

1. DEFINITIONS

Terms identified in the Beverage Container Recycling Regulation or in the Handling Commission By-law have the same meaning when used in this Policy unless otherwise indicated.

2. BACKGROUND TO POLICY

In 2023 a decision was made to allow for Time and Motion Reports to be completed outside of the Handling Commission Review (HCR) schedule. The HCR By-law was amended to require the Board to direct that a new Time and Motion Report be obtained at least every 6 years. In addition, the By-law provides for the DCA or BCMB Management to recommend obtaining a new Time and Motion Report and for a Designated Registered Participant (DRP) to make a written request for a new report. The purpose of this policy is to set out the process for a DRP to make a written request and to set out the process for obtaining a new Time and Motion Report once one is directed to be obtained.

3. PROCEDURE FOR DESIGNATED REGISTERED PARTICIPANTS TO REQUEST A TIME & MOTION REPORT

- 3.1. DRPs may write a written request to the Board to obtain a new Time and Motion Report.
- 3.2. All requests for a Time and Motion Report must be submitted in writing to BCMB Management and must include the following:
 - 3.2.1. Identification of the party(s) requesting the Time and Motion Report;
 - 3.2.2. Relevant issues and rationale explaining the request; and
 - 3.2.3. Any reports or information obtained by the requesting party(s) that support the request.
- 3.3. BCMB Management shall make reasonable efforts to present the written request to the Board at the next Scheduled Board meeting for consideration.
- 3.4. BCMB Managements shall give all DRPs an opportunity to respond to the written request, setting out why they do or do not agree with the request. The DRP responses shall be provided to the Board for consideration along with the original written request.

4. TIME AND MOTION REPORT INITIATION PROCESS

- 4.1. Upon Board direction to complete a Time and Motion Report, BCMB Management will:
 - 4.1.1. Work with the Data Collection Agent (DCA) to prepare a Schedule by which the process to obtain the Report will occur; and

4.1.2. Instruct the DCA to provide a draft Request for Proposal (RFP) relating to the Report.

4.1.2.1. The DCA will provide the draft RFP to BCMB Management, who will then circulate it to the DRPs.

4.1.2.2. DRPs will have the opportunity to provide feedback to the DCA on the RFP. All feedback must be in writing and will be provided to BCMB Management, who will then forward the feedback to the DCA.

4.1.2.3. Where required, the BCMB will schedule a meeting with DRPs, the DCA and the BCMB for purposes of reviewing feedback and the RFP.

4.1.2.4. The DCA will retain sole authority to evaluate proposals, select and retain an Expert.

5. TIME AND MOTION REPORT INFORMATION REQUEST PROCESS

INFORMATION REQUEST

5.1. Information Requests shall follow the process as described in the Handling Commission Review Rules of Practice and Procedure found in Schedule "A" of the Handling Commission By-law.

RESPONSE TO INFORMATION REQUEST

5.2. Responses to Information Requests shall follow the process as described in the Handling Commission Review Rules of Practice and Procedure found in Schedule "A" of the Handling Commission By-law.

6. TIME AND MOTION REPORT APPLICATION

6.1. The DCA shall use the Time and Motion Report designated by the Board as the basis to allocate the Revenue Requirement to Material Streams for an HCR. The DCA shall use the most recently obtained Time and motion Report as the basis to allocate the Revenue Requirement to Material Streams for an Annual Update, unless the final Time and Motion Report is obtained by the DCA less than 60 days before the Annual Update or HCR, in which case the previously obtained Time and Motion Report shall be used for this purpose.