



## CITY OF MOOSE JAW

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

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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. 9<sup>th</sup> Avenue E
  - b. 9<sup>th</sup> Avenue NW (Thatcher Dr. to Highway #1)
  - c. 9<sup>th</sup> 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 – 9<sup>th</sup> Ave to 16<sup>th</sup> 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.*

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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.

# **CITY OF MOOSE JAW** **COMMUNITY CLEAN-UP PROGRAM**

## **REQUEST TO ADOPT**

***(PART 1 – To Be Completed by the Applicant(s))***

**Applicant's Name:** \_\_\_\_\_

**Applicant's Contact Information:**

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Area Requested to Adopt for Clean-Up:**

\_\_\_ 9<sup>th</sup> Ave. E.

\_\_\_ 9<sup>th</sup> Avenue NW (Thatcher Dr. to Highway #1)

\_\_\_ 9<sup>th</sup> Ave. S.W.

\_\_\_ Bell Park

\_\_\_ Crescent Park

\_\_\_ Dog Park and Hamilton Flats

\_\_\_ Elgin Park

\_\_\_ Flood Dyke & Storm Channel to Crescent Park

\_\_\_ Happy Valley

\_\_\_ Highway #2 South

\_\_\_ Other *(Requires Approval from the Engineering/Parks & Recreation Department)*

Please specify area: \_\_\_\_\_

\_\_\_ Home Street Trail/Pathway

\_\_\_ Landfill Area

\_\_\_ Manitoba Expressway (Section 1 or 2)

\_\_\_ South Hill Trail – 9<sup>th</sup> Ave. – 16<sup>th</sup> Ave. SW

\_\_\_ Spring Creek

\_\_\_ Sunningdale Coulee

\_\_\_ tatawâw park

\_\_\_ Thatcher Drive Ditches (Sections 1 - 6)

\_\_\_ Tourism Building/Grayson Ind. Park

\_\_\_ Yara Centre

**Date(s) Requested for Community Clean-Up:**

(Note: The dates requested should be during the designated Community Clean-Up Program timeframe, where possible.)

**Garbage Bags Requested:** Yes \_\_\_\_\_ No \_\_\_\_\_ Number of bags requested \_\_\_\_\_

**Personal Protective Equipment (PPE) Requests:**

Number of High Visibility Safety Vests Requested: \_\_\_\_\_ Number of Vests Provided: \_\_\_\_\_

Date Provided: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Number of Gloves Requested: \_\_\_\_\_

**Date:** \_\_\_\_\_ **Applicant's Signature:** \_\_\_\_\_

**(PART 2 – To be Completed by the Engineering Department)**

**Date Request was Received:** \_\_\_\_\_

**Request Approved:**    Yes \_\_\_\_\_

                                  No \_\_\_\_\_

**If not approved, state reason(s) why:**

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**Date Request was Approved:** \_\_\_\_\_

**Additional Information (optional):**

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**Landfill Fee Waived:**    \_\_\_\_\_

**Approved by:**                \_\_\_\_\_

# City of Moose Jaw - Clean Up Program

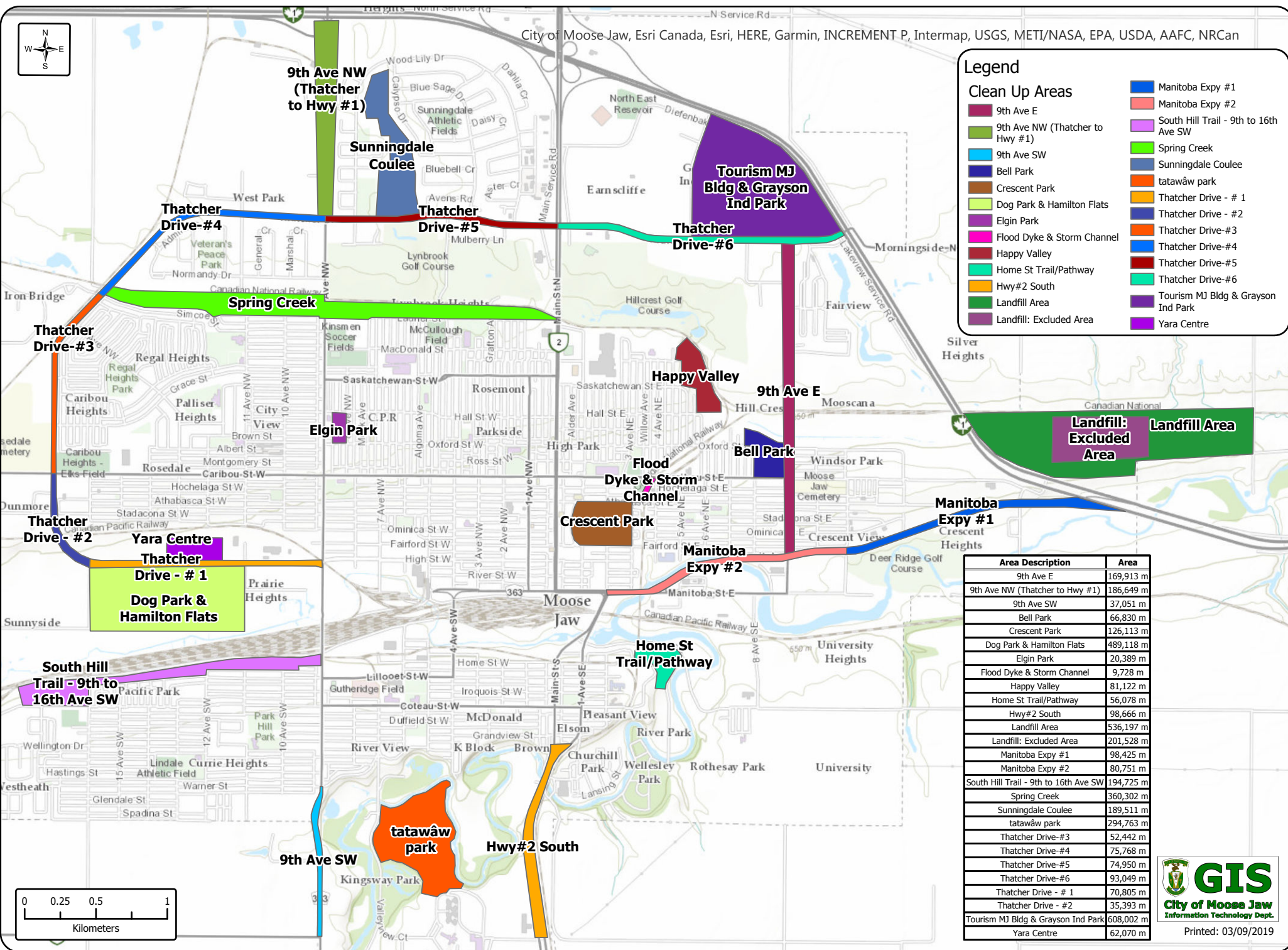
City of Moose Jaw, Esri Canada, Esri, HERE, Garmin, INCREMENT P, Intermap, USGS, METI/NASA, EPA, USDA, AAFC, NRCan



## Legend

### Clean Up Areas

- 9th Ave E
- 9th Ave NW (Thatcher to Hwy #1)
- 9th Ave SW
- Bell Park
- Crescent Park
- Dog Park & Hamilton Flats
- Elgin Park
- Flood Dyke & Storm Channel
- Happy Valley
- Home St Trail/Pathway
- Hwy#2 South
- Landfill Area
- Landfill: Excluded Area
- Manitoba Expy #1
- Manitoba Expy #2
- South Hill Trail - 9th to 16th Ave SW
- Spring Creek
- Sunningdale Coulee
- tatawâw park
- Thatcher Drive - #1
- Thatcher Drive - #2
- Thatcher Drive - #3
- Thatcher Drive - #4
- Thatcher Drive - #5
- Thatcher Drive - #6
- Tourism MJ Bldg & Grayson Ind Park
- Yara Centre



Area Description	Area
9th Ave E	169,913 m
9th Ave NW (Thatcher to Hwy #1)	186,649 m
9th Ave SW	37,051 m
Bell Park	66,830 m
Crescent Park	126,113 m
Dog Park & Hamilton Flats	489,118 m
Elgin Park	20,389 m
Flood Dyke & Storm Channel	9,728 m
Happy Valley	81,122 m
Home St Trail/Pathway	56,078 m
Hwy#2 South	98,666 m
Landfill Area	536,197 m
Landfill: Excluded Area	201,528 m
Manitoba Expy #1	98,425 m
Manitoba Expy #2	80,751 m
South Hill Trail - 9th to 16th Ave SW	194,725 m
Spring Creek	360,302 m
Sunningdale Coulee	189,511 m
tatawâw park	294,763 m
Thatcher Drive - #3	52,442 m
Thatcher Drive - #4	75,768 m
Thatcher Drive - #5	74,950 m
Thatcher Drive - #6	93,049 m
Thatcher Drive - #1	70,805 m
Thatcher Drive - #2	35,393 m
Tourism MJ Bldg & Grayson Ind Park	608,002 m
Yara Centre	62,070 m

