

Corporate Policy

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Section:	Parks Administration	12
Sub-Section:	Parks Administration – General	5810
Title:	Volunteers in Parks	06

Related Policies

Number	Title
12-6300-2019-01	Tree Management on City Property
13-6870-2019-01	Naturescape Principles
13-6630-03	Tree and Vegetation Retention

Approvals

Approval Date: October 23, 2001	Resolution #: 01-254
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
Amended:	Resolution #:
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Policy

This policy sets out the procedures required to evaluate proposals for volunteer activities within the Port Moody Park System. Proposals will be considered in accordance with the following:

1. Volunteers in Parks (ViP) requests will originate from a community group, service club, group of neighbours, or other legitimate volunteer group;
2. The ViP program shall not result in any loss of jobs;
3. Volunteers shall only be used to improve upon current service levels provided by the City;
4. Volunteers may be used to maintain landscaped areas to a level that is above the City's standard;
5. Volunteers may be used to develop capital projects that add to the City's existing assets and maintenance workload;
6. All volunteer activities must adhere to existing City bylaws and policies, including the stipulation that trees shall not be removed from public property unless they are hazardous;
7. Volunteer activities must adhere to the Naturescape Program; and
8. Considerations for safety and liability shall apply to volunteer projects

Definitions

Volunteer is a person who willingly performs an unpaid service or task.

Procedures

The following guidelines will apply to the review of proposed projects that involve modifications and/or improvements to enhance landscaping or park amenities in public places, including walkways, traffic islands, boulevards, and park sites:

1. A specific plan for each project shall be submitted to the City on a ViP Project Proposal form and discussed jointly between residents and City staff;
2. An agreement shall be reached in terms of the work required, a time schedule for work, and expectations for maintenance before each project is undertaken;
3. Any costs to be incurred in terms of staff resources, materials, and/or equipment shall be agreed to between residents and City staff in advance;
4. Some projects may need to be included in future budget submissions;
5. Some projects will need various approvals where applicable;
6. Whenever required, the City will make available equipment needed by volunteers as work schedules and existing budgets allow, and where it is demonstrated that volunteers can operate the equipment safely;
7. In the event of a complaint from citizens, it is desirable for volunteers carrying out the project and City staff to meet with the complainant together;
8. In advance of the start of each project, residents initiating the project should attempt to get the support of all residents directly impacted and most residents indirectly impacted by the project through the use of a form with signatures; and

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9. All matters pertaining to safety and liability should be addressed before each project is undertaken. A pre-project meeting should be arranged with the City's Safety Officer when the project scope warrants.

Monitoring/Authority

Delegated to the General Manager of Environment and Parks. Where the scope of work is deemed significant enough, volunteer projects shall be submitted to Council for approval, information, and/or comment as appropriate.