



# Town of Whitby Adopt-a-Park Program: Environmental Clean up Terms and Conditions

## Appendix 1

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<b>Procedure:</b>	Terms and Conditions
<b>Department/Division:</b>	Community and Marketing Services and Public Works
<b>Section:</b>	03 of 04
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# Town of Whitby Adopt-a-Park Program: Environmental Clean up Terms and Conditions

## Contents

Purpose.....	1
General Rules .....	1
Participation in Adopt-a-Park Program .....	1
Modification/Renewal/Termination of the Agreement or Program .....	3
Step By Step Procedure to Adopt-a-Park Program .....	4
01 Authorized Representative .....	4
02 Agreement: Location Approval .....	4
02.01 Location Approval.....	4
03 Schedule Date of Environmental Clean-ups .....	5
03.01 Approval of Scheduled Date .....	5
03.02 Volunteer Informed Consent and Waiver.....	5
04 During the Environmental Clean-ups .....	6
05 Completion Form.....	6
06 Responsibilities .....	7
Volunteer Responsibilities .....	7
Town of Whitby, Community and Marketing Services Department Responsibilities ....	8
Town of Whitby, Operational Services of the Public Works Department Responsibilities:.....	9



# Town of Whitby Adopt-a-Park Program: Environmental Clean up Terms and Conditions

## Purpose

The Town of Whitby, Adopt-a-Park Program has been established as a public service program for volunteers to pick-up litter and debris in Town of Whitby Parks and Open Spaces. It is a way for environmentally conscious individuals and groups to make a personal contribution to a cleaner environment. Under the program, groups and individuals agree to adopt a Park or Open Space and keep it clean.

## General Rules

### Participation in Adopt-a-Park Program

Safety during environmental clean ups are of primary importance to the Adopt-a-Park Program.

Only groups and individuals determined by the Town to be responsible and to exhibit, in good faith, the desire and the ability to achieve Adopt-a-Park: Environmental Clean-ups Program objectives within the parameters of these Terms and Conditions will be allowed to adopt a Park or Open Space. The Town may refuse to grant a request to adopt a Park or Open Space if, in its opinion, granting the request would jeopardize the program, or be in conflict with Town policies.

Registered volunteers of the Adopt-a-Park Program: Environmental Clean-up, while performed within the scope of their duties, are protected by claims arising from third parties through the Town's insurance policy.

All volunteers shall sign the Informed Consent and Waiver before they are permitted to participate in the Adopt-a-Park Program: Environmental Clean-up. By signature, the volunteer(s) 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 for Volunteers of the Adopt-a-Park Program: Environmental Clean-up. 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 accident benefits coverage for accidental injury, death and dismemberment under the Town's insurance policy.

Volunteers are encouraged to recycle materials such as aluminium cans or glass bottles collected from the adopted Park or Open Space, whenever and wherever possible.



# Town of Whitby Adopt-a-Park Program: Environmental Clean up

Volunteers wishing to participate in the Adopt-a-Park Program pertaining to Environmental Clean-ups must contact the Town of Whitby Community and Marketing Services Department, Parks Development Division to select and reserve the Park or Open Space they wish to adopt. Once the selection has been determined, the Volunteers must have their Authorized Group Representative (AGR) complete and submit the attached Agreement to:

Town of Whitby Community and Marketing Services Department  
Parks Development Division  
500 Victoria Street West,  
Whitby, Ontario.

Phone: 905-430-4310 or via

Fax: 905-668-5933

Hours: 8:30 a.m. to 4:30 p.m.

Monday to Friday

Approval must be requested at least 72 hours prior to any scheduled litter pick-up in the Park or Open Space.



# Town of Whitby Adopt-a-Park Program: Environmental Clean up

## **Modification/Renewal/Termination of the Agreement or Program**

The Adopt-a-Park Agreement or Program may be modified in scope or altered in any manner at the sole discretion of the Town. Volunteers will have the option of renewing their Agreement, subject to the approval of the Town and continuation of the Program. Updated volunteer sign-up lists are required at the time of the renewal.

The Town may terminate the Agreement and/or remove the Adopt-a-Park signs bearing the Volunteer organization name if it finds that: the group is not meeting the terms and conditions of the Agreement; one or more Volunteers is not responsible; the Volunteers are acting contrary to the guidelines of the Program; the adoption is proving to be counter-productive to the Program's objective; undesirable effects such as increased litter, vandalism, or sign theft are resulting from the adoption or; Volunteers have engaged in irresponsible conduct .

An Agreement to adopt a Park or Open Space shall have a term of 3 to 5 years. Renewals for additional terms shall be available as requested by the individuals or group and subject to the approval by the Town.



# Town of Whitby Adopt-a-Park Program: Environmental Clean up

## Step By Step Procedure to Participation

### 01 Authorized Representative

Volunteers wishing to participate in the Adopt-a-Park Program must select an Authorized Group Representative (AGR). The AGR will be the main point of contact with the Town.

### 02 Agreement: Location Approval

The AGR must then complete and submit the **Location Agreement Form** to the Town's Community and Marketing Services, Parks Development Division. The **Location Agreement Form** must be approved by the Supervisor of Community and Marketing Services, Parks Development Division or an authorized designate of the Town, in order to proceed with the next steps. The Agreement contains the following information:

#### 02.01 Location Approval

##### Completed By Town:

- a. Location of Park or Open Space to be adopted
- b. Dates that Environmental Clean-ups cannot occur
- c. The signature of the Supervisor of Community and Marketing Services Department, Parks Development Division or an authorized designate of the Town.

##### Completed By AGR and/or the Individuals or Group:

- a. The name, telephone number, email address, and street address of the Authorized Group Representative (AGR)
- b. The start and end dates of the adoption
- c. The approximate number of people who will be participating in each clean-up
- d. Indicate if the adoption is a renewal or a first time participation.



# Town of Whitby Adopt-a-Park Program: Environmental Clean up

## 03 Schedule Date of Environmental Clean-ups

Once the location is approved by the Supervisor of Community and Marketing Services or authorized designate, the AGR will then request a scheduled Environmental Clean-up date on the designated Park or Open Space from the Operational Services, Division of the Public Works Department. The request must be submitted at least 72 hours prior to the intended date.

### 03.01 Approval of Scheduled Date

Once the approved date is obtained for the Environmental Clean-up, the Operational Services Staff will provide safety training to the AGR (from the **Adopt-a-Park: Environmental Clean-up: Safety Guideline for Volunteers**). The complete **Terms and Conditions**, attached under the Adopt-a-Park Policy, Appendix # 1, and the **Safety Guidelines for Volunteers**, attached under the Adopt-a-Park Policy, 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.

### 03.02 Volunteer Informed Consent and Waiver

The **Volunteer Informed Consent and Waiver** must be signed by all Volunteers prior to the Environmental Clean-up and submitted to Operational Services Division of the Public Works Department.

#### Completed By Town:

- a. Where on-site municipal parking is not in close proximity to the adopted Park or Open Space for environmental clean-up, Operational Services Staff or an authorized designate of the Town will arrange with the Volunteer group where to park.
- b. Provide environmental clean-up kits (contains gloves and garbage bags) to the AGR.

#### Completed By AGR and/or the Individuals and Group:

- a. By their signatures, the volunteers acknowledge that they will comply with the **Terms and Conditions**, **Safety Guidelines for Volunteers** and the **Volunteer Informed Consent and Waiver** associated with the program, and understand the potential hazardous nature of the work they will perform.



# Town of Whitby Adopt-a-Park Program: Environmental Clean up

- b. The AGR will obtain environmental clean-up kits at the specified location indicated by the Operational Services, Division of the Public Works Department.

## **04 During the Environmental Clean-ups**

When the individuals or group is on site, the Authorized Group Representative (AGR) will notify the Operational Services of the Public Works Department if there are any hazardous objects.

Town of Whitby Public Works Department  
Operational Services  
333 McKinney Drive  
Whitby, Ontario.  
Phone: 905-668-3437 or via  
Fax: 905-668-9305  
Hours: 7:30 a.m. to 4:00 p.m.  
Monday to Friday

## **05 Completion Form**

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.





# Town of Whitby Adopt-a-Park Program: Environmental Clean up

## 06 Responsibilities

This section outlines the responsibilities of the Volunteers who agree to participate in the Adopt-a-Park: Environmental Clean-ups Program. It also details the responsibilities of the Town of Whitby, Community and Marketing Services Department and the Public Works Department.

### Volunteer Responsibilities

Volunteers participating in the Adopt-a-Park: Environmental Clean-ups Program agree to:

- a. Appoint or select an Authorized Group Representative(s) (AGR) to be liaison for the group.
- b. Ensure that the Authorized Group Representative(s) attend a safety meeting provided by the Town and, in turn, supply safety training to the volunteers. All volunteers must receive and be familiar with the contents of the Town's safety brochure "Safety Guidelines for Volunteers" before participating in the clean-up of the adopted Park or Open Space.
- c. Ensure that the Authorized Group Representative (AGR) contacts the Operational Services Division of the Public Works Department at least 72 hours prior to beginning an environmental pick-up and obtain approval from the Supervisor of Operational Services Division of the Public Works Department or designate.
- d. Obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the Town.
- e. Make arrangements for off road parking or shuttle bus-type of travel to the work site, if required by the Town.
- f. Know where the nearest pay phone is or have a cellular phone available for emergencies.
- g. Ensure provision of all transportation, supervision, safety equipment and medical/first aid kits.
- h. Pick up litter a minimum of three (3) times a year to maintain a clean park or open space. Clean up dates excluded from the program are statutory holidays, such as Easter, Canada Day, Labour Day, etc.
- i. Collect litter only from the adopted Park or Open Space and not upon adjoining private property.



# Town of Whitby Adopt-a-Park Program: Environmental Clean up

- j. When appropriate sort litter to allow for disposal of garbage and recyclables.
- k. Wear appropriate safety apparel e.g., work gloves and sturdy footwear like green patch work boots during the pick-up.
- l. Wear protective eyewear, eg., sunglasses.
- m. Ensure that all children involved in the clean-up are over the age of 5.
- n. Provide supervision by one adult (19) years of age or older for every five (5) or less volunteers 5-18 years of age. The Town reserves the right to limit the number of volunteers working on an adopted Park or Open Space.
- o. Ensure no volunteer possesses or consumes alcoholic beverages immediately before or during clean-up activities.
- p. Suspend litter pick-up when weather conditions become inclement i.e., fog, rain, high wind, electrical storms, etc.
- q. Work only during daylight hours i.e. 1 hour after sunrise and 1 hour before sunset.
- r. Notify Town Operational Services Staff of closed containers, heavy objects, or suspected hazardous materials for pick-up and disposal later by Town Operational Services Staff. Identify these to your AGR.
- s. Surrender items of personal value eg. wallet, purse, camera, etc. found on Town property to the Durham Regional Police Services station on Taunton Road.
- t. Ensure that no promotional signs, posters, or other display material are brought to the adopted Park or Open Space during or between litter clean-ups.
- u. Place filled trash bags at the designated pick-up site(s) as prearranged by the Operational Services Division of the Public Works Department and the Authorized Group Representative.
- v. Ensure that litter pick-ups do not occur on any inappropriate times noted in the Agreement.
- w. Return excess gloves and bags to the Operations Centre at the completion of each clean-up.

## **Town of Whitby, Community and Marketing Services Department Responsibilities**

The Community and Marketing Services Department shall:



# Town of Whitby Adopt-a-Park Program: Environmental Clean up

- a. Oversee the application process and coordinate with the Operational Services Division of the Public Works Department for requested clean-up dates, times, etc.
- b. Maintain a record of environmental clean-ups and their locations.
- c. Approve the name and titles of designated individuals or groups placed on official Adopt-a-Park signs.

## **Town of Whitby, Operational Services of the Public Works Department Responsibilities:**

The Operational Services Division of the Public Works Department agrees to:

- a. Provide periodic project awareness and safety training to the AGR.
- b. Where feasible, determine the location, erect and maintain approved sign(s) the individuals or the groups' name and displayed at the beginning of each adopted Park or Open Space; unless, in the opinion of the Town erecting the signs would jeopardize the Program, be counter-productive to its purpose, create a hazard to the safety of the public, or be in conflict with Town policies.
- c. Remove bags and dispose of filled waste/recycling materials collected.
- d. Remove articles from the adopted Park or Open Space that is large, heavy or hazardous that Volunteers have identified as hazardous.
- e. Monitor to ensure the objectives of the program are being met.