

## **Job Description/Contract Responsibilities Curbside Garbage Collection Contractor**

The following will describe the services provided by the Contractor for the Curbside Collection Contract with the Township of Killaloe, Hagarty and Richards.

1. The Contractor shall supply all equipment, tools, vehicles and personnel required to properly fulfil the terms of the contract. If the Contractor or his/her employees are subject to the Workplace Safety and Insurance Act, a valid clearance certificate of WSIB coverage must be provided to the Township prior to the commencement of the contract.
2. The contract shall be for a 2-year term, and shall apply to the collection of **residential** garbage, refuse and cold ashes only.
3. The Contractor shall collect only residential household waste, refuse and cold ashes within the boundaries of the former Village of Killaloe, now part of the amalgamated municipality of Killaloe, Hagarty and Richards.
4. The Contractor shall collect and remove garbage, refuse and cold ashes on the Wednesday of each week. Occupants of residential units must ensure that their garbage, refuse or cold ashes are placed at the curbside for pick up no later than 8:00 AM on the day of pick up. The Contractor shall not pick up bags unless they have a proper garbage tag(s) affixed to it. If the Contractor picks up bags without a tag, the Contractor will not be allowed to dispose of these bags at the waste site.
5. The Contractor shall give the Township and occupants of residential premises a minimum of 24 hours notice should it become necessary to change the time and/or day of collection for any reason whatsoever, and, other than in the case of an emergency, shall receive pre-approval from the Township for any change in this schedule.
6. The Contractor shall carefully gather up any garbage, refuse or cold ashes that may have been spilled by him/her and/or persons in his/her employ, from the receptacle used for holding same.
7. The Contractor shall handle all garbage cans and other receptacles with due care, and after removing the contents of same, shall place them at the point from which they were taken, with the cover in place.
8. The Contractor shall be responsible for the collection and/or disposal of non-flammable material only. If the garbage, refuse or ashes appears in any way to present a fire hazard which may endanger equipment or disrupt the pick-up schedule, the Contractor shall not be responsible for collecting same. The Contractor shall notify the Township immediately of the infraction. The Township is not liable for any errors made by the Contractor in this regard.
9. The Contractor shall collect and dispose of discarded Christmas trees and will advise the Clerk's office as to the date of pick-up, giving the Township adequate time to advertise the date and time that such collection shall take place.
10. The Contractor shall dispose of all garbage, refuse and cold ashes collected under the terms of this contract, at the Killaloe, Hagarty and Richards Waste Disposal Site, located at 1049 Mask Road, or other landfill site approved for this purpose by the Council for the Township.
11. The Contractor shall obtain and keep in force for the duration of the contract, a Comprehensive General Liability Insurance policy for third party bodily injury, personal injury and property damage to an inclusive limit of not less than \$2,000,000 (two million) dollars per occurrence, naming the township as an additional insured. The policy shall carry a cross-liability clause. A copy of the policy must be provided to the Township prior to the commencement of the contract. Cancellation or

discontinuation of this insurance for any reason will result in the immediate cancellation of this contract.

12. The Contractor shall obtain and keep in force for the duration of the contract, valid automobile insurance. A copy of the policy must be provided to the Township prior to the commencement of the contract. Cancellation or discontinuation of this insurance for any reason will result in the immediate cancellation of this contract.
13. The Contractor shall possess a valid Provisional Certificate of Approval from the Ministry of Environment, a copy of which must be provided to the Township prior to commencement of the contract, such Provisional Certificate of Approval must remain valid throughout the term of the contract. Cancellation or discontinuation of this Provisional Certificate of Approval for any reason will result in the immediate cancellation of this contract.
14. The curbside garbage collection contract is subject to a three-month probationary period, beginning on the date of hire. Upon review of work performance, the contract shall be renewed or terminated.
15. **Please Note:** Contract positions **are not** covered under Municipal Insurance or Municipal WSIB coverage.
16. Other duties may be required in the case of an emergency, or to meet legislative and/or policy requirements related to waste management, therefore, the duties outlined in this document may be amended to reflect these requirements.