

BEVERAGE CONTAINER DEPOT CRITERIA

APPLICATION AND OPERATION CRITERIA FOR BEVERAGE CONTAINER DEPOTS

The following criteria must be met in order for a depot permit to be issued by the Beverage Container Management Board ("BCMB"). All applicants for a depot permit must demonstrate within the application that the following depot criteria have, or will, be met.

In all cases, the criteria are the minimum criteria required. Applicants are encouraged to exceed the minimum criteria in an effort to better service consumers in Alberta with adequate facilities at which to return their beverage containers for full deposit refunds.

Applicants will be required to sign a commitment to comply with the business plan submitted for approval. Failure to develop according to the business plan as submitted may result in the issued permit being suspended or revoked.

For the purposes of these criteria,

"Depot" means a place operated as a business for the collection of empty beverage containers

"Metro Areas" means the Cities of Calgary and Edmonton;

"Urban Area" means a service area not restricted by municipal boundaries with a residential population equal to or greater than 10,000, but shall not include Calgary or Edmonton;

"Rural Areas" means a service area not restricted by municipal boundaries with a residential population of less than 10,000.

"Trading Area" means the sum of the populations of communities that are included partly or wholly within a 3 kilometre radius of an existing or proposed depot location. Where a community lies within more than one location's radius, the population shall be divided without bias between that number of depots."

A. General Qualifications

1. The applicant must be the owner or lessee of the location where the proposed depot will be operated. At the time of application, the applicant must have, at a minimum, a written conditional acceptance of an offer to purchase or lease the land/building where the depot will be located.
2. The application must include the name, address, telephone number, and signature of the applicant. An application from a corporation must include a current corporate search document issued by an authorized Alberta Registry Agent.
3. Where the applicant is a corporation, the corporation shall specify the director or officer responsible for making the application. The director or officer must certify on behalf of the corporation that the statements made in the application are true and accurate.
4. The applicant or in the case of a corporation the director or officer responsible for the application, must be at least 18 years of age.

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5. The applicant must maintain either:

- a. operating capital, or
- b. a line of credit,

in an amount equal to a minimum of three months' expenses of the depot, based on the depot's financial budget, or the amount listed below, whichever is greater:

Rural Area	-	\$10,000.00
Urban Area	-	\$30,000.00
Metro Area	-	\$50,000.00

B. Proximity Requirements

1. No depot may be located within a 3 kilometre radius of an existing and operating depot.
2. In Rural Areas, no depot may be located within a 24 kilometre radius of an existing and operating depot.
3. No depot shall be located in a Rural Area within a 10 km radius of an existing depot in an Urban or Metro Area.

C. Population Requirements

The BCMB will determine the need for a new depot to be located in a Metro or Urban Area using the population of the area as determined by census of a Municipal, Provincial, or Federal authority. All applications received for a new depot within a Metro or Urban Area must be received as part of a BCMB sanctioned "Request for Applications" (RFA) process. The RFA process will be started after the BCMB receives and reviews census information justifying a new depot.

1. The number of depots required in a Metro Area shall be calculated by dividing the population of that Metro Area by 40,000, without rounding.
2. The number of depots required in an Urban Area shall be calculated by adding 10,000 to the population of the Urban Area, then dividing the population of that Urban Area by 30,000, except:
 - a. Where an existing depot in an Urban Area is built to Metro Area standards, that depot shall be granted a service population of 40,000.

Example:

Two depots located in an Urban Area with a population of 60,000.

Depot A – Built to Urban Standards, (allowed a service population of 30,000)

Depot B – Built to Metro Standards, (allowed a service population of 40,000)

Normally, a third depot would be required at a population level of 80,000.

$$(80,000 + 10,000/30,000 = 3)$$

Because Depot B is built to Metro Standards, they are granted an additional service population of 10,000, so the third depot permit will not be granted until the population of the Urban Area reaches 90,000. Depot A can upgrade their depot to Metro Standards to raise the required population to 100,000, as long as upgrades are completed before the BCMB receives census information indicating a population increase over the 90,000 mark.

3. Trading Area will be used as a ranking tool when determining a successful application during the RFA

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process. The BCMB will also review the potential for a Trading Area to grow as a part of the application review process.

D. Facility Requirements

1. In Metro Areas, the interior space of a depot must be a minimum of 5,000 square feet, with a minimum of 5 counting/sorting stations.**
2. In Urban Areas, the interior space of a depot must be a minimum of 3,000 square feet, with a minimum of 4 counting/ sorting stations.**
3. In Rural Areas, the interior space of a depot must be a minimum of 1,500 square feet, with a minimum of 2 counting/sorting stations.**
4. Counting/sorting stations are defined as an outside window for receiving containers, or 1.5 lineal metres of counter space within a depot.
5. All depots must have adequate loading facilities, including:
 - a. depressed loading dock; and/or
 - b. large double doors or overhead door.
6. All depots must have a secure, indoor storage area for the storage of beverage containers and shipping containers supplied by Collection System Agents.
7. All depots must have adequate heating and lighting to ensure the comfort and safety of customers and staff.
8. All depots must be equipped with a wash sink, or some other suitable BCMB approved method that allows customers to wash their hands after returning beverage containers,.
9. All depots shall have well-marked signage, as may be required by the BCMB from time to time, but at a minimum, signage which:
 - a. identifies the depot by name and purpose; and
 - b. describes the hours of operation; and
 - c. describes types of containers that can be returned and their applicable refund rates; and
 - d. is approved as a requirement by the BCMB.

****** *Existing depots have been grandfathered, and in their current locations are not required to meet size requirements at this time. Relocations of existing permits will require compliance with all facets of these criteria. Future changes may require depots to upgrade the sizes of their depots.*

E. Yard and Premises Requirements

1. In Metro Areas, a depot must have designated customer parking for a minimum of twelve (12) vehicles.

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2. In Urban Areas, a depot must have designated customer parking for a minimum of ten (10) vehicles.
3. In Rural Areas, a depot must have designated customer parking for a minimum of five (5) vehicles.
4. Depot yard facilities must be suitable for good access in all weather conditions
5. All depots must provide trash receptacles for customer use for disposal of trash associated with the return of used beverage containers.
6. The exterior/interior of the depot must be maintained for safety, and as otherwise required in the permit.

F. Equipment Requirements

1. All depots must have, or have access to:
 - a. a forklift;
 - b. or where a depot has a depressed loading dock, a pallet jack for loading containers.
2. All depots must have:
 - a. A suitable method of litter control;
 - b. telephone and fax machine;
 - c. cash register
 - i) the receipt must display: number of containers at each refund rate, and total refund.
 - ii) when requested by the customer, the depot operator must produce a receipt from the cash register and pay the cash refund on the depot premises.
 - d. appropriate counting and sorting facilities, which may include:
 - i) sorting table, and
 - ii) rollers or conveyors.

G. Cleanliness and Image Requirements

1. All depot operators must provide accurate cash refunds on all registered containers submitted by the general public.
2. All depot owners or operators shall, in all dealings with customers, the collection agent, and the general public, adhere to the highest standards of honesty, integrity, fair dealings and ethical conduct.
3. All staff working on site must be knowledgeable about products handled and refunds.
4. All public washrooms on premises must be clean and adequately maintained.

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H. Operating Requirements

1. Depots in Metro Areas must be open to accept containers no less than 52 hours per week including a minimum of 8 hours on Saturday.
2. Depots in Urban Areas with a population greater than 20, 000 must be open to accept containers no less than 40 hours per week including a minimum of 8 hours on Saturday.
3. Depots in Urban Areas with a population of less than 20, 000 must be open to accept containers no less than 28 hours per week including a minimum of 6 hours on Saturday.
4. Depots in Rural Areas located in towns, villages or hamlets with a population greater than 4,000 must be open to accept containers no less than 28 hours per week including a minimum of 6 hours on Saturday.
5. Depots in Rural Areas located in towns, villages or hamlets with a population less than 4,000 must be open to accept containers no less than 16 hours per week including a minimum of 6 hours on Saturday.
6. All depots must be capable of staffing all sorting/counting stations during peak volume periods.

I. Application Requirements

1. All applicants shall submit an application in the form of a business plan containing the following information and documentation:
 - a. address and legal description of proposed depot site;
 - b. detailed site plans including lot dimensions and measurements, building placement on lot, vehicle entrance/exit, parking, adjacent streets, avenue, and alleys;
 - c. detailed building plans including dimensions and measurements showing areas intended for proposed customer access and service area, manufacturer access and loading area, storage and sorting facilities;
 - d. written description of staffing levels;
 - e. the following matters must be specifically described, which meet or exceed the above criteria:
 - i) hours of operation;
 - ii) proximity to existing depots;
 - iii) evidence of operating capital or line of credit;
 - iv) identification of population to be served;
 - v) any other information or documentation that may be required to show compliance with the criteria;

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- f. financial information:
 - i) goals/objectives and how these will be obtained;
 - ii) one year and three year forecasts including income statement and balance sheet;
 - iii) monthly cash flow projections for the first three months of operation.
- g. proposed or actual dates for construction commencement, construction completion and commencement of operation of the depot;
- h. any impact that may or will result from the operation of the depot;
- i. a description of the public consultation process to be carried out by the applicant, if any; and
- j. confirmation that all approvals and guidelines have been observed and reviewed, including and without limitation, appropriate zoning compliance.

J. Other Requirements

1. In submitting an application, the applicant acknowledges and agrees that it has read and will abide by:
 - a. the Beverage Container Recycling Regulation;
 - b. the Beverage Container Management Board Administrative Bylaw;
 - c. the Depot Guide to Compliance;
 - d. the Beverage Container Management Board Administrative Compliance Bylaw;
 - e. the Quality Control Progressive Action Policy.
 - f. Uniform Code of Accounts;
 - g. the Operating Agreement between the Alberta Bottle Depot Association and the duly appointed Collection System Agent(s).

and understands that all matters relating to depot permits and applications set out therein will apply to the applicant, the depot permit application process, and the continued operation of a depot as may be the case.

2. The applicant must be in compliance with all other requirements of all applicable legislation, municipal bylaws and other enactments, including:
 1. Environmental Protection and Enhancement Act;
 2. Beverage Container Recycling Regulation 101/97;
 3. Beverage Container Management Board Bylaws;
 4. Beverage Container Management Board Operating Permit;
 5. Municipal Bylaws;
 6. Provincial Statutes;
 7. Worker's Compensation Act;

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8. Alberta Safety Codes Act;
 9. Alberta Occupational Health and Safety Act;
 10. Alberta Gaming and Liquor Commission Operating Guidelines;
 11. Alberta Labour Standards.
 12. Any other applicable Federal, Provincial or Municipal legislation
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3. The BCMB may request, and shall receive, any other information it may require in order to properly assess applications.

 4. All depots must accrue 3 “industry participation” or “industry education” credits per calendar year. Credits may be gained by attending programs sponsored by industry stakeholders such as BCMB, ABDA, ABCRC and ABCC, and must be approved by the BCMB as participation or education events.