

 <p>PLEASE PRINT</p>	<b>CS- Community Garden</b> <b>Date Received:</b> _____	<b>Community Services</b>
<h2 style="margin: 0;">COMMUNITY GARDEN</h2> <p style="margin: 0;"><b>(There is no cost to participate)</b></p>		

<b>Contact Information</b>	<b>SECTION 1</b>																																
Name: _____ Program Location: _____ Address: _____ City: _____ Postal Code: _____ Phone: _____ Email: _____ Additional Users (First & Last Names): <input type="checkbox"/> No Additional users																																	
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 20%; text-align: center;"><u>Name</u></th> <th style="width: 10%; text-align: center;"><u>Child</u></th> <th style="width: 10%; text-align: center;"><u>Adult</u></th> <th style="width: 15%;"></th> <th style="width: 20%; text-align: center;"><u>Name</u></th> <th style="width: 10%; text-align: center;"><u>Child</u></th> <th style="width: 10%; text-align: center;"><u>Adult</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>_____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">2.</td> <td>_____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">3.</td> <td>_____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">4.</td> <td>_____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">5.</td> <td>_____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">6.</td> <td>_____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>			<u>Name</u>	<u>Child</u>	<u>Adult</u>		<u>Name</u>	<u>Child</u>	<u>Adult</u>	1.	_____	<input type="checkbox"/>	<input type="checkbox"/>	2.	_____	<input type="checkbox"/>	<input type="checkbox"/>	3.	_____	<input type="checkbox"/>	<input type="checkbox"/>	4.	_____	<input type="checkbox"/>	<input type="checkbox"/>	5.	_____	<input type="checkbox"/>	<input type="checkbox"/>	6.	_____	<input type="checkbox"/>	<input type="checkbox"/>
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<b>Gardening Information</b>	<b>SECTION 2</b>
<p>1. Do you have any experience as a gardener?  <input type="checkbox"/> Yes, I have grown a garden before.  <input type="checkbox"/> No, I am new to gardening.</p> <p>2. How did you hear about the Community Garden?  <input type="checkbox"/> Friend  <input type="checkbox"/> News  <input type="checkbox"/> Memorial University  <input type="checkbox"/> City of St. John's  <input type="checkbox"/> From the Local Immigration Partners  <input type="checkbox"/> From the Association for New Canadians  <input type="checkbox"/> From another organization. Please list: _____</p> <p>3. What type of bed would you like?  <input type="checkbox"/> Raised Bed (10 X 4)  <input type="checkbox"/> Raised Bed (6 X 4)  <input type="checkbox"/> Table height bed (6 X 2) for seniors or gardeners with limited mobility.</p> <p>4. Do you have transportation to the Community Garden?  <input type="checkbox"/> Yes    <input type="checkbox"/> No    If No, How do you plan to get to the Community Garden?: _____</p>	

5. Do you require accessibility accommodations to be a fully contributing member of the community garden? The community garden will work throughout the summer to help everyone participate equally.

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6. If you know what you would like to grow in your garden, please share below.

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7. Comments or requests.

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**Signature**

**SECTION 3**

Gardeners can read and sign the code of conduct and participation agreement to complete their registration at the Garden Workshop. The code of conduct is attached for your reference.

**Privacy Notice**

**SECTION 4**

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process this application. Questions about the collection and use of the information may be directed to Manager of Family & Leisure Services at 576-8020 or email [healthycommunities@stjohns.ca](mailto:healthycommunities@stjohns.ca)

**For Office Use Only**

Garden plot granted  Yes  No    Waitlist  Yes  No    Date: \_\_\_\_\_  
Applicant has been contacted  Yes  No    Date: \_\_\_\_\_

**Please return completed forms to:**

City of St. John's  
Recreation Division  
P.O. Box 908  
St. John's, NL A1C 5M2

**For further information:**

Phone: (709)576-8628  
Email: [healthycommunities@stjohns.ca](mailto:healthycommunities@stjohns.ca)



NEWFOUNDLAND AND LABRADOR, CANADA

**CITY OF ST. JOHN'S  
DEPARTMENT OF COMMUNITY SERVICES**

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**COMMUNITY GARDEN CODE OF CONDUCT**

### **1. Introduction**

The Paul Reynolds Community Centre Community Garden Code of Conduct forms the basis for the use, safety, and enjoyment of the garden for all gardeners. All gardeners must agree to follow the Code of Conduct as a condition of being given a plot to use.

This Garden is made possible by the Local Immigration Partners (LIP) in partnership with Healthy City St. John's, Memorial University of Newfoundland, the Association for New Canadians, and Food First NL. This project is funded by the Provincial Government of Newfoundland and Labrador through the Community Healthy Living Fund.

### **2. Accessibility and Inclusion**

The garden committee is using Universal Design to make the garden space as accommodating to all accessibility needs. Consultations with the City of St. John's Inclusion Services and members of inclusion community will help identify needed adaptations. If you require any accessibility features, please connect with [healthycommunities@stjohns.ca](mailto:healthycommunities@stjohns.ca) or call 576-8628.

### **3. Respectfulness**

Gardeners and visitors to the garden must be respectful to each other - bullying, rudeness, hate speech, racism, ageism, sexism will not be tolerated. Gardeners can be asked to leave for inappropriate behavior.

### **4. Garden Registration**

Registration will take place in the Spring of every year. Details and deadlines will be determined by the garden committee and announced by email to gardeners from the year before, prior to it being advertised publicly.

- a. Users** are the people are gardening. Priority will be given to gardeners who are new Canadians living in St. John's, locals living near the community garden, and/or those with memberships at Paul Reynolds Community Centre. Gardeners must complete registration forms and sign the code of conduct prior to being assigned a plot. Gardeners can use the plot whenever it is convenient for them. Gardeners are also encouraged to participate in regular volunteer days.
- b. The Waiting list** is the list of people who would like to garden but have not been assigned a plot. If someone cancels their plot, then the first person on the waiting list will be given the plot. That person has five days to accept before the plot will be given to someone else. The waiting list will be kept by the garden committee and can be reached at [healthycommunities@stjohns.ca](mailto:healthycommunities@stjohns.ca) or 576-8628.

- c. **Rental Period End Date** is November 1<sup>st</sup> of every year. If a gardener is not returning the following year, they must remove any belongings kept in the storage bin by that date.

## 5. Participation

### Members

Gardeners are responsible for general participation in the garden. This includes communal/shared duties outside of their individual plot. These responsibilities and duties are listed below.

1. Gardeners must follow the code of conduct.
2. Gardeners will be asked to sign their name on the sign-in sheet inside the tool box every time they visit the garden.
3. Gardeners must care for the general maintenance of their own plot.
4. Gardeners must weed their own garden and dispose of the weeds appropriately.
5. Gardeners are responsible for general maintenance of the garden space and are each asked to collectively keep the space tidy. This includes:
  - a. Locking tools up after use.
  - b. Notifying the garden committee of any broken tools.
  - c. Putting the watering supplies away.
6. Gardeners must keep pathways clear and accessible for all users.
7. Gardeners are asked to participate in regular work days throughout the season, which will be advertised well in advance – taking place on weekends.
  - a. Work days include – general maintenance.
  - b. Tidy the garden space.
  - c. Filling up watering supplies.
8. Gardeners are responsible for cleaning up their plot at the end of the season. This includes:
  - a. Removing any remaining plants.
  - b. Disposing of compost accordingly.
  - c. Winterizing the garden plots.
  - d. Helping store the garden tools for the winter.

## 6. Ending Membership

Gardeners are free to stop using the community garden at any time, for whatever reason if they inform the garden committee and clean out their plot. If for whatever reason gardeners are unable to complete the season, they are asked to connect with [healthycommunities@stjohns.ca](mailto:healthycommunities@stjohns.ca) or call 576-8628 to inform the garden committee that they will no longer be participating in the community garden. Gardeners are still required to clean-up and remove any remaining plants in their garden space if they choose to leave the community garden.

An **Abandoned Plots** will be considered abandoned if the gardeners have not completed maintenance in their plot for over one month. The garden committee will regularly check the sign-in sheet to make sure that gardeners are caring for their garden plots. If gardeners have abandoned their plots, the remaining plants will be removed, and the plot will be assigned to someone on the waiting list.

## 7. Plots

Each garden plot will be assigned to one person/family. No family can have more than one plot. The following is a list of guidelines for gardeners about their plot:

1. **Picking crops** – Gardeners are not to pick crops in any plot other than their own. Unless they are given permission by another gardener.
2. **Garden Plot Care** – Gardeners are responsible for the care of their garden plot. This includes clearing any weeds, watering their plot weekly, removing weeds from pathways around their plot, removing any items blocking the pathway around their plot, and harvesting their crop at the end of the season. \*\*\*This includes general maintenance rules as listed above.
3. **Plants and supports** – No illegal plants, invasive species, weeds, or tree are permitted inside the garden plot. Gardeners must use caution when planting/growing plants that grow tall or are vining plants. It is asked that plant supports not be too big that they shade other people's plots or fall outside of the plot frame.
4. **Soil** will be provided for gardeners. We ask that gardeners not bring soil to the garden plots and to use the soil provided. If gardeners require extra soil, they can connect with [healthycommunities@stjohns.ca](mailto:healthycommunities@stjohns.ca) or call 576-8628. We also ask that gardeners not remove any soil from the plots.
5. **Pesticides** are asked to not be used on the garden in the community garden. We ask that gardeners not use harmful herbicides (weed killers), insecticides, fertilizers, animal poisons. Gardeners may use insecticidal soaps, cages to protect from big bugs, natural bug repellents and bug traps (including picking bugs off at night).

## 8. Weeds & Diseased plants

Weeds, invasive and diseased plants should be bagged and put in the trash so as not to contaminate the garden. A weed pile must be picked up before leaving the garden space.

## 9. Garbage and other waste

Members must keep their garden plots and surrounding pathways clear of garbage and other waste. These items are to be disposed of properly or taken home.

## 10. Water barrels and watering

Water barrels will be filled by the garden committee weekly. Gardeners are asked to use the water supplied provided to water their beds. Please try not to waste water.

## 11. Tools and Tool boxes

Tools and tool boxes will be provided by the garden committee. If gardeners choose to bring their own tools, they are free to do so! If gardeners would like to store their tools in the tool box, they must write their name on the tool so that others know who owns what because gardeners are expected to remove any personal tools at the end of the gardening season.

There are several risks with using certain tools and by signing this code of conduct, gardeners understand those risks and use those tools at their own risk. The City of St. John's is not responsible for any injury as the result of garden use.

We do ask that gardeners please put the garden tools away after use and lock the toolbox. Please report any damages to the toolbox or to tools to [healthycommunities@stjohns.ca](mailto:healthycommunities@stjohns.ca) or call 576-8628.

## **12. Safety**

There will be a first aid kit in the tool box on site. Gardeners are using their tools and provided tools at their own risk. The garden committee will regularly monitor the safety of the garden and check for hazards on work days. Gardeners are asked to report any and all safety concerns.

## **13. Theft and vandalism**

Gardeners and visitors are asked to please not to interfere with other gardener's plots. This includes damaging others plots or picking their plants. Gardeners are asked to please report any damages, including vandalism or illicit behaviours that occur on the garden grounds to [healthycommunities@stjohns.ca](mailto:healthycommunities@stjohns.ca) and to the proper authorities (e.g. Police).

## **14. Visitors**

Family and friends of gardeners are welcome to the garden space, by only if accompanied by the person assigned the garden plot. Children under 12 should be supervised.

## **15. Pets**

Gardeners can bring their pets to the garden space if they are always kept on a leash and supervised by their owner. Owners must clean up after their pets immediately. If owners do not clean up after their pet, they may be asked to keep their pets at home when they visit the garden. If gardeners see un-supervised pets in and around the garden or causing a disturbance, please report this to the City of St. John's by calling 311 or 754-2489.

## **16. Failure to follow Code of Conduct**

If any Gardener or garden plot is found to not be following the code of conduct their will be contacted by the garden committee and be given an opportunity to change their behaviours and follow the code of conduct. We are happy to work together to find solutions. Gardeners are encouraged to share feedback with the garden committee at any time.

 <p>PLEASE PRINT</p>	CS-Community Garden Code of Conduct	Community Services
	<h2>Community Garden Code of Conduct</h2>	
<b>Contact Information</b>		<b>SECTION 1</b>
Name: _____ Program Location: _____ Phone: _____ Email: _____		
<b>Code of Conduct</b>		<b>SECTION 2</b>
<p>I agree to follow the Code of Conduct as a condition of being given a plot to use with the Community Garden project.</p> Gardener Signature: _____ Date: _____ Gardener Committee Member Witness: _____ Date: _____		
<b>Partnership Agreement</b>		<b>SECTION 3</b>
<p>This Garden is made possible by the Local Immigration Partners (LIP) in partnership with Healthy City St. John's, Memorial University of Newfoundland, the Association for New Canadians, and Food First NL. This project is funded by the Provincial Government of Newfoundland and Labrador through the Community Healthy Living Fund.</p>		
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