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**TO:** Mayor and Council

**FROM:** Jennifer Taylor, Chief Administrative Officer

**DATE:** February 3, 2021

**RE:** **Compost Collection**

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**ISSUE:**

The Committee needs to provide direction on compost collection for 2021.

**BACKGROUND:**

Compost collection has been tendered out since 2014. The Town provides a Tree Chipping Program in accordance with P2018-006.

**ALTERNATIVES:**

1. The Town can continue to tender out compost collection services.
2. Town staff can provide compost collection services.

**FINANCIAL IMPLICATIONS:**

There may be financial implications, depending on the alternative chosen.

**ANALYSIS:**

Some of the considerations include:

- Appropriate equipment (ie. trailer)
- Appropriate staffing
- Dumping location (landfill fees may apply)
- Service standard (pick up frequency and review of Chipping Program/Policy)

If the Town is going to continue to tender this service, a tender package including the basic advertisement, information to bidders, required tender forms and the sample agreement will be presented to Council for authorization to publish.

**ADMINISTRATIVE RECOMMENDATION(S):**

Administration requests direction from the Committee on this service so that we can budget accordingly.

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