



## KAMLOOPS COMMUNITY ENHANCEMENT PARTNERSHIP PROGRAM

### ADOPT-A-ROAD/TRAIL APPLICATION FORM

The Adopt-A-Road/Trail program provides private organizations, clubs, and citizens the opportunity to assist the City in keeping Kamloops beautiful by volunteering their labour to pick up litter and debris along street frontages and park trails. This involvement helps the City provide a higher level of service.

Volunteers agree to look after their adopted section of road, either in all or part, the minimum length being 1 km of roadway or one trail within a city nature park.

#### Volunteer Responsibilities

Each volunteer organization must:

- Pick up litter along the road(s) right(s)-of-way or trail at least three times per year for a minimum of two years. The minimum three pickups may be undertaken at any time of year (e.g. April, July, and October).
- Designate a contact person who will:
  - Submit a Supply Kit Form to [civicoptions@kamloops.ca](mailto:civicoptions@kamloops.ca) along with this Adopt-A-Road/Trail Program Application Form.
  - Ensure that all participants are responsible individuals and that participating minors under the age of 19 are provided with adult supervision.
  - Discuss safety precautions with project participants such as being aware of traffic and dangers around open water and to avoid contact with items that may be hazardous or cause injury (e.g. heavy objects, syringes, and dead animals).
  - Ensure all volunteers wear the supplied high-visibility safety vests or other high-visibility clothing while participating in the cleanup; each kit has supplies for up to five volunteers, and groups can be assigned up to a maximum of two kits as required.
  - Pick up the group's supply kit(s), as arranged in advance, between 8:00 am and 4:00 pm, Monday to Friday, at 955 Concordia Way and ensure that all borrowed equipment is cleaned/maintained and safely stored between cleanups. The kit will remain with the primary contact person for future cleanups or until the group no longer wishes to participate in the program, at which time, the kit is to be returned to 955 Concordia Way along with any unused supplies (volunteer groups may be required to pay for any vests/pickers not returned at a cost of \$15 per unit).

- Provide a minimum of 24 hours' notice to the City prior to your group's cleanup day; advise, in advance, of all scheduled cleanup dates by calling 250-828-3461 or emailing [civicooperations@kamloops.ca](mailto:civicooperations@kamloops.ca).
- Advise the City's Program Coordinator of such hazardous items for removal by emailing [civicooperations@kamloops.ca](mailto:civicooperations@kamloops.ca) or calling 250-828-3461.
- Request that participants sign in for each cleanup.
- Advise the Civic Operations Department of any illegal dumping sites.
- Ensure the safety of volunteers and the public.
- Advise the Civic Operations Department of a change of contact person or contact information by emailing [civicooperations@kamloops.ca](mailto:civicooperations@kamloops.ca).
- Notify the City of the location/number of bags for pickup by calling 250-828-3461 or emailing [civicooperations@kamloops.ca](mailto:civicooperations@kamloops.ca).
- When coordinating volunteer groups, follow BC's public health guidelines for the number of people that can gather outside, using masks, and social distancing as associated with the COVID-19 pandemic.

### City Responsibilities

The City of Kamloops will:

- Administer the Adopt-A-Road/Trail program and keep records of all cleanups and signage issued to groups.
- Provide supply kits, which will be issued to each volunteer group's organizer and can be picked up at the Operations Centre at 955 Concordia Way once an updated application and program supply form has been completed and submitted to [civicooperations@kamloops.ca](mailto:civicooperations@kamloops.ca); documents will then be processed by the City's representative and arrangements will be made for supply kit pickup.
- Provide supply kits with safety equipment for five volunteers to a maximum of two kits (10 volunteers) per group once the Supply Kit Form has been submitted and processed.
- Pick up full bags upon notification by volunteer group.
- Provide third-party liability insurance coverage for volunteers who qualify as a volunteer under the liability protection agreement that the City has with the Municipal Insurance Association of BC.
- Install and maintain an Adopt-A-Road/Trail sign that displays the name of the organization volunteering in this area after the second year.
- Notify the contact person for each volunteer organization in writing of any changes to the program.

### NOTICE OF COLLECTION OF PERSONAL INFORMATION

The City of Kamloops is collecting your information in accordance with the *Freedom of Information and Protection of Privacy Act* for the purpose of administering the Adopt-A-Road/Trail program. By providing your information and submitting this form, you acknowledge and consent to the collection and use of your information by the City of Kamloops for this purpose. Should you have any questions, please contact the Civic Operations Department at [civicooperations@kamloops.ca](mailto:civicooperations@kamloops.ca) or 250-828-3461.

Select Program:     Adopt-A-Road     Adopt-A-Trail

Volunteer Organization:\*

Volunteer Organization Phone No.:

Selected Road or Trail:

Km:

From:

To:

I have read and reviewed this agreement and fully understand the terms of our participation. I will also advise each volunteer of his/her responsibilities as well as the terms of this agreement.

I agree \*

Contract Period:

Contact Name:\*

Email Address:\*

Postal Address:

Postal Code:

Phone Number:\*

Date:\*

The City of Kamloops gratefully acknowledges the numerous volunteers and businesses that have participated each year and are dedicated to keeping our streets, roadsides, and trails clean with signage on their adopted section of the networks.