



Schedule A to Program Agreement Stewardship Ontario and the Resource Productivity and Recovery Authority

Rules for Stewards with Respect to the Payment of Fees for the Municipal Hazardous or Special Waste (MHSW) Program, for the Period Commencing January 1, 2020 until Wind Up of the MHSW Program

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PART I: DEFINITIONS

1. In these Rules, the following terms have the following meanings:

“Affiliate” is an entity that controls a Steward or is controlled by a Steward or is controlled by an entity that also controls a Steward, where "control" in the case of a corporation has the meaning ascribed thereto by subsection 1(5) of the Business Corporations Act (Ontario) as amended from time to time.

“Approved Wind-up Plan” means the Wind-up Plan for the MHSW program developed and approved in accordance with section 14 of the *Waste Diversion Transition Act, 2016*.

“Brand” means a trademark.

“Brand Owner” with respect to a specific product or good, that is MHSM, where such product or good, or its packaging bears a trademark means during any time in any Data Period:

- (a) a Person Resident in Ontario who is the holder of the registered trademark, or
- (b) a Person Resident in Ontario who is the licensee, in respect of the registered trademark, or
- (c) a Person Resident in Ontario, who owns the intellectual property rights to the unregistered trademark, or
- (d) a Person Resident in Ontario, who is the licensee, in respect of the intellectual property rights of the unregistered trademark.

Where “licensee” includes a Person who packages goods and the products or goods are MHSM or MHSM Packaging, and bear a trademark, other than a packer, producer or filler of Private Label Goods, and includes any Person whose corporate name or business name registration contains the trademark.

“Confidential Information” means sales or other data submitted by a Steward to Stewardship Ontario that is not publicly available from any source.

“Data Period” means the 3 month periods ending December 31, 2016; March 31, 2017; June 30, 2017; and September 30, 2017 and successive three month periods thereafter for which a



Steward must report MHSM quantities Supplied.

“Designated IC&I Business” means an industrial, commercial or institutional business that generates MHSW of the types described in Appendix A that is not required to submit a Generator Registration Report with respect to that MHSW under subsection 18 (1) of Ontario Regulation 347, made under the *Environmental Protection Act*, as amended from time to time.

“Fee Category” means the category against which the quantities appearing in the reporting category are invoiced by Stewardship Ontario.

“Fee Obligation Period” means the period for which amounts are due as set out in Table 2 of Appendix C.

“File” means electronically submitted by a Steward to Stewardship Ontario through the WeRecycle Portal. Filed and File have similar meanings.

“First Importer” is a Person Resident in Ontario who imports MHSM into Ontario or is the first to take possession or control of MHSM in Ontario for which a Brand Owner does not exist.

“Franchisor, Franchisee and Franchise System” have the meaning ascribed thereto under the Arthur Wishart Act (Franchise Disclosure), 2000, as amended from time to time.

“Generator” means the Person to which MHSW is supplied for use in Ontario that makes the product(s) available for reuse, recycling or disposal. The categories of MHSM generators are residential, designated IC&I business, and all IC&I.

“In Good Standing” means a Steward who is current with its financial and reporting obligations to Stewardship Ontario.

“Industry Funding Organization” or “IFO” means the organization designated by regulation with responsibility for implementing the MHSW Program Plan including collection of fees from Stewards to cover the costs of developing, implementing and operating the diversion program and to cover associated costs of RPRA and the Ministry of Environment, Conservation and Parks (MECP) (formerly the Ministry of the Environment and Climate Change).

“Industry Stewardship Plan” or “ISP” means a RPRA or Waste Diversion Ontario -approved



plan allowing one or more Stewards to manage wastes that have been designated for a recycling program by the Minister.

“Industry Stewardship Organization” or “ISO” means any organization (including one Steward or a group of Stewards) that submits an Industry Stewardship Plan to RPRA, or its predecessor, Waste Diversion Ontario, for review.

“ISO Member” means a person who Supplies MHSW Material that has joined an ISO rather than fulfilling its MHSW obligations through Stewardship Ontario.

“Interest” means the amount calculated using the prime rate per annum established by the CIBC as at the close of business on the first day of each month plus four percent compounded monthly.

“Methodology” means the process the Steward used to:

- (a) determine MHSM Supplied including data sources, percentage allocation of data reported, data collection systems, and the use of calculators, worksheets or mathematical formulae, whether or not they were previously approved by Stewardship Ontario; and
- (b) determine exclusions.

“MHSM Packaging” means materials that are used for the containment, protection, handling, delivery and presentation of MHSM Supplied.

“MHSW Program Plan” means the plan most recently approved by the Minister.

“MHSW Approved Wind Up Plan” means the MHSW Wind Up Plan approved by the Resource Productivity and Recovery Authority pursuant to Section 14 of the *Waste Diversion Transition Act, 2016*.

“Minister” or “Ministry” means Ministry of Environment, Conservation and Parks (MECP) (formerly the Ministry of the Environment and Climate Change) for the Province of Ontario.

“Municipal Hazardous or Special Materials” or “MHSM” means those goods and products set out in Appendix A which are Supplied and that result in the generation of MHSW.



“Municipal Hazardous or Special Waste” or “MHSW” means waste that consists of any one of the following materials, or any combination of them:

- Antifreeze, and the containers in which they are contained. Containers of packaged antifreeze are included if they have a volume equal to or less than 30 litres
- Fertilizers and the containers in which they are contained
- Oil filters – after they have been used for their intended purpose
- Oil Containers that have a capacity of 30 litres or less and that were manufactured and used for the purpose of containing lubricating oil
- Pesticides and the containers in which they are contained
- Paints and Coatings, and the containers in which they are contained
- Pressurized containers
- Solvents, and the containers in which they are contained
- Single-use dry cell batteries

“Ontario Regulation 387/16” means the Regulation made under the under the *Waste Diversion Transition Act, 2016* that designates MHSW and that designates Stewardship Ontario as the IFO for MHSW.

“Person” means an individual, partnership, joint venture, sole proprietorship, company or corporation, government (whether national, federal, provincial, state, municipal, city, county or otherwise and including any instrumentality, division, body, department, board or agency of any of them), trust, trustee, executor, administrator or any other kind of legal personal representative, unincorporated organization, association, institution, entity, however designated.

“Primary Contact” means a member of the Steward’s organization appointed by the Steward pursuant to the [Primary Contact Policy](#) as posted on the Stewardship Ontario website (for new Stewards who join the MHSW Program on or after January 1, 2019) as the Steward’s authorized person or agent under whose authority a Quarterly MHSM Steward Report is Filed or amended.

“Private Label Goods” means goods that carry the Brand of a Brand Owner and are Supplied by such Brand Owner.

“Program Request Letter” means the letter from the Minister to Waste Diversion Ontario (WDO) dated December 12, 2006 requiring Waste Diversion Ontario to develop a waste diversion program in respect of certain categories of MHSW.

“Proxy Report” means a prior Quarterly MHSM Steward’s Report used by Stewardship Ontario



in the event that a Steward does not meet its Filing obligation in accordance with these Rules.

“Published Address” means an address appearing in a current telephone directory or a recognized current published business directory.

“Quarterly MHSM Steward’s Report” means a report prepared by a Steward describing the aggregate quantity of MHSM that was Supplied in the Data Period by the Steward or its Franchisees and/or Affiliates containing the information in accordance with Section 17 and Filed with Stewardship Ontario in accordance with Appendix C.

“Reporting Obligation Period” means the period for which a Steward is required to report as described in Appendix C.

“Resident in Ontario” with respect to a corporation, means a corporation that has a permanent establishment in Ontario in accordance with the provisions of Appendix B.

“Resource Recovery and Productivity Authority” or “RPRA” is a corporation which oversees the operation of Stewardship Ontario and the MHSW Program in accordance with the *Waste Diversion Transition Act, 2016*. RPRA is the successor to Waste Diversion Ontario.

“Rules” means these rules, including any such modifications to the Rules resulting from or necessitated by the MHSW Approved Wind-up Plan.

“Steward” means a person who is obligated with respect to MHSM in accordance with Part III of these Rules but does not include a person who is an ISO Member.

“Steward Share Assessment” means the individual Steward’s share of the total quantities reported to Stewardship Ontario by Fee Category.

“Stewardship Ontario” is the Not-for-profit Corporation incorporated under the Ontario Corporations Act and continued by Regulation 542 under the *Waste Diversion Act* as the IFO and under the *Waste Diversion Transition Act, 2016* for MHSW Program. It is also the IFO for Designated Blue Box Waste.

“Supplied” means sold, leased, donated, disposed of, used, transferred the possession or title of or otherwise made available or distributed for use in the Province of Ontario by a Generator.



Supply and Supplies have similar meanings.

“Voluntary Reporter” means a Person who elects to become a Voluntary Reporter in accordance with Section 11 of these Rules.

“WeRecycle Portal” means the internet portal that must be used by all Stewards when submitting their Quarterly MHSM Steward Reports.



PART II: APPLICATION, DURATION, NONCOMPLIANCE, POLICIES, NOTICE, CONFIDENTIALITY

Application of These Rules

2. These Rules apply to all:

- (a) Stewards who are obligated to File a Quarterly MHSM Steward Report in the current year;
- (b) Stewards (regardless of whether they have registered) who were obligated but failed to File a Quarterly MHSM Steward Report in a prior year;¹
- (c) New Stewards who began Supplying MHSM in the current year or who began MHSM in a prior year but did not register at that time;
- (d) Stewards who make an Adjustment Request in the current year in accordance with the [Policy for Steward-Initiated Adjustment Requests](#) in Appendix E and on the Stewardship Ontario website for any current or prior Quarterly MHSM Steward Report as may be amended by the MHSW Approved Windup Plan;
- (e) Former Stewards who owe MHSW fees to Stewardship Ontario; and
- (f) Steward requests for Dispute Resolution made in the current year.

Duration of These Rules

3. These Rules remain in force until the Wind Up the MHSW Program, unless or until new Rules are approved by RPRA and are posted on the Stewardship Ontario website, as may be expressly or by implication amended by the MHSW Approved Wind Up Plan.

Noncompliance with These Rules

4. All Stewards and former Stewards (to the extent such former Stewards owe MHSW fees to Stewardship Ontario) are required to comply with these Rules. Failure to comply with these Rules may result in penalties and interest and/or compliance and enforcement actions undertaken by Stewardship Ontario and/or RPRA as provided for:
- (a) in these Rules or in Stewardship Ontario policies;
 - (b) in the *Waste Diversion Transition Act, 2016*;
 - (c) in the Regulations,

¹ These Rules apply to all Quarterly MHSM Steward Report which should have been Filed but were not Filed by a Steward for a prior Data Year. However, the calculation of Fees associated with any past unfiled Quarterly MHSM Steward Report will be calculated in accordance with the Stewardship Fee rates applied in each of the applicable prior Data Years.



- (d) in the [Penalty and Interest Policy](#) in Appendix F of these Rules and on the Stewardship Ontario website, or
- (e) as otherwise permitted by RPRA or the Ministry.

Policies, Guidance and Interpretive Memoranda

- 5. Stewardship Ontario may, but is not required to, publish on the Stewardship Ontario website policies, guidance, and interpretive memoranda (collectively “secondary guidance”) with respect to these Rules that must be followed by Stewards. In the event of any conflict between the Rules and any secondary guidance, the Rules shall prevail.

Notice to Stewardship Ontario

- 6. A Steward must inform Stewardship Ontario within 30 days of its change of address, change of Primary Contact, bankruptcy, closing, merger, acquisition, sale, or divestiture of all or part of its business and any impact on the Steward’s obligation to pay Stewardship Fees. All notices to Stewardship Ontario shall be provided:
 - (a) in writing, addressed to Stewardship Ontario, 1 St. Clair Avenue West, Suite 700, Toronto, ON, M4V 1K6, Attention: CFO; or
 - (b) by email to werecycle@stewardshipontario.ca.

Notice to Stewards

- 7. All Stewards (regardless of whether the Steward has registered with Stewardship Ontario) are deemed to have notice of the contents of these Rules and are bound by these Rules, including the reporting and payment obligations from the time that these Rules are approved by RPRA and posted on the Stewardship Ontario website.

Publishing of Company Names

- 8. Stewardship Ontario may, but is not required to, publish any of the following:
 - (a) the names of Stewards Filing a Quarterly MHSM Steward Report with Stewardship Ontario;
 - (b) a list of all Stewards In Good Standing;
 - (c) a registry of all Brands reported in Quarterly MHSM Steward Reports; and
 - (d) the names of any Person that may appear to be a Steward Resident in Ontario, but which it has determined upon investigation is not Resident in Ontario.



Confidentiality

9. Stewardship Ontario will use reasonable diligence and care to prevent the unauthorized disclosure of a Steward's Confidential Information. Stewardship Ontario may disclose Confidential Information:

- (a) to its administrative service provider or a third party auditor, provided that the administrative service provider or the third party auditor also agrees to protect the Steward's Confidential Information;
- (b) to the RPRA or the Ministry as permitted by law or the MHSW Program Plan or MHSW Program Agreement; or
- (c) in accordance with the Steward's consent.

PART III: DESIGNATION OF STEWARDS

Designation of Stewards

10. For the purpose of determining which Person shall be designated as a Steward for a particular category of MHSM, the following provisions shall apply in the order in which they are set out. If two or more Persons are designated as a Steward pursuant to the following provisions, then the earlier provision shall prevail:

- (a) A Brand Owner is designated as a Steward with respect to all MHSM, for which it is the Brand Owner and Supplied such MHSM during the Data Period.
- (b) A First Importer is designated as a Steward with respect to all MHSM for which it is the First Importer and Supplied such MHSM during the Data Period.
- (c) A Franchisor which is resident in Ontario is designated as a Steward with respect to all MHSM Supplied within the Ontario Franchise System during the Data Period.
- (d) In the event there is more than one Brand Owner for the same MHSM, the Brand Owner more directly connected to the production of the MHSM shall be designated as the Steward, but where the Brand Owner is a Franchisor, the Franchisor shall be designated as the Steward for its Ontario Franchise system.
- (e) In the event there is no identifiable Brand on a particular MHSM product or good and if the manufacturer of the MHSM is Resident in Ontario, the manufacturer of such MHSM shall be designated as the Steward for such MHSM, otherwise the First Importer shall be designated as the Steward for such MHSM.



Voluntary Reporter

11. A Person may elect to become a Voluntary Reporter upon execution of Stewardship Ontario's [Voluntary Reporter's Agreement](#) by:

- (a) the Steward;
- (b) the Voluntary Reporter; and
- (c) Stewardship Ontario.

Voluntary Reporters must comply with these Rules and the Voluntary Reporter Agreement.

Voluntary Reporter Fails to Comply with Obligations

12. In the event that the Voluntary Reporter defaults on its responsibility to report with respect to the MHSM Supplied in Ontario, the obligation for that MHSM will revert to the Steward in accordance with the Voluntary Reporter Agreement.

PART IV: STEWARD REPORTING

Reporting Categories

13. For reporting and fee calculation, MHSM is organized into nine material classes as outlined in Appendix A.

Reporting Deadline for Stewards and Voluntary Reporters

14. Every Steward and Voluntary Reporter shall:

- (a) File a Quarterly MHSM Steward Report in accordance with the timetable in Appendix C;
- (b) if applicable, immediately File all overdue Steward Reports; and
- (c) if applicable, File a Quarterly MHSM Steward Report within 60 days after such Person becomes a Steward or Voluntary Reporter pursuant to Part III, Section 11

using the [WeRecycle Portal](#).

Stewards Who Fail to Register With Stewardship Ontario

15. A Steward who begins Supplying MHSM, who has not registered with an ISO, must Register with Stewardship Ontario within 60 days. Any Steward who fails to Register with Stewardship Ontario within 60 days of beginning to Supply MHSM in Ontario:

- (a) will be subject to compliance and enforcement by Stewardship Ontario, RPRA and/or MECP; and



- (b) is required to pay the penalties and interest in accordance with the [Penalty and Interest Policy](#) in Appendix F and on the Stewardship Ontario website.

Reporting for Affiliates and/or Franchisees

16. A Steward, including Franchisors, shall report for its Ontario Affiliates and/or Franchisees under one Steward number. Any Person whose MHSM is included in its Affiliates' or Franchisors' Annual Steward Report shall not File a separate Quarterly MHSM Steward Report. Affiliates must seek Stewardship Ontario's approval to report separately.

Contents of Quarterly MHSM Steward Report

17. Quarterly MHSM Steward Reports must include the following information Filed on the WeRecycle Portal:

- (a) obligation period of the Quarterly MHSM Steward's Report;
- (b) contact information such as email addresses and phone numbers for the Steward's Primary Contact, Billing Contact, Secondary Contacts and Environmental Lead;
- (c) company name, mailing address, phone number, and sector;
- (d) quantities of materials Supplied according to the reporting categories and units of measure in Appendix A;
- (e) description of Methodology used to prepare the Quarterly MHSM Steward Report including any significant events resulting in any material change(s) to quantities reported;
- (f) description of any excluded waste from the Quarterly MHSM Steward Report;
- (g) list of Brands included in the Quarterly MHSM Steward Report, and any changes in Brands since the prior Reporting Obligation Period;
- (h) list of all Affiliates and/or Franchisees included in the Quarterly MHSM Steward Report;
- (i) declaration of accuracy of contents of the Quarterly MHSM Steward Report.

Consequences of Late Filing or Non-Filing of the MHSM Quarterly Steward Report

18. Stewards that fail to File a Quarterly MHSM Stewards' Report by the date specified in



Appendix C will be subject to:

- (a) penalties and interest in accordance with the [Penalty and Interest Policy](#) in Appendix F and on the Stewardship Ontario website;
- (b) the use by Stewardship Ontario of a Proxy Report using the Steward's highest quantities contained in any of its prior four quarters plus 10 percent shall constitute the Quarterly MHSM Steward Report then due; and
- (c) an adjustment invoice associated with the reconciliation of the quantities used by Stewardship Ontario to the actual quantities reported by the Steward;

Errors in the Quarterly MHSM Steward Report

19. Quarterly MHSM Steward Reports shall contain accurate data. If a Steward or a Voluntary Reporter identifies any errors in any Quarterly MHSM Steward Report after submission, the Steward or Voluntary Reporter must notify² Stewardship Ontario within 30 days in writing via email to WeRecycle@stewardshipontario.ca with full particulars of the error.

Financial Responsibility for Underreporting By a Voluntary Reporter

20. Where a Voluntary Reporter has made an underreporting error in the Quarterly MHSW Steward Report, financial responsibility as between the Steward and the Voluntary Reporter for the error and any interest or other penalties associated with the error is governed by the Voluntary Reporter Agreement between the Steward, the Voluntary Reporter and Stewardship Ontario.

Steward-Initiated Adjustment Requests to Quarterly MHSM Steward Report

21. A Steward who is In Good Standing may make a request to correct an error in a Quarterly MHSM Steward Report in accordance with the following Policies and any applicable amendments thereto expressly or by implication imposed by the MHSW Approved Wind Up Plan:

- (a) [Policy for Steward-Initiated Adjustment Requests](#) in Appendix E and on the Stewardship Ontario website; and
- (b) [Penalty and Interest Policy](#) in Appendix F and on the Stewardship Ontario website.

This section applies with necessary modifications to a Voluntary Reporter who requests an

² This is only a requirement to *notify* - not to submit an adjustment request. Stewards still have two years to submit an adjustment request as outlined in the Steward-Initiated Adjustment Policy.



Adjustment to a Quarterly MHSW Steward Report.

Corrections to the Quarterly MHSM Steward Report Initiated By Stewardship Ontario

22. Stewardship Ontario may require changes to a Filed Quarterly MHSM Steward Report following a third party review or report validation by Stewardship Ontario. Stewards will be required to pay third party fees associated with any MHSM underreporting for a maximum of five years of Quarterly MHSM Steward Reports prior to the current calendar year.³

PART V: STEWARD FEES FEE COMPONENTS

Steward Shared Assessment (SSA)

23. Stewards shall pay fees to Stewardship Ontario in accordance with the following, subject to and as may be modified by the MHSW Approved Wind-up Plan:

- (a) The Steward Share Assessment with respect to the Reporting Obligation Period for all MHSM classes as set out in Appendix A and according to Table 2 as set out in Appendix C. The formula to calculate the Steward Share Assessment is specified in Section 5(1) of Regulation 542/06.
- (b) Subject to the Steward or Voluntary Reporter satisfying the requirements of the Policy for Steward-Initiated Adjustment Requests in Appendix E and on the Stewardship Ontario website, in the event that the quantities reported in the Quarterly MHSM Steward Report are inaccurate, Stewardship Ontario shall issue to the Steward an invoice or a credit note based on the total quantities reported into Stewardship Ontario by all Stewards by the reporting deadline.
- (c) If:
 - (i) a Steward's Quarterly MHSM Steward Report is determined to be inaccurate either prior to or subsequent to the effective date of these Rules, and
 - (ii) the Steward is required to pay additional fees or is entitled to a credit, these amounts will be applied to adjust the costs in the relevant MHSM class in the subsequent quarter period.

Annual True Up

24. Subject to and as may be modified by the MHSW Approved Wind-up Plan, Stewardship

³ For example, stewards are responsible for the fees (if any) associated with errors in a prior quarterly MHSM Steward report discovered by stewardship Ontario in the current calendar year (2019) for up to five prior calendar years (20 Quarterly MHSM Steward Reports) (2018, 2017, 2016, 2015, and 2014).



Ontario will conduct an annualized reconciliation (annual true up) as if the Steward Share Assessments were calculated on an annual basis. In the event that the amount calculated is different from the aggregate of the Steward's four quarterly invoices, including any adjustments for that quarter (calculated using the quarterly Steward Share Assessments), then Stewardship Ontario shall prepare a credit note or a debit note to adjust the Steward's amount owing to equal the amount calculated based on annual data. Stewardship Ontario shall give notice by way of invoice or credit note to each Steward. Any such additional fee shall be payable within 30 days of the sending of such invoice.

Relief from Requirements to Report and Pay Fees

25. Any Steward that:

- (a) is In Good Standing
- (b) intends to join an RPRA-approved Industry Stewardship Plan (ISP) covering MHSM generated by the Steward;
- (c) has received RPRA approval to join the ISO; and
- (d) adheres to any additional criteria agreed to between Stewardship Ontario and/or RPRA, and the ISO,

is no longer required to report to Stewardship Ontario for the related MHSM Supplied on and after the date to which the ISP applies.

Steward Fee Reductions and Distributions to Industry Stewardship Organizations

26. In accordance with the MHSW Approved Wind Up Plan, Stewardship Ontario may:

- (a) reduce Steward fees calculated under Section 23 for the Steward's MHSM (a "**Fee Reduction**"), and
- (b) make distributions to an Industry Stewardship Organization ("**ISO**") on behalf of MHSW obligated parties that are members of such ISO (an "**ISO Member**") to reduce the ISO Member's future fees to be paid to the ISO (an "**ISO Distribution**") in the scenarios described in Appendix "G", subject to the following:
 - (i) no Steward shall be entitled to receive a Fee Reduction unless the Steward is In Good Standing with the MHSW Program;
 - (ii) no ISO Member shall be entitled to an ISO Distribution unless the ISO Member is In Good Standing with the MHSW Program;



- (iii) no Steward or ISO Member shall be entitled to a Fee Reduction or ISO Distribution for a Fee Obligation Period if they do not have a Steward Share Assessment for that Fee Obligation Period.

Stewards and ISO Members Not in Good Standing with the MHSW Program

27. Without limiting the generality of section 26, the following Rule applies to Stewards or ISO Members that would otherwise be entitled to a Fee Reduction or ISO Distribution, but owe MHSM fees to Stewardship Ontario:

- (a) Stewardship Ontario shall set-off the amount owing by the Steward or ISO Member to the MHSW Program against the Steward's or ISO Member's Fee Reduction or ISO Distribution (the "**Net Amount**").
- (b) Where the Net Amount is positive, Stewardship Ontario shall:
 - (i) in the case of a Steward, the Net Amount shall be applied as a Fee Reduction for that Steward; or
 - (ii) in the case of an ISO Member, the Net Amount shall be remitted to the applicable ISO as an ISO Distribution.
- (c) Where the Net Amount is negative:
 - (i) Stewardship Ontario shall advise the Steward or ISO Member of the amount that remains owing to the MHSW Program; and
 - (ii) the Steward or ISO Member shall, within 30 days, pay the amount owing to the MHSW Program.

PART VI: COMPLIANCE

Penalties and Interest

28. Stewardship Ontario shall impose penalties and interest on a Steward or Voluntary Reporter in accordance with the [Penalty and Interest Policy](#) in Appendix F and on the Stewardship Ontario website.

Steward and Voluntary Reporter Records Retention

29. All Stewards and Voluntary Reporters shall retain all of the records to substantiate and verify the accuracy of the information submitted in their Quarterly MHSM Steward Report for a period of not less than five years from the date of submission. Any Steward or Voluntary



Reporter who fails to produce documentation to substantiate its Quarterly MHSM Steward Report Filed during the five year retention period must pay Stewardship Fees on the total amount of MHSM:

- (a) substantiated by the available documentation; or
- (b) based on an estimate calculated with reference to a prior or subsequent Quarters' MHSM Steward Report; or
- (c) as determined by a third-party auditor,

whichever is greatest. Stewards are subject to the [Penalty and Interest Policy](#) in Appendix F and on the Stewardship Ontario website with respect to any quantities of MHSM found to have been underreported.

Duty to Comply with Stewardship Ontario's Requests for Documentation

30. Upon written request from Stewardship Ontario, Stewards and Voluntary Reporters shall within 30 days provide documentation in support of their Quarterly MHSM Steward Report, including, but not limited to:

- (a) data used by Stewards or Voluntary Reporter in the preparation of any Quarterly MHSM Steward Report;
- (b) relevant information regarding Affiliates and/or Franchisees included in the Quarterly MHSM Steward Report;
- (c) calculation Methodology;
- (d) product data such as samples or product information provided by vendors;
- (e) audit reports; and
- (f) a list of Brands included or excluded in the Quarterly MHSM Steward Report and any changes in Brands from those Brands reported in the prior Quarterly MHSM Steward Report.

Duty to Provide Access to Stewardship Ontario

31. A Steward or Voluntary Reporter shall grant access during business hours to Stewardship Ontario or its authorized representatives to inspect and review the Steward's records maintained in accordance with the Rules for up to five years after the Filing deadline for the Quarterly MHSM Steward Report.



Duty to Cooperate with a Verification Audit

32. At the request of Stewardship Ontario, a Steward or Voluntary Reporter must:

- (a) provide confirmation from a senior officer with authority to bind the steward confirming that the data contained in the Quarterly MHSM Steward Report is accurate and complete; and
- (b) cooperate in an audit or review of the Steward's records, including:
 - (i) providing Stewardship Ontario with all requested documentation, data, records and reports within 30 days of such request; and
 - (ii) providing access to the Steward's business premises by Stewardship Ontario, its administrative service provider, or an independent third-party within 30 days of such request.

PART VII: DISPUTE RESOLUTION

Dispute Resolution Policy and Procedure

33. Disputes between Stewardship Ontario and a Steward or Voluntary Reporter regarding the payment of Stewardship Fees shall be addressed through the [Dispute Resolution Policy](#) posted on the Stewardship Ontario website. A Steward must be In Good Standing to invoke Dispute Resolution.

Appendix A

Municipal Hazardous or Special Materials Class Definitions and Reporting Information

The following materials are defined by one or more of the following Acts, Standards, and/or Regulations:

- Waste Diversion Transition Act, 2016 (Ontario)
- Environmental Protection Act (Ontario)
- Fertilizers Act (Canada)
- Fertilizers Regulations (Canada)
- Hazardous Products Act (Canada)
- Pest Control Products Act (Canada)
- SOR/2001-269 – Canadian Standards Association Standard Z752-03
- Waste Diversion Transition Act, 2016, Ontario Regulation 387/16
- Waste Diversion Transition Act, 2016, Ontario Regulation 389/16
- Environmental Protection Act, Ontario Regulation 347
- Environmental Protection Act, Ontario Regulation 463/10

Key for using Tables of Material Class Definitions and Reporting Information in Appendix A:

Material Class Definitions	Provides the name and a definition for each of the 9 (nine) material classes designated under the MHSW Program.
Notes	Provides clarifying information for the material definition and any other general comments on the material class.
Sector(s) into which MHSM is Supplied	Identifies the sector(s) into which materials must be Supplied to be included in the MHSW Program: <ul style="list-style-type: none"> - The residential sector; and/or - All industrial-commercial-institutional (IC&I) sectors; and/or - Designated IC&I businesses (e.g. small quantity generator—a business that generates MHSW and is not required to submit a generator registration report as per subsection 18(1) of Regulation 347 under the Environmental Protection Act and that does not
Examples	Contains a list of product examples. Note: This is not intended to be an exhaustive list.
Exclusions	Identifies product exemptions for each material class.
Reporting Category	Indicates all sub categories for each material class, as it appears on the steward reporting site.
Unit of Measure	Contains the unit of measure that stewards will be required to report.
Fee Category	Provides the Fee Category name against which the material reporting category will be invoiced.

**Antifreeze**

Means ethylene or propylene glycol used or intended for use as a vehicle engine coolant.

Notes	Sector(s) into which MHSM is Supplied	Examples	Exclusions	Reporting Category	Unit of Measure	Fee Category
<ul style="list-style-type: none"> Containers of packaged antifreeze are included if they have a volume equal to or less than 30 litres 	<ul style="list-style-type: none"> Residential All IC&I Businesses 	<ul style="list-style-type: none"> Includes premixed (water diluted) and concentrated product Antifreeze Supplied in all container sizes including Bulk and Packaged <ul style="list-style-type: none"> Bulk is Supplied in containers greater than 30 litres (e.g. delivered using a tanker trailer) Packaged is Supplied in containers equal to or less than 30 litres 	<ul style="list-style-type: none"> Factory fill initial charge of vehicle antifreeze Plumbing antifreeze Vehicle windshield antifreeze Product marketed as industrial heat transfer fluid Fuel (gasoline & diesel) antifreeze Lock de-icer Air brake antifreeze Antifreeze which does not contain ethylene or propylene glycol 	Packaged	Volume in litres	Antifreeze
				Bulk	Volume in litres	Antifreeze



Fertilizers						
Means packaged products regulated under the <i>Fertilizer's Act (Canada)</i> .						
Notes	Sector(s) into which MHSM is Supplied	Examples	Exclusions	Reporting Category	Unit of Measure	Fee Category
<ul style="list-style-type: none"> Includes containers in which it is contained 	<ul style="list-style-type: none"> Residential Designated IC&I Businesses (small quantity generator) 	<ul style="list-style-type: none"> All N-P-K fertilizers, micronutrients and supplements that are required to be registered under the <i>Fertilizers Act (Canada)</i>, and therefore would bear a <i>Fertilizers Act</i> registration number Supplied in containers equal to or less than 30 litres and/or 30 kilograms including <ul style="list-style-type: none"> Products that have a registration number and are used by homeowners, commercial applications, or agricultural operations Herbicide and fertilizer combination products (weed and feed) Crabgrass control and fertilizer combination products, other fertilizer and pesticide combination products Micronutrient mixes that contain micronutrient only such as chelated iron or chelated copper Fertilizers that are growth regulants such as rooting hormones 	<ul style="list-style-type: none"> Compost (that does not make an N-P-K claim) Fertilizers and supplements exempted from registration including: <ul style="list-style-type: none"> a) fertilizers and supplements set out in Schedule II (<i>Fertilizer Regulations</i>); b) farm fertilizers that do not contain pesticides and that satisfy section 10 (<i>Fertilizer Regulations</i>); c) supplements sold only for correction of soil acidity or alkalinity; d) supplements referred to in subsections 10.2(1), 10.2(1.1), 10.2(3) and 10.2(5) (<i>Fertilizer Regulations</i>); e) peat, peat moss, sphagnum moss, tree bark and other fibrous organic matter that is represented for use only in improving the physical conditions of the soil; f) customer-formula fertilizers; g) specialty fertilizers, other than those referred to in paragraph (b) of the definition "specialty fertilizers", that do not contain pesticides; and h) potting soils that contain supplements, if those supplements are registered under the <i>Fertilizers Act</i>. Fertilizers Supplied in containers greater than 30 litres and/or 30 kilograms 	Fertilizers	Volume in litres or weight in kilograms	Fertilizers



Oil Containers						
Containers that have a capacity of 30 litres or less and that were manufactured and used for the purpose of containing lubricating oil.						
Notes	Sector(s) into which MHSM is Supplied	Examples	Exclusions	Reporting Category	Unit of Measure	Fee Category
<p>For this purpose, "lubricating oil" means petroleum-derived or synthetic crankcase oil, engine oil, hydraulic fluid, transmission fluid, gear oil, heat transfer fluid, or other oil or fluid used for lubricating machinery or equipment and includes:</p> <ul style="list-style-type: none"> • Any crankcase or engine oil • Hydraulic fluid • Polyol ester fluids • Circulating oil or turbine oil • Paper machine oil • Transmission fluid • Power steering fluid • Gear oil • Vegetable oil for lubrication • Re-refined oil • Electrical insulating oil • Refrigeration system oil • Compressor oil • Mineral heat transfer fluid • Marine engine oil for vessels operating domestically • Metal working oil • Form release oil • Textile oil • Chain oil • Rock drill oil • 2-cycle engine oil • Gasoline / 2-cycle engine oil mixes • Saw guide oil • Drawing, stamping and shaping oil • Process oil • Dedusting oil • Marine cylinder oil 	<ul style="list-style-type: none"> • Residential • All IC&I Businesses 	<ul style="list-style-type: none"> • Containers that contained Lubricating Oil 	<p>Containers that contained</p> <ul style="list-style-type: none"> • Ethylene glycol heat transfer fluid • Propylene glycol heat transfer fluid • Silicone heat transfer fluid • Synthetic aromatic hydrocarbon heat transfer fluid • Glycol-based heat transfer fluid • Water glycol hydraulic fluid • Phosphate ester hydraulic fluid • Hydraulic oil dye • Polyglycol synthetic compressor oil • Base oil, including re-refined base oil • Grease • Oil additive • Oil treatment • Diesel fuel treatment • Cleaning/flushing fluids for motors/equipment • Winter start fluid • Brake fluid • Undercoating • Penetrating oil • Hydraulic jack oil • 3-in-1 household oil • Aerosol propelled lubricant • Gun oil • Kerosene • Urethane coating • Sewing machine oil • Cooking oil • Windshield washer fluid 	Oil Containers	Volume in litres	Oil Containers



Oil Containers						
<ul style="list-style-type: none">• Machine tool and slideway lubricant• Natural gas compressor oil• Conveyor lube• Dripless lube• Quenching oil• Pneumatic system oil• Rustproof oil• Food grade white mineral oil						



Oil Filters						
Means filters produced and/or arriving into the province, and which are for sale, directly or as part of a product, in Ontario.						
Notes	Sector(s) into which MHSM is Supplied	Examples	Exclusions	Reporting Category	Unit of Measure	Fee Category
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Residential All IC&I Businesses 	<ul style="list-style-type: none"> Spin-on or element style filters that are used in hydraulic, transmission or internal combustion engine applications Diesel fuel filters Household furnace fuel filters Coolant filters Storage tank diesel fuel filters Plastic & paper element style filters Diesel fuel filters used at retail and commercial pump islands Sump type automatic transmission filter 	<ul style="list-style-type: none"> Gasoline fuel filters Air filters Household furnace air filters Sock-type filters 	Less than or equal to 8"	Number of units Supplied	Oil Filters
				Greater than 8"	Number of units Supplied	Oil Filters



Paints and Coatings						
Means latex, oil and solvent-based architectural coatings, including paints and stains, whether tinted or untinted.						
Notes	Sector(s) into which MHSM is Supplied	Examples	Exclusions	Reporting Category	Unit of Measure	Fee Category
<ul style="list-style-type: none"> Includes containers in which it is contained Products that match the definition of both Paints and Coatings and Pesticides are to be reported under Pesticides For Paints and Coatings that require addition of an ingredient by the user, where the ingredient is not Supplied with the Paints and Coatings, report the volume/weight of the Paints and Coatings Supplied to the user. Architectural coatings means organic coatings intended for onsite applications at ambient temperatures to interior or exterior surfaces of residential, commercial, institutional, industrial, or government structures including exterior and interior house paints, stains, under coats, primers and sealers. Structures include all components and attachments of both buildings and non-buildings, including but not limited to driveways, furniture (indoor and outdoor) appliances, floors, cabinets and doors but with the exception of automotive and marine structures. 	<ul style="list-style-type: none"> Residential Designated IC&I Businesses (small quantity generator) 	<ul style="list-style-type: none"> Paints and coatings in aerosol containers that match the definition of Paints and Coatings Paints and Coatings Supplied in containers equal to or less than 30 litres 	<ul style="list-style-type: none"> Automotive and marine paints Stucco and spackling compounds Waxes and polishes Caulks and sealants Paints and Coatings Supplied in containers with a volume greater than 30 litres 	< = 250 mL	Number of units Supplied	Paints & Coatings
				> 250 mL – 1 L	Number of units Supplied	Paints & Coatings
				> 1 – 5 L	Number of units Supplied	Paints & Coatings
				> 5 L	Number of units Supplied	Paints & Coatings
				Aerosols	Number of units Supplied	Paints & Coatings

**Pesticides**

Means pesticides including fungicides, herbicides and insecticides registered under the *Pest Control Products Act (Canada)* bearing the “DOMESTIC” classification that are required to display on the label the symbol shown in Schedule III of the *Pest Control Products Regulation (Canada)*, the signal words “danger” or “warning” and “poison” and represented by the precautionary symbols octagon or diamond and the skull and crossbones.

Notes	Sector(s) into which MHSM is Supplied	Examples	Exclusions	Reporting Category	Unit of Measure	Fee Category
<ul style="list-style-type: none"> Includes containers in which it is contained Products that match the definition of both Paints and Coatings and Pesticides are to be reported under Pesticides 	<ul style="list-style-type: none"> Residential Designated IC&I Businesses (small quantity generator) 	<ul style="list-style-type: none"> Pesticides meeting the definition that bear the “DOMESTIC” classification Pesticides in aerosol containers that match the definition of Pesticides Pesticides Supplied in containers equal to or less than 30 litres and/or 30 kilograms 	<ul style="list-style-type: none"> Commercial, agricultural and restricted classifications registered under the <i>Pest Control Products Act (Canada)</i> Insect repellents for personal use Sanitizers, disinfectants and anti-microbial products Pet products Products regulated under the <i>Food and Drug Act (Canada)</i> Pool chemicals Insecticidal soaps Diatomaceous earth Ant traps Pesticides Supplied in containers greater than 30 litres and/or 30 kilograms 	Pesticides	Volume in litres or weight in kilograms	Pesticides



Pressurized Containers

All pressurized containers that are identified with the following Transport Canada markings:

- Seamless Cylinders and Tubes: TC-3AAM, TC-3ALM, TC-3AM, TC-3ANM, TC-3ASM and TC-3EM
- Welded Cylinders and Spheres: TC-4AAM-33, TC-4BM, TC-4BM17ET, TC-4BAM, TC-4BWM, TC-4DSM and TC-4EM
- Non-refillable Containers: TC-39M
- Composite Cylinders: TC-3FCM and TC-3HWM
- Insulated Cylinders: TC-4LM
- Cylinders for Acetylene Service: TC-8WM and TC-8WAM.

Notes	Sector(s) into which MHSM is Supplied	Examples	Exclusions	Reporting Category	Unit of Measure	Fee Category
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Residential • Designated IC&I Businesses (small quantity generator) 	Non-refillable and refillable cylinders, such as seamless cylinders and tubes, welded cylinders and insulated cylinders, previously containing material such as acetylene, propane, refrigerant, isocyanate resins, helium, nitrogen and all other compressed gases	<ul style="list-style-type: none"> • Aerosols • Butane lighters • Reservoir tanks intended for use with an air compressor • Cylinders that must be punctured for use (e.g. small CO2) • Cylinders with a water capacity over 109 litres • Fire extinguishers 	Non-Refillable	Number of units Supplied	Pressurized Containers – Non-Refillable
				Refillable	Number of units Supplied	Pressurized Containers - Refillable



Single Use Dry Cell Batteries						
Means batteries that are one or more cells, including case, terminals and markings. The source of electrical energy is obtained by the direct conversion of chemical energy that is not designed to be charged by any other electrical source.						
Notes	Sector(s) into which MHSM is Supplied	Examples	Exclusions	Reporting Category	Unit of Measure	Fee Category
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Residential All IC&I Businesses 	<ul style="list-style-type: none"> All Single Use Dry Cell Batteries including but not limited to the following chemistries: <ul style="list-style-type: none"> Alkaline-Manganese Lithium Silver Oxide Zinc Air Zinc-Carbon Includes batteries Supplied with products Includes batteries within and/or embedded in products: <ul style="list-style-type: none"> Supplied to the residential sector where the products are designed so that the batteries are removable and replaceable (such as toys, electronics, watches, hearing aids) Supplied to the IC&I sector where the products are designed so that the batteries are removable by those providing service for the products Supplied to the residential and/or IC&I sector that can be removed by those providing end of life management of products captured under the WEEE Program 	<ul style="list-style-type: none"> Secondary batteries that are designed to be recharged 	Single Use Dry Cell Batteries	Weight in kilograms	Single Use Dry Cell Batteries

**Solvents**

Means liquid products that are intended to be used to dissolve or thin a compatible substance and:

1. are comprised of 10% or more of water-immiscible liquid hydrocarbons, including halogen-substituted liquid hydrocarbons; or
2. are flammable as described in part (c) of “municipal hazardous waste” in Ontario Reg. 542; or
3. all of the above.

Notes	Sector(s) into which MHSM is Supplied	Examples	Exclusions	Reporting Category	Unit of Measure	Fee Category
<ul style="list-style-type: none"> Includes containers in which it is contained Water-miscibility means the ability of a material (or mixture) to mix uniformly with water, without separating. A 1:5 ratio of material to water at 20°C does not display visible separation in less than 1 hour. This includes mixing by dissolving, reacting, suspending, or dispersing. [ref. CSA Z752]. 	<ul style="list-style-type: none"> Residential Designated IC&I Businesses (small quantity generator) 	<ul style="list-style-type: none"> Turpentine, alcohols (methanol, isopropanol, ethanol), ketones (acetone, methyl ethyl ketone), xylene, toluene, mineral spirits, linseed oil, naphtha, methylene chloride Products marketed as paint thinners, lacquer thinners, automotive body resin solvents, contact cement thinners, paint strippers and degreasers Solvents in aerosol containers that match the definition of Solvents Solvents Supplied in containers equal to or less than 30 litres and/or 30 kilograms 	<ul style="list-style-type: none"> Products Supplied as fuels Household cleaning products not marketed as solvents e.g. Window cleaners Solvents Supplied in containers greater than 30 litres and/or 30 kilograms 	Solvents	Volume in litres	Solvents

Appendix B⁴

Resident In Ontario⁵

Resident in Ontario, with respect to a corporation, means a corporation that has a permanent establishment in Ontario, where:

- (a) “permanent establishment” includes branches, mines, oil wells, farms, timberlands, factories, workshops, warehouses, offices, agencies and other fixed places of business and
- (b) the following rules apply;

Contracting Employees or Inventory Sufficient

Where a corporation carries on business through an employee or agent who has general authority to contract for the corporation or who has a stock of merchandise owned by the corporation from which the employee or agent regularly fills orders which the employee or agent receives, such employee or agent shall be deemed to operate a permanent establishment of the corporation.

Commission Agent not Sufficient

The fact that a corporation has business dealings through a commission agent, broker or other independent agent shall not of itself be deemed to mean that the corporation has a permanent establishment.

Subsidiary of Parent not Sufficient

The fact that a corporation has a subsidiary controlled corporation in a place or a subsidiary controlled corporation engaged in a trade or business in a place shall not of itself be deemed to mean that the first- mentioned corporation is operating a permanent establishment in that place.

Licensed Insurance Company Sufficient

An insurance corporation is deemed to have a permanent establishment in each jurisdiction in which the corporation is registered or licensed to do business.

Purchasing Office not Sufficient

The fact that a corporation maintains an office solely for the purchase of merchandise shall not of itself be deemed to mean that the corporation has a permanent establishment in that office.

Ownership of Land Sufficient

Where a corporation, otherwise having a permanent establishment in Canada, owns land in a province or territory of Canada, such land is a permanent establishment.

Production Packing and other Activities Sufficient

The fact that a non-resident corporation in a year produced, grew, mined, created, manufactured, fabricated, improved, packed, preserved or constructed in whole or in part anything in Canada, whether or not the corporation exported that thing without selling it prior to exportation, shall of itself, be deemed to mean that the corporation maintained a permanent establishment at any place where the corporation did any of those things in the taxation year.

⁴ Contents from “Corporations Tax Act, Ontario”

⁵ The language in this appendix is from the Corporations Tax Act and should be applied to determine residency in Ontario rather than residency in Canada in order to help determine a Person’s status as a steward

Machinery or Equipment Sufficient

The use of substantial machinery or equipment in a particular place at any time in a year of a corporation constitutes a permanent establishment of such corporation in that place for such a year.

Principal Place of Business Sufficient

Where a corporation has no fixed place of business, it has a permanent establishment in the principal place in which the corporation's business is conducted.

Charter or By Laws designating Head or Registered Office Sufficient

Where a corporation does not otherwise have a permanent establishment in Canada, it has a permanent establishment in the place designated in its charter or by-laws as being its head office or registered office.

Appendix C

Reporting and Payment Timetables⁶

All stewards who are legally obligated under the Ontario Waste Diversion Transition Act, 2016 and according to these Rules, must register as a steward of the MHSW Program, and File Quarterly MHSM Steward's Reports of the quantities of MHSM Supplied in Ontario and pay fees on these materials as outlined in Appendix A, in accordance with Ontario Regulation 387/16 (as found in Appendix D of these Rules).

Table 1a REPORTING OBLIGATIONS: All MHSW Batteries Steward collects and reports data according to the table below.

Reporting Obligation Period	Collect Data from Data Period	Report Due
Q3 - 2019	Q2 – 2019: April 1, 2019 – June 30, 2019	July 31, 2019
Q4 – 2019	Q3 – 2019: July 1, 2019 – September 30, 2019	October 31, 2019
Q1 – 2020	Q4 – 2018: October 1, 2019 – December 31, 2019	January 31, 2020
Q2 – 2020	Q1 – 2019: January 1, 2020 – March 31, 2020	April 30, 2020
Q3 – 2020	Q2 – 2019: April 1, 2020 – June 30, 2020	July 31, 2020

Table 1b REPORTING OBLIGATIONS: All MHSW Materials excluding Batteries Steward collects and reports data according to the table below.

Reporting Obligation Period	Collect Data from Data Period	Report Due
Q3 - 2019	Q2 – 2019: April 1, 2019 – June 30, 2019	July 31, 2019
Q4 – 2019	Q3 – 2019: July 1, 2019 – September 30, 2019	October 31, 2019
Q1 – 2020	Q4 – 2018: October 1, 2019 – December 31, 2019	January 31, 2020
Q2 – 2020	Q1 – 2019: January 1, 2020 – March 31, 2020	April 30, 2020
Q3 – 2020	Q2 – 2019: April 1, 2020 – June 30, 2020	July 31, 2020
Q4 – 2020	Q3 – 2020: July 1, 2019 – September 30, 2020	October 31, 2020
Q1 – 2021	Q4 – 2020: October 1, 2020 – December 31, 2020	January 31, 2021
Q2 – 2021	Q1 – 2021: January 1, 2021 – March 31, 2021	April 30, 2021
Q3 – 2021	Q2 – 2021: April 1, 2021 – June 30, 2021	July 31, 2021

⁶ These deadlines may be modified by Stewardship Ontario to accommodate deadlines in the Wind Up Plan. Stewardship Ontario will communicate any revised deadlines to MHSW Stewards by email to Stewards' primary and secondary contacts. MHSW Stewards will be required to comply with the modified deadlines.

A Quarterly MHSM invoice for fees payable is calculated on the basis of the Stewardship Ontario's quarterly costs and Steward's Report submitted as outlined below in accordance with Regulation 542/06 as amended by O. Reg. 11/12:

Table 2a FEE PAYMENT SCHEDULE: All MHSW Batteries Steward

Fee Obligation Period	Fee Payment Due	Steward's report used for fee calculation (Report Obligation Period)	Data from Data Period (when quantities Supplied)	Quarterly Costs Used in Fee Calculation
Q3 – 2019 July 1, 2019 – September 30, 2019	August 30, 2019	Q2 – 2019	Q1 – 2019 January 1, 2019 – March 31, 2019	Q2 – 2019 April 1, 2019 – June 30, 2019
Q4 – 2019 October 1, 2019 – December 31, 2019	November 30, 2019	Q3 – 2019	Q2 – 2019 April 1, 2019 – June 30, 2019	Q3 – 2019 July 1, 2019 – September 30, 2019
Q1 – 2020 January 1, 2020 – March 31, 2020	Feb 28, 2020	Q4 – 2019	Q3 – 2019 July 1, 2019 – September 30, 2019	Q4 – 2019 October 1, 2019 – December 31, 2019
Q2 – 2020 April 1, 2020 – June 30, 2020	May 31, 2020	Q1 – 2020	Q4 – 2019 October 1, 2019 – Dec. 31, 2019	Q1 – 2020 January 1, 2020 – March 31, 2020
Q3 – 2020 July 1, 2020 – September 30, 2020	October 31, 2020	Q2 – 2020	Q1 – 2020 January 1, 2020 – March 31, 2020	Q2 – 2020 April 1, 2020 – June 30, 2020

Table 2b FEE PAYMENT SCHEDULE: All MHSW Materials excluding Batteries Steward

Fee Obligation Period	Fee Payment Due	Steward's report used for fee calculation (Report Obligation Period)	Data from Data Period (when quantities Supplied)	Quarterly Costs Used in Fee Calculation
Q3 – 2019 July 1, 2019 – September 30, 2019	August 30, 2019	Q2 – 2019	Q1 – 2019 January 1, 2019 – March 31, 2019	Q2 – 2019 April 1, 2019 – June 30, 2019
Q4 – 2019 October 1, 2019 – December 31, 2019	November 30, 2019	Q3 – 2019	Q2 – 2019 April 1, 2019 – June 30, 2019	Q3 – 2019 July 1, 2019 – September 30, 2019
Q1 – 2020 January 1, 2020 – March 31, 2020	Feb 28, 2020	Q4 – 2019	Q3 – 2019 July 1, 2019 – September 30, 2019	Q4 – 2019 October 1, 2019 – December 31, 2019
Q2 – 2020 April 1, 2020 – June 30, 2020	May 31, 2020	Q1 – 2020	Q4 – 2019 October 1, 2019 – Dec. 31, 2019	Q1 – 2020 January 1, 2020 – March 31, 2020
Q3 – 2020 July 1, 2020 – September 30, 2020	August 30, 2020	Q2 – 2020	Q1 – 2020 January 1, 2020 – March 31, 2020	Q2 – 2020 April 1, 2020 – June 30, 2020
Q4 – 2020 October 1, 2020 – December 31, 2020	November 30, 2020	Q3 – 2020	Q2 – 2020 April 1, 2020 – June 30, 2020	Q3 – 2020 July 1, 2020 – September 30, 2020
Q1 – 2021 January 1, 2021 – March 31, 2021	Feb 28, 2021	Q4 – 2020	Q3 – 2020 July 1, 2020 – September 30, 2020	Q4 – 2020 October 1, 2020 – December 31, 2020
Q2 – 2021 April 1, 2021 – June 30, 2021	May 31, 2021	Q1 – 2021	Q4 – 2020 October 1, 2020 – Dec. 31, 2020	Q1 – 2021 January 1, 2021 – March 31, 2021
Q3 – 2021 July 1, 2021 – September 30, 2021	October 31, 2021	Q2 – 2021	Q1 – 2021 January 1, 2021 – March 31, 2021	Q2 – 2021 April 1, 2021 – June 30, 2021

Appendix D

ONTARIO REGULATION 387/16

made under the

WASTE DIVERSION TRANSITION ACT, 2016

Made: October 26, 2016

Filed: November 24, 2016

Published on e-Laws: November 24, 2016

Printed in The Ontario Gazette: December 10, 2016

MUNICIPAL HAZARDOUS OR SPECIAL WASTE

Fees to be Paid by Stewards

3.(1) In this section,

“fiscal quarter” means the three-month period that begins on January 1, April 1, July 1 or October 1.

- (2) Stewardship Ontario shall, no later than 90 days after the end of each fiscal quarter, determine the amount of a fee that must be paid in respect of that fiscal quarter by a steward designated in respect of municipal hazardous or special waste in a class of municipal hazardous or special waste using the following formula:

$$A = B \times C / D$$

where,

A = the fee to be paid by the steward,

B = the costs related to the class during the fiscal quarter in respect of which the fee is to be paid,

C = the quantity of material that is commercially connected to the class and that was supplied by the steward during the fiscal quarter that occurred before the fiscal quarter in respect of which the fee is to be paid,

D = the quantity of material that is commercially connected to the class and that was supplied by all stewards in respect of that class during the fiscal quarter that occurred before the fiscal quarter in respect of which the fee is to be paid.

(3) For the purposes of subsection (1),

- (a) the quantity of material supplied by a steward is determined by applying the method for reporting that quantity to Stewardship Ontario as set out in a rule continued under clause 9 (2) (b) of the Act or made under clause 33 (1) (g) of the Act or under a regulation made under subsection 73 (3) of the Act; and

- (b) the costs related to a class of municipal hazardous or special waste must not exceed the sum of the amounts described in paragraph 1 of subsection 33 (5) of the Act that were incurred in relation to the class, subject to subsection (4).
- (4) Unless a rule continued under clause 9 (2) (b) of the Act or made under clause 33 (1) (c) of the Act prescribes times when a fee determined under this section is to be paid, the fee shall be paid no later than 180 days following the end of the fiscal quarter in respect of which the fee is required to be paid.
- (5) Stewardship Ontario shall, at least 30 days before a fee or the first instalment of a fee determined under this section is required to be paid by a steward in respect of a fiscal quarter, provide written notice of the following to the steward:
 - 1. The amount of the fee to be paid by the steward.
 - 2. If the fee may be paid in instalments, the amount of each instalment.
 - 3. The date or dates on or before which all amounts must be paid.
- (6) If this Regulation comes into force on a day that is not the first day of a fiscal quarter, the sum of the following amounts shall be used for the purposes of determining the costs related to a class of municipal hazardous or special waste for the fiscal quarter during which this Regulation comes into force:
 - 1. The amounts described in paragraph 1 of subsection 33 (5) of the Act that were incurred in relation to the class during that fiscal quarter.
 - 2. The amounts described in paragraph 1 of subsection 30 (3) of the *Waste Diversion Act, 2002* that were incurred in relation to the class during that fiscal quarter.

Commencement

- 4. This Regulation comes into force on the later of the day clause 73 (1) (b) of Schedule 2 to the *Waste-Free Ontario Act, 2016* comes into force and the day this Regulation is filed.

Appendix E

POLICY FOR STEWARD-INITIATED ADJUSTMENT REQUESTS

KEY FEATURES:

- Stewards can request adjustments to submitted reports for a maximum of two years (8 quarters) from the report submission deadline, subject to the revised deadlines imposed expressly or by implication as a result of the MHSW Approved Wind Up Plan.
- Adjustment requests must include supporting documentation.
- Only adjustments that meet the policy requirements will be processed.

I. Overview

1. This policy provides guidance to MHSW stewards as to the types of adjustments that may be allowed.

II. Purpose

2. The Policy for Steward-Initiated Adjustments promotes fairness and consistency for all MHSW stewards and enables the MHSW program to operate in a cost-effective manner.
3. The two-year (8 quarter) time limit, or such shorter time limit expressly or by implication imposed by the MHSW Approved Wind Up Plan:
 - (a) helps stabilize fees as adjustments can impact the total quantities of supplied materials (i.e. steward-reported quantities) which in turn impacts fee setting for the subsequent period or year. For example, where an adjustment results in a credit, these funds must be recouped in the subsequent period or year from steward fees and will be added to the program's budget; and
 - (b) provides stewards with sufficient time to identify possible issues in their reports and submit adjustment requests. The table below stipulates the deadlines.

III. Scope

4. This policy applies to all adjustment requests submitted on or after January 1, 2020, regardless of the data or reporting period/year associated with the adjustment request, initiated by stewards and voluntary reporters ("Stewards") meeting their regulatory stewardship obligations with the Stewardship Ontario (SO) Municipal Hazardous or Special Waste Program (MHSW).

5. This policy:
 - (a) shall remain in force from the time that it is posted on the Stewardship Ontario website until the time it is replaced; and
 - (b) shall be automatically amended by substituting the year appearing in this policy with the subsequent year, unless or until a new policy is posted on the Stewardship Ontario website.

IV. Policy

Reporting and Payments Must be Up-to-Date

6. Only Stewards whose reporting and payments to the program are up-to-date may make an adjustment request.

Time Limit for Adjustment Requests

7. Stewards can request adjustments for a period of up to 8 quarters (or such shorter time limit expressly or by implication imposed by the MHSW Approved Wind Up Plan) from the associated report submission deadline (regardless of the date the steward submitted its report).

Stewards Who Have Exited a Program

8. A Steward who has exited a program:
 - (a) may file an adjustment request within 30 calendar days of exiting the program, following which no adjustment request may be filed; and
 - (b) will be credited or debited within 90 calendar days, unless the adjustment request requires a third party review.

How to Make an Adjustment Request

9. All Stewards who wish to make an adjustment request must:
 - (a) submit a completed and signed [Adjustment Request Form](#), and email it to werecycle@stewardshipontario.ca; and
 - (b) provide accompanying supporting documentation.

Contents of Adjustment Request form and Supporting Documentation

10. Adjustment requests must include:
 - (a) clear and detailed supporting documentation and narratives to explain each of the errors; and
 - (b) an audit trail that, if followed, would confirm the legitimacy of the adjustment request.
11. If there are multiple errors in a single report, Stewards must include all relevant information for all errors as only one adjustment request will be considered for each year's report.
12. See Appendix A: "Steps to Complete an Adjustment Request" for step-by-step guidance on submitting an adjustment request.

Credits and Debits

13. Following assessment of the Steward's adjustment request:
 - (a) credits will be immediately applied to the Steward's MHSM account so that it is available to the Steward to access the credit against the next program invoice; and
 - (b) debits are due within 30 days of issue date.

Permitted Adjustments

14. Subject to adequate substantiation, adjustment requests that will be considered are limited to the following circumstances:
 - (a) incorrect formula in Excel spreadsheet or similar "tool";
 - (b) incorrect logic in Excel spreadsheet or similar "tool";
 - (c) material classification error;
 - (d)
 - (e) exclusion of materials in error;
 - (f) inclusion of material for which another steward is obligated;
 - (g) inclusion of non-obligated MHSM materials;
 - (h) actual data to replace estimates used by newly on-boarded stewards.

Non-Permitted Adjustments

15. Adjustment that will not be accepted include, but are not limited to:
 - (a) Adjustments resulting from reporting methodology changes:**
 - (i) changing from the use of calculators to the reporting of "actuals";
 - (ii) application of a new study or change in internal processes that identifies previous errors in reported quantities;⁷
 - (iii) changing percentage allocations;
 - (b) Adjustments on adjustments:**

Requests will not be considered for changes to a report where the Steward previously requested an adjustment for the same report, regardless of whether the Steward is seeking the same or a different adjustment to the previously submitted report.
 - (c) Adjustments due to changes to your business model such as divestments, mergers or acquisitions:**

If part of a Steward's business is acquired or divested in a given calendar year, the impact of those changes, if any, must be included during the next reporting cycle, but the Steward will not be permitted to make an adjustment to a previously submitted report.
 - (d) Adjustments with inadequate substantiation and supporting documentation:**
 - (i) Stewards may be required to undergo a third-party review, at the Steward's expense, in order to have their adjustment requests validated and processed.

⁷ Efforts to improve the accuracy of reports are appreciated, and can be used for future reports, but cannot be applied retroactively.

- (ii) If an incomplete package is submitted or additional substantiation is required by Stewardship Ontario, the Steward will be notified and must provide the additional documentation within 30 days of notification. A Steward's adjustment request will be closed where the Steward fails to provide additional information requested by the program(s) within 30 days.

Processing Time

16. Adjustments can take from weeks to months to process. The amount of time is a function of a number of factors that include complexity, the completeness of the Steward's supporting documentation, and the number of adjustments in the queue.

Third-Party Reviews

17. A third-party review is a detailed examination of a steward's methodology and data collection and reporting processes conducted by an independent consultant.
18. Stewardship Ontario reserves the right to initiate a third-party review of an adjustment request, and may do so in its sole discretion.
19. Third-party reviews will be paid for by the affected Steward. In the event that Stewardship Ontario determines that a third-party review is warranted, a Steward's refusal to participate in or pay for a third-party review will result in the Steward's adjustment request being closed.
20. The scope and cost of the review will be outlined in a contract with the Steward.
21. The professional services firm engaged to undertake the review will be required to ensure its independence.
22. Every effort will be made to collaborate with the Steward with respect to the review process and timing.

CHECK THE ACCURACY OF YOUR REPORTS

- All stewards are advised to take the following steps to identify potential errors in their reports on a timely basis:
- Carefully review Submission Detail Report (SDR) which is available on the WeRecycle Reporting Portal immediately upon submission of your steward report for accuracy.
- Review your quarterly invoice for evidence of any errors (e.g. your invoice is significantly higher or lower than expected).
- Contact Stewardship Ontario as soon as possible after identifying a potential error.

QUESTIONS AND ASSISTANCE

**Please contact National Steward Services with any questions
about the adjustment process:**

1 (888) 980-9549 or werecycle@stewardshipontario.ca.

Appendix A to the Policy for Steward-Initiated Adjustment Requests

Steps to Complete an Adjustment Request

1. Verify that your request meets the criteria for permitted adjustments.
2. Ensure that your request and submission of all materials to substantiate the request, including all information requested by Stewardship Ontario, is made within the two-year timeframe.
3. Download the Adjustment Request Form available here <https://stewardshipontario.ca/policies/>.
4. Complete the Adjustment Request Form.
 - Provide previously reported material quantities and revised material quantities.
 - Explain the errors that led to the request and provide supporting documentation (e.g., validation data such as SKU, UPC or other product categorization information, etc.) that provides an audit trail sufficient to allow for assessment of the adjustment request.
5. Email your completed Adjustment Request Form and supporting documentation to werecycle@stewardshipontario.ca with “Adjustment Request” in the subject line. Please include your Steward number and name in the email.

Appendix F

PENALTY AND INTEREST POLICY

KEY FEATURES:

- **Penalty and/or interest charges will apply for obligated stewards who:**
 - Fail to meet their registration obligations in accordance with program deadlines;
 - Fail to file their reports in accordance with program deadlines; and/or
 - Intentionally file an inaccurate report; and/or
 - Fail to pay an invoice according to program deadlines

I. Overview

1. This policy provides guidance to stewards regarding conduct that will result in the application of penalties, and/or interest.
2. Nothing in this policy limits a program's ability to escalate a steward to the applicable Ministry or Authority as specified in the governing legislation.

II. Purpose

3. The Penalty and Interest Policy promotes fairness and consistency for all Stewards and enables the Municipal Hazardous or Special Waste Program (MHSW) Program to operate in a cost-effective manner by applying a set of consistent penalties and interest to serve as a deterrent to noncompliance.

III. Scope

4. This policy applies effective January 1, 2020 for all stewards and voluntary reporters ("stewards") meeting their regulatory stewardship obligations with the Stewardship Ontario MHSW Program.

IV. Policy

5. Definitions

- (a) “**Obligation Date**” is the date that a steward begins supplying Municipal Hazardous or Special Waste Material (MHSW), after which they have 60 days to register with the Stewardship Ontario MHSW Program.⁸
- (b) “**Reporting Deadline**” is the date that Quarterly MHSW Steward Reports are due as per Appendix C of the MHSW Rules.
- (c) “**Substantiation Request Date**” is the date on which the program provides the steward with written notice, by email, that the Penalty and Interest Policy will apply if the steward has not provided substantiation within the 30 days following such notice regarding one or more Quarterly Steward Report (MHSW) submitted via the WeRecycle Portal.
- (d) “**Payment Due Date**” is the date that payment is due for an invoice associated with a steward’s account. The Payment Due Date can be found on each invoice.

6. Penalties and interest will be applied in the scenarios outlined in the following charts.

Scenario	Step I	Step II
Not Registered⁹ An obligated steward who has not registered with SO MHSW Program in accordance with the Onboarding Policy ¹⁰ , will be subject to the following:	For stewards that register between the 61 st and 180 th day past the Obligation Date: <ul style="list-style-type: none">• Back payment and back filing to the Obligation Date• Penalty of 5% of all fees owing when report(s) invoiced;• Steward may be escalated to regulatory authority	For stewards that register on or after the 180 th day past the Obligation Date: <ul style="list-style-type: none">• Penalty of 10% of all fees owing when report(s) invoiced.
Not Filed¹¹ Steward has registered with the program, but has <u>not filed</u> its Report by the deadline or has intentionally filed an	Between the 31 st and 90 th day past the Reporting Deadline: <ul style="list-style-type: none">• Penalty of 5% of all fees owing when invoiced;	Beginning on the 61 st day past the Reporting Deadline: <ul style="list-style-type: none">• Steward may be escalated to regulatory authority Beginning on the 91 st past the Reporting

⁸ Ontario stewards are obligated from the date they were notified of the Stewardship Ontario Rules. As of 2016, Ontario stewards are deemed to have been notified at the time the Stewardship Ontario Rules were posted on Stewardship Ontario's website. Ontario stewards that were notified of the Stewardship Ontario Rules by email or mail prior to 2018 are obligated from the date of that notice.

⁹ In Ontario, the Penalty in this scenario applies to fees that are not paid in accordance with section 34 of the *Waste Diversion Transition Act, 2016*.

¹⁰ The Onboarding Policy requires new stewards to register within 60 days of their Obligation Date, and file all outstanding reports within 60 days of registration. The current report must be filed within 60 days of registration, or by the date specified in Appendix C, whichever is later.

¹¹ In Ontario, the Penalty in this scenario applies to fees that are not paid in accordance with section 34 of the *Waste Diversion Transition Act, 2016*.

Scenario	Step I	Step II
incorrect report prior to the reporting deadline		Deadline: <ul style="list-style-type: none"> Penalty of 10% of all fees owing when invoiced
Steward does not respond to program's requests for substantiation of the steward's report within 30 days during staff-initiated steward report review (the "Substantiation Request Date")	Beginning on the 31 st day past the Substantiation Request Date: <ul style="list-style-type: none"> Report will be considered to be "not filed" and the Penalty consequences associated with that scenario will apply. Interest begins accruing on the steward's invoice(s) from the Substantiation Request Date at the CIBC prime rate of interest +4% to the date adequate substantiation is received 	Beginning on the 61 st day past the Substantiation Request Date: <ul style="list-style-type: none"> Steward may be escalated to regulatory authority Beginning on the 91 st day past the Substantiation Request Date: <ul style="list-style-type: none"> Penalty of 10% of all fees owing
Not Paid Steward has registered and has filed its report by the deadline, but it has <u>not paid</u> its invoice by the invoice deadline	Beginning on the 31 st day past the Payment Due Date: <ul style="list-style-type: none"> Interest begins accruing on the steward's invoice(s) from the Payment Due Date at the CIBC prime rate of interest +4% 	Beginning on the 61 st day past the Payment Due Date: <ul style="list-style-type: none"> Steward may be escalated to regulatory authority Beginning on the 181 st day past the Payment Due Date: <ul style="list-style-type: none"> Penalty of 10% of all fees owing when paid

Appendix G

A. Background

Section 3.2.6 of the *Amended Municipal Hazardous or Special Waste Wind Up Plan* (MHSW WUP) outlined the communication activities associated with the Fee Reduction notices. The communication activities were focused on ensuring that SO Stewards and ISO Members were aware that the Fee Reduction notices would reduce their costs and this reduction should be factored into business pricing strategies. In doing so, the Minister's expectation that consumers would benefit from the fee reduction would be satisfied.

B. Eligible Stewards and ISO Members There are six cohorts of Stewards/ ISO Members that will need to be considered for distribution of fee reduction credits, of which only three would be eligible. These cohorts are defined as follows:

1. **Active Steward** – current, obligated stewards in the MHSW program
2. **Inactive Steward** – previously obligated stewards in the MHSW program that have exited either due to:
 - a. Continued operation but no longer supplying MHSM in Ontario
 - b. Ceased operation (e.g. no longer in business)
3. **Active Former Steward** – current, active ISO Member that were previously obligated stewards in Stewardship Ontario's MHSW program
4. **Inactive Former Steward**
 - a. was previously an obligated steward in Stewardship Ontario's MHSW program
 - b. exited the MHSW program to become an ISO Member
 - c. subsequently terminated active membership with ISO and is no longer an obligated steward for the MHSW program (e.g. no longer in business)
5. **Active ISO Member** – current, active ISO Member that did not have a prior obligation to report in Stewardship Ontario's MHSW program (e.g. newly established business)
6. **Inactive ISO Member** – inactive ISO Member that did not have a prior obligation to report in Stewardship Ontario's MHSW program (e.g. no longer in business)

	Cohort	Eligible for Fee Reduction?	Governing Document
1	Active Steward	Yes	Amended MHSW Rules
2	Inactive Steward	No	Amended MHSW Rules
3	Active Former Steward	Yes	Amended MHSW Rules
4	Inactive Former Steward	No	Amended MHSW Rules
5	Active ISO Member	Yes	Stewardship Ontario Fee Reduction Agreement
6	Inactive ISO Member	No	Stewardship Ontario Fee Reduction Agreement

C. Eligible Fees

Steward Share Assessment

Material category fees eligible for the application of a fee reduction will be determined by the Steward Share Assessment (SSA) calculation for the applicable Fee Obligation Period as forecasted in Section 8.3.3. MHSW Fee Reduction Schedules of the MHSW WUP.

Sample SSA Scenario

- Report Deadline = October 31, 2019
- SSA Calculation Date = January 15, 2020
- SSA Fees Payable = \$100
- Fee Reduction Calculation Date = January 15, 2020
- Fee Reduction Rate = 98%

	Scenario	Actual Report Submission Date	Actual SSA Calculation Date	SSA Fees Payable	Eligible for Fee Reduction?	Fee Reduction Amount
1	<ul style="list-style-type: none"> Report on time SSA on time 	Oct 31, 2019	Jan 15, 2020	\$100	Yes	$\$100 \times 98\% = \98
2	<ul style="list-style-type: none"> Nil Report on time SSA on time 	Oct 31, 2019	Jan 15, 2020	\$0	Yes	$\$0 \times 98\% = \0

Reports Submitted After Wind Up Date

Active Stewards, Former Stewards and ISO Members who submit their Reports after the wind up date of:

- (a) June 30, 2020 for Batteries; and
 - (b) June 30, 2021 for all other MHSW Materials
- may lose their right to a Fee Reduction or an ISO Distribution.

Adjustments Program Corrections

Where:

- (a) a Steward requests an Adjustment in accordance with the Steward-Initiated Adjustment Policy; or
- (b) the MHSW Program undertakes a Program correction (due to an error by the Steward)

that results in a debit to the Steward, the Steward's Fee Reduction will continue to be calculated on the basis of the original quantity of MHSW Material reported by the Steward prior to the adjustment or correction.

Where:

- (a) a Steward requests an Adjustment in accordance with the Steward-Initiated Adjustment Policy; or
 - (b) the Program undertakes a Program correction (due to an error by the Steward)
- that results in a credit to the Steward, the Steward's Fee Reduction will be recalculated based on the revised quantity of MHSW Material reported by the Steward prior to the adjustment or correction.

Sample SSA Scenario

- Report Deadline = October 31, 2019
- SSA Calculation Date = January 15, 2020
- SSA Fees Payable = \$100
- Fee Reduction Calculation Date = January 15, 2020
- Fee Reduction Rate = 98%

Item	Scenario	Actual Report Submission Date	Actual SSA Calculation Date	SSA Fees Payable	Eligible for Fee Reduction?	Fee Reduction Amount
1.	<ul style="list-style-type: none"> Original SSA on time Approved Steward-Initiated Adjustment – Increased material quantities 	Oct 31, 2019 Adjustment Request: Jan 31, 2020	Jan 15, 2020 SSA Adjustment: Feb 15, 2020	\$100 +\$20	No	\$100 x 98% = \$98 n/a
2.	<ul style="list-style-type: none"> Original SSA on time Approved Steward-Initiated Adjustment – Decreased material quantities 	Oct 31, 2019 Adjustment: Jan 31, 2020	Jan 15, 2020 SSA Adjustment: Feb 15, 2020	\$100 -\$20	Yes	\$100 x 98% = \$98 -\$20 x 98% = -\$19.60

D. Administrative Errors

The Fee Reduction calculation for any Fee Obligation Period will be adjusted for the following conditions:

1. Program calculates and/or distributes an incorrect fee reduction resulting in an overstated credit for a steward
2. Program calculates and/or distributes an incorrect fee reduction resulting in an understated credit for a steward

Sample SSA Scenario

- Report Deadline = October 31, 2019
- SSA Calculation Date = January 15, 2020
- SSA Fees Payable = \$100
- Fee Reduction Calculation Date = January 15, 2020
- Fee Reduction Rate = 98%

Item	Scenario	Actual Report Submission Date	Actual SSA Calculation Date	SSA Fees Payable	Eligible for Fee Reduction Correction?	Fee Reduction Amount
1	<ul style="list-style-type: none"> Original SSA on time Administrative error – fee reduction overstated 	Oct 31, 2019	Jan 15, 2020	Original: \$100 Correction: \$80	Yes	$\$100 \times 98\% = \98 $-\$20 \times 98\% = -\19.60
2	<ul style="list-style-type: none"> Original SSA on time Administrative error – fee reduction understated 	Oct 31, 2019	Jan 15, 2020	Original: \$100 Correction: \$120	Yes	$\$100 \times 98\% = \98 $\$20 \times 98\% = \19.60

E. Annual True-Up

The Fee Reduction calculation for any Fee Obligation Period will applied one-time only for an SSA quarter and will not be adjusted for any of the following conditions:

1. Active Steward received an Annual True Up debit for a material category for a relevant fee reduction distribution period.
2. Active Steward received an Annual True Up credit for a material category for a relevant fee reduction distribution period.

Sample SSA Scenario

- Report Deadline = October 31, 2019
- SSA Calculation Date = January 15, 2020
- SSA Fees Payable = \$100
- Fee Reduction Calculation Date = January 15, 2020
- Fee Reduction Rate = 98%

Item	Scenario	Actual Report Submission Date	Actual SSA Calculation Date	Fees Payable	Eligible for Fee Reduction Adjustment?	Fee Reduction Amount
1	<ul style="list-style-type: none"> • ATU credit • Fee reduction overstated 	Oct 31, 2019	Jan 15, 2020	SSA=\$100 ATU=-\$20	No	SSA: \$100 x 98% = \$98 ATU: n/a
2	<ul style="list-style-type: none"> • ATU debit • Fee reduction understated 	Oct 31, 2019	Jan 15, 2020	SSA=\$100 ATU=\$20	No	SSA: \$100 x 98% = \$98 ATU: n/a

F. Criteria for Distribution of Fee Reductions

Once a fee reduction has been calculated for a Steward, Former Steward and/or an ISO Member, they must meet the following criteria for the release of the fee reduction for any distribution period:

1. The organization is in good standing with respect to reporting obligations for the MHSW program at the time of the fee reduction distribution.
2. The organization is in good standing with respect to payment obligations for the MHSW program at the time of the fee reduction distribution.

Should a Steward, Former Steward or ISO Member meet the criteria for distribution a fee reduction outside of a quarterly billing cycle, Stewardship Ontario will release the fee reduction at the next billing opportunity.

Good Standing – Reporting Obligations

All Stewards and Former Stewards of MHSW program must be compliant with reporting obligations as outlined in the Amended Rules for Stewards in order to receive a fee reduction distribution. Good standing status will be assessed at each instance of a fee reduction distribution.

Good Standing – Payment Obligations

All Stewards, Former Stewards of MHSW program must be compliant with payment obligations as outlined in the Amended Rules for Stewards in order to receive a fee reduction distribution. Good standing status will be assessed at each instance of a fee reduction distribution.