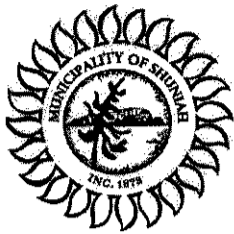


THE CORPORATION OF THE MUNICIPALITY OF SHUNIAH



BY-LAW NO. 2681/13

Being a by-law to implement and set the terms and conditions an Adopt-a-Road Program by the Corporation of the Municipality of Shuniah.

Recitals:

- a) The Municipality of Shuniah deemed it expedient to establish a program whereby groups or individuals may agree to adopt a section of Municipal Road and to keep it clean by performing clean up at least twice per year.

THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF SHUNIAH ENACTS AS FOLLOWS:

1. That the Policy setting out the terms and conditions of an agreement to Adopt-A-Road is marked as Schedule "A" attached hereto is hereby adopted.
2. That Schedule "A" be an integral part of this by-law.
3. That this By-law shall come into force and take effect upon final passage hereof.

READ A FIRST AND SECOND TIME THIS 13th DAY OF May, 2013

Cherie Harving
REEVE

Robert Kelly
CLERK

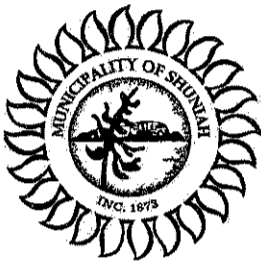
READ A THIRD AND FINAL TIME THIS 13th DAY OF May, 2013

Cherie Harving
REEVE

Robert Kelly
CLERK

SCHEDULE "A" to By-law No.

2681/13



**ADOPT-A-ROAD POLICY
TERMS AND CONDITIONS/AGREEMENT
OF THE
CORPORATION OF THE MUNICIPALITY OF SHUNIAH
APRIL, 2013**

MUNICIPALITY OF SHUNIAH ADOPT-A-ROAD PROGRAM

TERMS AND CONDITIONS

PURPOSE

The Municipality of Shuniah, has established its own Adopt-A-Road program where groups contract with the municipality to clean up certain Municipal road rights-of-way. Under this program, groups or individuals agree to adopt a section of Municipal Roads and to keep it clean by performing a clean-up at least twice per year. In return, the Municipality will erect a sign to acknowledge their efforts.

PARTICIPATION IN THE PROGRAM

Roadway safety is of paramount importance to the Municipality of Shuniah and is something which is taken very seriously.

Only groups and individuals determined by the Shuniah to be responsible and to exhibit, in good faith, the desire and ability to achieve the Adopt-A-Road program objectives and to abide by these Terms And Conditions will be allowed to participate. The Municipality reserves the right to refuse or terminate any group or individual if their actions are contrary to the purpose of the program.

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Volunteers in the program are not considered as Officers, Employees, or Agents of the Municipality of Shuniah and shall not be entitled to any remuneration or benefits. Any injuries, claims, liabilities, suits, or costs arising from volunteer 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 of Shuniah'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 this program.

Volunteers wishing to participate in the Adopt-A-Road program must undertake the following tasks:

- designate a person as their Authorized Group Representative (AGR);
- The AGR must complete and sign the attached agreement;
- All volunteers must be identified and sign the attached sign-up sheet acknowledging that they have taken the relevant safety training, read the document *Safety Guidelines For Volunteers*, and absolving the Municipality of all responsibility in the event of injury;
- the responsibilities of each party are set out on the following pages

MODIFICATION/RENEWAL/TERMINATION OF AGREEMENT OR PROGRAM

The Adopt-A-Road 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 on an annual basis, subject to the approval of the Municipality and continuation of the program. Updated volunteer lists are required at the time of renewal.

The Municipality may terminate the agreement and/or remove the Adopt-A-Road signs bearing the volunteers' name if it finds that:

- the group is not meeting the terms and conditions of the agreement;
- one or more of the volunteers of a group is not responsible;
- the volunteers are acting contrary to the guidelines of the program;
- the adoption is proving to be counter-productive to the program's objective;
- undesirable effects such as increased litter, vandalism, or sign theft are resulting from the adoption or;
- volunteers are engaged in irresponsible conduct at the adopted section.

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VOLUNTEERS' RESPONSIBILITIES

Volunteers participating in the Adopt-A-Road program agree to:

BEFORE PICK-UP

- select an Authorized Group Representative (AGR) to be liaison for the group;
- ensure that the AGR and the participants receive annual safety training and be familiar and have read the brochure entitled *Safety Guidelines For Volunteers* before participating in the clean-up of the adopted section of road. Participants are required to sign an acknowledgement that they have received safety training;
- obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the Municipality;
- ensure that the AGR notifies the Municipality of Shuniah Public Works Department 72 hours prior to commencing a litter pick-up, to pick up safety vests, pylons, reflective tape, garbage bags, and "Road Work" signs, make arrangements for litter pick-up, and the return of loaned materials;

DURING PICK-UP

- provide supervision by one adult (19 years or older) for every five (5) or less volunteers 12 - 18 years of age. The Municipality reserves the right to limit the number of volunteers working on an adopted section of highway;
- ensure that no pets, infant children, or toddlers are present at the clean-up site;
- ensure that no individual under the age of twelve (12) years participates unless the Municipality approves;
- ensure that no volunteer possesses or consumes alcoholic beverages immediately before or during the pick-up;
- work only during daylight hours (1 hour after sunrise and 1 hour before sunset);
- suspend litter pick-up when weather conditions become inclement (i.e. fog, rain, drizzle, high winds, electrical storms);
- make suitable arrangements for off-road parking at the site (car-pooling is preferred to minimize traffic on the road);

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- display "road work" symbol signs and designate presence of vehicles parked on the shoulder by placing traffic pylons around them during pick-up;
- ensure that the AGR has a first aid kit and knows the location of the nearest land line phone or have a cellular phone available;
- ensure volunteers wear protective eyewear (e.g. sunglasses), sturdy shoes/boots (preferably safety shoes), and clothing which will not impair movement;
- ensure volunteers wear clothing which will not distract the attention of passing motorists;
- collect litter only from the adopted road allowance and not upon adjoining private property;
- not pick up litter on the road surface, paved or gravel shoulders, paved medians, or on overpasses and bridges which may pose a danger to volunteers and motorists;
- sort litter into three (3) different categories: plastic, metal, and "other" refuse for recycling purposes;
- use florescent tape to "flag" closed containers, heavy objects, or suspected hazardous materials for pick-up and disposal by the Municipality at a later date;
- ensure that no promotional signs, posters, or other display material are brought to the adopted section during or between litter pick-ups;

AFTER PICK-UP

- place filled trash bags at the designated pick-up sites as re-arranged with the Public Works department and the AGR;
- return all loaned items (vests, pylons, tape, garbage bags not used, and "Road Work" signs) to the Public Works department and advise of any materials "flagged" as a result of the clean-up.

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MUNICIPALITY OF SHUNIAH RESPONSIBILITIES

The Municipality agrees to:

- approve the specific section of roadway to be adopted by particular groups;
- provide safety vests, "road work" signs, traffic pylons, reflective tape, and garbage bags prior to clean up on the condition that they are returned;
- provide safety training to the AGR(s) on an annual basis through the use of written materials and a training video;
- where feasible, erect and maintain approved sign(s) with the groups' name displayed at the beginning of each adopted section of highway;
- pick up collected litter at designated sites pre-arranged with the AGR and items which cannot be removed by the group provided they are appropriately "flagged" by tape;
- monitor the performance of each group to ensure that the objectives of the program are being maintained in a manner acceptable to the Municipality.

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MUNICIPALITY OF SHUNIAH ADOPT-A-ROAD PROGRAM

AGREEMENT NO. _____

The Municipality of Shuniah Adopt-A-Road 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 Municipal road network.

THIS SECTION TO BE COMPLETED BY MUNICIPAL STAFF

The Corporation of the Municipality of Shuniah recognizes the group/individual names below as responsible for the adoption of _____ from _____ to _____, a distance of about _____ kilometres.

The group/individual named below volunteers to pick up litter at least twice per year along its adopted section identified above.

Municipal Representative Signature

Position Title Date

(807) 983-2550 (7807) 983-2946
Office Telephone Office Facsimile

THIS SECTION TO BE COMPLETED BY THE AUTHORIZED GROUP REPRESENTATIVE

Under the Adopt-A-Road Program the _____ agrees to adopt the above described section of roadway and keep it clean.

As the Authorized Group Representative, by signing below, I confirm that I have read, understood, and agree to comply with all of the Terms and Conditions of the Adopt-A-Road program. I also confirm that all volunteers involved have been identified on the attached sheet and have received annual safety training through written materials and video instruction.

Authorized Group Repr. Signature

Phone No. Date

