

# **Schedule 1**

## **Collection Services**

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## **1 Interpretation**

### **1.1 List of Appendices**

The following appendices attached hereto form part of this Schedule 1 and part of the Contract:

- a) [Appendix A - Collection Area Zone Map;](#)
- b) [Appendix B - City Facilities – Garbage, Organics and Recyclables Collection;](#)
- c) [Appendix C - Recycling Depot – Recyclables Collection](#)

## **2 GARBAGE**

### **2.1 Garbage Collection**

The Contractor will:

- a) collect the Garbage from the Container Locations at all Residential Units;
  - b) collect the Garbage from the Container Locations at all City Facilities;
  - c) deliver all Garbage collected from Residential Units by the Contractor pursuant to this Contract to the Garbage Facility;
  - d) deliver all Garbage collected from City Facilities by the Contractor pursuant to this Contract to a garbage facility; and
- (collectively, the “Garbage Collection”).

### **2.2 Method of Collection from Residential Units**

The Contractor will use the Automated Collection method for collection of Garbage wherever possible to service Residential Units. If the Contractor determines it cannot safely or effectively service specific Residential Units using Automated Collection methods, the Contractor may use Semi-Automated Collection or Manual Collection methods at no additional cost to the City.

### **2.3 Garbage Limits**

The Contractor will collect one Cart for Garbage from each Residential Unit each collection period. The Contractor will collect an additional Cart for Garbage from a Residential Unit each collection period if directed by the City’s Representative. The City will advise the Contractor of the properties with additional Carts for Garbage and the additional Cart will be considered an additional Residential Unit each month for the purpose of payment.

The Contractor will collect Garbage from City Facilities in the amounts identified in [Appendix B - City Facilities – Garbage, Organics and Recyclables Collection.](#)

The Contractor is not responsible for collecting Garbage that does not comply with these limits or does not otherwise comply with the Collection Requirements. If the Contractor does not collect Garbage because of non-compliance, then the Contractor will tag the Container for Garbage not collected with a Notice of Non-Compliance. If there is a Dispute

about what constitutes compliance, the decision of the City's Representative will be final and binding.

#### 2.4 Garbage Collection Frequency

The Contractor will provide regular collection of Garbage to Residential Units on a recurring schedule of once every two weeks ("Bi-weekly Collection").

The Contractor will provide regular collection of Garbage from City Facilities on the collection frequency or request basis as indicated in [Appendix B - City Facilities – Garbage, Organics and Recyclables Collection](#), or as directed by the City's Representative.

#### 2.5 Comingled Garbage

The Contractor will make reasonable efforts in accordance with Good Industry Practice to not collect Garbage which is comingled with banned or prohibited materials identified in Metro Vancouver's [Solid Waste Regulation Bylaw NO. 306, 2017](#), including Recyclables and/or Organics, and the Contractor will comply with Section 6.8 accordingly.

#### 2.6 Delivery of Garbage to Garbage Facility

The Contractor will deliver all Garbage collected from Residential Units to the Garbage Facility. If the City's Representative directs the Contractor to deliver Garbage to an alternative location due a shutdown of the Garbage Facility, the Contractor will be solely responsible for any extra haul costs incurred by the Contractor as a result. For any diversions from the Garbage Facility longer than one month, the parties will develop a transportation adjustment payment formula by mutual agreement to compensate the Contractor for any reasonable additional expenses incurred in delivering Garbage to the designated location.

The Contractor will ensure that all Garbage deliveries are weighed on a certified scale and recorded on weigh slips provided by the Garbage Facility.

The Contractor will deliver all Garbage collected from the City's Facilities to any facility designated for the disposal of Garbage that is approved by the relevant regulatory agencies having jurisdiction.

#### 2.7 Garbage Disposal Fees

The Contractor will not be responsible for the payment of any Garbage disposal fees resulting from the delivery of Garbage collected from Residential Units delivered to the Garbage Facility. The disposal fees will be paid directly to the Garbage Facility by the City.

The Contractor will be responsible for any fines, penalties, or surcharges related to the improper delivery of Garbage collected from Residential Units resulting from comingled Garbage as described in Section 2.5.

Notwithstanding the above, the City will work with the Contractor to address and reduce banned materials entering the waste system through education and/or enforcement.

The Contractor will be responsible for the payment of Garbage disposal fees resulting from the delivery of Garbage collected from the City Facilities.

### **3 LARGE ITEM PICK-UP PROGRAM**

#### **3.1 Administration and Operation**

The Contractor will, as part of the Services, administer and operate the City's Large Item Pick-Up Program as described in this Section 3 ("LIPU"), which includes performing the following:

- a) handling all inquiries and requests for LIPU from Residential Units;
- b) maintaining a database of requests for LIPU service together with a breakdown of all LIPU items collected by type per month, and such other information requested by the City;
- c) scheduling collection dates for LIPU service directly with residents, up to the maximum annual quantities of LIPU items that a property is entitled to have collected under LIPU;
- d) transporting collected LIPU items as appropriate to the Garbage Facility or other designated site as approved by the City's Representative; and
- e) providing to the City such information and reporting as reasonably requested by the City for monitoring LIPU.

The City will pay the Contractor the unit price shown in Schedule 3 for the actual number of LIPU items collected each month.

#### **3.2 LIPU Allocation**

Under LIPU, Residential Units may dispose of up to four qualifying LIPU items at their Container Location per 12-month period starting on the Collection Commencement Date. Residential Units may dispose of LIPU items all at once, or at different times during the 12-month period.

For certainty, a Residential Unit may not carry forward to the next 12-month period any collections not used in a given year or be compensated in any other way should they choose not to use their allotment of four collections within a 12-month period. Furthermore, a LIPU item that is not out on the scheduled day and time will be counted towards the Residential Unit's annual allocation.

The City's Representative may, at its sole discretion, increase or decrease the LIPU allocation by written notice to the Contractor at any time and from time to time, at no additional cost to the City.

#### **3.3 LIPU Schedule**

The Contractor may collect the LIPU items on a "call-in basis" and not pursuant to the Regular Schedule. The Contractor will collect LIPU items no later than two weeks after receiving a request for collection from a Residential Unit.

### 3.4 Qualifying Items and Method of Disposal

Items accepted under LIPU include the following household items:

- a) items accepted for disposal as Garbage under Metro Vancouver's [Solid Waste Regulation Bylaw NO. 306, 2017](#) that are not renovation or demolition-related materials;
- b) items accepted for recycling through the following EPR programs: MARR BC, Recycle My Electronics, ElectroRecycle, Tire Stewardship BC, and Outdoor Power Equipment Institute of Canada (OPEIC);
- c) mattresses and box spring accepted for recycling; and
- d) metal items accepted for scrap metal recycling.

With the exception of mattresses and box springs, the Contractor will deliver all LIPU items accepted for recycling to a facility designated to receive and/or process recyclables that is approved by the relevant regulatory agencies having jurisdiction. The Contractor will be responsible for any fees, fines, penalties, or surcharges related to the delivery of LIPU items that can be recycled.

The Contractor will deliver all mattresses and box springs collected as part of LIPU to the Mattress Recycling Facility. The fees related to mattress and box spring disposal will be paid directly to the Mattress Recycling Facility by the City. The Contractor will be responsible for any fines, penalties, or surcharges related to the improper delivery of LIPU items.

In the event an EPR program is developed for mattresses and box springs during the Term of this Contract, the City's Representative may direct the Contractor to deliver all mattresses and box springs collected as part of LIPU to a facility designated by the EPR program. In the event the City's Representative directs the Contractor to deliver mattresses and box springs to a facility outside of the Metro Vancouver region, the City will pay the Contractor's reasonable actual costs incurred as a result.

The Contractor will deliver all LIPU items to be disposed of as Garbage to the Garbage Facility and the disposal fees will be paid directly to the Garbage Facility by the City. The Contractor will be responsible for any fines, penalties, or surcharges related to the improper delivery of LIPU items.

The City's Representative may, as its sole discretion, amend the qualifying LIPU items, including disposal options, by written notice to the Contractor at any time and from time to time, at no additional cost to the City.

## 4 **ORGANICS**

### 4.1 Organics Collection

The Contractor will:

- a) collect the Yard Waste and the Food Waste from the Container Locations at all Residential Units;

- b) collect the Yard Waste and the Food Waste from the Container Location at all City Facilities;
  - c) deliver the Yard Waste and the Food Waste collected by the Contractor from Residential Units pursuant to this Contract to the Organics Facility; and
  - d) deliver the Yard Waste and the Food Waste collected by the Contractor from City Facilities pursuant to this Contract to a facility designated to process Organics that is approved by the relevant regulatory agencies having jurisdiction
- (collectively, the “Organics Collection”).

#### 4.2 Method of Collection from Residential Units

The Contractor will use the Automated Collection method for the collection of Organics wherever possible to service Residential Units. If the Contractor determines it cannot safely or effectively service specific Residential Units using Automated Collection methods, the Contractor may use Semi-Automated Collection or Manual Collection methods at no additional cost to the City.

#### 4.3 Organics Limits

The Contractor will collect one Cart for Organics from each Residential Unit each collection period. If a Residential Unit has purchased an additional Cart for Organics collection from the City, the Contractor will also collect the additional Cart or Carts each collection period. The City will advise the Contractor of the properties with additional Carts and will pay the Contractor the unit price shown in Schedule 3 for the actual number of additional Carts for Organics each month.

The Contractor will collect Organics from City Facilities in the amounts identified in [Appendix B - City Facilities – Garbage, Organics and Recyclables Collection](#).

Subject to Section 4.5, the Contractor is not responsible for collecting Organics that do not comply with these limits or does not otherwise comply with the Collection Requirements. If the Contractor does not collect Organics because of non-compliance, then the Contractor will tag the Container for Organics not collected with a Notice of Non-Compliance. If there is a Dispute about what constitutes compliance, the decision of the City’s Representative will be final and binding.

#### 4.4 Organics Collection Frequency

The Contractor will provide regular collection of Organics to each Residential Unit on a recurring schedule of once a week.

The Contractor will provide regular collection of Organics to each City Facility as outlined in [Appendix B - City Facilities – Garbage, Organics and Recyclables Collection](#). The City reserves the right to change collection frequencies for City Facility collection as required.



#### 4.5 Additional Yard Waste Collection

The Contractor will provide Additional Yard Waste Collection to Residential Units each calendar year for a designated period of time during the spring and fall. While the Additional Yard Waste Collection program typically runs six weeks in the spring and six weeks in the fall, the timing of occurrence and the total number of weeks of Additional Yard Waste Collection shall be determined by the City's Representative.

During the period of Additional Yard Waste Collection, the Contractor will collect all Yard Waste that is placed at the Container Location of each Residential Unit each week, following the same Collection Area outlined in Section 6.1 provided the Yard Waste is set-out in the following manner:

- a) in Carts;
- b) in Kraft yard waste paper bags with a maximum volume of 100 litres and no greater than 20 kilograms in weight;
- c) in a watertight galvanized, sheet metal or plastic receptacle not exceeding 121 litres in capacity and 20 kilograms in weight, fitted with at least one sturdy handle on the receptacle and a tight cover, that is labelled with a City-issued Yard Waste sticker;
- d) in a securely tied Bundle; or
- e) in combination of any of the above.

The Contractor will ensure they have sufficient Personnel and collection equipment to complete Additional Yard Waste Collection for each Residential Unit on the scheduled collection day for each collection zone.

The Contractor will collect Yard Waste as part of Additional Yard Waste Collection separately from material collected as part of regular Organics Collection. The Contractor will also deliver Yard Waste collected as part of Additional Yard Waste Collection separately from Organics material collected as part of regular Organics Collection to the Organics Facility.

The Contractor is not required to collect Yard Waste that does not comply with the above requirements, nor is the Contractor required to collect from Containers that include non-organic or non-compostable materials. The Contractor will tag such items or Containers with a Notice of Non-Compliance.

If there is a Dispute about what constitutes Yard Waste, the decision of the City's Representative will be final and binding.

The City will pay the Contractor the unit price shown in Schedule 2 for the actual number of weeks of Additional Yard Waste Collection.

#### 4.6 Comingled Organics

The Contractor will make reasonable efforts in accordance with Good Industry Practice to not collect Organics that are comingled with Recyclables and/or Garbage, including, but not

limited to compostable plastics, and the Contractor will comply with Section 6.8 accordingly.

#### 4.7 Delivery of Organics

The Contractor will deliver Organics collected from Residential Units to the Organics Facility. The City may, upon written notice to the Contractor, change the Organics Facility location. Upon receipt of notice of such a change in location, the Contractor will transport and dispose of all collected Organics from Residential Units to the new facility as directed by the City's Representative and the parties may develop a transportation adjustment payment formula by mutual agreement in recognition of any increase or decrease to expenses related to the delivery of Organics by the Contractor to the new location.

The Contractor will ensure that Organics deliveries from Residential Units are weighed on a certified scale and recorded on weigh slips provided by the Organics Facility.

The Contractor will deliver Organics collected from City Facilities to any facility designated for the disposal of Organics that is approved by the relevant regulatory agencies having jurisdiction.

#### 4.8 Organics Disposal Fees

The Contractor will not be responsible for the payment of any Organics disposal fees resulting from the delivery of Organics collected from Residential Units to the Organics Facility. The disposal fees will be paid directly to the Organics Facility by the City.

The Contractor will be responsible for any fines, penalties, or surcharges relating to improper delivery of Organics collected from Residential Units to the Organics Facility including, but not limited to, the delivery of comingled Organics as described in Section 4.6.

The Contractor will be responsible for the payment of Organics disposal and processing fees resulting from the delivery of Organics collected from City Facilities, including any fines, penalties or surcharges relating to the improper delivery of material.

Notwithstanding the above, the City will work with the Contractor to identify and reduce any source of contamination in the collected Organics from both Residential Units and City Facilities through education and/or enforcement.

## 5 **RECYCLABLES COLLECTION**

### 5.1 Recyclables Collection

The Contractor will:

- a) collect, transport and deliver Recyclables from City Facilities pursuant to [Appendix B - City Facilities – Garbage, Organics and Recyclables Collection](#) and
- b) collect, transport and deliver Recyclables from the Recycling Depot pursuant to Section 5.7.

(collectively, the "Recyclables Collection")

5.2 Single Stream Collection

The Contractor will collect Recyclables from City Facilities using single stream (commingled) collection.

5.3 Recyclables Limits

The Contractor will collect all Recyclables that are placed in the provided Containers as outlined in Section 6.3 at the Container Locations of City Facilities and the Recycling Depot.

The Contractor is not required to collect any materials that are not Recyclables, and the Contractor will tag such items with a Notice of Non-Compliance. If there is a Dispute about what constitutes Recyclables, the City's Representative's decision will be final and binding.

5.4 Recyclables Collection Frequency

The Contractor will provide regular collection of Recyclables to each City Facility as outlined in [Appendix B - City Facilities – Garbage, Organics and Recyclables Collection](#). The City reserves the right to change collection frequencies as required.

The Contractor will provide regular collection of Recyclables to the Recycling Depot pursuant to Section 5.7.

5.5 Comingled Recyclables

The Contractor will make reasonable efforts in accordance with Good Industry Practice to not collect Recyclables that are comingled with Organics and/or Garbage, and the Contractor will comply with Section 6.8 accordingly.

5.6 Delivery of Recyclables to Recycling Facility

The Contractor will deliver Recyclables collected from City Facilities to any facility designated for the processing of Recyclables that is approved by the relevant regulatory agencies having jurisdiction.

The Contractor will deliver Recyclables collected from the Recycling Depot pursuant to Section 5.7.

5.7 Recycling Depot Service

The Contractor will be responsible for collecting, transporting and delivering cardboard and mixed container Recyclables from the Recycling Depot, on the collection frequency or request basis identified in [Appendix C - Recycling Depot – Recyclables Collection](#), or as directed by the City's Representative, as follows:

- a) the Contractor will deliver Recyclables collected from any front-loading cardboard bins to any facility designated for recycling that is approved by the relevant regulatory agencies having jurisdiction and will be responsible for all associated processing costs. For clarity, the Contractor will also receive any revenues associated with the Recyclables collected from the front-loading bins, if applicable.
- b) the Contractor will deliver Recyclables collected in roll-off bins to the Recycling Facility and the City will be responsible for all costs associated with processing. For

clarity, the City will also receive all of the revenues associated with recyclables collected from roll-off bins.

- c) the Contractor will ensure that Recyclables collected from the Recycling Depot are weighed at the Recycling Facility on a certified scale and the weights recorded on weight slips provided by the Recycling Facility.

The City's Representative may from time to time during the Term:

- a) add or delete the range of Services or the number and type of bins or other containers available to the public at the Recycling Depots as part of the Services; and
- b) delete the servicing of the Recycling Depot from Services, and either award a separate contract for recyclable collection from the Recycling Depot to another contractor, perform such work with the City's own Personnel and resources, or partner with an EPR program.

#### 5.8 Recycling Disposal Fees and Revenues

The Contractor will be responsible for the payment of processing fees resulting from the delivery of Recyclables collected from City Facilities, including any fines, penalties or surcharges relating to the improper delivery of material. The Contractor will also receive all of the revenues associated with processing the Recyclables collected from City Facilities, if applicable.

Notwithstanding the above, the City will work with the Contractor to identify and reduce any source of contamination in the collected Recyclables from City Facilities.

## 6 COLLECTIONS

### 6.1 Collection Area

The Contractor will provide collection Services to Residential Units in the Collection Area as delineated in [Appendix A - Collection Area Zone Map](#) (the "Collection Area") as approved by the City's Representative. Any change to the Collection Area must be approved by the City's Representative.

The Contractor will provide collection Services to City Facilities that are located within the City of Coquitlam municipal boundaries.

### 6.2 Container Specifications

The Contractor will collect Collection Materials from Residential Units that are set out in containers (collectively "Containers" and each a "Container") that meet the following specifications:

- a) a 120-litre, 240-litre or 360-litre plastic cart equipped with wheels, handles and a tight fitting cover that is capable of being mechanically unloaded into the Contractor's collection vehicles, including carts with wildlife resistant hardware that has been unclipped for collection (a "Cart");

- b) any other receptacle permitted under this Contract, including but not limited to Section 4.5 or approved by the City's Representative

The Contractor is not responsible for collecting from Containers that do not comply with the above.

The Contractor will collect Collection Materials from City Facilities in Containers that are provided by the Contractor as outlined in [Appendix B - City Facilities – Garbage, Organics and Recyclables Collection](#).

#### 6.3 Responsibility for Containers

The City will provide Containers for Garbage and Organics to each Residential Unit as outlined in Section 2.3 and Section 4.3 and will be responsible for maintaining the Containers in serviceable order. The Containers will remain the property of the City. Carts purchased by residents from the City, including wildlife-resistant Carts for Garbage and additional Carts for Organics, as well as Containers used for Additional Yard Waste Collection remain the property of residents.

The Contractor will provide Containers for Garbage, Organics and Recyclables Collection from City Facilities as outlined in [Appendix B - City Facilities – Garbage, Organics and Recyclables Collection](#) and for the Recycling Depot as required and will be responsible for maintaining the Containers in serviceable order and replacing them as needed. The Containers provided by the Contractor will remain the property of the Contractor.

#### 6.4 Container Locations

The Contractor will collect materials from Containers that are placed out for collection ("Container Locations") as follows:

- a) the Contractor will collect Containers placed in the lane or at the curb on the public road outside each Residential Unit ("Curbside");
- b) the Contractor will collect Containers placed at locations other than at Curbside as allowed or directed by the City's Representative at its sole discretion when Curbside is not an appropriate location;
- c) if the Contractor does not believe that a Container is placed in the correct Curbside location or any other location as permitted by Section 6.4(b), the Contractor must perform the Services regardless but may give written notice to the City's Representative requesting a change, with reasons, and the City's Representative will give reasonable consideration to such request;
- d) where the approved or directed location for Collection is not at Curbside then:
  - I. the Contractor will at its own risk enter onto private property for the purpose of collection;
  - II. the Contractor will be responsible to obtain any necessary means of access to the private property from the occupant, provided that the City will use reasonable commercial efforts to facilitate the access for the Contractor;

- III. the Contractor will be responsible to protect the security of any access codes or keys, and to return and account for such codes and keys to the occupant at the conclusion of this Contract; and
- IV. the Contractor will indemnify the City and the City's Representative and its employees, representatives and agents from and against any third party claims relating to the entry onto private property to perform the Services under this Contract, and the Contractor will obtain and maintain insurance, including third party liability insurance, to cover risk of damage to persons and property relating to the entry onto private property as described in this Section 6.3(d), and to, on request from the City's Representative, provide evidence of such insurance to the City's Representative.

Any disagreements over correct placement of Containers for collection will be determined by the City's Representative and will be final and binding.

#### 6.5 Container Adjustment for Collection

The Contractor will be required to make reasonable efforts in accordance with Good Industry Practice to manually adjust or reposition Containers to allow for collection. Such adjustment may be required in various instances including, but not limited to, the obstruction of Containers by parked vehicles, snowbanks and Containers facing the wrong direction.

If Container placement is non-compliant on a continuous basis, the Contractor may leave a Notice of Non-Compliance.

#### 6.6 Leaving Container Locations Neat and Orderly

The Contractor will:

- a) pick up all scattered Collection Materials in close proximity to Container Locations;
- b) immediately notify the City's Representative if there are excessive amounts of scattered Collection Materials at a Container Location or the Collection Materials are scattered beyond close proximity to Container Locations; and
- c) return each Container in a neat, upright and orderly manner at the original Container Location after performing Collections.

#### 6.7 Damaged Containers

The City will replace or repair Containers that are damaged during the collection process, or are dropped into the collection vehicle and not retrieved before hauling, at the Contractor's cost. The Contractor will pay for any Container that is damaged or hauled away at the City's purchase price of the Container. The Contractor's costs will include all of the City's travel, staff, part or cart costs related to replacing or repairing damaged or missing Containers. The Contractor must report damage to Containers, or the hauling of Containers, immediately after the Contractor becomes, or should have become, aware of such occurrence.

6.8 Advisories, Collection Requirements and Tags for Non-Compliant Collection Materials

The following provisions will apply:

- a) the City may, as reasonably required, advise Residential Units by written or verbal notice of the requirements for Services (the “Advisories”), including advising on matters such as Container Locations, Container specifications and placement, acceptable Collection Materials and segregation of materials and other collection requirements (the “Collection Requirements”);
- b) if the Contractor cannot perform Services because of non-compliance with any of the Collection Requirements, the Contractor will leave a notice, tag or sticker placed on the Container identifying the nature of the non-compliance (the “Notice of Non-Compliance”);
- c) Notices of Non-Compliance will be provided by the City for the Contractor’s use and will include both the City’s and the Contractor’s contact information and business hours; and
- d) the Contractor will report to the City’s Representative by the next business day, in a form satisfactory to the City’s Representative, with the date and location of any issued Notice of Non-Compliance concurrently with leaving of a Notice of Non-Compliance. Additional information will be required for reporting as outlined in Section 9.12.

6.9 Assisted Collection

The Contractor will take additional steps to provide the Services in circumstances where a Residential Unit qualifies assistance due to disability or other challenge (“Assisted Collection”). Residential Units qualifying for Assisted Collection will be determined by the City and the City will notify of the Contractor which Residential Unit qualify. In such cases, the Contractor will take all reasonable steps to collect the Collection Materials from a location that is convenient for the customer, provided that the Contractor is provided with reasonable access to the Collection Material. The Contractor will provide its Personnel with the addresses and photographs of the Residential Units that are to receive Assisted Collections.

6.10 Scavenging Forbidden

The Contractor will not scavenge, or permit any person to scavenge at any time as part of delivering the Services including at the disposal or transfer sites or otherwise.

6.11 Transportation Costs for delivery of Collection Materials

The Contractor will bear all costs of transporting of Collection Materials to the appropriate disposal, transfer or processing facilities including any road or bridge toll and for any other fee, levy, tax or similar charge incurred as a result of the transportation of Collection Material pursuant to this Contract.

## 6.12 Pilot Tests

The City may, at their discretion, require the Contractor to conduct pilot tests (a “Pilot Test”) that temporarily modifies one or more provisions of the Services, such as a test of a new collection method or Container or a different type of service or schedule. A Pilot Test may require the Contractor to prepare and maintain additional Records.

A Pilot Test will be deemed to be a change to the Contract. Prior to the commencement of a Pilot Test, the City and the Contractor will reach agreement on the Contractor’s reasonably required additional costs of implementing and performing the Pilot Test.

# 7 **ROUTE AND SCHEDULE**

## 7.1 Zones and Routes

The Contractor will work with the City’s Representative to divide the Collection Area into four separate collection zones prior to the Commencement Date (the “Zones”). Each Zone will be of a size that allows the Contractor to perform the Services for all Residential Units in that Zone within one day in accordance with the Regular Schedule.

The Contractor will work with the City’s Representative to subdivide each Zone into routes (the “Routes”). Each Route will be of a size that allows the Contractor to perform the Services in accordance with the Regular Schedule. For certainty, the Routes will follow the City’s AM/PM collection schedules, as shown in [Appendix A - Collection Area Zone Map](#), which prioritizes collection in the north of Coquitlam in the first part of the day to minimize interactions with urban wildlife in accordance with the Regular Schedule.

One of the Routes for Organics collection in each Zone will be designated as a bear route (the “Bear Route”). The Contractor will work with the City to determine the Bear Routes based on areas with high risk potential for bear activity. The Bear Route will be prioritized to be collected first each day with all efforts made to empty carts as soon as possible to avoid conflict with wildlife. The City may request the Contractor adjust the Bear Route at any time in response to bear activity.

No alteration may be made to an approved Route without the prior written approval of the City’s Representative.

## 7.2 Route Maps

The Contractor will provide the City with an electronic map of collection day boundaries indicating the Zone, Route, collection vehicle number, license plate number and driver’s name for each Route in an ESRI File Geodatabase format, on a continual basis for the duration of the Term. The collection Zone layer must contain polygon coverage of the City, to the subzone level, with attributes for the zone identifier, route identifier, and subzone identifier. The collection Route layer must contain line features, digitized in the driving direction of the route, with attributes for collection day, collection route, subzone identifier, and route identifier.

The Contractor will use reasonable commercial efforts to perform the Services so that drivers retain the same Route and collection vehicle for each collection day. The Contractor



will inform the City on a daily basis of any changes to collection vehicles or drivers for each Route.

If the Contractor revises a Route, the Contractor will archive each historical version of the Route map to ensure this information is preserved.

### 7.3 Separate Collections on Each Route

Only one of Garbage, Organics or Recyclables may be collected at any one time with the same equipment. For clarity, the Collection Materials will be collected on separate trips, except with the prior written approval of the City's Representative. Notwithstanding the foregoing, the City's Representative will generally approve the use of a suitable split-body vehicles for collection.

All of the Collection Material from a Residential Unit will be collected on the same day, except with the prior approval of the City's Representative.

### 7.4 Regular Schedule

The Contractor will perform the Services as follows:

- a. For Residential Units, following the Zones and Routes approved under Section 7.1 and using a four day collection system (Monday to Thursday), the Contractor will follow a fixed schedule for each collection day that will occur on the same day of each and every week during the calendar year during the Term. Collection will occur between 7:00 a.m. and 12:00 pm for the AM Zones and between 11:00 a.m. and 7:00 p.m for the PM Zones. Organics will be collected weekly and Garbage will be collected Bi-Weekly.
- b. For City Facilities, as required and outlined in [Appendix B - City Facilities – Garbage, Organics and Recyclables Collection](#) between 7:00 a.m. and 7:00 p.m.  
(collectively, the “Regular Schedule”).

In the case of a change to the Regular Schedule which is approved in writing in advance by the City's Representative, the Contractor will notify Residential Units along the affected Routes two weeks before the intended change.

### 7.5 Holidays

Notwithstanding Section 7.4, the Contractor will not provide any collection Services on any Holiday.

Holidays will affect the Regular Schedule as follows:

- a) if a Holiday falls on a regular collection day, collection for the remainder of that week only will shift to be one day later; and
- b) if two Holidays fall on regular collection days in a given week, collection for the remainder of that week only will shift to be two days later, or as may be designated or approved by the City's Representative.

These shifts may result in collection being made on a Saturday. However, in no event will collection be made on a Sunday without prior approval from the City's Representative. The Regular Schedule will resume on the first weekday of the following week that is not a Holiday.

#### 7.6 Regular Schedule to be Maintained

There may be considerable variation in the quantity of Collection Materials to be collected from week-to-week or from season-to-season. The Contractor will maintain the Regular Schedule despite such variation, whether by using additional equipment, Personnel and overtime or any other means, all at the Contractor's sole cost, as part of the Collection Services.

Subject to Section 7.7, the Contractor will maintain the Regular Schedule under all weather conditions and circumstances, except with the prior written approval of the City's Representative.

Where a road or other point has limited access as a result of construction or any other reason, every reasonable effort will be made to perform the Services and maintain the Regular Schedule.

#### 7.7 Disruption to Regular Schedule

If, as provided in Section 7.6, weather conditions or other circumstances, including wildlife accessing Containers on collection day, impede the Services in part of the Collection Area, collection will be made in other parts not so affected. The Contractor will use additional equipment, Personnel and overtime or any other means to restore the Regular Schedule and will service the missed areas later the same day and/or on the following day until all missed areas have been collected. If the streets and/or Containers are still not accessible on the following day of collection, collection will resume on the next scheduled collection day or as soon as the roads are accessible.

The Contractor will provide the City with a detailed list of any streets and/or Containers missed due to disruption.

The Contractor will collect Garbage in excess of the amounts set out in Section 2.3 if for any reason there is a backlog of Garbage that should have been collected in a previous collection period that was not collected because weather, and the City's Representative gives notice to the Contractor to collect the backlog.

#### 7.8 Missed Collections

If a resident, the City or any other source notifies the Contractor that any Container was missed during collection on a Regular Schedule (a "Missed Collection"), the following provisions apply:

- a) unless the Container was tagged with a Notice of Non- Compliance, the Contractor will retrieve the Missed Collection as provided in this section without any additional cost to the City;

- b) if notice of the Missed Collection is received before 3:00 p.m. on a weekday, the Contractor will retrieve the Missed Collection on the same day that notice is received;
- c) a Container that cannot be collected due to wildlife accessing the Container will be considered a Missed Collection;
- d) if notice of the Missed Collection is received after 3:00 p.m. on a weekday, the Contractor will retrieve the Missed Collection by 10:00 a.m. the next day after notice is received;
- e) the Contractor will record all notices of Missed Collections, whether received in person, by telephone, surface mail, electronic mail or otherwise, in the Complaint Log; and
- f) it will not be considered a Missed Collection if the Contractor is able to demonstrate that a collection has not be missed by submitting to the City details of each alleged incident of Missed Collection, together with the date, locations, description, supporting documentation and photographs or if the collection does not comply with the Collection Requirements and the Contractor leaves a Notice of Non-Compliance.

## **8 COMPLAINTS AND INQUIRIES**

### **8.1 Phone Lines for City Administration and Customer Service**

The Contractor will be the first and primary contact for customer services issues related to the Services for residents. The Contractor will, at its own cost, operate a call centre which includes a customer service telephone line with a local area code and a customer service email address. The Contractor will maintain sufficient staffing to answer and handle all inquiries and complaints in a timely manner, as outlined in this Section 8.

The Contractor's call centre will also receive inquiries from the City to address immediate customer service issues.

Customer service representatives will be available through Contractor's call center Monday to Friday during the office hours of 8:00 a.m. to 4:30 p.m. for communication with Customers and with the City. Customer calls will be taken during office hours by a person, not by voicemail, within reason. During all non-office hours for the call center, the Contractor will have an answering or voice mail service available to record messages from all incoming telephone calls to the satisfaction of the City's Representative.

### **8.2 Complaint and Inquiry Records**

The Contractor will:

- a) keep a complete electronic record of all inquiries and complaints received (the "Complaint Logbook"), including the following information:
  - i. the date and time of the call and the name and address of the person complaining;

- ii. the nature of the complaint and/or inquiry received; and
  - iii. the action taken to rectify each complaint, and the date and time the action was taken.
- b) record information in the Complaint Logbook in a format acceptable to the City;
  - c) make the Complaint Logbook available for inspection by the City at any time during normal working hours; and
  - d) provide a summary report of all complaints received and action taken to the City at the end of each week.

### 8.3 Responsiveness to the City

The Contractor will:

- a) cause a representative of the Contractor to return calls to the City within 2 hours of any inquiry within normal business hours; and
- b) notify the City's Representative as soon as possible, and at least by 3:00 p.m. on the same day, for any day that Collections were not performed in any area or zone within the City along with an explanation of the reasons for the failure to perform the Services.

### 8.4 Contact with the Public

The public telephone number of the Contractor will be included in all notices, schedules, advertisements and other documents to ensure proper contact with the public.

The Contractor will respond to inquiries and complaints courteously on the day they are received, attempting to resolve the complaint in fulfillment of its obligations under the Contract and in the spirit of good public relations within 48 hours. If an inquiry is received after 4:30 pm, the Contractor will respond by 10:00 am the following business day.

The City reserves the right that in the event that complaints are not satisfactorily corrected by the Contractor to take such action that the City deems necessary to correct such complaints and to charge the complete cost thereof, plus applicable overheads, to the Contractor. Furthermore, if staffing is deemed to be insufficient by the City's Representative to handle customer or City inquiries and complaints in a timely manner, the Contractor will increase staffing levels to address the performance deficiency at no additional cost to the City.

The Contractor will provide a full-time route supervisor at all times during the Term who is available for oversight related to the Services and ensures customer service requirements are met.

### 8.5 Cell Phones

All of the Contractor's management Personnel, including route supervisors, will carry cell phones with voicemail so that such Personnel are reachable by the City's Representative.

The Contractor will be solely responsible for the costs associated with its cell phones and their use by the Contractor's management Personnel.

## **9 VEHICLES, EQUIPMENT and GREENHOUSE GAS EMISSIONS (GHG)**

### **9.1 Collection Vehicle Minimum Requirements**

The Contractor will use vehicles and equipment that at a minimum:

- a) use an alternative (lower carbon) fuel as their source;
- b) are new as of the Collection Commencement Date, with exception of vehicles and equipment for the collection of Additional Yard Waste Collection, as outlined in Section 4.5, for LIPU, as outlined in Section 3.0, and for spare trucks;
- c) conform to all safety standards, vehicle climate and air quality emission regulations and applicable laws, including, but not limited to, weight limits as set out in the City of Coquitlam's Street and Traffic By-law No. 4402, 2014;
- d) are clean and sanitary and in a state of good appearance and repair;
- e) are watertight and designed to prevent the discharge of liquids, leachates, paper and other materials; and
- f) are equipped with:
  - i. a GPS tracking systems as described in this Contract;
  - ii. an intelligent on-board computer system for tracking cart lifts, non-compliance, and route completion;
  - iii. a radio frequency identification ("RFID") reader;
  - iv. backup alarms; and
  - v. digital cameras so that upon specific requests from the City, Personnel can record collection at a particular location.

*[Note to Proponents: The City seeks to reduce its corporate Greenhouse Gas Emissions as much as possible in the delivery of the Services. Therefore, favourable consideration will be given to proposals that include the use of alternate fuel/energy, such as RNG or electrification, in the vehicles involved in the delivery of Services.]*

### **9.2 Number of Vehicles**

The Contractor will maintain an adequate number of regular operating and standby collection vehicles in good operating condition as necessary to perform the Services.

### **9.3 Vehicle Markings**

The Contractor will, to the satisfaction of the City's Representative:

- a) paint or body wrap all vehicles and equipment used to perform the Services in a standard uniform colour or design;

- b) paint or decal the Contractor's name and call centre phone number and email, a vehicle identification number, and text indicating 'City of Coquitlam Contractor' in a contrasting colour on each side and rear of all vehicles that will be used to perform the Services (lettering to be no less than 50mm in size); and
- c) permit or arrange for messaging/advertising on vehicles, if directed by the City at the City's cost.

Except for the information required to be displayed in this Section 9.3, no words or advertising will be allowed on the vehicles without the express written permission of the City's Representative.

#### 9.4 Fuel, Maintenance and Storage Facilities

The Contractor will be solely responsible for insuring, fueling, maintaining and storing all of the vehicles related to the provision of the Services and will pay all fuel costs and other costs associated with insuring, fueling, maintaining and storing the vehicles.

#### 9.5 No Storage of Vehicles or Equipment

The following applies to use and storage of collection vehicles and equipment:

- a) the Contractor will not park or store any collection vehicles on City property for more than a two-hour period without the prior written permission of the City; and
- b) the Contractor will remove unserviceable vehicles from City streets by 7:00 pm on the day of breakdown.

#### 9.6 Spills from Vehicles

Subject to Coquitlam [Stream and Drainage System Protection Bylaw No. 4403, 2013](#), the following provisions apply to spills from any vehicle used to perform the Services:

- a) if a spill starts from a vehicle, that vehicle will immediately cease operations and will remain at the spill site until the Contractor's Representative arrives;
- b) the Contractor will immediately contain and clean up any spill in compliance with all applicable environmental laws. Granular oil absorbent products or other absorbent materials capable of absorbing fuel, hydraulic oil, motor oil or other fluid or liquid spills will be placed on the spilled material immediately and collected and repeated as necessary. Failure to respond promptly may result in asphalt or other damage for which the Contractor will be responsible;
- c) the Contractor will promptly notify the City, and any other relevant agencies as required by Provincial or Federal regulations, of any fuel, hydraulic oil fluids or leachate spills;
- d) if necessary, or at the direction of the City's Representative, measures may be required to restore the spill site to the condition in which it was prior to the spillage; and

- e) the Contractor will pay for all costs and expenses arising from any spillage clean-up activities under this section.

9.7 List of Vehicles and Equipment

The Contractor will provide to the City's Representative, and update on a timely basis (no less than every 3 months), a list of all vehicles and equipment used to perform the Services, including:

- a) make, model, year, and capacity of all vehicles including any mounted equipment;
- b) Vehicle Identification Number (VIN), Licence Plate Number and Contractor's Truck Number of all collection vehicles; and
- c) type of energy used for vehicle and mounted equipment.

The Contractor will not replace or substitute any collection vehicle or equipment used in performing the Services without prior consent of the City's Representative.

9.8 Inspection of Vehicles by the City's Representative

All vehicles are subject to a comprehensive, inside and outside, inspection by the City's Representative. If the City's Representative, in their sole discretion, deems a vehicle to be not in a clean and safe condition or not in good repair, that vehicle will immediately be removed from service and the Contractor will promptly provide a substitute satisfactory to the City's Representative.

9.9 Exclusivity Use

The Contractor will not, without prior written consent of the City's Representative, use the collection vehicles:

- a) for any purpose other than for the performance of the Services, with the exception of Services from City Facilities, LIPU service and Additional Yard Waste Collection; and
- b) for providing services from any entity or place other than as set out in this Contract, including from any other property, firm, establishment, municipality or regional district.

9.10 GPS and Cart Service Tracking and Data

Each of the Contractor's vehicles used to perform the Services will be equipped with a GPS tracking system. All such devices will be kept in good working order by the Contractor and any faulty devices will be repaired within 5 days. The City and the Contractor will both have access to the web-based GPS tracking information related to the Services. The Contractor will be responsible for complying with applicable privacy legislation and will provide the City access to the data for download or direct link through a web service for use in reporting, dashboarding and analysis.

**9.11 Radio Frequency Identification (RFID)**

The City's cart-based collection system for Residential Units utilize a RFID technology that incorporates the use of electromagnetic or electrostatic coupling in the radio frequency to uniquely identify Carts. Each of the Contractor's vehicles used to perform the Services for Residential Units will be equipped with equipment capable of reading such RFID technology.

**9.12 On-Board Computer Tracking System**

Each of the Contractor's vehicles used to perform the Services will be equipped with an intelligent on-board computer system for tracking cart lifts, Notices of Non-Compliance and Route completion. This on-board system will have the ability to generate exceptions reports that detail the instances of Notices of Non-Compliance, including, but not limited to photographs and Cart ID details, and will integrate with the RFID technology described in Section 9.11.

**9.13 Environmental**

The Contractor will:

- a) have due regard for the protection of the environment in the performance of the Services;
- b) not place or handle any Collection Materials or other materials in a manner contrary to any Federal, Provincial, Regional or Municipal environmental laws, regulations or by-laws; and
- c) not produce or discharge, or permit to be produced or discharged, in any manner or form, directly or indirectly, any chemicals or toxic substances.

**9.14 Environmental Plan**

Working with the City, the Contractor will prepare an annual environmental plan (the "Environmental Plan") outlining the Contractor's:

- a) plan to reduce GHG and air quality emissions through methods including driver training, route and fleet management and fuel switching;
- b) suggestions for enhancing waste reduction and diversion, including public engagement;
- c) last three years' environmental performance reporting and targets, to the end of the Contract, consistent with the City's goals for waste diversion and emissions reduction, updated annually.

Failure to produce an Environmental Plan will result in deductions as outlined in Schedule 2.

**10 REPORTING**

In addition to other reporting requirements in this Contract, the Contractor will provide the City with the reports set out in this Section 10.



#### 10.1 Monthly Reports

Every month during the Term following the Collection Commencement Date the Contractor will provide City with a report, in a form satisfactory to the City, describing:

- a) a summary of LIPU collections in the previous month, including a breakdown of the LIPU items requested for collection, the number of items collected per collection day, the addresses of where items were collected, the number of collection vehicles used, the percentage of LIPU Items recycled, tonnages, dates and times of request and collection, the wait time between booking and collection, and the schedule for collection by the Contractor;
- b) a monthly electronic flat file of all the previous month's weight receipts, including corrections to any miss coding from the weekly files;
- c) a summary of service performance, trends and banned material surcharges;
- d) a listing of any overweight collection vehicles, including the date, time, collection vehicle number, total collection vehicle weight and weight over the legal limit;
- e) the daily tonnage of Garbage, Organics and Yard Waste (when applicable) collected from Residential Units within the Collection Area;
- f) fuel consumption for each collection and support vehicle;
- g) a listing of all collection complaints received by the Contractor;
- h) the status of all complaints or Contract violation notices forwarded to the Contractor from the City or from customers during the month and actions taken regarding earlier violations including:
  - I. replacement of Containers;
  - II. employee discipline and misconduct (reporting will be done in accordance with applicable privacy legislation); and
  - III. Contractor responses to resident's damage claims.

Monthly reports will be provided to the City no later than the 10<sup>th</sup> of the following month.

#### 10.2 Quarterly Reports

Each quarter (the three month period ending March 31, June 30, September 30 and December 31) throughout the Term following the Commencement Date the Contractor will provide the City with:

- a) a summary of monthly performance data, trends and actions taken to improve performance;
- b) a description of opportunities to improve City and Contractor cooperation;
- c) a description of progress in meeting the implementation schedule including any problems encountered and how they were resolved;

- d) a discussion of educational and publicity efforts and their results.; and
- e) a current list of collection vehicles and equipment actively used in performance of Services.

The Contractor will provide the City with the quarterly report within 15 business days of the end of the quarter.

### 10.3 Annual Reports

Each year during the Term the Contractor will provide the City with:

- a) an annual electronic listing of fleet inventory, including collection vehicle numbers, licensed and permitted gross vehicle weight, number of axles, year, make and model, and other detail as specified;
- b) the disposal facility locations for material collected from City Facilities and the Recycling Depot including material tonnages;
- c) recommendations for changes to collection frequency or Container size for Services for City Facilities to improve efficiency of Services and potentially provide cost savings for the City;
- d) the [Work Safe BC Employer Report](#) for the current year; and
- e) the annual Environmental Plan including summary of fuel usage and Greenhouse Gas Emissions reporting, including the following:
  - I. vehicle weight and classification, fuel type, fuel consumption (volume), route number, and kilometers travelled for each vehicle used to provide the Services for the calendar year;
  - II. if alternative fuels are used, reporting on certified Greenhouse Gas intensity and energy intensity;
  - III. explanation of calculation methods (e.g., hours of equipment used and standard fuel use rate for equipment or fuel card report); and
  - IV. description of how the Contractor has tried to limit the amount of Greenhouse Gas Emissions through lower fuel use or by using fuels with lower Greenhouse Gas Emissions.

In addition to data reporting, the Contractor will, upon request, meet with the City's Representative and other relevant City staff to discuss any reported data. The City reserves the right to audit fuel use annually, including, but not limited to, fuel receipts or reports from fuel suppliers, and the Contractor agrees to facilitate such an audit.

## **11 PERFORMANCE REQUIREMENTS**

### **11.1 Specifications**

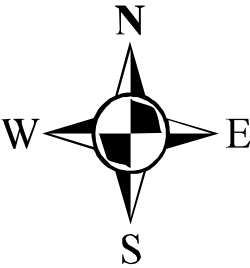
Without limiting the Contractor's performance obligations as set out otherwise in the Contract, including Section 2.3 of the Contract, the following will be deemed to be breaches of the Contract to which Section 9.2 of the Contract will apply:

- a) failure to collect from 99% of the total number of Residential Units in a given week per collection stream;
- b) failure to collect Organics from 99% Residential Units in the AM zones before 12 pm on the scheduled collection day;
- c) more than 2 incidents per month where the Contractor's Representative fails to respond to the City within 2 hours of initial attempt to contact;
- d) failure to provide and maintain fleet of vehicles and associated Personnel sufficient in number and capacity to perform all work required at all times, including in the event of Holidays, overloads and vehicle breakdowns;
- e) failure to provide and maintain the Contractor's truck number, company name and phone number on each side of all vehicles used in the performance of the Contract;
- f) failure to inspect and correct fuel, hydraulic oil, motor oil or other fluid leaks daily;
- g) labour disruptions that prevent the Contractor from delivering the Services;
- h) use of abusive language to customers, failure to return Containers to their original location after collection, failure to perform Services as required, or similar violations, including behaviour listed in Section 12.1 of the Contract;
- i) failure to provide follow-up written reports concerning complaints to the City by the close of the working day of the event; and
- j) failure to repair property damaged by the Contractor within 14 days of the occurrence of damage, or where damage cannot be repaired within 14 days, to respond in writing with a plan to repair the damage.

# **Appendix A**

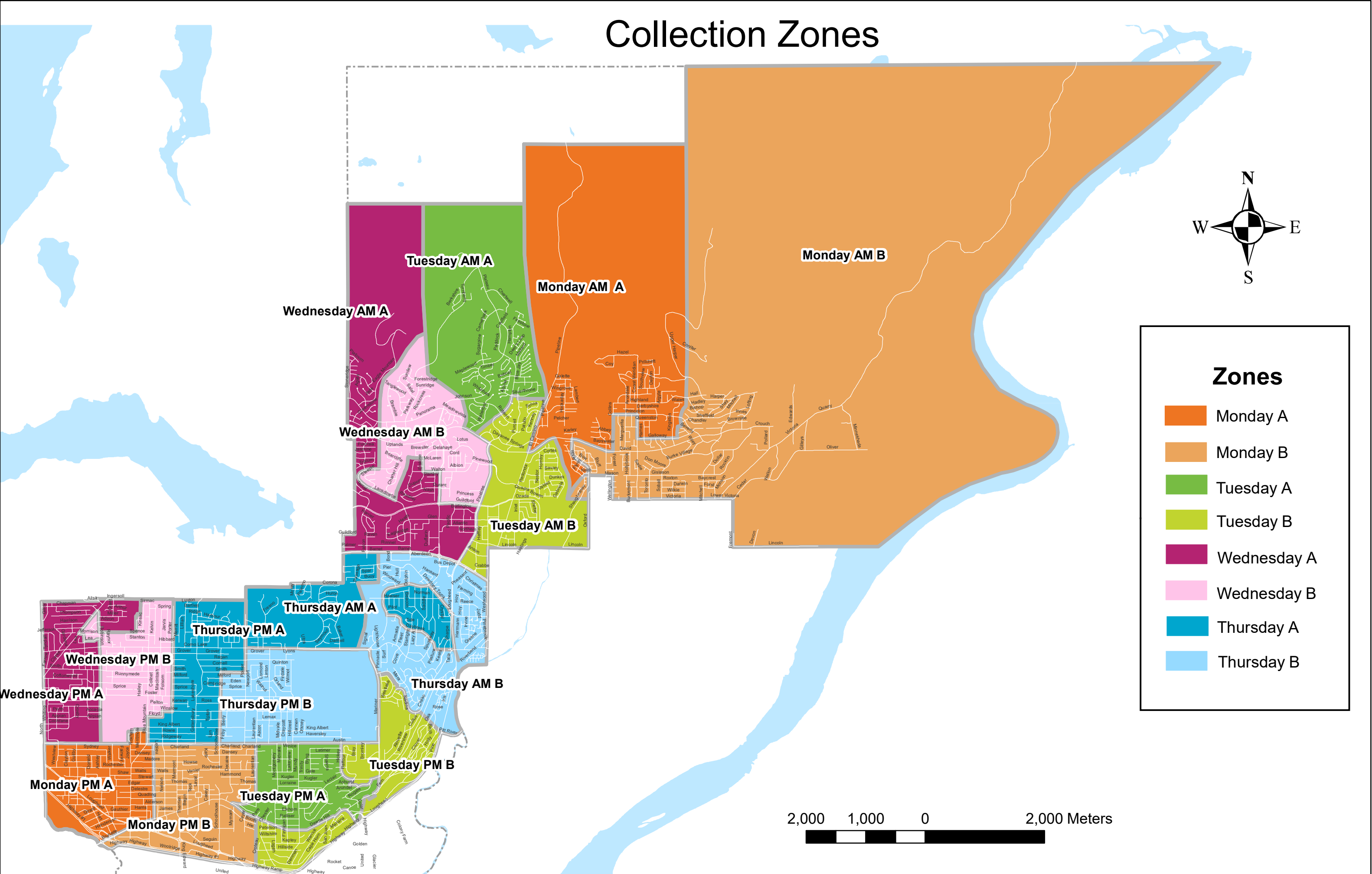
## **Collection Area Zone Map**

# Collection Zones



## Zones

- Monday A
- Monday B
- Tuesday A
- Tuesday B
- Wednesday A
- Wednesday B
- Thursday A
- Thursday B



# **Appendix B**

## **City Facilities – Garbage, Organics and Recyclables Collection**

### City Facilities – Garbage, Organics and Recyclables Collection

City Facility	Address	Containers (Quantity and Size) and Collection Frequency			
		Garbage	Cardboard	Organics	Recyclables
Poirier Sport and Leisure Complex	633 Poirier St	1 x 6YD 4 x Week	1 x 6YD 2 x Week	4 x 240L Cart 2 x Week	4 x 360L Cart 2 x Week
City Centre Aquatic Complex	1210 Pinetree Way	1 x 6YD 2 x Week	1 x 6YD 1 x Week	4 x 240L Cart 2 x Week	3 x 360L Cart 1 x Week
Dogwood Pavilion	1655 Winslow Ave	1 x 3YD 3 x Week		3 x 240L Cart 1 x Week	3 x 360L Cart 1 x Week
Glen Pine Pavilion	1200 Glen Pine Crt	1 x 3YD 1 x Week	1 x 3YD 1 x Week	2 x 240L Cart 1 x Week	2 x 360L Cart 1 x Week
Innovation Centre	1207 Pinetree Way	1 x 2YD 1 x Week	1 x 3YD 1 x Month	2 x 240L Cart 1 x Week	2 x 360L Cart 2 x Month
Maillardville Community Centre	1200 Cartier Ave	1 x 4YD 1 x Week	1 x 4YD 1 x Week	2 x 240L Cart 1 x Week	2 x 240L Cart 1 x Week
Pinetree Community Centre	1260 Pinetree Way	1 x 6YD 2 x Week	1 x 3YD 3 x Week	3x 240L Cart 1 x Week	3 x 360L Cart 1 x Week
Poirier Community Centre	630 Poirier St	1 x 3YD 3 x Week	1 x 4YD 3 x Week		
Animal Shelter	500 Mariner Way	1 x 3YD 2 x Month		1 x 240L Cart 1 x Week	3 x 360L Cart 2 x Month
City Hall	3000 Guildford Way	1x 6YD 3 x Week	1 x 6YD 3 x Week	7 x 240L Cart 2 x Week	8 x 360L Cart 2 x Month
Robinson Memorial Park Admin Building	621 Robinson St	1 x 6YD 1 x Month			
Austin Service Centre	500 Mariner Way	4 x 3YD 1 x Week; 1 x 30 YD 1 X Week	1 x 6YD 2 x Week	1 x 30YD 1 -4 x Week; 4 x 240L Cart 2 x Week	6 x 360L Cart 2 x Month
Town Centre Works Yard	1250 Pipeline Rd	2 x 6YD Earth Bin 3 x Week		1 x 30YD 1-4 x Week; 2 x 240L Cart 2 x Month	2 x 360L Cart 2 x Month
Austin Heights Firestation	428 Nelson Ave	1 x 3YD 1 x Week;	1 x 3YD 1 x Month	2 x 240L Cart 2 x Week	3 x 360L Cart 2 x Month

City of Coquitlam

RFP No. 23-011 – Schedule 1 Collection Services

Schedule 1 Collection Services

City Facility	Address	Containers (Quantity and Size) and Collection Frequency			
		Garbage	Cardboard	Organics	Recyclables
Burke Mountain Firestation	3501 David Ave	1 x 2YD 1 x Week	1 x 3YD 1 x Month	1 x 240L Cart 1 x Week	2 x 360L Cart 2 x Month
Mariner Firestation	775 Mariner Way	1 x 3YD 1 x Week	1 x 3YD 1 x Month	2 x 240L Cart 2 x Week	2 x 360L Cart 2 x Month
Town Centre Fire Station	1300 Pinetree Way	1 x 3YD 1 x Week	1 x 3YD 2 x Month	2 x 240L Cart 2 x Week	4 x 360L Cart 1 x Month; 2 x 360L Cart 2 x Month
Blue Mountain Park (washroom/concession)	1001 King Albert Ave	1 x 6YD Earth Bin 1 x Week			
Burquitlam Garden Park (washroom)	515 Ebert Ave			2 x 240L Cart 1 x Week	
Mackin Park Fieldhouse	125 Nelson	1 x 4YD 2 x Month	1 x 4YD 1 x Month		
Mundy Park Fieldhouse	641 Hillcrest St	2 x 4YD 2 x Month; 1 x 6YD Earth Bin 2 x Week			
Robinson Memorial Cemetery	621 Robinson St			2 x 240L Cart 1 x week	2 x 360L Cart 1 x Week
Town Centre Park Concession	1299 Pinetree Way	2 x 4YD 3 x Week	1 x 6YD 1 x Week		
Victoria Park Washroom	3435 Victoria Dr	1 x 6YD 2 x Month			



# Appendix C

## Recycling Depot – Recyclables Collection

Material	Containers (Quantity and Size) and Collection Frequency	Approx. Annual Tonnage (MT)		
		2022	2021	2020
Mixed Paper and Cardboard	4 x 6YD 5 x Week	90	80	65
	1 x 30YD 3 x Week			
Mixed Containers (metal, plastic, glass, paper)	1 x 20 YD 1 x Week	26	23	18