

Attachment 1

Town of Whitby

Policy



Policy Title:	Adopt-a-Park Program and Policy
Policy Number:	Text
Reference:	Text
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Approval:	Text
Point of Contact:	Text

Policy Objective

The Adopt-a-Park Program is a co-operative program designed to encourage citizens, individuals, organizations, businesses, and clubs to volunteer and assist the municipality to enhance the Town's Parks and Open Spaces by providing the opportunity to contribute financially toward major capital improvements, or minor capital enhancements, or providing the opportunity to provide labour in-kind for clean-ups.

Environmentally conscious volunteers may donate their time to help create a cleaner community and enhance the environment by collecting debris in Parks or Open Spaces. Major monetary contributions would be utilized for the addition, replacement, enhancement or rehabilitation of structures within a Park. Minor monetary contributions would be utilized to enhance a Park such as through the addition of plantings, trees, and/or benches.

The Policy also provides for the recognition of contribution of Adopt-a-Park participants through letters of appreciation, park signs and plaques depending upon the type of contribution.

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01 Policy Outline

01.01

Adopt-a-Park Program consists of five elements:

1. Donation of Land;
2. Major Monetary Contribution;
3. Tree plantings and/or Installation of Benches in Parks;
4. Minor Monetary Contribution towards Capital Construction; and
5. Environmental Clean-up

02 General Definitions

02.01

Recreation Facility – a structure within a park used for recreational purposes such as a tennis court, baseball diamond, soccer pitch, etc.

02.02

Structure – a fixed object placed within a park, used for aesthetic, practical, passive or active uses such as public art, planters, gazebos, picnic tables, seating, or soccer posts, etc.

03 Donation of Land

03.01

Definition

The provision of lands in a location where a Park is planned and proposed to be constructed or Open Space as identified in accordance with the Town of Whitby's Official Plan and Secondary Plans. The donation of land does not apply to lands secured by or conveyed to the Town through the approval of applications pursuant to the Planning Act, 2013.

03.02

Procedure

- a) Lands may be conveyed to the Town or alternatively a park lease may be provided.
- b) Lands to be conveyed must be free and clear of encumbrances and not impacted by environmental conditions which require remediation or make the property unsuitable for passive or active park uses.
- c) All lands to be conveyed or leases to be provided are subject to Council approval.
- d) Where lands are conveyed, a charitable receipt may be requested.
- e) All costs for appraisals for charitable receipts shall be made at the donor's expense.
- f) Costs for Town Staff review of proposed conveyances and registration shall be at the Town's expense.

03.03

Form of Recognition

- a) For a citizen, individual, group, business, organization, or club that donates land the Town of Whitby will provide a letter of appreciation from the Mayor or designate and erect and maintain a plaque or sign at the approach of the designated Park or Open Space.
- b) The Park can also be named after the citizen, individual, group, business, organization, or club, subject to compliance with the Town of Whitby's Municipal Parks and Recreation Property and Facility Naming Policy.

04 Major Monetary Contribution

04.01

Definition

Provision of a monetary contribution sufficiently large enough to be utilized for:

- a) Addition of a structure(s) or a recreational facility in the park and/or
- b) Replacement or rehabilitation of structure(s) and/or recreational facility in the park and/or
- c) Enhancement or rehabilitation of a Park or Open Space; and/or
- d) Construction of a new Park.

04.02

Procedure

Major monetary contributions would be applied to the addition, replacement or rehabilitation of structures or recreation facilities in a park, enhancement or rehabilitation of a Park or Open Space or new construction of a Park as identified by the Town of Whitby's Official Plan and Secondary Plans. Application and expenditure of a major monetary contribution will be subject to Staff assessment and Council approval.

04.03

Form of Recognition

- a) Where a major monetary contribution is provided the Town of Whitby will provide a letter of appreciation from the Mayor or designate and erect and maintain a plaque or sign at the approach of the Park or Open Space.
- b) The Park can also be named after the citizen, individual, group, business, or organization, subject to compliance with the Town of Whitby's Municipal Parks and Recreation Property and Facility Naming Policy.

05 Roles and Responsibilities: Donation of Land and Major Monetary Contributions

05.01

Council shall:

- a) Review and approve the donation of land or provision of a lease.
- b) Review and approve Major Monetary Contributions over \$10,000.
- c) In accordance with the Purchasing Policy 2003, projects over \$50,000 shall require a public tender and further report to Council.

05.02

Supervisors of CMS, Parks Development and Operations Services or designate:

- a) Shall maintain a record of lands donated and major contributions as part of the Adopt-a-Park Program.

06 Tree Plantings and/or Bench Installations

06.01

Definition

Monetary Contributions can be applied to plantings, trees, and benches in a Park.

06.02

Procedure

- a) The Adopt-a-Park Program will permit, tree plantings and the installation of benches around a specific Park. The procedure and location considerations must be in accordance with the Town's of Whitby's practices and the Parkland Development and Open Space Policy.
- b) If a citizen, individual, group, business, organization, club or school requests to plant a single tree or install a bench, the contribution amount, procedure and location considerations must be in accordance with the Tree and Bench Dedication and Commemorative Program.

06.03

Form of Recognition

The Town of Whitby will recognize bench and tree dedications in Parks through a letter of appreciation from the Mayor or designate. A plaque may be installed only in accordance with the Tree and Bench Dedication and Commemorative Program.

07 Minor Monetary Contributions

07.01

Definition

Provision of smaller monetary contributions which can be applied to the ongoing Parks improvement program.

07.02

Procedure

- a) If the monetary contribution is of a lesser amount which would not be able to fund major capital projects or where no purpose is set out in the donation, it may be applied to the provision of plantings, benches, and/or held in reserve by the Town for future use for Parks improvement projects.
- b) Directing Minor Monetary contributions to the ongoing Parks improvement program are to be determined by Staff.

07.03

Form of Recognition

Minor monetary contributions which would not be utilized for major capital projects would be recognized through a letter of appreciation from the Mayor or designate.

08 Roles and Responsibilities:

Tree Plantings and/or Bench Installations and Minor Monetary Contributions

08.01

Supervisor of Parks Operations or designate:

- a) Shall approve the installation of plantings, trees and/or benches and the precise location.
- b) Consult with the Supervisor of Parks Development as required.
- c) Maintain a list of appropriate species for use under this policy.
- d) Shall maintain plaques, if applicable.
- e) Oversee the supply, delivery and installation of the items including the scheduling of same.

08.02

Supervisor of CMS, Parks Development or designate to:

- a) Shall maintain a fee schedule, as required by the Tree and Bench Dedication and Commemorative Program (Fees are approved annually by Council).
- b) A record of plantings, trees and/or benches purchased and their locations (which would be confirmed by Parks Operations).
- c) Consult with the Supervisor of Parks Operations as required.

09 General Standards:

Donation of Land, Major Monetary Contributions, Tree Plantings and/or Bench Installations, and Minor Monetary Contributions

09.01

Parks Development Guidelines and Standards

All tree plantings, installation of benches, replacement, rehabilitation of fixtures or facilities, rehabilitation of Open Space, or construction of new Parks will be installed according to the Parkland Development and Open Space Policy, and standards as approved from time to time by Council.

09.02

Policy Limitation

Nothing in this Policy shall limit the ability of any citizen, individual, organization, business, club, or school to make a monetary donation to the Town for specified purposes as indicated by the donor. Donations are subject to the review and approval by Council.

09.03

Maintenance

- a) All items installed under this Policy become the property of the Town of Whitby. It shall be the responsibility of the Town to maintain the facilities supplied under this Policy.
- b) It is noted that from time to time issues of vandalism may occur. Where a tree, bench, plaque, or structure has been the subject of vandalism, the Town shall only be responsible to replace the damaged item on one (1) occasion. Following the second or subsequent incidents of vandalism Town Staff may determine that it is best that the item be removed. Town Staff may also suggest location and design and installation alternatives to address the vandalism issue.
- c) Nothing herein shall prevent the removal of any item deemed by Town Staff to constitute an immediate safety issue.
- d) Should Parks containing donated structures, dedication trees, benches, and plaques be redeveloped, the Town shall make its best efforts to relocate the items within the Park redeveloped property. Where the property is sold, the Town shall make its best effort to reutilize and relocate appropriate items to an alternate Park or Open Space within the Town. The Town may also make arrangements with the property purchaser to retain the facilities such as benches and trees in-situ.

09.04

Cost

The donor shall pay the full costs of the purchase, supply, delivery, where required, and installation of the structures, recreation facilities, plantings, tree, bench, and the hard surface for the bench, where required. The schedule of costs shall be established by the Town based on the Town's normal suppliers and design standards.

10 Environmental Clean-ups

10.01

Definition

Environmentally conscious citizens, individuals, organizations, businesses, clubs, and schools may volunteer to donate their time to help create a cleaner community and enhance the environment by collecting debris within a predetermined Park or Open Space.

10.02

Procedure

To partake in the Adopt-a-Park, Environmental Clean-up Program citizens, individuals, organizations, businesses, clubs, and schools are required to follow the procedure as outlined by the Appendix # 1 – Adopt-a-Park Environmental Clean-up: Terms and Conditions. The steps are generally stated as follows:

- a) Select an Authorized Group Representative (AGR);
- b) The AGR must submit a Location Agreement Form to Community and Marketing Services Staff for review and approval.
- c) Once location has been approved by Staff, the AGR must then request a scheduled Environmental Clean-up date on the designated Park or Open Space from Operational Services of the Public Works Department.
- d) Once the approved date is obtained for the Environmental Clean-up, Operational Services Staff will provide safety training to the AGR (from the **Adopt-a-Park: Environmental Clean-up, Safety Guideline for Volunteers**). It is then the AGR's responsibility to relay the safety training information to all participants, prior to the Environmental Clean-up date. The **Terms and Conditions** must also be read and adhered to by all participants.
- e) The **Volunteer Informed Consent and Waiver** must be signed by all Volunteers prior to the Environmental Clean-up and submitted to Operational Services of the Public Works Department.

- f) After completion of the Environmental Clean-up, the AGR must appropriately fill out and submit the Adopt-a-Park Program: Environmental Clean-up, Completion Form and return it to the Community and Marketing Services Department by mail, email, or fax.

10.03

Form of Recognition for Environmental Clean-ups

The Town of Whitby will erect and maintain a sign, at the approach of the designated Park or Open Space for participants who adopt a Park for environmental clean up. The sign will include the name of the citizen, individual, organization, business, school, or club.

11 Roles and Responsibilities for Environmental Clean-ups

11.01

Supervisor of Parks Operations or designate:

- a) Shall distribute clean-up supplies to the citizens, individuals, organizations, businesses, or clubs participating in the Adopt-a-Park: Environmental Clean-up.
- b) Shall pick-up and dispose of the waste collected.
- c) Shall provide safety training to the Authorized Group Representative participating in the Adopt-a-Park: Environmental Clean-up, in accordance with the Appendices, Terms and Conditions and Safety Guidelines for Volunteers.
- d) Where feasible, determine the location, erect and maintain approved sign(s) with the donor's name as outlined in greater detail in the Terms of Conditions attached as Appendix No. 1.

11.02

Supervisor of CMS, Parks Development or designate:

- a) Shall oversee the application process. Applications may be made by mail or in person at the Community and Marketing Services Department or on-line.
- b) The Supervisor shall also maintain a record of environmental clean-up and their locations (which would be confirmed by Operational Services).
- c) Approve the name and titles of designated donors placed on official Adopt-a-Park signs.

12 General Regulations for Environmental Clean-up

12.01

Applicable Location of Work

Volunteers of the Adopt-a-Park Program: Environmental Clean-up must have an Authorized Group Representative (AGR) who will be the main point of contact for the citizens, individuals, organizations, businesses, school, or club.

- a) The AGR must submit the **Location Agreement Form** to the Town.
- b) The Town will determine if the Park or Open Space requested by the volunteers is appropriate and may suggest alternatives.
- c) Approval to conduct clean-up in any Park or Open Space will be at the sole discretion of the Town.

12.02

Terms and Conditions

- a) The Adopt-a-Park: Environmental Clean-up Terms and Conditions appended to this Policy outlines the general provisions, requirements, rules, specifications, and volunteer responsibilities that volunteers must agree with to participate in the Program.
- b) The complete Terms and Conditions, attached under Appendix # 1, and the Safety Guidelines for Volunteers, attached under Appendix # 3, must be reviewed by the Authorized Group Representative. The AGR must provide a review of the Safety Guidelines for Volunteers with all members of the volunteer group participating in the Adopt-a-Park: Environmental Clean-up Program.
- c) Each group is required to sign the Location Agreement Form with the Town of Whitby agreeing to pick up litter and debris over a minimum three year period. The Terms and Conditions may be updated from time to time.
- d) The Adopt-a-Park: Environmental Clean-up Terms and Conditions Agreement or Program may be modified in scope or altered in any manner at the discretion of the Town. Citizens, individuals, organizations, businesses, clubs, or schools will have the option of renewing their Agreement, subject to the approval of the Town and continuation of the Program.
- e) The Town may terminate the Agreement and/or remove the Adopt-a-Park signs for Environmental Clean-ups bearing the donor's name if it finds that the terms and conditions of the Agreement are not being adhered to or other circumstances occur outlined in the Agreement.

12.02

72 Hours Notice

Operations Staff will require at least 72 hours notice due to the arrangements that have to be made for work crews to pick up the bags of litter and debris and transfer them to a disposal site. The 72 hour timing is also required to ensure that there are the necessary supplies available to the volunteers to carry out the clean up.

Operations Staff must approve the proposed date and time of the clean up.

12.03

Liability

Registered volunteers of the Town, while performing within the scope of their duties, are protected by claims arising from third parties through the Town's insurance policy.

12.04

Volunteer Waiver of Liability

All volunteers shall sign the Volunteer Informed Consent and Waiver Agreement before they are permitted to participate in the Adopt-a-Park environmental clean up. By signature, the volunteer acknowledges the potentially hazardous nature of the work being performed including the possibility of injury and agrees to the terms and conditions and safety guidelines of the Adopt-a-Park Program. Youths and children (under 19 years of age) involved in the Adopt-a-Park: Environmental Clean-up Program should have signed permission from a parent or guardian. The volunteer acknowledges they will receive no remuneration, salary, wage, or payment or any employee benefits from the Town and will not be covered by the Town's Workplace and Safety Insurance Board benefits. Volunteers are afforded limited accidental injury, death and dismemberment under the Town's insurance policy.

12.05

Duration

Each group is required to sign an Agreement with the Town of Whitby agreeing to pick up litter and debris over a minimum three year period and at least three times per year unless otherwise specified. The recommended first time would be in late April early May following the winter months. Pickup must be done during daylight hours in periods of good visibility.

12.06

Safety Training: Guidelines for Volunteers

The Town has established Safety Training which is required for all environmental clean-up participants. A Safety Guidelines Booklet must be read by all volunteers and adhered to. The complete Safety Guidelines Booklet is attached as Appendix No. 2.

Appendices

- # 1 – Adopt-a-Park Environmental Clean-up: Terms and Conditions
- # 2 – Adopt-a-Park Environmental Clean-up: Location Agreement Form
- # 3 – Adopt-a-Park Environmental Clean-up: Safety Guidelines for Volunteers
- # 4 – Adopt-a-Park Environmental Clean-up: Volunteer Informed Consent and Waiver
- # 5 – Adopt-a-Park Environmental Clean-up: Completion Form

Robert Petrie, Chief Administrative Officer

Date