



**FOR NEW PROGRAMS ONLY**

**MUNICIPAL RECYCLING PROGRAM  
REGISTRATION GUIDE & FORMS**



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# MMSM - MUNICIPAL SERVICES PROGRAM

## WHAT IS THE MMSM MUNICIPAL SERVICES PROGRAM?

MMSM - Municipal Services Program was introduced April 1, 2010.

The overall objectives of the Municipal Services Program are to:

- Promote the Reduction, Reuse and Recycling of designated packaging and printed paper in Manitoba
- Provide stable, long term funding for municipal recycling programs
- Through municipal funding and recycling markets R&D help reduce the uncertainty inherent to recycling markets
- Ensure that the cost of handling designated materials is reflected in the steward fees

## HOW DOES MMSM'S MUNICIPAL SERVICES PROGRAM HELP MUNICIPAL RECYCLING PROGRAMS?

The Municipal Services Program allows participating municipalities and local governments, including First Nations, to design their recycling program to meet the specific needs of their community. Recycling programs can be delivered by municipal employees or contracted to private suppliers. Each municipality is responsible for establishing, promoting and maintaining their own recycling services.

The Municipal Services Program provides municipal participants with:

- Funding for recycling programs through **Municipal Recycling Services Payments**
- Tools and assistance for promoting local recycling programs
- Opportunities for information sharing
- Other programs designed to complement recycling and waste reduction activities.

*MMSM is a steward responsibility organization (SRO) formed in 2006 in anticipation of the Packaging and Printed Paper Stewardship Regulation. The industry stewards are responsible for 80% of the net costs of efficient recycling programs. The organization is governed by a Board of Directors that represent:*

- Grocery sector
- Consumer products sector
- Alcoholic and non-alcoholic beverages
- Retailers
- Printed paper
- Newspapers

*MMSM's Municipal Services Program is a MMSM program operated under the Packaging and Printed Paper Stewardship Regulation 195/2008, a regulation under the **Waste Reduction and Prevention (WRAP) Act.***



# MMSM - MUNICIPAL SERVICES PROGRAM

## MUNICIPAL RECYCLING SUPPORT PAYMENTS

MMSM's Municipal Services Program is an incentive-driven program which requires that municipalities share the cost of providing recycling services to their communities. *Municipal Recycling Services Payments* are paid for each metric tonne of eligible material recovered from the *residential waste stream*. The payment rate is set each year to offset up to 80% of the cost of an efficient collection and processing recycling program. **Participants must submit regular reports/claims for reimbursement.**



Individual municipal recycling program costs will vary depending on services offered and program efficiencies. Costs above the established payment level are the sole responsibility of the municipality.

Last year the recycling efforts of Manitoba municipalities resulted in a reduction of over 33,000 tonnes of greenhouse gases.

Based on *demonstrated need*, municipalities north of the 53rd parallel may be eligible for additional Northern Assistance to offset higher costs of shipping materials.

### What are the funding rates per metric tonne?

MMSM's Municipal Services Program bases its funding rates on the outcome of cost monitoring studies that are undertaken yearly. Based on the results of these studies and keeping to the 80/20 cost sharing rule, the current rates are outlined in the table below. These rates are in effect from January 1, 2011 to December 31, 2011.

Population Category	Rate per metric tonne *
0 - 1,000	\$265
1,001 - 5,000	\$185
5,001 - 15,000	\$157

\* rates current as of January 1, 2011



# MMSM - MUNICIPAL SERVICES PROGRAM

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## WHO CAN APPLY?

Participation in the MMSM Municipal Services Program is voluntary. All Manitoba municipalities and local governments including First Nations, that meet the requirements below are eligible. Private and non-profit recyclers are not eligible to apply for funding.

## ELIGIBILITY REQUIREMENTS

To qualify, municipalities & local governments must:

1. Operate or contract for residential recycling services
2. Collect at minimum the five mandatory materials (see below)
3. Ensure that recovered materials are recycled into acceptable end-uses
4. Cooperate in MMSM cost-monitoring activities
5. Promote the local municipal recycling program



## WHAT PRODUCTS ARE ELIGIBLE?

MMSM's Municipal Services Program payments may be claimed for each metric tonne of eligible materials that is recovered from the waste stream and recycled into an acceptable end-use.

There are two categories of eligible recyclable materials under the Municipal Service Program. Your recycling program must collect the five **Mandatory** materials and can collect any combination of the seven **Optional** materials.

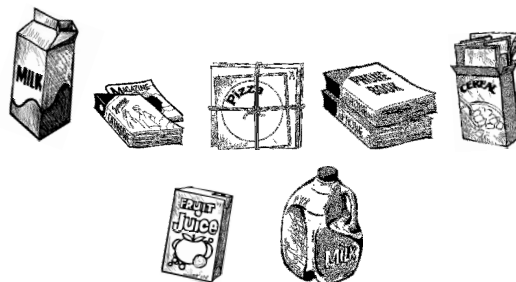
### MANDATORY MATERIALS

- Newspapers and flyers
- Aluminum food & beverage containers
- Glass food & beverage containers
- Steel food & beverage containers
- PET (#1 plastic bottles)



### OPTIONAL MATERIALS

- Magazines & catalogues
- Gable top containers (eg. milk cartons)
- Boxboard (eg. cereal boxes)
- Telephone directories
- Residential corrugated cardboard
- Aseptic packaging (eg. juice boxes)
- HDPE (#2 plastic) containers
- #4, 5 & 7 Household plastic containers



# MMSM - MUNICIPAL SERVICES PROGRAM

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## MUNICIPAL RECYCLING PROGRAM REGISTRATION PROCEDURES

Municipalities and local governments must register with MMSM to be considered for recycling program funding.

1. Fill out and submit the attached **Registration and Agreement Form**. MMSM will then send you updated information as well as provide you with your MMSM number.
  - *Be sure to retain your MMSM number and note it on all claims and other correspondence with the MMSM.*
2. Fill out and submit the attached **Recycling Program Information Form**. This form will be reviewed by MMSM to ensure your program meets the eligibility requirements of MMSM.



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### Did you know ...

- Recycling **one** aluminum can saves the amount of energy needed to light one 100-watt bulb for 20 hours!
  - One metric tonne of recycled newspaper saves about 17 trees!
  - It takes an estimated **one million** years for a glass bottle to break down to dust in a landfill!
  - It takes only five, two litre PET plastic pop bottles to make the filling for a ski jacket!
  - Aluminum takes **500 years** to breakdown!
  - When one ton of steel is recycled; 2,500 pounds of iron ore, 1,400 pounds of coal and 120 pounds of limestone are conserved!
- 

### REGISTRATION AND AGREEMENT FORM

Even if your recycling program is still in the planning stages, use this form to register with MMSM. This will ensure that you are sent all of the latest information to assist with municipal recycling program administration.

### RECYCLING PROGRAM INFORMATION FORM

Municipalities must submit this form once the recycling program is operational.

*The Recycling Program Information Form asks for specific details about the recycling program, such as:*

- ♦ Who provides recycling services, contract length etc.
- ♦ What type of a recycling system will be implemented.
- ♦ What materials are being collected.

*All MMSM Recycling Claim Forms must be signed by a municipal official. The official is responsible for ensuring that MMSM eligibility requirements are met on an ongoing basis. Please read these requirements carefully!*

### CONFIRMATION OF ELIGIBILITY

Once an applicant's eligibility is confirmed, MMSM will email out your "Municipal Recycling Payment Claim Form" (an Excel template) to be used to submit your claims. Municipalities have to use this form to report recycled materials. Support payments will only be paid for materials collected *after* the date that the *Registration and Agreement Form* has been received by MMSM.

For applications that do not meet all of the eligibility criteria, MMSM will outline the outstanding requirement(s) and provide support.

## REGISTRATION & AGREEMENT FORM

**Municipality Name:** \_\_\_\_\_

**List all Towns, Villages and Local Urban Districts in the municipality which will be provided recycling services:** \_\_\_\_\_

\_\_\_\_\_

**Municipal Official:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Town/City:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Web site:** \_\_\_\_\_

**Population:** \_\_\_\_\_

**Number of single family dwellings (include duplexes):** \_\_\_\_\_

**Number of multi-family dwellings (apt. buildings, housing complexes, seniors residences, etc.):** \_\_\_\_\_

**Total number of units in multi-family dwellings:** \_\_\_\_\_

**Is your recycling program currently in operation?**

**Yes - please fill out the attached Recycling Program Information form and send to MMSM**

**No - Indicate the projected start date for the recycling program** \_\_\_\_\_

*Complete the section below and return this form to MMSM. You will be assigned an account number and sent further information. Submit the 'Recycling Program Information form' (attached) when your recycling program is operational.*

**MMSM Eligibility Requirements & Agreement of Terms**

MMSM funding is set annually to offset up to 80% of the net cost of operating efficient recycling programs. Municipalities are responsible for recycling costs beyond the MMSM support payment rate. Participation in MMSM is voluntary. All Manitoba municipalities and local governments are eligible to apply for the MMSM funding (private and non-profit recycling organizations are not eligible). Participating communities must:

1. Operate or contract for residential recycling services.
2. Collect all mandatory recyclable materials (see the Registration guide for a list of mandatory & optional materials).
3. Ensure that recovered materials are recycled into acceptable end uses.
4. Cooperate in MMSM cost monitoring activities.
5. Promote the use of the municipal recycling system and educate residents on local recycling procedures.

The Municipality of: \_\_\_\_\_ understands the eligibility requirements for MMSM and agrees to cooperate with all MMSM policies and procedures.

\_\_\_\_\_  
Signature of Municipal Official

\_\_\_\_\_  
Date

<b>For MMSM Use Only</b>			
Date processed:		MMSM Number:	
Approved By:		Payment Rate:	

## RECYCLING PROGRAM INFORMATION FORM

**Municipality:** \_\_\_\_\_ **MMSM Number:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

### RECYCLING PROGRAM INFORMATION

**1a.** Indicate who provides residential recycling services in your municipality. *Check all that apply.*

- |  |  |
|--|--|
| <input type="checkbox"/> Municipality provides services with own forces<br><input type="checkbox"/> Municipality contracts with private sector | <input type="checkbox"/> Municipality contracts with non-profit group<br><input type="checkbox"/> Other, please describe: _____<br>_____ |
|--|--|

**1b.** If your municipality contracts for recycling services, please provide recycling agent information:

<b>Agent Name:</b> _____		Length of contract: _____
Contact person: _____		Service Provided (check all that apply)
Mailing address: _____		<input type="checkbox"/> Collection of material
Town/City: _____	Postal Code: _____	<input type="checkbox"/> Processing of materials
Phone Number: _____	Fax Number: _____	<input type="checkbox"/> Promotion and education

If there is a second agent, please provide information below.

<b>Agent Name:</b> _____		Length of contract: _____
Contact person: _____		Service Provided (check all that apply)
Mailing address: _____		<input type="checkbox"/> Collection of material
Town/City: _____	Postal Code: _____	<input type="checkbox"/> Processing of materials
Phone Number: _____	Fax Number: _____	<input type="checkbox"/> Promotion and education

2a. Indicate the type of residential recycling services in place in your municipality (*check all that apply*).

<input type="checkbox"/> <b>Curbside recycling system</b> <input type="checkbox"/> Bag collection    Communities receiving curbside recycling service: _____ <input type="checkbox"/> Box collection    _____ <p style="text-align: center;">Number of households serviced at curbside: _____</p>
<input type="checkbox"/> <b>Depot recycling system</b> <input type="checkbox"/> Central depot <input type="checkbox"/> Multiple depot locations <p>Number of Depots throughout municipality: _____    Location of Depot(s): _____</p>

2b. Identify all materials collected in your RESIDENTIAL recycling program. Mandatory materials are shown in **bold**.

Material	Curbside	All depots	Some depots
<b>Newsprint and flyers (ONP)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Magazines (OMG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone directories (OTD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boxboard (OBB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gable Top cartons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aseptic containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Steel food and beverage containers</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Aluminum beverage containers</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PET #1 plastic bottles</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HDPE #2 plastic containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#4, 5 & 7 household plastic containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Glass containers</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Old corrugated cardboard (OCC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please mail or fax completed form to MMSM.**

Date Processed: _____
Approved By: _____
MMSM #: _____