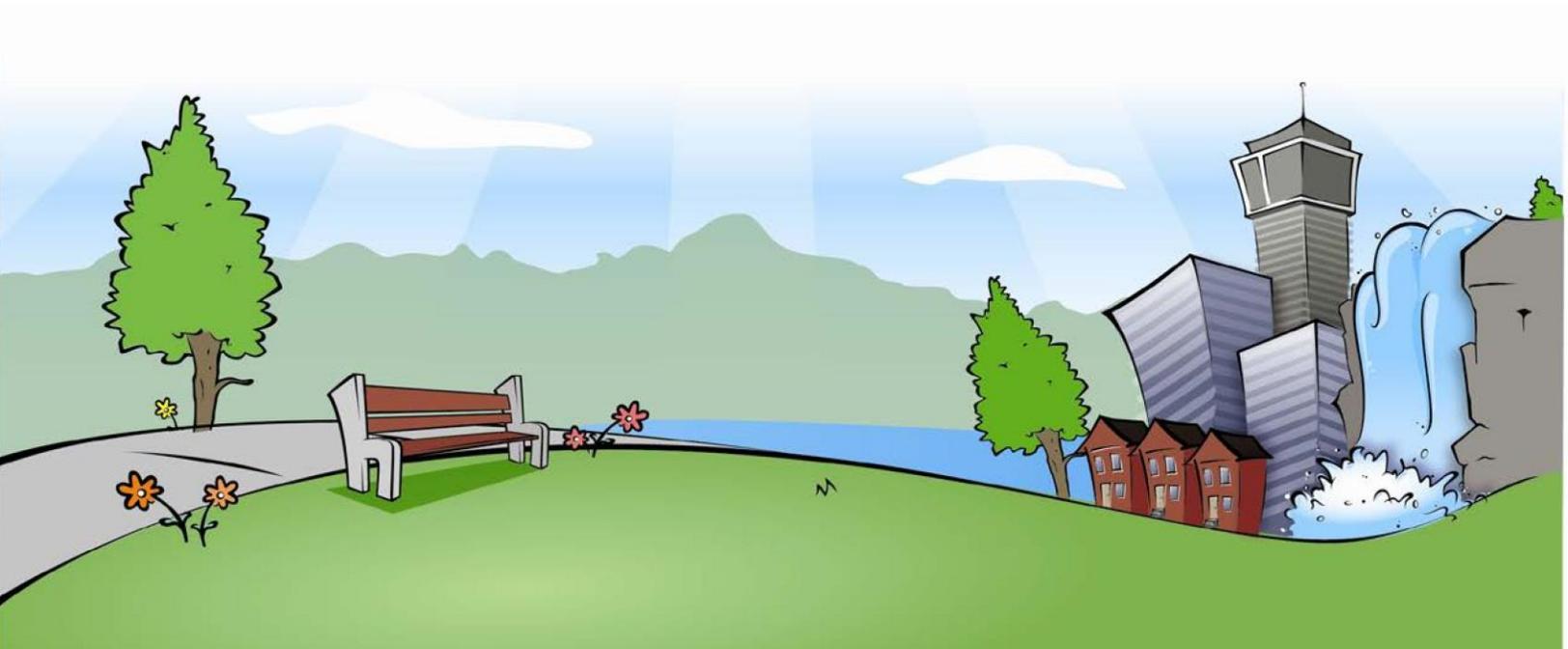


Adopt · A · Park



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 park. The goal of the Adopt-a-Park Program is to engage park users and community groups in creating and preserving clean and safe parks for everyone. Volunteer clean up 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 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?

Volunteer commitment to local neighbourhood is crucial in keeping our parks system clean, safe and beautiful. A beautiful and vibrant neighbourhood park 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 and community
- 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
- Help you choose a park and determine needed improvements
- Provide support to Adopt-a-Park groups when needed, including volunteer management and safety training
- Receive and review park 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 park.

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. The City of Hamilton makes the final decision to allow a group to adopt a park.

Volunteer responsibilities

- 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
- 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 event:

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 a B.B.Q or serving food, ensure that you're following Public Health Guidelines and that one of your representatives has a validated Food Handlers Certificate.

After your event:

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

Safety first!

Health & Safety information

Identify, evaluate and eliminate Health & Safety risks to ensure that hazards are managed.

- Gloves and/or hand protection should always be worn.
- Appropriate footwear must be worn while work is being performed, sandals are not permitted
- Loose or hanging jewelry and clothing must not be worn in any area where it could get caught and cause bodily harm.
- Volunteers should avoid working alone, pair volunteers.
- Volunteers should avoid working or coming into contact with infectious materials (any device such as a needle, syringe, or item that could cut or puncture and cause infection, disease, or infect an open wound). Volunteers must notify the group representative who then must notify City staff. Only properly trained coordinators or City staff are permitted to remove these items.
- Volunteers should not work under the influence of drugs or alcohol.
- Do not pick up anything that is too awkward or too heavy
- Sun protection is a vital concern for your own protection, you are required to provide your own sun protection. For your own protection, you should have a good insect repellent, you are required to provide your own insect repellent.

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 and complete an Incident

First aid kits

- You are required to supply your own first aid kit. The kit should be readily available. It should 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 in order to properly administer first aid.
- Please note that a first aid kit is provided in the Community Clean Trailer.

Planning tips:

1. Organize clean ups around Earth Day in April, or during the fall after the leaves have dropped.
2. Spread the word to your neighbours and people in your local community to get them excited about a park clean up. Keep a list of those who have interest in helping out 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.
3. Tour the park 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.
4. Remove glass bottles before they are broken.
5. Divide volunteers into groups and have some pick up litter, some remove graffiti, and others weed shrub beds or mulch the trees. Volunteers who are well organized, accomplish more.
6. 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 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: 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' event (adopters host a cleanup event 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
- Bird and bat box habitat development
- Paint a mural
- Pollinator garden
- Stoop and Scoop and Dog Cafes
- Tree Planting and Commemorative Tree and Bench Program

Any one of these events can provide Adopt-a-Park Partners an opportunity to get active and contribute (whether through a cleanup, event 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 groups to

share their success on social media and in local and community newspapers & newsletters.

Complete the Community Improvement Report!

Contacts

Adopt-a-Park Program Information:

Community Outreach

Tel: (905) 546-2424 x 1482

Email: clean&green@hamilton.ca

Website: www.hamilton.ca/adoptapark

Needles:

Contact the Needle Exchange Program at (905) 546-3541 or contact the City of Hamilton at (905) 546-CITY (2489).

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.

Bulk garbage and garbage pick:

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

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