



Voluntary Steward Policy

KEY FEATURES:

- Voluntary stewards must meet all the conditions of a Voluntary Steward Agreement for each respective stewardship program they are electing to join.
- Voluntary stewards must be resident in Canada and supply equal to or greater than the de minimis tonnage threshold for each program.
- Voluntary stewards must assume responsibility for all brands that it owns or for which it holds the exclusive licensing agreement, and that it supplies into the provincial jurisdiction where it is not a resident.

I. Overview

1. This policy outlines the criteria that brand owners must meet in order to become a Voluntary Steward in a jurisdiction where they are not resident.

II. Purpose

2. The policy allows a non-resident brand owner who supplies packaging and/or printed paper into a regulated jurisdiction to voluntarily assume responsibility for its material.
3. This means that the voluntary steward relieves the resident retailer/distributor (i.e., the first importers) from having to report and pay stewardship fees on its brands.

III. Scope

4. This policy applies for all organizations (“stewards”) electing to join one or more of the following stewardship programs supported by Circular Materials as a Voluntary Steward:
 - Recycle BC (formerly MMBC);
 - Multi-Material Stewardship Western (MMSW); and
 - Multi-Material Stewardship Manitoba (MMSM).

IV. Policy

5. A voluntary steward must:
 - (a) not be resident in the provincial jurisdiction for which it is applying for voluntary steward status.
 - (b) be resident in Canada.
 - (c) supply the equivalent or more of the de minimis tonnage threshold for each program (i.e., 1 tonne in British Columbia, Saskatchewan, and Manitoba)
 - (d) execute and meet all the conditions of a Voluntary Steward Agreement (VSA)

- (e) register on the WeRecycle Portal. Voluntary stewards in British Columbia and Saskatchewan must also sign a Membership Agreement.
 - (f) Assume responsibility for all brands which it owns or holds the exclusive licensing agreement, which are supplied into the provincial jurisdiction where it is not a resident;
 - (g) provide a list of its brand names for which it is assuming responsibility as part of its executed VSA;
 - (h) provide a list of names of all its first importer customers (retailers) in the jurisdiction for which it agrees to assume responsibility (i.e. Voluntary Stewards are not allowed to volunteer for some retailers and not others.);
 - (i) notify each of its listed customers that they are not obligated to report on the brands for which the Voluntary Steward is now taking responsibility.
6. The deadline for application to report in any given calendar year is no later than December 1st of each preceding calendar year.