

Lower Lonsdale Community Gardens

Code of Conduct And Gardeners' Manual

January 2, 2020

CODE OF CONDUCT

1. Treat visitors and fellow gardeners politely and respectfully. Help make our community garden a welcoming space for all.
2. Keep your plot and adjacent pathways tidy and weeded. Be productive with your plot using organic, environmentally friendly methods.
3. Participate in maintaining the community garden as a whole over and above looking after your own plot.

LOWER LONSDALE COMMUNITY GARDENS: GARDENERS' MANUAL

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MISSION STATEMENT

Lower Lonsdale Community Gardens (the Gardens) is a public amenity situated on municipal lands. The Gardens is supported by the City of North Vancouver and North Shore Neighbourhood House (NSNH). Lower Lonsdale Community Gardens (LLCG), a not-for-profit society, operates the Gardens under the overall management authority of NSNH. It is our collective mission, as members of LLCG, to create and maintain a beautiful and peaceful public garden for all to enjoy, both gardeners and the public. In support of our collective mission, members must use good organic gardening practices to plan, create and maintain bountiful and beautiful individual gardens. The long-term success of the Gardens as a public park and as an enjoyable place to garden depends on the dedicated and cooperative involvement of all members.

Payment of annual fees signifies that the member agrees to uphold the Rules & Regulations. Lower Lonsdale Community Gardens, North Shore Neighbourhood House and The City of North Vancouver are not responsible for the loss or theft of, or damage to, property of the member.

I RULES & REGULATIONS

Gardeners are expected to be good neighbours, diligent organic gardeners and fully participating members of the LLCG community. Gardeners also are expected to maintain their plots to a standard appropriate to the public nature of the Gardens. The Rules & Regulations and the Guidelines that follow are intended to help gardeners meet these expectations. All members, including the Board of Directors (the Board), are expected to make every effort to resolve issues by agreement. If agreement is not possible, the dispute resolution and discipline process in Appendix B will apply.

A. Membership Fees.

Fees are due on April 1st and are payable in cash or by cheque made out to: “Lower Lonsdale Community Gardens”. Gardeners who have not paid their fees on or before May 1st will have their membership revoked in accordance with the LLCG Bylaws. Fees are not pro-rated or refundable.

B. Individual Gardener Responsibilities

- 1) Keep assigned plot, adjacent pathways and area around assigned/owned composter weeded
- 2) Use the full area of your plot for the cultivation of flower or produce producing plants
- 3) Keep appropriate soil levels for good gardening and plot frame maintenance
- 4) Use only organic planting, plant maintenance, fertilizing and pest control materials and methods. Fertilizers, herbicides, fungicides and insecticides not approved for use in organic gardens are prohibited.
- 5) Keep assigned plot tidy. It should contain only:
 - a. Plants and approved structures or containers while being used to support, contain or protect plants; and watering can and small hand tools;
 - b. Stepping stones;
 - c. Items intended to protect the gardener, other gardeners and the public; and
 - d. Subject to approval, Items of a decorative or informative nature.

C. Plot Contents

- 1) Do not plant or grow:
 - a. Trees and woody shrubs without the express written consent of the Board;
 - b. Plants that are illegal to cultivate in Canada; and
 - c. Plants listed in Appendix C; (invasive plants).
- 2) Grow invasive plants or plants likely to cause undue shade away from adjacent plots likely to be affected.
- 3) Do not water other gardener's plots without their permission.
- 4) Keep plots free of hazardous materials and objects;
- 5) No fences or other structures intended to be permanent without written Board approval.
- 6) No plastics except those listed in Appendix C.

D. Use and Maintenance of Communal Garden Areas, Facilities & Equipment

- 1) Do not obstruct any pathways adjacent to your plot, including pathways between your plot and perimeter fencing. Immediately remove from any pathway, obstructions that pose a clear and present danger. Notify the Board of other obstructions.
- 2) Do not alter or add to the common areas of the Gardens, including the perimeter gardens
- 3) Hand water only. Sprinklers and soaker hoses are not to be used.
- 4) Return all tools and equipment, clean, to their proper locations in the garden shed.
- 5) Dispose of compostable materials and non-recyclable refuse in the appropriate containers in the Gardens. Dispose of all recyclable materials off-site.
- 6) No pets in the Gardens.

E. Participation in the Gardens Community

All gardeners must:

- 1) Participate in two 'Weeding/Work Parties' completing two hours of work in each;
- 2) Perform their on-going communal duties as assigned by the Board.
- 3) Keep up to date with LLCG and Gardens news, issues and events;

Gardeners unable to attend scheduled weeding parties due to work or other personal commitments must do the work on their own and advise the Board that they have done so. Weeding that is a gardener's exclusive responsibility and work done by an assistant on behalf of a gardener do not count toward fulfilment of the gardener's communal obligations.

II GUIDELINES

The following guidelines are intended to clarify the Rules & Regulations; provide some suggestions; and give further guidance as to what is expected from all gardeners.

- 1) Respect. Gardeners are expected to be cooperative; to treat one another and the public with politeness and respect; and to keep the garden a welcoming space, free of any form of harassment or discrimination.

- 2) Standard of Care. Gardeners are expected to use the same care, skill and diligence maintaining their plots as a conscientious homeowner would in maintaining a garden in his or her front yard.
- 3) Unique Park. The Gardens is a unique public park. Gardeners are expected to act and dress as they would in a similar park.
- 4) Invasive Plants and Shade. Gardeners are expected to consider their neighbours when planning to grow plants that might invade or shade their neighbour's plot. Contain or locate plants to minimize invasion and shading of adjacent plots. Discuss planting plans with your neighbour and ask for approval.
- 5) Safety Concerns. Gardeners are expected to report all safety concerns to the Board.
- 6) Seasonal Gardening. Seasonal gardeners are expected to start preparing their plots for the growing season by May 1st; have their plots fully planted by May 31st and have their plots ready for winter by November 1st.
- 7) Temporary Absence or Disability. If a gardener is temporarily unable to tend his or her plot, the gardener may request an assistant be appointed for a maximum period of one year, subject to review and approval by the Board. The member must provide the Board with the name of, and contact information for, the assistant. Members are responsible for the actions of their assistants. The Board will facilitate the appointment of individuals on the external wait list as assistants.
- 8) Long Term Disability. A gardener who is unable to tend the gardener's plot or perform the gardener's share of communal obligations adequately, without assistance, on an on-going basis (longer than one year) is expected to notify the Board so that mutually acceptable arrangements can be made to accommodate the gardener. Gardeners in this category might consider switching plots with another member occupying a smaller plot.
- 9) Trees and Woody Shrubs in Plots. The Board will permit the planting of dwarf fruit trees grafted on approved dwarf root stock. (See Appendix C) The Board may withhold consent if it considers the member's plot to be too small. The consent of the Board may specify the location and orientation of the tree in the plot. Board consent to plant woody shrubs will depend on the growth characteristics of the shrub. Consent may specify the location of the shrub in the plot.
- 10) Overhanging Plants. Gardeners should avoid planting close to their plot frame, any plant likely to overhang the frame or interfere with people using adjacent pathways. Parts of plants that interfere with pathways may be removed without notice.
- 11) Water Conservation. Conserve water by; using mulching or shading; by concentrating watering on the ground rather than foliage; and by knowing your plants and the water needs of each.
- 12) Small Tools. Members are encouraged to purchase their own.
- 13) Take Everything Home. Unless it is a plant or other item permitted to remain in your plot, please take home with you everything you bring to the Gardens. The Gardens is not equipped to accept recyclable materials.
- 14) Meetings. Members are expected to attend all general meetings either in person or by proxy.
- 15) Notices. Notice of LLCG and Gardens news, issues and events will be sent via email and posted on the shed. Copies of documents will be left in the shed for members who have not given LLCG an email address. All notices required to be given to members must be in writing and may be delivered by email, by regular mail or in person.

III APPENDIXES

The Appendixes are a part of the Rules & Regulations and Guidelines.

Appendix A – Membership

Appendix B - Dispute Resolution & Discipline Process

Appendix C – Garden Activities, Materials, Structures & Plants

APPENDIX A – Membership

1. Eligibility Requirements.

Applicants must be adult residents of the City of North Vancouver living in an apartment or condominium. Applicants must not have another paid community garden plot at the time they accept membership in LLCG. The maximum number of applicants per plot is two.

2. Entitlement.

Membership includes access to water and the common areas of the Gardens, use of LLCG tools and equipment; and a 1 year license to garden in the assigned garden plot.

3. Allotment Process.

Plots are allotted to new applicants on the external wait list on a first-come first-served basis after first being offered on the same basis to current members on the internal list. Applicants or members, as the case may be, have 7 days to accept a plot after receiving notice of the plot's availability from the Board.

4. Licence Term.

Plots are licensed for a term of one year from April 1 to March 31. Members in good standing and not in violation of the Rules & Regulations have an option to renew.

APPENDIX B – Dispute Resolution and Discipline Process

In the following proceedings, the Board shall consist of all directors except any director holding office as an agent of NSNH and that director shall not be present at, or take part in, the proceedings.

1. Disputes between Gardeners.

Issues between gardeners not involving a violation of the Rules & Regulations are expected to be resolved by those gardeners. If they can't resolve the issues between them, then:

- a) Either of the gardeners may, by notice to the Board and the other gardener ask the Board to mediate a resolution; and
- b) If the Board is unable to mediate a resolution, it shall impose one as arbitrator.
- c) The notice provisions in the following Part apply to this Part.

2. Compliance with Rules and Regulations

- a) The Board shall attempt to resolve a violation of the Rules & Regulations by agreement with the affected member. If the violation is not resolved by agreement, the Board may enforce the Rules & Regulations as follows.
- b) The Board must give a member who violates the Rules & Regulations one notice describing the violation and requiring the member to remedy the situation by a specific date not less than 14 days from the date the notice was sent.
- c) If a member does not comply with a request made by the Board to remedy a violation, the Board may call a meeting to determine what action, if any should be taken regarding the member.
- d) The member is entitled to at least 14 days' notice of the meeting. The notice must set out the date, time and location of the meeting; include a brief description of the violation; and, state the action proposed to be taken by the Board. The member is entitled to attend and be heard at the meeting.
- e) Upon determining that a member has violated the Rules & Regulations, the Board may:
 - a. Enter the member's plot, fix the violation and charge the cost to the member; or
 - b. Expel the member from LLCG and reassign the member's plot.
- f) No disciplinary action will be taken against members except by the unanimous resolution of all Directors in office at the time and all present at the meeting at which the disciplinary action is determined.
- g) A member who objects to a decision made by the Board in a disciplinary matter or dispute between members can, within 30 days of the date of the decision require NSNH to act as mediator and/or arbitrator with respect to the matter and to render a final decision.

APPENDIX C – Garden Activities, Materials, Structures & Plants

1) PROHIBITED MATERIALS

The following materials are not to be used in the Gardens:

- a) Plastic sheeting
- b) Netting
- c) Glass
- d) Plastics except plastics listed under "2) Acceptable Plastics".

2) ACCEPTABLE PLASTICS

The following wholly or partially plastic items are permitted in the Gardens:

- a) Tools and equipment
- b) Composters
- c) Water barrels, 'Blue Boxes', yard trimmings, and all other containers owned by LLCG
- d) Plastics clearly marked with any of these recycling designations: 1 – PETE, 2 – HDPE, 4 – LDPE and 5 - PP

3) STRUCTURES

Structures made out of odd components not normally associated with gardening or the structure being built, are prohibited. Structures must be made entirely out of the same materials

Fences or barriers clearly intended to keep people out of plots are prohibited. They directly conflict with the Gardens as an inviting public amenity. Low decorative fences neatly built of uniform materials appropriate for fencing are, subject to Board approval, acceptable.

Permanent structures other than approved fences are to be avoided.

4) SIGNS AND DECORATIVE ITEMS

Signs and decorative items will be approved if they are in keeping with the overall motif of the plot in which they are located and if they are not offensive to the Gardens as a whole.

5. DWARF FRUIT TREES

The designation of approved root stock referred to in Guideline 9 is M9 or similar.

6. PROHIBITED PLANTS:

Fennel, other than bulb type	Dalmatian Toadflax (<i>Linaria dalmatica</i>)
Japanese Knotweed (Mexican Bamboo) (<i>Polygonum cuspidatum</i>)	Diffuse Knapweed (<i>Centaurea diffusa</i>)
Purple Loosestrife (<i>Lythrum salicaria</i>)	Dodder (<i>Cuscuta</i> spp.)
Scotch Broom (<i>Cytisus scoparius</i>)	Gorse (<i>Ulex europaeus</i>)
Himalayan Blackberry	Hound's-tongue (<i>Cynoglossum officinale</i>)
Baby' s Breath (<i>Gypsophila paniculata</i>)	Jointed Goatgrass (<i>Aegilops cylindrica</i>)
English Ivy (<i>Hedera helix</i>)	Leafy Spurge (<i>Euphorbia esula</i>)
Giant Hogweed (<i>Heracleum mantegazzianum</i>)	Perennial Sowthistle (<i>Sonchus arvensis</i>)
Oxeye Daisy (Chrysanthemum leucanthemum)	Purple Nutsedge (<i>Cyperus rotundus</i>)
Spotted Knapweed (<i>Centaurea maculosa</i>)	Rush Skeletonweed (<i>Chondrilla juncea</i>)
English Holly (<i>Ilex Aquifolium</i>)	Scentless Chamomile (<i>Matricaria maritima</i>)
Old Man's Beard Clematis (<i>Clematis vitalba</i>)	Spotted Knapweed (<i>Centaurea maculosa</i>)
Yellow Archangel (<i>Lamiaeum galeobdolon</i>)	Tansy Ragwort (<i>Senecio jacobaea</i>)
Castor Bean Plant (<i>Ricinus Commonus</i>)	Velvetleaf (<i>Abutilon theophrasti</i>)
Periwinkle (<i>Vinca minor</i>)	Wild Oats (<i>Avena fatua</i>)
Policeman's Helmet or Himalayan Balsam (<i>Impatiens glandulifera</i>)	Yellow Nutsedge (Cyperus esculentus)
Annual Sowthistle (<i>Sonchus oleraceus</i>)	Yellow Starthistle (Centaurea solstitialis)
Canada Thistle (<i>Cirsium arvense</i>)	Yellow Toadflax (Linaria vulga)
Crupina (<i>Crupina vulgaris</i>)	

