



Township of Wilmot
Public Works Department
60 Snyder's Road West
Baden, Ontario N3A 1A1

TERMS AND CONDITIONS

PURPOSE

The Township of Wilmot's ADOPT-A-ROAD PROGRAM has been established as a public service program for volunteers to enhance the local litter collection activities of the Township by picking up litter along Township roadsides. 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 volunteers are 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 Township maintained road allowances.

ADOPTED SECTION - the portion of Township maintained road allowance approved for adoption by volunteers (a minimum of 2 kilometres, both sides).

VOLUNTEERS - any individuals and/or groups that offer their services to pick-up litter along adopted sections of road allowance 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 Corporation of the Township of Wilmot

REGION - The Regional Municipality of Waterloo

TOWNSHIP REPRESENTATIVE - the Township's representative, the Director of Public Works or authorized designate, who has the responsibility for the Township's program.



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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 jeopardize the program, be counter productive to its purpose, create a public safety hazard, or be in conflict with Township policies.

Volunteers are not considered as Officers, Employees, or Agents of the Township or Region. 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 Township and the Region and agree to abide by the Township's guidelines and to not hold the Township or Region 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 or wherever possible.



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AGREEMENT

Volunteer wishing to participate in the ADOPT-A-ROAD PROGRAM must complete and submit the attached AGREEMENT to the Township of Wilmot Municipal Offices, 60 Snyder's Road West, Baden. The attached AGREEMENT contains the following information:

COMPLETED BY THE TOWNSHIP:

- location of the road allowance section to be adopted
- the start and end dates of the adoption
- dates that litter pick-up can not occur
- the signature of the Director of Public Works or a authorized designate of the Township

COMPLETED BY THE GROUP:

- the approximate number of people in the group who will be participating in each clean-up
 - the name, telephone number, and street address of the Authorized Group Representative
 - 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
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- indicate if the adoption is a renewal or a first time participation

VOLUNTEERS' RESPONSIBILITY

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 attend an annual safety meeting provided by the Region/Township and, in turn, supply safety training to the volunteers. All participants must receive and be familiar with the contents of the Ministry of Transportation safety brochure "Safety Guidelines for Volunteers" before participating in the clean-up of the adopted section of road allowance.



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- 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, safety equipment and medical/first aid service
- pick up litter a minimum of two (2) times per year to maintain a clean road allowance
- sort litter into 4 different categories: glass, plastic, metal, and "other" refuse to facilitate disposal procedures
- give the Township 48 hours notice prior to beginning a litter pick-up
- wear a Township-approved safety vest and green patch boots at all times and any additional appropriate safety apparel during the pick-up
- collect litter only from the grassed road allowance sections of adopted roadway
- 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
- 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 (5) or less volunteers 12-18 years of age. The Township reserves the right to limit the number of volunteers on an adopted section of road allowance.
- ensure no volunteer possess or consumes illegal drugs or alcoholic beverages immediately before or during clean-up activities



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- suspend litter pick-up when weather conditions become inclement (eg. for, 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 cone vehicles during litter pick-up as contained in "Manual of Uniform Traffic Devices, Section 5
- flag closed containers, heavy objects, or suspected hazardous materials for pick-up and disposal by Township staff
- surrender items of value (eg. wallet, purse, camera, etc.) found on Township property to the nearest police station
- ensure that no signs, posters, or other display material are brought to the adopted section during or between pick-ups
- place filled trash bags at the designated pick-up site(s) as pre-arranged by the Township and the Authorized Group Representative
- notify the Township Office after each clean-up to have litter bags removed by Township staff
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- file a post-cleanup report at the Township Office within seven days of the completed clean-up
- ensure that litter pick-ups do not occur on the days noted in the AGREEMENT
- return all inventory to the Township Office after every clean-up event. Failure to do so will result in the group or individual being billed for the replacement value of the items.

TOWNSHIP RESPONSIBILITIES

The Township will:

- select the specific section of Township road allowance to be adopted
- provide safety vests, "road work" signs, trash bags, safety information and training,



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flags, and traffic cones

- erect sign(s) 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 jeopardize the program, be counter productive to its purpose, create a hazard to the safety of the public, or be in conflict with Township policies
- remove and dispose of filled trash bags
- remove litter from the adopted allowance section under unusual circumstances (ie. 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 Township.

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

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; the volunteers are acting contrary to the guidelines of the program; the adoption is proving to be counter-productive to the programs objective; undesirable effects such as increased litter, vandalism, or sign theft are resulting from the adoption or; at the Township's sole discretion decides not to continue the program.