



TERMS AND CONDITIONS

PURPOSE

The Township of Woolwich's 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 to make a personal contribution to a cleaner environment. Under the program, groups or individuals agree to adopt a section of Township road allowance and keep it clean. In addition to a cleaner environment, the volunteer(s) may be recognized by a sign erected by the road authority acknowledging their efforts.

DEFINITIONS

ADOPT-A-ROAD Program - a public participation program of the Township designed to assist in the removal and reduction of litter on road allowances maintained by the Township

ADOPTED SECTION - the portion of the road allowance maintained by the Township approved for adoption by the volunteers (normally 2 kilometres or more in length, both sides).

VOLUNTEERS - any individuals and/or groups that offer their services to pick up litter along adopted sections of road allowances for no compensation or profit and no right of action for benefits payable under Workers Compensation.

AUTHORIZED GROUP REPRESENTATIVE - the individual selected or appointed by the volunteers to act on their behalf for the purpose of adopting a section of road allowance.

TOWNSHIP - the Township of Woolwich.

AUTHORIZED TOWNSHIP REPRESENTATIVE - the Township's representative who has the responsibility for the Township's program.

PARTICIPATION IN ADOPT-A-ROAD PROGRAM

Road safety is of primary importance in all Township decisions related to the ADOPT-A-ROAD Program.

Only groups and individuals determined by the Township to be responsible and to exhibit, in good faith, the desire and the ability to achieve ADOPT-A-ROAD Program objectives within the parameters of these TERMS AND CONDITIONS will be allowed to adopt a section of road allowance. The Township may refuse to grant a request to adopt a section if, in its opinion, granting the request would jeopardise the program, be counter-productive to its purpose, or create a hazard to the safety of the public.



Volunteers are not considered as Officers, Employees, or Agents of the Township. Any injuries, claims, liabilities, suits, or costs arising from the volunteers' activities relating to the 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 the ADOPT-A-ROAD Program.

Volunteers are encouraged to recycle materials collected from the adopted section of road allowance, whenever and wherever possible.

AGREEMENT

Volunteer groups wishing to participate in the ADOPT-A-ROAD Program must enter into an AGREEMENT with the Township of Woolwich. The agreement contains the following information:

Completed by the Township:

- Location of road allowance section to be adopted
- Dates that litter pick ups can not occur
- The signature of the Authorized Township Representative or an authorized designate of the Township

Completed by the Volunteer Group / Individual(s):

- The name, telephone number, email address (optional) and street address of the Authorized Group Representative
- Indicate if the adoption is a renewal or a first time participation
- The name of the Authorized Group as it is to appear on the Adopt-a-road sign (if desired)

Completed by the Volunteer Group / Individual(s) Each Year:

- The approximate number of volunteers in the group who will be participating in the clean-ups
- Each volunteer from the group participating in the clean-ups must sign the Volunteer Waiver Form
- By their signatures, the volunteers acknowledge that they have read and will comply with the TERMS AND CONDITIONS and the AGREEMENT associated with the program, and understand the hazardous nature of the work they will perform, and are aware of the safety guidelines for volunteers



RESPONSIBILITIES OF GROUPS, ORGANIZATIONS AND/OR VOLUNTEERS

Volunteers participating in the ADOPT-A-ROAD Program must:

- Appoint or select an Authorized Group Representative to act on behalf of the group
- Ensure that the Authorized Group Representative reviews the Safety video provided by the Township and signs the acknowledgment form, as well as supply safety information/training to their volunteers. All volunteers must receive and be familiar with the contents of the Township safety brochure “Safety Guidelines For Volunteers” before participating in clean-ups of the adopted section of road allowance
- Ensure that all volunteers review and sign the Volunteer Waiver Form and return the form to the Township’s Engineering and Planning Services Department before participation
- Obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the Township
- Make arrangements for off road parking or shuttle bus-type of travel to the worksite
- Park all vehicles, at the worksite, as far away as possible from the travelled portion of the roadway
- Ensure provision of all transportation, supervision, medical/first aid service
- When collecting, sort litter into 3 categories of metal/cans, glass, other litter (volunteer groups are encouraged to recycle as much as possible)
- **Provide the Township’s Engineering and Planning Services Department a minimum 48 hours notice prior to beginning a clean-up.** Notification is required so that Township staff can be scheduled to pick up the collected litter in the days following the clean-up
- Wear a Township-approved safety vest, gloves, sturdy footwear and any additional appropriate safety apparel at all times during the clean-up
- Wear clothing that will not impair vision or movement during the clean-up
- Collect litter only from the grassed road allowance sections of adopted roadway and not pick up litter on the road surface, paved or gravel shoulders, medians, bridges, on overpasses, or around other structures or locations that could pose a danger
- **Ensure that no individual under the age of twelve (12) is present at the work site**
- Provide supervision by one adult (18 years of age or older) for every five (5) or fewer volunteers 12-17 years of age. The Township reserves the right to limit the number of volunteers on an adopted section of road allowance
- Ensure no volunteer possesses or consumes illegal drugs or alcoholic beverages immediately prior to or during clean-up activities
- Suspend litter pick up when weather conditions become inclement (i.e., fog, rain, high wind, electrical storms, etc...)
- Ensure that no pets are present at the clean-up site



- Work only during daylight hours (1 hour after sunrise to 1 hour before sunset)
- Display portable “work signs” and cone around vehicles parked within the roadway(s) during clean-ups, work signs and cones to be supplied by the Township
- Flag closed containers, heavy objects, or suspected hazardous material for pick-up and disposal by Township staff
- Surrender items of value (wallet, purse, cell phones, cameras etc...) found on Township property to the nearest police station
- Ensure that no signs, posters, or other display materials are brought to the adopted section during or between clean ups
- Place filled trash bags at the designated pick up sites(s) as pre-arranged by the Township and the Authorized Group Representative
- Ensure that clean-ups do not occur on the following dates:
New Years Eve Day, New Years Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas and Boxing Day
- Return all inventory (Township Adopt-A-Road kit) to the Township’s Engineering and Planning Services Department within **three (3)** days of the completion of a clean-up, unless an extension has been received from the Township, in writing. Failure to do so will result in the group or individual being billed for the replacement value of the items
- **Ensure that all participants abide by the above rules and requirements**

TOWNSHIP RESPONSIBILITIES

The Township will:

- Approve the selected section of Township road allowance to be adopted.
- Provide portable work signs, cones, safety vests, gloves, trash bags, flags and safety training/information
- Erect sign(s), when desired by the group, with the group’s name displayed at the beginning of each adopted section of road allowance; unless, in the opinion of the Township, erecting the signs would jeopardise the program, be counter-productive to its purpose, or create a hazard to the safety of the public.
- Remove and dispose of filled trash bags (unless otherwise noted by Authorized Group Representative that the trash bags will be removed and disposed of by Group)
- Remove litter from the adopted allowance section under unusual circumstances (i.e., to remove large, heavy, or hazardous items) that have been flagged.
- Monitor to ensure the objectives of the program are being met.
- Approve the name, titles, or words placed on ADOPT-A-ROAD signs



Township of Woolwich
Engineering & Planning Services
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Elmira, Ontario N3B 2Z6

MODIFICATION/RENEWAL/TERMINATION OF THE AGREEMENT OR PROGRAM

The ADOPT-A-ROAD program or agreement may be modified in scope or altered in any manner at the discretion of the Township.

Volunteers will have the option of renewing their two (2) year agreement, subject to the approval of the Township and continuation of the program.

The Township may terminate the agreement and/or remove the ADOPT-A-ROAD signs bearing the volunteer's name if it finds that:

- The group is not meeting the terms and conditions of the agreement
- One or more volunteers of a group is not responsible and/or engaged in irresponsible conduct at the adopted road section
- 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

The Township may, at their sole discretion, decide not to continue the program, resulting in the termination of the agreement and the removal of the signs.