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Burnaby Community Gardens
Rules and Agreements 2026

We are excited to have you in our gardening community!

Urban Bounty acknowledges that the lands with which we grow and harvest is unceded land in the stewarded territory of the xʷməθkʷəy əm (Musqueam) people and also unceded territory of the hən qəmin əm and Sḵwx wú7mesh speaking peoples. As professionals who partner with the land, plants, and wide spectrum of nature to accomplish our work, we are committed to respecting traditional territories, as well as supporting decolonization and applying honourable harvesting and environmental stewardship practices in all that we do.

Urban Bounty manages the Burnaby Community Garden Program on behalf of the City of Burnaby. Urban Bounty's mission is to cultivate a resilient local food system through education, advocacy, and community-building initiatives. Community gardens in Burnaby provide residents with the opportunity to engage in the local food system, share horticultural knowledge, and foster a sense of community. Community gardens contribute to Burnaby's biodiversity, air quality, water, and other aspects of the City's unique natural environment.

Garden plots are maintained by Urban Bounty Community Garden Members program participants (gardeners) for the purpose of growing food and other plants with ecological benefits. As stewards of the land, gardeners are required to adopt sound environmental practices that are in line with the City of Burnaby Public Park Bylaws, Pesticide Use Control Bylaw, and Waste Reduction Strategy.

It is important to remember that gardeners are caretakers, not owners of the garden plots. Urban Bounty's community gardens are all located on public land, in areas used by the general public. We all work together to create welcoming, safe, inclusive green spaces for everyone to enjoy. Therefore, all garden plots and pathways must always be accessible and free of debris at all times.

Urban Bounty and the City of Burnaby also ask that gardeners be kind and respectful of each other and any visitors to the garden. This is a shared space.

The Community Gardens Rules and Agreements are established to ensure that everyone can enjoy our gardens safely and respectfully. These rules and agreements

were developed by Urban Bounty and the City of Burnaby, to be in accordance with the City Bylaws. Urban Bounty reserves the right to make exceptions to these rules in extenuating or justified circumstances. The Rules and Agreements are updated yearly in consultation with the City of Burnaby.

Gardeners must follow these rules and agreements and applicable city bylaws at all times, or risk being asked to vacate the plot. Urban Bounty Staff review each garden in Spring and Fall to ensure that all gardens are being actively used and are in compliance with the rules. We thank you for your cooperation and encourage you to **contact us at any time if you have questions or concerns.**

Urban Bounty office hours are **Tuesday-Friday, 10am-4pm.**

Gardener Contact Form: https://www.urbanbounty.ca/community-gardens-contact-us/
Email: gardens@urbanbounty.ca
Office Phone: 604-244-7377
Address: 7611 Ash Street (southeast corner of Paulik Park), Richmond, BC., V6Y 2S2

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Table of Contents

1. Eligibility....4
2. Code of Conduct....4
3. Community Garden Membership With Urban Bounty....5
3.1 Important Dates....5
3.2 Membership Renewal....5
3.3 Community Garden Membership Term Limits....6
3.4 Transferring Plots....6
3.5 Vacating Plots....7
4. Garden Supplies - Summary of Responsibilities....7
4.1 Gardener's Responsibilities....7
4.2 Urban Bounty's Responsibilities....8
4.3 City Of Burnaby's Responsibilities....8
5. Detailed Gardener Responsibilities and Requirements....8
5.1 Plot Usage....9
5.2 Plant Restrictions....9
5.3 Weed Management....9
Mulch and Soil Amendments in Gardens....10
5.4 Pest Management Practices....10
5.5 Pesticides and Herbicides....11
5.6 Pathways....11
5.7 Plot Border....11
5.8 Fences....12
5.9 Trellises....12
5.10 Row Covers....12
5.11 Power Tools....13
5.12 Hoses in the Garden....13
5.13 Storage of Objects....13
5.14 Green Waste....13
5.15 Garbage....14
5.16 Common Areas....14
6. Garden Reviews....15
7. Garden Safety....15
7.1 Guests in the gardens....15
7.2 Vehicles in gardens....16
7.3 Pets in gardens....16
7.4 Loss in Community Gardens....16
8. Noncompliance with Rules and Agreements....16
Summary....16
Appendix A: Reviews Self Checklist....17

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1. Eligibility

Applicants must be City of Burnaby residents who are 18+ years of age.

2. Code of Conduct

Urban Bounty and the City of Burnaby are committed to maintaining welcoming, inclusive community garden spaces where all visitors, gardeners, and staff are treated with respect at all times. By holding a community garden membership, gardeners agree to the following standards of conduct:

Respectful Behaviour

- Treat all gardeners, visitors, and neighbours with respect, courtesy, and patience.
- Use inclusive, non-discriminatory language and behaviour. Harassment, bullying, or threats are not tolerated in alignment with the City of Burnaby's Code of Conduct.
- Address conflicts calmly and privately where possible, or seek support from Urban Bounty rather than escalating.

Safety and Emergencies

- Report unsafe conditions, vandalism, or concerning behaviour to Urban Bounty as soon as possible by calling us at 604-244-7377 or emailing us at gardens@urbanbounty.ca.
- Outside of Urban Bounty office hours, if there is an emergency or if anyone's safety is at risk, call 9-1-1 immediately.

Communication and Participation

- Please inform Urban Bounty by emailing gardens@urbanbounty.ca if you will be away or unable to maintain your plot for an extended period of time.
- Urban Bounty staff will work with gardeners on a case-by-case basis to provide appropriate support, which may include temporary accommodation, volunteer assistance, or other options consistent with current garden Rules and Agreements.
- Read and respond to emails, notices, or postings related to garden operations in a timely manner.
- Inform Urban Bounty staff of any changes to your contact information as soon as possible so records remain accurate.
- Participate in garden meetings or work parties when possible, and share feedback in a constructive, solution-focused way.

Compliance with Rules and Agreements

- Follow all garden Rules and Agreements and City Bylaws, enforced by Urban Bounty via biannual reviews (see Section 5).
- Understand that repeated or serious violations of the code of conduct may result in warnings, loss of plot privileges, or removal from the garden.

3. Community Garden Membership With Urban Bounty

As an Urban Bounty Community Garden Member you get access to:

- Tend one garden plot per household (across all garden sites)
    - A “household” refers to one dwelling and all its occupants. This ensures that each household has an equal opportunity to garden in our shared spaces.
- AGM voting rights
- Access to monthly exclusive gardening resources and information
- Access to donation seeds
- New gardener orientation
- Work parties + Q&A session
- Complimentary access to one of our full-length workshops on gardening techniques and practices. Options offered throughout the year.

Please note - the cost of your membership is a range based on the size of the plot you get access to.

3.1 Important Dates

Please take the time to review the following list of important dates. Urban Bounty will send gardeners reminders throughout the year via email.

- **January**: Plot renewal period (Section 3.2)
- **April:** Community garden clean up (Section 5)
- **May:** Spring Reviews (Section 6)
- **October:** Community garden fall clean up (Section 5)
- **November:** Fall Reviews (Section 6)
- **December:** End of Year Survey

3.2 Membership Renewal

Gardeners are responsible for renewing their Community Garden Membership with Urban Bounty by paying their annual fee every January for the upcoming year, unless they have given written notice to Urban Bounty that they will be vacating it. **Only gardeners who have passed the fall garden reviews are allowed to renew in January.**

The period for community garden renewals is from January 5th to January 31. **A plot will be reassigned if payment is not received by the January 31 deadline.** Payment instructions are sent through the registered gardener's email.

3.3 Community Garden Membership Term Limits

Gardeners may tend a plot in Burnaby for **a maximum of three consecutive years**, then must rejoin the waitlist. This ensures more community members can enjoy the benefits of tending a garden space.

Membership Period: Annual membership runs January 1–December 31. Gardeners who pass fall garden reviews may renew in January for up to three consecutive years.

Mid-Year Assignments: If a plot becomes available outside January, it goes to the next person on the waitlist. If a plot user joins the garden between January and August, their first term will conclude on December 31 of **the same year**. If a plot user joins the garden between September to December, their first term will conclude on December 31 of **the following year**.

Your first term ends:

- December 31 of the same year (if you join January–August)
- December 31 of the following year (if you join September–December)

After Three Years: In October, you'll receive a termination notice before your 3-year term ends. You may rejoin the waitlist if you wish to continue gardening.

- **If no waitlist:** You can renew for another three years during the January renewal period.
- **If active waitlist:** You must vacate your plot by December 31, but your name can remain on the waitlist for the next available plot.

3.4 Transferring Plots

Gardeners in good standing are allowed to request a transfer to a different plot within their garden site or to a plot in a different community garden.

- Gardeners can **request a transfer form** by emailing gardens@urbanbounty.ca at any time during the year. However, garden transfers are only made by Urban Bounty staff during the **transfer period of January 1-31.**
- Transfers are not always possible, and are not guaranteed.

- If plots are available in January, Urban Bounty prioritizes transfers before moving new gardeners from the waitlist into vacant plots.
- Applicants that are offered a vacant plot will have **one week to respond** to the offer.
- Once the offer is accepted by the gardener and confirmed from Urban Bounty, gardeners will have **two weeks from the day of the notification to switch locations.**
- Before leaving their initial plot, gardeners must make sure their plot is cleaned and ready for the next gardener to move in.

3.5 Vacating Plots

If a gardener chooses to give up a plot at any time, including at the end of the gardening year, they must provide **written/email notice to Urban Bounty**. No refunds are provided for giving up a plot after the annual renewal has taken place.

Before vacating a plot, gardeners must ensure that:

- The plot and pathways are free of weeds
- All plants and plant materials are removed
- Any objects, including but not limited to - trellises, compost bins, chairs, containers, pots, planters, pieces of wood or bricks are removed and properly disposed of
- The plot is ready for the following user within two weeks after the notification of vacancy and approval by Urban Bounty
- If you need assistance with cleaning up your plot, please let Urban Bounty know and we will provide volunteer assistance
- Urban Bounty is notified that the above has been completed by email, including a photo of the cleaned up plot

4. Garden Supplies - Summary of Responsibilities

4.1 Gardener's Responsibilities

<u>Gardeners are responsible for providing:</u>

- Seeds/seedlings
- Individual compost bins
- Hoses (Including hose splitters and nozzles) - care, storage and replacement

<u>Gardeners are responsible for maintaining:</u>

- Their assigned garden plot
- Soil in their plots

- **Untreated** wooden plot borders
- Pathways surrounding their plot
- Shared tools (by returning to their designated storage areas, clean and in good condition, after use).
- Gardeners are responsible for collectively maintaining the sheds by keeping them tidy and well-organized.
    - Tool sheds have locks and must be kept locked at all times. Gardeners can obtain the access code for the tool shed from Urban Bounty staff. The lock code will be changed annually and the new code will be sent to gardeners via email.
    - Due to the limited space available in sheds, the storage of personal gardening items such as tools and soil amendments is strongly discouraged.

4.2 Urban Bounty's Responsibilities

Urban Bounty will provide:

- On-site shed lock
- Garden tools for each community garden site, stored in the garden shed, including: Wheelbarrows, rakes, shovels, and spading forks.
    - Note: Tools may vary between different garden locations.
- Access to water
    - From around April to October* - water shutoff dates will be dependent on weather conditions and may occur with short notice.
    - Please follow water restrictions when in effect and more information can be found on the City of Burnaby water restrictions website.
- Access to weed wackers, and other tools upon request may be borrowed from Urban Bounty. A safety waiver must be read and signed before use.

Please notify Urban Bounty of any broken, unsafe, or missing tools or infrastructure.

4.3 City Of Burnaby's Responsibilities

- Community gardens are built on public, City park lands
- Building the original plot borders and providing the initial soil (for NEW garden builds only)
- Providing on-site shed
- Green waste bins and pickups

5. Detailed Gardener Responsibilities and Requirements

5.1 Plot Usage

Garden plots are offered in an “as is” condition, and each plot has a varying degree of weed pressure, natural shade/sun, and moisture. If you need assistance learning what might grow best in your specific plot, feel free to contact the Urban Bounty team. We are here to help!

Gardeners may use the plot for **personal gardening only, not for commercial use**. Commercial use includes but is not limited to, the sale of produce grown in the garden plot. Gardeners cannot plant, grow, or harvest any illegal materials or cannabis in their plots.

Gardeners must ensure that their plot is **actively in use** and **maintained throughout the year** in an **environmentally-sound manner**. This includes: Having the plot **ready for planting on May 1st** and **winterized by November 1st**. See the reviews section below for more details.

Gardeners must obtain written consent from Urban Bounty staff before making any structural changes or alteration of the plot parameters in any way, including altering the border, adding a fence, or putting up a trellis.

If any item in or around the garden does not meet the guidelines and/or is considered unsafe, Urban Bounty staff will ask the gardener to remove it immediately.

5.2 Plant Restrictions

Gardeners are **not allowed** to plant the following:

- Trees or shrubs exceeding 6 feet tall. Trees are not allowed in garden plots due to their size, time needed for maturity, and the impacts of root system growth beyond plot borders. Small, pruned herb bushes are acceptable.
- Blackberries and Raspberries. These plants spread by underground stems called rhizomes which can easily invade surrounding garden plots and pathways.
- Jerusalem artichokes/sunchokes
- Invasive species (see BC’s Invasives List for a list of invasive species)
- Illegal plants or cannabis

5.3 Weed Management

Gardeners are responsible for keeping their plots and surrounding pathways free of weeds throughout the year. A weed can be any wild plant growing where it is not wanted and/or in competition with cultivated plants. If weeds are not managed, they can

go to seed, affecting all plots in the garden. For more tips on how to prevent and manage weeds in your garden please see the Gardener Handbook (see Appendix B).

Mulch and Soil Amendments in Gardens

Acceptable Weed Suppression Methods:

- Hand weeding
- Cover crops/interplanting
- Covering soil with organic mulch such as straw, leaves, or grass clippings

Unacceptable Weed Suppression Methods (in plots and pathways):

- Plastic (tarps, bags etc.)
- Plywood sheets
- Pesticides and Herbicides (see below for more information)

Permitted Amendments:
Environmentally friendly amendments that are permitted and can help support and build your soil include:

- Certified organic soil amendments
- Compost
- Well-aged manure
- Plant-based compost/Green manure
- Cover crops

5.4 Pest Management Practices

Insects and wildlife are important components of our local ecosystem, and many are integral for keeping our gardens thriving! However, certain insects can become garden pests and can reduce garden growth. Gardeners are required to address harmful insects and diseases, such as caterpillars, cabbage moths, blight, and powdery mildew, with organic methods in a timely manner to prevent their spread.

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

- Companion planting (to both repel unwanted insects and invite helpful ones)
- Careful removal of pest habitat
- Growing pest resistant crop varieties
- Crop rotation
- Hand weeding
- Growing cover crops

- Using temporary floating row covers

For tips on controlling pests and diseases please refer to the Gardener Handbook in Appendix B.

5.5 Pesticides and Herbicides

Gardeners are NOT permitted to use pesticides and herbicides in any of the Urban Bounty community gardens.

The City of Burnaby Pesticide Use Control Bylaw No. 12465 restricts the use of non-essential, cosmetic pesticides and herbicides on residential property and city-owned land. Plot users are required to follow these regulations.

Restricted substances include but are not limited to:

- Herbicides
- Insecticides
- Fungicides
- Animal poisons
- Pressure-treated wood

Please contact Urban Bounty staff if you have any questions regarding products that are allowed in the community gardens.

5.6 Pathways

Gardeners are responsible for keeping the pathways surrounding their plots accessible and free of all weeds, plants, objects, and debris at all times. Pathways are a common area and must be respected as such so that all gardeners and public park users can safely use them.

5.7 Plot Border

Gardeners can only use **untreated lumber** for maintaining their plot borders, as harmful chemicals from pressure-treated lumber may leach into the soil. Suggested materials are untreated spruce, fir, or cedar.

It is unfair and **prohibited to expand the size and boundaries of a plot** beyond the dimensions defined by Urban Bounty.

5.8 Fences

If they wish, gardeners are allowed to build a fence surrounding their plot BUT must obtain written consent from Urban Bounty staff in advance. Fences must follow these guidelines:

- **Fences cannot be higher than four (4) feet.**
    - All measurements are taken at ground level and from outside the plot perimeter.
- **Fences cannot have locks.**
- Fences must be properly built and maintained.
    - As materials deteriorate over time, they must be repaired, replaced or simply removed.

5.9 Trellises

Gardeners are allowed to provide support for growing plants through trellises or poles, but must obtain written consent from Urban Bounty staff before assembling trellises. Trellises must follow these guidelines:

- **NO permanent structures** are allowed at any time. All trellises and/or plant supports must be removed by November 1.
- Trellises **cannot occupy/cover more than 30%** of the soil within the plot
- Can not exceed 6-feet in height (measured from the ground outside of the plot)
- The use of **treated lumber is NOT permitted.**
- The use of **plastic mesh and/or fine plastic netting is NOT permitted.**
- Suggested materials include bamboo poles, raw wooden stakes, or wire cages. Only use natural jute as ties to eliminate the use of plastics in the garden.

If a plant support does not meet the above guidelines and/or is considered unsafe, Urban Bounty staff will ask the gardener to remove it immediately.

5.10 Row Covers

Gardeners may provide temporary protection for plants using floating row cover, but must obtain written consent from Urban Bounty staff before assembling any row covers. Row covers can use clear/transparent plastic or white floating row cover fabric. Please be mindful to secure row covers appropriately to avoid displacement by wind and other weather.

Row covers must follow these guidelines:

- Must be contained **within** the garden plot (no part of it should be in the pathway)
- Cannot cover more than **30% of the plot**

- Cannot be built using treated wood materials
- Secured to avoid weathering
- Must be temporary and removed by November 1*
    - *Unless the gardener has reached out to Urban Bounty with a request to use the row covers to assist with over wintering certain crops and a plan to deconstruct the tunnel once the crops have been harvested

5.11 Power Tools

Gardeners may occasionally need to use power tools, such as weed trimmers (available through the Urban Bounty office), to maintain common areas or other tools to repair their borders. Gardeners are responsible for providing and using personal protective equipment while using power tools within the community gardens and removing all debris appropriately. Urban Bounty takes no responsibility for personal injuries upon the use of powered tools by gardeners or their guests within gardens.

5.12 Hoses in the Garden

Gardeners are responsible for supplying, replacing, and maintaining hoses in the Garden, including hose splitters and nozzles. The purchase and proper maintenance of hoses is best shared between gardeners. Hoses should never be left lying on pathways and/or common areas. Gardeners must store hoses on the hose hanger at all times; hoses kept coiled in the brackets remain in better condition and last longer. Automatic watering systems are NOT permitted in any of the Urban Bounty Community Gardens.

5.13 Storage of Objects

Gardening and non-gardening objects currently in use may be stored within the plot perimeters, as long as they do not occupy more than 10% of the plot area and are kept neat and safe. These items may include planting pots, trellising, and/or chairs.

5.14 Green Waste

Gardeners are responsible for their green waste. All green waste from the gardens must be placed into the city-provided green bins, composted in the gardener's personal compost bin, or removed from the site. Gardeners may utilize one personal compost bin, stored within their garden plot. This compost bin must be managed and observed closely by the gardener all year to prevent pests.

Items that CAN NOT go in your personal green bin and MUST go into a City green bin are:

- Weeds with seeds
- Diseased plants

- Invasive plants (e.g.horsetail, buttercups, knotweed, etc.)
- Large plants or stalks that will not break down quickly (e.g. brussel sprout stalks)

Items that CAN NOT go in ANY green bins include:

- Plastic garbage (not even “compostable” plastics)
- Soil
- Rocks
- Gravel
- Large tree branches, logs, or pieces of lumber that impede mechanical removal of green bins

Gardeners must ensure that green bins and compost bins are **not blocking fire hydrants** at any time and that there is 3 feet of clearance directly around a hydrant at all times.

5.15 Garbage

Gardeners are not permitted to store or dispose of garbage in their plots, common areas, and/or surrounding public park spaces. Urban Bounty upholds the City of Burnaby Solid Waste and Recycling Bylaw No. 12875, and the Parks Regulation Bylaw No. 7331.

Gardeners should:

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

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

5.16 Common Areas

Urban Bounty asks that **all gardeners take shared responsibility** for keeping all common areas of the community garden clean, organized, and welcoming to visitors.

Gardeners are encouraged to participate in several **community garden clean-up work parties throughout the year**, specifically before spring and fall reviews. Work parties bring gardeners, community partners, and community members together for the benefit of the entire garden.

6. Garden Reviews

Official garden reviews occur twice per year, in the spring (May) and fall (November). During reviews, Urban Bounty staff assess each plot to ensure gardens meet the Rules and Agreements. Urban Bounty must complete reviews at all 18 of our community garden sites in no particular order, so you must be **actively tending your garden by May 1st**, and your garden must be **completely winterized by November 1st**. Your specific review may take place at any time after that. While formal reviews are only conducted twice a year, **gardeners are required to abide by the Rules and Agreements throughout the entire year**

May 1st: Last day to prepare your garden plot for the growing season. Paths around the bed and inside the bed are weeded and the soil is ready for planting. The bed does not need to be planted if there is still a chance of frost, but the garden must be prepared for planting.

November 1st: Last day to have your garden bed cleaned and ready for the winter. A clean garden bed can include cover crops, organic mulch, perennials, and overwintering plants, but must be free of weeds, general plant debris, trellising, and plant supports.

If a garden plot needs attention at any time, we will notify the gardener via email. **If three email notifications and a phone call from Urban Bounty staff are left unanswered, we may ask the gardener to vacate the plot so it can be reassigned.** Please reply to Urban Bounty emails and phone calls in a timely manner to keep our gardens running smoothly! **For a quick reference checklist for reviews, please see Appendix A.**

7. Garden Safety

7.1 Guests in the gardens

Gardeners are responsible for supervising their guests at all times while visiting the gardens, especially children. Family and friends are welcome to join gardeners. However, while in the gardens, visitors are required to obey the Rules and Agreements. It is the responsibility of the individual community gardener to inform their guests of these guidelines. For safety reasons, it is the responsibility of gardeners to ensure that children are never left unattended when visiting in the garden.

7.2 Vehicles in gardens

Gardeners and their guests are not allowed to drive vehicles on the pathways, plazas, or common areas within the gardens. Please park in parking areas designated by the City of Burnaby.

7.3 Pets in gardens

Urban Bounty Community Gardens are located in public areas, some of which may not allow pets such as dogs within their perimeters. Please obey the bylaws set by the City of Burnaby at your garden site.

7.4 Loss in Community Gardens

The average small farmer and home gardener can expect about 30% loss of what is planted in any given season due to pests, weather, low germination, or other factors. Loss in a community garden is also expected, and can come from weather, wildlife, insects, or people. It is important to expect and plan for loss in the garden.

Keeping community gardens in public spaces results in the occasional harvesting by the public and/or damage of plants and produce within the garden plots. Urban Bounty continues to create new resources and education to help gardeners have the best possible experience in the community garden. Keep up to date with our gardening resources here.

8. Noncompliance with Rules and Agreements

If gardeners fail to comply with the Rules and Agreements and/or Respect Policies, Urban Bounty will contact them to discuss and resolve any issues. If an agreement to address any issues can not be made or communication attempts are ignored, gardeners will be asked to vacate their plot.

Summary

Urban Bounty staff are here to support gardeners in keeping the gardens healthy, welcoming, and well cared for. If you need help with any garden maintenance tasks, or have concerns about your plot please contact us and we would be happy to assist you. Urban Bounty Staff are available to provide gardening advice, answer questions, and, where possible, coordinate volunteer assistance to address specific needs.

Urban Bounty also actively welcomes gardener feedback and uses it to guide the ongoing improvement of the community garden program. We review these rules on an annual basis and will update all gardeners with any changes as soon as possible. Together we grow!

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Appendix A: Reviews Self Checklist

Winterizing Your Plot (AKA Putting Your Garden to Bed)

Please ensure you have done the following:

- ☐ Weeds are removed
- ☐ Dead/dying annual plants removed (especially those with mold, mildew, or blight!)
- ☐ No prohibited plants (raspberries, Jerusalem artichoke, trees, other invasive species)
- ☐ Soil is protected using cover crops or organic mulch (leaves, straw, healthy dried plants) - Don't leave your soil bare!
- ☐ Inorganic waste disposed of correctly (in city bins or removed from site)

Pathways

Please ensure that the pathways around your plot meet the following requirements to be ready for winter:

- ☐ Weeded
- ☐ No objects in the pathway
- ☐ Hoses are wrapped around spigot, not on the ground
- ☐ Plants are trimmed to avoid overhanging into the pathway
- ☐ No plastic tarping in pathways
- ☐ Add woodchips to pathways, as available, to create a thick 4-6 inch layer for weed suppression

Trellises, plant supports, and low tunnels

Please ensure that any trellising, low tunnels, plant supports and fencing in the plot that you tend meet the following requirements to be ready for winter:

- ☐ All trellising, plant supports and low tunnels removed
- ☐ Fences are under 4ft
- ☐ If present, your compost bin is stored within the plot
- ☐ All wood is untreated (not pressure-treated or painted)
- ☐ No plastic material, such as netting or fencing
- ☐ No items are stored in the plot except for those you are using throughout the winter

Appendix B: Gardener Handbook

Coming Soon!