



RECYCLEBC™ DIRECT SERVICE TRANSITION PROCESS

June 22, 2018

Background

Recycle BC operates curbside recycling service directly in communities where the local government has transitioned service to Recycle BC. In these communities, Recycle BC is responsible for all aspects of the management of curbside collection services to residents.

This document is intended to provide clarity on Recycle BC's eligibility criteria and the impact of such a transition for local governments considering transitioning their curbside program to the direct service model.

Eligibility Criteria and Timeline

Local governments with an existing Master Services Agreement and Statement of Work for Curbside Collection Services (Curbside SOW) with Recycle BC may, at their discretion, request Recycle BC operate packaging and paper curbside services directly in their communities, provided each of the following criteria is met:

- The request is made in writing and is accompanied by a formal resolution from the applicable Council or Board;
- A formal commitment is made, in writing, by the applicable Council, Board or local government staff, that references and acknowledges the commitments and acknowledgements outlined below;
- The request pertains to the entire curbside service area and not a portion thereof;
- The packaging and paper curbside program achieved a minimum capture rate of 90 kilograms of packaging and paper per curbside household in the previous calendar year;
- A minimum of 18 months' notice prior to the proposed transition date for provision of curbside services directly by Recycle BC is provided; and
- The transition date falls after the original termination date of the applicable local government's Curbside SOW with Recycle BC.

Acceptance of requests will not be reasonably withheld by Recycle BC, provided the above criteria has been met. Such requests will only be considered by Recycle BC during defined time periods as communicated by Recycle BC to eligible collectors.

For example, **October 1, 2018** is the deadline for local governments with a Curbside SOW with Recycle BC that expires at the end of 2018 to request Recycle BC to directly operate the curbside services. The 18 month transition period will begin effective Jan 1, 2019 and the effective date or transition date for transition to service operated directly by Recycle BC in any applicable communities will be **July 1, 2020**.

The July 1, 2020 direct service launch date will require a short-term Curbside SOW with Recycle BC to cover the period of November 30, 2018 to June 30, 2019 (or a portion thereof). Given this timeline, Recycle BC recommends providing the direct service request to Recycle BC as soon as feasible, and that the local government be prepared to sign the Curbside SOW on an expedited basis to ensure all the necessary steps can be completed as soon as possible after October 1, 2018.

Recycle BC will be under no obligation to operate packaging and paper curbside services directly in communities that do not meet the above criteria, including in locations where the applicable local government has requested to terminate their Curbside SOW prior to the original Curbside SOW termination date.

Local Government Commitments and Acknowledgements

Requests must be accompanied by a commitment, in writing, by the applicable Council, Board or local government staff, that references and acknowledges the following:

- Recycle BC will, at its own sole discretion, determine applicable packaging and paper curbside service details, including but not limited to:
 - Service frequency (e.g. weekly vs bi-weekly service)
 - Inclusion of segregated glass collection at curbside
 - Selection of collection contractor
 - Collection start times
 - Collection schedule
 - Collection routes
 - Eligibility criteria for expansion of service to areas of the jurisdiction that did not previously receive packaging and paper curbside service
 - Policies for replacement of recycling containers;
- If applicable, the existing inventory of collection containers will be provided to Recycle BC (or left in the possession of residents) at no cost, at the discretion of Recycle BC;
- Recycle BC will be provided with all reasonable assistance and cooperation during the transition period, including:
 - The provision by a date reasonably determined by Recycle BC of a complete household count and address list of households packaging and paper curbside service;
 - Detailed service area and collection route maps, including those used by the local government's collection contractor where feasible and applicable;
 - Cooperation by the current curbside collection service-provider (in-house or sub-contracted service) during the transition for a seamless resident experience;
 - Collaboration with Recycle BC on resident communication prior to the transition date to ensure aligned messaging to the resident;
- After the transition period, Recycle BC will be provided with quarterly updates on households added or removed in the local government's jurisdiction, including but not limited to households added or removed from the local government's curbside garbage service, new occupancy permits and demolitions; and
- Reasonable notice will be provided to Recycle BC on changes to the local government's curbside garbage service and all reasonable efforts will be made to collaborate with Recycle BC on the joint establishment of collection schedules and routes.

Questions?

Formal requests as well as questions on this process or document can be directed to:

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