



TOWN OF KINDERSLEY COMMUNITY GARDEN TERMS OF REFERENCE

Purpose

The Town of Kindersley Community Garden Committee (the “Committee”) shall oversee the operations of the garden located at 812 Main Street and shall ensure that the garden remains an inclusive, sustainable, and productive space in consultation with the Town of Kindersley.

Committee Structure

The Committee shall consist of not more than seven (7) members. Members shall be appointed by Council annually in December. The committee structure shall include:

One (1) Councillor

Two (2) employees of the Town (as appointed by the CAO)

The committee shall elect the following positions annually at their first meeting in January:

Chairperson: Provides committee leadership and facilitates meetings.

Vice-Chair: Assists and provides coverage when the Chairperson is absent.

Secretary: Responsible for minutes, recordkeeping, and correspondence.

Quorum

Quorum shall be established by attendance at any scheduled meeting of half of the committee members, plus one. Voting cannot take place without quorum.

Committee Responsibilities

Policy and Governance: Establish policies for the operation and maintenance of the community garden with final policy approval from the Town.

Financial Planning: Make financial recommendations to the Town for both operational and capital budgets.

Garden Development: Make recommendations for garden expansion, new projects or policy changes to the Town.

Conflict Resolution: Address any disputes or issues and may arise and ensure that the garden remains a safe, inclusive, and respectful environment.

Community Engagement: Promote the garden while encouraging local participation in conjunction with the Town.

Plot Designation

- The Town of Kindersley will publicly advertise predesignated plots., and all submissions intent-to-participate must be received by the Town no later than April 15th of each year.
- Plots will be provided annually to those interested. They shall be issued equally and fair. If more submissions than plots are received a plot lottery will occur.
- Double plots or more than one plot per family shall only be allowed if an empty plot is still available as of May 1st of each year.
- All plot participants shall be residents of Kindersley
- Each participant shall enter into the annual community garden plot participation agreement.

Reporting

The Committee shall submit minutes of all meetings to the Town for review of Council.