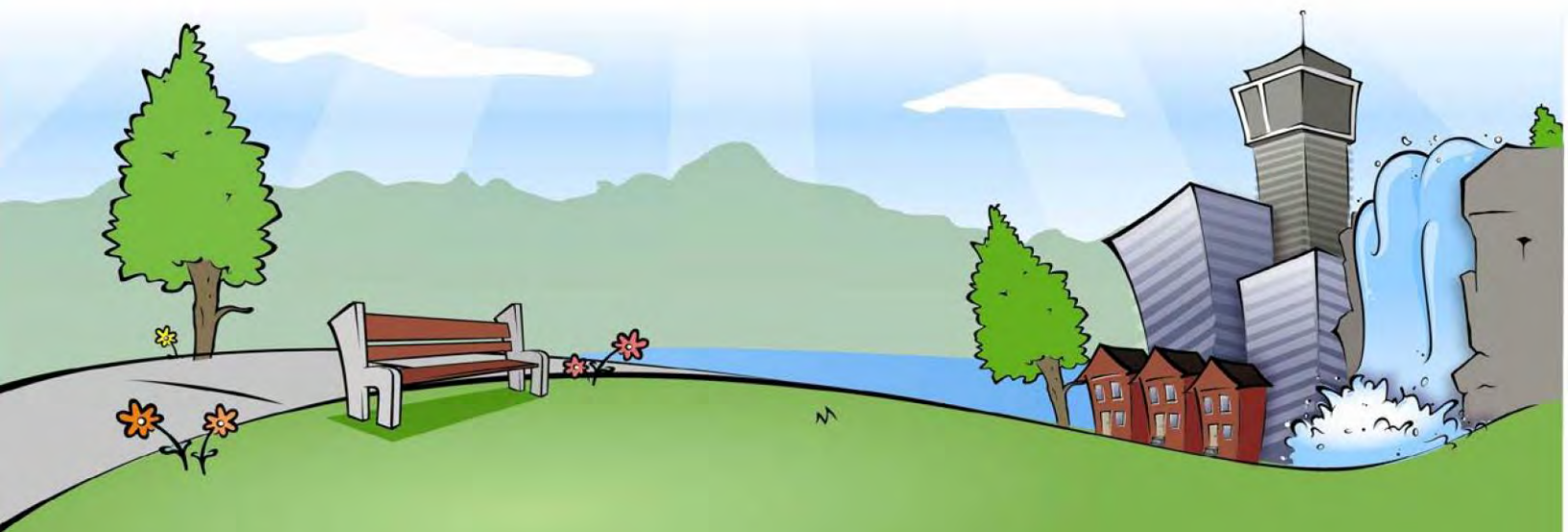


Adopt · A · Park



Hamilton

Parks Hamilton



Volunteer Manual

What is the Adopt-a-Park Program?

The Adopt-a-Park Program is a year-round program for volunteers to help maintain and care for trees, flowers and shrub beds in their local parks and dog parks, green spaces, woodlots and trails. The goal of the Adopt-a-Park program is to engage volunteers and community groups in creating and preserving green spaces and safe parks for everyone. Volunteer cleanup efforts create great parks and great parks make great neighbourhoods!

How it works

Adopt-a-Park groups sign up and agree to care for a park or green space for three years. The group must host litter clean ups, add woodchips or mulch for trees, remove or report graffiti and weed shrub beds at least four times each year.

What are the benefits of adopting a park / green space?

Volunteer commitment to local neighbourhoods is crucial in keeping our green spaces clean, safe and beautiful. A beautiful and vibrant neighbourhood park or green space attracts users and volunteers, increasing pride in the surrounding area.

Participating Adopt-a-Park groups receive an Adopt-a-Park sign with the group's name or logo; **in recognition of the group's efforts.**

As an Adopt-a-Park partner you can:

- Help beautify parks, green spaces and community
- Support small pollinator patches
- Animate park and green spaces through art and events
- Gain a sense of community and civic pride
- Help preserve natural resources
- Enjoy the benefits of outdoor activity
- Help reduce crime and vandalism
- Lead by example in keeping Hamilton clean & green!

What is the role of the City of Hamilton?

The City will:

- Provide regular maintenance in all City parks and green spaces
- Help you choose a park or green space and determine needed improvements
- Provide support to Adopt-a-Park groups when needed, including volunteer support, networking, troubleshooting and safety training
- Refer you to small grants and community partners
- Receive and review inquiries and incident reports
- **Provide the tools you'll need for a successful clean-up** (litter & recycling bags, gloves, yard waste bags and safety information)
- Pick up garbage, recycling, and yard waste if needed

Adopt-a-Park enrolment process

Fill out the application form at www.hamilton.ca/adoptapark

The City will contact you to complete the process of adopting a green space.

Requests are processed on a first come, first served basis. If more than one group requests the same park at the same time, a lottery will be held to choose which group will adopt the park. Sometimes depending on the size of the park, more than one group can adopt the same park. The City of Hamilton makes the final decision to allow a group to adopt a park / green space.

Volunteer responsibilities

- NEW – Register on Team up to Clean up website, to receive Adopt A Park clean up supplies, gloves, recycle, garbage and green waste bags
- NEW – **If you're planning an event**, more than 15 people (more than just a clean up) in your adopted park, be sure to contact Recreation Facilities: [Recreation Facility Rentals | City of Hamilton, Ontario, Canada](http://www.hamilton.ca/recreation-facilities-rentals)
- NEW – **If you're planning a project, creating a pollinator patch, installing a mural or community information board**, you should apply for either a Clean and Green Grant or a Placemaking Grant
- Appoint or select a group leader to act on behalf of the group
- Attend or receive annual Adopt-a-Park training information
- Be familiar with "Safety Guidelines for Volunteers" before participating in a clean-up of the adopted park. It is the responsibility of the group representative to assure all volunteers have received safety training before they participate

- Oblige by all laws and regulations relating to safety and such terms and conditions as may be required by the City
- Plan for off road parking or shuttle bus-type transportation
- Provide supervision, safety equipment and First aid service
- Host a clean up at least four (4) times each year and place wood chips around trees at least once (1) each year or as required
- Plant, **water and maintain small pollinator patches, as per City's specifications**
- Wear a city-approved safety vest when near a roadway
- Wear appropriate safety apparel during the clean-up; such as safety glasses and protective gloves (if required)
- Do not pick up litter on roads, paved or gravel shoulders, medians, bridges, tunnels, overpasses, or around other structures or locations that could pose a danger
- Wear clothing that will not impair vision or movement
- Ensure that no individual under the age of thirteen (13) is present without a **parent or guardian's permission**
- Provide supervision by one adult (18 years of age or older) for every ten (10) or less volunteers under 13 years of age
- Ensure no volunteer possesses or consumes illegal drugs or alcohol immediately before or during an Adopt-a-Park clean up
- Suspend Adopt-a-Park activities when weather conditions become inclement (i.e. fog, rain, drizzle, high wind, electrical storms, etc.)
- Ensure that pets are on a leash and that no potentially dangerous animals are present that could inflict injury or disease
- Work only during daylight hours (1 hour after sunrise and 1 hour before sunset)
- Flag closed containers, heavy objects, or suspicious hazardous materials for pick-up and disposal by City staff
- Ensure that no signs, posters, or other display materials are posted in the adopted park during or between clean-ups
- Put garbage bags at the designated pick-up site(s) as pre-arranged by the City and the group representative
- Notify the City immediately after each clean-up to have garbage bags and debris removed
- File a Community Improvement Report within 5 days of the completed clean up, forms available on the Adopt A Park website
- Ensure that Adopt-a-Park activities do not occur on the dates noted in the Agreement
- Return all inventory to the City at the end of an Adopt-A-Park Agreement unless it is renewed. Failure to do so will result in the group or individual being billed for the replacement value of the items

Adopt-a-Park partnership conditions:

The City of Hamilton has the right to terminate an agreement if an Adopt-a-Park group does not meet the terms and conditions of the agreement. The City may establish other procedures and requirements for the administration of its Adopt-a-Park program at any time.

Before you begin your Adopt-a-Park clean up:

1. Ensure that all participants complete the volunteer participant list. Participants under 18 years of age must have the signature of their parent or guardian.
2. Ensure that you have discussed the safety tips and regulations. Identify, evaluate and eliminate Health & Safety risks to ensure that hazards are managed.
3. Make sure you have all tools and materials required to complete your clean up safely and efficiently. Check that your equipment is in good working condition.
4. **If you're planning** an event in addition to your clean up or a stand alone event, planning a B.B.Q, a fundraiser or serving food, be sure to notify Recreation Facilities at [Recreation Facility Rentals | City of Hamilton, Ontario, Canada](#), they will determine if you require a Community S.E.A.T application. If serving food, please ensure **that you're following Public Health Guidelines** and that one of your representatives has a validated Food Handlers Certificate.

After your clean up:

1. Ensure that you group leader keeps the participant lists.
2. Complete and submit the Community Improvement Report within 5 business days.

Safety first!

It is important that all Adopt A Park volunteers have read the safety information and understand what to do if they come across any hazardous items.

Safety tips

- Visit the cleanup location before your cleanup date to look for possible hazards.
- Arrange for adult supervision if you have youth volunteers.
- Have young volunteers ask an adult first if they are unsure about picking up a piece of litter.
- Make sure volunteers are safe during the event.
- Wear a safety vest or bright clothing so volunteers can find you easily in an emergency.
- Have all volunteers work in pairs or small groups.
- Ensure all volunteers wear work gloves and closed toe shoes.
- Use tools and equipment safely and as intended to avoid injury.
- Remind volunteers to wash hands before eating and at the end of the day.
- Keep sunscreen and insect repellent on hand.
- Make sure all volunteers drink water and keep hydrated.
- Ensure volunteers take breaks and do not over-exert themselves during the community clean-up.
- If you experience any injuries or illnesses during the clean-up, seek medical attention immediately.
- Suspend the cleanup during bad weather (fog, thunder and lightening)

Hazardous items

Do not allow volunteers to pick up anything that could be hazardous to their health. This includes:

- hypodermic needles
- syringes
- jagged glass or other sharp objects
- animal carcasses
- urine bottles
- heavy objects
- air brakes

If you come across any hazardous items, flag them and call 905-546-2489.

Emergency Response

- Bring a phone to call for help (9-1-1) in case of an emergency
- After calling emergency services, please call (905) 546-2424 x1482 to report the incident to the City

First aid kits

- You are required to supply your own first aid kit. The kit should be readily available and include, at a minimum, bandages, a compression bandage, antiseptic swabs and tweezers. A member of your group must be trained in basic first aid and emergency procedures to properly administer first aid
- A first aid kit is provided in the Community Clean Trailer

Planning tips:

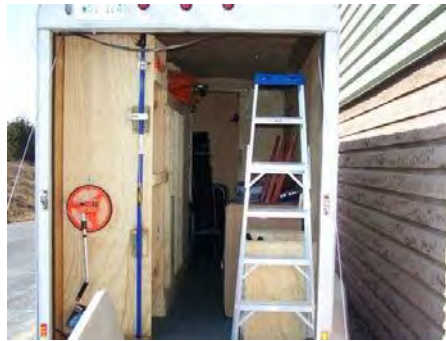
1. Be sure to register on the Team up to Clean up website, at least 2 weeks before your clean up, to ensure you get your clean up supplies in time.
2. Organize a clean up around Earth Day in April, or during the fall after the leaves have fallen.
3. Spread the word to your neighbours and people in your local community to get them excited about a park / green space clean up. Keep a list of those who have interest in helping and keep them informed of the time and day of the big clean up. A simple email list or a Facebook page will keep your group engaged.
4. Tour the park / green space and observe the litter there. Determine how the litter will be disposed of: i.e. garbage, recyclable, leaf and yard waste. Leave hazardous material or waste for City staff to collect.
5. Remove and recycle glass bottles before they are broken.
6. Divide volunteers into groups and have some pick up litter, some remove graffiti, others weed pollinator patches, shrub beds or mulch the trees. Volunteers who are well organized, accomplish more.
7. Use the Community Clean Trailer and the Clean & Green Trailer when possible. It has all the tools and equipment you will need to help make your park / green space look great!

Community Clean Trailer

The Community Clean Trailer and the Clean & Green Trailer is available to all Adopt-a-Park groups. The Community Clean Trailer and the Clean & Green Trailer has tools and supplies for litter clean up, graffiti removal, and

beautification activities. Booking the Trailers are on a first come first served basis, so book early to avoid disappointment!

Book at: www.hamilton.ca/adoptapark



Ideas for Adopt-a-Park Partners:

Getting involved is easy. Your group could organize any or all the following suggested activities:

- **Host a 'Youth Park Stewardship'** (adopters host a clean up or environmental stewardship activity for youth to earn community service hours within their own community)
- Litter cleanups, tree plantings and native flower & bulb plantings
- **Host a 'Playground Environmental Play-Day' event**
- **Host and monitor a 'park safety' or community watch program**
- Host a community lawn or garden workshop in the park
- Stoop and Scoop and Dog Cafes
- Commemorative Tree and Bench Program

Any one of these activities can provide Adopt-a-Park / Green Space Partners an opportunity to get active and contribute (whether through a clean up or **environmental stewardship activity**) to their community's park!

Share your Success!

Volunteers, neighbourhoods and Parks Hamilton want to know about your efforts and successes! We encourage Adopt-a-Park / Green Space groups to share their success on social media and in local and community newspapers & newsletters.

Contacts

Adopt-a-Park / Green Space Program Information:

Community Programs

Tel: (905) 546-2424 ext. 1482

Email: cleanandgreen@hamilton.ca

Website: www.hamilton.ca/adoptapark

Adopt-a-Park Clean Up Supplies

Register on our Team Up to Clean Up website at:

www.hamilton.ca/teamuptocleanup

Email: cleanandgreen@hamilton.ca

Events of 15 or more people and beyond a clean up

Contact Recreation Facilities, they will determine if a Community S.E.A.T is required

[Recreation Facility Rentals | City of Hamilton, Ontario, Canada](#)

Graffiti reporting:

Call 911 to report graffiti in progress.

Call (905) 546-CITY (2489) to report existing graffiti.

Vandalism:

Vandalism should be reported immediately to the City of Hamilton by calling (905) 546-CITY (2489). Do not intervene.

Needles:

Found a needle, now what?

If you find a needle on Public property including sidewalks, streets, boulevards, parks, trails or facilities, contact the City of Hamilton, Customer Contact Centre, (905) 546-CITY (2489) and report it.

- [Needle Syringe Supplies and Disposal](#)
- [Public Health - Be Smart with Sharps poster](#)(PDF, 123.95 KB)
- [Public Health - Found a needle, now what? poster](#)(PDF, 134.21 KB)

Bulk garbage and garbage pick:

After your clean up please contact (905) 546-CITY (2489)

Reporting illegal dumping:

Be aware of activities in your neighbourhood. If you see someone illegally dumping or if there are areas where illegal dumping has occurred.

Call (905) 546-CITY (2489)

Provide as much information as you can, including:

- make/model or license plate number of vehicle
- description of people
- any other information you think would help in an investigation

Do not approach anyone you believe is responsible for the dumping. City staff are trained to deal with these situations and are responsible for the investigation.

Public Health, Food Safety Program:

110 King Street West

Hamilton, Ontario L8P 4S6

Phone: 905-546-2489

Fax: 905-546-2787

Email: foodsafety@hamilton.ca

Adopt-a-Park Project Partners:

Clean and Green Grant

Environment Business Division and Clean and Green Citizen Committee

Phone 905-546-2424 ext. 5089

Email whitney.slattery@hamilton.ca

Placemaking Grant:

Tourism and Culture Division

Phone 905-546-2424 ext. 7505

Email sarah.ehmke@hamilton.ca

Public Art Installations:

Placemaking, Public Art & Projects

Phone 905-546-2424 ext. 6281

Email sarah.ehmke@hamilton.ca

Community Gardens:

Community Gardens & Neighbourhood Development

Phone 905-546-2424 ext. 7806

Email adam.watson@hamilton.ca

Hamilton Community Garden Network (HCGN)
Phone 905-574-1334 ext. 302
aangelo@n2ncentre.com

Pollinators Paradise
Phone 905-549-0900
Email pollinatorsproject@gmail.com or land@hamiltonnature.org

Commemorative Bench and Tree Program
For more information please visit our website at:
www.hamilton.ca/commemorative-park-bench-tree-program
Phone 905-546 -2424 ext. 7734
Email combench@hamilton.ca