

Township of
Langley



Est. 1873



adopt-a-program

APPLICATION PACKAGE

**ONE TIME CLEAN UP
BUSINESSES, SCHOOLS, AND ORGANIZATIONS**



Welcome Participants!

The Township of Langley wants to keep the community beautiful, and you can help by joining our program.

The Adopt-a-Program is a stewardship program that allows participants to take an active role in keeping their community clean and safe. Adopt-a-Program is simple. Participants take care of their adopted location by picking up litter, and the Township provides cleaning supplies, safety information, garbage removal, and recognition signs for the volunteers.

This package is for businesses, schools, and organizations. Read and complete the following pages and return the entire package to the Township of Langley, as below.

Thank you to the families and individuals, schools, churches, service clubs, special interest groups, and local businesses who have been and currently are a part of the Adopt-a-Program and help keep our creeks, parks, streets, and trails clean.

Your efforts are appreciated.

Return this completed package using one of the following methods:

- 1 Email**
Complete this application and save or scan it to your computer. Email the application as an attachment to adopt@tol.ca.
- 2 In person**
Drop off the completed application to Customer Service at:

Civic Facility 20338 – 65 Avenue Langley, BC	Operations Centre 4700 – 224 Street Langley, BC
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- 3 Fax**
604.532.7310

Questions?

Contact Adopt-a-Program staff at 604.532.7300 or adopt@tol.ca.



1 General Information

Business, school, or organization name			
Contact name			
Address		City	Postal code
Phone	Alternate phone	Email	Preferred contact method <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Mail

2 Organization Information

Number of participants within the following age categories		Indicate where you heard about the Adopt-a-Program	
12 & under	_____	61-70	_____
13-18	_____	71-80	_____
19-60	_____	81 & over	_____
		<input type="checkbox"/> Friend	<input type="checkbox"/> Newspaper
		<input type="checkbox"/> Leisure Guide	<input type="checkbox"/> Other (specify) _____
		<input type="checkbox"/> Township street sign	_____
		<input type="checkbox"/> Township website	_____

3 Adoption Type and Location

Adopt-a-Creek Adopt-a-Park Adopt-a-Street Adopt-a-Trail

Describe preferred adoption location (be as detailed as possible, e.g. 999 Avenue: 21 Street to 45 Street)

4 The business, school, or organization agrees to:

1. Remove litter from a designated section on the given date as agreed with the Program Coordinator.
 2. After clean up, submit a *Clean Up Report* form detailing your efforts. Forms are available at tol.ca/adopt.
Ensure appropriate tools and equipment are used during clean up and avoid direct contact with potentially hazardous or injurious objects. Items such as syringes, condoms, and animal parts must not be touched. Hazardous litter and exceptionally heavy or unyielding objects are to be reported immediately to the Program Coordinator.
 3. Report participant injuries incurred during clean up activities to the Program Coordinator within two working days of the incident. Include:
 - a. name of injured person
 - b. time and date of incident
 - c. nature of injury
 - d. incident details
 - e. hospital or clinic name(s) attended
 4. Return supplies after cleanup.
- By checking this box, I, the applicant, verify that I have read, understand, and agree to the above statements.

Date of cleanup

5 The Township of Langley agrees to:

1. Supply operating materials
2. Arrange for removal and disposal of litter and materials
3. Provide third party liability insurance for injury and property damage arising from activities of this program. Such insurance does not cover any loss suffered by participants in the program.

6 Volunteer Personal Liability and Insurance Coverage

It is important that Township of Langley volunteers understand the extent to which the Township provides insurance coverage for liability and personal injury/illness. Complete and sign the following prior to volunteering with the Township of Langley.

Personal Liability

Volunteers are protected from civil liability for injuries or damage to the person or property of others, subject to the following general conditions:

1. Volunteers are working on a Township task assigned by an authorized supervisor.
2. Volunteers limit your actions to the duties assigned.
3. Volunteers perform your assigned tasks in good faith and do not act in a manner that is reckless or with the intent to unlawfully inflict harm to others.

Motor Vehicle Liability

If a volunteer uses a personally owned vehicle in the course of his or her duties, the volunteer is required to have automobile liability insurance to provide primary coverage for any accidents involving that vehicle.

Volunteer Injury Coverage

Workers' compensation is not provided. The Township has Basic Contingent Accident Medical Coverage (reimbursement basis). If a volunteer is injured in a private vehicle, the owner's insurance is responsible for the volunteer's medical bills.

Reporting Responsibility

If a volunteer is involved in an accident or exposed to a potential liability situation while performing assigned duties, the volunteer must inform his or her group contact before the end of the current clean up shift.

By checking this box, I, the applicant, verify that I have read, understand, and agree to the above statements.

7 Emergency Contact Information

In case of emergency, please notify*:

First name	Last name
Home phone	Alternate phone

* Volunteer must notify the program coordinator within 24 hours of emergency at 604.532.7300.

8 Authorized Township of Langley Volunteer Partial Waiver and Release of Rights

Read carefully and complete the following:

As authorized Township volunteers performing activities on behalf of the Corporation of the Township of Langley, the business/group/organization _____ understands that the Corporation of the Township of Langley will provide limited medical and accidental death, dismemberment, and disability coverage for members of the group in the event volunteers suffer injury due to an accident while performing volunteer duties. In exchange for the coverage, volunteers, for themselves, their heirs, executors, administrators, and assigns, release and forever discharge the Corporation of the Township of Langley from any and all demands or claims for damage or injury from any cause of suit or action, known or unknown, that volunteers may have against the Corporation of the Township of Langley and/or its officers, agents, or employees, and from all liability, for any and all harm or damage to volunteers' health in any manner resulting from or arising out of Township volunteer activities.

This release does not extend to or waive any rights volunteers may have for Tort or Negligence or for defense and indemnification from any demand, claim, suit, or action brought against volunteers, or liability volunteers may be subject to, or arising out of authorized Township volunteer activities. In the event that volunteers are injured while performing volunteer activities, they will notify the Township supervisor and apply for applicable injury coverage benefits.

- By checking this box, I, the applicant, verify that I have read, understand, and agree to the above conditions of volunteer service with the Township of Langley.

Print name

Date (mm/dd/yyyy)



adopt-a-program

GUIDE TO SAFE LITTER CLEAN UP

WHO IS THE CONTACT?

Determine a representative from your group to be the contact person.

ROLE OF THE CONTACT

The contact person is responsible for submitting all required documentation and serves as the liaison between the Township and any volunteers represented. The contact is also responsible for reminding volunteers to use good judgment and safe practice during clean up activities. The items in this guide should be discussed with the group prior to each clean up event.

Remember safety first! Under no circumstance is the welfare of a participant to be compromised during clean up activities.

WALKING ON STREETS

- Work on one side of the street at a time.
- Start your litter pick up at the opposite end of the road from your Adopt-a-Street sign.
- Pick up litter walking against traffic. This ensures all volunteers are facing oncoming traffic and are aware of dangers.
- Leave garbage bags at each Adopt-a-Program sign, if possible. If bags are too heavy, leave them at the location where filled.

VOLUNTEER CLOTHING

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

EMERGENCIES

- Keep a cell phone handy or know where the nearest phone is
- Have transportation available
- Know the quickest route to the nearest hospital in case of a serious injury

GENERAL TIPS

- Avoid horseplay while working
- Prohibit alcohol and/or illegal drugs
- Keep an adequate supply of water
- Report your clean up activities to your program coordinator as indicated on the *Clean Up Report form*. Include significant irregularities and report injuries immediately.

SAFETY CHECKLIST

1. **DISCUSS THE CLEAN UP ROUTE.**
Take note of any areas of concern or potential danger, such as high traffic areas or locations where there is limited vision of approaching traffic.
2. **SUPERVISE MINORS.**
Ensure a responsible adult is present to supervise minors.
3. **PREPARE YOUR MATERIALS.**
Make sure you have all tools and materials required to complete your task safely and efficiently. Check that your equipment is in good working condition.
4. **REVIEW SAFETY INSTRUCTIONS WITH PARTICIPANTS:**
 - **Watch for cars and other vehicles.**
Drivers may not expect to see volunteers working; participants should watch for approaching vehicles.
 - **Obey traffic regulations.**
Volunteers should obey all signals and traffic lights and use intersections and marked crosswalks, where available.
 - **Handle dangerous refuse carefully.**
Dangerous refuse such as broken glass or other sharp objects must be handled carefully to avoid injury. Litter pickers are provided for this purpose. It is a good idea to designate one person to pick up dangerous items with a litter picker, especially if children work in your group.
 - **Volunteers must not handle hazardous litter.**
Objects containing corrosive chemicals (e.g. car batteries) or objects that may carry harmful bacteria or disease (e.g. dead animals, syringes, etc.) should not be touched. Flag the location where items are found and contact the program coordinator for proper collection and disposal.
 - **Never reach blindly to pick up an item.**
Use a tool or stick to identify the item before picking it up.
 - **Work in pairs or teams.**
Working in pairs or a team is safer than working alone as it allows volunteers to look out for each other.

Remember safety first!