

LAKE TEMAGAMI ACCESS POINT ATTENDANT

&

BRIGGS LANDFILL 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 operation of the Briggs landfill site will be combined with the position of attendant at the Lake Temagami Access Point Transfer Station. This position will consist of working various hours, including weekends up to 35 hours per week in the summer time and 10.5 hours of operation during the winter months as follows:

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

4. **Briggs landfill/Lake Temagami Access Point Transfer Station Hours**

Winter

Monday 1:00 pm – 4:30 pm

Wednesday 1:00 pm – 4:30 pm

Thursday 8:30 am – 12:00 pm

Spring & Fall

Monday 1:00 pm – 4:30 pm

Wednesday 1:00 pm – 4:30 pm

Thursday 8:30 am – 12:00 pm

Saturday 12:00 pm – 4:30 pm

Sunday 1:00 pm – 6:00 pm

Summer

Monday 9:30 am – 4:30 pm

Wednesday 9:30 am – 4:30 pm

Thursday 8:30 am – 3:30 pm

Saturday 9:30 am – 4:30 pm

Sunday 11:00 am – 6:00 pm

5. Ensure the Briggs waste disposal site is open the hours posted on the Environmental Compliance Approval (formerly Certificate of Approval).
6. Be in attendance on site during all the operating hours with the exception of Christmas Day and new Years Day.
7. 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.
8. The Contractor shall provide name(s) of sub-contractor/replacement workers to the Municipality for approval.
9. Ensure the landfill/transfer station operates in accordance with the Environmental Compliance Approval.
10. The Contractor shall provide the vehicle and all cost towards the carrying out of this work.
11. The Contractor shall identify wastes entering the landfill/transfer station and screening for prohibited wastes.
12. Direct and ensure the waste is separated and deposited to the appropriate area.
13. Maintain order and cleanliness of grounds and buildings including, preventing blow litter wherever possible.
14. Municipal statistic records to be completed daily and submitted weekly to the Public Works Office on forms supplied by the Municipality.
15. **Monitor and document on statistic records the population of bears.**
16. **Monitor cameras**
17. **Issue warnings i.e. illegal parking**
18. Determine if the user is a 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. Contractor will distribute information to the public as necessary during regular operating hours
21. The Contractor must adhere to all safety standards under the am Health & Safety Act.
22. The Contractor must supply and wear safety equipment, including gloves and safety toe boots.

23. 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.**
24. Report discrepancies or problems related to waste management or the Lake Temagami access Point immediately.
25. Should the Contractor not perform the duties as required, the Municipality may terminate the contract.
26. 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.