

ROOFTOP PLANTER ALLOCATION POLICY

WHAT:

Procedure for planter allocation (exclusively on the Rooftop)

WHO:

Committee Responsible: Rooftop Committee ("Committee" refers to this committee unless explicitly stated otherwise). "Gardeners" refers to members who are allocated a Rooftop planter under this procedure.

FOR THE FIRST YEAR:

For the first year of Rooftop Committee operation (2019), the procedure below will be followed as closely as is practical. The exception is that members who were allocated a Rooftop planter in the previous year, and who have not been allocated a NW Courtyard planter, may continue to use their allocated Rooftop planter in 2019. In subsequent years, Gardeners must follow the procedure below. The Rooftop Committee will coordinate with the Garden Committee to confirm members and allocated planters.

WHEN:

1. The Committee will ask the Office to distribute poster asking potential Gardeners to submit their request for planter allocation in early April.
2. The Committee will run an article with a call to potential Gardeners in Spring issue of Hugh and Cry.
3. The Committee will prepare all planters to be ready for Gardeners by first Monday of May.
4. The Committee and Board will allocate planters to Gardeners by first Monday of May.

HOW:

Current Committee members automatically receive a planter.

1. The Office and Board will collect names AND unit numbers AND emails from potential Gardeners between by the third Monday of April.
2. Members with accessibility needs will always be allocated first.
 - Remaining planters will be allocated by lottery draw.
 - Draw will take place at a Board meeting closest to mid-April.
 - The Co-ordinator will draw names.
 - Those with names drawn will be notified by the office via email with allocated planter numbers.
 - The Rooftop Committee and Rooftop Consultant (as appropriate) will be cc'd when the notifications are made.
3. Gardeners are responsible to plant/seed by Victoria Day weekend.

4. The Committee will reallocate planters not planted/seeded by June 01 to another member, after one warning email.
5. Gardeners must empty planters of all perennials and prepare them for winter by first Monday of November. After this, the Committee may empty planters as it considers necessary.
6. All communication regarding planter allocation and issues will be by email.
8. Gardeners are free to trade planters, as long as they let the Committee know so that proper records can be maintained.

A. When there are more planters available than Gardeners:

- i) If there are returning Committee members, the same planters will be allocated year-to-year, as much as possible.
- ii) Allocation will be one planter per household.
- iii) If ii) results in planters remaining available, then allocation of those planters will be one planter per household member who wants to be a Gardener.
- iv) If iii) results in planters remaining available, then allocation of those planters may result in more than one planter per Gardener. These extra planters may be allocated to any on a waiting list; as appropriate, the Committee will ask the Office to post a notice for anyone wishing to secure a planter for the growing season. If at this point there are more requests for planters than planters available, allocation will be by a lottery done by the Board.

B. When there are fewer planters available than Gardeners:

- i) Members first will be asked to share planters.
- ii) If members do not wish to share, allocation of planters will be done by a lottery done by the Board at the next available meeting. Drawn names will be matched with planters in numerically ascending order (from 1 to x).