



## LBCA Field Garden Guideline: Bed Rental Allocation Procedure

Authored by Dave Goertzen, LBCA Field Garden Volunteer Organizer; October 23, 2020

**Purpose: To allocate plots to gardeners in an equitable way, and keeping with mandate of LBCA procedure and/or LBCA Board direction.**

The objective of this guideline is to address maintaining a successful gardening group and fairness in the process of bed plot rental assignments (noting there may be more interest to rent than there are available plots, and both full and half sized plots available). The following are the rules that the LBCA Office will follow (or amend from time to time) in setting annual season bed plot rental allocations:

1. Tier 1: Returning gardeners (and groups) from the previous season will be given first right to renew their same bed numbers.
2. Tier 2: New Priority Groups (Educational and Charities):
  - Special groups (such as but not limited to Andrew Sibbald School, St. Boniface School, AAFS, and Bonavista Cares-Calgary Food Bank) who provide a special meaningful group benefit to the community (educational and donations and may play an instrumental part in getting successful grant funding for original garden construction) will be given first option.
  - The Garden Leadership Committee approves which new groups can participate knowing these groups may be allocated a percentage reservation (approximately 10%) and the remaining balance of plots should remain available to the community.
  - Each priority group will be dedicated minimum 1 full size plot and greater if available.
3. Tier 3: New LBCA Garden Volunteers
  - Volunteers contributing substantial time in establishing/building the garden should have first season (2019 and 2020 as constructed) reservation priority.
  - Members contributing approximately more than 10 hours of volunteering qualify.
  - LBCA Field Garden Volunteer Organizer will document this via garden contact volunteer list.
4. Tier 4: New Applicants
  - Previous season waitlist gardeners who did not get the opportunity to garden will be give first priority in this tier.
  - If you are contacted for a bed and refuse the offer, you will be taken off the waitlist.
  - If more interest in this tier exists than available full size beds, random draw will determine this tier for reservation of available full sized beds, then continuing for half-sized beds.

Garden schedule (season deadlines): The following dates will be followed in managing notifications and setting bed plot reservations:

- Request for previous season gardeners to renew their beds: March 15 – March 31
- If necessary, open call to reserve beds: April 01 – April 12
- If necessary reservation / random draw(s) and bed plot reservations resolved: April 13 – April 16
- Gardeners fees must be paid by – April 16
- Garden Opening – April 16
- Garlic Gardeners Contacted – October 1
- Garden Closing - October 16

### Notes:

- 1.0 **This guideline was resolved during the registration season of 2019.**
- 2.0 Full size bed plots are approximately 4' x 16'. Half sized plots are approximately 4' x 8'.
- 3.0 Random draw if needed will be carried out with the applicable list of potential renters, remaining not assigned to form a wait list in the event that a gardener were to not meet agreed responsibilities or when an active gardener does not pay rental fee or act responsibly (they were removed from participating and bed reassignment occurs).