

ADOPT-A-ROAD POLICY
TERMS AND CONDITIONS/AGREEMENT
OF THE
CORPORATION OF THE TOWNSHIP OF BROCK
AUGUST, 1997

TOWNSHIP OF BROCK ADOPT-A-ROAD PROGRAM

TERMS AND CONDITIONS

PURPOSE

The Township of Brock, following the lead of other roadway authorities, has established its own Adopt-A-Road program where groups contract with the municipality to clean up certain Township road rights-of-way. Under this program, groups or individuals agree to adopt a section of Township road and to keep it clean by performing a clean-up at least twice per year. In return, the municipality will erect a sign to acknowledge their efforts.

PARTICIPATION IN THE PROGRAM

Roadway safety is of paramount importance to the Township of Brock and is something which is taken very seriously.

Only groups and individuals determined by the Township to be responsible and to exhibit, in good faith, the desire and ability to achieve the Adopt-A-Road program objectives and to abide by these Terms And Conditions will be allowed to participate. The Township reserves the right to refuse or terminate any group or individual if their actions are contrary to the purpose of the program.

Volunteers in the program are **not** considered as Officers, Employees, or Agents of the Township of Brock and shall not be entitled to any remuneration or benefits. Any injuries, claims, liabilities, suits, or costs arising from volunteer activities relating to this agreement shall be the sole responsibility of the volunteers. Volunteers shall indemnify the Township and agree to abide by the Township's guidelines and to not hold the Township responsible for any injuries or damages that they may cause or suffer as a result of participation in this program.

Volunteers wishing to participate in the Adopt-A-Road program must undertake the following tasks:

- designate a person as their Authorized Group Representative (AGR);
- The AGR must complete and sign the attached agreement;
- all volunteers must be identified and sign the attached sign-up sheet acknowledging that they have taken the relevant safety training, read the document *Safety Guidelines For Volunteers*, and absolving the Township of all responsibility in the event of injury;
- the responsibilities of each party are set out on the following pages

MODIFICATION/RENEWAL/TERMINATION OF AGREEMENT OR PROGRAM

The Adopt-A-Road agreement or program may be modified in scope or altered in any manner at the

discretion of the Township. Volunteers will have the option of renewing their agreement on an annual basis, subject to the approval of the Township and continuation of the program. Updated volunteer lists are required at the time of renewal.

The municipality may terminate the agreement and/or remove the Adopt-A-Road signs bearing the volunteers' name if it finds that:

- the group is not meeting the terms and conditions of the agreement;
- one or more of the volunteers of a group is not responsible;
- the volunteers are acting contrary to the guidelines of the program;
- the adoption is proving to be counter-productive to the program's objective;
- undesirable effects such as increased litter, vandalism, or sign theft are resulting from the adoption or;
- volunteers are engaged in irresponsible conduct at the adopted section.

VOLUNTEERS' RESPONSIBILITIES

Volunteers participating in the Adopt-A-Road program agree to:

BEFORE PICK-UP

- select an Authorized Group Representative (AGR) to be liaison for the group;
- ensure that the AGR and the participants receive annual safety training and be familiar and have read the brochure entitled *Safety Guidelines For Volunteers* before participating in the clean-up of the adopted section of road. Participants are required to sign an acknowledgement that they have received safety training;
- obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the Township;
- ensure that the AGR notifies the Township of Brock Public Works Department 72 hours prior to commencing a litter pick-up to pick up safety vests, pylons, reflective tape, garbage bags, and "Road Work" signs, make arrangements for litter pick-up, and the return of loaned materials;

DURING PICK-UP

- provide supervision by one adult (19 years or older) for every five (5) or less volunteers 12 - 18 years of age. The Township reserves the right to limit the number of volunteers working

on an adopted section of highway;

- ensure that no pets, infant children, or toddlers are present at the clean-up site;
- ensure that no individual under the age of twelve (12) years participates unless the Township approves;
- ensure that no volunteer possesses or consumes alcoholic beverages immediately before or during the pick-up;
- work only during daylight hours (1 hour after sunrise and 1 hour before sunset);
- suspend litter pick-up when weather conditions become inclement (i.e. fog, rain, drizzle, high winds, electrical storms);
- make suitable arrangements for off-road parking at the site (car-pooling is preferred to minimize traffic on the road);
- display "road work" symbol signs and designate presence of vehicles parked on the shoulder by placing traffic pylons around them during pick-up;
- ensure that the AGR has a first aid kit and knows the location of the nearest pay-phone or have a cellular phone available;
- ensure volunteers wear protective eyewear (e.g. sunglasses), sturdy shoes/boots (preferably safety shoes), and clothing which will not impair movement;
- ensure volunteers wear clothing which will not distract the attention of passing motorists;
- collect litter only from the adopted road allowance and not upon adjoining private property;
- not pick up litter on the road surface, paved or gravel shoulders, paved medians, in tunnels, or on overpasses and bridges which may pose a danger to volunteers and motorists;
- sort litter into four (4) different categories: glass, plastic, metal, and "other" refuse for recycling purposes;
- use florescent tape to "flag" closed containers, heavy objects, or suspected hazardous materials for pick-up and disposal by the Township at a later date;
- ensure that no promotional signs, posters, or other display material are brought to the adopted section during or between litter pick-ups;

AFTER PICK-UP

- place filled trash bags at the designated pick-up sites as re-arranged with the Township Public

Works department and the AGR;

- return all loaned items (vests, pylons, tape, garbage bags not used, and "Road Work" signs) to the Public Works department and advise of any materials "flagged" as a result of the clean-up.

TOWNSHIP RESPONSIBILITIES

The Township agrees to:

- approve the specific section of roadway to be adopted by particular groups;
- provide safety vests, "road work" signs, traffic pylons, reflective tape, and garbage bags prior to clean up on the condition that they are returned;
- provide safety training to the AGR(s) on an annual basis through the use of written materials and a training video;
- where feasible, erect and maintain approved sign(s) with the groups' name displayed at the beginning of each adopted section of highway;
- pick up collected litter at designated sites pre-arranged with the AGR and items which cannot be removed by the group provided they are appropriately "flagged" by tape;
- monitor the performance of each group to ensure that the objectives of the program are being maintained in a manner acceptable to the Township.

TOWNSHIP OF BROCK ADOPT-A-ROAD PROGRAM

AGREEMENT NO. _____

The Township of Brock Adopt-A-Road Program has been established as a public service program for volunteers to pick-up litter along Township road rights-of-way. It is a way for environmentally-conscious citizens, community and civic organizations, private businesses, and industry to contribute to a cleaner and more beautiful Township road network.

THIS SECTION TO BE COMPLETED BY TOWNSHIP STAFF

The Corporation of the Township of Brock recognizes the group/individual names below as responsible for the adoption of _____ from _____ to _____, a distance of about _____ kilometres.

The group/individual named below volunteers to pick up litter at least twice per year along its adopted section identified above.

Township Representative	Signature
Position Title	Date
(705) 432 - 2355 Office Telephone	(705) 432 - 3487 Office Facsimile

THIS SECTION TO BE COMPLETED BY THE AUTHORIZED GROUP REPRESENTATIVE

Under the Adopt-A-Road Program the _____ agrees to adopt the above described section of roadway and keep it clean.

As the Authorized Group Representative, by signing below, I confirm that I have read, understood, and agree to comply with all of the Terms and Conditions of the Adopt-A-Road program. I also confirm that all volunteers involved have been identified on the attached sheet and have received annual safety training through written materials and video instruction.

Authorized Group Repr.	Signature
Street Address	Date

City & Postal Code

Is This an Agreement Renewal?

() _____

() _____

Home Telephone

Business Telephone

TOWNSHIP OF BROCK ADOPT-A-ROAD PROGRAM

PARTICIPANT SIGN-UP SHEET

AGREEMENT NO. _____

The following persons identified below are the only individuals authorized to volunteer to pick up litter under Adopt-A-Road Agreement No. _____.

By signing below, the participants, including the Authorized Group Representative, acknowledge that they are aware of the potentially hazardous nature of the work which is to be performed and agree to all of the Terms and Conditions of the Township's Adopt-A-Road Program and specifically agree that the Township of Brock shall not be held liable for any injuries or damages that they may cause or suffer as a result of participation in the program.

The participants further agree that they have received safety training through written materials ("Safety Guidelines For Volunteers") and video instruction.

Youths (under the age of eighteen (18)) involved in the program must have signed permission from a parent or legal guardian.

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