



TERMS & CONDITIONS

The Town of Collingwood Adopt- a-Road program has been established as a public service opportunity for volunteers to pick up litter along certain Town road rights-of-way. It is a means for environmentally conscious citizens, community and civic organizations, private businesses, and industries to make a personal contribution to a cleaner and more beautiful road system.

Under the program, groups or individuals agree to adopt a section of Town road allowance and keep it clean. In addition to a cleaner environment, the volunteers or organizations are recognized by a sign posted by the Town acknowledging their efforts. Volunteers wishing to participate in the Adopt-A-Road Program must complete and submit this Agreement to the Engineering Services Department.

VOLUNTEER GROUP/ORGANIZATION RESPONSIBILITIES

This is an Agreement between:

THE CORPORATION OF THE TOWN OF COLLINGWOOD
hereinafter called the "Town"

and

hereinafter called the "Volunteer Group" or "Organization"

WHEREAS, the Volunteer Group or Organization has expressed a desire to provide clean-up services on Town road rights-of-way;

AND WHEREAS, the Town wishes to support and encourage this objective of the Volunteer Group or Organization;

THEREFORE, in consideration of the terms hereinafter stated, the Town and the Volunteer Group or Organization agree as follows:

The Volunteer Group or Organization shall provide clean-up services at least once a year by picking up garbage or litter from the right-of-way in the Town of Collingwood,

in particular road _____

from _____ to _____

between May 1st and November 1st during the years from _____ to _____



NOTE: This Agreement shall be in force for the 3 years noted above, after which the Organization will be asked by the Town to confirm the Organization's willingness to extend their commitment for an additional 3-year term. If the Town has revised the Agreement template, the Organization will be asked to review the new Agreement and to accept the revised terms.

- The Volunteer Group or Organization shall be fully responsible for the activities of its members and volunteer workers and shall provide all transportation, supervision, medical or first aid services required by its members and volunteers while they are performing clean-up services within the road right-of-way.
- The Volunteer Group or Organization shall ensure that all of its members and volunteers receive the **Safety Guidelines for Town of Collingwood Adopt-A-Road Program** located at the end of this agreement and agree to abide by the rules stated therein. A designated member (supervisor) of the Volunteer Group or Organization shall be responsible for ensuring members comply with the rules while performing clean-up.
- The Volunteer Group or Organization shall inform its members and volunteers that participation in a road clean-up program does not make them employees, agents or contractors of the Town; nor does the Town assume any responsibility for injuries, claims, liabilities, suits or a cross thereof whatsoever arising from the clean-up activities undertaken by the Volunteer Group or Organization and such shall be deemed to be the sole responsibility of the Volunteer Group or Organization, its members and volunteers.
- The Volunteer Group or Organization shall indemnify and save harmless the Town and its employees and agents from any and all claims, demands, actions and cause whatsoever that may arise, directly or indirectly, out of any act or omission of the Volunteer Group or Organization, its members, or volunteers in the performance of clean-up services.
- The Volunteer Group or Organization and its members shall obey and abide by all laws, rules of the road and best practices relating to roadway and personal health and safety while they are operating within the road right-of-way.
- The Volunteer Group or Organization shall ensure that its members and volunteers comply with the safety rules attached to the back of this agreement.
- The Volunteer Group or Organization will provide notice to the Town at least 5 business days in advance of their proposed clean-up date to reserve the supplies bin provided by the Town and arrange for pick-up of the trash bags collected.
- Work shall not be carried out on bridges or other structures where there is an apparent risk of injury.
- Work shall only be carried out in the areas between the outer edges of the shoulders and the right-of-way boundary on either side of the roadway.
- The Volunteer Group or Organization shall supply one (1) adult supervisor for every five (5) volunteer workers.



- Volunteers must be over the age of 12. All volunteers between the ages of 12 to 18 must have their parent/legal guardian complete the Minor Participation Permission Form and have it returned to the Town of Collingwood. Please ensure a copy is made for the Volunteer Group Leader to have on the worksite.
- Clean-up services shall be performed only during daylight hours when the weather is good.
- All participants shall wear appropriate safety apparel while they are on the right-of-way; long pants, long sleeves, gloves, water resistant footwear and eye protection are recommended.
- Whenever participants encounter closed containers, needles or other items suspected of being hazardous or a bio-hazard, these items shall be marked with a flag and not touched. The Town should be notified by the Volunteer Group or Organization of the location of these hazardous items.
- Participants shall ensure that filled trash bags are properly sealed and placed at the pick-up sites designated by the Town.
- The number of filled bags will be reported back to the Town both on the Volunteer Release Form as well as by email to engineering@collingwood.ca in support of the Town's *Greener Collingwood* initiative.
- The Volunteer Group or Organization shall make arrangements for off road parking or shuttle bus-type travel to the worksite and shall ensure that all vehicles required at the worksite are parking at least two (2) meters from the edge of the pavement.

TOWN RESPONSIBILITIES

- The Town will erect highway signs recognizing the Volunteer Group or Organization's efforts. The signs will be supplied and erected by the Town's staff at either end of the road which is being designated or adopted.
- The Town will supply garbage bags, disposable gloves, and high visibility safety vests to borrow during clean-up times.
- The Town will approve the name, titles, or words placed on ADOPT-A-ROAD signs.
- The Town has the right to revoke this agreement at any time if it does not serve the best interests of the Town.



Town of Collingwood
545 Tenth Line North
Collingwood, ON
Ph: 705-445-1292 Fax: 705-445-1286
www.collingwood.ca

**ADOPT-A-ROAD PROGRAM
VOLUNTEER LITTER PICKUP
AGREEMENT**

IN WITNESS WHEREOF, the Town and the Volunteer Group or Organization have caused this Agreement to be signed on their behalf by the persons who have been duly authorized for that purpose.

SIGNED, SEALED AND DELIVERED

The Corporation of the Town of Collingwood

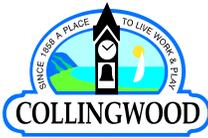
PER

VOLUNTEER GROUP or ORGANIZATION

PER

Name (Please Print)
(this person has the authority to legally bind the organization)

Signature



ADOPT-A-ROAD RELEASE (ORGANIZER)

WHEREAS _____

has solicited volunteers to provide clean-up services by picking up garbage or litter from the right-of-way of Town of Collingwood road known as _____

from _____ to _____

between May 1st and November 1st during the years _____ to _____;

AND WHEREAS the undersigned has volunteered to participate in the clean-up program;

AND WHEREAS the work is purely voluntary and without remuneration of any kind;

NOW THEREFORE the undersigned hereby acknowledges that his or her participation in the road clean-up program does not make him or her an employee, agent or contractor of the Corporation of the Town of Collingwood nor does the Town assume any responsibility for injuries, claims, liabilities, suite, or the costs thereof whatsoever arising from the clean-up activities undertaken by the undersigned, and such shall be the sole responsibility of the undersigned.

The undersigned, in consideration of being acknowledged as a volunteer in the program, hereby agrees to release the Town from any and all liability relating to the program.

The Organizer agrees to have all volunteers participating sign the Volunteer Release Form prior to participating in the clean-up program.

Name: _____
(Please Print)
(this person has the authority to legally bind the organization)

Tel Number: _____

Email Address: _____

Signature: _____

Date: _____



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**ADOPT-A-ROAD
MINOR PARTICIPATION PERMISSION FORM**

This form must be completed for each volunteer between the age of 12 to 18 years of age prior to participation in the program and must be kept on file with the Town of Collingwood and the Volunteer Group Leader.

Name of Minor: _____

Volunteer Group/Organization Name: _____

Stretch of Road: _____

The **ADOPT-A-ROAD Program** allows volunteers young and old to contribute toward the effort to control litter and enhance roadside and neighborhood appearance.

Volunteers are informed and acknowledge being advised that working adjacent to a roadway can be a hazardous activity which can cause injury to a person or property. Volunteers agree they shall exercise due care and caution in performing litter pickup activities, Volunteers further acknowledge they have received safety instruction that includes review of the **ADOPT-A-ROAD Safety Guidelines for the Town of Collingwood** prior to participating in any clean-up activities.

Volunteers shall wear safety vests and any appropriate protective clothing at all times during the road clean-up.

By signing below, I certify that:

The above-named minor child is participating under control of the Volunteer Group or Organization and not under the Town of Collingwood. I understand and agree that the above names will abide by the **ADOPT-A-ROAD Safety Guidelines for the Town of Collingwood**.

I agree to release and forever discharge the Town of Collingwood, its agents, employees, and officials from any and all liability whatsoever for damages or injury resulting from participation in this program.

PARENT/LEGAL GUARDIAN PERMISSION AND ASSUMPTION OF LIABILITY

As Parent/Legal Guardian I, (print name)

_____ hereby grant my permission for the above-named minor child to participate in the **ADOPT-A-ROAD Program**. I



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acknowledge, agree, and understand that said participation involves risks and inherent dangers that may cause injury. On behalf of myself and the minor child above I agree to release and forever discharge the Town of Collingwood.

Signed _____

Date _____

Emergency Phone Number: _____

SAFETY GUIDELINES FOR TOWN OF COLLINGWOOD ADOPT-A-ROAD PROGRAM

“YOUR SAFETY COMES FIRST”

Thank you for participating in Town of Collingwood’s “Adopt-A-Road” program. To protect yourself while you are on the work site, the Town has established safety guidelines which shall be reviewed before each clean-up session by all volunteers.

✓ THINK SAFETY

- Always be aware of your surroundings
- Stay mentally alert
- Be in good physical shape
- Do not horseplay around on the work site
- Be a member of your team
- Always work in daylight hours
- Do not work in inclement weather
- Stay clear of water hazards
- Avoid overexertion
- Wear your Town-approved safety vest at all times
- Stay alert for and avoid hazardous plants (i.e., poison ivy) and stinging insects

✓ IN CASE OF AN EMERGENCY

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

✓ GET ORGANIZED

- Organize your workers into crews before you load the car-pool
- There should always be an adult supervisor (crew chief) for each 5 or 6 workers
- Review the safety rules with all workers before proceeding to the work segment
- The crew supervisor shall be the safety “Watchdog”
- Know where the nearest telephone is located
- Keep an adequate supply of trash bags and disposable gloves

✓ WHAT TO WEAR

- Wear hiking boots or shoes with thick soles to prevent foot damage from sharp objects

- Wear appropriate clothing that won't distract motorists
 - Wear disposable gloves
 - When working in the sun, wear a baseball cap or wide-brimmed hat, a long sleeve shirt and sunscreen lotion
 - Leave your headset stereo/radio at home
 - Wear your safety vest at all times
- ✓ **TRANSPORTATION**
- Car-pool to your road segment to use as few vehicles as possible
 - Park parallel to the road, at least 6 feet away from the pavement surface before unloading your crew
 - Park on the same side of the road that you plan to work
 - Always work facing the traffic
 - Drive your crew to the opposite side when your crew switches sides
- ✓ **WHEN YOU ARE ON THE SITE**
- Never walk on or pick up litter on the paved road, shoulder or in the median
 - Stay away from mowing or construction operations
 - Stay alert for poison ivy and stinging insects
 - Avoid overexertion
 - Bring lots of water to drink while you work, especially on hot humid days
 - Alcoholic beverages will be not permitted on the site
- ✓ **HANDLING THE LITTER**
- Do not touch or pick up anything you cannot identify; it may be a hazardous item.
 - Do not jump or step on your trash bag to pack more in.
 - The group may keep any recyclable materials.

THE TOWN OF COLLINGWOOD

thanks you for participating in the Town of Collingwood's "Adopt-A-Road" Program

For more information, please contact:

Town of Collingwood
Engineering Department
545 Tenth Line North
Collingwood, Ontario L9Y 3Z5
Telephone (705) 445-1292
Email: engineering@collingwood.ca