

# REFERENCE GUIDE FOR COMMUNITY GARDENS

*Translated from the official document entitled:  
Cahier de fonctionnement des jardins communautaires*

Presented by  
Division de la culture, des sports,  
des loisirs et du développement social

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*This document remains in effect until the next reissue.  
The French text prevails over the English text.*



### THANK YOU

A special thank you to  
Division relations avec les citoyens, communication et développement durable of the  
Ahuntsic-Cartierville Borough;  
Société Environnementale de Côte-des-Neiges;  
Le Dépôt Centre communautaire d'alimentation;  
the exploratory committee made up of gardeners from the various gardens in the Borough.

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### BREF HISTORIQUE DES JARDINS COMMUNAUTAIRES

Urban agriculture has been part of the Montreal landscape from its earliest days, even going back to the days of New France when vegetable gardens were developed inside fortifications.

Over time, the transformations of the spaces dedicated to agriculture were influenced both by significant historical events as well as by waves of immigration. Various initiatives appeared and urban agriculture began to take shape into the forms we know today as collective gardens and community gardens. Various initiatives are emerging and urban agriculture is increasingly being molded into various forms.

The municipal community garden program, to which this reference guide refers to, began in 1975 in the former City of Montreal. However, some of the newly merged municipalities at the time had community gardens before the former City of Montreal. Thus, the oldest community garden which is located in the Borough of Lasalle, has been in operation since 1936.

In 1981, there were 43 community gardens. In 1996, their number was 72, and in 2001, 76 gardens. These grew to total nearly 6,400 plots (small land parcels).

In 1989, the administration of the Community Gardens program was entrusted to the Sports, Recreation and Social Development Department (SSLDS) since gardening was first and foremost considered a recreational hobby and scientific part of the SSLDS mission.

At its meeting of August 15, 1989, City Council approved a management plan for this program, a plan that had been the subject of public debate during the work of the Community Development Commission. In addition to wanting to harmonize the many actions across the City, this plan supported specific development objectives for the community gardens network as well as maintaining and improving the quality of service to the population. There is a recognition of the numerous community gardens benefits: food production, proximity to nature, integration into democratic life, a place of intergenerational exchange, the development of new skills, the integration of newcomers. to a neighborhood, community involvement, the acquisition of healthy lifestyles, etc.

In 2002, with the adoption of Law 170 on municipal reorganization, the management of the program was now assumed by each of the Boroughs and it is still the case today.

During the global COVID-19 pandemic of 2020, gardening once again took on its original meaning - the essential nature of food production. It was thus considered an essential service to the population and was one of the first services to remain accessible during the confinement imposed by the government during the state of emergency.

Today, the Borough of CDN-NDG has 5 community gardens, thus counting more than 300 garden plots.

### DEFINITIONS

In this document, we mean:

**"Aisles"**: the strip separating the plots from one another, or between a plot and a fence, and allowing the movement of users in the community garden. The aisles must respect a minimum width of 3 feet to ensure the safety of users;

**"Annual General Meeting"**: an Annual General Meeting (AGM) is an annual meeting between the members and the board of directors of a non-profit organization legally constituted under Part III of the Companies Act. This is an opportunity for the board to present its annual report (including its financial statements and a report of its activities), to fill vacant positions within the board and for members to comment on the decisions of the board. Not to be confused with the annual meeting at the beginning of the season for garden committees which are not considered as non-profit organizations legally constituted under Part III of the Companies Act;

**"Annual meeting at the beginning of the season"**: an important annual meeting is held at the beginning of the season for all gardeners. It can be held in person (in assembly), remotely (online, virtually) or in a hybrid form (combination of assembly and virtual). The meeting provides gardeners with additional information such as the presentation of the annual report for the previous year, the presentation of the changes made to the Reference guide for community gardens as well as the presentation of the City mandated non-profit organization. During the meeting, the gardeners participate in the decision-making concerning the election of committee garden members, special projects planned for the

current year as well as the amount of the annual fee. This is not to be confused with the annual general meeting (AGM) of a non-profit organization;

**"Berries"**: fruits of certain shrubs, such as blueberries, raspberries, strawberries, currants, haskap, blackberries, blackcurrants, currants and grapes (vines);

**"Borough"**: the Borough of CDN-NDG;

**"Civility"**: civility or good manners designates a set of rules for living in community such as respect for others, politeness or courtesy;

**"Complaint"**: complaint filed by a person to denounce a situation. A complaint form is available to gardeners on the Borough's website in the Community gardens section;

**"Composting"**: composting is the process of decomposing organic materials into simpler organic compounds (compost) by microorganisms. It is a way of recycling organic waste products and improving the soil fertility of a garden;

**"Crop residues"**: crop residues are the aerial parts of unharvested plants such as stems, leaves and unharvested vegetables. Residues represent a significant amount of organic matter often greater than that of harvested products. They can be valued in different ways either recycled on site (in situ compost) to restore soil fertility or deposited in the composting area;

**"Ecological control methods"**: set of environmentally friendly techniques (physical and mechanical control methods) to control unwanted weeds, diseases and pests (e.g. pruning diseased or infested parts, manual

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tools that facilitate plant extraction, baits and traps, floating blankets, soapy water, etc.);

**"End of season cleaning"**: last maintenance period of the garden in preparation for winter. The last harvests are carried out, the last crops still standing are uprooted or cut and placed on the ground, wooden structures such as stakes and fences (climbing plants) are removed and placed on the ground;

**"Garden committee"**: group of volunteers, made up of active gardeners, elected and mandated by all the gardeners of a community garden, to ensure the proper functioning of the community garden in collaboration with the Borough. In the Borough, the mandate is given for a period of one year and a maximum of six people can sit on the garden committee. The garden committee is not a non-profit organization legally constituted under Part III of the Companies Act. However, an agreement between the Borough and a non-profit organization can be made possible to grant the board of directors of this non-profit organization the mandates of a garden committee. In this case, the members of the garden committee can come from the non-profit organization;

**"Garden plot"**: parcel of land of variable dimensions assigned to a single civic address for the practice of gardening;

**"Gardener"**: person (man or woman) registered in the Borough's community gardens program and practicing gardening in a garden on the territory of the Borough. The gardener is considered active. Not to be confused with a member of a non-profit organisation;

**"Herbs"**: herbaceous plants cultivated for the leaves, seeds or flowers considered aromatic;

**"Incivility"**: inappropriate conduct contravening the collective rules of respect, and characterized by rude and non-courteous behavior, thus demonstrating a general lack of consideration for others;

**"Member of a non-profit organization"**: when a non-profit organization is legally incorporated under Part III of the Companies Act, those who apply for this status become the first members of the non-profit organization. When the letters patent are issued by the Registraire des entreprises du Québec a first meeting may take place between the applicants in order to vote on the statutes and regulations of the organization which determine all the aspects of the operation of the organization. Thus, the profile to which a person must correspond to become a member of an organization is defined in the statutes and regulations of its organization. This is not to be confused with a gardener or a member of a garden committee;

**"Membership fee of a non-profit organization"**: this is a fee, subject to the statutes and regulations of the non-profit organization, which determines the membership of a person to its organization for a predetermined period (payment of a membership). The amount of the membership fee is subject only to the approval of the non-profit organization's members;

**"Mulching"**: use of an organic mulch covering the soil (e.g. shredded bark, straw, wood chips, green residues not gone to seed, grass clippings, etc.);

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**"Natural fertilizer"**: natural fertilizers can be of organic origin (plant or animal residues) or mineral (crushed rocks). These fertilizers have not undergone any chemical transformation. To release their nutrients most natural fertilizers must be broken down by living organisms in the soil. Thus, in addition to nourishing the plants, they stimulate the biological life of the soil. Another advantage of this method of degradation of fertilizers is to limit the risk of leaching and burning of the roots. Most natural fertilizers work slowly but for a long time in the soil. Fast-acting fertilizers include fish emulsions, liquid seaweed, potassium and magnesium sulfate, sodium nitrate and blood meal;

**"Non-profit organization"**: organization legally constituted under Part III of the Companies Act. It is an organization formed exclusively for social, educational, religious or philanthropic purposes, without any objectives or activities aimed at providing its members with any economic advantage or profit. Any profit made must be reinvested in the organization. As part of the Borough's community gardens, all non-profit organizations must be mandated by the Borough through a written agreement in order to play a role in community gardens. This is not to be confused with a garden committee;

**"Psychological or sexual harassment"**: vexatious conduct manifested either by behavior, words, actions or repeated gestures, which are hostile or unwanted, which undermines the dignity or the psychological or physical integrity of the person and which fosters a harmful environment;

**"Public domain"**: the public domain consists primarily of streets, alleys, squares and

public places, including sidewalks, medians, off-street cycle lanes, parks and community gardens. Use of the public domain is a privilege with responsibilities, not a right. Personal appropriation of the public domain is prohibited;

**"Raised garden"**: parcel of land of variable dimensions located in a raised bin assigned to a single civic address for gardening. This type of garden is normally reserved for people with reduced mobility or with a handicap limiting the practice of gardening in a plot at ground level;

**"Right of participation"**: this is a mandatory annual fee paid to the garden committee for specific annual expenses. The amount of the annual fee is determined at the annual meeting at the beginning of the season for the current year and is subject to the approval of the active gardeners of the garden in question as well as of the Borough. Not to be confused with the membership fees of a non-profit organization;

**"Sowing"**: action of sowing and spreading seeds in order to cultivate them;

**"Surface composting"**: surface composting is a method of covering the soil with compost and mulching. It consists of placing a layer of fresh plant waste directly on the ground. This decomposes little by little, activating microorganisms while fertilizing the soil;

**"Toxic product"**: products are considered toxic when they enter the environment in a quantity or concentration which has, immediately or in the long term, a harmful effect on the environment or on biological diversity and / or can endanger the environment essential for life. Examples are: petrochemicals, most household cleaning



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and interior finishing products and chemical fertilizers and pesticides;

**"Vegetable species"**: in the garden, there are numerous species which can be cultivated. There are many vegetable species and varieties. It is important to select your vegetables well for the vegetable garden;

**"Volunteer committee"**: group of volunteers not elected by the gardeners of a community garden and mandated by the Borough or by the City mandated organization to ensure the proper functioning of the community garden or to participate in special projects. No written agreement is made with the volunteer committee;

### DOCUMENT OBJECTIVES

The *Reference guide for community gardens* is a tool to aid all users to better understand:

- The management of the community gardens program;
- The roles and responsibilities of the various stakeholders;
- The rules of operations;
- The rules of gardening;
- The rules of good citizenship and code of conduct;
- The procedures for non-compliance with the rules;
- The operations calendar.

By registering for the Borough's community garden program the gardener agrees to be aware of the content of this document and to respect the code of conduct as well as all the rules. Anyone who does not comply with these elements mentioned above will be sanctioned according to the non-compliance procedures.

This document is available online on the Borough's website and with the City mandated non-profit organization.



### MANAGEMENT OF COMMUNITY GARDENS

The Division de la culture, des sports, des loisirs et du développement social (DCSLDS) is responsible for carrying out the management of the Borough's community gardens program. To do this the City joins forces with various stakeholders to plan, implement and evaluate all the actions and supervision necessary for the smooth running of the season.

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#### 1. ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

##### 1.1 Borough (DCSLDS)

The DCSLDS team:

- Participates in numerous interBorough roundtable discussions on urban agriculture;
- Develops a long term strategic plan for the Borough's community gardens and offers citizen services optimization opportunities;
- Carries out a community garden program assessment and evaluates the achievement of the objectives set out in the strategic plan;
- Coordinates the municipal actions of the various City work teams (e.g. construction of the garden plots, maintenance of street furniture, repair of plumbing, general mowing of spaces, installation of chemical toilets, etc.);
- Carries out written agreements with one or more non-profit organizations to give them an official mandate to manage the program;
- Supports and works closely with the City mandated non-profit organization to manage the program;
- Acts as a mediator during inter-gardener conflicts in collaboration with the City mandated non-profit organization;
- Participates in the procedures for non-compliance with the rules;
- Manages complaints and specific cases;
- Promotes the sound governance of garden committees, participates in their various meetings and monitors their financial management in collaboration with the City mandated non-profit organization;
- Participates in the annual meeting at the beginning of the season of community gardens;
- Ensures compliance with the frameworks described in this document (standards, policies, rules, codes and procedures);
- Mobilizes gardeners and garden committees around reflections on the implementation of the program;
- Collaborates in the various projects of implantation, relocation and redevelopment of gardens.

##### 1.2 City mandated non-profit organization

A written agreement (referred to as convention) between the City and the City mandated non-profit organization establishes the action plan as well as the terms and conditions for carrying out the mandates entrusted to the City mandated non-profit organization. Only

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the City and a non-profit organization mandated by an agreement have jurisdiction in the management of community gardens.

### *Mandate 1 - Management of registrations for community gardens*

Without being limited, this mandate includes the following elements:

- Communications to gardeners regarding their gardener status (active, inactive, on the waiting list, suspended or expelled);
- Management of registration process (renewal, garden plot transfer and garden transfer);
- Management of waiting lists;
- Managing lists of registered gardeners;
- Carrying out a program assessment and accountability report to the City.

### *Mandate 2 - Management of the animation of community gardens*

Without being limited, this mandate includes the following elements:

- Communications to gardeners;
- Management of plots and gardens (opening and closing of gardens, courtesy visits, chores, inspections, social activities, workshops, training, support for garden committees, pad locks, etc.);
- Horticultural support for garden committees and gardeners (advice, visits, training and workshops, volunteer committees for certain activities or chores, etc.);
- Administrative and financial support for garden committees (annual meeting at the beginning of the season, collection of the right of participation fee, management of funds in their bank account, financial monitoring of the budgets of each committee, monitoring of committee meetings);
- Assessment and enforcement of rules and procedures (inspections, awareness of regulations, laws and government directives, etc.);
- The application and enforcement of public health guidelines if applicable;
- Managing complaints in collaboration with garden committees and the Borough;
- Transmission of requests to the Borough (repairs, improvements, special requests)
- Carrying out a program assessment and accountability report to the City.

## **1.3 Garden committees**

In collaboration with the Borough and the City mandated non-profit organization, the garden committee contributes to the proper functioning of the garden, the harmonious cohabitation of gardeners and the animation of the social life of the garden.

### *Mandate 1 - Contribute to the proper functioning of the garden*

This mandate is limited to the following elements:

- Meet at least three times per season in order to monitor current issues and vote on certain decisions;
- Keep the written reports of these meetings up to date and send them by email to the City mandated non-profit organization;

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- In collaboration with the City mandated non-profit organization, plan the income and expenses necessary to ensure the proper functioning and social animation of the garden (purchase of equipment, realization of events and proposal of right of participation garden fee amount for the current year to be voted on at the annual meeting at the beginning of the season);
- In collaboration with the City mandated non-profit organization, plan and organize regular garden maintenance activities (opening and closing of the garden, arrangement of collective spaces, maintenance of sanitary spaces if applicable, chores of cleaning and distribution of equipment, waste and / or compost management, collection of food surplus);
- Raise awareness about environmental values;
- If desired, encourage Zero Waste and Zero Waste projects;
- Apply and inform all gardeners about the guidelines for sorting compostable organic materials. Take out the garbage bins (if applicable) on pick-up days and times to the dedicated place;
- Supervise the use of the garden shed (ensure that it contains only collective equipment and that no personal equipment is stored there);
- Provide gardeners with collective equipment (gardening tools), make an inventory of these and ensure that they are clean, safe, tidy and in sufficient quantity;
- Forward requests and suggestions from gardeners to the City mandated non-profit organization;
- When needed, meets with the City mandated non-profit organization;
- Participate in the end of season meeting with the City mandated non-profit organization in order to deliver the end of season report and make recommendations for the following year.

### *Mandate 2 - Contribute to a harmonious cohabitation of gardeners*

This mandate is limited to the following elements:

- Inform all gardeners and raise awareness about the content and application of the *Reference guide for community gardens*;
- Inform all gardeners and raise awareness about public health guidelines put in place by the Directrice régionale de la santé publique (DRSP) and the Borough;
- Encourage solidarity and respect in the community garden;
- Make suggestions to the City mandated non-profit organization concerning possible solutions to resolve conflicts between gardeners.

### *Mandate 3 - Contribute to the animation of the social life of the garden*

This mandate is limited to the following elements:

- Participate in the greeting and integration of new gardeners;
- Support all gardeners in their learning through twinning, mentoring, information meetings, workshops, training and social activities;
- In collaboration with the City mandated non-profit organization, plan and organize special projects, events, mobilization and social activities;
- In collaboration with the City mandated non-profit organization, obtain all permits needed for special projects, events, mobilization and social activities.

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### 1.4 Registered gardeners (principal gardener)

By registering in the Borough's community gardens program, the gardener automatically adheres and complies with all the obligations mentioned in this document.

Each gardener must adopt and maintain a respectful and civic manner in the community gardens in order to contribute to a healthy, respectful and harmonious environment.

The gardener must :

- Read this document;
- Comply with all rules and procedures;
- Read the communications posted on the garden bulletin board each week;
- Regularly review communications sent by email or post;
- Inform the City mandated non-profit organization of any change in contact details, or health status or any relevant information that may influence the management of the gardens;
- Inform the City mandated non-profit organization of any absence of more than 10 days and entrust the management of its garden to a co-gardener during this period;
- For new gardeners, be present at their individual mandatory meeting with the horticultural animator at the beginning of the season;
- Accompany and supervise his/her guests when they visit the garden;
- Ensure rigorous and constant maintenance of its garden;
- Participate in the community life of the garden during cleaning chores and during other common tasks;
- Participate in the democratic life of the garden by attending the annual meeting at the beginning of the season of the garden;
- Participate in improving the community garden program by responding to the annual survey;
- Support new gardeners in their learning;
- Respect at all times the other gardeners, the staff of the City mandated non-profit organization and the City staff;
- Respect at all times the facilities, equipment and materials loaned by the garden committee, by the City mandated non-profit organization and by the Borough;
- Pay the annual right of participation garden fee to the garden committee.

### 1.5 The co-gardener (non-registered gardener)

The co-gardener temporarily replaces the main gardener when he is unable to garden. He is not considered a registered member of the community gardens program. To obtain his own garden, the co-gardener must register on the waiting list.

Here are the rules applicable to co-gardeners:

- The co-gardener cannot be a gardener registered in the Borough's community gardens program;

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- The co-gardener is subject to all of the same rules as the main gardener. However, notices of non-compliance will be given to the principal gardener since he is held responsible for the actions of his co-gardener;
- The co-gardener can attend the annual meeting at the beginning of the season, but has no voting rights;
- There can only be one co-gardener per garden plot and one garden plot per co-gardener.

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### 2. SPECIFIC RULES PER COMMUNITY GARDEN

The French version of this document (referred to as *Cahier de fonctionnement des jardins communautaires*) takes precedence over any other document. Only the information, rules and procedures listed in this document are valid and in effect.

In order to avoid contradictions and user confusion it is forbidden to add, modify or include the information, rules and procedures listed in this document in any other internal and external communication document. However, it is allowed to refer to it, specifying that it is available on the Borough's website and with the City mandated non-profit organization.

Garden committees wishing to add rules or procedures must make a written request to the development officer responsible for community gardens in the Borough. If applicable and authorized by the City, the additions will come into force only at the next reissue and must be integrated into the *Reference guide for community gardens*, depending on the nature of the additions, and must be communicated to all gardeners at the annual meeting at the beginning of the season.

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### 3. RULES OF OPERATIONS

In order to ensure the sound management of gardening activities operating rules have been put in place. These must be carried out.

#### 3.1 Pricing

The Borough offers gardeners registered in the community gardens program the opportunity to occupy a space free of charge in the public domain, namely a garden plot in one of the community gardens on its territory. This is a privilege conditional on compliance with all operating rules.

#### 3.2 Right of participation and reimbursement policy

A right of participation garden fee, which varies from one garden to another, is required by the garden committees to meet specific annual expenses. An example of this is buying collective equipment or carrying out a social activity in the garden.

The amount of the annual fee is proposed by the current year's garden committee and voted on at the annual meeting at the beginning of the season. The amounts are collected by the City mandated non-profit organization to secure funds and ensure sound financial



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management of the garden committees. Note that the Borough may, at any time, review the amount of the fee proposed by a garden committee if it deems it abusive or irrelevant.

A gardener who wishes to withdraw his registration from a community garden must inform the City mandated non-profit organization as well as the garden committee and may be reimbursed according to the date of his request. No refund is made after June 1 of the current year. No refund will be made in the context of suspension or expulsion of the gardener.

### **3.3 Security and confidentiality of personal information**

The borough and its partner manage the use of personal information in accordance with the requirements of Quebec law.

The persons responsible for the protection of personal information are the following:

- Office Access Montreal CDN-NDG (311)
- General management of the City mandated non-profit organization (contact details on their website)

The information collected within the framework of this program is confidential and concerns the admissibility of the citizen as well as the maintenance of a register of communications. The person who agrees to provide the personal information requested is deemed to have consented to its collection and use by the City and the City mandated non-profit organization. Unless there is written or verbal authorization, the borough and the City mandated non-profit organization undertake not to disclose this personal information to a third party.

Any copies of mandatory identity documents are securely destroyed immediately after validation of the information.

A gardener may communicate with another gardener by leaving a message in their plot. They can also share their contact information at the annual meeting at the beginning of the season or during workshops and social activities. The City mandated non-profit organization is not responsible for the management of personal communications between gardeners.

### **3.4 Eligibility conditions for obtaining a garden plot**

Considering that the community gardens program is a local service, the allocation of a garden plot is reserved in priority for residents of the CDN-NDG Borough. The allocation of a garden plot to a resident of another Borough of the City of Montreal can be made only in the event that all residents of the Borough registered on the waiting list have obtained a garden plot.

The allocation of a garden plot in the Borough's community gardens is reserved exclusively for people who meet all of the following eligibility conditions:



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- Be 18 years of age and over at the time of registration and renewal;
- Be a resident of the City of Montreal (priority is given to residents of the CDN-NDG borough and proof of residency is required upon registration and renewal) OR hold an identity and residency issued by the City (in connection with the *Politique d'accès sans peur*);
- Be on the waiting list or have occupied a garden plot in the Borough the previous year as a principal gardener;
- Not be absent for more than two months annually for two consecutive years.

Only one garden plot is allocated per civic address.

No garden plot can be attributed to a group of individuals regardless of their legal status (non-profit organization, private, institutional, etc.). Only the two collective garden plots of *De la Savane community garden* are an exception to this rule.

The choice to allocate a garden plot or not is at the discretion of the Borough.

### 3.5 Renewal of gardeners already registered

Gardeners from the previous season receive at the beginning of the year an invitation to renew for the new season and are given a renewal form to complete.

Gardeners who wish to renew their registration must, before the deadline indicated in the invitation, complete, sign and send the renewal form to the City mandated non-profit organization, including the documents required in the invitation (ex: proof of valid residency).

The gardener who does not respond to the invitation to renew his registration within the prescribed period OR who no longer meets the eligibility conditions loses the privilege to keep the garden plot.

If the person wants to get a garden plot again he will have to register on the waiting list. The date and time of this new registration will determine its rank on the waiting list (order of priority for the allocation of a garden plot).

### 3.6 Registration of new gardeners and management of the waiting list

People wishing to obtain a garden plot must register on the waiting list by contacting the City mandated non-profit organization.

The names are added to the sector's waiting list according to their place of residence, either on the waiting list for sector CDN or on the waiting list for sector NDG. The date and time when the person is placed on the waiting list determines that person's rank on it. Please note that the rank is an estimate based on the number of people on the waiting list

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and the priority of assignments for this sector. A person can inquire about their request by contacting the City mandated non-profit organization.

A name remains registered on a waiting list as long as all of the following conditions are met:

- The person did not get a garden plot;
- The person's contact information is valid OR the identity and residence certificate issued by the City is valid (in connection with the *Politique d'accès sans peur*);
- The person is accessible via the contact information provided (responds to communications from the City or the City mandated non-profit organization);
- The person lives in the territory of the City of Montréal;
- The person did not remove themselves from the waiting list via written communication to the City mandated non-profit organization.

A person who moves from one sector to another will maintain the rank determined by the date and time of their initial registration (order of priority for the allocation of a garden).

A person who does not respond to the invitation to register within the prescribed period loses their privilege to obtain a garden plot but remains on the waiting list for the next season as long as all the above-mentioned conditions are still met. His initial rank is maintained.

A person who refuses a garden plot twice will lose their privilege of remaining on the waiting list. If a person wishes to remain on the waiting list he will need to complete a new registration form. The date and time of this new registration will determine its new rank on the waiting list (order of priority for the allocation of a garden).

Allocation of a garden plot to residents of another Borough of the City of Montreal will be done only in the event that all residents of the Borough registered on the waiting list have obtained a garden plot.

### 3.7 Order of priority for the allocation of garden plots

1. Former gardener requesting the same garden plot in the same community garden as the previous year (status quo);
2. Former gardener requesting a raised garden plot for health reasons (with medical proof) in the same community garden as the previous year;
3. Former gardener requesting a change of garden plot in the same community garden for any other reason;
4. Former gardener requesting a change of community garden in the same sector in which his place of residency is located (CDN or NDG);
5. Person registered on the waiting list according to the priority of registration on the waiting list and the priority of the sector in which his place of residency is located (CDN or NDG);

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6. Person registered on the waiting list according to the priority of registration on the waiting list but coming from a sector other than that in which his place of residency is located (CDN or NDG).
7. Residents of another Borough of the City of Montreal

The City reserves management rights over the order of priority for the allocation of garden plots for special cases.

### **3.8 Garden plot and community garden allocation**

The City mandated non-profit organization randomly assigns garden numbers to new gardeners when they register. Only the City mandated non-profit organization and the Borough have jurisdiction over the allocation of garden plots. No gardener or member of the garden committee can assign or change a garden plot or community garden for himself or any other person without the authorization of the City mandated non-profit organization.

### **3.9 Ownership rights of the garden plot**

The garden plot remains the property of the Borough.

A gardener cannot transfer, as an inheritance, his garden plot to another gardener, to a co-gardener, to a member of his family or to any other individual. When the gardener is no longer able to occupy his garden plot or no longer meets the eligibility conditions, the garden plot is allocated according to the priority order of allocation of the garden plots described above.

This procedure guarantees an equal opportunity for those on the waiting list to receive a garden plot.

In the exceptional case of a death, the management of the garden plot can be transferred, following a written request from the spouse, to the spouse only if he/she is eligible. If there is no spouse, the garden plot will become vacant and will be assigned to the next person on the waiting list. The decision to transfer the garden plot or not is at the discretion of the borough.

### **3.10 Request for a change of garden or garden plot**

A gardener who wishes to change his community garden or garden plot must make the request during the renewal period by completing the section dealing with internal moves. The decision to grant the change or not is at the discretion of the City mandated non-profit organization and the Borough. Filing a request does not guarantee authorization for a change even if the request is made as soon as possible

### **3.11 Gardener's identity card**

No membership card is given to gardeners upon registration.

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Gardeners must at all times have in their possession a valid identity card with photo when they are in the gardens (e.g. health insurance card, driver's license, etc.) OR the identity and residence certificate card issued by the City (in connection with the *Politique d'accès sans peur*).

For security purposes, the gardener is required to present his identity card upon request to the Borough staff and to the City mandated non-profit organization staff.

### **3.12 Incidents concerning the community garden equipments**

When an incident in the community garden occurs (lack of equipment, breakage, theft, vandalism, etc.), the gardeners must inform the garden committee and the City mandated non-profit organization. They will then contact the Borough to remedy the situation and / or repair the equipment if applicable.

### **3.13 Submit a complaint to the Borough**

When a gardener witnesses an event of incivility (inappropriate behavior), whether towards an individual or a property, an event case must be opened so that the event is processed by the City mandated non-profit organization or the Borough according to the gravity of the gesture.

Before submitting a complaint we recommend that you contact the City mandated non-profit organization by phone or email to discuss the situation. You can also contact 311 at any time.

If you wish to submit your complaint to the Borough subsequently the procedure to follow is as follows:

The complaint must be made in writing to the attention of the development officer responsible for community gardens in the Borough.

Adding photos and evidence of the event will make it easier to process the complaint. If witnesses were present during the events it is useful to indicate this in the complaint.

A copy of the complaint will be kept at the Borough in the gardeners' database. The content of the complaints and the name of the complainant remain confidential.

The complaints handling procedure is as follows:

1. Receipt of the complaint
  - An acknowledgment of receipt will be sent to the complainant to confirm that the complaint has been received.
2. Preliminary analysis of the complaint
  - Validation of the information received and confirmation of the event.

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- Depending on the nature of the complaint or the gravity of the event, it will be managed by the City mandated non-profit organization or by the Borough.
- 3. Complaint handling
  - Depending on the nature of the event, actions will be taken with the gardener who committed the alleged fault.
  - A follow-up will be carried out with the complainant to inform him that an intervention has taken place.
  - It may take 20 working days to process the complaint from the date it is received.
- 4. Follow-ups
  - Follow-up on the corrections requested by the City mandated non-profit organization or by the Borough and validation that no recurrence of the event occurs. If necessary, new actions will be taken to resolve the situation.

If a gardener witnesses a serious reprehensible act (e.g. threat, blackmail, verbal or physical aggression, psychological or sexual harassment, verbal or physical intimidation, theft, obstruction of the premises, etc.), **the gardener is asked to immediately notify the Service de police de la Ville de Montréal by calling 911 and notify the City mandated non-profit organization thereafter.**

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### 4. RULES OF GARDENING

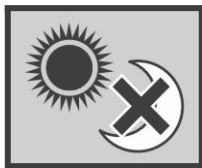
In order to ensure harmonious cohabitation between gardeners and to promote gardening, the gardening rules below are in effect:

#### 4.1 Garden access

##### *Opening and closing period of community gardens*

The community gardens are open from mid-April to **October 31** inclusively.

- Water opening and closing depends on weather conditions (water closing is scheduled as soon as October 1<sup>st</sup>);



##### *Opening hours of community gardens*

The community gardens are open from sunrise to sunset. Certain exceptions may apply during emergency measures.

It is strictly forbidden to be present in the gardens outside the period and opening hours.

##### *Access to the garden entrance doors*

A padlock code (or key) will be given to gardeners by the City mandated non-profit organization. Sharing the code or replicating the key is strictly prohibited. In case of loss or forgetting the code, please contact the garden committee or the City mandated non-profit

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organization. A refundable deposit may be required for the loan of the access key to the garden and that the payment of the contribution must have been made in advance..

It is the gardener's responsibility to close and lock the front door to the garden when entering and leaving the community garden. In addition, he/she must not let in a person or a group of people whom he does not know personally or who is not able to prove that he has a garden plot in the community garden.

### *Permitted activities*

Only gardening activities are permitted in community gardens. All other activities not directly resulting from the gardening activity must, before they can be carried out, have been approved in advance by the development officer responsible for community gardens in the Borough.

### **4.2 Community garden and garden plot inspections**

In order to ensure compliance with the rules and harmonious cohabitation, inspections will be carried out throughout the season by the City mandated non-profit organization. Its objectives are:

- 1) To raise awareness about best gardening practices;
- 2) To ensure that users are aware that the privilege of occupying a garden plot comes with responsibilities and that these are followed by the users;
- 3) To ensure that users comply with all the information, rules and procedures in effect for the program to which they have registered;
- 4) To grant the privilege of occupying a garden plot only to individuals willing to invest in the culture of their plot with respect for the program, spaces, facilities and others.

Dates of official visits: awareness visit (May 1), scheduled inspections (June 1, September 1 and October 20).

No notices of non-compliance are given during the awareness visit. It is used to give advice to gardeners and to make courteous reminders concerning the rules of gardening.

Notices of non-compliance can be given outside the scheduled inspection dates if the horticultural animator deems it necessary.

Notices of non-compliance are communicated to gardeners via email and post only. It is the responsibility of gardeners to update their contact information with the City mandated non-profit organization.

Guidance and support from the horticultural animator is also offered to gardeners.

\* See the section on procedure for non-compliance with the rules for more details.

### 4.3 Absence of the gardener

A gardener who plans to be away (sick or on vacation) must entrust his co-gardener with the maintenance and harvesting of his garden plot during his absence.



A gardener cannot be absent for more than two months per year for two consecutive years.

The absent gardener must inform the City mandated non-profit organization of the period of his absence and provide him with the name of his temporary replacement (co-gardener).

The gardener, even if absent, is responsible for his/her garden plot and the actions of the person to whom he has entrusted his garden plot. In the event of non-compliance with the code of conduct as well as all the rules in force by the substitute during his absence, the gardener will be given a notice.



### 4.4 Use of common spaces and collective tools

The maintenance of walkways and common areas is the responsibility of all gardeners. These spaces must be completely clean, uncluttered and free from unwanted objects, plants or grass.

Personal appropriation of the public domain is prohibited. Therefore, it is forbidden to leave personal effects in common areas including aisles, dining areas, rest areas, bulletin boards and the shed.

In order to ensure safe circulation on the common pathways, all landscaping (including plants) must remain within the garden plot. We recommend that you install your landscaping at least 20 cm (8 in) from the border of your garden plot to allow your plants to flourish without overgrowing onto the common pathways. A minimum width of one meter (3 ft) must also be kept at all times for common aisles.

Users are asked to keep the water barrels full at all times and not to clean their tools and equipment in the barrels.

The garden committee purchases common equipment and tools such as wheelbarrows, garden hoses, mower, rakes, BBQ and small individual tools. It is forbidden to leave dangerous sharp tools (shears, secateurs, scissors, knives, etc.) lying around. Users are asked to properly store (rolled-up) the watering hoses after use. This applies to all other tools and collective equipment. Please put them away after using them. Moreover, all common tools should be cleaned and stored in the shed after use.

If applicable, the garden committees must provide any relevant code or key to the City mandated non-profit organization.

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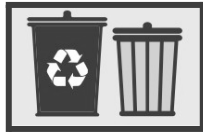
## REFERENCE GUIDE FOR COMMUNITY GARDENS

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It is forbidden to hide or keep common tools in his garden plot or in the garden plot of other gardeners.

The use of the collective BBQ must be in the places designated by signage for this purpose and must be done as part of a collective (group) activity authorized by the City mandated non-profit organization and the garden committee. Personal BBQs are prohibited.

Any advertising or promotional distribution is prohibited in community gardens. It is forbidden to modify, remove or add anything to the street furniture in the garden (lampposts, plumbing, fences, sheds, benches, tables, gazebos, etc.).



### 4.5 Zero waste

In order to encourage people to consume differently and reduce their ecological footprint, community gardens encourage you to adopt a Zero waste behavior and to compost your organic materials as often as possible.

How to adhere to the principles of Zero waste?

- Refuse: Refuse to consume over-packaged, non-recyclable or non-biodegradable products.
- Reduce: Minimize the waste you bring to community gardens. The presence of garbage cans will be reduced to a minimum in the gardens so bring the waste generated by your activities back home.
- Reuse: Replace your single-use items with resistant and reusable products.
- Recycle: Bring home your recyclable waste and place it in your home bin.
- Compost: Place your dead leaves as well as your fruit and vegetable scraps or waste in the compost bins made available to you in the community garden or in the garden plot by performing in situ composting, that is to say - deposit its green scraps or waste on the ground in its garden plot.

You are not an expert on the subject? No problem. A horticultural animator is available to answer all your questions! Contact the City mandated non-profit organization to speak with the horticultural animator.

### 4.6 Garden plot configurations (on the ground and in raised containers)

The garden plot, like the community garden, remains a **public space**. Although the occupation is granted to a gardener, the garden plot is not an individual space without limits. The establishment of certain rules for the garden plot configurations is essential to ensure harmonious cohabitation between the individuals who occupy the community garden.

*Ground rules:*



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## REFERENCE GUIDE FOR COMMUNITY GARDENS

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- The garden plot (including the earth), the community garden and its street furniture remain the property of the City and must not be altered. This includes the dimensions of the garden plots;
- The garden numbers must remain visible at all times;
- The configurations must be deemed safe by the Borough and the City mandated non-profit organization.
- Due to the proximity of community gardens to public spaces, streets, a railway line or a highway, the configurations must be properly anchored to the ground (not to the garden plot's borders) and must not be able to be blown away by the wind;
- The configurations must not allow to shelter a person or an animal (domestic or wild) or allow a malicious person to hide. A person must be able to see and be seen in a community garden;
- The configurations must not cast a shadow (or block the sunlight) on neighboring garden plots;
- The configurations must be made of compliant materials. For the surface mulch: use only natural and rapidly biodegradable materials (dead leaves, shavings, cardboard, straw, residues of non-invasive plants). Do not use plastic, geotextile, cedar mulch.
- The configurations must not interfere with the visual inspection of the garden plot or prevent the City and/or the City mandated non-profit organization from accessing the garden plot;

The configurations are assessed at the beginning of the season by the City mandated non-profit organization. Configurations deemed non-compliant or unsafe must be removed following a notice.

It is the responsibility of the gardener to remove their configurations and dispose of materials responsibly.

### *Height calculation*

The height is calculated at all times from the ground level of the aisles.

### *Garden plot dimensions*

The garden plots vary in size. It is forbidden to enlarge your garden.

For garden plots on the ground, the height of the soil in the patio should not exceed 30 cm (12 in) from the ground level of the aisles.

### *Garden borders*

The gardener is responsible for keeping the borders in good condition and maintaining them so that they are free of nails, screws, rotten wood, fences, wires, sharp objects or pointed objects that could damage the borders or injure other gardeners during their passage in the aisles. It is therefore forbidden to affix anything to the borders and to modify the height of these.

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## REFERENCE GUIDE FOR COMMUNITY GARDENS

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### *Plant height*

Plants (plants of all kinds) should not exceed 1.83 m (6 ft) in height.

### *Fences*

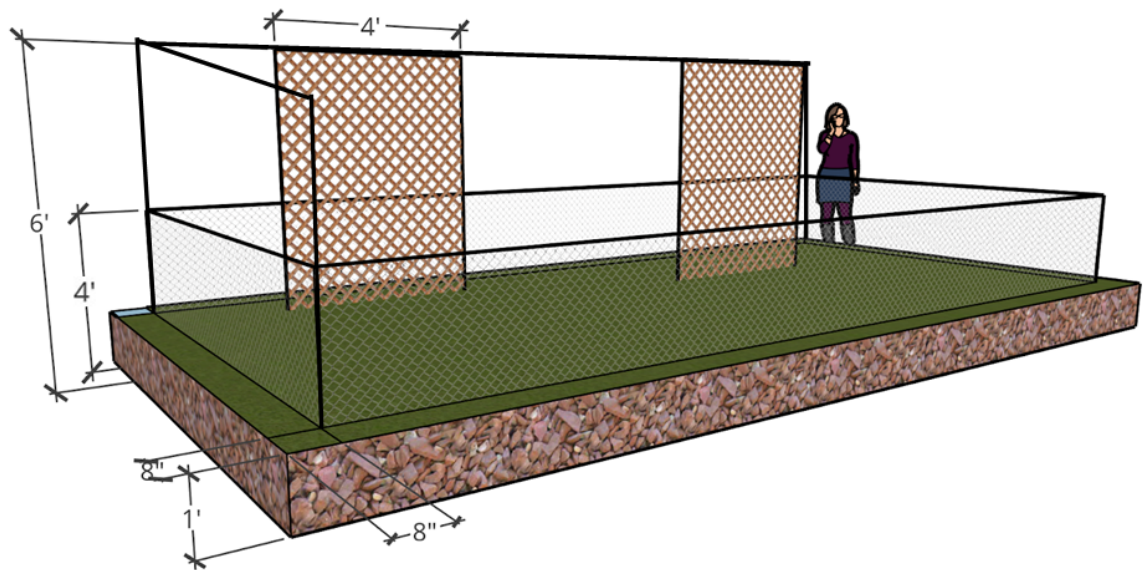
A fence is defined, for community gardens, as a barrier that serves to enclose the garden plot or part of it. This is used for aesthetic reasons or to prevent animals from entering the garden plot. The use of fences is at the discretion of the gardener and must respect the following rules:

- The fences must make it easy to see the interior of the garden plot (they must not be opaque or completely covered by vegetation).
- Fences must not be affixed to the edges of the garden plot. It is recommended to install the fences at least 20 cm (8 in) from the edge of the garden plot so that all plant parts remain inside.
- A minimum of two fences, i.e. two sides of the garden plot, must have a height not exceeding 4 ft.
- A maximum of two fences, i.e. two sides of the garden plot, must have a height not exceeding 6 ft if they are used as plant support walls.

### *Structures*

A *structure* is defined, for community gardens, as a single column, a set of stakes or a single supporting wall (see through such as trellis) not exceeding 1.22 m (4 ft) in width and which can be lined with vegetation. These structures are permitted to a maximum height of 1.83 m (6 ft).

- Structures are permitted provided that they 1) are not part of a more imposing construction, 2) respect the ground rules and 3) ensure complete visibility on a minimum of one long side of the garden plot. (Complete visibility: allows you to see the interior of the garden easily without obstruction of the view).



### *Rooftops*

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A roof is defined, for community gardens, as a horizontal wall to shelter the plants or to make them climb on the upper part of the garden.

- Only one roof is permitted per garden and provided that it 1) does not exceed a width of one foot, 2) respects the ground rules mentioned above and 3) ensures complete visibility on a minimum of one long side of the garden. (Full visibility: allows you to see the interior of the garden easily without obstructing your view).

*For raised beds (in wooden containers)*

- The layouts must respect the ground rules;
- Cage-type arrangements on top of the raised garden are authorized;
- The height of the layouts (from the ground level of the aisles) must not exceed 6 ft.

*Constructions*

A construction is defined, for community gardens, as an assembly of more than two structures (eg: 4 columns or walls) and / or composed of various materials (e.g. canvas, tarpaulins, beams, trellises, columns, spindles, etc. ) and / or having a roof (opaque or not).

**Constructions are prohibited in community gardens.**

### 4.7 Materials accepted in garden plots

The materials used in the garden plots must be free of chemical and toxic products and must be designed for outdoor use (e.g. solid wood, untreated, unpainted, unvarnished, etc.).

It is forbidden to use pieces of furniture in the gardens.

The use of plastic and metal is to be avoided (except as part of the accepted materials for fencing as indicated below).

Accepted materials for fencing are: plastic snow fence, plastic security fence, wire mesh and metal chicken wire (not rusted and in good condition). The use of a fence is conditional on the installation being safe and free from dangerous elements.

Any plastic material deemed unnecessary or non-compliant must be removed from the garden (e.g. plastic bags and containers).

Contact the City mandated non-profit organization for safer alternatives for your needs.



### 4.8 Seeding and planting

Considering that food production is an essential service and that the occupation of a garden plot is a privilege that must be taken seriously, a gardener must have planted and seeded 50% of his garden plot by May 31 at the latest. In the event of non-compliance with this rule, the gardener will have a period of 10 days to correct the situation. At the end of this period, if the gardener has not corrected the situation, he will be automatically expelled.

### 4.9 Zero food waste

Food waste is not acceptable. The gardener should harvest all of his mature fruits and vegetables every week, from July until November. A gardener unable to harvest for a certain period will have to appoint a co-gardener to do so or notify the City mandated non-profit organization so that it grants a temporary permission to the garden committee to harvest this garden plot at a specific date. The garden committee may distribute the harvest to a food security organization in the Borough.

In the event that the garden plot has not been harvested, that the gardener has not communicated with the City mandated non-profit organization and that it is impossible to reach the gardener or to obtain a response within 5 working days, the City mandated non-profit organization may grant the same temporary permission to the garden committee as described above.

The temporary permission granted to the garden committee is an exceptional measure and must not be used outside the agreement with the City mandated non-profit organization.

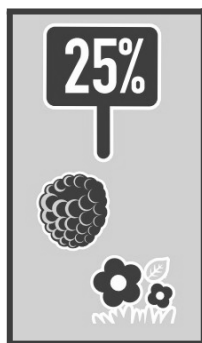
### 4.10 Cultivated species

Throughout the season, the gardener is required to carefully maintain his garden and to exercise adequate control of unwanted weeds and invasive plants.



The following standards apply to species grown in a garden plot:

- A minimum of five different vegetable species must be cultivated;
- A single vegetable species or herbs must occupy a maximum of 25% of the surface of the garden plot;
- Ornamental plants, flowers, herbs and small fruits must together occupy a maximum of 25% above the surface of the garden;
- Plants that are invasive by their underground parts (e.g. raspberry, mulberry, horseradish, mint, nettle, hops, apios, etc.) must be cultivated in containers that limit their expansion in the garden. For new plantations, we recommend using geotextile containers buried underground. The collar must be left, about 2,5 cm (1 in), on the surface;
- Plants that are invasive by their seeds or deployment (e.g. vines, amaranth, purslane, nettle, galinsoga, tansy, evening primrose, fat cabbage, oxalis, ground ivy, chickweed, etc.) must be controlled and pruned before the dispersal of their seeds. In addition, they must be more than 30 cm (1 ft) from the edge of the garden plot, in a specific area dedicated to a maximum of one square foot of the ground per species and per garden plot;
- Stinging plants, with quills or thorns, must be controlled and have all their parts contained within the boundaries of the garden plot.



\*Consultez la liste des plantes envahissantes disponible sur le site Internet de la Ville.

### 4.11 Prohibited plants

It is forbidden to cultivate:



- A poisonous plant (e.g. tobacco, cannabis, datura, aconite, lily of the valley, bittersweet nightshade, brugmansia, digitalis, spurge, poppy, etc.);
- A plant causing insect, disease or health problems (eg: potato, broad bean, tobacco, ragweed, poison ivy, Hogweed, etc.);
- A plant that exceeds 1.83 m (6 ft) from the ground level of the aisles (e.g. giant sunflower, creeper and Jerusalem artichoke);
- An inedible tree or shrub.

\* Consult the list of prohibited plants available on the borough's website

### 4.12 Wild animals, pests, diseases and unwanted weeds

It is strictly forbidden to intervene on the wild fauna present in the community gardens.

Under section 67 of the *Loi sur la conservation et la mise en valeur de la faune*, a person cannot kill or capture an animal that damages its property if it is possible for him to simply prevent it from causing harm by depriving it from its burrow and food sources.

In addition, wild animals (e.g. raccoon, skunk, groundhog, hare, etc.) are protected by the *Ministère des Forêts, de la Faune et des Parcs*. A person can therefore not kill or capture wild animals.

Only safe ecological control methods are accepted in the gardens (e.g. odor barrier, physical barrier, size, organic fertilizers, pesticides / insecticides / fungicides / herbicides or so-called ecological of natural origin like sulfur and copper). Synthetic fertilizers and pesticides as well as any chemical product are strictly prohibited (e.g. miracle grow, atrazine and 20-20-20). Please note: a regulation on the sale and use of pesticides (21-041) has been in effect since January 1, 2022.

The presence of undesirable weeds is tolerated but it should not go to seed.

It is also prohibited to make and use plant slurry and human excrement in community gardens.

### 4.13 Urban beekeeping (bee breeding in town)

Urban beekeeping is prohibited in the Borough's community gardens.

### 4.14 Garden closure rules for November 1<sup>st</sup>

Starting in mid-October, gardeners must begin closing their garden plots and community garden. Gardeners must completely close their garden plot before November 1st.

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The closure includes:

- The last harvest of the garden plot;
- The removal of unwanted plants in seeds or likely to spread easily in gardens (e.g. quackgrass, purslane, etc.). These must be disposed of and not composted;
- Pruning at the base of stems or removing vegetables and annuals. Plants resistant to cold (e.g. cabbage and vegetables) can remain in the garden after November 1st;
- Removal of crop residues (e.g. stems and leaves of plants). If they are free from disease, they can be cut into small pieces and composted either on the surface of the garden as mulch (in situ) or placed in the collective composting bin (with the exception of quackgrass and purslane);
- The removal of all non-compostable waste (e.g. ties, ropes, labels, Styrofoam, garden fence, tarpaulins, etc.).
- Grounding of structures (e.g. tutors and structures). Fences, if firmly fixed, can remain in place until the following season;
- A closing chore in collaboration with the garden committee (cleaning and preparation of common areas, cleaning and storage of tools and collective equipment).

Perennials can stay on site in the garden plots.

Be careful not to leave bulky clusters of plant matter and / or materials (e.g. stakes, membranes) that may serve as a refuge for animals or pests in the community garden and the garden plot during the cold season.

Do not forget to notify the City mandated non-profit organization once the garden plot is ready and closed for the winter season. It must also remain compliant until October 31.

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### 5. RULES OF GOOD CITIZENSHIP AND CODE OF CONDUCT

The rules of good citizenship and code of conduct aim to ensure that all gardeners have equal access to services and community gardens in optimal conditions and in a safe environment.

The *Code of conduct* applies to all users of community gardens (e.g. registered gardeners, co-gardeners, visitors), regardless of their age and the community garden in which they are located.

Borough staff assigned to the community garden program as well as the City mandated non-profit organization have a duty to ensure that it is respected.

#### 5.1 Authorized access to community gardens

Only gardeners and their guests, co-gardeners, staff from the City mandated non-profit organization, Borough staff as well as emergency services are authorized to circulate in the gardens.



Circulation in the gardens is by foot with the exception of people with reduced mobility who may access the garden in a wheelchair (electric or manual). No other type of transport is permitted.

### 5.2 Tranquility in the community gardens

A pleasant environment is essential to the practice of gardening. All gardeners are asked to maintain respectful relationships with other users present in the community gardens.

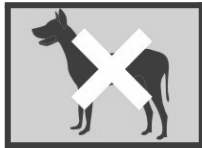
It is forbidden to use threatening, rude, insulting, obscene or vexatious language or behavior towards any person present in the community gardens.

In addition, it is forbidden to cause noise pollution.

### 5.3 Children

Children are welcome in the community gardens. Parental supervision is however mandatory at all times. Children should stay close to their parents and avoid walking alone through the garden.

A parent whose child violates the rules, causes a breakage or steals from another garden plot will be issued a notice.



### 5.4 Pets

Pets are not allowed with the exception of guide or assistance dogs.

### 5.5 Intervention in the garden plot of another gardener

Even with good intentions, it is strictly forbidden to enter, move, add, harvest or cultivate in garden plots other than the one assigned to you. This is applicable to all users including any member of a garden committee. If you wish to allow other gardeners to harvest your garden plot, you must notify the City mandated non-profit organization.

### 5.6 Theft

Theft is prohibited. A person commits theft when he fraudulently appropriates an object that does not belong to him (e.g. harvest from a garden plot other than his own, objects, tools, soil, plants, material, equipment, etc.).



### 5.7 Alcoholic drinks and drugs

The consumption of alcoholic beverages, even with a meal, and their storage in the community gardens is prohibited.

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Alcohol consumption is only permitted during events organized by the garden committee to which all gardeners are invited. In the case of such an event, a request must be submitted in due form to the DCSLDS (in collaboration with the City mandated non-profit organization) and a permit for alcohol consumption must be obtained from the Régie des alcools, des courses et des jeux (RACJ). The consumption of drugs including cannabis is prohibited.



### 5.8 Smoking and vaping

Smoking or vaping is prohibited in the community gardens.

### 5.9 Paid work

It is forbidden to pay a gardener to carry out maintenance work on the gardens and common areas in the community gardens.

It is forbidden to receive remuneration for work done in another person's garden.

### 5.10 Sale of food production

Food production for the purpose of sale is strictly prohibited.

### 5.11 Serious reprehensible acts

No serious reprehensible act will be tolerated in the Borough's community gardens. A serious reprehensible act is:

- ⇒ verbal or physical aggression
- ⇒ psychological or sexual harassment
- ⇒ verbal or physical bullying
- ⇒ threats
- ⇒ theft
- ⇒ vandalism

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## 6. PROCEDURES IN CASE OF NON-COMPLIANCE WITH THE RULES



A gardener who does not comply with all of the rules set out in this document may lose his access privileges in the Borough's community gardens for a varying period depending on the type of offense.

Anyone who does not comply with the rules will be sanctioned according to the following procedure unless an automatic notice of intent to evict applies.

Notices of non-compliance are communicated to gardeners via email and post only. It is the responsibility of gardeners to update their contact information with the City mandated non-profit organization.



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## REFERENCE GUIDE FOR COMMUNITY GARDENS

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### 6.1 First offense

#### *Notice of non-compliance with rules of operations and gardening*

A notice of non-compliance is sent for a first violation of operations and gardening rules. The gardener is invited to contact the City mandated non-profit organization in order to be heard and to address the corrective measures to be made. A period of 10 days from receipt of the notice is given to the gardener to remedy the problem mentioned.

Failure to seed the garden plot on June 1 will result in a single notice followed by eviction if the situation is not corrected within the time prescribed in the notice.

#### *Notice of non-compliance with the rules of good citizenship and code of conduct*

A notice of non-compliance is sent for a first violation of the rules of good citizenship and code of conduct. The gardener is invited to contact the development officer responsible for community gardens in the Borough in order to be heard and to address the corrective measures to be made. The gardener must undertake to change his behavior deemed to be incorrect from the date of receipt of the notice.

### 6.2 Second offense - 1st repeat offense

#### *Notice of non-compliance with rules of operations and gardening*

A notice of non-compliance is sent for a 1st repeated offense of the same rule. The gardener is invited to contact the City mandated non-profit organization in order to be heard and to address the corrective measures to be made. A period of 10 days from receipt of the notice is given to the gardener to remedy the problem mentioned.

#### *Notice of non-compliance with the rules of good citizenship and code of conduct*

A notice of intention to evict is sent for a first repeated offense of the same rule. The gardener is invited to contact the development officer responsible for community gardens in the Borough in order to be heard. Following this discussion, the Borough will give its final opinion concerning the eviction of the gardener at fault.

### 6.3 Third offense - 2nd repeated offense

#### *Notice of non-compliance with rules of operations and gardening*

A notice of intention to evict is sent for a second repeated offense of the same rule. The gardener is invited to contact the development officer responsible for community gardens in the Borough in order to be heard. Following this discussion, the Borough will give its final opinion concerning the eviction of the gardener at fault.

### 6.4 Automatic notice of intent to evict

Depending on the seriousness of the offense, a gardener may also be subject to immediate eviction from community gardens without notice. Thus, a notice of intention to evict will automatically be sent without notice to any gardener who performs a serious reprehensible act.



### 6.5 Final decision

Following the discussion in which the gardener is heard, the Borough sends the gardener an email indicating their final decision. The decision to evict the gardener at fault or to withdraw the intention to evict ultimately rests with the Borough.

### 6.6 Eviction of a gardener

The evicted gardener must restore his garden and return his key (if applicable) as soon as his eviction takes effect. The evicted gardener will have to cease all activity in the garden thereafter.

If he wishes to recover his perennials, he will need to make a written request to the development officer responsible for the community gardens at the Borough. An appointment with the horticultural animator as well as the conditions of access to the garden will be determined by the Borough and the City mandated non-profit organization.

The evicted gardener will be able to register once again on the waiting list for the Borough's community gardens in the third year following his eviction.

When the eviction period ends and depending on the offense committed, the Borough may require the gardener to register in a different community garden other than the one in which he was evicted.

Depending on the seriousness of the offense, the Borough may decide that the gardener will permanently lose his privilege to be on the waiting list.

### 6.7 Gardeners database

All notices of non-compliance and intent to evict sent to the gardener are kept in the gardener's file and remain active for a period of 3 years. A gardener could therefore receive a notice of non-compliance for a recurrence of a rule violated previously because they are accumulated over a period of 3 years.

## REFERENCE GUIDE FOR COMMUNITY GARDENS

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### 7. OPERATIONS CALENDAR

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#### January

- Period for requesting a change of plot (see renewal form);

#### February

- Registration deadline and allocation of garden plots;

#### March

- Annual meeting at the beginning of the season for all gardeners;

#### April

- Maintenance chores and opening of community gardens;
- Greeting of new gardeners by the garden committee and the City mandated non-profit organization;
- Mandatory individual meetings for new gardeners with the horticultural animator;

#### May

- Various deliveries by the Borough according to the availability of products (compost, mulch, etc.);
- Awareness visit by the City mandated non-profit organization;

#### June

- Inspection by the City mandated non-profit organization;
- Deadline for sowing and planting of the garden plot;

#### July

#### August

#### September

- Inspection by the City mandated non-profit organization;
- Participation in the satisfaction survey;

#### October

- Inspection by the City mandated non-profit organization;
- Maintenance chores and water closure in the community gardens;
- Last cleaning of the garden plots by the gardeners before the community gardens close;

#### November 1<sup>st</sup>

- Deadline to clean and close your garden plot;
- Closure of the Borough's community gardens;
- Annual review with the garden committees, the City mandated non-profit organization and the Borough.