



Adopt A Space –User Guide

Town of Ajax
Operations and Environmental Services
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Thank you for your interest in keeping our community and environment clean!

Dear Adopt A Space Applicant,

Thank you for choosing to help keep our community spaces clean! In preparation for your adoption, we have created a User Guide to assist you. The Adopt-A-Space User Guide will assist you in working with the Town to plan your adoption and maintain the adopted space. The User Guide outlines all the by-laws, procedures and requirements that affect your adoption.

The Adopt-A-Space has been established as a public service initiative for volunteers that are interested in contributing to the beautification of publicly owned lands. It is a way for environmentally conscious citizens, community groups, private businesses and industry to contribute to a cleaner environment and to further enhance their civic pride through the on-going maintenance of an outdoor area. The volunteer or volunteer groups will be recognized by a sign erected by the Town of Ajax acknowledging their efforts.

If you have any questions about the Adopt-A-Space User Guide or the Application, please contact us at operations@ajax.ca.

Operations and Environmental Services Team



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1. Application Process

Thank you for choosing to keep our Town clean! To aid in a successful process, we have created this guide to assist you in every step of your adoption application. The policies and procedures listed below are provided as a guideline for what is required for a successful adoption.

Participation in Adopt-A-Space Program

Safety is of primary importance in all decisions related to the Adopt-A-Space program. Only groups and individuals approved of by the Town will be allowed to adopt a space (park, road, etc.). They must be responsible and exhibit, in good faith, the desire and the ability to achieve the Adopt-A-Space Program objectives within the parameters of the terms and conditions outlined in this user guide. The Town may refuse to grant a request to adopt a space if granting the request would jeopardize the program, be counter-productive to its purpose, create a public safety hazard or conflict with Town policies.

Volunteers are not to be considered officers, employees, or agents of the Town of Ajax. Volunteers shall agree to abide by the Town's guidelines and to not hold the Town responsible for any injuries or damages that they may cause or suffer as result of participating in the Adopt-A-Space Program. The Town of Ajax does provide Volunteers with Accidental Injury, Death and Dismemberment insurance coverage to volunteers participating in the Adopt-A-Space Program. This insurance coverage applies to volunteers who are injured while acting solely within the scope of their duties for the Town. Refer to the Summary Sheet attached for details of the benefits provided.

Volunteers are encouraged to recycle materials such as aluminum cans or glass bottles collected from the adopted space whenever and wherever possible.

Volunteers wishing to participate in the Adopt-A-Space Program must have an **Authorized Group Representative** complete and submit the attached Agreement to the Town of Ajax, Operations & Environmental Services Department, 800 Salem Road, Ajax, Ontario, L1Z 0J1. Contact telephone numbers are (905) 683-2951 or via Fax at 905-427-4003. Office hours are 8:00 a.m. to 4:00 p.m. Monday to Friday. Approval must be requested **48 hours prior** to any scheduled litter and debris pick-up in the designated space. Group representatives will immediately report details on any hazardous objects located to Operational Services.

Modification, Renewal, Termination of Agreement

The Adopt-A-Space Program may be modified in scope or altered in any manner at the discretion of the Town. Volunteers will have the option of renewing their agreement, subject to the approval of the Town and continuation of the program. Updated volunteer sign-up lists are required at the time of the renewal.

The Town may terminate this agreement and/or remove the Adopt-A-Space signs bearing the volunteers' name if it finds the group is not meeting the terms and conditions of the agreement. If one or more of a group volunteers is not being responsible or the volunteers are not complying to the guidelines set out for the adoption program's objective the Town will terminate the agreement. Undesirable effects such as increased litter and debris, vandalism or volunteer's lack of interest will be reviewed upon renewal.

Volunteers wishing to participate in the Adopt-A-Space Program must complete and submit the Adopt-A-Space application form to the Town of Ajax's Operations & Environmental Services Department.

Volunteer's Responsibilities

Volunteers participating in the Adopt-A-Space Program agree to:

- Appoint or select an authorized Group Representative to be liaison for the group
- Ensure that the Authorized Group Representative(s) attend a safety meeting provided by the Town and in turn supply safety training for the volunteers.
- Ensure that the Authorized Group Representative contacts the Operational Services Department at least 48 hours prior to initiating any maintenance.
- Obey and abide by all laws and regulations relating to safety and terms and conditions required by the Town.
- Plan for shuttle bus-type of travel to the work site if necessary.
- Know the location of the nearest pay phone or have a cellular phone available for emergencies.
- Ensure provision of all transportation, supervision, safety equipment and medical/first aid kits.
- Pick litter a minimum of three (3) times a year unless otherwise approved to maintain a clean environment. Excluded dates from the program are all Statutory holidays unless otherwise approved.

- Wear a Town provided safety vest if applicable and any necessary safety apparel (work gloves and sturdy footwear like green patch work boots) at all times during the program.
- Not pick up litter or debris within the adopted space that could pose a danger to a volunteer.
- Wear clothing that will not impair movement.
- Do not wear attire that might divert the attention of motorists during the program activities.
- Ensure that no individual under the age of thirteen (13) participates unless otherwise approved. The Town reserves the right to limit the number of volunteers working on a site at any given time.
- Ensure no volunteer possesses or consumes alcoholic beverages immediately before or during clean-up activities.
- Suspend program when weather conditions become inclement (i.e., fog, rain, drizzle, high winds, electrical storms, etc.).
- Ensure that no pets, infant children or toddlers are present at the clean-up site.
- Work only during daylight hours (One half-hour after sunrise and one half-hour before sunset).
- Flag all closed containers, heavy objects or suspected hazardous materials for pick-up by the Town of Ajax. Identify these objects to your group representative.
- Surrender all items of personal value (wallet, purse, camera, etc.) found on the right-of-way to the Durham Regional Police.
- Ensure that no promotional signs, posters, or other display material are brought to the adopted site during or between program activities.
- Place trash bags at the designated pick-up site(s) prearranged by the Town Representative and the Authorized Group Representative.
- Notify the Town Operations Department contact person immediately after each clean-up to arrange for the pick-up of debris.
- Return all loaned items to the Operations Centre at the completion of each pick-up.
- If applicable, follow a traffic control plan (Book 7) supplied by the Town for each clean-up and return copy of plan to Operations Centre.

To be completed or provided by the group of volunteers:

- The number of people in the group who will be participating in maintenance sessions

- The name, telephone number and street address of the Authorized Group Representative
- By their signatures, the volunteers acknowledge that they have read and will comply with the terms and conditions and policies outlined in the user guide that are associated with the program. Additionally, they understand the hazardous nature of the work they will be performing
- Indicate if the adoption is a renewal or a first-time participation
- Parking all vehicles at the worksite as far away as possible from the travelled portion of the roadway or not within any restricted areas
- Review safety requirements with all participants
- Give the Town at least 48 hours' notice in advance of the commencing of work.

Town of Ajax Responsibilities

The Town agrees to:

- Approve the specific Space to be adopted by particular groups.
- Provide safety vests, people working signs, fluorescent flags, traffic pylons, and any necessary safety equipment.
- Where feasible erect and maintain an approved Adopt-A-Space sign(s) with the groups' name unless in the opinion of the Town erecting the signs would jeopardize the program, be counterproductive to its purpose, create a safety hazard to the public or conflict with Town policies.
- Remove bags of litter and debris and dispose of materials collected.
- Immediately remove litter/debris from the adopted site or heavy/hazardous or suspicious materials as identified.
- Monitor to ensure the objectives of the program are being met.
- Approve the name and titles of designated groups placed on official Adopt-A-Space signs

To be completed or provided by the Town:

- Location of the Space to be adopted
- The start and end date of the adoption

- Dates that litter pick-ups & garden maintenance cannot occur
- The signature of the Environmental Services Manager or an authorized designate of the Town
- Provision of the necessary safety gear and equipment i.e.: trash bags, work vests, safety cones, etc.

2. Safety Guidelines

Safety Meeting

A safety meeting shall be conducted by the program coordinator with all volunteers prior to any work being done on-site.

Why do we require training to collect litter:

- When working in a garden, in a park, alongside a roadway, on a roadway allowance or in a gardening lot one must be aware of their surroundings, especially moving traffic. Accidents or incidents involving vehicles are not always limited to the travelled portion of the roadway so volunteers must always be alert to avoid being innocent victims.
- There may be hazards which you do not normally encounter in your everyday life. For example, has anyone in your group ever flagged traffic before or worked next to a roadway?
- Though you are volunteers you are working alongside Town employees to beautify a portion of public space. Everyone must adhere to the same safety regulations.
- Volunteers must be made aware that there are many objects and materials that could be a hazard while working in this type of public space.

Safety Apparel & Equipment

Hat

Since this type of work is not considered a “construction project” hard hats are not required. Headwear, however, is recommended on hot sunny days to avoid sun stroke and possible heat stress.

Vest

Volunteers should consider wearing a CSA safety vests at all times while working on-site. An approved CSA safety vest must have side and front tear away features and are to be blaze orange with reflective stripes. Proper use of a safety vest means that they must be worn as vest and not around the waist, etc. The Town will supply safety vests as part of the Adopt-a-Space program.

Shirts

Long sleeve shirts are recommended to be worn to prevent insect bites, sunburn, injuries to arms from thorns, thistles or other hazards. If you can find a light coloured cotton shirt that would be best as dark colours tend to attract insects and trap warmth.

Gloves

Ideally, work gloves with leather fingers and palms should be worn. If you don't have these cotton garden gloves are still adequate. Gloves should be worn at all times while picking up or handling any litter or debris. The Town will supply latex gloves as part of the Adopt-a-Space program.

Pants

Long pants are recommended at all times. They will prevent minor injuries to the legs from thorns, long grass, possible poison ivy or any other hazards. They also prevent sunburn to your legs.

Footwear

Given that there is a risk of stepping on broken glass, nails, sharp stones or other hidden objects, it is recommended that volunteers wear "Green Patch" work boots. Since many individuals will not have this type of footwear a sturdy pair of closed toe shoes such as hiking boots should be worn. Open toe sandals or light shoes are not permitted.

Trash Bags

All litter or debris must be contained within a trash bag providing the materials are small and light enough. The Town will supply garbage bags as part of the Adopt-a-Space program.

Refreshments

Water or a similar drink such as "Gatorade" should be on hand. Pop for example has a tendency to make you thirsty. Absolutely no alcoholic beverages are permitted at any time. Refreshments will not be provided by the Town.

Sunblock

While working on the right-of-way you may be exposed to the extremes of the sun. For your own protection a hat and sunblock is recommended. Sunblock will not be provided by the Town.

Insect Repellent

Not only should you have a good insect repellent, it's a good idea to keep your pant cuffs tucked into your socks or boots. Town staff often use insect repellent when engaged in this work activity where insect bites may become a factor. Insect repellent will not be provided by the Town.

First Aid Kits

A First Aid Kit should include but not be limited to, bandages, a compression bandage, antiseptic swabs and tweezers and should always be readily available. If at all possible someone in your group should be trained in basic first aid and emergency procedures in order to properly administer first aid assistance if required. A First Aid Kit will not be provided by the Town.

Orange Safety Cones

Traffic cones are required to be placed for the safety of the volunteers working on-site. These cones are to be placed in locations on the work site and around cars on-street to ensure motorists are aware that work is in progress. The Town will supply traffic cones as part of the Adopt-a-Space program.

Portable Work Signs

A portable work sign must be located at the start and finish of the respective work area and face the direction of on-coming traffic. The Town will supply the portable work signs as part of the Adopt-a-Space program.

Flags for Marking Items

Small flags or markers shall be used to identify any hazardous objects or materials that are not to be moved by the volunteer group. The Town will supply flags as part of the Adopt-a-Space program.

Emergency Contacts

A cellular phone or other communication device should be readily available while work is being carried out to call for help (9-1-1) in the event of an emergency. An emergency plan should be developed and discussed prior to the start of the clean-up outlining "who does what" in the event that something does occur.

3. Terms of Agreement

Each group is required to sign an agreement with the Town of Ajax acknowledging maintenance responsibility for the identified public Garden for a minimum two-year period. In turn, the Town will install signs naming the group involved as recognition for their dedicated efforts. Other terms of the agreement would be as follows:

Duration of the Adopt-a-Space Program

The Adopt-a-Space program is in effect for an eight month period from April to November each year. Litter collections under this program are required to be completed at least three times per year unless otherwise approved. The necessary collection dates are at the beginning of April, August and then at the end of November. All maintenance must be done during daylight hours in periods of good visibility.

48 Hours Notice

The Town of Ajax requires at least 48 hours notice prior to the completion of any maintenance work. Arrangements will be made for Town crews to pick-up bags of litter and other debris and to transfer them to a disposal site.

Liability

Volunteers are not to be considered officers, employees or agents to the Town of Ajax. Volunteers shall agree to abide by the Town's guidelines and to not hold the Town responsible for any injuries or damages that they may cause or suffer as result of participating in the ADOPT-A-SPACE Program. The Town of Ajax does provide Volunteers' Accidental Injury, Death and Dismemberment insurance coverage to volunteers participating in the ADOPT-A-SPACE Program. This insurance coverage applies to volunteers who are injured while acting solely within the scope of their duties for The Town. Refer to the Summary Sheet attached for details of the benefits provided.

Age Requirements

The minimum age of those participating in the Adopt-a-Space Program has been set at thirteen years (13) of age, unless otherwise approved. We believe that this is a responsible age at which participants can be expected to fully understand and apply the rules of safety.

Location of Work

This project applies to the limits of the adopted space boundaries and the adjacent roadway boulevard but not on the travelled portion of the roadway.

4. General Work Conditions

Work Area

- Shall only be within the adopted Space unless otherwise approved.
- Traffic safety cones shall be placed to delineate the work area. Town staff will recommend the placement locations for short-term operations. Cones shall not be placed within any restricted areas such as "no-Gardening & no-stopping" zones. If applicable, a traffic plan will be provided by the Town of Ajax for the specific Space that has been adopted.
- Vehicles shall be parked at least one metre off the travelled portion of the road.
- Every attempt should be made to carpool to the site to keep the number of volunteer vehicles to a minimum.
- Volunteers exiting a vehicle should remember to check for approaching traffic before getting out.
- Caution needs to be exercised as roadway shoulders may be soft.
- Volunteers should walk on the sidewalk or shoulder of the road as close to the edge as possible and not on the travelled portion of the road.

Supervisor's Duties

- Ensure all required clothing, equipment and safety gear is available and being used.
- Review safety procedures with volunteer work group prior to starting work.
- Organize work groups of up to 5 persons, each one headed by a leader who has reached the minimum age of nineteen (19) years old.
- Keep groups together and make sure that all volunteers understand their roles and objectives.
- Know what to do in the event of an emergency such as a severe cut. Be aware of the location of a First Aid Kit.
- Know where the nearest hospital is or be prepared to call 9-1-1.
- Know the physical capabilities of your group such as when they are being over exerted, becoming dehydrated or if someone is allergic to insect bites, etc.
- Enforce frequent breaks to drink liquids and rest. Look for evidence of sunburn and sunstroke.
- Do not allow any volunteer to walk or work on the travelled portion of the roadway.

Handling of Litter & Debris

Unknown Items

The most important rule is “if you don’t know, don’t touch”. Secure the item to prevent injury by marking it with a flag and contact the Town of Ajax for pick-up.

Heavy Items

Don’t try to lift very heavy objects. Mark them with a flag and contact the Town of Ajax for pick-up.

Air Brake Chambers

Typically used on large trucks these units are a round cylinder about 6-8 inches in diameter. Do not touch, move, kick or make contact with them. These devices can be extremely dangerous as they have an internal spring which is compressed to over 1000 PSI. If the band securing the unit were to break they will fly apart like a hand grenade. If found, mark them with a flag and contact the Town of Ajax for pick-up.

Batteries

Be aware that automotive batteries that contain acid. General household batteries are okay to be collected but car batteries are different. If found, mark them with a flag and contact the Town of Ajax for pick-up.

Closed Containers

“If you don’t know, don’t touch”. Secure the item to prevent injury by marking it with a flag and contact the Town of Ajax for pick-up.

Discarded Needles from Drug Use

DO NOT under any circumstance touch any needle or any other biomedical waste. If these materials are placed within garbage bags they could seriously injure a volunteer handling the bags or Town Staff. Mark them with a flag and contact the Town of Ajax for pick-up.

Dead Animals

Do not touch or move any dead animals because of the potential for disease. Strict government rules exist on how dead animals are to be handled and disposed of. Mark the remains with a flag and contact the Town of Ajax for pick-up.

Frequently Asked Questions

Can I bring a friend along?

- Answer: No, unless he or she has signed the agreement and has attended a training session for the Adopt-a-Space Program.

Where do we put the trash/yard waste bags?

- Answer: At a designated spot arranged prior to the start of the program.

Why can't I wear shorts?

- Answer: It's not a good idea because of the potential for injury, sunburn, insect bites, cuts or scrapes.

Is there poison ivy around here?

- Answer: Yes, there is. You will never know where it is.

What should be in the first aid kit?

- Answer: A basic kit should include but not be limited to band aids, compression bandages, antiseptic swabs, tweezers, extra gloves, etc.

What would you do if you found a suspicious object?

- Answer: Do not handle it! Call Town staff or if necessary call the Police (9-1-1)



If an accident or incident does occur, it must be reported to the Town of Ajax immediately. Thank you for your support and interest!

Release & Indemnification Agreement

I, my child(ren) and/or other patrons in my household voluntarily agree to assume all risks associated with attending this event. I/we agree to release, forever discharge, waive, save harmless, defend, protect and keep indemnified the Town of Ajax and all of its respective agents, employees and representatives from and against any and all kinds of actions, claims, costs, expenses and demands in respect of death, injury, loss or damage, to my person or property or persons who might claim through me, however caused, INCLUDING ANY NEGLIGENCE ON THE PART OF the Town of Ajax, arising out of being permitted to attend **the Adopt a Park, Road or Trail Program.**

Photo/Video Waiver

I, my child(ren) and/or other patrons in my household agree that photos or audio and/or visual records may be made. The Town of Ajax reserves the right to use all photographs and videos of all our activity(ies)/program(s)/ event(s) for promotional purposes.