



VOLUNTEER TRAINING





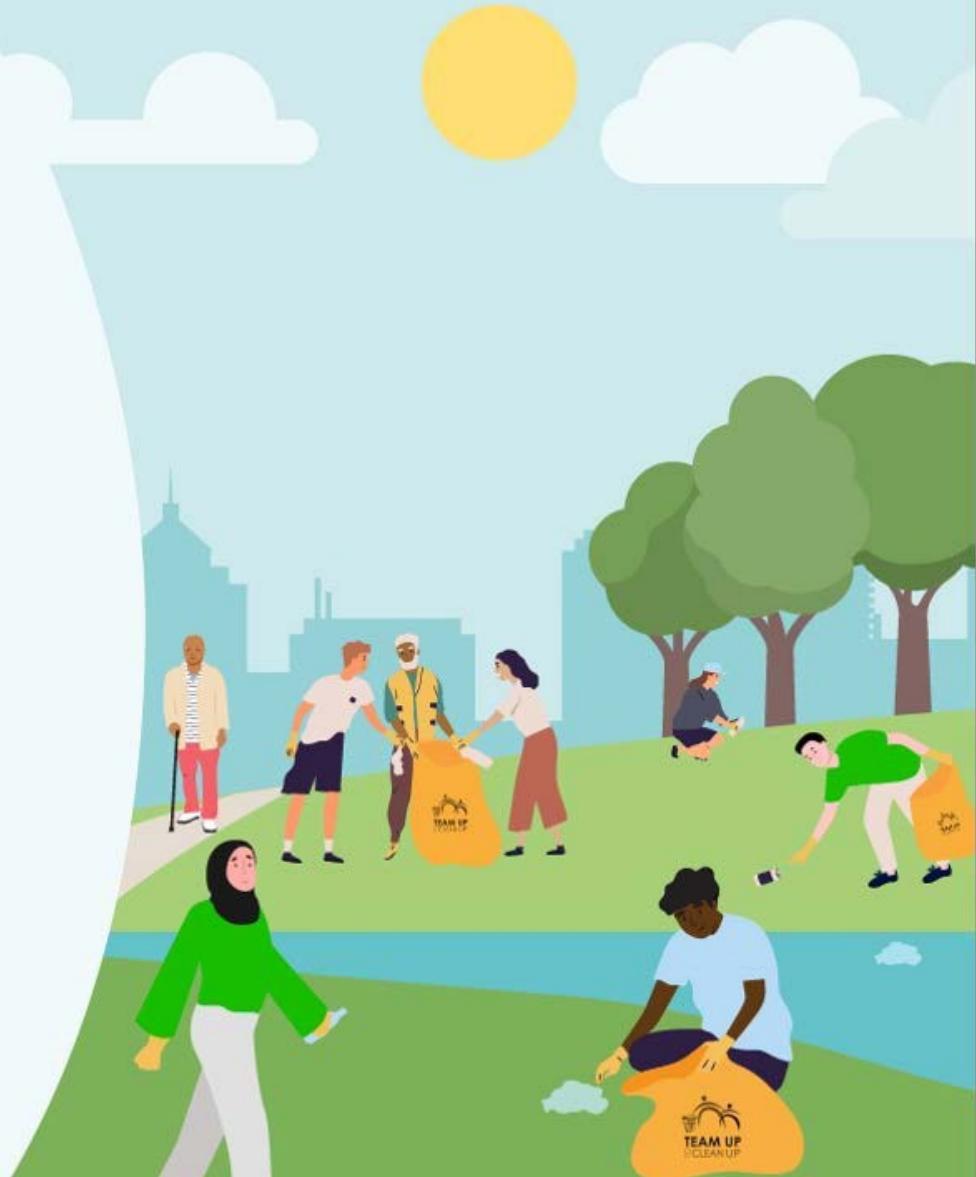
AGENDA

- What is the Adopt A Park Program?
- Adopt A Park Responsibilities & Agreement Terms
- Event Guidelines & Organizer Responsibilities
- Planning a Cleanup of Your Park
- Volunteer Activity Ideas
- Safety Tips





What is the Adopt A Park Program?





What is the Adopt A Park Program?

- Year-round program
- Volunteers contribute to the Biodiversity Action Plan and the Litter, Waste and Urban Forest Strategies
- Volunteers help maintain and care for green spaces and trees in their local park
- Designed to help keep Hamilton Parks litter free, attractive and safe
- Engages volunteers, park users, and community groups to be Clean and Green Champions



What is the Adopt A Park Program?

Litter and graffiti removal as well as beautification efforts contribute to the City of Hamilton's Biodiversity Action Plan, and the Litter and Waste Strategies!

Volunteer activities include:

- Litter and debris cleanup
- Graffiti removal and reporting
- Place Making and Eyes on the park
- Mulching every other year in the Fall, weeding and planting
- Park enhancements (play structures, benches, trees)



Adopt A Park

Responsibilities

&

Agreement Terms





Adopt A Park Responsibilities & Agreement Terms

Your Community Liaison Coordinator...

- Is responsible for a large group of volunteers
- Acts as a liaison between you and the City of Hamilton, Public Works Department
- Determines location and availability of the Park
- Coordinates sign making and installation
- Coordinates Adopt A Park Agreements and Renewals
- Administers orientation & health and safety training
- Supports access to clean up supplies and program resources



Adopt A Park Responsibilities & Agreement Terms

Adopt A Park Volunteers...

- Review all tools in the Digital [Adopt-A-Park](#) Tool box
- Cleanup **four times** per year, and at least once in the Fall
- Spread mulch in the Fall, every other year or as required
- Follow all rules, regulations, and safety information
- Complete the Sharing Success Report annually
- Review and adhere to the Share Kit expectations
- Team leader to ensure the Event Leader and Volunteer Participation Waiver is signed by all, team leader must keep this for their records in case of an incident



Adopt A Park Responsibilities & Agreement Terms

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 program agreement
- ☒ May establish other procedures and requirements for the administration of its Adopt A Park program

*Review Agreement <https://www.hamilton.ca/form/adopt-a-park-program-agreement>



Event Guidelines & Organizer Responsibilities





Event Guidelines & Organizer Responsibilities

- Be familiar with “Safety Guidelines for Volunteers” before your cleanup
- The group organizer is responsible to make your group aware of the safety guidelines
- Provide supervision, safety equipment, and have plans for emergencies including first aid
- Suspend cleanup activities when weather conditions become inclement (fogs, heavy rain, drizzle, high winds, electrical storms, etc.)



Event Guidelines & Organizer Responsibilities

- Ensure that participants under the age of 18 have parent or guardian permission, signed waiver to participate and are supervised during your event.
- Ensure that no individual under the age of 13 is present at the work site without a parent or guardian present.
- Ensure no volunteer possesses or consumes illegal drugs or alcohol immediately before or during your event
- If anyone experiences injury or illness, seek medical attention and report the incident to the City



Event Guidelines & Organizer Responsibilities

- Make sure you have all the tools and materials required to complete your cleanup safely and make sure your equipment is in working order
- Visit the cleanup location before your cleanup to identify, evaluate, and eliminate health & safety risks to ensure hazards are managed
- Flag closed containers, heavy objects, or suspicious hazardous materials for pick-up and disposal by City staff



Event Guidelines & Organizer Responsibilities

- Ensure all garbage bags are placed in Parks garbage cans or by them
- Do not pick up litter on roads, paved or gravel shoulders, medians, bridges, tunnels, overpasses, or around other structure or locations that could pose a danger
- Print off and have each volunteer (or their guardian for those under the age of 18) sign the participant waiver and **keep for your records**



Event Guidelines & Organizer Responsibilities

- Ensure that pets are on a leash and that no potentially dangerous animals are present that could inflict injury or disease
- Follow all laws and regulations relating to safety and such terms and conditions as may be required by the City
- Do not plan cleanups in encampment areas





Event Guidelines & Organizer Responsibilities

Please contact Hamilton Recreation | Facility Rentals:

- If you are planning activities in addition to your cleanup event such as a B.B.Q, a fundraiser, or serving food
- If your event will host more than 15 people and is (more than just a cleanup)
- If you are serving food, you must follow Public Health Guidelines and that one of your volunteers has a valid Food Handler's Certificate and is onsite



Planning a Cleanup at Your Adopted Park





Planning a Cleanup at Your Adopted Park

Step One: Review the Adopt A Park Digital Tool Box

- The Volunteer Handbook
- The Health and Safety Tip Sheet
- Event Leader and Volunteer Participant Waiver
- Group Photograph / Video Consent, Release and Waiver

* This must be printed off and all volunteers, or their guardians if under the age of 18 that participate in your event must review, agree, and sign.



Planning a Cleanup at Your Adopted Park

Step Two: Organize your Adopt A Park Team

- Create an online Facebook group or a poster to share at your local coffee shop
- Find volunteers by encouraging your friends, family, and neighbours to join your event
- Seek feedback from your volunteers around location and date preferences to gather ideas



Planning a Cleanup at Your Adopted Park

Step Three: Set the Date

- Using the feedback from your volunteers select a date and time that will ensure a good turnout
- Look at the weather forecast leading up to your event, set a rain date in case of bad weather

- * If you need to change the date and you have already arranged collection during your registration, please email cleanandgreen@hamilton.ca to advise of the changes as soon as possible



Planning a Cleanup at Your Adopted Park

Step Four: Register Your Event

- Register your event online on the Team up to Clean up website at minimal two weeks before your event date. You will need following information:
- Number of volunteers you expect to attend your event. Your park name and location
- Date of your event
- The Municipal Service Centre that you would like to pick up your supplies from



Planning a Cleanup at Your Adopted Park

Step Four: Register Your Event

You will be able to select the best option for trash disposal following your event:

- trash can icon Take the bags home with you and place with your weekly trash (our bags are specially marked to ensure they do not impact your weekly limit)
- trash can icon Request the City to collect our specially marked bags (garbage must be placed beside the garbage cans in your adopted park)
- trash can icon Waiver to take our specially marked bags to the transfer station yourself at no cost



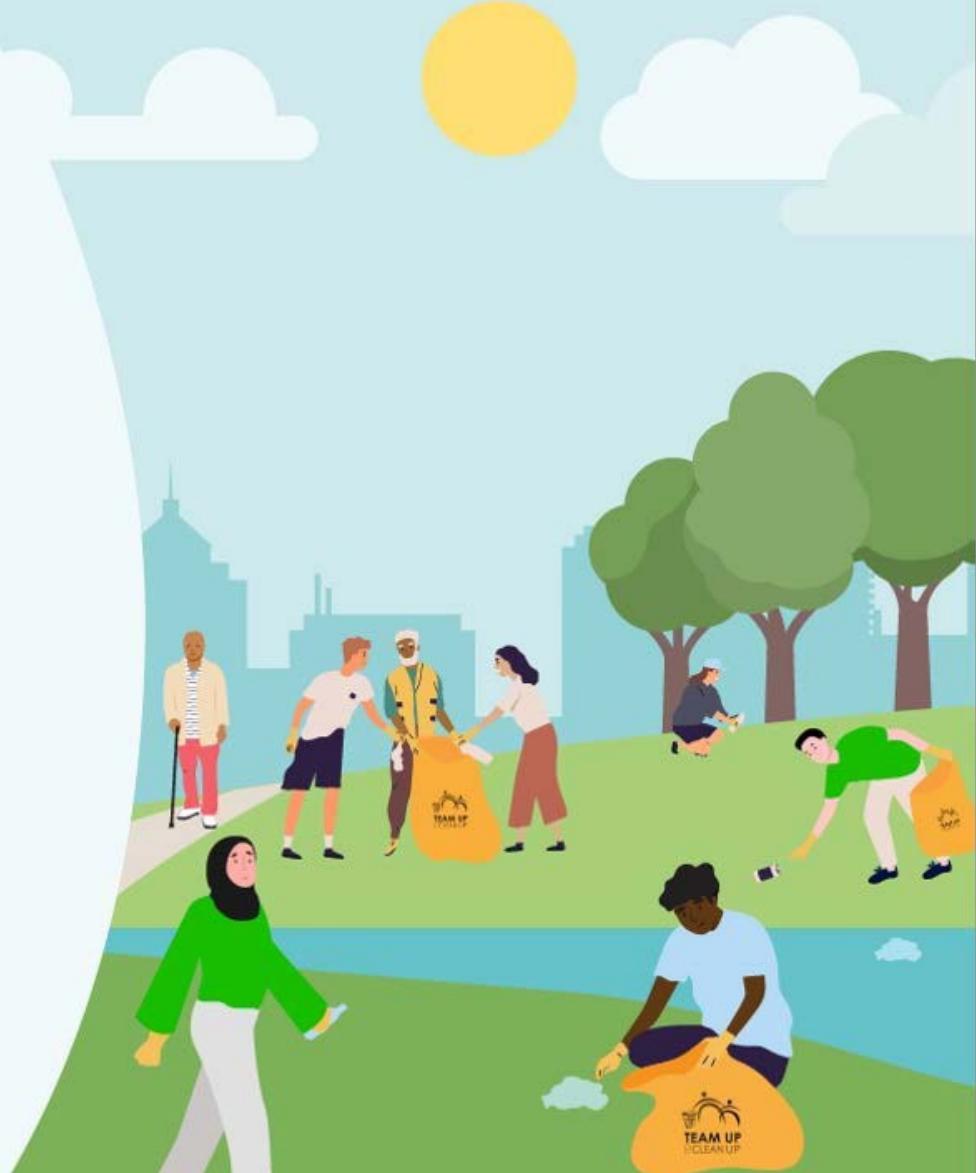
Planning a Cleanup at Your Adopted Park

Step Five: Host your event and share successes

- Complete the Sharing Success Report annually
- Submit highlights and/or photos, by emailing cleanandgreen@Hamilton.ca
- All photos must be accompanied with the Group Photograph Consent, Release and Waiver form found our website in the Adopt-A-Park Digital Tool Box



Volunteer Activity Ideas





Volunteer Activities

Adopters of parks support four (4) cleanups of their parks per year. In addition to your cleanups, you can organize any of the following with the approval from various City Departments:

- Place Making and Art Projects
- Request and spread woodchips, every other year or as required
- Organizing Events, i.e. Climate Action Speaker
- Commemorative Bench and Tree Program



Volunteer Activities

Examples of events your team may want to host include:

- Youth Park Stewardship: adopters host a cleanup event or environmental stewardship, climate change or biodiversity activity for youth to earn community service hours within their own community
- Park Open House or Park Safety event
- Dog Café for dog walkers
- Biodiversity Speaker Series
- Community Tree Planting

To learn more visit: [Environmental Initiatives](#)



Safety Tips





Safety Tips!

- ⚠ Wear clothing that will not impair vision or movement
- ⚠ Wear bright colors to enhance visibility while participating
- ⚠ Wear a safety vest when near a roadway
- ⚠ Wear appropriate personal protection equipment
- ⚠ Wear closed toe shoes
- ⚠ Use any tools and equipment safely and as intended
- ⚠ Have younger volunteers ask an adult first if they are unsure about picking up a piece of litter
- ⚠ Charge and bring your cell phone





Safety Tips!

- ⚠ Wear sunscreen and bug spray and re-apply as required
- ⚠ Wear a hat and sunglasses
- ⚠ Drink water and keep hydrated
- ⚠ Take breaks and do not over-exert yourself
- ⚠ Wash your hands after cleaning and before eating
- ⚠ If you experience any injuries or illnesses during the cleanup, seek medical attention immediately and notify your group leader
- ⚠ Stay away from current or recent encampment areas





Hazardous Items

Do not pick up or let other volunteers 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



Flag and report any and all hazardous items to the City by calling 905-546-2489



Questions?

Email:

cleanandgreen@hamilton.ca

905-546-CITY (2489)

