City of Coquitlam

Adopt-A-Street

PROGRAM

Information Package

Coquitlam

City of Coquitlam

Adopt-A-Street Program
Volunteer Opportunities

Thank you for your interest in the City of Coquitlam Adopt-A-Street program. Your participation is greatly appreciated and will help us provide a clean and sustainable environment for our community.

The Adopt-A-Street Program is a cooperative effort between the City of Coquitlam and the city citizens and groups who wish to achieve a litter-free environment and improve the appearance of their community. Both parties therefore commit to each other to perform certain activities to keep the streets clean and safe.

The City of Coquitlam has created the Adopt-A-Street Program to increase community awareness and participation in litter control. Our mission is to develop a sustainable and beautiful city. To accomplish this goal, we encourage everyone to take an active role in the sustainable development of our city.

Adopt-A-Street Volunteers may choose to adopt a municipal road with a minimum length of approximately 1 km, pledging to keep it free of trash and debris. The Volunteers will perform litter pickup on the adopted road at least once a month. A minimum commitment of 1 year to the adopted street is required.

Volunteers will work with the guidance and direction of the Staff in the Engineering and Public Works Department. Information kits, safety guidelines and basic litter pick-up equipment will be provided to participants. In addition, the City will furnish and install two Adopt-A-Street signs (at the endpoints of your adopted street) with the Adopter's name on each sign.

Participating in the Adopt-A-Street program is an excellent way to show your pride for the City while contributing to a better community.

Please complete and mail or drop off this form to:

City of Coquitlam
Austin Service Centre
500 Mariner Way,
Coquitlam, BC, V3K 7B6

ATTN: Adopt-A-Street Program Coordinator

City of Coquitlam

Adopt-A-Street Program Agreement Form

The **Adopter** agrees to:

1. Remove litter from their designated section of Municipal property at least once a month for a minimum of a 1 year period, and provide a participant record for detailing efforts.
2. Take all precautions to ensure the safety and health of the adoptee and his/her group.
3. Ensure that appropriate tools and equipment are used during clean up and avoid direct contact with items that have the potential to be hazardous. Items such as syringes, needles, condoms and animal parts shall not be touched.
4. Immediately report hazardous litter and exceptionally heavy objects to the Adopt-A-Street Coordinator.
5. The adoptee and his/her group understand that at no time is the safety of any volunteer to be compromised in the performance of cleaning activities.
6. Accept training in order to provide quality service.
7. Treat with courtesy each individual with whom he/she comes into contact.
8. Obey all laws and regulations while volunteering for the City.

The **City of Coquitlam** agrees to:

1. Supply operating supplies: e.g. Litter bags, gloves, safety vests and litter pickers, and make arrangements for free removal and disposal of litter collected by the volunteers from the designated street.
2. Provide third party liability insurance for injury to third parties and property damage arising out of the activities of this program. (Such insurance does not cover any loss suffered by participants in the program.)
3. Furnish and install two Adopt-A-Street signs with the Adopter's name on each sign.

I have read and understood this statement of commitment, and I agree to the terms of participation.

Adopt-A-Street: **ADOPTER**

_____

Designated Street/Area, Stop, Street Points and Approximate Distance Covered

_____

Adopter

Address	*City, Postal Code*
Phone Number	*Date*
Signature of Adopter	*Signature of City Representative*

City of Coquitlam

Adopt-A-Street Program Safety Checklist

The objective of this program is to keep our streets clean and safe. At no time is the safety of any volunteer to be placed in jeopardy while participating in any activities. All participants are required to wear safety vests and gloves while actively collecting litter.

- ☐ **Discuss the route to be cleaned up.** Note any areas of concern or potential danger (i.e. high traffic areas).
- ☐ **Supervise Minors and ensure there is a responsible adult present to supervise them.**
- ☐ **Prepare your materials.** Make sure you have all the tools and materials you need to complete your work safely and efficiently (gloves, vests, dust pans, litter pickers, etc.).
- ☐ **Review safety instructions with participants.**
- ☐ **Watch for cars and vehicles.** Drivers may not expect to see volunteers working.
- ☐ **Obey all traffic regulations.** Volunteers should obey all signal and traffic lights and use intersections and marked crosswalks where available.
- ☐ **Volunteers must not handle hazardous litter.** Objects that contain corrosive chemicals (i.e. car batteries) or objects that may carry harmful bacteria or disease (i.e. dead animals, syringes, needles, condoms, etc.) should not be touched. Please contact the Adopt-A-Street Coordinator for disposal of these items.
- ☐ **Handle dangerous litter carefully.** Dangerous litter such as broken glass razor blades or other sharp objects should be handled carefully to avoid injury. These items should be handled with a “litter picker” or swept with a broom and picked up with a dust pan.
- ☐ **Never reach blindly to pick up an item.** Use a litter picker to identify the item before picking it up.
- ☐ **Work in pairs or teams.** This is safer than working alone as it allows volunteers to look out for each other.

Walking on Streets

- ☐ Work on one side of the street at a time.
- ☐ Start your litter pickup in the direction against traffic. This ensures all volunteers are facing oncoming traffic and aware of dangers.
- ☐ Once the garbage bag is full, or you have completed your cleanup, secure the bags and leave them at each Adopt-A-Street sign, or other visible/accessible location and contact the Adopt-A-Street Coordinator to arrange pick up and disposal.

Volunteer Clothing

- ☐ Always wear the safety vests and gloves provided.
- ☐ Participants should wear suitable footwear – boots or closed-toe shoes.
- ☐ Dress appropriately for the weather.
- ☐ Avoid the use of headphones or restrictive clothing.

In Case of Emergency

- ☐ Keep a cell phone handy.
- ☐ Have transportation available.
- ☐ Know the quickest route to the nearest hospital in case of serious injury.

Tips

- ☐ Prohibit any alcohol and illegal drugs.
- ☐ Keep an adequate supply of water.
- ☐ Report your clean-up activities to your coordinator on the participant record form. Include any significant irregularities, and be sure to report any injuries immediately.

City of Coquitlam

Adopt-A-Street Program Participation Record

Family/Group Name: _____

Location: _____ Month of: _____

Please include the total number of participants under # and supply the names of the individuals participating on the back of this form. This is important for the City's records and insurance purposes.

Date	#	Activity	Hours

Total Hours: _____

Please submit to:

City of Coquitlam
Austin Service Centre
500 Mariner Way,
Coquitlam, BC, V3K 7B6

ATTN: Adopt-A-Street Program Coordinator

F: 604-927-6256
E: adoptastreet@coquitlam.ca

City of Coquitlam

Adopt-A-Street Program
Release & Waiver Agreement

By signing the document you waive certain rights including the right to sue. PLEASE READ CAREFULLY.

TO: THE CITY OF COQUITLAM, ITS OFFICERS, EMPLOYEES, DIRECTIONS AND VOLUNTEERS, ("THE RELEASEES")

ASSUMPTION OF RISK

I AM AWARE THAT ENGAGING IN AN Adopt-A-Street activity may involve certain risks, dangers and hazards, including, but not limited to picking up dangerous debris and collision with passing traffic. I agree to wear a safety vest and gloves while participating to minimize any such risks and I freely accept, and fully understand and assume all risks and dangers and the possibility of personal injury, death, property damage or loss resulting from including NEGLIGENCE, BREACH OF CONTRACT, AND BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIERS LIABILITY ACT R.S.B.C. 1979, C. 303 on the part of Releasees.

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

By participating in the Adopt-A-Street Program I hereby agree as follows:

1. TO WAIVE ANY AND ALL CLAIMS that I have or may in the future have against the Releasees.
2. TO RELEASE THE RELEASEES from any and all liability for any loss, damage, injury or expense that I may suffer or that my next of kin may suffer as a result of participating in the Adopt-A-Street Program due to any cause whatsoever, including negligence on the part of the Releasees and including NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIERS LIABILITY ACT R.S.B.C. 1979, C. 303 on the part of the Releasees.
3. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any property damage or personal injury to any third party, resulting from my participation in the program.
4. This Release shall be effective and binding upon my heirs, next of kin, executors, administrators and assigns, in the event of my death. I have read this Release prior to signing it and I understand its effect. I am aware that by signing this Release I am waiving certain legal rights which I or my heirs, next of kin, executors, administrators and assigns may otherwise have had against RELEASEES.

Signed this _____ day of _____ , 20____ .

Name: _____

Address: _____

Signature: _____

Witness: _____

Witness Signature: _____