



## FRIENDS OF THE VILLAGE OF BLYTH PARKS

### Memorandum of Understanding



#### STATEMENT

The purpose of this Memorandum of Understanding is to define the roles and responsibilities of the **Friends of the Village of Blyth Parks**

The “Friends of the Village of Blyth Parks” group is an informal committee of dedicated volunteers, providing valuable liaison and volunteer labour and services to the North Huron Recreation and Facilities Department. The purpose of the group is to assist with the development and beautification of the gardens and parks in the Village of Blyth.

#### DEFINITIONS

The Friends of the Village of Blyth Parks is a Non-Township Committee and defined as a Volunteer/User Group in the Township of North Huron Committee Appointment Policy (By Law Number 54-2015).

The Township of North Huron Committee Appointment Policy establishes the following Criteria for a Volunteer/User Group –

Non-Township Committees: Some informal committees or groups of individuals may be formed outside the auspices of the Township, but have an interest in a particular Township facility, service or project. Such informal committees or groups shall not be considered Committees of Council, but may liaise with Council or Township staff.

Volunteer/User Groups: Volunteers or users of facilities and programs provide valuable input and volunteer service to community improvement projects. Volunteerism shall be recognized and encouraged by the Township. Formal Terms of Reference are not required for informal volunteer groups, however guidelines may be provided by the Township to establish the role of the group, how they will liaise with the Township staff, and to ensure the safety of volunteers while they are working on Township property.

For the purpose of this Memorandum of Understanding, **Friends of the Village of Blyth Parks** may also be referred to as **The Friends**.

#### Responsibility for Implementation

The responsibility for the implementation of this Memorandum of Understanding lies with the Manager of Blyth Facilities, acting according to the policies and procedures established by Council.

#### Regulations

##### General Principles

The Friends is a group of volunteers which aim to:

- Assist and support the gardens and plantings in the Village of Blyth
- Promote knowledge of, and interest in, the plantings, parks, and natural environment in the Village of Blyth.
- Assist in raising funds for special projects beyond the scope of the North Huron Blyth Parks budget.

Council acknowledges the importance of the volunteer services provided by such organizations as the Friends of the Village of Blyth Parks.

The goals, activities and objectives of The Friends shall not conflict with the mission, vision and overall priorities of the Township of North Huron.

The Friends shall abide by all Township policies and procedures.

The Friends will recognize Council’s right to govern and Staff’s responsibility to deliver service through the North Huron Recreation and Facilities Department.

## **Roles and Responsibilities**

The Role of the “Friends of the Village of Blyth Parks” shall be to:

1. Liaise with the North Huron Recreation and Facilities department in an advisory capacity regarding the Blyth gardens and parks.
2. Adhere to an organizational and functional structure conducive to the purpose of the group. Select one committee member as a liaison that will communicate the needs, desires, and projects that the committee is working toward. This liaison will make all requests to the Blyth Facilities Manager, and report back responses to the group. This will be the single source of formal communication between the volunteer committee and the Township of North Huron.
3. The committee has their own working funds, and would be responsible for managing their own accounts and funds. The committee may choose to donate funds to any Township approved capital or maintenance projects. This committee has no authority over the North Huron budget.
4. Submit recommendations to the Manager of Blyth Facilities each October 1<sup>st</sup>, regarding annual initiatives and funding needs for the upcoming year. The said recommendations shall be considered by the Recreation and Facilities department during budget deliberations, and may be presented to North Huron Council for consideration.
5. Provide orientation information to new “Friends of the Village of Blyth Parks” members in regard to the parks and gardens in the Village.
6. Promote and publicize the varied opportunities for enjoying the parks, or volunteering to help maintain and improve the parks in the Village.
7. Communicate damages, safety concerns or vandalism to the North Huron Recreation and Facilities department through the Manager of Blyth Facilities.
8. Members are encouraged to attend an annual meeting hosted by the Township of North Huron each September to review and discuss plans for the parks in the Village of Blyth.
9. Facilitate municipally approved maintenance and volunteer projects in the Village of Blyth.
10. The Friends are required to have all members sign a Volunteer Waiver, Release and Hold Harmless form in order to perform work on North Huron property, attached here as Schedule A.
11. Assist with community events to promote the parks.
12. Participate in passive fundraising efforts as approved by the North Huron Recreation and Facilities department.

## **Disbanding**

If the Friends cannot fulfill the Memorandum of Understanding requirements and/or the decision to disband is reached by the group, then the group may disband.

In order to disband, the group needs to send a “Letter of Intent” to the Manager of Blyth Facilities.

The Township of North Huron has the right to require the Friends group to disband at any time should be found in contravention of the policies and procedures of the Township of North Huron.

At any time a dispute shall arise with respect to the intention and/or provisions of the Memorandum of Understanding, the problem shall be resolved via discussion between The Friends Chair, the Manager of Blyth Facilities and the Director of Recreation and Facilities for the Township of North Huron. Should a mutually acceptable solution not be attained within a reasonable time period via the said discussion, the matter shall be referred to a public meeting of the Council of the Township of North Huron for a final and binding decision made by Township Council. Either The Friends Chair or the Director of Recreation and Facilities of the Township of North Huron shall have the ability to request the intervention of the Council of the Township of North Huron.

SCHEDULE A – NEXT PAGE

The parties hereto have executed this Memorandum of Understanding by the hands of their duly authorized representatives

Township of North Huron:

\_\_\_\_\_  
Reeve, Neil Vincent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk, Kathy Adams

\_\_\_\_\_  
Date

Friends of the Village of Blyth Parks:

\_\_\_\_\_  
Chair, Lissa Kolkman

\_\_\_\_\_  
Date



Township of North Huron  
WAIVER, RELEASE AND HOLD HARMLESS



Friends of the Village of Blyth Parks

In consideration of \_\_\_\_\_ volunteering on behalf of the Township of North Huron acting in my capacity as a Friends of the Village of Blyth Parks Volunteer.

**ELEMENTS OF RISK:**

I acknowledge that my participation as a volunteer can involve certain elements of risk that could result in an injury which can include cuts, abrasions, fractures and a brain injury. The risk of sustaining an injury can result from the nature of the activity itself, natural and manmade, climatic conditions, the actions of third parties and the participant's own physical condition and actions.

The risk of sustaining an injury while volunteering on behalf of the Township of North Huron can result from the nature of the activity and can occur without any fault of the participant, or the Township of North Huron, its employees, agents, council members, or the facility where the activity is taking place. By choosing to volunteer in this activity, you are accepting the risk that you may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

**I HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE** the Township of North Huron and its employees, council members, officials and officers from all claims, demands, costs, expenses, actions and causes of action in respect of death, injury, loss or damage to my person or property however caused, arising or to arise by reason of my participation as a volunteer for the Township of North Huron.

**I FURTHER AGREE** to save harmless the Township of North Huron from and against any and all liability arising from or as a result of, my duties as a volunteer for the Township of North Huron.

**In order to participate, I HEREBY AGREE** to do so at my own risk and understand that I do not have access to Municipal Health Benefits or WSIB.

**BY SIGNING** this form, I acknowledge having read, understood and agreed to the above waiver, release, and to hold the Township of North Huron harmless.

\_\_\_\_\_  
Signature of Volunteer

Please Print: \_\_\_\_\_

Day phone: \_\_\_\_\_

Night phone: \_\_\_\_\_

Date: \_\_\_\_\_, 201



Township of North Huron  
WAIVER, RELEASE AND HOLD HARMLESS  
UNDER 18 YEARS OF AGE



Friends of the Village of Blyth Parks

In consideration of \_\_\_\_\_ volunteering on behalf of the Township of North Huron acting in my capacity as a Friends of the Village of Blyth Parks Volunteer.

ELEMENTS OF RISK:

I acknowledge that my participation as a volunteer can involve certain elements of risk that could result in an injury which can include cuts, abrasions, fractures and a brain injury. The risk of sustaining an injury can result from the nature of the activity itself, natural and manmade, climatic conditions, the actions of third parties and the participant’s own physical condition and actions.

The risk of sustaining an injury while volunteering on behalf of the Township of North Huron can result from the nature of the activity and can occur without any fault of the participant, or the Township of North Huron, its employees, agents, council members, or the facility where the activity is taking place. By choosing to volunteer in this activity, you are accepting the risk that you may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

**In order to participate, I HEREBY AGREE** to do so at my own risk and understand that I do not have access to Municipal Health Benefits or WSIB.

If you choose to participate as a volunteer on behalf of the Township of North Huron you must understand that you bear the responsibility for any injury that might occur.

ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Volunteer \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

PERMISSION

I hereby give \_\_\_\_\_ (name of volunteer) permission to participate in \_\_\_\_\_ (description of activity)

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_