



North Shore Community Garden Society

Gardeners' Guidelines

As a member of the Society, you are part of a community of gardeners.

A community garden is a place to grow food, flowers, and herbs; to reconnect with nature and hopefully find some peace and tranquility in our increasingly busy lives. Regardless of why you're choosing to take part in a community garden, the activity comes with both responsibilities and rewards.

These Guidelines set out the expectations and rules for members of the North Shore Community Garden Society (NSCGS), and all gardeners are expected to follow them.

You are responsible for the upkeep of the overall community garden (i.e., boundaries, pathways, seating, storage, composting and recycling facilities) and the maintenance of your own garden plot. The success of the garden depends on your participation and consideration for your fellow gardeners.

Our gardens are also intended to be places that are visible and accessible for the local community to experience. Accordingly, these guidelines reflect the public nature of the gardens. The long-term success of a community garden requires the support of the community as well as the individual gardeners. The Society's logo is an example of that commitment to the broader community. It was designed by children from Queen Mary elementary school.

Mandate of North Shore Community Garden Society

The NSCG Society is a non-profit society registered under the BC Societies Act. The purpose of the NSCGS is to manage and promote the growth of community gardens on the North Shore.

As stated in our Constitution, this includes:

- promote a diversity of approaches to sustainable gardening.
- encourage cooperation, education and community involvement centered around organic gardening
- share and develop knowledge and practice of organic gardening
- promote wellbeing by providing access to garden space and to public gathering space
- establish and maintain a sustainable method of bio-diverse gardening

Learn more about the NSCGS online: <https://nscgardens.ca>

Payment of the annual plot rental fee signifies that the gardener agrees to be bound by these guidelines. A gardener not following these guidelines is subject to the loss of their garden plot.

North Shore Community Garden Society

All members of the NSCGS, regardless of the location of their garden plot, are held accountable to the rules and guidelines described below.

Eligibility

All gardeners must reside in the municipality where their Community Garden is located (e.g., a city resident is eligible to garden in a City Community Garden). If you move out of the municipality and lose eligibility for your plot prior to March 1 and before the season's garden is well-established, you must give up your plot (and will receive a 100% refund of fees paid); if you move out of the municipality on April 1 or later, you can retain your plot until the end of the gardening season, after which you must give up the plot.

A household may have a maximum of one NSCGS garden plot. If someone in the household is on a waiting list (and eligible for) for a different garden and is subsequently offered a plot, the household must give up their current plot in order to accept the new one.

Gardeners may swap their plots with a gardener in another garden so long as the action adheres to the Gardener Guidelines.

Fees

Annual fees are based on garden plot size including the frame and are due by **March 1**. If fees are not received by this date, **the plot will be reassigned**. Fees may be paid by cheque or etransfer (preferable).

Etransfer should be emailed to treasurer@nscgardens.ca and a receipt of the etransfer must be emailed to your garden coordinators. Emailing the coordinators the etransfer receipt simplifies the tracking of the fees paid. A password is not required but ensure it contains your name, plot # and Garden as a secondary tracking method.

Cheques should be payable to "North Shore Community Garden Society" and can be given to the Garden Coordinators or mailed to the NSCGS, #479 – 1641 Lonsdale Ave, North Vancouver, V7M 2J5.

Cash will not be accepted.

Fees are not prorated, and no refunds will be given.

Garden Coordinators

Volunteer Garden Coordinators are the connection between the gardens, gardeners, and the Board. They ensure the smooth running of each garden, identify and deal with issues before they become problems, and communicate directly with gardeners. If you are interested in becoming a Garden Coordinator, please contact a Garden Coordinator or the Coordinator Liaison (coor.liaison@nscgardens.ca).

Volunteer Hours & Participation

All members of the NSCGS are required to contribute 12 volunteer hours annually to the Society, either through direct work on your Community Garden or work at another Community Garden in the Society (e.g., weeding common areas, work parties, compost, educational events). A listing of upcoming work parties at all gardens will be on the website. Garden Coordinators or Board Members fulfill their volunteer hours obligation automatically. Working on your own plot does not count towards volunteer hours. You are responsible for tracking your hours/activities and providing this information to the Coordinator(s).

Failure to contribute the required volunteer hours may result in the loss of your plot at the end of the gardening season.

Gardeners are also expected to keep up to date on NSCGS information via emails, shed bulletin board, etc.

Wait List

Wait lists are maintained for each individual Community Garden by the Garden Coordinator(s) and are updated in the Winter.

A waitlist position cannot be transferred to another person.

At the Board's discretion, those on the waitlist may be offered a garden plot by participating on the Board or as a Garden Coordinator for a minimum of two years.

Accessible Plots

Accessible plots are available and are allocated from a wait list specifically for accessible plots.

Annual General Meeting (AGM) & Governance

The NSCGS holds its AGM each April. Members will be informed of the date at least two weeks in advance.

All members are encouraged to attend to find out what's happening in the gardens and connect with other gardeners.

Attendees who are members of the NSCGS are eligible to vote on motions and/or resolutions on the AGM agenda.

A Board of Directors is responsible for the overall direction and operation of the Society and its Gardens. The Board consists of 5 or more members with elections held at the Annual General Meeting or as needed. The minutes of the AGM are publicly available at nscgardens.ca.

Please contact any member of the board or your garden coordinator if you are interested in becoming a board member to take part in the direction and success of the North Shore Community Garden Society.

Your Community Garden

All gardeners collectively support, maintain, and participate in their Community Garden, under the oversight of the Garden Coordinator(s). Garden-specific information will be shared directly by your Coordinator(s).

Shed & Tools

Every NSCGS includes a locked shed with garden equipment which is shared among the participants in that garden. Items in the shed are available to all and must not be taken offsite. After using an item from the shed, clean it using a provided cloth or water, and put it back where you found it so it's ready for the next gardener.

The sheds also have bulletin boards, schedules, and other information. Check in the shed for garden-specific updates.

Compost

Each NSCGS garden has an onsite compost where members can put their garden waste. Garden-specific compost rules will be shared by your Garden Coordinator, but these are the basics for all compost:

- Active compost needs garden clippings, dry matter (e.g., leaves, newspaper), and moisture
- Garden clippings only – no home items can be added to the compost
- Items added to compost must be cut small (i.e., 2-6" pieces) to speed up the rotting process
- Weeds can be added if they're not in seed, and have been cut into 2-6" pieces
- Gardeners are welcome to share in the completed compost, taking a reasonable portion for their plot

Dogs & Pets

Unfortunately, no pets are allowed in our Community Gardens. This was decided based on best practices of other community gardens to minimize the risk of possible damage to gardens and gardeners, and to avoid potential nuisance situations. Please report any incidents to your Garden Coordinator.

Safety & Security

Use common sense and stay safe. Only garden during daylight hours. Garden in pairs or keep a cell phone nearby if it makes you feel more comfortable. Keep pathways clear, and don't leave sharp objects out (or run with them!).

Members are responsible for locking the shed after use and are not to share the combination with non-members.

Take appropriate precautions while participating in the Community Garden (e.g., sunscreen, hydration, taking breaks). Any injury/accident that occurs while participating in the Community Garden must be reported to your Coordinator(s).

Internal Garden Wait List

Each garden maintains an internal wait list for gardeners who'd like to move to a plot of a different size or location within the garden – email your Garden Coordinator(s) to be added to the list. Plots which become available are first offered to those on the internal wait list, and then to the external wait list. Seven (7) days shall be given for a response to a group email to the internal waitlist and then the external waitlist. Responding Gardeners will be accepted based on their position on the waitlist

Non-Compliance

Gardeners who are in violation of the NSCGS rule or guidelines will be given fair and ample warning by the Garden Coordinator(s) before garden privileges are revoked.

Conflict Resolution

Whenever possible, problems, concerns or questions should be resolved directly between gardeners. This will hopefully help all to avoid confrontations that may damage the friendly atmosphere within the garden and keep it a comfortable and an enjoyable place. If you can't resolve an issue directly, contact your Garden Coordinator(s).

Respect

Respect your fellow gardeners, they share your passion.

Respect the Garden Coordinators who are volunteering their time and efforts to help the garden thrive.

Respect the Board members who are volunteering their time and efforts to help the North Shore Community Garden Society thrive.

Privacy

We don't share gardeners' information with other gardeners or anyone but the NSCGS Board and Coordinators. If you'd like to set up gardening buddies to assist with watering, etc. we encourage you to connect directly and share your information.

Your Garden Plot

Our gardening season begins March 1 and ends on the last day of February. You are welcome and encouraged to garden year-round. Signs of gardening must be obvious by May 1, or a plot may be reassigned and no refund of the plot fee shall be issued. Gardeners are expected to actively garden during the growing season and not just maintain a plot of weeds and/or stagnant plants. Plan to visit your garden at least two to three times a week during the growing season.

Plants & Plots

Gardeners are free to choose their own plants (other than banned plants listed in Appendix A, and trees which are not permitted), and may plant vegetables, flowers, etc. though we always promote food security via our gardens. Plants must remain confined to your plot and should not overhang plot borders, encroach on pathways, or cause excessive shading of your neighbour's plot(s). Garden Coordinator permission is required for structures, trellises, etc.

Security fencing around plots is not allowed. This includes structures that are obviously designed to impede access to the plot.

Soil

Gardeners are responsible for maintaining a minimum soil level in their plot; the Garden Coordinator will advise if your plot needs soil. Note that enriching your soil will improve crop yields, prevent many pest infestations, and make for a more satisfying gardening experience. We suggest purchasing organic compost from a local gardening centre, as well as mulching in the fall with untreated leaves. Manure and inorganic fertilizer is not permitted in NSCGS gardens.

Watering

Watering is the responsibility of each gardener, by either hand watering or using the hoses provided in the shed (sprinklers and soaker hoses aren't permitted). We encourage low-impact watering by getting to know your plants and the water requirements of each, watering during the cooler times of day, applying layers of mulch, and watering deeply. It's helpful to get to know your neighbours, as you may be able to help each other out if one of you is away.

Weeds & Pests

Regular weeding is a requirement, and it is important to remove the entire plant including the root system. All weeding must be done by hand, and herbicides – other than vinegar – are not allowed. Similarly, no chemical methods of pest control can be used. We encourage co-planting, manual removal of bugs, or other natural methods. For larger issues (e.g., rats, wasps, skunks, etc.), advise your Garden Coordinator(s) ASAP.

Surplus Produce

Food is a valuable resource, and we'd love for everything grown to be eaten. Please harvest your crops and don't let them go to waste. If you have too much to use, bring it to the Edible Garden Project, The Harvest Project, or another local food bank – they'll gratefully accept it.

Vacations & Absences

If you're going to be away from your garden for an extended period, you can either ask a 'garden buddy' to help you out with watering and harvesting or complete a form (in the shed) for a substitute non-household/non-garden person to assist. If you're temporarily unable to tend your plot for a lengthy period, an assistant may be appointed (to a maximum of one year) subject to review and approval by your Garden Coordinator(s).

Plastics

Plastics are not allowed in the garden other than temporarily such as buckets, plant pots etc.

Green Waste

We are working towards a system that is supported by the District and City of North Vancouver but until that is fully in place, it is the responsibility of the gardener to look after their own green waste. Either by compost or by taking home to their personal green waste disposal. Talk to your garden coordinators as there are some gardens that have measures in place to assist in the collection of green waste.

Green waste bags provided by the NSCGS are available for work parties and garden-wide initiatives only and are not for personal use.

Continuing Year-to-Year and Plot Turnover

Garden plots are leased for a one-year term from March 1 to the last day of February. You may continue with the same plot in the next year if you've met the requirements – including fulfilling your volunteer hours – and pay your fees as due. If you won't be continuing gardening into the next year, please advise your Garden Coordinator as soon as possible, ideally by the end of December. Any plants left in the plot at the time of turnover become the new gardener's, and no compensation will be provided.

Theft

Unfortunately theft of vegetables and flowers does occur and the Board of the NSCGS is taking steps to mitigate this issue. Do not confront members of the public who are stealing from our gardens. We ask that you report the theft to the coordinators and also the RCMP.

Appendix A: Prohibited Plants

The following plants are not permitted in NSCGS gardens or gardeners' plots; as well as any other plants identified in the BC Government's *Guide to Weeds in British Columbia*:

Annual Sow thistle (*Sonchus oleraceus*)

Baby's Breath (*Gypsophila paniculata*)

Canada Thistle (*Cirsium arvense*) Castor Bean Plant (*Ricinus Communis*) Crupina (*Crupina vulgaris*) Dalmatian Toadflax (*Linaria dalmatica*) Diffuse Knapweed (*Centaurea diffusa*) Dodder (*Cuscuta* spp.) English Holly (*Ilex Aquifolium*) English Ivy (*Hedera helix*)

Giant Hogweed (*Heracleum mantegazzianum*) Gorse (*Ulex europaeus*) Himalayan Blackberry (*Rubus armeniacus*) Hound's-tongue (*Cynoglossum officinale*) Japanese Knotweed (*Fallopia japonica*) Japanese Knotweed / Mexican Bamboo (*Polygonum cuspidatum*)

Jointed Goatgrass (*Aegilops cylindrica*) Leafy Spurge (*Euphorbia esula*) Mint

Old Man's Beard *Iematis* / Wild *Iematis* (*Iematis vitalba*)

Oxeye Daisy (*Chrysanthemum leucanthemum*) Perennial Sowthistle (*Sonchus arvensis*) Periwinkle (*Vinca minor*)

Policeman's Helmet or Himalayan Balsam (*Impatiens glandulifera*)

Purple Loosestrife (*Lythrum salicaria*) Purple Nutsedge (*Cyperus rotundus*) Raspberry Rush Skeletonweed (*Chondrilla juncea*) Scentless

Chamomile (*Matricaria maritima*) Scotch Broom (*Cytisus scoparius*) Spotted Knapweed (*Centaurea maculosa*) Tansy Ragwort (*Senecio*

jacobaea) Velvetleaf (*Abutilon theophrasti*) Wild Oats (*Avena fatua*) Yellow Archangel (*Lamium galeobdolon*) Yellow Nutsedge

(*Cyperus esculentus*) Yellow Starthistle (*Centaurea solstitialis*) Yellow Toadflax (*Linaria vulgaris*), Blue Bells, Butterfly Bush.

Sunflowers: may be allowed in some gardens subject to individual garden rules; check with your Garden Coordinator(s) before planting. If sunflowers are grown in community gardens, seed heads must be removed before they drop or scatter seeds. No parts of the plant can be added to onsite compost, so they must either be taken off site or buried in your own plot to decompose. Failure to do so may result in sunflowers being banned from the gardens.

Height/shading Restrictions: If your planting shades your neighbour's plot, you will be asked to adhere to a height restriction of 3-feet. Please refrain from excessively tall plants, trellises, stakes or similar supports in order to minimize the chance that you will be asked to cut back your planting.

Gardener's Agreement

By signing below, I agree that I have read and understand the *Gardeners' Guidelines* and plan to abide by all of the garden rules. I understand that neither the NSCGS nor owners of the land are responsible for my actions, and therefore agree to hold harmless the NSCGS and owners of the land for any liability, damage, loss or claim that occurs in connection with use of the garden by me or my guests.

I hereby certify that I do not have and will not obtain another community garden plot on the North Shore while holding this plot with NSCGS.

Name (print):	Email:
Address:	Cell #:
	Home #:
Garden:	Plot #:
Signature:	Date:

DISCLAIMERS & PRIVACY

The NSCGS reserves the right to change and/or to amend these rules and regulations.

The NSCGS is not responsible for any lost, stolen or damaged property, plants or other items owned or used by gardeners.

NSCGS and its Officers and Committee Members will comply with the requirements of BC's *Personal Information Protection Act* as it relates to personal information of members collected, used, or disclosed in the normal daily operations of the Society including names, addresses, telephone numbers, and email addresses. No personal information shall be provided to or used by any member or outside person or entity, except for use in official NSCGS business.

Photograph / Video Release Form

On occasion we take photos in our gardens during public events or for our annual reports, etc. Please complete the form below if you consent to the use of photos of you and/or your children; do not complete the form if you do not consent.

I, the undersigned, give permission to the NSCGS and its agents for images of myself and/or my child(ren), captured during NSCGS events or in NSCGS gardens, to be used solely for NSCGS promotional purposes, including print materials, website, social media, and video, and I waive any rights of compensation or ownership.

Name (print):	
Child's Name (if under 18):	
Child's Name (if under 18):	
Child's Name (if under 18):	
Signature:	Date: