

# Partners in Parks

Edmonton

## Program Manual



[partnersinparks@edmonton.ca](mailto:partnersinparks@edmonton.ca)

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## Introduction

Welcome to the Partners in Parks program! We are excited to have you join our team and want to thank you in advance for your time and effort in supporting Edmonton's parks and green spaces.

We want to create opportunities for Edmontonians to feel connected to our green spaces and have a positive environmental impact. Our program strives to make our green spaces vibrant and healthy places for generations to come. This program will provide you with the opportunity to develop your gardening skills, connect with your community, and enhance and preserve local parks and green spaces to a higher standard.

This program manual is a guide and resource for you. We encourage you to read through this document and familiarize yourself with the contents. If you have questions or concerns, please contact us.

## Contact Information

Website:

[edmonton.ca/partnersinparks](https://edmonton.ca/partnersinparks)

Email:

[partnersinparks@edmonton.ca](mailto:partnersinparks@edmonton.ca)

## Follow us and Share

Facebook: [@YegParks](https://www.facebook.com/YegParks)

Instagram: [@Yeg\\_Parks](https://www.instagram.com/Yeg_Parks)

Mail:

Partners in Parks  
City of Edmonton  
Coronation Integrated Site  
14323 115 Ave NW,  
Edmonton, AB T5M 3B8

Email communications from Partners in Parks may include program updates, reminders (to register or record hours), events, plant giveaways, program surveys, and additional resources.



### **Liability Waiver**

I understand and accept the risks of my Partners in Parks position: I understand that there is an inherent risk of injury which may occur during the course of my activities with the City of Edmonton Partners in Parks.

I am also aware and understand that by completing activities for the City of Edmonton, I will be covered by the Worker's Compensation Board (WCB) in the event of being injured during the course of these activities and that I may receive benefits as defined by the Worker's Compensation Act. Further information (e.g. SIN and health care number) may be required to complete the necessary documentation for WCB. All personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP Act)*. It will be used in the administration of Human Resources policies and programs, including eligibility for disability benefits. It is protected by the privacy provisions of the *FOIP Act*.

I hereby release the City of Edmonton, their agents, employees and partners from any and claims or liability for death, personal injury or property damage of any kind incurred by myself or any family member howsoever caused, arising out of, or in the course of, my participation in Partners in Parks activities for the City of Edmonton.

### **FOIP Disclaimer**

I am aware of the City of Edmonton's FOIP Policy: Your personal information is being collected under the Authority of Section 33 of the Freedom of Information and Protection of Privacy Act, and will be used for the purposes of managing and administering the Partners in Parks Program. It will be treated in accordance with the privacy protection provisions of Part 2 of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the Program Coordinator at [Partnersinparks@edmonton.ca](mailto:Partnersinparks@edmonton.ca) or 780-293-8486. Coronation Integrated Site 14323 115 Ave NW, Edmonton, AB T5M 3B8

 *For safety and peace of mind: Let someone know when you are going to site and when you are expected to return.*

## Program and Activity Description

<b>Location</b>	Horticulture shrub beds are located in public green spaces throughout Edmonton, including parks and right-of-way. Limited participation in natural or naturalized areas.
<b>Purpose</b>	To cultivate a deep connection between Edmontonians and their parks, promoting active stewardship and ensuring the preservation of these vital green spaces.
<b>Goals</b>	<ul style="list-style-type: none"> <li>● Connect residents through nature, learning, and outdoor activities</li> <li>● Enhance and preserve local parks and green spaces, building climate resilience and biodiversity</li> <li>● Support City Operations in maintaining a high standard of care</li> <li>● Foster environmental stewardship and community connections</li> </ul>
<b>Best Practices</b>	<ul style="list-style-type: none"> <li>● Prioritize safety by following recommended guidelines</li> <li>● Display a Partners in Parks sign at each site you are caring for</li> <li>● Maintain your site, keeping it litter-free and weed-free.</li> <li>● Report the hours you contribute on My Impact Page</li> <li>● Be prepared for weather changes and wear appropriate clothing for the activities, including closed-toe shoes, gloves, long sleeves, and pants.</li> <li>● Familiarize yourself with the provided <a href="#">hazard assessment</a></li> <li>● Report park maintenance concerns to 311</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>● Enhance and improve local parks and green spaces</li> <li>● Get involved in the community</li> <li>● Gain new experience</li> <li>● Practice gardening skills</li> <li>● Participate in healthy outdoor recreation</li> <li>● Recognition for your efforts</li> <li>● Having fun!</li> </ul>



 You're encouraged to contribute and report a **minimum of 10 hours** per season 

### Important Considerations

- Participants must be **16 years or older** or be supervised by a registered adult participant.
- **Please note: The City does not cover costs for optional site improvement materials, such as flowers, mulch, compost, or water.**

## Our Commitment to Respectful Park Use

Partners in Parks is a collaborative effort between Edmontonians and the City. We encourage you to perform your activities with care and consideration, treating everyone with respect. Your considerate and respectful actions contribute to a positive and welcoming park environment for all. We appreciate your partnership in showcasing the best of our community.

*To access all City of Edmonton Bylaws please visit [https://www.edmonton.ca/city\\_government/bylaws](https://www.edmonton.ca/city_government/bylaws)*

## Respecting Our Parkland (Based on [Parkland Bylaw 2202](#))

To help preserve our parklands and ensure the safety of all visitors, we kindly ask that you:

- Obtain City permission before constructing any structures in the park.
- Protect our plants, avoid cutting or damage to flowers, trees or shrubs, and any actions that could damage them.
- Use provided City receptacles for all garbage and refuse.
- Do not introduce any chemicals or pesticides into the park environment.



## Working together to protect our Parkland

(Unauthorised Use of Parkland Bylaw 12308)

To help us maintain our parks, Please avoid the following:

- Additional landscaping, gardens, irrigation, or electrical systems
- Altering the ground through digging, cutting, or excavating.

Sponsor information is available on the program webpage.



## Annual Registration

### We are now using “My Impact Page” for registrations!

To join Partners in Parks each year, please register online through the Partners in Parks webpage. You'll find the registration link there. We are now using a new program called My Impact Page to collect your information. We'll send program updates and reminders to registered participants.

### Registering as a Group

Joining as a Group? That's great! Everyone must register separately and individually, and include your group name on your form.

## Getting Ready to start:

### 1. Personal Safety

- Before heading out, tell someone where you're going and when you expect to return. Carry a cell phone.
- We recommend taking the necessary precautions for outdoor activities, such as wearing appropriate clothing, using sunscreen, and applying insect repellent.

### 2. Safety Precautions:

- If you encounter needles, sharps, or other dangerous items, do not pick them up.
- Contact 311 to describe the location, you can use pictures or mark the area to assist with crews locating the sharps.
- Please also report any unsafe observations to the Program Coordinator as soon as possible.
- **Call 911 if there is immediate danger or a serious injury**

### 3. Suggested Personal Protective Equipment (PPE) and Equipment Checklist

Partners in Parks program staff will provide:

- Partners in Parks site sign
- Puncture-resistant gardening gloves
- Partners in Parks Participant ID Badge and Lanyard

Participants should provide all other pieces of PPE. Some recommended items include:

- Appropriate clothing (long pants, long sleeves, hat)
- Closed-toe shoes
- Insect repellent
- Flagging tape
- Safety glasses
- Personal first aid kit
- Cellular device
- Sunscreen

 Be sure to be protected! Dress appropriately and don't forget sunscreen and insect repellent!



#### 4. Identification and Community:

- **Wear your ID!** We encourage you to wear your identification badge while working on your site. It helps to identify you as a Partners in Parks participant and fosters a sense of community.
- If you lose your badge, please contact the Program Coordinator for a replacement.

#### 5. Site Visibility:

- Remember to bring your Partners in Parks site sign. It is highly recommended that these signs be visible from multiple angles so that the public and the horticulture team performing regular maintenance are aware that Partners in Parks participants are working in these areas. Site signs are to be removed at the end of the season.

#### 6. Site Preparation and Maintenance:

- Remember to bring gloves, tools, kneeling pad, garbage bag, and any other materials and protective equipment to make your work enjoyable and safe. Be sure to dress appropriately for the weather!
- Familiarize yourself with the site and any possible hazards. Walk the site before starting any work. Take notice of any possible hazards and take action to remove or minimize them.
- Keeping weeds and undesired plants under control will help with the visibility of your site and the success of planted vegetation.



## Growing Together, Recognizing Your Contributions

- Your commitment to Partners in Parks is what makes our community thrive. Each season, we strive to recognize your dedication, thanks to the support of our sponsors.
- Reach 10 hours of service, and you'll receive a fantastic Edmonton Horticultural Society annual membership this year. We're also excited about potential new recognition from upcoming sponsors!
- Your feedback matters! Share your thoughts on the program and recognition items through our annual survey.

## Reporting Participation Hours

- In order to log your hours to qualify for program recognition, please refer to the [MyImpact registration guide for Partners in Parks](#). Tracking your time allows us to acknowledge your contributions
- Participants can download the My Impact mobile app to submit hours, view upcoming Partners in Parks events, and receive messages from program staff.

[Download the app by following this link](#)

## Leaving the Program Or Need to Step Away?

Please let us know if you are going to leave. We appreciate your time!

- Email your Program Coordinator at [Partnersinparks@edmonton.ca](mailto:Partnersinparks@edmonton.ca)
- Return your identification badge
- Return your Partners in Parks sign and supplies

We value your contributions and wish you all the best.

## Best Practices and Environmental Care Activities:

### Weed Removal

To keep our parks healthy, please remove weeds by hand using only hand tools. The use of chemicals of any kind is prohibited under City bylaws. **Bag the weeds and dispose of them in the garbage** or your residential black cart. Please do not use the green food scraps cart for weeds. Weeds contaminate compost and are not placed in green bins.



### *Not all Flowers are friendly, Help stop the spread of weeds!*

Need help identifying invasive weeds? For weed identification resources, visit [edmonton.ca/weeds](http://edmonton.ca/weeds).



**Keep Up the Great Work!**  
10+ hours  
gets you recognition.  
Remember to report your  
time.

## Litter Removal

### Keeping Our Parks Litter-Free!

- We'll supply you with two waste bags. Additional bags are available upon request.
- Please collect litter, but allow mulch and leaves to remain in place to support the natural environment.

### Litter Disposal

- After collecting litter, please use public waste receptacles for single bags. Remember, weeds go in the trash, too!
- For larger amounts of bagged waste, please contact the Program Coordinator to schedule a pickup. We require a minimum of two weeks in advance to schedule this service.



## Planting Guidelines

### Planting non-invasive annuals and perennial species

- To enhance your site, planting non-invasive annual and perennial species is welcome. We encourage planting Alberta native species.
- For significant planting alterations, a planting plan must be submitted to the Program Coordinator via email prior to commencement.
- Participants must verify plant species against the [Alberta regulated weed list](#).
- The [City of Edmonton Native Plant Guide](#) is available for reference

**!** **Digging or shovel use below 11 inches** requires written approval from the Program Coordinator and an [Alberta One Call Service](#) (1-800-242-3447). The participant must contact this free service **two weeks prior** to digging to allow enough time for approvals.



### Soil Amendment Guidelines

- Compost may be used for soil enhancement and to improve soil quality in your horticulture bed
- The City of Edmonton offers free compost and guidance on its application. Please apply compost sparingly. For more information, visit [Free City of Edmonton Compost](#)
- When using commercially purchased compost, please verify its composition carefully
- To maintain park health, **fertilizers are not permitted** on City of Edmonton parkland



### Mulching Guidelines

**Mulch Sources:** Leaves found on public property may be used to enhance mulch beds. Alternatively, mulch may be obtained at personal expense. Limited quantities of mulch are also available through the [City of Edmonton's free mulch program](#).

#### **Proper Techniques:**

- Do not use chemically treated or colour dyed mulch.
- Ensure mulch does not touch tree trunks and is not more than 2 inches
- Create donut-shaped mulch rings around the base of plants
- Keep mulch angled away from the edge of the planting bed
- **Natural Leaf Cycle:** Please leave leaves in place for natural decomposition

## Watering

### *Keeping Your Plants Thriving:*



- To help your plants flourish, please bring water to your site and water them regularly.
- City watering services are not provided for these areas, so your efforts are essential
- We highly recommend selecting drought-tolerant or native flowers to make watering easier and benefit the local pollinators!

## Our Shared Commitment to Parkland Care

### Activities Not Permitted

To ensure consistent and safe park maintenance, the Partners in Parks program does not include the following activities:

- ❖ **Turf Care:** City crews are responsible for turf maintenance.
- ❖ **Environmental Responsibility:** To safeguard our park ecosystems, the use of herbicides, pesticides, and fertilizers is prohibited and restricted by City bylaw.
- ❖ **Pruning:** Trees and shrubs are maintained by City arborists to ensure plant health.
- ❖ **Parkland Use:** Planting edible plants is not permitted in parkland.
- ❖ **Safety First:** Do not handle needles or sharps; report them to 311. For more information visit [Safe Needle Disposal](#).
- ❖ **Parkland Modifications:** All modifications to parkland, such as extending planting bed boundaries, require City approval.
- ❖ **Behaviour and conduct:** Please interact respectfully with park users and staff.
- ❖ **Registered Involvement:** All individuals involved in Partners in Parks activities must be registered participants of the program.

### **Please report operational concerns to 311 and safety concerns to the Program Coordinator**

- **Provide feedback** on improving the program and safety



### Your Rights as a Partners in Parks Participant

1. The right to know about safety concerns and hazards.
2. The right to participate in decisions that affect your health and safety.
3. The right to refuse work that the participant feels is unsafe and may cause harm to themselves, the environment or others.

### What might you encounter, and how can you deal with it?

Safety is a top priority for the Partners in Parks program. Be sure to walk your site before you begin to recognize any potential hazards and risks. The following is a list of common hazards that may be encountered during your activities and the corresponding controls (actions or protective equipment) to help reduce injury or incidents.



**!** Always call 911 in an emergency!

Potential Risks	Actions to Promote Safety
Equipment-induced slips/trips/falls	Ensure rakes, shovels, and trowels are visible. Do not drag tools. Walk with tool ends pointed downwards. Clean up tools when work is complete.
Foreign object-induced slips/trips/falls	Walk carefully through any long grass. Understand tripping hazards (tree roots, rocks etc) may be hidden. Stop and look for tripping hazards and remove or flag them.
Uneven/slippery surfaces	Walk carefully and look where you are stepping. Walk sideways up and down steep slopes. Understand where tripping hazards (uneven ground, etc.) may be hidden. Walk carefully over wet grass, which can be slippery.





<p>Deadfall/snags/broken branches</p>	<p>Remove any fallen broken branches or other loose tripping hazards from the site. Wear protective eyewear, gloves, and long sleeves.</p>
<p>Irritating plants</p>	<p>Walk the site to identify any stinging or irritating plants or weeds. You may pull thistles from the site, wearing gloves. Dispose of thistle in garbage.</p>
<p>Insects (e.g., wasp nests, mosquito's, ticks)</p> <p>To help avoid bug bites, it is recommended that Partners wear long-sleeved shirts, pants and spray their clothing with an insect repellent.</p>	<p>Walk the site before you begin working or planting to identify any insect nests or hives. Stay away from those areas. Flag off areas as necessary. <b>Note:</b> Wasp nests can also be found underground.</p> <p>Peak mosquito times are at dawn, early evening, and dusk. If you plan to participate at these times, dress appropriately.</p> <p>When possible, avoid contact with low bushes and long grasses. Wear light-coloured clothing (which helps to see the ticks) and check your clothing (and skin) for ticks after working in high vegetation. Ticks can not fly; they wait on vegetation and attach themselves to anything that walks by.</p>
<p>Animal exposure (e.g., dogs or coyotes)</p>	<p>Be aware that dogs or other animals may enter the site. Look around for dogs or wildlife. Lost pets or aggressive coyotes should be reported to 311.</p>
<p>Garbage or other foreign objects</p>	<p>All waste should be handled with care. Garbage should not be compressed into containers with hands or feet. Bags should be an appropriate weight and always carried in front of the body.</p>
<p>Sharp objects (e.g., broken glass)</p>	<p><b>DO NOT PICK UP SHARP OBJECTS.</b> Check areas before you kneel for possible hidden sharps. Choose to work in a different area if there are sharp objects in your chosen area. <b>If needles are spotted, do not pick them up. Contact 311 right away.</b> Flag the area and stay away. <a href="#">Safe Needle Disposal</a></p>

**⚠** *If you are injured while working on your site, report it within 24 hours.*



<p>Nearby traffic (e.g., cars, bikes, pedestrians)</p> <p><i>Everyone has the right to enjoy our parks.</i></p>	<p>Do not leave items on the walkway. Watch for pedestrians and cyclists if a walkway is nearby. Look both ways before crossing walkways. Respect everyone's right to use walkway systems.</p>
<p>Air Quality (AQHI Moderate 4 or higher)</p> <p><b>Symptoms</b> to watch for: cough, wheezing, shortness of breath, fluttering in the chest, feeling light-headed, irritated eyes, increased mucus production in the nose or throat</p>	<p>Check the air quality health index (AQHI) before conducting outdoor activities (<a href="http://airhealth.ca">airhealth.ca</a>). Reduce the intensity of the activity or reschedule your work when the health risk is moderate (<b>between 4 and 6 on the AQHI</b>), especially if participants start experiencing symptoms.</p> <p><b>At AQHI 7 - Stop and reschedule</b> work when the health risk is high (7 or higher)</p>
<p>Areas of unsheltered residence:</p>	<p><b>Do not approach Temporary shelters.</b> Contact 311 <b>or</b> Call 211 any time to support someone in social distress (intoxicated, in need of shelter, mental health crisis, etc). Leave the area if you feel threatened or unsafe.</p>
<p>Strains and Sprains</p>	<p>Be aware of your own body and take breaks as needed to prevent muscle or joint strain and back pain. Ask for assistance picking up or carrying heavy items.</p>
<p>Violence/Harrasment</p>	<p>Nobody should be harassed, bullied, or threatened with violence of any kind. Always treat members of the public with respect and courtesy. If an individual gets physically or verbally aggressive, remove yourself from the situation immediately. Call 911 if required.</p>
<p>Other hazards may include severe weather warnings, sun exposure, working near water bodies, etc</p>	<p>Check the weather and be aware of changing situations. Be prepared with appropriate clothing. Take breaks to survey your surroundings. Never try to enter any body of water even if it appears shallow. Call 911 in an emergency.</p>



General safety practices include protecting eyes and body from sun and pests, wearing closed-toe shoes and gloves, carrying a mobile phone, and hand washing after every shift (especially after picking up litter).

### Reporting Incidents and Near Misses

Contact information for medical emergencies, non-emergency injuries, and reporting is on the back of the Partners in Park Identification badge.

Participants may be covered through the City's Workers Compensation Board provided they have:

- Registered for the Partners in Parks program
- Followed all Safety Guidelines
- Can verify they injured themselves during their participation shift
- Contact the Program Coordinator and filled out the Incident Report Form within 24 hours of the incident occurring

### Injury

Contact 911 for medical emergencies. If a medical emergency happens or to report an incident (non-emergency injuries), contact the Program Coordinator at [partnersinparks@edmonton.ca](mailto:partnersinparks@edmonton.ca) within 24 hours.

An Incident Report Form will need to be completed by the Program Coordinator within 24 hours of receiving your information. In the event of a life-threatening emergency, always call 911 immediately.

### Near Misses

A near miss refers to any situation that "could have" been worse or resulted in an injury or caused property damage.

Please contact the Program Coordinator with any near misses at [partnersinparks@edmonton.ca](mailto:partnersinparks@edmonton.ca) to implement measures to prevent future occurrences.

### Resources for Safer Communities

The Neighbourhood Empowerment Team (NET) responds to repeated or significant incidents that may impact the security and safety of Edmontonians. Visit [www.edmonton.ca/NET](http://www.edmonton.ca/NET)

- City of Edmonton Neighbourhood Response Guide:  
<https://www.edmonton.ca/sites/default/files/public-files/assets/neighbourhood-response-resource.pdf>

## Additional Resources

- Parkland Bylaw 2202: [edmonton.ca/documents/PDF/C2202.pdf](http://edmonton.ca/documents/PDF/C2202.pdf)
- Unauthorized Use of Parkland Bylaw 12308: [edmonton.ca/documents/PDF/12308.pdf](http://edmonton.ca/documents/PDF/12308.pdf)
- Participation Policy C504: [edmonton.ca/city\\_government/documents/PoliciesDirectives/C504.pdf](http://edmonton.ca/city_government/documents/PoliciesDirectives/C504.pdf)

## Safety

- Alberta One Call: [albertaonecall.com](http://albertaonecall.com)
- Air Quality Health Index: [https://weather.gc.ca/airquality/pages/abaq-001\\_e.html](https://weather.gc.ca/airquality/pages/abaq-001_e.html)
- Government of Alberta: <https://www.alberta.ca/young-worker-rights-responsibilities.aspx>
- Needle Safety and Exposure: [https://www.edmonton.ca/programs\\_services/graffiti\\_litter/safe-needle-disposal.aspx](https://www.edmonton.ca/programs_services/graffiti_litter/safe-needle-disposal.aspx)

## Planting Information, Resources and Opportunities

- Edmonton Horticultural Society: [edmontonhort.com](http://edmontonhort.com)
- Edmonton Native Plant Group: [edmontonnativeplantgroup.org](http://edmontonnativeplantgroup.org)
- Root for Trees: [rootfortrees.ca](http://rootfortrees.ca)
- Request to Plant: [edmonton.ca/residential\\_neighbourhoods/gardens\\_lawns\\_trees/request-to-plant.aspx](http://edmonton.ca/residential_neighbourhoods/gardens_lawns_trees/request-to-plant.aspx)
- Gardening for Pollinators: <https://www.canada.ca/en/environment-climate-change/services/nature-legacy/activities/build-pollinator-garden.html>

## Site Maintenance

- Invasive Weed Identification: [PDF \(abinvasives.ca\)](http://abinvasives.ca)
- Compost Sales: [edmonton.ca/programs\\_services/landscaping\\_gardening/compost-and-topsoil-sales.aspx](http://edmonton.ca/programs_services/landscaping_gardening/compost-and-topsoil-sales.aspx)
- Mulch: [https://www.edmonton.ca/residential\\_neighbourhoods/gardens\\_lawns\\_trees/mulch](https://www.edmonton.ca/residential_neighbourhoods/gardens_lawns_trees/mulch)

