



qathet
REGIONAL DISTRICT

Parks, Properties & Trails Volunteer Handbook



WELCOME

Thank you for your interest in volunteering with the qathet Regional District (qRD) Parks, Properties & Trails Volunteer Program. Your involvement in the qRD Parks, Properties & Trails Volunteer Program will add great value to the region in ways that will benefit the ecosystems and the qRD's public parks, properties, and trails. We look forward to working with you to make your volunteer experience with qRD Parks, Properties & Trails a rewarding one! This handbook provides you with important information about the program.

REGISTERING FOR THE PROGRAM

In order to get involved and start volunteering you must sign up for the program by filling out and submitting a qRD Parks, Properties & Trails Volunteer Application available at qathet.ca/services/parks-and-recreation/. Alternatively you can request a pdf or paper copy of the forms to fill out from Operational Services staff at operations@qathet.ca or by phoning 604-487-1380.



OUR VISION, MISSION AND VALUES

As an important part of the fabric of qRD Parks, Properties & Trails all volunteers support and contribute to the vision, mission and values of the qRD through participating and contributing to program activities.

VISION: Working collaboratively for the common good to support a thriving, inclusive, and sustainable community.

MISSION: Provide our community with a voice and leadership in the delivery of sustainable local government services.

VALUES: Service Excellence; Consistent high quality service that is honest, ethical, respectful and professional.

COMMUNITY SUPPORT: Supporting a sustainable, inclusive community through respectful cooperation, communication, collaboration and engagement.

ACCOUNTABILITY: Decisions and actions which are open, transparent, responsive, and accessible.

ABOUT qRD PARKS, PROPERTIES & TRAILS

The qRD is well known for its environmental and cultural diversity. Our Parks, Properties & Trails are important for the community as they provide for local public recreation opportunities, and environmental protection. The region is characterized by a variety of landscapes including beaches, ocean coastline, lakes, rivers, lush riparian areas, mountains, forests and alpine meadows. The qRD manages its parks, properties and trails for the benefit of visitors, and current and future residents of the region.

BENEFITS OF VOLUNTEERING

Although no money changes hands in a volunteer relationship, there is great value to donating your time and energy. Volunteers with this program will gain knowledge, skills and experience associated with parks and trails. Volunteering also provides for social connection, and networking opportunities as well as community building. It is a great way to support individual and community mental and physical wellness. There is also a sense of satisfaction that comes from spending time on meaningful work that contributes to the value of parks and trails in the local community. For more information on the benefits of volunteering check out [Volunteer Canada's Value of Volunteering Wheel](#).



WHAT qRD PARKS, PROPERTIES & TRAILS VOLUNTEERS DO

qRD Parks, Properties & Trails Volunteers will work with qRD Operations staff on initiatives related to improving the health of ecosystems through invasive plant removal and native planting, improving trail networks, clean ups and restoration of natural areas, and the overall betterment of our parks, properties, and trails.

What to Expect

The types of activities you can expect to have the opportunity to take part in as part of this program are:

- Invasive plant removal by manual methods like cutting, digging and pulling.
- Planting or transplanting of native species.
- Manually weeding and mulching restoration sites.
- Removing and properly disposing of garbage that is polluting the environment in parks and on trails.
- Using hand tools to undertake improvements to existing trails or preparing sites for the building of new trails and trail connections.

We will endeavour to give you as much information as possible about each event before it occurs so you can feel prepared, and comfortable while volunteering. Please feel free to contact volunteering organizations or the qRD should you have any questions about volunteering. Volunteer events will go ahead rain or shine, but they may be canceled if potentially unsafe conditions arise such as high wind, or icy ground.

Time Commitment

Most volunteer opportunities will take place as two to four hour work parties, although this may vary depending on the project. You can participate in as many or as few volunteer opportunities as you like depending on your interests and availability.

Working Environment and Conditions

Working conditions for the volunteer program will be varied. Events will take place almost exclusively outdoors in a qRD park, property or on a trail. From forests, to beaches, to community parks there will be a variety of places that volunteer activities will be organised to take place. Difficulty of access will vary as will weather conditions. Our first priority is keeping you safe while volunteering. Be aware that an event may be postponed or canceled if unsafe conditions arise.



qRD PARKS, PROPERTIES & TRAILS VOLUNTEER JOB DESCRIPTION

A qRD Parks, Properties & Trails Volunteer program volunteer is anyone who offers time, energy and skills of their free will and without compensation for the benefit of parks and trails managed by the qRD.

Volunteers who are between the ages of 16 and 18 must have parental or legal guardian consent to participate in the program. Volunteers aged 15 and younger must be accompanied by their parent, or legal guardian while volunteering.

Those interested in volunteering should enjoy spending time outdoors in nature undertaking physical tasks and be positive, enthusiastic, and interested in protecting and rehabilitating natural spaces and or improving trails.

Goals

- Work cooperatively with your supervisor and fellow volunteers to complete assigned tasks at volunteer events in a safe and effective manner.
- Have fun, learn about and engage with qRD parks, properties and trails in new and rewarding ways, and contribute to a positive experience for all program participants.
- Improve qRD parks, and trails through actions that promote healthy ecosystems and high quality outdoor recreation opportunities for the community.

Responsibilities

- Actively participate in assigned activities.
- Comply with all applicable qRD policies and procedures.
- Carry out all work as a volunteer under the direction and supervision of the volunteering organisation or qRD staff.

Limitations

As a volunteer of the qRD it is important to recognize that you are not considered an employee, and therefore are not entitled to compensation or benefits traditionally associated with an employment position or role. As a volunteer of the qRD you have no authority to officially represent the qRD.

Skills and Abilities

You will learn many skills and develop abilities while volunteering with this program. The following list encompasses some of the skills and abilities that will be used in this program. We will inform you of specific considerations for opportunities as they are scheduled and advertised.

- At least moderate physical fitness (required for most volunteer activities).
- Ability to use hand tools.
- Ability to work outdoors in varied weather.



Useful Experience

It is not a requirement to have prior experience to volunteer with this program but some types of experience that would be useful are:

- Ecological restoration, gardening or landscaping (native and invasive plant identification, weed control techniques, proper planting technique, use of a variety of hand tools).
- Trail maintenance, experience with trail maintenance using hand tools.
- Hiking, working outdoors in a variety of conditions.

Orientation and Training

Once you are signed on to the program you will receive an orientation email which will include important information about the qRD including relevant policies that apply to your involvement as a volunteer.

There will be an introduction of all volunteers and supervisors at the start of each volunteer activity or event, and the organisation's leadership will present a site and activity orientation so everyone feels safe, comfortable and knowledgeable while completing the task at hand.

Groups are responsible for task-specific training for each volunteer activity. This will include explanations of how and why tasks will be completed as well as demonstrations for things like proper tool use and proper planting technique.

What to Bring

Please come dressed for the weather as volunteer events will take place in various conditions. Depending on the day you may want to consider bringing rain gear (waterproof pants and jacket with a hood), a hat, and warm layers. Sturdy closed-toe footwear is a must and long pants and sleeves are always a good idea too. Also consider sun glasses and sun screen if we are expecting sunshine. We will be doing physical work outdoors so please wear work clothes that you don't mind getting dirty or ripped. Also if you require or may require medication please bring it with you.

Bring all the drinking water you will need and a snack or lunch for the break depending on your needs and preferences.

Pets

As much as we love our furry friends, please leave them at home for volunteer events. Registered service animals are welcome.



Safety

We ask all program participants to keep in mind their own safety and that of other participants while volunteering. Volunteering organisations are required to have a safety plan, some things individuals should keep in mind are to take extra caution when walking through uneven, unmaintained terrain to avoid any slips, trips or falls. Special care should also be taken when using or storing hand tools to keep everyone injury free while volunteering. Always be aware of your surroundings and keep an eye out for potential hazards.

Accessibility and Inclusivity

We strive to provide an accessible and inclusive environment for our volunteers that reflects the diversity of our community. Please let us know if there are ways we can accommodate your inclusion in this program.

Volunteer Rights and Responsibilities

As a qRD Parks, Properties & Trails Volunteer you can expect to be treated with respect and appreciation. The qRD will provide support and appropriate resources to facilitate meaningful volunteer involvement in the program. We aim to involve volunteers in a way that reflects skills, needs, interests and backgrounds within the scope of our program. You have the right and the responsibility to decline to take on any work

As part of this program, the qRD commits to:

- Ensure that you are provided with a safe working environment.
- Treat you fairly, with respect and value and recognize you for your contribution to the work of the qRD.
- Provide management of volunteers and volunteer activities in a manner that is consistent with qRD policies, standards and bylaws.
- Provide valuable opportunities for you to become an active supporter of qRD Parks, Properties & Trails Volunteer Program.

As a volunteer you are expected to support and abide by the vision, mission and values of the qRD and the Parks, Properties & Trails Volunteer Program. Volunteers must read and agree to follow the qRD Parks, Properties & Trails Volunteer Program Agreement to become a participant in the program.

We ask that you actively participate and contribute to the work assigned and supervised by your organisation or qRD staff to the best of your abilities while volunteering. In return for your time and energy, you will receive some of the many benefits that come with volunteering.



All policies and practices of the program are implemented to ensure a safe working environment for both volunteers and the qRD.

Supervision and Evaluation

Volunteers will be supervised by their organisation's leadership or qRD staff during volunteer events. Feedback will be provided to volunteers on an ongoing basis as needed. Volunteers are also encouraged to provide feedback regarding the program to qRD staff.

Dismissal and Resignation

The qRD may end an individual's participation in the program if they do not remain in compliance with applicable qRD policies standards and bylaws as per the qRD Parks, Properties & Trails Volunteer Program Agreement. Efforts will be made to address issues with a volunteer should any arise. Dismissal of a volunteer will only be considered as a last resort if issues cannot be resolved.

As a volunteer you can cease participation in the program at any time you wish. We appreciate you letting us know if you will no longer be participating in this program so that we can thank you for your contributions, keep our records up to date, and receive any constructive feedback you may have about your experience in the program.

VOLUNTEER EVENTS

Volunteer events may be advertised on the qRD website or other media. Once you are signed up for volunteer events, you can also receive emails about your upcoming scheduled volunteer activities.

COMMUNICATIONS, PROMOTION AND ENGAGEMENT

We may also send out opportunities and program information to program organisations and volunteers by email. Volunteers may be photographed. Images are subject to public disclosure for the use and promotion of this initiative and other qathet Regional District activities. If you would prefer not to be photographed, please inform the photographer.

FEEDBACK

We welcome feedback from our volunteers. Please tell us about your experience with the program using the contact information below.



THANK YOU!

This program would not be possible without the generous contributions of time and energy by volunteers like you!

The qRD thanks you for wishing to make this community a better place to live, work and play through your intention to become involved with the Parks, Properties, & Trails Volunteer program.

CONTACT

Please get in touch if you have any questions about the program and how to get involved.

Contact Operational Services in one of the following ways:

Email: operations@qathet.ca

Main Office Phone: 604-485-2260

Community Services Office Phone: 604-487-1380

In Person or by Mail: 2815 McCausland Road, Powell River, BC V8A 0S2



qathet REGIONAL DISTRICT

PARKS, PROPERTIES & TRAILS VOLUNTEER AGREEMENT

Thank you for your interest in volunteering with the qathet Regional District (qRD)!

Please read the following information and fill out the qRD Parks, Properties & Trails Volunteer Application Form to get started with the qRD Parks, Properties & Trails Volunteer Program.

Please complete the application form and submit the complete and signed application form by email, regular mail, or in person.

There are many benefits to volunteering including supporting the vision of the qRD:

The Vision of the qathet Regional District is working collaboratively for the common good to support a thriving, inclusive and sustainable community.

As a qRD Parks, Properties & Trails Volunteer, you will be contributing to the fabric of this community. It is also a great way to learn about local ecosystems, meet new people, build your skills, abilities, and give back to your community!

Volunteer Expectations and Responsibilities

As a volunteer with the qRD, I agree to act in accordance with qRD policies regulating conduct including, but not limited to, the Public Standard of Conduct Policy, Health and Safety Policy, and the Workplace Bullying and Harassment Policy.

Summary of Applicable Policies I agree to follow as a qRD Volunteer:

- I will be friendly, courteous and respectful;
- I will be a team player, contribute to the best of my abilities, and offer assistance whenever required;
- I will maintain a high standard of quality in my work;
- I will be honest, trustworthy, reliable and dependable;
- I will take direction from and work co-operatively with my supervisor;
- I will co-operate with my fellow volunteers – *together* we get the job done!;
- I will not use inappropriate language or engage in inappropriate behaviour;
- I will respect the confidentiality of the qRD and my fellow volunteers;
- I will do my part to maintain a safe and healthy working environment by following safe working procedures and using personal protective equipment as required;
- I will report any injury, illness, hazards or other health and safety concerns to my supervisor immediately.



qathet REGIONAL DISTRICT

I also agree to act in accordance with the qRD Parks, Properties & Trails Volunteer program. To this end, I agree to:

- Act lawfully;
- Be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for myself, family, friends or business interests;
- Follow the letter and spirit of qRD policies and procedures.

I acknowledge that my responsibilities as a volunteer with the qRD include:

- Actively participating in assigned activities under the oversight of qRD;
- Complying with all applicable qRD policies and procedures;
- Carrying out any work I volunteer to perform under the direction of my organizations leadership or qRD staff;
- Making a commitment to the qRD to contribute in ways that support the qRD corporate strategic plan.

qRD Expectations and Responsibilities

The qRD agrees to:

- Ensure that you are provided with a safe working environment;
- Treat you fairly, with respect and value and recognize you for your contribution to the work of the qRD;
- Provide management of volunteers and volunteer activities in a manner that is consistent with qRD, policies, standards and bylaws;
- Provide valuable opportunities for people to become active supporters of parks and trails initiatives that complement the work of qRD staff;
- Provide support and appropriate resources to facilitate meaningful volunteer involvement;
- Provide the infrastructure for successful volunteer involvement by adopting the policy framework and procedures that define the support and involvement of volunteers.

Please contact us if you have any questions about the program.

Manager of Operational Services
Email: operations@qathet.ca
Phone: 604 - 487 - 1380



qathet REGIONAL DISTRICT

Date of Application (yyyy/mm/dd)	
Full Name	
Email Address	
Home Phone Number	
Cell Phone Number	
Mailing Address	
Birthdate (yyyy/mm/dd)	
Affiliation (if applicable)	
Reason for Volunteering	
Relevant Experience (if any)	

The qathet Regional District (qRD) is collecting information for the purpose of authenticating, verifying, and processing your qRD Parks, Properties & Trails Volunteer Application. This information will be used to contact you, share your information with event organizers, and distribute information.

The qRD, in compliance with the Freedom of Information and Protection of Privacy Act, may collect the personal information of clients/customers/members in order to perform the duties and functions including those as set out above. Our privacy commitment includes ensuring the confidentiality and security of the personal information of clients/customers/members and allowing our clients/customers/members to request access to, and correction of, their personal information. By completing this form, participants consent to the collection, use, and disclosure of information received as part of this project.

If you have any questions about our privacy policies, please contact Michelle Jones, Corporate Officer, Administrative Services at administration@qathet.ca or call 604-485-2260.



qathet REGIONAL DISTRICT

Are you interested in a particular type of event? (Check as many as you like)

- | | |
|---|--------------------------------|
| <input type="checkbox"/> Ecological Restoration | <input type="checkbox"/> Other |
| <input type="checkbox"/> Trail Building | <input type="checkbox"/> All |
| <input type="checkbox"/> Parks Clean-ups | |

Are you interested in a particular area within qRD?:

Please list relevant health and safety considerations (conditions, medications, allergies):

Please check the following boxes to indicate that you have read and agree to the following statements. You must agree to # 1 and # 2 to participate in the program. Agreement to # 3 is optional for program participation.

#1 Agreement

I have read and agree to abide by the qRD Parks, Properties & Trails Volunteer Agreement.

- I AGREE
- I DO NOT AGREE

#2 Waiver

I understand that there are inherent risks to participating in the qRD Parks, Properties & Trails Volunteer Program and I release and hold harmless the qathet Regional District, their officers, agents, and employees, including Operational Services staff and volunteers, from any liability for any injury or damage that I may sustain connected with participation in this program.

- I AGREE
- I DO NOT AGREE



#3 Photo Consent

I give the qathet Regional District the full right, ownership of and permission to utilize photographs, film or other images taken of me participating in parks-related activities in perpetuity. I understand that my photograph/image/recording may be used in promotional materials including but not limited to posters, website, social media, brochures, newsletters, and newspaper articles. I understand that I will not be compensated for any use of my photographs/images/recordings and those of me. I understand the qRD has no requirement to notify me should any photograph/image/recording of my likeness be used by the qRD. I release and hold harmless the qathet Regional District, their officers, agents, and employees, including Operational Services staff and volunteers, from any liability from use of my image or likeness, in connection with my participation in this program.

I AGREE AND WILL SIGN THE GENERAL CONSENT AND RELEASE FORM

I DO NOT AGREE

#4 Consent to receive email notifications

By providing your contact details below, you consent to receive emails about upcoming volunteer opportunities based on your areas of interest. Please contact operations@qathet.ca to unsubscribe at any time.

I AGREE

I DO NOT AGREE

I have read, understand and hereby consent the above statements and the Agreement:

Signature: _____ **Date:** _____

Witness: _____ **Date:** _____

Please submit your Parks, Properties & Trails Volunteer Application Form to the qRD Operational Services Department using one of the following options:

- **By email: operations@qathet.ca**
- **In person or by mail: 2815 McCausland Road, Powell River, BC V8A 0S2**



I, _____, EFFECTIVE AS OF THIS _____ DAY OF _____, 20____, **ACKNOWLEDGE AND AGREE WITH THE QATHET REGIONAL DISTRICT (“qRD”)**, or successor representatives, in consideration of the opportunity for me to participate in the Recordings described below and for other good and valuable consideration (the receipt and sufficiency of which I acknowledge), **AS FOLLOWS:**

1. I AM ENTITLED TO ENTER INTO THIS AGREEMENT, WHICH WILL APPLY TO ALL RECORDINGS IN WHICH MY IMAGE APPEARS, AND THESE RECORDINGS MAY OR MAY NOT BE USED BY THE QRD IN WHOLE OR IN PART.

I acknowledge that the qRD desires from time to time to use photographs, audio recordings, video recordings, digital images, sketches, notes, written extractions and other forms of recording (collectively, “Recordings”) that capture my image, likeness, voice, performance, opinions, name or related personal information (or any or all of these) (collectively, “Image”).

This Agreement shall apply to all Recordings, and my Image as it appears in all Recordings, made available to the qRD, whether such Recordings have been made or taken: **a)** by any representative of the qRD including any past, present or future employee, appointee, advisor, officer, agent, volunteer, contractor, subcontractor, successor, licensee or assignee of the qRD (each, a “Representative”); or **b)** by me or any other person and submitted by me or any other person on my behalf, and therefore with my consent, to the qRD or a Representative.

I further acknowledge and agree that the qRD and its Representatives may, but are under no obligation to, make any Use of the Recordings, in whole or in part. I represent and warrant that this Agreement does not in any way conflict with any existing commitment on my part with respect to the Use or capture of my Image in any Recordings.

2. MY IMAGE MAY BE USED AND DISCLOSED FOR BROAD PURPOSES AND THE RECORDINGS USED IN ANY MANNER.

Unless otherwise agreed in writing, I, unconditionally consent, authorize and grant in perpetuity to the qRD and its Representatives all necessary authority, right and license throughout the World, and in their sole discretion, to: **a)** store and Use my Image as it is captured in the Recordings; and **b)** Use the Recordings without limitation or restriction.

For the purposes of this Agreement, “Use” or “Used” means: **a)** both commercial and non-commercial use and unlimited disclosure of and access to my Image including for public relations, public promotion, advertising, marketing, educational and editorial purposes; **b)** unlimited use or exploitation of the Recordings for any internal or external purpose, including for public relations, public promotion, advertising, marketing, educational, editorial or any and all other commercial or non-commercial purposes whatsoever, and further includes the right to print, reproduce, copy, distribute, sell, loan, exhibit, display, publish, broadcast or communicate the Recordings in all forms, media and technologies now known or hereafter developed, including via the Internet; and **c)** the right to alter, change or modify my Image and/or the Recordings or to combine or incorporate all or any parts of my Image and/or the Recordings into other works, create derivative works from my Image and/or the Recordings and the right to use my Image and/or the Recordings alone or in combination with other persons or images, including with the marks and branding of the qRD or its Representatives.

3. I DO NOT OWN THE RECORDINGS MADE BY/FOR THE QRD, OR MY IMAGE AS IT APPEARS IN ANY RECORDINGS.

I confirm that, as between myself and the qRD, the qRD owns and will retain all rights, title and interest throughout the World in and to all Recordings made or taken by it or any of its Representatives, as well as my Image as it appears in any Recordings. I hereby irrevocably and unconditionally assign and grant to the qRD all assignable rights, title and interest and waive in favour of the qRD all non-transferable rights and interests, including any “moral rights”, that I have or may acquire (including personality and publicity rights) in Recordings made or taken by the qRD or any of its Representatives, and my Image as it is captured or Used in any Recordings. The qRD may license or assign its rights in the Recordings to third parties and I agree that, in such event, the preceding sentence will extend to all such parties and their assignees and licensees.

4. I AM NOT ENTITLED TO RECEIVE ANY PAYMENT FOR THE USE OF THE RECORDINGS OR THE USE OF MY IMAGE IN THE RECORDINGS.

Unless otherwise expressly agreed to in writing in advance, no royalties, fees or other form of payment or compensation whatsoever will be provided to me for or in connection with this Agreement or any current or future Use of my Image or the Recordings. The qRD and its Representatives may, but are not obligated to, in their discretion, identify me in connection with their Use of the Recordings or my Image as it is captured in the Recordings.

5. I AM GIVING UP MY RIGHT TO SUE, AND I HAVE NO RIGHT TO APPROVE THE USE OF MY IMAGE OR THE RECORDINGS.

I hereby waive my rights and release and agree to hold harmless the qRD and all of its Representatives from any and all claims of any nature whatsoever which I may now or in the future have against any or all of them by reason of any fact or matter in any way relating to or arising from their ownership or Use of my Image or the Recordings, or otherwise relating to the subject matter of this Agreement. I hereby waive any right that I may have to approve, at any time, the manner of Use of the Recordings or the Use or appearance of my Image as it is captured in the Recordings.

6. NO OTHER AGREEMENT IMPACTS THIS AGREEMENT; ALL CHANGES MUST BE AGREED IN WRITING; BC LAW APPLIES.

This Agreement is the entire Agreement between the parties relating to the subject matter of this Agreement and any modification must be in writing and signed by the qRD. This Agreement will be governed by the laws of British Columbia and the laws of Canada applicable therein and the courts of British Columbia sitting in Victoria will have exclusive jurisdiction over any dispute arising from or relating to this Agreement or its subject matter.

7. BY SIGNING BELOW I CONFIRM THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT AND THAT IT IS MY INTENTION TO ENTER INTO AN AGREEMENT TO WAIVE MY RIGHTS, INCLUDING MY RIGHT TO SUE, WITH RESPECT TO THE USE OF THE RECORDINGS AND MY IMAGE AS CAPTURED IN THE RECORDINGS.

In the event that the Image is that of a person under the age of 19 years, whose full name is _____ (the "Minor"), I represent and warrant that I have the authority to, and I do hereby, agree for and on behalf of the Minor, as well as myself, to all of the terms and conditions contained in this Agreement.

SIGNED AND DELIVERED BY ME THIS _____ DAY OF _____, 20_____.

Signature

Witness Signature

Your personal information (including your Image) is being collected under Section 26 of the Freedom of Information and Protection of Privacy Act for the purposes described above in this Agreement. If you have any questions regarding the collection of personal information under this Agreement, please contact:

Michelle Jones, Corporate Officer
qathet Regional District
#202-4675 Marine Avenue
Powell River, BC V8A 2L2
administration@qathet.ca
604-485-2260