

**LAKE TEMAGAMI ACCESS POINT DUMP WAGONS**  
**&**  
**WELCOME CENTRE TRANSFER STATION ATTENDANT**

**Guidelines**

1. The service is to be provided in a safe, timely, efficient and environmentally safe manner.
2. The Contractor shall use pleasant manner and sound judgment when dealing with the public.
3. The Mine Landing dumpsters must be transported from Lake Temagami Access Point and dispose of the contents at the Briggs landfill site, The Contractor must ensure that dumpsters are full before emptying.
4. The Welcome Centre transfer Station position will consist of up to twelve hours per week from the Monday of the Victoria Day long weekend (May) to the Monday of the Thanksgiving long weekend (October).
5. Hours of Operation:

**Lake Temagami Waste Transfer Station (Welcome Centre)**

Beginning on the Monday of the Victoria Day (May) long weekend and ending on the Monday of the Thanksgiving (October) long weekend.

- Sundays and Thursdays from 12 noon until 6 pm.  
In the event of a long weekend, on the Monday instead of the Sunday.

**Lake Temagami Access Point Waste Transfer Station (Mine Landing)**

The Mine Landing transfer station attendant will be present the same hours as the Briggs landfill site hours in the winter, and additional 4.5 hours on Saturday and 5 hours on Sunday during the spring and fall; and will be present for 7 hours on each of Monday, Wednesday, Thursday, Saturday and Sunday at the transfer station during the summer months.

- Schedule
- January – May long weekend: 10.5 hours per week
- May long weekend – end of June: 20 hours per week
- July – September long weekend: 35 hours per week
- September long weekend – October long weekend: 20 hours
- October long weekend – end of December: 10.5 hours per week

6. Ensure the transfer station is open the hours posted on the Environmental Compliance Approval (formerly Certificate of Approval).

7. Be in attendance on site during all the operating hours with the exception of Christmas Day and new Years Day.
8. If the above conditions are not met (operating hours) the Municipality will deduct \$60.00 for the first half hour and \$5.00 for every 15 minutes there after.
9. Ensure the landfill and transfer station operates in accordance with the Environmental Compliance Approval.
10. The Contractor shall provide name(s) of sub-contractor/replacement workers to the Municipality for approval.
11. **The Contractor shall provide a Ministry of Transportation certified safety sticker on vehicle and all costs towards the carrying out of this work.**
12. The Contractor shall identify wastes entering the landfill/transfer station and screening for prohibited wastes.
13. Direct and ensure the waste is separated and deposited to the appropriate area.
14. Maintain order and cleanliness of grounds and buildings including, preventing blow litter wherever possible.
15. Municipal statistic records to be completed daily and submitted weekly to the Public Works Office on forms supplied by the Municipality.
16. **Monitor and document on statistic records the population of bears.**
17. Distribute information to the public as necessary during regular operating hours.
18. Determine if the user is a Lake Temagami resident or not.
19. The Contractor will be responsible for determining appropriate tipping fees in accordance with the Municipality's User Fee By-law; the contractor must provide receipt; Contractor must maintain receipt book and account to Public Works for all cash and receipts. Must also forward paperwork to Public Works weekly for invoicing. The Municipality will supply receipt book.
20. The Contractor must adhere to all safety standards under the am Health & Safety Act.
21. The Contractor must supply and wear safety equipment, including gloves and safety toe boots.
1. Use authority to disallow scavenging. **The Public Works & Water Advisory Committee recommends that staff request in writing to the Ministry of Environment and Climate Change that we amend our Environmental Compliance Approval to allow scavenging. Public Works staff will provide a lay down area for reusable waste.**
22. Report discrepancies or problems immediately.
23. Should the Contractor not perform the duties as required, the Municipality may terminate the contract.
24. Service reviews of all Municipal waste disposal services may be completed at anytime. Therefore, the Municipality reserves the right in eighteen months of

this contract to change or modify the terms of this contract or cancel the contract.