



## **ADOPT-A-PARK PROGRAM**

### **Volunteers' Memorandum of Understanding-Guidelines**

#### **1.0 Introduction**

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

The Town 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 Town'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 Town 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 Town acknowledging their efforts.

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

The Town may refuse to grant a request to maintain a site if, in its opinion, granting the request would create a public safety hazard, jeopardise the program, be counter-productive to the program's purpose, or be in conflict with other Town 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 Town.

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 Funding and Donation Opportunities**

Community groups who have formally adopted a park, are entitled to funding from the Town of Markham up to \$500 each year. Groups must fill out this form, fax back and receive approval from the Town prior to the spending of the funds.

The Town can supply and install (at a subsidized price) a recycled park bench or a calipre tree at a cost of \$250 each. \$50 of the funds can be used towards discretionary spending, such as printing, signs and refreshments.

The remaining \$450 must be spent on tangible items approved by the Town that will benefit the park, i.e. plant material.

Groups can also purchase plant material on their own (according to an approved plan) and submit original receipts.

Many groups have found that asking local businesses for donations of refreshments, printing and signs has defrayed costs. An annual membership fee or donation box at your event has also been helpful.

#### **4.0 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) 415-7535 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) 415-7535. 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 Town. 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 <sup>nd</sup>                  |
| Pitch-In Week             | Week of April 22                        |
| Canadian Environment Week | First full week in June                 |
| Urban Fishing Day         | First Saturday in July after Canada Day |

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 Town.

#### **5.0 Town's Responsibilities**

The Town's Parks Department Parks Planner will act as the liaison for volunteer groups for the administration of this agreement. The Parks Planner can be reached by e-mail at [ntakata@markham.ca](mailto:ntakata@markham.ca), or telephone at (905) 477-7000 ext. 3226, or by fax at (905) 940-1550.

The Town 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.

  
**ADOPT-A-PARK PROGRAM**  
**Request Form**

To notify the Town of Markham of volunteer group events, please complete the form below and return it by fax.

**Fax to:** Adopt-a-Park Program  
(905) 940-1550

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 Town will provide a maximum of 12 pairs of gloves.

Contact Name: \_\_\_\_\_  
Phone Numbers: \_\_\_\_\_  
Residence \_\_\_\_\_  
Business \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

If volunteer groups have any special themes for their work, please let Town 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) 415-7535, and indicate the number of bags collected and their location.**

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



**ADOPT-A-PARK PROGRAM**  
**Volunteers' Memorandum of Understanding**

The Town of Markham recognises 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 \_\_\_\_\_ 200 \_\_\_\_ (DATE) 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                          | E-mail Address        |
| Group Representative (please print) | Signature             |
| Street Address                      | Date                  |
| Postal Code                         | Fax Number            |
| Home Phone Number                   | Business Phone Number |

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 mail or fax this page to:

Town of Markham  
Operations Department, Parks Section  
101 Town Centre Boulevard  
Markham, Ontario

L3R 9W3

Attn: Parks Planner

Phone Number (905) 415-7535

Fax Number (905) 940-1550



## 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 Town 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 Town 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 Town of Markham. I understand that this is on a voluntary basis.**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Town** \_\_\_\_\_ **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:

**Town of Markham  
Operations Department, Parks Section  
101 Town Centre Boulevard  
Markham, Ontario  
L3R 9W3**

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