



TANGLEWOOD PARK COMMUNITY GARDEN AGREEMENT – 2018 Welcome to the Tanglewood Park Community Garden (TPCG), a program of our Community Centre. Please download, complete and deliver this agreement to 30 Woodfield Drive, Ottawa K2G 2Y5 or bring it along with your payment (if you are not paying on-line and drop it off at 30 Woodfield Drive). It is important for the success of our community garden that all gardeners and their guests clearly understand and comply with the following garden agreement and Tanglewood Park Community Center (TPCC) terms and conditions; in addition you must signed the TPCC Liability Waiver.

To register visit: <https://thca.ca/programs-and-activities/tpcc-run-programs/> **Abide by the Law**

Our Centre and garden is in the City of Ottawa's park. Gardeners and their guests must **comply with all City of Ottawa by-laws**, and below there are some highlights of the by-laws.

Garden General hours of operation are from 5 a.m. To 11 p.m. Unless otherwise posted.

- Don't litter.
- Don't disturb or feed wildlife.
- Don't use motorized vehicles, with the exception of wheelchairs and other mobility assistance devices.
- Smoking is not permitted in City parks or within nine metres (9m) of the entrance or exit of City parks and facilities.
- Leash your dog in all parks unless it is specifically designated as an off-leash area
- Source: <http://ottawa.ca/en/parks-and-facilities-law-no-2004-276>
- The Community Center washrooms will be available for use and instructions on how to access them will be provided to you by the garden coordinator. Washrooms are to be kept proper and clean and should be used during the garden's/park's hours of operation.

Maintenance of Box

- 2.1 Each gardener is **responsible for the proper maintenance of his/her garden box** throughout the duration of the growing season, **including watering, weeding, harvesting, and general care** of her/his garden box (gardeners may arrange for other gardeners to water their garden box).
- 2.2. **Installation of any fencing, rods, sticks, boards, tarps or other materials in the garden box is prohibited** without the consent of the Garden Coordinator. Please keep materials containing contaminants (e.g. pressure treated wood) out of the plots.

Waste

- 3.1 Each gardener will be expected to **keep the ground around their box clear of litter and weeds**. Weeds are to be composted in the containers provided or taken home for disposal.
- 3.2 Gardeners must **use the recycling and trash bins as provided in the park**. If no bins are available, then each gardener is responsible for disposing of his/her garbage. Any diseased plants or seedy or invasive weeds are to be placed in either yard waste bags or green bins. Gardeners must use the composter for all plant material that is not diseased, seedy or invasive.
- 3.3 **On the last day of the growing season (October 31st), all plants (excluding perennial plants with Garden Coordinator consent) and personal property must be removed from the garden box** and it must be restored to its original condition. If items have not been removed, then they will be disposed of by the garden coordinator it its representative. There will be no liability for disposal and the gardener will not be eligible for another plot.

Agreement is for one Growing Season Only



4. **Gardeners cannot transfer boxes to other people.** At the end of the current growing season, gardeners will be asked to confirm their interest in a garden box for the following year. Boxes will be assigned according to availability.

Organic Gardening

5. **Gardeners must use organic gardening methods.** Use of chemical insecticides, herbicides, fungicides, and fertilizers is prohibited. For guidance, please refer to:
<http://www.omafra.gov.on.ca/english/crops/insects/ipm.html> .

Allowed Plants

- 6.1 Trees are not allowed in the garden boxes. All **plants must be kept within the limits of each gardener's garden box.** Garden boxes must be kept free of weeds, pests, and diseases. **Tall plants (e.g. corn) and vines are only allowed in locations where they will not interfere or shade other boxes. Only edible plants may be grown;** no decorative inedible plants may be grown in the boxes.
- 6.2 Planting of **illegal plants and noxious weeds is prohibited.** Invasive plants (e.g. mint, Jerusalem artichoke, etc.) must be in a removable container. Plant materials that are on Ontario's Invasive Species list are prohibited. Please refer to: http://www.omafra.gov.on.ca/english/crops/facts/noxious_weeds.htm .

Use of Produce

7. **Donation** of produce from gardener's own plot **to the Ottawa Food Bank is encouraged.**

Tools

8. Each **gardener is responsible for providing his/her own tools and equipment.** The Tanglewood Park Community Garden may provide large equipment such as wheelbarrows and shovels for common use.

Tool Shed

9. Gardeners may **use the tool shed for storage at their own risk.** Gardeners should label their property and tidy up tools prior to leaving. **Only registered gardeners may have the lock combination to the shed.** Each gardener shall close and lock the tool shed each time he/she vacates the garden. The Tanglewood Park Community Centre is not responsible for any lost, damaged, or stolen items.

Water Supply and Duty

10. **Water supply** is limited so gardeners must **use water supplied in the rain barrels sparingly.** Water shall be used for garden boxes only. Gardeners are responsible for filling rain barrels and must **ensure that the water tap at the community centre building is off** and that the garden hose is neatly stored. Gardeners must refrain from leaving open containers that may collect stagnant water.

Pathways

11. Laneways and paths must be kept **clear of obstacles.** Bicycles, trailers, and wagons may be brought inside the garden plot area, but must not block laneways or paths.

Consideration of Other Gardeners

- 12.1 Gardeners shall be **courteous to and considerate of other gardeners and neighbours.** Use of abusive or profane language is prohibited. Smoking, alcohol, and loud music are prohibited. Each gardener is responsible for the behaviour of his/her guests.



12.2 Gardeners **must not garden in or pick anything from another gardener's box** without that gardener's consent.

12.3 **Pets must be kept on leash** and kept under control at all times. Pet waste must be cleaned up immediately.

Vandalism

14. Gardeners must **report any vandalism** to the Garden Coordinator. Gardeners must notify the Garden Coordinator promptly of any damage or needed repair (e.g. fencing, boxes, compost bins, water tap, etc.) and record it in the log book located in the shed.

Contact Information

15. Gardeners must **inform the Garden Coordinator of any change in contact details (, e-mail mailing address, phone number)**. Inability to communicate with the gardener may result in termination of garden box rental.

Abandonment of Boxes

16.1 If the gardener is **not able to tend their box for more than two weeks, then he/she must find someone to look after his/her box and inform the Garden Coordinator.**

16.2 **If a garden box appears neglected or if the garden box has not been planted by June 7th, then the garden plot will be considered abandoned.** The Community Garden Coordinator will do their best to get in touch with the gardener, however, if the gardener is unresponsive after one week of attempted contact the box will be reassigned.

16.3 Should a member be accused of not maintaining their box or of abandonment they will be **given a chance to defend themselves informally** before the Garden Coordinator and a member of the community association. If their explanation is not accepted their box will be reassigned. The gardener will have no claim for damages for termination of this agreement.

17 Payment

Payment for an assigned garden box is \$30 (\$26 for current Tanglewood-Hillsdale Community Association members). By establishing or updating a household on-line account *at thca.ca*, you would be able to complete the community garden program form. You would be able to pay on line through PayPal, by cheque or cash via mail or hand delivery.

Or print the Registration Form complete it and along with a signed copy of the TPCG agreement. Drop-off/send to 30 Woodfield Drive Ottawa ON K2G 2Y5 along with a cheque payable to: Tanglewood Park Community Centre

Applications must be received by May 01 annually for consideration/box allocation. Applications received after May 01 will be considered on a first come, first served basis subject to availability. **Preference will be given to Tanglewood-Hillsdale Residents.**

Volunteer Hours

18. **All gardeners are required to volunteer a minimum of 5 hours** over the growing season, which includes one (1) hour of season end clean-up. A volunteer schedule will be provided and gardeners must sign up volunteer duties at the beginning of the season. Please record your volunteer hours on the 'Tanglewood Park Community Garden Volunteer Hours' log book located in the shed. If you are unable to perform these volunteer hours, please inform the Garden Coordinator.



You must agree to the Tanglewood Park Community Center [General Terms and Conditions programs](#)

Applicant Name: _____

Date: _____

Applicant Signature: _____

Contact Information

Applicant Mailing Address:

Applicant Email Address: _____

Applicant Phone Number: _____