



NEW DEPOT PERMIT APPLICATION Change of Ownership

Beverage Container Management Board

DEPOT PERMITS ARE NON-TRANSFERABLE



DEPOT PERMIT APPLICATION – CHANGE OF OWNERSHIP

Introduction Letter

www.bcmb.ab.ca

Thank you for your interest in becoming a part of the Alberta beverage container system.

This application should be completed and submitted to the BCMB prior to any:

1. Purchase of an existing Depot by an outside party; or
2. Change of effective control of the Depot.

Please note that Change of Ownership Applications take approximately 30-60 days to process.

Do your homework! Applicants should ensure they understand the timelines, and ensure they meet the criteria in the Depot By-law before submitting an application or entering into any agreements or contracts.

Depot Permit Application Instructions:

1. Applications are to be submitted to the BCMB **at least 60 days** prior to the proposed start date for operations.
2. Complete the PDF fillable forms attached to this document. **Handwritten applications will not be accepted.**
3. Applications must be completed by a proposed Permit Holder. **Applications completed and submitted by anyone other than a proposed Permit Holder/Depot Owner will be rejected.**
4. Include required supporting documentation: all items listed in the checklist at the end of this application package must be attached. **Incomplete applications, with missing documentation, will be rejected.**
5. Check all confirmation boxes and complete all required fillable fields. There is a check box on the bottom right corner of each page to confirm that the information you have provided is accurate and submitted by you as the Permit Holder.
6. Read the authorizations and acknowledgements thoroughly.
7. The complete application must be submitted to the BCMB via email to permits@bcmb.ab.ca.
 - a. **The individual listed as Permit Holder 1 on the application form, must submit the application using the email address they have provided as contact information.**
 - b. **Applications received from alternate/third-party emails will be rejected for security purposes.**
 - c. **Fax or paper copies will not be accepted.**
8. Once an application has been submitted, you will receive an automatic response confirming delivery. You can then expect a Compliance Officer to be in contact within 10 business days.
 - a. Once your application has been accepted, you will be instructed via email to submit the Permit Application Fee of \$600. Instructions for payment will be provided at that time.

If you have any questions regarding these criteria, or any other portion of the attached application package, please contact a BCMB Compliance Officer at 1-888-424-7671. Further contact information is also available on the BCMB website at: <https://www.bcmb.ab.ca/contact/>



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Before you submit your application, please read the following information.

The standards prescribed within BCMB By-laws and approved agreements must be met or exceeded for a Depot Permit to be issued. Applicants are encouraged to exceed the minimum standards to better serve the public in accessing convenient, quality, innovative and safe beverage container recycling services in Alberta. All BCMB by-laws and agreements can be found on the BCMB website at <https://www.bcmb.ab.ca/about/governing-documents/>

As of December 31, 2020, all Depots handling an excess of 6 million containers are required to have an Industry Standard Point of Return (POR) system. For more information on this please contact the BCMB.

We encourage you to learn about the Alberta beverage container system by viewing the information available on the following websites:

Beverage Container Management Board

www.bcmb.ab.ca

(Regulator and permitting authority for the industry)

Alberta Bottle Depot Association

www.abda.ca

(Depot membership organization)

Alberta Beverage Container Recycling Corporation

www.abcrc.com

(Also referred to as the Collection System Agent. Agent for manufacturers of non-refillable beverage containers)

Brewers Distributor Ltd.

www.bdl.ca

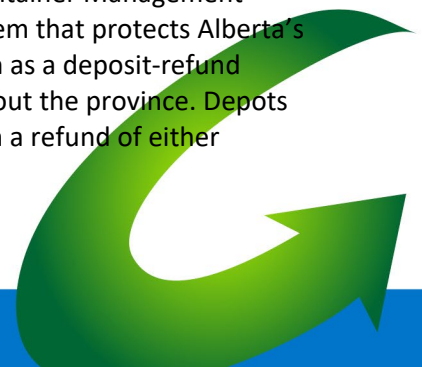
(Also referred to as a Collection Service Provider. Overseen by the Alberta Beer Container Corporation. Agent for manufacturers of refillable beer containers)

Alberta Depot

www.albertadepot.ca

(Public-facing website representing Alberta's beverage container system. Administered by the Alberta Beverage Container Recycling Corporation)

The beverage container system is an environmental system regulated under the Environmental Protection and Enhancement Act and the Beverage Container Recycling Regulation. The Beverage Container Management Board (BCMB) is mandated to regulate and enhance a leading beverage container system that protects Alberta's environment. The Alberta beverage container return system operates under legislation as a deposit-refund system. Depots are permitted by the BCMB and operate in over 200 locations throughout the province. Depots accept registered, used and empty beverage containers and provide the customer with a refund of either 10 or 25 cents depending on the container size.



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Every year, over two billion beverage containers are returned to depots and recycled by the industry. The Alberta system continues to protect Alberta’s environment by reducing waste from landfills and achieves an average return rate of 85%.

Depots are paid a handling commission to collect, sort and prepare containers for shipment to the Collection System Agent (CSA) or a Collection Service Provider (CSP). Depots sort containers into nearly 30 material streams. The Collection System Agent, also referred to as the Alberta Container Recycling Corporation, is the agent for all manufacturers of non-refillable containers and collects and pays for all non-refillable containers from depots. Collection Service Providers collect and pay for all refillable containers from depots.

The BCMB Board of Directors is responsible for approving by-laws, policies and handling commissions. The Depot By-law, the Fee By-law and the Handling Commission By-law are most relevant to Depot owners. The BCMB establishes criteria and standards that all Depots must adhere to and in turn operates compliance programs for failure to meet those standards. The industry establishes Service Agreements which provides the terms and conditions for day-to-day operations such as handling and sorting of containers, transportation and shipment of containers, payment and dispute resolution mechanisms. All of the documents can be found on the BCMB website on the “Governing Documents” page.

DEFINITIONS

Below is a list of definitions used throughout this document. These definitions are used in BCMB by-laws.

1. “Depot” means a place operated as a business for the collection of empty Containers.
2. “Depot Manager” means the individual identified by the Permit Holder as the individual primarily responsible for the day-to-day operations of a Depot.

Note: For the purpose of this application, a Depot Manager is considered any person who is not a Permit Holder, who supervises staff and has authority or control of the Depot when the Permit Holder is not present. This includes Supervisors or other similarly named staff who have a higher level of responsibility than general employees .

3. “Industry Email Address” means the email address assigned by the BCMB to each Depot in conjunction with its Permit.
4. “Permit” means a Permit to operate a Depot issued by the BCMB in accordance with the Regulation and the By-laws.
5. “Permit Holder” means an individual or corporate entity named in a Permit.

Note: For the purpose of this application, the term “Permit Holder” will also be used to refer to any individual Shareholder, Director or Owner of the corporate entity named in a Permit.



DEPOT INFORMATION

Depot Name:

Depot Telephone:

Depot Site Location

Legal Land Location / Lot, Block, Plan:

Street:

City/Town:

Province: Postal Code:

Depot Mailing Address Same as above

(Address provided here will be used for all mailed correspondence)

Street:

City/Town:

Province: Postal Code:

Will you own or lease the above noted property where the Depot will be operated?

Own Lease

Who will be the registered owner(s) of the above noted property?

I, the Applicant, confirm that the information provided above is true and accurate

DEPOT OWNERSHIP/SHAREHOLDER INFORMATION

Type of Ownership: check one

[] Sole Proprietorship
A sole proprietorship is a non-incorporated business where you are the sole owner, and fully responsible for all debts and obligations related to your business.

[] Partnership
A partnership is a non-incorporated business that is created between two or more people. In a partnership, your financial resources are combined with those of your business partner(s) and put into the business. All partners must be identified as Permit Holders in your application.

[] Corporation
Select this option if you have incorporated your business. All Shareholders and/or Directors must be identified as Permit Holders in your application. If a Shareholder is another Corporation, the Shareholders and Directors of that corporation will need to be identified as Permit Holders, until we have a record of ownership to the individual level.

Corporation Name: []

[] Non-Profit Organization
A corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive. All Directors should be identified as Permit Holders in your application.

Organization Name: []

Complete the following information for each Depot Owner/Shareholder/Director.

Note: Applicants for Permits must be at least 18 years of age and must be able to provide authorization to make the application on behalf of a corporation or organization (if applicable).

If a permit is granted, all future communications will be sent through the BCMB assigned Industry Email Address only. Any alternate email address you provide will be kept on record as back-up contact information only.

Permit Holder 1

The individual named as Permit Holder 1 will be the BCMB's primary contact regarding this application.

Name: []

Home Phone: []

Cell Phone: []

Email: []

Address: []

City/Town: []

Province: []

Postal Code: []

I, the Applicant, confirm that the information provided above is true and accurate []

Permit Holder 2

Name:

Home Phone:

Cell Phone:

Email:

Address:

City/Town:

Province:

Postal Code:

Permit Holder 3

Name:

Home Phone:

Cell Phone:

Email:

Address:

City/Town:

Province:

Postal Code:

If there are more Permit Holders than listed above, please list their names and contact information below:

I, the Applicant, confirm that the information provided above is true and accurate

DEPOT MANAGER

Complete the following information for any individual(s), other than the above noted Permit Holders, who are primarily responsible for Depot management and day to day operations.

All future industry related communications will be sent through the BCMB assigned Industry Email Address only. Any alternate contact information you provide will be kept on record as back-up contact information only.

Depot Manager 1 Check box if the Depot Manager is the above indicated Permit Holder 1

Name:

Telephone:

Email:

Depot Manager 2 (if applicable)

Name:

Telephone:

Email

DEPOT PRIMARY CONTACT

Who should be designated as the primary contact for BCMB and Industry Partners?

(select only one – the remaining individuals noted in this application will be considered alternate contacts if we cannot reach the designated primary contact)

Permit Holder 1

Permit Holder 2

Permit Holder 3

Depot Manager 1

Depot Manager 2

I, the Applicant, confirm that the information provided above is true and accurate

AUTHORIZATIONS

By initialing the authorization box below, I, _____, confirm that:

Permit Holder

- I understand and acknowledge that the Beverage Container Management Board may request the submittal of additional information considered necessary to complete this application;
- I have submitted this application in accordance with and will abide by the Beverage Container Recycling Regulation, all BCMB by-laws, policies, guidelines and approved agreements;
- The information and supporting documents submitted in relation to this application are truthful and accurate;
- I have the authority to submit this application and that it is my full intention and obligation to carry out all business and depot operations as identified in this application;
- I agree to immediately inform the Beverage Container Management Board of any and all changes to the information provided in this application during the application approval process and throughout the term of the permit (if awarded).

Date:

Signature:

PRIVACY STATEMENT

The Beverage Container Management Board (BCMB) recognizes that the confidentiality of an individual’s personal information is important, and we respect the privacy of all our stakeholders. As a Delegated Administrative Authority for Alberta Environment and Parks, the BCMB is subject to the *Freedom of Information and Protection of Privacy Act*. Any personal information that the BCMB requests from you is collected and managed in compliance with Alberta’s *Freedom of Information and Protection of Privacy Act*, which states: "No personal information may be collected by or for a public body unless that information is necessary for an operating program or activity of the public body."

We do not collect personal information for commercial marketing. We may share the personal information you give us with government departments or agencies, our Collection System Agents, a Collection Service Provider or the Alberta Bottle Depot Association if your inquiry relates to that entity and the sharing is permitted by law.

I, the Applicant, confirm that the information provided above is true and accurate

SUGGESTED INQUIRY ITEMS

All Depots are expected to comply with the Beverage Container Recycling Regulation, BCMB By-laws and Permit Conditions. The BCMB takes steps to enforce this compliance but does not and cannot guarantee that every existing Depot is in full compliance at all times. In addition, the BCMB is not in a position to disclose details of ongoing investigations or compliance activities. The current Permit Holder will, however, have that information.

Accordingly, the BCMB recommends that anybody who is intending to apply for a Permit to operate a Depot that has been operating previously understand how that Depot is being operated so that they can make their own assessment as to regulatory compliance. In addition, as part of its due diligence, the BCMB recommends that a prospective Permit Holder should obtain detailed information about the Depot's operations and its compliance history with the BCMB, from the outgoing Permit Holder. This will assist you in understanding what changes to operations may be appropriate or required. It will also allow you to understand what complaints may have been made in the past and any compliance measures the BCMB may have taken. Some examples of information that you may want to ask for include:

- **History of complaints**
 - Customer Service
 - Refund Inaccuracy
 - Other

- **Current Framework status**
 - Quality Control results of last 3 months
 - Refund Compliance results of last 3 months
 - Depot Inspection Results from the past 12 months
 - Non-beverage container compliance history from the past 12 months

- **Investigation history**
 - Has the Depot been subject of an investigation or review in the past or are they subject of one now?

- Does the Depot have any **outstanding fees**?

We would also encourage you to review the previous hearings conducted by the BCMB to better understand what is acceptable as a depot operator and what is not.

<https://www.bcmb.ab.ca/whats-new/bcmb-hearings/>

This information is provided by the BCMB for informational purposes only and is general in nature. It is not intended to be relied upon and should not be relied upon as being professional advice as to the due diligence that a prospective Permit Holder should undertake before entering into any agreement relating to the purchase of a Depot business or Depot business assets. The BCMB strongly recommends that Prospective Permit Holders obtain professional advice as to the nature and extent of the due diligence that they should undertake.

I, the Applicant, confirm that the information provided above is true and accurate

IMPORTANT BANKING INFORMATION INSTRUCTIONS

The BCMB does not accept, store, or transmit banking information on behalf of Depot Owners. Therefore, all relevant banking information must be submitted directly to ABCRC and BDL to complete account set-up. **Please note that this step is to be taken upon conditional approval by the BCMB to ensure the depot can receive payment.** Correspondence will be provided by the BCMB at the time of conditional approval with instructions on how to submit banking information and other next steps.

REQUIRED DOCUMENTS CHECKLIST

Please check the applicable box to confirm the information/documentation has been included.

The following documents **MUST be included when submitting your application. Applications will be returned if any item(s) on this list are missing. **Current, active and up to date copies are required, even if this documentation has been provided in past applications. Applicants are responsible for ensuring their application is complete, the BCMB will not recover records on your behalf.****

- Completed Application Form**
Please review to confirm you have checked all authorization boxes and filled in all the required fields.
- Government Issued Photo Identification**
A copy of valid, government issued photo ID for each proposed Permit Holder listed above. Can be one of the following:
- Drivers License
 - Passport
 - Provincial Identification Card
 - Permanent Resident Card
- Purchase Contract**
A copy of the contract for sale or agreement between the proposed Permit Holder(s) and the current Depot Permit Holder(s).
- Business Plan**
See the attached Business Plan Checklist for requirements.
- One & Three Year Financial Forecasts**
Forecasted income statements and balance sheets for the first and third year of business are required. Ensure that you explain the basis for your projections and how you determined the expected income in your business plan as instructed below.
- Cash Flow Projections**
Cash Flow Projections to for the first three months of operations are required to project your expected operating expenses. Ensure that you explain the basis for your projections in your business plan as instructed below.
- Letter of Sufficient Operating Capital or Line of Credit**
A Permit Holder must demonstrate that they have operating capital or a line of credit in an amount no less than the three month's operating expenses indicated in the requested cash flow projections, or the required amount in section 4.8 of the Depot By-law, whichever is greater. You may provide either:

- A letter from a recognized financial institution stating that the Permit Holder has operating capital or a line of credit; or
- An account statement from a recognized financial institution that shows the account balance under the Permit Holder's name.

 A Business License

A copy of an updated Business License, issued by the municipality where the Depot is located, is required. The business license must be issued to the proposed Permit Holder. If your municipality does not issue business license's, then you will need to provide a copy of confirmation from them in writing.

 Criminal Record Check for All Proposed Permit Holder(s)

A criminal record check (CRC) must be submitted for each proposed Permit Holder.

- The CRC must be obtained from a local law enforcement detachment; general or third-party background checks will not be accepted.
- The CRC must have been obtained within the last 3 months; any records older than 3 months will not be accepted.

 Criminal Record Check for All Depot Manager(s)

A criminal record check must be submitted for each Depot Manager.

- The CRC must be obtained from a local law enforcement detachment; general or third-party background checks will not be accepted.
- The CRC must have been obtained within the last 3 months; any records older than 3 months will not be accepted.

 Proof of English Proficiency for Permit Holder(s)

Proof of English Proficiency is required for all Permit Holders listed above. This can be provided in one of two ways:

- proof of birth or education in an English-speaking country; or
- a Canadian Language Benchmark (CLB) score of six (6) or better on speaking and listening and a score of four (4) on reading and writing.

We will also accept IELTS or CELPIP results, provided that the scores obtained are equivalent to the requirements noted above for CLB results.

 Proof of English Proficiency for Depot Manager(s)

Proof of English Proficiency is required for all Depot Managers listed above. This can be provided in one of two ways:

- proof of birth or education in an English-speaking country; or
- a Canadian Language Benchmark score of six (6) or better on speaking and listening and a score of four (4) on reading and writing.

We will also accept IELTS or CELPIP results, provided that the scores obtained are equivalent to the requirements noted above for CLB results.

 Certificate of Incorporation, including Shareholder Information (if applicable)

If the owner of the Depot is a corporate entity, you will need to provide a copy of your incorporation documents, which include your certificate of incorporation and shareholder information. If any of the Shareholders of this corporate entity are other registered corporations, you will also need to provide corporate searches for those entities, and so on until ownership is disclosed to the individual level.

 Non-Profit Registration (if applicable)

If the owner of the Depot is a non-profit organization, a copy of the organization's registration and a current list of Directors must be provided.

 Lease Agreement for the Depot Property (if applicable)

_____ The Permit Holder for a Depot must be the owner or lessee of the location where the Depot is operated. If the Permit Holder is a lessee, you must provide a copy of your lease agreement for the depot property. If the Permit Holder is the owner of the Depot property, refer to the “Conditions of Approval” outlined below.

Detailed Site Plan (if applicable)

If you are planning to complete any renovations, or make any changes related to facility, yard, premises, or equipment requirements noted in the Depot By-law, then you must include a site plan detailing those changes. Site plans must include building and lot dimensions (square footage), interior layout, customer service and container storage areas, customer vehicle entrance/exit, customer parking area, transport truck access and loading area.

Please note that the above list is not all-inclusive. Per the Depot Bylaw, during the review of any application the BCMB may request oral information or additional written information from the Applicant, a person who is directly affected by the application, a local authority, Government agency or any other source the BCMB considers appropriate (4.13). Should we require any additional information or documentation to process your application, you will be notified in writing.

CONDITIONS OF APPROVAL

If your Change of Ownership Application is approved, you may be required to meet conditions of approval before a final permit is issued to you. The following conditions may require time and preparation for you to obtain:

- **A Land Title (if applicable)**
The Permit Holder for a Depot must be the owner or lessee of the location where the Depot is operated. If the Permit Holder is the owner, you must provide a copy of an updated land title showing the Permit Holder as the registered owner of the Depot property.
- **ABDA Training (if applicable)**

If you have a Land Title at the time you complete your application, you may submit it along with the items noted in the Required Documents Checklist above.

Please note that this list is not all-inclusive. At the BCMB’s discretion there may be other conditions in addition to or in place of those noted here.

BUSINESS PLAN CHECKLIST

TO OPERATE A BEVERAGE CONTAINER DEPOT IN THE PROVINCE OF ALBERTA



The following information **MUST** be included within the Business Plan. **Applications will not be considered complete if any item(s) on this list are missing. Missing documentation may affect the amount of time required to process the application.**

Along with the required information below, the Business Plan must explicitly demonstrate how the proposed Depot/changes to the existing Depot will meet or exceed the requirements specified in the Depot By-law.

Depot Name

Name of Applicant

Full legal name

Applicant Contact Information

Phone number and email address (both required)

Notice of Construction and/or Renovations (if applicable)

- New construction or renovations
- Proposed date construction will begin
- Proposed date operations will commence

Financial Information

- Banking Institution
- Accountant name and contact information
- Fiscal year end date (Sole Proprietors and Partnerships must use December 31st to coincide with personal tax returns)
- Cash flow projections and financial forecasts
 - Basis of cash flow projections and financial forecasts

Legal Information

- Legal advisor name and contact information

Ownership and Management

- Full names of all Owners, Directors, Shareholders, Managers, and Key Staff with their position/title
- Indication of the role each individual included above will fulfill in the day-to-day operations of the Depot
- Description of staffing levels

Operations

- Employee uniforms/Depot branding
- Point of Return implementation (if applicable)
- Description and number of counting stations
- Implementation of other technology: automated cash machines, sorting/counting equipment, video surveillance, etc. (if applicable)
- Customer complaint/recount process
- Proposed Hours of Operation
 - Specify seasonal hours
 - Specify Statutory Holiday hours

BUSINESS PLAN CHECKLIST

TO OPERATE A BEVERAGE CONTAINER DEPOT IN THE PROVINCE OF ALBERTA



Location

- Population served
- Proximity to nearest Depot(s)

Market Justification/Viability of Business

Description of Proposed Marketing/Advertising

Additional Information