

Multi-Material Stewardship Western

Program Plan and Transition Update Producer Webinar Oct 9, 2024



Agenda

- Welcome & Introductions
- Current Shared Responsibility Model
- Saskatchewan Program Transition Overview
- Producer Obligation Changes Under Full EPR:
 - Obligation criteria and material reporting changes
 - Impacts for existing MMSW producers
 - Impacts for newly obligated producers
- Next Steps: Annual Reporting Key Dates & Producer Resources
- Q&A



Current Shared Responsibility Model

Jordan Best,
Senior Director, Program Development
MMSW



Who We Are

- Established in 2013 as a non-profit organization.
- Formed to develop and implement a product management program for household waste packaging and paper.
- In response to the Province of Saskatchewan's Household Packaging and Paper Stewardship Program Regulations.
- Currently delivering the shared responsibility version of the program.



Producer Responsibility Organization (PRO) Roles

- **Multi-Material Stewardship Western (MMSW)** administers the Program Plan on behalf of producer members.
 - Composed of Saskatchewan and Western Canada-based team members.
 - MMSW Board of Directors:
 - Charged with the responsibility of acting as fiduciaries for MMSW.
 - See membership on MMSW [website](#).
- **Circular Materials:**
 - National not-for-profit organization created and governed by producers.
 - Provides administrative support services to MMSW.



Current Shared Responsibility Program



2016

MMSW
program
launch.

540+

Producers
participate in
the program.

75%

Payment of
net municipal
costs by
producers.

500+

Municipalities,
First Nations
communities &
Regional Waste
Authorities.

Program Transition Update



Updated Regulations for Full EPR

- The Household Packaging and Paper Stewardship Program Regulations, 2023 (The Regulations) came into effect on March 31, 2023.
- MMSW will transition to a full extended producer responsibility (EPR) program for the management of household packaging and paper products (PPP) in Saskatchewan.
- Producers will assume operational and financial responsibility for managing PPP in Saskatchewan.
- MMSW Program Plan:
 - Consultation: Summer 2023
 - Ministry approval: May 2024


Province of Saskatchewan

Order in Council 127 / 2023

Approved and Ordered: MAR 29 2023

Lieutenant Governor/Administrator

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, makes *The Household Packaging and Paper Stewardship Program Regulations, 2023* in accordance with the attached Schedule.


President of the Executive Council

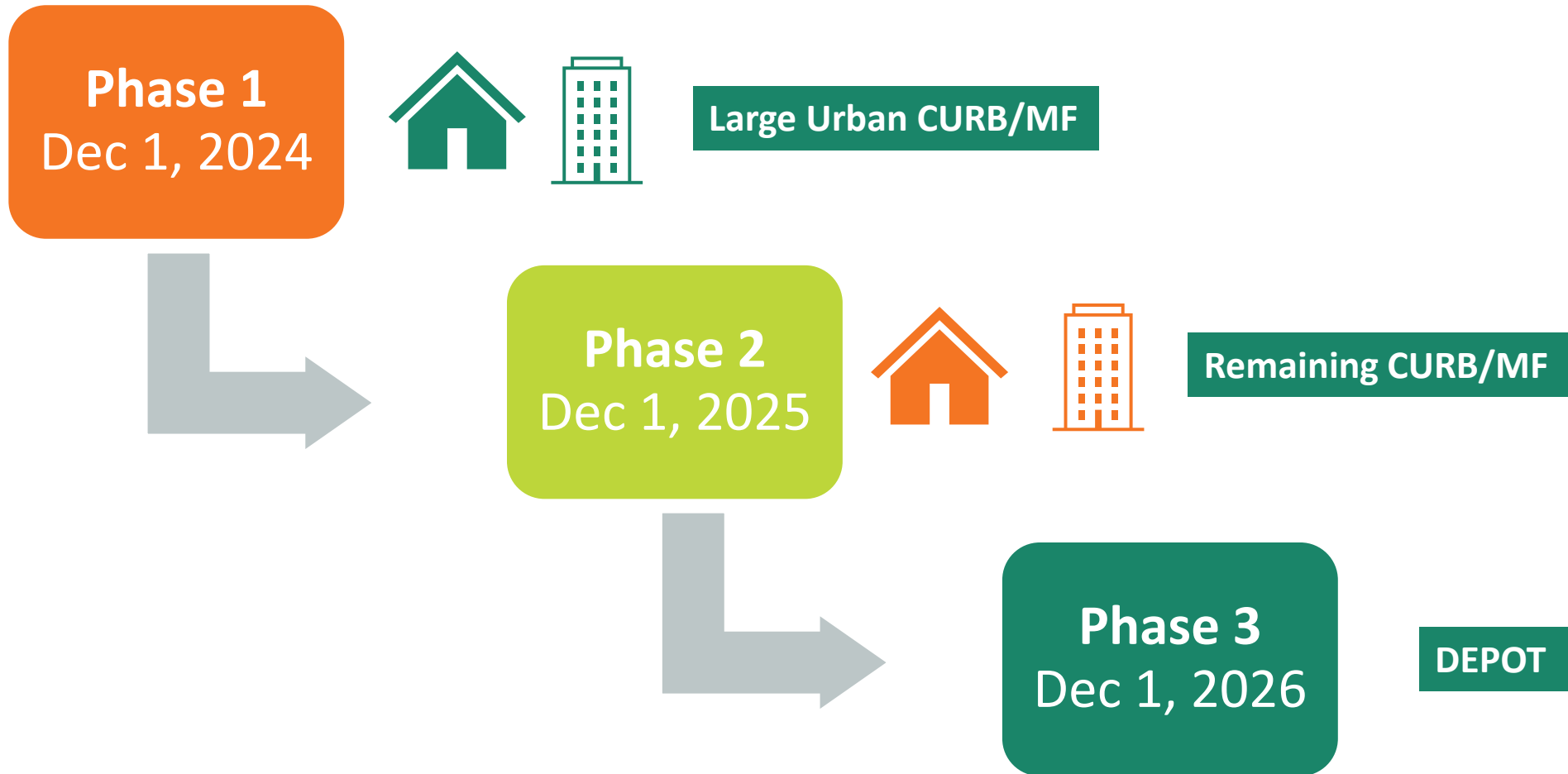
(For administrative purposes only.)

Recommended by: Minister of Environment

Authority: *The Environmental Management and Protection Act, 2010, sections 46 and 98*

JAG DM 21-03-23

Phased Approach to Full EPR Implementation



Post-Collection System under Full EPR

- MMSW will be responsible for all aspects of post-collection for PPP collected under each transition phase, including:
 - Receiving
 - Processing
 - Marketing
- MMSW priority when selecting end markets:
 1. Local markets
 2. Regional markets
 3. OECD countries



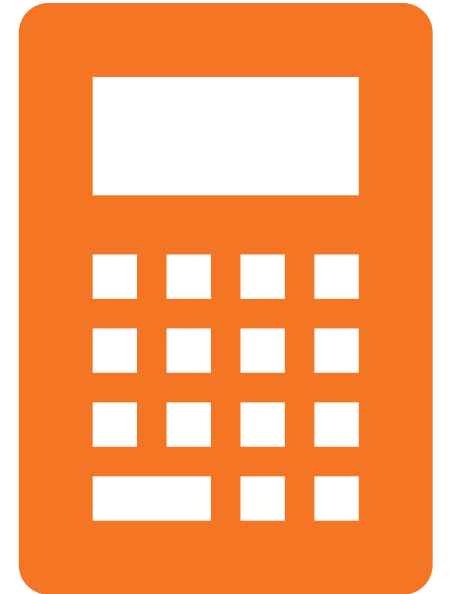
Performance Targets Through Transition

- During the transition phases, MMSW will seek to maintain:
 - Overall program collection rate of **72.5%**.
 - Overall program recycling rate of **55%**.
- Upon completion of Phase 3, MMSW will propose and consult on targets for:
 - Overall program recycling rate.
 - Overall program diversion rate.
 - Recycling rate by PPP category.
 - Diversion rate by PPP category.



Program Financing under Full EPR

- Producer members pay fees based on reported weight and fee rate of supplied PPP. Each material has a specific fee rate; expressed as \$/kg for each material supplied.
- Fee methodology harmonized with other provinces.
- Fees are designed to cover:
 - Material management (collection, processing) and market development.
 - Resident awareness and program management.
- Cost allocation principles:
 - All materials bear costs, irrespective if collected.
 - Costs applied to materials reflect their impacts to cost of managing system.
 - Commodity revenue applied only to materials that earn revenue.
- Fees will continue to be adjusted to reflect costs of transition to full EPR.



Producer Obligation Changes Under Full EPR

Natalia Chornobay,
Senior Director, Customer Relations
Circular Materials



Obligation Criteria Changes / Determining Your Obligation

- As of **January 1, 2025**, the definition of a producer will change.
- Producers are obligated to pay fees for all periods in which they supply obligated PPP materials.

Obligation Criteria:

- ✓ Is your company/organization a **Canadian resident**, whose gross revenue in SK is \$1 million or greater?
 - ✓ Do you supply designated packaging, paper or packaging-like products to residential consumers directly or indirectly in Saskatchewan?
-
- Affiliation: Relationship to other businesses can impact your residency and obligation status.



Small Business Exemption Criteria and Other Changes

	Current Criteria	New Exemption Criteria	Impact of Change
Gross Annual Revenue* Exemption (Gross annual revenue in Saskatchewan)	< \$2 million	< \$1 million	Newly obligated producers will start participating in the program as of January 1, 2025. Require a 2025 invoice.
Tonnage* exemption: annual supply of designated PPP materials into SK households.	Supply or distribute less than 1 tonne of PPP annually.	Supply or distribute less than 1 tonne of PPP annually.	No change
Single Point of Retail	Prior to January 1, 2025, single points of retail were exempt.	No longer applicable.	Producers who operate a single retail location now have an obligation under the program.
Registered Charity	All charitable organization are exempt from the program.	Charitable organizations continue to be exempt from the full EPR program.	No change

Clarification – Gross Revenue Calculation

- Note: Following the webinar on October 9, the Ministry of Environment in Saskatchewan confirmed that the **\$1 million dollar or less exemption is calculated based on gross annual revenue in Saskatchewan.**



Changes for Materials Reporting



List of Obligated PPP Materials* under Full EPR

- **Packaging:**

- Glass
- Metal
- Paper
- Boxboard
- Cardboard
- Plastic
- Bio-based plastic
- Any combination of these materials

- **New: Packaging-Like Products:**

- Paper gift and lunch bags
- Cardboard moving/filing boxes
- Plastics food storage containers
- Aluminum foil wrap

- **Paper Products:**

- Flyers
- Brochures
- Booklets
- Catalogues
- Telephone directories
- Newspapers
- Magazines
- Paper used for copying, writing or any other general use

**Note: Residential/household sources only. Single-use items are not included.*

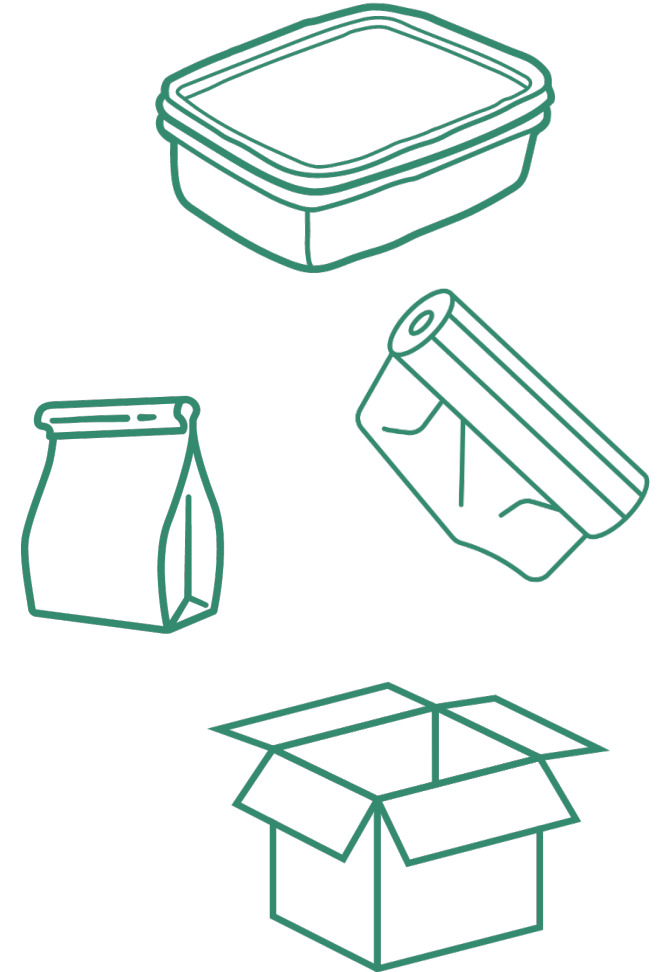
Removal of Reporting Obligations for Aerosol Containers

- **Aerosols Containers:**
 - Not defined as packaging under the approved Program Plan.
 - Excludes “any packaging types under pressure containing the hazardous or explosives symbol.”
 - Can pose significant health and safety challenges to collection and post-collection staff, even when residents consider them “empty.”
- **Removal of Aerosols from 2025 invoices:**
 - 2024 Annual Producer Report (based on 2023 supply data) will be invoiced a \$0 fee rate in 2025 invoice.
 - No further action from producers is required.



New Obligations for Packaging-Like Products

- **Packaging-Like Products:**
 - Applicable types to be accepted in collection system in Phase 1.
 - Sufficient time required for producers to prepare for new reporting obligation.
 - Fee obligation to begin effective January 1, 2026 (2025 Annual Producer Report due May 31, 2025).
 - Examples include but are not limited to:
 - Paper gift and lunch bags
 - Cardboard moving/filing boxes
 - Plastic food storage containers
 - Aluminum foil wrap



Impacts for Existing MMSW Producers



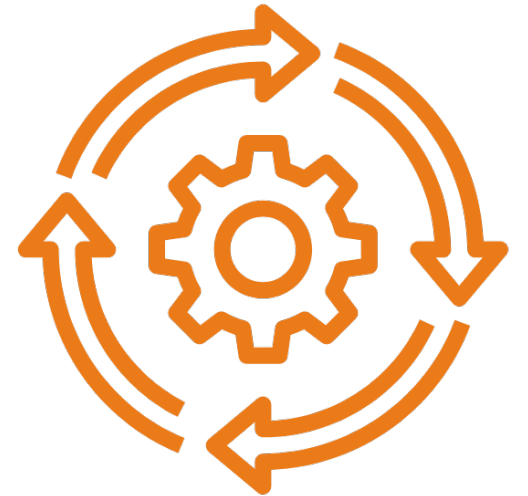
Obligation Changes – Impact for Existing MMSW Producers

- Producer hierarchy changes the responsible party for reporting PPP.
 - Canadian residency supersedes provincial residency.
- Revised de minimis criteria obligates previously exempt producers.
- Removal of single retail exemption obligates previously exempt producers.
- Newly designated packaging like products (reporting requirement for May 31, 2025).
- Removal of reporting obligations for aerosol containers.
- Changes impact data submitted in your 2024 Annual Producer Report.
 - Reports may include PPP for which you are no longer obligated to report.
 - Producers will be able to adjust their 2024 Reports to remove tonnage they are no longer obligated for.



Adjustment Process for Existing MMSW Producers

- Producers will be able to request an adjustment to their submitted 2024 Annual Producer Report (based on 2023 supply data for 2025 invoices) to exclude PPP which is the responsibility of newly obligated producers.
- **June 30, 2025:** expedited deadline for producers to request an adjustment (credit) to exclude PPP included in their 2024 Annual Producer Report.
- Typically, producers have two years from their report submission date to request an adjustment. Those who submit their adjustments by **June 30, 2025**, will be able to submit an additional adjustment if needed by **May 31, 2026**. Producers can also wait until **May 31, 2026**.
- Adjustment requests can be made via Producer-Initiated/Steward-Initiated Adjustment Request [Forms](#) and should be submitted along with supporting documentation to info@circularmaterials.ca.



Impact for Existing MMSW Voluntary Stewards/Producers

- Voluntary Stewards/Producers who signed both a Membership Agreement (MA) and Voluntary Stewardship Agreement (VSA) with Multi-Material Stewardship Western (MMSW) will be considered producers if they meet the revised producer hierarchy.
- Voluntary Stewards/Producers who would be considered exempt can continue to report without any amendments to their MA or VSA.
- **New Voluntary Producers** can join the MMSW program by signing a Voluntary Producer Agreement by **December 1, 2024**.
 - Reporting for new voluntary producers starts with a 2025 report due May 31, 2025 (for a 2026 invoice).



Impacts for Newly Obligated Producers



Onboarding Process for New Producers

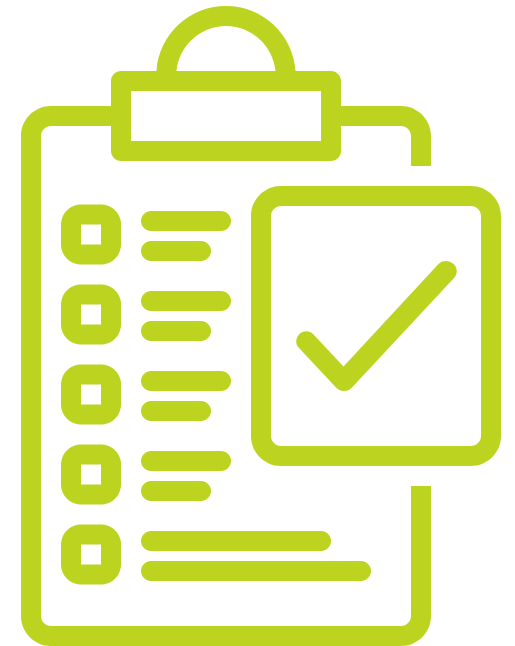
- Circular Materials' Producer Onboarding Team can help introduce new companies to the reporting requirements and will help determine your obligations.
 - We will need details about supply, exemptions and affiliations.
 - Estimates or data extrapolation may be required.
- Producer [Onboarding Policy](#) promotes fairness and enables programs to operate in a cost-effective manner. Onboarding policies are available to provide further details on reporting requirements for new companies.



Newly Obligated Producer Requirements

Newly obligated Multi-Material Stewardship Western (MMSW) producers must:

- Register in the [WeRecycle Portal](#) **within 60 days** of becoming obligated (**by March 3, 2025**) and sign a **Membership Agreement (MA)**.
- File two Annual Producer Reports to become current with their reporting and invoicing **within 60 days** after registering with MMSW **on or before May 1, 2025**.
 - Submit 1st Report:
 - 2024 Annual Producer Report on filed by March 3 (based on 2023 supply data).
 - Establishes basis for the invoicing year 2025.
 - Submit 2nd Report:
 - 2025 Annual Producer Report filed by May 31, 2025 (based on 2024 supply data).
 - Establishes basis for the invoicing year in 2026.



New Producer Registration Process

- New producers must create an account in [WeRecycle Portal](#).
- Register for a [WeRecycle account](#) (See [Portal User Guide](#) to help with registration).
- Sign a Membership Agreement (under revision and will be available at the end of October 2024).



to the WeRecycle Portal!
Welcome



User ID

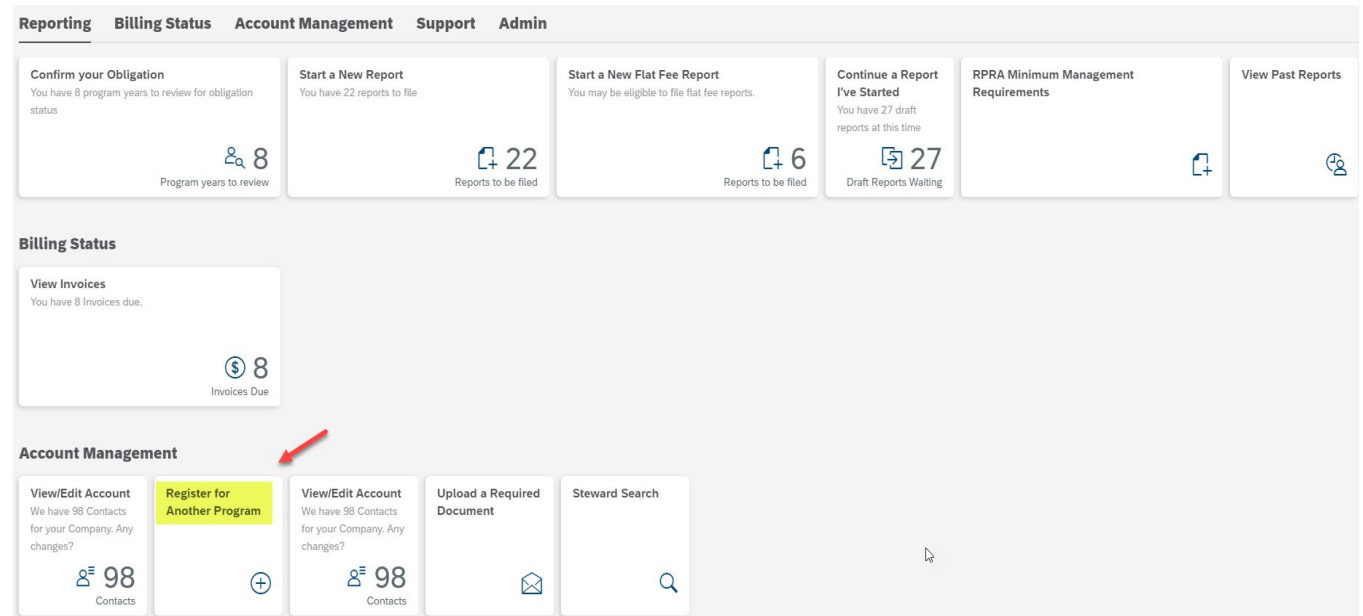
Password

[Did you forget your password?](#)

Login

New to the WeRecycle Portal?
[Create an Account](#)

A red arrow points to the "Create an Account" link.



Reporting Billing Status Account Management Support Admin

Confirm your Obligation
You have 8 program years to review for obligation status.
8 Program years to review

Start a New Report
You have 22 reports to file.
22 Reports to be filed

Start a New Flat Fee Report
You may be eligible to file flat fee reports.
6 Reports to be filed

Continue a Report I've Started
You have 27 draft reports at this time.
27 Draft Reports Waiting

RPRA Minimum Management Requirements

View Past Reports

Billing Status

View Invoices
You have 8 Invoices due.
8 Invoices Due

Account Management

View/Edit Account
We have 98 Contacts for your Company. Any changes?
98 Contacts

Register for Another Program

View/Edit Account
We have 98 Contacts for your Company. Any changes?
98 Contacts

Upload a Required Document

Steward Search

A red arrow points to the "Register for Another Program" button.

Next Steps: Annual Reporting Key Dates & Producer Resources



Overview of Annual Reporting and Invoice Cycle

**Annual Producer Report
Filed by May 31**

- Based on data from the previous year (e.g. 2025 Annual Producer Report is based on 2024 supply data).



**Reports inform fee
setting process**




**Invoices issued in
January**

- 2025 Annual Producer Report informs 2026 invoice.
- Quarterly payments due Jan. 30, April 30, June 30, and Oct. 30.

*Note: Newly onboarded producers will receive a combined 2025 invoice for past quarters and quarterly payments for outstanding quarters are due June 30 and October 30.

Reporting Resources to Support Producers

- Online [Producer Guide](#) provides a one-stop for information on:
 - Registration.
 - Reporting requirements.
 - Annual fee process, methodologies and rates.
 - Key documents such as policies and agreements.
- As always, the Customer Relations team is available to support producers:
info@circularmaterials.ca or 1-877-667-2626.



The screenshot shows the 'Producer Guide' page on the Circular Materials website. At the top is the 'circular materials' logo and a search bar. Below the navigation bar is a large blue banner with the text 'Welcome to the Producer Guide'. Underneath the banner are logos for 'circular materials', 'MMST Multi-Material Stewardship Western', 'Multi-Material Stewardship Western', and 'RECYCLE BC'. The main heading is 'Producer Guide', followed by a sub-heading 'Your new information resource'. A paragraph explains that Extended Producer Responsibility (EPR) is a policy approach to recycling. Below this is a circular diagram with icons for a recycling bin, a bottle, a box, and a recycling symbol. To the right of the diagram is a paragraph about Circular Materials' role as a Producer Responsibility Organization (PRO) in Nova Scotia, New Brunswick, Ontario, Alberta and Yukon. Below the diagram are four boxes: 'Registration' (with a checkmark icon), 'Reporting' (with a recycling symbol icon), 'Fees' (with a dollar sign icon), and 'WeRecycle Portal User Guide' (with a document icon). Below these boxes is a paragraph about the 'Policies, Documents, Agreements and Forms'. At the bottom of the page is a footer with the 'circular materials' logo, the copyright notice '© Circular Materials 2024. Privacy Policy. All rights reserved.', and the contact information 'Customer Relations: info@circularmaterials.ca or 1-877-667-2626'.

Registration
Information on provincial EPR requirements, determining your obligations, exemptions and how to register.

Reporting
A range of resources to assist in the annual collection and reporting of data to meet provincial EPR requirements.

Fees
Information on the annual fee process, fee methodologies, material fee rates and invoices and payments.

WeRecycle Portal User Guide

Policies, Documents, Agreements and Forms

Customer Relations: info@circularmaterials.ca or 1-877-667-2626

Notice: This Guide has been created for the convenience of producers. Every effort is made by Circular Materials staff to provide producers with accurate guidance. However, please note the following: this document does not constitute legal advice. In the event of a discrepancy between the information in this Guide and a program's legal documents, including legislation, guidance from regulators, the applicable program's approved packaging and paper plan, program Rules, Policies or Membership Agreements (collectively the "program's legal documents") the program's legal documents are binding on producers and take precedence over the information in this Guide.

Annual Reporting Key Dates

Date	Milestone
January 1, 2025	<ul style="list-style-type: none">• Producer obligation changes come into effect.• Producers have 60 days from January 1, 2025, to file their initial 2024 Annual Producer Report (based on 2023 supply data) which informs your 2025 invoice.
February 2025	<ul style="list-style-type: none">• Ready to Report Webinar (Information webinar to assist producers in preparing their 2025 Annual Producer Report).
March 3, 2025	<ul style="list-style-type: none">• Due date for new producer registrations (2024 Annual Report due within 60 days).
May 1, 2025	<ul style="list-style-type: none">• May 1: Initial 2024 Annual Producer Report due (based on 2023 supply data) for newly obligated producers. Invoices are issued right away and follow a quarterly payment schedule:<ul style="list-style-type: none">• First payment due within 30 days of receipt• April 30, 2025• June 30, 2025• October 30, 2025
May 31, 2025	<ul style="list-style-type: none">• 2025 Annual Producer Report due (based on 2024 supply data and to be invoiced in January 2026).

Further Questions?

- **MMSW:** info@multimaterialsw.ca
- **Circular Materials:** info@circularmaterials.ca

