



# **Adopt-a-Park/Adopt-a-Road Program Guidebook**

**Program Contact:**

**[adopt@ottawa.ca](mailto:adopt@ottawa.ca)**

**Public Works Department  
City of Ottawa**

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## 1. Program Overview

This environmental stewardship program engages residents interested in contributing to a cleaner community. By taking part in cleanups on your own, with your family or friends, or with an organization, you can help keep public parks and roadways clean and green.

Join the program by entering into an Adopt Agreement with the City of Ottawa to clean up your chosen park/roadway at least twice a year – once in the spring and once in the fall. To meet these cleanup requirements, you're encouraged to register and participate in the spring and fall [Cleaning the Capital](#) campaigns. And, in recognition of your hard work and dedication, the City will install an Adopt sign (if eligible), displaying the name of the Adopt Participant(s) at the adopted park entrance, or at the extremities of the adopted roadway.

To submit an online application form, please visit [ottawa.ca/adopt](http://ottawa.ca/adopt).

## 2. Program Eligibility

The Adopt applicant must be:

- A minimum of 18 years of age or older. Children and youth are encouraged to participate in the program under the direct supervision of a person 18 years or older.
- A resident of the City of Ottawa.

The City will not enter into an Adopt Agreement with an applicant that produces, distributes, or promotes alcohol, cannabis, tobacco, vapour, or water-pipe products.

## 3. Adopt Participant Responsibilities

The Adoption Participant commits to:

- Cleaning up a park or roadway a minimum of twice a year for a period of two or five years.
- Submit a minimum of two online cleanup reports annually– once in the spring and once in the fall.

### 3.1 Permitted cleanup activities

- Pick up litter/debris
- Sweep sidewalks and pathways
- Pull minor weeds.
- Report problem graffiti on public or private property.
  - Vandalism graffiti can be reported by calling 3-1-1 or online: [Report problem graffiti](#)

Please avoid the following activities:

- Do not remove leaves in greenspaces. Leaves should be left in open spaces that are maintained by the City, including parks, and in all naturalized and natural areas. Please only remove leaves from pathways, play structures, splash pads and catch basins.
- Do not “tidy up” fallen branches or dead wood from our open spaces and natural areas. Coarse woody debris such as downed logs and fallen branches contributes to long-term forest health. City staff will handle any potentially hazardous trees or woody debris as needed.
- Do not alter the adopted park with gardens/plantings or other additions to City parks.
- Do not park on medians, boulevards or grassed areas.
- Do not speak with the media regarding the Adopt Program on behalf of the City. Media inquiries should be directed to: [medias@ottawa.ca](mailto:medias@ottawa.ca).

## 3.2 Online Cleanup Reports

Adopt participants are required to submit two online cleanup reports annually – once in the spring and once in the fall. There are **two options** to submit the required online cleanup reports.

### 3.2.1 Register and participate in the spring and fall Cleaning the Capital campaigns

Register and participate in the City of Ottawa’s [spring and fall Cleaning the Capital Campaigns](#):

- The spring campaign runs from April 15 to May 31 and the fall campaign runs from September 15 to October 15. For more information on the campaigns or to register, please visit [ottawa.ca/clean](http://ottawa.ca/clean).
- Submit the required online cleanup report. You will require the registration code to submit this report. The registration code is a five-digit number located in the subject line of the registration confirmation email.

Advantages of participating in Cleaning the Capital:

- The registered cleanup project will appear on the interactive project map on [ottawa.ca/clean](http://ottawa.ca/clean). This helps staff track the areas that have been cleaned throughout the city and reduces the duplication of cleanup efforts at the same project location.
- A cleanup kit is available upon request and includes, which includes nitrile gloves and garbage bags.

### 3.2.2 Complete your cleanup anytime

If Adopt Participants are unable to participate in the Cleaning the Capital campaigns, they may complete the required cleanups at any time during the spring and fall season.

For cleanup projects that are completed outside of the Cleaning the Capital campaigns, please use the [Adopt-a-Park/Adopt-a-Road online cleanup report form](#) on [ottawa.ca/adopt](http://ottawa.ca/adopt) to submit the required cleanup report(s).

Please note: Cleanup supplies are only available to participants who register and participate in the Spring and Fall Cleaning the Capital Campaigns.

### 3.3 Proper disposal of collected waste/litter and recycling

Cleaning the Capital program staff can assist with arranging the pick-up of your collected waste/litter **during the spring and fall Cleaning the Capital campaigns.**

Please review the instructions for the [Proper disposal of collected waste/litter](#) on [ottawa.ca/clean](#) **prior** to your planned cleanup project. Please note: We do not offer special pickups at residential curbsides.

### 3.4 Adopt Participant contact information

If there are any changes to the Adopt Participant's main contact, please inform the Adopt Program Coordinator by emailing: [adopt@ottawa.ca](mailto:adopt@ottawa.ca).

## 4. City of Ottawa Responsibilities

The City of Ottawa will:

- Coordinate the necessary internal approvals from the City of Ottawa.
- Provide cleanup supplies during spring and fall Cleaning the Capital Campaigns.
- Install recognition Adopt signage (upon request) for eligible Adopt Participants.
- Collect waste/litter when notified during the Cleaning the Capital Spring and Fall Campaigns

### 4.1 Adopt-a-Park/Adopt-a-Road application review process

Adopt Program staff will:

- Acknowledge receipt of the Adopt-a-Park/Adopt-a-Road application within 15 business days.
- Coordinate the necessary approvals from City staff and the Ward Councillor. Staff will follow-up with the applicant once the Adopt-a-Park/Adopt-a-Road application has been reviewed.

Once the application has been approved, Adopt program staff will provide the applicant with an Adopt Program Agreement. **The agreement must be signed and returned via email to [adopt@ottawa.ca](mailto:adopt@ottawa.ca) within 30 days.** If the signed agreement is not returned within 30 days, Adopt program staff will assume that the applicant is no longer interested in adopting the park or roadway, and the agreement will be cancelled.

## 4.2 Installation and removal of Adopt recognition signage

Adopt recognition signs will be installed (upon request) for new applicants who commit to a five-year adoption term. **The Adopt signage will be installed following one year of cleanup report submissions** (once in the spring and once in the fall).

The purpose of the Adopt program recognition sign is to acknowledge the individual or group “who” has adopted the park/roadway and has made the commitment to cleaning up the area twice a year for the duration of the adoption term.

The Adopt Participant(s) can include the first and/or last name or group name on their recognition sign. The Adopt sign name is subject to approval by the City.

The Adopt-a-Park/Adopt-a-Road program is not a commemorative program; therefore, we cannot include a name on the Adopt sign to recognize the loss of an individual or loved one. For information on the City of Ottawa’s Commemorative naming program options, please refer to the [Commemorative naming](#) webpage on ottawa.ca.

Adopt signs are considered City assets; therefore, we are unable to provide recognition signs to Adopt Participants upon removal. These signs are returned to the City of Ottawa Sign Shop to be repurposed for other City signage.

## 4.3 Adopt Participant Program Communication

Adopt participants will receive the following program communications:

- Information to register and participate in the spring and fall Cleaning the Capital campaigns.
- Reminders to submit their required online cleanup reports.
- Reminders to submit Adopt Agreement renewal applications.
- Other relevant program related information.

Please add [adopt@ottawa.ca](mailto:adopt@ottawa.ca) to your safe email sender list to ensure that all Adopt program communications are received via email.

## 4.4 Adopt Agreement Renewals and Terminations

### 4.4.1 Agreement Renewals

At the end of the adoption term, if eligible, the Adopt Participant will receive an email reminder to renew their Adopt agreement. **Please note:** Adopt Agreement renewals will be offered to participants who have actively submitted the required online cleanup reports during their adoption term.

**If the Adopt Agreement remains expired for 90 days after notification of renewal and the Adopt Participant does not submit the required Adopt-a-Park/Road renewal application, the City will assume they are not interested in renewing the park/roadway adoption. All**

**Adopt signage associated with the adoption will be removed and the park/roadway will be made available for other residents to adopt.**

#### 4.4.2 Terminations

The City of Ottawa reserves the right to terminate an Adopt Agreement if the Adopt Participant is not fulfilling the *Adopt Participant Responsibilities* as set out in this Guidebook.

If the Adopt Participant fails to submit the required online cleanup reports during their adoption term, this may result in the termination of their Adopt Agreement and/or ineligibility for renewal of their agreement.

## 5. Terms and Conditions

By signing the Adopt-a-Park/ Adopt-a-Road Program Agreement, you acknowledge the potentially hazardous nature of the work to be performed and agree to the following terms and conditions. You,

- Understand, agree and abide by all City policies, procedures and by-laws relevant to the Adopt Program.
- Have read and will abide by the Health and Safety Guidelines provided to all Adoption Participants outlined below.
- Will be respectful of City employees, and City employees will be respectful of all participants.
- Will be fully responsible for the activities of the participants and will provide all transportation, appropriate supervision, and medical first aid services required by the members while they are performing their activities under the Adopt Program.
- Will make arrangement for off-road parking to the Adopted Area and will ensure that all vehicles at the worksite are legally parked. Parking on medians, boulevards or other grassed areas is prohibited.

## 6. Liability

- The Participant will be fully responsible for the activities of its members and will provide all transportation, appropriate supervision and medical or first aid services required by its members while they are performing their activities under this Agreement.
- The Participant shall make arrangements for off-road parking to the Adopted Area and shall ensure that all vehicles at the work site are legally parked. Parking on medians, boulevards or other grassed areas is prohibited.
- The City will provide commercial general liability insurance to participants while they are performing their activities as stipulated in this Agreement. If participants engage in activities that are beyond the scope of this Agreement, the City's insurance policy will not cover any loss, damages, claims, liabilities or actions arising from the participants' activities.
- It is the responsibility of the Participant and each participant to perform their duties safely, as per the Health and Safety Guidelines described below.
- The City does not provide accidental death, disability, dismemberment or

medical expense insurance on behalf of those participating in this activity. Since the City's insurance does NOT cover participants if they injure themselves while performing their duties, each participant **shall assume the risks associated with cleaning the adopted area and shall hold the City harmless if any participant gets injured.**

- The Participant and its members shall obey and abide by all laws and regulations relating to traffic and safety while carrying out their duties.
- The Participant will inform its members that participation in this program does not make them employees, agents or contractors of or for the City.

At any time, the City of Ottawa may establish other procedures and requirements for the administration of its Adopt-a-Park/Adopt-a-Road program.

## **7. Health and Safety Guidelines**

To ensure the safety of all Adopt-a-Park/Adopt-a Road participants, each participant shall review the health and safety guidelines below.

1. Work shall only be carried out within the Adopted Area.
2. Prior to commencing any work, the Participant and the participants should examine the entire Adopted Area to determine if conditions are appropriate for the ages and abilities of the participants.
3. The Participant shall supply one (1) adult supervisor for every six (6) children under 12 years old.
4. Before allowing children under 12 years old to participate under this Agreement, the Adopt participant shall obtain the consent of each child's legal guardian.
5. The participant shall ensure that at least one person over the age of 18 is within the Adopted Area at all times while work is carried out.
6. No participant shall participate in activities while under the influence of alcohol, drugs or any other substance which impairs judgment or coordination.
7. Work shall be performed only during daylight hours and when the weather is good and visibility clear.
8. Whenever participants encounter any unusual circumstances, or any suspected or known hazardous items, or any items which the participants do not wish to pick up, the immediate area shall be marked, and the City shall be notified by calling 3-1-1 immediately. Dangers include things such as broken glass, needles, fallen gas or hydro lines, etc.
9. Participants should wear proper clothing and safety equipment, in accordance with the work to be done when and where required (i.e. vests, boots, safety glasses, gloves, etc.)
10. Participants should always work in pairs or in a group.
11. Participant activities should be suspended if weather conditions become dangerous (i.e. thunder and lightning, extreme heat or cold temperatures, etc.)
12. Participants shall ensure that collected litter is appropriately triaged (garbage and recycling) and disposed of. If unable to dispose of a large sized item, they will contact 3-1-1.

**I have read and understood the guidelines and agree to follow them.**



**I also assume the risks associated with cleaning the adopted area and shall hold the City harmless if I get injured.**