



Town of Whitby Policy

Policy Title:	Adopt-a-Trail Program
Policy Number:	OPS 020
Reference:	Council resolution #519-13
Date Originated:	December 9, 2013
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Review Date:	Not applicable
Approval:	Council
Point of Contact:	Community Services Department

Policy Statement

The Adopt-a-Trail Program is a co-operative program designed to encourage citizens, individuals, organizations, businesses, and clubs to volunteer and assist the municipality to enhance the local trail system 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.

Purpose

The purpose of this Policy is to provide the opportunity for citizens to enhance the trail system throughout the Town of Whitby.

Environmentally conscious volunteers may donate their time to help create a cleaner community and enhance the environment by collecting debris along trails. Minor monetary contributions would be utilized to enhance the area surrounding the trail such as through the addition of signage, trees, and/or benches. Major monetary contributions would be utilized for replacement, rehabilitation, or construction of portions of the trail system where missing trail linkages have been identified.

For those adopting a trail or the section of the trail system, the Town would provide a letter of appreciation and erect and maintain signs recognizing the contribution of Adopt-a-Trail participants at the approaches of designated trail sections.

Scope

This policy applies to all participants, including their review and approval by Town Staff.

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1 Definitions

- 1.1 Donation of Land** means the provision of lands in a location where a trail is planned and proposed to be constructed in accordance with the Council adopted Cycle and Leisure Trails Plan, 2010.
- 1.2 Environmental Clean-Up** means conscious citizens, individuals, organizations, businesses, and clubs may volunteering to donate their time to help create a cleaner community and enhance the environment by collecting debris along a predetermined section of trail.
- 1.3 Major Monetary Contribution** means the provision of a monetary contribution sufficiently large enough to be utilized for replacement, rehabilitation, or construction of a predetermined section of a multi-use trail.
- 1.4 Minor Monetary Contribution** means the provision of smaller monetary contributions which can be applied to the ongoing trail improvement program.
- 1.5 Multi-Use Trail** means a path constructed in open space, utility corridors, parks, or other lands separate from roadway corridors intended for a variety of users.
- 1.6 Way-Finding Signage** means signage intended to provide information and visual points that aid users find their way through the built trail network.

2 Responsibilities

- 2.1** Council to:
- Review and approve the donation of land.
 - Review and approve Major Monetary Contributions over \$10,000, in accordance with the Purchasing Policy 2003, projects over \$50,000 shall require a public tender and report to Council.
- 2.2** Superintendent of Operations or designate to:
- Approve the precise location of the installation of trees, benches and/or way-finding signage.
 - Consult with the Supervisor of Parks Development as required.
 - Maintain a list of appropriate species for use under this policy.
 - Oversee the supply, delivery and installation of the items including the scheduling of same.
- 2.3** Supervisor of Operations Services Division or designate to:

- Distribute clean-up supplies to the citizens, individuals, organizations, businesses, or clubs participating in the Adopt-a-Trail: Environmental Clean-up.
- Pick-up and dispose of the waste collected.
- Provide safety training to the citizens, individuals, organizations, businesses, or clubs participating in the Adopt-a-Trail: Environmental Clean-up.
- 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.

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

- Maintain a record of lands donated and major contributions as part of the Adopt-a-Trail Program.
- Keep a record of trees, benches, and signs purchased and their locations (which would be confirmed by Parks Operations).
- Consult with Supervisor of Operations as required.
- oversee the application process. Applications may be made in person at the Community Services Department or on-line.
- The Supervisor shall also maintain a record of environmental clean-up and their locations (which would be confirmed by Operational Services).
- Approve the name and titles of designated donors placed on official Adopt-a-Trail signs.

3 Donation of Land

- 3.1** Lands may be conveyed to the Town or alternatively a park lease may be provided.
- 3.2** 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 trail uses.
- 3.3** All lands to be conveyed or leases to be provided are subject to Council approval.
- 3.4** Where lands are conveyed, a charitable receipt may be requested.
- 3.5** All costs for appraisals for charitable receipts shall be made out to the donor.

- 3.6** Costs for Staff review of proposed conveyances and registration shall be made by the Town.
- 3.7** Lands to be conveyed as part of the Adopt-a-Trail Program cannot be part of a conveyance though a Plan of Subdivision under the Ontario, Planning Act, 2012.
- 3.8** For a citizen, individual, group, business, organization, or club that donates land where a trail is planned and proposed to be constructed, the Town of Whitby will provide a letter of appreciation from the Mayor and erect and maintain a plaque at the approach of the designated trail.

4 Major Monetary Contribution

- 4.1** Major monetary contributions would be applied to replacement or rehabilitation of existing trails, or construction of new portions of the trail system as identified by the Cycling and Leisure Trails Plan, 2010.
- 4.2** Where a major monetary contribution is provided the Town of Whitby will provide a letter of appreciation from the Mayor and erect and maintain a plaque at the approach of the designated trail.

5 Way-Finding Signage

- 5.1** The signage shall include an identification of the citizens, individuals, organizations, businesses, and clubs which donated funds for the signage. The signage would be to the Town's design standard and would be installed by Town Staff, in accordance with the Town's practices and the Parkland Development and Open Space Policy.
- 5.2** Monetary contributions for Way-finding signage will be recognized with a letter of appreciation from the Mayor and directly on the Way-finding sign. The citizen, individual, business, organization, or club name and/or logo will be placed on the sign in a specified standard location.

6 Tree Plantings and/or Bench Installations

- 6.1** The Adopt-a-Trail Program will permit tree plantings and the installation of benches around a specific trail. 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.
- 6.2** If a citizen, individual, group, business, organization, or club 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.

- 6.3** The Town of Whitby will recognize bench and tree dedications adjacent to trails through a letter of appreciation from the Mayor or by a plaque if the citizen, individual, group, business, organization, or club participates in the Tree and Bench Dedication and Commemorative Program.

7 Minor Monetary Contributions

- 7.1** 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, or way-finding signage and/or held in reserve by the Town for future use for trail improvement projects.
- 7.2** Directing Minor Monetary contributions to the ongoing trails improvement program are to be determined by Staff.
- 7.3** Minor monetary contributions which would not be utilized for major capital projects would be recognized through a letter of appreciation from the Mayor.

8 General Standards: Donation of Land, Major Monetary Contributions, Tree Plantings and/or Bench Installations, Way-Finding Signage, and Minor Monetary Contributions

8.1 Parks Development Guidelines and Standards

All tree plantings, installation of benches and signage, replacement, rehabilitation or construction of trails will be installed according to Parks Development Guidelines and standards as approved from time to time by Council.

8.2 Policy Limitation

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

8.3 Maintenance

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.

It is noted that from time to time issues of vandalism may occur. Where a tree, way-finding sign, other signage, bench, or plaque which has been subject to 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.

Nothing herein shall prevent the removal of any item deemed by Town Staff to constitute an immediate safety issue.

Should Town property containing dedication trees, benches, way-finding signage, trails, and plaques be redeveloped, the Town shall make its best efforts to relocate the items within the redeveloped property. Where the property is sold, the Town shall make its best effort to reutilize and relocate appropriate items to an alternate trail within a Town park or open space. The Town may also make arrangements with the property purchaser to retain the facilities such as trails and trees in-situ.

8.4 Cost

The donor shall pay the full costs of the purchase, supply, delivery, where required, and installation of the tree, bench, way-finding signage, trail, 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.

9 Environmental Clean-ups

- 9.1** To partake in the Adopt-a-Trail, Environmental Clean-up Program citizens, individuals, organizations, businesses, and clubs are required to sign an agreement with the Town of Whitby agreeing to pick up litter and debris at least three times per year and over a minimum three year period. A location may be selected with approval from Town Staff. Citizens, individuals, organizations, businesses, and clubs shall undergo safety training and adhere to the Terms and Conditions.
- 9.2** The Town of Whitby will erect and maintain a sign, at the approaches of the designated Trail or Trail section for participants who adopt a Trail or section of the Trail system for environmental clean up. The sign will include the name of the citizen, individual, organization, business, or club.

10 General Regulations for Environmental Clean-Up

10.1 Terms and Conditions

- a) The Adopt-a-Trail: Environmental Clean-up Terms and Conditions 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 No. 1, must be reviewed by the volunteers group and signed.
- c) 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. The Terms and Conditions may be updated from time to time.

- d) The Adopt-a-Trail: 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, or clubs 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-Trail 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.

10.2 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.

10.3 Liability

Volunteers are not considered as officers, employees or agents for the Town of Whitby. Any injuries, claims, liabilities, suits or costs arising from the volunteers' activities shall be the sole responsibility of the volunteers. Volunteers shall indemnify the Town of Whitby 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 a result of participation in the Adopt-a-Trail Program.

10.4 Applicable Location of Work

The Town will determine if the Trail or the section of Trail requested by the volunteers is appropriate and may suggest alternatives. Approval to conduct clean-up in any specific trail area will be at the sole discretion of the Town.

10.5 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.

10.6 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

- Appendix 1** Adopt-a-Trail Environmental Clean-up: Terms and Conditions
- Appendix 2** Adopt-a-Trail Environmental Clean-up: Safety Guidelines Booklet
- Appendix 3** Adopt-a-Trail Environmental Clean-up: Participation Sign-Up List and Agreement Form
- Appendix 4** Adopt-a-Trail Environmental Clean-up: Completion Form

This Policy is hereby approved by Council Resolution #519-13 on this 9th day of December, 2013.



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

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



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

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.



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

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.



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

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.



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

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.



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

- 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.



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

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.



Town of Whitby
Adopt-a-Trail Program: Environmental Clean-ups
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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



Town of Whitby
Community and Marketing Services Department and
Public Works Department

Adopt-a-Trail Program

Environmental Clean-up

Safety Guidelines for Volunteers



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Safety Training Meeting

The Authorized Group Representative (AGR) must attend a Safety Training Meeting and relay the information to other Volunteers within their group participating in the environmental clean-up.

You may be asking yourself, “Why do I have to be trained to pick up garbage?” There are three answers to that question.

When working along a Trail one has to be aware of their surroundings. Trails are used by many people, whether walking, running, cycling, or rollerblading. Volunteers must be alert at all times.

The second reason is the benefit to the Town of Whitby. Even though you are a Volunteer, you are working on the Town’s Trails and we get this opportunity to meet you and to express our appreciation to you for volunteering to participate in this very worthwhile project.

Volunteers must be made aware that there is the potential for hazardous objects and materials that could endanger Volunteers on the trails and surrounding vicinity.

Locations where work is not applicable

- Environmentally Sensitive Areas
- On bridges or overpasses
- In tunnels

This restriction would also apply for areas where there may be dangerous slopes which are steep.



Apparel to Wear



Hat

Because this work is not considered a “construction project”, you are not required to wear a hard hat. Head ware is recommended on hot sunny days in order to avoid heat stress.



Shirts

Long sleeve shirts should be worn to prevent insect bites, sunburn, and possible injuries to arms from thorns and thistle. Shirts made of cotton, are typically cooler than shirts made of synthetics. Light colour shirts are the best. Dark colours attract insects. In order to be more visible to trail users bright colours are also recommended.



Gloves

Latex gloves are supplied and are included in the tool kit. If you desire, work gloves with leather fingers and palms can be worn or cotton garden gloves. Gloves should be worn at all times while picking up or handling litter.



Pants

Long pants must be worn at all times. These will prevent minor injuries to legs from thorns, grass and possible poison ivy. It will also prevent sunburn. Again, wear light colours if possible.



Equipment and Other Items to Bring

Trash Bags

The Town of Whitby will supply garbage bags for the clean up. The bags are included in the tool kit.

Refreshments

Water or a similar drink such as "Gatorade" should be on hand. Pop for example has a tendency to make you thirsty. Don't forget that you will probably need cups to drink from. Absolutely no alcoholic beverages are permitted.

Sun-block or Sunscreen

While working along the Trail, you will be exposed to the sun. For your own protection, a hat, and sun-block or sunscreen are recommended.

Insect Repellent

Not only should you have a good repellent, it's a good idea to keep your pant cuffs tucked into your socks or boots. Again our own staff often spray themselves with a suitable insect repellent when engaged in work activities where they know insect bites are a factor. Insect repellent will not be supplied.

Emergency Response

Bring a cell phone or other communication device to call for help (9-1-1) in case of an emergency.

First Aid Kits

A First Aid Kit should include but not be limited to, bandages, a compression bandage, antiseptic swabs and tweezers and should always be readily available. Someone in your group must be trained in basic first aid and emergency procedures in order to properly administer first aid. First aid kit is not included in the tool kit.



Work Area

- Shall be within the adopted area. The placement of signs to delineate the work area will be dependent on the adopted Trail or Trail section.
- Signs indicating clean-up in progress shall be placed at both ends of the work area.
- Every attempt should be made to carpool to keep the number of vehicles to a minimum as parking may be limited.

Authorized Group Representative's Duties

- Ensure required equipment is available
- Review safety procedures with the work group prior to arriving at site or prior to commencing clean-up activities.
- Organize the work groups of up to 5 persons, each one headed by a supervisor who has reached the age of majority
- Know what to do in the event of an emergency such as, a severe cut.
- Know where the nearest hospital is and the fastest route to it or to a telephone to call emergency services (9-1-1).
- Know the physical capabilities of your group; such as, when they are over exerted, are they allergic to insect bites, etc.
- Enforce frequent breaks for drinking water.



Handling Litter

Unknown Items

Rule #1, if you don't know what an item is, don't touch it, let the Operational Services Division of the Public Works Department know and the Town of Whitby Staff will pick it up.

Heavy Items

Don't try to lift very heavy objects; let the Operational Services Division of the Public Works Department know and the Town of Whitby Staff will pick it up.

Closed Containers

If you don't know what a container is or contains, don't touch it; notify the Operational Services Division of the Public Works Department know and the Town of Whitby Staff will pick it up.

Discarded Needles from Drug Use

DO NOT under any circumstances touch any needle or any other biomedical waste; have one of your team leaders call the Police. They have trained personnel to deal with this issue. If they are placed in the garbage bags, they may puncture a person handling the bags later, including our own Waste Management Staff.

Dead Animals

Do not touch or move dead animals because of the potential for disease. There are strict rules on how these should be handled and disposed of. Once again, let the Operational Services Division of the Public Works Department know and the Town of Whitby Staff will pick it up.

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



Handling Litter and Debris Once Picked

Do not jump on trash bags

Place bags at the designated pick-up site which will be determined by the Operational Services Division of Public Works Department. They will inform you of the prior to the clean-up day. The Town of Whitby Staff will pick up bags at the designated pick-up site.

Right-of-Way

You do not have the right to encroach or enter upon private property. If there is a fence, do not climb it or go under it. Please respect people's property.



Frequently Asked Questions

“Where do we put the trash bags?

Response: At a designated spot that the Town Staff will inform you.

Can I bring a friend along?

Response: No, unless he or she has signed the **Participation Sign-up List and Agreement Form** and has participated in training session.

Why should I not wear shorts?

Response: It is not a good idea because of the potential for injury, sunburn, or insect bites.

Is there poison ivy around in the Town?

Response: Yes and also other unfriendly plants such as stinging nettles and thorn bushes.

Why do we have to put up the signs?

Response: To help protect you from any potential conflicts with trail users.

What should be in the first aid kit?

Response: Basic kit as outlined by the Workplace Safety and Insurance Board (WSIB), Regulation 1101. This can be obtained free from the WSIB website: www.wsib.on.ca.

What would you do if you found a gun or some other suspected weapon?

Response: Call the Police....DO NOT handle it!

In the event that an accident or incident does occur, it must be reported to the Town of Whitby's officials and they will investigate the accident or incident. Thank you for your support and interest!



**Town of Whitby
Adopt-a-Trail Program: Environmental Clean-ups
Participation Sign-Up List and Agreement Form**

Appendix No. 3

Authorized Group Representative:

Telephone No.:

Email Address:

Organization/Individual/Group Name:

Date of Environmental Clean-up:

The following persons will participate in one or more litter pick-ups. As indicated by their signatures on this Agreement, the individual participants are aware of the nature of the work which is to be performed and agree to follow the Terms and Conditions and the Safety Guidelines of the Town's Adopt-a-Trail Program pertaining to Environmental Clean-ups and agree to not hold the Town responsible for any injuries or damages that they may cause or suffer as a result of participation in the Program and agree that signs bearing the individual's/group's name shall be installed solely through and at the discretion of the Town. **Youths (under 19 years of age) involved in the program must have signed permission from a parent or guardian.**

Please submit to: Town of Whitby Public Works Department
Operational Services Division
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

	Print Name	Signature	Date
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____



Town of Whitby
Adopt-a-Trail Program: Environmental Clean-ups
Participation Sign-Up List and Agreement Form

Appendix No. 3

Authorized Group Representative:

Telephone No.:

Email Address:

Organization/Individual/Group Name:

Date of Environmental Clean-up:

11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____
21.	_____	_____	_____
22.	_____	_____	_____
23.	_____	_____	_____
24.	_____	_____	_____
25.	_____	_____	_____
26.	_____	_____	_____
27.	_____	_____	_____
28.	_____	_____	_____
29.	_____	_____	_____
30.	_____	_____	_____



Adopt-A-Trail
Environmental Clean-ups
Completion Form

Appendix No. 4

This form is used by the Supervisor of Community and Marketing Services, Parks Development Division and the Supervisor of Operations or designates to keep track of the Adopt-a-Trail, Environmental Clean-up Program, participants, and the frequency of projects they are involved in. Please remember to always report information on this form after each cleanup.

Cleanup completion date: _____

Authorized Group Representative (AGR): _____

Phone #: _____ Email: _____

Name of organization: _____

Trail or section of Trail adopted: _____

Number of Kilometres adopted: _____

Number of hours the cleanup lasted: _____

Approximate number of bags of trash: _____

We anticipate our next cleanup will be on (date): _____

We participated in the recycling program: Yes No (circle one)

We turned in _____ kg of recycling to the transfer station.

Were there any unusual accidents or injuries during the cleanup: _____

If so, please describe: _____

Note: If you do not mail this form in, you may call the Supervisor of Community and Marketing Services, Parks Development Division or at 905-430-4310 after each clean-up and provide all the above information.

Mail to: Town of Whitby Community and Marketing Services Department
Parks Development Division
500 Victoria Street West,
Whitby, Ontario
Phone: 905 430-4310
Fax: 905-668-5933
Hours: 8:30 a.m. to 4:30 p.m.
Monday to Friday