



# Adopt-A-Road Program Volunteer Litter Pickup Agreement

## Terms and Conditions

The Town of Halton Hills Adopt-A-Road Program 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 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 Infrastructure Services Department.

## Group Volunteer Responsibilities

Volunteers participating in the Adopt-A-Road Program must:

- Appoint or select an Authorized Group Representative to act on behalf of the group as the Group's Leader.
- Ensure that the Group Leader holds an annual safety training meeting with the volunteers. The Town's Safety Guidelines for Volunteers in the Adopt-A-Road Program will be supplied to the Group Leader for their use. All participants must receive and be familiar with the contents of these guidelines before participating in the cleanup of the adopted section of road allowance.
- A schedule of volunteers is attached to this Agreement and must be updated annually, if changes in the group or organization occur. Only those volunteers listed in the Schedule to the Agreement can collect litter from the adopted roadway.
- Obey and abide by all Applicable Laws and Regulations, ensure compliance to the Safety Guidelines and comply with all the Terms and Conditions, as may be required by the Town.
- Make arrangements for carpools, travel to work site, off-road parking as far as possible from the travelled portion of the road and ensure provision of supervision, safety equipment and medical/first aid service for all volunteers.
- Provide 1 adult supervisor for each 5 workers; volunteers must be 12 years old.
- Pickup of litter shall be a minimum of twice per year to maintain a clean right-of-way and shall be only on the specified section of road allowance.
- Wear the safety vests provided by the Town at all times and any additional appropriate safety apparel during the pickup, or groups may purchase orange reflective T-shirts through the Town.
- The Group Leader shall set the Town "road work" signs on the shoulder of the roadway at each end of the adopted section of road allowance, prior to the volunteers disembarking from their vehicles.
- Traffic cones will be provided for the areas where the vehicles are parked.
- Taking recyclable material to a Halton Recycling Bin depot is encouraged.
- Ensure garbage bags are securely tied and placed at the approved collection location.
- Work only during daylight hours (1 hour after sunrise and before sunset).



# Adopt-A-Road Program Volunteer Litter Pickup Agreement

- Suspend litter pickups when weather conditions become inclement.
- Notify the Infrastructure Services Department of all hazardous materials, heavy objects or unidentifiable items such as such as closed containers.
- Surrender items of value (wallet, purse, camera etc.) found on the Town road allowance to the nearest Police Station.
- Clean up only one side of the roadway at a time and work toward oncoming traffic.
- Stay clear of any maintenance or construction areas and equipment.
- Avoid traffic, water hazards, bridges, culverts, steep ground or tunnels.
- Return the safety vests, traffic cones and “road work” warning signs to the Town of Halton Hills, Infrastructure Services Department. Lost or unreturned items will be invoiced at the replacement value to the Group Leader.

## Town Responsibilities

- Approval of the specific road allowance section to be adopted.
- Provide for temporary use by the volunteers, safety vests, “road work” signs, traffic cones and any other materials considered appropriate.
- Provide garbage bags and Safety Guidelines for the volunteers.
- Erect sign(s) with the group’s name displayed at the beginning of each adopted road section with final wording, names, and titles at the sole discretion of the Town.
- Arrange collection locations for the garbage bags.
- Investigate reports of hazardous, heavy or unidentifiable items.
- Monitor the group’s collection practices to ensure objectives of the program are met.
- The Adopt-A-Road Program and Agreement may be modified in scope or altered in any manner at the discretion of the Town.
- Follow-up with groups to determine renewal of the program annually.
- Removals of signs if no response from a group is received.
- Terminate an Agreement and/or remove the Adopt-A-Road sign(s) at the discretion of the Director of Infrastructure Services or his Designate for reasons such as:
  - The group is not meeting the Terms of the Agreement
  - Volunteers acting irresponsibly or contrary to the Safety Guidelines.
  - The adoption of the road section is counter-productive to the overall program.
  - Undesirable results such as increased litter, vandalism, or sign theft are resulting from the adoption of the road section.



Town of Halton Hills  
 1 Halton Hills Drive  
 Halton Hills ON L7G 5G2  
 www.haltonhills.ca

# Adopt-A-Road Program Volunteer Litter Pickup Agreement

The Town of Halton Hills recognizes the group/individual named below as responsible for the adoption of \_\_\_\_\_

for a distance of \_\_\_\_\_ kilometres, from and/or between \_\_\_\_\_  
 and \_\_\_\_\_

Group Name: \_\_\_\_\_

Group Leader: \_\_\_\_\_

Address: \_\_\_\_\_ Apartment/Suite or Unit: \_\_\_\_\_

City or Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Director of Infrastructure Services

\_\_\_\_\_  
 Date

The Terms of this Agreement will be one year from the last date signed, unless renewed by both parties.

## Renewal Section

\_\_\_\_\_  
 Renewal Date

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Superintendent of Public Works

The personal information on this form is collected under the authority of Section 11 of the Municipal Act, as amended, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The information is used for the purpose of processing this document. Questions regarding the collection of this information should be directed to Infrastructure Services at 905-873-2601 ext. 2603.



# Adopt-A-Road Program Volunteer Litter Pickup Agreement

## Schedule A

### List of Volunteers

The following persons will participate in one or more litter pickups. Their signature below indicates they are aware of the hazardous nature of the volunteer work which is to be performed. The volunteers agree to the Terms and Conditions of the Town's Adopt-A-Road Program and concur not to hold the Town responsible for any injuries or damages that they may cause or suffer as a result of participation in this program. Youths less than 18 years of age must have co-signature from a parent or guardian acknowledging and allowing participation in the program as volunteers.

Volunteers are not considered officers, employees or agents of the Corporation of the Town of Halton Hills. Any injuries, claims, liabilities, suits or costs from the volunteers' activities relating to this Agreement shall be the sole responsibility from the volunteers. Volunteers indemnify the Town of Halton Hills and agree to abide by the Town's guidelines and any applicable laws or regulations. Volunteers will not hold the Town responsible for any injuries or damages that they may cause or suffer, as a result of participation in the Adopt-A-Road Program.

Name:	Signature:	Date:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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# Adopt-A-Road Program Road Sponsorship

## A Sponsorship Program – Application Form

The Town’s Adopt-A-Road Program had been established as a public service program for sponsors such as yourself to become publicly involved in the litter pickup, urban grass cutting and rural roadside mowing programs.

With your sponsorship , you will not only be assisting the Town of Halton Hills with their roadside activities, you will also be increasing your public image as an organization concerned for the upkeep of roads within our community.

Your assistance will be determined by having your logo or name placed directly on the road sign indicating your sponsorship.

## Sponsorship Options

Your Sponsorship options may be supplied in one of the following:

1. Volunteers may perform litter pickup on an adopted section of road.
2. Volunteers may perform litter pickup and urban grass cutting of Town-owned property or road allowance.
3. Financial Support of litter pickup and urban grass cutting programs at an annual sot of \$1,500 per kilometre.
4. Financial Support to allow rural mowing and litter programs to continue at an annual cost of \$300 per kilometre.

## Application for Road Sponsorship

Please complete this section:

Group Name: \_\_\_\_\_

Group Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Apartment/Suite or Unit: \_\_\_\_\_

City or Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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 1 Halton Hills Drive  
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# Adopt-A-Road Program Road Sponsorship

## Funding Terms

Road Selection: \_\_\_\_\_

From/between: \_\_\_\_\_ and: \_\_\_\_\_

This section of adopted road will be signed displaying your name and corporate logo (if applicable).

Urban Section: \_\_\_\_\_ kms @ \$1,500 = \_\_\_\_\_

Rural Section: \_\_\_\_\_ kms @ \$300 = \_\_\_\_\_

Volunteer Sponsorship: \_\_\_\_\_ Sign(s)

The Town has the right to accept or reject any person, group or corporation for sponsorship. Funding is for annual sponsorship. Renewal fees at the same rates noted above.

Final wording on signs will be at the sole discretion of the Town.

## Office Use Only

Signs Required (Adopt-A-Road Program): \_\_\_\_\_

Financial Sponsorship: \_\_\_\_\_

Volunteer Sponsorship: \_\_\_\_\_

Group's Name and Logo: \_\_\_\_\_

Group's Name Only: \_\_\_\_\_

Date Ordered: \_\_\_\_\_ Date Received: \_\_\_\_\_

Date Installed: \_\_\_\_\_

Sign Location Farm(s) Completed: \_\_\_\_\_

Date Added to Inventory: \_\_\_\_\_



# Adopt-A-Road Program Road Sponsorship

## Safety Guidelines for Volunteers

### Think Safety

There are a few simple rules worth remembering when it comes to safely working along the roadway. These rules must be reviewed by all volunteers before cleanup session.

### Volunteers Must

- Provide at least one adult supervisor for each 5 workers.
- Workers must be at least 12 years old.
- Display the “road work” warning sign on the shoulder at each end of the adopted road section before starting the cleanup and always wear a safety vest or orange reflective T-shirt.
- Disembark from vehicles after the “road work” warning signs have been displayed.
- Carpool to minimize the number of vehicles at the work site; always disembark from the vehicle on the side adjacent to the ditch; park all vehicles on one side of the road; park parallel to the road and as far off the travelled portion as possible.
- Pick up litter during daylight hours only and do not work during inclement weather.
- Clean up only one side of the roadway at a time, work towards oncoming traffic and avoid picking up litter on the travelled portion of the road.
- Stay clear of any maintenance or construction areas, equipment, traffic, water hazards, hazardous or unidentifiable items, bridges, culverts, steep ground or tunnels.
- Place filled trash bags at the designated collection site.
- Pick up the “road work” warning signs, traffic cones and collect the safety vests for return to the Town.

### For Your Own Safety

- Stay mentally alert at all times; avoid traffic, hazardous plants and stinging insects.
- Wear protective footwear and gloves.
- Wear light coloured clothing that covers arms and legs.
- Wear a hat or cap and use sun screen lotion.
- Drink lots of fluids while working; especially on hot, humid days.
- Avoid over-exertion.

### Public Works

Robert C. Austin Operations Centre  
11620 Trafalgar Road  
Halton Hills ON L7G 4S4  
Tel: 905-873-2601 ext. 2603 Fax: 905-873-8192

### Town of Halton Hills Infrastructure Services

1 Halton Hills Drive, Halton Hills ON L7G 5G2  
General Inquiry: 905-873-2601 ext. 2603  
Fax: 905-873-8192  
Website: [www.haltonhills.ca/RoadsSidewalks/roadwaysAdopt.php](http://www.haltonhills.ca/RoadsSidewalks/roadwaysAdopt.php)