



ORIENTATION GUIDE

INGLEWOOD COMMUNITY GARDEN

Table of Contents

The Neighbourhood.....	1
The Garden.....	2
Orientation! Why?.....	3
Garden Access.....	4
Emergencies in the Garden.....	6
Safety and Well Being in the Garden.....	6
Buildings in the Garden.....	7
1.Maintenance Shed.....	7
2.Communal Garden Shed.....	7
3.Tool Shed.....	7
4.Greenhouses.....	8
5.Storage Shed.....	8
6.Porta Potty.....	8
Water Usage.....	9
Housekeeping and Security.....	10
Maintaining Your Plot.....	11
Liability and Responsibility.....	11
Contributing Hours and Harvesting Produce.....	12
Further Information.....	13
Errors, omissions, questions.....	14

The Neighbourhood



The Neighbours

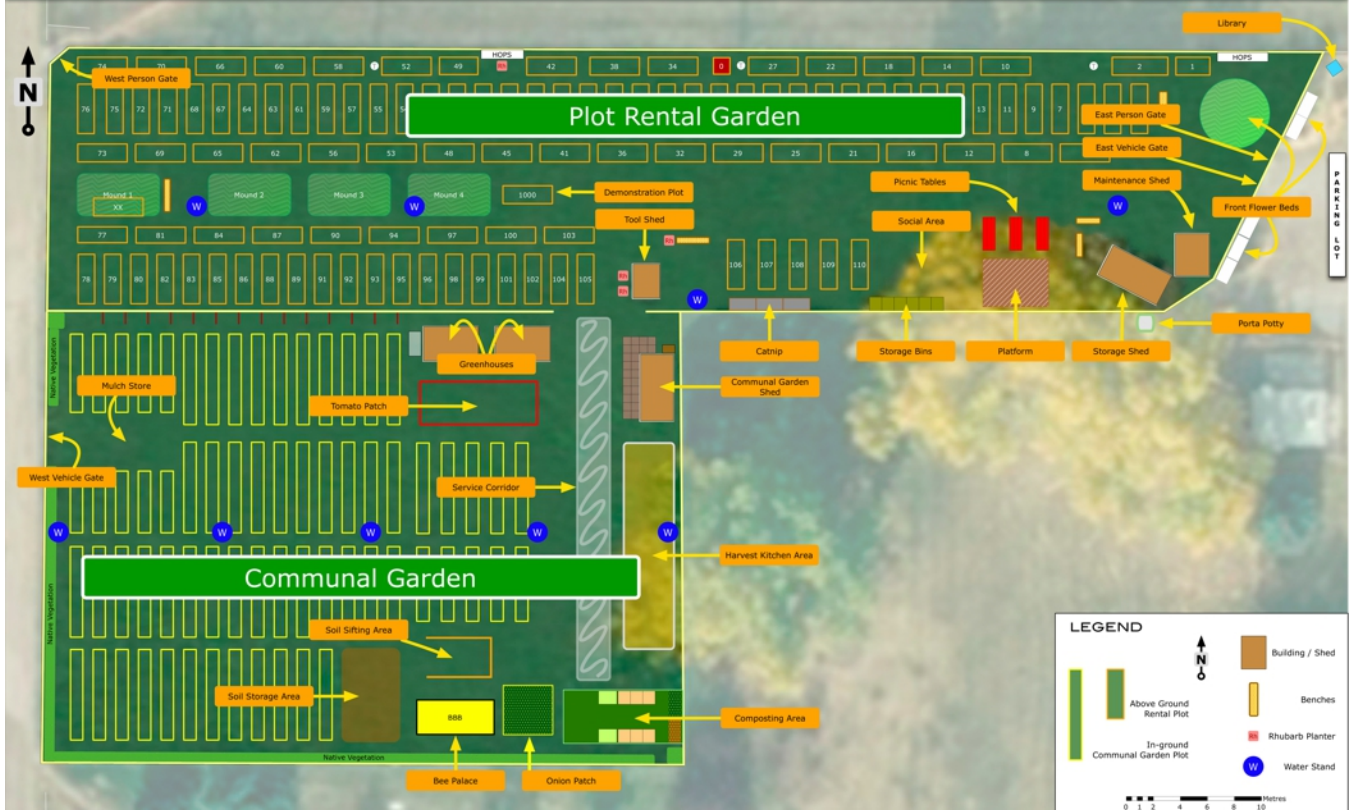
Homeowners to the east and west are the garden's residential neighbours, there are two elementary schools to the north (Colonel Walker Community and Piitoayis Family Schools) and the Slovenian Canadian Club and Inglewood Community Association to the south.

There are two lovely greenswards adjacent to the north and south of the garden and substantial dog walking parks to the north-west.

INGLEWOOD COMMUNITY GARDEN

The Garden

INGLEWOOD COMMUNITY GARDEN



A complete and more detailed collection of garden graphics can be found ...

1. On our website at... <https://inglewoodcommunitygarden.ca/publications> and scroll down to Graphic Gallery
2. In the ICG Garden Guide at:
<https://inglewoodcommunitygarden.ca/wp-content/uploads/ICG-Garden-Guide.pdf>

Orientation! Why?

1. An In-person Orientation introduces you to the garden, its layout, location of and access to tool sheds and services such as water stands, provides practical information regarding the garden's resources and best practices, familiarizes you with the locale and generally enhances your gardening experience by getting you off to the best start to the gardening season.
2. An In-person Orientation will confirm your informed consent to the Inglewood Community Garden (ICG) Liability Waiver, comply with our insurer's protocols and, hopefully, also limit the insurance exposure of the ICG, the Board of Directors of the ICG and the Inglewood Community Association.
3. Orientations do not take long – typically they last less than 30 minutes and are, quite simply, essential to making the best start in the ICG and making the best use of what the Garden has to offer.

In-person Orientation Dates

The In-person Orientation sessions occur in the Spring on at least two dates, typically sometime between mid-April and mid-May.

The particular dates of the year's In-person Orientation Sessions will be emailed to new gardeners and new volunteers as well as being posted on the [ICG Events Calendar](#) as soon as they are determined.

Returning Gardeners

Returning Gardeners should themselves be comfortable conducting an In-person Orientation for family and friends, after all they already garden here!

Please see Section: [Liability and Responsibility](#) below for details.

INGLEWOOD COMMUNITY GARDEN

Garden Access

INGLEWOOD COMMUNITY GARDEN



Hours of Operation

1 hour **before** sunrise until 1 hour **after** sunset

Parking

- If you arrive by bicycle feel free to wheel right into the garden and park your bike wherever it will be out of the way
- If you arrive by car please feel free to angle park along the school fence on the **north side** of the "parking lot" which is adjacent to the **east side** of the garden

Gates and locks or How do I get into the Garden?

- Combination locks secure all the gates into the garden, combination locks also secure the sheds and Porta-Potty
- With regard to the lock icons in the gate diagram above ...
 - Green means GO – Red means NO

- Locks you **can** open:
 - Tool Shed, Communal Garden Shed, Porta-Potty
- Locks you **cannot** open:
 - Maintenance Shed and Storage Shed
- With regard to the combination locks – please note that they can be finicky... so, “if at first you don’t succeed...” and so on

Furthermore, some locks require the code to be “lined up” in the middle of the lock and some at the top of the lock – this is indicated by markings on the lock but, admittedly, these can be difficult to discern sometimes

- The combination is the same for all combination locks in the Garden and will be communicated to new gardeners when they attend an In-person Orientation Session. The Maintenance Shed and the Storage Shed are not generally accessible.
- If a combination lock on a gate fails to lock, please replace it with one of the spares hanging on the wall to the right of the door as you enter the Tool Shed.
- Please email us and let us know that a lock has failed. Thank you

Emergencies in the Garden

1. **DO NOT RELY** on the First Aid Kits for a sense of security, rely on your common sense
2. Know the garden's street address and the locations of the nearest Emergency Treatment Centre and the nearest pharmacy. The ICG's street address is: **2297 – 17th Street S.E.**

Emergency Treatment Centre: **Sheldon M. Shumir Centre**

1213 – 4 Street SW T2R 0X7

~ approximately 4.6 km: 8 to 10 minutes by car (in light traffic)

Pharmacy: **Marshall Drug Store**

1231 – 9 Avenue SE T2G 0S9

~ approximately 1.6 km: 3 to 5 minutes by car (in light traffic)

There are two First Aid Kits in the Garden

1. One in the Tool Shed
2. One in the Communal Garden Shed

Note: The First Aid Kits **DO NOT** contain an epinephrine injector!

Safety and Well Being in the Garden

1. Proper clothing – for both heat and cold
2. Sandals and open-toed shoes are a **hazard** when working in the Garden, especially if you are using hand tools such as shovels, spades or garden forks
3. **NOTE:** You **may not** be permitted to volunteer in the Garden on behalf of the ICG if you are wearing sandals or open toed shoes, depending upon the task at hand
4. Pay attention to the weather
5. Make certain to drink enough fluids
6. Be knowledgeable about the use of the tools
7. Exercise appropriate limits to your physical ability

NO SMOKING in the Garden!

Smoking is permitted 5 metres from the Garden's gates

Thank you for removing your cigarette butts

INGLEWOOD COMMUNITY GARDEN

Buildings in the Garden

INGLEWOOD COMMUNITY GARDEN



With regard to the lock icons in the buildings diagram above ...

- Green means **GO** – Red means **NO**

1. Maintenance Shed

- The Maintenance Shed is a repair space which contains specialist tools, power equipment, fuel, etc. and has a different combination than the other padlocks in the garden
- There is a Bulletin Board on the west side of the shed which has posted contact information pertinent to the Garden and *occasionally* hosts timely information

2. Communal Garden Shed

- There is a First Aid Kit in the Communal Garden shed

Note: The First Aid Kits **DO NOT** contain an epinephrine injector!

- The Communal Garden Shed stores gardening tools, twine, some work gloves, garbage bags, etc. For use by gardeners and volunteers working in the Communal Garden

3 . Tool Shed

- There is a First Aid Kit in the Tool Shed

Note: The First Aid Kits **DO NOT** contain an epinephrine injector!

- The Tool Shed stores gardening tools, twine, some work gloves, garbage bags, etc. For use by all gardeners and volunteers.

4 . Greenhouses

- Are open to everyone, so feel free to have a look around
- The Greenhouses are maintained by a coterie of volunteers

5 . Storage Shed

Long term storage of bulk supplies, tools, equipment and whatnot and has a different combination than the other padlocks in the garden

6 . Porta Potty

Strictly speaking "not in" the Garden but adjacent to the southeast corner of the fence of the Plot Rental Garden.

INGLEWOOD COMMUNITY GARDEN

Water Usage

INGLEWOOD COMMUNITY GARDEN



Emergency Water Shut Off – Plot Rental Garden

- The emergency water shut off for the Plot Rental Garden can be found **under** a ground level cover situated approximately 3 metres (10 feet) to the **east** of the **Maintenance Shed**
- If you have to use the emergency water shut off to stop any uncontrollable water flow in the Plot Rental Garden please let us know of the circumstances as soon as it is safe to do so

Phone	403 – 829—1947
Text	403 – 829—1947
Email	chair@inglewoodcommunitygarden.ca

Hoses

1. **BE CAREFUL!** Water "pressure" in the Garden is very high!
2. Always hold and point the hose nozzle away from yourself and others when turning it on.
3. The "Water Stand" locations **should be** pretty easy to find in the garden as they consist of an upright timber with a hose attached.

4. Please roll up the hose after you are finished with it... unless another gardener has asked to use it.

TIP – There is a trick to rolling up the hose; here's a way to make it easier:

1. Leave the nozzle on just a trickle and
2. Turn off the water at the tap
3. Once the hose stops running it is more flexible and easier to handle

Housekeeping and Security

- If you are the last gardener to leave the Garden, make sure the gates are locked
- If you are the second last gardener to leave the garden, it has become traditional to let the "last gardener" know that you are leaving...
- Pets on a leash are allowed
- Pet droppings **must** be picked up and removed from the Garden by the pet's owner
- Children must be supervised at all times!

Maintaining Your Plot

If the grass is getting too long around your plot – feel free to use the shears in the Tool Shed to clip it.

- After clipping around your plot box ensure that there is nothing that could get caught in the weed whacker – which could potentially be quite dangerous to our Weed Whacking Crew
- Remove weeds, **especially** before they go to seed – once pulled, weeds must be removed from the Garden for disposal
- There is **NO** garbage pick-up in the Garden – any and all garbage should be removed from the Garden... **Allow me to REPEAT THAT!**
- There is **NO** garbage pick-up in the Garden – any and all garbage should be removed from the Garden
- Do not use plastic covered metal twine, it is dangerous for weed whackers and lawn mowers – please use sisal or some other organic twine
- Do not use the frame of your plot for leverage when using a shovel, spade or fork as it stresses and weakens the frame

Liability and Responsibility

If you are gardening with a friend or family member – you are responsible for ensuring their safety and well-being while you are in the Garden.

If your “second contact”, friend or family member wants to work on your plot in the Garden **without you**, they will need to participate in an In-person Orientation session which, since you have attended one, you are now qualified to conduct: Congratulations! Orientations can be conducted in less than 30 minutes and make for a nice break as you stroll around the Garden with your “second contact”, friend(s) or family member(s).

As an aide to conducting an In-person Orientation a printed copy of this document along with blank copies of the ICG Liability Waiver will be found in the Orientation Binder on the top shelf of the Tool Shed. After the In-person Orientation Session the “instructor” and attendee are invited to complete and sign a copy of the ICG Liability Waiver and leave it in the binder. Thanks.

Contributing Hours and Harvesting Produce

By renting a plot in the Inglewood Community Garden each gardener commits to a contributing and recording in the Volunteer Log Book a **minimum** of 5 hours in support of the garden – unless they have paid a remittance in lieu of volunteering.

- The remittance fee in lieu of contributing 5 hours of your time is equal to 5 x the minimum hourly wage in Alberta
- **Note:** the 5 hour contribution is on a **per plot** basis – not a per gardener basis – which means that all volunteering done by your friends and family members accumulates on your plot's behalf!

Recording your contributed hours is straightforward:

- Simply enter them onto your “personal” log sheet in the Volunteer Log Book – which is kept in the Communal Garden Shed – if your page does not exist yet, simply fill in a blank one and insert it into the Volunteer Log Book binder.
- You may start recording your “Volunteer Hours” at any time of the gardening year

Any hours contributed in excess of the 5 hour “minimum requirement” may be used to harvest produce from the Communal Garden, as a Harvest Reward, on the basis of one hour for one pound (0.454Kg) of produce

- The term “unit weight” is sometimes used in the garden to refer to 1lb or 454gms of produce

Please also note that in order **to maintain your good standing** in the garden you must ensure that – by the end of the gardening season – you have recorded at least 5 hours **more** than the amount of harvest you have collected ...

Total Volunteer Hours “minus” Total Unit Weight of Harvest Rewards “must equal at least” 5

You may start harvesting produce as soon as scheduled harvesting begins in the Communal Garden – you do not have to record a minimum number of hours first

Further Information

A printed copy of the Orientation Guide can be found in the Tool Shed.

Please do not remove the printed copy from the Garden – autographed copies are available (at cost) from the ICG Publications Department just email [info@...](mailto:info@inglewoodcommunitygarden.ca) for details

ICG Orientation Guide

A self-referential link

Orientation Guide (PDF)

inglewoodcommunitygarden.ca/guides

ICG Garden Guide

The Garden Guide contains, not only the information from the ICG Orientation Guide and the Wisdom of the Ancients™ but almost everything else you might want to know about the Inglewood Community Garden. Remember to use the power of this knowledge only for good.

Garden Guide (PDF)

inglewoodcommunitygarden.ca/guides

Website

The ICG website contains all the current information about the garden

ICG website

inglewoodcommunitygarden.ca

Current and Future Activities

The Events Calendar, in particular, should be the most up to date page on the site

Events Calendar

inglewoodcommunitygarden.ca/calendar

General Inquiries

Whatever, whenever...

ICG Information

info@inglewoodcommunitygarden.ca

Procedural Inquiries

The ultimate authority

ICG Information

chair@inglewoodcommunitygarden.ca

Always on a MUN-day

The Monday Update Newsletter just shows up in your email inbox – every Monday morning, so you can enjoy them with your morning coffee or other beverage of choice. Plot rental gardeners are automatically subscribed but your friends and family members may want to subscribe by visiting:

[Subscribe to the MUN](#)inglewodcommunitygarden.ca/contact**Social Media**[Instagram](#)[inglewood_community_garden](https://www.instagram.com/inglewood_community_garden)[Facebook](#)[inglewoodcommunitygarden](https://www.facebook.com/inglewoodcommunitygarden)[Twitter](#)[icgyyc](https://twitter.com/icgyyc)**Errors, omissions, questions**

If you spot an error, an ambiguity or omission in this text, please send an email highlighting same to us at:

[ICG Information](#)info@inglewoodcommunitygarden.ca

Thank you.