



NEW DEPOT PERMIT APPLICATION

Beverage Container Management Board

DEPOT PERMITS ARE NON-TRANSFERABLE



NEW DEPOT APPLICATION PACKAGE

Introduction Letter

www.bcmb.ab.ca

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

This application is to be completed and submitted to the BCMB when applying for a permit to operate a new Depot in accordance with RFA timelines as specified by the BCMB.

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 Process

The process to apply for a new Depot Permit is as follows:

1. Complete the PDF fillable forms attached to this document. **Handwritten applications will not be accepted.**
2. 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.**
3. 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.**
4. 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.
5. Read the authorizations and acknowledgements thoroughly.
6. The complete application must be submitted to the BCMB via email to rfa@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.**
7. Submit payment. The Permit Application Fee is \$600. Please note that if conditional approval is granted, you will also be required to submit a \$25,000 deposit for a Metro Depot, or \$7,500 for an Urban or Rural depot. The \$600 application fee is non-refundable and must be received by the BCMB before the application will be accepted and reviewed. If payment is not received within 5 business days of submitting the application, the application will not be reviewed. Fees can be paid via:
 - a. Credit Card: [click here](#) for the BCMB's online payment system
 - b. E-transfer to finance@bcmb.ab.ca
8. Once an application has been accepted, an initial review will be completed by the BCMB within 10 business days. You will then be advised of next steps or if there is any further information required.



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If you have any questions regarding these criteria, or any other portion of the attached application package, please contact the BCMB at 1-888-424-7671. Please ensure all relevant contact information is provided in your inquiry. Further contact information is also available on the BCMB website at www.bcmb.ab.ca

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 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



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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.

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, currently 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 relevant to depot owners. The BCMB establishes criteria and standards that all depots must adhere to and in turn operates compliance programs to test, encourage and enforce compliance. The industry establishes Service Agreements which provide 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.

Communications Within the Industry

Communications

Any written notice or written communications from the BCMB will be sent to a Permit Holder through the Industry Email Address assigned to their depot. Permit Holders are expected to monitor their industry email on a regular basis.



QMS

The Quality Monitoring System (QMS) is a centralized, online system, utilized by Alberta's beverage container recycling industry to record, track and resolve issues within the industry. All Depots and industry partners are **required** to use the system. Depots are required to monitor, respond to and submit issues through Quality Monitoring System tickets. More information regarding the QMS will be provided Permit Holders once a Permit has been awarded.

By-laws, Policies and Agreements

From time to time, the BCMB amends its by-laws, policies and Service Agreements. The BCMB releases notifications informing the depot network of the updates through their industry email. Please take the time to

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review and update yourself with new rules and guidelines for the operations of depots. As a potential depot owner, you will be obligated to abide by all legislation, regulation, by-laws, policies, guidelines and agreements.

Have questions? Contact the BCMB Compliance team to discuss. Contact information can be found on the BCMB website under the **Contact Us** tab.

Point of Return System

www.bcmb.ab.ca

What is an industry approved Point of Return (POR) System?

POR Definition

A POR system can be purchased from any vendor but must have the following basic functionality to qualify as meeting industry standard:

- Each counting station must have individual customer facing screens, unless otherwise approved in writing by the BCMB.
 - The screens must display orders as they are counted including the number of beverage containers at each refund rate and the total refund payable to the customer;
 - Customer facing stations must match number of counting stations reported on their Uniform Code of Accounts (UCA);
- Must produce a receipt that meets the minimum cash register receipt requirements as outlined in the Depot By-law;
- Must be able to produce and transmit an industry standard RBill in print and electronically that meets the requirements specified in the Service Agreement;
- Must be able to connect to the internet; and
- Must have Quickdrop functionality.

Do I have to have a POR system in my Depot?

New Depot Start-Up

All newly established depots, regardless of container volume, must have a POR system that meets the above POR requirements.

The expectation with a newly established depot is that the operator must have the POR installation included in the construction timelines within their Business Plan that is submitted with a New Depot Permit Application. The POR system would have to be installed prior to an operating Permit being issued by the BCMB.

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The POR system would have to be installed within ten months of their initial permit date. This would be confirmed by inspection.

For more information regarding POR, please contact a BCMB Compliance Officer at 1-888-424-7671. Further contact information can be found on the BCMB website under the **Contact Us** tab.

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 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:

DEPOT OWNERSHIP/SHAREHOLDER INFORMATION

Type of Ownership: check one

Sole Proprietorship

With this type of business organization, 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 listed in your application.

Corporation

*When you incorporate your business, it is considered to be a legal entity that is separate from it's shareholders. As a shareholder of a corporation, you will not be personally liable for the debts, obligations or acts of the corporation. Incorporation may be done at the federal or provincial level. If a listed Shareholder is a Corporation, a corporate search including shareholder information will be required for that company until we have a record of ownership to the individual level.**I, the Applicant, confirm that the information provided above is true and accurate*



Corporation Name/Number:

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. *Instead of a corporate search, a current copy of the organizations registration as a non-profit, accompanied by a list of Directors, would be required.*

Organization Name/Number:

Complete the following information for each Depot Owner/ Shareholder.

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 an incorporated application (if applicable) if requested by the BCMB.

*The email addresses you provide will be utilized for set-up and communication during the review of this application. If a permit is granted, you will be assigned an Industry Email Address. **All future industry related communications will be sent through the BCMB assigned Industry Email Address only.***

Permit Holder 1

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

Name:

Home Phone:

Cell Phone:

Email

Address:

City/Town:

Province:

Postal Code:

Permit Holder 2

Name:

Home Phone:

Cell Phone:

Email

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

Address:

City/Town:

Province: Postal Code:

Permit Holder 3

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

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

DEPOT MANAGER

Complete the following the information for the individual(s) primarily responsible for Depot management.

The email addresses you provide will be utilized for set-up and communication during the review of this application. If a permit is granted, you will be assigned an Industry Email Address. All future industry related communications will be sent through the BCMB assigned Industry Email Address only.

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

Name:

Telephone:

Email

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

Depot Manager 2 (if applicable)

Name:

Telephone:

Email

DEPOT PRIMARY CONTACT

Which of the above indicated individuals would you like to be the primary contact for the BCMB? (check only one)

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 checking the authorization boxes 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).

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

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 with the application. 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. **Current, up to date copies are required, even if this documentation has been provided in previous applications:**

Completed Application Form

Please review to confirm you have checked all authorization boxes.

Permit Application Fee

Non-refundable fee of \$600 payable to the Beverage Container Management Board.

Government Issued Photo Identification

A copy of valid, government issued photo ID for each Permit Holder listed above. Can be one of the following:

- Drivers License
- Passport
- Provincial Identification Card
- Permanent Resident Card

Lease Agreement or Land Title for the proposed Depot Property

The applicant must include the land title or lease agreement showing that the applicant is the owner or the lessee of the location where the proposed depot will be operated. If the land title has not been updated to reflect new ownership, this should be noted in the business plan with a note of intent to provide a copy to the BCMB within 3 months of a permit being granted.

Current Business License

A copy of the current Business License issued by the municipality where the Depot is located. If a Business License is not required, written confirmation from the municipality should be provided.

Certificate of Incorporation, including Shareholder Information

A current corporate search which includes shareholder information is required. If any of the Shareholders are corporations, they will also require a corporate search including shareholder information so that ownership is disclosed to the individual level. If the Organization is a non-profit where there are no shareholders, a copy of the organization's registration and a list of Directors is required.

Letter of Sufficient Operating Capital or Line of Credit

One of the two following options is required:

- a. A letter from a recognized financial institution stating that the applicant has operating capital or a line of credit in the amount as specified in the Depot By-law; or
- b. An account statement from a recognized financial institution under the applicant's name that shows the account balance as specified in the Depot By-law.

 Criminal Record Check for Applicant(s)

The criminal record check must be submitted for each applicant, or where the application is on behalf of an incorporated entity, a criminal record check for each Director and Shareholder of the incorporated entity.

- must be obtained from a local law enforcement detachment, general background checks will not be accepted
- must have been obtained within 3 months of submission, any records older than 3 months will not be accepted

 Criminal Record Check for Depot Manager(s)

The applicant must submit a criminal record check for each Depot Manager.

- must be obtained from a local law enforcement detachment, general background checks will not be accepted
- must have been obtained within 3 months of submission, any records older than 3 months will not be accepted

 Proof of English Proficiency for Applicant(s)

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

- proof of birth and/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.

 Proof of English Proficiency for Depot Manager(s)

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

- proof of birth and/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.

 Business Plan (attached)

The business plan must demonstrate how the proposed Depot will meet or exceed the requirements specified in the Depot By-law.

 One & Three Year Financial Forecasts

Forecasted income statements and balance sheets for the first and third year of business are required. Note in your business plan the basis of your projections.

 Cash Flow Projections

For the first three months of operations. Note in your business plan the basis for your projections.

 Detailed Site Plan

Must include building and lot dimensions, interior layout, customer service and container storage areas, customer vehicle entrance/exit, customer parking area, transport truck access and loading area, and identification of adjacent buildings as per the Depot By-law.

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 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

