



**Public Works & Engineering
Department**

**ADOPT-A-ROAD PROGRAM
Application/Formal Agreement**

Purpose

The County of Renfrew's Adopt-A-Road Program has been established as a public service program, for volunteers to enhance the local litter collection activities of the County of Renfrew, by picking up litter along County Road Rights-of-Way. It is a way for environmentally conscious citizens to make a personal contribution to a cleaner and more beautiful environment.

Under the program, a group or an individual agrees to adopt a section of County Road Right-of-Way and keep it clean. In addition, a sign will be erected by the County of Renfrew to acknowledge the group's or individual's efforts.

Participation in the Adopt-A-Road Program

Highway safety is of primary importance in all County of Renfrew decisions related to the Adopt-A-Road Program. Only groups and individuals determined by the County of Renfrew 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 County Road Right-of-Way. The County of Renfrew 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 the purpose, create a public safety hazard or be in conflict with County of Renfrew Policies.

Volunteers are not considered as Officers, Employees or Agents of the County of Renfrew. Any injuries, claims, liabilities, suits or costs arising from the volunteers' activities, while participating in the Adopt-A-Road Program, shall be the sole responsibility of the volunteers. Volunteers shall indemnify the County of Renfrew and agree to abide by the County of Renfrew's guidelines and will not hold the County of Renfrew responsible for any injuries or damages that they may cause or suffer, as a result of participating 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 this Application/Formal Agreement to the County of Renfrew, Public Works and Engineering Department.

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 receives Safety Training, provided by the County of Renfrew and in turn supplies Safety Training to the other volunteers.
- All participants must receive and be familiar with the contents of the County of Renfrew's "General Information" Pamphlet 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 County of Renfrew.
- 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 road, ensuring no individual remains 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 two (2) times per year, to maintain a clean right-of-way.
- Sort litter into two (2) different categories: recyclables and non-recyclables, to facilitate disposal procedures in jurisdictions that only accept sorted trash.
- Give the Public Works and Engineering Department forty-eight (48) hours notice prior to beginning a litter pick-up.
- Wear a County of Renfrew provided safety vest at all times and any additional appropriate safety apparel during the pick-up.
- Collect litter only from the County Road Right-of-Way areas.
- Do not pick-up litter on the road surface, medians, bridges, overpasses, in tunnels or around other structures or locations that could pose a danger.
- Wear clothing that will not impair vision or movement during the pick-up.
- Do 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, unless previously approved by the County of Renfrew.

- Provide supervision by one (1) adult (19 years of age or older) for every five (5) or less volunteers (12 to 18 years of age). The County of Renfrew reserves the right to limit the number of volunteers on an adopted section of County Road Right-of-Way.
- Ensure no volunteer possesses or consumes 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 to 1 hour before sunset).
- Display “Road Work” signs provided by the County of Renfrew during litter pick-up, as specified in the Ontario Traffic Manual (OTM).
- Identify closed containers, heavy objects or suspected hazardous materials to the County of Renfrew Representative for pick-up and disposal by County Staff.
- Surrender items of value (i.e. wallet, purse, camera, etc.) found on County 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.
- Place filled trash bags at the designated pick-up site(s), as pre-arranged by the County of Renfrew Representative and the Authorized Group Representative or Individual.
- Notify the County of Renfrew Representative immediately after each clean-up, in order to have the litter bags removed by County Staff.
- Return all inventory to the issuing County Patrol Garage at the completion of a 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).

County Responsibilities

The County will:

- Approve the specific section of County Road Right-of-Way to be adopted.
- Provide safety information/training, safety vests, “Road Work” signs, trash bags and latex gloves.
- Erect sign(s) with the group’s/individual’s name displayed at the beginning of each adopted section of County Road Right-of-Way, unless in the opinion of the County of Renfrew, erecting the sign(s) would jeopardize the program, be counter-productive to the purpose, create a hazard to the safety of the public or be in conflict with County Policies.

- Remove and dispose filled trash bags.
- Remove litter from the adopted right-of-way section under unusual circumstances (i.e. to remove large, heavy or hazardous items) that have been identified to the County of Renfrew Representative by the Authorized Group Representative or Individual.
- Monitor to ensure the objectives of the program are being met.
- Approve the name, titles or words placed on Adopt-A-Road sign(s).

Modification and Termination of an Agreement

The Adopt-A-Road Agreement may be modified in scope or altered in any manner at the discretion of the County of Renfrew. The authorized Group Representative or Individual may request modification of this Agreement at any time. These requests will be subject to the County of Renfrew's approval.

The County of Renfrew may terminate the agreement and/or remove the Adopt-A-Road sign(s) bearing the group's/individual's name, if it finds:

- a. The group is not meeting the Terms and Conditions of the Agreement.
- b. One (1) or more volunteers of a group are not responsible.
- c. The volunteers are acting contrary to the guidelines of the program.
- d. The adoption is proving to be counter-productive to the program's objective.
- e. Undesirable effects such as increased litter, vandalism or sign theft are resulting from the adoption.
- f. Volunteers have engaged in irresponsible conduct at the adopted section.

The County of Renfrew recognizes the Group/Individual named below, as the responsible party for the adoption of the County Road named below.

The Group/Individual named below, volunteers to pick-up litter at least two (2) times per year along the adopted section of road.

Under the Adopt-A-Road Program _____ agrees to adopt
Group or Individual's Name

_____ from _____
County Road Name (County Road Number)

to _____ – a total length of _____ km – and keep it clean.

Representative's or Individual's Name

Representative's or Individual's Signature

Street Address

City/Province/Postal Code

Home Phone Number

Business Phone Number

County Representative's Name

County Representative's Signature

Position Title

Date

Agreement Number _____
(Assigned by the County)

The following persons will participate in one (1) 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 that is to be performed and agree to follow the Terms and Conditions of the County of Renfrew's Adopt-A-Road Program and agree to not hold the County of Renfrew 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 Group/Individual name, shall be installed solely at the discretion of the County of Renfrew.

Youths (under 18 years of age) involved in the Adopt-A-Road Program must have a "Parent/Guardian Consent Form" signed and returned to the County of Renfrew, Public Works & Engineering Department, before they can commence litter pick-up.

Name (print)	Signature	Date
Name (print)	Signature	Date