

THE ABCs OF AMS



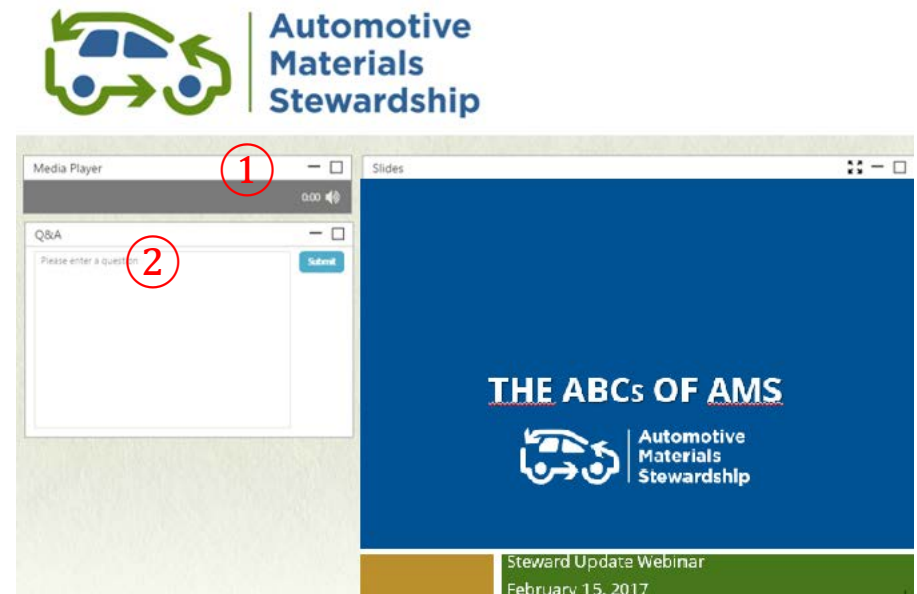
**Automotive
Materials
Stewardship**

Steward Update Webinar

February 15, 2017

Information for Webinar Participants

- Speaker advances slides
- Sound slider ①
- Questions/comments at 'Ask a Question' ② then click 'submit'
- If you have technical issues also let us know via the "Ask A Question" box



Today's Agenda

1. Introducing AMS
2. Benefits of AMS Membership
3. Annual Fee Schedule
4. Join AMS in 3 basic steps
5. Membership Agreement
6. Registering with AMS
7. Reporting to AMS
8. Exiting from Stewardship Ontario
9. Next Steps
10. Q&A



1. Introducing AMS



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AMS Board of Directors

The AMS Board is a volunteer-based leadership group which represents companies that produce, distribute or sell antifreeze, oil filters or oil containers.

Guy Belanger

National Accounts Manager,
Aftermarket Canada
Shell Lubricants



Shell Lubricants

Robyn Collver

SVP, Risk and Regulatory Affairs
Canadian Tire Corporation



CANADIAN TIRE

David Fifield

President,
Wakefield Canada



Peter Laing

Director of Sales,
National and Retail Accounts
Recochem Inc.



Recochem Inc.
Your Partner in Formulating Solutions

Kevin Patterson

Director Ontario Region,
DC Operations & Associate Sales
NAPA Canada



Bert Verriet (Board Chair)

Manager, Marketing and Customer Relations
Mann+Hummel Filtration Technology Canada ULC

**MANN+
HUMMEL**



**Automotive
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What is Automotive Materials Stewardship (AMS)?

- National, non-profit organization
- Established and financed by industry to:
 - Represent the interests of Canadian businesses
 - Bring together key players to achieve better recycling performance
 - Create convenient, environmentally sustainable ways for consumers to recycle waste from the automotive sector



April 1, 2017 is Launch Date

- On August 10, 2016, Waste Diversion Ontario, now Resource Productivity and Recovery Authority (the Authority) approved the Automotive Materials Stewardship (AMS) Industry Stewardship Plan (ISP) for the management of antifreeze, oil containers and oil filters
- April 1, 2017 confirmed start date.



2. Benefits of AMS Membership



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Key Benefits of Joining the AMS

1. Published and predictable fees: AMS program is not subject to Ontario regulation 11/12
2. Easy switch for stewards
3. AMS members avoid uncertainty of Stewardship Ontario wind-down process and timing
4. Annual savings due to ability to claim input tax credits for HST



Published, Predictable Fees

- An annual fee schedule takes the mystery out of fees
 - Fees will be calculated annually and posted on the AMS website by November 30 of the preceding year
 - No more quarterly cost volatility due to Regulation 11/12's cost recovery approach.
 - No more Annual True-Up. Avoids the uncertainty caused by the ATU. No more waiting until the following year to know if you've accrued enough to pay your bill.



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2017 Fee Schedule

Product Category	Fee Rate
Antifreeze Bulk	\$0.13/litre
Antifreeze Packaged	\$0.17/litre
Oil Containers	\$0.14/litre
Oil Filters – < 8"	\$0.50/unit
Oil Filters - > 8"	\$1.00/unit

Easy switch for stewards

Join AMS in three basic steps:

1. Sign an AMS membership agreement.
2. Register with AMS on the WeRecycle Portal by March 15
3. Upload the signed membership agreement to WeRecycle Portal by March 15th



Avoids the uncertainty of SO Wind-Down

- AMS members will get ahead of any future MHSW program transition and will be well prepared to meet their future obligations under the new legislation
- The Ministry of the Environment and Climate Change has signalled that it will commence work on the transition in 2017.



Savings with HST tax credit

- Cost savings for AMS members due to AMS's ability to claim input tax credits for HST.
- Stewardship Ontario's regulatory status requires it to treat HST incurred as an expense to be passed on in fees.



AMS members will feel at home on WeRecycle Portal

- Stewards will continue to use the WeRecycle portal for quarterly reporting
- AMS reporting and invoicing schedule unchanged -- same as MHSW program
- Voluntary Reporter Agreements available



Familiar reporting and payment schedule

AMS Obligation Periods	Quarterly Report Due Dates	Quarterly Report Data (previous quarter)	Quarterly Invoice Due Dates
Q1- (January 1 – March 31)	Q1 - January 31	October 1 – December 31	February 28
Q2 (April 1 – June 30)	Q2 - April 30	January 1 – March 31	May 31
Q3 (July 1 – September 30)	Q3 - July 31	April 1 – June 30	August 31
Q4 (October 1 – December 31)	Q4 - October 31	July 1 – September 30	November 30



Membership Agreement



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Membership Agreement

- Sets out obligations AMS and its members have to one another
- Details joint reporting and disclosure obligations
- Outlines payment terms and conditions
- Prohibits visible fees at retail
- Enables steward report adjustments
- States commitment to confidentiality
- Details terms and conditions for contract termination



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AMS's Guiding Principles

- AMS will:
 - Act in the best interests of its members, as a collective
 - Use reasonable efforts to carry out obligations diligently and cost-effectively and in compliance with provincial legislation
 - Exercise skill and expertise in the operation of the AMS program

AMS obligations to our members

- Will abide by the requirements of the ISP
- Will publish an annual fee schedule
- Will notify stewards if:
 - AMS receives notice alleging it is not in compliance with requirements of ISP
 - AMS is charged or convicted of an offence under provincial legislation
- AMS will retain comprehensive or commercial general liability insurance



Steward obligation to AMS

1. Agree to be bound by and participate in AMS's industry stewardship plan
2. Provide information as specified in the membership agreement
3. Pay stewardship fees by specified due dates



Steward Information Provisions

- File punctual and accurate quarterly reports
- Provide primary contact details to ensure organization receives relevant communications
- Inform AMS promptly if you become aware that inaccurate information has been provided and provide corrected information
- Inform AMS promptly about:
 - the sale or acquisition of part of or all of your business
 - a change in the registered office address or primary contact information



Steward Information Provisions (con't)

- Retention of records
 - Stewards will maintain all documents related to membership for 5 years from the filing of each report to allow verification of report details
- Verification and Audit
 - Ensure the data submitted is accurate
 - Provide information required by AMS to verify the accuracy of reports
 - Participate in an audit or review at the request of AMS

Steward Fee Payment Provisions

- AMS members agree to:
 - Pay fees by invoice due dates
 - Interest will be charged on fees unpaid for more than 30 days from the invoice date
 - Report adjustments
 - Requests must be prepared in accordance with Adjustment Policy
 - Stewards will be invoiced or credited for adjustment amount
 - Recalculation
 - AMS may recalculate fees subject to a notice period of at least 90 days



Visible Fees are prohibited at Retail

- AMS's approved Industry Stewardship Plan does not allow visible fees to be levied
- A visible fee is defined as "as fee advertised or displayed in a retail store separate from the shelf-price of the product"
- Section 2.7.6 of the Membership Agreement prohibits visible fees
- Fees that do not meet this definition are not prohibited (e.g. business-to-business transactions)



Membership Agreement: Confidentiality

- Both AMS and its members acknowledge that all information shared in connection with the membership agreement is private and confidential
- AMS will use reasonable effort to provide a member with notice before disclosing information to any government authority
- Exclusions
 - Information that is already public
 - Information already known by the recipient
 - Information received from a source not under confidentiality obligation
 - Disclosure of information required by a court order, provided that other party is informed and may seek an appropriate protective order
- Confidentiality survives termination or expiration of this agreement



MA Termination Provisions

- Member may terminate by providing AMS with 60 days notice
- AMS may terminate if:
 - Material breach by steward of terms of agreement
 - Breach of quarterly report due dates
 - Deliberate falsification of data provided
 - Failure to pay fees within 30 days of the due date
 - Steward becomes bankrupt



Voluntary Reporter Agreement

- Voluntary Reporter Agreement is available for those who want to continue with this kind of arrangement.
- Enables non-obligated businesses to report on behalf of an AMS member
- Obligated AMS member remains responsible in the event a voluntary reporter under reports or fails to file a report





Registering with AMS



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Register with AMS

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- Home
- Program Registration
- Maintain Information
- Steward Reporting
- Steward Invoice
- Steward Search
- Special Reports


Welcome Test Steward | Steward# 1006929


Home


Welcome to the WeRecycle Portal


**Automotive Materials Stewardship**

**Stewardship Ontario**

**MMSM Multi-Material Stewardship Manitoba**

**Multi-Material Stewardship Western**

**MULTI MATERIAL BC**

**Canadian Stewardship Services Alliance**

Welcome to CSSA

Please click on "Program Registration" to register for available programs.

If you are ready to report, please click "Steward Reporting" on the left column.

New Programs Available

If your company is obligated in the following programs, please register.


- Automotive Materials Stewardship

[I want to register](#) [Don't remind me again](#)




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Follow the Prompts



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- Home
- Program Registration**
 - ▢ Maintain Information
 - ▢ Steward Reporting
 - Steward Invoice
 - Steward Search
 - ▢ Special Reports

Welcome Test Steward | Steward# 1006929

Steward Program Registration

Start Registration | **Program Selection** | Contact Information | Obligation | Company Information | End of Registration

◀ Previous | Next ▶

Programs available for selection:

☐ Automotive Materials Stewardship



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Assign a Primary Contact

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Welcome Test Steward | Steward# 1006929

Steward Program Registration

There are four potential roles for each contact under each program:

- **Primary Contacts** - can confirm obligation questions, enter data, and submit reports. The Steward identifies this individual as the officer or agent under the program. If your organization is registered with multiple programs, you can designate the same Primary Contact for as many programs as you like.
- **Secondary Contacts** - can confirm obligation questions and enter data, but cannot submit reports. This role is optional.
- **Environmental Leads** - will receive communications, but cannot log on to the Portal. This role is optional.
- **Billing Contacts** - will receive communications, but cannot log on to the Portal. This role is optional.

Once you have selected a program, you can assign roles to contacts.

To modify contact information, click on the contact name.

To replace an existing contact, click on the contact name.

[Add another contact](#)

Contact Program/Role selection

Please select the relevant Program(s) and Role(s)

Name: Test Steward

Program	Primary Contact	Secondary Contact	Billing Contact	Environmental Lead
Automotive Materials Stewardship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


[Cancel](#) [All program / Role actions completed](#)

Name	Program	Role
Test Steward	President	4165555555
User id: NGFEB817		
Manage roles		
	Multi-Material QC	Primary Contact
	Stewardship Ontario Blue Box	Primary Contact
	Stewardship Ont-Hazardous/Special Waste	Primary Contact
	Multi-Material Stewardship Manitoba	Primary Contact
	Multi-Material Stewardship Western	Primary Contact
	Multi-Material British Columbia	Primary Contact



Declare your obligation.

Upload your signed Membership Agreement.



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Welcome Test Steward | Steward# 1006930

Steward Program Registration

Start Registration | Program Selection | Contact Information | **Obligation** | Company Information

◀ Previous | Next ▶

	Checked = Yes	Obligation Status	Report Status
▼ Obligation Year: April 1, 2017 - December 31, 2017			
▼ Automotive Materials Stewardship		Unconfirmed	Confirm Answers
▪ Is your organization responsible for designated Antifreeze and/or Oil Containers and/or Oil Filters under the AMS Program?	<input checked="" type="checkbox"/>		

Membership Agreement

You will need to upload a PDF of your signed Membership Agreement in order to submit your report for Automotive Materials Stewardship. If you have uploaded a signed Membership Agreement previously, please ignore this message.

[Upload](#) | [Choose File](#) | No file chosen

Note: The file must be a PDF



Verify, click save and you're done



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 - Special Reports

Welcome Test Steward | Steward# 1006930

Steward Program Registration

Start Registration

Program Selection

Contact Information

Obligation

Company Information

Previous Next

Province

☒ Ontario (Main Address)

Company Information

Steward company maintenance

Company Name: * AMS Steward

Address 1: * 1 Street Address

Address 2:

PO Box:

City: * Toronto

Country: * CA Canada

Province/State: * ON Ontario

Postal/Zip Code: * M4W 1H4

Company Website:



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Reporting to AMS



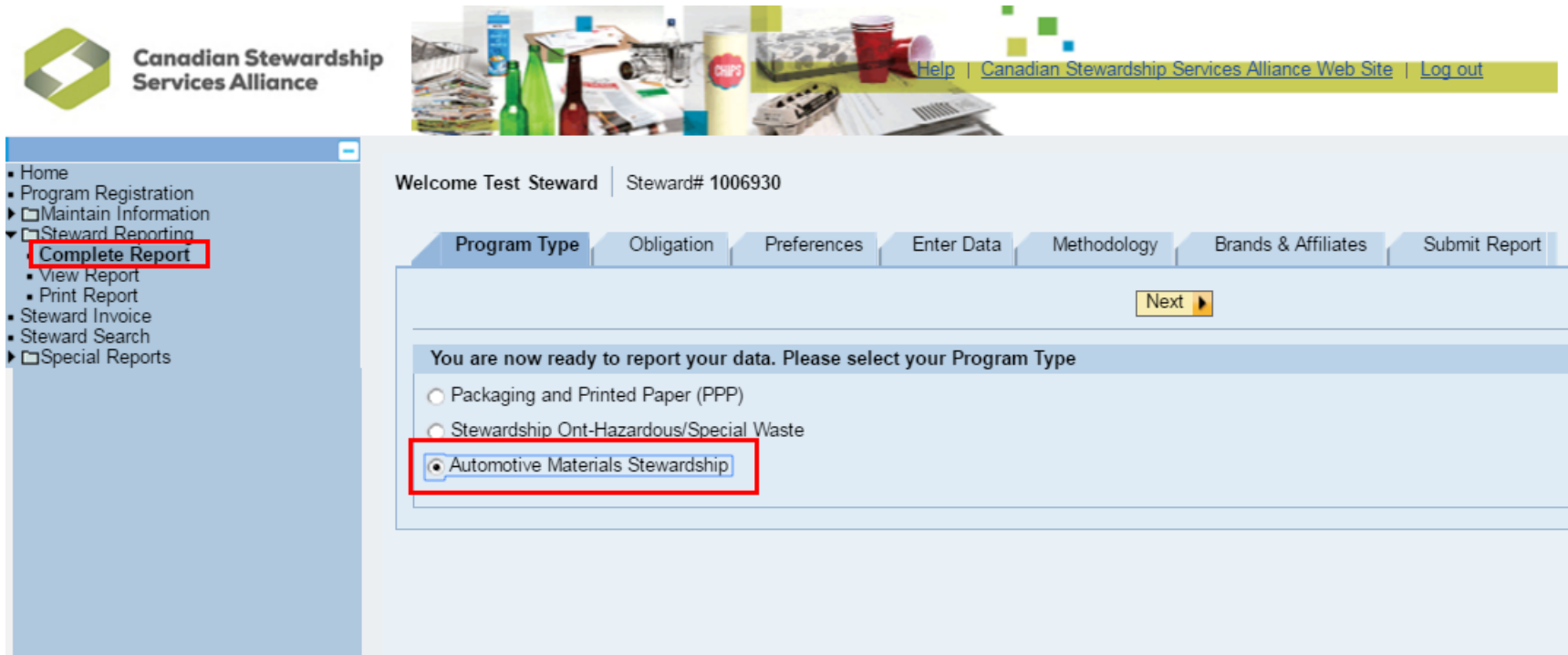
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Prepare your AMS Report

- Continue to use the WeRecycle portal for reporting
- Steward Reporting section of the portal will offer an AMS section
- AMS first report due date will be April 30, 2017



AMS report option on the portal



The screenshot displays the CSPA web portal interface. The top header features the CSPA logo and navigation links: [Help](#), [Canadian Stewardship Services Alliance Web Site](#), and [Log out](#). The left sidebar contains a menu with the following items: Home, Program Registration, Maintain Information, Steward Reporting, **Complete Report** (highlighted with a red box), View Report, Print Report, Steward Invoice, Steward Search, and Special Reports. The main content area shows a welcome message for 'Test Steward' with ID '1006930'. Below this is a series of tabs: Program Type, Obligation, Preferences, Enter Data, Methodology, Brands & Affiliates, and Submit Report. A 'Next' button is visible. The 'Program Type' tab is active, displaying the message: 'You are now ready to report your data. Please select your Program Type'. Three radio button options are listed: 'Packaging and Printed Paper (PPP)', 'Stewardship Ont-Hazardous/Special Waste', and **Automotive Materials Stewardship** (highlighted with a red box).



Declare your obligation – no change

Welcome Test Steward | Steward# 1006930

Program Type | **Obligation** | Preferences | Enter Data | Methodology | Brands & Affiliates | Submit Report

◀ Previous | Next ▶

Automotive Materials Stewardship

	Checked = Yes	Obligation Status	Report Status
▼ Obligation Year: April 1, 2017 - December 31, 2017			
▼ Automotive Materials Stewardship		Confirmed - I am obligated	Q3 RPT in Progress
▪ Is your organization responsible for designated Antifreeze and/or Oil Containers and/or Oil Filters under the AMS Program?	<input checked="" type="checkbox"/>		

Membership Agreement


You will need to upload a PDF of your signed Membership Agreement in order to submit your report for Automotive Materials Stewardship. If you have uploaded a signed Membership Agreement previously, please ignore this message.

No file chosen


Note: The file must be a PDF



"Preferences" screen – no change



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- Home
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- Steward Reporting
 - Complete Report**
 - View Report
 - Print Report
- Steward Invoice
- Steward Search
- Special Reports

Welcome Test Steward | Steward# 1006930

Program Type | Obligation | **Preferences** | Enter Data | Methodology | Brands & Affiliates | Submit Report

◀ Previous | Next ▶

Reporting for program: Automotive Materials Stewardship , 2017 Q1 Report (Q4 Data, Q1 Invoice)

☐ I want to use a National Material List (Displays all materials covered by CSSA programs)

☒ I want to use a Provincial Material List (Displays provincially-specific materials)

Select Province: ▼



Enter your data as usual – no change

NEW! Total Fee instantly calculated

Welcome Test Steward | Steward# 1006930

Program Type | Obligation | Preferences | **Enter Data** | Methodology | Brands & Affiliates | Submit Report

◀ Previous | Save | Next ▶

Automotive Materials Stewardship 2017 Q1 Report (Q4 Data, Q1 Invoice) Report Status: New Report

☐ NIL Report

Total Fee 0.00

Ontario

Show All Materials | Expand All | Collapse All | Calculate Totals | Hide Prior Report's Data

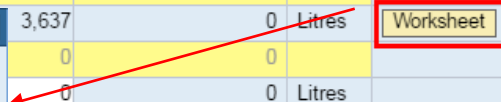
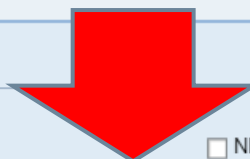
Material Name	Total	Ontario KGs (Except where Un	Prior Report	UoM	Worksheet
Antifreeze	3,637	3,637	0		
• Antifreeze		3,637	0	Litres	Worksheet
• Antifreeze - Bulk		0	0		
• Antifreeze		0	0	Litres	
• Oil Filters		0	0		

AntifreezeWORKSHEET

Material Description	Quantity	Size	Reported Quantity	Unit
Antifreeze - 1 L	0	1.0000	0.0	Litres
Antifreeze - 1.89 L	500	1.8900	945.0	Litres
Antifreeze - 2 L	0	2.0000	0.0	Litres
Antifreeze - 3.78 L	0	3.7800	0.0	Litres
Antifreeze - 4 L	458	4.0000	1,832.0	Litres
Antifreeze - 9.48 L	0	9.4800	0.0	Litres
Antifreeze - 18.9 L	0	18.9000	0.0	Litres
Antifreeze - 20 L	43	20.0000	860.0	Litres

Calculate | Save | Cancel

Total Quantity 3,637



Provide your methodology, brands and affiliates – no change

Welcome Test Steward | Steward# 1006930

Program Type | Obligation | Preferences | Enter Data | **Methodology** | Brands & Affiliates | Submit Report

2017 Q1 Report (Q4 Data, Q1 Invoice) | Reporting Status Q3 RPT in Progress

Brands

Please list each brand name, trademark, and/or publication title for which you have reported data, including all your private labels and brands for which you are the first importer.

[Download Template](#) | [Upload Completed Spreadsheet](#) | [Copy from previous report](#)

Brands	Brands	Brands

Changes

Where applicable please document any brands, private labels etc. that you removed or added from your previous report. Please provide rationale for the changes (e.g. a sale or acquisition of a brand), the name of the purchaser or seller, and the date of the transaction(s).

[Copy from previous report](#)



New! Submission Detail Report calculates fees at the material level



Submission Detail Report

Report Start Date 02/14/2017

Page 1 of 4

Report Submit Date 02/14/2017

Primary Contact Name: AMS USER
Steward Name: AMSUSER
Steward No.: 1006945
Document Number: 20184

1006945 – AMSUSER
Division ID: 001 – Division 1

	Quantity	Fee/Unit	UoM	Grand Total
Antifreeze Packaged				
Antifreeze	1,275	0.17000	Litre	216.75
Antifreeze – Packaged Total:	1,275			216.75
Antifreeze Bulk				
Antifreeze	1,500	0.13000	Litre	195.00
Antifreeze – Bulk Total:	1,500			195.00
Oil Filters				
Oil Filters less than or equal to 8"	1,000	0.50000	Unit	500.00
Oil Filters greater than 8"	1,650	1.00000	Unit	1,650.00
Oil Filters Total:	2,650			2,150.00
Oil Containers				
Oil Containers	1,750	0.14000	Litre	245.00
Oil Containers Total:	1,750			245.00
Division 001 Total:	7,175			2,608.75
AMSUSER Total:	7,175			2,608.75

In summary ...

Join AMS in three basic steps

1. Sign an AMS membership agreement
2. Register with AMS on the WeRecycle Portal by March 15th
3. Upload the AMS the signed membership agreement to the WeRecycle Portal by March 15





EXITING STEWARDSHIP ONTARIO'S AUTOMOTIVE PROGRAM

TODAY'S PRESENTATION

- **Steward 'in good standing'** – what does this mean and what actions do exiting stewards need to take?
- **Reporting and payment schedule** – what are the reports and payments that exiting stewards need to complete?
- **SO invoices** – what will they include and when are they due?
- **Annual True Up (ATU) for 2016** – how and when will it be calculated?
- **ATU for 2017 (Q1)** – how and when will it be calculated?



STEWARDS IN GOOD STANDING

- The Authority (RPRA) requires that stewards joining the ISP be in good standing with Stewardship Ontario before exiting its program
- A steward is in good standing if their reports and payments have been submitted by due dates
- SO is required to report to the Resource Productivity and Recovery Authority (RPRA) throughout transition process on 'good standing' status of stewards wishing to join AMS program



REPORTING AND PAYMENT OBLIGATIONS TO SO

Reporting Schedule

Report	Report Due Date	Data Included in Report
Q1Report	January 31	Q4 data (October 1 – December 31)

Payment Schedule

Invoice Payment	Invoice Due Date	Data Source
Q1 Invoice	February 28	Q4 Report (Q3 data) Q4 Costs
Q2 Invoice	May 31	Q1 Report (Q4 data) Q1 Costs 2017 ATU
2016 ATU Invoice	March 30	

STEWARD REPORTS AND ADJUSTMENTS

- Q1 Stewardship Ontario report was due January 31, 2017
- Stewards will have until May 31, 2017 to request report adjustments.
 - Important to submit adjustment requests by this due date because the data will be used to calculate the ATUs

ANNUAL TRUE UPS FOR EXITING STEWARDS

- 2016 ATU results will be issued on February 28, with payment due March 30
- The Q2 invoice will serve as the 2017 ATU, for automotive materials only, based on submitted reports for the four most recent quarters:
 - Q1 2017
 - Q4 2016
 - Q3 2016
 - Q2 2016
- Exiting Stewards will not be issued any further invoices or ATUs



ANNUAL TRUE UP – STEWARDS REMAINING WITH SO

- If you are a steward that falls into one of the categories below, you will still receive a 2017 ATU as per the normal process in 2018:
 - Joining the ISP but also report other MHSW materials to SO (e.g. Batteries, Pressurized Containers)
 - Joining the ISP after April 1
 - Not joining the ISP

SUMMARY OF KEY POINTS

- Stewards will have to be 'in good standing' with SO before exiting to join AMS ISP and continue in good standing through to May 31st to remain an AMS member
 - Q1 (Jan. 31) report submitted to SO
 - Q1 (Feb. 28), Q2 (May 31), and 2016 ATU invoices paid to SO
- The Q2 invoice will serve as the 2017 ATU, for automotive materials only
- Questions or further information:
Steward Services at 1-888-980-9549 or
WeRecycle@stewardshipontario.ca



Next Steps



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Next Steps for Interested Stewards

- Sign a Membership Agreement by March 15, 2017
- Register with AMS via the WeRecycle Portal by March 15, 2017
- Submit first AMS report by April 30



We're here to help.

- Email: stewards@autostewardship.ca
- Call National Steward Services: 1-888-980-9549



Thank you!

Q & A



QUESTIONS

stewards@autostewardship.ca
www.automotivematerialsstewardship.ca



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