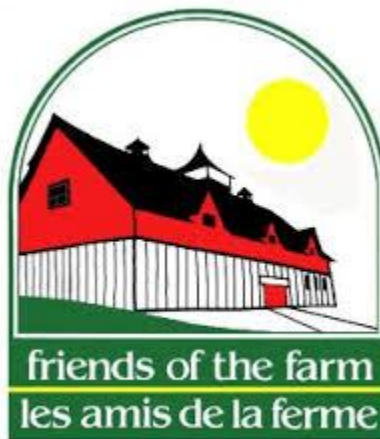


**FRIENDS OF THE
CENTRAL EXPERIMENTAL FARM
VOLUNTEER HANDBOOK**



Building 72, Arboretum,
Central Experimental Farm
Ottawa, ON
K1A 0C6
613-230-3276
Email: info@friendsofthefarm.ca
Website: www.friendsofthefarm.ca

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Welcome!

Volunteering with the Friends of the Central Experimental Farm (FCEF) provides an opportunity to enjoy the outdoors in a farm within the city, or to work indoors in our office in Building 72, located just inside the Arboretum. By assisting in the care of the Ornamental Gardens, Arboretum, and Merivale Shelterbelt, we support the work of Agriculture and Agri-Food Canada (AAFC) on the Central Experimental Farm. Volunteers' work in the office supplements the duties performed by the Board of Directors, and includes preparation for fund-raising events, maintenance of membership and volunteer data, website, social media presence, press releases, Newsletter, and other duties. The success of the Friends of the Farm would not be possible without our many dedicated and committed volunteers who give their time for the love of Canada's Central Experimental Farm.

We welcome you as a new volunteer who will work closely with the "Friends" staff and Board of Directors and, in the case of the gardens, under the supervision of AAFC. We appreciate your interest in our organization and hope that you will find your work with us both satisfying and stimulating. We encourage new volunteers to become members of the "Friends" and enjoy the many events and activities that are planned throughout the year.

Members of the Board of Directors are always available to assist you and hear your concerns and suggestions.

We all look forward to working with you.

Mission Statement

The Friends of the Central Experimental Farm (FCEF)

preserve, protect, maintain, and enhance

the Dominion Arboretum, the Ornamental Gardens, and other public areas of the Farm,

in partnership with Agriculture and Agri-Food Canada,

for the educational benefit and enjoyment of the public;

and promote the Farm's historical significance.

Brief History of the FCEF

The FCEF was formed as a non-profit organization in 1988 with the support of members of senior management at Agriculture and Agri-Food Canada, then known as Agriculture Canada. The goal was to ensure that, as research programs ended in areas such as horticulture, the Ornamental Gardens and the Dominion Arboretum would be maintained for public enjoyment and their heritage value protected. In addition to assisting AAFC staff in caring for the Gardens and the Arboretum, the Friends have initiated numerous educational projects and programs. AAFC provides office space for the Friends in Building 72, adjacent to the Arboretum, a space shared with the Arboretum and Ornamental Gardens staff.

Our Impact and Achievements

Education, Outreach, and Service:

- being the catalyst with the Ministry of Heritage to designate the Central Experimental Farm a National Historic Site;
- developing tools on its website to provide information on plants in the Gardens and tree locations in the Arboretum;
- sponsoring a Garden Lecture Series by the Master Gardeners of Ottawa-Carleton;
- cataloging much of the dried plant collection at AAFC's Herbarium;
- publishing books about the Farm titled *Ottawa's Farm: A History of the Central Experimental Farm*; *For the Love of Trees: A Guide to the Trees of Ottawa's Central Experimental Farm*; *Blooms: An Illustrated History of the Ornamental Gardens at Ottawa's Central Experimental Farm*, and *Building Canada's Farm: an Illustrated History of Buildings at the Central Experimental Farm*;
- publishing a quarterly *FCEF Newsletter* and monthly *Farm Notes*;
- leading educational walking tours of the Arboretum and gardens;
- raising funds to support the work of the Friends through events such as the annual used book sale, spring plant sale, and Art on the Farm event.

Under AAFC guidance:

- developing a Hosta Garden in the Arboretum with member donations;
- restoring the Heritage Rose and Peony Gardens;
- developing an Explorer Rose Garden;
- enhancing the Lilac Rows and creating the Preston Heritage Lilac Garden;
- providing funding and labour to initiate the Fletcher Wildlife Garden;
- recreating a boundary forest, called the Merivale Shelterbelt, on the Farm's western edge;
- adding almost 1000 trees to the Arboretum through a Donor Tree Program, creating a commemorative wall-plaque program at the Merivale Shelterbelt, and initiating a Celebration Bench Program at the Arboretum;
- organizing garden teams to assist AAFC in regular maintenance of the Ornamental Gardens and Arboretum.

Guidelines for Volunteers

Gardens

Volunteers assist AAFC in maintaining the Ornamental Gardens, Arboretum, and Merivale Shelterbelt by performing tasks that include, but are not limited to, weeding, deadheading, pruning, and planting as requested by the team leaders and AAFC. This could involve bending, kneeling, pulling, reaching, stretching, and standing.

When working in the Gardens, it is recommended that all volunteers wear a hat, gardening gloves, and sensible shoes, and carry insect repellent.

Each garden group has a team leader. When a volunteer is unable to garden with their team, they are asked to contact their team leader.

No gardening will take place for volunteers when it is raining or if temperatures are extreme. If conditions are excessive for individual volunteers, they should stop working at that point. If you are unsure, speak with your team leader for direction.

All garden teams stop for a break. Please bring plenty of water with you as fountains are not available around the Gardens, and it is important to stay hydrated throughout the day (not just during a break).

Public washrooms are located near the NCC Driveway just west of the Gardens and at the side of Building 72, left of the entrance.

Events

The needs of each event vary. Some responsibilities may include set up or take down, working with the public, assisting vendors, serving as cashier or greeter. When a volunteer is called and asked to help at an event, the caller will provide the job description and physical requirements of the job so that the volunteer can determine if they are able to perform the task.

At most events, there are no food facilities. It is your responsibility to bring your own beverages, lunch, and snacks with you.

If a volunteer must cancel, it is imperative that they contact the Friends of the Farm as soon as possible so that an alternate volunteer can be found.

Outdoor Teams and their Activities

- The two **Lilac Teams** help staff with the Farm's lilacs, which include about 325 varieties. One team focuses on pruning and deadheading lilacs throughout the Farm, the other team does weeding and other maintenance work on lilacs in the Ornamental Gardens.
- Two **Rose Teams** help care for the CEF Heritage roses and the "Explorer" series of roses. Roses demand constant attention due to challenges that include removing Japanese beetles every season. The teams assist with pruning, fertilizing, weeding, replacement, and identification of varieties. The work requires some bending and kneeling and, because roses have thorns, heavier garden gloves are recommended.
- The CEF's peony collection is one of the largest in Canada, with approximately 600 peonies, most of which are located in 16 beds in the Ornamental Gardens. The duties of the **Peony Team** include cultivation, weeding, supporting with hoops, recording bloom dates, identifying varieties, and stem cutting and removal of hoops in the fall. While labour-intensive, the work is not difficult and does not involve heavy lifting.
- The **Iris and Daylily Team** works on bearded and Siberian irises and daylilies and helps out occasionally in the Rock Garden. The work involves digging, replanting, dividing, weeding, and clipping—activities that are demanding but not too strenuous.
- The **Macoun Memorial Garden Team** helps with general plant maintenance in this special garden, keeping perennials and annuals looking fresh throughout the summer. Team members need a basic acquaintance with gardening and weed identification.
- The **Rock Garden (or Rockery) Team** is a small group working on plants tucked into the rocks of the Ornamental Gardens. These plants include conifer trees, shrubs, perennials and annuals, as well as plants typically associated with rock gardens. The work includes removing invasive plants that pop up between rocks and flagstones. Team members should be agile enough to maintain balance on uneven surfaces. The team benefits from the shade provided by the trees.
- The **Hosta Team** tends a shady and secluded garden located along a path leading from the Arboretum circle. The site is being redesigned, and work includes reseating loose stones, moving plants to more suitable locations, and identifying and marking varieties. This team may take a break during July and August when the hostas require little care.
- The **Perennials and Annuals Team** covers a wide range of plants, weeding and deadheading as needed. Team members perform three hours of physical labour, sometimes in hot summer sun, and need patience in caring for their subjects.
- The **Merivale ShelterBelt Team** oversees the strip of trees and shrubs along Merivale Road at the western edge of the Farm. Volunteers are responsible for planting and maintenance, including grass-cutting, weeding, and watering. After each growing season, trees are protected with guards and burlap to minimize rodent and salt damage. Physical strength is an asset for this team in view of work demands.
- The **Arboretum Team** focuses on shrubs planted among the trees in the Arboretum. The work includes pruning, edging, and weeding. The invasive dog-strangling vine and buckthorn present a constant challenge to the shrubs (and to the team).

Volunteer Code of Conduct

The Friends of the Central Experimental Farm volunteers are expected to conduct themselves and the work they perform on behalf of the Friends in a manner that honours the reputation of the CEF and does not detract from the public's trust and confidence. Accordingly, all volunteers must comply with the following Code of Conduct.

The FCEF Code covers 7 areas of conduct:

- **Personal Gains:** Volunteers must not use their status as FCEF volunteers to obtain personal gain from those doing or seeking to do business with the FCEF.
- **Conflict of Interest:** Volunteers must avoid all situations in which their personal interests conflict or might conflict with duties of the FCEF.
- **Confidentially:** At all times, the privacy and dignity of clients, donors, volunteers, and staff will be respected.
- **Privileged Information:** Volunteers must not use for their own purposes, including financial gain, or disclose for the use of others, information obtained as a result of their role with the FCEF.
- **Intellectual Property:** Any intellectual property developed by volunteers in the course of their roles with the FCEF is the property of the FCEF.
- **Respectful Conduct:** Volunteers must treat with respect all clients, staff, and fellow volunteers with whom they interact while conducting FCEF business. Harassment, discrimination, or other behaviours that compromise the dignity and self-worth of others will not be tolerated.
- **Financial Matters:** Volunteers will be diligent in ensuring that any financial transactions or records for which they are responsible will be handled appropriately and according to FCEF procedures.

Volunteers are expected to read and comply with these basis principles. The complete Code of Conduct is available on the FCEF website.

First Aid

First aid kits are available in all FCEF garden sheds and in Building 72. If first aid is requested, the volunteer must ask the person needing assistance whether medical attention is required. **If emergency medical attention is needed, call 911 immediately.** If no phone is available, go to any AAFC office or staff member.

Volunteers must never put their own health at risk by assisting someone who needs medical attention.

In case of an accident, please ensure that your emergency contact information is up-to-date. If there are any changes, please notify the FCEF office and your team leader.

If you have any allergies or health issues, it is strongly recommended that you wear a medical alert bracelet. It is also recommended that, if gardening, tetanus immunization be up-to-date.

Frequently Asked Questions

Can we take plant material from the Central Experimental Farm?

All plant material on the CEF is the property of Agriculture and Agri-Food Canada and cannot be removed from the Farm.

Can I bring my own gardening tools?

Tools are provided by the FCEF. If you wish to bring your own tools, they must be cleaned with alcohol prior to being used. Your tools are your own responsibility, and FCEF will not replace lost, broken, or stolen items.

Is there parking, and what does it cost?

There is free parking. Parking passes are made available to all volunteers. The areas where parking is permitted are listed on the parking pass. The pass must be visible on the dash of the vehicle. Parking without a valid pass or in areas not listed on the pass may result in a ticket. Parking passes are available at the FCEF office in Building 72 or from the garden team leaders.

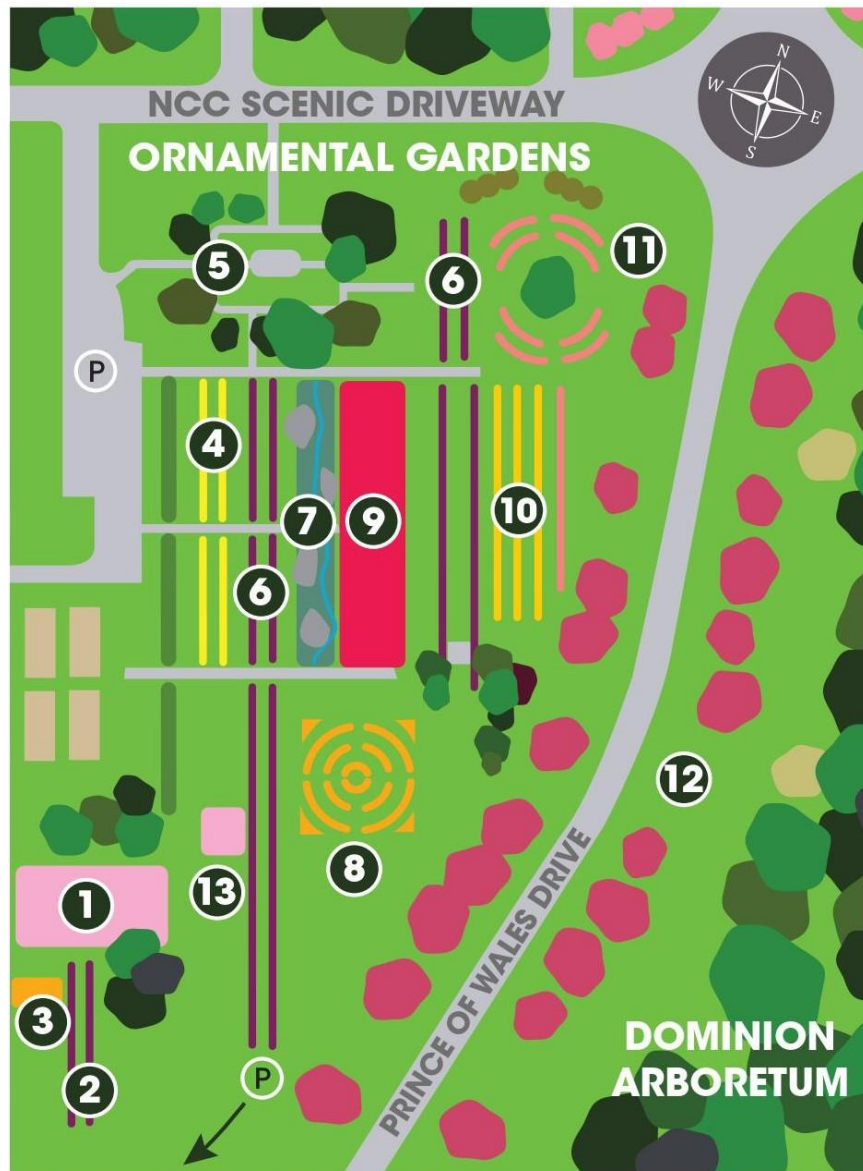
Why do we record the hours we volunteer?

The “Friends” keep statistics on volunteer hours so that AAFC knows how many person hours are needed to maintain each area of the Farm. Team leaders will track the hours in the Gardens and Arboretum, and event coordinators will track the volunteer hours at an event. In the office, each volunteer records their own hours in the binder in the office.

What benefits do I enjoy by becoming a member of the “Friends”?

Your membership entitles you to receive the Quarterly Newsletter, discounted rates on Master Gardener lectures, free entrance for one adult family member to the Canadian Agriculture and Agri-Food Museum, and a 10% discount at select local nurseries. Also, all members receive a vote at the Annual General Meeting of the FCEF. For more information about becoming a member, please call the FCEF office at 613-230-3276, email us at membership@friendsofthefarm.ca or visit our website at www.friendsofthefarm.ca.

CEF Locations



- | | |
|-------------------------------------|---|
| 1 Explorer Rose Garden | 7 Rock Garden |
| 2 Preston Heritage Lilac Collection | 8 Iris & Daylily Garden |
| 3 Lycett-Lorrain Daylilies | 9 Heritage Rose Garden |
| 4 Perennial Borders | 10 Annual Garden |
| 5 Macoun Memorial Garden | 11 Peony Garden |
| 6 Lilac Walk(West & East) | 12 Crabapples |
| | 13 Ottawa Horticultural Society Pergola |