



ALBERTA COMMUNITY EPR TRANSITION GUIDE



Table of Contents



- [Overview](#)
- [Material management](#)
- [Insurance requirements](#)
- [Onboarding process](#)
- [Timelines](#)
- [FAQs and quick links](#)



Overview

Additional Phase 1 Intake Period: July 1, 2025

ARMA has introduced an additional intake period of July 1 to assist communities at risk of not completing service agreements with Circular Materials in time to receive recycling services for the Phase 1 launch on April 1, 2025.

Eligibility: This intake period is limited to Phase 1 communities already registered under the EPR program and actively working to finalize contracts. Communities must notify ARMA if they anticipate needing this new intake period to ensure eligibility.

December 31, 2023	Deadline for communities to register for Phase 1 PPP services with ARMA.
December 31, 2024	Deadline for finalization of CM and community Phase 1 PPP contracts.
January 31, 2025	Deadline for final community/commission approval of contract terms – Depot PPP Phase 1.
February 28, 2025	Deadline for community/commission execution of contracts – Depot PPP Phase 1.
March 14, 2025	Deadline for letter of intent and agreement in principal to be sent out to communities to allow for additional time to obtain council approval.
March 31, 2025	Extension period for December 31, 2024, Deadline for finalization of CM and community Phase 1 PPP contracts. (July 1, 2025 launch)
April 1, 2025	Service start: Phase 1 curbside and depot communities that had agreements executed by December 31, 2024.
July 1, 2025	Service start: Phase 1 curbside and depot communities that had agreements executed by March 31, 2025.



Contact us:
[**ABoperations@circularmaterials.ca**](mailto:ABoperations@circularmaterials.ca)

Material management



Alberta base list of curbside accepted materials

Fibres	Accepted as of April 2025
Newsprint	Yes
Magazines and catalogues	Yes
Telephone books	Yes
Household fine paper	Yes
Other printed paper	Yes
Boxboard and molded pulp	Yes
Gable top containers	Yes
Aseptic Containers	Yes
Paper laminates	Yes, if already accepted
Single and double-sided poly-coated paperboard (paper cups)	Yes, if already accepted

Plastic	Accepted as of April 2025
#1 PET bottles, Jars and jugs	Yes
#1 PET Thermoform Containers	Yes
#2 HDPE Bottles, Jars and Jugs	Yes
Tubs and lids (#2, #4, #5)	Yes
#6 Expanded Polystyrene	Yes, if already accepted
Other rigid plastic packaging (#3, #4, #5, #6 & #7	Yes
#2LDPE/#4HDPE Film	Yes, if already accepted
Other Flexible Plastic Packaging/laminates	Yes, if already accepted

Aluminum, metal and glass	Accepted as of April 2025
Aluminum Aerosol Containers	Yes, if already accepted
Aluminum packaging, trays and foil	Yes
Aluminum food cans	Yes
Steel food cans and other packaging	Yes
Steel aerosols	Yes, if already accepted
Clear glass	Yes, if already accepted
Coloured glass	Yes, if already accepted

Base list of curbside accepted materials

- The base list of accepted PPP materials will apply to every community receiving curbside collection starting April 1, 2025.
- If a community currently isn't accepting the base list, the base list curbside materials will be added to that community's program.
- If a community is currently accepting any additional PPP materials curbside above the base list, they will continue to be collected curbside.
- If a community is currently accepting any non-PPP materials curbside (e.g. pots and pans, literary books), they will no longer be accepted starting April 1, 2025.

Base list of depot accepted materials

- Depots have not been provided a baseline list (status quo), however non-PPP materials or materials not on the baseline list will not be permitted.
- Where a community has curbside and depot service(s) that serve about the same residents, and that community wishes to match the baseline list at the depot:
 - Contact Circular Materials with the request.
 - Material must fit within current streams/bins and should have little/no effect on current operations.



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Material management requirements - PPP only

The amount of a designated residential material type that is recycled, downcycled or advanced chemical recycled divided by the amount of that material type the producer supplies in Alberta for residential use, expressed as a percentage.

Material category	2027	2028	2029	2030	2031	2032	2033
Paper	80%	80%	80%	90%	90%	90%	95%
Rigid plastic	50%	50%	50%	60%	60%	60%	65%
Flexible plastic	25%	25%	25%	40%	40%	40%	47.5%
Glass	75%	75%	75%	80%	80%	80%	82.5%
Metal	67%	67%	67%	75%	75%	75%	79%

Note: No more than 15% of a material management may be achieved through downcycling.

As per the regulation, no IC&I materials will be collected in Alberta's EPR program.

Communities and contractors are responsible for sorting IC&I and non-residential material from residential PPP.



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Insurance requirements

Insurance Requirements for Contracts

Description		Curbside Collection	Depot Operations, Transfer & Processing	Depot Operation & Transfer	Depot Operation
Commercial General Liability	\$5M general aggregate & \$2M products-completed operates aggregate, max \$100K deductible	X	X	X	X
All risk property insurance	Full replacement cost on building, equipment, all property owned		X	X	X
Auto liability	\$5M	X	X	X	
Sudden and accidental pollution liability	Not less than \$2M	X	X		
Environmental impairment insurance	Not less than \$1M, max \$100K deductible (removal of in force for 12-months)			X	X

The below insurance requirements are applicable to both curbside and depot operators.

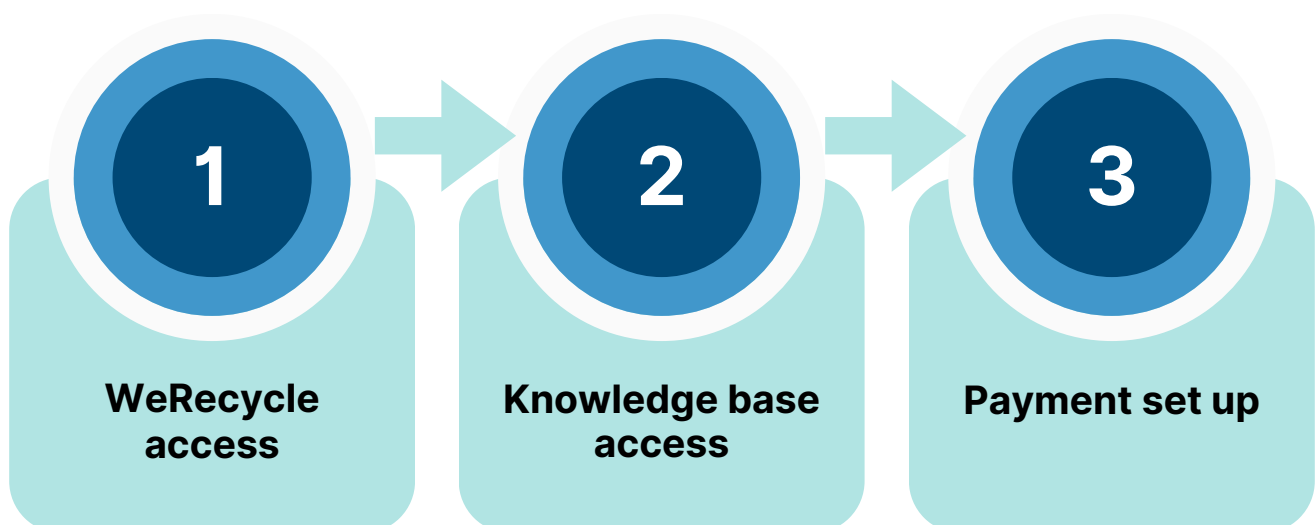
- Subcontractors must comply with the same insurance requirements as contractors.
 - If your community uses subcontractors to perform some or all this work, please confirm that they meet the same insurance requirements as the contractor's coverage for scope of work.
- The Alberta MSA requires the insurer provide notice of 30 days cancellation of coverage. Please provide confirmation of this in the certificate of insurance.
- Contact your community insurance provider to ensure the certificate provided to Circular Materials includes the requirements listed above.

Onboarding process

Opt-in Curbside and Depot Community Onboarding Process

- **Consumer Pricing Index (CPI) escalation for 2024 and 2025.**
 - Circular materials to update CPI for 2024 and 2025 before April 1, 2025.
- **Payment process set up (applies to Opt-out for P&E too).**
 - Communities will be receive instructions in March on setting up EFTs.
- **WeRecycle training and community access**
 - Circular Materials will provide communities with instruction manuals for WeRecycle training in the last week of March, as well as access to the WeRecycle Portal for updating household counts in the first week of April.
- **Reporting in WeRecycle**
 - Communities will start reporting in WeRecycle portal. A resource guide with FAQs, reporting requirements and relevant contact information will be provided to communities.

*Please note that not all communities are required to report. Please review your contracts for reporting requirements



1. CPI escalation for 2024 and 2025

- Most curbside contracts will require CPI escalation for 2024 and 2025.
- Refer to SoWs for information pertaining to CPI escalation.
- All contracts will be set-up in CM systems having been escalated to 2025 rates (2.5% for 2024 and TBD for 2025 – pending Jan 2025 AB CPI).
- Depot contracts/offers have been calculated using 2025 rates., therefore no CPI escalation is required for depot contracts.
- Household counts will require updating to 2025 counts.

2. Payment process set up

Payment set-up

- Communities receive instructions for accessing a secure portal for reporting payment details.
- Community provides EFT information to Circular Materials.
- Finance contact information has been obtained during the contract process and will be used for these purposes.

EFT Payment form

Communication (applies to opt-out for P&E as well)

- Portal log in credentials shared by week 1 of April.
- For any queries regarding payment/portal, contact abserviceproviders@circularmaterials.ca.

Payment

- Monthly payment based on stop counts.
- Promotion and Education (P&E) payments (where applicable).
- No invoice required (Circular Materials will use same PO # each month).

Payment timing

- Monthly payments (Opt-in and depot): April payments will go out in May end.
- Annual P&E payment for Opt-out curbside
- If 2025 stop count is received by April 30th, retroactive adjustments will be processed by June end.
- Where applicable: Delay in reporting of processed tonnes may impact payment timing.

3. WeRecycle portal

- Manage contacts for your community.
- Update 2025 HH count (as of April 1, 2025).
- Please review your SoW for reporting requirements – such as tonnage reporting (only applicable under certain contracts)
- Training will be made available for reporting and payment – WeRecycle How to Guides.

WeRecycle Portal

4. Reporting in WeRecycle

Collection of information

- Circular Materials' Operations team will reach out to collect specific information as required in your SoWs:
 - Customer Phone Line Contact Number.
 - 24-hour emergency phone line for Circular Materials' use.
- Circular Materials requires the addresses of all residential premises provided with curbside and depot PPP recycling services – we are currently developing a process to collect and receive this information.

Please submit your customer service and emergency contact information in the **WeRecycle portal**.

Required information as outlined in your contract is due to Circular Materials by the end of April.

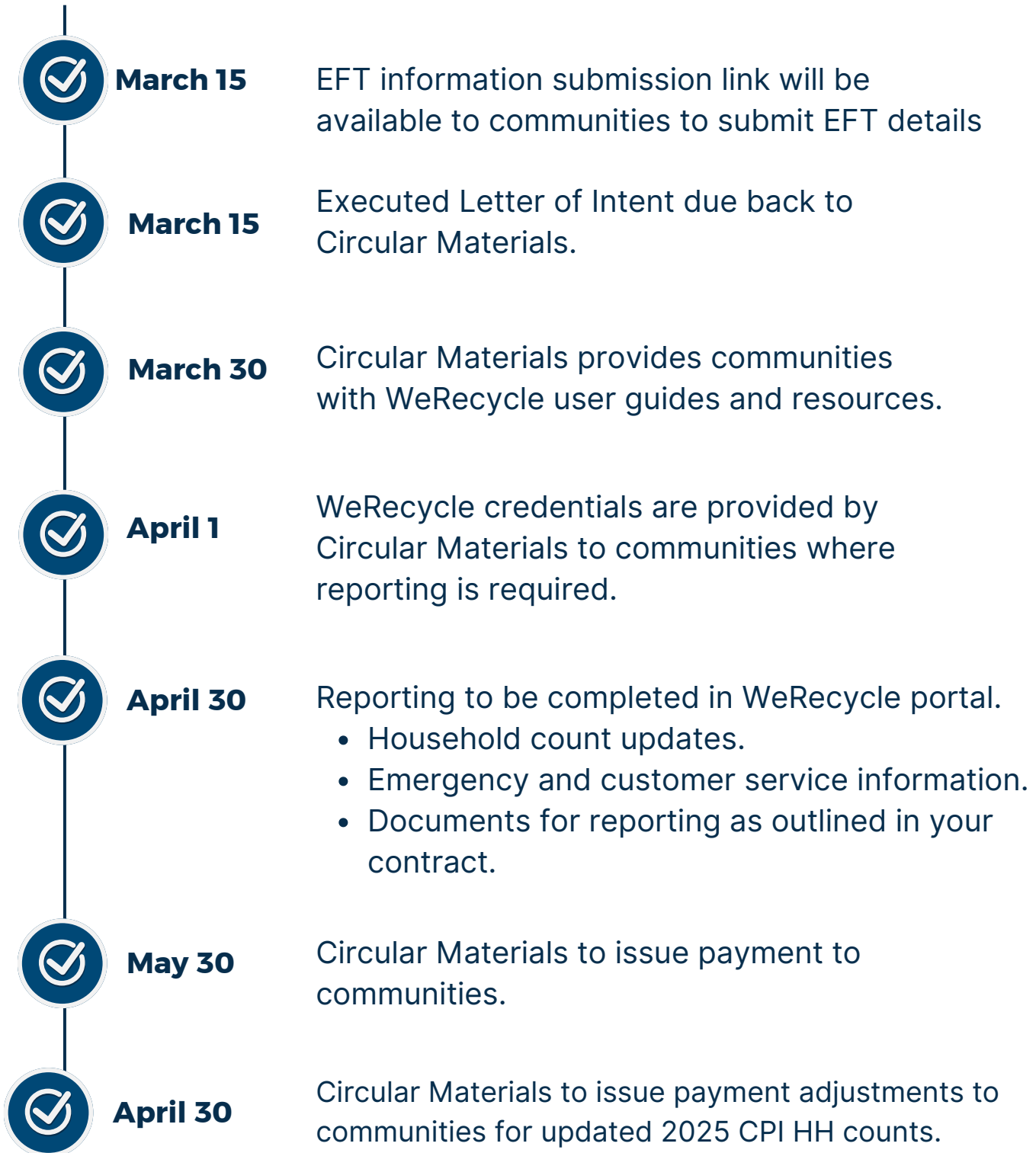
Circular Materials will reach out to communities with reminders for this information. Please review your contracts in the meantime in preparation of submitting this information.

Establish service delivery processes

- On-boarding information and Circular Materials contact information will be made available online following this session.
- In weeks to come:
 - Identify format and mechanisms for reporting customer call logs.
 - Confirm auditing protocols and reporting mechanisms.
 - Confirm natural growth reporting and verification processes.

Onboarding timelines

Onboarding timelines



FAQs and quick links

FAQs

1.

If my community is not already registered with ARMA, can we still be included in Phase 2 implementation?

If you are not yet registered with ARMA and would like to be included in phase 2 implementation, you have until March 31, 2025 to register. Please reach out directly to ARMA to register for EPR.

If you are already registered and have been moved to Phase 2, you do not need to re-register.

2.

We are currently not accepting some materials listed in the base list of materials. How do we communicate to residents about the new materials being collected?

Circular Materials has provided communities with access to a promotion and education resource portal. You will be able to download a variety of creative assets to support your communications with your residents for the upcoming transition.

We encourage you to continue using your existing channels to promote recycling messaging with your residents.

3.

Are all the materials listed in the base list of materials required to be accepted in 2025?

Please refer to the base list of materials for material specific directions. Some materials are required to be collected starting on April 1, 2025, however some materials will only be collected if they are currently being accepted in a community.

Circular Materials will provide information to communities on the list of materials that need to be accepted in Phase 2 of the transition in 2026.

FAQs

4.

Will depots also receive a baselist of materials to be accepted by April 1, 2025?

Depots will continue collecting materials that are currently being accepted and are not required to collect new materials in 2025. An updated list of accepted materials will be provided for phase 2 implementation in 2026.

5.

Where do I find information about RFPs and who can apply?

Alberta Request for Proposals (RFPs) for preconditioning facilities and receiving facilities can be found [here](#).

Stay tuned for new RFPs being released in March and April.

6.

What happens if I am not able to meet the deadline for council execution for Phase 1?

Circular Materials has provided some communities with a letter of intent which serves as an agreement in principal where council approval deadlines won't be met.

These agreements are due back to Circular Materials by March 14 in order to be included in Phase 1.

Quick links and resources

Contacts

Alberta operations team

aboperations@circularmaterials.ca

Alberta customer service team

customerservice@circularmaterials.ca

Alberta procurement team

procurement@circularmaterials.ca

Alberta marketing team

communications@circularmaterials.ca

Online resources

- [Contract templates](#)
- [Community transition information](#)
- [MWG registration](#)
- [WeRecycle portal](#)
- [Opt-in P&E portal](#)
- [Opt-out P&E portal](#)
- [Alberta RFPs](#)
- [EFT Payment Form](#)