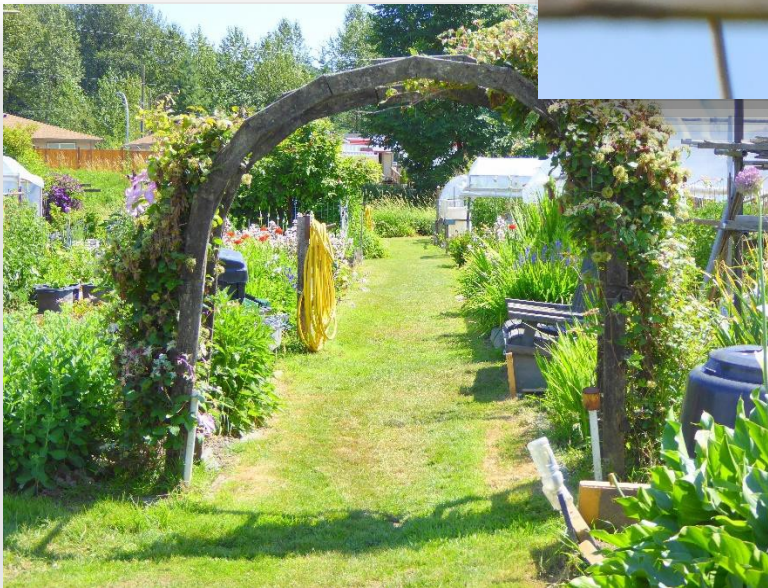


Policy and Procedure Manual 2018



Log of Changes to the Policy and Procedure Manual since May 2018		
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Introduction

The gardens are situated within [Colony Farm Regional Park](#), which is administered by [Metro Vancouver](#). We are governed by Metro Vancouver park rules, by the terms of our licensing agreement with Metro Vancouver, and by the Colony Farm Regional Park Land Use Plan which requires the use of organic gardening practices.

Goals of the Garden

- a) To provide gardening opportunities for community groups and individuals
- b) To participate in the natural processes of growing food, and thereby preserve the local food supply
- c) To provide a public demonstration of organic gardening and sustainable land use
- d) To work with the Colony Farm Park Association to demonstrate how agricultural, wildlife, and passive recreational uses complement each other at Colony Farm Regional Park

Organic Principles

The first 4 Principles behind the Federal Organic Standards (adopted in 2009) apply directly to us at the Gardens:

- Protect the environment by minimizing soil erosion and degradation and by avoiding the use of pollutants
- Maintain soil fertility
- Maintain biological diversity
- Recycle materials and resources internally wherever possible

More about Canadian Organic Standards can be found at [Canadian Organic Growers](#).

Purpose of the Policy and Procedure Manual

The Colony Farm Community Gardens Policy and Procedure Manual is a reference document that serves several purposes. One is to ensure that the Garden is compliant with the various laws, regulations and agreements to which we are subject. Another is to act as a collective memory concerning the management and operations of the Garden where traditional 'rules of thumb' about 'the ways we do things here' can be written down and remembered, along with their rationale. In this way, the Manual also serves as a training document for new board members. The goal of the Manual is to make decision-making and the daily operations of the Garden legal, fair, and consistent.

The Colony Farm Community Garden Policy and Procedure Manual is a constantly evolving document, so changes to the manual are reflected by dated version numbers on the reverse side of the front cover.

A short note on the language used here. Any time we use the phrase "the Garden" in this Manual, we are referring to the Colony Farm Community Gardens Society. Any time we use the phrase "the Manual" we are referring to the Colony Farm Community Garden Policy and Procedure Manual.

1. Compliance with Legal and Regulatory Requirements

A primary purpose of the Manual is to ensure that the Garden is compliant with all laws, regulations and agreements to which the Garden is subject. The Manual focuses on items that are legally required and/or that have significant ongoing impacts on how the Garden operates. The key documents referred to in preparing the Manual are described in the Appendix, "Governing Documents." Although many portions of these governing documents are not directly

referred to in the Manual, the Garden makes every reasonable effort to be in compliance with their requirements. See also License of Occupation Agreement, 5.21.

2. Board Approval of Policies and Procedures

The Manual is a board-approved document. Any board-approved changes to these policies and procedures are noted in the board's minutes.

3. Public Access to Policies and Procedures

The current version of the Manual (as well as previous versions for historical comparison) are publicly available by [clicking on this link](#).

4. Creating, Changing, or Deleting Policies and Procedures

Proposals concerning policies and procedures – whether to create new ones, or to change or delete existing ones – are submitted to the board chair for consideration by the board. The board's decision will be noted in the board minutes. If the board votes to accept the proposal the new, changed, or deleted policy is deemed to be in effect as of the date of that board meeting.

5. Updating the Policy and Procedure Manual

Once a new, changed, or deleted policy or procedure has been accepted by the board, the title of the policy or procedure and the date it was accepted will be noted on the internet website page that provides the link to the current edition of the Manual.

The back side of the cover page of the current edition of the Manual will provide a link to this list of approved changes not yet been incorporated in the Manual along with an instruction telling members to check this list before using the Manual.

Once a year, after the minutes of the Annual General Meeting have been accepted, these approved changes will be incorporated into the upcoming year's edition of the manual.

Society Management

Relation with Greater Vancouver Regional District

6. Five-Year Work Plan

The Garden annually updates its Five-Year Work Plan, including activities proposed for the current year. The Five-Year Work Plan is reviewed annually with the Greater Vancouver Regional District. Implementation of the current year's proposed activities are subject to approval from the Greater Vancouver Regional District. [See License of Occupation Agreement 5.11.](#)

7. Annual Coordination Meeting

The Garden meets with the Greater Vancouver Regional District no later than February 28th of each year to discuss the upcoming year's activities (see above) and other relevant matters, and to provide the Greater Vancouver Regional District with an annual report containing the names and home phone numbers of the Garden's directors, the number of members, a report summarizing the previous year's activities and a financial statement for the year. [See License of Occupation Agreement 5.26.](#)

8. Designated Contact Persons

The Garden appoints two individuals responsible as primary contacts with the Greater Vancouver Regional District for issues related to the License of Occupation Agreement. [See License of Occupation Agreement 5.27.](#)

Financial Management

9. Financial Record Review

To ensure the integrity of our finances, in November of the final year of the Treasurer's term, the board will invite any member (who is a recognized professional accountant) to review our financial report and work, at no charge to the society, and to present the results of the review at the annual general meeting.

10. Replacing the Incumbent Treasurer

In November of the final year of the Treasurer's term, a call for nominees to replace the Treasurer will be issued. The board will vote for a new Treasurer in January of the following year at the annual general meeting.

11. Transition to New Treasurer

After the annual general meeting, once a new Treasurer has been elected, the previous Treasurer will arrange to hand over all financial works and records to the new Treasurer.

Society Record Management

12. Required Records

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Membership and Plots

35. Application for Membership

Any person, family, group or organization may be accepted as a member. A person, group or organization becomes a member when assigned a plot to maintain, upon payment of the applicable fees, and by agreeing to the terms and conditions of membership as summarized on an annual Membership Agreement. ([CFCG Bylaws 2.1](#))

36. Membership Agreement

Every member in good standing must have signed a Membership Agreement for the current year.

37. Fostering Plots

Abandoned, neglected or submerged plots may be assigned to an existing member for 'fostering' on a temporary basis. If the member becomes eligible for an additional plot at the next plot allocation, the member will have an option to register that plot.

38. Multiple Plots

Members may apply for an additional plot by reapplying to the waiting list. Only one plot is allocated per gardening household per year. Your name may only appear on the waitlist once. When you receive a plot, your name is removed from the list. The maximum number of plots per household is four.¹ Each multiple plot holding is reviewed annually by the board and one or more plots may be re-assigned to persons on the waiting list.

39. Associate Member Plot Succession

When a member in good standing ceases to be a member and to maintain their plot(s), the board tries to balance the interest of any associate member who would like to assume responsibility for the plot(s) against the interests of people on the waitlist who have been waiting for a plot for several years.

An associate member of at least one year's standing will be invited by the board to apply to assume responsibility for one or more of the ex-member's plot(s). The associate member's request to become a member must include the following information:

- Number of years as an associate member;
- Degree of responsibility for plot maintenance during this time;
- Participation at work parties, attendance at members' meetings and AGMs, and other garden events.

The board may consult with the neighbourhood representative and plot maintenance records in reaching a decision.

The associate member becomes a full member after attending a New Members' Orientation, if they have not done so.

¹ Some members were grandfathered in under earlier rules that allowed up to six plots per household.

At the board's discretion, the associate member may be granted one or more plots. In situations where an associate member is deemed to have met all the criteria, one plot may be granted for each year that they have been an associate member, up to the maximum of four plots.

Gardening Guidelines

Membership

40. Member

A member is a person who has signed a Membership Agreement to maintain one or more plots. Any groups who manage plot(s) must assign one person as the authorized representative for the duration of the season. Notify admin@cfcg.ca if your contact information changes. (CFCG Bylaws 1.1)

41. Associate Member

An associate member is a person who has been registered by a member to participate in the maintenance of a plot. An associate member may speak but does not vote at general meetings. Notify admin@cfcg.ca if your contact information changes. (CFCG Bylaws 1.1)

42. Member Responsibilities

When you become a member, you have both the opportunity and the obligation to be involved in garden activities. Participation is a requirement of all gardeners, and a work contribution is built into the annual membership requirement. In addition, every member must uphold the constitution of the society and comply with its bylaws and the terms of the Membership Agreement.

Plots

43. Plots Belong to the Garden

Paying a plot fee does not mean that the plot(s) in question are yours to do with as you please. The plots still 'belong to' the Garden. You must be a member in good standing and abide by garden guidelines in order to be allowed to use your plot(s). You cannot trade plots with other gardeners or reassign the use of the plot(s) to anyone else (e.g., an associate gardener or relative) without obtaining permission in writing from the board.

44. Plots Cannot Be Used for Commercial Production

No one is permitted to sell the produce from their plot(s). See also License of Occupation Agreement, 5.22.

45. Applying to the Waitlist

We typically have a few dozen openings per year, though this varies. Questions to help you decide if being a member of the Garden is for you, and instructions on how to join, can be found by [clicking on this link](#). Once on the list, wait for your name to reach the top section of the wait list to be eligible for a plot. You will then be invited to a New Member's Orientation, held each year in spring. If you like what you hear at the Orientation, you can join the Society and choose a plot from those available.

46. Initial Plot Allocation

Plot allocation takes place each spring. New members are allocated one plot. Plots are allocated to people on the waitlist in order of application, based on their application date. There are two possible exceptions: requests for specific plots, and fostering plots.

47. Requests for, and Allocation of, Specific Plots

You may request a specific or an adjacent plot, or a plot anywhere. If a specific plot that you requested comes available, you will be considered first, as long as no one higher than you on the waitlist is in this way prevented from obtaining a plot.

48. Plot Renewal

Members have the option to renew their plots on a year-to-year basis, provided their plot(s) have been maintained in the previous season and are renewed by the plot renewal deadline. An early meeting for membership and plot renewal is held in November of each year. The deadline for membership and plot renewal is at a second meeting held in late January for that calendar year. Members who are unable to attend either of these meetings must send an email to admin@cfcg.ca at least three days before the late January meeting date. Plots that have not been renewed go into the pool of available plots to be given out according to the waitlist.

49. Associate Member Plot Succession

When a member in good standing ceases to be a member and to maintain their plot(s), the board tries to balance the interest of any associate member who would like to assume responsibility for the plot(s) against the interests of people on the waitlist who have been waiting for a plot for several years.

An associate member of at least one year's standing will be invited by the board to apply to assume responsibility for one or more of the ex-member's plot(s). The associate member's request to become a member must include the following information:

- Number of years as an associate member;
- Degree of responsibility for plot maintenance during this time;
- Participation at work parties, attendance at members' meetings and AGMs, and other garden events.

The board may consult with the neighbourhood representative and plot maintenance records in reaching a decision.

The associate member becomes a full member after attending a New Members' Orientation, if they have not done so.

At the board's discretion, the associate member may be granted one or more plots. In situations where an associate member is deemed to have met all the criteria, one plot may be granted for each year that they have been an associate member, up to the maximum of four plots.

Fees and Work-in-Kind

50. Fee Structure

Fees cover the operating expenses of the garden and help ensure member participation. Our membership fee at Colony Farm combines a cash payment and a 10-hour work requirement. We have no staff. The gardens are maintained, organized and run entirely by members.

- **Membership Fee.** The basic membership has a fixed and a variable portion. Both parts are paid annually by members to maintain their status as a member in good standing. The amount of the fixed portion is recommended to the membership by the board and voted on at the Annual Meeting. The variable portion of the membership fee is based on the number of plots being used that year. There is a separate fee for each 250-square foot (approximately) plot.
- **Associate Member Fee.** This is an optional and supplemental fee paid annually to maintain the standing of anyone who is designated as an associate member for the main member of the household.
- **Work In-Kind.** A minimum of 10 hours per year, comprised of an assigned task and minimum of 4 hours of work party and/or alternative work on a committee.

51. Work Parties

There are ten scheduled work parties every year. Members may attend one or more work parties for 1 to 4 hours to fulfill the minimum 4-hour work party requirement.

Bring gloves, hand tools, and water to work parties. Dress for the weather. Dogs, as well as children who are too young to participate, do not belong at work parties.

52. Incomplete Work-in-Kind

Gardeners who do not participate in 4 hours of work party and/or committee work in a given year will be assessed dues-in-lieu of work, which will be added to their annual membership fee at the next renewal. They will also be ineligible to add a plot in the following year.

Membership Fee Structure for 2018	
Fixed Membership Fee	\$12.00
Per Plot Portion of Membership Fee	\$17.00
Associate Member Fee	\$6.00
In-Kind Work	10 hours/year
Fee Charge in Lieu of In-Kind Work	\$50.00

Shared Services and Facilities

53. Water

Underground water pipes were purchased by the Garden and installed by volunteers. Hoses are made available to every plot. Water is purchased by the Garden on behalf of gardeners from the Municipality of Coquitlam. The use of automatic sprinklers or drip hoses (unless connected to your water barrel) are not permitted. Do not alter taps or hoses. Report leaking hoses to hoses@cfch.ca.

54. Manure

Manure is purchased by the Garden and made available for sale to gardeners on a cost-recovery basis. Tickets for manure can be purchased at the membership renewal meeting, the Annual General Meeting, at work parties, and from some board members.

Purchase price per wheelbarrow load of manure for 2018
\$5.00

55. Communal Composts

56. Tools and Tool Sheds

Tool sheds were made from materials purchased by the Garden and were constructed by volunteers. Tools are made available by the Garden for use by any gardener. Use the tools carefully. Clean the tools before returning them to the tool shed. Leave a note in the tool shed if a tool is broken. Tool sheds are to be kept locked at all times to help prevent theft. The combination for the locks on the tool sheds are noted on the bottom of your membership card, and inside the manure ticket drop-box behind the first shed.

57. Pagoda

The pagoda was made from materials purchased by the Garden and was constructed by volunteers. The pagoda is for use by all gardeners and the general public. To get permission to hold an event in the pagoda, send an email providing the details to secretary@cfcg.ca.

58. Picnic Tables and Benches

Picnic tables and benches have been provided in the common areas of the garden for general use, so that space in garden plots can be preserved for cultivation.

Gardening and Maintaining Your Plot(s)

59. Season Opening

Plots should be worked by May 1st, unless gardeners have been informed otherwise by the Garden (e.g., in a particularly bad spring the board may decide to delay the Season Opening date). This means, at minimum, that plots should be weeded, cover crops cut down, and edges trimmed. The Garden may cancel the allocation of any plot on which cultivation has not commenced by Season Opening and the plot may be re-allocated to a person on the waiting list.

60. Extended Absences (e.g., Vacations)

If you are going to be away from the garden more than a week, arrange for someone to look after your plot(s). Notify your Neighbourhood Representative or a board member so we know your plot(s) have not been abandoned. Be especially sure to give the Garden notification if you are unable to find anyone to look after your plot(s).

61. Plots are for Cultivating

At least 75% of the area of plots should consist of cultivated beds. Large areas of plots should not be used for leisure structures such as tables or benches.

62. Plant Only Untreated Seeds

Seeds treated with fungicides may be toxic to birds. Other seed treatments (e.g., neonicotinoids) are highly toxic to honey bees and other beneficial insects.

Gardeners can start seeds indoors where seed treatments are not necessary and moisture can be controlled, or wait for drier conditions.

63. Weed- and Pest-Control and Fertilizer Use

We are an organic garden. Only weed- and pest-control methods and fertilizers that meet organic standards are to be used. This is in accordance with the 1995 Colony Farm Land Use Plan that governs Colony Farm Regional Park. See also License of Occupation Agreement 5.12. Ask a board member if you are unsure about what you can use in your plot(s). If you break this rule you can lose your plot(s). See Guideline Enforcement.

64. Weeding

The best way to control weeds is to uproot them physically. Plots must be weeded throughout the year. This includes weeding the areas directly adjacent to your fence/plotline, since lawnmowers cannot go too close to plots. It is especially important that weeds not be allowed to go to seed, to prevent them from spreading throughout the garden. You are not allowed to enter your neighbour's plot in order to weed.

65. Weed Disposal

Regular weeds, old plant material, and grass sods can all be disposed of in your own plot; this is good for maintaining soil quality. If you cannot do so, you can also dispose of these materials in the communal composts. More information on how to compost on your plot can be found by [clicking here](#). Certain plant materials cannot be disposed of within the garden, but must be bagged and taken home to your own waste disposal facilities:

- Blighted tomato or potato plants
- Morning Glory
- Plants with clubroot²
- Horseradish
- Comfrey

66. Invasive Species

Metro Vancouver forbids the planting of these invasive species:

- English Ivy (*Hedera helix*) and varieties *
- Himalayan and Evergreen Blackberry (*Rubus discolor*, *Rubus laciniatus*) Thornless blackberry cultivars are permitted *
- Lamium (*Lamium galeobdolon*) and varieties *

² Clubroot is a common disease of cabbages, broccoli, cauliflower, Brussels sprouts, radishes, turnips, stocks, wallflowers and other plants belonging to the family Brassicaceae (Cruciferae). See [Wikipedia](#).

- Policeman's Helmet (*Impatiens glandulifera*) *
- Purple Loosestrife (*Lythrum salicaria*) *
- Morning Glory *
- Goutweed (*Aegopodium podagraria*)
- Yellow Flag Iris (*Iris pseudocarpus*)
- Periwinkle (*Vinca major*, *Vinca minor*)
- Cherry Laurel
- Comfrey (*Symphytum officinale*) *
- Hops (*Humulus* spp)

* These are species we need to watch for and control, especially Comfrey

67. Other Plant Restrictions

- Mint and Horseradish must be planted in containers, with a barrier between the pot bottom and the soil of the plot, because they are invasive.
- Trees are prohibited in garden plots.
- Gardeners are not permitted to plant anything in the common areas of the garden without approval from the Garden.

68. Tall Plants and Spreading Plants

Tall plants (anything more than one metre in height) must be located to avoid significant shading of your neighbour's plot. Your plants must not be allowed to shade or spread into your neighbour's plot.

69. Mulches

Acceptable materials for mulching are grass clippings, straw, leaves, peat moss, manure, corn stalks, fir bark, and sawdust.

Cardboard and newspaper are acceptable provided they are anchored. Do not use cedar bark mulch, black plastic, hay, or gravel.

70. Soil Amendments

The following soil amendments are allowed in the Garden:

- Sea Soil
- peat moss
- your own home-made compost, provided it is pesticide-free
- dried leaves, leaf mold
- bagged products from garden centers marked "OMRI-approved"

The following soil amendments are not allowed in the Garden:

- topsoil of any kind, bagged or not
- mushroom manure (it contains toxic chemicals used in the mushroom cultivation processes)
- any other material not listed above without approval of the board

71. Plot Pathways

Acceptable materials for covering pathways are landscape fabric (non-plastic), sawdust and woodchips (not cedar), leaves, bark mulch (not cedar), straw, concrete blocks, stepping stones. Note that plot pathways must also be kept clear of grass and weeds.

Ensure that you have enough pathway within your plot to access your growing areas. You are not permitted to enter your neighbour's plot to maintain your garden.

72. Common Pathways

Keep the common pathways adjacent to your plot(s) clear of debris such as woodchips, rocks, wire, plastic and other garbage, and tools. You are not allowed to lay woodchips down outside your fence/plot line. This is a safety issue for the lawnmowers.

73. Harvesting and Donating

Harvest your produce as it ripens. Leaving food unharvested is wasteful and attracts unwanted wildlife. If you have harvested food that you cannot use yourself, send an email to foodbank@cfcg.ca and inquire about donating it to the foodbank.

74. Season Closing

With the exception of winter crops (e.g., kale, garlic, onions), ensure that your plot(s) is clear of debris by November 1st.

Structures

Structures include pole bean and pea supports, trellises, arbors, plant- or row-covers, cold frames, fences, water barrels, and raised bed borders. Gardeners will be required to remove noncompliant plants and structures.

75. Refer Questions/Concerns About Structures to a Board Member

If you have a question or concern about a structure on your plot(s) or a neighbour's refer this matter to a board member. You can also let your Neighbourhood Representative know about your question or concern, and they can pass this along to a board member for you.

76. Restricted Construction Materials

When building structures on your plot(s) you cannot use any of the following materials:

- Treated wood³
- Black plastic or plastic tarps (they harbour field mice and slugs)
- Loose-fitting and 'invisible' netting (hazard for birds)
- Glass (Plexiglas is alright to use)
- Rubber tires

77. Storage of Construction Materials

³ Treated wood is impregnated with pesticides to prevent rotting. It is unsuited for use in food gardens and not permitted in the organic standards we must follow.

Materials can be left on your plot(s), bundled neatly. Materials cannot be stored in common areas, including pathways.

78. Disposal of Construction Materials

Typically, once a year the Garden arranges to have a large container brought to the garden so gardeners can dispose of old wood from their plots. You must remove any plastics or metals (i.e., including nails and screws) from your wood before disposing of it in this way. Old plastics and metals must be bagged and taken home to your own waste disposal facilities.

79. Structures in Common Areas

Gardeners are not permitted to build any structures in the common areas of the garden without approval from the Garden.

80. Tall Structures

Locate tall structures (anything more than one metre in height) to avoid significant shading of your neighbour's plot.

81. Safety of Structures

Structures must be sturdy and safe. Avoid sharp edges, protruding edges, and the use of glass.

82. Maintaining Structures

Structures must be maintained year round and repaired as required. Build and maintain your structures without stepping into your neighbour's plot.

83. Cold Frames

- Maximum height one metre (39 inches)
- Maximum coverage 5 square metres (48 square feet) per plot
- Submit any proposed deviations to the board for approval prior to construction

84. Plant or Row Covers; Greenhouses

- Maximum height 2.3 metres (7 feet)
- Maximum area 5 square metres (48 square feet) per plot
- At least 60 cm (2 feet) from the north, west, or east plot border with a neighbour
- Plots must be adjacent to combine greenhouse areas
- Must be of sturdily constructed and well anchored
- Clear plastic covers must be of a durable thickness (at least 5 mm)
- Winter removal of plastic covers is recommended
- Fabric row covers must be thoroughly secured
- Row covers must be kept in good repair
- Submit any proposed deviations to the board for approval prior to construction

85. Pole Bean and Pea Supports

- Maximum height 2.3 metres (7 feet)

- No limit per plot for temporary seasonal supports
- No 'invisible' netting – it traps birds

86. Raspberries/Grapes/Plants Over One Metre

- Must be planted at least 60 cm (2 feet) from the north, west, or east plot border with a neighbour
- Must be trellised and confined so they cannot grow into the pathway or neighbour's plots
- Must be properly pruned within the boundaries of the plot and kept below 7 feet in height

87. Trellises/Arbors

- Maximum height 2.3 metres (7 feet)
- Must be of sturdily constructed and well anchored

88. Compost Boxes

- Must be securely anchored
- Plastic allowed
- Must be completely located on the gardener's plot(s)

89. Water Barrels

- Maximum base height 10 cm (4 inches)
- Maximum 180 litre (45 gallon) capacity container
- Must be stable and securely covered, e.g., fitted screening (safety factor) and lid during mosquito season
- Must be completely located on the gardener's plot(s)

90. Fences

- Maximum height 105 cm (42 inches)
- Baseboards securing fence wire along the bottom of the fence are required along pathways
- Do not use wire hoop fencing along pathways
- Do not use chain link fencing (too permanent)
- Non-injurious materials permitting movement of light and air are required

91. Personal Benches or Toolboxes

- Benches and tool boxes require board approval prior to installation.
- Community areas have been set aside for picnic tables and benches
- Plots are for cultivation

Miscellaneous Guidelines

92. Fire Prevention

- Smoking is not permitted except in an area of the garden designated by posted notice
- No one can discard a lit match, cigar, cigarette, tobacco, or anything similar in the garden

- No one can light or use any stove, barbeque or other similar cooking device, or any flame-producing device, except in an area of the garden designated by posted notice and if the person attends the device constantly
- No one can light or burn an open fire except in an area of the garden designated by posted notice and if the person attends the fire constantly
- No one can bring in, use or ignite any fireworks, including cannon crackers, fireballs, firecrackers, mines, Roman candles, skyrockets, squibs, torpedoes or other similar explosive or combustible devices in the garden
- For specific detail see Metro Vancouver Regional Parks Bylaws 6.1-6.5

93. Pets

When in the garden, pets must be leashed, under control, and their waste cleaned up. For specific detail see Metro Vancouver Regional Parks Bylaws 8.1-8.15.

94. Children

When in the garden, children must be appropriately supervised. For specific detail see Metro Vancouver Regional Parks Bylaw 3.7.

95. Consideration for Fellow Gardeners

Be civil with gardeners and visitors. For more specific detail see Metro Vancouver Regional Parks Bylaws 4.1-4.4 on Dangers and Nuisances.

96. In Case of Emergency

Guideline Enforcement

97. Assistance in Understanding and Following Guidelines

Every reasonable effort will be made to help gardeners understand and follow the guidelines. If the guidelines are not followed, your plot(s) may be revoked. Use of pesticides, fungicides, and herbicides not approved for organic gardening can result in an immediate loss of your plot(s).

98. Revocation of Plot(s)

If the guidelines are not followed, your plot(s) may be revoked.

99. Progressive Enforcement

Guideline infractions are handled as follows:

- The gardener receives a phone call or email outlining the concern, the steps to be taken to remedy the situation, and a timeline for remediation
- An extension may be requested. The gardener has one week to call or email to request an extension.
- If the gardener fails to address the concern within the timeline (3 weeks) the board may remove the plot(s)
- Situations that can result in the loss of your plot(s):
 - a. Plots not worked by Season Opening

- b. Failure to remove invasive plants
- c. Plots neglected and with spreading weeds
- d. Use of treated lumber
- e. Use of materials or structures that do not meet the guidelines; placement concerns
- f. Use of herbicides, insecticides, fungicides, and/or any fertilizer not approved for organic gardening

Appendix 1. Governing Documents

Regional Parks Regulation Bylaw

Metropolitan Vancouver Regional Parks Regulation Bylaw, Consolidated 24 February 2017, can be viewed by [clicking on this link](#).

Metro Vancouver Licensing Agreement

The License of Occupation Agreement between the Greater Vancouver Regional District and Colony Farm Regional Park Community Gardens Society, last renewed 1 February 2016, can be viewed by [clicking on this link](#).

Colony Farm Land Use Plan

The Colony Farm Land Use Plan, prepared by the Colony Farm Land Use Study Steering Committee in April 1995, can be viewed by [clicking on this link](#).

Societies Act

The Provincial Societies Act (2013, current to 13 September 2017) can be viewed by [clicking on this link](#).

Privacy Act

The Provincial Privacy Act (1996, current to 13 September 2017) can be viewed by [clicking on this link](#).

Personal Information Protection Act

The Provincial Personal Information Protection Act (2003, current to May 2, 2018) can be viewed by [clicking on this link](#).

Cannabis Act

Federal Bill C 45, An Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and other Acts, First Reading, 13 April 2017, known as the Cannabis Act, can be viewed by [clicking on this link](#).

Colony Farm Community Gardens Society Constitution

To view this document, [click on this link](#).

Colony Farm Community Gardens Society Bylaws

To view this document, [click on this link](#).

Colony Farm Community Gardens Society Guidelines

To view this document, [click on this link](#).

Colony Farm Regional Park Community Gardens Society Five Year Plan 2016-2020

To view this document, [click on this link](#).

Appendix 2. Other Garden Information

Role of the President

In the CFCG Bylaws, the president is the chair of the board and is responsible for supervising the other directors in the execution of their duties.

In addition, although some of the activities above and below can be delegated, the treasurer has the following duties:

- acting as spokesperson for the society
- responsible for the Annual Report for the Society's Registry
- responsible for the renewed application for Property Tax Exemption from the City of Coquitlam every five years, as well as an annual Confirmation of Status each July indicating that the Garden's activities have not changed
- supervising the contract and work for the Administrative Assistant
- acting as a signatory on the CFCG bank account
- acts as primary liaison between the Garden and
 - BC Societies Registry
 - BC Assessment
 - City of Coquitlam
 - The Cooperators Insurance
 - Metro Vancouver

Role of the Vice-President

In the CFCG Bylaws, 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.

In addition, the vice president has the following duties:

- main role in facilitating consultation for the 5-year plan
- liaising with community garden organizations

Role of the Secretary

In the CFCG Bylaws, the secretary is responsible for doing, or making the necessary arrangements for, the following:

- issuing notices of general meetings and directors' meetings;
- taking minutes of general meetings and directors' meetings;
- keeping the records of the Society in accordance with the Societies Act;
- filing the annual report of the Society and making any other filings with the registrar under the Act.

In addition, the secretary has the following duties:

- circulating minutes of each meeting to all directors in a timely manner after each meeting
- circulates or publishes the minutes of general meetings to the membership after the minutes have been approved by the directors
- carrying out any delegated duties as requested by the president

Role of the Treasurer

In the CFCG Bylaws, the treasurer is responsible for doing, or making the necessary arrangements for, the following:

- receiving and banking monies collected from the members or other sources;
- keeping accounting records in respect of the Society's financial transactions;
- preparing the Society's financial statements;
- making the Society's filings respecting taxes

In addition, the treasurer shall endeavor to safeguard the financial interest of the society through the following duties:

- monthly bookkeeping duties, preparing the financial statements, and providing a brief monthly summary of income and expenses
- preparing the annual financial statements, presenting the financial statement at the AGM, and assisting the president to prepare the annual report
- assisting the board to prepare its annual budget
- acting as the financial officer of the society
- supervising annual membership renewal
- acting as a signatory on the CFCG bank account
- liaising with the society's bank for reconciliation and confirmation
- downloading financial data to a year-end file

Aerial Photographs of the Garden

To view the photographs, [click on this link.](#)