be uneven. This is primarily an accumulation phase.

Phase 2 – Materials from Phase 1 will be thoroughly mixed and moisture content will be adjusted to an optimal level. Natural accelerators such as fresh green material, coffee grounds, etc. may be added. Mixing and pre-conditioning in Phase 1 will enhance this phase. Enough heat will be generated to destroy weed seeds and any garden diseases. Break-down will be rapid.

Bins active in Phase 2 will be rebuilt repeatedly until materials have stabilized enough to move to Phase 3. Temperatures in early phases will typically be 45-55C, gradually dropping below 30C over a period measured in weeks not months.

Phase 3 – We will have immature compost at this point. Materials are still decomposing under ambient conditions. A wide range of single and multi-cell organisms are involved in a complex process of stabilization in this phase which can take many months to complete. For practical purposes, Phase 3 materials can often be used safely in garden plots prior to full maturation.

Evolution of our operations plan

We plan to continuously improve our operations plan to best serve our garden and our members. The Garden Committee welcomes your thoughts and comments. If you notice problems (like wasps or mice) please let us know right away.

APPENDIX D - List of Prohibited Plants for the Current Season

Year: 2020

Invasive Species

- Noxious weeds as identified by the Government of Alberta or are identified as prohibited. <https://www.alberta.ca/noxious-weeds-and-plants.aspx>

Invasive Root Systems

- Horseradish
- Rhubarb (except in the community plot)
- Any other plant with an Invasive root system

Other as determined by the Executive

- Prolific Seed plants? (ie. dill)

Note: Perennials should not be grown in the garden plots.

APPENDIX E - Executive Committee Terms of Reference

Campus St. Jean Community Garden Executive Committee Terms of Reference (TOR)

Purpose

- To govern/manage the Community Garden
- To discuss and resolve Issues of garden operation and maintenance
- To represent the interests of the membership as a whole in the ongoing improvement, support and development of the Community Garden.
- To carry out the mission of the community garden.
- To provide leadership and support to the garden membership.
- To evaluate the achievements and struggles of the community garden from year to year and make recommendations to support the ongoing success of the garden.

Mission

The Campus St. Jean Community Garden Committee is to carry out the mission of the CSJ Community Garden:

The Saint-Jean Community Garden is a community space made up of several plots of land that are allocated each year for gardening purposes, allowing individuals from the the Campus-Saint Jean, Francophone, University of Alberta, and Bonnie Doon neighborhood communities to gather in a friendly and respectful environment to grow fruits, vegetables, herbs and / or flowers. The garden constitutes, also, a platform for sharing and exchanging knowledge among its members. This community project is part of the University of Alberta's 2016-2020 Sustainability Plan. In addition to the social dimension that fosters human relations and exchange around gardening techniques, the Saint-Jean Community Garden is a project that aims to promote green spaces, urban agriculture, a better understanding of food systems and respect for the environment.

Committee Membership

Ideally the committee will consist of at least 6 members, one of which is the University coordinator, and no more than 10. The following positions are required to be filled:
(See *Operating Manual for detailed Roles and Responsibilities descriptions*).

- University Coordinator (member of Campus St. Jean)
- President
- Secretary
- Treasurer/Equipment and Supplies
- Compost
- Compliance

Any additional members on the committee will be considered Members at Large with roles and responsibilities defined as required.

Specific Areas of Responsibility

- o Represent the common interests of the community garden and those of the gardeners
- o Evaluating, modifying, upholding the Mission, Vision & Values
- o Create Objectives for Current Year
- o Ownership of documents governing the garden - i.e. operating manual, gardener's contract, Exec committee TOR
- o Ensure compliance to gardeners of the application of the garden contract and operating manual
- o Integrate the social dimension in gardening by organizing events
- o Facilitate the integration of new members of the community garden
- o Prepare the annual report of the gardening activity
- o Determining the Membership Fee (amount and due date)
- o Create and manage the Budget and plans for any additional fund requests
- o Explore different sources of funding and subsidies for the benefit of the garden
- o Creating Sub-Committees as required
- o Act as a link between the gardeners and the representative of the University of Alberta
- o Maintain a quality level of gardening activity throughout the season
- o Maintain minutes of member meetings
- o Liaise with outside organizations, agencies, communities and individuals on behalf of the community garden
- o Manage and maintain gardening tools and ensure the space and infrastructures are well kept

Decision Making Ability

The Executive Committee is the agent of all the gardeners, bringing recommendations to this group. Quorum (minimum of 3 voting members) will need to be met before voting on motions is valid. All Executive Committee members have voting rights except for the university coordinator who is an ex-officio member (ie. non voting).

Should any Executive Committee meeting not have quorum, the meeting can continue, but any proposed motions will need to be presented to the rest of the Executive Committee either through an electronic vote, or at the next Executive Committee meeting.

Responsible To

Campus St. Jean Sustainability Committee (CSJ). The Sustainability Coordinator, designated by the Campus Saint Jean, to be the liaison between the University and the Garden Community.

Authority

The Executive Committee has the authority to make decisions on behalf of the Community Garden members for the following:

- Manage affairs of CSJ within the Annual budget as approved by the garden members

- Organizing events or interactions of community initiatives
- Assigning plots to members in good standing
- Address and resolve disputes that occur between gardeners related to the community garden
- Decide on appropriate disciplinary action for any violation of the contract, including taking away plots and/or termination of membership.
- Create an Annual Report of the gardening season outcomes (ie. A garden season in review).

Meeting Time frames

The Executive Committee will meet at least monthly starting February until they are satisfied that the garden is running smoothly (February –June) and at that time may wish to only meet again in September or as required.

Two member meetings will be organized yearly. These meetings will happen in the first Tuesday in April, and the last Tuesday in October.

Reporting

The group will prepare an annual report to be shared with the garden members and the Faculte on how we upheld the mission of the community garden. This report will go out in early March.

Approval/Review Date: April

The Executive Committee for each upcoming season will review the established Terms of Reference and recommend any adjustments.

APPENDIX F - Invoice Sample

Name
(Insert Adresse)

INVOICE (ADD YEAR)-(ADD INVOICE #)	ADD DATE
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BILLED TO	SHIP TO	INSTRUCTIONS
Campus Saint-Jean 8406 91 Street NW Edmonton, Alberta T6C 1E6	Same as recipient	

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
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TOTAL

APPENDIX G - Record of Changes to Operating Manual

	Changed FROM	Changed TO	Date Changed MM/YYYY
	First Revision - May 2020		
1	Second Revision - April 2021		April/2021
2			
3			
4			