

PROTECTION ISLAND “HOLE AWAY” PROGRAM

The Protection Island Ratepayers Association (PIRA) Hole Away Program is a partnership with the City of Nanaimo. The City of Nanaimo will maintain its current service levels for road maintenance and PIRA will coordinate a volunteer pothole repair program to enhance road maintenance. The City of Nanaimo will make a grant contribution to Beacon House Community Centre in support of this effort.

The Protection Island Ratepayers Association agrees to:

1. Undertake ongoing volunteer work efforts to repair potholes on Protection Island roads.
2. Designate a lead contact person who will liaise with the City of Nanaimo's program coordinator. The lead contact person will assure that all participants are responsible individuals, and that participating minors under the age of 19 are provided with adult supervision at all times. The contact person and designated volunteers will train and discuss safety precautions with all other program volunteers, ensure that participants sign in for each work party, and assure that all borrowed equipment and unused supplies are returned to the City of Nanaimo following the completion of the project.
3. Ensure that all participants wear gloves and safety vests that are provided by the City of Nanaimo for the program.
4. Obtain general comprehensive insurance coverage, in a minimum of \$2 million per occurrence for bodily injury, death and damage to property including loss of use thereof, adding the City of Nanaimo as an additional insured. This is because the City's Liability Insurance does not cover injuries to volunteers while performing the work. Proof of insurance will be provided to the City prior to commencement of the program. All such insurance shall be maintained continuously throughout the duration of the program.
5. The designated contact person shall report any injuries incurred by any volunteer during the pothole repair program to the City of Nanaimo Coordinator within two working days of the accident or incident. Notification will include:
 - a) the name of the injured person or persons
 - b) the nature of the injury
 - c) the time and date of the injury
 - d) details about how the injury occurred
 - e) which hospital or clinic the injured person was admitted to or attended, if any
6. It is duly recognized by the terms of this agreement and the signatures here in that the City of Nanaimo is fully indemnified and save harmless from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recovered against the service provider and/or the City, by reason of any act or omission or alleged act or omission of the service provider their agents, employees, volunteers or anyone associated with the work, involved in the execution of the Work, or the performance of the obligations under this agreement.

The City of Nanaimo agrees to:

1. Maintain road service levels which are:
 - Twice a year road grading and compaction.
 - Once a year dust control application.
 - Three times per year road minor road grading and pothole repair and compaction. The work is scheduled based on the weekly road assessment made by City staff.
 - Once a year boulevard vegetation control.

2. Provide road repair material, first aid kit, gloves, safety vests, traffic cones, shovels, rakes, brooms, tampers and road safety signage in support of the PIRA Hole Away Program.

3. Maintain Comprehensive Third Party Liability Insurance through the Municipal Insurance Authority for all volunteers.

4. Designate a program coordinator who will provide periodic training to the lead contact and designated volunteers who will then be expected to train all other volunteers working with them on the program. The program coordinator will keep training records and all sign up sheets listing volunteers. The program coordinator will advise the City Risk Manager if there are incidents or accidents involving volunteers so that the required report to Municipal Insurance Authority is filed.

5. Grant up to \$2,000 to PIRA each year for the Beacon House Community Centre in recognition of the volunteer effort provided through the Hole Away Program. PIRA agrees and guarantees that the money earned from this project is to be sent to Beacon House for use in the care and maintenance of the community center.

This program will be evaluated annually and must be endorsed by both parties for it to continue.

I have read and reviewed the Protection Island Ratepayers Association Hole Away program information and I understand and agree to the terms of our participation.

Representative: (please print): _____

Address and Postal Code: _____

Lead Contact Person: _____

Home Phone: _____ Work Phone: _____

On Site Cell Phone: _____ E-mail _____

Signature: _____

Date: _____

City representative: _____

Signature _____

Date: _____