

Plot Inspection Process

Updated June 2025

As members of the community garden, we all enjoy the privilege of having a garden plot. Along with that privilege comes the responsibility to cultivate and maintain it as intended when the City of Port Coquitlam set aside a portion of Elks Park for our use.

In order to ensure that the garden is cultivated and maintained and to ensure a fair and consistent process, the executive committee conducts a formal inspection of all plots four times during the season.

Inspection Dates

The committee will inspect all garden plots as follows:

May 15	Cultivation of plot has begun, excessive weeds addressed, plot is neat and tidy, any structures meet bylaws (Bylaws #12, 13, and 16)
July 15	Maintenance of plot (cultivation ongoing, no prohibited plans), plot tidy and free of excessive weeds, tall and/or staked crops planted as per Bylaws #13 and 17)
September 15	Same criteria as July 15 inspection
November 15	Plot has been cleared, except for winter crops and perennials. Plot has been left in a neat and tidy state, and any personal gardening items left for the winter have been stored neatly (Bylaw #14)

Notice and Enforcement

The following steps outline the process used to address any issues:

- If your plot needs attention for specific items, you will receive a notice with details.
- You will have two weeks to address the issues outlined in the notice.
- If issues have not been addressed within the two-week grace period, you will receive a second notice.
- If the issues are still not addressed after the second notice, you will be sent a termination letter.
- Additionally, if you receive two notices in a single gardening season, you will be sent a termination letter.
- If you receive a termination letter, you have the right to appeal within two weeks of the date of the letter.
- The executive committee will meet to review the appeal and will make a final decision.

If you have any questions about the inspection process or about any of the bylaws for maintaining your plot, please contact the committee: pococommunitygarden@gmail.com