



Adopt A Highway Program Agreement

THIS AGREEMENT made this ____ day of _____, 20__.

BETWEEN:

The Corporation of the County Of Grey

Hereinafter called the "County";

- and -

_____,
Hereinafter called the "Organization".

WHEREAS, the Organization has expressed a desire to provide roadside clean-up services on County highway rights-of-way under the County's Adopt A Highway Program;

AND WHEREAS, the County wishes to support and encourage this objective of the Organization;

NOW THEREFORE in consideration of the mutual terms and covenants herein contained, the parties covenant and agree as follows:

1.0 Term and Termination

- 1.1 The Organization shall provide roadside clean-up services pursuant to the terms of this Agreement between May 1st and October 10th for two (2) consecutive seasons during the years of _____ and _____.
- 1.2 The Organization may terminate this Agreement upon giving written notice to the County of its intention to terminate.
- 1.3 The County has the right to terminate this Agreement at any time if it is not serving the best interests of the County at the sole discretion of the County or if the County's Adopt A Highway Program is discontinued.

2.0 Responsibilities of the Organization

- 2.1 The Organization shall perform roadside clean-up services by picking up garbage or litter from the right-of-way of Grey Road _____, from _____ to _____ which is in the Patrol Depot designated as Patrol _____.
- 2.2 The Organization shall perform roadside clean-up services twice annually (i.e. May and September) throughout the Term of this Agreement. No roadside clean-up may take place before May 1st or after October 10th of each year of the Agreement.
- 2.3 The Organization shall identify a person who shall act as its main point of contact with the County (hereinafter referred to as “the Contact”) with respect to its obligations under this Agreement.
- 2.4 The Organization shall not perform roadside clean-up services on the County highway right-of-way prior to providing all necessary documentation required under this Agreement to the County.
- 2.5 The Organization shall ensure that all participants participating on behalf of the Organization shall be at least sixteen (16) years of age, and no persons younger than 16 shall be permitted on the County highway right-of-way by the Organization as a result of activities undertaken under this Agreement.
- 2.6 At least one (1) week prior to every roadside clean-up that it performs throughout the Term of this Agreement, the Organization shall always make a request for its preferred date(s) of clean-up to the County’s Transportation Services Department using the Schedule “B” form as attached hereto, and shall only perform roadside clean-up activities on the dates approved by the County.
- 2.7 The Organization shall be responsible to obtain the supplies indicated in Item 3.02 from the County prior to its scheduled roadside clean-up. Arrangements to do so shall be made by the Organization with County staff before 4:00 p.m. on the day before the approved day of the clean-up. For Monday clean-up days, the supplies shall be picked up by 8:00 a.m. on that Monday. It shall return the supplies to the Patrol Depot on the next business day after the clean-up.
- 2.8 The Organization shall ensure that all roadside clean-up participants participating in any of its roadside clean-up activities throughout the Term of this Agreement shall first sign the Adopt A Highway Release, as attached

hereto as Schedule “A”, and the Organization shall further submit all such releases to the County prior to performing the roadside clean-up activities.

- 2.9 The Organization shall ensure that all of its roadside clean-up participants understand and comply with the Rules for Safe Roadside Clean-Up, attached hereto as Schedule “C”.
- 2.10 The Organization shall ensure that all roadside clean-up participants are made aware of and understand the risks and follow the acceptable protocols as attached hereto as Schedule “D” concerning items suspected of being hazardous.
- 2.11 Road safety signage is provided by the County for use during each roadside clean-up event, and it is the responsibility of the Organization to ensure that the signage is placed 2 metres from the edge of the pavement, and and at least 100 metres in advance of the start and past the finish of the clean-up area to warn motorists.
- 2.12 Work under this agreement shall not be carried out on bridges or other structures.
- 2.13 Work under this agreement shall only be carried out in the areas between the outer edges of the shoulders and the right-of-way boundary on either side of the roadway.
- 2.14 The Organization shall provide all transportation, supervision, safety equipment and medical or first aid services required by its roadside clean-up participants while they are performing roadside clean-up activities.
- 2.15 The Organization shall ensure that all roadside clean-up participants obey and abide by all applicable laws and regulations while they are operating within the County highway right-of-way and/or performing any activities as a result of this agreement.
- 2.16 The Organization shall be responsible to advise the County of all injuries (critical and non-critical) sustained during any of its roadside clean-up events. A critical injury, as defined by Ontario Regulation 834, is an injury to a person of a serious nature that places life in jeopardy (i.e. produces unconsciousness, results in a substantial loss of blood, involves the fracture of leg or arm, but not finger or toe, involves the amputation of leg or arm, hand or foot, but not finger or toe, consists of burns to major part of body, causes the loss of sight in one eye). All critical injuries shall be reported by the Organization to the County immediately. Further, the Organization shall document all such critical injuries using the Critical Injury Report form, attached hereto as Schedule “G”, and submit the completed form(s) to the County as soon as possible. One

form per critical injury shall be completed and submitted. Further information regarding the responsibilities of the Organization with respect to critical injuries is documented in Schedule "E" as attached hereto.

- 2.17 The Organization shall be fully responsible for the activities of the roadside clean-up participants while they are performing any and all activities as a result of this Agreement.
- 2.18 The Organization shall place the filled garbage bags 2 metres from the edge of the pavement unless other arrangements for the disposal of the bags have been approved by the County.
- 2.19 Immediately upon completion of each roadside clean-up performed, the Organization shall submit the Participant Record, attached hereto as Schedule "G", to the County. All hazardous materials observed during the clean-up shall be noted on Schedule "H". The Organization shall return the supplies obtained from the County to the appropriate Patrol Depot within three (3) days of the clean-up.
- 2.20 The Organization shall complete and submit to the County one (1) Injury Report form for each non-critical injury sustained during the roadside clean-up activities, at the completion of the roadside clean-up activities. The Injury Report Form is attached hereto as Schedule "F".

3.0 Responsibilities of the County

- 3.1 The County shall erect highway signs recognizing the Organization's efforts throughout the duration of the period of this Agreement. These signs will be supplied and erected by County Staff at either end of the section of road which is being adopted and shall remain in place throughout the Term of the Agreement, and any renewal Term thereof.
- 3.2 The County shall be responsible to approve the dates on which the Organization shall be allowed to provide roadside clean-up services under this Agreement. The County shall return Schedule "B", amended and/or approved/not approved as written notification to the Organization.
- 3.3 The County shall ensure that safety vests, garbage bags, gloves, and road safety signage are available to the Organization for use on its approved clean-up date(s).
- 3.4 At the conclusion of the roadside clean-up activities performed by the Organization, the County shall pick up the filled garbage bags from the roadsides and dispose of unless other arrangements have been made by the

Organization. It is understood that the County shall not retrieve the bags during weekends.

4.0 Insurance Requirements

4.1 One of the following set of insurance requirements apply to the Organization:

- a) Where the participating Organization is a business or other formalized group, the Organization shall provide the County with an annual certificate of insurance as proof of general liability insurance coverage in the amount of \$2 million containing a cross-liability clause in respect of the named insured, and the County shall be added as an additional insured party. The Organization shall provide to the County 30 days' notice of cancellation or change which reduces coverage of said policy; or
- b) Where the participating Organization is an individual or an informal group of individuals, the Organization must provide the County with proof of liability insurance with a minimum limit of \$1 million under a valid homeowner policy, to verify coverage of activities undertaken under this agreement. Suitable proof shall be in the form of either a certificate of insurance or a letter of confirmation from a broker.

5.0 Health & Safety, WSIB

If the Organization is an employer and is paying its employees, contractors or sub-contractors to provide roadside clean-up services under this agreement on its behalf:

- 5.1 The Organization is responsible for all costs associated with its workplace accidents and all premiums or assessments owing to the Workplace Safety and Insurance Board (WSIB), or insurance company if applicable for its own employees. The Organization shall, throughout the Term of the Agreement, provide the County with evidence of coverage for itself, its employees, subcontractors and subcontractors' employees under the Workplace Safety and Insurance Act or insurance policy.

6.0 Liability and Indemnification

- 6.1 The County shall not assume any responsibility for injuries, claims, liabilities, expenses, suits or a cross thereof whatsoever arising from the Organization's participation in the County's Adopt A Highway Program, and shall ensure that its participants are duly advised of same. The Organization further agrees that all such responsibilities shall rest with the Organization and its participants and shall ensure that its participants are duly advised of same.

6.2 The Organization shall indemnify and save harmless the County, its employees and agents from any and all liabilities, claims, expenses, demands, actions and causes whatsoever that may arise, directly or indirectly, out of any act or omission of the Organization and its participants in the performance of roadside clean-up services.

7.0 No Partnership Nor Employee Relationship

7.1 Participation in the County's Adopt A Highway Program does not make the Organization or its participants to be employees, agents or contractors of the County and the Organization shall ensure that its participants are duly advised of same. The Organization further agrees that participation in the County's Adopt A Highway Program does not give rise to a partnership or joint venture between the County and the Organization.

8.0 Schedules

8.1 The following Schedules are attached hereto and form part of this Agreement:

Schedule "A": Release Form

Schedule "B": Date and Material Request Form

Schedule "C": Rules for Safe Roadside Clean-up

Schedule "D": Methamphetamine Production Garbage

Schedule "E": What You Need to Know About Critical Injuries as a Participant

Schedule "F": Injury Report Form

Schedule "G": Critical Injury Report Form

Schedule "H": Participant Record

IN WITNESS WHEREOF the County and the Organization have caused this Agreement to be signed on their behalf by the persons who have been duly authorized for that purpose and the parties hereto have executed this agreement as of the day and year set out above.

THE CORPORATION OF THE COUNTY OF GREY

Warden

Clerk

We have the authority to bind the Corporation.

Name of Organization

Print Name

Signature

Print Name

Signature

I/we have the authority to bind the Organization.

Note: A change to the signature portion of this agreement will be required when the agreement is with an individual. In addition, the agreement must be witnessed.



Schedule "A" Release Form

WHEREAS _____ has solicited participants to provide clean-up services by picking up garbage from the right-of-way of Grey Road _____, which is in the Patrol Depot designated as Patrol _____, between May 1st and October 10th during the years of _____ and _____;

AND WHEREAS the undersigned is at least 16 years old and has volunteered to participate in the Grey County Adopt A Highway Program (the "Program");

AND WHEREAS the work is purely voluntary and without remuneration of any kind.

AND WHEREAS the Participant has read and understands the following documentation as provided in the Adopt A Highway Program package:

- Schedule "A": Release Form
- Schedule "B": Date and Material Request Form
- Schedule "C": Rules for Safe Roadside Clean-up
- Schedule "D": Methamphetamine Production Garbage
- Schedule "E": What You Need to Know About Critical Injuries as a Participant
- Schedule "F": Injury Report Form
- Schedule "G": Critical Injury Report Form
- Schedule "H": Participant Record

NOW THEREFORE the undersigned hereby acknowledges that his or her participation in the Program does not make him/her an employee, agent or contractor of the Corporation of the County of Grey (the "County");

AND FURTHER THAT the County does not assume any responsibility for injuries, claims, liabilities, suits or the costs thereof whatsoever arising from the clean-up activities undertaken by the undersigned, and such shall be the sole responsibility of the undersigned;

AND FURTHER THAT the undersigned, in consideration of being acknowledged as a volunteer in the Program, hereby agrees to release the County from any and all liability relating to the Program.

Participant Name (Please Print)

Telephone Number

***If participant is under 18 years of age, a parent or guardian must sign.**



Schedule "B" Date and Material Request Form

Attention: Transportation Services Department
 595 9th Avenue East
 Owen Sound, ON N4K 3E3
 Tel: 519-376-7337 ext. 1217
 Fax: 519-376-0967
 Email: roads@grey.ca

Organization: _____

Contact Name: _____

Contact Address: _____

Phone/Email: _____

Roads/Sections: _____

Preferred Date of Clean-up: _____ Rain Date: _____

Number of Participants: _____ Supply Pick-Up Date: _____

Approved Not Approved

The approved roads for the clean-up are located in Patrol _____.

Director of Transportation Services Date

Patrol Use Only

Safety signage Quantity supplied _____ Quantity returned _____

Safety vests Quantity supplied _____ Quantity returned _____

Gloves supplied

Garbage bags supplied

Area Foreman

Date

Schedule “C” Rules for Safe Roadside Clean-Up

The Organization is responsible for ensuring that its participants to use good judgment and safe practice during roadside clean-up activities. The rules in this guide must be discussed with and understood by all participants prior to each roadside clean-up event.

Remember safety first! Under no circumstances shall the welfare of a participant be compromised during clean-up activities.

Safety Checklist

1. 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. If it is a sunny day, be aware if the sun is restricting your vision or that of a driver. Rain soaked roads will increase the necessary stopping distance of motorists.
2. Supervise minors (ratio shall be no less than 1 adult to 5 minors). Ensure there is a responsible adult over 18 years old present to supervise (supervisors must be present amongst the group; not merely observing in a vehicle).
3. Prepare your materials. Make sure you have all the tools and materials required to complete your task safely and efficiently (safety vests, garbage bags, gloves, road safety signage, medical/first aid kit, suitable footwear).
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.
 - Obey all traffic regulations and laws.
 - Do not handle hazardous materials. Objects that contain corrosive chemicals (i.e. car batteries) or objects that may carry harmful bacteria or disease (i.e. possible meth waste, needles/syringes, dead animals) should not be touched. Please flag where you find these items and advise the Patrol Depot for proper collection and disposal.
 - Never reach blindly to pick up an item. Always “identify” the item before picking it up.

Walking on Roads

- Work on one side of the road at a time.
- Pick up litter walking against traffic. This ensures all participants are facing oncoming traffic and are aware of dangers.
- Always tie up the garbage bags once filled, so that the garbage does not blow away. Do not fill the garbage bags too full so that you are unable to carry them. Place the filled garbage bags 2 metres from the edge of pavement unless other arrangements for the disposal of the bags have been approved by the County.
- Do not walk on the road or shoulder, except when crossing the road.

Volunteer Clothing

- Always wear the safety vest;
- Participants shall wear suitable footwear (work boots are suggested to protect feet from nails, etc.);
- Gloves shall be worn;
- Dress appropriately for the weather;
- Do not use headphones or restrictive clothing;

In Case of an Emergency

- Have a cell phone available for emergencies;
- Have transportation available;
- Know the name of the road you are on, the lower tier municipality's name and be aware of the closest 911 number(s) to use as a location reference;
- Be aware of the quickest route to the nearest hospital in case of injury.

General

- Prohibit alcohol and recreational/illegal drug use;
- Keep an adequate supply of water;
- Always work in daylight;
- Don't work in bad weather (i.e. fog, rain, drizzle, high wind, etc.);
- Prohibit unnecessary use of electronic devices, including but not limited to cell phones;
- Don't jump or step on your garbage bag to pack more in; there is plenty of garbage bags;
- Report your clean-up activities to the County's Transportation Services Department. Include any significant irregularities and be sure to report injuries immediately.



Schedule "D" Methamphetamine Production Garbage

This package of information is also available on the Grey County website.

[Adopt-A-Highway Methamphetamine Awareness Package](#)

**Methamphetamine
Production Garbage**

What You Need to Know

A photograph showing a laboratory or kitchen setup with various glassware, bottles, and equipment used for the production of methamphetamine.

So What is this All about?

- Meth Production has moved into our area
- When a "COOK" has finished production, their garbage is often dumped on the roadside
- This garbage is **EXTREMELY TOXIC** and you should **NOT TOUCH IT**
- So What does it look like?

Gas-Line Anti Freeze

Storage or disposal of large quantities may indicate the presence of a Meth Lab



Propane Tank



- This is a home grill propane bottle used to download ammonia
- Can you see the blue nozzle?
- This is due to the corrosive effect of the ammonia on the gas valve
- The tank is now a potential Bomb, ready to EXPLODE!
- This is a VERY DANGEROUS OBJECT

Box Lab

- Meth Labs can be contained in a cardboard box
- Look for piping attached to odd containers, beakers, jars, funnels, powerful odours



Coffee Filters

- Coffee filters are commonly used in the manufacture of meth
- Fluorescent green, blue and red stained coffee filters may indicate the presence of a Meth Lab



Muriatic Acid & Fuels


- Muriatic Acid and other over-the-counter chemicals are often used to manufacture meth
- Other common chemicals are Acetone (nail polish remover), Ethyl Alcohol, Ethyl Ether (starter fluid), hydrogen peroxide, iodine crystals, Coleman fuel and paint thinner



Blister Packs of Cold Remedies

- Over the counter cold remedies containing ephedrine are used to make meth
- Usually large quantities of these products being disposed of may indicate meth production





Observe which road and section you are on

DO NOT move, touch or handle. Notify your Grey
County Area Foreman, mark the site with a garbage
bag tied to a tree or fence.

Under no circumstances are meth labs and/or
dumped materials from the manufacturing of meth
to be moved.



Schedule “E” What You Need to Know About Critical Injuries as a Participant

This 2-page fact sheet has been prepared to ensure that Adopt-a-Highway Program Participants understand what a critical injury is, and the steps that must be taken if one occurs while performing activities under the Grey County Adopt-A-Highway Program on County roadsides.

The Organization shall ensure that all of its participants are made aware of and understand this information. The Organization shall ensure that multiple participants carry this information with them during every roadside clean-up event throughout the Term of the Adopt-A-Highway Agreement.

WHAT IS A CRITICAL INJURY?
An injury to a person of a serious nature, that:
<ol style="list-style-type: none">1. Places a life in jeopardy.2. Produces unconsciousness.3. Results in a substantial loss of blood.4. Involves the fracture of a leg or arm (not a finger or toe).5. Involves the amputation of a leg, arm, hand or foot (not a finger or toe).6. Consists of burns to a major portion of the body; or7. Causes the loss of sight in an eye.
Should a critical incident occur, the following information will be required by Grey County:
<ol style="list-style-type: none">1. Name of Organization.2. A description of the incident and the injury sustained.3. A description of the equipment and/or vehicles being used, if any.4. The time and place of the occurrence.5. Name and address of the injured person.6. Names and addresses of witnesses, and name and address of treating physician.

ADOPT-A-HIGHWAY program participants:

WHAT TO DO WHEN A CRITICAL INJURY OCCURS DURING ROADSIDE CLEAN-UP ACTIVITIES

The following steps should be completed in the event of a critical injury:

1. Arrange transportation of injured person to the hospital.
2. If the participants in your group are employees of your Organization, follow the protocols established by your Organization for responding to a critical injury.
3. Secure the scene of injury for Ministry of Labour investigation.
4. Notify Grey County immediately.
5. Complete a Grey County Critical Injury Report Form, Schedule G and submit it to Grey County.

GREY COUNTY:

519-376-7337



Adopt a Highway Program

Schedule "F" Injury Report Form

If Critical or suspected Critical Injury has been sustained, please use Critical Injury Report Form!

Incident Information

Date: _____ Time: _____

Location: _____

Description of Incident (facts only): _____

Injured Party Information

Name: _____ Telephone Number: _____

Nature of Injury / Illness: _____

Activity Engaged in at Time of Incident: _____

Emergency Contact Name: _____ Relationship: _____

Was Immediate First Aid Rendered: Yes No By Whom: _____

Ambulance Called? Yes No Time Requested: _____

Unit No. _____ Time Arrived: _____

Police Called? Yes No Time Requested: _____

Badge No. _____ Time Arrived: _____

Taxi Called? Yes No Time Requested: _____

Company & Car No. _____ Time Arrived: _____

General Information

Witnesses:

Name	Telephone	Email	Address

Please indicate the injured person's role:

Adult Adopt-a-Highway Volunteer Other

If "Other", please provide more information: _____

Follow-Up Regarding Injury Reporting:

Are there photographs of the scene of the injury?

Where are the photographs?

Would you classify this injury as:

Minor Minor requiring attention Major, but not Critical

Person completing this report:

Name

Volunteer Role under this Program



Schedule "G" Critical Injury Report Form

Details of Incident

Date (mm/dd/yy):	Organization Name & Address:
Time: AM/PM	Location of Incident:

Explain Details

Description of Incident (Please describe what happened)

Area of Injury:

What events led up to the incident?

Were other individuals involved? (*ie. volunteers, other*)

How did the injured person get to the Hospital?

Explain Details

Describe any vehicles or equipment involved:

Who was the on-site Supervisor at the time of injury?

Information of Individual injured in the Critical Incident

Name:	Phone #:
Address:	Postal Code:
Is the injured individual a: <input type="checkbox"/> Adult Volunteer <input type="checkbox"/> Other	
If other, please provide more information:	

Witness(es)

Name:	Contact Information:
1.	
2.	
3.	
4.	

Physicians Name & Hospital

Name:	Contact Information:

Corrective Actions:

If other, please provide more information:



Schedule "H" Participant Record

Please complete this form and return it to the address below after finishing each clean-up.

Clean-Up Date: _____

Attention: Transportation Services Department
County of Grey
595 9th Avenue East
Owen Sound, Ontario N4K 3E3

Tel: 519-376-7337 Ext. 1217
Fax: 519-376-0967
Email: roads@grey.ca

Contact Name: _____

Contact Telephone Number: _____

Contact Mailing Address: _____

Contact Email Address: _____

Location: _____

Number of Participants: _____

Hazardous Material Observed: _____

List Any Incidents: _____

Were There Any Injuries: Yes No

Other Observations (includes damage or obstructions):
