

NAHEENO PARK COMMUNITY GARDEN

GARDENERS HANDBOOK & POLICIES

WELCOME

This guide was written to help *Garden Users* at Naheeno Park to manage garden plots and the *Garden Site* that will bring out the best that it has to offer.

LOCATION OF THE GARDEN

The garden is located at north end of Naheeno Park, 8888 University Drive, Burnaby, BC, though correspondence should be directed to the SFU Community Trust offices at 130-8960 University High Street, Burnaby, BC, V5A 4Y6 as the Trust is assisting the SFU Community Association with administration duties. Membership is open to anyone 18 years of age and older.

ANNUAL RENEWAL OF PLOT RENTAL

Plot rentals last for one (1) year from **APRIL 1** to **MARCH 31** and must be renewed annually. You will be advised by email in early March each year that your renewal is due.

Any garden plots that are not renewed by this time will be made available to existing gardeners who have requested a plot transfer, then to those individuals on the waiting list. Please refer to the *General Information* document for further information about fees, termination of plot rental agreements, plot transfers, and more information.

RESPONSIBILITIES OF GARDEN USERS

Gardeners are responsible for:

- Informing the SFU Community Association immediately in writing of a change in name, address, phone number, e-mail address.
- Renewing plot rental and paying rental fees before the deadline (**March 23rd, 2018**).
- Following the Community Garden's operating policies, as outlined in this document and as enforced by the SFU Community Association.
- Fulfilling plot maintenance requirements (Refer to *Information and Policies Manual*).

PLOT MAINTENANCE

The SFU Community Association will be responsible for all perimeter weeding and maintenance.

Please note and abide by the following guidelines:

1.1 PLOT SIZE AND BOUNDARIES

- The size of a plot is approximately 8 ft x 32 ft or 256 square feet.
- Boundaries of plots cannot be extended by moving plot borders.
- Adjacent plots cannot be combined.
- Pathways between plots must be at least 30 inches wide.
- The numbered bricks identifying each plot must not be removed.

1.2 CULTIVATION OF PLOTS

- Cultivation is defined as: "To prepare and work on land in order to raise crops; till the soil in order to grow crops." Gardeners are responsible for the upkeep of their plots and must:
 - Begin cultivating their plots no later than **MAY 15** of the current season, with exception made for extreme weather.
 - Properly cultivate their entire plot at all times throughout the growing season (March-October).
 - Keep their plot tidy and free from excessive weeds.
 - Tidy and prepare their plot for winter at the end of the gardening season. All dead plants and non-plant material (temporary supports, strings, wire, wood, metal, plastic, etc.) must be removed and disposed of properly. The plot must be cleaned up by **NOVEMBER 1**, except for actively growing winter crops, mulch or perennials
 - Store personal items/material neatly within their plot or at home, and not in communal areas like paths, picnic areas or the garden shed.
 - **If a plot becomes unkempt, the Gardener will be given two (2) weeks' notice to clean it up. If the issue has not been addressed by the end of that time, the plot will be reassigned or tilled in.**
 - **If a plot receives more than two notices during the gardening season regarding plot cultivation and/or weed management, your plot will be reassigned or tilled in.**
 - The SFU Community Association Directors and Garden Committee members can terminate the rental agreements of a plot not under cultivation. **THIS WILL BE STRICTLY ENFORCED.**
- Mechanical cultivators are permissible as long as they do not interfere with pathways, adjacent plots, or water lines.
- In the interest of maintaining healthy garden soil and minimizing off-site waste, waste plant material from each garden plot should be put back into the soil of the plot.
- Dumping anything outside your garden plot or off-site is prohibited, and may result in the termination of your garden plot.

1.3 ORGANIC LAND CARE PRACTICES

- Garden Users provide their own seeds, transplant seedlings, plants and soil amendments.
- Organic seeds and/or plants are highly recommended.
- The Community Garden is a pesticide-free and wildlife-friendly zone. All Gardeners must use organic products safe for people, pets and wildlife.

Synthetic fertilizers, pesticides and hormones are prohibited.

Please purchase compost, which has been approved for organic production if you wish to further amend your soil.

1.3.1 WEED MANAGEMENT

The word “weed” has been defined as a plant out of place and not intentionally sown; a plant growing where it is not wanted; a plant whose virtues have not yet been discovered; plants that are competitive, persistent, pernicious, and interfere negatively with human activity and many others.

- Keep your garden plot as neat and weed-free as possible.
- Dumping of weeds into unused garden plots is strictly prohibited.
- Mulch is a good weed suppressant.
- No herbicides are to be used in garden plots.
- We advise to weed your plot every 8-10 days, and when undesirable plants are small.

If your plot is riddled with weeds that are ready to seed or that invade your neighbouring gardeners’ plots, you will receive a notification to weed your plot within two (2) weeks.

1.3.2 PEST MANAGEMENT

- No pesticides (including insecticides and fungicides) are to be used in or around the garden plot.
- Squishing bugs is an approved pest management technique.

Learn to manage pest problems by following integrated pest management (IPM) principles. For further information review the Organic Land Care Standard (2013) published by the Society for Organic Urban Land Care (SOUL) - www.organiclandcare.org

1.4 TREES AND SHRUBS ON GARDEN PLOTS

- Planting of non-fruit bearing trees and shrubs on garden plots is prohibited.
- Fruit bearing trees are limited to seven (7) feet in height and must be positioned so as to not overhang pathways at any time or shade another plot from March until October.
- All existing fruit bearing trees over 7 feet on a garden plot are to be trimmed back to seven (7) feet when dormant or must be removed.

1.5 PATHWAYS

- Gardeners are responsible for keeping the paths immediately around their plot clear of objects (chairs, containers, pots, garden waste, etc) and weed free so seeds don't spread to other garden plots.
- Pathways between plots must be at least 30 inches wide.
- Gardeners designing any structure i.e. a fence, greenhouse beside a pathway must have an

additional 6 inches of path width in order to allow unimpeded passage of wheelbarrows.

- Landscape fabric may be used as a weed barrier but old carpeting or other man made materials that will leach into the soil are prohibited.
- Structures on any plot must adhere to the regulations stated below including no overhanging materials that could cause injury to people walking past on a common pathway.

1.6 GREENHOUSES AND STRUCTURES

- Keep garden structures (fences, poles, trellis) to a minimum.
- If using structures , you must comply with the following:
 - Structures cannot be constructed using glass or metal and no part of the structure can be of a permanent nature. In other words, no poured concrete material or other material that cannot be removed if necessary.
 - Structures can be no higher than seven (7) feet from the normal pathway elevation and must not cast shadows on any neighbouring plots in the months of March through October.
 - The maximum side for greenhouses is 108 square feet.
 - Structures must be safe and in good repair and no part of any structure, including the roof overhang, may be built closer than 6 inches to the plot border (to allow for wheelbarrows on pathways).
- Glass is prohibited from the gardens.

1.7 WATER, RAIN & FLOODING

- Running water is provided for all plots. Water is expensive and should be conserved.
- TIP: Mulch helps soil retain moisture.

Gardeners must:

- Not leave running water unattended
- Not use sprinklers
- Not allow water hoses to cross other plots and drag across someone else's plants
- Limit water use to **15 minutes** per plot per day. Please be considerate of others waiting
- Roll up the hose at the faucet area when finished gardening for the day
- Re-fill the rain barrels with the hose if they are used
- Turn off the water line immediately upon finding any leaks or broken pipes and promptly report the issue to the SFU Facilities Services ([778-782-3582/fs-general@sfu.ca](tel:778-782-3582)) and cc: the SFU Community Association (communitygarden@univercity.ca)
- Adhere to City of Burnaby municipal water restrictions during the summer months
- During periods of rain, water may collect in your garden plot. Please do not allow your individual garden plot to drain into another garden, and cause potential flooding. Dig a trench along the borders of your garden plot to direct excess water along the pathways.

1.8 COMPOST BINS

Garden plots inevitably create weeds and disposing of them is a problem. If you cannot or will not compost such refuse, please take them home for the City to handle. The preferred method for

dealing with garden waste is to compost.

- It is strongly recommended that Gardeners maintain compost bins at the centre of their garden plot throughout the gardening season to compost weeds and other organic materials.
- Invasive species should not be composted in your compost bin and should be disposed of in the garbage.
- Best practices must be used in the management of compost bins to deter pests.

1.9 TOOLS AND EQUIPMENT

- Garden Users provide their own hand tools (e.g. trowel, weeder, watering can or sprayer)
- Where the SFU Community Association provides common tools and equipment, members must:
 - Use them responsibly.
 - Clean and return tools to the shed when finished gardening.
 - Help to keep the shed tidy and organized.
 - Lock the shed before leaving the garden when finished for the day.
 - If a garden tool is broken, please the SFU Community Association: 604-291-3000/communitygarden@univercity.ca

The shed lock combination will be e-mailed to you within a few days of plot renewal. The removal of communal gardening tools from the Naheeno Park Community Garden site is strictly prohibited – garden tools are for everyone to use.

2 GROUND MAINTENANCE (Garden Site)

The maintenance of the Garden Site perimeter (pruning shrubs, weed control), the fence, and exterior pathways are the responsibility of the SFU Community Association. Garden Users are responsible for maintaining within and immediately around the perimeter of their own plots.

2.1 COMPOST PILE & GARDEN CLIPPINGS

- The SFU Community Association does not maintain a communal compost site because of the indiscriminate discarding of garden refuse on the site. Garden Users are encouraged to compost as much as possible on their own garden plot. It is strongly recommended that Gardeners maintain compost bins at the centre of their garden plot throughout the gardening season to compost weeds and other organic materials.
- The SFU Community Association has made arrangements for garbage and organic waste disposal with SFU Facilities Services (778-782-3582/fs-general@sfu.ca)

2.2 ORGANIC COMPOST AND WOODCHIPS

- Compost will be delivered as soon as the gardening season starts, and Gardeners will be e-mailed once a compost delivery date and workday is confirmed. If you cannot make the day of delivery, please make arrangements for someone to shovel compost into your plot for you. Compost will go quickly and you do not want to find yourself without. We regret that we cannot make arrangements for individualized delivery.

- Depending on availability, the garden may also receive wood chips. Gardeners will be notified in the same manner as the compost. We ask that you mulch on the pathways bordering your garden plot.

3 SITE MANAGEMENT

3.1 FAMILY

- Children are welcome in the garden when accompanied and fully supervised by an adult.
- Teach young children to stay on paths and out of the gardens.
- Please monitor the whereabouts and behaviour of your children at all times.

3.2 PETS and BEES

- Pets are welcome in the garden but must be leashed, stay on paths, and not eat or damage plants. Pick up after your pets and dispose of waste in the trash can.
- Gardeners are prohibited from bringing or tending honey bees on the Community Garden; orchard mason bees are permitted.

3.3 RECYCLING AND WASTE BINS

- Gardeners MUST remove garbage and debris to the garbage bins provided.
- Pick up litter when you see it.
- To ensure access to garbage bins and for general cleanliness, Gardeners are prohibited from:
 - Overloading the bins, dumping waste around or beside the bins
 - Piling material on top of bin lids

Note: SFU Facilities will not empty the bins if these conditions are not met, and if Gardeners are seen abusing this policy, their plot rental may be terminated.

3.4 FIRES

- Because Naheeno Park is a conservation area, no open fires or burning of any kind is allowed. This includes Hibachis and Barbecues using charcoal briquettes.

3.5 SITE HOURS

- The garden is open from dawn until dusk and must be vacated from sunset to sunrise.
- For your safety, consider gardening in pairs and/or keeping a cell phone nearby.

3.6 PARKING AND PATHWAYS

- SFU Parking Services grants special parking privileges after 16:30 and on weekends in the parking area just north of the garden plots (west of the South Science building). If you already have parking on campus, you may use this parking area free of charge. If you do not have parking on campus a pass is available for \$17.20 for the full gardening season (April 1 - November 30). Please e-mail communitygarden@university.ca to arrange for a parking form. Once the form is filled out, take it to the SFU Community Trust office for authorization

and then to SFU Parking Services to obtain your Parking Permit.

- The SFU Community Association will be working with SFU to add a pathway to the east side of the garden for the purpose of soil, woodchip and compost delivery. This pathway must remain clear for service vehicles which will also be responsible for garbage and green bin collection.

3.7 VANDALISM

- RESPECT the efforts of fellow Gardeners and NEVER take plant or produce from other residents' garden plots without permission.
- Report theft, vandalism and unusual activities to the SFU Community Association via e-mail: **communitygarden@univercity.ca**.
- Report vandalism in progress to SFU Campus Security **778-782-4500**.

4 PRIVACY

- Personal information kept by the SFU Community Association is confidential. Addresses, telephone numbers and e-mail addresses will not be released without the Gardeners' consent.
- Once the gardening season has commenced, a map of the garden plots including gardener names will be made available to the garden group. This is an internal document and meant to be only shared amongst the garden group.

5 LIABILITY

- Garden Users are reminded to act responsible and practice good personal safety when visiting the garden.
- Garden Users must understand that neither the SFU Community Association, SFU Community Trust, nor SFU are responsible for their actions. Garden Users agree to hold harmless SFU Community Association, SFU Community Trust and SFU for any liability, damage, loss, or claim that occurs in connection with use of the Community Garden by themselves or any of their guests.

6 MISCELLANEOUS

- Radios: Should you wish to listen to the radio, please use headphones so as not to disturb the tranquility of other Garden Users.
- Garden Gates. The last Gardener to leave the garden, regardless of the time of day, should securely close the gates.

7 GARDENS ADMINISTRATION

- Coordinates annual plot renewal and assignment, updates the waiting list, and re-assigns plots as needed.
- Coordinates and oversees the maintenance (pruning, weed removal, fence repair) of communal community garden areas and perimeters.
- Keeps accurate records about plot rentals and Gardeners' contact information.
- Circulates and enforces the Naheeno Park Community Garden Policies.
- Respond to questions and concerns from Garden Users in a timely fashion:
 - In person or by phone from Monday to Friday 8:30am to 4:00pm
#130-8960 University High Street
Located in The Cornerstone Building
604.291.3000
 - Via e-mail at communitygarden@univercity.ca

Naheeno Community Garden Application and Contract

By providing the required information and signing on the following two pages, I acknowledge that I have read the entire Naheeno Park Community Gardens GARDENS HANDBOOK & POLICIES package (eight pages total) and am willing to abide by the rules, or risk the reassignment of my garden plot.

SIGNATURE OF GARDENER

Date

Please print clearly:

Name (First Name/Last Name): _____

Address: _____

Email: _____ Phone: _____

The cost per plot is \$50 (\$25 for SFU Students)* payable by cheque, or \$52 by Paypal* (\$26 for students)

I am a current & full-time SFU Student Student #: _____

Please provide proof of your current full-time SFU student status in order to receive the SFU student discount. If no proof is provided or the proof is invalid, you will be charged the regular rental rate.

Payment Options:

Cheque: \$50
(\$25 for SFU Students)*

Paypal: \$52
(\$26 for SFU Students)*

Cheques should be made payable to the SFU Community Association, and can be mailed to or dropped off in person at The Cornerstone building to the SFU Community Trust offices, Monday through Friday from 8:30am – 4:00pm.
130-8960 University High Street
Burnaby, BC V5A 4Y6

Once your application or plot renewal is approved, you may make your payment via Paypal. If you wish to make your payment via Paypal, go to:
<http://univercity.ca/naheeno-park-community-garden-plot-renewal>
Enter password: communitygarden

Please note, if you select this option, there will be an additional \$1-2 charge to cover the administration fees charged by Paypal.

*Only current & full-time SFU students who are renewing their garden plot are eligible for the 50% discount in the plot rental rate. Any SFU student joining the garden group for the current season will be charged the regular garden rental rate.

Receipt (emailed) required? Yes: _____ No: _____
No refunds are made after the garden renewal date.

Please complete the questions on Page 2 of this contract.

FOR OFFICE USE ONLY

Plot# _____

Date paid: _____

Cheque/invoice number: _____

Additional Questions

If available, would you like to request a plot transfer?

Yes: _____ No: _____

I would like to include my name on the map of garden plots made available to the garden group. This map is an internal document and shared amongst only garden group:

Yes: _____ No: _____

I am in agreement that the Naheeno Park Community Garden group would benefit from adding a mandatory day(s) requirement within the garden season where the gardeners would pitch-in as a group.

Yes: _____ No: _____

SIGNATURE OF GARDENER