

Volunteer Policy and Safety

A volunteer is someone who participates in the delivery of municipal services under the supervision and control of their local government without the expectation of profit or gain.

- Volunteers must not work on public or private property without having first registered through the Adopt-a-Park program. Registrations expire after one year and may be renewed on an annual basis.
- All volunteers must sign the 'Release of Liability, Waiver and Assumption of all Risks' form upon completion of the registration form. The Group Representative must ensure that all recruited volunteers follow the program policy and sign the waiver form prior to commencing volunteer activities.
- Volunteers under the age of 19 (minors) must be supervised by a parent or guardian at all times while at the work site. Minors attending through an organized group (school, church, service club) will assume to be covered under the group's consent or coverage and must be supervised at all times.
- Volunteers will be required to wear appropriate personal protective equipment including suitable footwear (closed toe, ankle support). High visibility vests are required at all times. In some circumstances the City may approve, in writing, that only the supervisor or guardian be required to wear the hi-vis vest. (eg. school group in a park). Hi-visibility vests must be worn if in proximity to vehicles or traffic.
- Volunteers are responsible for the safety and security of their own property and possessions that they bring to the worksite.
- Volunteers must never use power tools while working on City of Penticton property.
- Volunteers must not work under the influence of drugs, alcohol, or beyond their abilities.
- The Volunteer Accident Benefit Coverage program provides limited first party accident coverage to volunteers should they be injured while performing their duties.
- Volunteers registered under the Adopt-a-Park program, while acting within the scope of their duties will be covered by the City of Penticton General Liability Insurance program.
- Volunteers are prohibited from driving vehicles or operating equipment such as tractors, trucks, cars or buses; to mix or apply chemicals such as pesticides or herbicides; or entering restricted areas as designated by the City.
- The City reserves the right at any time to approve, revoke or deny any person the opportunity to act in a volunteer position at its discretion.

Volunteers have Rights

- To an interview regarding opportunities.
- To a written assignment description (Volunteer Registration).
- To an orientation session on City policies and procedures, including training on specific tasks.
- To an introduction to key staff.
- To receive volunteer identification, and appropriate recognition for volunteer contributions and effort.
- To vacate the volunteer position for any reason.
- To Accident Benefit Coverage and General Liability coverage under the City of Penticton Insurance policy.
- To a periodic performance review.

Volunteers have Responsibilities

- To read, understand and agree to the policy and terms of the Adopt-a-Park program.
- To ensure that all volunteers follow the program policy and sign the waiver form prior to commencing volunteer activities.
- To ensure that the volunteer registration form is updated and kept current, and to notify the City of any changes in contact information, scheduling or changes in scope of duties.
- To understand and follow the volunteer duties and responsibilities outlined in your agreement.
- To keep an accurate record of hours worked, tasks performed and submit update on a monthly basis.
- To maintain the professional standards established for the particular worksite.
- To report any hazards or deficiencies they observe in the parks to City staff for inspection and possible repair. Report any vandalism and criminal occurrences immediately. Do not at any time engage parks users in regards to enforcing bylaws. For emergency assistance call 9-1-1 immediately.



Adopt-a- Park Program

penticton.ca

RELEASE OF LIABILITY, WAIVER AND ASSUMPTION OF ALL RISKS

Adopt-a-Park Registration

PLEASE READ CAREFULLY

TO: City of Penticton

I wish to volunteer in the Adopt-a-Park program and acknowledge that in order to do so, I must agree to be bound by this Release of Liability, Waiver and Assumption of Risk. I understand and acknowledge the risks and hazards of volunteering in the Adopt-a-Park program and accept full responsibility and agree to volunteering in the Adopt-a-Park program at my own risk.

I hereby waive any and all claims that I may now and in the future have against, and release from all liability and agree not to sue the **City of Penticton** and their respective agents, officers, employees, volunteers or representatives (the "Released Parties") for any loss, damage, personal or bodily injury, death sustained or suffered by me as a result of my volunteering in the Adopt-a-Park program due to any cause whatsoever, including without limitation, negligence, fault or breach of statutory duty, including duties arising from *Occupiers Liability Act*.

In no event will the **City of Penticton** be liable for any loss, damage, personal or bodily injury or death nor for any loss of or damage (including indirect or consequential damages) that I suffer whether attributable to or arising out of my volunteering in the Adopt-a-Park program or by reason of any matter or thing done or permitted.

I, _____, confirm that I am the age of majority and that I have read and understand this agreement prior to signing it and agree that this agreement will be binding upon me (as participant or guardian), my heirs, executors and administrators.

Signed this ___ day of _____, 20___ at _____, British Columbia.

Participant's signature

Participant's Printed Name
