

CONSTITUTION, BYLAWS, RULES AND POLICIES
OF
BURNABY AND REGION ALLOTMENT GARDENS ASSOCIATION



Burnaby and Region Allotment Gardens Association

Passed on November 16, 2019 at BARAGA SGM [amended at AGM February 25, 2023]

**CONSTITUTION AND BYLAWS
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**CONSTITUTION AND BYLAWS
OF
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In conformity with the Societies Act of British Columbia, this document sets forth the Constitution and Bylaws of the Burnaby and Region Allotment Gardens Association ("BARAGA").

CONSTITUTION

1. The name of the Society is BURNABY AND REGION ALLOTMENT GARDENS ASSOCIATION.
2. The purposes of the Society are:
 - a) To provide opportunities for non-profit, recreational fruit and vegetable gardening for residents of an urban area.
 - b) To provide horticultural advice and shared experience for members, and to encourage those who wish to undertake such gardening for the first time.
 - c) To perpetuate, in an increasingly technological age, an awareness of the natural processes of food growing.

BYLAWS

Part 1 - Definitions and Interpretation

Definitions

- 1.1 In these Bylaws:
 - a) "**Act**" means the Societies Act of British Columbia, as amended from time to time;
 - b) "**Board**" means the Directors of the Society;
 - c) "**Bylaws**" means these Bylaws, as altered from time to time;
 - d) "**Rules**" means Rules of BARAGA, as altered from time to time;
 - e) "**Ordinary Resolution**" means a resolution passed at a general meeting by a simple majority of the votes cast by the eligible members voting;
 - f) "**Special Resolution**" means a resolution passed at a general meeting by at least 3/4 of the votes cast by the eligible members voting;

Definitions in Act apply

- 1.2 The definitions in the Act apply to these Bylaws.

Conflict with Act or Regulations

- 1.3 If there is a conflict between these Bylaws and the Act or the Regulations under the Act, the Act or the Regulations prevail.

Changes to Bylaws

- 1.4 A special resolution is required to change a Bylaw of BARAGA.

Part 2 - Members

Application for Membership

- 2.1 Persons aged 19 or older may apply to the Board for membership in the Society, and they become members upon the Board's acceptance of the application, and payment of the applicable fees. Re-applying for membership requires a waiting period of at least one year from the date of termination.
- 2.2 Regular members are those individuals who qualify and who are the primary signatories on the plot rental agreement. Regular members are voting members and have a right to vote.
- 2.3 Associate members are individuals who are designated by the regular member as an associate member on the plot rental agreement. Associate members are not voting as of right, but can vote only if the regular member for their plot is in good standing and:
 - a) does not attend a membership meeting, which will have the effect of delegating their voting right to the associate member on their plot; or
 - b) attends a membership meeting but delegates their voting right to the associate member on their plot when signing in at the membership meeting.
- 2.4 Only one vote is allowed per plot. Only one voting card or ballot can be issued per plot.
- 2.5 If there is no agreement between a regular member and an associate member regarding who will vote at a general meeting, the regular member will vote and the associate member will not.
- 2.6 Only one associate member is allowed per plot, and a person can only be an associate on one plot.
- 2.7 Family of regular members listed on the plot rental agreement are members, but they may not vote unless they are designated as associate members on the plot rental agreement, in which case their voting ability will be defined by Bylaws 2.3 – 2.6.
- 2.8 Family of regular and associate members may attend general meetings as observers, but they may not vote unless otherwise provided for under these Bylaws.

Duties of Members

- 2.9 Every member must uphold the Constitution and comply with the Bylaws and Rules of BARAGA. Members are responsible for the actions of their family members and guests.
- 2.10 The plot rental agreement is a legally binding contract between the Society and the plot renters.

Membership dues and other fees [amended Feb. 25/2023]

- 2.11 Regular and associate members shall pay annual dues and fees consisting of the following:
 - a) Associate members shall pay an annual membership fee.
 - b) Regular members shall pay dues and fees consisting of three items:
 - (i) membership dues
 - (ii) a plot rental fee
 - (iii) a fee in lieu of community service hours not performed.
- 2.12 The amount of the membership dues, plot rental fees, and fees in lieu of Community Service Hours, and the number of Community Service Hours shall be determined by an ordinary resolution at a general meeting of the Society. The Board of Directors shall determine the deadline for receipt of these dues and fees.

2.13 Membership dues are non-refundable.

Members not in good standing

2.14 A member is not in good standing if that member fails to pay any of the dues or fees applicable under section 2.6 or 2.7 by the due date, or at the Annual General Meeting if it is held before the due date, whichever comes sooner; and remains not in good standing for as long as those dues and fees remain unpaid.

Members not in good standing may not vote

2.15 A voting member who is not in good standing may not vote at a general meeting and is deemed not to be a voting member for the purpose of conducting business at a general meeting.

Termination of Membership

2.16 A person's membership in the Society is terminated:

- a) by communicating one's resignation in writing to the Board of Directors, who will notify the secretary of the Society;
- b) on one's death;
- c) if the person is not in good standing for 3 consecutive months;
- d) on being expelled;
- e) upon termination of a plot rental agreement.

Expulsion of Members

2.17 A member may be expelled for the following reasons:

- a) unauthorized removal of produce or goods from BARAGA, including other members' plots;
- b) unauthorized interference with another member's plot or property;
- c) willfully damaging or causing to be damaged, BARAGA or another member's property or person;
- d) Before a member is expelled for reasons 2.17 (a), (b) and (c) clear evidence as to the nature of the offence, the date of its perpetration and the number of the plot violated, if applicable, must be given to the directors in writing.

2.18 A member may be expelled by a resolution approved by 3/4's of the directors at the directors' meeting called for that purpose.

- a) The notice of resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
- b) Before the resolution is put to a vote, the directors must elect or appoint a panel of three (3) directors to investigate the proposed expulsion and make a recommendation to the directors.
- c) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard by the panel or directors before the resolution is put to a vote.
- d) The directors may accept or reject the panel's recommendation, as the Board sees fit.

2.19 A member may also be expelled by a special resolution of the membership in the manner prescribed by the Societies Act.

- 2.20 The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
- 2.21 The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
- 2.22 No fee shall be refunded for expulsions under section 2.15.

Termination of plot rental

- 2.23 Plot rentals may be terminated for the following reasons:
 - a) Failure to adhere to the Rules associated with the Plot Rental Agreement.
 - b) Members may terminate their plot rental by providing written notice to the Board.
 - c) A member's plot rental is terminated if the member is not in good standing for 3 months.
- 2.24 The Board will work with members to facilitate adherence to the Rules. Members are responsible for communicating their need for assistance to the Board.

Discipline of Member

- 2.25 A member may be disciplined in accordance with the Society's Bylaws, and Rules.
- 2.26 Following an appropriate investigation or review of a member's conduct or actions, including providing a reasonable opportunity to respond, and deliberation by the Board; the Board may discipline or propose to expel a member for conduct which, in the reasonable opinion of the Board, is contrary to the Society's Bylaws, and Rules.
- 2.27 If discipline is applied, the Board must provide written notice to the member, including reasons and process to be followed for dispute resolution.

Appeal of Board's decisions regarding membership expulsion, termination of plot rental or discipline:

- 2.28 Members wishing to appeal a Board's decision under this section heading can ask, within a timeline prescribed by the Board which is be no less than 30 days from being notified by the Board of its decision, for a hearing before general membership. At the said hearing, the onus would be on the Board to obtain a special resolution vote in favour to ratify the Board's decision.
- 2.29 No affected plots related to the appeal can be re-assigned before the general membership reaches their decision on the appeal.

Part 3 - General meetings of Members

Notice, time and place of general meeting

- 3.1 A general meeting must be held at the time and place the Board determines at least once in every calendar year at a location in the City of Burnaby or within 5 km from a City of Burnaby boundary.
- 3.2 A notice must be given to a member, either by mail, or e-mail to the member at the member's most current address, or as stated in the Membership Application.
- 3.3 Notice must be sent at least 14 days before the meeting by regular or e-mail to the member's registered address. The notice shall also be posted a minimum of 21 days

before the meeting, on BARAGA's website – www.baraga.ca.

Ordinary business at general meeting

- 3.4 At a general meeting, the following business is ordinary business:
- a) adoption of rules of order;
 - b) consideration of any financial statements of the Society presented to the meeting;
 - c) consideration of the reports, if any, of the directors or auditor;
 - d) election or appointment of directors;
 - e) appointment of an auditor, if any;
 - f) business arising out of a report of the directors not requiring the passing of a special resolution.

Notice of special business

- 3.5 Notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business, and in the case of a special resolution, the text of the resolution.

Chair of general meeting

- 3.6 The following individual is entitled to preside as the chair of a general meeting:
- a) The individual, if any, appointed by the Board to preside as the chair;
 - b) If the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair,
 - (i) the president,
 - (ii) the vice-president, if the president is unable to preside as the chair, or
 - (iii) one of the other directors present at the meeting, if both the president and vice-president are unable to preside as the chair.

Alternative Chair of general meeting

- 3.7 If there is no individual entitled under these Bylaws who is qualified to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as chair.

Quorum required

- 3.8 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

Quorum for general meeting

- 3.9 The quorum, for the transaction of business, at a general meeting, is 10% of voting members; except in the case of dissolution, where it may be 3 as per the Societies Act.

Lack of quorum at commencement of meeting

- 3.10 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,

- a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and
- b) in any other case, if a quorum is not present within 30 minutes from the time set for holding the meeting, the voting members who are present constitute a quorum for that meeting.

If quorum ceases to be present

3.11 If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present as determined under 3.9 or until the meeting is adjourned or terminated.

Adjournments by Chair

3.12 The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned general meeting

3.13 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at general meeting

3.14 The order of business at a general meeting is as follows:

- a) elect an individual to chair the meeting, if necessary;
- b) determine that there is a quorum;
- c) approve the agenda;
- d) approve the minutes from the last general meeting;
- e) deal with unfinished business from the last general meeting;
- f) if the meeting is an annual general meeting,
 - (i) receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
 - (ii) receive any other reports of directors' activities and decisions since the previous annual general meeting,
 - (iii) elect or appoint directors, and
 - (iv) appoint an auditor, if any;
- g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- h) hold elections for the Board of Directors;
- i) terminate the meeting.

Voting

3.15 All voting members in good standing are entitled to vote. Only one vote per plot is allowed.

Methods of voting

3.16 At a general meeting, voting must be by issued voting cards, except when a majority of the voting members request a secret ballot; or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

Proxy voting not permitted

3.17 Voting by proxy is not permitted. All voting must be in person.

Non-profit association voting

3.18 A non-profit association member may vote only by its authorized representative.

Matters decided at general meeting by ordinary resolution

3.19 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws, to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution. Rules must be decided by ordinary resolution, unless the Rule specifies otherwise.

Announcement of result

3.20 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Nominations Committee and consent to act as Director

3.21 The directors shall appoint a nominating person or committee whose task shall be to identify and propose for election persons for each of the positions of president, vice-president, secretary, treasurer and at least three directors-at-large.

3.22 The nominating person or committee shall seek the views of the Society's members in discharging its task and shall have prepared a list of nominees at least 21 days before the annual general meeting.

3.23 A designation, election or appointment of an individual as director is invalid unless

- a) the individual signs a "Consent to Act as Director" form, or
- b) the individual is present at the meeting and consents to be a director.

3.24 Nominations to the Board shall be open to all voting members in good standing.

Part 4 – Directors

Duties of Directors

4.1 Pursuant to the Act, every director will:

- a) Act honestly and in good faith with a view to the best interests of the Society;
- b) Exercise the care, diligence, and skill that a reasonable, prudent individual would exercise in comparable circumstances;
- c) Act in accordance with the Societies Act and the regulations there under; and these bylaws.

4.2 The Board may establish policies relating to the affairs of the Society as it deems expedient, provided that no policies are valid to the extent that it is inconsistent with the Act, the Constitution, these Bylaws or the Society's Rules. Changes to policies will be communicated

to members by e-mail, posted on baraga.ca and BARAGA's bulletin boards.

Number of Directors on the Board

4.3 The number of directors must be a minimum of 5 and a maximum of 15.

Election or appointment of Directors

4.4 At each Annual General Meeting, the voting members must elect or appoint the Board.

4.5 A director's term of office expires at the close of the next Annual General Meeting after the director's designation, election, or appointment.

4.6 Separate elections must be held for each office to be filled.

4.7 An election may be by acclamation; otherwise it must be by ballot.

4.8 If a successor is not elected, the person previously elected or appointed continues to hold office unless he or she resigns or is incapacitated.

4.9 The directors are eligible for re-election.

4.10 No member may serve more than 5 consecutive terms as a president.

Directors may fill casual vacancy on the Board

4.11 The Board may, at any time, appoint a voting member in good standing as a director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a director during the director's term of office.

Term of appointment of Director filling casual vacancy

4.12 A director appointed by the Board to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

Removing a Director, before the expiration of his or her term of office

4.13 The members may, by special resolution, 2/3 vote of the voting members present, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.

Part 5 - Directors' proceedings

Calling Directors' meeting

5.1 A directors' meeting may be called by the president or by any 2 other directors.

Notice of Directors' meeting

5.2 At least 2 days notice of a directors' meeting must be given unless all the directors agree to a shorter notice period.

Proceedings valid despite omission to give notice

5.3 The accidental omission to give notice of a directors' meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

Conduct of Directors' meetings

5.4 The directors may regulate their meetings and proceedings as they think fit. Directors may participate in a meeting electronically, only if, the system provides access to the

meeting in a manner or using a method by which a person participating in the meeting can communicate concurrently with each other participant.

Quorum of Directors

5.5 The quorum for the transaction of business at a directors' meeting is a majority of the directors.

Committees

5.6 The directors may delegate any, but not all, of their powers to committees consisting of a director as chair, other directors, and or voting members as they see fit. A committee must conform to any rules imposed on it by the directors; and must report the actions of the committee in exercising those powers to the Board in a timely manner.

5.7 When the Board creates a committee, it must establish its Terms of Reference.

5.8 If no chair is designated, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair of the meeting.

5.9 The members of a committee may meet and adjourn as they think proper and in keeping with these Bylaws.

Written consent

5.10 A resolution in writing, signed by a majority of directors and placed with the minutes of the Board, is valid and effective as if regularly passed at a meeting of directors.

Part 6 - Board positions

Election or appointment to board positions

6.1 Directors must be elected or appointed to the following Board positions, and a director, other than the president, may hold more than one position:

- a) president;
- b) vice-president;
- c) secretary;
- d) treasurer.

Directors-at-large

6.2 Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as directors-at-large.

Role of President

6.3 The president is the chair of the Board and is responsible for managing the other directors in the execution of their duties.

Role of Vice-president

6.4 The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.

Role of Secretary

- 6.5 The secretary is responsible for doing, or making the necessary arrangements for, the following:
- a) issuing notices of general meetings and directors' meetings;
 - b) taking minutes of general meetings and directors' meetings;
 - c) keeping the records of the Society in accordance with the Act;
 - d) conducting the correspondence of the Board;
 - e) filing the annual report of the Society and making any other filings with the registrar under the Act;
 - f) maintaining the register of members.

Absence of Secretary from meeting

- 6.6 In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting or perform other secretary duties.

Role of Treasurer

- 6.7 The treasurer is responsible for doing, or making the necessary arrangements, for the following:
- a) receiving and banking monies collected from the members or other sources;
 - b) keeping accounting records in respect of the Society's financial transactions;
 - c) preparing the Society's financial statements;
 - d) making the Society's filings respecting taxes.
- 6.8 The treasurer may serve no more than five consecutive terms.

Role of Directors at Large

- 6.9 The duties of directors-at-large shall be determined from time to time by the Board of Directors.

Part 7 - Remuneration of Directors and signing authority

Remuneration of Directors

- 7.1 These Bylaws do not permit the Society to pay any director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity.

Signing authority

- 7.2 A contract or other record to be signed by the Society must be signed on behalf of the Society:
- a) By the president, together with one other executive director,
 - b) If the president is unable to provide a signature, by the vice-president together with one other executive director,
 - c) If the president and vice-president are both unable to provide signatures, by any 2 other directors, or
 - d) In any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.

Part 8 – Dissolution

- 8.1 Upon the winding up and dissolution of the Society, any assets remaining after the full discharge of debts shall be paid to a recognized Canadian charitable institution designated by the directors and approved by the members. This clause was previously unalterable.

Part 9 – Access and inspection of records

- 9.1 A member in good standing is entitled, upon providing not less than a fourteen (14) day notice in writing to BARAGA, to examine any of the following documents and records of BARAGA at the address of BARAGA during the Society's normal business hours:
- a) the Constitution and these Bylaws, and any amendments thereto;
 - b) the statement of directors and registered office of the Society;
 - c) minutes of any general meeting, including the text of each resolution passed at the meeting;
 - d) resolutions of the voting members in writing, if any;
 - e) annual financial statements relating to a past fiscal year that have been received by the members in a general meeting;
 - f) the register of directors;
 - g) the register of members;
 - h) BARAGA's certificate of incorporation, and any other certificates, confirmations or records furnished to BARAGA by the Registrar;
 - i) copies of orders made by a court, tribunal, or government body in respect of the Society;
 - j) the written consents of directors to act as such; and the disclosure of a director or of a senior manager regarding a conflict of interest;
 - k) contracts and agreements;
 - l) invoices and related documents that underline financial statements.
- 9.2 Except as expressly provided by statute or at law, a member will not be entitled to have the right to examine or inspect any other document or record of BARAGA. However, subject to such policies as the Board may establish, a member in good standing may request, in writing delivered to the address of BARAGA, to examine any other document or record of BARAGA and the Board may allow the member to examine the document or a copy thereof, in whole or in part and subject to such redaction as the Board deems necessary, all in the Board's sole discretion.
- 9.3 Copies of documents to which a member is allowed to examine may be provided on request by the member for a fee to be determined by the Board, provided such fee does not exceed the limits prescribed by the Act.
- 9.4 No other individual may inspect the records of BARAGA.

Part 10 - Borrowing and investment

- 10.1 Subject to the provisions of the Societies Act, the Board of directors may borrow such funds as may be required for carrying out the objectives of the Society, passed by a special resolution for each loan.

- 10.2 The Board of Directors may invest the financial assets of the organization in investment products offered by BARAGA's financial institution(s) provided they offer suitable liquidity and suitable risk for the needed time horizon. All investment decisions require a 2/3 vote of the directors.

Part 11 – Auditor

- 11.1 If the Society elects to appoint an auditor to review its books, it will do so in conformity with the Societies Act.

Part 12 - Without purpose of gain

- 12.1 The Society shall be carried on without the purpose of gain for its members and any profits or other accretions to the organization shall be used in promoting its objectives.

Part 13 - Robert's Rules

- 13.1 *Robert's Rules of Order* will be used as a reference where procedural issues arise.

Part 14 - Insurance

- 15.1 The member agrees to indemnify and save harmless BARAGA from all costs, losses, damages, proceedings, claims, demands and expenses incurred by BARAGA and sustained or caused by or arising out of the member's use of the plot. The member acknowledges that BARAGA does not insure the member's property and that the member is responsible for insuring their own property while such property is on or about the plot.

Part 15 – Allotment sizes and allocation

- 15.2 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.
- 15.3 Changes to garden plot sizes, either to combine or extend or reduce or divide, require 3/4 vote of the membership for each specific change except for the 40 half plots in the process of being created as plots become available for division.
- 15.4 Plot renters in good standing have the right to renew the same plots they have been renting; and, can renew their plots regardless of whether they live in the City of Burnaby or not.

Part 16 – Bylaws

- 16.1 These Bylaws may not be altered or added to except by special resolution.
- 16.2 Upon being admitted to membership, each member is entitled to, and each member shall be given free of charge, a copy of the Constitution, Bylaws, and Rules and Policies of the Society.

THESE BYLAWS ADOPTED BY SPECIAL RESOLUTION DATED: NOVEMBER 16, 2019

11/19/2019

RULES AND POLICY STATEMENTS



Burnaby and Region Allotment Gardens Association

*Passed on November 16, 2019 at BARAGA SGM
[amended at AGM February 25, 2023]*

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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 The 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 materials, 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 to 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, 6, 7, 8 and 9. 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 from the Plot Inspection Committee 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 [amended at AGM on Feb. 25, 2023]

- 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, and are residents of Burnaby.
 - 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 a period of a minimum of three consecutive membership years;
 - (iii) They have adhered to BARAGA’s Bylaws and Rules; provided the plot was not lost due to negligence;
 - (iv) They are residents of Burnaby.
 - c) The Burnaby residency requirement applies to all plots rented, and all associate members accepted, after 2022.

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 a BARAGA’s Registered Beekeeper. The “Registered Beekeeper” is defined as the qualified, licensed beekeeper named on BARAGA’s Provincial account.

Rule 19 - Right to Quiet Enjoyment [added at AGM on Feb. 25, 2023]

- 19.1 The use of radios and other sound reproduction equipment such that it causes a disturbance or interferes with the comfort of any member or visitor is not permitted on plots or anywhere on the BARAGA site.
- 19.2 The use of drones is not permitted anywhere on the BARAGA site.

THESE RULES WERE ADOPTED BY SPECIAL RESOLUTION DATED NOVEMBER 16, 2019, WITH AMENDMENTS ADOPTED BY AGM ON FEBRUARY 25, 2023, AS NOTED.

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.

Policy Statement 14 – Management of Contingency Reserve Fund [added at AGM on Feb. 25, 2023]

14.1 BARAGA shall create and manage a Contingency Reserve Fund (CRF) equivalent to the total annual expenses of \$50,000 plus interest to be held in a cashable term deposit. This will provide emergency or one-time funding for garden necessities (e.g. flood damage repairs, purchase of new tractor, etc.). In any year, if there are excess funds over the amount of the required CRF, those funds will be used to balance the budget and/or used for planned operating expenses for the following year. In the event that the operating and capital budget expenses cannot meet the increased cost of operation, membership will be asked for a membership fee increase.

THESE POLICY STATEMENTS WERE ADOPTED BY SPECIAL RESOLUTION DATED NOVEMBER 16, 2019, AND AMENDED (POLICY 14 ADDED) BY AGM ON FEBRUARY 25, 2023.

Appendix A - Summary of Important Information

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.
6. **IMPORTANT RULES AND CONSIDERATIONS:**
 - a) No smoking, no pets, no fires;
 - b) No pesticides such as herbicides, insecticides, fungicides or rodenticides - see Appendix B - City of Burnaby for a list of approved products
 - c) Conserve water by not leaving watering unattended, and reporting any leaks in the irrigation system
 - d) 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
 - e) Use our waste management area with respect. Read the signs to see what is accepted in the garbage and recycling bins.
 - f) 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.
 - g) Respect your fellow gardeners. If you have a complaint, handle your situation respectfully or contact a director.
 - h) 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).
 - i) 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. 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 paragraph 6(b) above:

- (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