

Q&As – November 9 webinar for collectors on Services Agreement.

MMSW held a webinar for collectors on November 9 to walk attendees through the main features of the new MMSW Services Agreement.

The questions asked during the webinar and those submitted since are outlined below.

If you have any further questions or comments, please feel free to contact us by calling 1-888-980-9549 or emailing info@multimaterialsw.ca.

Question	Answer
General questions	
Will today's webinar be emailed to us afterwards?	This webinar and presentation will be posted on the MMSW website and will be available for on-demand viewing: http://www.mmsk.ca/collectors/information-sessions/
Would you be able to provide these slides to us for printing after this webinar?	The slides will be available on the MMSW website: http://www.mmsk.ca/collectors/information-sessions/
What is Kelly Goyer's phone number?	Kelly can be reached on 306-500-6172 Ext. 503 or by email at: kgoyer@multimaterialsw.ca
Funding related questions	
Does that mean that you get a fixed payment per household but that payment could be adjusted once the data is entered?	You receive a fixed payment per household until the Advisory Committee recommends a new payment method based on efficiency and effectiveness (Transition Phase II). The payment amount will be calculated annually.
We have been weighing all materials (cardboard, paper, plastic) during the past year.	Yes, please continue to weigh. Actual weights will be required for your reporting.
Why is it necessary to resubmit the service agreement? Can we not use the one we sent in before?	No, you cannot use the one sent in before. There have been changes to reflect the revised Waste Packaging and Paper Program Plan, so you need to sign the new Services Agreement if you wish to join the program.
\$140/tonne is only curbside? What about depot?	The payment is per household. It is for all households with recycling accessibility. The payment per household is \$11.75 for 2016.

Is an apartment building considered as only one residence or do you count each apartment as a residence?	Each apartment within the building is classed as a residence and each apartment is counted as one household.
Is the payment per household the same for residential single family household and multi-family household/ apartment?	Yes. MMSW will pay \$11.75 per household in 2016.
What is the fixed amount eligible household amount?	\$11.75 per household in 2016.
Do households with depot access receive \$11.75?	Yes, that is correct, for 2016.
What if businesses use the depot; how does this affect the residential per house capita?	IC&I use does not affect the payment per household as the rate was calculated to include only the residential tonnes MMSW is obligated for. However, it does affect the tonnage reported. An IC&I factor will be applied by MMSW to deduct non-residential tonnes.
If we have only a service agreement for a depot what portion of funding will we receive?	You would apply for the households that have access to the depot. The payment rate is \$11.75/ household in 2016.
Is the \$11.75 per household per quarter?	No, this is an annual amount for 2016. It is paid out prorated by quarter.
Did the committee take into consideration the distance some rural/northern communities are shipping recycling which is resulting in huge differences in prices paid for a recycling program? Appears we are all receiving the same amount of funding per household?	Yes, you are all receiving the same amount of financing per household. Over the course of the first two transition phases of the program, MMSW and the Advisory Committee will be collecting data to develop an efficiency and effectiveness model which could affect payment in Transition Phase II. Distance and transportation costs are factors that the Advisory Committee will review amongst other inputs.
How does non-compliance from stewards affect payments to collectors?	The monies available to local governments come from obligated businesses (stewards) joining MMSW and paying their fees. Non-compliance reduces the funds available to manage the MMSW program.
Why is the formula using all households in Saskatchewan and not just those households in the communities participating? For example: 50000 T is collected x 60% = 30,000 T x \$140=\$4,200,000 \$4,200,000/410,000 households= \$10.25/household	MMSW's payment per household is being offered for all households in Saskatchewan for WPP recycling since WPP is supplied throughout the entire province. It may be the case that not all households currently have access to recycling programs, or that all local governments or First Nations that have recycling programs join MMSW's program. We just don't know the outcome of the program launch. In this climate of uncertainty, where communities can join MMSW throughout the year, and without sufficient Saskatchewan data available to be more

<p>If only 300,000 households participate, only \$3,075,000 is accounted for, what happens to the other \$1,125,000?</p>	<p>precise, the conservative approach to ensure that payment is available for all who join is to use the 2011 census data for Saskatchewan households. Once the program has launched, MMSW will assess its financial status and determine the most appropriate course of action which could include directing the funds to the program's reserve.</p>
<p>Questions about the MMSW program and eligibility</p>	
<p>If we have one bin per a rural municipality and an urban municipality; does only one municipality submit for per household payment for both municipalities?</p>	<p>If the urban and rural municipalities each have resident accessibility to recycling and the tonnes can be weighed and reported (they do not need to be separated), the UM and RM need to decide who will apply for these households – one can apply for both or each can apply and split the tonnes proportionately by household count. The same household cannot be counted by more than one local government and/or regional waste authority.</p>
<p>Our RM has one bin located in the shop yard of an adjacent RM to service households located near the RM boundary. Will that bin still qualify for funding?</p>	<p>Yes. One RM needs to count these households, so you need to decide which RM submits these households. Each RM can submit their proportionate share of households and report the proportionate tonnes. The same household cannot be counted by more than one local government and/or regional waste authority.</p>
<p>We have Crown Shred who picks up residential recycling and they invoice us according to number of households and provide us with the metric tonnes collected. Do we qualify?</p>	<p>Yes. You will sign the Agreement and put Crown Shred on Appendix 2 as your sub-contractor.</p>
<p>If we don't process our own paper and have a contractor i.e. Loraas that picks up recycling from residents, do we qualify for this program?</p>	<p>Yes. You will sign the agreement and discuss with Loraas who reports for your local government – you will report or Loraas will report on your behalf.</p>
<p>Were the recycling contractors (Loraas, WYWRA etc.) consulted in regards to the type of information they would need to provide for the communities they service? For example: Appendix 1 - General Policies and Procedures for Collectors & Processors, who is the authorized signing authority for a</p>	<p>MMSW's program had a consultation period prior to the first program plan being submitted. Also, all service providers were contacted by MMSW last year in preparation for the launch.</p>

municipality?	
How will single-stream curbside recycling customers separate paper from other products recycled?	You will deliver single stream collection to your processor. It is likely the processor will sort the materials to send to end markets, but you should discuss this in advance with your processor to ensure that you can report the tonnes of residential WPP shipped to recycling end markets by type of packaging and type of paper and by recycling end market.
Where do we access a copy of the Stewardship Plan?	The approved Stewardship Plan is available on the MMSW website: http://www.mmsk.ca/wp-content/uploads/WPP-Stewardship-Plan_revised_September-12-2015.pdf
If residents in our community have the option of going to a collector for curbside pick-up without the Municipality knowing, would we have to ask the provider how many have paid for this? Because our municipality offers depots but not curbside pick-up?	You will need to know the tonnes collected by the provider and the number of households in order to receive payment from MMSW for the curbside collection.
Why are you dividing by total households in Saskatchewan- they are not all participating the program?	At this time, we do not know how many local governments and First Nations will join the program, so we need to make financing available that accounts for all households in Saskatchewan, since WPP is supplied throughout the entire province.
From your experience, is it worthwhile for a Rural Municipality with a population of approximately 650 residents, with 2-3 drop off depots, to consider a program like this?	Yes. Depot recycling is a good choice for small communities. Recycling is able to be done through depots that have good signage to direct the resident.
District is under a depot site system and not door to door - does this make a difference?	No, the collection channel does not make a difference. You will be paid based on the number of households with access to the depot and you will report the actual tonnes you collect, etc.
If we switch from depots to mandatory bins per household is there a process we have to go through to switch it with MMSW for your information?	You should inform Kelly Goyer, so that we have the correct information. Kelly be reached on 306-500-6172 Ext. 503 or by email at: kgoyer@multimaterialsw.ca
Do you have to offer curbside? As a smaller community, we do not have the resources and would like to continue offering depot?	Curbside collection is not a requirement. A depot for collection of WPP works well for smaller communities.
We receive recycling but it is	Yes. Any amount of recycling is a good start and it is

minimal. Can we still proceed with the agreement?	likely that your program will grow with your residents.
Regarding pollution liability insurance, it requires limits with no less than \$3,000,000. Is this the municipality who needs to have this or the contracted collector?	The collection and processing need to be operated with the insurance protection. If your municipality has a contracted service provider, the coverage can be held by the sub-contractor.
We have recycling bins in a central location in town for residents to drop off recyclables. The bins are picked up by Waste Management but are not weighed. Are we eligible for the program as we do not have anywhere to weight?	Waste Management should be able to provide the weight from the materials coming inbound to their facility. If Waste Management absolutely cannot weigh the materials, then we will be unable to provide payment for your collection. We encourage you to contact Kelly Goyer to discuss your specific issue in more detail. Kelly be reached on 306-500-6172 Ext. 503 or by email at: kgoyer@multimaterialsw.ca
What information is required to reduce 20% base reduction for IC&I?	This is for depot collection as per section 6.2 (b) of the Services Agreement. You have two choices to reduce the 20% - segregated collection, or proof of actual percentage IC&I as per Appendix C of the Stewardship Plan.
We have a single stream recycling program, with all recycling going into one bin. Would this be ok for this program?	Yes, single stream recycling is an acceptable form of collection.
We have a local subcontractor who collects curbside pickup, who then sells the WPP collected to another contractor (Loraas). Neither the municipality nor the local subcontractor have the end market information. Are we eligible for this program?	If you apply to the program, you need to have the quarterly reporting information, which includes end-market information and revenue. The local subcontractor or Loraas will need to provide you with this information or report on your behalf to MMSW in order for your local government to receive the household payment amount.
If a municipality does not charge its residents are they still eligible to participate in the program?	Yes. The intent of the program is to offset the cost of recycling WPP to your residents. You can apply to the program and use the monies to help pay for your residential recycling of WPP.
Designate related questions	
Who is the authorized signing authority for a municipality?	It depends on your municipality's rules. It could be an officer, the mayor, or another senior official.
We are in the process of setting up a regional waste management authority. Will we be able to transfer our WPP service agreement to the regional waste	You will be able to assign the agreement to your new RWA when you are ready by obtaining written approval from MMWS, as outlined in section 12.1 of the Services Agreement.

management authority?	
Is Crown Shred considered a subcontractor?	Yes, they collect and process recycling, so they can be a sub-contractor.
Can we partake if we use Loraas to pick up the recycling but charge the cost of recycling to the residents?	The intent of the program is to offset the cost of recycling WPP to your residents. You can apply to the program and use the monies to help pay for your residential recycling of WPP.
Would Crown Shred be considered an end user if all material is sent to them for distribution?	No. Crown Shred is considered to be the processor and they would sell your materials to an end market.
If a municipality is a member of a RWA, does it fill in App. 2 delegating the RWA as their "Contractor"?	If a municipality delegates their RWA, the RWA will be signing the agreement, and you will provide them with authorization separate from this agreement. You do not sign the Services Agreement.
Does the LG service agreement have to be received by you or is the RWA form identifying members with attached LG appendices sufficient?	If a municipality designates their RWA, the RWA will be signing the agreement, and you will provide them with authorization separate from this agreement. You do not sign the Services Agreement. The RWA must submit and sign the completed agreement.
Can a municipality designate an RWA as a contractor or do they have to run the agreement through them?	Yes, a municipality can designate a RWA as a sub-contractor; the RWA will need to provide the required weight and information for the municipality to report to MMSW.
If our local government will be represented by a RWA, is the local government signing anything? Or is that all done by the RWA?	Once the local government gives the RWA permission, likely in writing, to act on their behalf, the local government does <u>not</u> sign the agreement with MMSW. In this case the RWA signs the agreement with MMSW.
We have a joint agreement with our Rural Municipality to provide a recycling depot. We cost share the recycling program 50/50. Can I just include these households on the agreement that the Village is submitting?	Only one entity can receive payments for each household. If you share a depot with an RM, you will need to discuss and decide with the RM how many households you are each requesting payment for, and who is reporting on what percentage of the collected recyclables. Both the village and the RM may choose to sign with MMSW, or one may grant the other permission to act on their behalf.
Do you consider a RWA a municipality's subcontractor if they are collecting the materials as well as accepting them?	The RWA can be a sub-contractor for full service (collection and processing). The RWA will need to provide the required weight and information for the municipality to report to MMSW.

Material related questions	
Are tin cans and plastics included in packaging?	Tin cans are WPP. Regarding plastics, the plastic must be a package or container to be considered WPP. Note: beverage containers on deposit are not part of the WPP program.
You have said that the assumption of ICI is 20%. If municipalities keep the residential recycling and the IC&I recycling separate or weigh separate, how do we remove the tonnage adjustment from our contract?	If you keep IC&I separate, then you will let Kelly Goyer know and will only report your residential weight. Kelly be reached on 306-500-6172 Ext. 503 or by email at: kgoyer@multimaterialsw.ca
What items are covered on a tonnage basis besides cardboard and paper?	Please see Section 3 of the Stewardship Plan for definitions and examples of waste packaging and paper. It is available on the MMSW website: http://www.mmsk.ca/wp-content/uploads/WPP-Stewardship-Plan_revised_September-12-2015.pdf
Is plastic going to be included in the program at some time?	Plastic packaging is part of the program. For the types of plastic, please see Section 3 of the Stewardship Plan. It is available on the MMSW website: http://www.mmsk.ca/wp-content/uploads/WPP-Stewardship-Plan_revised_September-12-2015.pdf
Is Glass included as a packaging material?	Yes. Glass packaging that is <u>not</u> part of the beverage container deposit program <u>is</u> considered WPP.
If our collection provider only drops our LG recycling at a facility that does not sort the WPP, but delivers it to a third party, mixed with WPP of other communities, how are we to give exact descriptions of types of recycled products?	Your collection provider will need to work with you and MMSW to determine your proportionate share of the total collection, the materials, the end-market destination and revenue.
Is there a definition of Packaging, where can we find it?	Please see Section 3 of the Stewardship Plan for definitions and examples of waste packaging and paper. It is available on the MMSW website: http://www.mmsk.ca/wp-content/uploads/WPP-Stewardship-Plan_revised_September-12-2015.pdf
Reporting related questions	
How are number of households determined? Self-reported? Or is there something reported by Stats Can?	The local government will self-report and MMSW has the 2011 census data by Stats Canada for reference.
Our household numbers fluctuate with each collection. How would	You will report the number of households serviced on the collection route. If they do not put out WPP for

we report this?	collection on a particular day, they still count as a serviced household as long as the house is occupied and is included on regular collection routes.
Tonnage on the invoice of a contractor is not sufficient, correct?	The tonnage reported – provided that it is the actual weight and not an estimate – is what you or your sub-contractor will report. Estimated tonnes are not sufficient. Actual tonnes on an invoice are acceptable as proof of weight.
Does a printout from an on-board truck scale qualify as an approved scale ticket? This may apply when a depot is dumped in a front load truck along with other commercial pick-ups?	Yes, the on-board truck scale is a sufficient proof of weight to report to MMSW.
What about expenses to dispose of recyclable materials collected, i.e. if something is not revenue positive can it be reported and reimbursed?	The payment is per household for all WPP collected. Should some of this material not be able to be recycled, this weight will be reported by you but will not affect your payment per household.
In Appendix 1 it states that quarterly reporting must include tonnes collected by stream. Is single stream collection considered a "stream" or does the material need to be broken into material types, e.g. ONP, Plastic, OCC, etc.?	Single stream is a collection stream. The processor will sort into fibres and containers, and give you this information to report what went to end-markets for MMSW reporting.
Will weigh scale tickets be required starting in 2017?	Actual weight is required beginning on January 1, 2016 when the program launches. You need to keep the ticket or record of weight from the start of the program.
In a resort area how do we determine the number of households served?	You will need to know the number of occupied households. For this you may wish to give Kelly Goyer a call to discuss. Kelly be reached on 306-500-6172 Ext. 503 or by email at: kgoyer@multimaterialsw.ca
For number of households served, do we include our seasonally occupied households as well full-time occupied?	You will need to know the number of occupied households. For this you may wish to give Kelly Goyer a call to discuss. Kelly be reached on 306-500-6172 Ext. 503 or by email at: kgoyer@multimaterialsw.ca
What proof is acceptable in terms of households serviced? Greenland Waste/tax Roll?	The local government will self-report and MMSW has the 2011 census data by Stats Canada for reference. MMSW may ask for additional information to support the self-reported number of households.
Are weigh scale tickets required for materials shipped to market or before materials are tipped on the processing floor?	Both weights are reported quarterly to MMSW: inbound weights from collection (before materials are tipped) and outbound weights (shipped to end markets).

<p>We have curbside recycling in our town but we also have a landfill that has a bin for cardboard & paper. It's only emptied when it's full and we call in. Do we include this at all?</p>	<p>Yes. Include all material that is collected for recycling. A household that receives curbside collection and also has access to a depot may only be counted once in determining the number of households serviced.</p>
<p>The number of households in our community with recycling carts changes on a monthly basis. Can we revise the number of households after the service agreement has been completed?</p>	<p>Yes, you will be able to revise your household count. MMSW will communicate a process – it may be quarterly or annually – to update your household numbers.</p>
<p>What is acceptable proof of commercial properties?</p>	<p>At this point we do not need proof, just your count. Later, more detail may be required.</p>
<p>How would I know what our tonnage is through our regional collection authority at a depot collection?</p>	<p>If the depot serves more than one local government, then you will need to discuss with the other LGs and give us a total weight and total household. We can then talk to you about a proportional share.</p>
<p>Submitting Reports- who does this; NCSWM or the District or does NCSWM do everything?</p>	<p>The NCSWM will report on behalf of its members, if the NCSWM signed the Services Agreement.</p>
<p>What about part time (seasonal) businesses?</p>	<p>If you mean to calculate the number of IC&I locations serviced – you would start with the year ‘round businesses and then, if the seasonal businesses are significant for those months, update the number of IC&I locations to include seasonal for that period with MMSW. For this you may wish to give Kelly Goyer a call to discuss. Kelly be reached on 306-500-6172 Ext. 503 or by email at: kgoyer@multimaterialsw.ca</p>
<p>How are weights submitted quarterly with tickets for towns that use a service provider with more than one town in a single route?</p>	<p>Your collection provider will need to work with you and MMSW to determine your proportionate share of the total collection, the materials, the end-market destination and revenue. The weight would be submitted for the group and then proportionately shared.</p>
<p>Our contractor handles everything including collection and end user information. What if we don't know anything about the end user?</p>	<p>The contractor will need to provide this information to you or report on behalf of your local government.</p>
<p>Regarding the service area, our depot will service parts of five rural municipalities. Including our urban municipality, do we need to perform an actual physical count? Or do we use Stats Canada household data?</p>	<p>Stats Canada data may be useful to determine the number of households serviced. You indicated that the depot services “parts of five rural municipalities”. Households that are not serviced cannot be included. If a household has access to multiple depots operated by different municipalities then only one municipality may apply for payments for that household.</p>

<p>Regarding Appendix 3 – can you provide some clarification as to the number of IC&I Locations serviced? If the Town does not collect any recycling from IC&I locations as they contract directly from Loraas, what do we record in this box?</p>	<p>Provided that Loraas does not mix the IC&I collection with residential –if Loraas collects any residential on behalf of the town – you do not need to report the number of IC&I locations. It is only if residential and IC&I are mixed collection when weighed that the number of IC&I locations need to be reported.</p>
<p>We use Loraas, they pick up from some small businesses in our community. Any ideas on how we will be able to sort commercial vs residential when they are all provided the same bins?</p>	<p>You will need to ask Loraas for the number of IC&I locations that they service. MMSW will deduct the amount of IC&I WPP on a proportionate basis to the number of IC&I locations to residential locations.</p>
<p>If the urban municipality financially supports the recycling centre within town limits and the rural ratepayers utilize this centre - can we use the RM population?</p>	<p>If the RM provides access to recycling services and the tonnes can be weighed and reported (they do not need to be separated), then the RM <u>or</u> the urban municipality can count these households, but these households cannot be double counted. The UM and RM need to decide who will apply for these households.</p>
<p>Our single stream product goes to Loraas Recycling for sorting. We do not get a break down of the various items. We just get a grand total. How do we handle this info without a breakdown?</p>	<p>Loraas, as your sub-contractor, will need to provide you with the information on the materials sent to market. At this point the single stream has been sorted and they will be sending fibres and containers to market with outbound weights that they will need to report to you.</p>
<p>Just a clarification, in a route where IC&I and residential are combined, can we prorate the tonnage?</p>	<p>You are to provide the number of households and the number of IC&I locations to MMSW. You do not prorate the tonnage, but send in the total actual weight of collection.</p>