

AUGUSTA TOWNSHIP

REPORT NUMBER: 2024-036
REPORT TO COUNCIL: April 15, 2024
RE: Adopt a Road/Park Pilot Program
AUTHOR: Annette Simonian, Clerk

RECOMMENDATION:

THAT Council endorses the implementation of the Augusta Adopt a Road Program; and

THAT Council approve the Guidelines for the Adopt a Road Program.

BACKGROUND:

Adopt-a-Road is not intended to replace the Pitch-in day, but as a public service program to help enhance local litter collection. Volunteers adopt a road/Park and contribute by picking up litter along their adopted section. The program offers a way for environmentally conscious citizens, community groups and businesses to contribute to a cleaner and more beautiful Township.

Many Municipalities have implemented the Adopt a Road/Park Program to enhance the local litter collection activities by picking up litter along the Township roads right of way.

The Adopt-a-Program helps in promoting a positive image of the Township and encourages Civic pride.

ANALYSIS

Volunteers (groups, organizations, individual families/friends businesses) after reading the Guidelines and Registration Package, (Attachment 2) interested in participating in the program will submit the required documents to the Township to adopt a section of road and commit to keeping it clean for three year period. During this time, the volunteers will agree to complete two cleanups a year, typically once in the Spring and once in the Fall. After the initial three-year period, agreements can be renewed on an annual basis or dissolved.

Once an application is received, staff will review the application for suitability and once approved will contact the group representative to finalize the process.

In the interest of safety and to reduce liability exposure the Township will provide:

- Gloves
- Safety vests (available for lending)
- Pickup tools
- Cones (available for lending)
- First aid kit
- Training material.

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Recognition is a big part of acknowledging efforts. After two clean-ups by the volunteer group, Augusta Township will post signage at either end of the adopted portion of the road or at the park that will identify the groups participation in the program. The Signage for the group will be placed under the main portion of the sign as shown in the example in attachment 1.

The initial cost of the program supplies is anticipated to be \$2,500 to \$3,000.

The Adopt a Road/Park Program is cost effective program that maximize maintenance resources to keep the roadsides free of litter and promote civic pride and benefits the community by working together towards a cleaner environment and improve the appearance of the Township.

OPTIONS

Do not run the Adopt a Road/Park Program.

Defer back to staff for more information.

Accept Staff's Recommendation to implement the Adopt a Road/Park Program.

LINK TO MUNICIPAL PLANS

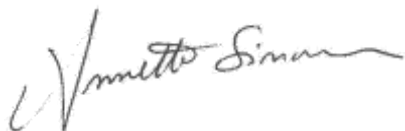
Beautification/Community Improvement – support community beautification.

FINANCIAL:

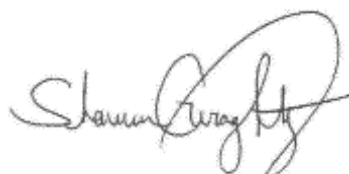
Costs incurred by the recommendation within this report include signs, stocking safety vests and purchasing cones and litter pickers as required. It is expected that the initial one-time cost of the program will be less than \$3,000 per year.

The costs for 2024 will be charged to the Health & Safety Budget which Public Works and Administration have funds to support this initiative. After the purchase of supplies, the costs will be monitored, and adjusted for the 2025 budget as required.

Costs can be reduced if sponsorships are obtained.



Annette Simonian, Clerk



Shannon Geraghty, CAO

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Signage Example





**ADOPT A ROAD/ADOPT A PARK
Guidelines and Registration Package
Individuals, Families, Groups or Businesses**

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ADOPT A ROAD/PARK FRAMEWORK/GUIDELINES

PURPOSE

Augusta Township's Adopt-A-Road/Park Program has been established as a public service program for volunteers to enhance the local litter collection by conducting approved activities within a certain section of a road right-of-way or park within Augusta Township. It is a way for environmentally conscious citizens to make a personal contribution to a better environment. The road/park adoption may include various combinations of the following activities: litter pick up, reporting hazardous and/or vandalism, spotting and reporting invasive plants and noxious weeds, hand pulling/spading of minor weeds.

RECOGNITION

In addition to the satisfaction gained by providing a cleaner environment, participants are recognized by a sign with the group or individual name displayed at each end of the adopted section or at the park area, erected by the Township, acknowledging their efforts (signs are limited to the organizations logo or in the case of individuals, two lines 10 - 12 characters in length identifying the group). Signs will be erected after one year of commitment has been fulfilled and at least two clean ups. These signs help to raise awareness by showing motorists that Augusta residents care about their community and the environment. Please note that signs can take up to six months to be installed. All signs are subject to approval of the Township.

AGREEMENT

Volunteers wishing to participate in the Adopt-A-Road/Park Program must complete and submit the Adopt A-Road/Park Program Agreement. Sections are generally a minimum of two kilometers long or a park within the Township.

The safety of volunteers is of primary concern in determining sites. The Township further reserves the right to limit the number of adoptions for a single group or entity.

TERM

Three years is the standard term for an adoption agreement and may be renewed yearly thereafter. Litter pickup is required a minimum of two times per year, once in the spring and once in the fall, but may be done as often as necessary.

The Township will monitor the Adopt-A-Road/Park Program and all individual agreements to determine if the program's overall objectives are being met. The Township reserves the right to terminate an adoption agreement for any reasons, including but not limited to the following: inadequate performance, potential harm to the public image of the Township or the Program, non-compliance with the program terms and conditions, conduct of the adoptee group or individual or individuals involved in the adoptee group, or due to revisions or termination of the program. The Township reserves the right to cancel the Adopt a Road/Park Program.

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PARTICIPATION IN ADOPT-A-ROAD PROGRAM

Businesses, families, informal groups and formal organizations such as community or school groups of two or more, may adopt a road/park. Volunteers must be at least 12 years of age, or in the case of a school, in grade six. The adopting group must provide supervision by one or more adults (19 years of age or older) for every five persons under the age of 19 involved in an activity. Working group size is to be a minimum of two persons. Only groups and individuals determined by the Township to be responsible and to exhibit, in good faith, the desire and the ability to achieve Adopt-A-Road/Park Program objectives within the parameters of these Guidelines will be allowed to adopt a road/park. The Township 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 Township policies. Volunteers are not considered Officers, Employees, or Agents of the Township. 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 Township and agree to abide by the Program Guidelines and to not hold the Township responsible for any injuries or damage that they may cause or suffer as a result of participation in the Adopt-A-Road/Park Program. Volunteer groups must comply with the Adopt-A-Road/Park safety requirements and indemnity requirements for their specific groups. Garbage collected during statutory holiday, afternoon on the day before a statutory holiday, or on holiday weekends will have to be taken to the Transfer Station(s) by the participants. All work is to be done during daylight hours only (one hour after sunrise and one hour before sunset). Work is not to be undertaken during inclement weather conditions, or when visibility is poor, e.g. heavy rain, fog, etc. If garbage bag pickup is required, we ask that you let us know 48 hours before your group goes out, so arrangements can be made for our crews to pick up the garbage bags and transfer them to a disposal site (if necessary). Call for any bag(s) for pick up needed. (that you are unable to take to the Transfer Stations yourself). Complete a Clean-up Report after each clean-up activity.

VOLUNTEER GROUP RESPONSIBILITIES

All volunteers participating in the Adopt-a-Road/Park Program must:

- Be familiar with the safety guidelines before participating in the adopt a road/Park.
- Obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the Township. Park all vehicles, at the work site, as far away as possible from the traveled portion of the roadway ensuring no one remains in a parked vehicle during the activity.
- Ensure provision of all supervision, safety equipment and first aid kit available.
- Conduct approved activities to meet Adopt-A-Road/Park Program Objectives: - Pick up litter two (2) times a year during the designated time period to maintain a clean Township road right-of-way or park.
- Sort litter into four different categories where possible: glass, plastic, metal, and "other" refuse to facilitate disposal procedures.
- Use/wear Township provided safety equipment at all times and any additional appropriate safety apparel during activities.
- Perform approved activities only within the Township's road right-of-way section of adopted roadway.

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- Respect the rights of private landowners by not passing on their land or intervening with their activities.
- Do not conduct activities 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 activity.
- During activities covered by the adoption agreement, volunteers shall not wear attire that might divert the attention of motorists.
- Work only during daylight hours (One (1) hour after sunrise and 1 hour before sunset).
- Identify and notify the Township of heavy objects or suspected hazardous materials, so the Township representative can arrange pick-up and disposal by Township staff.
- Surrender items of value (wallet, purse, camera, etc.) found on Township property to the nearest police station.
- Notify the Township office 48 hours in advance if you are unable to take trash bags to the transfer station and require bags to be removed by Township staff. Place filled trash bags at the adopt a road signage. Please note: there will be no pickup on weekends or holidays and drop off is not available Sundays or holidays.

VOLUNTEER COORDINATOR RESPONSIBILITIES FOR GROUPS MORE THAN TWO

The Volunteer Group Coordinator shall be responsible to:

- Serve as liaison between the Township and any volunteer(s) in their group
- Schedule bag pickup with the Township.
- Submit all required documentation for the group to the Township.
- Submit a Clean-up Report after each clean-up activity.
- Ensure Personal Protective Equipment is available and supplied. Pick up safety vests, bags for trash and traffic cones when required. (Please return all borrowed materials after each work session).
- Ensure that anyone who participates in the Adopt-A-Road/Park Program has reviewed Township supplied safety information.
- Review safety procedures with work group prior to arrival at site.
- Keep the group together and orderly.
- Know what to do in case of emergency, and where the nearest hospital is located.
- Know the physical capabilities of all group members.
- Supervise periodic breaks.
- Do not allow the group to work or walk on the travelled portion of the roadway, or within one (1) metre of the travelled portion of the roadway, or on private property.
- Ensure the group works facing oncoming traffic.
- Provide emergency first aid kit (band-aids, disinfectants, etc.) in the event of minor cuts or abrasions.

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TOWNSHIP OF AUGUSTA'S RESPONSIBILITIES

The Township of Augusta will:

- Provide safety vests, pick up tools, gloves and bags and safety information.
- Erect signs with the groups' name or logo displayed at each adopted section of the road/Park, unless, in the opinion of the Township, erecting the signs would jeopardize the program, be counterproductive to its purpose, create a hazard to the safety of the public, or be in conflict with government or Township policies.
- Remove and dispose of filled bags and other objects identified.
- Monitor to ensure the objectives of the Adopt-a-Road Agreement and Program are being met.
- Ensure there is no recent herbicide application, Township or its Contractors, in adopted sections where litter pick up is taking place.
- Take any actions deemed required, in the sole unfettered discretion of the Township, to ensure program objectives are met.
- Approve the logo and/or wording placed on Adopt-A-Road signs.
- Modify/renew/terminate any agreements or the program, as deemed required, by the Township.
- Provide training material participants. This training may include items such as how your group can identify local priority noxious weeds, safe handling of large objects and needles, and use of proper personal protective equipment (PPE).
- Provide third party liability insurance for injury and property damage arising out of the activities of this program. (such insurance does not cover any loss suffered by participants in the Program).

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APPENDIX A

APPLICATION/AGREEMENT

The persons named below intend to enhance the environment and improve the appearance of a section of road or park in Augusta Township by carrying out the activities under the Guideline of the Adopt-a-Road/Park Program.

- New Application Renewal (renewals can be 1 year term)

Name of Group or Individuals:

Number of Volunteers: ____ (minimum of 2 required)

Volunteer Group Coordinator Information: (Main contact for group)

Name: _____

Address:

Telephone: _____ Email: _____

Type of Group: (please check the closest match)

- Community Group Individual(s) Family/Friends Business School Group

Names of Volunteer(s):

Sign Information: (New applicants only)

We request the following information to appear on the Adopt-A-Road sign:

- Our group has a logo and a picture of it is attached as a jpg or png.
 Provide wording to identify your group (2 lines – 10-12 characters in length)

Road/Park sections adopting

Township Road/Park Name: _____

Road From: _____ To: _____ (at least 2KM in length)

(Counties Roads allowed under limited situation).

_____ Side of Road Both Sides

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I have read and I understand the Adopt-a-Road/Park Program Guidelines for participation in the Program. I understand that each individual volunteer must complete a Volunteer Waiver and Acknowledgement of Risk and training form prior to commencing any volunteer activity. This agreement shall not be amended or modified in any respect otherwise than in writing and executed by the parties.

Applicant's Signature: _____ Date: _____

Print Name: _____

THIS SECTION TO BE COMPLETED BY AUTHORIZED TOWNSHIP REPRESENTATIVE

Permission is hereby granted to "adopt" the above section road or park Yes No

Term of this adoption is: From _____ To _____

Reason: (If an activity is not approved) _____

Authorizing Signature: _____ Date: _____

Return this form to:
Adopt a Road/Park Program Coordinator
3560 County Road 26
Prescott ON K0E 1T0
613-925-4231 X105
asimonian@augusta.ca

The Township collects personal information under MFIPPA for the purpose of processing your application and general communications.

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APPENDIX B

LITTER CLEAN-UP REPORT

The litter clean-up report summarizes your achievements and provides us with important statistics and feedback on the Adopt-a-Road program.

On the first business day after your litter clean-up activity, complete and submit the litter clean-up report along with any Incident reports (exception: for serious injuries, complete Incident report immediately after the incident is under control).

Activity Details Adopted Road/Park

Group name:

Form completed by:

Date of clean-up: _____

group participants: _____ # hours: _____

Activity Results:

Number of full bags collected:

Number and description of flagged items (containers, heavy objects, hazardous waste, SHARPS):

Indicate any injuries or problems experienced during the activity:

General comments or suggestions:

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APPENDIX C

RELEASE AND WAIVER AGREEMENT

Adopt-A-Road Indemnity Requirements

All volunteers for the Adopt-A-Road/Park Program must complete and sign the Waiver and Acknowledgement of Risk prior to participation in the Program.

Waiver and Acknowledgement of Risk

Name of Volunteer (please print): _____

I acknowledge having read a copy of the Adopt-A Road/Park Program Agreement (the "Agreement") and the Adopt-A Road/Park Program Guidelines. I confirm that I will abide by the Agreement and Guidelines. I further confirm this Waiver and Acknowledgment of Risk shall remain in full force and effect during my period of participation in the Adopt-A-Road/Park Program and my Group Coordinator has reviewed the Guide to Safe Litter Clean-up.

I understand that my participation in the Adopt-A-Road/Park Program does not make me an employee, agent, or contractor of or for The Corporation of the Township of Augusta ("Township"). The Township will not assume any responsibility for any personal injury or material losses, damages, claims, liabilities, or suits whatsoever arising from my participation in the Adopt-A-Road/Park Program.

I understand that participation as a volunteer in the Adopt-A-Road Program requires the exercise of due care to avoid risks that could result in injury, death or loss or damage to person or property. I acknowledge the inherent risks involved in the Adopt-A-Road/Park Program, which activity(s) I am being allowed to undertake freely of my own volition, without pay or compensation of any kind, and without any liability of any nature on behalf of Township. I understand that all services I perform during my volunteer service are undertaken at my own risk. I have read the Guide to Safe Litter Clean-Up, and I agree to wear a safety vest and gloves while participating to minimize any such risks and I freely accept and fully understand and assume all risks associated with this activity(s).

I, for myself, my heirs, executors, administrators, successors, assigns, agents, or anyone else who may claim on my behalf, hereby release and agree to defend, indemnify and hold harmless the Township its elected officials, officers, employees, agents, or anyone acting on behalf of the Township, from and against any and all losses, liabilities, damages, injuries, actions, causes of action, claims, demands, costs and expenses of every kind and nature whatsoever arising from my participation in the Adopt-A-Road/Park Program including but not limited to liability for personal injury, sickness, disease, death, damage to property or loss of any kind and however caused, whether foreseen or unforeseen and whether arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of Township, its elected officials, officers, employees, agents, or anyone acting on behalf of the Township, or any of them, in connection with or in any way related to the Adopt-A-Road/Park Program.

I confirm that I have been advised to obtain independent legal advice prior to signing this Waiver and Acknowledgment of Risk and I have declined to do so.

Name of Volunteer (please print): _____

Signature: _____
(Signature of volunteer or parent or guardian if under 18)

Witness: _____ Date: _____
(Print name and sign)

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APPENDIX D

STATEMENT OF COMMITMENT

The Adopt-A-Road/Park Program is a cooperative effort between the Township of Augusta and the residents of Augusta who wish to contribute to the appearance of their community.

Both parties therefore commit to performing certain activities for keeping cleaner and safer Township Roads and Parks.

THE ADOPTER agrees to:

1. Remove litter and hand pulling or spading of minor weeds along a two km or more section of a Road allowance or Park within the Township borders for a minimum of twice a year for three years.
2. abide by the Guidelines of the Program.
3. Ensure that appropriate tools and equipment are used during clean-up and avoid direct contact with items that have the potential to be hazardous or injurious. Items that may be harmful, such as corrosive material, disease related objections and animal parts shall not be touched. Hazardous litter and exceptionally heavy or unyielding objects shall be reported immediately to the Program Coordinator.

THE TOWNSHIP agrees to:

1. Supply operating materials which may include, but not limited to, safety vests, litter bags, gloves and litter pickers.
2. Arrange for the removal and disposal of any litter and materials collected from the designated pick-up location.
3. Provide third party liability insurance for injury and property damage arising out of the activities of this program. (Such insurance does not cover any loss suffered by participants in the program.)
4. Supply and install two Adopt-A-Road signs with the adopter's name or logo on each sign after the initial two clean ups. These shall be placed at either end of the designated section of road or park area.
5. Provide Training materials.

I have read and understood this Statement of Commitment, and I agree to the terms of participation.

Adopter name: _____

Address: _____

Phone: _____

Date: _____

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APPENDIX E

GUIDE TO SAFE LITTER CLEAN-UP

The role of the Volunteer Group Coordinator

The group coordinator will be the contact person and is responsible for submitting all required documentation to the Township Adopt-A-Road/Park Program Coordinator and serves as the liaison between the Township and any volunteers represented. As a leader for a group, the Volunteer Coordinator or designate is also responsible for reminding volunteers to use good judgment and safe practice during cleanup activities.

The items in this guide should be discussed with the group prior to each clean up event. Remember Safety First! Under no circumstance is the welfare of a participant to be compromised during cleanup activities.

Safety Checklist

1. DISCUSS THE CLEAN-UP ROUTE.

Take note of any areas of concern or potential danger, such as high traffic areas or locations where there is limited vision of approaching traffic.

2. SUPERVISE MINORS.

Ensure there is one responsible adult (19 or older) present to supervise every 5 minors under the age of 18.

3. PREPARE YOUR MATERIALS.

Make sure you have all tools and materials required to complete your task safely and efficiently. Check that your equipment is in good working condition.

4. REVIEW SAFETY INSTRUCTIONS with participants:

- Watch for cars and other vehicles. As drivers may not expect to see volunteers working, participants should watch out for all vehicles in the area.
- Work not to be done during inclement weather conditions.
- Work to be done during day light hours only (1 hour after sunrise or 1 hour before sunset).
- Handle dangerous litter carefully. Dangerous litter such as broken glass or other sharp objects should be handled carefully to avoid injury. These items should only be handled with litter pickers (tongs) or other available implements. It is a good idea to designate one person to pick up dangerous items with a litter picker, especially if children are in your group.
- Volunteers must NOT handle hazardous litter. Objects that contain corrosive chemicals (i.e. car batteries) or objects that may carry harmful bacteria or disease (i.e. dead animals, syringes, etc.) should not be touched. Please flag where you find these items and contact the Program Coordinator for proper collection and disposal.
- Never reach blindly to pick up an item. Use a tool or stick to “identify” the item before picking it up.

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- Review Noxious weeds and needle handling pamphlets.
- Work in pairs or teams. This is safer than working alone as it allows volunteers to look out for each other.
- Be mindful of unstable/slippery ground/slopes.
- Be mindful of wild animals, insect hives and nests.
- Be mindful of noxious weeds, such as poisonous wild parsnip, giant hogweed and poison ivy.

Walking on Streets

- Work on one side of the street at a time.
- Start your litter pick up at the opposite end of the road from your Adopt-A-Road sign.
- Pick up litter walking facing oncoming traffic.
- Leave garbage bags at each Adopt-A-Road/Park Program sign, if possible. If the bags are too heavy, leave them at the point where they are filled.

Volunteer Clothing

- Always wear the safety vests and gloves provided.
- Participants should wear suitable footwear – boots or closed-toe shoes.
- Dress appropriately for the weather.
- Avoid the use of headphones or restrictive clothing.

In Case of an Emergency

- If possible, keep a cell phone handy or know where the nearest phone is in case of an emergency.
- Have transportation available.
- Know the quickest route to the nearest hospital in case of a serious injury.

General Tips

- Avoid horseplay while working.
- Prohibit any alcohol and/or illegal drugs.
- Keep an adequate supply of water.
- Have provided first aid kit available. Include any significant irregularities and be sure to report any injuries immediately.