

INFRASTRUCTURE AND ENGINEERING SERVICES
PUBLIC WORKS

ADOPT-A-HIGHWAY PROGRAM – AGREEMENT # _____

The Municipality of Chatham-Kent’s ADOPT-A-HIGHWAY PROGRAM has been established as a public service program for volunteers to pick up litter along Municipal rights-of-way. It is a way for environmentally conscious citizens, community and civic organizations, private businesses, and industry to contribute to a cleaner and more beautiful municipal road system.

This section to be completed by Municipal staff.

The Municipality of Chatham-Kent recognizes the group/individual named below as responsible for the adoption of :			
Road Name			
From			
To			
A distance of	kilometres.		
The group/individual named below volunteers to pick up litter at least three times a year along its adopted section of highway beginning April 1 and ending October 31 of each year, ensuring that litter pick-ups do not occur on the following dates: Holiday weekends or winter months from November to March of each year.			
Municipal Rep. (print name)		Municipal Rep. (Signature)	
Position Title		Date	
Telephone #	(519) 360-1998	Fax #	(519) 436-3240

This section to be completed by authorized group representative.

Under the Adopt-A-Highway Program _____ <i style="text-align: center;">Name of group or individual</i>			
Agrees to adopt a section of highway right-of-way and keep it clean. Only volunteers who have received the required Municipal safety training and have signed the attached form are allowed to participate in this program.			
Authorized Group Rep.’s Name <i>(printed)</i>		Authorized Group Rep.’s Signature	
Title or Position			
Street or Mailing Address			
City, Postal Code			
Telephone #	()		
Fax #	()		
Home #	()		
Date			
Is this an agreement renewal?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

The following persons will participate in one or more litter pick-ups. As indicated by their signature on this agreement, the individual participants are aware of the hazardous nature of the work which is to be performed and agree to follow the TERMS and CONDITIONS of the Municipality's ADOPT-A-HIGHWAY PROGRAM and agrees to not hold the Municipality 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 individual's/group's name shall be installed solely at the discretion of the Municipality. **Youths (under 18 years of age) involved in the program must have signed permission for a parent or guardian.**

Name (print)	Signature	Date
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Name (print)	Signature	Date
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MUNICIPALITY OF CHATHAM-KENT'S

ADOPT-A-HIGHWAY PROGRAM

TERMS AND CONDITIONS

PURPOSE

The Municipality of Chatham-Kent's ADOPT-A-HIGHWAY PROGRAM has been established as a public service program for volunteers to pick up litter along certain Municipal rights-of-way. It is a way for environmentally conscious citizens to make a personal contribution to a clean environment. Under the Program, groups or individuals agree to adopt a section of Municipal right-of-way and keep it clean. In addition to a cleaner environment, the volunteer(s) are recognized by a sign erected the Municipality acknowledging their efforts.

PARTICIPATION IN ADOPT-A-HIGHWAY PROGRAM

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

Only groups and individuals determined by the Municipality to be responsible and to exhibit, in good faith, the desire and the ability to achieve ADOPT-A-HIGHWAY PROGRAM objectives within the parameters of these TERMS AND CONDITIONS will be allowed to adopt a section of road right-of-way. The Municipality 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 Municipality of Chatham-Kent policies.

Volunteers are not considered as Officers, Employees or Agents of the Municipality. 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 Municipality and agree to abide by the Municipality's guidelines and to not hold the Municipality responsible for any injuries or damages that they may cause or suffer as a result of participation in the ADOPT-A-HIGHWAY 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-HIGHWAY PROGRAM must complete and submit the attached AGREEMENT to the Municipal office at 315 King Street West, PO Box 640, Chatham, Ontario N7M 5K8.

VOLUNTEERS' RESPONSIBILITIES

Volunteers participating in the ADOPT-A-HIGHWAY PROGRAM must:

- Appoint or select an Authorized Group Representative to act on behalf of the group.
- Ensure that the Authorized Group Representative attends an annual safety meeting provided by the Municipality, and in turn, supply safety training to the volunteers. All participants must receive and be familiar with the contents of the safety brochure "Safety Guidelines for Volunteers" 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 Municipality of Chatham-Kent.
- 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 travelled portion of the highway.
- Ensure provision of all transportation, supervision, safety equipment and medial/first-aid service.
- Pick up litter a minimum of three (3) times a year to maintain a clean right-of-way.
- Sort litter into 4 different categories: glass, plastic, metal and "other" refuse to facilitate disposal procedures in jurisdictions that only accept sorted trash.
- Give the Municipal office 48 hours notice prior to beginning a litter pick-up.
- Wear a Municipal-provided safety vest at all times and any additional appropriate safety apparel during the pick up.
- Collect litter only from the right-of-way sections of adopted highway.
- 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.
- 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 job 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 Municipality reserves the right to limit the number of volunteers on an adopted section of Municipal right-of-way.
- 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 hours after sunrise and 1 hour before sunset).

- Display “road work” signs and designate presence of vehicles by deploying traffic cones during litter pick-up as specified in “Manual of Uniform Traffic Devices, Section 5” (field manual available).
- Flag closed containers, heavy objects, or suspected hazardous materials for pick-up and disposal by Municipal staff.
- Surrender items of value (wallet, purse, camera, etc.) found on Municipal property to the nearest police station.
- Ensure that no signs, posters, or other display materials 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 Municipality’s representative and the Authorized Group Representation.
- Notify the Municipality’s office immediately after each clean-up to have litter bags removed by Municipal staff.
- Ensure that litter pick-ups do not occur on the dates noted in the AGREEMENT.
- Return all inventory to the issuing office at the completion of an ADOPT-A-HIGHWAY AGREEMENT unless it is renewed. Failure to do so will result in the group or individual being billed for the replacement value of the items.

COUNTY RESPONSIBILITIES

The County will:

- Select the specific section of Municipal road right-of-way to be adopted.
- Provide safety vests, “road work” signs, trash bags, safety information and training, flags, and traffic cones.
- Erect sign(s) with the group’s name displayed at the beginning of each adopted section of highway right-of-way; unless, in the opinion of the Municipality, 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 Municipal policies.
- Remove and dispose of 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 flagged.
- Monitor to ensure the objectives of the program are being met.
- Approve the name, titles, or words placed on ADOPT-A-HIGHWAY signs.

MODIFICATION / RENEWAL / TERMINATION OF THE AGREEMENT OR PROGRAM

The ADOPT-A-HIGHWAY agreement or program may be modified in scope or altered in any manner at the discretion of the Municipality of Chatham-Kent.

Volunteers will have the option of renewing their agreement, subject to the approval of the Municipality of Chatham-Kent and continuation of the program. Updated volunteer information is required at the time of the renewal.

The County may terminate the agreement and/or remove the ADOPT-A-HIGHWAY PROGRAM 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 objectives; 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.