RPRA
Resource Productivity
& Recovery Authority

**Municipal and First Nation
Reporting Guide**
For 2021 Reporting under the Blue Box Regulation

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Purpose

This document provides guidance to municipalities, local service board areas and First Nations who are required to submit information about their eligible communities to the Resource Productivity and Recovery Authority (RPRA or the Authority) under the *Blue Box Regulation* O. Reg. 391/21. Reporting this information is required under Section 54, 55 and 57 of the regulation.

General Information

What reports need to be completed?

There are three reports for eligible communities under the Blue Box Regulation, an Initial Report, a Transition Report and Change Reports.

- The Initial Report will be submitted by all communities in 2021. It will provide an overview of the communities and of the WDTA Blue Box program that operates in that community.

- The Transition Report will be submitted by communities 2 years prior to their transition year. It provides more detailed information about the WDTA Blue Box program that operates in the community.

- Change Reports will be used by communities when there are changes to the information that they submitted in either the Initial Report or Transition Report. At this time, the requirements and formats for change reports have not yet been established. RPRA will provide guidance in the future.

Who needs to complete these reports?

These reports need to be completed by all eligible communities under the Blue Box Regulation. An eligible community is a local municipality or local services board area that is not located in the Far North, or a reserve that is registered by a First Nation with the Authority and not located in the Far North.

- The Far North has the same meaning as in the *Far North Act, 2010*. To determine whether a community is in the Far North, use this link.

- A local municipality means a single-tier municipality or a lower-tier municipality. A local services board has the same meaning as "Board" in the *Northern Services Boards Act.*

- A First Nation means a council of the Band as referred to in subsection 2(1) of the *Indian Act (Canada)*.

If you are an upper-tier municipality or waste association, these reports must be submitted separately for each eligible community in your program.

How can a First Nation register with the Authority?

First Nation communities interested in receiving producer-run Blue Box services must register with the Authority. To register, communities must submit contact information of the person responsible for waste management in the community using the First Nation community registration form. Once completed, the registration form should be submitted by email to registry@rpra.ca.

Information for First Nations, including the registration form, is also available on the Authority's website here.

There is no requirement that local municipalities or local services board areas register to receive producer-run Blue Box service and therefore no registration process for these communities.

Reporting Deadlines

Initial Report
- Municipalities and local services board areas are required to submit an Initial Report on or before **September 30, 2021**.

- First Nation communities that have registered with the Authority are required to submit an Initial Report on or before **November 30, 2021**.

Transition Report
Municipalities and First Nations must also submit a Transition Report ahead of their transition date. This information will be submitted at different times, depending on the year in which a municipality or First Nation transitions to the new framework.

Review the Transition Schedule to determine when your community transitions.

Deadlines are as follows:
- **September 30, 2021**, if the municipality or local services board area is transitioning in 2023
- **November 30, 2021**, if the reserve is transitioning in 2023
- **August 31, 2022,** if the municipality, local services board area or reserve is transitioning in 2024
- **August 31, 2023,** if the municipality, local services board area or reserve is transitioning in 2025

If your community is not listed in the Transition Schedule as transitioning in 2023, do not complete the Transition Report at this time.

If your community is not included in the Transition Schedule, please contact the Authority's Compliance and Registry Team (registry@rpra.ca or 833-600-0530) for more information regarding the eligibility of your community and any reporting requirements.

Why do municipalities and First Nations have to report under the Blue Box Regulation?

Sections 54 and 55 of the Blue Box Regulation require municipalities and First Nations to submit the information in the Initial Report and Transition Report to the Authority.

Under the Blue Box Regulation, producers will be fully responsible for the collection and management of Blue Box materials that are supplied into Ontario. To ensure that all communities continue to receive Blue Box collection services, communities will be allocated to producers, or PROs on their behalf, who are obligated to provide collection services. The information that is submitted in the Initial and Transition Reports will be used by the rule creators, who will determine how to allocate communities to producers or PROs, as well as the allocation table makers, who will allocate eligible communities between all producers with obligations in Ontario.

The Authority will also use the information provided by municipalities and First Nations to ensure that producers are complying with their collection obligations under the Blue Box Regulation.

It is important that municipalities and First Nations complete these reports accurately so that all eligible sources (residences, facilities, and public spaces) in their communities continue to receive Blue Box collection after their community transitions to full producer responsibility.

Is this all the information that producers, or PROs on their behalf, will have about my community when preparing for transition?

No, we anticipate that producers/PROs will require further information and details from communities to transition collection services to full producer responsibility. The Authority is not collecting all the information that is required by producers/PROs to transition a community. The information being collected by the Authority is to facilitate the rule creation and allocation table making processes.

It is anticipated that once a producer/PRO has been allocated a community or a portion of a community to provide collection services, the producer/PRO will reach out to the community directly for additional information. To facilitate this process, producers/PROs will be provided with the contacts at the community as reported to the Authority in these reports.

Additionally, the Authority will facilitate further data collection from municipalities and First Nations, if any additional data is required for the table making process.

How is natural growth in my community after August 15, 2019, accounted for in this reporting?

Natural growth of communities (such as new residential development or redevelopment) that occurred after August 15, 2019, should be included in these reports and will be eligible for collection under the producer-run Blue Box program after your community transitions.

When completing the Initial Report, all data reported must be current to December 31, 2020. When completing the Transition Report, all data reported must be current to the date that the report is submitted.

What should I do if I made changes to my WDTA Blue Box program after August 15, 2019?

In the Minister's direction letter to RPRA dated August 15, 2019, he indicated that:

"While allowing for natural growth of Blue Box services to new residential development or redevelopment, municipalities shall not reduce or expand existing level of Blue Box services that are eligible for funding under the program."

If you have made changes to your WDTA Blue Box program after August 15, 2019, please contact the Compliance and Registry Team at registry@rpra.ca or 833-600-0530.

If you are planning to make a change to your WDTA Blue Box program prior to when your community transitions, it may also affect funding that you can receive under the Stewardship Ontario/Datacall program. You may wish to seek pre-approval of the change to confirm cost eligibility prior to implementing the change. See the "New guidance on changing Blue Box service levels during transition" section on our webpage here.

Do I have to submit the Initial and Transition Reports if I submitted my 2020 Datacall?

Yes, all eligible communities must submit these reports to the Authority. The Datacall is the source of data for determining the net Blue Box system cost and for allocating funding under the Blue Box Program Plan. The Initial and Transition reports are for a separate and distinct program than Datacall and are required under the new Blue Box Regulation, which requires eligible communities to submit these reports.

While some of the required information in these reports was reported to Datacall, much of the information was not. Where there is overlap between what was reported to Datacall and the information that is required in these reports, please see the guidance below on where to find this information in your Datacall report.

How can I access my Datacall report?

A community may wish to consult their Datacall report to obtain data required for this reporting.

To access the Datacall for your First Nation community or municipal program, follow this link: https://rpradatacall.ca/datacall2020/

If you are a contact for the Datacall, you should have a personalized login ID and password for the Datacall. If you do not remember your login credentials (or if you are a new municipal or First Nation contact), please email datacall@rpra.ca to receive your personalized login information.

Once you have logged into the Datacall, you will land on the main Datacall page consisting of eight sections. These sections have headings indicating what type of data is reported in the respective sections. For detailed information on what is reported in each section, please see the Datacall User Guide. Where the data required in the Initial and Transition Reports was submitted through the Datacall, we have indicated where in the Datacall to find that information.

If you would like to download a PDF file of the Datacall report, you can click the 'Download PDF File' at the bottom of the Datacall landing page.

For more information on the Datacall, please refer to our website.

Who can I contact for further guidance on completing these reports?

If you require further guidance to complete these reports, please contact RPRA's Compliance and Registry Team and ask to speak with the Municipal Reporting for Blue Box Team. Contact the team at: registry@rpra.ca or 833-600-0530.

Definitions for Reporting

What is a WDTA Blue Box program?
A WDTA Blue Box program means a Blue Box waste diversion program under the *Waste Diversion Transition Act, 2016* that is operating in a local municipality, local services board area or a reserve.

Most communities would have reported annually about their WDTA Blue Box program to the Datacall.

What is a single-family residence?
A single-family residence is a building that has fewer than six dwelling units. Single-family residences include seasonal residences and single-family residences on private roads.

What is a multi-residential facility?
A multi-residential facility is a building that has six or more dwelling units. Multi-residential facilities include apartment buildings and condominiums but do not include a building used for temporary accommodation, such as a hotel.

Shelters that provide temporary accommodation are not facilities and would not be eligible sources for collection under this regulation.

What is a facility?
Facilities include:

a) Multi-residential facilities with six or more dwelling units (see definition above)

b) Retirement homes, that are operated by a municipality or an entity that does not operate with a purpose of generating a profit or were included in the WDTA Blue Box program on August 15, 2019.

- Retirement home has the same meaning as in the *Retirement Homes Act, 2010*

c) Long-term care homes that are non-profit long-term care homes or were included in the WDTA Blue Box program on August 15, 2019.

- Long-term care home has the same meaning as in the *Long-Term Care Homes Act, 2007*

- Non-profit long-term care home has the same meaning as in paragraph 2 of section 269 of Ontario Regulation 79/10 (General)

d) Buildings that contain schools or private schools.

- School and private school have the same meaning as in the *Education Act*

Throughout this reporting, facilities should only be included if they are currently receiving collection services under your WDTA Blue Box program. Facilities that meet the definition of facility above but did not receive collection services under a WDTA Blue Box collection program will become eligible sources for collection after transition, either on January 1, 2026 if they have registered with the Authority prior to that date, or on the date the facility registers with the Authority if it is after January 1, 2026.

Also, note that producers are only required to collect Blue Box materials that are generated by the above facilities. If a facility shares a building with a non-eligible source, the Blue Box

materials generated by the non-eligible source are not required to be collected by a producer.

What is a public space?

Public space means an outdoor area in a park, playground or sidewalk, or a public transit station or stop under municipal or provincial jurisdiction, including a track-level stop, to which the public is normally provided access.

During transition (2023-2025), producers are required to continue collection from Blue Box receptacles in public spaces that were receiving collection under an eligible community's WDTA Blue Box program plan. After transition, producers will be required to provide the minimum number of Blue Box receptacles in public spaces according to [Section 28 of the Blue Box Regulation](#).

What is a Blue Box receptacle?

Blue box receptacle means a container, bin, cart, bag or other receptacle that holds Blue Box material, and from which Blue Box material is collected.

Completing the Initial Report

The Initial Report is in Excel format and is available on the Authority's website [here](). You can also [click here]() to download a copy of the Initial Report.

All information submitted in the Initial Report must be current to December 31, 2020.

There are four sheets to be completed in this Excel form:
- Contact
- Population & Residences
- Facilities
- Public Spaces

You can navigate between these sheets by clicking on the sheet names at the bottom of the Excel document, see the image below. You can also navigate through the Excel form using the "Next Step" arrows at the bottom of each page.
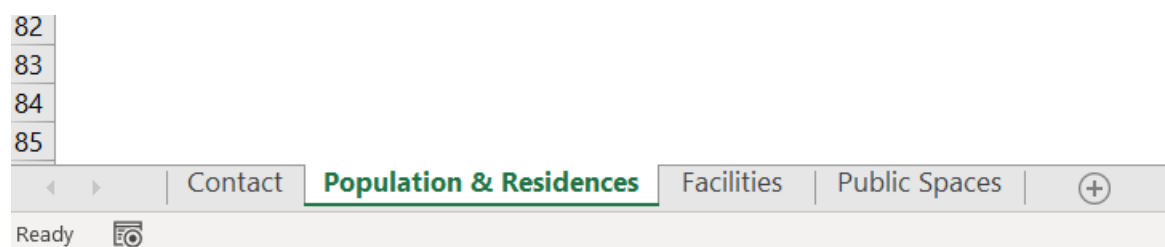
The following sections explain the four sheets and what information must be submitted on each.

Contact

Each community must submit the business contact information of the person responsible for waste management in the eligible community. This person's information should be provided as the primary contact.

The primary contact should be someone from the community who can speak to waste management. While there may be different people responsible for different aspects of your Blue Box program, please include a primary contact who can direct inquiries to the appropriate person as needed.

All primary contact information fields are mandatory, except for the mobile phone number.

Communities that wish to provide alternative contacts may do so, however this is not required.

The Authority's communications will be directed to the primary contact. The Authority will reach out to alternative contacts if the primary contact is not responsive.

Population & Residences
1. **The name of the municipality, local services board, First Nation, or other entity that operates your WDTA Blue Box program and garbage collection**.

Provide the name of the municipality, local services board, First Nation or other entity that

operates your WDTA Blue Box program and garbage collection. You do not need to provide information about any other collection programs that you may operate for tires, batteries, electronics, or municipal and hazardous special waste.

The operator of your program is the entity who makes arrangements for the collection and processing of materials in your community and can speak to how your program operates. If there is more than one entity that operates your Blue Box program and garbage collection, indicate all operators and include a brief description of which services they operate on behalf of your community.

2. Total population in the eligible community as of December 31, 2020.

Provide the total population of your municipality, local services board area or reserve. This should be the total population of your community regardless of whether they received collection services under your WDTA Blue Box program or garbage collection. Do not include seasonal residents in this number.

This information is reported by communities in their annual Datacall, see Section 2.1 – *Population and Households Served by Municipal Curbside/Depot Services.* At question 1c, the community's total population is reported.

Section 2.1 - Population and Households Served by Municipal Curbside/Depot Services

Section completed? ● Yes ○ No

1) Please report the total number of generators in your jurisdiction by:

	Households			Population	
	2020	2019		2020	2019
a) Single Family	10,000	700		2,025	2,025
b) Multi-Family	2,000	150		375	375
c) Total	12,000	850	GAP?	2,400	2,400

Source of household data
Ministry of Municipal Affairs ▾

Source of population data
Ministry of Municipal Affairs ▾

Note: Multi-Family household is a unit in a building that has 6 or more dwelling units. Report the total number of units.

Alternative potential sources for this data are:
- Canada Post
- Band Records
- Ministry of Municipal Affairs
- Municipal Clerks Department
- Municipal Finance Department
- Municipal Planning Department
- Municipal Property Assessment Corporation
- Ontario Municipal Directory
- Statistics Canada

Communities also need to provide the source for their data from the drop-down list provided. If your source is not included in the drop-down list, please select "Other".

3. Number of residences in the eligible community as of December 31, 2020.

Provide the total number of residences in your community. Residences should be reported even if they do not receive garbage or Blue Box collection services.

Residences will be reported in two categories: single-family and multi-residential. You do not need to report a total number of residences as the form will automatically calculate that number for you.

This information is reported by communities in their annual Datacall, see Section 2.1 – *Population and Households Served by Municipal Curbside/Depot Services*. This information is reported at question 1.

Section 2.1 - Population and Households Served by Municipal Curbside/Depot Services

Section completed? ○ Yes ○ No

1) Please report the total number of generators in your jurisdiction by: 🔲

	Households		Population	
	2020	2019	2020	2019
a) Single Family	10,000	700	2,025	2,025
b) Multi-Family	2,000	150	375	375
c) Total	12,000	850 GAP?	2,400	2,400

Source of household data
Ministry of Municipal Affairs ⌄

Source of population data
Ministry of Municipal Affairs ⌄

Note: Multi-Family household is a unit in a building that has 6 or more dwelling units. Report the total number of units.

Datacall Section 2.1 – Question 1	Initial Report – Question 3
Single Family	Number of single-family residences
Multi-Family	Number of residences in multi-residential facilities
Total	Total number of residences

Alternative potential sources for this data are:
- Canada Post
- Band Records
- Ministry of Municipal Affairs
- Municipal Clerks Department
- Municipal Finance Department
- Municipal Planning Department
- Municipal Property Assessment Corporation
- Ontario Municipal Directory
- Statistics Canada

Communities also need to provide the source for their data from the drop-down list provided. If your source is not included in the drop-down list, please select "Other".

4. **The number of single-family residences that received collection services under a WDTA Blue Box program in the eligible community as of December 31, 2020.**

Provide the number of single-family residences that receive curbside collection or depot collection services under your WDTA Blue Box program. If a residence has access to both curbside and depot, it should be reported as receiving curbside collection. If a residence has access to depot collection only, it should be reported as receiving depot collection.

You do not need to report a total number of single-family residences as the form will automatically calculate that number for you.

Do not include residences in multi-residential buildings (buildings with 6 or more dwelling units) or any Industrial, Commercial and Institutional (IC&C) stops that may be collected on a residential route in this number.

This information is reported by communities in their annual Datacall, see Section 2.1 – *Population and Households Served by Municipal Curbside/Depot Services*.

- Curbside information is reported at question 2a – *Number of Households Serviced by Curbside Collection*
- Depot information is reported at question 3a – *Number of Households Serviced by Depot Collection*.

[Image below]

Datacall Section 2.1	Initial Report – Question 4
Single Family Households – Question 2 (Blue Box/Blue Bag)	Number of single-family residences that receive curbside collection
Single Family Households – Question 3 (Blue Box/Blue Bag)	Number of single-family residences that receive depot collection

Communities also need to provide the source for their data from the drop-down list provided. If your source is not included in the drop-down list, please select "Other".

Facilities

5. **Number of multi-residential facilities that receive Blue Box collection services under your WDTA Blue Box program as of December 31, 2020.**

See the definition of multi-residential facility in this document.

Report the number of multi-residential facilities in your community that received collection services under your WDTA Blue Box program as of December 31, 2020. This should not be the number of units in multi-residential facilities, but the number of buildings or facilities. For example, an apartment building with 26 dwelling units would be reported as 1 multi-residential facility.

6. Other facilities in the eligible community that received collection services pursuant to the WDTA Blue Box program as of December 31, 2020.

See the definition of [facility](#) in this document.

Provide the number of facilities of the following types: retirement homes, long-term care homes, and schools and private schools.

Some of this information is reported by communities in their annual Datacall, see Section 2.1 – *Population and Households Served by Municipal Curbside/Depot Services*. This information is reported at question 4 - *Other locations services*.

If you are relying on information reported to Datacall, please ensure that the number of facilities are still appropriate given the definition of facility in this document. Consider the following: only public schools are reported in the Datacall, but this report requires you to count both public and private schools.

Datacall Section 2.1	Initial Report – Question 6
Question 1	Number of retirement homes
Question 2a	Number of long-term care homes
Question 4	Number of schools and private schools

7. **Where did you obtain the information about the number of multi-residential facilities, retirement homes, long-term care homes and schools in your community?**

Explain where you obtained the data related to the number of each type of facility. There are four types of facilities, as listed below, and we recognize that each type of facility may have a different data source. If you have different data sources for each type of facility, please explain where you obtained the data for each separately.

Types of facilities:
1. Multi-residential facilities
2. Retirement homes
3. Long-term care homes
4. School and private schools

The source for your data should not be Datacall. If you are relying on data previously reported through Datacall, you should indicate how you sourced the data for your Datacall report.

If you wish to provide more information than will fit in the form provided, you can submit an additional document with your form. Please label the additional document with your community's name, the report name, and the question # that it is related to.

Ex. Township of Trees - Initial Report - Question 7

8. **What criteria or conditions were used to determine which facilities (including multi-residential facilities) were included in the WDTA Blue Box program in the eligible community on August 15, 2019?**

You are first asked to indicate Yes or No to whether each type of facility (multi-residential facilities, retirement homes, long-term care homes, school and private schools) was eligible to receive collection services under your WDTA blue box program on August 15, 2019.

We then ask you to provide the criteria or conditions that were used to determine which facilities were included in the WDTA Blue Box program on August 15, 2019. This information should allow someone to understand what criteria or conditions would make each type of facility eligible or not eligible to be included in your WDTA Blue Box program. To answer this question, you might consider what your response would be if a facility of each type contacted you to be added to your WDTA program. If all facilities of a certain type would be eligible, that is an appropriate response.

If you wish to provide more information than will fit in the form provided, you can submit an additional document with your form. You may wish to provide existing documentation about how to determine which facilities are included in the WDTA Blue Box program. Please label the additional document with your community's name, the report name, and the question # that it is related to.

Ex. Township of Trees – Initial Report – Question 8

Public Spaces
9. **Blue box receptacles in a public space in the eligible community that receive**

collection under the WDTA Blue Box program.

See the definition of [public space](#) and [Blue Box receptable](#) in this document.

If your community has Blue Box receptacles in a public space that receives collection under the WDTA Blue Box program, type "Yes" in the box provided. If your community does not have Blue Box receptacles in a public space that receive collection under the WDTA Blue Box program, type "No" in the box provided.

If you answered yes, you also need to report the number of Blue Box receptacles in public spaces. If there are any Blue Box receptacles in your community that are only serviced seasonally (i.e., not year-round), they should also be included in this number.

This information is partially reported by communities in their annual Datacall, see Section 2.1 – *Population and Households Served by Municipal Curbside/Depot Services*. See question 5 in "*Other locations services*".

If you are relying on information reported to Datacall, please ensure that the number of Blue Box receptables in public spaces are still appropriate given the definitions of [public space](#) and [receptable](#) in this document.

Submission
Once the Initial Report is completed, and you have reviewed the data for accuracy and completeness, the form must be submitted by email to registry@rpra.ca.

It is the community's responsibility to safeguard their data. Please password protect the completed Excel registration form and provide the password via a separate email to registry@rpra.ca. If you do not know how to password protect a file, please refer to the "Password Protection" sheet in the Initial Report. If you require further assistance, please contact us.

Completing the Transition Report

Before completing the Transition Report see the reporting deadlines in this document to verify when your community is required to submit this form. If your community is not transitioning in 2023, **do not** complete the Transition Report at this time.

The Transition Report is in Excel format and is available on the Authority's website here. You can also download a copy of the Transition Report by clicking here.

Data submitted in this report should be current to the date of this report submission.

As indicated on the form, all addresses must be provided in the following format:
- Address should include unit number (where applicable), and street number.
- Street, Avenue and Road should be written out as full words, not abbreviated to St., Ave. or Rd.
- Provide the postal code without spaces.

If there are any locations in your community that do not have addresses, please contact the Compliance Team (registry@rpra.ca or 833-600-0530) for guidance on how to report those locations.

There are 10 sheets to be completed in this Excel form:
- Contact Information
- Curbside Garbage
- Curbside Blue Box
- Depot Garbage
- Garbage Depot Location
- Depot Blue Box
- Blue Box Depot Location
- Facilities
- Public Spaces
- Other

You can navigate between these sheets by clicking on the sheet names at the bottom of the Excel document and using the arrows in the bottom left to see additional sheets, as shown in the image below. You can also navigate through the Excel form using the "Next Step" arrows at the bottom of each page.
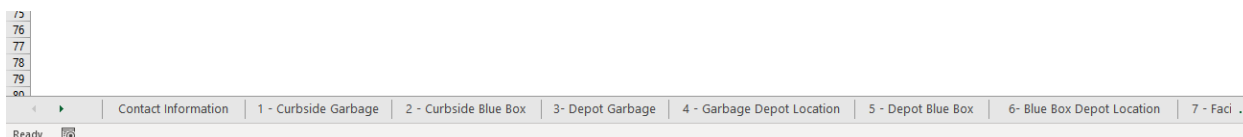
The following sections explain the 10 sheets and what information must be submitted on each.

Contact Information
Each community must submit the business contact information of the person responsible for waste management in the eligible community. This person's information should be provided as the primary contact.

The primary contact should be someone from the community who can speak to waste management. While there may be different people responsible for different aspects of your Blue Box program, please include a primary contact who can direct inquiries to the appropriate person as needed.

All primary contact information fields are mandatory, except for the mobile phone number.

Communities that wish to provide alternative contacts may do so, however this is not required.

The Authority's communications will be directed to the primary contact. The Authority will reach out to alternative contacts if the primary contact is not responsive.

Curbside Garbage (Sheet 1), Curbside Blue Box (Sheet 2)
1. **Provide the location of single-family residences that receive curbside garbage collection in the eligible community.**
2. **Provide the location of all single-family residences that receive curbside collection under the WDTA Blue Box program in the eligible community.**

See the definition of single-family residences in this document.

For these questions we ask that you provide a map with the location of all single-family residences that receive either curbside garbage collection or curbside collection under your WDTA Blue Box program. We are seeking maps equivalent to what you might provide for a Request for Proposal (RFP) for collection services in your community. The maps should allow someone to understand the areas of your community that receive curbside collection, and if possible, the number of residences serviced within those areas.

If any areas in your community are only serviced seasonally, that information should also be included in these maps.

As a reminder, this information should be current as of the date when this form is submitted.

If all single-family residences that receive curbside garbage collection also receive curbside collection under your WDTA Blue Box program, then you do not need to provide this information twice. Instead, you can indicate "Yes" when asked about this on the Curbside Blue Box sheet and continue to the next sheet.

If there are any differences between single-family residences that receive curbside garbage collection and curbside collection under your WDTA Blue Box program, you must complete both sheets and provide maps for both.

Communities also need to provide a potential source for someone who required more detailed information about the residences outlined on these maps (such as addresses). A list of potential sources is provided. If your source is not included in the drop-down list you can select "Other" and provide a description of an additional source. You are also asked to provide a description if you suggest more than one source for this data.

Depot Garbage (Sheet 3), and Depot Blue Box (Sheet 5)
3. **Provide the location of single-family residences that have access to depot garbage collection in the eligible community.**
5. **Provide the location of single-family residences that have access to depot**

collection   under the WDTA Blue Box program in the eligible community.

On these two sheets you need to provide the location of all single-family residences that receive either depot garbage or depot Blue Box collection.

For these questions we ask that you provide a map with the location of all single-family residences that receive either depot garbage collection or depot collection under your WDTA Blue Box program. We are seeking maps equivalent to what you might provide for a Request for Proposal (RFP) for collection services in your community. The maps should allow someone to understand the areas of your community that receive depot collection, and if possible, the number of residences serviced within those areas.

Municipalities should include information on these maps about any locations that only have access to depot collection, and any locations that receive curbside collection and also have access to depot collection.

If all single-family residences in your community have access to either depot garbage collection or depot Blue Box collection, you can indicate that on the form and no maps need to be provided.

If all single-family residences that receive depot garbage collection also receive depot collection under your WDTA Blue Box program then you do not need to provide this information twice. Instead, you can indicate "Yes" when asked about this on the Depot Blue Box sheet and continue to the next sheet.

If there are any differences between single-family residences that receive depot garbage collection and depot collection under your WDTA Blue Box program, including differences in which single-family residences have access to depot collection only versus depot and curbside collection, you must complete both sheets and provide maps for both.

Communities also need to provide a potential source for someone who requires more detailed information about the residences outlined on these maps (such as addresses). A list of potential sources is provided. If your source is not included in the drop-down list you can select "Other" and provide a description of an additional source. You are also asked to provide a description if you suggest more than one source for this data.

Garbage Depot Location (Sheet 4), Blue Box Depot Location (Sheet 6)
  4. **Location of garbage depots.**
  6. **Location of Blue Box depots.**

On these two sheets you need to provide the location of all garbage depot locations or all Blue Box depot locations.

Question 4.1/6.1
Do residents from outside your community have access to garbage/Blue Box depots in your community?

When answering this question, consider whether you have an arrangement with a neighboring community whereby their residents can access depots in your community. If you have any such arrangement, list all other communities whose residents have access to depot collection in your community.

Question 4.2/6.2
Do residents from your community have access to garbage/Blue Box depots outside of your community?

When answering this question, consider whether you have an arrangement with a neighboring community whereby your residents can access a depot in their community.

When listing the garbage/Blue Box depots that residents from your community have access to, include both the depots that are inside your community, as well as depots outside your community.

If there are any depot locations that do not have addresses, please contact the Compliance Team (registry@rpra.ca or 833-600-0530) for guidance on how to report these locations.

Facilities (Sheet 7)
7. **Provide the location of facilities in the eligible community that receive collection services under the WDTA Blue Box program.**

See the definition of facility in this document.

On this sheet you need to provide the name (where applicable) and address of all facilities that receive collection under your WDTA Blue Box program.

As a reminder, this information should be current as of the date when this form is submitted.

Communities also need to provide the source for their data from the drop-down list provided. If your source is not included in the drop-down list, please select "Other" and provide a description of the source.

If there are locations in your community that do not have addresses, please contact the Compliance Team (registry@rpra.ca or 833-600-0530) for guidance on how to report those locations.

Public Space (Sheet 8)
8. **Provide the location of each Blue Box receptacle in a public space in the eligible community that receives collection under the WDTA Blue Box program.**

See the definition of public space and Blue Box receptable in this document.

On this sheet you need to provide the location of all Blue Box receptacles in public spaces that receive collection under your WDTA Blue Box program. These addresses should be specific to individual Blue Box receptacles. For example, if there are several bins located in the same park, an address (or other location information as discussed with the Compliance and Registry Team) should be provided for each receptacle. Please include both year-round and seasonal Blue Box receptacles in this list.

As a reminder, this information should be current as of the date when this form is submitted.

If there are any locations in your community that do not have addresses, please contact the Compliance and Registry Team (registry@rpra.ca or 833-600-0530) for guidance on how to report these locations.

Communities also need to provide the source for their data from the drop-down list provided. If your source is not included in the drop-down list, please select "Other" and provide a description of the source.

Other (Sheet 9)
  9. **Blue box collection streams in your community.**

In this question you are asked to provide information about the collection streams that exist in your community.

Some communities may have different collection streams for different forms of collection. For example, you may accept more materials in your residential stream than you do in your Blue Box receptacles in public spaces.

Some communities may also have multiple streams for residential collection. For example, fibers may be collected one week, and plastic and glass may be collected another. If your community has multi-stream collection, then that should be indicated here.

When completing this table, please consider all different collection streams that exist in your community and provide a brief description of each. For each stream, you how frequently collection occurs.

  10. **Provide a list of materials that are collected under the WDTA Blue Box program in the eligible community.**

Report the materials that are collected in each Blue Box collection stream in your WDTA Blue Box program. If a material listed is collected in a Blue Box collection stream under your community's WDTA Blue Box program, write "Yes". If it is not collected, write "No". Refer to the stream numbers in question 9 when completing this table.

If there are any other materials that are collected under your WDTA Blue Box program but are not listed below, add them in the "Other" section and indicate with a "Yes" or "No" whether they are collected in each Blue Box collection stream in your community.

All materials accepted in your Blue Box program should be listed even if they would not be considered Blue Box materials under the new regulation. For example, if you currently collect hardcover books or pots and pans in your WDTA Blue Box program, include them in the other section.

  11. **List the languages used for communications about the WDTA Blue Box program in the eligible community.**

List all languages that are used for communications in your community.

Submission
Once the Transition Report is completed, and you have reviewed the data for accuracy and completeness, the form must be submitted by email to registry@rpra.ca.

It is the community's responsibility to safeguard their data. Please password protect the completed Excel registration form and provide the password via a separate email to registry@rpra.ca. If you do not know how to password protect a file, please refer to the "10 – Password Protection" sheet in Transition Report. If you require further assistance, please contact us.

Completing Change Reports

If there is a change to the information submitted in either the Initial Report or Transition Report, the applicable local municipality, local services board or First Nation is required to submit the updated information to the Authority through a Change Report. More information on how to submit a Change Report will be provided in the future.

Prior to guidance on Change Reports becoming available, if the information you have submitted in either the Initial or Transition Report needs to be changed for any reason, please contact the RPRA Compliance and Registry Team at registry@rpra.ca or 833-600-0530.