



Adopt-a-Park

Terms & Conditions

- Term: One year with option to renew
- Commitment: Minimum clean-up twice a year – Spring & Fall
- Liability Waiver: **Prior to participation in the program**, volunteers are required to submit a Volunteer Service Waiver. Those under the age of 18 must have the waiver signed by a parent or guardian.
- Training: Volunteers may be required to attend training sessions and will be provided with training material to assist in the safe operation of program activities.
- Program Activities: *pre-approval required for special projects outside of the normal scope of activities as listed below*
- Litter control/pick-up (on-going) – sort recyclables
 - Spring/Fall clean-up
 - Brush clean-up
 - Weeding - flower beds
 - Watering – flower beds and newly planted trees and shrubs
 - Parsnip removal (All volunteers must attend a training session before conducting this activity)
 - Vandalism watch
 - Reporting property damage and maintenance requirements
 - Providing stories and photos of group/volunteer efforts
- Activity Log: Group Captain to submit monthly activity log
- Safety Tips:
- Always let someone know where you are
 - Carry a small first aid kit
 - Provide emergency contact information to your Group Captain
 - Provide adequate supervision for volunteers 18 years and younger
 - Wear gloves and safety vests
 - Don't pick up anything you believe to be hazardous
 - Wear long pants and sensible footwear
 - Dress for the weather
 - Be sun safe
 - Carry adequate drinking water
 - Avoid over exertion on hot days

- Use insect repellent where appropriate

Duties of the Group Captain: *(primary contact between the Municipality and the group)*

- Co-ordinate submission of Volunteer Service Waivers for group volunteers
- Provide first aid as required
- Keep a list of volunteer contact information, including emergency contacts
- Complete all training as required
- Request and distribute clean up supplies and equipment
- Submit monthly activity logs
- Forward complaints/inquiries on behalf of the volunteers and the community
- Seek approval for Special Project requests and submit supporting business plans for activities outside of the general scope of the Adopt-a-Park program

Duties of Municipal Staff:

- Provide necessary supplies/equipment (gloves, garbage bags, etc.) to volunteers upon request
- Coordinate provision of loaned clean up tools (rakes, shovels, etc.)
- Provide safety training
- Assist with purchase of materials for **approved** maintenance/special projects
- Help with inquiries and provide assistance and/or guidance as needed
- Provide garbage pick up
- Respond to reports of hazardous materials, vandalism and maintenance issues
- Address volunteer/community complaints

The Adopt-a-Park program is a community-minded, environmentally conscious program that promotes a sense of ownership and pride in our municipal parks, keeping them clean and inviting for residents and visitors.

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An ideal partnership between Volunteers and the Municipality