Preparing for the 2014 Reporting Year

A webinar for Stewards of packaging and printed paper in British Columbia, Saskatchewan, Manitoba and Ontario

March 20, 2014
Information for webcast participants

• Speaker advances slides
• Sound slider ①
• Questions/comments at ‘Ask a Question’ ②
  – Click ‘submit’
• If you have technical issues also let us know via the “Ask A Question” box
Our Objective

• Ensure packaging and printed paper stewards in multiple jurisdictions are prepared to meet their 2014 reporting and membership obligations

• Answer your questions about how best to prepare
Agenda

1. Important Dates
2. Upgrades to the WeRecycle Portal
3. New National Steward Guidebook
4. Revisions to the MMBC’s membership agreement
5. Questions
Important Dates to Remember
Mark these dates

<table>
<thead>
<tr>
<th>Program/Stewards</th>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMBC, MMSM, Stewardship Ontario</td>
<td>Steward Reports due</td>
<td>May 31, 2014</td>
</tr>
<tr>
<td>New Voluntary Stewards (MMSM and MMBC)</td>
<td>Register and sign a Membership Agreement</td>
<td>May 1, 2014</td>
</tr>
<tr>
<td>MMSW Stewards</td>
<td>Steward Reports due</td>
<td>June 30, 2014</td>
</tr>
<tr>
<td>MMSW Voluntary Stewards</td>
<td>Registered and sign a Membership Agreement</td>
<td>June 1, 2014</td>
</tr>
</tbody>
</table>

Small business /low volume assessment tool
- BC and SK stewards only
- Available in April
Enhancements to the WeRecycle Portal
New Navigation Menu
Designed to help stewards move easily to key places throughout the WeRecycle Portal
User friendly registration for multiple programs
Stewards may now register for any/all programs for which they are obligated to report
Register as a Voluntary Steward for MMBC, MMSM, and MMSW
Prompts are clearer for voluntary stewards

<table>
<thead>
<tr>
<th>Steward Program Registration</th>
<th>Obligation Year: January 1, 2014 - December 31, 2014</th>
<th>Checked - Yes</th>
<th>Obligation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Stewardship Ontario Blue Box</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Did your company distribute Designated Blue Box Waste in Ontario?</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Did your company have gross sales of $2 million or more in Ontario?</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Was your company resident in Ontario?</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi-Material Stewardship Manitoba</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Did your company distribute Printed Paper and Packaging in Manitoba?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Did your company have gross sales of $750,000 or more in Manitoba?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Was your company resident in Manitoba?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Non-Residency in MB) Is your organization registering as a voluntary steward for the MMSM Program?</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi-Material Stewardship Western</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is your company resident in Saskatchewan?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does your company supply Packaging and Printed Paper in the Saskatchewan residential market?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Non-Residency in SK) Is your company registering as a voluntary steward for the MMSW Program?</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Did your company have less than $750,000 in revenues in Saskatchewan? If yes, please complete your registration and contact us</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do you estimate that your company supplied less than 5,000Kg of PPP? If yes, please complete your registration and contact us</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi-Material British Columbia</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does your organization have residency in BC?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does your organization supply Packaging and Printed Paper into the BC residential market?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is your organization a brand owner, first importer, or franchiser of Packaging and Printed Paper?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Non-Residency in BC) Is your organization registering as a voluntary steward for the MMBC Program?</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Did your company have less than $1 million in revenues in British Columbia? If yes, please complete your registration and contact us</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do you estimate that your company supplied less than 5,000Kg of PPP? If yes, please complete your registration and contact us</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Maintain and manage your own contacts**

- Create and delete new contacts
- Manage roles (i.e., make a contact either Billing, Secondary, or Environmental)

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**Welcome March Webinar | Steward# 1006404**

**Maintain Contacts Information**

If you are registering for a new program, please ensure the role PRIMARY CONTACT has been assigned to one of your contacts.

To assign or modify contact roles (Primary, Secondary, Billing, Environmental) - Click on **Manage roles**.

To create a new contact - Click on **Add another contact**.

To modify contact information (email address, telephone number) - Click on the contact’s name.

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<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>* Telephone</th>
<th>Ext</th>
<th>* Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>March Webinar</td>
<td>Steward Services</td>
<td>416-555-5555</td>
<td>N/A</td>
<td><a href="mailto:hwoods@cssalliance.ca">hwoods@cssalliance.ca</a></td>
</tr>
</tbody>
</table>

**Program**

- Stewardship Ontario Blue Box - Primary Contact
- Multi-Material Stewardship Manitoba - Primary Contact
- Multi-Material Stewardship Western - Primary Contact
- Multi-Material British Columbia - Primary Contact
Customize your reporting and payment preferences

Choose how to enter your data and how to be invoiced (either provincially or nationally)
Report for multiple provinces on a single screen
Report Nationally for MMSM, Stewardship Ontario, MMSW, and MMBC
Save time entering your Methodology

Click on the button to copy and paste from previous reports.
Save time entering info in Brands & Affiliates Section

Click on the button to copy and paste from previous reports

You can also download an Excel format template and use it to upload hundreds or thousands of brands at once
Print Report Section Updated
See a snapshot view of Submission Detail Reports for all of your programs
Review your invoices and payment status

View paid and outstanding invoices for each program

Please note that invoices will only be available to view once fees are published and invoices have been released.
Pay by credit card - now available for invoices less than $2,500

If you choose to pay by credit card you will be redirected to the secure payment processing site, Moneris.
New Portal User Guide Now Available

Step-by-step instructions:

• Create a user ID and Password
• Register to use WeRecycle Portal
• Add or change contact and company information
• Complete a Steward Report in 7 steps
• And many more tips
• Available soon
National Steward Guidebook
New Features

• National Scope (BC, SK, MB, ON)
• New online format
• Convenient “hover notes” packaging examples and reporting tips
• Easy to read tables clarify distinctions between programs
• Available in printable PDF for traditionalists
• Printable province-specific material lists
• Go to http://guidebook.cssalliance.ca/
### Paper Packaging – Materials List

Please hover your cursor over ‘Examples’ and ‘Reporting Tips’ for more information.

<table>
<thead>
<tr>
<th>Material Category: Paper Packaging</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subcategory</strong></td>
</tr>
<tr>
<td>Gable Top Containers – Beverage – Milk and Milk Substitutes</td>
</tr>
<tr>
<td>Gable Top Containers – Beverage – Wine and Spirits</td>
</tr>
</tbody>
</table>

**Examples:**
- Milk, soy milk
- Rice milk

**Reporting Tips:** Please note that milk and milk substitutes are not on deposit and should be included in your report.
### Easy to read tables clarify distinction between programs

<table>
<thead>
<tr>
<th>Product Category</th>
<th>British Columbia</th>
<th>Saskatchewan</th>
<th>Manitoba</th>
<th>Ontario</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newspapers, inserts and circulars, magazines, catalogues</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
</tr>
<tr>
<td>Text Books</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Paper Towel or toilet paper sold as product</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Purchased greeting cards</td>
<td>🟢</td>
<td>🟢</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Paper used for copying, writing or any other general use.</td>
<td>🟢</td>
<td>🟢</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Purchased calendars</td>
<td>🟢</td>
<td>🟢</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Free Promotional Calendars</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
</tr>
</tbody>
</table>
Revisions to MMBC Membership Agreement
Valuable Steward Suggestions

• Revisions to the membership agreement (MA) were the result of excellent suggestions from the steward community over the last few months, including industry associations
• Going forward, new revisions to the MA will be considered in Q4 of each year
• Stewards welcome to submit their suggestions throughout the year
Guiding Principles provided lens

- Each steward suggestion was evaluated against key guiding principles:
  1. Protects interests of collective membership
  2. Treat each member fairly and equally – no special deals
  3. MMBC committed to non-profit status (seeks to make neither a profit nor incur a loss)
  4. Operate a cost effective stewardship program in compliance with Recycling Regulation and approved Program Plan
Membership meets obligations

Steward Request
Clear language stating that membership in MMBC means steward is meeting all of its obligations under the Recycling Regulation

Revision to MA
New Recital on page 1:
“AND WHEREAS Multi-Material BC Society is duly appointed by You given you comply in all respects with the terms contained in this Agreement;”
Clarified Voluntary Producer Policies

Steward Request

• Set annual cut-off date after which voluntary stewards cannot register for program.

Revision to MA

“If You elect to be a Voluntary Producer, You must register with MMBC according to the dates and policy as posted on the MMBC website...”
Dispute Resolution Provision

Steward Request
Provide a dispute resolution process for stewards similar to the one provided in MMBC’s Stewardship Plan for service providers

Revision to MA
New section added: “Disputes: Disputes between MMBC and You as to Your obligations under this Agreement shall be made under the dispute resolution process that is published on the MMBC website. Referral of any disputed matter shall not act to stay or defer Your obligations under this Agreement”
Limit the interest rate

Steward Request
Maintain interest charges on late payments at 4% above the prime lending rate.

Revision to MA
“If any sum payable by You to MMBC under the Agreement remains unpaid for more than thirty (30) calendar days from the date of the invoice, MMBC may charge You interest on such sum at four percent (4%) per annum above the Canadian Imperial Bank of Commerce’s (CIBC) prime lending rate.”
Confidentiality provision strengthened

Steward Request
Concern about unauthorized disclosure of confidential information

Revision to MA
“If required by the Director, MMBC will inform You that information is transferred. In all other cases, unauthorized disclosures, reproduction or distribution of such confidential information to any other person or association will first have to be consented to in writing by the disclosing party.”
Future Revisions to Membership Agreement

Steward Request

• MMBC must consult members when making revisions to the MA
• MMBC members need more consultation time to review revisions to MA
• Revisions to MA must be communicated to MMBC members via email

Revision to MA

“Revisions to this Agreement will be considered in Q4 of each year. We will provide advance written electronic communiqué notice of those changes not less than sixty (60) days before May 31st of an Obligation Year.”
Additional MA changes requested by stewards (1)

• Clear distinction when referencing business day or calendar day

• Definitions clarified:
  – “Annual Data Report”
  – “Obligation Year”

• Record Retention Clarified
  – Steward to maintain records for the period of five years following the submission of their last steward report
Additional MA changes requested by stewards (2)

• Steps clarified for verification and audits:
  – Step 1: Steward confirms accuracy of data
  – Step 2: Senior officer in steward organization confirms accuracy
  – Step 3: Participate in audit

• Consolidated MA termination clauses

• Numbering format of clauses revised for clarity
Additional Requests addressed outside of MA

1. MMBC will publish a list of voluntary stewards that is distinct from total list of MMBC members, as requested by RCC

2. MMBC will provide guidance to voluntary stewards on how best to estimate their quantities in multiple jurisdictions
Requested But Not Made

• Some requests could not be met because they either contravened the Regulation/Program Plan or did not meet test of Guiding Principles and therefore were not in the interests of MMBC’s collective membership
Termination and Cancellation Provisions

Steward Request

MMBC members be able to terminate their contract at any time without penalty

Reason Provision Cannot be Changed

- The termination provisions are designed to protect MMBC’s collective membership from having to cover the costs of stewards (especially those with sizable tonnage) that exit after the May 1st cut-off date.
Return to Retail

Steward Request
Retail stewards would like to be able to deduct material that comes back from consumers through front-of-store return to retail programs

Reason Provision Cannot be Changed
• MMBC service providers must provide chain-of-custody validation that material is recycled which in turn is verified by a third party auditor for MOE as per Stewardship Plan
• Informs MMBC’s general recovery rate as well as material-specific recovery rates that support application of 3 factor formula
• No chain of custody is available for Return-to-Retail material but will work with retail community to explore options
Exclusivity of obligation

Steward Request
Remove exclusivity clause which prohibits MMBC members from simultaneously belonging to more than one PPP stewardship organization.

Reason provision cannot be changed
- Provision protects the economic viability of the non-profit “basket of goods” approach by not allowing stewards to join multiple PPP programs.
- Would compromise MMBC’s general recovery rate which would increase cost to meet mandated target.
3 R’s Reporting

Steward Request

Pollution Prevention Hierarchy: Remove requirement for stewards to supply MMBC with evidence of their efforts to address the other two R’s (reduce and reuse).

Reason Provision Cannot be Changed

- Government requires and MMBC’s Stewardship Plan commits to reports on initiatives undertaken by MMBC members to reduce and reuse their packaging and packaging redesign to improve recyclability
- See Section 5.4 of the Stewardship Plan
Fee Recalculation

Steward Request

• Remove ability of MMBC to recalculate the fees
• Establish a reserve to deal with contingencies that would otherwise trigger recalculation of fees

Reason Provision cannot be Changed

• MMBC must be able to protect its members by reserving the right to raise revenues to address costs if necessary
• Pricing a sizable reserve right now would be costly
• However in later years, once a sufficient reserve is developed the Board will determine if this provision can be removed from the MA
Indemnity

Steward Request

MMBC should protect stewards from its acts and omissions under the program

Reason provision cannot be changed

• MMBC has comprehensive general liability insurance and a certificate of insurance which is posted on the MMBC website

• Clarification of the liability clause was posted on MMBC’s website in August 2013.
Next Steps

• Revised MA is currently in legal drafting and will be shared with the Board for approval early next week
• Following Board approval we will distribute the completed document to stewards before March 31st.
• Existing stewards that wish to continue their membership are not required to sign and submit the revised MA
• Stewards’ acceptance of the MA will be assumed unless they notify MMBC by May 1, 2014 that they wish to terminate the contract
• **New** MMBC stewards must sign and submit the revised MA
Questions
www.cssalliance.ca
1-888-980-9549
info@cssalliance.ca