



### ADOPT-A-ROAD PROGRAM

The Region of Waterloo's ADOPT-A-ROAD PROGRAM was established in 1994 as a public service program for volunteers to enhance the local litter collection activities of the Region of Waterloo by picking litter along Regional road right-of-ways. It is a way for environmentally conscious citizens, community and civic organizations, private businesses, and industry to contribute to a cleaner and more beautiful Regional road system.

The Regional Municipality of Waterloo recognizes the group/individual named below as responsible for the adoption of Regional Road No. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_, a distance of \_\_\_\_\_ kilometres (both sides).

The group/individual named below volunteers to pick up litter at least **two times a year** along its adopted section of roadway **beginning** \_\_\_\_\_ 20\_\_\_\_, ensuring that litter pick-ups do not occur on the dates indicated within the Terms and Conditions of the Agreement.

GROUP CONTACT INFORMATION:

Authorized Group Representative \_\_\_\_\_ Signature \_\_\_\_\_

Street Address \_\_\_\_\_ Date \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_ Is This An Agreement Renewal (Yes/No) \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Phone No. Business Phone No.

Under the ADOPT-A-ROAD PROGRAM \_\_\_\_\_ (group name) agrees to adopt a section of road allowance and keep it clean.

**FOR OFFICE USE ONLY**

Penny Evans \_\_\_\_\_  
Region Representative Signature \_\_\_\_\_

Supervisor, Admin. & Dispatch Services \_\_\_\_\_  
Position Title Date \_\_\_\_\_

PH: 519-650-8242  
FX: 519-650-8209  
Email: pevans@regionofwaterloo.ca

Sign Order Placed: \_\_\_\_\_



## TERMS AND CONDITIONS

### PURPOSE

The Region of Waterloo's ADOPT-A-ROAD PROGRAM was established in 1994 as a public service program for volunteers to enhance the local litter collection activities of the Region by picking litter along certain Regional 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 Regional road allowance and keep it clean. In addition to a cleaner environment, the volunteer(s) are recognized by a sign erected by the road authority acknowledging their efforts.

### DEFINITIONS

**ADOPT-A-ROAD PROGRAM** - a public participation program of the Region designed to assist in the removal and reduction of litter on Regionally maintained road allowances.

**ADOPTED SECTION** - the portion of the Regionally maintained road allowance approved for adoption by volunteers (a minimum of 2 kilometres, both sides).

**VOLUNTEERS** - any individuals and/or groups that offer their services to pick-up litter along adopted sections of road allowances for no compensation or profit and no right of action for benefits payable under Workers Compensation.

**AUTHORIZED GROUP REPRESENTATIVE** - the individual selected or appointed by the volunteers to act on their behalf for the purpose of adopting a section of road allowance.

**REGION** - The Regional Municipality of Waterloo

**REGION REPRESENTATIVE** - the Region's representative, the Commissioner of Engineering or authorized designate, who has the responsibility for the Region's program.

### PARTICIPATION IN ADOPT-A-ROAD PROGRAM

Road safety is of primary importance in all Regional decisions related to the ADOPT-A-ROAD Program.

Only groups and individuals determined by the Region 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 allowance. The Region 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 Regional policies. Participants must be willing to support the practices and beliefs of the Regional Municipality of Waterloo.

Volunteers are not considered as Officers, Employees, or Agents of the Region. 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 Region and agree to abide by the Region's guidelines and to not hold the Region responsible for any injuries or damages that they may cause or suffer as a result of participation in the ADOPT-A-ROAD PROGRAM.

Volunteers are encouraged to recycle materials collected from the adopted section of road allowance, whenever and wherever possible.

### AGREEMENT

Volunteers wishing to participate in the ADOPT-A-ROAD PROGRAM must complete and submit the attached AGREEMENT to the Regional Operations Centre, 100 Maple Grove Road, Cambridge. The attached agreement contains the following information:

#### **COMPLETED BY REGION**

- ! location of road allowance section to be adopted
- ! the start and end dates of the adoption
- ! dates that litter pick-ups can not occur
- ! the signature of the Commissioner of Engineering or an authorized designate of the Region

#### **COMPLETED BY GROUP**

- ! the approximate number of people in the group who will be participating in each clean-up
- ! the name, telephone number, and street address of the Authorized Group Representative
- ! each member of the group will sign and return a Volunteer Agreement/Release and Waiver Form prior to participating in a clean up
- ! by their signatures, the volunteers acknowledge that they have read and will comply with the TERMS AND CONDITIONS of the AGREEMENT associated with the program, and understand the hazardous nature of the work they will perform
- ! indicate if the adoption is a renewal or a first time participation

### GROUP OR ORGANIZATION'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 attend an annual safety meeting provided by the Region and, in turn, supply safety training to the volunteers. All participants must receive and be familiar with the contents of the Region safety brochure "Safety Guidelines For Volunteers" before participating in the clean-up of the adopted section of road allowance.
- ! **ensure that all participants execute the Volunteer Agreement / Release and Waiver Form before participation and return all such copies to the Region at 100 Maple Grove Road in Cambridge.**
- ! obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the Region
- ! 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 roadway
- ! ensure provision of all transportation, supervision, safety equipment and medical/first aid service
- ! pick up litter a minimum of two (2) times a year to maintain a clean road allowance
- ! **give the Region 48 hours notice prior to beginning a litter pick-up**, (notification required so Regional landfill staff can be notified before groups arrive with the litter or our own crews can be scheduled to pick up collected garbage the following day)
- ! wear a Region-approved safety vest and sturdy footwear at all times and any additional appropriate safety apparel during the pick-up
- ! collect litter only from the grassed road allowance sections of adopted roadway
- ! not pick up litter 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 pick-up
- ! **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 Region reserves the right to limit the number of volunteers on an adopted section of road allowance.

- ! ensure no volunteer 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)
- ! flag closed containers, heavy objects, or suspected hazardous materials for pick-up and disposal by Regional staff
- ! surrender items of value (wallet, purse, camera, etc.) found on Regional 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 Region and the Authorized Group Representative
- ! **file a post-cleanup report at the Regional Operations Centre within 7 days of the completed clean-up**
- ! ensure that litter pick-ups do not occur on the following dates; New Years Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas and Boxing Day.
- ! return all inventory to the Regional Operations Centre at the completion of an ADOPT-A-ROAD AGREEMENT. Failure to do so will result in the group or individual being billed for the replacement value of the items.
- ! **ensure that all participants abide by the above rules and requirements**

### REGIONAL RESPONSIBILITIES

The Region will:

- ! approve the selected section of Regional road allowance to be adopted
- ! provide safety vests, trash bags, safety information and training, flags, and traffic cones

- ! erect sign(s) with the groups' name displayed at the beginning of each adopted section of road allowance; unless, in the opinion of Region, 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 Regional policies
- ! remove and dispose of filled trash bags unless otherwise notified by group
- ! remove litter from the adopted allowance section under unusual circumstances (i.e., to remove large, heavy, or hazardous items) that have been flagged
- ! monitor to ensure the objectives of the program are being met
- ! approve the name, titles, or words placed on ADOPT-A-ROAD signs

#### MODIFICATION/RENEWAL/TERMINATION OF THE AGREEMENT OR PROGRAM

The ADOPT-A-ROAD agreement or program may be modified in scope or altered in any manner at the discretion of the Region.

Volunteers will have the option of renewing their annual agreement, subject to the approval of the Region and continuation of the program. **Updated volunteer information is required at each scheduled clean up.**

Volunteers must be willing to support practices and beliefs of the Regional Municipality of Waterloo.

The Region may terminate the agreement and/or remove the ADOPT-A-ROAD signs bearing the volunteer'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 objective; undesirable effects such as increased litter, vandalism, or sign theft are resulting from the adoption or; volunteers have engaged in irresponsible conduct at the adopted section or; at the Region's sole discretion decides not to continue the program.