



**The City of Calgary**  
**Volunteers**

## **THE 58<sup>th</sup> ANNUAL PATHWAY AND RIVER CLEANUP GROUP LEADER VOLUNTEER ORIENTATION MANUAL**

Thank you for volunteering!

Pathway and River Cleanup promotes environmental stewardship, community involvement, and working together to keep our river valleys, pathways, and park spaces clean and litter free.

Our river valleys and pathways will be cleaned by a collective effort from community associations, non-profits, schools, government, businesses, and the public at large.

Organizations and the public will take ownership in the cleaning of our river valleys and entire city year-round.

The City of Calgary along with community members and businesses are working together in a team partnership to support this environmental initiative.

### **LEAD VOLUNTEER ROLE**

#### **Group Leader Responsibilities:**

- Review this Volunteer Manual and the Quick Reference Sheet
- Conduct a group member orientation session prior to your group's cleanup to communicate event logistics and safety procedures
- Ensure the safe and effective cleanup of the designated cleanup area
- Make sure the required forms get filled out and submitted

#### **In Event of Cancellation**

We will email by 4pm on the day before your cleanup if the event is cancelled that day. It is possible there could be a cancellation for just part but not all of the weekend. There is not an alternate date, but groups are welcome to use their supplies to do a cleanup on another date of their choosing. Just make sure to report the location of your bags of litter using the 311 app.



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## Media Contact

If a media person asks you questions about your volunteer group, feel free to respond. Volunteers are asked not to talk on behalf of The City of Calgary, so should any questions be asked about City policies, please refer them to the City of Calgary Media Line at 311.

## VOLUNTEER DUTIES

### Full garbage bags:

City of Calgary Parks ensures all garbage bags are picked up from the pathways. When handling garbage keep the following in mind:

- Wear gloves and handle garbage as little as possible.
- Look out for sharp objects sticking out of bags. Do not compress garbage or reach into containers with bare hands.
- Hold bags by the top and keep them away from your body. Do not place your hand under the bag to support it.

Place full garbage bags:

- One metre away from pathways (NOT on pathways).
- Ensure all bags are together and will be visible to Parks trucks.
- **Place bags inside or beside existing City garbage cans if possible.**

If a clean up is performed in an area not accessible by truck:

- Try to carry bags out of non-accessible areas. Make sure they are not too heavy.
- Pile up bags by a pull-out spot or next to a parking lot or otherwise ensure bags will be visible to Parks trucks.



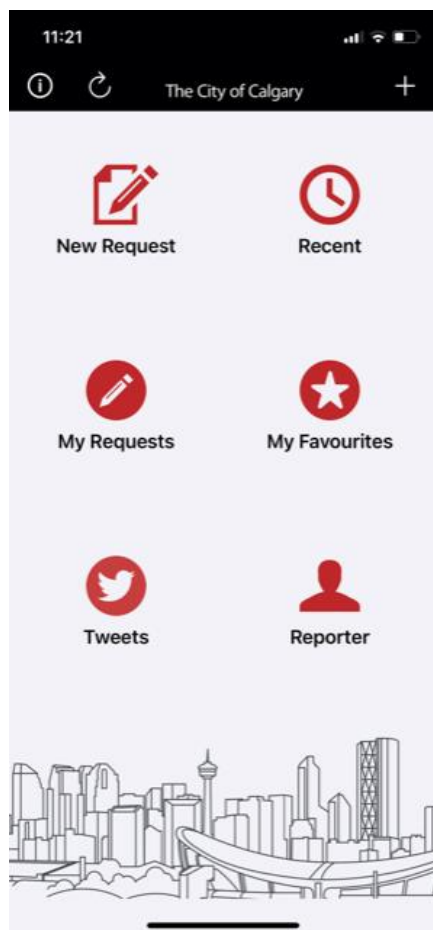
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## Reporting garbage location on 311 app

Then Click on:

Click on New Request



**“In a Park-Litter Pick Up or Overflowing  
Park Bins”**

### GARBAGE, UNTIDY PROPERTY

Carts Damaged - Black, Green, Blue

Carts Found - Black, Green, Blue

Carts Missing - Black, Green, Blue

Cart (Waste or Recycling) - Bylaw Violation

Residential Missed Collection - Compost - Green

Residential Missed Collection - Recycling - Blue

Residential Missed Collection - Waste - Black

Residential New Home - Request Carts

Debris on Backlane

Debris on Street, Sidewalk, Boulevard

**In a Park - Litter Pick Up or Overflowing Park Bins**

Illegal Dumping / Material on City Property (Bylaw)

Untidy Private Property (Bylaw)

Scroll to Garbage, Untidy Property



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## Recycling:

It is up to your team to determine what you want to do with collected items.

1. Put the bags of recyclables with the regular garbage bags. Drivers will pick them up. Please use the clear bag provided in your supply package for recyclables.
2. Take the recyclables you collect to a depot and get money back to use for a group function.
3. Donate the recyclables to a charitable organization.

## Additional Tips:

- Be familiar with the layout of your site before you start. ONLY clean your location!
- Always work with a partner.
- Be careful not to block the pathway for cyclists, runners, and walkers.
- Look both ways before crossing pathways to avoid collisions.
- Take breaks throughout the day
- Do not reach under hidden places to retrieve garbage. Sharp/hazardous materials might not be visible.

## Clothing Recommendations:

- Closed-toed shoes, sturdy footwear.
- Hat
- Gloves
- Long pants
- Group leaders should wear event hats or bright colours to be visible.

## Other possible items to consider:

- Hand Sanitizer
- Sunglasses
- Bug Spray
- Camera
- Snacks
- Water

# SAFETY

## Prohibited Activities:

DO NOT: touch needles, glass, condoms, knives or drug paraphernalia (including unidentified white powders)

DO NOT: go into the water or enter river or stream beds, even if dry.

DO NOT: lift heavy items.



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DO NOT: wander away on your own (please stay with your group).

DO NOT: move or remove organic material, such as bird nests, animal remains or plant litter.

DO NOT: disturb or harass wildlife or wildlife habitats.

### **Illegal Campsites:**

- DO NOT attempt to enter a camp or make contact with individuals residing at the camp.
- DO NOT dismantle illegal campsites. Move cleanup activities away from the camp's location.
- You have the option to contact Alpha House, who can connect with rough sleepers to talk to them about housing and provide other resources.

### **Communication and Safety Procedures:**

- Keep an eye on your email in the event of inclement weather prior to the event (group leaders only). We will send a cancellation email by 4 PM the day before the event if needed.
- Review the Quick Reference Sheet, it has some important phone numbers.
- Encourage group members to bring cell phones.
- Remind group members not to enter the water or waterways to retrieve garbage.

### **Hazardous Items:**

- Do not touch needles/syringes, glass, sharp objects, drug paraphernalia, unidentified white powders or condoms.
- Mark hazardous materials by placing pin flags next to the items. Report to Alpha House.

## **Environmental Awareness**

### **Bird Habitat**

- This is nesting season for resident and migrating birds.
- Avoid disturbing birds or nests to prevent unnecessary abandonment of eggs or chick predation of an unguarded nest or disruption of other wildlife.
- If you see birds fly up from the ground or bushes, proceed with caution as there may be a nest nearby that contains incubating eggs.
- Nests are usually circular and made of natural materials, such as down, sticks or grass. Some nests are very small or camouflaged and may be located on the ground or in a shrub or tree. Do not touch or move nests or eggs.



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- Many birds display aggressive behavior when defending their nests and have been known to injure humans. Walk away if a bird is getting agitated or won't let you walk near a space, even if you can't see a nest.

## **Fish Habitat**

- Do not go into the water as doing so may disrupt or destroy fish habitat.
- Use caution when stepping on riverbanks to prevent erosion and release of sediment into the water.

## **Organic Material**

- Organic materials are not considered garbage and provide important wildlife habitat.
- Do not remove leaf litter, sticks or other plant materials.
- Leave animal remains alone as they return important nutrients to the environment and could be an archaeological site.

## **Storm ponds**

- Storm ponds help protect our rivers by helping to remove sediment, fertilizer, pesticides and other pollutants, as well as protecting our communities from flooding.
- Because of their function and design storm ponds can have rapidly changing water levels and poor water quality.
- While cleaning around the pond is great, participants should not be entering ponds to collect garbage, this includes using items to retrieve the garbage from in the pond. If volunteers are concerned about the amount of garbage in the pond, they can contact 311.

## **SOCIAL MEDIA**

### **Here's how it works**

- 1) You must have your own social media account. You can use whichever platform you like best!
- 2) During the event, take pictures of your group and the garbage you collect, especially any unique items you find.
- 3) Share your photos with us by mentioning **@CalgaryParks**.
- 4) Make sure to use the hashtag **#yyccleans** (don't forget the double c's) when sharing your photos.