



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.

5. 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.

6. 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