

 POLICY		Policy #
		Approval Date:
Title:	Adopt-A-Park/Trail Program	
Applies To:	Voluntary agreements between the Municipality and organizations, businesses and individuals to assist in the preservation of clean and safe parks and trails in North Grenville.	
Attachments:	Appendix 1 – Environmental Clean-up Volunteer Responsibilities	

POLICY STATEMENT:

The Municipality of North Grenville offers a variety of parks and trails for residents and visitors to enjoy. The Adopt-A-Park/Trail Program is a cooperative program designed to encourage organizations, businesses and individuals to volunteer and assist the Municipality in the enhancement of local parks and trails through provision of in-kind labour for clean-ups, monitoring/reporting hazards, and/or to contribute financially toward improvements/enhancements.

Environmentally conscious volunteers may donate their time to help create a cleaner community and enhance the environment by collecting debris along trails. Minor monetary contributions would be utilized to enhance the area surrounding the trail such as through the addition of way-finding/interpretive signage, picnic tables etc. Major monetary contributions would be utilized for replacement, rehabilitation, or construction of park infrastructure or portions of the trail system where missing linkages have been identified.

For those adopting a section of the trail system or park, the Municipality would provide a certificate of appreciation and erect and maintain signs recognizing the contribution of Adopt-a-Park/Trail participants at the approaches of designated areas.

SCOPE:

This policy shall apply to all voluntary agreements between the Municipality and organizations, businesses and individuals to assist in the preservation of clean and safe parks and trails in North Grenville.

DEFINITIONS:

"Donation of Land" – The provision of lands in a location where a trail or trail linkage is planned and proposed to be constructed in accordance with the North Grenville Integrated Community Trail Strategy.

"*Environmental Clean-ups*" - Environmentally conscious individuals, organizations and businesses may volunteer to donate their time to help create a cleaner community and enhance the environment by collecting debris along a predetermined section of trail or park.

"*Major Monetary Contribution*" – Provision of a monetary contribution over \$10,000 to be utilized for replacement, rehabilitation, or construction of a predetermined section of a trail or park.

"*Minor Monetary Contributions*" – Provision of smaller monetary contributions (under \$10,000) which can be applied to ongoing park/trail improvements and the enhancement of the area surrounding the park/trail such as through the addition of way-finding/interpretive signage, picnic tables, plantings etc.

PROCEDURE:

1. Donation of Land

- a. Lands may be conveyed to the Municipality or alternatively a park lease may be provided.
- b. Lands to be conveyed must be free and clear of encumbrances and not impacted by environmental conditions which require remediation or make the property unsuitable for passive trail uses.
- c. All lands to be conveyed or leases to be provided are subject to Council approval.
- d. Where lands are conveyed, a charitable receipt may be requested, subject to By-law 99-16 Donation Policy.
- e. Costs for staff review of proposed conveyances and registration shall be covered by the Municipality.
- f. Lands to be conveyed as part of the Adopt-a-Park/Trail Program cannot be part of a conveyance through a Plan of Subdivision under the *Ontario Planning Act, 2012*.
- g. For an individual, organization or business that donates land where a trail linkage is planned, the Municipality will provide a certificate of appreciation and erect and maintain a plaque at the approach of the designated area.

2. Major Monetary Contribution

- a. Major monetary contributions would be applied to construction of new or replacement/rehabilitation of existing trails/parks.
- b. All major monetary contributions (over \$10,000) are subject to Council approval.
- c. All items installed under this policy become the property of the Municipality of North Grenville. It shall be the responsibility of the Municipality to maintain the facilities supplied under this policy.

- d. It is noted that from time to time issues of vandalism may occur. Where property has been subject to vandalism, the Municipality shall only be responsible to replace the damaged item on one (1) occasion up to 10 years from the date of original installation. Following subsequent incidents of vandalism, the Municipality may determine that it is best that the item be removed, or relocated to address the vandalism issue.
 - e. Where a major monetary contribution is provided, the Municipality will provide a certificate of appreciation and erect and maintain a plaque at the approach of the designated area.
3. Minor Monetary Contributions
- a. Minor monetary contributions (under \$10,000) would be applied to ongoing park/trail improvements and the enhancement of the area surrounding the park/trail such as through the addition of way-finding/interpretive signage, park benches, picnic tables, plantings etc.
 - b. Directing minor monetary contributions will be at the discretion of the Director of Parks, Recreation and Culture.
 - c. All items installed under this policy become the property of the Municipality of North Grenville. It shall be the responsibility of the Municipality to maintain the facilities supplied under this policy.
 - d. It is noted that from time to time issues of vandalism may occur. Where property has been subject to vandalism, the Municipality shall only be responsible to replace the damaged item on one (1) occasion up to 3 years from the date of original installation. Following subsequent incidents of vandalism, the Municipality may determine that it is best that the item be removed, or relocated to address the vandalism issue.
 - e. Minor monetary contributions would be recognized through a certificate of appreciation. Where a minor monetary contribution will be utilized for capital improvements as part of a collection of contributions for a project, the Municipality may, when appropriate, erect and maintain a plaque/sign at the approach of the designated area.
4. Environmental Clean-ups
- a. Environmentally conscious individuals, organizations and businesses may volunteer to donate their time to help create a cleaner community and enhance the environment by collecting debris along a predetermined section of trail or park.
 - b. Organizations or businesses will appoint an Authorized Group Representative (AGR) for the purposes of communicating with the Municipality on behalf of the participating group.
 - c. The Municipality will determine if the park/trail or section of trail requested by the participant is appropriate and may suggest alternatives.
 - d. To partake in the Adopt-a-Park/Trail Environmental Clean-up Program, citizens, organizations and businesses are required to sign an agreement with the Municipality agreeing to pick-up litter and debris at

least three times per year and over a minimum three year period. Individuals, organizations, and businesses shall adhere to the volunteer responsibilities outlined in Appendix 1 of this policy. The Volunteer Responsibilities document may be updated from time to time, and amendments will be provided to all AGRs in a timely fashion.

- e. Municipal staff will require at least 72-hour notice of the proposed clean-up initiative in order to arrange pick up of bags of debris to transfer them to a disposal site and to ensure that there are no conflicts with scheduled events and activities in the area.
- f. Individuals, organizations and businesses will have the option of renewing their agreement, subject to the approval of the Municipality and continuation of the program.
- g. The Municipality will provide a certificate of appreciation and erect and maintain a sign at the approach of the designated trail or park for participants in the Adopt-a-Park/Trail Environmental Clean-up Program.
- h. The Municipality may terminate the agreement and/or remove the Adopt-a-Park/Trail sign bearing the participant's name if it finds that the agreement and/or terms and conditions are not being met, or if it is deemed by Municipal Council to be in the best interest of the Corporation of the Municipality of North Grenville.

LIABILITY

- 5. Participants in the Adopt-a-Park/Trail program will be covered as an Additional Insured under the Municipal liability and Volunteer Accident coverage.

POLICY LIMITATIONS:

- 6. Nothing in this policy shall limit the ability of any individual, organization, or business to make a monetary donation to the Municipality for specified purposes as indicated by the donor. Donations not covered by this policy are subject to the review and approval of Council.
- 7. Nothing in this policy shall limit the ability of any individual, organization or business from a one-time/short-term environmental clean-up effort as an act of good citizenship.
- 8. Nothing herein shall prevent the removal of any item from a park or trail which is deemed by the Municipality to constitute an immediate safety issue.