

Schedule A – 2008 Services

Municipality Name: _____

Address: _____

City/Town: _____ Postal Code: _____

WDO Program Code: _____

Contact Person: _____ Title: _____

Phone: _____ Ext. _____ E-mail: _____

MHSW Program Information

Population Served: _____ Total Households Served: _____

<i>Households Served:</i>	<i>Single Family</i>	<i>Multi Family</i>
By Curbside	_____	_____
By Depot	_____	_____
By Event Days	_____	_____

Small Quantity Generators (SQG) Served: Yes No

Service Area (as per C of A): _____

Program delivered by (may be shared): _____

Residential Program: Free to residents charge residents (include fee schedule)

SQG Program: Free to SQG charge to SQG (include fee schedule)

Table 1: 2008 Permanent and Mobile Depot Operating Times

Depot Locations (list each operating site)	Operating Days (state days)	Operation Hours (state hrs each day)	Months of Operation (state months operated)	Permanent or Mobile (collection event)
(a)				
(b)				
(c)				
(d)				
(e)				
(f)				
(g)				
(h)				
(i)				

Table 2: 2008 Permanent and Mobile Depot Operational Activities

Depot Locations (list each operating site)	Reuse Activity (list wastes provided for reuse)	Bulking MHSW (list wastes that are bulked)	Oil Filter Compaction	PCB Testing	Permitted Storage Capacity (sq. ft or sq. m)	Other
(a)						
(b)						
(c)						
(d)						
(e)						
(f)						
(g)						
(h)						
(i)						

Table 3: MHSW MOE Waste Classes Permitted at each Depot Location:

Depot Locations	MOE Waste Classes (what wastes can be received)	MOE Limitations (what wastes cannot be received or site activities done)
(a)		
(b)		
(c)		
(d)		
(e)		
(f)		
(g)		
(h)		
(i)		

Schedule B: Contract(s) Summary

List all Contractors used for each depot location:

Depot Locations	Collection Contractor	Disposal Contractor (s) by Waste Class
(a)		
(b)		
(c)		
(d)		
(e)		
(f)		
(g)		
(h)		
(i)		

Contractor(s) Coordinates:

1) Contractor

Company Name: _____

Address: _____

City/Town: _____ Postal Code: _____

Contact Person: _____ Title: _____

Phone: _____ E-mail: _____

Contract start date: _____ Contract end date: _____

Do you have a contract extension options yes no

If yes, what is the extension period: 1 year 2 years : _____

2) Contractor

Company Name: _____

Address: _____

City/Town: _____ Postal Code: _____

Contact Person: _____ Title: _____

Phone: _____ E-mail: _____

Contract start date: _____ Contract end date: _____

Do you have a contract extension options yes no

If yes, what is the extension period: 1 year 2 years : _____

3) Contractor

Company Name: _____

Address: _____

City/Town: _____ Postal Code: _____

Contact Person: _____ Title: _____

Phone: _____ E-mail: _____

Contract start date: _____ Contract end date: _____

Do you have a contract extension options yes no

If Yes: what is the extension period: 1 year 2 years : _____

Schedules to Municipal MHSW Shared Responsibility Agreement

MHSW Management Methods:

Please check off the MHSW Management Methods used by the contractors and downstream processors your contractors use to manage the MHSW received.

	Recycle	Landfill	Secure Landfill	Incineration	Fuel Blending	Physical Chemical Treatment	Other (please describe):
Paints and coatings							
Solvent							
Solvent containers							
Oil Filters							
Oil Containers							
Single Use Dry Cell Batteries							
Antifreeze							
Antifreeze Containers							
Pressurized Containers							
Fertilizers, Fungicides, Herbicides, Insecticides, Pesticides							
Other:							
Other:							
Other:							

Schedule C –

Actions Regarding Current And Future Service Provider Contracts

1.0 Modification of Existing Service Provider Contracts

- 1.1 The Municipality shall obtain the following amendments to its Service Provider Contracts:
- (a) Separate pricing for each of the following Phase 1 MHSW Post-Collection Services
 - (i) paints and coatings and the containers in which they are contained;
 - (ii) solvents and the containers in which they are contained;
 - (iii) single use dry cell batteries;
 - (iv) pressurized containers, such as propane tanks and cylinders;
 - (v) fertilizers and the containers in which they are contained; and
 - (vi) pesticides, fungicides, herbicides, insecticides and the containers in which they are contained.
 - (b) Where existing Service Provider Contracts include the management of oil filters, oil containers, antifreeze and antifreeze containers (collectively referred to as “Automotive MHSW”), the Municipality agrees to take all reasonable steps to remove Automotive MHSW Post-Collection Services from its existing contract, enabling payment for such Automotive MHSW to be managed by Stewardship Ontario through its Transport and Processing Incentive System.
 - (c) discontinue bulking of Phase 1 MHSW in accordance with Stewardship Ontario’s Municipal MHSW Standard as amended from time to time and available on Stewardship Ontario's website (http://www.stewardshipontario.ca/mhsw/pdf/municipal/mhsw_standards.pdf).

Schedule D

Roles & Responsibilities Regarding Promotion and Education

1.0 Local Promotion and Education Support

- 1.1 Stewardship Ontario shall provide funding in each year of the Agreement, as determined annually and in accordance with Schedule E, to be used by the Municipality in support of local promotion and education relating to MHSW, such as news releases, calendars, guides, flyers, newsletters, media (i.e. print and/or electronic, e.g. radio), visits to schools, community events.
- 1.2 The Municipality shall provide proof of these activities (including samples of materials created), on an annual basis following each calendar year end, or otherwise as Stewardship Ontario shall specify.

2.0 Depot and Event Advertising

- 2.1 Stewardship Ontario shall schedule and pay directly for the costs of newspaper advertising that are solely for Phase 1 MHSW for local depots or events of the Municipality, provided that the Municipality submits a prior written request. Any such request shall be limited to a maximum of three local newspaper advertisements per depot or for up to two (2) events.
- 2.2 Stewardship Ontario shall use a standard, reasonably sized, advertisement template modified to include required information about depots or events or the Municipality may, at its own cost, develop the advertisement design subject to the approval of Stewardship Ontario.

3.0 MHSW Provincial Promotion and Education

- 3.1 Stewardship Ontario shall provide promotion and education for the MHSW program in accordance with the MHSW Program Plan.

Schedule E – Financial Arrangements

1. Reimbursable MHSW Services

- 1.1 The Parties shall perform the following tasks to enable the Municipality to submit an invoice for reimbursable MHSW Services as follows:
 - 1.1.1 The Municipality shall invoice Stewardship Ontario by submitting, on a quarterly basis, the Municipal MHSW Report administered by WDO. Following receipt of notice from Stewardship Ontario indicating the verified invoice amount, the Municipality shall submit an invoice to Stewardship Ontario that includes the notice provided.
 - 1.1.2 In order to receive payment of any invoice submitted, the Municipality must provide all of the information requested as per Stewardship Ontario's municipal payment protocol.

2. Financial Arrangements for Promotion and Education

- 2.1 The Local P&E Fund shall be divided on a per household basis, subject to a minimum of \$1,000 per municipality.
- 2.2 Ten percent of the Local P&E Fund shall be held in reserve to provide funding, at the same rate per household (subject to the \$1,000 minimum), for any MHSW programs initiated by a municipality which begins an MHSW program provided that the Municipality enters into an Agreement and the Municipality did not operate an MHSW program in the previous year. If the 10% reserve is not sufficient to allow the same rate to be paid to New Programs, then New Programs shall be limited to their respective share of the amount available in the 10% reserve.
- 2.3 Any unused balance of the 10% reserve shall be distributed after June 30 of each year on a per household basis among all participating municipalities except those municipalities subject to the minimum \$1,000 payment.
- 2.4 Municipalities receiving the minimum \$1,000 amount shall be paid in one instalment at the time of reimbursement to the municipality for the quarter ending December 31, while municipalities receiving more than the minimum \$1,000 shall be paid in two instalments at the time of reimbursement to the municipality for each of the quarters ending December 31 and June 30.
- 2.5 The number of households shall be calculated using data obtained from the Municipal Property Assessment Corporation or other data source as selected by Stewardship Ontario. The household count shall include all municipalities that have entered into MHSW shared responsibility agreements.

- 2.6 Payments shall be made by Stewardship Ontario to the Municipality and it shall be the responsibility of the Municipality to make any redistribution required among other municipalities or entities utilizing the MHSW services provided by the Municipality.

3. Municipal Payment Protocol

Stewardship Ontario uses a ‘pay to claim’ approach. For each WDO MHSW Report quarterly submission this involves:

Step 1

Municipality prepares information for WDO MHSW Quarterly Report which may be comprised of:

- Original service provider invoices and MOE Manifests;
- Summary of service provider invoices- (indicating wastes and costs by waste classes);
- Summary of MOE Manifest numbers, waste quantities by waste class

Step 2

Municipality completes WDO MHSW Quarterly Report and submits:

- MHSW Report electronically
- Report Declaration to Stewardship Ontario c/o Steward Edge 416-594-3463
- PDF file of service provider invoices and manifests OR summaries of service provider invoices and MOE Manifest information (in excel) to Stewardship Ontario: customerservice@stewardshipontario.ca

Please note that the quarterly report summarizes amounts paid by your municipality, whereas the verification process confirms amounts owed to your municipality by Stewardship Ontario.

Step 3

Stewardship Ontario conducts initial review and if applicable, communicates errors/any inaccuracies to municipalities, who then make the required corrections/changes.

Step 4

Stewardship Ontario issues an e-mail to the municipal contact person, identifying the dollar amount for that Quarter and requesting an invoice based on the initial review.

Step 5

Municipality issues an invoice to Stewardship Ontario: Accounts Payable attaching the e-mail document.

Step 6

Stewardship Ontario will make payment upon receipt of invoice.

Step 7

Stewardship Ontario will complete verification process and notify municipality of any adjustments required prior to the next quarterly submission. The municipality will deduct any over-payment or add any under-payment to the next quarterly invoice. To complete this step, if a summary file has been provided, if needed the municipality may be requested to provide PDFs of original invoices and MOE manifests.

4. Municipal Documentation Requirements {as per shared responsibility agreement}

On an annual basis the municipality must provide:

1. a copy of the service provider contract outlining program waste management costs
2. an insurance certificate indemnifying Stewardship Ontario
3. summary of promotion and education tools outlining the program advertisement utilized (flyers, newspaper, TV, radio), calendars, customer service calls and other activities that support the MHSW program

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