

# **The Corporation of the City of Kawartha Lakes**

## **Council Report**

**Report Number WM2018-004**

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**Date:** March 20, 2018  
**Time:** 2:00 p.m.  
**Place:** Council Chambers

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**Ward Community Identifier:** All

**Subject:** Adopt A Road Program

**Author Name and Title:** David Kerr, Manager Environmental Services

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### **Recommendation(s):**

**That** Report WM2018-004, **Adopt A Road Program**, be received;

**That** the City of Kawartha Lakes endorses the revised Adopt a Road Program as outlined in Report WM2018-004; and

**That** volunteers and groups participating in the current Adopt a Road Program be advised of the revised program changes in writing.

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

Two reports on the Adopt A Road program were provided to Council in 2017. The initial report was brought to Council by Public Works Staff in July (WM2017-006). This report raised awareness of the risk of the current Adopt A Road program, noting other municipalities have cancelled similar programs due to liability concerns. After discussion, Council directed Staff to further review the program and provide recommendations.

In response, Staff reviewed Adopt A Road programs from other municipalities and sought advice from the City's Insurance and Risk Management division and our Insurance provider. After this further review, Staff recommended some modifications to stream-line the program and included this information in a report sent to Council in December of 2017 (WM2017-013). After some discussion at the meeting, Council resolved that the matter be referred back to staff to gather further input from the Lindsay-Ops Landfill Public Review Committee, Fenelon Landfill Public Review Committee and Waste Strategy Task Force. At the Council Meeting on December 12, 2017 Council adopted the following resolution:

### **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**

For reference information Report WM2017-013 is attached as Appendix A.

This report addresses that direction.

## **Rationale:**

Staff followed this direction and facilitated a review of the Adopt A Road Program at each advisory committee. The Adopt A Road Program was discussed at the Waste Strategy Task Force meeting on January 10, 2018, the Lindsay-Ops Landfill Public Review Committee meeting on January 17, 2018, and the Fenelon Landfill Public Review Committee meeting on January 25, 2018.

Members of each committee were given a background briefing on the reports that were previously presented to Council and asked for their input through a series of questions to better decide the future direction of the Adopt A Road

Program. The questions and responses from each meeting have been provided in Appendix B.

Many useful comments were provided at the meetings. In addition the Lindsay Ops Landfill Public Review Committee made the following resolution on January 17, 2018.

**Moved By** L. Scrivens

**Seconded By** C. Appleton

**RESOLVED THAT** the Lindsay Ops PRC supports the Adopt A Road Program as outlined and recommended in the December 12, 2017 staff report.

**CARRIED**

The Waste Strategy Task Force and the Fenelon Landfill Public Review Committee also provided a variety of useful comments and feedback.

Staff reached out to a cross section of the volunteer groups across the City (five in total) currently engaged in the Adopt A Road Program to get their input on and what they would recommend for the program. Responses from the volunteers have been provided as Appendix C.

Staff have reviewed the comments from the advisory council committee groups, the volunteer groups, the City's Insurance and Risk Management division, and insurance provider. In conclusion, staff are supportive of going forward with the revised Adopt A Road Program outlined in the December 12, 2017 Council report (WM2017-013) with a few additional changes based on the comments received in the review process. This report suggested the following improvements to the current program:

- 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.

Staff recommends that the Adopt A Road agreement remain in place, as well as the waiver form. The agreement process allows for proper documentation of the program and the volunteers' individual participation. The City's insurer supports the revisions made to the existing program and the inclusion of the waiver form for all volunteers. The waiver process ensures that volunteers are well informed about the risk and dangers involved in participation in the program and the precautions that need to be taken while working road side. A well-documented program helps to protect both the City and the volunteer in the event of an insurance claim.

Although a number of the volunteer groups indicated they did not have an issue with signage of waivers, there were some groups that didn't think it was necessary and this extra paperwork could impact participation. Staff recognizes this concern however do not anticipate a significant drop in participation. It is proposed that staff monitor the participation rate after implementation to see if participation increases or decreases.

In summary, through the process of receiving feedback from council committees and volunteer groups, there were several common recommendations which staff agree could be implemented into the revised Adopt A Road Program. These are listed as follows with staff response in italics below each point indicating how the item will be managed in the revised program:

Allow a longer timeframe for Adopt A Road volunteers to bring waste collected to the landfill.

- *Staff will provide an annual letter to each group specifying two collection drop-offs including a spring range drop off (April 1-June 30) and a fall range drop off (Sept1-Nov 30<sup>th</sup>).*

Provide bag tags for smaller volunteer groups to put garbage collected curbside, reducing mileage and travel time to the landfill.

- *Staff can give each volunteer group 10 bag tags annually in addition to the landfill authorization letter as an option for the groups to place their Adopt A Road waste curbside.*

Make program forms and paperwork additionally available online, reducing the amount of trips to service centers by volunteers.

- *Agreed and will be incorporated in new program.*

Make the safety equipment provided optional; groups can use their own if they wish.

- *The City will provide safety vests and sandwich-type signs indicating workers ahead if the groups cannot provide these themselves (Service Centers will be stocked with safety vests and signs for groups). Groups will be responsible for transporting signs to and from the service centres. Groups are required to provide their own gloves and safety boots.*

Provide additional training to landfill staff on how to process Adopt A Road waste, to reduce wait times at the landfill.

- *Agreed and will be incorporated into semi-annual landfill training program.*

Provide additional recognition and incentives for volunteer groups.

- *Agreed and the City will send each group a letter thanking them for their service signed by the mayor, and continue to look for additional opportunities to thank volunteers.*

Monitor the number of volunteer groups after one year to determine if the changes have been successful.

- *Agreed and this will be reported back to council in 2020.*

As indicated above staff generally agree with the majority of these recommendations and will address them through changes in the revised Adopt A Road program which was recommended as per staff report WM2017-13.

### **Other Alternatives Considered:**

With the known risk factors, Council could choose to terminate the Adopt A Road Program to eliminate the liability exposure to the City and volunteers. The City would then no longer provide this service to the public. Through the recommended improvements to the program, the risk can be effectively managed. Staff will continue to monitor this program and any insurance claims submitted in other municipalities. Should the ability to manage risk effectively change, Staff will report back to Council with recommendations.

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 road signs 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 through 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 Public Works work plan. Assuming every volunteer group offsets a work crew group by one day the perceived benefit in additional work performed by volunteers 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 recommendations also contribute 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, Corporate Services

Administrative Assistants-Public Works

Roads Operations Managers

Waste Strategy Task Force

Lindsay Ops Landfill Public Review Committee

Fenelon Landfill Public Review Committee

Adopt A Road Volunteer Groups

Frank Cowan Insurance Company

## **Attachments:**



Appendix A.  
WM2017-013.pdf



Appendix B  
Committee Group Res



Appendix C  
Volunteer Group Res

**Department Head E-Mail: [brobinson@kawarthalakes.ca](mailto:brobinson@kawarthalakes.ca)**

**Department Head: Bryan Robinson**