

NOTICE

DATE: January 6, 2025

RE: **Commencement of 2025 – 2026 Handling Commission Review (HCR)**

Important Dates

Date	Item
February 3, 2025 @ 4pm	First deadline to apply for Registered Participant status <ul style="list-style-type: none"> Participate in full process prior to release of Phase I & II Reports
February 19, 2025	Commencement of Handling Commission Review
November 6, 2025 @ 4pm	Final deadline to apply for Registered Participant status <ul style="list-style-type: none"> 1 week following release of Phase I & II Reports

Handling Commission Review Commencement

On February 19, 2025, the Beverage Container Management Board (BCMB) Board of Directors will commence the next Handling Commission Review (HCR). The procedure for this Handling Commission Review is set out in the Handling Commission By-law available [here on the BCMB website](#). The Schedule for the Handling Commission Review will be made available [on the website](#) following its approval at the February Board meeting. A draft of the Schedule is attached to the bottom of this notice; however, please be aware that it is subject to change until it is approved. The HCR is a process that occurs over a minimum 1-year period.

As a reminder to all Participants, all documents pertaining to the HCR will be posted publicly on the BCMB's website. Please refer to Section 1.12 of Schedule A of the By-law for more information.

The BCMB is a Delegated Administrative Organization established by the Beverage Container Recycling Regulation (BCRR) for the purpose of exercising the powers and carrying out the duties conferred upon it pursuant to the Environmental Protection and Enhancement Act, the BCRR and any BCMB by-laws with respect to beverage containers.

The BCRR provides for payment of a handling commission to depot permit holders for each container collected from them for which they have given a refund. The BCMB has been delegated the authority to prescribe the amount of the handling commission for each type of container and to establish the procedures for changing those handling commissions.

NOTICE

Registered Participant Applications

Under the Handling Commission By-law, the 2025-2026 Handling Commission Review is open to “Interested Parties” applying for “Registered Participant” status as defined in that By-law.

“Interested Parties” are those parties directly affected by a Handling Commission Review. This includes any/or all Manufacturers and their respective associations, Depots and their respective associations, the Collection System Agent, and/or any Collection Service Provider.

“Registered Participants” are an Interested Parties who are granted the ability to participate in a particular Handling Commission Review by the Registered Participant Committee, in accordance with the Handling Commission By-law.

The HCR process identifies “Designated Registered Participants” (DRPs). The DRPs are granted all participation rights and obligations under the By-law. DRPs include:

- Alberta Bottle Depot Association (ABDA) as the representative of the majority of Depot permit holders;
- Alberta Beverage Container Recycling Corporation (ABCRC) as the representative of the majority of registered manufacturers of non-refillable containers; and
- Alberta Beer Container Corporation (ABCC) as the representative of the majority of registered manufacturers of refillable containers.

Please note that Interested Parties are not required to participate and may participate through an industry association. If you have any questions regarding the role and responsibilities of DRPs in the HCR, please contact them directly:

- ABDA: Jerry Roczkowsky, President
jerry@albertadepot.ca
- ABCRC: Guy West, President & C.E.O.
gwest@abcrc.com
- ABCC: General Contact Email
BDL@BDL.ca

If you are an Interested Party and you wish to participate independently of a DRP, you may apply for Registered Participant status in the 2025-2026 Handling Commission Review. A Registered Participant Application Form must be completed in order to apply for Registered Participant status; please note the comprehensive list of criteria in the Handling Commission By-law under Sections 9.4 – 9.10. All applications will be submitted to the Registered Participant Selection Committee for consideration.

NOTICE

Should you wish to participate in the full process (commencing February 19, 2025), applications must be received by February 3, 2025 at 4pm; however, the process provides for the receipt of applications up until November 6, 2025 at 4pm (one week following the release of the Phase I & Phase II Reports).

If you have questions regarding your status as an Interested Party, Registered Participant or regarding participation in the 2025-2026 Handling Commission Review, please contact: hcr@bcmb.ab.ca.

#	DUE DATE	PARTY	CATEGORY	ACTION/STEP
1	January 6, 2025	BCMB, DRPs & RPs	Confirmation of DRP & RP status	BCMB to confirm the parties Designated Registered Participants (DRPs) & Registered Participants (RPs) participating in the HCR <ul style="list-style-type: none"> Issue public notice of HCR commencement, identifying DRPs and asking for RPs to come forward. Window to apply as an RP closes as per item 20.
2	February 19, 2025 <i>(BCMB Board Meeting)</i>	BCMB Board	Commencement of HCR	Directs the commencement of the HCR process <ul style="list-style-type: none"> Identify and confirm DRPs & RPs Confirm RP Selection Committee Set timelines Selection of Target Date <i>(May 1, 2026)</i> Selection of Cut-off Date <i>(July 31, 2025)</i> Identification of Reports to be used or obtained by DCA for DCA Report Appoint Facilitator
3	February 20, 2025	BCMB	Commencement of HCR	BCMB to: <ul style="list-style-type: none"> Confirm commencement with the DRPs & RPs Provide DRPs & RPs with the: <ul style="list-style-type: none"> Final Time and Motion Study Guidelines for engagement HCR schedule
4	February 24, 2025	DCA	RFP – Return Margin (RM) Expert	DCA to submit the draft RFP for the Return Margin Expert
5	March 6, 2025	ALL	RFP –RM Expert	Virtual Meeting to review RM Expert RFP with DCA
6	March 11, 2025	DCA	RFP –RM Expert	DCA to issue RFP for RM Expert
7	April 8, 2025	DCA	RFP – RM Expert	DCA to award RM Expert contract
8	April 15, 2025	DCA	RFP – Real Estate (RE) Expert	Circulated draft RFPs and list of candidates to the DRPs & RPs for Real Estate Expert
9	April 25, 2025	DRPs & RPs	RFP – RE Expert	Provide written feedback on draft RFPs for RE Expert
10	May 5, 2025	ALL	RFP – RE Expert	Virtual Meeting with DCA to review draft RFP and list of candidates for the RE Expert

#	DUE DATE	PARTY	CATEGORY	ACTION/STEP
11	May 12, 2025	DCA	RFP – RE Expert	Issue RFPs for the RE Expert
12	June 4, 2025	DCA	Expert Report	DCA to circulate Return Margin Report
13	June 19, 2025	DRPs & RPs	Information Requests	Submission of DRP & RP Information Requests to the DCA on Return Margin Report
14	June 19, 2025	DCA	RFP – RE Expert	Award RE Expert Contract
15	July 9, 2025	DCA	Information Requests	DCA responses to DRP & RP Information Requests on Return Margin Report
16	July 31, 2025	DCA	Cut-Off	Cut-Off Date for collection of UCA data
17	August 21, 2025	DCA	RFP – RE Expert	Receives Real Estate Report
18	August 29, 2025	DCA	RFP – RE Expert	Circulate Real Estate Report
19	October 30, 2025	DCA	Phase I and II Reports	DCA to issue Phase I and II Reports
20	November 6, 2025	BCMB	Confirmation of DRP & RP status	Window to apply as an RP officially closes. <i>(HCR By-law: An application for Registered Participant status may only be submitted to the BCMB up to and including one week after the Data Collection Agent provides the BCMB with the HCR Phase I and Phase II Reports.)</i>
21	November 26, 2025 <i>(BCMB Board Meeting)</i>	DCA	Phase I and II Reports	Present Phase I and II Reports to BCMB Board, DRPs & RPs and Facilitator <i>(following board meeting will be Facilitator meeting on schedule)</i>
22	November 27, 2025	DRPs & RPs	Information Requests	Submission of DRP & RP Information Requests to the DCA
23	December 12, 2025	DCA	Information Requests	DCA responses to DRP & RP Information Requests
24	January 16, 2026	DRPs & RPs	Written Statements	Submission of DRP & RP Written Statements
25	January 30, 2026	DRPs & RPs	Information Requests	Submission of DRP & RP Information Requests regarding DRP & RP Written Statements
26	February 13, 2026	DRPs & RPs	Information Requests	Submission of DRP & RP responses to DRP & RP Information Requests
27	March 6, 2026	DRPs & RPs	Rebuttal Statements	Submission of DRP & RP Rebuttal Statements
28	March 13, 2026	DCA	Volume Forecast	Reassessment of volume forecast – if $\geq 1\%$ change, forecast will be readjusted and distributed to all parties



#	DUE DATE	PARTY	CATEGORY	ACTION/STEP
29	March 24-27, 2026	DRPs & RPs, DCA, BCMB, Facilitator	Facilitation	Facilitated Negotiations
30	April 8, 2026	Facilitator	Facilitation	Submission of Final Report – identifying agreement and/or outstanding issues
31	<i>April 2026 (BCMB Board Meeting)</i>	BCMB Board, DRPs & RPs, Facilitator, BCMB, DCA	BCMB Board Decision	DRP & RP Presentations to BCMB Board. Board meeting to approve agreement and set HCs, or commence a Board hearing or commence an arbitration panel for purposes of setting HCs