

Adopt-a-Road program guide

City of Waterloo's Adopt-a-Road program (established 2001)



How to reach us

EMAIL AND PHONE

adoptaroad@waterloo.ca

519-886-2310

www.waterloo.ca/stewardship

TTY 1-866-786-3941

EMERGENCY AFTER-HOURS

If a serious accident or incident takes place during your cleanup, assist injured participants in seeking emergency medical care by calling 911. Once the accident or incident is under control, complete and submit the Accident/Incident Report via email to adoptaroad@waterloo.ca as soon as possible.

If emergency City staff assistance is required for securing or cleaning up the road after hours (after 3 p.m. Monday to Friday or on weekends), contact 519-886-2310.

ORIENTATION AND SUPPLY PICK UP

New Group Leaders attend a scheduled Orientation session, prior to your initial cleanup.

A few days prior to your scheduled cleanup, contact the City staff liaison to arrange a time to pick up borrowed supplies: traffic cones and garbage nippers or any additional supplies required

Location: City of Waterloo, Waterloo Service Centre, 265 Lexington Court, Waterloo

Business hours: 7:00 a.m. – 4:30 p.m.



City of Waterloo's Adopt-a-Road program

Established in 2001, the Corporation of the City of Waterloo's (the "City") Adopt-a-Road program provides an opportunity for organizations and community groups to adopt an approved section of roadway and remove litter twice per year from the grassed boulevard, usually spring and fall. A sign installed at each end of the adopted road section recognizes the group's efforts. These signs help raise awareness that residents care about their community and the environment.



Community Action Process

Step 1: Initiate project request

Review and understand the Adopt-a-Road program guide. Select two Group Leaders (18 years of age or older) to represent your organization and select an available roadway based on the List of adoptable roads in Waterloo (Appendix A).

Group Leaders are responsible for scheduling, coordinating, monitoring and reporting on all litter cleanup activities as outlined in the Adopt-a-Road Agreement (Appendix B) and Volunteer Position Description (Appendix C). Initiate your project request via the [online application form](#).

Step 2: Project review

The City of Waterloo will approve the project request including timelines, the selected roadway, distance, location of signs and the name of the organization on the signs. Only organizations 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 road section. 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, each Group Leader completes an online volunteer application form and waiver, and provides two references. A Group Leader must be registered, screened and officially accepted as a City of Waterloo volunteer and receive a mandatory orientation session, prior to performance of the task.

Step 3: Orientation

A mandatory orientation session provided by the City staff liaison, focuses on roles and responsibilities, participant safety and reporting. By signing the Adopt-a-Road Agreement, the Group Leaders acknowledge that they will adhere to the terms and conditions outlined in the Adopt-a-Road program guide.

A kit is provided including an orientation package (program guide, reporting forms, safety brochures) and supplies including a standard first aid kit, work gloves, City-approved safety vests, garbage bags and marking flags. It is recommended that the Group Leader has a personal cell phone available during the cleanup in case of emergencies.

The Group Leaders attend a mandatory orientation session, and in turn, communicates safety guidelines to all adult group participants, ensuring they understand the elements of risk and Adopt-a-Road Safety brochure (Appendix D), have signed an Informed Consent Agreement once per year and are equipped with Personal Protective Equipment (PPE) outlined below.

Personal Protective Equipment (PPE) includes:

- regulation-approved safety vests (provided)
- closed-toe, hard-sole footwear which must be fully laced to provide full support to prevent accidents (it is recommended to wear safety footwear approved by [Canadian Centre for Occupational Health and Safety](#))
- work gloves (provided) where participants may be exposed to the hazard of injury from contact of skin with a sharp or jagged object
- appropriate outerwear that does not impair movement or vision, in addition to hats, sunglasses and sunscreen, as required
- any additional PPE which may be advisable or appropriate for the conditions



Adopt-a-Road group participants

Step 4: Implementation and reporting

The City installs a sign at both ends of the road section, where feasible during active participation in the program as a form of acknowledgment of the service that organization provides in litter cleanup efforts. These signs help raise awareness that residents care about their community and the environment, and are not meant for advertising purposes.

The Group Leaders schedule, coordinate, monitor and report on a minimum of bi-annual litter cleanups (usually spring and fall) for a five-year renewable term as outlined in the Agreement.

Scheduling a clean-up

- notify the City 48 hours prior to your cleanup (via email)
- avoid statutory holidays (day of and business day prior to) and busy times of the day
- work only during daylight hours (start 1 hour after sunrise / end 1 hour before sunset)
- suspend activity during inclement weather (e.g. heavy fog, rain, thunderstorms)
- litter activities take place within the grassed boulevard only (i.e. the portion of roadway situated between the travelled portion of the road and the adjoining property line)
 - **do not** remove litter from the paved road surface, paved or gravel shoulders, center medians or pedestrian islands, roundabouts or other infrastructure within the roadway, on bridges, overpasses, tunnels or around other structures or locations that could pose a hazard, and respect private property

Reporting

Within 24 hours after a cleanup, the Group Leader completes and submits the following reporting forms, provided in your orientation package:

- **Adopt-a-Road** online results form
- **Informed Consent Agreement** – each adult group participant is required to read and sign this waiver, prior to participating in a cleanup once per year
- **Accident / Incident Report** - report all accidents and incidents (i.e. major or minor injuries, property damage or accidents involving group participants that take place during the cleanup) by completing the Accident/Incident Report form and submit via email to adoptaroad@waterloo.ca

If a serious accident or incident takes place during your cleanup, assist injured participants in seeking emergency medical care by calling 911. Once the accident or incident is under control, complete and submit the Accident/Incident Report as soon as possible.

If emergency City staff assistance is required for securing or cleaning up the road after hours (after 3 p.m. Monday to Friday or on weekends), contact 519-886-2310.

Step 5: Modification, renewal and termination

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

Modification

Throughout the term of your Adopt-a-Road Agreement, any changes to your project must be reported to the City staff liaison including contact information or resignation of a Group Leader. Any new individual appointed to act on behalf of the organization must complete the volunteer registration process and receive the mandatory orientation session, before coordinating a litter cleanup activity through this program.

Renewal

Organizations 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 Agreement at any time by providing written correspondence to the City staff liaison. At the completion of your project, return the provided kit of supplies and any 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 organization'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

Appendix A	List of adoptable roads in Waterloo
Appendix B	Adopt-a-Road Agreement
Appendix C	Volunteer Position Description
Appendix D	Adopt-a-Road Safety brochure

Appendix A. List of adoptable roads in Waterloo

Below is a list of City roads that may be adopted through the City of Waterloo's Adopt-A-Road program. Ideal roads are those that have grassed boulevard areas, single dwelling properties or are adjacent to rear-lot properties.

Street name:	From:	To:	Conditions:	Adopted by:	Year:
Albert St	Weber St	Cardill	-	-	-
Bearinger	Albert	Westmount	-	-	-
Beaver Creek	Conservation	Laurelwood	-	-	-
Benjamin*	Westmount	Weber	avoid market days	-	-
Conservation	Beaver Creek	Erbsville	-	Creekside Church	2006
Conservation	Erbsville	Westmount	-	-	-
Columbia	Westmount	Fischer Hallman	-	-	-
Columbia	Fischer Hallman	Erbsville	avoid round-about	-	-
Columbia	Erbsville	Townline round-about	avoid round-about	-	-
Davenport	Lexington Rd	Northfield Dr	avoid round-about & median	-	-
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
West Graham Way	Bearinger Rd	Hagey Blvd	-	-	-
Wideman	Erbsville	The Wilmot Line	-	Runners' Choice	2013

NOTE: * = Border road requiring Township of Woolwich approval

Appendix B. Adopt-a-Road Agreement



To be involved in The Corporation of the City of Waterloo's ("the City") 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.

Responsibilities of the Adopt-a-Road Group Leader:

- schedule and coordinate a minimum of bi-annual litter cleanups (usually spring & fall)
- coordinate a minimum of 5 and maximum of 10 adult group participants that are able to undertake moderate physical exertion (i.e. walking, bending, lifting up to 20 lbs)
- attend a mandatory orientation session and in turn, communicate safety guidelines to all adult group participants, ensuring participants understand the elements of risk and the Adopt-a-Road safety brochure, have signed an Informed Consent Agreement once per year and are equipped with the required Personal Protective Equipment
- notify the City 48 hours prior to your scheduled cleanup and pick up borrowed equipment (traffic cones, garbage nippers) from the Waterloo Service Centre
- monitor project tasks during the cleanups, ensuring tasks are completed safely and respond to any emergencies
- within 24 hours after a cleanup, submit the online results form and return reporting forms (Informed Consent Agreements, Incident report, photo consent) and borrowed equipment (traffic cones, garbage nippers) to the Waterloo Service Centre
- communicate any modifications to the Adopt-a-Road Agreement with the City prior to scheduling any cleanups
- provide written correspondence of resignation and return the litter cleanup kit to the City upon termination of the Adopt-A-Road Agreement

Responsibilities of the City of Waterloo:

- monitor project to ensure objectives of the program are being met
- approve all road sections suitable for adoption and the name of the organization to be placed on a standard Adopt-a-Road sign including its location
- screen and officially accept Group leaders as a City of Waterloo registered volunteer
- install a sign at the beginning and end of the adopted road section, which will remain 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 safety hazard or be in conflict with City policies
- provide a mandatory orientation session, a kit of supplies and borrowed equipment (3 traffic cones and 10 garbage nippers to be picked up and returned after each cleanup)
- remove and dispose of the collected garbage placed under the Adopt-A-Road signs and any large, heavy or hazardous items identified with a flag and situated within the grassed area of the boulevard

Appendix B. Adopt-a-Road Agreement



Adopt-a-Road project details

Name of adopted road: _____

From street: _____

To street: _____

Term of agreement: Start: _____ End: _____

Renewal agreement: Yes No Project initiation: _____

Organization information

Organization name: _____

Organization address: _____

Organization phone: _____

Organization website: _____

Adopt-a-Road Group Leader #1

Name: _____ Phone number: _____

E-mail: _____

Signature: _____ Date: _____

Adopt-a-Road Group Leader #2

Name: _____ Phone number: _____

E-mail: _____

Signature: _____ Date: _____

City of Waterloo, Director of Transportation Services or designate:

Name: _____

Position: _____

Signature: _____ Date: _____

Personal information requested on this form is collected under the authority of the *Municipal Act, 2001*, S.O. 2001, c. 25, and will be used by the City of Waterloo to participate in the Adopt-a-Road program. Questions regarding this collection should be directed to City of Waterloo, Waterloo Service Centre, 265 Lexington Court, P.O. Box 337 STN Waterloo, Waterloo ON N2J 4A8 or 519-886-2310 | FAX 519-886-5788.



VOLUNTEER POSITION DESCRIPTION *

Volunteer Position: Adopt-a-Road Group Leader

Reporting to: Adopt-a-Road City staff liaison, 519-886-2310

The City of Waterloo's Adopt-a-Road program was established in 2001 as a public service opportunity for groups to voluntarily collect litter and debris from the grassed area of the road allowance of approved road sections within the City, on a regular basis.

Objective

The Adopt-a-Road Group Leader is the link between the City of Waterloo and adult group participants who schedules, co-ordinates, monitors and reports on all litter clean-up activities along the approved section of roadway during the term of the agreement.

Responsibilities

- follow the Safety First City volunteer guidelines
- abide by all rules and regulations from the Region of Waterloo, Public Health re: COVID 19
- adhere to the terms and conditions outlined in the Adopt-a-Road program guide
- schedule, coordinate, monitor and report on all litter clean-up activities along the approved section of roadway as indicated by your signature on the Adopt-a-Road Agreement

Time, place and commitment

- frequency: minimum of two litter clean-ups per year (usually spring and fall)
- place: litter activities take place along your approved section of roadway within the grassed boulevard (i.e. the portion of roadway situated between the travelled portion of the road and adjoining property line)
- time: cleanups will be held only during daylight hours, avoiding statutory holidays and busy times of day; suspend activity during inclement weather (ie. heavy fog, rain, thunderstorms)
- commitment: five-year renewable, subject to review by the City and continuation of the program

Training and orientation

- a mandatory orientation session is provided at the start of the project to the Adopt-A-Road Group Leaders by the City staff liaison, who in turn, communicates safety guidelines to group participants prior to each cleanup
- additional training as required

Qualifications

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

Screening requirements

- completion of a volunteer application form and waiver, and two satisfactory references
- suitability of this volunteer placement is subject to review by the City staff liaison

Appendix D. Safety brochure

How to reach us

ORIENTATION SESSION & PICK-UP OF SUPPLIES

City of Waterloo
Waterloo Service Centre
265 Lexington Court
P.O. Box 337 STN Waterloo,
WATERLOO ON N2J 4A8

EMAIL AND PHONE

adoptaroad@waterloo.ca

519-886-2310
TTY 1-866-786-3941

EMERGENCY AFTER-HOURS

If emergency City staff assistance is required for securing or cleaning up the road after hours.

After 3 p.m. Monday to Friday or on weekends, contact 519-886-2310.

In case of an emergency

- ✓ bring a first aid kit and cell phone to the site
- ✓ carry a first aid kit and offer participant use for minor injuries such as bee stings and cuts, as needed
- ✓ for serious injury, assist injured participants in seeking emergency medical care by calling 911
- ✓ complete and submit an **Accident/Incident report** via email once the incident is under control

When should you complete a report? Anytime there is property damage, accidents involving group participants during the cleanup and anytime there is bleeding, pain from injury or a head injury.

Adopt-a-Road program



SAFETY BROCHURE:

Safety awareness
guidelines for group
participants



Appendix D. Safety brochure

Review the following safety guidelines with all group participants prior to carrying out each litter cleanup activity.



The only cure for **LITTER** is you.



SAFETY FIRST:

- carpool and park as far as possible from the worksite or on the same side of the road as you are working, if parking is permitted
- ensure adult group participants have read and signed the Informed Consent Agreement and are wearing a City-approved safety vest, closed-toe footwear and gloves
- work towards on-coming traffic
- be alert to hazards such as approaching vehicles, stinging plants/insects, waterways
- place traffic cones along the edge of the paved road, spaced approximately 10 feet apart that travel with you while you work
- use the provided flags to mark the location of unidentifiable items, closed containers, heavy objects or suspected hazardous materials
- leave full garbage bags under the Adopt-a-Road signs



AVOID:

- avoid bringing youth under 18 years of age, pets, signs, posters or banners to the worksite
- discontinue work in inclement weather such as fog, rain or thunderstorms
- do not work on the paved road, shoulder, round-about or center median, on bridges, overpasses, tunnels, steep ground, waterways or private property
- do not zigzag across the road
- stay clear of any maintenance or construction operations and equipment
- avoid stepping or jumping on garbage bags
- avoid handling SHARPS such as needles, syringes, blades, lancets, clinical glass and any other item that may cause a cut, puncture or abrasion
- avoid handling loads that are heavy, bulky, difficult to grasp or unstable