



Adopt-a-Park Program

Volunteers' Memorandum of Understanding Guidelines

1.0 Introduction

The City of Markham, Park Operations is pleased to work with volunteers in participating in the Adopt-a-Park Program.

The City of Markham Adopt-a-Park Program has been established as an environmental stewardship and public service program. This is an opportunity for volunteers to enhance their local park system by keeping the areas clean of debris, and to be the City's eyes and ears through Park Watch. It is a way for environmentally minded citizens to make a personal contribution to a more beautiful environment.

This agreement sets out volunteers' duties and responsibilities and is renewable on an annual basis.

2.0 General

The City places a high degree of importance on the maintenance of Markham's park system. In addition to creating a more beautiful park system, volunteers gain recognition by a sign erected by the City acknowledging their efforts.

This is a totally voluntary program. Participants, however, should be insured for personal liability and personal injury as the City does not provide insurance for volunteers.

The City may refuse to grant a request to maintain a site if, in its opinion, granting the request would create a public safety hazard, jeopardize the program, be counter-productive to the program's purpose, or be in conflict with other City policies. Participants must abide by any appropriate legislative requirements when engaging in maintenance activities.

Participants are required to conduct themselves in a polite manner and to keep children supervised at all times. Parents of children taking part in the program must give approval to the appropriate group leader prior to their children's participation. The media may attend a volunteer event in response to press releases sent out by the City.

We encourage participants to submit photos of their efforts, which would be used to further promote their work and the Adopt-a-Park Program. Please fill out and submit the attached release form to allow for publication of the photos.

3.0 Community Group's Responsibilities

The volunteer group agrees to:

- Note on the attached map of the area that it is adopting and return one copy with its application.
- Conduct a minimum of two clean-ups a year. Spring and fall are suggested times, or as the need arises.
- Notify the Contact Centre 905.477.5530 prior to and after the clean-up and leave filled bags of garbage in a location accessible by Parks vehicles. Please notify us of the number of bags collected and the locations where the bags have been left.
- Recycle materials whenever possible, and place with your home recyclables (if not too excessive), or clearly mark on the garbage bags left in the park.
- Undertake monthly (weekly, if possible) walks and clean ups through the adopted area.
- Report items requiring maintenance to the Contact Centre at 905.477.5530 or customerservice@markham.ca. Please identify the group's name, the adoptive area and a contact name and number. This will be recorded so that follow-up action may be taken.

The coordination of clean-ups that coincide with Environmental Event weeks may be promoted by the City. Groups are encouraged to contact the local media directly. Early notification of a volunteer event would be appreciated.

In order to help with volunteer event planning, please note that the following dates are Environmental Celebration Event weeks:

| | |
|---------------------------|--------------------------|
| National Wildlife Week | First full week in April |
| Earth Month | April |
| Earth Day | April 22 nd |
| Canadian Environment Week | First full week in June |

From time to time, volunteers may be requested to hand out information pertaining to their adopted section. No other promotional material shall be distributed by volunteers without written approval by the City.

4.0 City's Responsibilities

The City will:

- Provide a map on which the volunteer group will indicate its adoptive area and return one copy with its application.
- Provide a maximum of 24 garbage bags and 12 pairs of gloves.
- Contact groups on an annual basis to review the program and renew the agreement.
- Erect an "Adopt-a-Park" sign in recognition of the group's commitment, upon execution of this Memorandum of Understanding.

If you are interested in the program and would like more information, reach out to the City's Contact Centre 905.477.5530 or customerservice@markham.ca.



Adopt-a-Park Program Request Form

To notify the City of Markham of volunteer group events, please complete the form below and return it by email or in person.

Email to: Contact Centre customerservice@markham.ca.

In Person: Markham Civic Centre
101 Town Centre Blvd, Markham,
ON L3R 9W3

The _____ (NAME OF GROUP) will be conducting a
clean-up of _____ (NAME OF PARK)

on _____ (DATE) from _____ to _____ (TIME).

There will be _____ adults and _____ children (NUMBER OF PARTICIPANTS), aged _____
(AGE RANGE OF PARTICIPANTS) participating.

Twenty-four (24) large garbage bags will be given to the group. Please note if additional bags are necessary for the weekly/monthly clean-ups. The City will provide a maximum of 12 pairs of gloves.

Contact Name: _____
Phone Number: _____
Residence: _____
Business: _____
Fax Number: _____
Email: _____

If volunteer groups have any special themes for their work, please let City staff know!

Theme: _____

Volunteers are asked to place filled bags adjacent to a waste receptacle or adjacent to a pathway or boulevard.

At the conclusion of the clean-up, please call the Contact Centre at 905.477.5530, and indicate the number of bags collected and their location.

Thanks to all the program participants. Enjoy Markham's beautiful park system!



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The City of Markham recognizes the group/individual named below as being responsible for the litter clean-up at _____ (NAME OF PARK).

The adoption of the park space will begin on _____ (DD/MM/YY) and will be offered for renewal by September 31 of each subsequent year.

Group Representative (please print)

Signature

Group Name

Date

Street Address

Postal Code

Home Phone Number

Business Phone Number

Fax Number

Email Address

Group Representative (please print)

Signature

Group Name

Date

Street Address

Postal Code

Home Phone Number

Business Phone Number

Fax Number

Email Address

Number of participants in the volunteer group _____

Is this an Agreement Renewal? (Y/N) _____

Which of the following best describes the group (please check):

☐ Business

☐ School (_____ grades)

☐ Youth Group

☐ Service Group

☐ Community Group

☐ Sports Group

☐ Individual/Family

☐ Church Group

☐ Other (please specify) _____

Please email this page to:

Contact Centre customerservice@markham.ca.



Photo Release Form

To Whom It May Concern:

_____ (name of group) has adopted the park and is taking photographs of individuals at this community event. These photographs may be used in a City of Markham publication.

Individuals who agree to have their photos taken are asked to fill out the attached photo release form. This is strictly on a voluntary basis. The City thanks all participants in this program, and encourages all to enjoy Markham's beautiful parks and valley systems throughout the year.

I hereby consent to the use of my photograph in any brochure or publication produced by the City of Markham. I understand that this is on a voluntary basis.

Name _____

Address _____

City _____ Postal Code _____

Date _____ Signature _____

Photo location _____

Please clip the associated photo onto this form, and indicate the names of the group and/or individuals and the date on the back of the photo.

Please send this form to:

or scan and email this form to:

City of Markham
Contact Centre
101 City Centre Boulevard
Markham, Ontario
L3R 9W3

Contact Centre
customerservice@markham.ca.

Attention: Parks Planner
Re: Adopt-a-Park Program