



Roads & Environmental Services

Adopt-A-Road Program  
Application Form

The Township of Cavan Monaghan's Adopt-A-Road Program has been established as a public service program, for volunteers to enhance the local litter collection activities of the Township of Cavan Monaghan, by picking up litter along Township Road Rights-of-Way. It is a way for environmentally conscious citizens to make a personal contribution to a cleaner and more beautiful environment.

Under the Adopt-A-Road Program \_\_\_\_\_ agrees to adopt  
(Group or Individual's Name)

\_\_\_\_\_ from \_\_\_\_\_  
(Township Road Name and Number)

to \_\_\_\_\_ total length of \_\_\_\_\_ km) and keep it clean.

\_\_\_\_\_,  
(Representative's or Individual's Name)

\_\_\_\_\_  
(Representative's or Individual's Signature)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City/Province/Postal Code)

\_\_\_\_\_  
(Home Phone Number)

\_\_\_\_\_  
(Business Phone Number)

\_\_\_\_\_  
(Date)

Renewal Yes \_\_\_ No \_\_\_

Agreement Number \_\_\_\_\_



Adopt-A-Road Program  
Formal Agreement

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The Township of Cavan Monaghan recognizes the group/individual named below, as the responsible party for the adoption of the Township Road named below.

The group/individual names below, volunteers to pick-up litter at least two (2) times per year along the adopted section of road.

Under the Adopt-A-Road Program \_\_\_\_\_ agrees to adopt  
(Group or Individual's Name)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

(total length of \_\_\_\_\_ km) and keep it clean.

\_\_\_\_\_  
(Representative's or Individual's Name)

\_\_\_\_\_  
(Representative's or Individual's Signature)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(Twp/Province/Postal Code)

\_\_\_\_\_  
(Home Phone Number)

\_\_\_\_\_  
(Business Phone Number)

\_\_\_\_\_  
(Township Representative's Name)

\_\_\_\_\_  
(Township Representative's Signature)

\_\_\_\_\_  
(Position Title)

\_\_\_\_\_  
(Date)

Renewal    Yes \_\_\_    No \_\_\_

Agreement Number \_\_\_\_\_

Adopt-A-Road Program  
Parent/Guardian Consent Form  
(for participants 12 to 18 years of age)

I hereby grant permission for the below named participant to take part in the Township of Cavan Monaghan's Adopt-A-Road Program and agree that he/she will follow the Terms and Conditions of the Adopt-A-Road Program and agree not to hold the Township of Cavan Monaghan responsible for any injuries or damages that the below named participant may cause or suffer as a result of participating in the program.

Further, I acknowledge that I am aware of the hazardous nature of the work that is to be performed.

\_\_\_\_\_  
Parent's or Guardian's Name (please print)

\_\_\_\_\_  
Parent's or Guardian's Signature

\_\_\_\_\_  
Participant's Name (please print)

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Adopt-A-Road Group Name

\_\_\_\_\_  
Group Representative's Name

\_\_\_\_\_  
Group Representative's Signature

\_\_\_\_\_  
Date

Adopt-A-Road Program  
Material Recovery Report

Group or Organization	
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Contact Name	Mr. Ms. Mrs.
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Address	

Telephone	Home: ( )	Work: ( )
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Fax	Home: ( )	Work: ( )
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Township Road #		Garbage Collected (# of bags)	
Number of Kms		Recyclables Collected (# of bags)	

Please describe Any flagged items, e.g. heavy, hazardous or unidentifiable and their approximate location	

Comments	

Signature	
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Adopt-A-Road Program  
Equipment Sign Out Report

Date \_\_\_\_\_

Group or Organization \_\_\_\_\_

Township Road Adopted \_\_\_\_\_

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

Telephone \_\_\_\_\_

Item	Quantity	Date Out	Date In
Safety Vests			
Cones			
Flags			
Other (please specify) _____			
Other (please specify) _____			
Material Recovery Report			
Questionnaire			
Safety Training Video			
Safety Brochure			N/A
Garbage Bags			N/A
Recycling Bags			N/A

\_\_\_\_\_  
Signature of Group Representative  
(For materials signed out)

\_\_\_\_\_  
Signature of Township Representative  
(For materials signed out)

Adopt-A-Road Program  
Questionnaire

We are in the process of trying to improve the Current Adopt-A-Road program in the Township of Cavan Monaghan. Your experience as participants is invaluable in helping us make these improvements. Please take a few moments to complete the information requested below; with your help, we can get more people involved and make the program better for everyone. If you have any further questions, please call 932-9327. Thank you for your time.

Date :( month/day/year) \_\_\_\_\_

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

Tel: \_\_\_\_\_

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

Twp. Road Adopted: \_\_\_\_\_

Location of Adopted Road: from \_\_\_\_\_ to \_\_\_\_\_

What year did your group begin participating in the program? \_\_\_\_\_

Number clean-ups per year and months in which they usually occur: \_\_\_\_\_

Average number of people involved in each clean-up: \_\_\_\_\_

Do you use bags supplied by the Township? \_\_\_\_\_

How many bags (on average) do you require for each clean-up? \_\_\_\_\_

Do you separate recyclables from garbage? (why/why not) \_\_\_\_\_

Would the use of blue boxes make it easier for you to separate materials? \_\_\_\_\_

Where do you take the materials you collect? (Name and location of depot) \_\_\_\_\_

Have you encountered any problems trying to dispose of materials? (If yes, please explain) \_\_\_\_\_

Do you have any suggestions on how we can get more groups involved? \_\_\_\_\_

Do you have any suggestions on how we can improve the overall Adopt-A-Road program?

Would your organization be willing to pay (in part or in fully) for signs? \_\_\_\_\_

Township of Cavan Monaghan Recognizes

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as volunteers of the Adopt-A-Road Program  
Please allow this group access to the Transfer  
Station to dispose of the garbage/recyclables  
that they have collected. Thank you!

Township of Cavan Monaghan Recognizes

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as volunteers of the Adopt-A-Road Program  
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## Adopt-A-Road Program Agreement Terms and Conditions

### **Purpose**

The Township of Cavan Monaghan's Adopt-A-Road Program has been established as a public service program, for volunteers to enhance the local litter collection activities of the Township of Cavan Monaghan, by picking up litter along Township Road Rights-of-Way. It is a way for environmentally conscious citizens to make a personal contribution to a cleaner and more beautiful environment.

Under the program, a group or an individual agrees to adopt a section of Township Road Right-of-Way and keep it clean. In addition, a sign will be erected by the Township of Cavan Monaghan to acknowledge the group's or individual's efforts.

### **Participation in the Adopt-A-Road Program**

Highway safety is of primary importance in all the Township of Cavan Monaghan decisions related to the Adopt-A-Road Program. Only groups and individuals determined by the Township of Cavan Monaghan to be responsible and to exhibit, in good faith, the desire and the ability to achieve Adopt-A-Road Program objectives (within the parameters of these terms and conditions) will be allowed to adopt a sections of Township Road Right-of-Way. The Township of Cavan Monaghan 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 the purpose, create a public safety hazard or be in conflict with Township of Cavan Monaghan Policies.

Volunteers are not considered as Officers, Employees or Agents of the Township of Cavan Monaghan. Any injuries, liabilities, suits or costs arising from the volunteers' activities, while participating in the Adopt-A-Road Program, shall be the sole responsibility of the volunteers. Volunteers shall indemnify the Township of Cavan Monaghan and agree to abide by the Township of Cavan Monaghan's guidelines and will not hold the Township of Cavan Monaghan responsible for any injuries or damages that they may cause or suffer, as a result of participating in the Adopt-A-Road 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-Road Program must complete and submit the Formal Agreement to the Township of Cavan Monaghan, Director of Roads.

## **Volunteer's Responsibilities**

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

- Appoint or select an Authorized Group Representative to act on behalf of the group.
- Ensure that the Authorized Group Representative attends a Safety Meeting, provided by the Township of Cavan Monaghan and in turn supplies Safety Training to the other volunteers.
- All participants must receive and be familiar with the contents of the Township of Cavan Monaghan's "General Information" Pamphlet 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 the Township of Cavan Monaghan.
- Make arrangements for off road parking or shuttle bus type of travel to the worksite.
- Park all vehicles at the worksite as far away as possible from the travelled portion of the highway, ensuring no individual remains in a parked vehicle during the activity.
- Ensure provision of all transportation, supervision, safety equipment and medical/first aid service.
- Pick-up litter a minimum of (2) times per year, to maintain a clean right –of-way.
- Sort litter into 2 different categories: recyclables and non-recyclables, to facilitate disposal procedures in jurisdictions that only accept sorted trash.
- Give the Roads Department forty-eight (48) hours notice prior to beginning a litter pick-up.
- Wear a Township of Cavan Monaghan provided safety vest at all times and any additional appropriate safety apparel during the pick-up.
- Collect litter only from the Township Road Right-of-Way areas.
- Do not pick-up litter on the road surface, medians, bridges, overpasses, in tunnels or around other structures or locations that could pose a danger.
- Wear clothing that will not impair vision or movement during the pick-up.
- Do 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 (1) adult (19 years of age or older) for every (5) or less volunteers (12 to 18 years of age). The Township of Cavan Monaghan reserves the right to limit the number of volunteers on an adopted section of Township Road Right-of-Way.
- Ensure no volunteer possesses or consumes 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).
- Display “Road Work” signs and designate the presence of vehicles by deploying traffic cones during litter pick-up, as specified in the Ontario Traffic Manual (OTM).
- Identify closed containers, heavy objects or suspected hazardous materials to the Township of Cavan Monaghan Representative for pick-up and disposal by Township Staff.
- Surrender items of value (i.e. wallet, purse, camera, etc.) found on Township property to the nearest Police Station.
- Ensure that no signs, posters or other display material 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 Township of Cavan Monaghan Representative and the Authorized Group Representative or Individual.
- Notify the Township of Cavan Monaghan Representative immediately after each clean-up, in order to have the litter bags removed by the Township Staff.
- Ensure that litter pick-ups do not occur on the dates noted in the following Agreement.
- Return all inventory to the issuing Township of Cavan Monaghan Patrol Garage at the completion of a scheduled litter pick-up. Failure to do so will result in the group or individual being billed for the replacement value of the items(s).

## **Township Responsibilities**

The Township will:

- Provide safety vest, “Road Work” signs, trash bags, safety information, safety training, flags and traffic cones.
- Erect sign(s) with the group’s/individual’s name displayed at the beginning of each adopted section of Township Road Right-of-Way, unless in the opinion of the Township of Cavan Monaghan, erecting the sing(s) would jeopardize the program, be counter-productive to the purpose, create a hazard to the safety of the public or be in conflict with the Township 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 identified to the Township of Cavan Monaghan Representative by the Authorized Group Representative or Individual.
- Monitor to ensure the objectives of the program are being met.
- Approve the name, titles or words placed on Adopt-A-Road sign(s).

## **Modification, renewal and termination of an Agreement**

The Adopt-A-Road Agreement may be modified in scope or altered in any manner at the discretion of the Township of Cavan Monaghan.

Volunteers will have the option of renewing their agreement, subject to the approval of the Township of Cavan Monaghan. Updated volunteer information will be required at the time of the renewal.

The Township of Cavan Monaghan may terminate the agreement and/or remove the Adopt-A-Road sign(s) bearing the groups/individual’s name, if it finds:

- a. The group is not meeting the Terms and Conditions of the Agreement.
- b. One (1) or more volunteers of a group are not responsible.
- c. The volunteers are acting contrary to the guidelines of the program.
- d. The adoption is proving to be counter-productive to the program’s objective.
- e. Undesirable effects such as increased litter, vandalism or sign theft are resulting from the adoption.
- f. Volunteers have engaged in irresponsible conduct at the adopted section.