



**ROTARY
GARDENS**
RADIUM HOT SPRINGS
***GARDENER
HANDBOOK***





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GENERAL

Background – Rotary Gardens (Radium Hot Springs)

In 2014, the Rotary Club of Radium Hot Springs (“Rotary”) conducted a feasibility study on a community garden project. They identified part of the former elementary school as a potential site. The property is owned by the Rocky Mountain District School Board with the Village of Radium Hot Springs (the “Village”) holding a licence of occupation. Rotary conducted surveys and determined strong support for the garden. The Village supported the project and land use was secured.

Construction began in the fall of 2014 and was completed in the summer of 2015. Phase 1 (2014 & 2015) involved building a perimeter fence, constructing 40 raised garden beds and securing water to site. Initial gardens were planted in May of 2015. Phase 2 (summer 2015) consisted of:

- planting shrubs, flowers and trees;
- building pathways, a gazebo and a garden shed; and
- acquiring compost facilities, signage, benches and picnic tables.

Volunteers

The Gardens are the result of generous efforts from Rotary and volunteers (with over 1,000 recorded volunteer hours). Efforts will be made to protect Rotary’s vision for the Gardens and the efforts of initial volunteers.

Rotary and the Village will not be responsible for the day to day management or operations of the Gardens, and there will be no paid staff or coordinator to manage the Gardens. Committed volunteer efforts from gardeners are necessary to operate the Gardens.

Amenities

The Gardens has 40 garden beds available to rent – 24 raised beds of approximately 4 feet x 24 feet in size and 16 raised beds of 4 feet x 12 feet. These garden beds require maintenance and care. Each gardener has access to a water line, hoses, and some common tools. There is a garden shed to store common items.

Soil amendments will be made available for sharing when possible; otherwise each gardener is responsible for bringing in their own. Additionally, any garden implements or structures are to be provided at the gardeners own cost and labour. There is an area for composting garden waste and weeds, as well as picnic tables and a gazebo for shade. The Gardens are currently an unlocked public area. A bulletin board allows gardener communication.





GARDENER AGREEMENT (RULES AND REGULATIONS EXPLAINED)

Please carefully read the GARDENER AGREEMENT.

To ensure the smooth operation of the Gardens, an agreement that outlines the expectations and rules for gardening is necessary. The expectation and rules are contained in the Gardener Agreement that each gardener (as well as the Village and the Gardens Committee) is required to sign. This agreement, based on research of best practices by other community gardens, will help to avoid conflicts and misunderstandings. 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 Gardens Coordinator or a committee member, 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 Gardens and keep it a comfortable and enjoyable place to spend time together.

Communication

Communication between the Gardens Coordinator, Gardens Committee and gardeners is extremely important. Email and Facebook (www.facebook.com/RotaryGardensRadium) will be the primary forms of communication.

For convenience, we have also installed a bulletin board in the garden shed. Please take the time to check the bulletin board each time you attend the Gardens and respond accordingly.

Gardeners may also communicate with each other. For example, if you will be away, or have excess vegetables you won't be using, you can notify the other gardeners to help themselves. This avoids unnecessary waste.

Parking

Parks Canada is entitled to use all stalls in their parking lot during working hours. They also utilize street parking. We encourage parking along the north fence, reached by using the Springs Golf Course maintenance road. We also encourage you to walk or cycle.

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 Gardens and gardeners, and to avoid a potential nuisance situation.



Guests/Activities

You are welcome to bring your guests to the Gardens. Guests are expected to abide by the rules of the Gardens and children must be supervised. Visitors are welcome to tour the Gardens but must not disturb any garden beds or other portions of the Gardens. If you notice any suspicious or inappropriate activity, please alert the Gardens Committee and note any relevant details.

Tools & Hoses

Tools and equipment that are the property of the Gardens are for shared use. If you bring your own tools or hoses, we cannot guarantee that they will not be borrowed, lost, or broken. Therefore, we would suggest that any tools and hoses left at the Gardens be done with the understanding that others can use them.

Hoses are provided at hose stations. Please carefully coil or loop them after use unless otherwise directed. Caution must be exercised when moving hoses, so as not to trample someone else's garden bed.

Soil Amendments and Mulching

Enriching your soil with compost and other natural fertilizers (such as manure) will improve your vegetable yields, prevent many pest infestations, and make for a more satisfying gardening experience. The Gardens Committee may make some efforts to provide these for the gardeners, but it is not their responsibility. If you have a personal source, or have the means to purchase from a gardening centre, that may be an option. A bulk load could be cost-shared by those gardeners interested in receiving it this way. You may also bring composted, cured material to put on your own garden bed. Cured products only - no fresh manure is allowed.

It is highly recommended that you mulch your crops. This reduces the need for more frequent watering, suppresses weed growth and amends the soil. Leaves make excellent mulch and they are free. Straw can also be purchased. Please check before helping yourself to any of these materials as they may belong to someone.

Composters

Composters have been acquired for garden waste. Please adhere to posted compost instructions.

Perennials and Flowers

Some of you may plant different perennial herbs, etc.. You are welcome to do so with the proviso that should you discontinue gardening, or if the site is not renewed, it will be your responsibility to remove them, or they will be given away.

Flowers are welcome additions to your garden bed. 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

If you decide you would like to add your own trellises, etc., feel free provided they are staying within your allotted space and that you are prepared to remove them once you are done. They cannot block pathways. Please be aware that treated wood products are prohibited. If in doubt ask the Gardens Coordinator or a Committee Member.

Watering

In an emergency situation, the water main (located near the picnic table) needs to be turned off. Do not do so unless a major leak is causing damage. A minor spray or seeping should be brought to the attention of a committee member promptly.

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

Weeds, Maintenance

As part of the Gardener Agreement, you have committed to manage the weeds in and around your garden bed. It is recommended that you dig up the weeds 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. Please make an effort to remove weeds in your garden bed and surrounding pathways before they go to seed.

Public Area Volunteering

We also have a number of general use and public areas. These areas also need to be kept trimmed and weed-free. A schedule will be posted to ensure that all gardeners contribute towards managing these areas.

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.

Smoking

We would ask that any smokers or guests do not smoke 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, so we do not permit the use of chemical herbicides or insecticides. Even some “natural” remedies can be harmful to beneficial insects, so please ensure you have adequate information about any such products and use with care. If you notice an infestation, research appropriate preventative and control measures. We realize that gardening organically means sharing a little with our natural friends. We do expect you to deal with pest infestations mechanically and/or preventatively (i.e. physically remove eggs and pests, avoid planting susceptible crops, the like).

Wintering

At the end of season your garden bed must be cleared out, free of weeds, and prepared for the winter with a cover crop, leaves or cover of your choice. Then you are eligible to renew your garden bed for the next year.

Renewal

The general assumption is that garden beds are a privilege and gardeners should be allowed to renew their bed unless the Gardens Committee uses their discretion to remove this privilege. To renew your garden bed you must notify the Gardens Coordinator (address posted in shed) of your plans to return, pay annual garden fee and complete Gardener Agreement between October 1st and October 15th. If you fail to do this, your garden bed may be made available to a new gardener.

Waiting List

A waiting list shall be kept of interested gardeners seeking a garden bed. Garden beds that are not renewed shall be made available to new gardeners from the waiting list.

Spring Orientation Meeting and Volunteer Sign-up

All gardeners (new and returning) are expected to attend a gardener orientation meeting held at 1:00 on the first Saturday of May, or as otherwise scheduled.

At this time you must also sign up for volunteer duties over the garden season. With everyone helping and doing their part, we can expect that Rotary Gardens will thrive well into the future. Failure to sign-up for volunteer duties or perform such duties may result in forfeiture of your garden bed at the discretion of the Gardens Committee.





COMMUNITY GARDENER CHECKLIST

Spring/Summer

- I have thoroughly read the Gardener Handbook and Gardener Agreement.
- I have attended the Spring Orientation.
- I have signed up to do my share of volunteer activities (estimated 1-2 hrs/month).
- I have participated in a general maintenance spring work-bee or its equivalent. This does not include my own personal prep time.
- My garden is planted by June 1st.
- My pathways are trimmed and cleared of weeds.
- My garden bed 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 put it in the designated compost bin or waste area before September 30th.
- I have added soil amendments to my garden bed.
- I have participated in the fall general clean up or equivalent. This does not include my personal prep time.
- I have notified the Gardens Coordinator of my intention to renew, paid Garden Bed Fees and signed Gardener Agreement by October 15th.

Not returning?

- I have not left perennials in my garden bed.
- I have taken out all structures and personal belongings and returned the garden bed in good order – ready for the next gardener.

Thank you for your cooperation!

ROTARY GARDENS STRUCTURE, COMMITTEES AND CONTACTS

Rotary Club of Radium Hot Springs

- Initiator of Rotary Gardens
- Organizer of funding, including grant applications, for capital costs of constructing the Gardens
- Manager of construction of initial phases of the Gardens
- Facilitated organization of Rotary Gardens Committee
- Not responsible for the operations of the Gardens.

Village of Radium Hot Springs (Village)

- Holds the lease with the Property Owner
- Provides registration and fee collection via Village Office
- Delivers other amenities and services as requested and agreed to (e.g. garbage removal)
- Not responsible for the operations of the Gardens.

Rotary Gardens Coordinator

- Serves as the liaison with Village staff and the gardeners
- Calls meetings and sets agendas
- Provides agreed information to the Village
- Administers banking matters
- Handles all communications – both public and with the gardeners.

Rotary Gardens Committee

- Assists the Coordinator in managing the day to day operations of the Gardens, including:
- Holding planning meetings
- Managing the Gardens' monies and budget
- Handling all registration processes and Garden Bed Fees collections
- Maintaining waiting lists
- Purchasing necessary acquisitions
- Ensuring compliance with the licence of occupation
- Maintaining the watering system
- Maintaining the composting system
- Remediating unattended beds
- Assessing/addressing maintenance issues and repairs
- Scheduling work-bees and social events
- Helping ensure that the Gardens are functioning as per Property Owner and Village restrictions
- Generally overseeing management of the Gardens.

Sub-Committees

- Oversee activities delegated from Gardens Committee
- Assist in mentoring/educating gardeners
- Ensures scheduling of Sub-Committee activities
- Sub-committee Chairs must be a member of Gardens Committee.

Compost Sub-Committee

- Responsible for the upkeep of the compost bins and compost area, educating gardeners, and organizing clean-up days where large organic material is transported offsite
- Responsible for communications with outside organizations and Gardens publicity.

Communications Sub-Committee

- Responsible for communications with all gardeners regarding meetings, events and deadlines. This includes emailing meeting minutes, managing Facebook page, and posting updates in the garden shed
- Responsible for communications with outside organizations and Gardens publicity
- A Gardens Coordinator must chair this sub-committee.

Finance Sub-Committee

- Responsible for budgets, collecting Garden Bed Fees and delivering them to the Village, and all financial matters of the Gardens
- A Gardens Coordinator must chair this sub-committee
- Signing authority will reside with the Gardens Coordinator(s), and Gardens Committee member tasked with collecting Garden Bed Fees, and Public Garden Sub-committee Chair.

Maintenance Sub-Committee

- Responsible for maintenance concerns of the Gardens, including tending to the water system, public walkways, gazebo, picnic area, garden shed and fence
- Communicates concerns to the Gardens Coordinator to report to the Village or elsewhere.

Public Gardens Sub-Committee

- Responsible for public gardens including any replacement of plants, as well as watering, weeding and tending plants.

Social Sub-Committee

- Responsible for organizing Spring Orientation, year-end potluck and other events as directed by the Gardens Committee.

Village Liaison Sub-Committee

- Responsible for reporting bi-annually to the Village, and communicating needs and concerns as necessary
- The Gardens Coordinator(s) will be on this Sub-committee.

Contacts

Gardens Coordinator(s):

Maria Kliavkoff, Dale Shudra

Gardens Committee Members:

Jan Campbell	jancampbell@shaw.ca
John Hague	jhobbit@shaw.ca
Maria Kliavkoff	mkliavkoff@shaw.ca
Carol & Roy Russ (split seat)	rnevada3@gmail.com
Dale Shudra	dshudra@gmail.com
Karin Smith	karinsmith@gmail.com
Sasha Smith	foxchildfour@gmail.com

The Village of Radium Hot Springs
P.O. Box 340
Radium Hot Springs, BC
VoA 1Mo, Canada

GARDENER AGREEMENT

Name of primary Garden Bed holder (print) _____

Phone: _____ Mobile Phone: _____

Email Address: _____

Mailing Address: _____

Postal Code: _____

Name or Group or Organization (if applicable): _____

Please list any other individuals expected to be involved in your gardening:

Name	Email	Phone Number

Size of garden bed requested: (4'x24') \$40 _____ (4'x12') \$20 _____

The Village hereby grants to the Gardener a permit to use the assigned garden bed in the Gardens for the consideration and subject to the terms, covenants and conditions herein contained:

Section 1 – Definitions and Interpretation

1 In this Agreement:

- “Gardens” means Rotary Gardens (located behind the former school in Radium, B.C.);
- “Gardener” means all identified gardeners in this Agreement who use the Gardens during the term of this Agreement and persons invited onto the Property by the Gardener;
- “Garden Bed” means an allotted garden bed in the Gardens;
- “Gardens Committee” means the Rotary Gardens Committee;
- “Gardens Coordinator” means the appointed coordinator of the Gardens Committee;
- “Gardener Handbook” means the package made available to the Gardener, consisting of General Information, Gardener Agreement - Rules and Regulations Explained, Community Gardener Checklist, and Structures, Committees and Contacts;
- “Manager” means such person as the Village may employ from time to time as its Manager;
- “Permit” means the permit hereby granted by the Village to the Gardener;
- “Property” means that Gardens and surrounding area;
- “Property Owner” means the Rocky Mountain School District No. 6; and
- “Village” means the The Village of Radium Hot Springs.

Initials		

Section 2 – Term of Permit – Fees and Term

- 2.1 The Permit hereby granted to the Gardener to use the Gardens is for the term of April 1st to October 31st.
- 2.2 In consideration of the grant of this Permit to the Gardener, the Gardener shall pay to the Gardens Committee fees (“Garden Bed Fees”) in the amount of \$20/\$40 upon registration for a Garden Bed.
- 2.3 The Garden Bed Fees will provide the Gardener with a Garden Bed in the size indicated (April – October) and access to water and other amenities in the Gardens.
- 2.4 The Village shall be entitled to cancel this Permit at any time. Wherever reasonably possible, the Village will give reasonable notice of cancellation to the Gardener. Whether or not reasonable notice of cancellation is given by the Village, the Village 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

- 3.1 I agree to register for and attend a gardener orientation meeting at the start of each season.
- 3.2 **I agree to volunteer (estimated 1-2 hours per month) towards the general operation and maintenance of the Gardens in addition to the time spent managing my own Garden Bed.**
- 3.3 I acknowledge that the Garden Bed is primarily for vegetable growing but may include flowers, herbs and fruits.
- 3.4 I understand that I must supply my own seeds, soil amendments (above what will be donated), tools or other Gardens implements.
- 3.5 I understand that I am responsible for tilling and maintenance of my Garden Bed.
- 3.6 I agree to have something planted in my Garden Bed by June 1st and keep it watered and maintained for the entire growing season.
- 3.7 I agree to keep weeds in and about my Garden Bed from going to seed.
- 3.8 I acknowledge that planting tall crops or placing objects (trellises, etc.) where they would shade a neighbouring Garden Beds or allowing plants to grow over pathways or otherwise interfere with others may result in mandatory removal of the plants or objects.
- 3.9 I will not use any chemical pesticides (herbicides, insecticides) or chemical fertilizers on my Garden Bed.
- 3.10 I will monitor, report, and address any pest infestations immediately using non-toxic alternative pest control.
- 3.11 I will pick only my crops, unless permission is granted by another Gardener.
- 3.12 I will not plant invasive species in the Garden Bed or surrounding area (note this can include some herbs and flowers).
- 3.13 I will not bring pets to the Gardens.
- 3.14 I will be responsible for the supervision of any children, youth or guests that I bring to the Gardens and have ensured that anyone sharing my Gardens responsibilities is aware of the rules of use.
- 3.15 I understand that the sole activity to be undertaken on my Garden Bed is vegetable and flower gardening. Any other activities on my garden bed or in the Gardens must receive prior permission from the Gardens Coordinator.
- 3.16 I understand that I must respect the rights of the Property Owner and limit my activities to the designated Gardens area.

Initials		

- 3.17 I will make efforts to keep noise to a minimum, including musical devices and avoid any such behaviour thought to be a nuisance.
- 3.18 I will use only my own tools and supplies with the exception of tools marked and provided for shared use and will put them away after use.
- 3.19 I will keep my Garden Bed neat, and will not accumulate tools, waste, buckets, or other implements that may obstruct or detract from the garden esthetics.
- 3.20 I will treat my fellow gardeners with courtesy and respect.
- 3.21 I will report any concerns, conflicts, or damage promptly to the Gardens Coordinator.
- 3.22 I agree to adhere to the watering schedule and methods determined by the Gardens Committee and will take responsibility for watering my own crops, and/or prearrange a reciprocal agreement with a fellow gardener or with a personal acquaintance if I am away.
- 3.23 I will use the compost bins for depositing garden waste generated on-site and follow the directions for disposal of seedy weeds and other materials.
- 3.24 I agree to adhere to the designated parking areas and follow the directions for loading/unloading zones.
- 3.25 I agree to have my Garden Bed winterized (debris cleared) before September 30th.
- 3.26 I will notify the Garden Coordinator (address posted in shed) of my plans to return, pay Garden Bed Fees and complete Gardener Agreement between October 1st and October 15th. I acknowledge that if I fail to do this, my Garden Bed may be made available to a new gardener.
- 3.27 I understand that there is NO SMOKING in the Gardens and alcoholic beverages or illegal drugs are not permitted to be brought to, consumed, or dispensed at the Gardens at any time.
- 3.28 I understand that use of any garden equipment or tools comes at my own risk.
- 3.29 I agree to allow the use of any photos for publicity purposes.
- 3.30 I agree to share my contact information with my fellow gardeners.
- 3.31 I understand that failure to adhere to any part of the Gardener Handbook will be grounds for forfeiting the continued use of my Garden Bed.

Section 4 - Indemnity

- 4.1 The Gardener agrees that the Gardener will indemnify and save harmless the Village, the Gardens Committee, and the Property Owner, and their respective officers, employees, servants, agents, successors 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 Gardens save that the Gardener will be under no obligation to indemnify and save harmless the Village, the Gardens Committee and the Property Owner against or in respect of any damages or judgment rendered against the Village, the Gardens Committee or Property Owner resulting from or arising out of any gross negligence or fault on the part of the Village, the Gardens Committee or Property Owner 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 Village, the Gardens Committee or the Property Owner.
- 4.2 The aforesaid indemnity shall survive the expiration of the term of this Agreement or earlier termination thereof.

Initials		

Section 5 –Notice

- 5.1 Any notice required or permitted to be given by the Village hereunder to the Gardener may be delivered to the Gardener or may be mailed by ordinary mail from a post office in Radium, 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.
- 5.2 Any notice required or permitted to be given by the Gardener to the Village shall be given in writing and shall be delivered to Jill Logan, Senior Administrative Assistant.

Section 6 – General Provisions

- 6.1 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.
- 6.2 The Gardener acknowledges having access to the Gardener Handbook and carefully reading this Agreement and having understood the same prior to executing this Agreement.
- 6.3 The Gardener acknowledges having received a copy of this Agreement when executed by all of the Gardener, the Garden Committee and the Village.

EXECUTED BY the Gardener, the Gardens Committee and the Village at Radium, British Columbia on the below dates.

EXECUTED BY the Gardener by its authorized signatory this ____ day of _____, 20 ____.

EXECUTED BY the Village by its authorized signatory this ____ day of _____, 20 ____.

Name of Gardener (Please Print)

Name of Manager (Please Print)

Signature of Gardener

Signature of Manager

EXECUTED BY the Gardens Committee and its authorized signatory this ____ day of _____, 20____.

Name of Gardens Committee Representative (Please Print)

Signature