



Maple Ridge  
**Adopt-A-Block**  
Program

**Registration Package:  
Businesses and Groups**

The Adopt-A-Block Program is managed by the Alouette River Management Society  
and funded by the City of Maple Ridge

## CONTACT INFORMATION

Return your completed forms to Adopt-A-Block via:

1) Standard Mail:

Maple Ridge Adopt-A-Block Program  
Alouette River Management Society  
24959 Alouette Road, Maple Ridge, BC, V4R 1R8

2) Email (scanned documents):

[adoptablock@alouetteriver.org](mailto:adoptablock@alouetteriver.org)

For questions and concerns, please call or e-mail:

Adopt-A-Block Program Coordinator at the Alouette River Management Society at:

**604-463-9699 OR [adoptablock@alouetteriver.org](mailto:adoptablock@alouetteriver.org)**

Any personal information collected on these forms will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to:

Alouette River Management Society  
24959 Alouette Road  
Maple Ridge, BC  
V4R 1R8

**W**elcome, Participants! Maple Ridge wants to keep the community beautiful, and you can help by joining our program.

Adopt-A-Block is a stewardship program managed by the Alouette River Management Society and funded by the City of Maple Ridge that allows participants to take an active role in keeping their community clean and safe. Adopt-A-Block is simple: businesses or groups take care of their adopted location by picking up litter and the Alouette River Management Society provides cleaning supplies, safety information, garbage removal, and a municipal street sign of recognition for the adopting business or group.

This package, for businesses and groups, contains forms that must be completed and returned to the Alouette River Management Society, as below.

Thank you to the families and individuals, schools, service clubs, special interest groups, and local businesses who are active in the Adopt-A-Block program and help keep our streams, parks, blocks, and trails clean. Your efforts are appreciated!

Sincerely,

The Alouette River Management Society



**REGISTRATION PACKAGE  
BUSINESSES AND GROUPS  
ADOPT-A-BLOCK APPLICATION**

**Business or Group Contact Information**

Business/Group name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

Preferred contact method (Please Circle):      Telephone                  E-mail                  Standard Mail

How did you hear about Adopt-A-Block?      Newspaper      Website/Social Media      Street Sign

I consent to be publically recognized on a municipal street sign:                  YES                  NO

I consent to receive e-mail updates and news from Adopt-A-Block:                  YES                  NO

**Organization Information**

Maple Ridge Adopt-A-Block Program  
Alouette River Management Society, 24959 Alouette Road, Maple Ridge, BC, V4R 1R8

**Adoption Type and Location**

Adoption type (Please Circle):    Block                  Stream                  Trail                  Park

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

\_\_\_\_\_

\_\_\_\_\_

## STATEMENT OF COMMITMENT

### Business or Group

The business or group agrees to:

1. Remove litter for a minimum of 2 years (from time of signage and agreement) as follows:
  - Stream: four times per year
  - Park or trail: minimum two times per month (adopted section only)
  - Block: once per month or as necessary
2. 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 City of Maple Ridge, at **604-463-5221**
3. Report participant injuries incurred during cleanup activities to the Program Coordinator within two working days of the incident. Template available near the end of this document. Include:
 

a) Name of injured person	d) Incident Details
b) Time and date of incident	e) Hospital or Clinic Attended
c) Nature of injury	
4. Pay a registration fee, in its entirety, of \$100.00 (CAD) to the Maple Ridge Adopt-A-Block Program via the Alouette River Management Society. The fee of \$100.00 (CAD) covers the cost of initial membership, street sign (of recognition) manufacture, street sign (of recognition) installation, street sign (of recognition) maintenance, and cleanup equipment. The \$100.00 (CAD) fee is based off a \$50.00 (CAD) per year fee, for the initial 2-year adoption period.
5. Complete biannual reports regarding the nature of participation in the Adopt-A-Block program by the business or group in question and submit these reports to the Adopt-A-Block Program Coordinator via the Alouette River Management Society. An instructional template is provided near the end of this document.
6. Release rights for the Maple Ridge Adopt-A-Block Program, and by extension the Alouette River Management Society, to use the name and the logo of the business or group during the duration of the initial two-year adoption strictly for Adopt-A-Block promotional content only. See waiver near the end of this document.

### Adopt-A-Block Program Coordinators and Management

Adopt-A-Block Program Management agrees to:

1. Supply operating materials and street sign (of recognition)
  - a. Adopt-A-Block will provide cleanup equipment (grabbers and bags) that can be signed-out at the Maple Ridge Leisure Centre OR ARMS. Please return equipment after commitment period. Vests provided for group cleanups; please arrange in advance. Also provided is a municipal street sign (of recognition) installed and maintained in adopted area.

2. Arrange for removal and disposal of large materials
  - a. If you come across large or uncommon debris during your cleanup that is too big to fit in your standard garbage or recycle receptacles, please call 604-463-9699 or email [adoptablock@alouetteriver.org](mailto:adoptablock@alouetteriver.org) and Adopt-A-Block will arrange to have the items picked up
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.

At no time is the safety of a volunteer to be compromised in the performance of cleaning activities.

I, on behalf of my business or group, have read and understood this statement of commitment, and on behalf of my business or group, I agree to the terms of participation.

Adopter's signature \*18 years or older: \_\_\_\_\_

Date: \_\_\_\_\_

ARMS' signature: The Alouette River Management Society

Date: Through December 2017

### WAIVER OF LIABILITY – RELEASE AND INDEMNITY

It is important that business or group volunteers participating in the Adopt-A-Block program, (referred to as Adopt-A-Block, the Adopt-A-Block program, or the Maple Ridge Adopt-A-Block Program) understand the extent to which ARMS provides insurance coverage for liability and personal injury/illness. Complete and sign the following prior to volunteering with Adopt-A-Block.

I, the Adopt-A-Block applicant on behalf of my business or group, wish to register my business or group with and have my business or group participate in, the Maple Ridge Adopt-A-Block Program through the Alouette River Management Society (ARMS) and assist ARMS in providing services to the community as volunteers and without any expectation of profit or gain.

In exchange for the opportunity to participate in the delivery of ARMS' programs and services, I, on behalf of my business or group, agree to the following:

1. I acknowledge and agree that the business or group is participating in the ARMS volunteer program solely upon the own initiative and at the sole risk of the business or group. I recognize that certain risks may be inherent in the provision of volunteer services and I, on behalf of my business or group, voluntarily assume those risks.
2. I agree that ARMS will not be required to compensate volunteers from the business or group participating in the Adopt-A-Block program for any harm or loss suffered as a result of their participation in the provision of volunteer services, whether that be physical harm such as illness, injury, or death, harm to their reputation or the reputation of the business or group, or loss of or damage to personal property owned or used by volunteers in the provision of volunteer services.
3. I, on behalf of my business or group, agree not to take legal action against ARMS for any harm of loss suffered by volunteers from the business or group in connection with the provision of volunteer services regardless of how that harm or loss occurred or why it happened.
4. I, on behalf of my business or group, also relinquish any right I, including the business or group, might have to claim compensation from ARMS as a result of legal action taken by their parties as a result of injury, illness or death suffered by volunteers from the business or group, or as a result of any loss of or damage to personal property owned or used by volunteers from the business or group in the provision of volunteer services.
5. Any reference to ARMS in this document shall include the Alouette River Management Society and all associated charities, divisions, and unincorporated associations, as well as all officers, employees and volunteers of any of them.
6. I, on behalf of my business or group, fully understand and agree to the terms set out in this document and I am signing it voluntarily, recognizing that this document may be relied upon by ARMS in the event that court proceedings are taken against it by the business or group, myself, or any third party.

I, on behalf of my business or group, have read and understand the above conditions of volunteer service:

Adopter's signature \*18 years or older: \_\_\_\_\_

Date: \_\_\_\_\_

\*Business or group must notify the program coordinator within 24 hours of emergency at 604-463-9699 or [voluncomm@alouetteriver.org](mailto:voluncomm@alouetteriver.org)

## PERSONAL LIABILITY

Volunteers from your business or group participating in the Adopt-A-Block program are protected from civil liability for injuries or damage to the person or property of others, subject to the following general conditions:

1. Volunteers from your business or group are volunteering on an Adopt-A-Block task
2. Volunteers from your business or group limit their actions to the Adopt-A-Block duties
3. Volunteers from your business or group perform their Adopt-A-Block 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 volunteers from your business or group use a personally owned vehicle in the course of their Adopt-A-Block duties, they are required to have current automobile liability insurance to provide primary coverage for any accidents involving that vehicle.

### **Volunteer Injury Coverage**

Workers' compensation is not provided. ARMS has insurance for volunteers. If a volunteer from your business or group is injured in a private vehicle, the owner's insurance is responsible for their medical bills.

### **Reporting Responsibility**

If volunteers from your business or group are involved in an accident or exposed to a potential liability situation while performing assigned duties, they must inform the group contact for Adopt-A-Block within your business or group before the end of the current clean up shift.

In case of emergency (including a medical emergency) please call 9-1-1. If an emergency or medical emergency occurs on the property of your business or group, please follow emergency procedures practiced by your business or group.

I, on behalf of my business or group, have read and understand the above conditions of volunteer service:

Adopter's signature \*18 years or older: \_\_\_\_\_

Date: \_\_\_\_\_



## SAFETY GUIDELINES

### Who is the contact?

Determine a representative from your business or 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 Alouette River Management Society and any volunteers represented. The contact is also responsible for reminding volunteers to use good judgment and safe practice during cleanup 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 cleanup activities.

### Walking on Streets:

- Work on one side of the street at a time.
- Pick up litter walking against traffic. This ensures all volunteers are facing oncoming traffic and are aware of dangers.

### Volunteer Clothing

- Always wear reflective / bright clothing
- Always 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

### SAFETY CHECKLIST

- 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.
- SUPERVISE MINORS.
  - Ensure a responsible adult is present to supervise minors.
- 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.
- REVIEW SAFETY INSTRUCTIONS WITH PARTICIPANTS:
  - Watch for cars and other vehicles.
  - Obey traffic regulations and use marked crosswalks
  - 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 City for proper collection and disposal
  - Never reach blindly to pick up an item.
  - Report pollution incidents and water-quality complaints to the Environment Section of the City of Maple Ridge at **604-467-7499** or **604-463-5221 ext. 5619** during working hours. To report outside regular working hours (Monday to Friday 8am-4pm) calling the Provincial Emergency Program (PEP) at **1-800-663-3456** will result in the complaint being forwarded to either Environment Canada or the City 24 hour line. An on-call staff member will pick it up, and either call Environment staff for help, or go out to investigate on their own.
  - Work in pairs or teams.

Remember Safety First!

## INJURY INCIDENT REPORT FORM TEMPLATE

As agreed to by any business or group who makes an adoption with the Maple Ridge Adopt-A-Block program in the Statement of Commitment, all and any injuries or medical emergencies the occur during or as a result of volunteers from the business or group in question participating in the Adopt-A-Block program must complete and submit reports to the Adopt-A-Block Program Coordinator within two working days of the initial incident.

Information included in any Injury Incident Report Form is intended only for the Adopt-A-Block program via the Alouette River Management Society. ARMS and Adopt-A-Block agree to not share or distribute this information with any third parties, with the exception of including anonymous, statistical information drawn from Injury Incident Report Forms with the City of Maple Ridge who may inquire about the safety and security of the Maple Ridge Adopt-A-Block program.

This page, serving as a template, can be filled out and submitted to the Maple Ridge Adopt-A-Block program via the Alouette River Management Society via:

**Standard Mail:**  
**Adopt-A-Block**  
**Alouette River Management Society**  
**24959 Alouette Road**  
**Maple Ridge, BC**  
**V4R 1R8**

OR

Email:

[adoptablock@alouetteriver.org](mailto:adoptablock@alouetteriver.org)

BUSINESS OR GROUP NAME: \_\_\_\_\_

NAME OF INJURED PERSON: \_\_\_\_\_

NATURE OF INJURY: \_\_\_\_\_

DATE OF INJURY: \_\_\_\_\_

INCIDENT DETAILS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOSPITALS OR CLINICS ATTENDED: \_\_\_\_\_

### REGISTRATION FEE SUMMARY OF PAYMENT

As agreed to by any business or group who makes an adoption with the Maple Ridge Adopt-A-Block program in the Statement of Commitment, a fee of \$100.00 (CAD) must be paid in full at time of initial adoption to the Adopt-A-Block program via the Alouette River Management Society.

This fee of \$100.00 (CAD) is a combined amount of \$50.00 (CAD) per year for the 2-year commitment agreed to by the business or group in question.

The money from the fee of \$100.00 (CAD) is put towards the following:

1. Initial registration
2. Street sign (of recognition) manufacture
3. Street sign (of recognition) installation
4. Street sign (of recognition) maintenance
5. Cleanup equipment required for Adopt-A-Block activities

Please indicate type of payment:

Cash

Cheque (Please include cheque number here: \_\_\_\_\_)

I, on behalf of my business or group, verify that payment for the \$100.00 (CAD) fee required for Adopt-A-Block registration, has been made to the Alouette River Management Society.

Adopter's signature \*18 years or older: \_\_\_\_\_

Date: \_\_\_\_\_

*As a registered charitable organization, the Alouette River Management Society can issue a tax receipt for your business or group upon request.*

## BIANNUAL REPORT TEMPLATE

As agreed to by any business or group who makes an adoption with the Maple Ridge Adopt-A-Block program in the Statement of Commitment, biannual reports must be completed, regarding the nature of participation in said program by the business or group in question.

The biannual reports submitted are to briefly address 1) the amount of Adopt-A-Block business or group participants involved in a 6-month period, 2) approximate participation hours put toward the Adopt-A-Block program by the business or group and its relevant volunteers, 3) a short summary of material collected.

The biannual reports are to be submitted on a 6-month (half-year) basis. During the course of the initial 2-year commitment to the Adopt-A-Block program by the business or group in question, a total of 4 reports are due to be submitted before the end of the 2 year commitment.

Information included in any Biannual Report is intended only for the Adopt-A-Block program via the Alouette River Management Society. ARMS and Adopt-A-Block agree to not share or distribute this information with any third parties, with the exception of including anonymous, statistical information drawn from Biannual Reports with the City of Maple Ridge who may inquire about the general participation within the Maple Ridge Adopt-A-Block program.

This page, serving as a template, can be filled out and submitted to the Maple Ridge Adopt-A-Block program via the Alouette River Management Society via:

**Standard Mail:**  
**Adopt-A-Block**  
**Alouette River Management Society**  
**24959 Alouette Road**  
**Maple Ridge, BC**  
**V4R 1R8**

OR

Email:

**[adoptablock@alouetteriver.org](mailto:adoptablock@alouetteriver.org)**

BUSINESS OR GROUP NAME: \_\_\_\_\_

TOTAL APPROXIMATE PARTICIPANTS DURING 6-MONTH PERIOD: \_\_\_\_\_

TOTAL APPROXIMATE PARTICIPATION HOURS DURING 6-MONTH PERIOD: \_\_\_\_\_

SUMMARY OF MATERIAL COLLECTED: (example – food containers and wrappers, furniture or other large objects, cigarette butts, etc.)

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**RELEASE AND PERMISSION TO USE COMPANY LOGO OR TRADEMARK**

As a volunteer member of the Adopt-A-Block program, through the Alouette River Management Society (ARMS), \_\_\_\_\_, (“your business or organization”) by and through its undersigned authorized representative, hereby gives permission for ARMS to publish and/or use its company logo or registered mark for all purposes connected with the business of Adopt-A-Block.

It is understood that ARMS may use said logo or mark for advertising relating to Adopt-A-Block, for seminars, symposiums, recruiting of members, published materials relating to Adopt-A-Block, and all other purposes related to Adopt-A-Block and its mission.

It is further understood that ARMS may use such logo or mark in connection with seminars, speakers, or symposiums, regardless of whether your business or organization is a sponsor of said event. ARMS may use your business or organization’s logo or mark for these purposes without further permission or acquiescence by your business or organization, and your business or organization hereby releases ARMS from all liability relating to the publication or use of the logo/mark.

Your business or organization understands and agrees that, if your business or organization discontinues its membership in the Adopt-A-Block program, there may still be published materials in use and existence that relate to Adopt-A-Block and that reflect your business or organization’s logo or registered mark.

ARMS will use reasonable efforts to replace and update such published materials periodically; notwithstanding, this permission and release by your business or organization survives termination of membership in the Adopt-A-Block program for a reasonable time until such materials are revised.

Adopter’s signature \*18 years or older: \_\_\_\_\_

Executed (Date): \_\_\_\_\_