

## COME & GROW WITH US

The Pitt Meadows Community Garden (PMCG) welcomes residents of Pitt Meadows and Maple Ridge. PMCG was relocated from its Harris Road site in early 2008, due to a future road right of way. It is now situated across from the Athletic Fields on South Bonson Road, next to a future pedestrian greenway that is designated on community plans as a neighbourhood link.

The new Garden site is approximately 4500 sq. m. and has space for approximately seventy five 15' x 15' garden plots. There are also four raised beds for persons with physical limitations. Each 15' x 30' garden plot is surrounded by a wheelchair accessible gravel path. There is a wheelchair accessible washroom and tool shed on site.

We are a "Community" Garden, with plots held individually by gardeners who have rights to what they grow as well as full responsibility for their plot. Our goal is to preserve and share the Community garden for now and in the future, so that as many families as possible have an opportunity to garden in their little patch of dirt. Collectively we take care of the land, improving and maintaining the Garden for future gardeners and future generations.

When you become a member of the Pitt Meadows Community Garden you have an opportunity and an obligation to be actively involved in the Garden. In addition to looking after individually assigned garden plots, each member is responsible for:

- helping to maintain the common Garden areas;
- participating in work parties and other Garden activities;
- periodically attending monthly meetings, particularly the Annual General Meeting;
- promoting support for Pitt Meadows Community Garden whenever possible.

## OUR GOALS

The Pitt Meadows Community Garden enhances the health & well-being of individuals, families and the Community as a whole by:

- Furnishing a valuable physical, social & recreational activity;
- Growing vegetables, edible berries, native and ornamental plants;
- Improving access to fresh food for residents;
- Offering positive multi-generational & multi-cultural contacts;
- Improving liveability in the community;
- Contributing to food self-sufficiency and security;
- Enriching the aesthetic value of the Community (e.g. beautifying the neighbourhood);
- Protecting and using agricultural land;
- Allowing economical food production; and
- Strengthening our relationships to nature and to one another.

***A Community Garden provides its members valuable physical, mental, multi-cultural, social and recreational opportunities – we believe Community Gardens should be supported by similar government funding as arts groups, sporting venues or recreational parks. We ask all members to promote government support and funding for your Community Garden in any contacts you have with our elected officials or other decision makers.***

## GUIDELINES

Rules and practices form the basis for your participation as a Pitt Meadows Community Garden member. Each gardener must agree to abide by the intent of this Agreement as a condition of membership.

You are required to sign the last page of Membership Agreement each year signifying your understanding and compliance with the current guidelines. Every effort will be made to assist gardeners to understand and comply with these guidelines, however, failure to do so may result in your membership being revoked and plot being surrendered.

## COURTESY & COMMUNICATION

One of the main goals in community gardening is to work together or next to each other in relative harmony. Please be courteous in all interactions, and work together to resolve any disagreements. Contact a Board member for guideline clarifications or plot delineation.

- No messy, unkempt garden plots; foul language or loud offensive behaviour; and above all, no unlawful activity.
- No alcohol, drugs or tobacco are allowed within the PMCG site, nor may illegal substances be grown or stored in garden plots.

**No Smoking in the Garden**

## PAYING IT FORWARD

You are encouraged to support the Women's Centre or the Local Food Bank by donating any excess food you might grow.

## FEES

Annual Garden fees must be paid to the PMCG Board by no later than April 1<sup>st</sup> of each calendar year, or for new members, at the date of joining. Plot registration days are usually held in March.

The Community Garden Membership Agreement applies from March 1<sup>st</sup> in each calendar year, or at date of joining, to February 28<sup>th</sup> of the following calendar year. If a member is unable to make this deadline for any reason, he/she must contact the Community Garden's Plot Manager.

- Plots that have not been paid for by April 1<sup>st</sup> of the calendar year may be reassigned to applicants on the waiting list.
- Members have the option to renew their plots from year to year, providing the plots have been worked/maintained the previous season, they have participated in work parties or other activities, and the renewal is made by the renewal deadline.
- Plots that have not been paid for by May 1<sup>st</sup> of the calendar year may be reassigned to applicants on the waiting list.
- Where there are two people registered as members on the same Garden Plot(s), i.e. husband and wife, each person must pay the \$5. sign-up fee and sign the membership agreement.
- A Garden Plot Plan is published each year showing plot numbers and assignment.

<b>Member activation</b>	<b>one time fee at joining</b>	<b>\$5.00</b>
<b>Each garden plot*</b>	<b>annual</b>	<b>\$25.00</b>
<b>Work-in-kind</b> <ul style="list-style-type: none"> <li>▪ <b>Work parties</b></li> <li>▪ <b>Assigned tasks</b></li> <li>▪ <b>Like contributions as determined by the Board</b></li> </ul>	<b>minimum 10 hours/year</b>	<b>-</b>
<b>Charge for not participating Garden work</b>	<b>Based on \$5/hr x 10 hours</b>	<b>\$50.00</b>

## WORK-IN-KIND

All members are required to participate in the on-going development and maintenance of the Pitt Meadows Community Garden. We want to ensure that we get necessary work completed, that work is shared equally and not left up to a few members.

Your Garden membership obligates you to assist in Garden activities by offering work-in-kind (10 hours/year).

Members who do not provide work-in-kind to the Garden will be levied a fee of \$50 annually (10 hours x \$5/hour) on next year's renewal date.

Members with physical limitations, may arrange to participate in administrative duties.

Routine work party schedules will be announced at the AGM . During the year other ad hoc work party notices will be emailed to members and posted on site. Members who sign up for a work party or other activity must personally ensure their work hours are recorded on time sheets provided.

Work-in-kind includes:

- distributing bulk materials around the Garden - assisting those members with physical limitations;
- complete construction of remaining garden plots & pathways;
- cleaning the Garden's washroom building;
- maintaining Garden tools & shed;
- planting, weeding or watering - perimeter fence border, paths, around buildings, etc.;
- special projects (i.e. building raised beds, painting tool shed).

## PLANTING

Members are allowed to produce food, flowers, native and ornamental plants, edible berries and food perennials.

- Garden plots must be actively used by May 1<sup>st</sup>, worked regularly and cared for (weeded, watered, & cultivated) throughout the growing season. This deadline exists to motivate our gardeners to show that they are going to use the garden plot, and not waste it.
- We cannot allow assigned plots that are not actively worked, are overgrown with invasive plants or weeds, are unkempt, do not meet structural requirements or contravene any of our safety guidelines.
- Plots may not be used to grow plants or crops for sale.
- Trees must not be planted on plots or in the Garden. They may be temporarily stored on a plot only if planted in containers.
- We ask that you be cautious when planting the following invasive or hard-to-eradicate plant varieties in your plot (mint, oregano, marjoram, catnip, Jerusalem artichokes, horseradish, comfrey, blackberries or raspberries). **Plants on this list may not be planted in common areas of the Garden, with the exception of raspberries for the living fence.** In your own plot they require vigilance and **must** be controlled.
- Metro Vancouver does not allow the planting of morning glory, periwinkle, goutweed, purple loosestrife, lamium, or English ivy on public lands.
- Ensure that plants do not grow into or shade neighbouring plots or any common areas, i.e. walkways. If any plants are deemed to be growing out of control, we will attempt to contact you to clean them up, if we are unable to contact you, they will be removed from your plot.
- Raspberries or grape vines must be planted at least 2 feet from the plot edges. They must be trellised and confined to ensure they do not overgrow other plots or common areas. They must be pruned within plot boundaries and kept below 7 feet. Trellis support construction must be pre-approved by the Board with accompanying drawings.

## PARKING

- Please do not park vehicles inside the Garden, as other members arrive to load or unload, it can create a safety hazard as vehicles manoeuvre in our limited space.
- Please use the street parking stalls outside the garden gates.

## GIVING UP MEMBERSHIP

- If you wish to resign from your membership in the Garden, you must notify a Board member in writing - hand delivered, by post or email.
- When a gardener relinquishes a plot, it shall be cleared and left in a clean and attractive manner. This includes, but is not limited to, removing any invasive plants, stored netting, wood, trash, stakes, & weeds.
- The Board reserves the right to issue refunds.

## KEYS

You will be issued with keys for the Garden's sheds & buildings.

- These keys are the property of the PMGC and are to be returned promptly upon relinquishing your Garden membership.
- The keys should not be given to people who are not registered members.

## COMPOSTING

The Garden does not have a shared compost facility. Members are allowed to install and maintain a suitable composter in their own plot.

## PETS

For the safety of our members and for sanitary reasons, we would prefer you do not bring dogs, except Guide dogs, into the Garden.

## CONTACT INFORMATION

- Make sure the Board always has your current address, phone numbers and e-mail address.
- In case of an extended absence provide contact information for a substitute to manage issues regarding your plot if you are unavailable.
- Any correspondence mailed/emailed to the current address on file is considered delivered.

## RODENT & VECTOR CONTROL

- You must avoid using or composting animal products (meat, dairy, eggs, etc.). They are very attractive to rodents and other vermin.
- If clean eggshells are used for fertilizer, they must be dug in around plants.

## MULCHING

We encourage gardeners to use mulch to conserve soil moisture. Types of acceptable materials are grass clippings, straw, leaves, peat moss, manure, corn stalks, fir bark, sawdust, cardboard and newspaper.

Do not use hay, western red cedar bark mulch or gravel as mulch.

## SECURITY

Please close the gate when entering and leaving the Garden. We want to provide a safe and secure environment for people using the Garden and prevent theft & vandalism of Garden plants & property.

## FAMILY PARTICIPATION

We encourage the enjoyment of gardening as a family activity. We ask that you supervise children at all times and make sure they respect other gardeners & Garden property.

## GARDEN LAYOUT

- Garden membership is available to residents of Pitt Meadows & Maple Ridge.
- *For the purposes of this document a Garden "Plot" is defined as: one 15' X 15' patch of dirt or one raised accessible bed.*
- The Garden is mostly laid out in 15' x 30' sections with a 4' pathway around each section, however, one "Plot" is half of this area – approx. 15' X 15' or one raised accessible bed. Garden Plot measurement is approximate and there are several irregularly shaped plots.
- The Garden is still under construction. In general, a 4 foot pathway (landscape fabric topped by crushed granite gravel) should surround each garden plot. This is to allow our garden to be accessible to those with mobility problems and to ensure free access by wheelbarrows and the like.

## PLOT ASSIGNMENT

- One Plot is allowed per residential address, however, if requested and as long as space is available, an additional Plot may be assigned, with the approval of the Board.
- *Not more than three 15' X 15' plots are allowed per mult-generational family residing at the same address. No more than three members are allowed to be registered on one Plot.*
- Garden Plots must be used/worked by the registered member(s) of the Plot.
- Plots may not be registered to someone "in name only" while a friend or relative actually uses the plot and does most or all of the work.
- You may request a change of plot any time of year, it will be granted depending on availability and the Garden's waitlist. Plots must not be traded or sub-let without the permission of the Board.
- Plot assignment is done each year at the February AGM for current members who wish to move or add new Plots. New members are registered sometime in March.

## STRUCTURAL SAFETY

To be sure everyone has a safe and secure experience while in the Garden, we must ensure all plots and common areas are in a safe condition:

- All material, furniture and tools should be stored within plot boundaries.
- Stored wood or structures should not have protruding nails.
- Stored wood, garden tools, etc. should not extend into pathways.
- Any structure 4 feet (48" or 120 cm) or higher must be pre-approved by the Board of Directors. Submit construction drawings to the Board.
- Corner posts to protect the plants from damage by dragged hoses, should not be over one foot above the ground. This is to avoid snagging wheelbarrow contents.
- Courtesy should be extended to fellow gardeners so as not to shade their plot with structures or plants.
- Recycling of materials is supported, however, use of items such as discarded shipping pallets, rubber tires, screen doors, etc., that are not appropriate for a garden environment, are not allowed.
- Black plastic or plastic tarps can become nesting areas for voles, mice and rats and should not be stored in the Garden.
- Cold frames should have a maximum height of 1 metre and coverage of 5 sq. m. Glass, particularly old windows, is not allowed.
- Plant and row covers should have a maximum height under 2 metres and maximum area of 5 sq. m. Clear plastic covers should be of durable thickness (5 mil) to ensure they are windproof and will not tear. Row covers must be thoroughly secured. Use of corrugated fibreglass panels must be pre-approved by the Board.
- Temporary seasonal supports, i.e. pole beans & peas, have no limit per plot, but must not exceed 2.3 metres (7 ft.) in height.

## PLOT MAINTENANCE

- Ensure that nothing is stored on the pathways around your plot, that pathways are free of all weeds and that a plant's shoots, roots, leaves or branches do not overhang your plot boundaries.
- The Board will monitor the height and security of structures, monitor water containers, materials and tools kept in your plot.
- All non-plant material or trash (such as plastic or metals) must be disposed of in your own home garbage. Do not bring your home waste to the garden.
- Garden members should make arrangements to maintain their plot when they are on vacation or absent due to illness, and unable to tend their plot. If not a member, please notify the Board.
- Do not allow your crop to rot in your plot, as this attracts unwanted pests and rodents which may damage neighbouring plots.
- At the end of the gardening season, all dead/spent plants must be removed or composted, leaving your plot clean in preparation for winter.
- Plots should be cleared of dead plant matter and debris by November 1st, unless planted in winter crops or cover crops.

## WEED & INSECT CONTROL

- We expect that members will make every effort to keep their plots weed free and, together with fellow members, maintain a weed free path on all sides of your plot. This will prevent weeds from going to seed and spreading throughout the Garden. Weeds should be pulled up by hand or dug under.
- Members are expected to share in the maintenance (planting, watering & weeding) of all common areas.

HERBICIDES ARE PROHIBITED FOR WEED CONTROL IN INDIVIDUAL GARDEN PLOTS

ANIMAL POISONS ARE NOT TO BE USED

WE ENCOURAGE MEMBERS TO USE SAFER'S® - TYPE PRODUCTS

## WATERING

- Conserve water at all times.
- Taps must be turned off before leaving the Garden. Drain the hose after turning the water off, this will release the pressure and ensure the life of the garden hose.
- During the summer watering restrictions, watering is to be done by hand with the hose or watering can.
- Soaker hoses or drip watering systems may not be permanently connected to the hose bib adjacent to your plot.
- Cover all water containers and do not let rain water accumulate during mosquito season - empty and turn containers over.

**MAY - SEPTEMBER IS MOSQUITO SEASON, WE CANNOT ALLOW  
STANDING WATER IN ANY CONTAINER DURING THIS TIME**

## SHARING THE GARDEN

Your Community Garden membership allows you to use the Garden's buildings, equipment and common areas, including anything owned or grown by you on your assigned plot.

- Taking things from garden plots other than your own is considered theft.
- You may not remove or use in any way the property, plants or produce on any other plot, even if the other plot seems neglected or surrendered, without the permission of the registered member.

## GARDEN TOOLS

- When leaving the Garden please store all PMGC tools and equipment in the tool shed, and ensure that the shed is locked.
- Community garden equipment & tools are not to be removed from the Garden.
- Contact a Board member if tools require maintenance or repair.

## CHARITABLE STATUS

The Pitt Meadows Community Garden Society has partnered with the CEED Centre Society to form the backbone of the North Fraser Community Garden Council. The CEED Centre serves as the Council's secretariat, providing administrative and financial reporting services. The CEED Centre is a registered charity with a long history of success in related projects, such as community gardens. It currently operates two community gardens in Maple Ridge and is the key administrative and logistics partner in the School District 42 School Neighbourhood gardens initiative, along with MR PM Parks and Leisure Services, Fraser Health, Canadian Cancer Society, Haney Farmers Market and the RM Recycling Society (see [www.ceedcentre.org](http://www.ceedcentre.org)).

We are required to provide full documentation for expenses disbursed through the North Fraser Community Garden Council.

## MEETINGS

Board meetings are open to all members and the Board encourages members to attend. Meetings are usually held on the 3<sup>rd</sup> Tuesday of the Month at 7 p.m. at City Hall. Only Board members have voting rights, but your input is greatly appreciated to assist in Board decisions.

Every member has the right to make motions and vote at the Annual General Meeting (AGM). Potential new members are welcome to attend the AGM.

Please direct all suggestions, enquires, concerns and problems to the Board of Directors. For your convenience a list of Board member's phone numbers is posted in the tool shed and Garden building, as well as, circulated on-line.

## NONCOMPLIANCE

From time to time the Board may be required to deal with noncompliance issues regarding our Membership Agreement:

- We expect all garden members to work together to resolve disagreements;
- For noncompliance with our Membership Agreement, the Board will contact members via a phone call or email - outlining the concern, listing steps to be taken to remedy the situation and a timeline (usually 2 -3 weeks).
- Members may request an extension within 1 week of receiving the phone call or email.
- If a member does not address the concern within the timeline the Board reserves the right to revoke membership and issue refunds.
- By way of example, there are several situations that may require the Board's involvement:
  - Plots not planted, watered, or cultivated during the growing season;
  - Plots left weedy or unkempt during the growing season;
  - Use of materials or structures that are not approved by the Board or are unsafe;
  - Payments not received by required deadlines;
  - Theft or any unlawful activity.

I, \_\_\_\_\_ agree to hold harmless the Pitt Meadows Community Garden Society and the City of Pitt Meadows for any liability, damage, loss or claim that occurs in connection with the use of the Garden, associated buildings, tools and equipment by me or any of my guests.

I, \_\_\_\_\_ have read and agree to abide by the Pitt Meadows Community Garden rules and practices as described in this Agreement and recognize that failure to do so may result in cancellation of my membership, the forfeit of my annual dues and reassignment of my garden plot.

\_\_\_\_\_

\_\_\_\_\_

Signature(s)

\_\_\_\_\_

Date

\_\_\_\_\_

Address

\_\_\_\_\_

Plot number(s)

\_\_\_\_\_

\_\_\_\_\_

Home/Office Phone

\_\_\_\_\_

Mobile Phone

\_\_\_\_\_

E-mail

\_\_\_\_\_