



**DAVID DOUGLAS
BOTANICAL GARDEN SOCIETY**

Rotary



2025 Gardener Handbook & Agreement

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GARDEN INFORMATION

Background – Rotary Community Garden

As part of the David Douglas Botanical Garden Society (DDBGS) Expansion project on the grounds of the University of Northern British Columbia, the four Rotary Clubs in Prince George over saw and participated in the construction of the Rotary Community Garden (RCG) in 2023. That involved building a perimeter fence, constructing 26 raised garden beds (planter boxes) with four composting boxes and securing water and power to the site.

Spring 2024 saw the planting of perennials on the bordering berms and the grand opening with the initial planting of the gardens.

The Rotary Community Garden is meant to provide a gardening space to those in Prince George who otherwise would not have the opportunity of growing fruits and vegetables to supplement their food supply.

Volunteers

The Rotary Community Garden is the result of generous efforts from Rotary and volunteers (with over 600 recorded volunteer hours). In kind contributions from several Prince George based material suppliers and contractors were also instrumental in making the RCG a reality. Volunteer Rotarians in conjunction with the DDBGS will be responsible for the day-to-day management or operations of the RCG and there will be no paid staff or co-ordinator.

Additionally, it is expected that the “gardeners” will contribute volunteer time to help maintain the RCG.

Amenities

The Rotary Community Garden has 22 raised garden beds available to rent – 7 beds of approximately 1.2m x 4.9m (4' x 16') in size, 9 beds of 1.2m x 3.6m (4' x 12') and 6 smaller beds. Additionally, there is one wheelchair accessible raised bed. This bed was designed and built to be inclusive and provide gardening opportunities for people in wheelchairs. The garden beds and pathways surrounding them will require maintenance and care. Each garden bed will have access to a water line and hoses.

Soil amendments will be made available for sharing when possible; otherwise, each gardener is responsible for bringing in their own. Additionally, any garden implements provided at the gardeners' own cost and labour. There is an area for composting garden waste and weeds.

The RCG will be a secure location with gardeners provided with a code to a lock to access the area. This code will be changed from season to season.

A bulletin board allows gardener communication.

RULES AND REGULATIONS SUMMARY

Please carefully read and abide by the GARDENER AGREEMENT.

To ensure the smooth operation of the RCG, a Gardener Agreement that outlines the expectations and rules for gardening is necessary. The expectation and rules are contained in the Gardener Agreement that each gardener is required to sign. This agreement, based on research of best practices by other community gardens, will help to avoid conflicts and misunderstandings. A RCG Sub Committee of the DDBGS will administer the Gardener Agreement. For your benefit, some of the more common rules will be discussed here.

Conflict Resolution

From time to time, small conflicts will arise. Whenever possible, problems, concerns, questions should be taken to the RCG Committee, who will try to resolve them in a sensitive way. This will help all of us to avoid confrontations that may mar the friendly atmosphere at the RCG and keep it a comfortable and enjoyable place to spend time together.

Communication

Communication between the RCG Committee and gardeners is extremely important. The RCG page on the DDBGS website and Facebook will be the primary forms of communication. For convenience, the bulletin board in the garden will also be used to communicate important information. Gardeners will be expected to check the bulletin board each time they attend the RCG.

Dogs/Pets

No pets are to be brought to the Gardens. This is based on best practices of other community gardens, to reduce the risk of any possible damage or risk to the RCG and Gardeners, and to avoid a potential nuisance situation.

Guests/Activities

You are welcome to bring your guests to the RCG. Guests are expected to abide by the rules of the RCG and children must be supervised. Guests are welcome to tour the RCG but must not disturb any garden beds or other portions of the RCG.

Tools & Hoses

In general, Gardeners are expected to bring their own tools. No guarantee can be made that any tools left at the RCG will not be borrowed, lost, or broken. Therefore, it is suggested that any tools left at the RCG be done with the understanding that others can use them.

Hoses will be provided within an onsite storage bin. Please carefully coil or loop them after use and return to the storage bin unless otherwise directed. Caution must be exercised when moving hoses, so as not to trample someone else's garden bed. Ensure that water is turned off after use.

Soil Amendments and Mulching

Enriching garden bed soil with compost and other natural fertilizers (such as manure) will improve the vegetable yields, prevent many pest infestations, and make for a more satisfying gardening experience. The RCG Committee will annually mix in manure and / or compost in the spring before the gardeners take possession of their garden beds.

Gardeners are required to get approval from the RCG Committee prior to applying any personally sourced soil amendment material and / or chemical fertilizers. Cured products only - no fresh manure is allowed as these can spread weeds rapidly.

It is highly recommended that you mulch your crops. This reduces the need for more frequent watering, suppresses weed growth and amends the soil.

Composters

Composter bins are available for garden waste. Please adhere to posted compost instructions.

Perennials and Flowers

Planting of perennials in the garden beds is not permitted. Contact the RCG Committee to discuss perennial planting opportunities in the boundary berms.

Flowers are welcome additions to the garden beds. Note that sunflowers, while very pleasing, are difficult to compost and remove and may be subject to mandatory removal if they shade a neighbouring garden bed.

Other Fixtures

Additional fixtures such as trellises and netting for climbing plants are permitted in the beds with the prior approval of the RCG Committee. Such fixtures cannot damage the beds and must be removed at the end of the gardening season.

Watering

Watering is the responsibility of the gardener. Applying layers of mulch and watering deeply should reduce the watering frequency. Please try to water in the mornings or evenings as a conservation practice and as per the local watering restrictions and ensure the water is turned off after use.

Weeds, Maintenance

As part of the Gardener Agreement, Gardeners are required to manage the weeds in and around their garden bed. It is recommended that the weeds be dug up when they are young, before they go to seed. Then they can be composted. Once they take root, they are difficult to impossible to remove successfully.

Unattended Garden Beds

If garden beds remain unattended or are in non-compliance, a notice will be given to the Gardener to clean it up. If this is not done in a timely manner, the garden bed will be tended to, dug under or given to another gardener to tend or relisted online for rent.

Smoking/Vaping

We would ask that any gardeners or guests do not smoke or vape within 30 metres of the garden area. Please be aware of fire risks in the hot, dry portion of the season.

Pesticides/Herbicides

The Gardens are a pesticide-free zone. The use of chemical herbicides or insecticides is not permitted. Natural remedies can also be harmful to beneficial insects. Gardeners noticing an infestation are to notify and review appropriate preventative and control measures with the RCG Committee.

Wintering

At the end of season, the garden bed must be cleared out, free of weeds, and prepared for the winter.

Registration/Renewal

Garden beds are rented annually from May 1st to Sept 30th. For new applicants, online registration will open **Saturday, April 12 at 10:00am**. There will be a limited number of garden beds available on a first come first served basis. **Only one garden bed per household as the garden beds are in great demand.**

New applicants must acknowledge they have read the **2025 Gardener Handbook** and the **2025 Gardener Agreement** and pay the Garden Bed rental fee when completing online registration. Garden bed rental fees are outlined in the **2025 Gardener Agreement**.

The general assumption is that garden beds are a privilege, and gardeners should be allowed to reapply for their bed unless the RCG Committee uses their discretion to remove this privilege. The 2024 Gardeners will be sent an email by March 31st asking if they would like to renew their garden bed. Any garden beds not renewed will be made available for online registration.

Spring Orientation Meeting and Volunteer Sign-up

All new gardeners are expected to attend a gardener orientation meeting with the RCG Committee. The meeting has been scheduled for **Saturday, April 26th at 11:00am** at the community garden. The meeting will take about 1 hour.

COMMUNITY GARDENER CHECKLIST

Spring/Summer

- I have thoroughly read the **2025 Gardener Handbook** and **2025 Gardener Agreement**.
- I have attended the Spring Orientation.
- My garden is planted by June 1st.
- The pathways around my garden bed are trimmed and cleared of weeds.
- My garden bed itself is free of large/seedy weeds.
- I have added some soil amendments – compost, manure, sand.

Fall/Winter Checklist

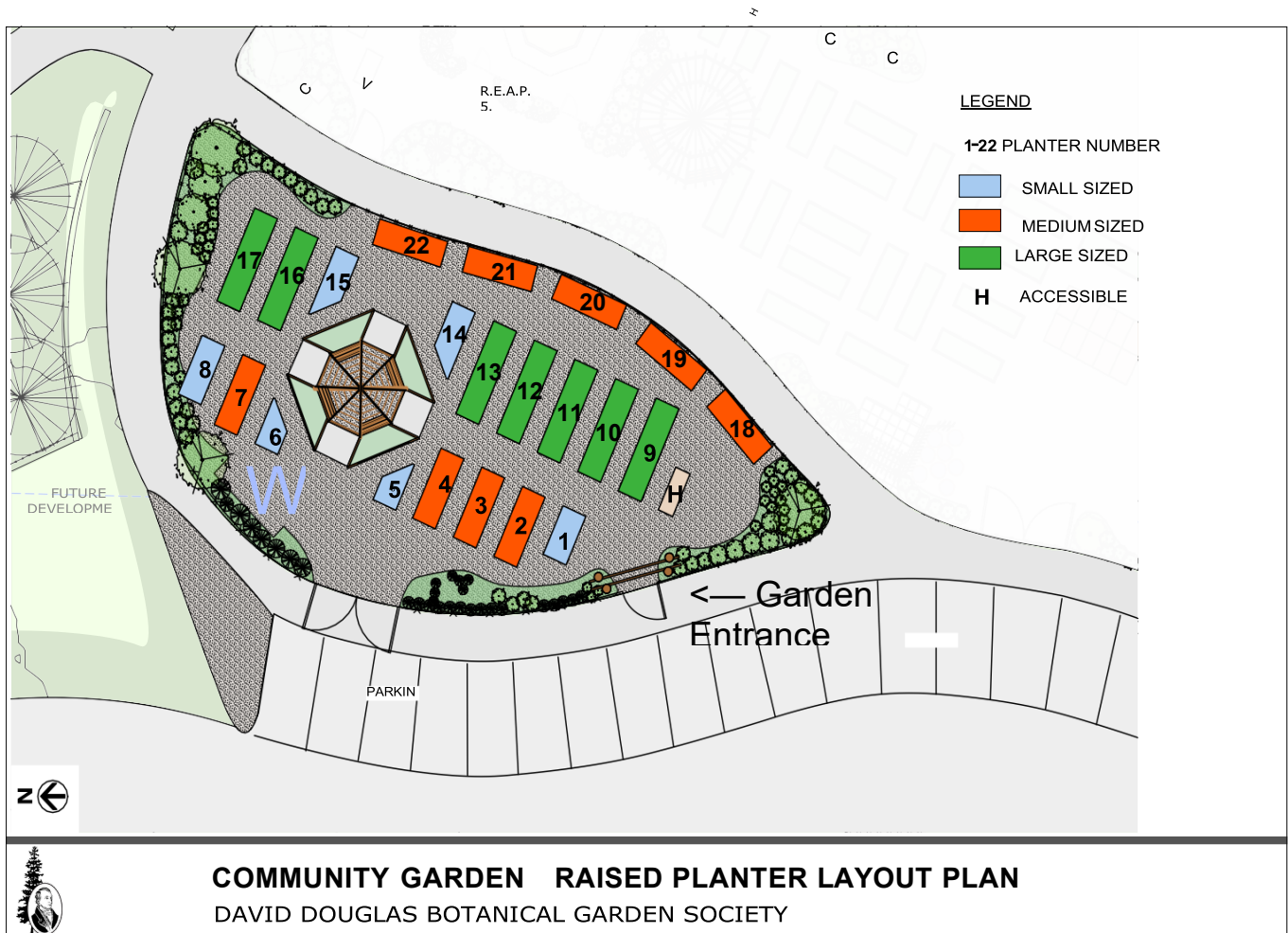
- I have cleared all debris from my garden bed and surrounding pathways and put it in the designated compost box or waste bin, as appropriate.
- I have added soil amendments to my garden bed.
- I have taken out all structures and personal belongings and returned the garden bed in good order, ready for the next season.

Thank you for your cooperation!



Site Map and Planter Box Locations

If available, you will be able to choose your preferred location online while registering.



Washrooms are located at the Botanical Garden Kiosk and hours of availability are managed by the David Douglas Botanical Society, not the Rotary Community Gardens.

Parking is also managed by the David Douglas Botanical Garden Society. Although currently free, this may be subject to change in the future. Parking is only allowed while gardening in the RCG. Parking along the roads which make up part of the UNBC grounds are subject to towing.

Compost Boxes and **Waste Bins** will be inside the Community Gardens and marked.



2025 Gardener Agreement

The David Douglas Botanical Garden Society (the “Society”) will grant to the Gardener a permit to use their assigned Planter Box in the Rotary Community Gardens for the consideration and subject to the terms and conditions herein contained:

Section 1: Definitions and Interpretations

In this agreement:

- “Botanical Gardens” means the David Douglas Botanical Gardens
- “Community Gardens” means the Rotary Community Gardens (RCG) within the Botanical Gardens
- “Gardener” means all identified gardeners in this Agreement who use the Community Gardens during the term of this Agreement and persons invited onto the property by the Gardener
- “Planter Box” means an allotted raised garden bed within the Community Gardens
- “Community Gardens Sub-Committee” means the Sub-Committee struck under the terms of the Society and Prince George Rotary Clubs
- “Garden Bed” means an allotted raised Planter Box within the Community Gardens
- “Garden’s Coordinator” means the appointed coordinator of the Community Gardens Sub- Committee
- “Gardener Handbook” means the package available to the Gardener, consisting of General Information Gardener Agreement, Rules and Regulations, Code of Conduct, Community Gardener Checklist, Structures, Committees and Contacts
- “Operations Manager” means such person that the Society may employ from time to time as the Community Gardens Manager
- “Membership” means membership of the David Douglas Botanical Society
- “Permit” means the permit hereby granted by the Society to the Gardener
- “Society” means the David Douglas Botanical Garden Society
- “Property” means the site occupied under license from UNBC by the Society

Section 2: Terms of Permit

- 1) The Permit hereby granted to the Gardener to use the gardens is for the term of May 1st to Sept 30th.
- 2) In consideration of the grant of this Permit to the Gardener, the Gardener shall pay to the David Douglas Botanical Garden Society fees (Garden Bed Rental Fees) in the amount determined by the Community Gardens Sub-Committee upon registration for a Garden Bed.
- 3) The Garden Bed Rental Fee will provide the Gardener with a specific, assigned / numbered Garden Bed throughout May 1st to September 30th as well as water and other amenities in the Community Gardens. (Note: Each garden bed is tagged / numbered from 1-22 and H for the wheelchair accessible garden bed)
- 4) The Society shall be entitled to cancel this Permit at any time. Whenever reasonably possible, the Society will give reasonable notice of cancellation to the Gardener. Whether or not reasonable notice of cancellation is given by the Society, the Society shall not be liable to the Gardener for cancellation of this Permit whether for payment of damages, compensation or otherwise and there shall be no refund of money to the Gardener.

Section 3: Gardener's Obligations and Code of Conduct

1. I agree to register for and attend a Gardener orientation meeting at the start of every season.
2. I acknowledge that the garden bed is primarily for vegetable growing but may include flowers and fruits. Any other activities must obtain prior approval by the Community Gardens Sub-Committee.
3. I understand that I must supply my own seeds, soil additives (above what is donated), tools or other garden implements.
4. I understand I am responsible for tilling and maintenance of my own garden bed.
5. I agree to have something planted in my garden bed by June 1st and kept it watered and maintained for the entire growing season.
6. I agree to keep weeds in and about my garden bed from going to seed.
7. I acknowledge that planting tall crops or placing objects such as trellises where they would shade a neighbouring garden bed or allowing plants to grow over pathways or otherwise interfere with others may result in mandatory removal of the plants or objects.
8. Objects such as trellises and netting which have legs/poles to keep them upright can be dug into the planter but must not be affixed to the garden bed itself by means of nails, staples or screws.
9. I will not use any chemical pesticides such as herbicides or insecticides on my garden bed.
10. I will monitor, report and address any pest infestations immediately using non-toxic alternative pest control.
11. I will pick only my crops unless permission is granted by another Gardener.
12. I will not plant invasive species in the garden bed or surrounding area which includes certain non-indigenous herbs or flowers.
13. I will not plant any controlled species such as marijuana or opioids.
14. I will not bring pets into the Community Gardens.
15. I will be responsible for the supervision of any children, youth or guests that I bring into the Community Gardens and ensured that they understand these obligations under this Gardener Agreement.
16. I understand that I must respect the rights of the Society and limit my activities to the designated Community Gardens area.
17. I will make efforts to keep noise to a minimum, including musical devices, unless prior approval has been otherwise obtained.
18. I will avoid any such behaviour thought to be a nuisance.
19. I will only use my own tools except for those marked for communal use.
20. I will keep my garden bed neat, and will not accumulate tools, waste, buckets, or other implements that may obstruct or detract from the Community Gardens esthetics.
21. I will treat my other Gardeners with courtesy and respect.
22. I will report any concerns, conflicts, or damage promptly to the Garden's Coordinator.
23. I will adhere to the watering schedule and methods outlined in the Gardener Handbook and will take responsibility for watering my own crops, and/or a pre-arranged reciprocal deal with fellow Gardeners or a guest while away for any reason.
24. I will use the compost bins for depositing garden waste generated on-site and follow the directions outlined in the **2025 Gardener Handbook**.
25. I will follow the directions of disposal of weedy material as outlined in the **2025 Gardener Handbook**.
26. I will use the waste bins for depositing a minimal amount of non-garden waste generated by the cultivation of crops or general use of the Community Gardens. Bringing off-site garbage to the Community Gardens for disposal is strictly forbidden.
27. I agree to adhere to the designated parking areas and follow the directions for loading/ unloading zones.
28. I agree to have my garden bed winterized and clear of debris and tools before September 30th.
29. I understand that there is no smoking, vaping, drinking alcoholic beverages or using illegal drugs at the Community Gardens. These are strictly prohibited.
30. I understand the use of any garden equipment or tools are at my own risk.
31. I understand that photos of my garden bed may be taken for marketing and publicity purposes.
32. I agree to share my contact information with my fellow Gardeners.
33. I agree that failure to adhere to any part of the **2025 Gardener Agreement** or the **2025 Gardener Handbook** will be grounds for forfeiting of my Permit of use of the garden bed and surrounding Community Gardens upon where the garden bed sits.

Section 4: Indemnity

The Gardener agrees that the Gardener will indemnify and save harmless the Society, the Community Garden Sub-Committee, and Rotary, and their respective officers, employees, servants, agents, successors, volunteers and assigns from and against any and all claims whatsoever including all damage, liability, expenses, costs, including legal or other fees incurred in respect of any such claim, or any cause or proceeding brought thereon arising directly or indirectly from or in connection with the granting of this Permit and the use of the community gardens save that the Gardener will be under no obligation to indemnify and save harmless the Society, the Community Garden Sub-Committee and Rotary against or in respect of any damages or judgment rendered against the Society, the Community Garden Sub-Committee or Rotary resulting from or arising out of any gross negligence or fault on the part of the Society, the Community Garden Sub-Committee or Rotary in connection with the maintenance or condition of the Gardens to the extent that such damage, loss, or injury was caused or occasioned by the sole gross negligence of Society, the Community Garden Sub-Committee or Rotary. The aforesaid indemnity shall survive the expiration of the term of this Agreement or earlier termination thereof.

Section 5: Notice

1. Any notice required or permitted to be given by the Society hereunder to the Gardener may be delivered to the Gardener or may be mailed by ordinary mail from a post office in Prince George, British Columbia addressed to the Gardener at the address first herein given for the Gardener. Any notice mailed as aforesaid shall be deemed to have been received by the Gardener on the 3rd business day (Saturdays, Sundays and Statutory Holidays excluded) following the date of posting.
2. Any notice required or permitted to be given by the Gardener to the Society shall be given in writing and shall be delivered to P.O. Box 1305, Prince George B.C. V2L 4V3.

Section 6: General Provisions

1. The Gardener acknowledges having had an opportunity to inspect the Gardens, and the Gardener acknowledges and agrees that at the commencement of the term of this Permit the Gardens is undamaged, in a state of good repair and safe condition, and suitable for the purposes of the Gardener.
2. The Gardener acknowledges having access to the Gardener Handbook and carefully reading this Agreement and having understood the same prior to executing this Agreement.
3. The Gardener acknowledges having received a copy of this Agreement when executed by all of the Gardener, the Garden Committee and the Society.

Section 7: Garden Bed Rental Fees for 2025

Large beds are \$50 for DDBGS members and \$60 for non-members

Medium beds are \$40 for DDBGS members and \$50 for non-members

Small beds are \$25 for DDBGS members and \$35 for non-members

Wheelchair accessible bed is free for a handicapped DDBGS member and \$10 for a handicapped non-member

The Gardener Agreement will be EXECUTED BY the Gardener, the Community Garden Sub-Committee and the Society at Prince George, British Columbia upon payment.