

Comparison of 2017 Rules to Proposed 2018 Rules – Steward Review

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	PART I: DEFINITIONS
Administrative Fee means a fee calculated to reimburse Stewardship Ontario for reasonable costs for staff time and expenses incurred with respect to enforcement or compliance activities, including any legal and accounting fees incurred to obtain, review and correct Annual Steward Reports not filed in accordance with these Rules in accordance with the Administrative Fee policy as posted on the Stewardship Ontario website.	<i>REMOVED</i>
N/A	“ Adjustment Request ” is the mechanism by which Stewards may request changes to their previously Filed Annual Steward Report within two years from the associated report submission deadline pursuant to the Adjustment Policy in Appendix E and posted on the Stewardship Ontario website [insert link] .
Affiliate means an entity that controls 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 <u>Business Corporations Act (Ontario)</u> as amended from time to time.	“ Affiliate ” means that one Steward shall be deemed to be affiliated with another Steward if: <ul style="list-style-type: none"> (a) one Steward is the subsidiary of the other Steward; or (b) both Stewards are subsidiaries of the same corporation; or (c) each Steward is ultimately controlled by the same corporation.
Designated Blue Box Waste (DBBW) Annual Steward’s Report means a report prepared by a steward and Filed with Stewardship Ontario, describing the aggregate amount of DBBW, expressed in kilograms by category as set out in Appendix A of these Rules that was Supplied in a Data Year by the steward and its Affiliates and/or Franchisees containing the information in accordance with Section 3.1.2 of these Rules.	“ Annual Steward Report ” is the annual report Filed by all Stewards and Voluntary Stewards in accordance with Part IV of these Rules , which describes the aggregate amount of Designated Blue Box Waste, expressed in kilograms or units by category, Supplied by the Steward and its Franchisees or Affiliates during the Data Year .
N/A	“ Blue Box Program Plan ” means the Blue Box Program Plan dated February 2003, or as may be amended from time to time, found here [Insert link] .
Billing Contact means an individual identified by the Primary Contact to receive copies of all invoices and financial statements related to the steward account.	<i>REMOVED -</i>
Brand means a trademark.	“ Brand ” is a trademark.
Brand Owner with respect to a specific trademarked Printed Material which is	“ Brand Owner ” is a Person Resident in Ontario who is:

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<p>DBBW, and with respect to a specific good, the Packaging of which is DBBW, where either the good or the Packaging bears a trademark means during any time in a Data Year;</p> <ul style="list-style-type: none"> (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. <p>Where “licensee” includes a Person who packages goods, the Packaging of which is DBBW and bears a trademark, other than a packer or filler of Private Label Goods, and includes any Person whose corporate name or business name registration contains the trademark.</p>	<ul style="list-style-type: none"> (a) the owner of the registered or unregistered trademark; or (b) a licensee of the registered or unregistered trademark, where “licensee” includes a person who packages goods, the packaging of which is Designated Blue Box Waste and bears a trademark, other than a packer or filler of Private Label Goods, and includes any person whose corporate name or business name registration contains the trademark.
N/A	<p>“Confidential Information” means sales or other data submitted by a Steward to Stewardship Ontario that is not publically available from any source.</p>
N/A	<p>“Consumer” means an individual (other than a Person in the Industrial, Commercial, or Institutional (IC&I) sector) to whom Designated Blue Box Waste is Supplied, regardless of whether the Designated Blue Box Waste is disposed of by the Consumer in the Residential Waste System.</p>
<p>Data Year means the calendar year that the steward Supplied or Supplies DBBW.</p>	<p>“Data Year” is the year for which the Steward is reporting, which could be:</p> <ul style="list-style-type: none"> (a) the calendar year in which the Steward Supplied Designated Blue Box Waste; or (b) the Steward’s fiscal year in which the Steward Supplied Designated Blue Box Waste; or (c) for new Stewards only, an estimate of the Steward’s Supplied quantity of Designated Blue Box Waste for the calendar year or fiscal year.
<p>Designated Blue Box Waste (DBBW) means Packaging, Service Packaging and Printed Materials (commonly referred to as packaging and printed paper or PPP) that</p>	<p>“Designated Blue Box Waste” is Printed Paper, Packaging or Service Packaging consisting of glass, metal, paper, plastic, or textile, or any combination that is Supplied</p>

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<p>are comprised of metal, glass, paper, plastics, textiles or any combination thereof that is Supplied to the Generator. DBBW does not include Transportation Packaging, Durable Packaging, wood, ceramic, crystal, rubber, borosilicate glass or leather.</p>	<p>to a Consumer. Designated Blue Box Waste does not include:</p> <ul style="list-style-type: none"> (a) Transportation Packaging, (b) Durable Packaging, (c) Packaging or Service Packaging made of wood, ceramic, crystal, rubber, borosilicate glass or leather.
<p>Durable Packaging means Packaging that performs an integral role in the long term use or storage of the product, has a useful life of at least five years and is intended to facilitate storage or transport or prevent the loss of product components</p>	<p>“Durable Packaging” is Packaging that is used for long-term use, protection, transportation or storage of the product, which has a useful life of at least five years and which remains with the product throughout its useful life.</p>
<p>Environmental Lead means an individual identified by the Primary Contact as the lead person responsible for the steward’s business operations’ interaction with sustainability, the environment and regulatory matters. The Environmental Lead may receive communications related to Stewardship Ontario initiatives and market trends and may be invited to participate in dialogue pertaining to stewardship issues. Environmental Leads will not be issued access to a DBBW Annual Steward’s Report or the reporting portal (currently submitted on the WeRecycle Registration and Reporting portal https://wecycle.cssalliance.ca/) by Stewardship Ontario, but can be granted such access by the steward.</p>	<p><i>REMOVED – Environmental Lead</i></p>
<p>Filed means electronically submitted by a steward to Stewardship Ontario through the reporting portal, stipulated by Stewardship Ontario (currently submitted on the WeRecycle Registration and Reporting portal https://wecycle.cssalliance.ca). Filed and File have similar meanings.</p>	<p>“Filed” or “File” means submitted by a Steward to Stewardship Ontario through the WeRecycle Portal at https://wecycle.cssalliance.ca.</p>
<p>First Importer means a Person Resident in Ontario, who imports into Ontario:</p> <ul style="list-style-type: none"> (a) A specific Printed Material which is DBBW, for which a Brand Owner does not exist, or (b) A specific good, the Packaging of which is DBBW, for which a Brand Owner does not exist, <p>and includes a Person Resident in Ontario who is the first to take control of such material or good, upon or after arrival in Ontario from elsewhere during a Data Year.</p>	<p>“First Importer” is a Person Resident in Ontario who imports Designated Blue Box Waste into Ontario or is the first to take possession or control of Designated Blue Box Waste in Ontario:</p> <ul style="list-style-type: none"> (a) for which a Brand Owner does not exist; or (b) for which a Brand Owner does exist, but the Designated Blue Box Waste entered Ontario from outside of the Brand Owner’s distribution network through Parallel Importation.
<p>Franchisor, Franchisee and Franchise System have the meaning ascribed thereto</p>	<p>“Franchisor”, “Franchisee”, “Franchise System”, or “Subfranchise” have the</p>

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under the Arthur Wishart Act (Ontario).	meaning ascribed to these terms in the <i>Arthur Wishart Act (Franchise Disclosure)</i> or as may be amended or replaced https://www.ontario.ca/laws/statute/00a03 .
Generator means the Person within the residential sector that makes the DBBW available for reuse, recycling or disposal.	REMOVED – Generator means the Person within the residential sector that makes the DBBW available for reuse, recycling or disposal.
N/A	“Gross Revenue” means a Steward’s total revenue derived from all goods and services Supplied in Ontario, without deduction.
N/A	“Gross Weight” means the total weight of all Designated Blue Box Waste Supplied to Consumers, without deduction.
N/A	“IC&I Material” means Packaging and Printed Paper which is supplied to the industrial, commercial, or institutional sector and which is not subsequently Supplied to Consumers
N/A	“IC&I Sector” means the industrial, commercial, or institutional sector.
In Good Standing means a steward who is current with its financial and reporting obligations to Stewardship Ontario.	“In Good Standing” means a Steward who is current with and has fulfilled all of its Stewardship Obligations under these Rules, including with respect to (a) Steward reporting; (b) payment of Stewardship Fees; (c) responding to reasonable inquiries by Stewardship Ontario; and (d) record keeping obligations.
Industry Stewardship Plan (ISP) means a Waste Diversion Ontario-approved plan allowing one or more stewards to manage wastes that have been designated for a recycling program by the Minister of the Environment.	“Industry Stewardship Plan” or “ISP” means an RPRA-approved plan allowing one or more Stewards to manage waste that has been designated for a recycling program by the Minister.
Industry Stewardship Organization (ISO) means any organization (including one steward or a group of stewards) that submits an Industry Stewardship Plan (ISP) to WDO for review.	REMOVED - <i>Industry Stewardship Organization (ISO)</i>
Interest means the amount calculated using the prime rate per annum established by CIBC as at the close of business on the first day of each month plus four percent compounded monthly.	REMOVED - <i>Interest</i>
Methodology means the process the steward used to:	“Methodology” means the process used by the Steward to determine its calculation of

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<p>(a) Determine DBBW Supplied including, but not limited to, data sources, percentage allocation of data reported, data collection systems, and the use of calculators, worksheets or mathematical formulas, whether or not they were previously approved by Stewardship Ontario; and (b) Determine exclusions.</p>	<p>its Supplied quantity of Designated Blue Box Waste, including, but not limited to, data sources, percentage allocation of data reported, data collection systems, and the use of calculators, worksheets, commercial software, or mathematical formulae.</p>
<p>Obligation Year means the calendar year for which the steward is required to discharge their obligation by Filing a DBBW Annual Steward’s Report and paying fees</p>	<p>“Obligation Year” means the calendar year, or any part thereof, for which the Steward is obligated to fulfill its stewardship obligations under these Rules.</p>
<p>N/A</p>	<p>“On-Premise Waste Management Program” means a Restaurant’s own on-premise waste management program, which results in Designated Blue Box Waste never entering the Residential Waste System and which is managed entirely at the Steward’s own expense.</p>
<p>Packaging means materials that are used for the containment, protection, handling, delivery and presentation of goods Supplied to Generators.</p>	<p>“Packaging” means materials that are used for the containment, protection, handling, delivery or presentation of goods Supplied to Consumers, and includes, but is not limited to, Service Packaging and all packaging components and ancillary elements integrated into the Packaging.</p>
<p>N/A</p>	<p>“Parallel Importation” means goods which enter Ontario from outside of the Brand Owner’s distribution network, as described in the Parallel Importation Policy [insert link].</p>
<p>N/A</p>	<p>“Permitted Deductions” means the deductions that may be claimed by Stewards on receipt of Stewardship Ontario’s approval with respect to Designated Blue Box Waste as permitted by section X of these Rules. Other than the Permitted Deductions in section X of these Rules, there are no other Permitted Deductions.</p>
<p>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.</p>	<p>“Person” means an individual, partnership, joint venture, sole proprietorship, corporation, government, trust, trustee, executor, administrator or any other kind of legal personal representative, unincorporated organization, association, institution, or entity.</p>

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<p>Primary Contact means an individual identified by the steward as the authorized officer, or agent, of the steward under whose authority a DBBW Annual Steward's Report is Filed, or who can request adjustments as set out in Section 3. A Primary Contact may also act as the stewards' Billing Contact and/or Environmental Lead.</p>	<p>"Primary Contact" means an individual appointed by a senior officer in the Steward's organization as the Steward's authorized officer or agent under whose authority the Steward's Annual Steward Report is Filed according to the Primary Contact Policy [insert link].</p>
<p>Printed Materials means Printed Materials that are Supplied to Generators.</p>	<p>"Printed Paper" means any material that is not Packaging, but is printed with text or graphics as a medium for communicating information, Supplied to Consumers, and includes, but is not limited to:</p> <ul style="list-style-type: none"> (a) newspapers, including those paid through subscription, provided through free distribution and those purchased through retail channels; (b) daily, weekly, monthly and quarterly glossy magazines including those paid through subscription, provided through free distribution and those purchased through retail channels; (c) directories, including those paid through subscription, provided through free distribution and those purchased through retail channels; (d) lottery tickets and lottery information; (e) warranty information, assembly instructions, product use instructions and health information, product registration cards and promotional information that is found inside purchased products; (f) envelopes, statements and information inserts from banks, credit companies, utilities, service providers, etc.; (g) information, forms and promotional materials distributed by municipal, regional, provincial and federal governments; (h) promotional calendars, posters that are distributed to consumers free of charge; (i) unsolicited promotional information, coupons, handbills and flyers; and (j) transportation and transit schedules. <p>Printed Paper does not include bound reference books, bound literary books, or bound</p>

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	textbooks.
Private Label Goods means goods that carry the Brand of a Brand Owner and are Supplied to Generators by such Brand Owner that is a retail outlet in Ontario	“Private Label Goods” means goods that carry the Brand of a Brand Owner and are Supplied to Consumers by such Brand Owner that is a retailer in Ontario.
Proxy Report means a prior Designated Blue Box Waste Annual Steward’s Report as referred in Section 3.2.7.	REMOVED - Proxy Report
Published Address means an address appearing in a current telephone directory or a recognized current published business directory or published on a Person’s website.	REMOVED - Published Address
N/A	“Registered” means having completed the registration process by submitting all of the requested information to Stewardship Ontario either electronically or other means as required by Stewardship Ontario, including: (a) company name and contact information; (b) Primary Contact information; and (c) permitted Steward exemption status based on Gross Revenues and Gross Weight.
N/A	“Registered Charity” means a charitable organization which is registered with the Canada Revenue Agency as a registered charity and listed in the attached link, which may be updated from time to time: http://www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.html
N/A	“Regulations” means regulations made under the <i>Waste Diversion Transition Act</i> applicable to the Blue Box Program.
N/A	“Reporting Deadline” is the date by which a Steward must File its Annual Steward Report as set out in Appendix A to these Rules.
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 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 .
N/A	“Residential Waste System” means a system of waste collection which services residential dwellings, including all single family and multi-family dwellings, regardless of whether the service is provided by a municipal government or by private contractors.

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N/A	“ Resource Productivity and Recovery Authority (RPRA) ” is a corporation which oversees the operation of Stewardship Ontario and the Blue Box Program in accordance with the <i>Waste Diversion Transition Act, 2016</i> . RPRA is the successor to Waste Diversion Ontario.
N/A	“ Restaurant ” for the purposes of these Rules, means an establishment which Supplies prepared food and beverages directly to Consumers, and includes take-home, drive-through or delivery services, but does not include restaurants on site at grocery retailers, general merchandise retailers, drug and pharmacy retailers, convenience and gas station retailers, club, wholesale, cash-and-carry retailers.
Review means an investigation into the accuracy and completeness of all or part of the information as set out in Section 3.1.2. A Review can be conducted both onsite and/or remotely by either Stewardship Ontario or its authorized representative	<i>REMOVED – Review</i>
Rules means these Rules.	“ Rules ” means these Rules.
Secondary Contact means a second individual identified by the steward who is authorized to act on behalf of the steward Primary Contact.	<i>REMOVED – Secondary Contact</i>
Sector means the industry category, from a list of categories provided by Stewardship Ontario (currently submitted on the WeRecycle Registration and Reporting portal https://wecycle.cssalliance.ca), that best describes the steward’s business operations;	<i>REMOVED –</i>
Service Packaging means packaging which may or may not bear a Brand that is Supplied at the point of sale by the retail, food service or other service providers to enable or facilitate the delivery of goods.	“ Service Packaging ” means packaging which may or may not bear a Brand that is Supplied at the point of sale by the retail, food-service or other service providers to facilitate the delivery of goods, and includes all bags, boxes, and other items for the containment of goods at point of sale.
N/A	“ Steward ” means the Person who is obligated with respect to Designated Blue Box Waste in accordance with Part III of these Rules, and includes any Person who elects to become a Voluntary Steward in accordance with section 18 of these Rules and the Voluntary Steward Policy posted on the Stewardship Ontario website.

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N/A	“ Stewardship Fees ” means the Fees calculated in accordance with these Rules.
<p>Supplied means sold, leased, donated, disposed of, used, transferred the possession or title of, or otherwise made available to or distributed for use in the Province of Ontario by a Generator. Supply and Supplies have similar meanings.</p>	<p>“Supplied” means sold, leased, donated, disposed of, used, transferred the possession of or title of, or otherwise made available to a Consumer in Ontario or distributed for use by a Consumer in Ontario. Supply and Supplies have similar meanings.</p>
<p>Transportation Packaging means Packaging and Printed Materials used exclusively for packaging products during their shipment from their place of manufacture to their place of distribution in Ontario, except that which is provided as Service Packaging.</p>	<p>“Transportation Packaging” means Packaging that:</p> <ul style="list-style-type: none"> (a) is used exclusively for packaging products during the shipment from their place of manufacture to the place of distribution in Ontario; (b) is not Supplied to the Consumer; (c) does not enter the Residential Waste System; and (d) is not Service Packaging
N/A	<p>“Validation Data” means data such as SKU, UPC or other product categorization information, including:</p> <ul style="list-style-type: none"> (a) descriptions of each product item or group; (b) product sizes; (c) packaging materials and weight; (d) sales volumes <p>that may be requested by Stewardship Ontario to:</p> <ul style="list-style-type: none"> (a) substantiate quantities reported by Stewards in their Annual Steward Report; (b) assess a Steward’s request for a Permitted Deduction; or (c) assess a Steward’s Adjustment Request
<p>Voluntary Steward means any Person who elects to become a Steward in accordance with Section 2.7 of these Rules and with the Voluntary Steward policy as posted on the Stewardship Ontario website.</p>	<p>“Voluntary Steward” means a Person who elects to become a Voluntary Steward in accordance with section 18 of these Rules and the Voluntary Steward Policy posted on the Stewardship Ontario website.</p>
N/A	<p>“WeRecycle Portal” means the Internet portal that must be used by all Stewards when submitting their Annual Steward Report in accordance with Part IV of these Rules.</p>
	<p>PART II: APPLICATION, DURATION, NONCOMPLIANCE, POLICIES, NOTICE, CONFIDENTIALITY</p>
<p>1. Introduction These Rules do not revoke or amend any previously approved Rules for stewards with respect to payment of fees respecting Designated Blue Box Waste (DBBW)</p>	<p>Application of These Rules 2. These Rules apply to all: (a) Stewards who are obligated to File an Annual Steward Report in the current</p>

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<p>during the period they were effective.</p>	<p>year; (b) Stewards (regardless of whether they have Registered) who were obligated but failed to Register and/or File an Annual Steward Report in a prior year;¹ (c) New Stewards who began Supplying Designated Blue Box Waste in the current year; (d) Stewards who make an Adjustment Request in the current year in accordance with the Adjustment Policy in Appendix E and on the Stewardship Ontario website [insert link] for any current or prior year's Annual Steward Report; and (e) Steward requests for Dispute Resolution made in the current year.</p>
<p>5.2 Duration of these Rules These Rules shall remain in force until replaced or modified by subsequent Rules made. In the event no subsequent Rules are made after the end of 2017, the dates specified in these Rules shall be automatically amended by substituting the year appearing in these Rules with the subsequent year.</p>	<p>Duration of These Rules 2. These Rules: (a) remain in force from the time that they are approved by RPRA and posted on the Stewardship Ontario website until the time they are replaced on the Stewardship Ontario website with RPRA-approved Rules; and (b) shall be automatically amended for years subsequent to 2018 by substituting the year appearing in these Rules with the subsequent year unless or until new rules are approved by RPRA and are posted on the Stewardship Ontario website.</p>
<p>5.6 Non-compliance with these Rules Failure to comply with these Rules is a violation of these Rules and stewards may be subject to enforcement under the Waste Diversion Act (2002), and/or subject to Administrative Fees.</p> <p>3.2.6 Stewards who fail to pay fees by the date specified in the timetable set out in Appendix D will be subject to:</p> <p>3.2.6.1 A penalty calculated at 10% of fees due and payable. 3.2.6.2 Interest on the overdue account balance.</p>	<p>Noncompliance with These Rules 3 All Stewards are required to comply with these Rules. Failure to comply with these Rules may result in Administrative Fees, Penalties, Interest and/or compliance and enforcement actions undertaken by Stewardship Ontario and/or RPRA as provided for: (a) in these Rules; (b) in the <i>Waste Diversion Transition Act, 2016</i>; (c) in the Regulations, or</p>

¹ These Rules apply to all Annual Steward Reports 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 Annual Steward Report will be calculated in accordance with the Stewardship Fee rates applied in each of the applicable prior Data Years.

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<p>3.2.6.3 In the event that the amounts reported in a DBBW Annual Steward's Report are inaccurate, penalties and Interest as outlined under Section 3.2.6 shall apply to any underpayment by a steward.</p>	<p>(d) as otherwise permitted by RPRA or the Ontario Ministry of the Environment and Climate Change.</p>
<p>5.4 Policies, Guidance and Interpretive Memoranda Stewardship Ontario may publish on its website currently at www.stewardshipontario.ca, policies, interpretive memoranda and guidebooks describing its interpretations of these Rules and how it administers them.</p>	<p>Policies, Guidance and Interpretive Memoranda 4 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.</p>
<p>3.1.5 Stewards shall provide notice in writing to Stewardship Ontario at its mailing address (currently 1 St. Clair Ave. West, 7th Floor, Toronto, ON, M4V 1K6), or by email to WeRecycle@stewardshipontario.ca, of any changes to its status as a steward, or if it ceases to be a steward, as per Section 2 of these Rules, together with an explanation and supporting documentation, within 10 (ten) business days of such change.</p>	<p>Notice to Stewardship Ontario 5 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 [insert email address].</p>
<p>3. Reporting and Fees 3.1 Steward Reporting 3.1.1 Subject to Section 5.1 of these Rules, every steward shall File a Designated Blue Box Waste (DBBW) Annual Steward's Report and pay fees in accordance with the timetable in Appendix D, or within 90 (ninety) calendar days after such steward is notified, whichever is later. A steward is notified: 3.1.1.1 On the day the steward receives personal service via email of how to obtain a copy of these Rules, or 3.1.1.2 Three days following the sending by prepaid first class postage to the steward, at its Published Address, a copy of these Rules or a written notice of how to obtain a copy of these Rules, or 3.1.1.3 By publishing these Rules on the Stewardship Ontario website.</p>	<p>Notice to Stewards 6 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: (a) from the time that these Rules are approved by RPRA and posted on the Stewardship Ontario website; and (b) from the time that the Steward begins to Supply Designated Blue Box Waste to Consumers.</p>
<p>SO Rules - 5.5 Publishing of Company Names</p>	<p>Publishing of Company Names</p>

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<p>5.5 Publishing of Company Names Stewardship Ontario may publish any of the following:</p> <p>5.5.1 The names of stewards Filing DBBW Annual Steward's Reports with Stewardship Ontario;</p> <p>5.5.2 A list of stewards In Good Standing;</p> <p>5.5.3 The registry of all Brands reported in DBBW Annual Steward's Reports;</p> <p>5.5.4 The name 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;</p> <p>5.5.5 The name of any Person who elects to become a steward under Section 2.7 of these Rules and the name of the steward who would otherwise be responsible; and,</p> <p>5.5.6 The name of any Person who has executed a contract with Stewardship Ontario under Section 2.7 prior to June 30, 2006.</p>	<p>7 Stewardship Ontario may, but is not required to, publish any of the following:</p> <p>(a) the names of Stewards Filing an Annual Steward Report with Stewardship Ontario;</p> <p>(b) a list of all Stewards In Good Standing; and</p> <p>(c) a registry of all Brands reported in Annual Steward Reports.</p>
<p>N/A</p>	<p>Confidentiality</p> <p>8 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:</p> <p>(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;</p> <p>(b) to the RPRA as permitted by law or the Blue Box Program Plan; or</p> <p>(c) in accordance with the Steward's consent.</p>
<p>2. Designation of Stewards For the purposes of determining which Person shall be designated as a steward for a particular category of DBBW, the following provisions shall apply, in the order in which they are set out.</p>	<p>PART III: DESIGNATION OF STEWARDS</p> <p>Designation of Stewards</p> <p>10. Subject to the Parallel Importation Policy [insert link], the following Persons are designated as Stewards for Designated Blue Box Waste. If two or more Persons are designated as a Steward pursuant to the following provisions, then the earlier provision shall prevail.</p>

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<p>If two or more Persons are designated as a steward pursuant to the following provisions, then the earlier provision shall prevail:</p>	
<p>N/A</p>	<p>Stewards for Packaging 11. For <u>Packaging</u>, (except for Service Packaging) the Steward is the Person Resident in Ontario who: (a) is the Brand Owner for the Ontario market; or (b) if the Person described in paragraph (a) does not exist, then a Person who manufactures, packs or fills or causes the manufacturing, packing or filling of products regardless of whether the activity takes place in Ontario or not; or (c) if a Person described in paragraphs (a) or (b) does not exist, then the First Importer, unless the First Importer is a Consumer.</p>
	<p>Stewards for Service Packaging 12. Any Person that Supplies Service Packaging in Ontario at the point-of-sale shall be the Steward for such Service Packaging.</p>
<p>N/A - See Appendix C for current Rules description of steward hierarchy</p>	<p>Stewards for Printed Paper 13. For <u>Printed Paper</u>, the Steward is the Person Resident in Ontario who: (a) is the publisher of the Printed Paper, whether production of the Printed Paper takes place in Ontario or not; or (b) if a Person described in paragraph (a) does not exist, then a Person who is the title-owner of the Printed Paper or is a licensee of those rights for Ontario, whether production of the Printed Paper takes place in Ontario or not; or (c) if a Person described in paragraphs (a) or (b) does not exist, then a Person who prints or causes the printing of the Printed Paper whether the printing takes place in Ontario or not; or (d) if a Person described in paragraphs (a), (b), or (c) does not exist, then the First Importer, unless the First Importer is a Consumer.</p>
<p>2.3A Franchisor which is Resident in Ontario is designated as a steward with respect to all Printed Material, Service Packaging, and the Packaging of all goods, which are Supplied within the relevant Franchise System.</p>	<p>Franchisor is Obligated for Ontario Franchisees Regardless of Franchisor's Residency 14. A Franchisor is designated as a Steward with respect to all Designated Blue Box Waste which is Supplied to Consumers within the Franchisor's Ontario Franchise</p>

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	System, regardless of whether the Franchisor is Resident in Ontario.
<p>2.4. In the event there is more than one Brand Owner for the same DBBW, the Brand Owner more directly connected to the production of the DBBW shall be designated as the steward, but where the Brand Owner is a Franchisor who is Resident in Ontario or has a real and substantial connection to Ontario, the Franchisor shall be designated as the steward.</p>	<p>More Than One Brand Owner for the Same Designated Blue Box Waste 15. If there is more than one Brand Owner for the same Designated Blue Box Waste, the Brand Owner more directly connected to the production of the Designated Blue Box Waste shall be deemed to be the Steward.</p>
<p>2.5 In the event that products containing two or more independent Brands are packaged to be Supplied together, then the Brand Owner more directly connected to the joint Packaging shall be designated as the steward for such joint Packaging.</p>	<p>Products Containing Two or More Independent Brands 16. If products containing two or more independent Brands are packaged to be Supplied together, the Brand Owner, First Importer or Franchisor most directly connected to the joint Packaging shall be designated as the Steward for the joint Packaging.</p>
<p>2.7 Any Person who elects to become a steward respecting a specific DBBW that would otherwise be the responsibility of another steward, shall be designated as a “Voluntary Steward” upon execution of a contract with Stewardship Ontario (“Voluntary Stewardship Agreement”), and in accordance with the Voluntary Steward policy posted on the Stewardship Ontario website, and the steward otherwise responsible is exempt from the requirement to File a DBBW Annual Steward’s Report and pay fees respecting such DBBW during the currency of the contract. Stewardship Ontario shall not be required to execute a contract contemplated herein.</p> <p>2.8 An election under Section 2.7 may be made only with Stewardship Ontario by a Person who would otherwise be a Brand Owner but is not Resident in Ontario and in accordance with the Voluntary Steward Policy posted on the Stewardship Ontario website, but such election may not be made by a Person who would be eligible for an exemption described in Section 5.1.</p> <p>2.9 Notwithstanding the above, any Person who has executed a contract with Stewardship Ontario under Section 2.7 prior to June 30, 2006, shall remain an elected steward under the terms of the agreement.</p>	<p>Voluntary Stewards 17. A Person may elect to become a Voluntary Steward in accordance with Stewardship Ontario’s Voluntary Steward Policy [insert link] upon execution of Stewardship Ontario’s Voluntary Stewardship Agreement by: (a) the Voluntary Steward; and (b) Stewardship Ontario. Voluntary Stewards must comply with these Rules and the Voluntary Steward Policy.</p>
N/A	Voluntary Steward Fails to Comply with Obligations

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	18. In accordance with these Rules and the Voluntary Steward Agreement, in the event that the Voluntary Steward defaults on its responsibility to report on or pay Stewardship Fees with respect to the Designated Blue Box Waste Supplied into Ontario, the obligation for that Designated Blue Box Waste will revert to the Brand Owner or First Importer. Voluntary Stewards must also comply with their Voluntary Steward Agreement.
5.1.3. Stewards that are not-for-profit entities (for example municipalities, provincial agencies, colleges, or universities) are not exempted by 5.1.1 and 5.1.2.	<p>Stewards that are Not-For-Profit Entities</p> <p>19. Subject to Part V (Steward Exemptions From Reporting or Paying Fees), a Steward that is a not-for-profit entity, including Registered Charities, not-for-profit corporations, educational institutions, municipalities and provincial agencies, is required to File an Annual Steward Report and pay Stewardship Fees pursuant to these Rules.</p>
	PART IV: STEWARD REPORTING
<p>3. Reporting and Fees</p> <p>3.2 Steward Reporting</p> <p>3.1.1 Subject to Section 5.1 of these Rules, every steward shall File a Designated Blue Box Waste (DBBW) Annual Steward’s Report and pay fees in accordance with the timetable in Appendix D, or within 90 (ninety) calendar days after such steward is notified, whichever is later.</p> <p>Stewards shall pay fees to Stewardship Ontario in accordance with the schedule in Appendix D (Table 2) of these Rules.</p>	<p>Reporting Deadline for Stewards and Voluntary Stewards</p> <p>20. Every Steward shall:</p> <ul style="list-style-type: none"> (a) File an Annual Steward Report and pay Stewardship Fees in accordance with the timetable in Appendix C; (b) if applicable, immediately File all overdue Steward Reports for prior Obligation Years; and (c) if applicable, File an Annual Steward Report within 60 calendar days after such Person becomes a Steward pursuant to Part III using the Steward Portal.
3.1.1 Subject to Section 5.1 of these Rules, every steward shall File a Designated Blue Box Waste (DBBW) Annual Steward’s Report and pay fees in accordance with the timetable in Appendix D, or within 90 (ninety) calendar days after such steward is notified, whichever is later.	<p>Reporting Deadline for New Stewards</p> <p>21. A Steward who begin Supplying Designated Blue Box Waste must Register with Stewardship Ontario within 60 days and comply with the Onboarding Policy [insert link]. Stewards who fail to Register with Stewardship Ontario will be subject to the compliance and enforcement actions in section 4.</p>
<p>3. Reporting and Fees</p> <p>3.1.4 A steward shall report for its Affiliates and/or Franchisees under one steward</p>	<p>Reporting for Affiliates and/or Franchisees</p> <p>22. A Steward, including Resident and non-Resident Franchisors, shall report for its</p>

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<p>number. Any Person whose DBBW is included in a DBBW Annual Steward's Report of its Affiliate and/or Franchisor need not File a separate DBBW Annual Steward's Report.</p>	<p>Ontario Affiliates and/or Franchisees under one Steward number. Any Person whose Designated Blue Box Waste is included in its Affiliates' or Franchisors' Annual Steward Report shall not File a separate Annual Steward Report. Affiliates must seek Stewardship Ontario's approval to report separately.</p>
<p>3. Reporting and Fees (See Appendix B for full outline of section 3.1.2)</p>	<p>Contents of Annual Steward Report</p> <p>23. Each Steward shall provide Stewardship Ontario with all of the information requested on the Steward Portal, including but not limited to:</p> <ul style="list-style-type: none"> (a) company name, mailing address, phone number, and sector; (b) Obligation Year and Data Year for the Annual Steward's Report; (c) contact information, including email addresses and phone numbers for the Steward's Primary Contact, billing contact, secondary contacts and environmental lead; (d) Gross Weights of Designated Blue Box Waste, without deduction, Supplied to Consumers during the Data Year according to the reporting categories set out in Appendix A. (e) description of Methodology and sources of data, including any changes from the Methodology used by the Steward in the prior year's Annual Steward Report; (f) details of any Permitted Deductions from Designated Blue Box Waste Supplied by the Steward, including data used to prepare, calculate and determine these Permitted Deductions; (g) any Steward initiatives, business practices, or Packaging changes that may explain any variation in quantities in Supplied Designated Blue Box Waste from the prior year's Annual Steward Report; (h) a list of Brands included in the Steward's Annual Steward Report, and any changes in Brands since the prior year's Annual Steward Report; (i) a list of all Affiliates and/or Franchisees included in the Annual Steward Report; and (j) the Primary Contact's declaration that the Annual Steward Report is accurate.
<p>N/A</p>	<p>Deemed Obligated Materials Are Not Eligible for Deductions</p> <p>24. All Designated Blue Box Waste Supplied to Consumers through the following sales</p>

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	<p>and distribution channels:</p> <ul style="list-style-type: none"> (a) grocery retailers; (b) general merchandise retailers; (c) drug and pharmacy retailers; (d) convenience and gas station retailers; (e) club, wholesale, cash-and-carry; (f) product sales utilizing the Internet; (g) on-premise factory stores for public or employees; (h) direct home sales; and (i) unsolicited Papers delivered directly to households, <p>is deemed to be obligated Designated Blue Box Waste, and is not eligible for any Permitted Deduction, regardless of whether the Designated Blue Box Waste is disposed of in the Residential Waste System:</p>
N/A	<p>Permitted Deduction: Restaurant's On-Premise Waste Management</p> <p>25. A Restaurant Steward which has established its own On-Premise Waste Management system for portions of its Designated Blue Box Waste may apply for a deduction to Stewardship Ontario for that portion of Designated Blue Box Waste that:</p> <ul style="list-style-type: none"> (a) is managed by the Restaurant's own On-Premise Waste Management Program; and (b) does not enter the Residential Waste System. <p>Unless or until the deduction is approved by Stewardship Ontario, the Steward may not take this deduction.</p>
N/A	<p>Restaurants that Supply Consumers Using Take-Out, Drive-Through or Home Delivery</p> <p>26. A Restaurant Steward that Supplies Designated Blue Box Waste to Consumers through take-out, drive-through, or home delivery of products is required to report on the total quantities, without deduction, of Designated Blue Box Waste that are not managed exclusively through the Steward's own On-Premise Waste Management Program, regardless of whether the Designated Blue Box Waste Supplied through</p>

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	take-out, drive-through, or home delivery is disposed of in the Residential Waste System.
N/A	<p>Identification of Permitted Deductions in the Steward’s Annual Report</p> <p>27. A Steward who is claiming a Permitted Deduction in its Annual Steward Report must:</p> <ul style="list-style-type: none"> (a) report on the Gross Weight of Printed Paper and Packaging Supplied to Consumers; (b) identify the Weight of the Designated Blue Box Waste, by material type, for which it seeks the Permitted Deduction in section 25; (c) complete and submit a Deduction Request form [insert link] identifying the objective method by which the Permitted Deduction was derived, which must include Validation Data; (d) provide the Validation Data upon which the Steward relies for the Permitted Deduction; (e) maintain the Steward’s records in support of the Permitted Deduction for at least five years and make these records available to Stewardship Ontario upon request; and (f) receive approval from Stewardship Ontario for the Permitted Deduction before the Steward can claim the Permitted Deduction.
<p>3.1.1. Subject to Section 5.1 of these Rules, every steward shall File a Designated Blue Box Waste (DBBW) Annual Steward’s Report and pay fees in accordance with the timetable in Appendix D, or within 90 (ninety) calendar days after such steward is notified, whichever is later.</p> <p>3.2.7 In the event a steward fails to File a DBBW Annual Steward’s Report in accordance with Section 3.1.1, then the amount set out in such steward’s prior year’s DBBW Annual Steward’s Report shall constitute the quantities in the DBBW Annual Steward’s Report (Proxy Report) then due, and all fees shall be due in accordance with Appendix D.</p> <p>3.2.8 The quantities set out in a Proxy Report will be increased by 40% thereof on</p>	<p>Steward Fails to File its Annual Steward Report</p> <p>28. If a Steward fails to File its Annual Steward Report by the deadline or otherwise in accordance with Part IV, Stewardship Ontario will apply the fees and penalties in the Administrative Fee, Penalty and Interest Policy [in Appendix F and on the Stewardship Ontario website [insert link] and may take the action specified in section 4.</p>

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<p>every successive instance of non-reporting by a steward.</p> <p>3.2.9 Where a Proxy Report has been used, the steward is required to submit actual quantities to Stewardship Ontario at which point Stewardship Ontario will complete report adjustments and may charge the steward an Administrative Fee.</p> <p>3.2.15 Interest charges, calculated at CIBC Prime plus 4% compounded monthly, on past due fees and penalties to begin accruing on the business day immediately following the payment due date specified in Appendix D.</p> <p>3.2.16 Stewards, including those exempt under Section 5.1.4, who fail to File a DBBW Annual Steward's Report within the dates specified in Appendix D will be subject to an Administrative Fee.</p>	
<p>3.1.2.10 - Declaration of accuracy of the DBBW Annual Steward's Report by the Primary Contact</p> <p>3.2.13 - Where Stewardship Ontario, or its authorized representative, determines that a DBBW Annual Steward's Report as set out in Section 3.1.2 is deficient or inaccurate, an Administrative Fee may apply.</p>	<p>Steward's Duty to Ensure that the Annual Steward Report is Accurate</p> <p>29. Stewards must ensure that their Annual Steward Reports are accurate. Stewards shall not misrepresent any information provided to Stewardship Ontario in the Annual Steward Report. A Steward who submits an Annual Steward Report containing incorrect data, upon notice from Stewardship Ontario, will be:</p> <ul style="list-style-type: none"> (a) deemed not to have complied with its reporting obligation, and subject to the Administrative Fees, Penalties and Interest Policy in Appendix F and on the Stewardship Ontario website [insert link]; (b) escalated to Stewardship Ontario's compliance team and/or RPRA.
<p>3.2.11 Stewards must submit details of any inaccuracies to a previously submitted DBBW Annual Steward's Report within 30 (thirty) calendar days of receiving notification from Stewardship Ontario. Failure to do so shall result in the obligation to pay Administrative Fees.</p> <p>3.2.14 Where a steward notifies Stewardship Ontario of incorrect data in its DBBW Annual Steward's Report prior to the commencement of a Review by Stewardship Ontario, or its authorized representative, an Administrative Fee</p>	<p>Errors in the Annual Report</p> <p>30. Any Steward who discovers an error in its Annual Steward Report shall notify Stewardship Ontario of the error within 30 days.</p>

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<p>may be applied.</p>	
<p>3.2.18 Stewards may request adjustments to a previously submitted DBBW Annual Steward's Reports in accordance with the Adjustment Policy posted on the Stewardship Ontario website.</p> <p>3.2.10 Stewards who request an adjustment in accordance with the Adjustment Policy posted on the Stewardship Ontario website (or require a later adjustment) to a previously submitted DBBW Annual Steward's Report that either increases or decreases quantities of DBBW Supplied in any material category set out in Appendix A, shall be invoiced or credited any difference in fees paid Stewardship Ontario reserves the right to review the adjustment request for accuracy and issue an invoice or credit note as is applicable. Payment for debit notes resulting from adjustments will be due within 30 days; credit notes may be held for up to one year.</p> <p>3.2.12 Stewards must pay any Administrative fees, unpaid fees, including penalties and Interest as outlined under Section 3.2.6, as a result of an adjustment to a previously submitted DBBW Annual Steward's Report. Failure to pay shall result in further penalties, Interest and Administrative Fees.</p>	<p>Steward Adjustment Requests to Annual Steward Report and Adjustment Policy</p> <p>31. Subject to the Steward's obligation in section 30 to notify Stewardship Ontario within 30 days of discovering an error, a Steward who is In Good Standing may make a request to correct an error in an Annual Steward Report in accordance with the:</p> <ul style="list-style-type: none"> (a) Adjustment Policy in Appendix E and on the Stewardship Ontario website [insert link]; and (b) Administrative Fee, Penalty and Interest Policy in Appendix F and on the Stewardship Ontario website [insert link].
<p>3.2.13. Where Stewardship Ontario, or its authorized representative, determines that a DBBW Annual Steward's Report as set out in Section 3.1.2 is deficient or inaccurate, an Administrative Fee may apply.</p>	<p>Changes to the Steward Annual Report Initiated by Stewardship Ontario</p> <p>32. Stewardship Ontario may require changes to a Filed Annual Steward Report following an audit or review by Stewardship Ontario. For changes initiated by Stewardship Ontario as a result of an audit or review, Stewards are required to report and pay for all Designated Blue Box Waste Supplied to Consumers from the time the Steward begins Supplying the Designated Blue Box Waste for a maximum of five years prior to the current calendar year.² Administrative Fees, Penalties and</p>

² For example, Stewards are responsible for the Fees (if any) associated with errors in a prior Data Year's Steward Report discovered by Stewardship Ontario in the current calendar year (2018) for up to five prior calendar years (2017, 2016, 2015, 2014, and 2013).

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	Interest will be applied in accordance with the Administrative Fees Penalties and Interest Policy in Appendix F and on the Stewardship Ontario website [insert link] .
<p>3.2.1 Stewards are obligated to pay fees for all the periods for which they are obligated. This means from the date they begin to supply DBBW to the date they no longer supply DBBW.</p>	<p>Stewards are Obligated for All Data Years in which they Supplied Designated Blue Box Waste</p> <p>33. Subject to Part V (Steward Exemptions), Stewards are obligated to File and pay Fees for all Data Years from the date the Steward began Supplying Designated Blue Box Waste in Ontario. This obligation applies regardless of whether the Steward has sufficient records to substantiate the Supplied quantities of Designated Blue Box Waste during prior years. Where necessary, Stewardship Ontario will rely on the Steward's most recent sales data or other available data to set the prior years' Stewardship Fees.</p>
	PART V: STEWARD EXEMPTIONS FROM REGISTERING, REPORTING OR PAYING FEES
<p>3.3. Relief from Requirements to Report and Pay Fees Any steward that intends to join a WDO approved Industry Stewardship Plan (ISP) covering DBBW which that steward generates, that is In Good Standing and has received WDO approval to join the ISP, is no longer required to report to Stewardship Ontario for the related DBBW supplied on and after the date that the steward is accepted to join the ISP. Such steward must also adhere to any additional criteria agreed to between Stewardship Ontario and/or WDO and the Industry Stewardship Organization (ISO).</p>	<p>Steward Intends to Join An RPRA-Approved ISP</p> <p>34. Any steward that intends to join an RPRA-approved ISP covering Designated Blue Box Waste Supplied by the Steward that:</p> <ul style="list-style-type: none"> (a) is In Good Standing with Stewardship Ontario; and (b) has received approval from RPRA to join the ISP, <p>is no longer required to report to Stewardship Ontario for the related Designated Blue Box Waste Supplied on and after the date on which the Steward is accepted to join the ISP. The Steward must adhere to any additional criteria agreed to between Stewardship Ontario and/or RPRA and the ISP.</p>
<p>5.1.1 Stewards are exempt from Filing a DBBW Annual Steward's Report and paying the fees otherwise due if during the Data Year, the steward's, its Affiliates', and Franchisees' combined gross revenues for all its products and services in Ontario, was less than \$2 million.</p> <p>5.1.2 Stewards, in the business of retailing, are exempt from Filing a DBBW Annual Steward's Report and paying the fees otherwise due if during the Data Year, the steward's, its Affiliates', and Franchisees' combined gross revenue, from</p>	<p>Steward Reporting Exemption: Gross Revenues Less Than \$2 Million</p> <p>35. A Steward is exempt from Filing an Annual Steward Report and paying fees to Stewardship Ontario if, during the Data Year, the Steward's, its Affiliates', and/or its Franchisees' combined Gross Revenues from all:</p> <ul style="list-style-type: none"> (a) products; and/or (b) services <p>Supplied in Ontario was less than \$2 million.</p>

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<p>the services provided and the cost of merchandise sold in Ontario, was less than \$2 million.</p>	
<p>5.1.5 Notwithstanding the above, Stewardship Ontario may, acting reasonably, require a steward to File a DBBW Annual Steward's Report by sending a written request by registered mail or email to a steward.</p>	<p>Stewardship Ontario May Require an Exempted Person to File an Annual Steward Report 36. Regardless of sections 35, Stewardship Ontario may require a Steward to File an Annual Steward Report by sending a written notice by registered mail or email to the Steward.</p>
<p>5.1.4 Stewards shall File a DBBW Annual Steward's Report but shall be exempt from payment of fees otherwise due provided that during the Data Year, the steward, its Affiliates and Franchisees Supplied DBBW into Ontario, with an aggregate quantity of less than 15,000 kilograms.</p>	<p>Steward Fee Exemption: Supplied Kilograms Less Than 15,000 37. Other than a Steward with Gross Revenues of less than \$2 million, a Steward shall File an Annual Steward Report but shall be exempt from paying Stewardship Fees otherwise due and payable to Stewardship Ontario if, during the Data Year, the Steward, its Affiliates and Franchisees in the combined aggregate Supplied less than 15,000 kg of Designated Blue Box Waste in Ontario.</p>
	<p>No Exemptions for Voluntary Stewards 38. Voluntary Stewards are not eligible for the reporting and payment exemptions in sections 35, 36, and 38.</p>
	<p>PART VI: STEWARD FEES</p>
<p>3.2.1 Stewards are obligated to pay fees for all the periods for which they are obligated. This means from the date they begin to supply DBBW to the date they no longer supply DBBW.</p>	<p>Steward's Obligation 39. Stewards are required to pay Stewardship Fees on all Designated Blue Box Waste from the date they began to Supply Designated Blue Box Waste in Ontario to the date they no longer Supply Designated Blue Box Waste in Ontario. Stewards are deemed to have notice of their obligation to pay Stewardship Fees for the current Obligation Year and for all past Obligation Years from the time that these Rules are approved by RPRA and posted on the Stewardship Ontario website.</p>
<p>3.2.2 - The amount of 2017 fees payable by each steward shall be equal to the material amounts in kilograms set out in the previous year's DBBW Annual Steward's Report multiplied by each material's respective fee rate calculated in accordance with the approved fee methodology as contained in the Schedule A in the Program</p>	<p>Calculation of Stewardship Fees 40. A Steward's Stewardship Fee shall be calculated in accordance with: (a) the fee methodology in Appendix D; and (b) the material fee rates as posted on the Stewardship Ontario website.</p>

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Agreement available on the Stewardship Ontario website.	
<p>3.2.3 - For the steward that becomes obligated and registers on or after January 1, 2017, the steward's 2017 financial obligation will be calculated using an estimate of quantities supplied during 2017.</p> <p>3.2.4 - Stewards that begin supplying DBBW on or after January 1, 2017, will be required to use estimates to inform their 2016 and 2017 reports which in turn are used to calculate their 2017 and subsequent 2018 invoices</p>	<p>Calculation of Stewardship Fees for New Stewards 41. For a Steward that begins to Supply Designated Blue Box Waste on or after January 1, 2018, the Steward's 2018 Stewardship Ontario Stewardship Fee will be calculated using an estimate of quantities of Designated Blue Box Waste that will be Supplied during 2018. The Annual Steward Report containing the estimate of quantities is due to Stewardship Ontario within 60 days of the date on which the Steward begins to Supply Designated Blue Box Waste in Ontario. Additional information can be found in the Onboarding Policy [insert link].</p>
N/A	<p>Stewards who Fail to Register with Stewardship Ontario 42. Any Steward who fails to Register with Stewardship Ontario within 60 days of beginning to Supply Designated Blue Box Waste in Ontario is required to pay the administrative fees, penalties, and interest in accordance with the Administrative Fees, Penalties, and Interest Policy in Appendix F and on the Stewardship Ontario website [insert link].</p>
<p>3.2.19 - Stewards who are members of the Canadian Newspaper Association and the Ontario Community Newspapers Association shall pay applicable Stewardship Ontario administrative costs, in the aggregate, equivalent to the fees otherwise payable, and will meet their obligation for the payment of fees, as calculated by Stewardship Ontario, by providing advertising lineage in a manner approved by Waste Diversion Ontario.</p>	<p>Newspapers 43. Stewards who are members of the Canadian Newspaper Association or the Ontario Community Newspapers Association shall report and pay Stewardship Fees in accordance with the amendments to the Blue Box Program Plan dated November 4, 2005.</p>
	<p>PART VII: COMPLIANCE</p>
Admin fees referenced multiple times throughout Rules	<p>Administrative Fees, Penalties and Interest 44. Stewardship Ontario shall impose administrative fees, penalties and interest on a Steward or Voluntary Steward in accordance with the Administrative Fee, Penalty and Interest Policy in Appendix F and on the Stewardship Ontario website [insert link].</p>
<p>4.2 Record Provision and Retention Stewards shall retain records to substantiate and verify the amount set out in their respective DBBW Annual Steward's Report for a period of not less than five years</p>	<p>Steward and Voluntary Steward Records Retention 45. All Stewards and Voluntary Stewards shall retain all of the records to substantiate and verify the accuracy of the information submitted in their Annual Steward Report</p>

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<p>from the date on which the DBBW Annual Steward's Report was Filed. Upon request from Stewardship Ontario, stewards shall promptly provide documentation in support of the completeness of their steward reports. Such documentation may include, but is not limited to, the following: data used by stewards in the preparation of any DBBW Annual Steward's Report; all Affiliates and/or Franchisees included in the report; calculation Methodology, product and packaging data such as packaging samples or packaging data provided by vendors; audit reports; list of brands reported and list of brands excluded from report.</p>	<p>for a period of not less than five years from the date of submission. Any Steward who fails to produce documentation to substantiate its Annual Steward Report Filed during the five year retention period must pay Stewardship Fees on the total amount of Designated Blue Box Waste:</p> <ul style="list-style-type: none"> (a) substantiated by the Steward's available documentation; or (b) based on an estimate calculated with reference to a prior or subsequent year's Steward Report; or (c) as determined by a third-party auditor, <p>whichever is greatest. Stewards are subject to the Administrative Fees, Penalties and Interest Policy in Appendix F and on the Stewardship Ontario website [insert link].</p>
<p>4.1.2 Stewards shall comply with reasonable written requests from Stewardship Ontario, or its authorized representative, for information set out in Section 4.2 within reasonable timelines as specified by Stewardship Ontario, or its authorized representative, at the time of the request. Stewards who fail to comply with written requests from Stewardship Ontario, or its authorized representative, within the timelines specified will be subject to an Administrative Fee.</p>	<p>Duty to Comply with Stewardship Ontario's Requests for Documentation</p> <p>46. Upon written request from Stewardship Ontario, Stewards and Voluntary Stewards shall promptly provide documentation in support of their Annual Steward Report, including, but not limited to:</p> <ul style="list-style-type: none"> (a) data used by Stewards or Voluntary Stewards in the preparation of any Annual Steward Report; (b) relevant information regarding Affiliates and/or Franchisees included in the Annual Steward Report; (c) calculation Methodology; (d) Gross Weight and deductions from Gross Weight; (e) Gross Revenue; (f) product and packaging data such as packaging samples or packaging data provided by vendors; (g) audit reports; and (h) a list of Brands included in the Annual Steward Report and any changes in Brands from those Brands reported in the prior Annual Steward Report.
<p>4.1.1. A steward shall grant access during business hours to Stewardship Ontario, or its authorized representative, upon request to inspect and Review the steward's records maintained under Section 4.2 up to five years after the date of Filing a DBBW Annual Steward's Report. Stewards that fail to grant access</p>	<p>Duty to Provide Access to Stewardship Ontario</p> <p>47. A Steward or Voluntary Steward shall grant access during business hours to Stewardship Ontario or its authorized representative to inspect and review the Steward's records maintained under Part VIII for up to five years after the Filing</p>

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<p>to Stewardship Ontario, or its authorized representative, will be subject to an Administrative Fee.</p>	<p>deadline for the Annual Steward Report.</p>
<p>4.1.2. A steward shall grant access during business hours to Stewardship Ontario, or its authorized representative, upon request to inspect and Review the steward's records maintained under Section 4.2 up to five years after the date of Filing a DBBW Annual Steward's Report. Stewards that fail to grant access to Stewardship Ontario, or its authorized representative, will be subject to an Administrative Fee.</p>	<p>Duty to Cooperate with a Verification Audit 48. At the request of Stewardship Ontario, a Steward must:</p> <ul style="list-style-type: none"> (a) provide confirmation from a senior officer confirming that the data contained in the Annual Steward Report is accurate and complete; and (b) cooperate in an audit or review of the Steward's records, including: <ul style="list-style-type: none"> (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.
<p>5.3 Dispute Resolution Disputes between Stewardship Ontario and a steward respecting a steward's obligations under section 31 of the Waste Diversion Act or under the Rules made by Stewardship Ontario under section 30 of the Waste Diversion Act, shall be initiated according to the dispute resolution process that is published on Stewardship Ontario website's (www.stewardshipontario.ca) and Waste Diversion Ontario's website (www.wdo.ca).</p>	<p>PART VIII: DISPUTE RESOLUTION Dispute Resolution Policy and Procedure 49. Disputes between Stewardship Ontario and a Steward or Voluntary Steward regarding the payment of Stewardship Fees shall be addressed through the Dispute Resolution Policy posted on the Stewardship Ontario website [attach link]. A Steward must be In Good Standing with all of its obligations to Stewardship Ontario other than the matter which is the subject of the dispute resolution.</p>