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DATE: December 16, 2019

TO: Depot Network

RE: **Depot By-law Amendments**

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The Beverage Container Management Board (“BCMB”) is pleased to announce that on November 20, 2019, a series of amendments to the Depot By-law were approved by the Board of Directors. This notice includes descriptions of each of the newly implemented By-law amendments. A copy of the full By-law can be found on the BCMB website at the following link, in the “Current By-laws” tab:

<https://www.bcmb.ab.ca/about/governing-documents/>

<sup>1</sup> Red indicates the amendment to the Depot by-law

**1. Permit Renewal Timeline: amendment to section 7.2**

*7.2 An application to renew a Permit must be received by the BCMB no more than **180 days** ~~6 months~~ prior to the expiration of the term of that Permit, and no less than **60 days** ~~one month~~ prior to the expiration of the term of that Permit.*

The BCMB now requires all Permit Renewal Applications be submitted **no later** than 60 days prior to the expiry of the current permit. Applications cannot be submitted more than 180 days prior to the current permit expiry date.

The BCMB will be implementing the following processes as of **January 1, 2020**:

- 1) Permit Renewal Application reminder e-mails will be sent to each Depot’s industry e-mail account on 2 occasions: the first notice will be sent 6 months prior to the current permit expiry date and a second notice will be sent 1 month prior to the submission deadline.
- 2) Cheques will no longer be accepted for application fee payment. More information on payment methods can be found in the Permit Renewal Application package found here: <https://www.bcmb.ab.ca/depot-owners-operators/depot-application-packages/permit-renewal-application/>.
- 3) Any Permit Renewal Application submitted after the 60-day deadline will be rejected. The Permit Holder will be required to apply for a permit amendment to extend their current permit term (for a maximum period of 90 days). A \$600 fee is required for all permit amendments. On January 1, 2020 the permit amendment request form can be found here: <https://www.bcmb.ab.ca/depot-owners-operators/depot-application-packages/>

- 4) The Permit Holder will also be required to resubmit their Permit Renewal Application. The Permit Renewal Application must be submitted at least 60-days before the extended permit expires. The cost of a Permit Renewal Application is \$600. The Permit Renewal Application package can be found here: <https://www.bcmb.ab.ca/depot-owners-operators/depot-application-packages/permit-renewal-application/>

## 2. Counting and Sorting Stations: amendments to section 10.14

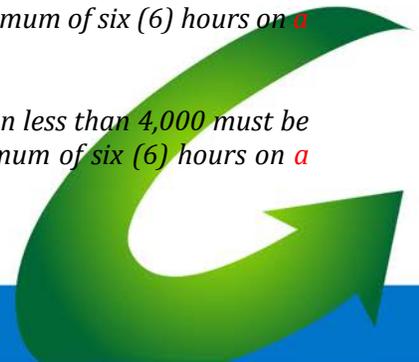
*10.14 Unless otherwise preapproved by the BCMB, a Depot must have at least the number of counting/sorting stations specified below, each counting/sorting station consisting of an outside window for receiving Containers, or 1.5 lineal meters of counter space within a Depot:*

- 10.14.1. In Metro Areas: five (5) counting/sorting stations;*
- 10.14.2. In Urban Areas: four (4) counting/sorting stations; and*
- 10.14.3. In Rural Areas: two (2) counting/sorting stations.*

There are some situations, under certain depot business models, in which the BCMB would like to provide flexibility regarding the required number of counting and sorting stations. Any depot wishing to deviate from the required number of counting and sorting stations must submit a written plan to the BCMB outlining their request. Requests may be submitted at any time to a Compliance Officer, contact information can be found here: <https://www.bcmb.ab.ca/contact/>. The BCMB will provide a written response approving or denying the plan within 14 days of receiving the written request.

## 3. Depot Operational Days: amendments to sections 10.38 – 10.42

- 10.38. A Depot in a Metro Area must be open to accept Containers no less than 52 hours per week including a minimum of eight (8) hours on a Saturday or Sunday.*
- 10.39. A Depot in an Urban Area with a population greater than 20,000 must be open to accept Containers no less than 40 hours per week including a minimum of eight (8) hours on a Saturday or Sunday.*
- 10.40. A Depot in an Urban Area 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 six (6) hours on a Saturday or Sunday.*
- 10.41. A Depot in a Rural Area located in a town, village or hamlet with a population greater than 4,000 must be open to accept Containers no less than 28 hours per week including a minimum of six (6) hours on a Saturday or Sunday.*
- 10.42. A Depot in a Rural Area located in a town, village or hamlet with a population less than 4,000 must be open to accept Containers no less than 16 hours per week including a minimum of six (6) hours on a Saturday or Sunday.*





This amendment allows Permit Holders to meet the mandatory weekend hours of operation on either a Saturday, Sunday or a combination of both.

#### **4. Inclusion of unauthorized closures into Operational Compliance Framework: amendment to section 11.53**

11.53. The BCMB will assess Operational Compliance, ~~except for compliance with operating hours,~~ based on the results of Depot inspections conducted by the BCMB.

Effective **January 1, 2020**, this amendment will impact Permit Holders who have not provided notice of a closure or have had frequent, unjustifiable closures that impact compliance with minimum operating hours as stated in the Depot By-law (Section 10.30-10.42). If not compliant, Depots will now be subject to movement through the Operational Compliance Framework.

Please note, the BCMB understands that Permit Holders face short-term depot closures due to staffing, emergencies, weather, and other events. We'd like to reiterate that non-compliance in this area will be used for systemic, long-term failures to meet minimum operating hours. Please advise the BCMB, through the QMS, if your depot will be closed for more than 1 day of regular operations. Any planned closures, regardless of length should be submitted through QMS a minimum of 24 hours prior. The BCMB will be able to update your depot's hours of operation on the website to better inform your customers and will be able to notify industry staff to avoid inspection, transportation, or other communication issues. Failure to notify the BCMB may result in non-compliance actions.

#### **Providing Notice of Closure:**

For any unsuspected closures lasting longer than 1 day of regular operations, a notice of closure must be provided to the BCMB. Please submit a ticket through the Quality Monitoring System(QMS). Any notices submitted via phone, e-mail or fax will not be accepted, with exceptions being made for notice of an emergency closure.

A how-to video for submitting a Depot Closure Notification ticket on QMS can be found here: <https://www.youtube.com/watch?v=Z-2--jv8BfY>

If you require assistance accessing your QMS account, please contact one of the following individuals:

- **Alyson Klatt**  
(780) 424-3193 ext. 232
- **Jenn Budd**  
(780) 424-3193 ext. 222

