

Brewer Park Community Garden  
User Agreement and Conditions of Membership

Thank you for your interest in the Brewer Park Community Garden (BPCG). This User agreement describes the terms and conditions of the community garden and how to apply for a garden plot. By submitting your application you agree to abide by the terms and conditions.

**Application Process and Fees:**

- New and returning applications accepted **electronically** February 1 and close on April 4;
- New and returning members will be notified by April 15;
- For **New** Members the cost is \$55.00 (\$20.00 application fee and \$35.00 plot fee);
- For Returning Members the cost is \$35.00;
- Seasonal fee is non-refundable after June 8;
- **New Applicants:** submit the electronic application which you will find on our website on the membership page;
- **If** your application is accepted you will be contacted by the membership coordinator, provided a plot number and asked to pay \$55.00;
- **Waiting list:** If there are no plots available you will be put on a waiting list and contacted if plots become available. Plots are allocated on a first come first served basis with priority given to people living in Old Ottawa South;
- **Returning Members:** Submit the electronic application and \$35.00 payment via eTransfer, check or cash (preferably eTransfer).

**Fee Payment Methods**

- **e-Transfer** instructions: To send an Interac e-Transfer, all you need is a personal **email** address, online access to your bank account at a participating financial institution and the **name** and **email** address of the person that you are sending money to, in this case: Brewer Park Community Garden ([bpcgtreasurer@gmail.com](mailto:bpcgtreasurer@gmail.com))
1. Log in to your financial institution's online or mobile banking and navigate to Interac e-Transfer then click on Send Money;
  2. Select the account you would like funds transferred from (your account);
  3. For Recipient add the contact (Brewer Park Community Garden) and e-mail address ([bpcgtreasurer@gmail.com](mailto:bpcgtreasurer@gmail.com))
  4. Create a security question-Perhaps "What is my favourite vegetable" Then answer the question and send the answer to [bpcgtreasurer@gmail.com](mailto:bpcgtreasurer@gmail.com). The answer to the security question will be used to send the money to the garden account at the bank.
- Check/Cash: Make check out to Brewer Park Community Garden and send or hand deliver to the address below (ensure that you have included your name with your payment-you **must** also submit the **electronic plot application**):

**Address:** Brewer Park Community Garden

C/O Jacqueline Ellis, Membership Coordinator  
91 Fentiman Ave Ottawa ON, K1S 0T7

**Member Roles/Responsibilities:**

- All gardeners commit to using only organic gardening practices in their plot. For information on how to do so, please see [justfood.ca/cgnresources](http://justfood.ca/cgnresources);
- No seed, plant, tree or shrub may be sold for profit. Sale of these items may only be considered when all proceeds are used strictly for the sustainability of the overall community garden;
- Cannabis is not allowed to be grown in any community garden due to gardens being on public land, the risk of vandalism and for the safety for all gardeners;
- Weed control is an issue in the spring prior to planting. Weed your plot by **May 31** and plant by **June 8**. If your plot is not planted by June 8 it will be given to someone on the waiting list;
- Fall clean-up is important for the health of the plots in the spring so please remove all green matter, vegetables, plants, netting, supports etc. one week after a killing frost or the **first weekend in November** at the latest.

**Garden Maintenance Expectations:** Gardening as part of a community in a small space is different than gardening in your back yard. There is certain etiquette to observe that will help to ensure a harmonious experience for all members. Some points to consider:

- Weed your plot on a regular basis and remove trash or other obstructions from around your bed or adjacent pathways;
- Discard weeds and deteriorated vegetables in the compost bins by the fence;
- Do not use materials containing ecological contaminants, such as pressure-treated or painted wood;
- Dogs brought into the garden should be leashed at all times and please clean up after your dog;
- Plant tall crops and attach trellises only to the height which they will not shade neighbouring plots;
- **DO NOT** plant sunflowers or corn as they shade neighbouring plots and tend to fall over;
- Due to an infestation of beetles do not plant climbing beans;
- Arrange for someone (a friend or another member) to water and maintain your plot should you be away for an extended period during peak growing season;
- If you are away and would like your vegetables picked and donated to an organization that feeds those with food insecurity please contact the donation committee coordinator Marcel Belanger ([marcelbelanger1@hotmail.com](mailto:marcelbelanger1@hotmail.com));
- If you are unable to maintain your plot and would like to leave the garden please notify the membership coordinator ASAP.

**Volunteer Hours:**

Volunteer opportunities are available for every season. These activities enhance the efficient functioning of the garden and create a sense of community among members. Committee Coordinators will present their volunteer opportunities for the upcoming season at the spring assembly. At this time, you can indicate your preference. In addition, you can participate in the monthly work bees that take place over the growing season. For more information on the committees refer to the description on the website.

- You are required to provide 5 hours of volunteer work to the garden during the growing season, this **does not** include work on your own plot;
- You can buy out your hours at a rate of \$15.00/hour to a maximum of \$75.00;
- Please keep track of your volunteer hours with respect to dates, tasks and time. When you have completed your 5 hours of service please email me (jellis4791@gmail.com) and I will note it in the database;
- If you would like to buy out your volunteer hours please do an eTransfer of funds with a mention in the note section that you are buying out your volunteer hours;
- Hours not completed by the end of the season will be billed to you and membership renewal will be contingent on payment.

**Conditions:**

- You must maintain your plot relatively weed-free. If it is visibly neglected as determined by the executive committee, you will be given 10 days to clean it up, after which time it will be re-assigned to another applicant;
- You must harvest your plot. Fallen and rotting produce attracts unwanted pests. Someone from executive will contact you by phone or email and if there is no response we will harvest the produce for donation;
- If you fail to clean your plot in the fall you will not be allowed to renew your membership for the following growing season. Should you wish to rejoin the garden you will have to apply as a new member and join the waiting list;
- At the end of the growing season, if you have not fulfilled a minimum of the required 5 volunteer hours nor paid the 15.00 per hour for outstanding unfulfilled hours you will not be eligible for membership renewal;
- To join the Just Food and/or the Community Gardening Network newsletters, please sign up here: [justfood.nationbuilder.ca/newsletter\\_signup](http://justfood.nationbuilder.ca/newsletter_signup);
- If a member experiences any challenges or conflict, and the garden resolution process has not resolved the issue, there is an option to contact [communitygardening@justfood.ca](mailto:communitygardening@justfood.ca) for support.

The electronic application can be found on the Membership Section of the Brewer Park Community Garden website.

Please print and sign this user agreement and keep it with your records. If you have any questions you can contact me at [jellis4791@gmail.com](mailto:jellis4791@gmail.com)

Happy Gardening

A handwritten signature in black ink that reads "Jacqueline Ellis". The signature is written in a cursive style with a large initial 'J'.

Jacqueline Ellis  
Membership Coordinator

Signature

---

Date

---