



INTERIOR COMMUNITY SERVICES

.....ENRICHING LIVES

Kamloops Community Gardens

Policies and Procedures

2021

Plot Owner's Manual

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Policies and Procedures

1. Registration

The City of Kamloops has appointed ICS the management of Community Gardens. In order to have a clear consistent approach when registering for garden plots each season the following outlines the process to be followed:

- Registration is held at 765 Tranquille Rd.
- Gardeners will be notified of the registration dates through the Volunteer Site Leader. Registration takes place in the fall.
- Cost of a garden plot, regardless of size is \$40.00/yr plus a one-time Damage Deposit of \$30.00.
- The damage deposit will be returned when the gardener no longer wishes to keep their plot and with compliance of the lease agreement Policy and Procedures.
- Gardeners must be assigned a garden and a plot number at the time of registering.
- Community Garden Coordinator: Greg Unger P:236-421-1011 or email: gardens@interiorcommunityservices.bc.ca
- There will be a combination of daytime registrations and evening registrations.
- All gardeners must sign-up for a Community Garden Duty at registration. The duties include all aspects of maintenance within the garden and surrounding areas (fence lines, parking areas, etc)
- A subsidy of \$20.00 per plot is provided to gardeners with a proven income of less than \$25,000 gross a year. Gardeners wishing to access a subsidy must provide the previous years' tax return.
- You may pay with cash, debit or cheque. All cheques are payable to Interior Community Services.

2. Start up

In order to clarify what is available during start up and what is permissible the following information is outlined:

- Plots are available for use from March 1 to November 15. Fall crops are welcomed and encouraged if you know that you will be returning the following year.
- Any plants left on common picnic tables are left for gardeners use. Please dispose of any unused, disease-free plants in compost area if not fit to bring home. We strictly enforce the policy of what you bring in YOU bring out. There are no garbage cans that are provided or maintained unless a gardener takes on the responsibility for emptying them.
- Any compost that is available to gardeners will be in designated areas.
- For gardens that have rototillers, please see person in charge of renting tiller and for access. There is a small fee to help cover the cost of gas, oil and maintenance of the rototiller.
- For persons found not paying for use of rototiller, please refer to policies enforcement.
- All gardeners are responsible for upkeep and weeding of pathways connecting their plots, **minimum of a two foot perimeter** around the leased plot.
- Bark mulch or gravel is supplied to gardeners for up keep of pathways.

- Boards and plant support materials not marked and in common areas are for use by all gardeners on a first come, first served basis. If supports are broken take them to the garbage and do not leave unusable material in the garden.
- It is the responsibility of the gardeners at each location to keep sheds, gazebos, bird houses, fruit trees, etc. in good repair. Materials will be supplied when available (boards, paint, stakes etc.) for maintenance of Community Gardens. Scheduled Works Bees is when materials will generally be made available.

3. Maintenance and Care of Gardens

Maintenance and care of your Community Garden and pathways are very important. In order to ensure gardens are tended to on an ongoing basis and that there is no confusion over garden equipment, the following applies:

- Plots must be kept in a neat and tidy manner at all times.
- A minimum of 90 % of the plot area is to be utilized for the production of edibles (80% of the plot needs to be in use each season).
- All raspberry and blackberry canes that fruited during the present growing season are to be cut to the ground and removed at the end of the season. Strawberry beds are to be maintained and not allowed to “mat”.
- **Plots must be weeded on a regular basis**, including removal of grass; weeds must be removed before they go to seed.
- Basic community tools will be provided by ICS (rake, shovel, hoe, wheel barrel) Gardeners must supply their own hand tools, hoses, watering tools, seeds, plants, organic fertilizers, plant supports, etc.
- **Gardeners are responsible for keeping pathways clear of weeds, debris, garden tools.**
- Plant supports cannot be higher than 6 feet in height, so sunlight will not be blocked from neighboring gardens.
- Gardeners are responsible for marking of personal garden tools. Unmarked tools and equipment will be subject to being removed from or added to community tools.
- **If plots are next to the fence, weeding must be done on the inside and outside of the fence, to ensure that the weeds do not enter the garden.**
- Plots that appear unattended for longer than 1 week will be sent a notice (**See Policy Enforcement**). This includes: produce not picked, produce left to rot, plot not watered, over growth of weeds.
- Gardeners are responsible for insuring that someone will care for their plot while on vacation or illness, etc. It may be possible to have a neighboring gardener to help out.
- Gardeners are not to leave sharp objects on their plot unattended, such as knives.
- Gardeners are responsible for replacing the boards surrounding their plots. Boards for this purpose along with stakes will be dropped off at the gardens for Spring and Fall Work Bee. Boards are to be used for outlining plots only.
- Produce grown on the plots, is for personal use only and not to be grown for sale.

4. Not allowed in garden or plot

- Barbed wire.
- Tents or buildings, other than existing buildings.
- Animals of any kind, other than Seeing Eye dogs.
- No smoking or alcohol, or drug use.
- No vehicles (other than motorized handicap devices).
- No fires of any kind.
- No area in or around the garden is to be used as a bathroom.

5. Resources provided by ICS and City of Kamloops

ICS and the City of Kamloops are supportive of community gardens and gardening. Provided as part of the program:

- Gravel and bark mulch for pathways when available.
- Compost from Cinnamon Ridge when available.
- Access to water.
- Shed with some communal tools marked with garden name.
- Workshops on gardening when available. Watch for upcoming workshops and clinics by Master Gardeners and educators in the Kamloops Activity Guide. They will be communicated to the gardens by email and/notices on the message board in the Community Gardens.
- Community Garden Coordinator and a Volunteer Site Leader from each garden.

6. Liability (damage and theft)

As damage and/or theft are beyond the control of ICS or The City of Kamloops, the following policy is in place:

- ICS and the City of Kamloops will not be responsible for any damage done to plot holder's garden produce or personal property left on site due to vandalism, negligence, or theft; nor will the City of Kamloops or ICS be responsible for any personal injury that may result to garden plot users.
- Gardeners are reminded that harvesting must be contained to their own plots.
- The Community Garden Coordinator will advocate for any safety improvements that may be needed or recommended by gardeners and/or community members.

7. Health and Safety

In order to ensure those who garden at our Community Gardens have a safe and enjoyable experience the following must be adhered to:

- No unsupervised children.
- No sharp objects left on un-attended plots (scissors, knives, etc).
- Gates and sheds are to be closed at all times. Gates and sheds are to be locked when you are the last person leaving the garden.
- No supports or equipment are to lean on fence that could be used for unauthorized entrance into garden by climbing the fence.

- Pathways are to be kept clear of equipment or garden debris at all times.

8. Community Garden Work Bees and Duties

It is important to have a well-tended Community Garden for the enjoyment of gardeners. In order to accomplish this, a duty will be taken on by each gardener for the gardening season. Duties can be chosen at registration. Once the gardening duty is chosen it is up to the gardener to manage their time to maintain their plot and their chosen duty. Three seasonal “Work Bees” per garden will be scheduled. Gardeners will be required to attend a minimum of two Work Bees during the garden season. The Work Bees will be scheduled between the volunteer Site Leaders and the Community Garden Coordinator so that needed materials can be purchased and delivered to the gardens. The Community Garden Coordinator will make every effort to attend all Work Bees.

9. Communication Notices

To keep gardeners informed of upcoming events and gardening related activities information notices will be posted on a bulletin board or whiteboard on your garden shed, by your Site Leader or the Community Garden Coordinator. Each garden will have a dedicated bulletin board or whiteboard for notices; this can also be utilized by gardeners for communication.

10. Gardener Questions

In order to ensure questions are answered or concerns are addressed in a timely manner, the following outlines the procedure for requesting information or action. The request should first be forwarded to your Site Leader verbally and/or in writing. If the Site Leader needs direction or assistance he or she is to contact the Community Garden Coordinator.

11. Wastes and Compost

ICS and the City of Kamloops are supportive of composting and the orderly disposal of waste. Therefore please adhere to the following:

- It is preferred that gardeners compost on their plots to enhance the soil fertility with the **“return to earth method”**. For plants that do not break down easily, such as sunflower or corn stalks, there is a designated compost area on site that the City of Kamloops will pick-up and compost.
- Plants and grass out of place are considered a weed.
- Gardeners are expected to keep weeds from the pathways that connect their plots.
- All weeds are to be removed including roots; they can be composted if they haven’t gone to seed.
- Plants that have gone to seed must be placed in a plastic bag and disposed of separately.
- Duties will be assigned for the up keep of weed removal of common areas, including boulevards that are the responsibility of the community gardens.
- Turf-type and weed grasses are to be dug out and removed.

12. Organic Methods

ICS and the City of Kamloops have deemed the Community Gardens to be Organic, thus the following will apply:

- Plants and seeds used in the garden do NOT have to be labeled organic.
- No chemical fertilizers allowed.
- No chemical weeds killers allowed.
- Best practice is to dig weeds out by the root.
- Back to earth composting is a best practice and should be practiced where possible.

13. Watering

In order to promote sensible use of water the following must be adhered to:

- Watering may be done on odd and even days, but no sprinkling or irrigation between 11 am and 6 pm on any day.
- Hand watering may be done at any time using cans, hoses with spring-operated nozzles.
- Watering is to be confined to the gardener's plot only and gardeners need to be careful not to water adjacent plots.
- Water is not to be left unattended if it appears there is pressure fluctuation.
- Gardeners using timing devices need to check their equipment and water pressure periodically. Timers are not permitted at all gardens, gardeners should check with the site leader or Community Garden Coordinator prior to use.

14. Parking

In order to make the gardens available to all who wish to garden, we ask that gardeners be considerate of others in how they park. Gardeners are expected to comply with the following:

- Ensure walkways and entrance ways are not blocked.
- Gardeners are expected not to block vehicle access in or out of the parking lot.
- Bicycles must be stored in common areas, not on pathways. Bicycles can be chained to picnic table.
- Motorized chairs must be parked in common areas and not on pathways.

15. End of Season

To prepare the garden plots for next year a number of clean up items must be taken care of, at year end. In order to receive your Damage Deposit back or to be in good standing for the next garden season you must ensure the following:

- Tools must be stored neatly in the shed after being marked with your name on them or taken home.
- Boards or sticks must be stored in an orderly fashion on one corner of plot.
- All weeds and plants on plots must be removed or composted other than perennial flowers and herbs.
- Weeds on paths connecting plots must be removed.
- Duties must be completed by the end of the final Work Bee.
- Root vegetables being harvested during the winter can be left in plot. A bale of hay needs to cover them to prevent them from freezing and rotting.
- Raspberry and blackberry canes need to be pruned and weeded. Strawberry beds need to be unmatted and weeded.
- A garden Work Bee will be organized to ensure that all fall clean up, harvesting and “putting the garden to bed for the winter” has been completed by seasons end.

16. Policy Enforcement

To ensure there is a fair method to deal with those who do not comply with Community Gardens policy the following outlines the steps that will be taken when there is non-adherence:

- **1st warning** - Plot leasers will be warned verbally and/or by email and given one week to comply
- **2nd warning** – Plot leasers will be warned verbally and/or by email and given one week to comply.
- **3rd Final** - A final written notice will be issued. Plot lease will be cancelled.

17. Organic Methods for the Community Gardens

It is no wonder some people raise their hands in despair when choosing fertilizers and amendments. Did you know there is a difference between the two?

Fertilizers provide food for plants while **amendments** improve the soil structure and increase the availability of nutrients and moisture to plants.

Organic fertilizers not only add nutrients to the soil, they may also improve the soil structure. These include: bone meal, blood-meal, bat guano, animal manures, compost, fish fertilizers, lime, peat and leaf mold.

Fortunately, there are now a multitude of organic amendments and fertilizers on the market to make organic gardening so much easier.

Be careful not to overdo it. You actually can add too much organic matter to the soil. A general rule is to dig no more than 4” of organic material into the top 8”-12” of soil per year.