



**City of West Kelowna**

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**June 29, 2022**

Jordan Best (Via Email)  
Director, Collection  
Recycle BC

Re: Transition to Direct Services

Jordan,

The City of West Kelowna Council has passed a resolution to request that Recycle BC undertake direct curbside recycling services in City of West Kelowna commencing on April 30, 2026.

We acknowledge that the earliest possible date for direct service is January 1, 2025. This date conflicts with our community's existing curbside collection contract, and, to provide best value to the public, we request that direct service commence on the earliest possible termination date for that curbside collection contract, April 30, 2026.

We also request that Recycle BC work with the City of West Kelowna to extend our communities existing agreement until April 30, 2026. We recognize the value inherit in our partnership, and we intend to continue as partners until the transition to Direct Service is complete.

As per your guidance, the City of West Kelowna acknowledges that:

- 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
  - Policies for replacement of recycling containers;
- The existing inventory of collection containers will be 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.

In addition to the above, we acknowledge that our staff are available to collaborate on and explore creative solutions and alternative funding arrangements to provide for the timely curbside collection of all Packaging and Paper Products, including 'depot only' materials in our communities. The reduction of our environmental footprint and adaptation to climate change are a priority to our communities, and we believe that improving the number of materials acceptable at curbside will improve overall waste reduction and make it easy for our residents to do the right thing.

We look forward to working with Recycle BC to transition this service and provide future exceptional recycling experiences to our communities.

Yours sincerely,

Paul Gipps  
Chief Administrative Officer  
City of West Kelowna