



CITY OF MOOSE JAW

PROCEDURE: COMMUNITY CLEAN-UP PROGRAM	Effective Date: _____, 2019
SECTION: City Manager Engineering Dept. Parks and Recreation Dept.	Prepared by: City Manager Approved by: _____ City Manager

PURPOSE:

The City of Moose Jaw's Community Clean-Up Program has been created to encourage community groups/volunteers to work in partnership with the City to keep the City clear of litter. The program is also intended to enhance community pride and cleanliness by requesting community groups/volunteers to adopt areas within the City to clean-up litter.

This document is intended to provide guidelines regarding the appropriate procedures for the Community Clean-Up Program.

SCOPE:

This procedure applies to all participants of the Community Clean-Up Program.

PROCEDURES:

The following are procedures for the Community Clean-Up Program:

1. The City of Moose Jaw's Community Clean-Up program shall be in effect for one (1) week in the Spring and one (1) week in the Fall of each year. Dates are to be determined each year by the Engineering Department and publicly advertised by the Communications Manager in advance of the clean-up dates.
2. The Communications Manager shall advertise the Community Clean-Up Program each Spring and Fall to raise public awareness and to request participation from community groups/volunteers.
3. Community groups/volunteers wishing to participate in the Community Clean-Up Program shall submit a request to adopt an area as attached to this procedure, to the Engineering Department including the name of the group, contact information, the area(s) they wish to adopt for clean-up, dates of clean-up and requests for garbage bags, safety vests and gloves.

PROCEDURE: COMMUNITY CLEAN-UP PROGRAM	Effective Date: _____
--------------------------------------------------	------------------------------

4. The Engineering Department shall review all requests and provide notice of the requests being approved/not approved to the community group in advance of the clean-up event.
5. The Engineering Department shall provide garbage bags upon request by the community group.
6. Volunteers are encouraged to use their own high visibility safety vests and gloves. Class 2 Level 2 high visibility vests are required. The City will supply safety vests and gloves upon request. Safety vests provided by the City will be required to be returned after the clean-up event has concluded.
7. The Engineering Department shall waive landfill fees for community groups participating in the program and record the weight of the litter/garbage brought to the landfill as part of this program.
 - a. Participants of the program shall provide a copy of the approved and signed Request to Adopt form to landfill staff as proof of program participation.
8. The following locations are available for adoption for the Community Clean-Up Program:
 - a. 9th Avenue E
 - b. 9th Avenue NW (Thatcher Dr. to Highway #1)
 - c. 9th Avenue SW
 - d. Bell Park
 - e. Crescent Park
 - f. Dog Park and Hamilton Flats
 - g. Elgin Park
 - h. Flood Dyke and Storm Channel to Crescent Park
 - i. Happy Valley
 - j. Highway #2 South
 - k. Home Street Trail/Pathway
 - l. Landfill Area
 - m. Manitoba Expressway
 - n. South Hill Trail – 9th Ave to 16th Ave SW
 - o. Spring Creek
 - p. Sunningdale Coulee
 - q. Thatcher Dr. Ditches (divided into sections)
 - r. tatawâw park
 - s. Tourism Building/Grayson Industrial Park
 - t. Yara Centre
9. *Any groups working in ditches shall notify the Engineering Department of the hours and days proposed to be working in order for appropriate signage to be placed to notify motorists of workers in the area.*

PROCEDURE: COMMUNITY CLEAN-UP PROGRAM	Effective Date: _____
--------------------------------------------------	------------------------------

9. Participants of the Community Clean-Up Program will be publicly recognized for their clean-up efforts.
10. Businesses that donate goods and services to the Program can request a charitable certificate that could be used for income tax purposes. The City shall review all requests prior to businesses proceeding with the donation of goods and/or services.
11. Liability Insurance – The City's liability insurance would protect the City against a volunteer damaging third-party property (provided the volunteer was acting on behalf of the City and following the City's requests). The City's liability insurance would also provide some coverage should a volunteer get injured while performing the volunteer activity for the City, however, the coverage does have restrictions. There is no coverage for volunteers over the age of 70 and is not a wage replacement insurance. For the most part it is based on loss of limb up to loss of life.
12. Map of areas to adopt attached.