



DATE: June 4, 2021

TO: Depot Network

RE: **Change of Ownerships - Outgoing Operator UCA Filing**

Attention depot operators,

Please be advised that the BCMB has updated the Change of Ownership Application process. Final filing of UCAs following the sale of a Bottle Depot will now need to take place before BCMB will finalize a Change of Ownership application and issue a permit to the new owner. Prior to this update, outgoing operators were required to sign an acknowledgement form and commit to filing a final UCA within 3 months of the sale of the depot. This has been found to be an ineffective process and has prompted a review and change in policy.

Receiving complete UCA information from each Depot is crucial, as this information is used to determine the total cost of operating the entire bottle depot system. This determination helps to ensure that handling commission rates properly reflect the actual costs of the system while providing a fair return to bottle depot owners. Any gaps in UCA records can adversely impact the setting of handling commission rates.

What does this mean for me if I am selling my Depot?

When you have a prospective buyer, keep timelines in mind and begin preparing early. Once your prospective buyer has submitted their Change of Ownership application to the BCMB and it has been accepted, you will receive an email from the DCA with your UCA filing instructions. It is expected that during the minimum 30 days it takes BCMB to process a Change of Ownership application, you will be working with the DCA to file. We believe this timeline to be reasonable as you will only be filing a partial UCA. Unless your change of ownership falls on or close to your fiscal year end. The DCA will send confirmation to the BCMB once you have filed a complete UCA. Should the BCMB complete their review and be ready to issue conditional approval to the buyer before you have filed, the new permit will not be issued until we receive confirmation from the DCA.

Should you need assistance with your UCA, we would encourage you to seek help from the ABDA at qualitymonitoring@albertadepot.ca or DCA uca@mnp.ca.

If you have any questions about this process, please contact Emily Stanton at estanton@bcmb.ab.ca, Lesley Koopman at lkoopman@bcmb.ab.ca or Taylor Jones at tjones@bcmb.ab.ca.

