



## Policy for the Adopt-A-Road Program

### 1. Definitions

In this Policy:

- a) "Public Works" means Public Works Department of the Corporation of the Township of North Frontenac;
- b) "Council" means the Council of the Corporation of the Township of North Frontenac;
- c) "Township" means the Corporation of the Township of North Frontenac;
- d) "Volunteer" shall mean any individuals and/or groups who offer their services to pick up litter along adopted sections of the Township of North Frontenac Roads without compensation.

### 2. Participation

The "Policy for the Adopt-A-Road Program" shall apply to the adoption of a section of road by volunteers, with the intention of keeping it free of litter and debris. Safety is the first priority related to the Adopt-A-Road Program. Only volunteers determined by the Township to be responsible to exhibit, in good faith, the desire and ability to achieve Adopt-A-Road objectives (within the parameters of these terms and conditions) will be allowed to adopt a section of the Township Road. The Township may refuse to grant a request to adopt a section if granting the request would jeopardize the program, be counter-productive to the purpose, create a public safety hazard or be in conflict with Township Policies.

### 3. Agreement

Volunteers wishing to participate in the Adopt-A-Road Program must enter into a Litter Control Component Agreement with the Township. The Agreement will be administered by the Public Works Manager and contains the following terms and conditions:

#### Volunteer Conditions

- Appoint or select an Authorized Group Representative to act on behalf of the group who is an adult (19 years of age or older);
- Ensure the Authorized Group Representative is present during all litter pick up operations;
- Ensure the Authorized Group Representative attends an annual safety / conduct meeting with Township staff, receive the Township's Safety Guidelines and supply these guidelines to all participating volunteers;

- All participants must receive and be familiar with the contents of the Township's volunteer safety guidelines before participating in the clean-up of the adopted section of the road allowance;
- 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 carpooling travel to the worksite;
- Park all vehicles at the worksite as far away as possible from the traveled portion of the road, ensuring no individual(s) remains in a parked vehicle during the event;
- Ensure provisions of the all transportation, supervision, safety equipment and medical/first aid service;
- Pick up litter a minimum of once a year to maintain a clean right-of-way;
- Pick up litter over a minimum of six (6) kilometers on both sides of the Township road;
- Notify the Township forty-eight (48) hours prior to the beginning of the event;
- Wear an approved safety vest, provided by the Township or by the Association, at all times and any additional safety apparel as deemed appropriate during the pick-up (i.e. closed toe shoes/boots, protective gloves) that are to be provided by the volunteers;
- Collect litter only from the Township Road;
- Not pick-up litter from on the traveled road surface, bridges or around any other structure/location that could pose a danger;
- Wear clothing that will not impair vision or mobility during the pick-up;
- Ensure that no individual under the age of twelve (12) is present at the worksite;
- Not attempt to handle any "sharps" such as hypodermic needles or drug paraphernalia;
- Provide supervision by one (1) adult (19 years or older) for every five (5) or less volunteers between 12 to 18 years of age. The Township reserves the right to limit the number of volunteers performing litter pick-up on an adopted section of the road and there must always be a minimum of two (2) volunteers on site during any litter pick-up operations.
- Ensure no volunteer possesses or consumes alcoholic beverages or (legal or illegal) drugs immediately before or during clean-up activities;
- Suspend litter pick-up when the weather conditions become inclement (i.e. fog, rain, drizzle, high wind, electrical storms, etc.);
- Ensure no pets are present at the worksite;
- Work only during daylight hours (1 hour after sunrise to 1 hour before sunset);
- Display "Road Work" signs, as specified in the Ontario Traffic Manual, and designate presence of vehicles by deploying traffic cones provided by the Township during litter pick-up;
- Identify closed containers, heavy objects or suspected hazardous materials to the Township for pick-up and disposal by Public Works;
- Surrender items of value (i.e. wallets, purse, camera, etc.) found on Township road to the nearest police station;

- Ensure that no signs, posters or other display materials are brought to the adopted section during or between clean-ups;
- Sort litter into four (4) different categories: glass, plastic, metal and “other” refuse to facilitate disposal at the waste disposal sites;
- Remove trash bags to the nearest waste disposal site and deposit recyclables in the appropriate bins;
- Return all inventory supplied by the Township at the completion of the scheduled litter-pick up. Failure to do so will result in the group or individual being billed for the replacement value of the item(s).

### Township Conditions

The Township’s Public Works Manager will:

- Approve the specific section of the Township Road to be adopted;
- Provide safety guidelines, safety vests (as needed), “Road Work” signs, traffic cones and trash bags and tags;
- Erect sign(s) with the groups’ name displayed at the beginning of each adopted section of the road right-of-way; unless in the opinion of the Township, erecting 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;
- Remove litter from the road right-of way under unusual circumstances (i.e. to remove large, heavy or hazardous items) that have been identified by the Authorized Group Representative or Individual;
- Approve the names, titles or words placed on the Adopt-A-Road signs.

#### 4. Modification and Termination of an Agreement

The Litter Control Component Agreement may be modified in scope or altered in any manner at the discretion of the Township. The Authorized Group Representative may request modification of this Agreement at any time. These request will be subject to Township approval. The term of the agreement shall not exceed four (4) years.

A new Litter Control Component Agreement shall be executed should the Authorized Group Representative change or the individual cease to represent the group.

An updated Participant Signature Form shall be submitted by the Group annually, for insurance purposes.

At the Township’s discretion, the Agreement may be terminated and/or the Adopt-A-Road signs bearing the group/individual’s name be removed, if the Township finds:

- The group is not meeting the terms and conditions of the Agreement;
- One (1) or more of the volunteers is not responsible;
- The volunteers are acting contrary to the guidelines of the program;
- The adoption is proving counter-productive to the guidelines of the program;

- Undesirable effects such as increased litter, vandalism or sign theft are resulting from the adoption;
- Volunteers have engaged in irresponsible conduct at the adopted site.

Only Volunteers who have received the Township Safety Policy and Guidelines attached to this Agreement and have signed the Participant Signature Form are allowed to participate in this program.

Any terms and conditions specific to this agreement shall be detailed in a schedule affixed to this Agreement as necessary.

Group Information

\_\_\_\_\_

Authorized Group Presentative(s)

\_\_\_\_\_

Email Address

\_\_\_\_\_

Street Address

\_\_\_\_\_

Contact Number

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Under the Adopt-A-Road Program \_\_\_\_\_ agrees to adopt a section of the Municipal Road right-of-way and keep it clean in accordance with the terms and conditions of the township of North Frontenac's Adopt-A-Road Program.



**Adopt-A-Road Program  
Participant Signatures**

**Name of Volunteer Group:** \_\_\_\_\_ **Season:** \_\_\_\_\_

This Participant Signature Form shall be completed and submitted annually. The following persons will participate in one (1) or more litter pick-ups. As indicated by their signature on this Agreement, the individual participants are aware of the potentially hazardous nature of the work that is to be performed and agree to follow the Terms and Conditions of the Township of North Frontenac's Adopt-A-Road Program Policy and Safety Guidelines. The participants are considered volunteers in accordance with Township policies, and all names will be added to the Township's Volunteer list for insurance coverage (for this event only). Signs bearing the Group/Individual name shall be installed solely at the discretion of the Township. Youths (12 to 18 years of age) involved in the program must have a "Parent/Guardian Consent Form" signed and returned to the Public Works Manager of the Township of North Frontenac before they can commence litter pick-up.

Name (please print)	Signature	Date



**Adopt-A-Road Program**

**Parent/Guardian Consent Form**

**(For Participants 12 to 18 Years of Age)**

I hereby grant permission for the below named participant to take part in the Township of North Frontenac's Adopt-A-Road Program and agree that he/she will follow the Terms and Conditions of the Adopt-A-Road Program.

Further, I acknowledge that I am aware of the hazardous nature of the work that is to be performed.

\_\_\_\_\_  
Parent/Guardian's Name (please print)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Participant's Name (please print)

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Group Representative's Name

\_\_\_\_\_  
Group Representative's Signature

\_\_\_\_\_  
Adopt-A-Road Group Name

\_\_\_\_\_  
Date



## **Adopt-A-Road Program Safety Guidelines**

The following are important safety rules that are important to remember when working along the road way. These rules must be reviewed with volunteers before each clean-up session.

### **Volunteers Must:**

- Be at least 12 years old;
- Always wear an approved safety vest issued by the Township or Association;
- Display the “Road Work” sign erected at the Adopt-A-Road site and place traffic cones before starting the clean-up;
- Consider carpooling to minimize the number of vehicles at the worksite and always disembark from vehicles on the side adjacent to the ditch;
- Park parallel to the road and as far off the traveled portion as possible;
- Park vehicles on the side of the roadway where volunteers are active and activate 4-way emergency flashers;
- Clean up only one side of the road at a time and work towards oncoming traffic;
- Drive to the opposite side of the road when switching sides;
- Pick up litter during daylight hours only;
- Flag hazards and unidentifiable items for pick up by the Public Works Department;
- Stay clear of any maintenance or construction operations and equipment;
- Stay clear of water hazards;
- Discontinue work in inclement weather;
- Remove the “Road Work” sign and traffic cones when the litter pick-up is finished.

### **Volunteers Must Not:**

- Disembark from vehicles until the “Road Work” sign has been displayed and traffic cones set up;
- Walk or pick up litter on the pavement or shoulder of the road;
- Wear clothing that will impair vision or movement;
- Walk across the pavement to switch sides;
- Touch or pick up hazardous items or anything that cannot be identified;
- Use or possess (legal or illegal) drugs or alcohol before or during the clean-up.

**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 days;
- Be aware of special needs of fellow volunteers (i.e. medical);
- Stay alert for and avoid hazardous plants (e.g. wild parsnip, poison ivy) and stinging insects.

**In Case of Emergency**

- Have a first aid kit immediately available;
- Pre-select the most direct route to the nearest emergency medical facility;
- Always have transportation immediately available;
- Know where the nearest telephone is located.





**Township of North Frontenac  
Adopt-A-Road Program**

Agreement # \_\_\_\_\_

**Litter Control Component Agreement**

The Township of North Frontenac's Adopt-A-Road 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 road rights-of-way. It is a way for environmentally conscious groups and individuals to contribute to a cleaner and more beautiful municipal road system.

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**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 once 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

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This Section to be Completed by the Authorized Group Representative

Under the *Adopt-A-Road* \_\_\_\_\_  
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 Participant Signature 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)

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**The Participant Signature Form shall be completed and submitted annually, before completing any field work.**

Persons signing the Participant Signature Form will participate in one or more litter pick ups. As indicated by their signatures on the Participant Signature Form, 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-Road Program and Safety Guidelines. All names will be added to the Township's Volunteer list for insurance coverage (for this event only). They also 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).**



**Township of North Frontenac  
Adopt-A-Road Program**

Agreement # \_\_\_\_\_

Litter Control Component  
Terms and Conditions

Purpose

The Township of North Frontenac's Adopt-A-Road 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 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 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-Road Program

Highway/road safety is of primary importance in all municipal 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 these 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 government or Municipal Policies.

Participants are not considered as Officers, Employees, or Agents of the Municipality, but shall be approved as Volunteers by a Resolution of Council for coverage under the Municipality's Insurance. Any injuries, claims, liabilities, suits or costs arising from the participants' activities relating to this Agreement, shall be reported to the Municipality immediately.

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-Road Program must complete and submit the attached Agreement to the Municipal Office, Plevna. The required Participant Signature Form shall be submitted annually.

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## Participants' Responsibilities

Participants participating in the Adopt-A-Road 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 once 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 or Association 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 Drugs (legal or illegal) or Alcohol 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-Road 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, traffic cones, trash bags and tags, and a Safety Policy.
- Erect sign(s) with the groups’ name displayed at the beginning of each adopted section of 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-Road Program signs.

### Modification/Renewal/Termination of the Agreement of Program

The Adopt-A-Road 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 Signature Forms are required at the time of the renewal and annually thereafter.

The Municipality may terminate the Agreement and/or remove the Adopt-A-Road 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 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 Protective Equipment

Objectives

Establish a policy ensuring all Municipal staff and/or volunteers understand the requirements for Personal Protective Equipment (PPE).

Procedure

Employees and or volunteers (hereinafter called workers) are required to provide their own PPE, i.e. closed toe shoes / boots, gloves.

The Township of North Frontenac shall provide 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 PPE 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 closed toe shoes/boots, 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 and reported to the Public Works Manager for their review. At the Public Works Manager's discretion additional action may be imposed.