

# Adopt a Street Program Guide

*Keep Port Moody*

**VIBRANT!**

*Help look after our community*



# Overview of Port Moody's Adopt a Street Program

Port Moody's Adopt a Street program is a cooperative effort between community volunteers and the City to help maintain litter-free public sidewalks, bike paths and walkways. The City welcomes residents and organizations like schools, churches, local non-profits and businesses to participate in the program.

A commitment to responsible participation is important to achieving our objective of clean, safe and attractive streets. This overview sets out the roles and responsibilities of the City and of participants in Port Moody's Adopt a Street program.



## Contact Information

**Donna Bucsis**

**Adopt a Street Coordinator**

Port Moody Works Yard  
3250 Murray Street, Port Moody

**Phone:** 604.469.4742

**Email:** dbucsis@portmoody.ca

## The City agrees to do the following:

1. Supply operating gear, including safety bibs, gloves, bags and litter pickers to participants.
2. Arrange for the removal and disposal of litter and related materials gathered by participants from the designated street.
3. Supply and install Adopt a Street signs, at locations on the designated street (or part of it) that recognize either individual names or the name of the participating organization. Participants can also choose to remain anonymous.

The City reserves the right to reject any requested names on the signs that may cause concern for the public or may cause damage to Port Moody's image. No company logos will be permitted on the signs.

## Participants agree to do the following:

1. Review and be familiar with the Safety Guide (*page 4*) provided by the City, and attend any orientation or training sessions arranged by the City.
2. Remove litter from a designated section of a City street at least once a month, for at a minimum period of one year, during daylight hours. Participants also provide the City with either a written or electronic record reporting their efforts after each session.
3. Wear appropriate clothing and use equipment, tools and materials provided by the City.
4. Take precautions to ensure the safety and health of participants. Any injuries or loss/damage to property must be promptly reported to the City with as much detail as possible. This includes the name of the injured person, the volunteer (if different), and any witnesses or other people involved. You must report if first aid was performed or if transportation to a clinic or hospital was required, and let the City know what the mode of transportation was (eg: taxi, ambulance or other vehicle). The City also requires the time, date and nature of the injury/damage/loss, as well as traffic and weather conditions.

5. Avoid touching or direct contact with potentially hazardous or unhealthy items found during clean up sessions, such as syringes, needles, condoms or animal parts. Participants should promptly report such items, along with other objects that appear hazardous or could present difficulties in removing due to size, weight or other conditions.
6. Notify the City if you discontinue or withdraw from participating in the Program and return non-disposable equipment, tools and materials to the City.
7. Groups must designate a liaison to manage records, act as a contact between the City and volunteers, orient and train new volunteers, and take steps to ensure all volunteers are familiar with the attached Safety Guide (*page 4*). Liaisons must also notify the City of any additional volunteers and provide completed Risk, Waiver and Indemnity Agreements for each participant.
8. The liaison distributes equipment, tools and materials provided by the City to participants. The liaison is also responsible for supervising volunteers under 19, including ensuring these volunteers are wearing appropriate clothing and conducting themselves safely while participating in the Adopt a Street program.



# Adopt a Street Safety Guide

**Safety first!** At no time should the safety or health of any volunteer be compromised while participating in the City of Port Moody's Adopt a Street program. When in doubt, choose the safer option and consult with the City's Program Coordinator or your group's liaison.

## Liaison for Groups

Group participants choose a person to act as a liaison with the City. This person:

- Coordinates members who volunteer in the program
- Manages records
- Reviews and discusses this guide with participants
- Supervises volunteers under the age of 19
- Generally ensures participation is in keeping with the City's goals and recommendations

## Orientation and Training

Review and discuss this Safety Guide with your fellow volunteers. Consult with the City's Program Coordinator about anything that is not clear to you.

Review the route to be cleaned up at each session. Take note of any areas of high traffic, limited vision of traffic, and any other concerns or potential hazards. Gather special gear and equipment and take your cell phone.

## Clothing and Equipment

- Always wear the safety bibs, gloves and use the equipment, tools and materials provided for the program (eg: dust pans, litter pickers).
- Wear clothing that is not restrictive and that is suitable for the weather.
- Wear boots or closed-toed shoes.
- Do not use headphones.
- Bring drinking water and stay hydrated.

Make sure you can be easily seen by drivers and cyclists. Limit your work activity to daylight hours.

## Conduct

- Persons under 13 years of age should be supervised by a responsible adult.
- Limit your work activity to daylight hours.
- No one may participate in the program if they are under the influence of alcohol or illegal drugs
- Participants should work in pairs or teams if possible.
- Be aware of traffic conditions.
- Observe traffic signals, use crosswalks and avoid jaywalking.
- Avoid horseplay.
- Work on one side of the street at a time. Pick up litter walking against the traffic.

- Never reach blindly to pick up an item – use a litter picker to identify it first.
- Do not touch or handle hazardous litter, such as needles, syringes, condoms, discarded car batteries or dead animal parts. Report these to your liaison or to the City.
- Broken glass, razor blades, or other sharp objects should be handled cautiously, using a litter picker and wearing safety gloves.
- Do not attempt to pick up any object that you suspect may be dangerous to handle, (e.g., carrying harmful bacteria or containing volatile or toxic material) or that seems too heavy or awkward to easily remove. Report these to your liaison or to the City.
- Do not stand in the curb gutter area of the roadway under any circumstance.

Start picking up litter at the opposite end from your Adopt a Street sign or at the assigned location. Tie up and leave full litter bags at the sign, if possible. If the bags are too heavy, tie them up and leave them where they are. Contact your group's liaison or the City's Program Coordinator to arrange for pick up and disposal of the full litter bags.

Recyclable or refundable items, such as glass bottles, pop cans, clean paper bags, coffee cups, etc. should be bagged separately, and labeled as "recycling" with a permanent marker. The City of Port Moody will ensure that these items are properly recycled. We will provide a recycling materials guide when you sign up.

## Emergencies

- Keep a working cell phone handy.
- Have or arrange for transportation to be available.
- Know the quickest route to the nearest hospital. (Eagle Ridge Hospital is at 475 Guildford Way).

## Reporting

Following each clean-up session, report your activities to your group's liaison or fill out a Participant Record form (*page 6*) and deliver it (mail or in person) to the City's Program Coordinator at the Port Moody Works Yard, 3250 Murray Street.

Include any incidents, conditions or encounters with people or animals that concerned you. Identify any damage or loss to property that may have been caused by or related to your work under the Adopt a Street program.

Report any hazardous litter or objects that seem dangerous, heavy or awkward to remove.

Report any injury that you, another volunteer or other person experiences while you were at work; any emergency incidents and any steps taken to address the injury or emergency.



|           |                               |
|-----------|-------------------------------|
| Name:     | Organization (if applicable): |
| Location: |                               |

| Date         | Time | Volunteer's Names | Hours |
|--------------|------|-------------------|-------|
|              |      |                   |       |
|              |      |                   |       |
|              |      |                   |       |
|              |      |                   |       |
|              |      |                   |       |
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|              |      |                   |       |
|              |      |                   |       |
|              |      |                   |       |
|              |      |                   |       |
|              |      |                   |       |
| Total hours: |      |                   |       |

| Describe Weather/Traffic Conditions |  |
|-------------------------------------|--|
|                                     |  |

| Describe any Hazardous or Heavy Objects (What, Where, Need for Follow-up) |  |
|---------------------------------------------------------------------------|--|
|                                                                           |  |

|                                          |
|------------------------------------------|
| <b>Any additional comments or notes?</b> |
|                                          |

**NOTE:** Immediately report any incidents involving injury to a volunteer or other person to Donna Bucsis, City of Port Moody, at 604.469.4570 or email [dbucsis@portmoody.ca](mailto:dbucsis@portmoody.ca).

Personal information on this form is collected and used for City of Port Moody business only and is managed in accordance with the Freedom of Information and Protection of Privacy Act. Subject to that Act, another enactment, a court order compelling disclosure, or consent by the individual to its release, such information is treated as confidential. Inquiries about release or privacy of records may be directed to the City Clerk.

# Adopt a Street Program – Injury Report

| Injury Details                                                                                                |                 |
|---------------------------------------------------------------------------------------------------------------|-----------------|
| Date of injury:                                                                                               | Time of injury: |
| Name of injured person:                                                                                       |                 |
| What happened?                                                                                                |                 |
| List any volunteers present:                                                                                  |                 |
| Any witnesses or other people involved? <input type="checkbox"/> Yes <input type="checkbox"/> No              |                 |
| If yes, please list names:                                                                                    |                 |
| Was first aid performed? <input type="checkbox"/> Yes <input type="checkbox"/> No                             |                 |
| Was transportation to a clinic or hospital required? <input type="checkbox"/> Yes <input type="checkbox"/> No |                 |
| If yes, please list transportation method (eg: taxi, ambulance, personal vehicle)                             |                 |

| Describe Weather/Traffic Conditions |
|-------------------------------------|
|                                     |



# Adopt a Street Program – Loss/Damage of Property Report

## Loss/Damage of Property Details

Date:

Time:

What happened?

List any volunteers present:

Any witnesses or other people involved? ☐ Yes ☐ No

If yes, please list names:

## Describe Weather/Traffic Conditions