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1. Orientation Index

Any c19 advisories will appear as follows...

The ICG Access Agreement Protocols

which are in development and will be published as soon as available –
 shall supersede information and advice in this document in the case of ambiguity or conflict.

Text highlighted in yellow is **not** pertinent for the time being and **NOT** all non-pertinent text may have been highlighted.

The following hypertext links provide a basic introduction to New Gardeners and Volunteers arriving at the Inglewood Community Garden (ICG) in the c19 Spring of 2020.

The document itself is still in DRAFT status because we were overtaken by events.

Until further notice NO children will be allowed to attend the Garden.

Orientation INDEX

The Neighbourhood

Parking at the Garden

The Garden - an Overview

Start of the Gardening Season

Water Usage in the Rental Garden

Hours of Operation

Pets in the Garden

Procedures in the Garden

2. Mission and Vision Statements

The Inglewood Community Garden Mission Statement

To provide an organic garden to cultivate plants, build community and share our resources.

The Inglewood Community Garden Vision Statement

We will be widely recognized as a vibrant, welcoming, all-inclusive society. We will engage the community through gardening to create a sense of harmony, pride and ownership. We will be financially, organizationally and environmentally sustainable.

The present garden was established when the Victoria Park Community Garden relocated in 2003.

The Garden Path Society of Calgary (now moribund), was formed, as a non-profit organization, to manage the community garden, and was active in Inglewood between 2003 and 2014 (approximately).

The Inglewood Community Garden (ICG), is the current custodian and leases the garden's land from the Inglewood Community Association (ICA) who in turn lease it from the City of Calgary.

The ICG adopted the Garden Path Society of Calgary's mission and vision statements when it assumed custodial care of the garden.



2297 – 17 Street SE Calgary, Alberta, T2G 1E7

All the Garden's contact information and a Google map of its location may be found at this link:

Contact Information

inglewoodcommunitygarden.ca/contact

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.



The yellow parallelogram above indicates our recommended location for angle parking

Vehicular parking for the garden is available on 22 Avenue SE – the road leading to the Garden's east gates from the bend where 17 Street SE turns into 20 Street SE... or vice versa. Angle parking along the school playground fence is "strongly" recommended... but **not** on the grass, please.

Please **do not park** in front of the vehicle gate on the east side of the Garden **except** to temporarily drop off gardening supplies. The east side gate is generally used for bulk deliveries which are sporadic [and, admittedly, infrequent] in the nature of their arrival.

Also, as a "neighbourly consideration" please **do not park** alongside the fence of the private property on the south side of the parking lot.





2.D Around and about outside the Garden

South Side: Parks Calgary and Inglewood Community Association

The green space immediately to the south and east of the ICG is maintained by Parks Calgary – whose rules pertain there.

Adjacent to the Parks Calgary ground the Inglewood Community Association (ICA) is a social, sporting and cultural mainstay of the community.

If you are a resident of the community and you are interested in obtaining a membership to this most worthwhile of associations check out the following link or contact the ICA office at the northwest corner of their building.

ICA website

www.icacalgary.com/

West Side: Residential Alley

Parking restrictions in the alley, according to City of Calgary by-laws, can be found in Section 27 of the following document:

Traffic Bylaws

Documents/Legislative-services/Bylaws

North West: Dog Walking Parks

There are modestly extensive Dog Walking Parks to the west-northwest of the Garden, see above, The Neighbourhood.

Also, please be advised that the dog walking parks are quite well attended and that your dog is very likely to encounter other dogs.

Dog Walking Bylaws

/Bylaws-by-topic/Dogs

North Side: School playgrounds

Piitoayis Family and Colonel Walker Community School playgrounds are open to the public with the usual conditions that **NO dogs** are permitted on the grounds – leashed or otherwise... despite what you might actually see transpiring there.

For hours of access please consult the Calgary Board of Education website.

East Side: 22 Avenue SE and parking

The ICG "parking lot" – angle parking near the south side of the school playground fence... but **not** on the grass, please.

2.E Social Gatherings, Picnics and what have you

Until further notice, there will be no "social gatherings" in the Garden.

The Board of Directors would like gardeners, volunteers, and the public to see the Inglewood Community Garden as a destination for family and social activity.

There are several picnic tables and log benches on the east side of the Rental Garden.

This gathering area is conveniently located and benefits from the shade of the stately Poplar trees nearby... one of which sadly blew down in July of 2018... this area is a most agreeable spot to take a break from gardening and relax.

Gardeners are welcome to re-arrange the tables to suit themselves and / or their parties.

On the other hand, **all** the log benches want to remain "just" where they are.

Smoking

Smoking in the Garden is **not** permitted.

Gardeners who smoke in areas adjacent to the garden are obliged to **remove** their cigarette butts.

Smoking adjacent to the garden poses a fire hazard due to the normally dry condition of the grasses there during summer – please exercise due caution.

Open Fire

Under **NO CIRCUMSTANCES** are gardeners permitted open flames or fires anywhere in the Inglewood Community Garden!

2.F Pets in the Garden

Are pets allowed in the Garden?

ALL PETS must be kept on a "short" lead while in the Garden.

A "short" lead keeps the PET within 1m or 3 feet of handler or garden bed.

Additional Considerations for Pets in and near the Garden

First of all, the Inglewood Community Garden is **NOT** a "petting zoo", it is a community garden.

Please keep in mind that other gardeners may not find your pets as charming or "personable" as you know them to be.

In deciding whether or not to bring your pet to the Garden please consider that the safety and tranquility of your fellow gardeners to be paramount in your determination.

Any pet which disturbs the equilibrium of the Garden will be asked to leave.

NOTE: City of Calgary Bylaws prohibit dogs from school playgrounds... regardless of what you see next door in the Colonel Walker playground.

There are modestly extensive Dog Walking Parks to the west-northwest of the Garden, see above, The Neighbourhood.

Also, please be advised that the dog walking parks are quite well attended and that your dog is very likely to encounter other dogs.

Dog Walking Bylaws

/Bylaws-by-topic/Dogs

3. The Start of the Gardening Season

ICG scheduling for 2020 will be communicated by email and posted on the ICG Website and social media platforms.

Opening Day

The Garden's "traditional" official Opening Day for the Gardening Season is April 30

In-person Orientation

- Gardeners and Volunteers "new" to the Inglewood Community Garden are required to attend an In-person Orientation before planting their bed or working by themselves in the Garden.
- In-person Orientations typically take less that 30 minutes and are essential to making the best start in the Garden.
- Attendance at an In-person Orientation session is "come as you are" no advance reservations are required. However attendees are encouraged to arrive promptly.

In-person Orientation Dates and Times

- Dates and times will be emailed to all new gardeners and new volunteers and posted on the ICG Events calendar as soon as they are determined.
- Typically they occur on at least two dates sometime between mid-April and mid-May
- Due to the exigent circumstances, we will, of course attempt to make adequate provision for all concerned

Why do I need an orientation?

- Practical information regarding the resources and garden practices will enhance your gardening experience and get you off to a proper start.
- An In-person Orientation will also serve to confirm your informed consent to the ICG
 Liability Waiver and thereby limit the insurance exposure of the ICG, the Board of Directors
 of the Inglewood Community Garden.

3.A Hours of Operation

Until further notice attendance at the Garden will be by scheduled appointment.

Three considerations have been used to determine the Garden's 'normal' hours of operation:

- 1. Safety
- 2. Security
- 3. Common courtesy
- 4. Well, five considerations... if you count both common sense and SARS-Cov-2



4. Procedures in the Garden

Until further notice the following the ICG agreements, in order of precedence, will direct procedures in the Garden:

Access Agreement Rental Agreement Liability Waiver

As Calgary's largest contiguous community garden – as far as we know – it often seems that we are managing a small business rather than a garden. Consequently we have instituted as many administrative and operational procedures as have been deemed practical and necessary – in order to let "the system" do some of the procedural work and reduce the workload on the volunteers who run the place.

The Garden, like the vegetation within it, is an evolving entity and its sustenance and sustainability are matters of ongoing concern and evaluation by the board of directors.

All of which is to say that, we have tried to make as few rules as possible, tried to keep them simple, and transparent and try to apply them fairly.

The following pages contain some of the processes we believe help us manage the Garden more effectively: If you think that any aspect of them can be improved or if we have overlooked a process entirely (!) please discuss your insights with us.

Input via email

info@inglewoodcommunitygarden.ca

4.A Orientation and Liability

Why is orientation necessary?

Two "main" reasons:

- · So that new gardeners get off to the best start at the beginning of the season and
- So that we have *informed consent* to the Inglewood Community Garden Liability Waiver

Everyone who has had an in-person orientation is qualified to conduct one.

Liability - Liability Waiver - Liability Waiver Forms

In order to reduce the potential insurance exposure of the Inglewood Community Garden (ICG), and the Board of Directors of the ICG, we require that everyone gardening, volunteering or working in the garden sign our Liability Waiver.

In order that you are able to give your *informed consent* to our Liability Waiver we further require that everyone gardening, volunteering or working in the ICG be adequately oriented to the ICG's safety provisions, best garden practice and code of conduct.

The ICG Liability Waiver can be **read** at the following link on our website:

https://inglewoodcommunitygarden.ca/liability-waiver/

Printed Liability Waivers and Impromptu Orientations

There **should** always be some printed copies of the **Liability Waiver** in the **Orientation Binder** in the **Tool Shed**.

If you have participated in an "impromptu" In-person Orientation and completed a printed Liability Waiver – which you may leave in the Orientation Binder – please email the following to let us know: Thank you.

Impromptu Orientation

info@inglewoodcommunitygarden.ca

4.B Supporting the Garden: Contributing your time

The Rental Gardener Volunteer commitment and program are under review.

Changes to the program will be communicated by email to rental gardeners and posted on the ICG website.

However, for the time being the current commitments remain required.

Why do I have to volunteer!?

Well, in point of fact, you do not have to support the Garden by contributing your time.

Alternately, you can add **5 times** the current **minimum hourly wage** in Alberta to your annual Rental Fee.

Otherwise, here are some of the reasons that we require your "voluntary assistance"...

- Because we are a "community" garden and volunteering is one of the things that "community" gardens do...
- Because we need the help…
- Because rental fees do not come close to paying for the required upkeep...
- Because 5 hours per bed over 6 months... seems rather reasonable, especially considering that...
- ... this time commitment is on a per bed basis not a per gardener basis.

Therefore, if you're gardening with a partner... a friend, friends... or a family: well, you get the picture, individual contributions **all accumulate** to the bed's total.

As long as you record them in the Volunteer Log Book, of course!

4.C Maintenance of the Garden

We always need help maintaining the Garden. Lots of help.

The simplest way for you to help maintain our garden is to keep the surroundings of your bed free of litter and garden debris.

Coiling up hoses when you're done with them, putting tools back where they belong, will go some way to helping as well.

If something is in need of repair and you can't fix it or you think it will take a specialist help to fix it... please let us know. Thanks.

Maintenance

info@inglewoodcommunitygarden.ca



4.D Rentals and How to rent a bed

The Rental Garden portion of the Garden comprises 118 raised bed wooden bed boxes.

A standard above ground bed box is 4 feet wide and 12 feet long and about 14 1/2 inches tall [Metric: 1,219mm wide, 3,658mm long and 368mm tall].

Of all the bed boxes there are 11 more easily accessible above ground bed boxes, their exact dimensions vary and can be found at: inglewoodcommunitygarden.ca/beds and click on the tab -

The Rental Garden

Rather than recapitulate the fee structure for bed rentals, associated bed data and other rental details here, the interested reader is directed to a detailed discussion of them, which can be found at the following link:

Bed Rentals and Data

inglewoodcommunitygarden.ca/beds

If you already know that you would like to rent a bed and just want to "cut the chase" ... inquiries regarding the availability of bed rental should be directed to our online contact form, which can be found at the following link:

Bed Rental Inquiries

ICG Contact Form

4.E Garbage and Litter Removal

Repetitio est mater studiorum.¹

Ergo...²

There is **NO** garbage **collection** provided by the Garden!

There is **NO** garbage **collection** provided by the Garden!

There is **NO** garbage **collection** provided by the Garden!

There is **NO** garbage **collection** provided by the Garden!

There is **NO** garbage **collection** provided by the Garden!

Aeque...³

There is **NO** garbage **removal** provided by the Garden!

There is **NO** garbage **removal** provided by the Garden!

There is **NO** garbage **removal** provided by the Garden!

There is **NO** garbage **removal** provided by the Garden!

There is **NO** garbage **removal** provided by the Garden!

And that is all the Latin you are going to see in this document.

Weeds are considered to be **garbage** and should be removed from the Garden by individual gardeners.

It is also much appreciated that gardeners' pick up and remove litter and gardening debris from around and about their own rental bed.

¹Repetition is a law of learning

² Therefore

³ Equally

4.F Composting in the Garden

Until we announce a comprehensive composting program, please...

... remove all compostable material from your bed and dispose of it personally.

Thank you.



5. Safety and Well-Being in the Garden

• DO NOT RELY on the First Aid Kits for a sense of security, rely on your common sense

The Inglewood Community Garden's street address is...

2297 - 17 Street SE

T2G 1E7

Nearest Emergency Treatment Centre: Sheldon M. Shumir Centre

1213 - 4 Street SW

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

Nearest Pharmacy: Marshall Drug Store

1231 - 9 Avenue SE

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

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

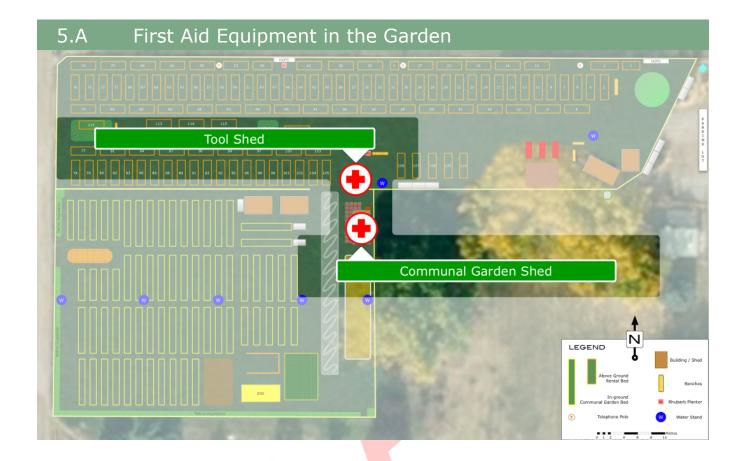
The following may help ensure a pleasurable visit to the Garden as opposed to a pleasurable visit to Emergency Care or the local pharmacy:

- Proper clothing for both heat and cold
- 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
 - 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
- Pay attention to the weather
- · Make certain to drink enough fluids
- Be knowledgeable about the use of the tools
- Exercise appropriate limits to your physical ability

NO SMOKING in the Garden!

Smoking is permitted 5 metres from the Garden's gates

Thank You, in advance, for removing your cigarette butts

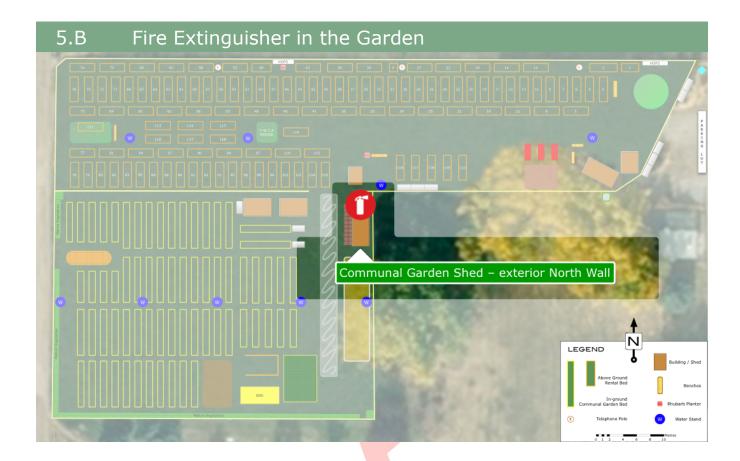


Note: First Aid Kits DO NOT contain an epinephrine injector!

There are two First Aid Kits stored in the Garden.

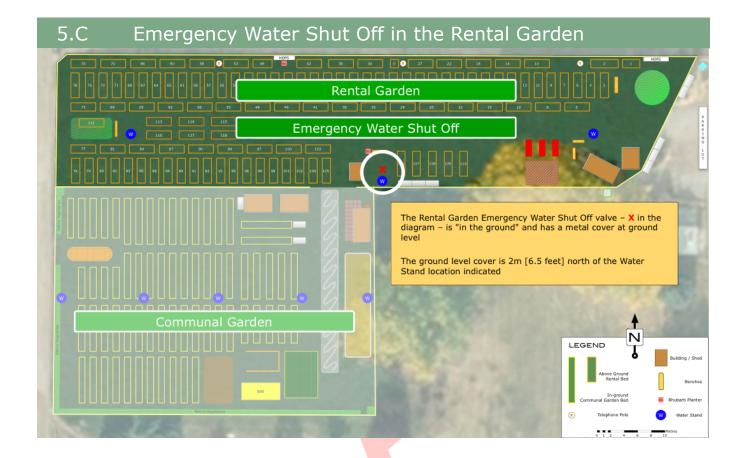
- 1. One First Aid Kit is stored in the **Tool Shed** on the top shelf immediately on your right as you enter the shed
- 2. The second First Aid Kit is stored in the **Communal Garden Shed** on the wall board facing you as you enter the shed.

Please lay the First Aid kits on their backs before opening them, otherwise their contents may spill.



Because the garden stores flammable materials, uses a propane BBQ and very occasionally employs a "tiger torch" to burn weeds – we keep a fire extinguisher on a small shelf attached to the outside of the north wall of the **Communal Garden Shed**.

The fire extinguisher in the garden has **never** been used and we would like to keep it that way.



The **Emergency Water Shut Off** for the Rental Garden is located inside a box set into the ground about 5 metres east of the **Tool Shed** and 2 metres north of the water stand.

A metal lid set at ground level must be removed to gain access to the **Emergency Water Shut**Off valve.

Use this shut off valve if there is any kind of uncontrollable water flow in the Rental Garden.

After you have used the **Emergency Water Shut Off** please contact us as soon as possible via the one of the following:

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

6. Infrastructure in the Garden

As far as community gardens in Calgary go the ICG is... **B I G**

You may have noted that elsewhere in this guide we laid claim to being the "largest contiguous community garden" in Calgary and while "size may matter" to some it is certainly not what matters most to the ICG.

Due to its physical size, as well as the number of gardeners and volunteers the ICG serves, it has to contain quite a bit of infrastructure.

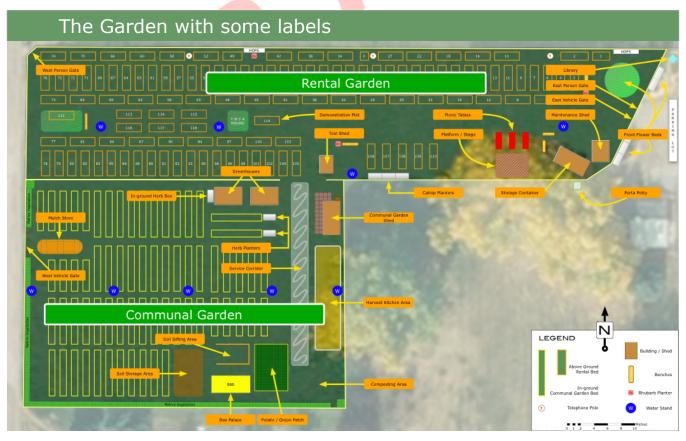
The more obvious examples of this infrastructure are the fence, gates, buildings, water stands, hoses, watering cans, bed boxes (above and in-ground) and gardening tools.

It has taken since 2003 to establish the infrastructure that exists in the Garden today.

Our "strategic goal" is **not** to have more infrastructure but, where possible, to refine and improve the infrastructure we already have.

Please feel free to employ and enjoy the wherewithal which the Garden provides for your gardening endeavours by making use of them in ways which ensure their continued utility.





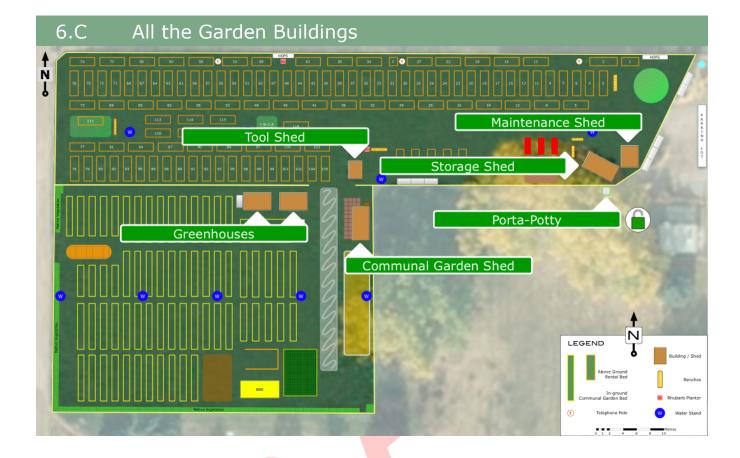


Gates - walls work better with them.

- All of the gates have combination locks.
 - As for the lock icons: Green means that gardeners and volunteers will be provided the combination and Red, they will not.

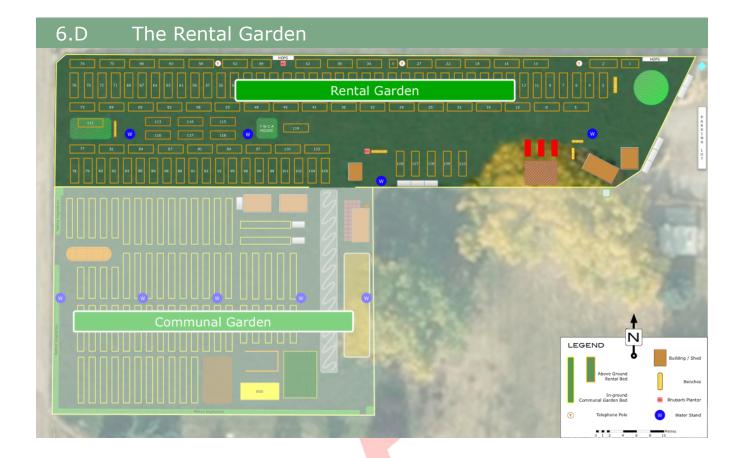
DO NOT DRIVE INTO THE GARDEN.

- If you are delivering bags of soil, compost or other personal gardening materials please feel
 free to park in front of the East Vehicle Gate **temporarily** and make use of the wheel
 barrows to move your materials from the parking lot into the garden.
- Please close the gate behind you whenever you use them. You do not need to lock them, simply latch them.
- If, however, you are the last person to leave the Garden, please make sure to lock the gate or gates, as the case may be.



There are six buildings inside the garden's fence, four sheds and two green houses and a Porta-Potty, outside, adjacent to the southeast corner of the fence.

The combination for the **Porta-Potty** is the same as the combinations for the locks on the publicly accessible gates [see <u>6A. Gates</u>, above].



In terms of longevity, the Rental Garden is the most well established portion of the Inglewood Community Garden.

The Rental Garden was established in its current location after it "moved" from Victoria Park in 2003.

The Rental Garden occupies approximately 0.43 acre / 0.174 hectare on the north side of the Garden, adjacent to the Colonel Walker Community and Piitoayis Family School playgrounds.



Communal gardening began in the Inglewood Community Garden circa 2007 on a parcel of land – 0.388 acre / 0.157 hectare – previously the site of a navigation beacon. Transport Canada decommissioned the beacon and ceded the property to the City, who offered it to the Inglewood Community Association who leased it to the Garden Path Society (now the Inglewood Community Garden).

Building on the work already done by previous communal gardeners and volunteers, operations in the Communal Garden today focus on three goals:

- 1. To organize available human and material resources efficiently in order to plant, maintain and harvest the produce to fulfil the commitment of our Mission Statement.
- 2. To improve the infrastructure of the Communal Garden so that in each subsequent year there is less time invested in development and maintenance and more time spent gardening.
- 3. To multiply both of the above to maximise the amount of produce we are able to produce for donation to our community partners and distribution to our volunteers.

6.F Water in the Garden

Water for the Inglewood Community Garden is supplied by the City of Calgary Parks Department:

"Thank you" City of Calgary Parks Department!

Please note the following:

- 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. Once you are finished watering please **drain water from the hose**, then close the nozzle, roll the hose up, and store

Hose Etiquette

- · When you have finished using a hose,
- Drain water from it
- Return it to the water stand and turn the nozzle OFF, unless...
- ... another gardener asks to use the hose after you are finished, in which case it will be up to them to replace the hose.

TIP – to make it easier to roll up a hose:

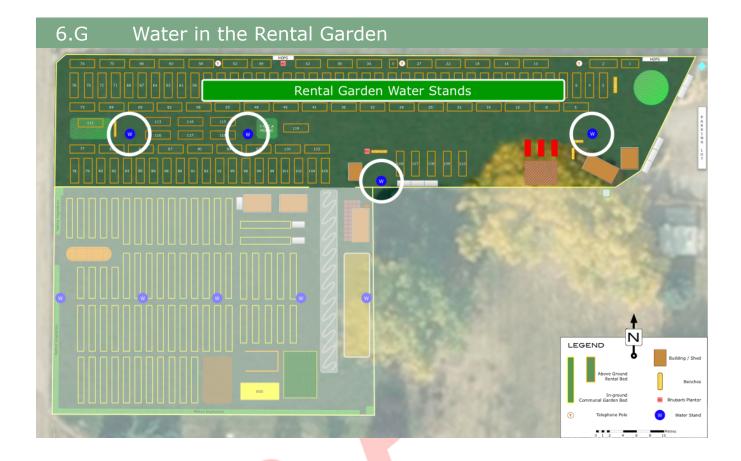
- Leave the nozzle OPEN a trickle
- Turn off the water at the tap
- Now, as you pull the hose toward the water stand, it will become emptier, more flexible and easier to handle
- REMEMBER to turn the nozzle OFF once you have replaced the hose

Water Stands

Water stands in the Rental Garden may appear more "complicated" than they actually are!

For images and more detailed description of all the water stands in the Rental Garden, please click on the fallowing link:

https://inglewoodcommunitygarden.ca/beds/water-stands



There are 4 water stands in the Rental Garden.

For a detailed discussion of all the water stands in the Rental Garden, please click on the fallowing link:

https://inglewoodcommunitygarden.ca/beds/water-stands

Hose Etiquette - Rental Garden

- When you have finished using a hose,
- Drain water from it,
- Return it to the water stand, unless...
- ... another gardener asks to use the hose after you are finished, in which case it will be up to them to replace the hose.

If you have not already done so please look at 5.C Emergency Water Shut Off in the Rental Garden



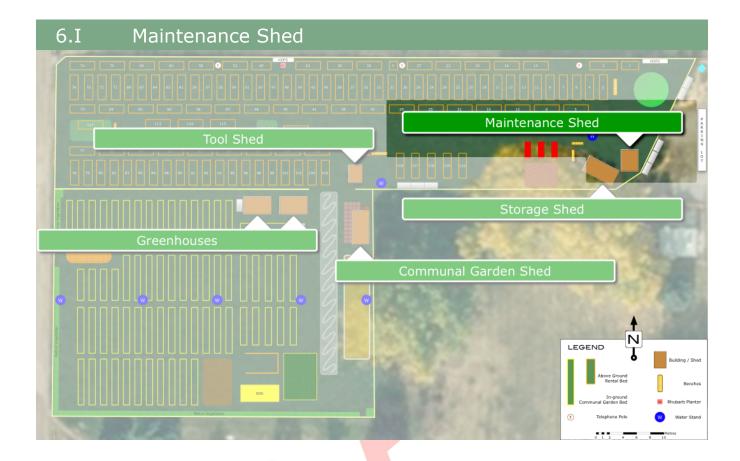
- There are 5 water stands in the Communal Garden.
- Hand watering in the Communal Garden is particularly necessary at the beginning of the growing season and frequently thereafter.

Well, well...

• There are 2 wells in the Communal Garden. These are "ground water sample wells" and do not provide any usable water... just thought that you'd like to know.

Hose Etiquette - Communal Garden

- When you have finished using a hose,
- · Drain water from it,
- Return it to the water stand, unless...
- ... another gardener asks to use the hose after you are finished, in which case it will be up to them to replace the hose.



The Maintenance Shed is the pretty much the only "limited access" shed in the Garden.

If you find yourself working on any of the numerous teams / crews whose projects require power tools or heavy hand tools you'll be given access or told the "secret numbers."

In fact, if you have need of any of the tools or equipment stored in the Maintenance Shed you are welcome to their use. All you need do is contact us to arrange something.

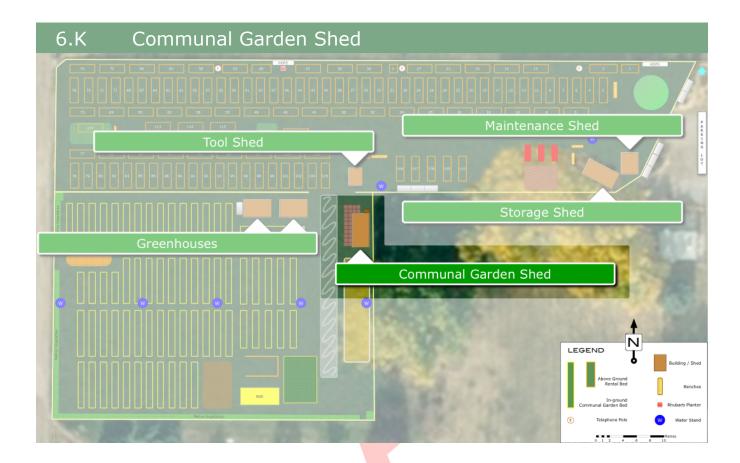
Maintenance

info@inglewwodcommunitygarden.ca



Shed or Container?

Either way, a space to store things that do not usually pertain to day to day gardening, such as tables, marquees and other oddments.



The Communal Garden Shed contains (among other things)...

- 1. First Aid Kit
- 2. Volunteer Log Book
- 3. Sacking, cardboard sheets, row cover, sheets (cloth and plastic), stacks of newspaper and magazines, potting trays and cups
- 4. Hand tools: trowels
- 5. Weigh Scales: used to record harvests (to be donated or for volunteers)
- 6. Gloves: pairs, mismatched and unaccompanied
- 7. Folding tables

Tools such as shovels, hoes, rakes and spade forks can be found in the wooden locker on the north east corner of the Communal Garden Shed.

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



There are two green houses near the centre of the Garden.

Typically the green houses have been used to acclimatize seedlings in Spring and then to grow any variety of indoor plants depending upon the Communal Garden Planting Plan for that year.



The Tool Shed contains gardening implements for the Rental Garden.

- 1. First Aid Kit
- 2. Hand tools such as trowels, shovels, rakes
- 3. A limited number of construction tools: hammer, screw drivers, pliers
- 4. Gardening miscellany such as gloves, twine, garbage bags, etc.

Returning tools to their proper places and attempting to maintain a modicum of order will go a long way to help keep the shed organized. Thank you.

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



The Mulch Store / Bulk Drop Off zone is located in the communal garden where the west side vehicle gateway opens onto the garden.

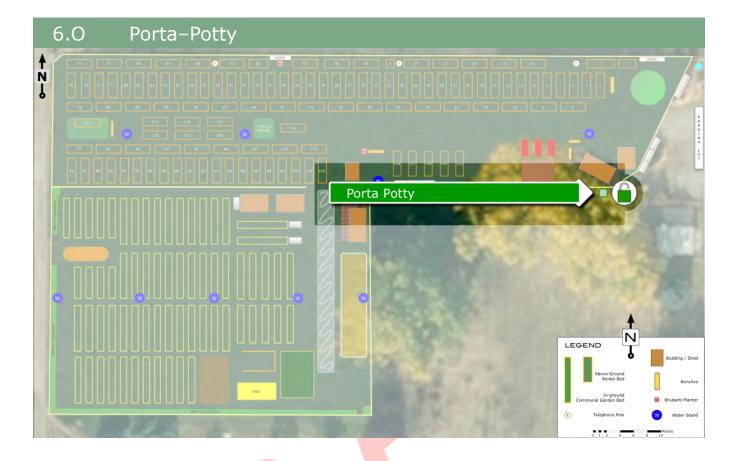
The size of the piles stored here waxes and wanes and depending upon the constituent composition of the mulch can be surprisingly and pleasantly odiferous in hot weather.

The mulch stored in this location has already been allocated to one project or another in the garden and, as such, is **not** available upon demand to the gardening public.

However, if you are in need of mulch please do not hesitate to contact the Garden and we shall see if an adequate supply can be arranged for you.

ICG INFORMATION

info@inglewoodcommunitygarden.ca



The Porta-Potty is located adjacent to the fence at the southeast corner of the Rental Garden.

The Porta-Potty is secured with a combination lock. The combination is the same as that of the locks on the Garden's gates.

Please help to keep the Porta-Potty as clean and tidy as possible: Thank you.

7. Where to find more information

Websi

ICG website

inglewoodcommunitygarden.ca

Social Media

Facebook

facebook.com/inglewoodcommunitygarden

Instagram

www.instagram.com/icg_yyc

Twitter

www.twitter.com/icgyyc

Current and Future Activities

Events Calendar

inglewoodcommunitygarden.ca/events

Inquiries

ICG General

in fo@ingle wood community garden. ca

Volunteer Contact

How to apply to volunteer

Rental Inquiries

How to apply to rent a bed

Procedural

chair@inglewoodcommunitygarden.ca

Always on a MUNday©

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Exterior west wall of the Maintenance Shed

7.A Acknowledgements

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