



# Policies and Procedures

The Corporation of the Township of Blandford-Blenheim

<b>Department:</b>		Clerks		<b>Effective:</b>	May 20, 2026
<b>Subject:</b>		Adopt-A-Road Program Policy		<b>Policy Number:</b>	
<b>Approved by:</b>		Township Council			
<b>Resolution Number:</b>		2026-05-20-10			
<b>Date of Review:</b>	<b>Review Number:</b>	<b>Change:</b>		<b>Reference Section:</b>	

## 1. PURPOSE:

The Adopt-A-Road Program is established as a public service initiative to promote community stewardship, environmental responsibility, and civic pride through volunteer-led litter collection on Township road allowances.

The Program also provides a consistent and equitable alternative to road dedication or naming requests by recognizing individuals and groups for their contributions to maintaining Township infrastructure.

## 2. DEFINITIONS:

For the purpose of this Policy:

- “Township” means the Corporation of the Township of Blandford-Blenheim
- “Program” means the Adopt-A-Road Program
- “Public Works” means the Township’s Public Works Department
- “Adopted Section” means the portion of roadway approved by the Township for participation
- “Volunteer” means any individual participating in litter collection activities without compensation
- “Group” means an organization, business, or collection of individuals participating in the Program
- “Authorized Representative” means the individual designated to act on behalf of a Group

## 3. GUIDING PRINCIPLES:

1. Safety First – Public safety is the primary consideration in all program decisions
2. Environmental Stewardship – Support litter reduction, recycling, and protection of natural systems
3. Community Engagement – Encourage volunteerism and local pride
4. Equity and Consistency – Provide a fair and scalable alternative to road dedication requests
5. Municipal Oversight – Maintain Township control over program standards and operations

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## **4. ELIGIBILITY AND PARTICIPATION:**

### **4.1 General Eligibility**

Participation is open to:

- Individuals (18+)
- Community groups, schools, service clubs
- Businesses and organizations

### **4.2 Minimum Participation Requirements**

- A minimum of two (2) volunteers must be present during any cleanup activity
- Groups are encouraged to maintain sufficient participation to safely complete cleanup activities

### **4.3 Approval Authority**

The Township may approve or deny any application at its sole discretion where:

- Safety concerns exist
- The proposed location is unsuitable
- The applicant cannot reasonably meet program requirements
- Participation would conflict with Township policies or interests

## **5. TERM AND CANCELLATION:**

Participation in the Adopt-A-Road Program shall continue on an ongoing basis unless terminated.

- The adopting party may cancel participation at any time by providing written notice to the Township
- The Township may cancel participation at any time, with or without cause

Upon cancellation:

- Recognition signage will be removed
- Township-issued materials must be returned

## **6. PROGRAM REQUIREMENTS:**

### **6.1 Minimum Commitment**

Participants are expected to:

- Conduct a minimum of two (2) cleanups per year, typically in spring and fall
- Maintain the Adopted Section in a generally clean condition

The Township recognizes that participation is voluntary and will administer these expectations in a reasonable and flexible manner.

### **6.2 Road Section Requirements**

- Minimum length: Road intersection to Road intersection (approximately 2 – 3.6 kilometres), where feasible
- Final limits and locations are determined by the Township

## **7. VOLUNTEER RESPONSIBILITIES:**

Participants agree to:

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## **7.1 Administration**

- Appoint an Authorized Representative
- Ensure all participants are informed of program requirements and safety guidelines
- Maintain a list of participants (as required)

## **7.2 Safety Compliance**

Volunteers must:

- Wear high-visibility safety apparel at all times
- Work only during daylight hours
- Stay off travelled lanes of traffic
- Avoid bridges, culverts, steep slopes, and hazardous areas
- Suspend work during inclement weather
- Follow all applicable safety guidelines provided by the Township

## **7.3 Conduct and Restrictions**

Volunteers shall:

- Not consume alcohol or drugs during activities
- Not bring pets to the work site
- Not install signage, advertisements, or displays
- Not handle hazardous materials (must report to Township)
- Surrender valuable items found to the appropriate authority

## **7.4 Waste Handling**

Participants must:

- Securely bag collected litter
- Place materials at designated locations for pickup
- Separate recyclables where feasible

## **7.5 Notification**

- Provide reasonable notice (recommended: 48 hours) prior to cleanup activities
- Notify the Township following completion for collection coordination

## **8. TOWNSHIP RESPONSIBILITIES:**

The Township will:

- Approve Adopted Sections
- Provide:
  - Safety guidelines
  - Garbage bags and, where available, safety vests
- Install and maintain recognition signage
- Arrange for collection and disposal of litter
- Monitor program participation and compliance
- Retain authority over signage design, placement, and wording

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## **9. HEALTH AND SAFETY:**

### **9.1 General**

Safety is the primary condition of participation in the Program.

### **9.2 Prohibited Activities**

Volunteers shall not:

- Work in unsafe or high-risk areas
- Enter travelled lanes of traffic
- Handle hazardous materials, including sharps or chemicals
- Lift heavy or dangerous objects

### **9.3 Incident Reporting**

All hazards, injuries, or incidents must be reported to the Township immediately.

## **10. LIABILITY AND INSURANCE:**

- Volunteers participate at their own risk
- Volunteers are not employees or agents of the Township
- The Township assumes no liability for injury, loss, or damages

All participants must:

- Sign a waiver and informed consent form
- Provide parental/guardian consent for minors

## **11. RECOGNITION AND SIGNAGE:**

### **11.1 General**

- The Township will install recognition signage at the limits of the Adopted Section
- Signage content and placement are at the Township's sole discretion

### **11.2 Branding and Content Restrictions**

Signage shall:

- Be limited to the name of the individual, group, or organization
- Not include:
  - Political messaging
  - Religious messaging
  - Advertising or promotional slogans
  - Offensive or inappropriate content

The Township reserves full authority to approve, modify, or reject any requested wording.

## **12. COMMUNICATIONS AND MEDIA CONSENT:**

Participants acknowledge that:

- The Township may promote the Program through its website, social media, and other

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- communications channels
  - Photographs or videos of cleanup activities may be taken and used for promotional purposes

Participants may opt out of media use by notifying the Township in writing.

### **13. ENVIRONMENTAL COMMITMENT:**

The Program supports the Township's broader environmental and sustainability objectives by:

- Reducing litter and waste in natural and rural environments
- Encouraging recycling and proper waste disposal
- Promoting environmental awareness and stewardship within the community

Participants are encouraged to support environmentally responsible practices wherever possible.

### **14. PROGRAM RESTRICTIONS:**

The Township may restrict or suspend participation:

- During winter months
- During road construction or maintenance
- On roads deemed unsafe

### **15. TERMINATION:**

The Township may terminate participation where:

- Safety requirements are not followed
- Program expectations are not reasonably met
- Participation conflicts with municipal interests

Participants may terminate participation at any time with written notice.

### **16. Administration:**

The Program shall be administered by the Public Works Department, which shall:

- Review and approve applications
- Maintain program records
- Coordinate signage, materials, and logistics
- Monitor participation and compliance

### **17. Forms and Agreements:**

The following documents form part of the Program:

- Adopt-A-Road Application Form
- Adopt-A-Road Agreement
- Participant Waiver and Consent Form
- Safety Guidelines

### **18. Effective Date:**

This Policy shall come into effect upon adoption by Council and may be amended from time to time.



# TOWNSHIP OF BLANDFORD-BLENHEIM ADOPT-A-ROAD AGREEMENT

This Agreement is made between:

**The Corporation of the Township of Blandford-Blenheim (“Township”)**

and

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(“Participant”)

## **Purpose:**

The Participant agrees to adopt a section of Township roadway for the purpose of litter collection and environmental stewardship

## **Adopted Section:**

Road: \_\_\_\_\_  
From: \_\_\_\_\_  
To: \_\_\_\_\_

## **Responsibilities of the Participant:**

The Participant agrees to:

- Conduct a minimum of two (2) cleanups per year
- Ensure a minimum of two (2) volunteers are present during activities
- Appoint an Authorized Representative
- Ensure all participants follow safety requirements
- Provide supervision for youth participants
- Notify the Township prior to cleanup activities
- Place collected litter at designated locations

The Participant further agrees not to:

- Enter travelled lanes of traffic
- Handle hazardous materials
- Install signage or advertising

## **Responsibilities of the Township**

The Township agrees to:

- Approve the Adopted Section
- Provide garbage bags, safety vests, and safety guidance
- Install recognition signage
- Arrange for litter collection

## **Term and Cancellation**

This Agreement shall remain in effect until terminated.

- The Participant may terminate participation at any time with written notice
- The Township may terminate participation at its discretion

Upon termination:

- Signage will be removed
- Township materials must be returned

## **Signage and Recognition**

- Recognition signage will be installed at the limits of the Adopted Section
- All wording is subject to Township approval
- No political, religious, or promotional messaging is permitted

## **Media Consent**

The Participant acknowledges that:

- The Township may photograph or promote Program activities
- Participants may opt out by providing written notice

## **Indemnification**

The Participant agrees to indemnify and hold harmless the Township from any claims, damages, or liabilities arising from participation in the Program.

## **Acceptance**

Authorized Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Township Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# TOWNSHIP OF BLANDFORD-BLENHEIM

## ADOPT-A-ROAD APPLICATION FORM

### Applicant Information

Organization / Group Name (if applicable): \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Proposed Road Section

Road Name: \_\_\_\_\_

From (Intersection / Landmark): \_\_\_\_\_

To (Intersection / Landmark): \_\_\_\_\_

Approximate Length: \_\_\_\_\_

Preferred Start Date: \_\_\_\_\_

### Participant Details

Estimated Number of Volunteers: \_\_\_\_\_

Will youth (under 18) be participating?  Yes  No

If yes, confirm supervision will be provided:  Yes

## **Acknowledgements**

By submitting this application, the Applicant acknowledges that:

- Participation is voluntary and subject to Township approval
- The Township may approve, modify, or deny the requested road section
- Participants must comply with all Program requirements, including safety guidelines
- Recognition signage content is subject to Township approval
- Participation may be terminated by either party

## **Signature**

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# TOWNSHIP OF BLANDFORD-BLENHEIM

## ADOPT-A-ROAD CONSENT & WAIVER

### Participant Information

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### Acknowledgement of Risk

I acknowledge that participation in the Adopt-A-Road Program involves inherent risks, including but not limited to:

- Proximity to vehicular traffic
- Uneven terrain and environmental hazards
- Exposure to weather conditions

### Waiver and Release

I hereby:

- Voluntarily assume all risks associated with participation
- Release and discharge the Township of Blandford-Blenheim from any and all claims, damages, or liability
- Acknowledge that I am not an employee or agent of the Township

## **Safety Commitment**

I agree to:

- Follow all safety guidelines
- Wear appropriate safety equipment
- Report hazards or incidents

## **Media Consent**

- I consent to photographs/videos being used for Township communications
- I do NOT consent

## **Signature**

Participant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **For Participants Under 18**

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**ADOPT  
A  
ROAD**

Keeping  
**Oxford  
Beautiful**

PLATTSVILLE &  
DISTRICT  
LIONS CLUB