

# P O L I C Y



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Policy Title <b>Clean up Program</b>		

Council Resolution No. <b>C/695/05</b>	Date: <b>November 8, 2005</b>	Cross Reference <b>NEW POLICY</b>	Effective <b>November 8, 2005</b>
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## Policy Statement

Lacombe County supports the use of volunteers and community groups to assist in the clean up of road ditches and communities. Residents, community groups and businesses are encouraged to participate in clean up programs organized by volunteers.

## Authorization

The County Commissioner or designate is authorized to enter into agreements with volunteers and community groups that may wish to participate in the Clean up Programs.

## Funding

Funding for this program will be determined by Council through the annual budget process

## Guidelines / Procedures

The request for program funding and public works assistance is to be submitted to the County Commissioner or his designate, using the appropriate County agreement form, outlining the proposed clean up program they wish to participate in.

Dates and locations would then be coordinated with the Public Works Maintenance crews to ensure timely pick up of garbage.

## **Community Clean Up Program**

1. The organization shall enter into an agreement with Lacombe County addressing the following issues:
  - Location of clean up
  - Date of clean up
  - Number of volunteers involved
  - Material required (i.e. garbage bags, gloves)
  - Safety concerns addressed
  - Additional information may be requested

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2. The organization shall provide cleaning services by picking up litter within the community.
3. Lacombe County shall provide the organization with garbage bags, gloves, safety vests and any other material deemed necessary by Lacombe County.
4. The organization shall be fully responsible for the activities of its workers and shall provide all transportation, supervision and medical first aid services for its participating employees, members and agents. The optional Lacombe County Cleanup Training Course is available to all participants of the Caring for Lacombe Communities Program.
5. All participating organization members must be at least 10 years of age.
6. The organization shall indemnify and hold harmless Lacombe County, their employees, and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the organization, its employees, members or agents, in the performance by the organization of this Agreement. Organizations are advised to maintain comprehensive general liability insurance coverage to protect itself from third party claims, demands or actions.
7. Lacombe County will provide accidental death and dismemberment Insurance coverage for all participating organization members.
8. The Agreement can be terminated if the work of the organization interferes with traffic, is considered unsafe, is inadequate for effective litter control or is inconsistent with the Caring for Lacombe Communities Program.
9. Dates and times must be coordinated with Lacombe County Public Works Department to ensure timely pick up of garbage.

## **Adopt-a-Highway Program**

1. The organization shall enter into an agreement with Lacombe County addressing the following issues:
  - a. Location
  - b. An approximate schedule of clean up.
  - c. Name of resident, community group or business to be placed on sign.
  - d. Signs will be in place for a minimum of 3 years with a renewal option.
  - e. Additional information may be requested.

Lacombe County will install recognition signs designating the location covered by the agreement.

2. The group will pick up litter once a year, before the end of August. Scheduling of work anytime after the holiday weekend but must complete pick up by August 31.

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3. The participating group will be required to sign the Caring for Lacombe County Roads Agreement. The agreement shall include a minimum 3 km maximum 5 km length of highway.
4. The group agrees to adopt the section of roadway for a minimum period of three years, with a renewal option when agreeable to both parties. Renewals will be for a period of three years.
5. Lacombe County Roads Clean Up Training Course will be provided to the group. Attendance is suggested for all participants. A safety meeting shall be conducted prior to each litter pickup.
6. The participating group is recommended to have valid comprehensive general liability Insurance coverage and hold safety-training workshops.
7. Lacombe County will provide accidental death and dismemberment insurance coverage.
8. Litter pickup will not be undertaken on provincially recognized holidays or holiday weekends.
9. Litter pickup will take place during daylight hours (one hour after sunrise and one hour before sunset). Litter pickup will not be undertaken during rainy, foggy weather or when the road is wet or icy.
10. Participants must be at least 10 years of age. Suggested supervision is 1 adult to 2 children under age of 14. Participants 14-18 years of age require less supervision (5 per adult supervisor).
11. Lacombe County recommends a minimum of 3 people per kilometre adopted.
12. Pickup efforts must be undertaken by a group of at least 3 people; no individuals.
13. No pets are allowed in the work area during litter pickup.
14. Vehicles may not be parked on the roadway surface. Car pooling to worksite is recommended.
15. Lacombe County will supply safety vests, litterbags and recognition signs. County personnel will install the recognition signs.
16. Safety supplies furnished by Lacombe County must be picked up during regular working hours, 8:30 a.m. to 4:30 p.m. - week days only.
17. All workers must wear a safety vest during clean up activities.
18. The group will advise the Lacombe County representative 5 days in advance as to pick up date in order that County forces can be scheduled to pick up and dispose of litter bags.
19. Filled litter bags will be placed along the shoulders of the roadway and will be disposed of by Lacombe County' personnel. All bags are to be tied shut after filling.
20. Adoption includes both sides of the roadway unless otherwise specified by the Lacombe County representative.

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21. All accidents/incidents during the course of the litter pickup shall be reported to Lacombe County within 24 hours of occurrence.
22. Participants will not direct, stop or interfere with traffic.
23. Use of controlled substances by participants is prohibited during clean up activities.
24. Participants shall not trespass or interfere with the rights of private landowners.
25. Groups are encouraged to separate and recycle material for their benefit.
26. Adoption can be terminated if the work of the participating group interferes with traffic, is considered unsafe, is inadequate for effective litter control or is inconsistent with the Caring for Lacombe County Roads program.

**Roadside Clean up Program**

1. The organization shall enter into an agreement with Lacombe County addressing the following issues:
  - Location of clean up
  - Date of clean up
  - Number of kilometers
  - Materials required (i.e. garbage bags, gloves)
  - Safety concerns addressed
  - Additional information may be requested
2. The organization shall provide cleaning services by picking up garbage in the ditches along the roadway sections as assigned by a Lacombe County representative and as listed under section 8 of this agreement. Cleaning services shall be completed between the hours of 7:00 a.m. and 3:00 p.m. on \_\_\_\_\_, the \_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_, or as otherwise directed by the Lacombe County representative or his delegate.
3. Subject to the terms of this agreement, Lacombe County shall make a donation to the organization in the form of a grant. Using the rates described in the fee schedule shown below, payment will be based on the total number of kilometers of roadway right of way cleaned. The Lacombe County representative shall assign the appropriate payment rate to each section of roadway ditch that is to be cleaned under this agreement. The decision of the Lacombe County representative with respect to the assigning of payment rates shall be considered final and can not be appealed. *(Refer to section 8 for a listing of the payment rates that have been assigned to each section of roadway ditch being cleaned under this agreement.)*

“A” Rate (Paved Roads) - \$50.00/km of roadway right of way cleaned. This rate shall apply to all paved roadways within Lacombe County.

“B” Rate (Gravel Roads) - \$30.00/km of roadway right of way cleaned.

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4. The organization shall abide by the program rules as described in the "Clean-Up Training Manual" and be fully responsible for the activities of its workers. Failure to comply with the program rules shall result in the immediate termination of this agreement.
5. The organization shall ensure that prior to taking part in clean-up day activities, all of its participating members shall have fully completed the required safety training as described in "Clean-Up Training Manual".
6. The organization shall provide all training, transportation, supervision, safety equipment and medical first aid services for its participating employees, members and agents.
7. The organization shall prepare and fully complete an "Action and General Safety Plan" as described in the "Clean-Up Training Manual". A signed copy of the fully completed "Action and General Safety Plan", including attachments, shall be submitted to the Lacombe County representative no later than \_\_\_\_\_. No payments shall be made to the Organization until all supporting documentation has been received by the Lacombe County representative.
8. The organization shall indemnify and hold harmless Lacombe County, their employees, and agents from any and all claims, demands, actions, and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the Organization, its employees, members or agents, in the performance by the Organization of this Agreement.

Organizations are advised to maintain comprehensive general liability insurance coverage to protect itself from third party claims, demands or actions.

Lacombe County will provide accidental death and dismemberment insurance coverage for all participating organization members.

9. The following sections of roadway ditch are to be cleaned under this agreement:

Hwy Section	From	To	Total Kms to be Cleaned	Assigned Payment Rate \$/km