



TERMS & CONDITIONS

The Town of Collingwood Adopt-a-Road has been established as a public service program for volunteers to pick up litter along certain Town road right-of-way. This 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 listed 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 right-of-ways;

AND WHEREAS, The Town wishes to support and encourage this objective of the Organization;

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

1. The Volunteer Group or Organization shall provide clean up services by picking up garbage or litter from the

right-of-way of Town of Collingwood road _____

from _____ to _____.

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



NOTE: This Agreement shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date hereof, unless at least 30 days prior to any such future expiration date, either party notifies the other that they elect not to renew for any additional period.

- 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.
- The Volunteer Group or Organization shall inform its members and volunteers that participation in a road cleanup 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 cleanup activities undertaken by the Organization and such shall be deemed to be the sole responsibility of the 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 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 and regulations relating to 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 following safety rules attached to the back of this agreement.
- 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;
- All volunteers under the age of 18 must have their parent/legal guardian complete the Minor Participation Permission Form and have it returned to 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;
- Traffic safety signs shall be placed in accordance with Town requirements whenever clean up services are being performed;
- All participants shall wear appropriate safety apparel while they are on the right-of-way;
- Whenever participants encounter closed containers or other items suspected of being hazardous, these items shall be marked with a flag and not touched. The Town should be notified by the 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 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 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, recycling bags, disposable gloves and safety vests.
- 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 is not serving 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)

Signature



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**ADOPT-A-ROAD PROGRAM
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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 cleanup 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 cleanup 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 cleanup 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)

Tel Number: _____

Signature: _____

Date: _____



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ADOPT-A-ROAD

MINOR PARTICIPATION PERMISSION FORM

This form must be completed for each volunteer under the age of 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 cleanup activities.

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

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 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 names minor child to participate in the **ADOPT-A-ROAD Program**. I 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 Town of Collingwood.

Signed _____ Date _____

Emergency Phone Number: _____



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

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 works 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 surrounding
- 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
- Display the “road work” sign before starting the clean-up
- Close the “road work” sign when finished the clean-up
- Avoid over exertion
- Wear your Town approved safety vest at all times
- Stay alert for and avoid hazardous plants (ie. 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 chief shall be the safety “Watchdog”
- Know where the nearest telephone is located
- Keep an adequate supply of trash bags, recycling 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 our crew switches sides

✓ **WHEN YOU ARE ON THE SITE**

- Never walk or pick up litter on the pavement, 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. Hazardous materials are commonly found in closed metal containers.
- Don't jump or step on your trash bag to pack more in.
- The group may keep any recyclable materials. A trash bag may be used to remove these materials from the site.



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THE TOWN OF COLLINGWOOD

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

For more information contact:

Town of Collingwood
Engineering Department
545 Tenth Line North
Collingwood, Ontario
L9Y 3Z5

Telephone (705) 445-1292

Fax (705) 445-1286

Email: engineering@collingwood.ca

