

Burnaby Community Gardens Rules and Agreements 2023

Preface

These Rules and Agreements ensure that the community gardens are maintained as vibrant, shared green spaces within the City of Burnaby. Community gardens in Burnaby provide Burnaby residents the opportunity to participate in food security activities, while engaging with community members, sharing horticultural knowledge, and fostering a sense of community. Urban Bounty (UB) manages the Burnaby Community Garden program on behalf of the City of Burnaby. Urban Bounty's mission is to engage a resilient local food system through education, advocacy, and community-building initiatives. To ensure that the community gardens are properly maintained, we developed the Burnaby Community Gardens Rules and Agreements in consultation with the community and the City of Burnaby.

To keep the community gardens a safe and welcoming space for all members of the community, we adopted the City of Burnaby's Respectful Workplace Policy, and will maintain a zero tolerance policy in place towards the use of abusive or obscene language within the community gardens and towards Urban Bounty staff.

Communication is an essential component of community gardens, and plot users are responsible for maintaining an ongoing relationship with the staff at Urban Bounty. If circumstances prevent plot users from gardening at any time please contact staff by phone or email. Staff will find a way to support plot users on a case by case basis. Plot users must inform UB staff of any changes in their contact information as soon as possible.

UB and garden plot users are required to agree to, and to honour these Rules and Agreements in exchange for the privilege of gardening on public land. UB reserves the right to make exceptions to these rules in extenuating or justified circumstances. The Rules and Agreements are updated yearly in consultation with the City of Burnaby. For a full description of guidelines and to understand their application and interpretation.

We hope that every plot user is proud of their community garden.

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1. Eligibility

Community gardens offer an array of opportunities to enhance and nurture collaboration among plot users. Community gardens nurture their local community by providing a direct connection to food, opportunities for community building and development, education, and environmental benefits. To maintain and enhance this connection, applicants must be City of Burnaby residents. The primary registered plot user must be 18 years or older.

2. Plot Allotment

Plot rental terms run from January 1st to December 31st. Plot users will be required to renew their plot at the end of each term, in January, and can enjoy their plots for a maximum of three (3) consecutive terms.

However, plots may become available before the end of the 3 year term or at various times during the year if:

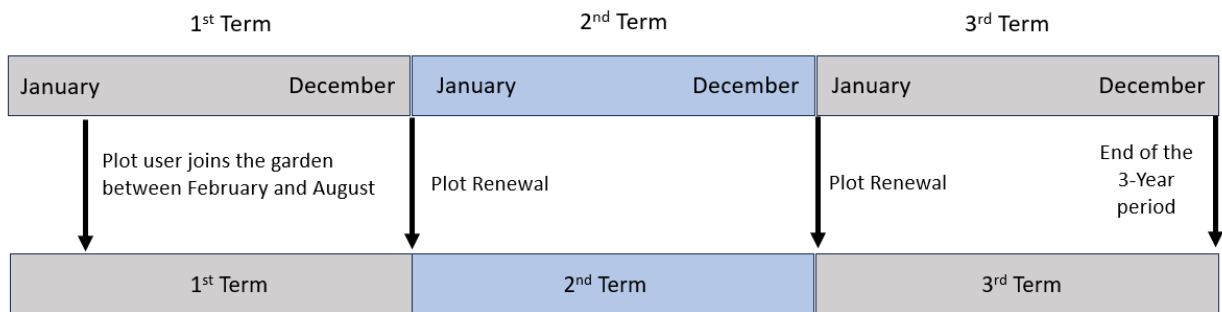
1. A plot user decides not to renew their plot in the second or third year
2. A plot user forfeits their plot before the end of their term.

If a plot becomes available outside the regular signup and renewal period in January, Urban Bounty will offer the plot to the next person on the waitlist. The following guidelines provide information for when the plot user will be required to renew for their second and third terms, depending on the time of year they accept the offer to join the gardens.

Scenario 1 - Joins Between February - August

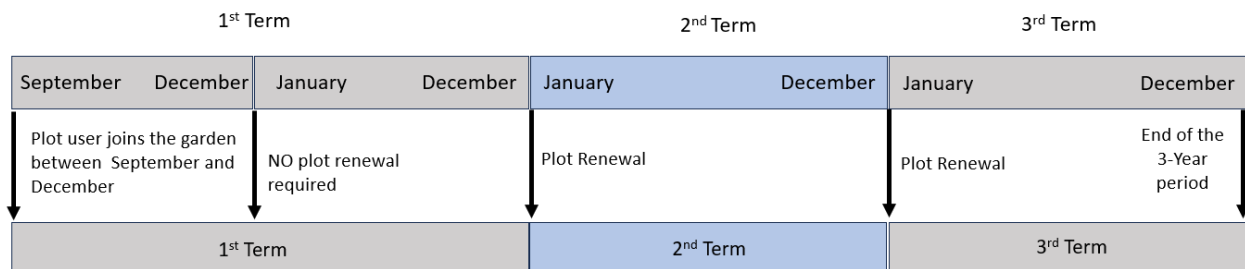
If a plot user joins the garden between February and August their first term will conclude on December 31 of **the same year**. They will need to renew their plot for a second term in January of the following year and renew for a third term the January after that.

Example - if a plot user joins in July of 2023, they will renew their plot for their second term in January 2024 and renew for their third and final term in January 2025. See below for illustration.



Scenario 2 - Joins Between September and December

If a plot user joins the garden between September to December their first term will conclude on December 31 of **the following year**. Subsequently they will need to renew their plots for a second term the year after, in January, and for a 3rd and final term in January the year after that. Example - if a plot user joins in November of 2023, they will renew their plot for their second term in January 2025 and renew for their third and final term in January 2026. See below for illustration.



Before the end of their three terms, around October 1, plot users will receive a termination notice and will be encouraged to add their names to the waitlist if they wish to continue gardening. If there are no applicants on the waitlist, plot users will be able to renew their plots for another three terms during the January renewal period. If there are applicants on the waitlist, plot users will be asked to vacate their plots by no later than December 31, and their names will remain on the waitlist for the next available plot.

3. Plot Users' Responsibilities

3.1 Purpose and Intent

It is the plot user's responsibility to use the garden plot for personal gardening only, and not for any commercial use. Commercial use includes, but is not limited to, the sale of produce grown in the garden plot. Plot users cannot plant, grow, or harvest any illegal materials or cannabis in their plots.

Plot users should ensure that their plots are planted and actively used throughout the growing season. This rule supports the intention for the community gardens to be vibrant green spaces that are used to grow food crops.

3.2 City of Burnaby Bylaws

Members and garden visitors are required to comply with all City of Burnaby Bylaws, as it applies to public spaces.

BYLAW NO. 7331 Parks Regulation Bylaw 1979

BYLAW NO. 12465C Pesticide Use Control Bylaw 2008

4. Maintenance

Urban Bounty's role throughout the year is to manage the Burnaby Community Garden program on behalf of the City of Burnaby and to ensure plot users comply with the Rules and Agreement.

Garden plots are actively maintained by plot users to grow food and other plants with ecological benefits for the community. Plot users should treat common areas and utilities like irrigation taps with respect and care. Throughout the year, Urban Bounty staff will be available to provide advice to plot users, respond to all inquiries, periodically evaluate the garden and incorporate feedback.

4.1 Garden supplies

Plot users are responsible for providing and maintaining:

- Soil and soil amendments
- Untreated lumber borders
- Seeds/seedlings
- Individual compost bins
- Hoses and garden tools

4.2 Weeds

Weeds are common inhabitants of the natural environment. Left unchecked, they can compete with crops for nutrients, space, water and light. Plot users are responsible for maintaining their plot and the pathways surrounding the plot weed-free throughout the year. The use of pieces of wood or plastic mulches to manage and suppress weeds is prohibited. Plastic mulches include, but are not limited to garbage bags, tarps, and loose sheets of plastic.

4.3 Gardening and Non-Gardening Materials

Materials placed or stored outside garden plot borders pose a potential danger to the public, block pathways and wheelbarrow access, cause unsightly visuals and interfere with the public's use and enjoyment of the site. Objects left in pathways and common areas represent a safety hazard. To keep the garden safe and free of cluttering, plot users must not leave or store gardening and non gardening items in pathways, common areas or on trellises. Pathways must be clear of objects at all times, free from materials, objects, storage, gardening or non-gardening material.

Non-gardening objects include, but are not limited to:

- chairs
- containers
- pieces of wood
- bricks
- cardboard
- garden fabric
- lumber

A reasonable amount of gardening materials, such as planting pots and trellis structures, currently being used, may be kept *inside* the plot. Storage of gardening materials is limited to a 4 square foot area within the plot. No objects can be stored on top of trellises, these include but are not limited to poles, pieces of wood, and tarps. Trellis structures are only to be used for crop support and production during the growing season.

4.4 Non-permanent Structures

Plot users must obtain written consent from Urban Bounty prior to building structures within plots of the community garden. Structures include, but are not limited to:

- Large trellises
- Fencing
- Low tunnels
- Greenhouses

As per the City of Burnaby regulations, plot users must not grow plants, and or erect any structures higher than 1.82 m (6 ft). All measurements are taken at ground level and from outside the plot perimeter. Structures cannot occupy more than 30% of the plot area. The occasional annual plants surpassing 6ft, such as sunflowers, are allowed in plots taking into account they are properly composted at the end of the season, before fall reviews.

Garden structures, such as trellises, low tunnels and cold frames must be properly built and maintained, and must be replaced as materials deteriorate over time. The use of treated wood and non-transparent plastic is not permitted in gardens. Structures will be subject to inspection during the reviews. If considered unsafe, the reviewer will ask the plot user to remove it immediately.

4.5 Crop Production

In order to retain their status as plot users of the community gardens, plot users must make sure their plots are utilized, this includes:

- Having plots under use throughout the growing seasons (spring, summer and fall) to grow crops, with a focus on food production

- Up to a third of the plot can be planted with flowering plants for beneficial insects. Seed saving, when properly managed, is encouraged in the gardens
- Having plots ready for planting by May 1st, and cleaned of summer crops and crop residue and weeds by November 1st. Plot users are encouraged to practice spring, fall and winter gardening, and to establish a fall/winter cover crop or lay down a blanket of organic mulch to protect the soil from winter erosion and the suppression of weeds
- Plots cannot be left vacant throughout any of the growing season periods: spring, summer and fall

This rule supports the intention for the community gardens to be vibrant green spaces that are used by community plot users to grow crops. Plot users are responsible for contacting Urban Bounty as soon as possible in the event an unforeseen situation prevents them from attending to their plot.

4.6 Trees, Shrubs, and Berries

Plot users are not allowed to plant the following:

- Trees
- Non-edible shrubs
- Raspberries/blackberries
- Jerusalem artichokes
- Invasive species

Plot users are permitted to grow edible shrubs, such as blueberries, currants or rosemary. These crop varieties must follow garden rules (e.g. no taller than six feet or overhanging into pathways). Garden plot users must choose plant varieties that are appropriate for raised-bed, small-space gardening, and that have growth patterns that will allow them to abide by all other garden rules. Invasive species are

defined by the City, the Metro Vancouver Regional, and the Provincial and Federal governments; please ensure you are referring to the most current lists.

4.7 Pests

Garden pests are important components of our local ecosystem. Left unchecked, however, they can reduce crop production significantly. To prevent the spread of pests across the community garden plot users are required to maintain plots free of pests at all times.

Garden pests and diseases include but are not limited to:

- Worms
- Cabbage moths
- Wasps
- Early blight, late blight
- Powdery mildew

4.7.1 Pesticides and Herbicides

The City of Burnaby Pesticide Use Control Bylaw No. 12465 restricts the use of non-essential, cosmetic pesticides and herbicide use on residential property and city-owned land. Plot users are required to follow these regulations. Pesticides include but are not limited to herbicides (weed killers), insecticides, fungicides, animal poisons, and pressure-treated wood. Please contact the City of Burnaby for additional information.

4.7.2 Alternative Pest Management Practices

Community gardens are important components of Burnaby's unique natural environment; they contribute to protecting the quality and diversity of the land, air,

water and biodiversity of the City. As stewards of the land, plot users are required to adopt sound environmental practices that are in line with the City of Burnaby Environmental Sustainability Strategy, the Official Community Plan, the Climate Strategy, and the Park Bylaws and Integrated Pest Management Policy.

Environmental practices include, but are not limited to the use of:

- Commercial organic soil amendments
- Compost
- Aged manure
- Green manure
- Cover crops

We support the incorporation of ecologically friendly pest management practices which include, but are not limited to the use of:

- Manipulation of habitat
- Crop rotation
- Pest resistant crop varieties
- Hand weeding
- Cover crops
- Companion planting
- Floating row covers
- Low tunnels

4.8 Green Waste

Plot users are responsible for the proper management and disposal of their green waste. Plot users are encouraged to take their compost home to prevent the overflow of green bins and maintain a good working relationship with the disposal contractors.

On-site green bins must be used for excess plant matter or challenging green wastes such as:

- Weeds with seeds
- Diseased plants
- Plants with invasive qualities (such as horsetail, buttercups etc.)
- Large plants or stalks that will not break down quickly (such as Brussels sprout stalks)

Items that *cannot* go in the green bins include:

- Rocks
- Gravel
- Soil
- Large tree branches, logs, or pieces of lumber that impede mechanical removal of green bins

Summer crop residue must not be left in plots over the winter, as they may harbour pests into a subsequent crop. In addition to composting, crop residue can be cut up and incorporated into the soil in late summer or early fall. Dumping green waste in common areas is not permitted, as it could spread to neighbouring plots and throughout the garden. Large plots can have a compost bin inside their perimeter. Garbage bins for the storage of soil, green waste, wood chips, manure, and garbage are not permitted within and/or outside the plots.

4.9 Garbage Disposal

Plot users cannot store or dispose of garbage or garden waste within their plots, common areas, and surrounding public park spaces. This rule follows the City of Burnaby Solid Waste and Recycling Bylaw No. 12875, and the Parks Regulation Bylaw No. 7331. Garbage bins in parks are provided for wastes associated with the use of general park users. These bins cannot be used to dispose of waste

generated by community gardens, such as seedling wrappers and pots, seed packages, broken tools, and other gardening debris. Please practice the “pack out what you pack in” principle. Don't leave “donations” in community gardens; this creates excess clutter and attracts pests. If you brought it, you need to remove it.

Plot users should:

- Take their garbage home
- Dispose of large garbage items, such as deteriorating trellis material, damaged hoses, etc. at the City of Burnaby Recycling Depot located at 4855 Still Creek Dr, Burnaby

If you witness illegal dumping, please get in touch with the Bylaw office, providing, if possible, information about license plates and time of the day at Bylaws office: 604-294-7944.

4.10 Hoses in the Garden

Plot users are responsible for supplying, replacing, and maintaining hoses in the garden. The purchase and proper maintenance of hoses should be shared between plot users. Hoses should never be left lying on pathways and/or common areas. Plot users must store hoses on the hose hanger all times; hoses kept coiled in the brackets remain in a better condition and last longer.

4.11 Gardening Tools

- Urban Bounty is responsible for the purchase, maintenance, storage and replacement of gardening tools.
- Gardening tools are stored in the community garden tool shed, for easy access and use, by any garden member.

- Plot users must ensure tools are properly cleaned before returning them to the storage area.
- Plot users are responsible for maintaining the sheds tidy and well-organized.
- Due to the limited space available in sheds, the storage of personal gardening items, such as tools and soil amendments, is strongly discouraged.
- Tool sheds have locks and must be kept always locked. Plot users can obtain the access code for the tool shed from Urban Bounty.

4.12 Power Tools

Plot users may occasionally need to use power tools, such as weed eaters, to maintain common areas or repair their borders and trellises. Plot users are responsible for providing and using personal protective equipment while using power tools within the community gardens and removing all debris appropriately. Urban Bounty takes no responsibility for personal injuries upon the use of powered tools by plot users or their guests within gardens.

4.13 Irrigation

The City of Burnaby provides water access from April to October. Please follow water restrictions when in effect and more information can be found on the [City of Burnaby](#) water restrictions website. Water shutoff dates will be dependent on weather conditions and may occur with short notice.

For water leaks call Urban Bounty

Monday to Friday, 9 AM to 3:00 PM: 604-244-7377

Weekends and Evenings emergency contact
City (Engineering) Dispatch: 604-294-7200

Automatic watering is not permitted in any of the Burnaby Community Gardens. For more information on water conservation practices visit Urban Bounty's [Water Wise Practices Guide](#) and the Adapting Community Gardens to Climate Change Guide

5. Safety in the Gardens

5.1 Guests in the Garden

Plot users are responsible for supervising their guests while visiting the gardens, especially children. Family and friends are welcome to visit plot users; however, while in the gardens, visitors are required to comply with the Community Gardens Rules and Agreements. It is the responsibility of the individual community plot user to ensure guests comply with the garden rules.

5.2 Vehicles in Gardens

Plot users and their guests are not allowed to drive vehicles on the gardens' pathways, plazas, and common areas. Everyone must use parking areas designated by the City of Burnaby. If needed, the Urban Bounty should provide wheelbarrows to move heavy materials in and out of the gardens.

5.3 Pets in Gardens

Plot users and garden visitors cannot bring dogs or other domestic animals into the gardens except service dogs. While we encourage plot users to invite family

and friends to the gardens, please leave four-legged and other domestic animals at home.

5.4 Respect Policy

The City of Burnaby has a zero-tolerance policy for abusive or obscene language in community gardens. Contact the RCMP non-emergency number 604-646-9999 outside office hours. In case of an emergency call 9-1-1.

5.5 Theft in Community Gardens

Removing items from the gardens that are not in the user's plot is considered theft. Plot users are not allowed to harvest or remove any plants or items from garden plots other than their own plots. Changing or altering any plot other than your own is also not acceptable.

Keeping community gardens in public spaces sometimes leads to losing produce. Plot users who have experienced theft within their plots can report it to the RCMP non-emergency number 604-646-9999.

6. Participation

6.1 Volunteering

We encourage plot users to volunteer time to maintain and weed common areas within the garden. For volunteering opportunities with Urban Bounty please visit: <https://www.urbanbounty.ca/get-involved/volunteer-2/>

6.2 Work Parties

Plot users are encouraged and invited to participate in several community garden work parties throughout the year. The aim of these events is to bring plot users, community partners and community members together.

Community plot users can participate throughout the year by:

- Attending work parties
- Keeping up to date with Urban Bounty's news, issues and events which will be sent via email or posted on the Urban Bounty website and social media

7. Community Garden Reviews

Plot users work hard throughout the year to nurture the beauty and diversity of their community gardens. Garden reviews are conducted three times a year to maintain the gardens' appeal and neatness; foresee, address, and prevent any safety issues; and deter the proliferation of pest habitat due to cluttering. During reviews, Urban Bounty will visit the garden, and thoroughly assess the condition of each plot to ensure plot users are following the mandates outlined in our Rules & Agreements.

To pass a review, plot users must ensure that:

- Their plot and pathways are free of weeds
- Their plot has been planted and is being actively used throughout the growing season (spring, summer and fall)
- There are no planted trees, raspberries, Jerusalem artichokes, blackberries, non-edible shrubs, or invasive species according to provincial regulations
- There are no gardening and non-gardening materials placed or stored within the pathways or in common areas

- The surface of plots and surrounding perimeter are not covered with plastic mulch
- None of the plants or structures, including trellises, bean poles, and greenhouses exceed the 1.82 m (6 ft) height set by the City. This measurement is taken at ground level and from outside the plot perimeter
- Non-permanent structures are properly built and safely maintained if deteriorating
- Garden green waste is composted correctly
- There is no garbage in the plot and surrounding area
- There is no treated or painted lumber within and around the plot
- There are no gardening or non-gardening materials stored on trellises. Trellises are only to be used for growing and supporting crops

7.1 Fall Reviews

As the growing season ends, users must prepare their plots for the winter. Plot users must ensure their plots are free of weeds, crop debris has been properly composted, and their plots are tidy for the winter by November 1st. This includes organizing and tidying any trellising materials and removing used gardening materials, such as used plant pots, bean poles, etc. Plot users are encouraged to practice fall and winter gardening, and to establish a fall/winter cover crop or lay down a blanket of organic mulch to protect the soil from winter erosion and the suppression of weeds.

7.2 Infractions

By reading these Rules & Agreements, plot users indicate that they understand and agree to follow all rules set out by Urban Bounty. This is further agreed upon by paying for and registering as a tenant of an assigned garden plot.

Urban Bounty will visit all plots three times per year . In the case of violation(s) of the Rules and Agreements found within the plot, plot users will be contacted with a first notice which will include a detailed description of the violation (s) that need to be addressed. Plot users will be given 14 days to correct the identified violation(s) by a specified due date. If there are no significant changes after the first notice, a second notice will be issued to provide notice of plot rental cancellation and forfeiture by a specified date.

As part of our Rules and Agreements, plot users are responsible for maintaining ongoing communication with our staff. If plot users fail to reply to Urban Bounty's attempt to communicate, we will assume users are no longer interested or able to attend their plot, leading to the cancellation and forfeiture of the plot after the second notice.

We understand that circumstances change throughout the growing season and if something has come up, please let us know by contacting Urban Bounty to explain your specific situation. We can often find resources to help!

7.3 Forfeiting Plots

Forfeiting plots are done on a case-by-case basis and can occur at any time of the year, not only during Review periods. Forfeiting of plots occurs when plot users fail to comply with the Rules and Agreements, and Respect Policies in place, and after communication attempts from Urban Bounty to have plot users address violations of the Rules and Agreements have failed. Our intention with this process is to ensure that people gardening at the community gardens comply with bylaws and use public land to grow food for themselves and their families. There are no refunds of plot fees and the vacancy deposit in the case of forfeiture.

8. Plot renewal, transfer and vacancy

8.1 Plot Renewal

Plot users are responsible for renewing their plot rental for the following year unless they have given written notice of relinquishing it to Urban Bounty. Only plot users who have passed the reviews are allowed to renew. The period for community garden renewals is from January 3rd to February 4th. The plot will be reassigned if payment is not received by the deadline. Please review the payment instructions on the The City webpage.

8.2 Transferring Plots

Plot users in good standing can transfer to a different plot within their garden site. Transfers are reviewed and approved during the plot renewal period in January.

Applicants first need approval from Urban Bounty. Once a plot becomes available, applicants will be offered the vacant plot and given five business days to respond. If the offer is accepted and upon confirmation from Urban Bounty, applicants have two weeks from the day of the notification to switch locations. Before leaving their initial plot, plot users must ensure their plots are cleaned and ready for the next gardener. Applicants will only be offered a transfer once, if it is declined, their names will be moved to the bottom of the list.

8.3 Vacating Plots

During the sign-up period, and in addition to the annual plot fee, plot users will be required to pay a refundable \$30 vacancy deposit.

Vacating or transferring plot users are required to:

- Notify Urban Bounty (by email or letter) before the move
- If transferring, plot users must obtain approval from Urban Bounty before the move

Before leaving their plots, and in order to obtain a refund of their vacancy deposit, plot users must ensure that:

- The plot and pathways are free of weeds
- All plants and plant materials are removed
- Any objects, including but not limited to chairs, containers, pots, planters, pieces of wood, bricks, cardboard, or plastic lumber wrap are removed and properly disposed of
- Structures of any kind in the garden plots, including trellises, greenhouses, and compost bins within the plot are removed and properly disposed of
- Leave the plot ready for the following user within two weeks after the notification and approval
- Notify Urban Bounty to move out has been completed (email or letter)

8.4 Refund Policy

No refunds are provided for plot fees. Participation in the Community Garden Program is a non-returnable service. Plot fees are used to cover the costs of maintaining the community garden, including supplies, equipment, and staff time. These costs are incurred regardless of whether or not an individual is able to use their plot.

Refunds are provided for the \$30.00 vacancy deposit, provided the plot meets all vacancy requirements.

9. Seed Saving

Urban Bounty promotes and supports seed saving initiatives and programs through education and community engagement. Seed saving promotes food security by encouraging the community to keep and exchange open-pollinated food plant seeds that are grown locally and organically. It also works to increase community garden members' engagement and self-sufficiency with their food system. For additional information, please visit Urban Bounty's [Seed Security Program](#).

10. Community Garden Calendar: Important Dates

Please take the time to review the following list of important dates. Urban Bounty will send plot users reminders throughout the year however plot users are responsible for maintaining an ongoing relationship with the UB staff, which includes the Programs Manager and Community Programs Lead. Communication is maintained by members responding to UB staffs' phone calls or emails and or by reaching out in a timely manner.

January - February: Plot renewal period (Section 8)

April: Community garden clean up (Section 6)

May: Spring Review, plot planted (Section 7)

May 1st: Last day to prepare your garden plot for the growing season

June: Spring Review Follow up (Section 7)

August: Summer Review (Section 7)

September: Summer Review Follow up (Section 7)

October: Fall Clean up (Section 6)

November: Fall Review, End of Year survey (Section 7)

November 1st: Last day to have your garden bed cleaned and ready for the winter (Section 7)

December: Review follow up, wrap up (Section 7)