

**THE CORPORATION OF THE CITY OF WINDSOR**  
**POLICY**

Service Area:	<b>Office of the City Engineer</b>	Policy No.:	
Department:	<b>Parks &amp; Facilities</b>	Approval Date:	<b>July 8, 2013</b>
Division:	Parks Development	Approved By:	<b>CR127/2013</b>
		Effective Date:	<b>July 8, 2013</b>
Subject:	<b>Adopt-a-Park</b>	Procedure Ref.:	
		Pages:	Replaces:
Prepared By:	Mike Clement		Date:

**1. POLICY**

**1.1** To promote a sense of ownership and pride in the City’s parks, trails, green spaces, woodlots (“Parks”), a public service program known as Adopt-a-Park is established by City Council. This public service program enlists community-minded, environmentally conscious individuals, community and civic organizations, private business and industry (“Organization(s)”) to assist with keeping the City’s Parks inviting and clean through voluntary litter clean-up.

**2. PURPOSE**

**2.1** This policy will outline the purpose, scope and goal of the Adopt-a-Park program, and identify the roles and responsibilities of various program stakeholders, Organizations and program participants.

**3. SCOPE**

**3.1** This policy applies to all applicants, Organizations and volunteers of the Adopt-a-Park program, as well as those who administer the program on behalf of The Corporation of the City of Windsor (“City” or “Corporation”).

**4. RESPONSIBILITY**

**1. City Council is responsible to:**

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

- Authorize the Executive Director of Parks and Facilities or his designate to execute Adopt-a-Park Agreements on behalf of the Corporation, in form satisfactory to the City Solicitor.

**2. Chief Administrative Officer (CAO) is responsible to:**

- Support the Adopt-a-Park policy including providing guidance, direction and final authority on any issues that may arise where the Corporate Leadership Team (“CLT”), Executive Director of Parks and Facilities and applicable department(s) were unable to achieve resolution.

**3. The Corporate Leadership Team (CLT), Executive Directors, Managers, and Supervisors are responsible to:**

- Support the policy including providing guidance and direction when required.
- Promote the program wherever possible to community representatives.

**4. The Executive Director of Parks and Facilities is responsible to:**

- Execute all Adopt-a-Park applications and agreements, in form satisfactory to the City Solicitor.
- Evaluate the effectiveness of the overall program in general.

**5. The Manager of Parks Development is responsible to:**

- Administer the Adopt-a-Park program, including but not limited to: process Adopt-a-Park applications; provide safety training and/or other instruction to volunteers in order for them to be able to sufficiently and effectively carry out their duties under the program.
- Arrange for the installation of signage at the adopted Park, identifying the Organization and its participation in the program;
- Comply with all other terms, conditions and responsibilities set out in the Adopt-a-Park Agreement.
- Review the Adopt-a-Park policy one year after initial implementation and every three (3) years after or as required.

**6. The Manager of Parks Operations is responsible to:**

- Ensure that program participants have sufficient program supplies to perform the work as contemplated in this policy
- Monitor the work output of program participants.

- Comply with all other terms, conditions and responsibilities set out in the Adopt-a-Park Agreement.

**7. Organizations are responsible to:**

- Appoint or select an authorized group representative to attend a safety meeting provided by the City and, in turn, supply safety training to all volunteers participating in the program. All volunteers must adhere to the safety requirements set out by the Corporation.
- Require all volunteers participating in the program to execute an Indemnity and Release Form, which shall be provided to the Corporation prior to commencing clean-up activities.
- Conduct clean-up activities at the adopted Park at least four (4) times per year, only during daylight hours (one hour after sunrise and one hour before sunset);
- Submit a post clean-up project report to the Corporation within five days of conducting clean-up activities
- Where insurance is available, supply the Corporation with proof of \$2,000,000 in Commercial General Liability coverage listing the Corporation of the City of Windsor as an additional insured, prior to commencing clean-up activities.
- Where insurance is not available, sign a waiver indemnifying the Corporation of the City of Windsor, from any and all losses that may arise from or in connection with the group or individual’s negligence or wilful misconduct. In such cases, individuals signing the waiver indemnifying the Corporation must be at least 18 years old.
- Comply with all other terms, conditions and responsibilities set out in the Adopt-a-Park Agreement.

**8. Program volunteers are responsible to:**

- Perform their clean-up activities in a safe manner.
- Comply with all other terms, conditions and responsibilities set out in the Adopt-a-Park Agreement.

**5. GOVERNING RULES AND REGULATIONS**

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

**5.2** The Organization shall submit a completed Adopt-a-Park Application Form (“Application”), proof of Commercial General Liability Insurance, and proof of Incorporation to the Manager of Parks Development.

- 5.3** The Adopt-a-Park Application will clearly identify the Organization's preferred location.
- 5.4** Upon receipt of an Application, the Application shall be referred to the Manager of Parks Development for consideration.
- 5.5** Should the preferred location already be adopted, the City will provide the Organization an opportunity for an alternate choice and/or recommend an alternate choice.
- 5.6** If more than one Organization applies to adopt the same location and a suitable alternative cannot be agreed to, the Manager of Parks Development shall make the final determination with respect to the adopted Park.
- 5.7** The Organization shall be notified in writing within thirty (30) days of submission of the Adopt-a-Park Application, as to approval of the Application.
- 5.8** If the Adopt-a-Park Application is approved, the Organization will be required to enter into an Agreement with the City, to the satisfaction of the City Solicitor, prior to engaging in clean-up activities in the adopted Park.
- 5.9** The term of the Agreement shall be determined by the City's representative but for no more than three (3) years.
- 5.10** Renewal of the Agreement of the expiration of the term shall require the submission of a new Adopt-a-Park Application.
- 5.11** The Corporation of the City of Windsor shall not be liable for any costs and 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 Corporation its services for free.
- 5.12** Where insurance is available, Organizations shall furnish the Corporation with a certificate of insurance of a Liability Insurance Policy covering Public Liability and Property Damage, in a minimum amount of Two Million Dollars (\$2,000,000). Such policy shall contain:
1. A cross-liability clause endorsement;
  2. An endorsement certifying that the Corporation is included as an additional insured; and
  3. An endorsement to the effect that the policy or policies will not be altered, cancelled, or allowed to lapse without thirty (30) days advance written notice to the Corporation.

**5.13** Where insurance is not available, groups or individuals shall sign a waiver indemnifying the Corporation of the City of Windsor from any and all losses that may arise from or in connection with the group or individual's negligence or wilful misconduct. In such cases, individuals signing the waiver indemnifying the Corporation must be at least 18 years old.

## **6. RECORDS, FORMS AND ATTACHMENTS**

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

- Adopt-a-Park Application Form,
- Indemnity and Release Form,
- Consent Form,
- Post Clean-Up Project Report
- Adopt-a-Park Agreement

**6.2** These forms may be amended by the Corporation as required from time to time.

**6.3** Records will be retained in accordance with the record retention requirements of the *Municipal Freedom of Information and Protection of Privacy Act* and The City of Windsor's Records Retention Disposal By-Law #21-2013.