



Friends of the Clearview EcoPark

TERMS OF REFERENCE

Mission Statement

To be dedicated to the growth and sustainability of the Clearview EcoPark as a native tree, plant, bird and bee sanctuary by providing valuable services to maintain the Community Garden, trails and naturalized areas and promoting year-round opportunities for community activities and education that will benefit residents and visitors.

Friends of the Clearview EcoPark Responsibilities

Volunteer Organization:

- The Friends of the Clearview EcoPark shall be composed of no more than ten (10) core organizing volunteers; however, the group welcomes all interested volunteers.
- Volunteers will provide hands-on expertise and mentorship for the Clearview EcoPark including the community garden, pollinator gardens, naturalized areas and trails.
- Volunteers will coordinate the Community Garden including planting, maintaining, watering and harvesting the produce. Fresh fruit and vegetables will be donated to the Clearview Stayner Food Bank and supports the “take what you need” philosophy for volunteers contributing time in the gardens.
- Volunteers will assist with coordinating and organizing community events and activities including park clean up and planting days and other opportunities for education and to inspire collaboration.
- Volunteers will assist with administrating the social media channels (Facebook and Instagram) and will be supported by the Township.
- Annually, the group shall appoint a team leader to be the point of contact with the Township.
- Volunteers will indicate what operational resources are required for this program area to Township Staff on a regular basis.

Fundraising:

- Volunteers will collaborate with Township staff to coordinate events and opportunities to raise funds for the Clearview EcoPark.
- Once the budget has been finalized, a coordinated effort for fundraising and sponsorship will occur.

Township Responsibilities

Clearview EcoPark:

- The Clearview Ecopark is a program area of the Parks, Culture and Recreation Department. Township staff will work with volunteers to manage the property, garden plots, events, and fundraising initiatives. There will be shared responsibilities and tools as well as access to water and a porta-toilet for the community garden.
- All registration services and fees will be conducted by Township Staff for allocation of the Garden Plots. There are no costs to participate on trails, the EcoBark dog park etc.
- Staff will communicate directly with the Team Leader to develop a schedule to meet with volunteers for planning and decision-making purposes.
- There are various community organizations that are also considered stakeholders in the Clearview EcoPark. Staff will maintain open lines of communication for activities related the EcoPark.
- Township staff will be responsible to ensure all core organizing volunteers registered to mentor and participate with this program have the proper clearance certifications in place prior to commencing volunteer work. This will include ensuring all volunteers sign the Volunteer Agreement, accessibility training and criminal background checks with Vulnerable Sector Screening has been provided.
- The Clearview EcoPark boundaries are shown in Attachment 1. Volunteers will not be permitted in the lagoons or public works property.

Financials:

- The Township will manage all financial activities for the Clearview EcoPark, including the Community Garden. There will be an annual operating budget presented during the Township's Budget Meeting.

- Township staff will receive and approve all expenditures. Core volunteers will be reimbursed for reasonable expenses approved by Township staff.
- A profit and loss statement will be provided by staff to the volunteers. This will include revenues and expenditures.
- Township staff will be responsible for securing grant applications, when applicable.

Communications:

- Township Staff will advertise the Clearview EcoPark as a program area for the Township. Information for this program area will be available on the Township’s website and included in the activities guide.
- All communications for this program area will be consistent with Township communication policies and procedures. The Corporate Communications Coordinator is available upon request to provide design and communication expertise for all outgoing communications.
- Volunteers will be permitted to administer the Clearview EcoPark community social media, including Facebook and Instagram and volunteers can distribute the Friends of the Clearview EcoPark brochure.

Insurance:

All registered volunteers for the Friends of the Clearview EcoPark will be covered under the Township’s volunteer insurance. Volunteers are required to fill out a Volunteer Agreement. Accessibility training is required for all volunteers.

COVID-19 Protocols:

Gardening, birdwatching, and exploring the outdoors are safe and enjoyable activities we can do during the global pandemic. Clearview Township strongly urges participants to comply with all current and local COVID-19 health regulations and guidelines. This includes, but is not limited to, visiting trails and parks close to your neighbourhood and with members of your own household, avoiding non-essential travel, practicing physical distancing and wearing a mask when distancing is not possible.

Reporting and Communication Structure

- The Friends of the Clearview EcoPark provide advice and make recommendations to the Township Staff through their Team Leader regarding matters within the scope of responsibility
- Township staff will prepare and present any reports for Council, as necessary. Unless Council approval is required, Township staff will make all final decisions for this program area.