

Municipality of South Bruce

Adopt-A-Road Program

TERMS & CONDITIONS

PURPOSE

The Municipality of South Bruce ADOPT-A-ROAD PROGRAM has been established as a public service program for volunteers to pick up litter along certain Municipality 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 road right of way and keep it clean. In addition to a cleaner environment, the volunteer(s) are recognized by a sign erected by the Municipality acknowledging their efforts.

PARTICIPATION IN ADOPT-A-ROAD PROGRAM

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

Only groups and individuals determined by the Municipality 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 the TERMS AND CONDITIONS will be allowed to adopt a section of road right-of-way. The Municipality 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 Municipality policies.

Volunteers are not considered as Officers, Employees, or Agents of the Municipality. 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 Municipality and agree to abide by the Municipality's guidelines and to not hold the Municipality 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 Municipality of South Bruce Office at 21 Gordon Street East, P.O. Box 540 Teeswater, Ontario NOG 2S0 (519)392-6623

VOLUNTEER'S 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 understands and is fully aware of the Agreement, Terms and Conditions, and the Safety Brochure. The Authorized Group Representative shall ensure that all participants have reviewed and are familiar with the contents of the Municipality Safety brochure "Safety Guideline For Volunteers" before participating in the clean-up of the adopted section of the 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 Municipality.
- make arrangements for off road parking or shuttle bus type of travel to the worksite.
- ensure provision of all transportation, supervision, safety equipment and medical/first aid service.
- pick up litter at least once a year in the spring to maintain a clean right of way.
- **give the [Municipal Office \(392-6623\)](tel:392-6623) at least 96 hours notice prior to beginning a litter pick up.**
- wear a Municipality provided 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 operations.
- ensure that no individual under the age of twelve (12) is present at the work site.
- provide supervision by one adult (19 years of age or older) for every five or less volunteers 12-18 years of age. The Municipality 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. (i.e. 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.)

- display “road work” signs and designate the presence of vehicles by deploying traffic cones during litter pick-up as specified in “Manual of Uniform Traffic Devices, Section 5” (field manual available).
- flag closed containers, heavy objects, or suspected hazardous materials for pick-up and disposal by Municipality staff.
- surrender items of value (wallet, purse, camera, etc.) found on Municipality property to the nearest police station.
- ensure that no signs, posters, or other display material are brought to the adopted section during or between clean-ups.
- Trash bags should be dropped off at the either the Mildmay works shop (Elora Road) or Teeswater works shop. (Gordon Street, Teeswater). If garbage is bagged and taken to the aforementioned locations, bag tags need not be applied. Recyclable material (cans, bottles, paper, etc.) shall be sorted and disposed of by the volunteers.
- [notify the Municipal Office after each clean-up. \(392-6623\)](#)
- ensure that litter pick-ups do not occur on the dates noted in the **AGREEMENT**.
- provide and maintain a sign and post with the group’s name displayed at the beginning of each adopted section of road right of way, unless, in the opinion of the Municipality, erecting such 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 Municipality policies.
- [return all loaned items to the issuing office at the completion of an **ADOPT-A-ROAD EVENT** unless it is renewed. Failure to do so will result in the group or individual being billed for the replacement value of the items.](#)

MUNICIPALITY RESPONSIBILITIES

The Municipality will:

- confirm the specific section of road to be adopted.
- provide safety vests, “road work” signs, trash bags, “Safety Guideline For Volunteers” brochures, gloves, flagging tape and traffic cones and a First Aid Kit.
- erect signs provided by the group if such signs are deemed acceptable by the Municipality.
- dispose of trash bags containing non-recyclable material.
- 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 Municipality.

- Volunteers will have the option of renewing their agreement and, subject to the approval of the Municipality, continuing with the program. Updated volunteer information is 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:
 1. the group is not meeting the terms and conditions of the agreement:
 2. one or more volunteers of a group is not responsible:
 3. the volunteers are acting contrary to the guidelines of the program:
 4. the adoption is proving to be counter-productive to the program's objective:
 5. 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.

IN CASE OF EMERGENCY

- ❖ have a first aid kit immediately available.
- ❖ pre-select the most direct route to the nearest medical emergency facility.
- ❖ know where the nearest telephone is located.

**Thank you for participating in the
Municipality of South Bruce
ADOPT-A-ROAD
PROGRAM**

For more information contact:

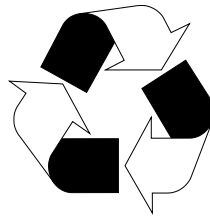
**MUNICIPALITY OF SOUTH BRUCE
P.O. Box 540,
21 Gordon Street, East
Teeswater, Ontario
N0G 2S0

(519) 392-6623**

**SAFETY
GUIDELINES
FOR
VOLUNTEERS**

**ADOPT-A-HIGHWAY
PROGRAM**

THINK SAFETY



**The Municipality encourages
recycling whenever possible.**



Municipality
Municipality
of
South Bruce

There are a few simple rules worth remembering when it comes to safely working along the highway.

VOLUNTEERS MUST:

- ❖ Review this brochure prior to each event.
- ❖ be at least 12 years old.
- ❖ provide at least one adult (19 years or older) supervisor for each 5 workers between 12 and 19.
- ❖ always wear Municipality approved safety vest.
- ❖ display the “road work” sign before starting the clean-up.
- ❖ carpool to minimize the number of vehicles at the worksite.
- ❖ park parallel to the road and as far off the travelled portion as possible.
- ❖ clean-up only one side of the highway at a time and work towards oncoming traffic.
- ❖ pickup litter during daylight hours only.
- ❖ flag hazardous and unidentifiable items for pick-up by Municipality staff.

- ❖ stay clear of any maintenance or construction operations and equipment.
- ❖ stay clear of water hazards.
- ❖ discontinue work in inclement weather.
- ❖ place filled trash bags at the designated pick-up site(s).
- ❖ remove the “road work” sign when finished the litter pick-up.

VOLUNTEERS MUST NOT:

- ❖ disembark from vehicles until “road work” sign has been displayed.
- ❖ walk or pick up litter on the pavement, shoulder, or in the median.
- ❖ work on bridges, overpasses, steep ground, or in tunnels.
- ❖ touch or pick up hazardous items or anything that can not be identified.
- ❖ wear clothing or display material that might distract motorists.
- ❖ use or possess illegal drugs or alcoholic beverages before or during the clean up.
- ❖ step or jump on trash bags.

FOR YOUR OWN SAFETY

- ❖ stay mentally alert at all times.
- ❖ wear protective footwear and gloves.
- ❖ wear light coloured clothing that covers arms and legs.
- ❖ wear a baseball cap or wide-brimmed hat and sun-screen lotion.
- ❖ drink lots of fluids while you work, especially on hot and humid days.
- ❖ be aware of any special needs of fellow volunteers (i.e. medical).
- ❖ avoid over-exertion.
- ❖ stay alert for and avoid hazardous plants (e.g. poison ivy) and stinging insects.
- ❖ keep an adequate supply of flagging and trash bags on hand.

**MUNICIPALITY OF SOUTH BRUCE
ADOPT-A-ROAD PROGRAM
AGREEMENT**

Agreement Number

The Municipality of South Bruce **ADOPT-A-ROAD PROGRAM** has been established as a public service program for volunteers to pick-up litter along Municipal 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 Municipality of South Bruce Roads system.

This section to be completed by Municipality Staff

The Municipality of South Bruce Works Department recognizes the group/individual named below as responsible for the adoption of Road No. from to , a distance of kilometres.

The group/individual named below volunteers to pick up litter at least once a year along its adopted section road beginning and ending ensuring that litter pick-ups do not occur on the following dates:

Municipality Representative _____

Signature _____

Position Title _____

Date _____

(519)392-6623

Telephone _____

This section to be completed by the Authorized Group Representative

I (We) _____
Name of group or individual

agree to adopt the section of road indicated above and keep it clean as per the terms and conditions of the Adopt-A-Road agreement. I have read the brochure "Safety Guidelines for Volunteers, Adopt-A-Road Program" and will share this information with all individuals who participate in the program.

Authorized Group Representative (Print Name) _____

Signature _____

Address _____

Date _____

City _____ Postal Code _____

Is this an Agreement Renewal? YES NO

Home Phone Number _____

Business Phone Number _____

Wording for Adopt-A-Road Signs

Sample:

Adopt-A-Road
In Memory of

Keeping
South Bruce
Beautiful

**Please indicate
your choice here:**

Municipality of South Bruce
Adopt-A-Road Program
RECORD OF PARTICIPATION

The following persons have participated in a litter pick up. As indicated by their signature on this Record, the individual participants are aware of the hazardous nature of the work which is to be performed and agree to follow the **TERMS AND CONDITIONS** of the Municipality's **ADOPT-A-ROAD PROGRAM** and agree to not hold the Municipality responsible for any injuries or damages that they may cause or suffer as a result of participation in the program. **Youths (under 18 years of age) involved in the program must have signed permission from a parent or guardian.** Please return this completed record following the event to the Municipality of South Bruce.

Name of Agreement
Holder

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Date of Pick-up	Contact/Participant Name(s)

Please remember to contact the Municipal office (519)392-6623 to inform them of your clean-up date.