

The Corporation of the City of Kawartha Lakes

AGENDA

LINDSAY-OPS LANDFILL PUBLIC REVIEW COMMITTEE

2018-138

Wednesday, January 17, 2018

4:00 P.M.

Weldon Room

City Hall

26 Francis Street, Lindsay, Ontario K9V 5R8

MEMBERS:

Councillor Brian S. Junkin

Chris Appleton

Barry Hodgson

William McLaren

Lloyd Robertson

Larry Scrivens

Ken Trodd

Accessible formats and communication supports are available upon request.

1.	<u>CALL TO ORDER</u>	
2.	<u>Election of Officers</u>	
3.	<u>ADOPTION OF AGENDA</u>	
4.	<u>DISCLOSURES OF PECUNIARY INTEREST</u>	
5.	<u>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</u>	3 - 6
6.	<u>REPORTS</u>	
6.1	PRC Activity Summary Spreadsheet	7 - 7
7.	<u>LANDFILL COMPLAINTS</u>	
8.	<u>LEACHATE OUTBREAKS</u>	
9.	<u>OTHER NEW BUSINESS</u>	
9.1	City Website (agenda & minutes)	
9.2	Operations & Maintenance Manual (O&M)	
9.3	Adopt A Roads Program	8 - 32
10.	<u>PUBLIC COMMENT PERIOD</u>	
11.	<u>NEXT MEETING</u>	
12.	<u>ADJOURNMENT</u>	

The Corporation of the City of Kawartha Lakes
MINUTES
LINDSAY-OPS LANDFILL PUBLIC REVIEW
COMMITTEE

2017-137
Wednesday, November 22, 2017
4:00 P.M.
Weldon Room
City Hall
26 Francis Street, Lindsay, Ontario K9V 5R8

MEMBERS:
Councillor Brian S. Junkin
Chris Appleton
Barry Hodgson
William McLaren
Lloyd Robertson
Larry Scrivens
Ken Trodd

Accessible formats and communication supports are available upon request.

1. CALL TO ORDER

The Chair called the meeting to order at 4:00 p.m.

2. ADOPTION OF AGENDA

Moved By W. McLaren

Seconded By B. Hodgson

RESOLVED THAT the agenda be approved as written.

CARRIED

3. DISCLOSURES OF PECUNIARY INTEREST

There were no declarations of pecuniary interest noted.

4. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Moved By Councillor Junkin

Seconded By C. Appleton

RESOLVED THAT the minutes from the October 25 2017 meeting be approved as circulated.

CARRIED

5. REPORTS

5.1 PRC Activity Summary Spreadsheet

See attached activity summary.

6. LANDFILL COMPLAINTS

No complaints.

7. LEACHATE OUTBREAKS

No leachate outbreaks.

8. OTHER NEW BUSINESS

8.1 Draft 2018 Work Plan

Committee reviewed the draft 2018 work plan circulated with the agenda package and requested the following changes:

- 1) Provide a copy of the amendment application for the additional gas extraction wells when available
- 2) Monthly review of the flare and generator system maintenance and operations
- 3) Provide update on the April and May Lindsay Ops landfill compost public giveaways days
- 4) Provide a copy of the amendment notice to reflect the leachate collection system in the sites waste approval when available from MOECC

The approved 2018 work plan and associate staff report will be circulated at the next committee meeting.

Moved By C. Appleton

Seconded By B. Hodgson

RESOLVED THAT the Lindsay Ops Landfill PRC support the draft 2018 work plan with requested changes, and

THAT the updated work plan be circulated to Council for approval.

CARRIED

8.2 Water Testing Results & Soil Stockpiles

B. McLaren had follow up questions regarding the timing of testing and subsequent lab results from the email that D. Kerr circulated to committee on October 24. Staff informed committee that samples and testing were completed shortly following the sighting of an orange sheen near the lagoons. After an assessment of the location (i.e. a wetland high in iron can produce a sheen naturally) and appropriate testing parameter and timeline were determined.

Also, if an elevated parameter(s) was seen during regular site testing how is this known? Staff informed the committee that all sampling is sent to a lab for analysis. Next, the lab sends certificates of approval to staff and also uploads the results to a computer system programed with all site triggers for each sample point (i.e. groundwater well or surface water station). If the system detects a

result higher than the site triggers an alert is immediately sent to staff. Any alerts received are reviewed by staff to determine next steps. Any alerts for the Lindsay Ops landfill would also be sent to committee. In 2017 no alerts have been received for Lindsay Ops.

9. PUBLIC COMMENT PERIOD

No comments.

10. NEXT MEETING

Wednesday January 17, Weldon Room, City Hall, commencing at 4:00 p.m.

11. ADJOURNMENT

Moved By W. McLaren

Seconded By L. Scrivens

RESOLVED THAT the meeting be adjourned at 5:00 p.m.

CARRIED

**Lindsay Ops Landfill Public Review Committee
Action List**

Meeting Date of Activity	Action	Responsibility	Action Item Date:	Status
15-May-13	PRC requested updates on the Landfill Gas Electricity Generation Project.	CKL	Monthly	November 22 Meeting: Breaker was down resulting in no power to the flare or generator. Had to report to MOECC as a spill from the flare. Repaired October 31, with 8 days of down time. Looking into bypass options. Annual proforma review is February 2018.
20-Nov-13	Provide updates to the PRC on the movement of compost operations at the landfill site	CKL	As Available	November 22 Meeting: Work is complete. All traffic is being directed to the new compost pad/ Traffic control measures are working well. Wood chip giveaway days are scheduled for April and May 2018 in the Waste calendar.
15-Jan-14	That the PRC is copied on Staff Reports to Council regarding the Lindsay Ops Landfill	CKL	As Available	November 22 Meeting: A staff report will be going forward with new committee member appointment. Also, the Mattress Recycling report was at November 14 Council meeting and approved as written.
16-Jul-14	Provide updates to PRC on the progress of the clear bags program	CKL	Monthly	November 22 Meeting: 2017 data is being compiled and updated number will be available for the next meeting.
21-Jan-15	Provide update on quarterly PCB testing (SW3/ SW13)	CKL	Quarterly	November 22 Meeting: Fall sampling is scheduled and results will be provided at the next meeting.
17-Jun-15	MOECC Comments	CKL	As Available	November 22 Meeting: Reported flare shutdown as spill through the Spills Action Centre on November 3.
18-Nov-15	Fenelon Pollinator Project Updates	CKL	As Available	November 22 Meeting: No further update.
17-Feb-16	Public Open House	CKL	As Available	November 22 Meeting: Committee reviewed attendance, staff presentations and provided general feedback. Staff suggested changing the format to host at the Lindsay landfill with presentation and smaller tour groups. To review with committee in 2018.
15-Jun-16	Litter Fencing	CKL	As Available	November 22 Meeting: No recent litter to collect.
23-Nov-16	Biomonitoring	CKL	As Available	November 22 Meeting: 2017 biomonitoring is complete and will be appended to the 2017 annual report. 2018 work for February will be scheduled shortly.
18-Jan-17	SW Results from the WPCP Outfall	CKL	As Available	November 22 Meeting: Fall sampling has been scheduled and results will be provided at the next meeting.
17-May-17	Waste Strategy Task Force Update	CKL	As Available	November 22 Meeting: There are no further meetings scheduled for 2017.

Adopt A Road Program Review

Two reports on the Adopt A Road program have gone to council this year. The first initial report was brought to Council by Public Works Staff in July (WM2017-006 attached above) to raise awareness of the risk of the Adopt A Road program, noting other municipalities have cancelled similar programs due to liability concerns. Council directed staff to review the program and provide recommendations.

After detailed review by Public Works Staff with other municipalities, our Insurance and Risk division and our insurance provider, Staff recognize the merit/benefit of the program but recommended some modifications as identified in the report sent to Council in December (WM2017-013 attached above). Council resolved that the matter be referred back to staff to gather input from the Lindsay-Ops Landfill Public Review Committee, Fenelon Landfill Public Review Committee and Waste Strategy Task Force.

The staff reports are attached for your review and a list of questions is provided below for your consideration to be discussed at the following meeting. Staff will also be speaking with several of the Adopt A Road volunteer groups prior to the next meeting for their feedback.

Do you think that the City should keep the Adopt A Road program?

Do you support the recommendations made in the staff report? If not please indicate why?

Do you think the Adopt A Road program should be for only low speed traffic roads or should it include all roads including highways?

Do you think the recommended Adopt A Road program is safe enough for the public? If not please indicate why not and what recommendations you would have?

Do you think that the volunteers should fill out an agreement/waiver before participating in a road side clean up? If not, why?

Should the Adopt A Road contract continue to be a 3 year term with two clean ups per year, switch to something different, or should this be discretionary?

Should the City continue to put up group recognition signs after they have adopted a road or should this be left up to the discretion of the groups?

Should the contract and waiver be available to fill out and sign online vs. hard copies or should both be available?

Should the City supply safety gear (vests, gloves, men at work signs, etc.) or is safety gear something the volunteers should supply? If volunteers supply what specific gear should that be?

Currently the letters authorizing the groups to drop off their collected garbage for free specifies certain dates for cleanup and drop off at the landfill. Should this be more flexible i.e. should either the cleanup dates be kept flexible and/or the drop-off dates?

Do you have any other comments on the Adopt A Road Program?

Resolution from Dec 12 Council Meeting

10.3.14 WM2017-013

David Kerr, Manager Environmental Services Adopt A Road Program

CR2017-1052 Moved By Councillor Strangway **Seconded By** Councillor Elmslie

Resolved That Report WM2017-013, **Adopt a Road Program**, be received; and

That the matter be referred back to staff to gather input from the Lindsay-Ops Landfill Public Review Committee, Fenelon Landfill Public Review Committee and Waste Strategy Task Force.

CARRIED

The Corporation of the City of Kawartha Lakes

Council Report

Report Number WM2017-013

Date: December 12, 2017

Time: 2:00 p.m.

Place: Council Chambers

Ward Community Identifier: All

Subject: Adopt A Road Program

Author Name and Title: David Kerr, Manager Environmental Services

Recommendation(s):

RESOLVED THAT Report WM2017-013, **Adopt a Road Program**, be received;

THAT the City of Kawartha Lakes continue to administer a revised Adopt a Road Program as generally outlined in Report WM2017-013;

THAT volunteers and groups participating in the Program be advised of the Program changes, requirements and agreements.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Council Meeting of July 11, 2017 Council adopted the following resolution:

Report WM2017-006

David Kerr, Manager of Environmental Services
Adopt a Road Program

CR2017-633

RESOLVED THAT Report WM 2017-006 **Adopt a Roads Program**, be received; and

THAT staff review the Adopt a Roads Program and report back to Council with recommendations by December 31, 2017.

CARRIED

This report addresses that direction. For reference information WM2017-006 is attached as Appendix A.

The Adopt A Road Program has been operating within this municipality since before amalgamation to present. The program facilitates community groups and individual citizens to voluntarily clean-up litter on the side of municipal roads and within the road allowance. There are approximately 33 separate volunteer agreements for this program with the City.

The volunteers are required to sign an agreement with the City to clean-up sections of a specific road at various times of the year and bring the waste litter to any operating landfill owned by the City at no cost. The current agreement template is attached as Appendix B.

The Adopt A Road Program has been successfully enlisting the help of volunteers and facilitating the public to take pride and ownership of their communities. Approximately 1-5 new groups sign up for the program each year.

Some groups and volunteers have indicated that the process for approval is lengthy and onerous. As well some volunteers have indicated the current process needs to be streamlined and less confusing in order to increase participation. These concerns have been brought to the City's attention through various forums such as the Waste Management Task Force, Fenelon Public Review Committee and Senior Management Team.

The City's risk and liability has also been a concern with the Adopt A Road Program. As a result, other municipalities have recognized this risk and have ceased to offer the Adopt A Road program. After researching, Staff could not identify any claims directly as a result of an Adopt A Road Program in Ontario. However, there have been incidents where waste management contractors

working for the City have been exposed to noxious and explosive substances and even pricked with needles in the garbage and litter.

Based on this background information staff have provided the following rationale for recommended updates to the Adopt A Road Program to simplify it for both volunteers and staff and at the same time ensure the program is safe and the City's liability is minimized.

Rationale:

Staff has completed further investigation into the Adopt A Road Program. This included reviewing information from the following sources:

- Other Municipalities
- Comments from Adopt A Road volunteers
- City's Insurance Risk Management Coordinator
- City's legal counsel

Based on this review staff recommends that the City continues with the Adopt A Road Program with the following improvements:

- Strengthen the indemnity to better protect the City from liability
- Additional precautions to ensure safety of volunteers
- Streamline the Adopt A Road Program to make it easier for volunteers to participate and staff to administrate

Further details on each of these are provided as follows:

Strengthen the indemnity to better protect the City from liability:

Some municipalities such as the County of Peterborough, Haliburton County and Durham Region do not utilize indemnity agreements through their Adopt A Road Programs.

However many municipalities do have agreements such as Brock, Bruce County, Lanark County, and Woolwich. If municipalities did have agreements they were found to be generally similar to the City's current agreement.

After discussion with the City's Insurance Risk Management Coordinator and the City's insurance provider, the City's current agreement is recommended to be amended to better protect the City as follows:

- Additional Safety Guidelines
- A new Volunteer Sign in and Waiver form with a stronger indemnity statement
- Modernized and updated wording in compliance with new City policies (ex. Clear bag program)

- The Authorized Group Representative section that requires completion and signature that acknowledges that they have read and understand the policy terms and conditions has been moved to the end of the document

The proposed amended agreement is attached as Appendix C.

Additional precautions to ensure safety of volunteers:

Through research with City staff and other municipalities there are some additional measures that the City could take to ensure the safety of volunteers. These measures include providing:

- Safety Vests
- Traffic Cones
- Men at Work Signs
- Safety Do's and Don'ts on the City Website
- Develop a Standard Operating Procedure (SOP) document to identify requirement for notification so Staff are aware of work taking place and are informed about any incidents
- Have staff monitor work performed as part of regular routine road patrol

Streamline the Adopt A Road Program:

Currently the Adopt A Road Program is managed from three different locations within the City (the Coboconk and Bobcaygeon Service Centres and the Public Works Roads Lindsay depot).

In order to streamline the program the following changes are recommended:

- Utilize sharepoint for all electronic filing
- Staff at each of the three locations identified above manage a list of volunteers, signed agreements and waivers for the program in a central database
- Create a common template for the letter to the volunteers accessible for all involved and save documents in accordance with records retention requirements
- Create a Standard Operating Procedure (SOP) for this process coordinated between Waste Management and Roads Operations
- Create a document that indicates which segments of road are available for adoption coordinated between Waste Management and Roads Operations
- Remove road signs for volunteer groups which are no longer active

Summary

The streamlining process of the Adopt A Road Program will allow groups and volunteers to continue participating in the community, as well as speeding up and simplifying processes. The centralization of data and information collected will

help the City better report on the success and improvements. The new Adopt A Road Agreement will also help minimize the overall risks and liability for the City.

Other Alternatives Considered:

With the known risk factors, Council could choose to terminate the Adopt A Road Program to eliminate the liability. The City would then no longer provide this service to the public. Currently Staff believes with the recommended improvements to the program, the risk can be effectively managed. Staff will continue to monitor the program provincially and should the ability for the risk to be managed effectively change, Staff will report back to Council.

Cancellation of the program at this time would likely be negatively received by the public. Ceasing the program would be counterproductive to the many volunteer groups that work to keep the City looking clean and attractive for the public and tourists.

Financial/Operation Impacts:

Costs incurred by the recommendation within this report include stocking safety vests and purchasing cones as required. Most roads operations depots have temporary cautionary signs that could be used for the Adopt A Road Program. It is expected that the program costs are less than \$5000 per year. Currently costs are charged to the Roads operating budget. Costs will be monitored thru 2018 and the budget will be amended for 2019 if required.

The 33 volunteer groups provide services to better the community for all residents and visitors. There is no direct financial savings to the City as the cleanup work performed by the volunteers does not form part of the regular PW work plan. Assuming every volunteer group offsets a work crew group by one day the perceived benefit in additional work performed would be approximately \$23,000/year (33 groups x \$700/day per work crew).

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

The staff recommendation is consistent with Councils Strategic Enablers under the Strategic Plan, specifically Enabler E3.1, Service Excellence. This enabler is to review and adopt best municipal practices and review operational efficiencies.

The staff recommendation also contributes to Goal 3 of the Adopted Strategic Plan –A Healthy Environment. The Adopt A Road Program contributes to cleaner, litter, free communities and allows residents and visitors to enjoy the natural environment.

Consultations:

Insurance Risk Management Coordinator

Legal Counsel

Administrative Assistants-Public Works

Roads Operations Managers

Attachments:



Appendix A.
WM2017006.pdf



Appendix B. Current
Adopt A Road Agreeer



Appendix C. New
Adopt A Road Agreeer

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

The Corporation of the City of Kawartha Lakes Report # WM2017-013

Council Report

Report Number WM2017-006

Date: July 11, 2017

Time: 2:00 p.m.

Place: Council Chambers

Ward Community Identifier: All

Subject: Adopt a Roads Program

Author Name and Title: David Kerr, P. Geo., Manager of Environmental Services

Recommendation(s):

RESOLVED THAT Report WM 2017-006 **Adopt a Roads Program**, be received and

THAT Staff review the Adopt a Roads Program and report back to Council with recommendations by December 31, 2017.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Adopt a Road Program has been operating within this municipality for many years (i.e. before amalgamation to the present). The program facilitates individuals or groups of citizens (including various community organizations) to voluntarily clean-up litter on the side of municipal roads and within the road allowance. There are approximately 33 separate volunteers/groups signed up for this program within the City. The volunteers sign an agreement with the City to clean-up sections of a specific road and at various times of the year and bring the waste litter to any operating landfill owned by the City at no cost. This agreement is available on the City's website (a blank agreement is included as Appendix A). The City requires that the volunteers indemnify the municipality from any future claim or liability.

Once approved by the roads administrative staff a letter is sent to the volunteer contact. This letter makes the volunteer aware that Waste Management staff at the landfill scale house may inspect the waste to ensure it is within a clear bag, nonhazardous and acceptable at the site (an example letter is included as Appendix B). The benefit of this program is that it helps keep portions of the municipal roadside looking clean and free of litter. As well the program does save on Public Works staff time to cleanup litter and illegal dumping.

Some volunteers have complained that the process for approval is lengthy and onerous. As well some volunteers have indicated that the process needs to be streamlined and made less confusing in order to increase participation. This has been brought to the City's attention through various forums such as the Waste Management Task Force, Fenelon Public Review Committee and Senior Management Team. As a result, Public Works has reviewed this program.

The following rationale provides future information based on staff research with other municipalities and experiences.

Rationale:

There are positive aspects to the Adopt a Road program, such as off setting staff costs through enlisting the help of volunteers and having the public taking pride and ownership of their communities.

Based on our research with other municipalities (County of Elgin as an example) and our Insurance firm (Frank Cowan Company) there are issues and concerns with the Adopt a Road program. These issues are primarily due to our increasing litigious society and liability from risk. A staff report from Elgin County is included as Appendix C which further identifies the rationale for their recommendation to discontinue a similar program. Although there are not a lot of claims specifically as a result of an adopt a road program in Ontario, there have been incidents where Waste Management contractors working for the City have been pricked by needles or exposed to noxious and explosive substances in garbage and litter.

After reviewing the program, there are many concerns with the program that need to be considered. Those issues are summarized as follows:

- There is significant liability risk to the City in the event volunteers are injured or harmed along the roadside since volunteers do not have liability insurance for this type of activity. Even in the event they sign liability waivers with the City, the municipality is still exposed to the liability as a court may rule in favour of the volunteer(s).
- Insurance companies do not normally offer coverage or indemnification to the City or individual volunteers for this type of public activity.
- There is a significant potential health risk to volunteers such as coming into contact with hazardous materials like needles, explosives, pathogens, animals (dead and alive) and other unknowns.
- The risk of severe injury to volunteers and their groups from being hit by unsuspecting drivers or potential vehicle accidents is possible thereby exposing the City to that liability.
- The program is complicated and time consuming to manage by Staff with a number of different departments involved.
- Increasing regulations for traffic control are very difficult to implement by volunteers and enforce by the City.
- The program is not a core service offered by the City.

For these reasons Staff is concerned with the existing program and is recommending further review including the level of interest of participants, the ability to mitigate liability, alternative means of collecting the waste and how the program is managed within the City.

Other Alternatives Considered:

Alternative 1

With the known risk factors, Council could choose to terminate the Adopt a Roads Program now to eliminate the liability.

Alternative 2

Council could provide direction to Staff to continue the program recognizing the risks and potential liabilities mentioned within this report.

Financial/Operation Impacts:

There are no financial implications from the recommendations within this report.

Although the volunteer(s) under the current program do provide services that offset staff costs the savings are likely under \$10,000/ yr. This savings is minimal in comparison to a potential claim for serious harm from a member of the public.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

The staff recommendation is consistent with Council's Strategic Enablers under the Strategic Plan, specifically Enabler E3.1, Service Excellence. This enabler is to review and adopt best municipal practices and review operational efficiencies.

Consultations:

Insurance Risk Management Coordinator, Corporate Services
Elgin County
Frank Cowan Insurance Company

Attachments:

Appendix A- Current Agreement



Adopt A Road
Agreement.pdf

Appendix B- Example approval letter



Approval Letter.pdf

Appendix C- Elgin County Report to Council



Elgin County
adopt-a-highway pro

Department Head E-Mail: brobinson@city.kawarthalakes.on.ca

Department Head: Bryan Robinson



Appendix # B

to

Report # WM2017-013

Agreement No. _____

ADOPT-A-ROAD PROGRAM

LITTER CONTROL AGREEMENT

The City of Kawartha Lakes' ADOPT-A-ROAD PROGRAM has been established as a public service program for volunteers to enhance the local litter collection activities by picking litter along City road rights-of-way. It is a way for environmentally conscious groups and individuals to contribute to a cleaner and more beautiful City road system.

This section to be completed by City Staff:

The Corporation of the City of Kawartha Lakes recognizes:

(name of group and/or individual)

as responsible for the adoption of City Road No. _____ from _____

_____ to _____, in the Former

Municipality of _____, for a distance of _____ kilometres.

The group/individual named below volunteers to pick up litter **at least two times a year, for a three-year period**, along its adopted section of road beginning _____,

20____, and ending _____, 20____.

City Representative (Print)

Signature

Position Title

Date

City Telephone Number

***This section to be completed by
the authorized group representative.***

Under the ADOPT-A-ROAD PROGRAM _____
(name of group or individual/name to appear on signs)

agree to adopt a section of road right-of-way and keep it clean.

City Rd. # _____

From: _____ to _____

For a Distance of _____ kms.

Only volunteers who are safety-minded are allowed to participate in this program.

Authorized Group Representative
(print name)

Signature

Street Address

Date

City Postal Code

Is This an Agreement Renewal
(Yes/No)

Home Phone No.

Business Phone No.

The volunteers are aware of the potentially hazardous nature of the work which is to be performed and agree to not hold the City of Kawartha Lakes responsible for any injuries or damages that they may cause or suffer as a result of participation in the program and agree that signs bearing the individual's/group's name shall be installed solely at the discretion of the City. **(Youths 18 years of age and under) involved in the program should have permission from a parent or guardian (19 years of age or older).**

TERMS AND CONDITIONS

PURPOSE

The City of Kawartha Lakes' ADOPT-A-ROAD PROGRAM has been established as a public service program for volunteers to enhance the local litter collection activities by picking litter along certain City 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 City right-of-way and keep it clean. In addition to a cleaner environment, the volunteer(s) are recognized by a sign erected by the City acknowledging their efforts.

PARTICIPATION IN ADOPT-A-ROAD PROGRAM

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

Only groups and individuals determined by the City 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 right-of-way. The City may refuse to grant a request to adopt a section if, in its opinion, granting the request would jeopardize the program, be counter-productive to its purpose, create a public safety hazard, or be in conflict with government or City policies.

Volunteers are not considered as Officers, Employees, or Agents of the City. Any injuries, claims, liabilities, suits or costs arising from the volunteers activities relating to this agreement, shall be the sole responsibility of the volunteers. Volunteers shall indemnify the City and agree to abide by the City's guidelines and to not hold the City 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 right-of-way, whenever and wherever possible.

AGREEMENT

Volunteers wishing to participate in the ADOPT-A-ROAD PROGRAM must complete and submit the attached AGREEMENT to the City office in which the proposed section of the adopted road right-of-way is located.

VOLUNTEERS' RESPONSIBILITIES

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 in turn supply safety training to the volunteers. All participants must receive and be familiar with the contents of the City's safety brochure "Safety Guidelines for Volunteers" before participating in the clean-up of the adopted section of right-of-way.
- obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the City.
- 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 road.
- ensure provision of all transportation, supervision, safety equipment and medical/first aid service.
- pick up litter a **minimum of two (2) times a year for a period of three (3) years** to maintain a clean right-of-way.
- sort litter into 2 different categories: paper or container refuse to facilitate disposal procedures of green box and blue box disposal.
- give the City office 48 hours notice prior to beginning a litter pick-up.
- Supervisors are to wear safety vest at all times and any additional appropriate safety apparel during the pick-up.
- collect litter only from the right-of-way sections of adopted road.
- not pick up litter on the road surface, paved or gravel shoulders, medians, bridges, in tunnels, on overpasses, or around other structures or locations that could pose a danger.
- wear clothing that will not impair vision or movement during the pick-up.
- not wear attire that might divert the attention of motorists during clean-up activities.

- provide supervision by one adult (19 years of age or older) for every five (5) or less volunteers. The City reserves the right to limit the number of volunteers on an adopted section of road right-of-way.
- ensure no volunteer possesses or consumes illegal drugs or alcoholic beverages immediately before or during clean-up activities.
- suspend litter pick-up when weather conditions become inclement (ie: fog, rain, drizzle, 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 and 1 hour before sunset).
- flag closed containers, heavy objects, or suspected hazardous materials for pick-up and disposal by City staff.
- surrender items of value (wallet, purse, camera, etc.) found on City property to the nearest police station (or City officer).
- ensure that no signs, posters, or other display material are brought to the adopted section during or between clean-ups.
- place filled trash bags at the designated pick-up site(s) as pre-arranged by the City Representative and the Authorized Group Representative, or take directly to the nearest landfill site.

CITY OF KAWARTHA LAKES RESPONSIBILITIES

The City will:

- participate in the selection of the specific section of City Road right-of-way to be adopted.
- provide trash bags and safety information.
- erect sign(s) with the groups' name displayed at the beginning of each adopted section of highway right-of-way, unless, in the opinion of City, erecting the signs would jeopardize the program, be counter-productive to its purpose, create a hazard to the safety of the public, or be in conflict with government or City policies.
- pay the tipping fees at the local landfill site.
- remove litter from the adopted right-of-way 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.

MODIFICATION/RENEWAL/TERMINATION OF THE 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 City.

Volunteers will have the option of renewing their agreement, subject to the approval of the City and continuation of the program. Updated volunteer information is required at the time of the renewal.

The City 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; 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 have engaged in irresponsible conduct at the adopted section.

Rev. March 29th, 2001



Appendix # C

to

Report # WM2017-013

Agreement No.

ADOPT-A-ROAD PROGRAM

AGREEMENT

The City of Kawartha Lakes' ADOPT-A-ROAD PROGRAM has been established as a public service program for volunteers to enhance the local litter collection activities by picking litter along City road Right-of-Ways. It is a way for environmentally conscious groups and individuals to contribute to a cleaner and more beautiful City road system.

This section to be completed by City Staff:

The Corporation of the City of Kawartha Lakes recognizes:

(name of group and/or individual)

as responsible for the adoption of City Road No. _____ from _____

_____ to _____, in the City of Kawartha
Lakes, for a distance of _____ kilometres.

The group/individual named below volunteers to pick up litter **at least two times a year, for a three-year period**, along its adopted section of road beginning _____,

20____, and ending _____, 20____.

City Representative (Print)

Signature

Position Title

Date

City Telephone Number

TERMS AND CONDITIONS

PURPOSE

The City of Kawartha Lakes' ADOPT-A-ROAD PROGRAM has been established as a public service program for volunteers to enhance the local litter collection activities by picking litter along certain City road Right-of-Ways. 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 City Right-of-Way and keep it clean. In addition to a cleaner environment, the volunteer(s) are recognized by a sign erected by the City acknowledging their efforts.

PARTICIPATION IN ADOPT-A-ROAD PROGRAM

Highway safety is of primary importance in all City decisions related to the ADOPT-A-ROAD Program. At no time is the safety of any volunteer to be placed in jeopardy.

Only groups and individuals determined by the City 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 Right-of-Way. The City may refuse to grant a request to adopt a section if, in its opinion, granting the request would jeopardize the program, be counter-productive to its purpose, create a public safety hazard, or be in conflict with government or City policies.

Volunteers are not considered Officers, Employees, or Agents of the City. Any injuries, claims, liabilities, suits or costs arising from the volunteers' activities relating to this agreement, shall be the sole responsibility of the volunteers. Volunteers shall indemnify the City and agree to abide by the City's guidelines and to not hold the City 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 Right-of-Way, whenever and wherever possible and to comply with the clear bag program.

AGREEMENT

Volunteers wishing to participate in the ADOPT-A-ROAD PROGRAM must complete and submit the attached AGREEMENT to the City office in which the proposed section of the adopted road Right-of-Way is located.

VOLUNTEER'S RESPONSIBILITIES & SAFETY GUIDELINES

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

- Appoint or select an Authorized Group Representative to act on behalf of the group who will serve as the liaison between the City and the volunteers they represent.

- The Authorized Group Representative must ensure that all volunteers are aware of and understand the TERMS AND CONDITIONS of the ADOPT-A-ROAD PROGRAM and must review and provide volunteers with a copy of the Volunteer's' Responsibilities & Safety Guidelines before participating in the in the Adopt-A-Road clean-up activities.
- Ensure the Authorized Group Representative and all volunteers review and sign the Volunteer Release and Waiver Agreement.
- Obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the City.
- Make suitable arrangements for off road parking or shuttle bus-type of travel to the worksite.
- Park all vehicles in a designated parking area or as far away as possible from the travelled portion of the road.
- Provide all transportation, supervision, safety equipment and medical/first aid service required by volunteers while they are performing clean-up activities.
- Pick up litter a **minimum of two (2) times a year, preferably in spring and fall, for a period of three (3) years** to maintain a clean Right-of-Way.
- Sort litter into 3 different categories: garbage in compliance with the clear bag program, and paper or container refuse in compliance with the green box and blue box program.
- Give the Public Works Department 48 hours notice prior to beginning a litter pick-up.
- Volunteers are to wear safety vests, gloves, and appropriate footwear at all times and any additional appropriate safety apparel during the pick-up.
- Collect litter only from the Right-of-Way sections of adopted road and not enter onto private property.
- Never enter the roadway to pick up litter on the road surface, paved or gravel shoulders, medians, bridges, or in tunnels, on overpasses, or around other structures or locations that could pose a danger to volunteers and/or motorists.
- Wear clothing that will not impair vision or movement during the pick-up.
- Not wear attire that might divert the attention of motorists during clean-up activities.
- Provide supervision by one adult (19 years of age or older) for every five (5) or less volunteers. The City reserves the right to limit the number of volunteers on an adopted section of road Right-of-Way.
- Ensure no volunteer possesses or consumes illegal drugs or alcoholic beverages immediately before or during clean-up activities.

- Suspend litter pick-up when weather conditions become inclement (ie: fog, rain, drizzle, high wind, electrical storms, etc.).
- Ensure that no pets or volunteers under the age of twelve (12) are present at the clean-up site.
- Work only during daylight hours (1 hour after sunrise and 1 hour before sunset).
- Leave closed containers, heavy objects, or suspected hazardous materials and contact City staff to pick-up these items.
- Surrender items of value (wallet, purse, camera, etc.) found on City property to the nearest police station or Service Centre Staff.
- Ensure that no signs, posters, or other display material are brought to the adopted section by anyone during or between clean-ups.
- Place filled trash bags at the designated pick-up site(s) as pre-arranged by the City Representative and the Authorized Group Representative, or take directly to the nearest landfill site.
- Report any signs of vandalism, illegal dumping activity or unusual or suspicious events to the City Representative.
- Any accidents or injury must be reported to the City Representative and an Accident/Incident Report form completed.
- Ensure that no motorized or large equipment is used during clean-up activities.
- Avoid overexertion and heat related problems by drinking water and taking breaks, especially during summer months.
- Ensure someone within the group has access to a phone and a first aid kit in the event of an emergency.
- Never reach blindly to pick up an item. Use tongs or a stick to identify the item before picking it up.
- Car pool to minimize the number of vehicles at the work-site and always disembark from vehicles on the side adjacent to the ditch.
- Cleanup only one side of the roadway at a time and work towards oncoming traffic.

CITY OF KAWARTHA LAKES RESPONSIBILITIES

The City will:

- Participate in the selection of the specific section of City Road Right-of-Way to be adopted.
- Provide clear trash bags, safety vests and safety information.
- Erect sign(s) with the volunteers' name displayed at the beginning of each adopted section of highway Right-of-Way, unless, in the opinion of City, erecting the signs would jeopardize the program, be counter-productive to its purpose, create a hazard to the safety of the public, or be in conflict with government or City policies.
- Pay the tipping fees at the local landfill site.
- Remove litter from the adopted Right-of-Way 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.

MODIFICATION/RENEWAL/TERMINATION OF THE 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 City.

Volunteers will have the option of renewing their agreement, subject to the approval of the City and continuation of the program. Updated volunteer information is required at the time of the renewal.

The City 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.
- 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.
- Volunteers have engaged in irresponsible conduct at the adopted section.

***This section to be completed by
the authorized group representative.***

Under the ADOPT-A-ROAD PROGRAM _____
(name of group or individual/name to appear on signs)

agrees to adopt a section of road Right-of-Way and keep it clean.

City Rd. # _____

From: _____ to _____

For a Distance of _____ kms.

As the Authorized Group Representative, by signing below, I confirm that I have read, understood, and agree to comply with the TERMS AND CONDITIONS of the Adopt-A-Road program. I also confirm that I have provided each volunteer identified on the attached Volunteer Release and Wavier Agreement with a copy of the Adopt-A-Road Program Policy including the 'Volunteer Responsibilities & Safety Guidelines' and reviewed the guidelines with the volunteers before participating in the Adopt-A-Road clean-up activities.

Authorized Group Representative
(print name)

Signature

Street Address

Date

City

Postal Code

Is This an Agreement Renewal

(Yes ☐ No ☐)

Home Phone No.

Business Phone No.

Email Address

Personal information collected will be used solely for the purposes of administering the Adopt-A-Road program. The City of Kawartha Lakes is committed to protecting the privacy of any personal information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Rev. Nov 20th, 2017