

TOWNSHIP OF NORTH FRONTENAC
ADOPT – A – HIGHWAY PROGRAM

Agreement # _____

LITTER CONTROL COMPONENT
AGREEMENT

The Township of North Frontenac's *ADOPT – A – HIGHWAY PROGRAM* has been established as a public service program for participants to enhance the local litter collection activities of the municipality by picking litter along municipal highway/road rights-of-way. It is a way for environmentally conscious groups and individuals to contribute to a cleaner and more beautiful municipal highway/road system.

THIS SECTION TO BE COMPLETED BY MUNICIPAL STAFF

The Township of North Frontenac recognizes the group/individual named below as responsible for the adoption of Highway/Road _____ from _____ to _____, a distance of _____ kilometres.

The group/individual named below volunteers to pick up litter at least three times a year along its adopted section of highway/road beginning _____, 20__ and ending _____, 20__, ensuring that litter pick-ups do not occur on the following dates:

Municipal representative (print name)

Signature

Position Title

Date

Telephone Number

THIS SECTION TO BE COMPLETED BY THE AUTHORIZED GROUP REPRESENTATIVE

Under the *ADOPT – A – HIGHWAY PROGRAM* _____ agree to adopt a section of highway/road right-of-way and keep it clean.

Only participants who have reviewed the Municipal Safety Policy attached to this agreement and have signed the attached form are allowed to participate in this program.

Authorized group representative (print name)

Signature

Address

Date

Telephone Number

Is this an agreement renewal (yes/no)

The following persons will participate in one or more litter pick ups. As indicated by their signatures on this agreement, the individual participants are aware of the potentially hazardous nature of the work which is to be performed and agree to follow the TERMS AND CONDITIONS of the municipality's *ADOPT – A – HIGHWAY 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 and agree that signs bearing the individual's/group's name shall be installed solely at the discretion of the municipality. **Youths (18 years of age and under) involved in the program must have signed permission from a parent or guardian (19 years of age or older).**

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TOWNSHIP OF NORTH FRONTENAC
ADOPT – A – HIGHWAY PROGRAM

Agreement # _____

LITTER CONTROL COMPONENT
TERMS AND CONDITIONS

PURPOSE

The Township of North Frontenac's *ADOPT- A – HIGHWAY PROGRAM* has been established as a public service program for participants to enhance the local litter collection activities of the municipality by picking litter along certain municipal highway/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 highway/road right-of-way and keep it clean. In addition to a cleaner environment, the participant(s) are recognized by a sign erected by the municipality acknowledging their efforts.

PARTICIPATION IN ADOPT – A – HIGHWAY PROGRAM

Highway/road safety is of primary importance in all municipal decisions related to the *ADOPT – A – HIGHWAY 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 – HIGHWAY PROGRAM* objectives within the parameters of these **TERMS AND CONDITIONS** will be allowed to adopt a section of highway/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 government or municipal policies.

Participants are not considered as Officers, Employees, or Agents of the municipality. Any injuries, claims, liabilities, suits or costs arising from the participants activities relating to this agreement, shall be the sole responsibility of the participants. Participants 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 – HIGHWAY PROGRAM*.

Participants are encouraged to recycle materials collected from the adopted section of right-of-way, whenever and wherever possible.

AGREEMENT

Participants wishing to participate in the *ADOPT – A – HIGHWAY PROGRAM* must complete and submit the attached **AGREEMENT** to the Municipal Office, Plevna.

PARTICIPANTS' RESPONSIBILITIES

Participants participating in the *ADOPT – A – HIGHWAY PROGRAM* must:

- Appoint or select an Authorized Group Representative to act on behalf of the group.
- Ensure that all participants receive and be familiar with the contents of the municipal safety policy 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 municipality.
- Make arrangements for off road parking or car pooling to the worksite.
- Park all vehicles, at the worksite, as far away as possible from the traveled portion of the highway ensuring no individuals remain in a parked vehicle during the activity.
- Ensure provision of all transportation, supervision, safety equipment and medical/first aid service.
- Pick up litter a minimum of three(3) times a year to maintain a clean right-of-way.
- Sort litter into 4 different categories; glass, plastic, metal and “other” refuse to facilitate disposal at the waste disposal sites.
- Notify the municipal office 48 hours prior to beginning a litter pick up.
- Wear a municipal 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 highway/road.
- Not pick up litter on the driving surface of the highway/road 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 municipality reserves the right to limit the number of participants on an adopted section of highway/road right-of-way.
- Ensure no participant 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 presence of vehicles by deploying traffic cones during litter pick-up as specified.
- Surrender items of value (wallet, purse, camera, etc.) found on municipal 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.
- Remove the bagged litter to the nearest waste disposal site and deposit recyclables in the appropriate bins.
- Ensure that litter pick-ups do not occur on the dates noted in the AGREEMENT.
- Return all inventory to the issuing district garage at the completion of an *ADOPT – A – HIGHWAY PROGRAM* clean up. Failure to do so will result in the group or individual being billed for the replacement value of the items.
- The group signing this agreement, agrees to adopt not less than 6 km of road.

MUNICIPAL RESPONSIBILITIES

The Municipality will:

- Select the specific section of municipal highway/road right-of-way to be adopted.
- Provide safety vests, “road work” signs, trash bags and tags, safety policy and traffic cones.
- Erect sign(s) with the groups’ name displayed at the beginning of each adopted section of highway/road right-of-way; unless, in the opinion of the municipality, 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 municipal policies.
- Monitor to ensure the objectives of the program are being met.
- Approve the names, titles, or words placed on *ADOPT – A – HIGHWAY PROGRAM* signs.

MODIFICATION/RENEWAL/TERMINATION OF THE AGREEMENT OR PROGRAM

The *ADOPT – A – HIGHWAY* agreement or program may be modified in scope or altered in any manner at the discretion of the municipality.

Participants will have the option of renewing their agreement, subject to the approval of the municipality and continuation of the program. Updated participant information is required at the time of the renewal.

The municipality may terminate the agreement and/or remove the *ADOPT – A – HIGHWAY* signs bearing the participant’s name if it finds that: the group is not meeting the terms and conditions of the agreement; one or more participants of a group is not responsible; the participants 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; participants have engaged in irresponsible conduct at the adopted section.

POLICY
RE: PERSONAL SAFETY PROTECTION

OBJECTIVE

Establish a policy ensuring all Municipal staff and/or volunteers understand the requirements for personal safety equipment.

PROCEDURE

Employees and or volunteers (hereinafter called workers) are required to provide their own personal safety equipment, i.e. safety boots with green patch, gloves. The Township of North Frontenac shall provide hardhats, safety vests and any other equipment as required by law to the workers, and approved by Council.

POLICY

The workers are required to use/wear this safety protective equipment as stipulated in the Occupational Health and Safety Act and Regulations for Construction Projects.

In addition to these requirements workers are required to wear approved safety boots, a hardhat and a safety vest when performing Township duties within a road allowance.

Any worker not fulfilling the requirements of this policy may be removed from the work area, and/or dismissed for the remainder of that scheduled work shift, without compensation. The worker will be required to have all necessary protective equipment and be wearing it prior to re-entering the work place.

All offences will be recorded in the worker's personnel file, and reported to Council for their review. At Council's discretion additional disciplinary action may be imposed.