

# Summerlea Community Garden Committee

## Terms of Reference

### Purpose

The purpose of the committee is to

- Establish, govern and manage the Summerlea Community Garden (SCG or Garden).
- Promote the mission, values, and guidelines of the SCG.
- Discuss and make decisions on issues of Garden operation and maintenance.
- Represent the interests of the SCG membership in the development, operation, and ongoing improvement of the Garden.
- Provide leadership and support to SCG members.
- Evaluate the achievements and challenges of the SCG from year to year and make recommendations to support the ongoing success of the Garden.
- Follow the guidelines set out by the City of Edmonton for community gardens.

### Mandate

The mission of the Summerlea Community Garden is to

- Provide gardening opportunities and education for area residents committed to the work and enjoyment of gardening, by providing support, structure, and governance.
- Support the health and well-being of the Summerlea Community by helping to ease the worry of food security, adding more beauty and diversity to the Summerlea Park, and making Summerlea and the surrounding area a more desirable place to live.

The Summerlea Community Garden Committee is in place to facilitate this mission.

### Committee Composition and Appointment

Ideally the committee will consist of 6 to 12 members. In 2020, there are 9 members.

For the Strategy and Concept phase of the Garden development, membership on the committee is un-elected. Once the project gets into the Design phase, membership will be elected for a term of two years.

### Roles of the Committee

**Chair:** Chairs meetings, sets the agenda with input from SCG membership; reports to the Summerlea Community League board; acts as a signing officer.

**Secretary:** Records minutes of the Committee and general meetings; maintains the contact information of SCG membership; acts as a signing officer.

**Treasurer/Finance Chair:** Maintains financial records; works with the Finance Committee in applying for grants; acts as a signing officer.

Finance Committee: To oversee the financial interests of the Garden including developing and managing the budget, assessing fees, and applying for grants.

Site Selection/Plan and Construction Committee: Propose and evaluate garden site options; coordinate the design and present to the committee, coordinate the planning and construction of the garden site.  
Ongoing: Propose plans for ongoing development, improvement and use of the site.

Communications Committee: To prepare information packages for members and community.

Resources Committee: To assist in determining what the garden needs to operate and pursue accessing those resources (e.g., tools, compost, water); coordinate the supervision of planting, maintenance, and cleanup of the Garden.

Education Committee: To offer educational sessions and provide horticultural information to gardeners.

Garden Watch Committee: To plan and organize methods to deter theft and vandalism, such as keeping a presence of gardeners at the site as often as possible.

Social Committee: To plan and organize special events

### **Decision-Making Ability**

The committee is the agent of all the SCG members, bringing recommendations to the group. Voting will be by the whole membership and strive for consensus.

### **Responsibility and Authority**

The committee is responsible to the SCG members, the Summerlea Community League board, the City of Edmonton, the Community Garden Network, and the surrounding community.

The committee has the authority to make decisions for the SCG membership.

### **Timeframes, Reporting, and Deadlines**

The committee will meet at least monthly or more often as necessary until the Garden is constructed. Starting in the Operation phase, the committee will meet monthly starting in February until the Garden is running smoothly. Then the committee may wish to meet again in October.

The committee will prepare an annual report to go out to the members in November.

An annual general meeting will happen in the month of March.

Reporting will be done via email as much as possible.

### **Resources Required**

- Meeting space for the annual general meeting
- Funds for the construction and business of the garden
- Volunteers from the membership to serve on the committee
- For the Garden: to be determined

### **Specific Areas of Responsibility**

- How the Garden will function
- Who can participate
- Mission, vision and values
- Guidelines governing the Garden, such as contract with gardeners, maintenance plans.
- What can be grown, chemical usage
- Membership fees
- Budget and need for additional fundraising
- Maintenance of records (financial records, minutes, membership lists)
- Information package (content and production)
- Liaison with outside organizations, agencies, communities

### **Approval/Review Date**

Each upcoming gardening season, the committee will review the Terms of Reference and recommend any adjustments.

Last Updated August 7, 2020