

STRATHCONA (PARKS) COMMUNITY GARDEN SOCIETY HANDBOOK V.1

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1 INTRODUCTION

The Strathcona Garden Society is a not for profit charitable organization which was established in 1985 and registered under the Society Act of British Columbia in 1985. The Strathcona Garden Society is also registered as a Charity with the Canadian Charities Directorate.

The Strathcona Garden Society acknowledges that the gardens are located on the unceded territories of the Coast Salish peoples, including the x^wməθk^wəyəm (Musqueam), S^kwxwú7mesh (Squamish), and səlililwətaʔł Tsleil-Waututh Nations.

The Society has 2 distinct locations, Cottonwood Community Garden, whose formal, non mailing address, is 857 Malkin Ave, Vancouver, BC and Strathcona Community Garden, whose formal, non mailing address, is 759 Malkin Avenue, Vancouver BC. Each garden is located in a Vancouver City Park governed by the Parks Board of Vancouver.

The Society is governed by a Board of Directors whose members represent both gardens and consist of one President and one Vice-president or two Co-Presidents (one from each garden), a Secretary, a Co-treasurer (one from each garden) and 3 Members at large from each garden; the Board members are voted by the membership of each garden at the yearly AGM in April (refer to Section A.4).

While the Society maintains the same objectives and philosophical framework for both gardens, each garden has its own sets of policies and procedures.

2 GUIDING COMMITMENTS

The society is committed to the following guiding principles.

Commitment to Community

The garden is located in the Strathcona neighbourhood. This neighbourhood has a unique history and characteristics. As gardeners, we are stewards of the land within the Strathcona neighbourhood and by extension we are proud to be part of this community.

We lease the land from the Vancouver Parks Board.

Fellow gardeners and visitors are entitled to be in our gardens without experiencing harassment.

Commitment to Society

As members of the Strathcona Garden Society, we are invested in the long-term sustainability of the gardens. This means that we pay our annual membership dues and take part in communal work to beautify the common areas.

Work parties for Cottonwood and Strathcona are held once a month on the last Sunday of the month, every month except for December. Attendance is required at a certain number of work parties per year to maintain membership.

Commitment to Organic Gardening

We are committed to using organic gardening methods, and do not use synthetic fertilizers, pesticides, or fungicides in our gardens.

Commitment to Garden

As a community garden, we provide space for area residents to grow their own organic food, herbs, and flowers. We educate gardeners and the community on organic gardening

techniques, composting, and other ecological skills. In doing so, we maintain an urban oasis for all residents and visitors to enjoy.

3 GARDEN SPECIFIC MANUALS

The Society recognizes the need for gardens to respond to unique and changing conditions as the need arises. Therefore, garden specific handbook material can be found for Cottonwood and Strathcona Gardens in Sections A.2 and A.3 respectively. Updates to garden specific handbooks need to be ratified by the Society; therefore, updates must occur at the AGM. The procedure for updating garden specific material include:

- 1) Individual gardens are responsible for drafting their own garden specific handbook
- 2) Updates to the garden specific handbook must be approved in full by each garden at a monthly meeting prior to the AGM
- 3) Prior to the AGM the version control (Section A.1) must be updated
- 4) The individual garden specific handbook will be presented to the Society at the AGM for voting with no or limited discussion

A.1 VERSION CONTROL

The purpose of the version control is to track the updates to the Garden Manual and associated appendices. If the manual were updated in a calendar year please complete a row in the table provided. If a garden specific manual were updated, in the Notes column, please provide the date the respective garden approved the handbook prior to the AGM vote.

Version Number	Date Approved	Summary of Changes	Notes:
V.1	27 Sept 2020	First draft combining both Cottonwood and Strathcona Manuals	Manual updated to <ul style="list-style-type: none"> ● align with bylaws and guiding principles, ● provide consistency between Cottonwood and Strathcona ● clearly delineates what rules/guidelines apply to each garden.

A.2 COTTONWOOD GARDEN MANUAL

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A.2.1 Background

Cottonwood Community Garden has been in existence since 1991 and consists of 1.2 hectares with 119 plots. The plots can be found in the 'westside', 'eastside' and 'accessible/expansion' portions of the garden. In addition to individual plots, we also have communal spaces, including an Asian garden, a native plants garden, fruit trees, kiwi, bamboo, perennial borders, and an apiary.

A.2.2 Work Parties

Gardeners are expected to attend at least 6 of the 11 work parties we hold per year. Work parties occur on the last Sunday of the month every month except for December, and begin at 10am. Work parties are a chance to work on communal areas, and as a result it is expected that gardeners will not work on their own plots at that time. After the work party, we have a potluck lunch and a garden meeting where we make important decisions about the administration of the garden. Please bring food to share as well as your own dishes and cutlery for the potluck lunch.

A.2.3 Ongoing Tasks

In addition to monthly work parties, gardeners are asked to take on an ongoing task in the communal areas. These tasks are completed on an ongoing basis between work parties and generally require 2-6 hours each month. Ongoing tasks can be assigned when you first become a gardener. If you do not have an ongoing task you can contact cottonwoodgarden@gmail.com and a task will be assigned to you

A.2.4 Plot Maintenance

City of Vancouver guidelines require that individual plots must be planted by **May 25** and prepared for winter by **November 1**. Plots are checked by Cottonwood's plot/task team for compliance. In addition to the City guidelines, we have a garden policy which is part of the same inspection dates. Garden policy states that paths between plots must be maintained as detailed below.

We take this chance to remind you of our garden's commitment to no use of synthetic pesticides, including insecticides, herbicides and fungicides. No synthetic fertilizers please.

Weeds

- Please keep your plot and all sides of your plot free of invasive plants: this includes adjacent paths. Invasive plants include goutweed, bindweed (morning glory), buttercups, lesser celandine (pilewort), dandelions, blackberries, even grasses that seed and spread. All categories of weeds/green waste and sticks/branches can be disposed of in the variously marked bins in the compost area next to the driveway off Malkin Avenue.
- It's important that your weeds don't flower/seed/spread into your neighbours' plot or become a problem for the entire garden. Please ask if you need help identifying invasive plants and weeds.

Suggestions for reducing weeds at plot edges + adjacent paths:

- Wood-chip mulch is delivered each spring on the garden side of the track. Wood-chip mulch can be put on the paths on the west and east sections of the garden, but only granite fines may be used in the accessible area known as "the accessible/expansion garden"¹ where ONLY granite fines have been historically used on the paths.
- We understand weed control on paths is more challenging in the expansion paths, and currently DO have some issues with gardeners placing wood-chips around their plots. These wood-chips then get tracked into accessible pathways. We have identified that weeds in pathways create a lesser problem for mobility than wood-chips become — because the wood chips do not mulch down into granite fines, they create trip hazards.

¹ The accessible/expansion garden was designed for gardeners and visitors to wander through, enjoying the gardens and for gardeners with greater mobility challenges to have easy access to their raised plots.

- While weed seed-head removal and weed-whacking are recommended, thorough path weeding is not desirable in expansion paths as it removes much of the granite fines and creates potholes.
- Our garden's Board are currently looking at other solutions for maintaining the accessible paths including more frequent weed-whacking, purchasing more granite fines etc. Meanwhile, gardeners should neither thoroughly weed nor add wood-chips onto any paths in the accessible areas, please.

A.2.5 Care for Communal Property

It is important to care for our shared tools in order to prolong their longevity and to leave them usable for other gardeners.

Security and Safety

- Please make sure that the shed is locked after use - make sure to spin the numbers on the lock! Do not leave the door open assuming another gardener needs to use the shed.
- Our first aid kit has been stolen many times, and is now located in an unmarked wooden box on a beam to the right of the door behind the hanging gloves. Please check this location before a first aid incident occurs.
- We have a sharps box and tongs for needles and syringes just inside the door to the left.

Tools

- Please clean tools with wire brushes before putting them away. This includes hand tools, shovels and rakes, as well as wheelbarrows.
- Drain hoses before storing and please do not connect the ends of the hose when putting it away.
- Please bring your own hand tools and gloves when you can; these items go missing and/or break frequently.

Any concerns about safety, security, or the integrity of the tools should be directed to cottonwoodgarden@gmail.com. If it is an emergency, please call 911.

A.2.6 Plot Renewal

Plot renewals are done at February and March work parties. Plots not renewed will be reassigned. Please let us know as soon as possible if you do not wish to renew your plot for the coming season. If you give up your plot, it can not be passed on to family or friends.

A.2.7 Board Elections

Cottonwood garden belongs to a non-profit society called the Strathcona Community Gardens Society (refer to Section 1), which oversees the operations of both Cottonwood and Strathcona

Community Gardens. Elections for board members occur at our annual AGM in the spring. If you are interested in becoming a board member, please email cottonwoodgarden@gmail.com.

A.3 STRATHCONA GARDEN MANUAL

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A.3.1 Background

Strathcona Community Garden proper is 0.5 hectares in size and encompasses individual garden plots and a large common area which are managed by garden members. The site was transformed from an informal dump in 1985 to its current state. Recognizing its role as a leader in community-run ecological stewardship, the Park Board signed in 2005 a 20 year lease with the Strathcona Community Garden.

The garden has its own website www.strathconagardens.ca, a closed group Facebook page and a public Facebook page, www.facebook.com/strathconacommunitygardens, which have all been designed and are administered by gardeners. The garden is also a member of the BC Council of Garden Clubs.

A.3.2 Features of the Strathcona Garden

A team of gardeners manage each specific area of the garden in order to ensure the smooth functioning of the overall garden space

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- 1 Garden Plots The garden has approximately 200 plots for members to grow organic food, herbs and flowers. Several raised beds are available for those with physical /mobility limitations.
- 2 Children's Garden A large plot has been allocated specifically for children and their families to grow food and flowers. 2 small sand boxes are also available for the children.
- 3 Espalier Area The espalier area demonstrates the potential to grow a variety of fruit even in a limited space. Some of the apples seen here are heritage varieties dating back centuries. A data base on the garden's website contains information about the espaliered and larger fruit trees in the garden.
- 4 Orchard Together with the Espalier area, more than 30 types of fruit trees are grown in the garden, including apple, pear, plum, quince, fig, berries, persimmon, grapes and kiwis.
- 5 Mushroom Area Different types of edible mushrooms are cultivated in logs in a shady part of the garden
- 6 Herb Garden The herb garden, based on a Tibetan Buddhist Mandala design with "gates" in four directions, holds a variety of herbs, both culinary and medicinal herbs as well as roses on the perimeter of the area.
- 7 Buddha Pond created many years ago by a gardener with the intent of providing a reflecting, meditative area.
- 8 Compost area The garden has large compost bins to recycle weeds / garden debris from gardeners' plot into usable soil/ fertilizer for common areas

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|----|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9 | Eco- pavilion | The Eco-Pavilion, built in 1997 by young women learning trades on an EYA (Environmental Youth Alliance) job training program, provides space for meetings, workshops, and other educational and social events. The building was created using sustainable and reclaimed material and incorporates natural systems such as solar power, rainwater collection, grey water cleansing as well as a composting toilet. It has kitchen amenities with cold water available during the growing season. |
| 10 | Greenhouse. | The garden's greenhouse was built in 2010 through EYA, and shelf space is shared between the gardeners and EYA. Gardeners interested in growing their own plants from seeds must follow the greenhouse protocols as established by EYA. Specifically, Gardeners interested in growing their own plants from seeds must sign a Users Agreement with EYA and follow EYA's policies to maintain good sanitation practices and comply with CFIA regulations for preventing the spread of the Japanese Beetle. |
| 11 | Storage sheds /
Nursery | There are 2 secure storage sheds for supplies and other tools shared by the gardeners. EYA has sole use of the nursery to store native plants until ready for planting. |
| 12 | Bee Hive and Bee
Shed | Built in 1995, the bee shed provides an onsite location to support bee habitat and harvest honey. |
| 13 | Wild Areat/ wildlife
habitat | The Wildlife Habitat area, including a seasonal winter pond, features native trees and plants to help create a natural preserve for wildlife. |
| 14 | Pollinator beds | Beds are being created throughout the common areas of the garden to attract birds, bees and butterflies. |

A.3.3 Policies and Procedures

A.3.3.1 Garden Committee

The Garden Committee, open to all members in good standing, holds monthly meetings to plan and discuss issues including the revision of policies and procedures, the reporting on grant applications, leaders' reports on specific common areas of the garden, the resolution of grievances and any other topics of interest to the gardeners. Gardeners are encouraged to attend these meetings, to voice their perspectives and to participate in the decision making process. Meeting minutes are recorded, posted on Google Drive and on the bulletin board inside the tool shed for those gardeners who do not have email access.

A.3.3.2 Plot Assignment

Aspiring gardeners must attend work parties, held the last Sunday of every month, except December, to demonstrate their interest in the garden and to obtain a perspective in community gardening. Plot assignments are made on a first come, first served basis by the garden coordinator or a designated representative. A list of available plots is produced each January and provided to the garden coordinator for allocation to specific individuals. A waiting list is also kept on file.

A.3.3.3 Plot Allocation

Single and double plots are available and are assigned to an individual gardener/couple/ family of the same address. Members who have been gardeners in good standing may request an additional single / double plot if available; a maximum of 4 plots can be allocated to an individual gardener/couple/family. Plots may not be traded, sub-let or registered to someone "in name only" while a friend or relative uses the space. All plot assignments are made by the garden coordinator or a designated representative.

All new gardeners must sign a membership application form that includes agreeing to the rules of the Garden. At that time, the gardeners are provided a list of common area tasks to choose from according to their preferences, skills and interests to perform during work parties or in lieu of at other times during the month if unable to attend a work party.

A.3.3.4 Orientation of New Gardeners

The garden coordinator or designated representative provides the orientation to new gardeners which includes the location and codes for the tool shed and greenhouse, the location of the main water shutoff, use of the bulletin board inside the tool shed which notes the formal address of the garden, phone #s for police, needle collection and contact persons for water problems; the orientation also includes membership and plot fees, the policies regarding 1. planting of trees/bushes in plots, 2. fences surrounding plots and other general policies and procedures for the garden.

A.3.3.5 Membership Fee

The annual membership fee of \$10.00 is due when plots are assigned or renewed at the work party on the last Sunday in January; for those unable to attend the January work party, registrations are also accepted at the February work party.

A.3.3.6 Plot Rental Fees

The plot rental fee is \$ 5.00 per year. Renewal of plots and membership fees are due at the January and February work parties. Gardeners unable to attend these 2 work parties and who want to keep their plot, must notify the Treasurer via email to make arrangements for payment before the March work party.

A.3.3.7 Termination of Memberships

Gardeners may terminate their membership at any time by emailing the garden coordinator that they are relinquishing their plot(s).

Gardeners may have their memberships terminated for:

- not paying membership / plot fees
- taking produce, tools or other material from another gardener's plot or the common areas without authorization
- being involved in unlawful activity at the garden
- not tending to their assigned plot
- Not meeting the mandatory 24 work parties hours per year (or a substitute agreed upon by the garden coordinator and the monitoring committee)
- Contravening the garden's code of conduct

A.3.3.8 Monitoring team

The monitoring team consists of the garden coordinator and a rotating roster of 3 gardeners interested in volunteering their services to oversee the plots' maintenance and who are elected by the gardeners at the January work party meeting.

A.3.3.9 Plot Inspections

The monitoring team will

- 1) Conduct an initial inspection of individual plots at the April work party and subsequent inspections, as determined by the team, during the growing season,
- 2) Ensure that the plots are weeded and cultivated and that noxious weeds / plants are identified, tagged and removed from the plot.
- 3) Inform gardeners of their findings and timeline for remediation.
- 4) Address specific complaints from fellow gardeners about adjacent plots, trees / fences and arrive at a satisfactory resolution for all parties involved.

- 5) If a specific problem remains unresolved, a complaint is brought to the Board for discussion and final resolution.

A.3.3.10 Plot Maintenance

The monitoring team will conduct an initial plot inspection at the April work party to ensure that the plots are in the process of being weeded and cultivated. Gardeners, whose plots have been unattended at that time, will be contacted to remind them of the deadline for cultivation.

Plots are to be cultivated by May 1st of each year. If a plot has been unattended by May 1st, it will be considered available for assignment to another gardener on the waiting list unless the gardener has informed the Board of unusual and special circumstances preventing him / her from meeting the deadline; if a plot is reallocated, there will be no reimbursement of fees.

Plots are to be cultivated regularly during the growing season. Gardeners must fully remove invasive and noxious weeds from their plots ie, hogweed, running buttercup, morning glory, gout weed and any other weeds identified by the monitoring committee

Only **organic** methods (**no synthetic fertilizers or pesticides**) are to be used. Pesticides include: herbicides, fungicides, combined fertilizer / herbicide product, for example "weed-and-feed products, neonicotinoids- armful to bees, birds, insects and environment. Other pesticides and herbicides that are restricted include but not limited to: 2, 4-D, Mecoprop, Dicamba, Glyphosate, Carbaryl, Malathion as well as the following products, Weed BGon, Roundup, Weed and Feed.

Compost material is to be stored in enclosed plastic bins only; gardeners may not build their own compost bins. Cold frames in plots are allowed.

All plots are to be cleared of excessive debris by December 1st, including empty plastic pots / buckets except for those growing winter crops or perennials.

No permanent fences / borders / structures may be erected on an individual garden plot as per the agreement between the Park Board and the Garden's Society. No garden plots are to be fully enclosed.

Gardeners may not grow plants that will shade their neighbors' plots, no new trees may be planted in plots. Some plots may have existing trees (these trees have been grandfathered since they were planted prior to these rules), these trees and bushes are to be kept pruned to a maximum of 5 feet. If complaints of trees / bushes shading other gardeners' plots are made, the offending gardener must prune said tree or bush to the satisfaction of the neighboring gardener. The neighboring gardener may not cut /prune any tree/ bush in another gardener's plot. The complaint may also be brought to the monitoring committee for satisfactory resolution.

Gardeners are responsible to weed the paths bordering their individual plots throughout the year. The monitoring committee will remind and notify gardeners during their inspections.

Hazardous materials may not be stored in plots.

A.3.3.11 Managing Communal Areas of the Garden Throughout the Year

The Strathcona Community Garden includes a large common area that requires ongoing environmental stewardship, maintenance of common areas and repair to infrastructure.

The communal areas are co-managed through mandatory attendance of work parties and through special project work.

Each year, some specific communal areas are given special attention during and outside of work parties and this work is directed by a gardener or a team on an ongoing or temporary basis. All projects must be formally approved at the monthly garden meeting and project leaders are expected to provide monthly updates, if need be, to other members.

A.3.3.12 Common Area

Any alterations to common areas must be discussed and approved by the membership at the garden meetings.

A.3.3.13 Work Parties

There are 11 work parties per year, from January to November. Gardeners are required to participate in **8 work parties, or the equivalent of 24 hours per year**, to remain in good standing and to be able to renew their plots the following year. Gardeners are asked to sign in at each work party to keep records of their participation. The garden coordinator supervises the work parties and may assign specific tasks needing attention at a particular time.

Gardeners unable to attend work parties are expected to perform their tasks as selected at the time of registration. Once the tasks have been completed, the gardener is expected to sign in either online, indicating the date, task performed and # of hours worked or on the attendance sheet located inside the small tool shed. The attendance notation is on the honor system and gardeners are expected to be honest about the hours worked.

Members who do not attend a minimum of 8 work parties or the equivalent of 24 hours per year will forfeit their right to have their plot renewed the following year unless there are extenuating circumstances that interfere with the performance of their work party tasks; these circumstances must be provided in writing to the Board for their final resolution.

A.3.3.14 Security and Safety

The Strathcona Community Garden wants a safe and secure environment for gardeners and visitors alike. All members are asked to be vigilant to prevent theft and vandalism; introduce and acquaint yourself with new gardeners and acknowledge visitors who roam the garden.

Call the police for emergency situations such as threats and violent behaviors. Call 311 to report any non-emergency issues such as a safety problem in the garden, garbage collection for hazardous or other waste pick up.

Each year, a new keypad code for the tool shed will be provided to gardeners upon renewal of plots. Please do not provide this to non-gardeners; lock the tool shed immediately after each use and spin the numbers so that the code cannot be detected.

Children are most welcome to the garden; however, please do supervise them closely as there are condoms and much drug paraphernalia such as needles that are left behind.

Upon a gardener's request, an outside source will collect needles throughout the garden (phone # located on the bulletin board inside the shed); needles found by gardeners are to be stored in a special yellow bucket located in the tool shed.

All pets must be leashed at all times, including those of visitors.

A.3.3.15 Communication Among Gardeners

The garden has its own website and a Facebook page; emails and an online site via Google groups are used to communicate with one another individually or as a group re: workshops, community events and any other issues pertaining to the garden.

A.3.3.16 Water

Water is provided for all plots; gardeners are asked to be in attendance when watering their plot and to follow water-wise practices to minimize waste.

To lessen the threat of West Nile virus and mosquito breeding areas, do not leave water in any open containers.

In case of water damage to the water system, or apparent leakage, turn off the water supply at the Main Water Pipe Shut Off and immediately notify one of the gardeners whose phone numbers are located inside the tool shed. The location of the Garden Main Water Pipe shut off valve is posted inside the same shed.

A.3.3.17 Recycling

Recycling of material is supported and encouraged; however, use of items such as discarded shipping pallets, rubber tires, etc, that are not appropriate for a garden environment are not allowed.

A.3.3.18 Code of Conduct

The Strathcona Community Garden Society is committed to providing a safe, secure, healthy and respectful environment in its gardens for all its members.

As such, the gardens will not tolerate any acts of harassment, threats, intimidation, bullying, verbal or physical abuse, racist comments, disruptive behavior by any gardener, friends, family members and strangers towards any member gardener.

Harassment means:

Engaging in rude comments, written and verbal, physical interactions, sexual harassment or solicitation and behavior/conduct that is deemed inappropriate against another gardener or in a meeting, humiliation or intimidation that adversely affects members' psychological/ physical well being; any comments against age, race, gender, religion, sexual orientation, disability, nationality and any other protected areas under applicable human rights legislation.

Procedures

Members/gardeners who feel they have been harassed in any form by another member, member's friend/family member are encouraged to file a written formal complaint via email /letter to the Board of Directors, detailing the exact nature of the harassment within 7 days of the complaint.

The Board of Directors will then request a written response from the member / gardener whose behavior is in question to relate their version of the event.

A Board member will be assigned to investigate the complaint within 15 days and if found credible will inform the other board members of the result of the investigation and possible consequences.

The Board will decide on a corrective action and will inform the member who instigated the complaint via email or letter.

Depending on the severity of the harassment, corrective action could include immediate expulsion from the garden, counselling, remediation efforts or a warning. If counselling / remediation fail to change the member's behavior, the gardener will be expected to relinquish his/her plot. 2 warnings will result in termination of membership from the garden.

Attachment 1: Strathcona Garden Agreement

A Garden Member Agreement must be signed upon the allocation of a plot each year. As a gardener of the Strathcona Community Garden I agree to the following:

1. To garden organically without the use of synthetic fertilizers or pesticides.
2. To grow food, flowers or herbs for my own personal use and not for sale.
3. To annually participate in at least 8 work parties held the last Sunday of the month from 9:30 to 12:30.
4. To weed and cultivate my plot by May 1st of each year and to keep the paths around it trimmed and weeded; to keep my crops confined to my own area; to avoid planting crops/ trees that will shade adjacent plots.
5. To treat communal garden tools with care, including washing off soil after each use and winding up hoses before storing in the shed; to keep communal tools in the tool shed and not in my own garden plot; to lock the tool shed after each use, spinning the combination so that the code is not obvious.
6. To seek permission and approval from the Garden Committee during monthly committee meetings before changing or modifying any aspect of the garden's common areas.

PRIVACY

Personal information is kept confidential and is only available to the Board of Directors; phone numbers will be provided to the volunteer gardeners who phone members for a reminder of work parties. All other information may only be released upon the consent of the member.

Name (PLEASE PRINT)	Signature	Date
Street address	City	Postal code
E-mail address	Home phone	Cell phone

I allow my e-mail address to be shared with other garden members Yes _____ No _____

DO NOT COMPLETE THIS SECTION

Membership fee and plot fees paid: \$

Plot # (s) _____ Date plot (s) allocated _____

Signature of Board Secretary or Treasurer

Attachment 2: Policies and Procedures for the Eco-pavilion use

Background and Administration

The eco-pavilion at Strathcona Community Garden is part of its communal infrastructure and is meant to provide a venue for member meetings, celebrations, and educational events. It is envisioned as a space for building community, and environmental and food security awareness.

Dates and types of eco-pavilion use must appear on the online calendar found on the website. Scheduling of house use as well as monitoring of the booked events will be undertaken by a representative appointed by the board, these bookings will be reported at the Society's Annual General Meeting.

Cottonwood Garden (CG) members, Environmental Youth Alliance staff (EYA) and Strathcona Garden (SG) members can use the house for events or meetings free of charge or by donation.

Approved outside organizations wishing to use the eco-house for events will donate a pre-negotiated minimum \$120 per event which will help the Garden recover yearly expenses of insurance, repair, and maintenance of the building. Also, the following (Section A and Section B) display similar but distinct rules for eco-house rules by a) members and b) approved outside organizations.

Section A: Rules and Restrictions for Society Member and Environmental Youth Alliance staff (EYA) Use

SG and CG Members wishing to book the building for personal use or meetings should first review the online calendar, then contact strathcona.garden.info@gmail.com. EYA administration will input their own program use into the online calendar.

- 1) No business activities or trade is to be conducted or promoted
- 2) No more than 60 persons can attend an event
- 3) No music amplification is allowed. Overall event noise levels cannot be a disturbance, especially to neighbours who include senior citizens living directly adjacent to the eco-house
- 4) No use of liquor or other intoxicants
- 5) Use of the woodstove or other flammables (candles) is best confined to the colder months (Sept – April). Care should be taken with children around both types of fire sources
- 6) Bookings can last up to a maximum of six hours which includes the time for cleaning. The booking must end by 10:00 p.m.
- 7) No eco-house keys are typically exchanged. A designated member will unlock and lock the house at predetermined times unless other arrangements are negotiated (for instance, ongoing EYA programming necessitates that program managers and the director have house keys)
- 8) Items needed for the function or meeting must be brought in and taken away, including garbage and objects for recycling. EYA's program materials are kept in a designated location in the house for their use
- 9) There is no hot water, thus no dishwashing is allowed
- 10) The house must be thoroughly cleaned, windows shuttered, and doors locked following use
- 11) The person booking use of the house is liable for any damage to the house or its contents
- 12) Strathcona Garden members have the right to monitor the event and retract booking if they deem there are unsolvable problems, damage, or other disturbances

**Section B: Rules and Restriction by Outside Organizations Use- CURRENTLY
SUSPENDED DUE TO COVID-19**

The eco-pavilion at Strathcona Community Garden is part of its communal infrastructure and is meant to provide a venue for member meetings, celebrations, and educational events. It is envisioned as a space for building community, as well as environmental and food security awareness.

- 1) No business activities or trade is to be conducted or promoted
- 2) No more than 50 persons can attend an event
- 3) No music amplification is allowed. Overall event noise levels cannot be a disturbance, especially to neighbours who include senior citizens living directly adjacent to the eco-house
- 4) No use of liquor or other intoxicant. No use of the woodstove or flammables; special permission must be granted in the colder months for this.
- 5) No use of Strathcona Garden-owned objects inside the house except for the tables and chairs
- 6) Guest bookings can last up to a maximum of six hours which includes the time for cleaning. The booking must end by 8:00 p.m.
- 7) No keys are exchanged. A designated member will unlock and lock the house at predetermined times
- 8) All guests must use the Strathcona Park washroom off site which is located directly south east of Hawks Ave.
- 9) The surrounding gardens can be visually enjoyed, but everything growing and located in the Community Garden belongs to the Strathcona members and must be respected as the property of the individual members and the Society
- 10) All pets must be leashed at all times
- 11) All other items needed for the function or meeting must be brought in and taken away, including garbage and objects for recycling
- 12) The house must be cleaned thoroughly following the event
- 13) There is no hot water in the house and thus no dishwashing is allowed
- 14) The person booking is liable for any damage to house or contents
- 15) Strathcona Garden members have the right to monitor the event and retract booking if they deem there are unsolvable problems, damage, or other disturbances

Outside Organizations: By negotiated donation only – minimum \$120 per event

The next page includes name, address, and signature of booking organization and details of event

The booking party is given a copy of contract for reference

Strathcona Eco-House Use Agreement

Name of Organization _____

Name of Booking Person _____

Address _____

Cell Phone _____

Date and Time of the Event _____

Donation Amount _____

Description of Event _____

I have read the rules and agree to abide by the terms of this contract,

Booking Person

Print name _____

Signature _____ Date _____

Strathcona Garden member

Print name _____

Signature _____ Date _____

A.4 ROLES AND RESPONSIBILITIES OF BOARD MEMBERS

CO-PRESIDENT

- Chairs monthly respective garden meetings and Board meetings
- Acts as the point of contact for public inquiries
- Maintains ongoing communication with the Parks Board community garden Coordinator and City staff
- Monitors all available grants for the garden
- Monitors all matters relating to the good functioning of the garden
- Ensures that all garden related issues are coordinated with other board members and gardeners involved in specific projects.

ASSISTANT TO PRESIDENT (currently applies to Strathcona Garden)

- Chairs monthly garden meetings and Board meetings when the President is unavailable
- Coordinates with other board members and gardeners involved in special projects / committees and reports any issues to the President and Board members.
- Seeks gardeners with specific skills who are interested in volunteering their time for a specific, time limited project and maintains an ongoing list of such gardeners.
- Maintains an ongoing and up to date list of gardeners who have assumed responsibility for and a leadership role in specific projects, ie beekeeping, grant writing, composting, garden maintenance / repair issues, etc.
- Ensures that a city wide community garden website is developed and updated on an ongoing basis.

SECRETARY

- Records Garden meeting minutes
- Arranges for replacement note taker when unavailable to attend meetings
- Keeps record of attendance at meetings
- Compiles agenda items for monthly garden meetings
- Manages the Garden formal correspondence

TREASURER

- Receives plots/ membership payments and maintains a list of the garden membership
- Records garden expenses and issues cheques for garden expenses.
- Records all garden income (rentals, grants, donations, etc)
- Keeps all banking information up to date
- Assures that yearly financial records are available at the AGM and provides financial information at Board meetings and upon request.

- Maintains liability insurance for the gardens

MEMBERS AT LARGE (3 from each garden):

- Survey gardeners about specific area of interest for education purposes
- Plan workshops for the garden and secure speakers
- Assist in the development of the Garden's Fall Festival and coordinates joint activities with other community gardens.
- Assists and support as needed, all the gardeners involved in the maintenance of the garden, technology aspects (website, Facebook page), compost, monitoring committee, etc.
- Coordinate all grant writing activities for the garden.
- Seek and maintain communication with other community gardens in the city of Vancouver