
DATE: February 1, 2019

TO: Depot Network

RE: **New Depot Permits and the Compliance Frameworks**

As of today, **February 1, 2019**, the new and updated By-laws will be implemented. As part of the roll out of the new and updated By-laws, each Depot will receive a new Depot Operating Permit.

Unless you have already communicated with a BCMB Compliance Officer, your new Depot Operating Permit will remain the same permit length as your current permit. As a reminder, you will still be required to submit a permit renewal at least 30 days prior to the expiry date on your current permit.

Changes to Permit Renewal process:

- No handwritten renewal applications will be accepted. There are new PDF fillable permit renewal application forms which can be found on the [BCMB website](#). At this time cheques will still be accepted through mail. Later in 2019, the BCMB will be implementing online payment methods.
- The Permit Renewal Fee is \$600.
- Completed permit applications should be sent to permits@bcmb.ab.ca.
- You will be required to review a draft copy of your permit and sign an acknowledgement form before a valid permit will be issued.

As communicated to you in a Depot Notice on December 20, 2018 ([found on our website](#)), the new compliance frameworks will also become live today, February 1, 2019. There are five compliance frameworks:

- Refund Compliance Framework
- Quality Control Framework
- Uniform Code of Accounts Compliance Framework
- Operational Compliance Framework
- Non-Beverage Container Framework

Any movement into or within the frameworks will be communicated to you through the Industry Email Address assigned to your Depot or Quality Monitoring System tickets.





Please note that two errors in the Depot By-law have been corrected since our previous notice. These include:

- 1) Sections 11.34.1 and 11.34.2: revised the language indicating the measure by which audit results are recorded.
- 2) Section 11.72: revised to indicate that a compliance fee is paid at this level of the compliance framework.

Board approval of the amendments is anticipated for February 20, 2019. The version on the BCMB website, as indicated below, shows the amendments requested in red (track changes).

All BCMB By-laws can be viewed on the BCMB website at <https://www.bcmb.ab.ca/about/governing-documents/> (click link). When on the webpage, click on the By-laws tab as indicated in the red box below.

The BCMB amends its by-laws, policies and agreements when necessary. The most current versions of our governing documents can be viewed by clicking on the relevant blue tab and choosing a document.



Information regarding the new By-laws will be provided to you at the Regional Meetings. In the meantime, should you have any questions or concerns regarding new Permits or By-laws, please contact the BCMB at 1-888-424-7671.

Dan White, Director, Operations
BCMB

