



## Newcastle Community Garden Policies and Procedures

### Members Code of Conduct

1. Members must maintain good conduct and civil behaviour. Members shall be courteous to and considerate of other members. The use of aggressive, abusive or profane language is prohibited. Bullying and harassment will not be tolerated. No discrimination will be allowed based on race, religion, national origin, gender, disability, age or economic status. Each Member is solely responsible for the behaviour of their guests.
2. Smoking, recreational drug use, alcohol consumption and loud music are prohibited.
3. Members using a plot will do so at their own risk and expense, and assume all risk of personal injury or property loss.
4. Members shall comply with all legal recruitments (including statutes, by-laws, regulations, ordinances, orders, rules and regulations of every level of governmental authority having jurisdiction) that relate to the use or occupation of the premises.
5. An invoice will be sent to the member each spring with payment due date. Accepted methods of payment will be detailed on the invoice.
6. Gardening activity is accessible 24/7 during the season outlined in these policies.
7. If a plot appears to be neglected or abandoned, the garden admin will attempt to make contact and will be given a 7 day notice to respond. If there is no response then the plot will be forfeited and no refund given.
8. If a plot has been left unattended with weeds 12 inches or taller and/or going to seed at any point in the season; after 3 warning letters have been sent to the Member and not been cleaned up the plot is considered abandoned. The Member will have forfeited any articles on the plot and will not be allowed to return in future years.
9. Sale of produce is prohibited. Produce must be for personal use and consumption.
10. On occasion Members may have an abundance of produce they cannot use or will be away when food is ready. Donations to the Clarington East Food Bank are to be made by emailing [claringtoneastfoodbank@gmail.com](mailto:claringtoneastfoodbank@gmail.com) . It is encouraged but voluntary, please send an email that you are wishing to have any harvest sent to the food bank. Be specific for food bank volunteers please.

11. Growing of the following plants is prohibited:
 

a. Marijuana	h. European Black Alder	o. Purple Loosestrife
b. Hemp	i. Garlic Mustard	p. Reed Canary Grass
c. Trees	j. Giant Hogweed	q. Scots Pine
d. Autumn Olive	k. Invasive Honeysuckles	r. Spotted Knapweed
e. Black Locust	l. Japanese Knotweed	s. White Sweet Clover
f. Buckthorn	m. Multiflora Rose	t. Wild Parsnip
g. Dog-strangling Vine	n. Phragmites	u. Mint
12. All adjoining pathways and plots must be kept free of weeds and members plants from overgrowth. This includes trailing plants and weeds, ground vines, fallen supports or poles, etc.
13. Tillage of garden plot is not the responsibility of the Board. Members can rent rototillers locally or hire someone, at their own risk.
14. Use of chemical insecticides, herbicides, fungicides, and chemical fertilizers is prohibited. Infestation of pests is to be treated with organic safe products only. Diseased plants are to be removed from the garden immediately to prevent the spread to other plots. Only organic pest management, companion planting, diatomaceous earth and insecticidal soaps may be used to control pests. Only compost and composted manures may be used in soil conditioning and fertilization. Any use of products such as "Roundup" or non-organic products will be grounds for immediate expulsion of the Member from the garden.
15. A list of common pests will be sent via email and posted on site at the shed.
16. No pets permitted in the garden at any time.
17. Lock combinations to the shed will be provided through email.
18. Members must report any vandalism, theft, unusual activities, damage, or needed repair of the community garden infrastructure and amenities (e.g., fencing, plot markers, hose, tools or shed) to the Garden's email immediately.
19. Garden tools are not the Garden's responsibility, however there will be some community items that are a first-come, first-serve basis.
20. Water will be stored in bins and filled when needed. Members are to be as cautious of water levels and let the admin know if water levels are low.
21. Please conserve the water by practicing Core Gardening. Core Gardening is defined as digging a trench down the middle of the plot approximately 12" inches deep, burying bundles of hay within the trench, soaking them with a hose and burying the trench completely.
22. Compost will be provided every spring to top dress your plots. This is included in your annual fees.
23. If you see any litter on the property, please pick it up and dispose of it. Please take home all of your own garbage.
24. Disposed-of weeds and plant waste are to be taken home.
25. If a Member is unable to attend their plot (vacation, illness, etc.) during the season, they should request a volunteer; another member to care for their plot. If you are having difficulty finding help, please notify the Board by email at [newcastlecommunitygarden@gmail.com](mailto:newcastlecommunitygarden@gmail.com) and include the time you will be unable to attend your plot. Please remember if other members have taken

care of your plot during an absence, help when others are absent, as we are a community garden.

26. Metal posts or 2" by 2" wood is only to be used for structures over 48 inches tall, such as trellises and shading devices. For pole beans the use of 1" by 2" wood is acceptable. Structures and poles must be kept tidy and in good shape or the Member will be asked to remove them from the garden. Tomato cages require additional staking as there is a frequency of them falling over or collapsing from the weight of the fruits.
27. Members must advise any change in contact information by email to [newcastlecommunitygarden@gmail.com](mailto:newcastlecommunitygarden@gmail.com)
28. Members must supervise their children at all times.
29. Plots must be cleaned and cleared of all annual plants with no dead or old plants by November 1st. Failure to comply will affect the possibility of the Member to be allowed to return the following year. Members who leave their plots a mess will forfeit their deposit.
30. Members who plant perennial plants must remove them by November 1st if they are not planning on returning to the garden the following year, or they will forfeit their plants. Members are to advise a board member of these specific plants at the end of the season.
31. Members must park in the South East corner (or as close as possible) of the Diane Hamre Recreation Complex (formerly Newcastle & District Recreation Complex), address 1780 Rudell Road, Newcastle.
32. All members need to please read all correspondence from the garden admin.
33. Residents of Newcastle will be given priority to lease plots.
34. Plots are one (1) per household (determined by Members address).
35. This agreement is binding for one season only. The garden opens April 1 and closes November 1.
36. Any complaints or concerns should be discussed in a civil manner with the involved Members. If Members are not able to resolve the issue, they must send an email to the Board of Directors at [newcastlecommunitygarden@gmail.com](mailto:newcastlecommunitygarden@gmail.com). Appropriate action will be determined by the Board of Directors, with the possibility of expulsion from the garden if it is found the Member did not follow the terms and conditions of this contract.
37. If a Member violates any of the above regulations, the Member will be contacted by the Board via email and has seven (14) days to respond. Following this the Member must resolve the issues or comply as directed within seven (14) days. If the violation has not been remedied to the satisfaction of the Board or failure to comply, the Member's agreement will be terminated immediately without a refund.
38. The Board of Directors reserves the right to remove, deny or suspend any Member through internal voting majority.
39. Any addition to the policies will be created and reviewed by the board, then voted on to determine if it will be implemented. All members will be notified by email if there are any changes in the policies.

40. If someone does not have access to the internet or a printer then please contact us by email at [newcastlecommunitygarden@gmail.com](mailto:newcastlecommunitygarden@gmail.com) or call Evan King at 6476208787.
41. No bonfires or compost heaps
42. Please do not bring anything like barrels, carpets, umbrellas and leave them at your plot or on site. We want to maintain a neat and tidy space for everyone to enjoy.
43. All membership fees will be used for maintenance and development of the garden.