



The Corporation of the Municipality of Arran-Elderslie

Policy Name:	Adopt-a Highway Program	Policy No: PW01-2022
Department:	Public Works	
Effective Date:	May 10, 2022	
Date Revised:		
Authority:	By-Law No. 32-2022	Repealed Authority:

The Municipality of Arran-Elderslie **ADOPT-A-HIGHWAY PROGRAM** has been established as a public service program for volunteers to pick-up litter along certain Municipal Highway 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 highway right-of-way and keep it clean. In addition to a cleaner environment, the volunteer(s) are recognized by a sign 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 this policy 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 counter-productive to its purpose, create a public safety hazard, or be in conflict with Municipal policies. This policy relates only to the roadside clean-up of garbage and refuse and does not require or authorize other roadside maintenance activities such as grass cutting.

Volunteers are not considered as Officers, Employees, or Agents of the Municipality. Any injuries, claims, liabilities, suits, or costs arising from the volunteer's 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-POLICY 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:

Manager of Public Works
Municipality of Arran-Elderslie Municipal Office.
1925 Bruce Road 10, PO Box 70
Chesley, ON N0G 1L0
(P) 519.363.3039 (F) 519.363.2203
works@arran-elderslie.ca

VOLUNTEER'S RESPONSIBILITIES

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

- appoint or select an Authorized Group Representative to act on behalf of the group.
- the Volunteer Group will ensure that all of its volunteers receive the **Safety Guidelines for the Municipality of Arran-Elderslie Adopt-A-Highway Program** and agree to abide by the rules stated therein.
- inform the Municipality a minimum of 48 hours in advance of the intended cleanup date.
- obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the municipality.
- arrange for off road parking or carpooling to the worksite to limit parking on the side of the roadway.
- park all vehicles, at the worksite, as far away as possible from the travelled portion of the highway.
- ensure provision of all transportation, supervision, safety equipment and medical/first aid service.
- pick up litter a minimum of two (2) times a year to maintain a clean right-of-way.
- wear appropriate safety apparel during the pick-up.

- not pick up litter on the road surface, under bridges, in culverts, 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 operations.
- provide supervision by a minimum of one adult (19 years of age or older).
- 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 hour after sunrise and 1 hour before sunset)
- ensure that no signs, posters, or other display material are brought to the adopted section during or between clean-ups.
- arranging the disposal of garbage bags and recyclable materials collected during the clean up event. Garbage and recycling can be brought to the local landfill sites for disposal at no cost. It may be possible for Municipal staff to dispose of the collection material if pre-arranged.
- Volunteer must notify municipality in writing if they no longer wish to participate in the **ADOPT-A- HIGHWAY PROGRAM.**

MUNICIPAL RESPONSIBILITIES

The Municipality will:

- select the specific section of municipal right-of-way to be adopted.
- order the sign (s) to be erected, the cost of which will be invoiced to the volunteer. The cost will be determined by quotation at the time of the request
- erect sign (s) with the groups' 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.
- provide free disposal of sorted, filled trash bags at the Arran Landfill site located at 671 Sideroad 20 in Arran Township.
- 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.

MODIFICATION/RENEWAL/TERMINATION OF 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.

The agreement will automatically extend without amendment from year to year unless either the volunteer group or Municipality notifies the other that they elect not to renew for an additional period. Volunteer groups are required to send the Municipality any changes to the volunteer groups information in a timely manner.

The Municipality may terminate the agreement and/or remove the Adopt-A-Highway signs if it finds that the group is not meeting the terms and conditions of the agreement and/or are acting contrary to the guidelines of the program.



The Corporation of the Municipality of Arran-Elderslie

MUNICIPALITY OF ARRAN-ELDERSLIE ADOPT-A-HIGHWAY PROGRAM AGREEMENT

The Municipality of Arran-Elderslie **ADOPT-A-HIGHWAY PROGRAM** has been established as a public service program for volunteers to pick-up litter along Municipal highway right-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 Highway System.

THIS SECTION TO BE COMPLETED BY MUNICIPAL STAFF

The Municipality of Arran-Elderslie recognizes the group/individual named below as responsible for the adoption of Municipal Road No. _____ ,

from _____ to _____, a distance of _____ kilometres.

The group/individual named below volunteers to pick up litter at least two times a year along its adopted section of highway;

Municipal Representative (Print Name)

Signature

Title/Position

Date



The Corporation of the Municipality of Arran-Elderslie

THIS SECTION TO BE COMPLETED BY THE AUTHORIZED GROUP REPRESENTATIVE

Under the ADOPT-A- HIGHWAY PROGRAM, the group/individual named below agree to adopt a section of highway right-of-way and keep it clean in accordance with the terms of the Municipality of Arran-Elderslie Adopt-A-Highway Program Policy PW-01-2022.

(Name of group or individual)

Authorized Group Representative
(Print Name)

Signature

Phone Number & Email

Date

Note: This agreement may be cancelled by either party by serving written notice of such intent 30 days prior to the cancellation of the agreement.

Agreement Number: _____

Authorized on: _____



The Corporation of the Municipality of Arran-Elderslie

SAFETY GUIDELINES FOR THE MUNICIPALITY OF ARRAN-ELDERSLIE ADOPT-A-HIGHWAY PROGRAM

Thank you for participating in The Municipality of Arran-Elderslie's Adopt-A-Highway program. To protect yourself while participating in the program, the Municipality has established safety guidelines which are to be reviewed before each clean up event by all volunteers.

Road safety is of primary importance in all The Municipality of Arran-Elderslie decisions related to the Adopt-A-Highway Program.

Think Safety

- Always be aware of your surroundings
- Stay mentally alert
- Always work in daylight hours
- Do not work in inclement weather
- Stay clear of water hazards
- Display "road work" sign affixed to the Adopt-A-Road dedication signs before starting clean up
- Never walk or pick up litter on the pavement portion of the road
- Watch for cars and other vehicles as drivers may not expect to see volunteers working
- Avoid overexertion
- Bring lots of water to drink
- Work in pairs or teams
- Stay alert for and avoid hazardous plants (poison ivy) and stinging insects
- Avoid horseplay while working
- Prohibit any alcohol and/or illegal drugs.

In Case of Emergency

- Have a first aid kit available
- Pre-select the most direct route to the nearest medical emergency facility
- Know which road you are on and the closest intersection
- Always have a cell phone and transportation immediately available
- Contact the Emergency number for the Municipality to notify them of the incident.
 - Monday – Friday 8:30am-4:30pm – 519-363-3039
 - Monday – Friday 4:30pm-8:30am & Saturday, Sunday – 519-373-9781

- Complete the Injury Report Form and submit to the Municipality of Arran-Elderslie.

Get Organized

- Discuss the clean-up route - take note of any areas of concern, such as high traffic areas or locations where there is limited vision (hills, curves) for approaching traffic.
- Prepare materials - make sure you have all the tools and materials required to complete your task safely and efficiently.

Transportation

- Carpool to your road section to reduce number of vehicles parked on roadside
- Park parallel to the road
- Park on the same side of the road that you plan to work
- Pick up litter while walking against the traffic. This ensures all participants are facing oncoming traffic and are aware of any potential dangers.
- Do not walk on the road or shoulder except when crossing the road.
- Drive to the opposite side when the volunteer group switches sides

What to Wear

- Always wear personal protective equipment (safety vests and gloves)
- Participants should wear closed toe suitable footwear
- Dress appropriately for the weather
- Avoid use of headphones

Handling the Litter

- Never reach blindly for an item. Always "identify" the item before picking it up.
- Notify the Municipality of any large items for pick-up and disposal by Municipal staff.
- Don't jump or step on your trash bag to pack more in
- Volunteers must not handle hazardous litter. Objects containing corrosive chemicals (ie. car batteries) or objects that may carry harmful bacteria or disease (ie. dead animals) should not be touched. Notify the Municipality for proper collection and disposal.

**Thank you for participating in the Municipality of Arran-Elderslie
Adopt-A-Highway Program.**

Manager of Public Works
Municipality of Arran-Elderslie Municipal Office.
1925 Bruce Road 10, PO Box 70
Chesley, ON N0G 1L0
(P) 519.363.3039 (F) 519.363.2203
works@arran-elderslie.ca



The Corporation of the Municipality of Arran-Elderslie

THE MUNICIPALITY OF ARRAN-ELDERSLIE ADOPT-A-HIGHWAY PROGRAM PARTICIPANT RECORD

Please return this completed record to the Municipality of Arran-Elderslie within 5 days of the cleanup event.

To: The Municipality of Arran-Elderslie Phone: (519) 363.3039

1925 Bruce Road 10, PO Box 70, Fax: (519) 363.2203

Chesley, ON N0G 1L0

Email: works@arran-elderslie.ca

Name of Volunteer Group/Agreement Number: _____

Contact Name: _____

Clean up date: _____

- ☐ As the Volunteer Group designate, I have reviewed the Terms & Conditions and Safety Guidelines for The Municipality of Arran-Elderslie Adopt-A-Highway Program with all volunteers listed below prior to the cleanup event.

Please Initial to confirm the above: _____

Number of garbage bags collected: _____

Unusual or large items encountered to be picked up by Department: _____

List any incidents: _____

Other observations: (damage, obstructions, suggestions for improvements) _____



The Corporation of the Municipality of Arran-Elderslie

The following persons have participated in the Adopt-A-Highway clean up event. As indicated by their signature on this record, the individuals are aware of the hazardous nature of the work which is to be performed and agree to follow the Municipality of Arran-Elderslie Highways Adopt-A-Highway Program Terms and Conditions and Safety Guidelines for the Adopt-A-Highway Program.

Please note: Youth (under 18 years of age) must have signed permission from a parent/guardian.

Name (Print)	Signature (parent/guardian for under 18)	Date
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The Corporation of the Municipality of Arran-Elderslie

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