

## CITY OF QUINTE WEST

### ADOPT-A-PARK / ADOPT-A-ROADWAY PROGRAM

The City of Quinte West has developed an Adopt-A-Park/Adopt-A-Roadway Program to encourage participation in beautifying our roadsides and parkland.

**CONCEPT:** City parks, roadways, and open spaces can be 'adopted' by youth clubs, neighbourhood groups, schools, or other organizations. These groups plan and carry out environmental activities within their adopted areas, in co-operation with City staff.

Their volunteer work can be augmented by funds from local sponsors to pay for materials and equipment. Plaques will be mounted at the entrance of each park or along the roadway identifying the adoptee group.

**OBJECTIVES:** The objectives of the project are to:

- ❖ **Create** the opportunity for citizens to help the environment;
- ❖ **Build** community pride and a sense of ownership in our parkland and roadways;
- ❖ **Develop** opportunities for youth to learn about the environment;
- ❖ **Share** the responsibility for a clean community with residents;
- ❖ **Reduce** litter and associated costs of cleanup; and
- ❖ **Provide** a means for service clubs and corporate sponsors to contribute towards local environmental projects.

**TYPES OF ACTIVITIES:** Activities may include doing periodic safety checks and reporting any damage and cleaning up litter and garbage. Other activities could include planting trees, flowers or shrubs as approved by City staff.

**FINANCIAL SPONSORS:** Adoptee could approach local business firms, service clubs, community groups, and residents to sponsor the work being done. These funds could be used to purchase garbage bags, trees, shrubs, flowers, bottled water, signage, and equipment such as gloves, safety "tear-away" vests, shovels and rakes.

**CITY SUPPORT:** City Staff will assist with selection of an appropriate site, provide a "Clean-Up Kit" of equipment and supplies, and arrange garbage pickup.

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If you are interested in the **Adopt-A-Park Project**, please complete the following registration form and return it to the Public Works Department. If you are interested in the **Adopt-A-Roadway Project**, please complete the following registration form and return it to the Public Works Department. For further information call **613-392-2841**.

**CITY OF QUINTE WEST**

**ADOPT-A-PARK/ADOPT-A-ROADWAY PROJECT**

**REGISTRATION FORM**

This is to acknowledge that \_\_\_\_\_ Park/Roadway  
has been adopted by \_\_\_\_\_ for the years \_\_\_\_\_ to \_\_\_\_\_.

ADOPTED PARK AREA: \_\_\_\_\_.

ADOPTED ROADWAY: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

**PURPOSE:**

To allow residents the opportunity to enhance the environment and beautify the City by assisting in the maintenance and development of parkland/roadways in Quinte West.

**GOALS:**

- ❖ **Create** the opportunity for citizens to help the environment;
- ❖ **Build** community pride and a sense of ownership in our parkland/roadways;
- ❖ **Share** the responsibility for a clean community with residents;
- ❖ **Develop** opportunities for youth to learn about the environment;
- ❖ **Reduce** litter and associated costs to cleanup; and
- ❖ **Provide** a means for service clubs, corporate sponsors to contribute towards local environmental projects.

\_\_\_\_\_ Date \_\_\_\_\_  
Name of Adoptive Group

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Group Representative

Signature \_\_\_\_\_ Date \_\_\_\_\_  
City of Quinte West Staff Contact

**ADOPT-A-PARK/ADOPT-A-ROADWAY PROJECT**

**WORKPLAN**

**\*NOTE:** Workplan must have City approvals before proceeding

Park/Roadway: \_\_\_\_\_

Adopted by: \_\_\_\_\_

Date of Cleanup: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Contact Person #1 \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Person #2 \_\_\_\_\_ Phone #: \_\_\_\_\_

Alternate: \_\_\_\_\_ Phone #: \_\_\_\_\_

City Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

<b>Tasks</b>	<b>Anticipated Dates</b>	<b>Expected # Participants</b>	<b>Material and Equipment</b>

Plan Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

CITY STAFF

## **ACTIVITIES YOU CAN DO IN YOUR ADOPTED PARK/ROADWAY**

### **Sanitation**

Removal of debris, garbage and recyclables from ditches, hard surfaces, including walkways, parking lots, sports fields, courtyards, playgrounds, ball diamond infields, flower beds, fence lines, and parks furniture (benches).

### **Inspect and Report**

Check for worn or damaged parks furniture, signs, playgrounds, courtyards, sports fields, walkways surfaces, lights or fences, damaged or dangerous trees and shrubs, or erosion.

### **Plant Trees, Shrubs, and Flowers**

Planting of approved trees, shrubs or flowers in designated areas conforming to park site plans, as well as regular weeding and watering to City specifications.

## **HOW TO ORGANIZE YOUR COMMUNITY CLEANUP**

### **At Least One Month Ahead:**

- ❖ Select the area you wish to clean. Ideally it should be an area that can be cleaned by your group in three hours or less.
- ❖ Choose a date for your cleanup, with an alternate date in case of poor weather conditions or park booking conflicts.
- ❖ Recruit key volunteers to help you organize the event.
- ❖ If permission slips are required from parents for youth volunteers, send slips home along with a description of your planned event and an invitation for parents to participate with their children.
- ❖ Discuss the cleanup event with your group and encourage their participation.

### **At Least One Week Ahead:**

- ❖ Arrange for necessary materials – cleanup “kit”, garbage bags, gloves, first aid kit(s), maps of the site, drinks, and litter sticks (if available).
- ❖ Contact the Parks Department to arrange for assistance to pick up garbage, and to establish pick-up area(s).
- ❖ Select the group leaders for the cleanup (suggested ratio: 1 leader for 10 volunteers). Assign specific responsibilities and give each a copy of “Guidelines to Group Leaders” and a map of their assigned area.
- ❖ Remind all volunteers of the date, location, time and anticipated duration of the cleanup. Make suggestions as to the type of protective clothing they should wear (i.e. closed toed shoes, gloves, hats, sunscreen).

## GUIDELINES TO GROUP LEADERS FOR CLEANUP EVENTS

### HELPFUL HINTS:

- ❖ Advise all volunteers to wear **Closed Toed Shoes** (i.e running shoes, hiking boots).
- ❖ Ask volunteers to wear bright colours to increase visibility.
- ❖ Your volunteers should work in small groups. The ideal size is two to three (never work alone).
- ❖ When garbage bags are getting full or heavy, (maximum 40 pounds) volunteers should take them to the areas designated for pickup by the Parks Department.
- ❖ Only work in daylight and fair weather, and avoid rush hours or high usage/traffic times.
- ❖ If volunteers become overly tired or the weather conditions turn inclement, use your own judgement to terminate cleanup activities early.
- ❖ As an option, you may wish to keep recyclable items (eg. cans and bottles) separate for pickup and recycling.
- ❖ Never bring infants or pets.

### SAFETY PRECAUTIONS:

- ❖ Ensure all volunteers are equipped with appropriate clothing, sun protection, water, and safety equipment.
- ❖ Children younger than 10 years old should not participate without parental supervision (and never on roadway cleanup). All children should be well supervised at all times.
- ❖ Establish a buddy system where two or three volunteers keep track of each other and to watch out for one another's safety. NEVER work alone!
- ❖ Avoid creeks, riverbanks, or ponds with high water or fast moving currents.
- ❖ Cross the road only at pedestrian crosswalks or flat visible locations.
- ❖ Instruct volunteers to pick up only non-hazardous materials. They should report any broken glass, or metal/plastic with sharp edges to their Group Leader. Use your own judgement whether to pick these up with gloves or to report them to the City Department for removal by trained staff. Needles should not be handled; Advise city staff if these are located.
- ❖ Have a stocked first aid kit available; Sun safe concerns should be followed.
- ❖ Roadside cleanups must follow the Manual Uniform Traffic Devices guidelines.
- ❖ If working roadside always face traffic and do not make sudden movements or distract drivers.