



Adopt-A-Park or Trail Policy & Procedures

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SUBJECT: Adopt-A-Park or Trail Policy & Procedures

Policy Statement

The primary objective of the Policy is to provide the parameters and guidelines for community organizations, businesses, service clubs and groups of families, friends, neighbors or colleagues ("applicant") to participate in an Adopt-A-Park or Trail program within the City's Parks, Open Space or Trails. This policy will provide appropriate oversight and understanding of the approval process, applicant responsibilities and administration responsibilities.

Promoting a sense of ownership and pride in the City's Parks, Open Spaces and or Trails ("Parks"), this program enlists community-minded, environmentally conscious applicants to assist with keeping the City's Parks and Trails inviting, safe and clean through voluntary efforts.

Purpose and Scope

The purpose of the policy is to provide the guidelines that allow for the provision of an Adopt-A-Park or Trail program within parks and trails owned and maintained by the City of Sarnia and as agreed upon by the Parks and Recreation Department.

This document will provide the foundation for a proactive citizen-friendly approach and will encourage applicants to become actively involved in the preservation, beautification and enhancement of our many great parks, open spaces and trails promoting environmental stewardship and civic pride.

This policy will identify the roles and responsibilities of the City of Sarnia and program participants.

General Guidelines and Criteria

To protect park resources, values and the park visitor experience, the Adopt-A-Park or Trail applicants shall respect this policy, as well as the priorities, purpose and integrity of the City parks. This program is designed to increase public enjoyment through active and inclusive participation in the City's parks.

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Procedures

The following criteria and procedures shall apply when submitting an application for the adoption of a park and or trail:

Evaluation Criteria & Approval Process:

- Applicants wishing to participate in the Adopt-A-park or Trail Program may do so by completing an on-line application form available on-line at the [City of Sarnia website](#) and included as Schedule "A";
- Applications shall be submitted at any point throughout the year;
- Applications shall clearly identify the desired Park and or Trail;
- Applications will be received, reviewed and approved by the Manager of Recreation and Planning and or designate;
- On-Site meeting with the applicants to identify and discuss the parameters as outlined in this document will be arranged prior to final approval;

Notwithstanding the general requirements, all requests will be received and evaluated on their own merits in terms of the positive contribution the adoption may have on the community.

General Guidelines and Responsibilities

Location Consideration:

Applicants are requested to make two choices of preferred park/trail location. The Manager of Recreation and Planning or designate shall make the final determination of the park space available for adoption. A complete list of parks and trail available for adoption can be found at www.sarnia.ca.

Term:

This program requires a minimum commitment of three (3) years providing consistency and continuity to the program.

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Adopt-A-Park or Trail Team Responsibilities:

- Work in partnership with the Parks & Recreation Department in monitoring the conditions of the adopted park, trail or green space;
- Participate in the 'Community Park Clean-Up Day' hosted annually by the Parks & Recreation Department in conjunction with Earth Week;
- Participate in a minimum of two (2) park cleanup projects annually (Summer & Fall) and provide such dates to the Manager of Recreation and Planning;
- Provide routine inspections of your adopted space and report any maintenance requirements or issues directly to the Parks & Recreation Department;
- Complete the Informed Consent and Waiver form available online on the [City of Sarnia Website](#) supplied by the City of Sarnia and included as part of Schedule "A" and provide the City with Waivers signed by each volunteer member;
- Record the teams volunteer commitment hours and report to the Parks & Recreation Department annually;
- On-site meeting to discuss parameters of this program with Parks & Recreation staff prior to the adoption period beginning;

Parks and Recreation Department Responsibilities:

- Work in partnership with the Adopt-A-Park or Trail team to help determine a park space to adopt;
- Staff will supply and erect an Adopt-A-Park sign with the team name on it, recognizing the commitment and efforts to the chosen park or trail for the duration of the adopting period;
- Assist in coordinating park initiatives and projects the team may wish to undertake;

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- Provide the Clean-Up Kits consisting of garbage/recycling bags, gloves, first aid kits, sharps containers and safety information for each clean-up;
- Pick up and disposal of collected garbage and or yard waste as required.

Adopt-A-Park or Trail teams are encouraged to engage in a variety of additional activities which may include:

- Tree planting and watering and looking after shrub gardens;
- Painting of park playground equipment and or park furniture;
- Consider hosting team events within the Park;

The City of Sarnia and the Parks & Recreation Department will publicly recognize all Adopt-A-Park or Trail teams and the park, trail or green space the team has adopted. A sign will be erected in each adopted park, featuring the team name, and a 'Certificate of Recognition' from the City of Sarnia will be presented to each team by City Council.

Administration of Policy and Program:

The Manager of Recreation and Planning is responsible for the implementation and compliance with this policy. Under the direction of the Manager, Staff will work directly with the applicant on all aspects of this program;

- This Program Policies and Procedures shall be reviewed from time to time;
- Nothing in this policy shall limit the ability of any individual, organization or corporation to make a monetary donation to the City for the purpose of park or trail enhancement at the discretion of the City or to be held in a reserve for future park or trail improvements.