



ADOPT-A-ROAD PROGRAM GUIDE

City of Waterloo



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Please be advised that City standards, policies, procedures and/or the contents of this manual may be revised at any time at the discretion of the City of Waterloo.

References:

City of Waterloo, Public Works Services - Adopt-a-Road Program (2001) (Report # PWS2001-34.doc)

Region of Waterloo, Transportation and Environmental Services – Adopt-a-Road Program (1994)

What is the Adopt-a-Road program?

The Corporation of the City of Waterloo's (the "City") Adopt-a-Road program is a public stewardship program that encourages community involvement in the care and maintenance of Waterloo's arterial roadways through regular litter clean-ups. This activity encourages community stewardship and action, providing a cleaner, healthier environment.

Under the Adopt-a-Road program, a group agrees to adopt an approved section of City road allowance and keep the grassed portion free of litter throughout the year. Group commitment involves a minimum of biannual litter clean-ups (i.e. spring and fall) for a five-year renewable term. The Adopt-a-Road Group Leader coordinates regular litter clean-up activities after receiving a safety training orientation session from the City. The group's efforts are recognized by Adopt-a-Road signage erected by the City.

This litter clean-up activity is appropriate for adult group participants in good physical condition, as moderate physical activity is required such as bending, walking and lifting.

Definitions

Adoptable road – a City-owned arterial road right-of-way that is acceptable for adoption

Adopt-a-Road Group Leader – A maximum of two individuals (age 18 years and up) appointed by the group to act on their behalf for the purpose of coordinating regular litter clean-up activities. These individuals must complete the registration process before being accepted as a City of Waterloo volunteer through this program.

City Staff Liaison – a City representative who is responsible for coordinating the City of Waterloo's Adopt-a-Road program

City of Waterloo volunteer – is anyone who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the City of Waterloo. A volunteer must be officially accepted and registered by the City, prior to performance of the approved task

Group participant – an adult (age 18 years and up), belonging to a group, who offers their services to pick-up litter along an adopted section of road right-of-way without monetary compensation and no right of action for benefits payable under Workers Compensation.

Personal Protective Equipment includes the following:

- closed-toe, hard-sole footwear which must be fully laced to provide full support to prevent accidents
- appropriate outerwear that does not impair movement or vision; in addition to hats, sunglasses, sunscreen, bug repellent (as required); and regulation-approved safety vests when working within road right-of-ways
- cloth, leather or rubber gloves, where participants may be exposed to the hazard of injury from contact of skin with a sharp or jagged object which may puncture, cut or abrade the skin

Roles and Responsibilities

The City of Waterloo will:

- approve the selected section of City road allowance to be adopted
- provide safety information and training, and a kit of supplies containing reporting forms, garbage bags, leather gloves, safety vests, a standard first aid kit, safety brochures, flags, garbage nippers
- provide borrowed equipment including three safety cone prior to the clean-up
- remove and dispose of filled garbage bags and any large, heavy or hazardous items identified with a flag after the clean-up
- recognize the group by placing an approved group name on a standard Adopt-a-Road sign at the beginning and end of the adopted section of roadway and leave it there each year during active participation in the program; unless in the opinion of the City of Waterloo, the signs would jeopardize the program, be counter-productive to its purpose, create a hazard to the safety of the public or be in conflict with City policies
- monitor to ensure objectives of the program are being met

The Adopt-a-Road Group Leader will:

- review the Adopt-a-Road program guide and the Volunteer Position Description then discuss their request with the City of Waterloo to initiate the process
- complete an on-line Volunteer Application form and provide two references
- attend a mandatory safety training/orientation session and sign an agreement form
- schedule, coordinate, monitor and report on a minimum of biannual (spring and fall) litter clean-ups of the adopted roadway for a five-year term following the Group Guidelines Checklist
- sign-up a group size of 10 adult-only group participants able to undertake moderate physical exertion
- notify the City 48 hours prior to your scheduled clean-up activity
- communicate safety guidelines to all group participants and also ensure that participants:
 - ✓ have received and understand the Adopt-a-Road safety brochure
 - ✓ are equipped with the required Personal Protective Equipment
 - ✓ have read and signed an Informed Consent Agreement (annually)
- monitor project tasks during the clean-up, ensuring tasks are completed safely which involves ensuring a basic first aid kit and personal cell phone is available on site in the event of an emergency
- upon completion of your activity, provide a litter clean-up report, all participant Informed Consent Agreements and any completed Incident reports
- communicate any modifications required to the Adopt-a-Road agreement with the City staff liaison prior to scheduling any clean-ups

Process

STEP 1: Expression of Interest

Initiate your Adopt-a-Road project by selecting a section of city arterial roadway of interest based on the list of adoptable roads (Appendix A) and a maximum of two Adopt-a-Road Group Leaders (18 years of age and older) to represent your group. Group Leaders are responsible to schedule, coordinate, monitor and report on all litter clean-up activities during the term of the agreement.

Upon discussion with the City staff liaison, Group Leaders complete a volunteer application form on-line (or hard copy upon request) and provide two references.

STEP 2: Project Review

The City of Waterloo will review and approve the proposed project. Only groups determined by the City to be responsible and to exhibit, in good faith, the desire and ability to achieve the Adopt-a-Road objectives within the parameters of these terms will be allowed to adopt a section of road allowance. The City may refuse to grant a request, if, in its opinion, granting the request would jeopardize the program, be counter-productive to its purpose, create a public safety hazard or be in conflict with City policies.

Upon project approval, the Adopt-a-Road Group Leaders will undergo the screening process required to become registered City of Waterloo volunteers.

STEP 3: Orientation

A mandatory safety training/orientation session is provided to the Adopt-a-Road Group Leader, who in turn, communicates safety guidelines to group participants. Highlighted information includes roles and responsibilities, participant safety and reporting.

A kit of supplies containing all reporting forms, garbage bags, leather gloves, safety vests, a standard First Aid Kit, safety brochures, flags and garbage nippers is provided.

An Adopt-a-Road agreement is then signed by the Group Leaders, acknowledging that they have read and will comply with the terms and conditions outlined in the Adopt-a-Road program guide.



Process

STEP 4: Implementation

The Adopt-a-Road Group Leader schedules, coordinates, monitors and reports on a minimum of bi-annual litter clean-ups for a five-year term following the Group Guidelines Checklist (Appendix B).

- Upon 48 hour notification of a scheduled clean-up, City staff will deliver three traffic cones and any required supplies, where feasible
- The Adopt-a-Road Group Leader signs up a maximum group size of 10 adult-only participants able to undertake moderate physical exertion. Prior to the clean-up, they ensure that all group participants:
 - ✓ have received and understand the Adopt-a-Road safety brochure titled: “SAFETY FIRST: Safety awareness guidelines for participants” (Appendix E)
 - ✓ are equipped with the required Personal Protective Equipment
 - ✓ have read and signed the Informed Consent Agreement (Appendix F) (once per year at the start of their involvement)
- Group Leaders monitor project tasks during the clean-up, ensuring tasks are completed safely, having a basic first aid kit and personal cell phone available on site during the clean-up
- the group is recognized for their efforts by road signage at both ends of the road section, where feasible during active participation in the program



STEP 5: Reporting

The Adopt-a-Road Group Leader provides the following reports to the City staff liaison based on the timelines indicated below:

1. **LIABILITY: Informed Consent Agreement**

All group participants are required to read, sign and return the Informed Consent Agreement (Appendix F) directly after their first participation in the group clean-up activity each year.

2. **ACTIVITY RESULTS: Litter clean-up report**

Help us track your progress by summarizing the results of your activity on the litter clean-up report (Appendix F) which includes the list of group participants. Submit this report the **first business day after** your clean-up to assist City staff involved in removing full garbage bags and large or hazardous items from the adopted section of roadway.

3. **EMERGENCIES: Incident report**

- a. **Minor injuries** - Carry a basic first aid kit and offer participant use, as needed. Complete an Incident report for **all** accidents involving injury, including minor injuries such as bee stings and cuts. Submit to the contacts below on the **first business day after the clean-up**.
- b. **Serious injuries** - Advise or assist injured participants in seeking emergency medical care by calling 911. Injuries requiring Emergency Medical Service and/or hospitalization require completion of the Incident report, **faxed immediately after the incident is under control** to the contacts below:

Fax completed Incident reports to:

- Waterloo Municipalities Insurance Pool, FAX 519-741-2960
 - City of Waterloo, Adopt-a-Road Program, FAX 519-886-5788
 - City of Waterloo, FAX 519-747-8541
- c. **If you require City staff assistance for securing or cleaning up a site:** contact the Service Centre, 519-886-2310 (Note that during evenings and weekends, your call will be directed to Dispatch)

STEP 6: Modification, renewal and termination

The Adopt-a-Road agreement or program may be modified in scope or altered in any manner at the discretion of the City.

Modification

Throughout the term of your Adopt-a-Road agreement, any changes to your project must be reported to the City staff liaison including changes to contact information or resignation of an Adopt-a-Road Group Leader. Any new individual appointed to act on behalf of the group must complete the registration process before being authorized to coordinate a litter clean-up activity through this program.

Renewal

Groups will have the option of renewing their Adopt-a-Road agreement subject to the approval of the City and continuation of the program.

Termination

The group may indicate its intention to discontinue their project at any time by providing written correspondence. At the completion of your agreement, return the provided kit containing the borrowed equipment to the City.

If deemed necessary, the City may discontinue the program and/or this particular agreement and remove the Adopt-a-Road signs bearing the group's name, if it finds that:

- the terms and conditions of the agreement are not being met
- group participants are acting contrary to the guidelines of the program and/or have engaged in irresponsible or potentially dangerous conduct during the activity
- undesirable effects such as increased litter, vandalism, or sign theft is occurring
- at the City's sole discretion, the City decides not to continue the program or this particular project

List of appendices



APPENDICES

Appendix A	List of adoptable roads
Appendix B	Group Guidelines Checklist
Appendix C	Volunteer Position Description
Appendix D	Adopt-A-Road agreement
Appendix E	Adopt-A-Road safety brochure
Appendix F	Informed Consent Agreement
Appendix G	Litter clean-up report

Appendix A. List of adoptable roads



Below is a list of City arterial road right-of-ways that may be considered for adoption through the City of Waterloo's Adopt-A-Road program. Ideal roadways are those that are rural in nature, have few property owners, or are adjacent to back-lot properties.

List of adoptable roads in Waterloo:

Street name:	From:	To:	Adopted by:	Year:
Bearinger	Albert	Westmount	-	-
Beaver Creek	Conservation	Laurelwood	-	-
Benjamin*	Westmount	Weber	-	-
Conservation	Beaver Creek	Erbsville	Creekside Church	2006
Conservation	Erbsville	Westmount	-	-
Columbia	Westmount	Fischer Hallman	-	-
Columbia	Fischer Hallman	Erbsville	-	-
Columbia	Erbsville	Townline round-about-	-	-
Laurelwood	Fischer Hallman	Erbsville	-	-
Keats Way	University Ave W	Fischer Hallman	-	-
Keats Way	Fischer Hallman	Erbsville	-	-
University Ave E*	Northfield	Bridge	Northfield Metal Products	2017
Wideman	Erbsville	The Wilmot Line	Runners' Choice	2013

* Border road requiring Township of Woolwich approval

Appendix B. Group Guidelines Checklist



The Adopt-a-Road Group Leader is responsible for scheduling, coordinating, monitoring and reporting on the litter clean-up activities. Follow the checklist below when planning your litter clean-up activity to ensure a safe and successful Adopt-a-Road project.

Planning the day and time of your litter clean-up:

- select work days from spring to fall, avoiding statutory holidays (and day prior to)
- work only during daylight hours (1 hour after sunrise and 1 hour before sunset) avoiding busy times of the day
- suspend litter pick-up when weather conditions become inclement (i.e. fog, heavy rain, drizzle, high wind, electrical storms, smog, etc.)

Parking:

- make arrangements for off road parking
- transportation is not provided to the activity location and is the sole responsibility of the group participants

Group participants:

- sign up a maximum of 10 adult-only group participants (18 years of age or older) able to undertake moderate physical exertion
- ensure that no pets or children under 18 years of age are present at the work site
- notify the City 48 hours prior to your scheduled clean-up and also ensure that all participants have:
 - ✓ received and understand the Adopt-a-Road safety brochure "SAFETY FIRST – Safety awareness guidelines for participants"
 - ✓ are equipped with Personal Protective Equipment
 - ✓ have read and signed the Informed Consent Agreement (annually at the start of their involvement)
- ensure no participant possesses or consumes illegal drugs or alcoholic beverages immediately before or during the clean-up
- ensure that participants do not encroach or interfere on private property during the clean-up

Appendix B. Group Guidelines Checklist

Litter clean-up procedures:

- schedule a minimum of bi-annual litter clean-ups (i.e. spring and fall) to maintain a clean road allowance
- **provide the City 48 hours notice prior to your scheduled litter clean-up** in order to coordinate delivery of traffic cones and debris removal
- carry a basic first aid kit in case of minor injuries and offer to participants, as needed; for serious injuries, assist injured participant in seeking Emergency Medical Services
- ensure group participants are equipped with Personal Protective Equipment, understand the safety brochure and have signed the Informed Consent Agreement before carrying out the litter clean-up activity
- ensure that no child under 18 years of age, pets, signs, posters or other display material are brought to the adopted section during or between clean-ups
- designate one group participant to place three traffic cones along the edge of the paved road, spaced approximately 10 feet apart which travel with you while you work
- walk facing traffic for increased visibility
- **collect litter only from the grassed road allowance** of adopted roadway – **avoid** picking up litter on the road surface, paved or gravel shoulders, medians, bridges, in tunnels, on overpasses, or around other structures or locations that could pose a danger
- using the provided flags, mark the location of closed containers, heavy objects or suspected hazardous materials for pick-up and disposal by City staff
- surrender items of value (wallet, purse, camera) found on City property to the nearest police station
- leave tied garbage bags well off the roadside visible to City staff road crews
- ensure that all participants abide by the above rules and requirements

Reporting:

- provide the following documentation after your clean-up:
 - ✓ litter clean-up report
 - ✓ Informed Consent Agreements for all participants
 - ✓ Incident reports (in the event of an emergency)
- return the litter clean-up kit to the City of Waterloo Service Centre at the completion of the term listed on your Adopt-a-Road agreement



VOLUNTEER POSITION DESCRIPTION *

Volunteer Position: Adopt-A-Road Group Leader

Volunteer Supervisor: Peggy Stevens, Environmental Stewardship Coordinator, 519-886-2310 x 30296

Volunteer Services: Christine Rushton, 519-888-6488

Objective

The Adopt-A-Road Group Leader is the link between the City of Waterloo and group participants, who schedules, co-ordinates, monitors and reports on all litter clean-up activities on the approved section of roadway, as indicated by their signature on the *Adopt-A-Road Agreement*.

Responsibilities

- adhere to the terms and conditions outlined in the *Adopt-A-Road Program Guide* and follow the *Group Guidelines Checklist (Appendix B)* when planning each litter clean-up
- follow the Safety First city volunteer guidelines
- sign-up a maximum group size of 10 adult-only participants, who are able to undertake moderate physical exertion
- notify the City 48 hours prior to each scheduled clean-up
- communicate safety guidelines to all group participants and ensure that participants:
 - have received and understand the contents of the *Adopt-a-Road safety brochure*
 - are equipped with the required Personal Protective Equipment
 - have read, signed and returned an *Informed Consent Agreement* (prior to participating for the first time and once a year thereafter)
- monitor project tasks during the clean-up, ensuring tasks are completed safely
- have access to a cell phone during the litter clean-up activity in the event of an emergency
- in case of minor injuries (e.g. small cuts) offer a basic first aid kit to participants and for a serious injury, assist injured participant in seeking Emergency Medical Services (EMS)
- submit completed reporting forms the first business day after each clean-up including the Post Clean-up Report, all Informed Conesnt Agreements from participants and any Incident Reports (Note: serious injuries require Incident Report to be completed and faxed immediately after the incident is under control)

Time, Place and Commitment

- select workdays from spring to fall, avoiding statutory holidays (day of and day prior to)
- work only during daylight hours, avoiding busy times of the day
- suspend litter clean-ups when weather conditions become inclement
- work within the approved section of adopted roadway on the grassed area only

Commitment

- frequency: minimum of two litter clean-ups per year (i.e. Spring and Fall)
- term: five-year renewable, subject to approval of the City and continuation of the program

Training and Orientation

- a mandatory safety training/orientation session is provided to the Adopt-a-Road Group Leader by the City of Waterloo, who in turn, communicates safety guidelines to group participants

Qualifications

- must be eighteen (18) years of age or older; able to undertake moderate physical exertion
- able to undertake a leadership role, ensuring a safe and positive experience for group participants

Screening Requirements

- complete City of Waterloo volunteer application process including signed waivers
- satisfactory interview and two references
- suitability of this volunteer placement is subject to review by the City Staff Liaison

Additional Information

The City of Waterloo's **Adopt-A-Road Program** was established in 2001 as a public service opportunity for group participants to voluntarily collect litter and debris from grassed areas adjacent to adoptable roads within the City, on a regular basis.

Volunteer Services: Waterloo City Centre, 100 Regina St. S., PO BOX 337 STN WATERLOO, Waterloo, ON N2J 4A8; volunteer@waterloo.ca

* Last updated: Jan. 9, 2017

Position Risk Assessment: Medium Risk

Appendix D. Adopt-a-Road agreement



To be involved in The Corporation of the City of Waterloo's Adopt-a-Road program, I understand that I, as an Adopt-a-Road Group Leader will adhere to the terms and conditions outlined in the Adopt-a-Road program guide with emphasis on the Group Guidelines Checklist and Volunteer Position Description. Responsibilities include but are not limited to:

1. Scheduling, coordinating, monitoring and reporting on all litter clean-up activities on the approved section of adopted road allowance for the duration of the term of agreement.
2. Attending a mandatory orientation session and in turn, communicating safety guidelines to all group participants to ensure they understand the elements of risk and Adopt-a-Road safety brochure, are wearing Personal Protective Equipment and have returned a completed Informed Consent Agreement prior to participating in the activity.

PROJECT DETAILS	
Name of adopted road allowance:	
From street to street:	to
Term of agreement (five year renewable):	Start Date to End Date
Is this a renewal agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No Year of original agreement:
Estimated number of group participants:	Note: maximum of 10 participants on road at a time
CONTACT INFORMATION	
Organization name and address:	
Adopt-a-Road Group Leader #1	Name:
Full address:	Phone number:
Signature:	Date:
Adopt-a-Road Group Leader #2	Name:
Full address:	Phone number:
Signature:	Date:
City of Waterloo, Community Services Commissioner or Designate Name:	
Signature:	Date:

To the extent that the foregoing information constitutes personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter M.56 as amended, the information is subject to provisions of that Act and will be used for the purposes indicated or implied by this form. Questions about the collection of personal information should be directed to the City Clerk, Waterloo City Centre, 100 Regina Street South, Waterloo, Ontario N2J 4A8, 519-886-1550.

City of Waterloo, Community Services, 265 Lexington Crt, P.O. Box 337 STN Waterloo, WATERLOO ON N2J 4A8
 TEL: 519-886-2310; FAX: 519-886-5788; TTY: 1-866-786-3941; www.waterloo.ca/Stewardship

Safety checklist

- ✓ park vehicles as far away as possible from the worksite
- ✓ ensure participants are wearing protective footwear, gloves and City-approved safety vest
- ✓ review the safety guidelines with all participants prior to carrying out the litter clean-up activity (see reverse)
- ✓ ensure participants have read and signed the Informed Consent Agreement
- ✓ place traffic cones along the edge of the paved road, spaced approximately 10 feet apart that travel with you while you work

In case of an emergency

- ✓ bring along a first aid kit and a cell phone
- ✓ always have transportation available
- ✓ offer basic first aid assistance to participants, as needed. For serious injury, advise or assist injured participants in seeking emergency medical care by calling 911
- ✓ if you require City staff assistance for securing or cleaning up a site, contact the Service Centre @ 519-886-2310

For more information, contact:

City of Waterloo, Community Services
Service Centre, 265 Lexington Crt
P.O. Box 337 STN Waterloo,
WATERLOO ON N2J 4A8
519-886-2310 x30296
www.waterloo.ca/Stewardship

ADOPT-A-ROAD PROGRAM



SAFETY FIRST:

Safety awareness
guidelines for
participants



Review the following safety guidelines with all group participants prior to carrying out your litter clean-up activity.



SAFETY FIRST:

- park as far as possible from the worksite and on the same side of the road as you are working
- ensure adult group participants have read and signed the Informed Consent Agreement
- always wear protective footwear, gloves and a City-approved safety vest
- work towards on-coming traffic
- be alert to hazards such as approaching vehicles, stinging plants/insects, waterways
- using provided flags, mark the location of unidentifiable items, closed containers, heavy objects or suspected hazardous materials
- leave full garbage bags along edge of the grassed road allowance and alert staff to flagged items for City pick-up



AVOID:

- bringing pets, children under 18 years of age, signs, posters or banners to the worksite
- working in inclement weather
- walking on the road surface, paved or gravel shoulders, medians, bridges, in tunnels, on overpasses, waterways or private property
- zigzagging across the road (i.e. only clean up only one side of the road at a time)
- maintenance or construction operations and equipment
- stepping or jumping on garbage bags
- handling loads that are heavy, bulky, difficult to grasp or unstable
- handling SHARPS such as needles, syringes, blades, lancets, clinical glass and any other item that may cause a cut, puncture or abrasion

Appendix F. Informed Consent Agreement



WAIVER OF LIABILITY AND ASSUMPTION OF RISK

The City of Waterloo's Adopt-a-Road program was established in 2001 as a public stewardship opportunity for group participants to collect litter and debris from grassed areas adjacent to adoptable roads within the city. This program benefits our community by providing a cleaner, more attractive environment, and encourages community stewardship and action.

All group participants must wear Personal Protective Equipment and be informed of the Adopt-a-Road safety guidelines and elements of risk prior to participating in the Adopt-a-Road program.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

- a) **Protective footwear** – all group participants shall wear closed-toe, hard-sole footwear which must be fully laced to provide full support to prevent accidents
- b) **Protective outerwear** – all group participants shall wear appropriate outerwear that does not impair movement or vision; in addition to hats, sunglasses, sunscreen, bug repellent (as required); and regulation-approved safety vests when working within road right-of-ways
- c) **Protective gloves** – all group participants shall wear cloth, leather or rubber gloves, where they may be exposed to the hazard of injury from contact of skin with a sharp or jagged object which may puncture, cut or abrade the skin

SAFETY AWARENESS GUIDELINES:

All group participants will receive and be familiar with the Adopt-a-Road program's "SAFETY FIRST: Safety awareness guidelines for participants" brochure prior to carrying out the litter clean-up activity.

ELEMENTS OF RISK:

Community stewardship programs such as the Adopt-a-Road program, involve certain elements of risk. Types of injuries may be minor or serious and may result from one's own actions, or the actions or inactions of others or a combination of both.

These risks include but are not limited to:

1. The risks associated with vehicular traffic adjacent to work area such as being hit by an automobile.
2. The risks associated with travel to and from the location where duties will be performed including transportation by public/private motor vehicle, bus, train or other alternate transportation system.
3. Any manner of injury resulting from use or misuse of equipment or tools required to perform duties.
4. The risks associated with natural areas including water hazards, slippery conditions, exposure to plants such as poison ivy and stinging nettle, stinging insects, tree failure and uneven or steep ground.
5. Inherent hazards which may exist on site including SHARPS which can cause a cut, puncture, or abrasion. Group participants are NOT to pick up any SHARPS including broken glass, wood, metal, or large and heavy items. Instead, flag these items for City staff pick-up.

Appendix F. Informed Consent Agreement



Please read and complete the following carefully as it affects your legal rights.

In consideration for The Corporation of the City of Waterloo (the “City”) allowing me to participate in the Adopt-a-Road program, I fully understand and agree to the following:

- 1. Assumption of Risk:** That participating or performing in the Adopt-a-Road program at any time may involve personal risk of damage or injury and I agree to assume all such risk and hereby release and forever discharge The City, its councilors, employees, volunteers and agents from and against any and all claims for damage or injury to myself including death, that might result from participation in the activity except for those damages or injuries caused solely by the gross negligence of the City.
- 2. Responsibility:** That no remuneration, salary, wage or payment or any employee benefits from the City whatsoever will be received and I will not be covered by the City of Waterloo’s Workplace and Safety Insurance Coverage and Benefits.
- 3. Safety Guidelines:** I understand the Personal Protective Equipment that is required, safety guidelines and elements of risk for this activity as indicated on this form and outlined by the Adopt-a-Road Group Leader.
- 4. Media:** Media representatives interested in featuring your Adopt-a-Road activity may approach group participants. Group participants and registered City of Waterloo volunteers are not authorized to represent the City during a media interview; however, you may speak on behalf of your Adopt-a-Road initiative experience.
- 5. Photography:** Photographs may be taken of you participating in the Adopt-a-Road program by a photographer employed by the City and/or the Adopt-a-Road Group Leader. The City may use these photographs in future promotional materials including advertising, brochures, publications, video production, and other uses upon your written consent.

ACKNOWLEDGEMENT

I have read, understood and agree to the above waiver of liability and assumption of risk in its entirety and hereby consent to participate in the Adopt-a-Road program acknowledging all of the foregoing.

Participant name (print): _____

Participant signature: _____ Date: _____

Important health information and allergies (if any): _____

Emergency contact: _____ Phone number: _____

To the extent that the foregoing information constitutes personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter M.56 as amended, the information is subject to provisions of that Act and will be used for the purposes indicated or implied by this form. Questions about the collection of personal information should be directed to the City Clerk, Waterloo City Centre, 100 Regina Street South, Waterloo, Ontario, N2J 4A8, 519-886-1550.

Appendix G. Litter clean-up report



Tracking your progress

This litter clean-up report summarizes your achievements and provides us with important statistics and feedback on the Adopt-a-Road program.

On the first business day after your litter clean-up activity, complete and submit the following:

1. litter clean-up report
2. Informed Consent Agreements for all group participants
3. Incident reports (exception: for serious injuries, fax completed Incident report immediately after the incident is under control)
4. Photo consent form (if you have a great photo to share)

Adopt a Road clean-up results

Group name: _____

Adopted road: _____

Date of project (M/D/YYYY): _____ # hours: _____ # participants: _____

Number of full bags collected: _____

Heavy or large items found: _____

Most interesting item(s) found: _____

Flagged items and description (containers, heavy objects, hazardous waste, SHARPS):

1. _____

2. _____

3. _____

Sharps require proper pick up and disposal by trained City staff. Please provide details:

Location of Sharp: _____

Type of Sharp: syringes (# = _____) broken glass sharp metal

other: _____

Indicate any injuries or setbacks experienced during your activity:

Comments and/or suggestions on how to improve this program:

Appendix G. Litter clean-up report

List of group participants involved in this litter clean-up

The Adopt-a-Road Group Leader signs up a maximum group size of 10 adult-only participants able to undertake moderate physical exertion.

Each group participant must also sign an Informed Consent Agreement **once per year** during the term of the agreement before they are able to participate in the clean-up. Please return the Informed Consents with the Litter clean-up report.

Name of adopted road: _____

Date: _____
MM DD YYYY

#:	ADULT PARTICIPANT (print):	SIGNATURE:
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Please mail, fax or email the completed form to:

City of Waterloo Service Centre, 265 Lexington Crt, P.O. Box 337 STN Waterloo,
WATERLOO ON N2J 4A8 or FAX 519-886-5788

stewardship@waterloo.ca