2026

Terwillegar Community Garden

A Terwillegar community League program

Operational Guidelines

The vision of the Terwillegar Community Garden Program is:

To tend to an enduring and evolving, environmentally conscious and sustainable community garden; endeavoring to cultivate comradery and extend enriching and educational experiences to everyone.

Our mission is to:

- ✓ Provide members with the opportunity to grow "organically", i.e. without the use of herbicides or pesticides, vegetables and flowers in a suitable environment at relatively low cost.
- ✓ Build a sense of community and be inclusive of all potential gardeners in the community
- ✓ Promote sustainable gardening practices such as organic gardening and on-site composting
- ✓ Share produce with community organizations
- ✓ Provide a place of beauty for others to enjoy
- ✓ Provide environmental education and outreach opportunities for Terwillegar and surrounding communities organizations, schools, businesses and individuals

1. Background

The idea for the Terwillegar Community Garden Program started in 2006 with an attempt to locate a suitable site by a small group of interested and dedicated people. The program progressed when a community league survey performed in 2007 showed a high level of interest from the community.

In 2009 a suitable site for the garden was found on the Terwillegar Community League lands on Terwillegar Way. At this time, due to lack of city development on the site, only a temporary garden set-up with minimal structural investment is possible. Future permanent development will be pursued following the city's development of the site.

2. Organizational Structure

The Terwillegar Community Garden Program is run in conjunction with the Terwillegar Community League. The garden program is administered by a Garden Committee which is a group of volunteers committed on an annual basis to meeting the responsibilities required to maintain the functionality of the program.

The Garden Committee holds meetings to discuss and resolve any issues pertaining to the garden. The Garden Committee members can be appointed or elected at the Annual Meeting held each spring.

The Garden Committee will consist of, but not be limited to, the following roles:

- ➢ Garden Coordinator
- ➢ Resource Coordinator
- ➢ Community Relations Coordinator

- Site Coordinator

Each of the Coordinators will oversee the volunteers on their respective committees; with the Garden Coordinator overseeing the Garden Committee.

3. Roles & Responsibilities

1. Garden Committee shall:
    a. Manage, organize and co-ordinate the member supported non-profit community garden project for families living within the Terwillegar area.
    b. Be responsible for the everyday workings in the garden itself.
    c. Ensure the garden is inclusive of all potential gardeners in the community.
    d. Represent the participating members.
    e. Notify the City of Edmonton if there is any reason that the tasks required by the "Partners-in-Parks" agreement cannot be carried out for either a temporary or permanent period (i.e. holidays).
    f. Ensure that all members have signed a Membership Contract before being permitted access to their plot.
    g. Seek timely approval (refer to "Partners-in-Parks" agreement) of the layout of the community garden by submitting a plan indicating the locations and description of any improvements (i.e. raised beds and any other fixtures) that are to be located on the site.
    h. Ensure that the Garden is represented at Edmonton Community Garden Network meetings and events.
    i. Liaise with the Terwillegar Community League.
    j. Perform an annual evaluation of the Garden activities and planned improvements.
    k. Provide leadership and active participation at special events.
    l. Develop and encourage relationships with the community leaders, local politicians, sponsoring agency and local gardening associations.
2. Garden Coordinator shall:
    a. Ensure communication amongst the various committees.
    b. Ensure the membership and its decisions adhere to the project mission statement, goals and objectives.
    c. Ensure the Responsibilities of Membership are respected by gardeners and volunteers.
    d. Supervise planting, maintenance and clean up of the site.
    e. Assist with the planning of the physical project site
    f. Respond to the questions and concerns of gardeners and volunteers.
    g. Mediate disputes between gardeners, report to and get approval from the Garden Committee.
    h. Provide horticultural information.
    i. Recruit volunteers and develop their skills set.
    j. Evaluate, define and implement volunteer duties and responsibilities.
    k. Assist the sub-committees in carrying out projects.

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3. Resource Committee & Coordinator shall:
    a. Obtain required funds and/or resources as needed for garden start-up, maintenance, development and improvement.
    b. Ensure that membership with the Edmonton Community Garden Network is maintained.
    c. Ensure that the land use agreement is maintained and updated as required.
    d. Maintain and update the Membership Contract and Operational Guidelines.
    e. Collect membership fees, deposits and signed contracts.
    f. Propose annual membership fee and deposit amounts.
    g. Perform site allocation and maintain the wait list (as required).
    h. Maintain membership records and contact information.
    i. Maintain financial records in accordance with the needs of the Treasurer of the Community League.
    j. Develop purchase/donation sources for seed, plants, mulch, lumber, soil, soil amendments and other items required by the project throughout the season.
4. Community Relations Committee & Coordinator shall:
    a. Ensure that Edmonton Community Garden Network news is distributed to the membership (i.e. forwarding “Roots & Shoots” electronically, e-mailing updates from attended meetings and events).
    b. Maintain minutes of the Garden Committee & Annual Meetings.
    c. Facilitate communication with the general membership.
    d. Coordinate membership meetings and ensure an appropriate committee or individual facilitate the meeting.
    e. Represent the community garden at public events.
    f. Liaise with outside organizations, agencies, communities and individuals on behalf of the community garden.
    g. Arrange for local experts as a resource to horticultural information and to provide training on members’ topics of interest.
    h. Develop, if possible, with the Resource Committee, purchase/donation sources for seed, plants, mulch, lumber, soil, soil amendments and other items required by the project throughout the season.
    i. Encourage events that will network and build relationships with other organizations, communities, media, individuals that can offer support to the garden.
    j. Develop promotional materials for the garden and author updates and articles pertaining to the garden for the newsletter and/or web.
5. Site Committee & Coordinator shall:
    a. Maintain outbuildings, outdoor signs, tools and equipment.
    b. Co-ordinate to plant, maintain and harvest plots if members are unable to do so.
    c. Coordinate and supervise special work projects.
    d. Ensure that any permits required for construction or development projects are attained.

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4. Administration of Garden

1. Meetings & Memberships:
    a. Terwillegar Community League:
    All Garden members are to be members of the Community League.
    The Terwillegar Community League holds monthly meetings excluding July and August. A representative from the Garden Committee may attend any of these meetings, either at the request of the League or Garden, to present or resolve any matters of consequence to both groups. Minutes of these meeting are available to the general public through the League's website.
    b. Community Garden Network Meetings:
    The Garden will retain annual membership in the Edmonton Community Garden Network.
    A representative from the Garden Committee (or volunteer representative from the membership) shall make every effort to attend CGN meetings and events.
    c. Garden Committee:
    The Garden Committee shall meet on a monthly basis throughout the planting season (April to October) and bi-monthly for the remaining months (December & February). Garden members wanting a discussion with the Garden Committee may contact the Garden Committee to receive approval to attend. Minutes of the Garden Committee Meetings shall be taken and made available to the membership electronically or otherwise.
    d. Garden Sub-Committees:
    The Garden Sub-Committees shall meet as deemed necessary by the coordinators to meet their responsibilities and goals established by the Garden Committee. Members of the Garden Committee may be requested to attend. Minutes of the Sub-Committee Meetings shall be taken and provided to the Garden Committee electronically or otherwise.
    e. Annual Meeting:
    An Annual Meeting of the Garden shall take place each March/April. All members and interested public are invited and encouraged to attend. Election of the Garden Committee will occur and membership fee amount will be established.
2. Voting:
    a. Any member (see Section 4) who is of the age of majority is entitled to vote. Such voting must be made in person and not by proxy or otherwise.
    b. Any member may attend the Garden Meetings, but will not be allowed to vote. The Garden Committee may, by resolution, determine the members' ability to speak to a matter on the agenda.
    c. A show of hands will be adequate for voting, except for nominations/elections, significant financial questions, and any controversial matters where a secret ballot is required or can be requested.

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3. Site:
    a. Land Use Agreement:
    The use of the garden site is through a "Partners-in-Parks – Community Gardens" Agreement with the City of Edmonton – Parks, Asset Management and Public Works. This agreement is to be re-negotiated each year in the fall with the assistance of the assigned Community Recreation Coordinator.
    b. Maintenance:
    As per the "Partners-in-Parks" Agreement:
        i. No cultivation or excavation of any sort is permitted below 30 cm of ground level where the garden is located in a utility corridor.
        ii. Due to environmental concerns, the City of Edmonton does not allow the application of herbicides or pesticides or other chemicals to City lands by unauthorized personnel.
        iii. The grass must be mowed between the improvements (i.e. raised beds, composters) and any irrigation tank or other fixtures that have been placed on the site for the garden operation, and a two meter swath must be moved around the outer perimeter of the community garden.
        iv. The garden site must be maintained at a high level of cleanliness, order and tidiness. Weeds are to be kept under control; litter must be removed from the site and tools, equipment, etc. are not to be left unattended. The site is to be cleaned up at the end of the season. Plots are to be cultivated and the surrounding area left in a clean and tidy condition.
4. Membership:
    a. Contract:
    The purpose of the membership contract is to identify members' safety and maintenance responsibilities and any further obligations that may be required to ensure the smooth operation of a community garden that will be regarded as an asset by the residents of adjoining properties and by the greater community.
    b. Fees:
        i. Membership fees will be determined each year at the Annual Meeting.
        ii. The membership year will be from November 1 of the current year to October 31 of the following year.
        iii. Withdrawal or Termination from membership: Withdrawal will be by providing a letter to the Resource Coordinator or non-payment of annual fees. Termination of membership for just cause will be dealt with in the manner prescribed under Non-compliance Issues.
        iv. Withdrawal before May 1st entitles the departing member the return of their membership fee. Withdrawal on or after May 1st requires the departing member to forfeit their membership fee.
    c. Process:
    Contact/Inquiry from Public → Send information and application to interested party → When returned, enter into database and either put in for a plot assignment or place on the waitlist → Update contact with their standing → Assign a plot

d. Non-compliance Issues:
   If issues of non-compliance with the requirements of the membership contract arise, the Garden Committee shall discuss and document the issue. The severity of the infraction and the members' history shall be taken into consideration when deciding the disciplinary action to be taken. Options available to the Garden Committee include, but are not limited to, the following actions or combination of these actions:
   i. Admonishment
   ii. Warnings of possible further actions
   iii. Forfeit of deposit
   iv. Loss of standing in the garden – will have to re-apply
   v. Refusal of renewal of membership
   vi. Immediate termination and removal from garden

5. Plot Assignment:
   a. Returning Members:
      Returning members that are in good standing with the garden, have the option of retaining their current plot, re- entering the general lottery or requesting a specific open plot. If more than one request for an open plot is registered, a lottery will be drawn for that plot amongst those returning members interested in its assignment.
   b. New Members:
      New members will have plots assigned by general lottery of the available plots. New members from the Terwillegar Community League will have preference over those from other Community League areas.
   c. Wait List:
      A wait list shall be constructed should the number of requests for plots exceed the plots available. The garden wait list is on a first come first serve basis. Those placed on the wait list must re-confirm their interest at the AGM to retain their position on the list.
   d. Additional Plots:
      Returning members in good standing who have already been granted an additional plot may request to retain their additional plot as well. New members requesting an additional plot will have to wait until all new members have been granted a plot before potentially being granted an additional plot. Additional plot requests may be placed on the wait list.
6. Elections:
   a. Elections will be held at the Annual Meeting. Coordinators will take office immediately following that Annual Meeting.
   b. All terms will be for a period of one year.
   c. A person appointed or elected becomes a Coordinator if they were present at the meeting when being appointed or elected, and did not refuse the appointment or nomination. They may also become a

Coordinator if they were not present at the meeting but consented in writing to act as director before the appointment or election.

7. Amendments to the Operational Guidelines:
    a. These Guidelines may be rescinded, altered, or added to by the Garden Committee.
    b. Any proposed changes must be reviewed at a Garden Committee Meeting. For revisions deemed to be significant the Garden Committee may opt to approve them at the AGM in consultation with the membership.
8. Dissolution:
   Upon dissolution of the Garden, all real property, fixtures, and liquid assets remaining after the payment of any debts, will become the property of the Terwillegar Community League.
9. Parliamentary Authority:
   The rules contained in “Robert’s Rules of Order,” in its most current edition, will govern the proceedings at all meetings and in all cases where they are applicable, provided that they are not inconsistent with these Bylaws or the requirements of the Societies Act.
10. Financial:
    Positions on the Garden Committee are not paid positions and no remuneration will be paid to Coordinators as a result of holding these positions. Coordinators may be reimbursed for expenses, with presentation of receipts, for performing the Garden’s business.
11. Privacy:
    The Garden will collect personal information such as address, contact and residence information only for the purpose of administering and enhancing Garden programs.
    Personal information will not be sold or released to any commercial or other organization except in accordance with requirements under the law or as specified at the time of collection of the information.
    Personal information will be kept by the Resource Coordinator (or designee). Any member may verify his/her own information on request to the Resource Coordinator within a reasonable time. A member requesting to verify or update information must be able to provide proof of identity before accessing his/her own personal information held by the Garden, and anyone holding such personal information may not disclose it except in accordance with these bylaws.
    The Garden will abide by the Privacy guidelines of the Edmonton Federation of Community Leagues.
    Any issues or concerns regarding the safekeeping or use of personal information may be addressed to the Garden Coordinator.