



CITY OF CHILLIWACK

Adopt-A-Park and Adopt-A-Trail Program

PROGRAM CONDITIONS

General Conditions:

1. Groups that wish to adopt a particular park, trail or trail section should contact the City of Chilliwack Parks' Operations Department and fill out the participation package. Safety of the volunteers is of primary concern in determining sites. Requests for adoptions are approved on a 'first come, first served' basis.
2. Groups wishing to adopt a park or trail section need to identify a Coordinator to serve as a liaison between the Adopting Organization and the City of Chilliwack. The Coordinator will be the point of contact for all the communications between the Organization and the City.
3. The Adopting Organization's Coordinator is responsible for ensuring that anyone who participates in the Adopt-a-Park or Adopt-a-Trail program has received the City of Chilliwack supplied safety information (see Safety Guidelines).
4. Adopting organizations are expected to provide litter pickup and/or weed picking services as a basic requirement under the City of Chilliwack Adopt-a-Park or Adopt-a-Trail program. This is done at a minimum of 4 times per year for the assigned area unless otherwise indicated on the permit application.(Once per season)
5. In recognition of support for the Adopt-a-Park and the Adopt-a-Trail program, the City will install two Adopt-a-Park or Adopt-a-Trail signs in the Park or on the section of trail with the organizations name. Signs are issued only after the organization has completed the required safety training session.
6. The City will monitor programs in all areas to determine if the Adopt-a-Park or the Adopt-a-Trail program(s) objectives are being met. The City reserves the right to cancel the program in a given area if there is a safety concern, inadequate performance, or potential harm to the public image of the program.
7. Groups wishing to complete services or improvements beyond the basic requirements set out in *Section 4*; are to submit a detailed proposal in writing and obtain approval by the City of Chilliwack prior to the commencement of works.

Safety Guidelines

1. Safety is a priority for a successful program. All activities are to be carried out in accordance with the City's requirements for ensuring the safety of volunteers, workers or contractors.

2. The Adopting Organization's Coordinator is responsible to receive training by the City's Safety Consultant, as well as ensuring all Adopt-a-Park or Adopt-a-Trail participants receive the City supplied safety information package before they are involved in any activity on site.
3. Working group size is to be a minimum of 2 persons
4. Safety requirements include, but are not limited to:
 - o wearing of safety vests (supplied by the City), gloves, and appropriate footwear
 - o arranging for adequate parking, safe access and/or providing group transportation to the work site
 - o ensuring adequate crew supervision, especially for younger participants
 - o providing basic first aid services and communications access (e.g. cell phone)
5. All work is to be done during daylight hours only (one hour after sunrise and one hour before sunset). Do not work during unfavorable weather conditions or when visibility is poor (fog, rain, snow, icy roadways).
6. Participants must not pick up any large or heavy items or items suspected to be toxic or hazardous. Items to avoid include powders, chemicals, smelly substances, chemical drums or containers, weapons, syringes, needles, dead animals and broken glass. Take appropriate precautions and report the location and circumstances to the City of Chilliwack immediately.
7. Participants must not compress garbage or recycling bags. Injuries from broken or jagged objects may occur
8. Pets belonging to the program participants are not allowed in the work area
9. Participants are not to smoke or consume alcohol or drugs before or while in the work area
10. Avoid overexertion. Drink plenty of water.

Equipment

Provided by the City of Chilliwack (Available from Parks Operations at Works Yard):

- o Safety vests (on loan from Parks Operations at Works Yard)
- o Garbage bags
- o Recycling bags
- o Gloves

Operational Guidelines

1. Respect the rights of private landowners and do not trespass or interfere with their activities
2. Do not allow a confrontation to escalate. If a member of the public becomes abusive, leave the site immediately and phone 911 if there is any sense that violence or verbal abuse may continue.
3. In case of emergency, call 911.

4. Please contact the City of Chilliwack Parks Operations Department at 604-793-2810 if there are any questions about this program.

Group Participants' Responsibilities

Persons participating in the ADOPT-A-PARK / APODT-A-TRAIL PROGRAM must:

- ◆ Appoint or select an Authorized Group Representative to act on behalf of the group.
- ◆ Ensure that the Authorized Group Representative attends a safety meeting provided by the City Safety Consultant and, in turn, supply safety training to the participants.
- ◆ In consultation with the City publicize the park and trail clean up details.
- ◆ For each work day provide a sign-in sheet, event checklist, and safety information for the participants.
- ◆ Ensure that only the approved participant(s) collect litter or pick weeds from the Parks or sections of the adopted trail. Provide area site maps with designated clean up areas.
- ◆ Obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the City or other regulatory bodies.
- ◆ Ensure provisions of all transportation, supervision, safety equipment and medical/first aid service.
- ◆ Participate in activities a minimum of four times per year. Additional clean up days are of course permitted.
- ◆ Wear appropriate safety apparel during the work.
- ◆ Collect litter only from the adopted Park or sections of the adopted trail.
- ◆ Wear clothing that will not impair vision or movement during the pick-up but will provide sufficient protection from sun and minor abrasions.
- ◆ The use of ear bud devices should be avoided.
- ◆ Provide supervision by one adult (19 years of age or older) for every four (4) or less participants under the age of 18.
- ◆ Suspend litter pick-up and weed picking when weather conditions become inclement (i.e. fog, rain, drizzle, high winds, electrical storms, etc.)
- ◆ Work only during daylight hours (1 hour after sunrise and 1 hour before sunset).
- ◆ Relay to City staff locations of unacceptable closed containers, heavy objects or suspected hazardous materials including sharps (needles) for pick-up.

**ADOPT-A- PARK / APODT-A-TRAIL PROGRAM
GROUP PARTICIPANTS' RESPONSIBILITIES
(Continued)**

- ◆ Surrender items of value (wallet, purse, camera, etc.) found on City property to the nearest police station.
- ◆ Ensure that no unauthorized signs, posters or other display materials are brought to the adopted section during or between clean-ups.
- ◆ Deposit filled garbage bags at a location specified by the City.
- ◆ Inspect areas after clean up is completed.
- ◆ Return all inventories to the City at the completion of an Adopt-a-Park /Adopt-a-Trail pick-up event. Failure to do so will result in the group being billed for the replacement of value of the items.
- ◆ Give the City Parks Operations Department 48 hours' notice (date, time, number of people, etc.) prior to beginning a litter pick-up or weed picking (phone 604.793.2810) during normal business hours and arrange for them to dispose of the filled garbage bags upon completion of the event.

On behalf of your community thank you for adopting a park/ trail and for helping to keep Chilliwack clean and tidy.

Safety Overview

Personal Protective Equipment (PPE)

- Puncture Resistant Gloves (Leather or Rubber)
- Long Pants
- Appropriate Footwear (boots or closed toe shoes)
- Sunscreen and or insect repellent if needed
- Safety Vests
- Trash Tongs
- Basic First Aid Kit

Garbage Collection Safe Work Practice

1. Bend your knees and lift with your back straight. Don't pick up and large or heavy items.
2. Don't pick up any item suspected of being toxic or hazardous
3. Never reach blindly to pick up an item. Use a tool to identify the item
4. Tie off bag when it's ½ full and start a new bag. Do not overfill
5. Don't compact the garbage or recycling bags. Injuries from broken or jagged objects may occur
6. To avoid overexertion, drink plenty of water before and during the cleanup
7. Be aware of your surroundings; Wet grass, poor lighting, uneven ground, placement of furnishings and equipment.
8. Be sure to wash your hands thoroughly after you are finished cleaning

Invasive and Noxious Weed Identification and Cleanup

1. Review British Columbia Pest Management literature (attached)
2. Contact the City of Chilliwack to report locations of noxious weeds
3. Never use pesticides including commercial or home remedies
4. Native weeds may be cut back with pruning shears
5. Never move or spread a noxious weed



ADOPT-A-PARK/ ADOPT-A-TRAIL PERMIT APPLICATION

Circle Park or Trail above

PERMISSION IS REQUESTED TO ADOPT A CITY PARK OR TRAIL AS FOLLOWS:

Complete all sections, NA if not applicable.

APPLICANT INFORMATION	ORGANIZATION OR APPLICANT NAME	DATE OF APPLICATION
	ADDRESS	
	CITY, PROVINCE, POSTAL CODE	
	PHONE NUMBER	GROUP LEADER
	EMAIL ADDRESS:	
LOCATION INFORMATION	PARK REQUESTED OR TRAIL SECTION DESCRIPTION OR NUMBER	
	<input type="checkbox"/> WILL THE CLEAN UP INVOLVE PRIVATE PROPERTY OWNERS? IF YES THAN PLEASE ACQUIRE AUTHORIZATION TO ACCESS PROPERTY FOR CLEAN UP EVENTS.	
WORK INFORMATION	TO BE PERFORMED BY: <input type="checkbox"/> Volunteers <input type="checkbox"/> Own Forces <input type="checkbox"/> Contract Forces	
	TYPE OF WORK: <input type="checkbox"/> Litter Removal <input type="checkbox"/> Weed Picking <input type="checkbox"/> Trimming <input type="checkbox"/> Other <i>Describe:</i> _____	
AUTHORIZED SIGNATURE	The undersigned acknowledges that they read, understand, and agree to the general conditions and safety conditions listed in pages 1-5 above.	
AUTHORIZED SIGNATURE		
PRINTED NAME		TITLE
AREA NO.	CITY OF CHILLIWACK – PERMISSION TO PROCEED BY:	CITY SAFETY TRAINING COMPLETED BY/DATE: