



Town of Whitby Policy

Policy Title:	Adopt-a-Park Program and Policy
Policy Number:	OPS 030
Reference:	Council resolution #238-14
Date Originated:	May 26, 2014
Date Revised:	Not applicable
Review Date:	Not applicable
Approval:	Council
Point of Contact:	Community Services Department and Public Works

Policy Statement

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.

Purpose

The purpose of this Policy is to provide the opportunity for citizens to enhance the park 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 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.

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 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.
- 1.2 Environmental Clean-Up** means 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.
- 1.3 Major Monetary Contribution** means the Provision of a monetary contribution sufficiently large enough to be utilized for:
- Addition of a structure(s) or a recreational facility in the park and/or
 - Replacement or rehabilitation of structure(s) and/or recreational facility in the park and/or
 - Enhancement or rehabilitation of a Park or Open Space; and/or
 - Construction of a new Park.
- 1.4 Minor Monetary Contribution** means the provision of smaller monetary contributions which can be applied to the ongoing Parks improvement program.
- 1.5 Recreation Facility** means a structure within a park used for recreational purposes such as a tennis court, baseball diamond, soccer pitch, etc.
- 1.6 Structure** means 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.

2 Responsibilities

- 2.1 Council to:**
- Review and approve the donation of land or provision of a lease.
 - 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 further 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 Parks Operations 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.
- approve the installation of plantings, trees and/or benches and the precise location.
- Consult with the Supervisor of Parks Development as required.
- Maintain a list of appropriate species for use under this policy.
- Maintain plaques, if applicable.
- Oversee the supply, delivery and installation of the items including the scheduling of same.

2.4 Supervisors of CMS, Parks Development or designate to:

- Maintain a record of lands donated and major contributions as part of the Adopt-a-Park Program.
- Maintain a fee schedule, as required by the Tree and Bench Dedication and Commemorative Program (Fees are approved annually by Council).
- Keep a record of plantings, trees and/or benches purchased and their locations (which would be confirmed by Parks Operations).
- Consult with the Supervisor of Parks Operations as required.
- Shall oversee the application process. Applications may be made by mail or 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-Park 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 or active park 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 at the donor's expense.
- 3.6** Costs for Town Staff review of proposed conveyances and registration shall be at the Town's expense.
- 3.7** 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.
- 3.8** 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.

4 Major Monetary Contribution

- 4.1** 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.
- 4.2** 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.

- 4.3 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.

5 Tree Plantings and/or Bench Installations

- 5.1 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.
- 5.2 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.
- 5.3 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.

6 Minor Monetary Contributions

- 6.1 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, and/or held in reserve by the Town for future use for Parks improvement projects.
- 6.2 Directing Minor Monetary contributions to the ongoing Parks improvement program are to be determined by Staff.
- 6.3 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.

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

7.1 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.

7.2 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.

7.3 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, 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.

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

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.

7.4 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.

8 Environmental Clean-ups

8.1 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 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 Services Department by mail, email, or fax

8.2 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.

9 General Regulations for Environmental Clean-Up

9.1 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.

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

9.2 Terms and Conditions

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.

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.

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.

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.

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.

9.3 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.

9.4 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.

9.5 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.

9.6 Duration

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. 3.

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

This Policy is hereby approved by Council Resolution #238-14 on this 26th day of May, 2014.



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

Appendix 1

Procedure:	Terms and Conditions
Department/Division:	Community Services and Public Works 03 of 04
Section:	May 26, 2014
Date Originated:	n/a
Date Revised:	Council
Approval:	Council Resolution #238-14
Reference:	



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

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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.



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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.



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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.

Adopt-a-Park Program: Environmental Clean-ups

Location Agreement Form

Town of Whitby Community and Marketing Services Department

500 Victoria Street West, Whitby, ON L1N 9G4

Phone: 905.430.4310

Fax: 905.668.5933

Email: parcs.rec@whitby.ca

Web: www.whitby.ca



This Location Agreement Form is used by the Adopt-a-Park Program: Environmental Clean-up to request a Park or Open Space 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) Information:

First Name	Last Name
Phone Number	Email Address
Organization/Individual/Group Name	Address

Park or Open Space requested (please attach a map):

Projected start date (month and year):

Number of years to Adopt-a-Park (minimum 3 years):

How many times will you participate in the program annually? (minimum of three times):

Number of people participating (approximately):

Are you a first time participant? (circle one)	Yes	No
Adopt-a-Park renewal? (circle one)	Yes	No

No clean-ups on the following Holidays:

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 performed.

Signature of AGR:	Date: (dd/mm/yyyy)	Approving Supervisor	Date: (dd/mm/yyyy)
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Mail, email or fax your completed form to the address above.



Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

Appendix 3

Procedure:	Safety Guidelines for Volunteers
Department/Division:	Community and Marketing Services and Public Works Department
Section:	02 of 04
Date Originated:	May 26, 2014
Date Revised:	n/a
Approval:	Council
Reference:	Council Resolution #238-14



Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

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

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.

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

When working in a Park or Open Space one has to be aware of their surroundings. Parks and Open Spaces are used by many people for passive and active activities. 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 in the Town’s Parks 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 in the Parks, Open Space and surrounding vicinity.

Locations where work is not applicable

- Environmentally Sensitive Areas
- On bridges or overpasses
- In tunnels
- Areas with steep slopes



Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

Apparel to Wear

Hat

Appropriate head gear 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 Park 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 should be worn. 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.



Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

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, 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 should 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.



Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

Work Area

- Shall be within the adopted area.
- Every attempt should be made to carpool to keep the number of vehicles to a minimum as parking maybe 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.
- Encourage frequent breaks for drinking water.



Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

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.



Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

Monday to Friday



Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

Handling Litter and Debris Once Picked

Place bags at the designated pick-up site which will be determined by the Operational Services Division of the Public Works Department. They will inform you of the designated pick-up site 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 enter upon private property. If there is a fence, do not climb it or go under it. Please respect people's property.



Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

Frequently Asked Questions

"Where do we put the trash bags?

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

Can I bring a friend along?

Response: No, unless he or she has signed the **Volunteer Informed Consent and Waiver** and has participated in training session conducted by the AGR.

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.

What should be in the first aid kit?

Response: Basic kit as outlined on page 3.

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!

Adopt-a-Park Program: Environmental Clean-ups

Volunteer Informed Consent and Waiver

Town of Whitby Community and Marketing Services Department

500 Victoria Street West, Whitby, ON L1N 9G4

Phone: 905.430.4310 Fax: 905.668.5933

Email: parks.rec@whitby.ca

Web: www.whitby.ca



I, the undersigned, hereby acknowledge that I intend to participate in the Adopt-a-Park Program: Environmental Clean-up.

Authorized Group Representative (AGR) Information:

First Name	Last Name
Phone Number	Email Address
Organization/Individual/Group Name	Date of Environmental Clean-up (dd/mm/yyyy)
Signature of AGR	Date(dd/mm/yyyy)

Please read the Volunteer Informed Consent and Waiver Form. By signing the reverse page, you agree to participate in the Adopt-a-Park: Environmental Clean-up at your own free will and judgement and also agree to the following:

- I agree to follow the Terms and Conditions and the Safety Guidelines of the Town's Adopt-a-Park Program: Environmental Clean-up.
- I realize that participation in this Adopt-a-Park: Environmental Clean-up Program brings the possibility of injury to myself or my possessions and accept this risk regardless of the nature of the injury or damage to my possessions.
- I acknowledge that I will receive no remuneration of any kind, salary, wage or payment or any employee benefits from the Town of Whitby whatsoever.
- I will not be covered by the Town's Workplace and Safety Insurance Board benefits.
- Youths and children (under 19 years of age) involved in the Adopt-a-Park Program: Environmental Clean-up should have signed permission from a parent or guardian.

Adopt-a-Park Program: Environmental Clean-ups Completion Form

Town of Whitby Community and Marketing Services Department

500 Victoria Street West, Whitby, ON L1N 9G4

Phone: 905.430.4310

Fax: 905.668.5933

Email: parks.rec@whitby.ca

Web: www.whitby.ca



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 of Adopt-a-Park Program: Environmental Clean-up, participants, and the frequency of projects they are involved in. Please remember to always report information on this form after each clean-up.

Authorized Group Representative (AGR) Information:

First Name	Last Name
Phone Number	Email Address
Organization/Individual/Group Name	Date of Environmental Clean-up (dd/mm/yyyy)

Park or Open Space adopted:

Number of hours the clean-up lasted:

Number of bags of trash (approximately):

Next clean-up date (mm/dd/yyyy):

We participate in the recycling program (circle one)

Yes

No

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

Were there any serious accidents or injuries during the clean-up? (circle one)

Yes

No

If yes, please specify:

Mail, email or fax your completed form after each clean-up to the address above.