CORPORATION OF THE MUNICIPALITY OF MORRIS- TURNBERRY
ADOPT-A-HIGHWAY PROGRAM

AGREEMENT

The Corporation of the Municipality of Morris-Turnberry’s ADOPT-A-HIGHWAY PROGRAM has been established as a public service program for volunteers to pick up litter along municipal road 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 road system.

THIS SECTION TO BE COMPLETED BY MUNICIPAL STAFF:

The Corporation of the Municipality of Morris-Turnberry recognizes the group/individual names below as responsible for the adoption of Morris-Turnberry Road (name) from _____________________________ to _____________________________, a distance of _______ kilometres.

The Group/Individual named below volunteers to pick up litter at least two times a year along its adapted section of Municipal Road _______ beginning ______________________, 20___ and ending ______________________, 20___, ensuring that litter pick ups do not occur on the following dates: Holiday weekends or winter months from November to March.

Municipal Representative

Signature

Position Title

Date

Telephone Number

Fax Number

THIS SECTION TO BE COMPLETED BY THE AUTHORIZED REPRESENTATIVE:

Under the ADOPT-A-HIGHWAY PROGRAM, (name of group or individual) Agrees to adopt a section of highway right-of-way and keep it clean.

Only volunteers who have received the required safety training and have signed the attached form are allowed to participate in this program.

Authorized Group Representative (Print name)

Signature

Street Address

Date

Town Postal Code

Is this an agreement renewal (Yes/No)

Home Phone Number

Business Phone Number
CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY
ADOPT-A-HIGHWAY PROGRAM

AGREEMENT

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 Morris-Turnberry's ADOPT-A-HIGHWAY PROGRAM and agree 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 will be installed solely at the discretion of the Municipality.

Youths (under 18 years of age) involved in the program must have signed permission from a parent or guardian.

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CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY
ADOPT-A-HIGHWAY PROGRAM

TERMS AND CONDITIONS

PURPOSE

The Corporation of the Municipality of Morris-Turnberry's ADOPT-A-HIGHWAY PROGRAM has been established as a public service program for volunteers to pick up litter along municipal road 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 county road right-of-way and keep it clean. In addition to a cleaner environment, the volunteers are recognized by a sign erected by the Municipality acknowledging their efforts.

PARTICIPATION IN ADOPT-A-HIGHWAY PROGRAM

Highway safety is of primary importance in all Municipal 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 highway 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 counterproductive to its purpose, create a public safety hazard, or be in conflict with Municipal 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, will 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 Municipal 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.

VOLUNTEERS' RESPONSIBILITIES:

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

- select, in consultation with the Municipality, the specific section of county road right-of-way to be adopted.
- 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 Municipal Safety Brochure "Safety Guidelines For Volunteers" before participating in the clean-up of the adopted section of the right-of-way.
- obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the Municipality.
VOLUNTEERS’ RESPONSIBILITIES:

➢ 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 including safety vests, flags, and traffic cones, and medical/first aid service and telephones.
➢ pick up litter a minimum of three (3) times a year to maintain a clean right-of-way.
➢ sort litter into four different categories: glass, plastic, metal, and “other” refuse to facilitate disposal procedures.
➢ give the Municipality 48 hours notice prior to beginning a litter pick up.
➢ wear a 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 municipal road.
➢ not pick up litter on the road surface, paved or gravel shoulders, medians, bridges, 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 work site.
➢ provide supervision by one adult (19 years of age or older) for every five (5) or fewer volunteers 12-18 years of age. The Municipality reserves the right to limit the number of volunteers on an adopted section of municipal road 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, drizzles, high wind, electric storms, etc.).
➢ ensure that no pets are present at the clean up site.
➢ work only during daylight hours (one hour after sunrise and one hour before sunset).
➢ display “road work” signs and designate presence of vehicles by deploying traffic cones during litter pick up.
➢ flag closed containers, heavy objects, or suspected hazardous materials for pick up and disposal by municipal staff.
➢ surrender items of value (wallet, purses, cameras, 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.
CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY
ADOPT-A-HIGHWAY PROGRAM
TERMS AND CONDITIONS

VOLUNTEERS’ RESPONSIBILITIES:

➢ place filled trash bags at the designated pick up site(s) as prearranged by municipal staff and the Authorized Group Representative.
➢ notify the municipality 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 municipality 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.

MUNICIPAL RESPONSIBILITIES:

The Municipality will:

➢ provide “road work” signs, trash bags, flags, traffic cones, safety information and training of one authorized representative.
➢ erect signs with the groups’ name displayed at the beginning of each adopted section of municipal road right-of-way; unless, in the opinion of the Municipality, 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 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 dead animals, large, heavy, and/or hazardous items as 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.

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

The Municipality may terminate the agreement and/or remove the ADOPT-A-HIGHWAY 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 volunteer of a group is not responsible; the volunteers are acting contrary to the guidelines of the program; the adoption is proving to be counterproductive 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.
**CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY**  
**ADOPT-A-HIGHWAY PROGRAM**

**POST CLEAN UP REPORT**

**THIS SECTION TO BE COMPLETED BY MUNICIPAL STAFF:**

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<th>PATROL YARD</th>
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**THIS SECTION TO BE COMPLETED BY THE AUTHORIZED REPRESENTATIVE:**

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<th>CLEAN UP NUMBER (EG. 1,2,3)</th>
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<th>NUMBER OF PERSONS</th>
<th>NUMBER OF HOURS</th>
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<tr>
<th>NUMBER OF BAGS CONTAINING:</th>
<th>METAL</th>
<th>GLASS</th>
<th>PLASTIC</th>
<th>OTHER</th>
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**TOTAL NUMBER OF BAGS COLLECTED:**

**TOTAL NUMBER OF BAGS RECYCLED:**

**COMMENTS**

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*After each clean up, fill in post clean up report and mail or deliver to the Municipality within seven (7) days of the completion of the litter pick up.*

*Mailing address: Municipality of Morris-Turnberry, 41342 Morris Road, RR4, Brussels, ON N0G 1H0*

**THANK YOU FOR YOUR PARTICIPATION IN OUR ADOPT-A-HIGHWAY PROGRAM**
Enclosed for your information is a copy of the Adopt-A-Highway Program Agreement and Terms and Conditions between Volunteer groups and the Corporation of the Municipality of Morris-Turnberry.

I have also included a copy of our “Safety Guidelines for Volunteers”. These documents outline the responsibilities of the Volunteer groups and the Municipality regarding the program.

After your group has had a chance to review these documents, and if you decide to participate in this program, please contact the Public Works department and we can fill in the details of the agreement.

We will have to decide on a location for your group to pick up litter, set any time restrictions that may apply, and have the signs manufactured and erected at the limits of the area chosen to identify your group’s participation.

If you require further information or clarification of the contents of these documents, please contact this department.
CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY
ADOPT-A-HIGHWAY PROGRAM

CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY
ADOPT-A-HIGHWAY PROGRAM

ADOPT-A-HIGHWAY GROUP NAME SIGN

5 4 3 S Q N . W I N G H A M

A I R C A D E T S

2 LINES = 60 X 30 CM. SIGN (PREFERRED SIZE)

The above template may be completed by the Authorized Group Representative.

In order to maintain a standard 50.8 mm. (2") letter size, the group’s name must not exceed 17 characters (which includes letters, spaces, punctuation). This will also ensure that the group name fits on a 60 x 30 cm. name sign.