

Yates Street Community Garden Policies and Bylaws

1. NAME OF THE ENTITY:

The Yates Street Community Garden (YSCG)

2. PURPOSES OF THE ENTITY:

- To provide an inclusive, welcoming community garden within the Downtown-Harris Green neighbourhood;
- To provide allotment garden space for the residents of the City of Victoria;
- To provide allotment garden space for charitable organizations in the City of Victoria;
- To increase food security and food literacy in the City of Victoria;
- To enhance partnership, collaboration and cooperation among YSCG stakeholders; and
- To foster and develop communal engagement in the Downtown-Harris Green neighbourhood.

3. INCLUSIVITY:

In all of its activities, the YSCG shall not discriminate against any person or persons on the basis of gender, gender identity, religion, creed, color, age, citizenship, place of origin, sexual orientation, marital status, appearance or physical or mental ability.

4. DISSOLUTION OF THE ENTITY:

Upon winding up or dissolution of the Yates Street Community Garden (YSCG), any assets remaining after the satisfaction of its debts and liabilities shall be given or transferred to the Victoria Downtown Residents' Association or the City of Victoria in that order.

Policies and Bylaws

1. INTERPRETATION:

- 1.1. "AMM" shall refer to Annual Membership Meeting.
- 1.2. "The Garden" shall refer to the Yates Street Community Garden.
- 1.3. "Good standing" shall refer to the membership status of any member(s) who has upheld their duties as outlined in the membership agreement, and who has paid their membership fee to the YSCG, as per policy 2.3.

- 1.4. "Member's Agreement " shall refer to the Yates Street Community Garden members guidelines and agreement (Appendix I).
- 1.5. "Victoria" shall refer to the City of Victoria, British Columbia, Canada.

2. MEMBERSHIP:

2.1. General Membership

- 2.1.1. General members shall include those registered with The Garden who are in good standing.
- 2.1.2. Membership is limited by the number of garden allotments on-site.
- 2.1.3. Membership shall be offered on a first-come first-served basis and a waiting list shall be maintained by the YSCG Steering Committee.
- 2.1.4. A prospective member of The Garden who has been offered a garden box assignment must sign a Membership Agreement and submit the associated plot fee to become a member of The Garden.
- 2.1.5. Membership shall entitle the member access to a standard 48" x 40" planter box.
- 2.1.6. All members are encouraged to voice their feedback and comments to the YSCG and participate in nominations and elections of the YSCG Steering Committee at the AMM.

2.2. Non-profit Membership

- 2.2.1. Non-profit Members shall include those organizations given allotment garden space in The Garden.
- 2.2.2. Non-profit Membership may be granted to an organization by the YSCG Steering Committee.
- 2.2.3. A prospective non-profit member of The Garden that has been offered a garden box assignment must sign a Membership Agreement and submit the associated plot fee to become a member of The Garden.
- 2.2.4. All Non-profit members are encouraged to voice their feedback and comments to the YSCG and participate in nominations and elections of the YSCG Steering Committee at the AMM.

2.3. Membership Fees

- 2.3.1. Membership fees shall be set by the Steering Committee and must be paid in full by February each year.
- 2.3.2. The membership fees shall be public and communicated to all members.
- 2.3.3. Changes in membership fees shall only occur with the start of the membership cycle, in February of each year.

- 2.3.4. Notice of changes of membership fees shall be given to all members no less than one (1) month in advance of the membership cycle in which they take effect.
- 2.3.5. The Steering Committee may set a separate fee for General Members and Non-profit Members.
- 2.3.6. In the case of a membership starting part-way through a cycle, the member shall be charged the appropriate prorated fee.
- 2.3.7. No person or group shall be turned away from membership due to lack of funds.
- 2.3.8. The Steering Committee may set the membership fee for an individual member or organization to any value below the nominal fee, including zero dollars.

2.4. Cessation of Membership

- 2.4.1. A member shall cease to be a member of the YSCG:
 - 2.4.1.1. Upon request; or,
 - 2.4.1.2. If a member or member organization does not pay their respective membership fee (a reasonable timeframe for late fees shall be established by the Steering Committee); or,
 - 2.4.1.3. If a member violates the YSCG Membership Agreement.
- 2.4.2. Members have a right to notice of consideration for removal of membership and a right to respond. **This does not apply in cases of harassment, assault, or serious harm to the grounds or other members.**
- 2.4.3. A decision on termination of membership shall be determined by a special majority vote of the Steering Committee.
- 2.4.4. Notice of termination of membership and reason for termination shall be given to any member whose membership is terminated.

3. MEETINGS:

3.1. Annual Membership Meetings

- 3.1.1. The YSCG shall hold an Annual Membership Meeting within the month of March or April. The date and location of the meeting shall be set by the Steering Committee.
- 3.1.2. Notice, via direct communication to members, of no less than one week shall be given for the Annual Membership Meeting.

3.2. Quorum

- 3.2.1. Quorum at Annual Membership Meetings shall be fifteen (15) members of The Garden.

3.3. Procedures at Annual Membership Meeting

- 3.3.1. The Annual Membership Meeting shall be conducted in a manner that promotes fair and equitable discussion. The procedure for meetings shall be decided upon by the Steering Committee, and shall be explained at the start of each Annual Membership Meeting.

4. STEERING COMMITTEE:

4.1. Composition

- 4.1.1. The Steering Committee shall be composed of:
 - 4.1.1.1. One Director of the Victoria Downtown Residents' Association;
 - 4.1.1.2. Up to one (1) appointee by the Victoria Cool Aid Society's Downtown Community Centre;
 - 4.1.1.3. Seven (7) members of The Garden or larger community elected by the members at the AMM;
 - 4.1.1.4. The Garden Coordinator as a non-voting membership ; and,
 - 4.1.1.5. Any number of appointees by the the Victoria Downtown Residents' Association.

4.2. Duties

- 4.2.1. The Steering Committee shall:
 - 4.2.1.1. Manage the affairs of The Garden;
 - 4.2.1.2. Strike working groups as necessary;
 - 4.2.1.3. Oversee the communications of The Garden;
 - 4.2.1.4. Be responsible for the finances of The Garden, ensuring The Garden remains fiscally responsible;
 - 4.2.1.5. Be responsible for the long-term and short-term management of The Garden;
 - 4.2.1.6. Be responsible for ensuring compliance with all regulatory, funding reporting and other reporting requirements, including, but not limited to those called for in the Licence of Occupation Agreement, and Victoria's Community Gardens Policy;
 - 4.2.1.7. Operate in a manner consistent with the Constitution and Bylaws of the Victoria Downtown Residents' Association;
 - 4.2.1.8. Set the membership fees for The Garden;
 - 4.2.1.9. Be responsible for approving all expenditures and purchases of The Garden within the constraints of the budget approved by the Board of Directors of the Victoria Downtown Residents' Association;

- 4.2.1.10. Produce and present an annual budget for approval by the Board of Directors of the Victoria Downtown Residents Association.

4.3. Meetings of the Steering Committee

- 4.3.1. The Steering Committee shall meet at least once per annual quarter.
- 4.3.2. Quorum shall be half of the members of the Steering Committee plus one (1).
- 4.3.3. Votes of the Steering Committee may be conducted electronically as necessary.
- 4.3.4. Meetings of the Steering Committee will normally be open to members as observers.
- 4.3.5. Members of the Steering Committee may invite guests to attend meetings as observers.
- 4.3.6. Members of associate organizations or other stakeholders may attend meetings as observers.
- 4.3.7. Members of the Steering Committee may designate an alternate to attend a meeting in their stead.
- 4.3.8. Monthly meetings of the Steering Committee shall be held at the Victoria Cool Aid Society's Downtown Community Centre, when possible.

5. FUNDS OF THE YSCG

- 5.1. All spending of the YSCG must be within the constraints of the approved annual budget, and approved by the Steering Committee by a simple majority.
- 5.2. Any additional spending not included in the approved annual budget must be approved by the Board of Directors of the Victoria Downtown Residents' Association.
- 5.3. All funds of the YSCG, with the exception of petty cash, shall be held and administered by the Victoria Downtown Residents' Association. This shall be done in keeping with all applicable processes and rules of the Victoria Downtown Residents' Association.
- 5.4. Petty cash stored outside of the Victoria Downtown Residents' Association account shall not exceed one hundred dollars.
- 5.5. The annual budget shall be available for viewing to any member of the YSCG.
- 5.6. All donations and grants shall be recorded in an official ledger.
- 5.7. The YSCG shall not incur any debts or financial liabilities.
- 5.8. Any corporate donations and/or sponsorships shall be subject to approval by the Board of Directors of the Victoria Downtown Residents' Association.
- 5.9. Fiscal year shall be that of the Victoria Downtown Residents' Association.

6. WORKING GROUPS

- 6.1. Working groups shall be struck with a terms of reference that outlines at a minimum:
 - 6.1.1. The purpose of the working group;
 - 6.1.2. The composition of the working group;

- 6.1.3. The expected timeframe for the existence of the working group or that it is to be ongoing; and
- 6.1.4. Whether the working group is to perform a set of tasks and/or make recommendations to the steering committee for decision;
- 6.2. Working groups, unless otherwise specified in their terms of reference, shall normally be open to membership from all members of The Garden.
- 6.3. Meetings of working groups, unless otherwise specified in their terms of reference, shall normally be open to all members of The Garden.
- 6.4. Working groups shall keep and make available, in an accessible and timely manner, minutes of their meetings.

7. RECORDS

- 7.1. Minutes of Steering Committee meetings, working groups, and AMMs shall be recorded and posted on the website of The Garden and/or otherwise made available to members of The Garden.
- 7.2. Copies of the minutes referred to in section 8.1 shall also be distributed to the Victoria Downtown Residents' Association's Urban Livability Committee (ULC) for reference by the Board of Directors of the Victoria Downtown Residents' Association.

8. AMENDMENTS

- 8.1. Amendments to these policies and regulations may be proposed by the YSCG Steering Committee for approval by the Board of Directors of the Victoria Downtown Residents' Association.
- 8.2. The Board of Directors of the Victoria Downtown Residents' Association may amend or alter any of the policies and/or regulations in this document as deemed necessary. The Board of Directors of the Victoria Downtown Residents' Association shall notify the YSCG Steering Committee of any changes made.

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Approved by the membership at the Annual Membership Meeting, February 25, 2018