

## Voluntary Steward Policy

A brand owner not resident in a jurisdiction where businesses are obligated to comply with packaging and printed paper stewardship regulations can elect to become a voluntary steward and assume responsibility for reporting and paying stewardship fees for their packaging and printed paper if they meet the following criteria:

- 1) Not resident in provincial jurisdiction for which it is applying for voluntary steward status.
- 2) Resident in Canada.
- 3) Supplies the equivalent or more of the de minimis tonnage threshold for each program (i.e., 15 tonnes in Ontario, 1 tonne in British Columbia, Saskatchewan, and Manitoba)
- 4) Must be willing to execute a Voluntary Steward Agreement and register on the WeRecycle Portal. Voluntary stewards in British Columbia and Saskatchewan must also sign a Membership Agreement.

A brand owner that elects to become a voluntary steward must be willing to execute a Voluntary Steward Agreement that consists of the following features:

- a) Voluntary steward assumes responsibility for all brands which it owns or has the exclusive licensing agreement for, and that it supplies into the provincial jurisdiction in which it is not a resident.
- b) Voluntary steward provides a list of its brand names for which it is assuming responsibility.
- c) Voluntary steward provides a list of names of all its first importer customers (retailers) in the jurisdiction for which it agrees to assume responsibility. (Voluntary stewards are not allowed to volunteer for some retailers and not others.)
- d) Voluntary steward notifies each of its listed customers that they are not obligated to report on the brands for which the voluntary steward is now taking responsibility.

Brand owners wishing to apply to become a new voluntary steward for the next reporting year please contact National Steward Services at 1-888-980-9549. The deadline for application is no later than December 31st of the preceding calendar year.