



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 Waiver 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