

Alberta Transition to EPR for Packaging and Paper Products

Community Resource Guide



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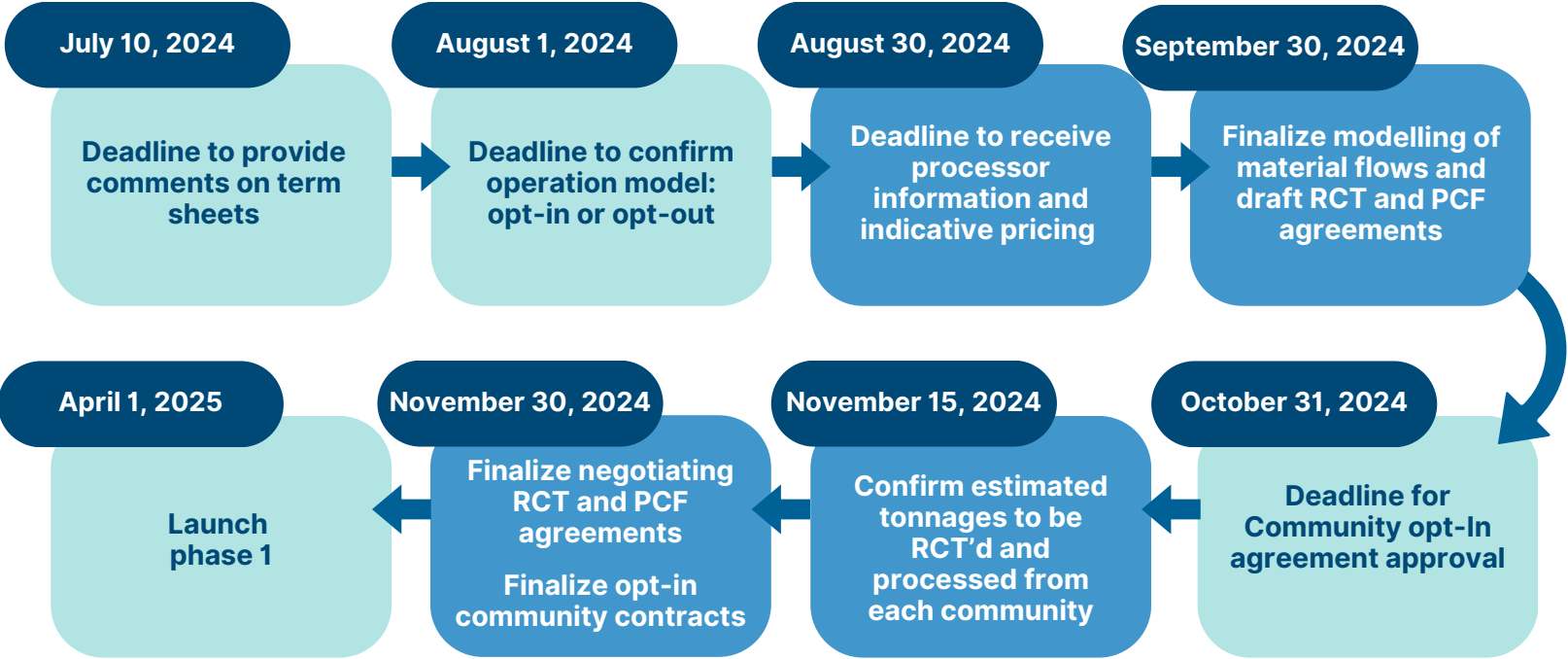
A blue recycling bin is positioned in the lower-left foreground of the slide. The background is a soft-focus garden scene featuring green grass, yellow wildflowers, and a large evergreen tree. The entire image is framed within a circular cutout on a light blue background.

Alberta's EPR Regulation

- On October 3, 2022, the Alberta [Extended Producer Responsibility Regulation](#) was approved for single-use products, packaging, and paper products.
- Regulation and associated bylaws outline program requirements, targets and timeline.
- Circular Materials is operating as the not- for-profit producer responsibility organization (PRO) in Alberta that supports producers in meeting their obligations under the Regulation.

Alberta Community Deadlines & Actions

Phase 1: Launch April 1, 2025



Circular Materials deadlines



Community deadlines

Alberta Community Deadlines & Actions

Phase 2: Launch October 1, 2026



Transition Operational Models

Only applies to curbside collection

Registered communities can choose between two service models for the administration of their recycling programs once Alberta transitions to EPR.

OPT-IN SERVICE MODEL (formerly indirect model)

Community will continue managing current recycling **collection contract**.



Payment provided by Circular Materials based on a **cost per stop**.



Community will manage **customer service under current contract**.



Community will continue to **manage P&E** with support from Circular Materials, and a top-up will be provided for P&E and contract administration.



OPT-OUT SERVICE MODEL (formerly direct model)

Circular Materials will manage **collection and post-collection** responsibilities for the recycling program.

Circular Materials will negotiate directly with a **collection service provider** and administer the **collection contract**.

The **collection service provider** will be responsible for **customer service**, with escalated inquiries managed by Circular Materials.

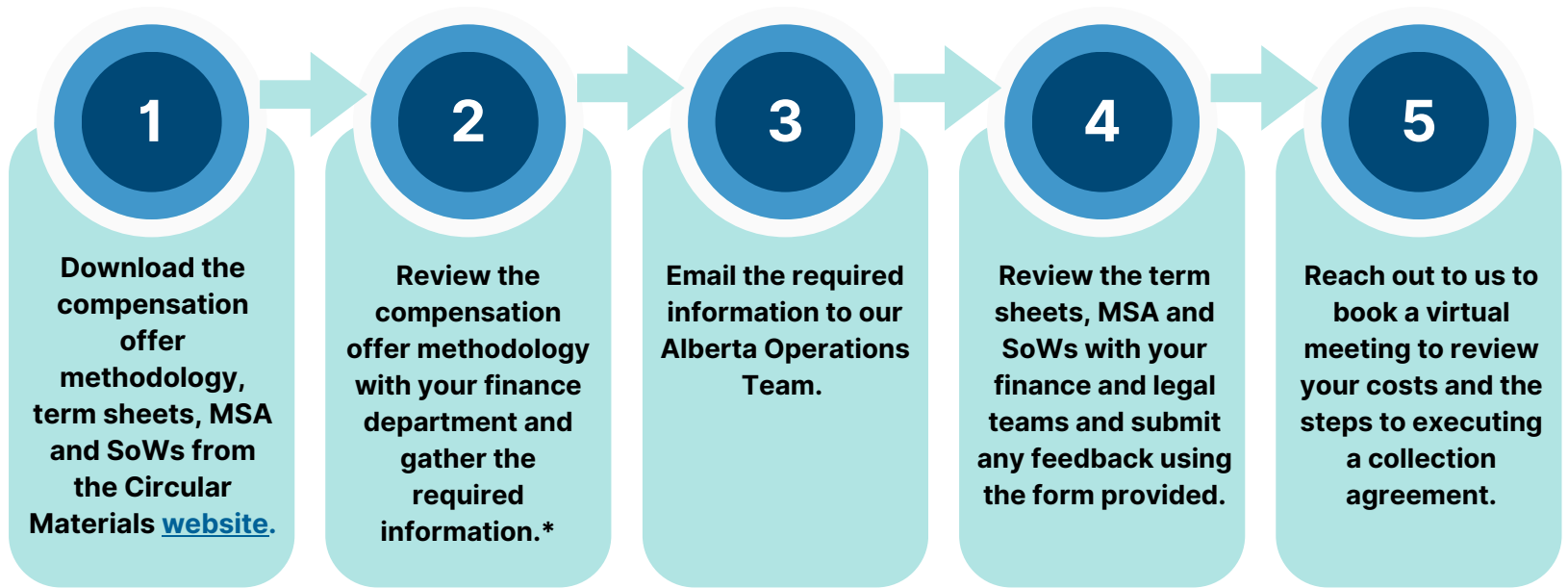
Circular Materials will directly **lead P&E in collaboration with the community**.

Opt-In

1. **Community** will continue managing current recycling **collection contract**.
2. **Payment** provided by Circular Materials based on a **cost per stop**.
3. **Community** will manage **customer service under current contract**.
4. **Community** will continue to **manage P&E** with support from Circular Materials, and a top-up will be provided for promotion and education and contract administration.



Process to Opt-in



***Required information:**

- Your 2023 General Ledger entries for curbside and depot collection costs.
- The total number of curbside locations serviced (single-family dwellings, multi-family dwellings and IC&I locations serviced on curbside routes).
- A list of staffed and unstaffed depots identifying those that accept HHW.

All required information to be sent to ABoperations@circularmaterials.ca.

FAQs: Opt-In

- 1. For municipalities with service contracts coming up for renewal this year, how long should we extend our existing agreement for if we are looking to opt-out/opt-in?**

Please contact us at ABoperations@circularmaterials.ca to meet with a Circular Materials team member to discuss the particulars of your current agreement and the potential for extension beyond April 1, 2024.

- 2. Is it a one-time decision to decide the service model for each community, can we change our decision after the April 2025 date?**

A community who chooses to opt-in initially can change to an opt-out service model later. However, a community who chooses to opt-out initially, can not change their service model to opt-in later.

- 3. What happens to our existing contracts with each service model?**

Circular Materials will work with you to determine a compensation offer based on your current contract and will enter into an agreement with you for the same term. You will continue to manage your current service provider agreement.

FAQs: Opt-In

4. Our municipality only uses depot services. How will this change and does opt-in only apply to curbside service?

Opt-in and opt-out service models only apply to curbside collection. Should your depot(s) be eligible, we would work directly with your community on a separate agreement for which would either be a Depot Operations Statement of Work or an RCT (Receive, Consolidate, and Transfer) Statement of Work depending on the services we are looking to contract for.

5. When can communities expect to receive a financial offer from Circular Materials?

Circular Materials will schedule a meeting once a community has completed the required documentation to plan next steps. Meetings will take place throughout July to September to work to finalize financial offers.

FAQs: Opt-In

6. **If we are currently only using depot service and we opt-out, would we still be considered for curbside collection in 2026?**

Opt-in and opt-out service models only apply to curbside collection. Should your depot(s) be eligible, we would work directly with your community on a separate agreement for which would either be a Depot Operations Statement of Work or an RCT (Receive, Consolidate, and Transfer) Statement of Work depending on the services we are looking to contract for.

7. **How does each service model affect depot land use, ownership and leasing and how will depot services be managed in each scenario?**

Circular Materials will need to review these details in our meetings with each community and through detailed financial discussions. Access to your general ledger will help confirm how services and financial offers will be structured when there are shared land use, ownership or leasing implications relating to depots in Alberta.

Opt-Out

1. **Circular Materials** will manage **collection and post-collection** responsibilities for the recycling program.
2. **Circular Materials** will negotiate directly with a **collection service provider** and administer the **collection contract**.
3. The **collection service provider** will be responsible for **customer service**, with escalated inquiries managed by Circular Materials.
4. **Circular Materials** will directly lead **promotion and education in collaboration with the community**.



Process to Opt-out



FAQs: Opt-Out

- 1. For municipalities with service contracts coming up for renewal this year, how long should we extend our existing agreement for if we are looking to opt-out/opt-in?**

Please extend only until March 31, 2025, but ensure Circular Materials has confirmation as soon as possible of your intention to opt-out.

- 2. What happens to our existing contracts with each service model?**

Circular Materials will negotiate with your incumbent service provider as a first option, review term remaining, and review bridge agreement options where possible.

- 3. If a community decides to opt-in, can we change our decision after the April 2025 date?**

A community who chooses to opt-in initially can change to an opt-out service model later. However, a community who chooses to opt-out initially, cannot change their service model to opt-in later.

FAQs: Opt-Out

4. Our municipality only uses depot services. How will this change and does opt-in only apply to curbside service?

Opt-in and opt-out service models only apply to curbside collection. Should your depot(s) be eligible, we would work directly with your community on a separate agreement for which would either be a Depot Operations Statement of Work or an RCT (Receive, Consolidate, and Transfer) Statement of Work depending on the services we are looking to contract.

5. How will our current collection frequency be affected by these service models if we opt-out?

Circular Materials will work to ensure minimal impact to residents' recycling services. The regulation requires a minimum service level of every two weeks for curbside recycling collection. Circular Materials will do their best to keep the service level frequency the same as it is currently. Material tonnages will need to be confirmed for your community to support this process.

Community Checklist



Confirm your **preference for opt-in or opt-out** by August 1, 2024.



Opt-in communities to **provide general ledger verification** and other required documents by August 1, 2024



Opt-in communities to review term sheets, MSA and SOWs with finance and legal teams and schedule meeting with Circular Materials to review next steps.



Attain council approval for opt-in community agreements by October 31, 2024.





Get in touch:

ABoperations@circularmaterials.ca

circularmaterials.ca/AB