



---

## ADOPT-A-PARK POLICY

---

### 1. PURPOSE

The purpose of this policy is to promote a sense of ownership and pride in the Municipality's parks through a public service program known as "Adopt-a-Park". This program enlists community-minded, environmentally conscious individuals, community and civic organizations, and *businesses* to assist with keeping the Municipality's parks inviting and clean through voluntary litter clean up, *beautification and maintenance*.

### 2. DEFINITIONS (*for the purposes of this policy*)

- a. **Adopt:** To take on or assume a level of responsibility
- b. **Group:** a collection of individuals/volunteers interested in adopting a municipal park
- c. **Group Captain:** Volunteer Group Representative. The primary contact between the Municipality and the group adopting the park
- d. **Municipality:** The Corporation of the Municipality of Mississippi Mills.
- e. **Park:** Any land that is owned by the Corporation of the Municipality of Mississippi Mills and is designated as a park
- f. **Program:** Adopt-a-Park program
- g. **Volunteer:** An individual, family or member of a club, organization or business that agrees to provide services to the Municipality without receiving a salary or any other compensation. Volunteers are not considered as Officers, Employees, or Agents of the Municipality.
- h. **Volunteer Service Waiver:** Signed voluntary consent, on a form specific to this program, relinquishing the volunteer's right to take legal action or make claim against the Municipality.
- i. **Equipment:** The hand tools used by the volunteers to complete the necessary clean up functions in the parks.

### 3. SCOPE

This policy applies to all volunteers of the Adopt-a-Park program, as well as those who administer the program on behalf of the Municipality.

### 4. RESPONSIBILITY

#### 1. Council

Support the Adopt-a-Park policy and encourage community involvement wherever possible.

## 2. The Chief Administrative Officer (CAO):

Support the Adopt-a-Park policy including providing guidance, direction and final authority on any issues that may arise where the Recreation Manager is unable to achieve resolution.

Authorize the Recreation Manager or his designate to approve and execute all Adopt-a-Park applications on behalf of the Municipality.

Support the program whenever possible to community representatives.

## 3. Recreation Manager (or designate):

Administer the Adopt-a-Park program, including but not limited to: process applications; provide safety training materials and/or instructions to volunteers, through the group captain; and make available, the tools and services needed for volunteers to effectively carry out their duties under the program.

Review requests on a case by case basis for special projects/suggestions, and if approved, provide the necessary materials for project completion.

Respond to community concerns/complaints and help group captains and individuals with any inquiries, assistance or guidance needed.

Comply with all other terms, conditions and responsibilities as set out in the Terms and Conditions of the program.

Evaluate the effectiveness of the program seasonally.

## 4. Group Captain:

Authorized representative or key point of contact between the volunteers and the Municipality. If a singular individual adopts a park, they will be deemed Group Captain. **(In the event of multiple requests for the role of Group Captain in a particular park, names of the interested individuals will be placed into a hat and the name drawn will be deemed the Group Captain).**

Submit initial Adopt-a-Park application for approval and obtain any other approvals as required (ie. special project requests).

Co-ordinate Volunteer Service Waivers for submission to the Municipality prior to engaging in program activities.

Facilitate the distribution of safety information and program materials/tools to the group on behalf of the Municipality.

Coordinate the work activities of the group in the best interest of the members and the Municipality. Submit a monthly work log from April to October.

Report any wrong doings. Bring forward any community concerns/complaints as well as volunteer inquiries and/or comments.

## 5. Volunteer:

Appoint or select a Group Captain as the authorized representative for the volunteer group.

Upon approval of the application, submit a signed Volunteer Service Waiver indemnifying the Municipality from any and all losses that may arise from or in connection with the group or individual's negligence or willful misconduct. **(Please see the Municipality of Mississippi Mills Volunteer Policy for more information).**

Adopt and adhere to the safety requirements as set out in the training materials provided by the Municipality.

Conduct clean-up activities at the adopted park in a safe manner and in accordance with all terms and conditions as set out in the Adopt-a-Park program.

## 6. GOVERNING RULES AND GUIDELINES

The Adopt-a-Park program allows volunteers to lead by example by participating in clean-up activities with the goal of beautifying parks in the community and fostering community pride.

Group Captains shall submit a completed Adopt-a-Park application form identifying the park that the group is interested in adopting.

The Municipality, at its sole discretion, may choose to combine applicants to form a group, if there are several similar individual requests received.

Adopt-a-Park applications shall be referred to the Recreation Manager or his designate for consideration.

If the Adopt-a-Park application is approved, each volunteer shall sign a Volunteer Service Waiver indemnifying the Municipality from any and all losses that may arise from or in connection with the group or individual's negligence or willful misconduct. In such cases, where volunteers are under the age of 18, the waiver will require the signature of a parent or guardian.

The term of the program will be for one year with an option to renew.

The Municipality shall not be liable for any costs or expenses of any nature or kind incurred by the volunteers with respect to any matters contemplated by this policy, and the volunteers agree to provide the Municipality its services for free.

## **7. Records, Forms and Attachments**

The following forms are associated with the Adopt-a-Park policy:

- Adopt-a-Park application form
- Terms and Conditions
- Volunteer Service Waiver
- Volunteer Activities Sheet



## ADOPT-A-PARK PROGRAM APPLICATION

New Application \_\_\_\_\_

Renewal \_\_\_\_\_

Park interested in adopting: \_\_\_\_\_  
*(include specific area if applicable)*

Name of Group Captain/Contact Person: \_\_\_\_\_

Type of Group: *(please ✓ check the closest match)*

Individual \_\_\_\_ Family \_\_\_\_ Community/Service Group \_\_\_\_

School \_\_\_\_ Church \_\_\_\_ Organization or Business \_\_\_\_

Home Address of Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ (c) \_\_\_\_\_ (h)

If approved, I understand that volunteers are not to engage in park maintenance activities until their completed Volunteer Service Waiver has been received by the Municipality and they have received the required safety training.

*Note: volunteers under the age of 18, must have their waiver signed by a parent or guardian.*

I acknowledge that there is no salary or other compensation of any kind to be provided by the Municipality for the services of myself or any volunteer within the group.

By signing this application, I confirm that all participants within the group have received the attached Adopt-a-Park terms and conditions.

\_\_\_\_\_  
Signature of Group Captain

\_\_\_\_\_  
Date

I also acknowledge and agree that my services and the services of the volunteer group are provided for the convenience of the Municipality and may be terminated for any reason or no reason and at any time by the Municipality without notice.

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Signature of Adopt-a-Park Staff

# 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.

## *Adopt-a-Park*

*An ideal partnership between Volunteers and the Municipality*





Date	Number of Hours Worked	Activities Performed	REC-11

## THANK YOU FOR YOUR CONTRIBUTION

Please submit your monthly Volunteer Activities Sheet to the Recreation Manager – [cmurphy@mississippimills.ca](mailto:cmurphy@mississippimills.ca) (only one sheet per group)

To be submitted Monthly

Note: Information provided will be instrumental in assessing program value