

Town of Whitby  
Community Services Department and Public Works  
Department

**Adopt-a-Trail Program**  
**Environmental Clean-up**

Terms and Conditions



**Town of Whitby  
Adopt-a-Trail Program: Environmental Clean-ups  
Terms and Conditions**

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## **Purpose**

The Town of Whitby, Adopt-a-Trail Program has been established as a public service program for volunteers to pick-up litter and debris along certain Town of Whitby Trails rights-of-way. It is a way for environmentally conscious individual and groups to make a personal contribution to a cleaner environment. Under the program, groups and individuals agree to adopt a section of Trail right-of way and keep it clean.

## **Participation in Adopt-a-Trail Program**

Safety is of primary importance to the Adopt-a-Trail Program pertaining to environmental clean-ups.

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-Trail: Environmental Clean-ups Program objectives within the parameters of these Terms and Conditions will be allowed to adopt a Trail section or a Trail. The Town may refuse to grant a request to adopt a section if, in its opinion, granting the request would jeopardize the program, be counter-productive to its purpose, create a public safety hazard, or be in conflict with Town policies.

Volunteers are not considered as Officers, Employees, or Agents of the Town. Any injuries, claims, liabilities, suits, or costs arising from the volunteers activities relating to this agreement, shall be the sole responsibility of the volunteers. Volunteers shall indemnify the Town and agree to abide by the Town's guidelines and to not hold the Town responsible for any injuries or damages that they may cause or suffer as result of participation in the Adopt-a-Trail Program pertaining to Environmental Clean-ups.

Volunteers are encouraged to recycle materials such as aluminium cans or glass bottles collected from the adopted Trail or section of Trail, whenever and wherever possible.

Volunteers wishing to participate in the Adopt-a-Trail 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 portion of Trail 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



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Approval must be requested at least 72 hours prior to any scheduled litter pick-up on the Trail or designated Trail section.

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

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

The Adopt-a-Trail 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-Trail 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 Trail or section of Trail 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.



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## Agreement

### Location Approval

Volunteers wishing to participate in the Adopt-a-Trail Program must complete and submit the **Location Agreement Form** to the Town's Community 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 is attached to this document and contains the following information:

#### Completed By Town:

- Location of Trail or Trail section to be adopted
- The start and end dates of the adoption
- Dates that Environmental Clean-ups cannot occur
- The signature of the Supervisor of Community and Marketing Services Department, Parks Development Division or an authorized designate of the Town.

#### Completed By Individuals or Group:

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



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## **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 trail section from the Operational Services, Division of the Public Works Department. The request must be submitted least 72 hours prior to the intended date.

## **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 ARG (from the **Adopt-a-Trail: Environmental Clean-up, Safety Guideline for Volunteers**). It is then the ARG'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.

The **Participation Sign-up List and Agreement Form** 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:**

- Where on-site municipal parking is not in close proximity to the designated environmental clean-up section of the trail, Operational Services Staff or an authorized designate of the Town will arrange with the Volunteer group where to park.
- Provide environmental clean-up kits (contains gloves and garbage bags) to the ARG.

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

- By their signatures, the volunteers acknowledge that they have read and will comply with the **Terms and Conditions, Safety Guidelines for Volunteers** and the **Participation Sign-up and Agreement List** associated with the program, and understand the hazardous nature of the work they will perform.
- The AGR will obtain environmental clean-up kits at the specified location indicated by the Operational Services, Division of the Public Works Department.



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## **Volunteers Responsibilities**

### **Volunteers participating in the Adopt-a-Trail: Environmental Clean-ups Program agree to:**

- Appoint or select an Authorized Group Representative(s) (AGR) to be liaison for the group.
- 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 participants 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 Trail section or Trail.
- 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.
- Obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the Town.
- Make arrangements for off road parking or shuttle bus-type of travel to the work site, if required.
- Know where the nearest pay phone is or have a cellular phone available for emergencies.
- Ensure provision of all transportation, supervision, safety equipment and medical/first aid kits.
- Pick up litter a minimum of three (3) times a year to maintain a clean trail. Clean up dates excluded from the program are statutory holidays, such as Easter, Canada Day, Labour Day, etc.
- When appropriate sort litter to allow for disposal of garbage and recyclables.
- Wear appropriate safety apparel e.g., work gloves and sturdy footwear like green patch work boots during the pick-up.
- Collect litter only from the adopted Trail or the section of the Trail and not upon adjoining private property.
- Wear protective eyewear, eg., sunglasses and clothing that will not impair movement.
- Ensure that all children involved in the clean-up surpass the age of 5.



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- 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 Trail or section of Trail.
- Ensure no volunteer possesses or consumes alcoholic beverages immediately before or during clean-up activities.
- Suspend litter pick-up when weather conditions become inclement i.e., fog, rain, drizzle, high wind, electrical storms, etc.
- Work only during daylight hours i.e. 1 hour after sunrise and 1 hour before sunset.
- 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.
- Surrender items of personal value eg. wallet, purse, camera, etc. found on Town property to the Durham Regional Police station on Taunton Road.
- Ensure that no promotional signs, posters, or other display material are brought to the adopted Trail or section of the Trail during or between litter clean-ups.
- Place filled trash bags at the designated pick-up site(s) as prearranged by the Operational Services Division of Public Works Department and the Authorized Group Representative.
- Notify the Town Operational Services Division of Public Works Department depot contact person immediately after each clean-up so the filled litter bags may be removed by Town crews.
- Ensure that litter pick-ups do not occur on any inappropriate times noted in the Agreement.
- Return all loaned items to the Operations Centre at the completion of each pick-up. Failure to do so may result in the group or individual being billed for the replacement value of the items.

### **Town of Whitby Responsibilities:**

#### **The Community and Marketing Services Department agrees to:**

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





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

- Provide periodic project awareness and safety training to AGR.
- 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 section of trail; 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.
- Remove bags and dispose of filled waste/recycling materials collected.
- Remove litter from the adopted trail or trail section that is large, heavy or hazardous that Volunteers have identified as hazardous.
- Monitor to ensure the objectives of the program are being met.



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This **Location Agreement Form** is used for the Adopt-a-Trail Program: Environmental Clean-up to request the Trail or section of Trail to be adopted. This form must be completed and signed by the AGR in order to be evaluated by the Supervisor of Community and Marketing Services Department, Parks Development Division or an authorized designate.

Authorized Group Representative (AGR): \_\_\_\_\_

Name of Organization/Individual/Group: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Trail or Section of Trail Requested (please attach a map): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Month and year to commence Adopt-a-Trail: Environmental Clean-up: \_\_\_\_\_

No. of Years Adopting-a-Trail for (minimum 3 years): \_\_\_\_\_

First time participant: Yes No (circle one)                      Adopt-a-Trail Renewal: Yes No (circle one)

Approximate No. of People participating: \_\_\_\_\_

How many times will participate in the Adopt-a-Trail Environmental Clean-up Program annually?  
 (minimum 3 or otherwise specified): \_\_\_\_\_

Dates that litter pick-ups cannot occur: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.

I have read the Terms and Conditions and the Agreement associated with the Program and understand the nature of the work that will be perform.

Signature of AGR: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Mail or Submit 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