

Curbside Community Farms Cooperative
300-722 Cormorant St.
Victoria, BC

Date

Homeowner name

Homeowner address

Victoria, BC

Re: boulevard gardening

Greetings [name],

Thank you for your support of our boulevard gardening project. Following our [discussion/correspondence] on [date of discussion], this letter is an attempt to summarize our shared understanding.

The gardens

We were excited to receive your [verbal/written] consent to establish a boulevard garden immediately adjacent to your home, and to draw water from your [hose/spigot] as needed, subject to the following roles and responsibilities.

1. City of Victoria Guidelines observed

All boulevard gardens in Victoria, including ours, are subject to the City's official Boulevard Gardening Guidelines (see references at bottom), which include provisions to maintain the safety of pedestrians, visibility for drivers, access to the street, and tidiness of gardens. We (Curbside) will work with our gardeners to ensure that these guidelines are followed, as well as the associated Bylaw (again, please see references below).

2. Maintenance assurance

When gardeners leave the program or become unable to care for their plot, we will either:

- a) Find a new gardener to adopt the plot;
- b) Work with the current gardener to restore the maintenance of the plot, or failing these;
- c) Remove the garden altogether and restore the boulevard to its original state, including replanting grass.

3. You choose how long we stay

You may revoke our gardening permission at any time, for any reason. We will remove the garden and plant grass seed. We will attempt to do so promptly, but it may take us up to a month. If you decide you'd like to reclaim the space but keep the garden for yourself, we would be happy to discuss this.

4. Details of water use

Water is only to be drawn by gardeners between the hours of [7:00 AM and 7:00 PM] through a hose [provided by you / to be supplied by Curbside and stored on your property when not in use]. Gardeners are also to be advised that [custom instructions, e.g., don't slam the gate].

5. Let us know if you're unhappy

If you ever find the garden to be unsightly, poorly maintained, or in any way an issue, or if you find anything else to be unsatisfactory about our presence in your space, we encourage you to let us know so that we can work with you and/or the gardener(s) to resolve the issue appropriately.

6. Let us know if someone else is unhappy

If a neighbour, passerby, or member of the public makes a complaint to you, or if the City leaves a notice with you about the garden, just pass the notice or complaint along to us as soon as you can, so that we can coordinate an appropriate response.

7. The crops are for the gardener

Everything grown by gardeners is intended to be theirs to keep, though they might be open to sharing if you get to know each other.

Compensation

In addition to our above understanding about boulevard use, we would like to confirm that you will be personally invited to attend all of our workshops and events in exchange for hosting us, for as long as this hosting arrangement remains in place.

[If they opted out:]

You opted to cover the cost of water for the gardens – an amount we estimate to be approximately \$5-6 per garden per year (based on 2026 rates). This means more funds are available for us to invest in new gardens and community events, which we really appreciate.

[If they opted in:]

We also agreed that Curbside will pay an annual stipend [to your strata] to help cover the cost of water, subject to the following provisions:

- The stipend amount will begin at \$5.50 per year for each garden bed that exists (or did exist, for any part of the year) on your boulevard.
- Stipends are to be paid by Curbside no later than the last day of each calendar year.
- The stipend amount is to be updated each year according to the price of a single Municipal Water Unit* (equal to 100 cubic feet), as published by the City on the date of the disbursement.
- The stipend will only be disbursed for as long as this hosting arrangement remains in place.

* A Municipal Water Unit is a unit of volume which the City uses to charge for water. We estimate that each garden bed will consume approximately this amount of water per year.

Legal stuff (this is not a contract)

To be clear, this letter is not intended to be legalistic or contractual; it is meant to nip misunderstandings in the bud. Thankfully, a background legal context and liability structure for boulevard gardening does exist and we are pleased to refer you to it here. We think you will find the following documents quite approachable and informative:

- The [Boulevard Gardening Guidelines](#), especially section 6.2 and 6.3,
- The [Streets and Traffic Bylaw](#), section 103A (10) and (11), and
- The [Local Government Act](#), section 737.

We have included URLs for each at the end of this letter. Without detracting from the authority of these documents in any way, we have summarized a few points that may have been highlighted during our [discussion/correspondence].

1. City of Victoria ownership & access

The City of Victoria retains sole ownership of the boulevard and the absolute right to access, use, and modify the boulevard at any time, with or without notice, for any purpose. This includes the removal of the gardens if deemed necessary by the City.

If any garden is damaged by the City in the course of their work, no compensation will be owed to you, to the gardeners, or to us, though we will do our best to help restore the garden as soon as possible.

2. Approvals for garden creation

Curbside will file a proposal for each garden with BC One Call to ensure that no utility company objects to its creation. Curbside will also notify the Parks Department with your full name, address and telephone number at least 30 days prior to commencing any gardening activities, as they also like to keep track of boulevard garden locations.

Final remarks

Please accept our sincere thanks for your participation in this project. For us on the Curbside team, it's been a long time in the making, and we hope it's the beginning of something great.

If you have any questions, concerns or feedback regarding this letter, please feel free to write to us at the email address, below. If you are comfortable with the approach outlined in this letter, please let us know, ideally by email before [insert date].

Looking forward to seeing you out there!

Warmly,

Curbside organizer name _____

Curbside organizer signature _____

Curbside organizer email _____

References

The Boulevard Gardening Guidelines:

<https://www.victoria.ca/media/file/boulevard-gardening-guidelines>

The Streets and Traffic Bylaw (scroll to section 103A (10) and (11)):

<https://www.victoria.ca/media/file/streets-and-traffic-bylaw-consolidated-09-079>

The Local Government Act (section 737):

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001_18#section737

City of Victoria Utility Rates:

<https://www.victoria.ca/home-property/utilities/utility-rates-billing>