



Prince Rupert Community League

# Prince Rupert Community Garden

## TERMS OF REFERENCE

# 2024

### Garden Vision

To cultivate a personal, neighbourhood and environmental well-being through a safe, welcoming garden community.

### Garden Purpose

- to build a welcoming and beautiful space where residents can grow their own food;
- to develop positive relationships with our neighbours;
- to provide a central hub;
- to create a safer neighbourhood;
- to germinate healthy living through growing nutritious food and being physically active in a peaceful place.

### Garden Membership

Member is assigned a garden plot

- Garden Plot Contract agreed to and signed by both member and Garden Committee
- Bed rental fee (\$15 or \$30) must be paid
- Member must be in good standing as defined in the Garden Plot Contract
- Members must attend the April Garden Committee meeting unless the Garden Committee has approved the absence in advance.

### Plot Assignment

Garden plots will be assigned as follows:

- Plot members from the previous year (in good standing) shall have priority for the selection of any new 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 fee is non-refundable.
- Plot rental is for one year, beginning at the April Garden Committee meeting.
- By the October Garden Committee meeting, members can choose to submit a request to either keep their existing plot or to obtain a different plot, if one is available, for the following season.

### **Garden Committee Mandate**

The Garden Committee's mandate is to fulfil the vision and purpose of the Prince Rupert 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 the City of Edmonton as landowner, and to the Prince Rupert Community League Board.

### **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 and Treasurer 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 revised in September 2022.

- **Garden Coordinator** – coordinates and leads meetings; prepares agenda; coordinates Membership Contracts;
- **Secretary** - documents meeting minutes, sends to committee members and gardeners; retains minutes in an online document repository; maintains list of members
- **Treasurer** – collects fees; prepares budget; does bookkeeping

- **Community League Liaison** – attends Prince Rupert Community League meetings and relays information between the committee and gardeners, and between the garden and PRCL executive
- **Maintenance Coordinator** – ensures the maintenance and repair of physical infrastructure in garden; logs, organizes and maintains the tools of the garden
- **Water Coordinator** – develops, coordinates and maintains water supply system
- **Volunteer & Social Coordinator**--coordinates volunteer commitments pursuant to Garden Plot Contract and Statement of Expectations; plans social events for garden members (e.g., Year-end Harvest Potluck)

### **Garden Committee Meetings**

All interested gardeners who wish to be Garden Plot Members for the upcoming season must attend the April Garden Committee Meeting. Regular monthly Garden Committee meetings will be held from March to October. Garden Plot 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 October Garden Committee meeting. A quorum of 7 people is required to revise the Terms of Reference.