



Confederation College Community Garden  
Garden Handbook 2024

## GARDEN VISION

*The Confederation College Community Garden supports the community of Thunder Bay with accessible land to grow organic, sustainable, and locally produced food, while providing the opportunity to learn and experience gardening.*

## CONFEDERATION COLLEGE RESPONSIBILITY

- Providing the land to be gardened
- Providing limited parking and applicable parking passes
- Providing water for the garden
- Maintain the fence
- Setting preliminary guidelines
- Collecting registration forms, fees, and assigning plots
- Providing a College Representative to be the main contact for the garden

## GARDENER RESPONSIBILITY

- Identify issues or requests to the College Representative
- Ensure walk-in gate security by locking the gate when leaving
- Comply with all Garden guidelines and rules, local provincial and federal laws.

Any garden decisions will be voted on either through a gardener meeting or an online vote. Gardeners that do not respond or provide a decision regarding a vote forfeit their vote.

## PLOT REGISTRATION

There are different types of plots within the garden:

Plot Type	Description	Number Available	Price
Community Garden Plots	General use, in ground garden plots measuring approximately 2.5 meters by 4.5 meters.	24	\$25.00
Accessible Garden Planters	Wood raised garden planters on an accessible surface with access to an accessible walkway from the garden gate.	8	\$25.00
Large Community Garden Plots	In ground garden spots meant for larger group gardening with spots measuring approximately 10.5 meters by 5.5 meters.	3	\$50.00
Student Garden Area	Smaller spots available for Confederation College students to garden.	10	No Cost

Any gardener that would like a plot within the garden must:

1. Review the Garden Handbook 2024 and Garden Map.
2. Email [SDG@confederationcollege.ca](mailto:SDG@confederationcollege.ca) with the type of plot you would like to register for and number of plots:
  - a. Community Garden Plot – General use, in ground garden plots measuring 2.5 meters by 4.5 meters. (\$25 per plot)
  - b. Accessible Garden Planters – Wood raised garden planters on an accessible surface with access to an accessible walkway from the garden gate. (\$25 per planter)
  - c. Student Garden Area – smaller spots available for Confederation College students to garden. (Free to Confederation College students)
3. The Garden Contact will electronically send you the Garden Use, Waiver of Liability, Release and Indemnification Agreement to be completed electronically. This form will include your total cost and assigned plot(s).
4. Provide payment (cheque) for your garden plot(s), payment can be mailed to:

Confederation College Community Garden  
Shuniah Building  
1450 Nakina Drive  
Thunder Bay ON P7B 0E5
5. Once your payment is received you will receive an introduction email to the community garden.

By completing and signing the registration form and liability form, gardeners are agreeing to follow the guidelines within this handbook and instruction provided by postings or Garden Contact.

In future years, returning gardeners will be given first priority for a plot, provided they followed the Garden Guidelines in previous years.

Plots cannot be given away by a gardener. Plots that are not used will be given to a gardener that has completed a registration form and paid the fee.

If a gardener wishes to trade or change plots, they must contact the Garden Contact for permission to do so.

#### **PLOT FEE**

There will be a fee of \$25.00 per plot per year. Anyone requesting multiple plots must pay \$25.00 per plot acquired.

Fees are to be paid by cheque and mailed to:

Confederation College Community Garden  
Shuniah Building  
1450 Nakina Drive  
Thunder Bay ON P7B 0E5

#### **PLOT CHOICE**

Gardeners may choose a desired plot from the garden map, attached to the registration form, by designating their top three plot choices on the registration form. Garden plots will be given out on a first come first served basis, as registration forms are received. The garden map with plot assignments will be made available after registration is complete, through the Garden Contact.

## LIABILITY

All gardeners that participate in the Confederation College Community Garden do so at their own risk. All participants must sign a waiver of liability prior to participating. All participants must ensure that the statement of liability on their registration form has been signed. This waiver is part of the registration form and must be signed and returned. All participants that are entering the garden must complete a waiver.

## BEEHIVE

The garden is home to a beehive (Please see garden map for beehive location). All necessary safety precautions have been taken including: proper signage and a wicker fence to provide a visual barrier that also forces the bees to fly up as they enter and exit the hive. **Please beware if you have a bee allergy.**

## GRATIS PLOTS

The plot fee may be waived for individuals who are unable to pay. Interested individuals should contact the Garden Contact regarding information on a gratis plot.

## COMMUNITY PARTNER AND COMMUNITY ORGANIZATION PLOTS

Plots will be set aside for community organizations and community partners. Interested organizations should contact the Garden Contact regarding information on available plots.

## INCLUSIVITY

The garden is an inclusive community space and as such there is zero tolerance for discrimination on the basis of race, creed, color, national or ethnic origin, religion, marital status, age, sex, sexual orientation, gender expression, gender identity, disability, or military status in its garden membership and the administration of its programs.

## PARKING

Parking for the 2024 gardening season (May 30<sup>th</sup> to October 31<sup>st</sup>). A parking pass will be required.

Gardeners are only allowed to park in the space near the entry gate or in any Green Lots.

GPP must be visible in your vehicle at all times when parked on campus. If you do not have the parking pass displayed or have parked in an undesignated area you can be ticketed. No vehicles can be left overnight.

Gardener Parking Pass (GPP) will be given to each registered gardener that allows you to park in the Green Lots. Gardener Parking Passes will only be valid from the time the parking pass is received until October 31<sup>st</sup>.

GPP are only to be used for community gardening purposes and not for staff parking.

You will be provided 1 GPP per plot.

## SECURITY/ACCESS

In order to ensure that the garden is safe from vandalism and protected from wildlife, the garden is surrounded by a chain link fence that will have two points of walking access and one point of vehicle access.

The walking access gate is controlled by the Garden Contact and will act as the main point of entrance to the garden. A passcode padlock is used to secure these entrances and the code is given to gardeners once the gardening season begins.

For your safety, the garden is only open for users between 8:00 am and 6:30pm, it is recommended to consider gardening in pairs or keeping a cell phone nearby if it makes you feel more comfortable.

Security Service is available 24 hours per day at the Thunder Bay Campus. Confederation College has guards at the service of anyone on campus to ensure that your experience is both safe and secure.

Confederation College also offers a Security Campus Walk Service. At all times, including late nights, weekends and during the summer term, accompanying services are provided by the Security Officer on duty. Parties are safely escorted between an origin and a destination within the boundaries of the Nakina Drive campus of Confederation College, using established sidewalks, roadways and lit paths. The service includes escorts between buildings and cars, between cars and buildings, between buildings, and between buildings and bus stops. To request the Security Campus Walk Service call (807) 623-0465 or pick-up one of the yellow emergency phone available throughout the campus.

Report theft, vandalism and any unusual activities to Confederation College Facilities Services Office (See Garden Contact section). In case of an emergency, call 911.

## **RESTRICTED PLANTINGS**

Notwithstanding any legalization of cannabis or marijuana, gardeners may not grow Cannabis or marijuana in the Garden.

Gardeners may not grow any plants considered illegal or invasive under provincial or federal law.

## **HOURS OF OPERATION**

Hours of operation are 8:00 am to 6:30pm. There is no exterior lighting available.

## **SPRING PLANTING**

Once the garden is open, gardeners are able to plant their plots at will. If you are unable to plant your plot or do not want your plot after you have registered, please notify the Garden Contact who can reassign your plot to another gardener.

## **WATERING**

Water is available via the watering hose. Gardeners must follow water restrictions and conservation measures. A gardener **MUST** remain on the premises while his/her garden is being watered. Water left running will be costly and could cause damage to the site. A timed water valve has been installed to limit the running time of the water. It can be reset if more water is required.

When you have completed watering your plants, return the hose to beside the hose bib, neatly coiled for the next user.

## **GARDEN MAINTENANCE**

The maintenance of common areas and furnishings, fencing, trees, trash receptacles, compost bins, pathways and water lines are the shared responsibility of all gardeners. Walkways and areas should be kept free of tripping hazards. Waste should be removed regularly and not allow to build up. Garden plots cannot contain permanent structures or additions, all items in a plot must be removable and must be removed by the end of the gardening season.

### FALL HARVEST

The garden will be closed on October 31<sup>st</sup> of each year. By this date, all garden plots should be harvested, removal of old plants/weeds, tools, sticks, and cages from site and plot should be raked level. The entire garden will be rototilled at the end of the season.

### ORGANIC GARDEN

The garden maintains organic gardening practices. All chemical herbicide, insecticides, and fertilizers are banned from use in the garden.

### GARDEN CONTACT

For general inquiries and registration information, please contact the designated Confederation College Community Garden – Garden Contact for the 2024 gardening season:

Campus Sustainability

Email: [sdg@confederationcollege.ca](mailto:sdg@confederationcollege.ca)

Phone: 807-475-6356

To report theft, vandalism, and any unusual activities, please contact the Confederation College Security Office:

Room 123, D, First Floor, Shuniah Building (left of the main doors)

Phone: 807-623-0465

Security is available 24/7.

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Guidelines are subject to updates. Updates will be distributed and posted on site.

## GENERAL GARDEN RULES

1. Pathways are to be maintained at all times. Keep pathways level and clear of all personal items and gardening debris.
2. No pets are allowed within the garden area, with the exception of Service Animals. Pets are welcome outside the fenced area; however, owners are responsible for any cleanup.
3. Neighborliness is expected from all gardeners. Please be respectful and considerate of your fellow gardeners and do not expand beyond your designated plot.
4. The garden maintains organic gardening practices. All chemical herbicides, insecticides, and fertilizers are banned from use in the garden.
5. Do not leave materials or tools in the garden area. Confederation College is not responsible for lost or stolen items.
6. Verbal and physical intimidation of another member will not be tolerated.
7. Do not pick anything from a neighboring gardener's plot unless you have permission.
8. Gardeners may not consume or use alcohol or illegal drugs while on the Garden premises.
9. Gardeners may not bring alcohol or illegal drugs onto the Garden premises.
10. Gardeners may not come into the Garden while under the influence of alcohol or illegal drugs.
11. The growing and/or use of illegal substances in the garden are prohibited.
12. The growing/cultivating of cannabis products on site is strictly prohibited.
13. The possession, use, consumption, sale or distribution of cannabis, cannabis oils and/or cannabis edibles is prohibited on College property.
14. Smoking is not allowed within the garden area. Smoking on Confederation Colleges' campus is only allowed in designated smoking areas. Use or consumption of cannabis is not permitted in College smoking areas. (Please visit [www.confederationcollege.ca/public-safety/we-share-the-air](http://www.confederationcollege.ca/public-safety/we-share-the-air) for information about smoking on campus).
15. Vehicles that need to enter the fenced area must contact the Garden Contact to obtain access.
16. All gardener vehicles must display a valid Gardener's Parking Pass when parked in designated areas on College grounds. No vehicles are allowed to stay parked overnight. No vehicles are to be parked within the garden area.
17. Do not leave the water on unattended. When finished gardening for the day, please roll up the hose at the faucet area, return tools to the shed, and lock the gate as you leave the garden.
18. At the end of the gardening season, all dead plants and non-plant materials (string, wire, wood, metal, plastic, etc.) must be removed and disposed of properly and all garden plots left empty, neat, and tidy. The garden will be rototilled at the end of each gardening season.
19. Pick up litter and dispose of when you see it.
20. Report theft, vandalism, and unusual activity.

