



ADOPT-A-ROAD PROGRAM

TERMS AND CONDITIONS

PURPOSE

Lanark Highlands's Adopt-A-Road Program has been established as a public service program for volunteers to enhance the local litter collection and invasive plant and noxious weed management activities of the Lanark Highlands Public Works Department, by conducting approved activities within a certain section of the Township road right-of-way. It is a way for environmentally conscious citizens to make a personal contribution to a better environment.

The road adoption may include various combinations of the following activities: litter pick up, spotting and reporting invasive plants and noxious weeds, hand pulling/spading of invasive plants and noxious weeds, accelerated mowing and landscape planting.

Roadway safety is of primary importance in all Township decisions related to the Adopt-A-Road Program.

AGREEMENT

Volunteers wishing to participate in the Adopt-A-Road program must complete and submit the Adopt-A-Road Program Agreement.

The Township will assist volunteers in securing an adoptable stretch of Township road. Sections are generally a minimum of two kilometers long. Safety of volunteers is of primary concern in determining sites. The Township further reserves the right to limit the number of adoptions for a single group or entity.

TERM

Two years is the standard term for an adoption agreement. Agreements may be renewed, revised or terminated after the initial two year period. Litter pick up is required a minimum of two times per year, once in the spring and once in the fall. Other activities relating to removal and control of invasive plants and noxious weeds is, as required to control the infestation and meet the adoption agreement objectives, as outlined in the adoption agreement.

The Township will monitor the Adopt-A-Road Program and all individual agreements to determine if the program's overall objectives are being met. The Township reserves the right to cancel an adoption agreement in a given area or to terminate an adoption agreement for any reasons, including but not limited to the following: inadequate performance, potential harm to the public image of the Township or the Program, non-compliance with the program terms and conditions, conduct of the adoptee group or individual or individuals involved in the adoptee group, or due to revisions or termination of the program.

PARTICIPATION IN ADOPT-A-ROAD PROGRAM

Businesses, informal groups of three or more, and formal organizations such as community or school groups, may adopt sections of Township roads. To ensure safety, volunteer adoptions will be limited to activities that do not involve the operation of large equipment directly adjacent to the Township road. Exceptions may be made if the organization has access to, or wishes to contract to, experienced operators for such activities.

Volunteers must be at least 12 years of age. The adopting group must provide supervision by one or more adults (19 years of age or older) for every five persons under the age of 19 involved in an activity. Working group size is to be a minimum of three persons.

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 Township road right-of-way. 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. 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 agree to abide by the Township's guidelines and to not hold the Township responsible for any injuries or damages that they may cause or suffer as a result of participation in the Adopt-A-Road Program.

Volunteer groups must comply with the **Adopt-A-Road Insurance Requirements and Indemnity Requirements** for their specific groups. (Please review Adopt-A-Road Insurance Requirements and Indemnity Requirements). Where an adopting group contracts out any part of the work described in the Adopt-A-Road Agreement, the group will ensure that all contractors and their subcontractors, provide certificates of insurance that meet or exceed the established insurance requirements, to the Township prior to commencement of any work.

Work is not permitted during a statutory holiday, during the afternoon on the day before a statutory holiday, or on holiday weekends. All work is to be done during daylight hours only (one hour after sunrise and one hour before sunset). Work that is directly adjacent to the Township road is not to be undertaken during inclement weather conditions, or when visibility is poor, e.g. heavy rain, fog, etc.

PARTNERS

Once the Township has the required documentation and approved your adoption, we will provide you with contact information for any applicable partners (Mississippi Valley Field Naturalist (MVFN), Ontario Invasive Plant Council (OIPC), etc.) or a specific Township contact.

Partners, where applicable, will connect your group with a coordinator in your area who will be able to provide you with assistance such as invasive plant and noxious weed training. This training may include items such as how your group can identify local priority invasive plants and noxious weeds, safe handling including proper personal protective equipment (PPE), how to report invasive and noxious plants, proper techniques and timing for plant removal and/or mowing, and proper planting/seeding techniques.

MODIFICATION / RENEWAL / TERMINATION OF THE AGREEMENT OR PROGRAM

The Adopt-A-Road agreement or program may be modified in scope, altered in any manner or terminated at the sole discretion of the Township.

The Township may terminate the agreement and/or remove the Adopt-A-Road signs bearing the volunteer group'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 program's objectives, undesirable effects such as increased litter, increased invasive plants or noxious weeds, vandalism, or sign theft are resulting from the adoption or, volunteers have engaged in irresponsible conduct during the activities or relating to the activities.

VOLUNTEER GROUP RESPONSIBILITIES

All volunteers participating in the Adopt-A-Road Program must:

- Identify a group coordinator to serve as the liaison between the adopting group and the Township. The group coordinator will be the point of contact for all communications between the group and the Township. **Please see additional group coordinator responsibilities below.**
- Annually review the safety information provided. All participants must be familiar with the safety guidelines before participating in any activity within the adopted section of Township road 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 Township.
- Make arrangements for off-road parking or shuttle bus type of travel to the work site.
- Park all vehicles, at the work site, as far away as possible from the traveled portion of the roadway ensuring no one remains in a parked vehicle during the activity.
- Ensure provision of all transportation, supervision, safety equipment and first aid.

- Conduct approved activities to meet Adopt-A-Road Program Objectives:
 - o Pick up litter two (2) times a year during the designated time period to maintain a clean Township road right-of-way.
 - o Conduct invasive plant and noxious weed activities as required to control the infestation and meet the adoption agreement objectives, as described on the adoption agreement.
- Sort litter into four different categories: glass, plastic, metal, and “other” refuse to facilitate disposal procedures in jurisdictions that only accept sorted trash.
- Give the Township office 72 hours’ notice prior to beginning an activity, requiring Township materials and coordination.
- Wear Township provided safety vest at all times and any additional appropriate safety apparel during activities.
- Perform approved activities only within the Township road right-of-way section of adopted roadway.
- Respect the rights of private landowners by not passing on their land or intervening with their activities.
- Not conduct activities 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 activity.
- During activities covered by the adoption agreement, volunteers shall not wear attire that might divert the attention of motorists.
- Ensure no volunteer possesses or consumes illegal drugs or alcoholic beverages immediately before or during activities.
- Suspend activities when weather conditions become inclement (i.e. fog, rain, drizzle, high wind, electrical storms, etc.).
- Ensure that no pets are present at the site.
- Work only during daylight hours (One (1) hour after sunrise and 1 hour before sunset).
- Identify and notify Township of heavy objects or suspected hazardous materials, so the Township representative can arrange pick-up and disposal by Township staff.
- Surrender items of value (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 of Township road during or between clean-ups.
- Place filled trash and plant bags at the designated pick up site(s) as pre-arranged by the Township representative and the group coordinator. Ensure plant bags do not have rips or holes in them that would allow seeds to be spread. You are requested to double bag when necessary.
- Notify the Township office immediately after each activity to have bags removed by Township staff.

GROUP COORDINATOR RESPONSIBILITIES

The Group Coordinator shall be responsible to:

- Schedule activities with the Township in advance of proposed work.
- Organize the work group and methodology of the activities being completed.
- Submit signed volunteer Waiver and Acknowledgement of Risk forms and necessary insurance documentation.
- Ensure required equipment is available and supplied. Pick up safety vests, bags for trash/plants and miscellaneous items such as signs and traffic cones when required. Please note, all materials are to be picked up prior to and returned after each work session.
- Ensure that anyone who participates in the Adopt-A-Road Program has reviewed Township supplied safety information.
- Review safety procedures with work group prior to arrival at site.
- Keep the group together and orderly.
- Know what to do in case of emergency, and where the nearest hospital is located.
- Know the physical capabilities of all group members.
- Supervise periodic breaks.
- Do not allow the group to work or walk on the travelled portion of the roadway, or within one (1) metre of the travelled portion of the roadway, or on private property.
- Ensure the group works facing oncoming traffic.
- Provide emergency first aid kit (band-aids, disinfectants, etc.) in the event of minor cuts or abrasions.
- Coordinate the placement of the signs in advance of volunteer work. This is required for litter pick-ups, hand pulling/spading of invasive plants and noxious weeds and during any large mechanical work. Additional road signage and traffic control may be required if use of large mechanical equipment is approved.
- Organize car pool and departure times.

TOWNSHIP RESPONSIBILITIES

The Township will:

- Provide safety vests, road signs, bags and safety information.
- Remove and dispose of filled bags and other objects identified.
- Monitor to ensure the objectives of the Adopt-a-Road Agreement and Program are being met.
- Ensure there is no recent herbicide application, by the Township or its Contractors, in adopted sections where litter pick up is taking place.
- Take any actions deemed required, in the sole unfettered discretion of the Township, to ensure program objectives are met, within the Township road right-of-way.
- Modify/renew/terminate any agreements or the program, as deemed required, by the Township.