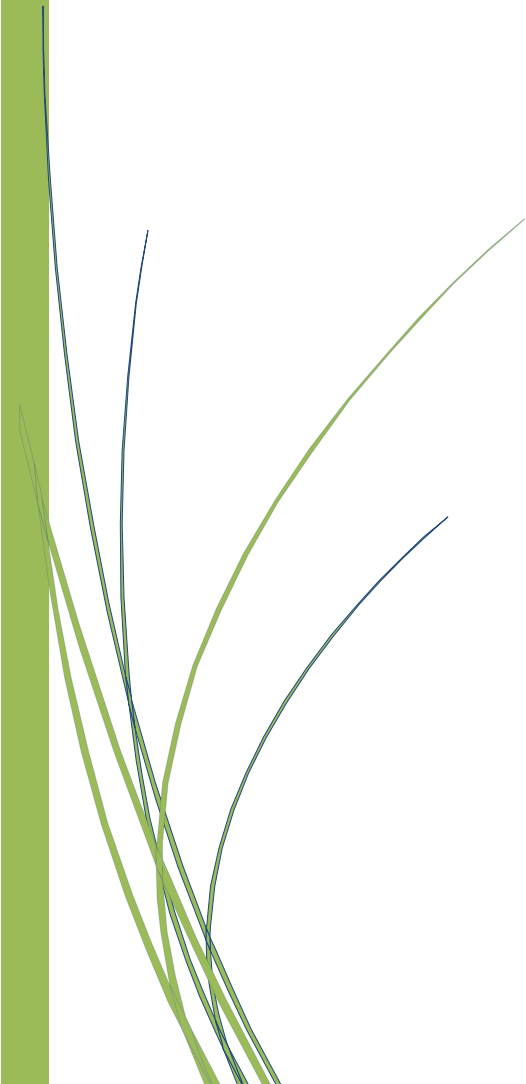


11/19/2019

BARAGA

RULES AND POLICY STATEMENTS



BARAGA RULES AND POLICY STATEMENTS

ABOUT BARAGA	2
Organization.....	2
Location and Access to the Gardens.....	2
Contact Information	2
ASSOCIATION RULES	3
Conflict with Act and Changes to Rules	3
Operation of Plots and Plot Rental Agreement.....	3
Rule 1 – Plot Rentals.....	3
Rule 2 – Plot Boundaries	3
Rule 3 – Plot Cultivation	3
Rule 4 – Cannabis.....	4
Rule 5 – Pathways.....	4
Rule 6 – Structures	4
Rule 7 – Pesticide Use and Pest Control	5
Rule 8 – Trees	5
Rule 9 – Use of Water Supply.....	5
Rule 10 – Sale of Produce.....	5
Rule 11 – Plot and Pathway Maintenance Inspections.....	5
Rule 12 – Termination of Plot Rental.....	5
Rule 13 – Plot Vacancies, Transfers and Succession.....	6
GENERAL SITE MAINTENANCE	6
Rule 14 – Fires and Smoking.....	6
Rule 15 – Pets.....	6
Rule 16 – Site Access	6
Rule 17 – No Habitation.....	6
Rule 18 – BARAGA Bees.....	7
POLICY STATEMENTS	8
Conflict with Act, Rules and Changes to Policy Statements.....	8
Policy Statement 1 – Plot Rentals, Waiting Lists, and Plot Transfers.....	8
Policy Statement 2 – Becoming a Member.....	8
Policy Statement 3 – Dates to Remember	8
Policy Statement 4 – Plot and Pathway Maintenance Inspections	9
Policy Statement 5 – Pre-Rental Plot Assessment and Inspections	9
Policy Statement 6 – Temporary Structures Approvals.....	9
Policy Statement 7 – Waste Management Policy.....	9
Policy Statement 8 – Common Areas	10
Policy Statement 9 – Tools and Equipment.....	10
Policy Statement 10 – Board of Directors Governance & Administration.....	11
Policy Statement 11 – Elections Coordinator	12
Policy Statement 12 – Privacy of Members	13
Policy Statement 13 – Conduct	13
<i>Appendix A - Summary of Important Information.....</i>	<i>14</i>
<i>Appendix B. City of Burnaby Bylaw No. 12465 pest control permitted pesticides (April 1, 2009).....</i>	<i>15</i>

BURNABY AND REGION ALLOTMENT GARDENS ASSOCIATION

ABOUT BARAGA

Organization

The Burnaby and Region Allotment Gardens Association (BARAGA) is a non-profit association that manages the land holdings of the Association. There are more than 374 individual garden plots located on 14.3 acres (5.8 ha) of urban agricultural land in Burnaby, British Columbia.

The property on which BARAGA is located is leased from the City of Burnaby, on a renewable five-year lease agreement, administered by the Parks, Multicultural and Recreation Department. Under the terms of the lease BARAGA administers the property for the City of Burnaby.

A volunteer Board of Directors governs and manages BARAGA's affairs. The Directors are elected at BARAGA's Annual General Meeting and are responsible to the Membership.

BARAGA functions largely through the work of unpaid members. However, when circumstances require, the Board of Directors can hire contractors or consultants to do specific tasks on a fee-for-service basis.

BARAGA members are expected to complete Community Service Hours (CSH). The total number of hours required are set by a resolution at Annual General Meetings. Currently six hours are required for a full plot and three hours for a half plot. A fee in lieu of service can also be paid. Work parties are held on the 2nd Saturday of each month from April through October.

A summary of important information can be found in Appendix A.

Location and Access to the Gardens

The gardens are located at 7528 Meadow Avenue, Burnaby, B.C. (NOTE - this is not a mailing address, no mail can be delivered here). There are two authorized entrances to the gardens, the main entrance on Meadow Avenue and the east side entrance on 14th Avenue.

Contact Information

Mailing address: Box 209, 4974 Kingsway, Burnaby, B.C. V5H 4M9

Phone: 604-600-6939

web site: www.baraga.ca

e-mail: directors@baraga.ca

BARAGA RULES

Conflict with Act and Changes to Rules

If there is a discrepancy between these Rules and the Societies Act of British Columbia (Act), as amended from time to time, the Constitution, or Bylaws; the Act, Constitution, or Bylaws, will prevail.

The Rules may be amended, new ones added, and existing ones deleted at a general meeting by an ordinary resolution, unless the Rule specifies otherwise.

Operation of Plots and Plot Rental Agreement

As per Bylaw 15.1 “Garden plots are approximately 93 square meters (1000 square feet) in size (full plot); with an exception being a maximum of 40 half plots of approximately 46 square meters (500 square feet) in size.”

Rule 1 – Plot Rentals

- 1.1 The rental period is one year (January 1st to December 31st).
- 1.2 Effective from the date that these rules are approved by the members, only one plot shall be rented per household, until such time as the waitlist is reduced in size to less than 90 applicants. **Plots rented prior to this date will not be affected.** “Household” is defined as “an individual or individuals who comprise a family unit and live together under one roof”.
- 1.3 Plots may not be sublet.
- 1.4 For new plot rentals, the plot rental fee is reduced by 75% on September 1.
- 1.5 This Rule can only be changed by special resolution.

Rule 2 – Plot Boundaries

- 2.1 Each plot is identified by two numbered stakes and these stakes shall be left in position (northwest and southwest corners) at all times.
- 2.2 The boundaries of plots shall not be extended.
- 2.3 Plot boundary shall have a weed free edge between the plot and adjacent path.
- 2.4 The first two feet (nearest to a main pathway) of each plot shall be planted in flowers.
- 2.5 Plots may be edged with a low-profile edging material in good condition no higher than 30 cm (12 inches).
- 2.6 Fences if used shall be no higher than 92 cm (36 inches); be within the borders of the plot and placed inside the required flower border; they must have at least 15 cm (6 inches) set back from the plot boundary.
- 2.7 Vertical support poles or trellises must be set back a minimum of 15 cm (6 inches) from the plot border.
- 2.8 Adjacent plots shall not be combined in any way and the pathways between them shall be kept unimpeded.

Rule 3 – Plot Cultivation

- 3.1 Plots shall be properly cultivated during the growing season as evidenced by tilling, sowing, tending, weeding, and growing vegetables and other crops.
- 3.2 Cultivation shall begin no later than May 1st.

- 3.3 The Plot Rental Agreement may be terminated on any plot on which cultivation has not begun by May 1st.
- 3.4 All plots shall be harvested and cleared by November 1st of each year, except for actively growing winter crops or perennials.
- 3.5 Plots shall be left in a tidy condition at the end of the growing season.

Rule 4 – Cannabis

- 4.1 Cannabis or marijuana growing of any kind is not permitted on plots or anywhere on the BARAGA site. This is a term of BARAGA's lease agreement with the City of Burnaby.
- 4.2 This Rule can only be changed by special resolution if the City of Burnaby changes the terms of BARAGA's lease agreement.

Rule 5 – Pathways

- 5.1 Pathways on the north and west sides bordering each plot are the responsibility of the plot renter.
- 5.2 A 76 cm (30 inch) wide weed-free, unobstructed path must be maintained at all times.

Rule 6 – Structures

- 6.1 New temporary structures must receive Board approval before building commences. Individual plot renters are not permitted to erect permanent structures of any kind.
- 6.2 All temporary structures must be of sound construction. No poured concrete or permanent foundation materials may be used at BARAGA.
- 6.3 New temporary structures, support poles or trellising may be erected on plots provided that they are of such a size and in such a location that they cast minimal shade on a neighbouring plot in the months of March through September.
- 6.4 New temporary structures, including eaves, must be set back a minimum of 61 cm (2 feet) from the width end of the plot; and 15 cm (6 inches) from the length side of the plot.
- 6.5 New temporary structures shall have a wall height no higher than 2.13 meters (7 feet), and a peak height of 2.43 meters (8 feet) from the normal path elevation.
- 6.6 Cloches, cold frames, and row covers must be easily movable and not exceeding 150 cm (5 feet) in height provided they are not excessively shading a neighbouring plot.
- 6.7 A new movable greenhouse (by design or by being moved periodically), shall have a maximum footprint no greater than 18.58 square meters (200 square feet) each on full plots, and 9.29 square meters (100 square feet) for half plots.
- 6.8 Maximum new shed size shall be 4.64 square meters (50 square feet).
- 6.9 No glass shall be used in any temporary structure. Plexiglass or tempered glass can be used in sheds.
- 6.10 No hazardous material, rotting wood or debris are permitted to be stored in structures or anywhere on a plot.
- 6.11 Maximum allowable combined footprint for all greenhouses and sheds per plot is 23.23 square meters (250 square feet) excluding cloches.
- 6.12 Structures built or approved before the date of the adoption of these Rules will be grandfathered.
- 6.13 This Rule can only be changed by special resolution.

Rule 7 – Pesticide Use and Pest Control

- 7.1 The use of herbicides, insecticides, rodenticides, and fungicides shall be used strictly in accordance with the City of Burnaby Pest Control Bylaw No. 12465 or any updates in effect (Appendix B) <https://bylaws.burnaby.ca/media/Consolidated/12465C.pdf>

Rule 8 – Trees

- 8.1 Plot renters shall not plant non-fruit bearing trees on plots. Fruit bearing trees are limited to 2.13 meters (7 feet) in height while dormant, must be on dwarf stock, and cast minimal shade on another plot.

Rule 9 – Use of Water Supply

- 9.1 Members shall exercise reasonable discretion in the use of the water supply as BARAGA has a metered connection.
- 9.2 No watering of plots shall take place overnight.
- 9.3 Watering must be done under supervision.
- 9.4 Members shall report leaks, broken pipes, and damage to the water system to the Board by e-mail to directors@baraga.ca, or by phone to 604-600-6939. If the leak is severe, the member should turn off the supply line.
- 9.5 Overhead oscillating sprinklers are not be used. Plot watering systems shall not be permanently connected to the BARAGA water system and no cutting of BARAGA pipes is permitted unless authorized by the Board.
- 9.6 Members must adhere to municipal water restrictions when in force.

Rule 10 – Sale of Produce

- 10.1 Members are not permitted to sell the produce, plants or trees grown on their plots.

Rule 11 – Plot and Pathway Maintenance Inspections

- 11.1 Plots and pathways shall be inspected at intervals by the directors or their designates (Plot Inspection Committee). Inspections are intended to check if plots are maintained in adherence to BARAGA Rules 2, 3, 4, 5, 7, 8 and 9. (See Rule 11 for details.) Letters are sent to plot renters whose plots do not conform to these rules after each inspection. Renters who receive 3 letters in one year may lose their plot.

Rule 12 – Termination of Plot Rental

- 12.1 Plot renters receiving 3 letters in one year who do not respond to the 3rd letter with an acceptable reason for not having met BARAGA plot inspection rules, will have two directors inspect their plot. The directors may then make a motion to the Board to terminate the plot rental. If the motion is approved by the Board, a notice to terminate the plot rental will be sent by mail and email (where consent has been given). The plot renter will have 15 days after the notice mailing date to appeal the Board's decision. Reassignment of the plot will take place no sooner than 15 days following the mailing of the notice unless the plot rental termination is rescinded by the Board or the member appeals.
- 12.2 This Rule can only be changed by special resolution.

Rule 13 – Plot Vacancies, Transfers and Succession

- 13.1 Existing plot renters have priority to transfer to another vacated plot provided they:
- a) Are currently adhering to the bylaws and rules;
 - b) And agree to perform the work on the vacated plot as per the “Pre-Rental Plot Assessment” (see Policy Statement 5).
 - c) If there is an associate member registered on the plot rental contract at the time of transfer, the associate member transfers with the plot renter.
- 13.2 In the event of the death (or incapacitation) of a plot renter, the following will apply:
- a) The spouse or a family member listed on the membership form is entitled to garden that plot until the end of the year. The spouse or family member may succeed to the plot if they wish, provided they do not already rent another plot, regardless of city of residency.
 - b) An associate member is entitled to garden that plot until the end of the year and the associate member may succeed on the plot if desired if the following conditions have been met:
 - (i) There is no family member listed on the plot rental agreement who wants the plot;
 - (ii) The associate member has had associate member status, evidenced by payment of membership dues and being named on the rental agreement, for at least a period of three consecutive membership years;
 - (iii) They have adhered to BARAGA’s Bylaws and Rules; provided the plot was not lost due to negligence.

General Site Management

Rule 14 – Fires and Smoking

- 14.1 Smoking of any kind, including but not limited to cigarette, marijuana, vaping and e-cigarettes, is not permitted on plots or anywhere on the BARAGA site.
- 14.2 Open fires or burning of any kind, including but not limited to hibachis and barbeques using charcoal briquettes, propane or other forms of combustion, are not permitted on plots or anywhere on the BARAGA site, except for special functions approved by the Board.
- 14.3 This Rule can only be changed by special resolution.

Rule 15 – Pets

- 15.1 No pets or livestock are allowed anywhere on site. Certified service animals must be clearly identifiable and are permitted on leash.
- 15.2 This Rule can only be changed by special resolution.

Rule 16 – Site Access

- 16.1 The site must be vacated from dusk to dawn.

Rule 17 – No Habitation

- 17.1 No overnight parking, sleeping or using the plot as a dwelling is permitted.

Rule 18 – BARAGA Bees

- 18.1 No honey bee hives are allowed on individual plots. Mason bees are permitted.
- 18.2 The bee hives on site may only be accessed by the BARAGA’s Registered Beekeeper. The “Registered Beekeeper” is defined as the qualified, licensed beekeeper named on BARAGA’s Provincial account.

THESE RULES WERE ADOPTED BY SPECIAL RESOLUTION DATED: NOVEMBER 16,2019

POLICY STATEMENTS

Conflict with Act, Rules and Changes to Policy Statements

If there is a discrepancy, between these Policy Statements, and the Societies Act of British Columbia (Act) as amended from time to time, the Constitution, Bylaws, or Rules; the Act, Constitution, Bylaws, or Rules will prevail.

Policy Statements may be amended, new ones added, and existing ones deleted at a general meeting or by majority vote of the Board of Directors.

Policy Statement 1 – Plot Rentals, Waiting Lists, and Plot Transfers

- 1.1 Persons wishing to rent a plot, may send a written request by mail to (PO Box 209 – 4974 Kingsway, Burnaby, BC, V5H 4M9), or by e-mail to waitlist@baraga.ca, supplying name, address, postal code, phone number(s) and email address. Applicants must provide proof of age and Burnaby residency at the time of plot rental. The name, when received will be placed on a plot rental waiting list. Due to the length of the waitlist, BARAGA policy is to only accept Burnaby residents at this time. There will be no name substitution on the waiting list.
- 1.2 Three waiting lists are kept:
 - a) an internal list for members wishing to transfer to another plot,
 - b) a Burnaby resident wait list,
 - c) a non-Burnaby resident wait list to be accessed when the Burnaby resident list drops to 10% of the membership.
- 1.3 Plots are rented on a ‘first come, first served’ basis starting at the top of list 1, then list 2, and then list 3.

Policy Statement 2 – Becoming a Member

- 2.1 When a plot is available, membership can be processed. Applicants must provide proof of age and Burnaby residency when applying for membership” at the time of plot rental. The rental agreement must be signed, fees paid and membership approved by the Board before the plot will be considered rented.
- 2.2 A person can become an associate member upon written authorization of a plot renter member to garden on their plot, they are named on the rental agreement, have paid their membership fees, and are approved by the Board.

Policy Statement 3 – Dates to Remember

- 3.1 Memberships and plot renewal fees shall be paid by January 31, or by the date of Annual General Meeting if it is held before January 31.
- 3.2 Community Service Hours shall be completed by October 31st of the membership year.
- 3.3 Payment in lieu of Community Service Hours not performed must be paid by November 30 of the membership year.
- 3.4 Refund of plot rental fees shall not normally be given but may be considered in exceptional circumstances up to but not after March 31st of the membership year.

Policy Statement 4 – Plot and Pathway Maintenance Inspections

- 4.1 Plot and pathway inspections are done once a month on the first Saturday of the month from May through November, though inspections may be done at other times as directed by the Board.
- 4.2 Plot inspection template forms will be used by the Plot Inspection Committee, and plot inspection template letters will be sent to members including date of inspection and areas for improvement. Members having difficulty maintaining their plots should contact the Board.

Policy Statement 5 – Pre–Rental Plot Assessment and Inspections

- 5.1 Directors (or their designate) assess all vacated plots prior to rental. Plots are inspected for hazards, minimum safety standards, condition of structures, and maintenance issues as per BARAGA’s Rules and Policies. The deficiencies, listed on the Pre – Rental Plot Assessment form, if any, will be addressed either by the future plot renter or the work will be assigned at the monthly work parties. The Board will work with all renters to assist in complying with this policy.

Policy Statement 6 – Temporary Structures Approvals

- 6.1 All construction and/or major renovations of structures (including arbors, greenhouses, sheds, gazebos, pergolas, and fences) must receive approval from the Structures Approval Committee before any construction takes place. Forms are available on BARAGA’S website.
- 6.2 Completed forms are to be sent to: directors@baraga.ca including a drawing of the proposed structure, identifying dimensions, location on plot and building materials to be used.

Policy Statement 7 – Waste Management Policy

- 7.1 Plot renters shall remove their own garbage from the site completely, or shall sort and deposit it in the areas specifically designated for those purposes by the Board of Directors. Plot renters must follow the City of Burnaby regulations for municipal garbage disposal.
- 7.2 Do not overfill bins as they will not be emptied.

Garbage bins

- 7.3 City of Burnaby garbage bins are provided. Members must follow the City of Burnaby requirements for municipal garbage allowance and Metro Vancouver Bylaws and Regulations. The following items are not recyclable and therefore may go in garbage bins: Painted or treated wood (cut into 120 cm/4 ft lengths), hoses, PVC pipes, greenhouse plastic, plastic furniture, plastic string/rope, plastic pails (larger than 25 litres/6.6 gallons), plastic bags, steel, metal hardware, pots, ceramic plant pots, foil bags, foil-lined cardboard, wax-coated cardboard boxes, lawn edging, tarps, paper towels, tissues.

Recyclables bins

- 7.4 Bins are currently provided for plastic and cardboard. Check <https://recyclebc.ca/> for allowed recycling items. Do not overload the bins and do not leave material beside the bins.

7.5 Bins for waste wood and other large items

Large construction bins are brought in as required to accommodate the removal of both treated and untreated waste wood and other large items. Members are encouraged to remove accumulated wood and other materials from their plots.

Green plant material

- 7.6 BARAGA has a clearly marked community composting area for the disposal of plant material, which members cannot compost on their plot. Noxious weeds such as horsetail and morning glory or diseased plant material such as club root can be bagged and placed in the green garbage bin.

Brown plant material

- 7.7 Soil free, brown material such as woody grape vines, raspberry canes, brush trimmings and small branches are collected in a separate clearly marked area, for later chipping and composting.

Policy Statement 8 – Common Areas

- 8.1 Any alterations to common areas must be approved by the Board of Directors.
- 8.2 All vehicles shall be left in the assigned parking lot except for BARAGA service vehicles, which may be required to enter the garden plot areas for specific purposes with the approval of the Directors (or their designates).
- 8.3 Trees planted in BARAGA common areas shall not be interfered with or altered in any way, except by expressed written consent from the Board. The Board must have written consent from the City of Burnaby.
- 8.4 Members shall not alter, fill, or cause any other disturbance to the habitat of ditches, waterways, and riparian areas as per Provincial legislation.
- 8.5 All fruit trees planted in the orchard and common areas are for the enjoyment of all members, and not the exclusive property of any individual member. Members are encouraged to taste only, and not harvest, so that other members can also enjoy the fruit.

Policy Statement 9 – Tools and Equipment

- 9.1 Some tools and equipment are available for BARAGA members for their use on site. Members must:
- a) Use them responsibly and ask for instructions when unsure of operation.
 - b) Clean and return as soon as the member is finished using them.
 - c) Report any damage or maintenance needed to the directors in person, or via e-mail, directors@baraga.ca.
- 9.2 Tractors and other large equipment are for occasional use only by persons trained in their use. Members may use them for hauling goods to their plots with the approval of a Director. Small equipment such as tillers, lawn mowers and string trimmers are available for members to use in maintaining their plots and pathways. Small equipment can be signed out during times scheduled by the Directors or by appointment by email: directors@baraga.ca

Policy Statement 10 – Board of Directors Governance & Administration

Directors are expected to attend monthly Board of Directors' meetings.

The Board of Directors is responsible for governing, managing and organizing BARAGA's affairs by:

Establishing and executing BARAGA's strategic direction by:

- 10.1 Following its Mission as stated in the Constitution.
- 10.2 Implementing actions related to the vision and values expressed by the membership.
- 10.3 Develop a multi-year Strategic Plan and an Annual Operating Plan.

Ensuring BARAGA'S financial health by:

- 10.4 Ensuring there are adequate financial resources to do the work of the Association.
- 10.5 Managing BARAGA'S assets to protect its future.

Ensuring BARAGA has appropriate human resources by:

- 10.6 Hiring, giving direction to, and evaluating its staff.
- 10.7 Allocating adequate Community Service Hours as per the year's operating plan.
- 10.8 Recruiting members to sit as directors and serve the membership.

Directing BARAGA'S organizational operations by:

- 10.9 Ensuring individual directors are assigned responsibility for specific jobs. The Board of Directors may set up committees (for example, Plot Inspection Committee and Structures Approval Committee) and recruit members to sit on these committees (as delegates) to carry out their jobs.
- 10.10 Directors' portfolios may consist of one or more jobs.

Board of Directors Job Summaries:

- 10.11 Finance – Prepares yearly operating budget as per the Annual Operating Plan (from the goals and objectives outlined in the Strategic Plan).
- 10.12 Membership – Keeps an up to date list of all members, and all their payments from source documents. Submitting necessary source documents to the treasurer for input into BARAGA's accounting system. Keeping the BARAGA office stocked with membership forms, and new member handouts. Provides membership cards for fully paid members.
- 10.13 Database – Administers permissions for directors after elections and monitors security. Ensures guide "How to Use Database" is current and provides Board of Directors instruction as needed. Oversees database for discrepancies. Establishes yearly database development plan as needed.
- 10.14 Plot Rentals – Keeps waitlists and rents plots as per Bylaws, Rules and Policy Statements.
- 10.15 Plot Rehabilitation and Assessment – Makes sure that plots vacated are safe to be rented, cleaned, and brought up to current maintenance standards in keeping with BARAGA's Constitution, Bylaws, Rules and Policy Statements.
- 10.16 Temporary Structures Approval – Ensures that structures to be erected on plots comply with the current Bylaws, Rules and Policy Statements.
- 10.17 Community Service Work
 - a) Ensures that community service work is organized to carry out the necessary work of maintaining BARAGA

- b) Ensures that member's Community Service Hours are entered in database under the appropriate work categories.
 - c) Compiling and remitting a members list to the treasurer of those members that did not complete Community Service Hours for billing.
- 10.18 Plot Inspections – Ensures plots are inspected on a regular basis and comply with all current Bylaws, Rules, Policy Statements and any deficiencies listed on the plot rehabilitation assessment forms.
- 10.19 Site Maintenance – Ensures that grounds, bridges, parking lot and other common areas of the garden are maintained. Ensures that waste and recyclables are properly loaded. Ensures compostable materials are in their designated areas. Ensures maintenance of the water system, including that it is properly turned on in the spring and off in the fall.
- 10.20 Equipment – Ensures the maintenance of BARAGA's machinery, equipment and tools. Ensures that members are trained prior to member's use.
- 10.21 Landscaping – Ensures that the common areas are developed, maintained and are aesthetically pleasing.
- 10.22 Communication Program – Ensures effective and relevant communication with the membership by producing a newsletter and other bulletins as required.
 - a) Digital Communications –Updates yearly Board of Directors e-mail access. Distributes and posts on website newsletter and Directors' bulletins. Posts minutes of Board of Directors, AGM, members or other types of meetings.
 - b) Makes updates to website www.baraga.ca as needed.
- 10.23 Community Events – Organizes events including, but not limited to the AGM, and the annual picnic, workshops, etc.
- 10.24 Bylaws, Rules and Policy Statements – Keeps track of all Board of Directors motions for AGM Bylaw and Rules changes and ensures any Policy Statement revisions are posted and disseminated to the membership.
- 10.25 Nomination: Governance – Compiles a list of potential board members as per BARAGA's Bylaws. Identifies upcoming Board vacancies, meets with potential members to explain the different jobs performed by the directors.
- 10.26 Personnel – To draft job descriptions for Board of Directors approval such as groundskeeper or other positions as required from time to time.
- 10.27 Beekeeping – Liaise with the Beekeeping Committee and report three times a year. Ensures annual report is filed with the Ministry of Agriculture. Ensures license is posted as per Provincial Regulations.
- 10.28 Ad Hoc Committees: (as needed) – for example Strategic Planning Committee.

Ensuring Effective Community Relations:

- 10.29 Member support in line with BARAGA'S constitution through provision of material on various aspects of sustainable gardening such as first steps for new gardeners, natural processes of food growing, crop rotation, cover crops, soil enrichment, natural pest predators, etc.

Policy Statement 11 – Elections Coordinator

- 11.1 The Board of Directors appoints an Elections Coordinator to organize the nominations and election process for each Annual General Meeting (AGM). The Elections Coordinator cannot be a member of the current Board of Directors and cannot run for office in the election

being conducted. The Elections Coordinator accepts written nominations up to one week before the Annual General Meeting and runs the election process at the AGM.

Policy Statement 12 – Privacy of Members

- 12.1 BARAGA is committed to protecting the privacy and security of personal information held about its Members by complying with BC's Privacy Act, and Canada's Anti-Spam Legislation.

Collection of Information

- 12.2 BARAGA collects personal information only from members and others who have shown an interest in BARAGA. This information is collected by a variety of methods: phone, fax, mail, e-mail.

Use of Information

- 12.3 BARAGA uses personal information to better serve its members and to expand the community of support including delivery of information about BARAGA and garden business.

Disclosure of Information

- 12.4 BARAGA will only use or disclose personal information for the purposes consistent with BARAGA's Bylaws, Rules and the BC Societies Act; BARAGA will not sell, rent or share members' personal information.
- 12.5 BARAGA provides proof of residency to the City of Burnaby as per the Lease agreement. Names, phone numbers, or e-mails are not provided; only addresses and postal codes.

Storage of Information

- 12.6 Personal information is only provided to authorized BARAGA Directors (or their delegates).

Accountability

- 12.7 BARAGA does its best to ensure that all information is recorded accurately—errors should be reported by mail or by e-mail to directors@baraga.ca.

Policy Statement 13 – Conduct

- 13.1 BARAGA is committed to providing a safe, secure, healthy and respectful environment for all its members, guests and employees.
- 13.2 BARAGA members shall conduct themselves in a responsible manner. Theft, willfully damaging, or causing to be damaged, BARAGA or other members' property or person is grounds for immediate termination of membership and cancellation of the Plot Rental Agreement. Criminal behavior will be reported to the police.
- 13.3 BARAGA may exercise its right to seek outside mediation, facilitation, threat assessment, and legal services while investigating incidents involving conduct contrary to BARAGA's Constitution, Bylaws, Rules, Policy Statements and the Plot Rental Agreement.
- 13.4 Discipline of members will be in accordance with BARAGA's Constitution, Bylaws, Rules, Policy Statements and the Plot Rental Agreement.

THESE POLICY STATEMENTS WERE ADOPTED BY SPECIAL RESOLUTION DATED: November 16, 2019

APPENDICES

Appendix A - Summary of Important Information

Please refer to BARAGA's Bylaws, Rules and Policy Statements found on the website at www.BARAGA.ca in the members section.

The following information is important to ensure a positive growing experience for our gardeners. Please read the following information carefully. These are the basics of gardening at BARAGA.

1. A BARAGA director can be contacted by e-mail at directors@baraga.ca. Any emergencies, phone 604-600-6939.
 2. You are expected to read BARAGA Bylaws, Rules and Policy Statements. They can be downloaded from the BARAGA website at www.baraga.ca
 3. You must either complete 6 Community Service Hours (CSH) for a full plot (3 hours for a half plot) for BARAGA each year or pay (\$100 + GST for full plot, \$50 + GST for half plot) in lieu of service.
 4. Work parties are held on the 2nd Saturday of each month from March through October from 9 a.m. to 12 noon. Just show up with gloves and tools and you will be assigned work.
 5. Consider completing your CSH early in the summer. If you cannot attend work parties or are otherwise having difficulty completing your CSH, notify workhours@baraga.ca early in the summer for directions as to what to do. We have light duties available.
-
1. No smoking, no pets, no fires;
 2. No pesticides such as herbicides, insecticides, fungicides or rodenticides - see Appendix B - City of Burnaby for a list of approved products
 3. Conserve water by not leaving watering unattended, and reporting any leaks in the irrigation system
 4. You must obtain approval for all structures on your plot. Read Rule 5 (structures) in your handbook and apply to directors@baraga.ca with details of your plan before starting any construction. You can download a Structures Approval application form, from our website at www.baraga.ca
 5. Use our waste management area with respect. Read the signs to see what is accepted in the garbage and recycling bins.
 6. Use our composting areas with respect. For brown and green matter, read the sign of what is accepted. Compost on your own plot – BARAGA cannot manage everyone's compost, so we ask that you garden sustainably and take responsibility for your own compost.
 7. Respect your fellow gardeners. If you have a complaint, handle your situation respectfully or contact a director.
 8. Plot inspections are on the first Saturday of each month from May through November. Expectations required:
 - You are responsible for the west and north pathways of your garden. They should be weed free and maintained at all times.
 - You must begin preparing and planting your garden by May 1st and clear your garden by November 1st unless you are winter gardening.
 - You must maintain your garden to be relatively weed free. Any trees must be pruned below 2.13 meters (7 feet).
 - Temporary structures must be safe and well maintained and comply with the Temporary Structures Bylaws and Rules.

- Members not keeping their plots according to rules can have their plot rental terminated (see Rule 12 – Termination of Plot Rental).
9. There are many kinds of pests at the garden: stinging and biting insects (fire ants, wasps, bees), underground creatures (voles, moles), rats, and the occasional coyote, among others. There are numerous nests of fire ants which can cause bad reactions from the toxin that they inject with their bites. If you have serious allergies or react strongly to insect bites or wasp stings, you may want to carry an EpiPen with you, or you may decide not to garden here.

Appendix B. City of Burnaby Bylaw No. 12465 pest control permitted pesticides (April 1, 2009)

<https://bylaws.burnaby.ca/media/Consolidated/12465C.pdf>

The following substances are permitted pesticides and shall be excluded from the provisions of Rule 6:

- (1) Insecticidal soaps
- (2) Algicides and ornamental fountains
bactericides used in swimming pools, wading pools, whirlpools or
- (3) Bt (Bacillus thuringiensis)
- (4) Nematodes
- (5) Other biological control organisms
- (6) Animal repellents
- (7) Rodenticides
- (8) Injected tree treatments
- (9) Sticky media
- (10) Borax
- (11) Dormant Oils
- (12) Horticultural Oils
- (13) Bordeaux mixture and other sulphur compounds (14) Lime Sulphur
- (15) Ferric phosphate
- (16) Pruning paint
- (17) Pheromone traps
- (18) Pyrethrum (or permethrin)
- (19) Diatomaceous earth