



ADOPT-A-STREET OR HYDRANT POLICY

Policy Number	P2022-01
Classification	GOV
Effective Date	2022-12-19
Approval Authority	COUNCIL
Supersedes	2015-04
Mandated Review	2027

1. PURPOSE

The Adopt-A-Street or Hydrant Program endorsed by Bathurst City Council is designed to allow private citizens and groups an opportunity to support the City of Bathurst's efforts by adopting a section of a City street or fire hydrant located within the City boundaries.

The purpose of the program is to promote citizen participation and to beautify our community and reduce the litter problem adjacent to City roadways by making the adopted street or hydrant an example of community involvement through volunteer efforts. The City of Bathurst encourages recycling of appropriate litter collected.

2. SCOPE

This Policy applies to all individuals or groups who wish to beautify the community by adopting a section of a City street or fire hydrant located within the City boundaries.

3. DEFINITIONS

- (1) **CITY** means the City of Bathurst
- (2) **COUNCIL** means the mayor and councillors of the municipality

4. POLICY STATEMENT

1. Procedure

- a) Individuals and groups sign up by submitting the application form to the program coordinator at City Hall.
- b) The program coordinator will communicate with the Volunteer Coordinator to assign a route or hydrant.

- c) Individuals/groups will make a two-year commitment. They may renew by submitting a renewal form 30 days prior to the termination date to preserve their right to first refusal of a particular street or hydrant.
- d) Individuals/groups will agree to conduct a minimum of two street clean-ups per year or consistently maintain a fire hydrant and file status reports, which consist of a simple one-page form, to the program coordinator after each activity (Spring and Fall).
- e) The City of Bathurst will designate areas where the litter can be placed and at the end of the cleanup session, the City of Bathurst will be responsible to dispose of it.
- f) The City of Bathurst will install small roadside signs, which identify street areas adopted, and the sponsor(s) on City streets.
- g) The City of Bathurst shall encourage public participation by endorsement of the Adopt-A-Street or Hydrant Program by public recognition in the form of appreciation and recognition.

2. Adopt-A-Street or Hydrant Procedures (for participants)

- a) The Volunteer Coordinator for the individuals or group will sign up with the program coordinator of the City of Bathurst.
- b) The program coordinator notifies the Volunteer Coordinator of application acceptance.
- c) Before each activity, the Volunteer Coordinator reviews the safety checklist with the group and signs the safety sheet.
- d) Following each activity, safety supplies/equipment are to be returned to the program coordinator.
- e) Thirty (30) days prior to the termination date of an agreement, a renewal/termination form is completed and returned to the program coordinator. If a renewal, this preserves the right of first refusal to the section of street currently being cleaned or fire hydrant being maintained.

5. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)

Application for Adopt-A-Street or Hydrant Program

The Program Coordinator will work with the Volunteer Coordinator to determine the specific section of street or fire hydrant to be adopted.

Date of Application

Name of organization or Individual

Mailing Address

City, Postal Code

Telephone

Email

Type of Organization (Commercial, service, etc.)

Volunteer Coordinator

Telephone Number

Please write desired sign identification for Adopt-a-Street Program:

Line 1: _____

Line 2: _____

Fire hydrants or street sections, in order of preference, which you are interested in adopting, include street name and beginning and ending points, if a section of road or street. (for example, Vanier Boulevard beginning at St. Peter Avenue and running westerly to City Limits.

1. _____

2. _____

3. _____

Adopt-A-Street or Hydrant Program - Adoption Agreement

The City of Bathurst and the Adopt-A-Street or Hydrant participants, hereinafter called the “group” recognize the need and the desirability of litter-free roadways and well-maintained hydrants and are entering into this agreement to permit the group to contribute toward the achievement of this goal.

By signature below, we acknowledge the risks associated with the work and agree to the following terms and conditions:

1. Groups shall not begin an activity until all forms and agreements regarding the program have been completed.
2. Groups shall adopt the street or hydrant for a minimum period of two years.
3. Groups shall consistently maintain fire hydrants or clean up the street twice per year. These clean ups shall occur in the Spring and Fall.
4. The Volunteer Coordinator will serve as a contact person for the group.
5. No participant shall be under 11 years old and those participants under 18 years shall have written consent from a parent or guardian.
6. The group shall include at least one person 18 years of age or older for participants who are the ages of 11 through 17.
7. Participants in the group agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the City for special conditions on a particular adopted street or fire hydrant.
8. Approved paint and supplies, safety vests, garbage bags and warning signs will be supplied by the City of Bathurst and may be obtained through the program coordinator.
9. The group shall not organize an activity during weather conditions that interfere with visibility, hours of darkness, peak traffic hours, or when otherwise directed by the Volunteer Coordinator.
10. Only registered persons shall participate.
11. The Volunteer Coordinator shall organize and conduct safety briefings with his/her group. Each day that work is performed in the adopted area, the Volunteer Coordinator shall verbally review with the participants a safety checklist to indicate the potentially hazardous nature of the work. Participants shall agree to take appropriate precautions and understand the important of safety. The Volunteer Coordinator shall sign and date the sheet.
12. The Volunteer Coordinator’s primary responsibility shall be assuring the safety of the workers and the travelling public.
13. No group participants shall take part in any activities which distract or adversely affect the safety of the travelling public.

14. All vehicles shall be parked clear off the roadway as far away from the pavement edge as possible.
15. Group participants shall wear approved safety vests during the activity.
16. The City shall erect and maintain temporary warning signs. Signs are erected within 150 meters, about 500 feet, of where an activity is occurring.
17. Group participants shall perform all work off the travelled way and shoulders of the road.
18. The group shall place and seal all litter in garbage bags. The program coordinator and Volunteer Coordinator will determine a drop off point for litter, which will be picked up by the City.
19. The group shall not move potentially hazardous substances including, but not limited to, hypodermic needles, animal carcasses, or other large objects. The group shall notify the program coordinator of the presence of hazardous materials in the status report.
20. If the group chooses to recycle, an effort which is encouraged, the group shall dispose of the recyclable litter appropriately.
21. The Volunteer Coordinator shall complete an Adopt-A-Street or Hydrant status report and forward it to the program coordinator within one week following each activity.
22. Participants shall notify the Volunteer Coordinator if an injury occurs. The Volunteer Coordinator shall include such in his/her status report.
23. If the Adopt-A-Street or Hydrant Program is eliminated or discontinued for any reason, this agreement shall be terminated.

The City of Bathurst recognizes the group as the adopting body for (street or location of hydrant)

And the group accepts the responsibility of maintaining the hydrant or picking up litter on this section of street for a period beginning _____, 20____, and ending _____, 20____.

NAME OF GROUP

Volunteer Coordinator

Address

Phone Number (Home)

Phone Number (Work)

**Adopt-A-Street or Hydrant Program
Parent/Guardian Permission for Children 11 through 17 years of Age**

_____ has my permission to participate in the Adopt-A-Street or Hydrant Program. I am aware that involvement in this program means that he/she will be maintaining a hydrant or picking up litter along public and/or private roadsides, and that he/she must abide by all safety rules on the Safety Checklist.

Signature of Parent/Guardian

Relationship to Child

Date

Adopt-A-Street or Hydrant Program - Release of Liability Claims

To be signed by a participant 18 years of age or older.

I hereby agree to indemnify and hold harmless the City of Bathurst, its officials, agents, servants, and employees and _____

(Organization/Company)

from and against any claims on account of bodily injury (including death) or property damage arising, or alleged to have arisen, out of my participation in the City of Bathurst's Adopt-A-Street or Hydrant Program.

Name of the Group

Name of Participant

Date

To be signed by parent or guardian of a participating minor under the age of 18 years.

The undersigned hereby agrees to indemnify and hold harmless the City of Bathurst, its officials, agents, servants, and employees from and against any claims on account of bodily injury (including death) or property damage arising, or alleged to have arisen, out of my minor child's,

(child's name)

participation in the City of Bathurst Adopt-A-Street or Hydrant Program.

Parent or Guardian

Date

NOTE: generally, the minor can rescind any release or indemnification executed by or on behalf of a minor, within a reasonable time after attaining majority.

Adopt-A-Street or Hydrant Program - Safety Checklist

- All participants shall wear an approved safety vest during the activity.
- All participants shall stay away from pavement areas and traffic. Do be prepared for any unexpected behavior of motorists. Stay on the right-of-way facing traffic and stay with your group.
- No participants shall pick up anything that could be hazardous to their health. This includes needles, jagged glass, and animal carcasses, or heavy objects. If in doubt, do not touch the object and notify the Volunteer Coordinator of the object's presence in the status report.
- No more than 20 members of the group may be participating in the activity at any one time, unless otherwise stated in the agreement.
- Non-participants may not accompany the group.
- No activity, horseplay, etc., will be tolerated which compromises the safety of the group participants or the travelling public.
- During all activities, the group shall use or wear all suggested safety equipment.
- The Volunteer Coordinator shall position him or herself in a location, which enables that person to facilitate the safety of all group participants.
- The Volunteer Coordinator shall insure that all temporary warning signs are located and maintained within 150 meters; about 500 feet, of the work section, and shall check them often to insure their effectiveness.
- It is recommended that appropriate clothing be worn during the activity, such as long pants, long sleeved shirts, gloves, hat, and work boots.
- No gear, electronic or otherwise (including personal tape, CD, radio, etc.), which may distract participants, may be used during the activity.
- All cars, which the group participants drive to the activity. site, must be parked in the place arranged by the group.
- All work shall be performed off the travelled way of the road.
- The group shall return any safety supplies furnished by the City Coordinator following each activity.

I have briefed the group on the potentially hazardous nature of the work and the above list of safety points has been covered.

Volunteer Coordinator _____

Date: _____

Adopt-A-Street Program - Status Report

(Street / Hydrant Location)

Following each activity please return a complete Status Report form to the following address within one week of the activity:

Adopt-A-Street or Hydrant Program
Program Coordinator
c/o City of Bathurst
150 St. George Street
Bathurst, NB E2A 1B5

Organization's Name

Date of activity

Number of bags filled

Number of Hydrants maintained

Length of Activity

Number of participants

Name of Volunteer Coordinator

Large, Unusual, or Hazardous Materials Found and Approximate Location:

Comments:

Person completing Status Report

Date:

Adopt-A-Street or Hydrant Program - Renewal/Termination Form

Date: _____

Organization Name _____

Street _____

Adopted Street or Hydrant _____

Would like to adopt the same street or hydrant:

- Yes
- No

Who will be the group coordinator for the next two-year period and what is his/her address and telephone number:

This renewal form has only served to preserve your group’s right of first refusal on the section of street or fire hydrant you are currently maintaining. The group must enter into a new agreement with the Program Coordinator, which will serve to reaffirm the obligations of both the adopting group and the City of Bathurst to the *Adopt-A-Street or Hydrant* Program. If you do not want to adopt the same section of street or fire hydrant, you are not given any priority in the choice of other available sections of street or fire hydrants and must resubmit an application.

This form should be submitted 30 days prior to the termination date in order to preserve your right of first refusal.