Healthy Workplace Initiatives Program

Community Garden

Total Funding Awarded: as per your award notification email

UBC Human Resources
604-827-2350
www.hr.ubc.ca/wellbeing-benefits

Your Role

By implementing a community plant or vegetable garden you are demonstrating a commitment to wellbeing in your workplace. You are taking an active role in creating healthy and sustainable communities at UBC.

The Benefits of Sustainable Plant or Organic Community Gardens

- Interacting with plants has been shown to reduce physiological and psychological stress[1]
- Nature based activities have been effective at reducing work related stress[2]
- The exercise and contact with nature associated with gardening are more effective at relieving stress than indoor activities[3]

Approved Uses of HWIP Community Garden Funding

- Equipment fees (pots, soil, tools etc.)
- Start-up plant and seed costs
- Promotional material (to not exceed $100)
- Info sessions or training workshops related to garden cultivation or healthy eating
- Department will commit to creating a garden committee that would be responsible for the care and maintenance of the garden
- A kick-off celebration or harvest feast meal (to not exceed $400)

Non-approved uses of this funding

- The purchase of gift cards or certificates of any denomination (these are considered taxable benefits by the CRA and are not permitted under UBC's purchasing guidelines for gifts/prizes).

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[1] Lee, M.-S., Lee, J., Park, B.-J. & Miyazaki, Y. Interaction with indoor plants may reduce psychological and physiological stress by suppressing autonomic nervous system activity in young adults: a randomized crossover study. *J. Physiol. Anthropol.* **34,** 21 (2015).

[2] Sahlin, E., Ahlborg, G., Matuszczyk, J. & Grahn, P. Nature-Based Stress Management Course for Individuals at Risk of Adverse Health Effects from Work-Related Stress—Effects on Stress Related Symptoms, Workability and Sick Leave. *Int. J. Environ. Res. Public Health* **11,** 6586–6611 (2014).

[3] Van Den Berg, A. E. & Custers, M. H. G. Gardening promotes neuroendocrine and affective restoration from stress. *J. Health Psychol.* **16,** 3–11 (2011).

- Operational expenses:
    - The hiring of UBC faculty/staff as an instructor, to coordinate or support the program
    - Ongoing care and maintenance of the garden

Implementation Instructions

- Create a garden committee made up of faculty and staff from within your department
    - Come up with a proposal/ideas for what the garden might look like
    - You might want to survey participants for their preferences (vegetables, flowers, plants, herbs etc…)
    - Remember to think about where your building is located and the best places for plants to grow

- Determine the location (internal or external) of your proposed garden
- Connect with your facilities manager to ensure there are no issues with the placement, type of garden that you have planned
- **IMPORTANT:** If your garden is going to be located somewhere other than a self-contained building patio, you need to apply for authorization through Campus and Community Planning. (See Appendix A for the appropriate form)

- Options:
    - Inside planters (on rollers is ideal)
    - Outside planters
    - A combination of inside and outside planters

- Purchase the equipment, soil, tools, plants and seeds

Post Planting:

- Consider hosting a planting party or kickoff event for the garden
- Consider inviting the UBC Farm or another community group in to provide and information session/teaching program
- Or, look into the UBC Botanical Garden Field School
- Set up a schedule for care and watering of the garden
- Consider hosting a harvest party or harvest meal at the end of the season

- Be sure to set a date for the start of your new planting season and have the committee meet in advance to prepare for another year or planting!

Contacts for Implementation

UBC Vancouver Facilities Management: http://www.buildingoperations.ubc.ca/

UBC Okanagan Facilitates Management: http://facilities.ok.ubc.ca/welcome.html

Best Practices and Additional Resources

Vancouver

- UBC Farm courses: http://ubcfarm.ubc.ca/community/workshops-short-courses/
- UBC Botanical Garden Field School: http://botanicalgarden.ubc.ca/learn/educational-programs/sustainable-communities-field-school/
- UBC Seed Library (Botany Enthusiasts Club) http://bec.sites.olt.ubc.ca/projects/seed-library/
- City Of Vancouver Community Garden Resources: http://vancouver.ca/people-programs/community-garden-resources.aspx
- City of Vancouver Gardening Classes: http://vancouver.ca/people-programs/gardening-classes.aspx

Kelowna

- City of Kelowna Community Garden Resources: http://www.kelowna.ca/CM/page2489.aspx
- Kelowna Garden Club Resources: http://www.kelownagardenclub.ca/resources.html
- Planting Dates Calendar-Kelowna: https://www.almanac.com/gardening/planting-dates/BC/Kelowna

Appendix A

Authorization of Food Growing Gardens on Campus

Creating a food garden on UBC's Vancouver campus requires a proponent to develop a complete project proposal. Follow the steps below to build support for the project, compose a proposal, pitch your idea to Campus + Community Planning and complete the required permit application. Food gardens are approved by permit as temporary land uses. Successful applicants will be required to accept and sign a maintenance and management agreement for food growing gardens on UBC academic lands (follows checklist).

☑	Consider speaking with groups who have successfully created food gardens on campus, such as the MacMillan Orchard Garden group (see http://outdoorclassroomubc.blogspot.com for inspiration and contact information).
☐	Consult the Campus Landscape Architect at Campus + Community Planning with your initial garden idea and suggested site. Initial feedback can help shape your proposal into a successful one. Campus + Community Planning will also explain the Development Permit approval process
☐	Build a multi-stakeholder steering committee: support from staff, faculty and graduate students can ensure that garden projects continue to thrive as students graduate.
	Prepare a **Development Permit Application** submission that includes the following:
☐	A completed Development Permit Application form (cover page only) available at www.planning.ubc.ca (check off minor application)
☐	Purpose Statement and Rationale
☐	Proposed Site Description
☐	Context Plan and Site Photos
☐	Landscape Plan showing Garden Layout, Materials and Construction Plan
☐	Budget (construction, and on-going source of funds)
☐	Maintenance and Management Plan including: equipment storage, responsibility and schedule

☐	Demonstration of support: • Support, in the form of Letters of Support from the Dean of the faculty and the head of the department associated with the landscape proposed for food production. These letters need to include a commitment to provide financial resources to Plant Operations for restoring the landscape when the permit expires or in the event that the project be abandoned or unsightly. • Description of community consultation (if conducted)
☐	Utility Plan (from Records Office) indicating no impacts on underground utilities resulting from proposal
☐	Erosion and Sediment Control Plan (if applicable)
☐	Source of Water / Irrigation Strategy / Drainage Strategy
☐	Waste Management Plan
☐	Stewardship signage plan including proposed mounting, materials, content (with signed approval by Faculty Dean or Department Head)
☐	Set up a meeting with the Campus Landscape Architect for input on your proposal, and refine accordingly.
☐	Submit the application as well as your garden proposal to Campus + Community Planning. Acquiring a permit will likely take from 6 to 8 weeks.
☐	You will be scheduled to present your proposal to the Development Review Committee (DRC). This is a technical committee representing various departments at UBC. They will review and provide constructive comments on your project proposal, which may become terms and conditions of the temporary Development Permit issued by the Director of Planning.

Maintenance and Management Agreement

In addition to standard Development Permit conditions, applicants will be required to accept and sign a maintenance and management agreement for food growing gardens on UBC academic lands. The contents of this agreement will include the items below and others where appropriate.

1. Individuals or groups who have established an approved food garden are responsible for cultivating, weeding, fertilizing, watering, and otherwise caring for their food garden. Approved food gardens must be cultivated by individuals or groups to prevent the weeds from taking over.

2. Individuals or groups who have established an approved food garden are responsible for maintaining gardens in an orderly condition at all times. At the end of the summer growing season gardeners must clear the plots of dead vegetation, stakes, cages and other encumbrances not required for the fall/winter/spring growing season. Gardeners are required to clear their garden completely before abandoning them. If a plot is not completely cleared, the Department or Faculty will be assessed any cost associated with restoring the landscape area to its previous condition.

3. Gardeners are required to follow organic cultivation practices that preclude the use of pesticides and chemical fertilizers in the Garden. Organic fertilizers such as manure, peat, seaweed, compost, bone meal and limestone are permitted.

4. Open containers of water are not permitted. These are perfect breeding grounds for mosquitoes which may carry and spread viruses that are dangerous to humans.

5. Structures like trellises or cages, inside a garden must not be higher than 5 feet. If there is a complaint about a structure, C+CP will decide what, if any, action is required. Structures 10 m2 and larger will require a Building Permit.

6. Other conditions specific to the site.

The purpose of this agreement is to ensure that individual or group commitments to creating food growing gardens on the academic campus achieve expected aesthetic, academic, physical and health goals. Any individual or group (who has established an approved food garden) who continues to break the terms of this agreement, after receiving written notice, will lose their privilege to grow food on campus. C&CP is the final authority in these matters.

I agree to abide by the terms of this Plot Holder Agreement.

Garden sponsor: _____ (Signature)
_____ (Print Name)

Date: _____

Garden location_____