



Alberta's Paint Recycling Program – Supplier Registration

Alberta's Paint Recycling Program was launched in April, 2008 and since that time Albertans have recycled 15.7 million litres of paint and almost three million spray paint cans.

This program is regulated through the Province of Alberta's *Paint and Paint Container Designation Regulation* ('Paint Regulation'; copy enclosed), and the *Designated Material Recycling and Management Regulation* ('Material Management Regulation'; copy available on our website at www.albertarecycling.ca).

The Alberta Recycling Management Authority ('Alberta Recycling') has been delegated by the provincial government to manage this program since its inception. The paint regulation allowed for Alberta Recycling to develop the Paint Recycling Bylaw ('the bylaw') in relation to the program.

In accordance with Section 9 of the Material Management Regulation, "no person shall supply a designated material in Alberta unless the person is registered in accordance with the bylaw set by Alberta Recycling". In the bylaw, "supplier" is defined as:

- A manufacturer of paint who supplies the manufacturer's own brand of paint to a retailer, or an end user, in Alberta;
- A marketer who supplies paint to a retailer, or an end user, in Alberta, where the paint was manufactured for the marketer by another person and the marketer owns the brand or is the licensee of the brand;
- A wholesaler, including a retail distributor, who supplies paint to a retailer, or an end user, in Alberta;
- A retailer who supplies to the end user paint that the retailer has imported into Alberta;
- Any other supplier of paint or paint containers in or into Alberta.

Every supplier therefore of paint and paint containers "in or into Alberta" is required to register with Alberta Recycling's Paint Recycling Alberta ('PRA') division.

Please complete the enclosed registration form and forward it to our office via e-mail, fax or mail, along with the following documents:

- Copy of your certificate of incorporation (if your organization is incorporated)
- Copy of your business license (if you are not incorporated)
- Copy of list of directors of the company

Upon receipt of all the above noted items, you will receive your Advance Disposal Surcharge (ADS) package with a PRA registration certificate.

Should you have any questions, please do not hesitate to contact our office at (780) 990-1111 or toll free 1-888-999-8762. We will be pleased to assist you.

Sincerely,

PRA Registrant Administration
Alberta Recycling

Mailing Address: P.O. Box 189 Edmonton, AB T5J 2J1
Courier Address: 1800 Scotia 1 Tower, 10060 Jasper Avenue, Edmonton, AB
Phone: (780) 990-1111 / (888) 999-8762 **Fax:** (780) 990-1122 / (866) 990-1122



Supplier Registration Application

Supplier Information¹

APPLICANT (LEGAL BUSINESS NAME)					
Operating As (if different from Business Name)			Franchise Name (if applicable)		
Physical Address:					
City/Town	Province	Country	Postal Code	Phone Number	Fax Number
Mailing Address:					
City/Town	Province	Country	Postal Code	Phone Number	Fax Number
President / Manager			Company Website Address (URL)		
Accounting Contact			Accounting Email Address		
Product Detail:		Sale or Supply in or into Alberta? (y/n)	Date of first sale/supply if later than April 1, 2008 ²	Approx # of product sold per year (including internet / catalog sales)	
Unpressurized Paint Containers (100ml to 250ml)					
Unpressurized Paint Containers (251ml to 1L)					
Unpressurized Paint Containers (1.01L to 5L)					
Unpressurized Paint Containers (5.01L to 23L)					
Aerosol Paint Containers (All Sizes)					
Business Start Date			Location of Customers (check all that apply): <input type="checkbox"/> In Alberta <input type="checkbox"/> Outside Alberta		
Primary Line of Business: Please check the single box below that best describes your primary line of business.					
<input type="checkbox"/> Retailer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Catalog Seller <input type="checkbox"/> Internet Seller <input type="checkbox"/> Importer <input type="checkbox"/> Courier/Transporter/Carrier/Mail Service (in or into Alberta) <input type="checkbox"/> Other: _____					
Secondary Lines of Business: Please check all boxes below that describe your secondary lines of business.					
<input type="checkbox"/> Retailer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Catalog Seller <input type="checkbox"/> Internet Seller <input type="checkbox"/> Importer <input type="checkbox"/> Courier/Transporter/Carrier/Mail Service (in or into Alberta) <input type="checkbox"/> Other: _____					

¹ For more information, please visit www.albertarecycling.ca

² If you began supplying eligible product prior to April 1, 2008 simply write April 1, 2008 in the space provided.



Supplier Registration Application Terms and Conditions

In consideration of Paint Recycling, a division of Alberta Recycling Management Authority ("Alberta Recycling") registering the applicant identified on the front side of this Registration Application (hereinafter, the "Supplier") as a supplier under the Designated Material Recycling and Management Regulation (Alta. Reg. 94/2004) (the "Regulation") and in consideration of the Supplier's agreement to carry out its duties set out in the *Environmental Protection and Enhancement Act* (the "Act"), any regulations made under the Act and bylaws made by Alberta Recycling pursuant to the Regulation (the "Bylaws"), and in consideration of the covenants contained herein and other good and valuable consideration, the Supplier hereby acknowledges and agrees as follows:

- 1 The Supplier represents and warrants that all information provided to Alberta Recycling in this application, and in all documents required by virtue of the Supplier's registration with Alberta Recycling, or by virtue of the requirements of law, are true and accurate;
- 2 The Supplier agrees to indemnify and hold Alberta Recycling, its employees and agents, harmless for all costs, expenses claims, demands and actions that may arise as a result of any untrue or inaccurate statement or information provided by the Supplier;
- 3 Alberta Recycling has authority to make bylaws, policies and procedures and the Supplier agrees to be bound by any bylaws, policies and procedures applicable to it and made by Alberta Recycling;
- 4 For all supplies of eligible paint products for which Alberta Recycling has prescribed an Advance Disposal Surcharge, the Supplier shall remit the prescribed Advance Disposal Surcharge to Alberta Recycling or to the person designated by Alberta Recycling unless the supply is of a kind that is exempt in the Bylaws. The Supplier shall account to Alberta Recycling and its agents, all Advance Disposal Surcharges that must be remitted, and shall remit the Advance Disposal Surcharges to Alberta Recycling, or the agent designated by Alberta Recycling, in the form and manner and at the times required;
- 5 All Advance Disposal Surcharges that the Supplier is obligated to remit are held in trust for Alberta Recycling;
- 6 The Supplier shall complete and file with Alberta Recycling or its agent a return in respect of a reporting period not later than 30 days after the end of the reporting period, and shall remit to Alberta Recycling or to the person designated by Alberta Recycling with the return all Advance Disposal Surcharges owing with respect to the supplies of paint made by the Supplier in or into Alberta during the reporting period. The reporting period, unless Alberta Recycling otherwise directs, is a calendar month;
- 7 Any registration granted, or any payment made by or to Alberta Recycling or its agent, where there has been false or misleading information provided by the Supplier shall be considered to have been granted or paid in mistake. Any such registration is void and any such payment is held in trust by the Supplier for the sole and exclusive benefit of Alberta Recycling. Such payments shall be made forthwith to Alberta Recycling or to the person designated by Alberta Recycling upon the discovery of the error;
- 8 Alberta Recycling has the right to withhold any registration or application until sufficient verification or information has been provided by the Supplier in relation to any matter reasonably requested to be verified by Alberta Recycling;
- 9 To secure payment and performance of all obligations of the Supplier to Alberta Recycling, the Supplier hereby grants to Alberta Recycling a security interest in all of the Supplier's present and after acquired personal property of whatever description or kind and all proceeds thereof;
- 10 All outstanding Advance Disposal Surcharges and any interest owing in respect of it are recoverable by Alberta Recycling in an action in debt;
- 11 The Supplier shall:
 - a) keep records that may relate to or support the Supplier's transactions in paint and make them available for inspection by Alberta Recycling at all reasonable times; and
 - b) provide to Alberta Recycling upon request all such information that may relate to or support the Supplier's transaction in paint;
- 12 Alberta Recycling may from time to time require, and the Supplier shall pay, interest on outstanding assessments at the rate per annum established by Alberta Recycling from time to time, from the date the unpaid amount is due until it is paid in full. Alberta Recycling may require a supplier to provide additional security in a form and amount that are acceptable to Alberta Recycling for the purpose of ensuring a supplier exercises his or her duties of a supplier in accordance with the Environmental Protection and Enhancement Act, and the Designated Materials Regulation.
- 13 Where the Supplier fails to remit any or all Advance Disposal Surcharges with respect to a reporting period, Alberta Recycling may assess the Advance Disposal Surcharges in an amount equal to the amount of the Advance Disposal Surcharges that the Supplier failed to remit. Where Alberta Recycling makes an assessment, the Supplier shall remit the amount of the assessment, or, where a return has been filed and a remittance made, the amount, if any by which the amount of the assessment exceeds the amount remitted. The remittance is due and payable from the time the Supplier receives notice of the assessment;
- 14 For the purpose of notices and assessments, the address provided by the Supplier on the front side of the Registration Application shall be the address at which Alberta Recycling may send all notices to the Supplier;
- 15 The Supplier acknowledges it may have a right of defence or limitation of claim under the *Limitations Act* or similar legislation, and specifically waives any rights or benefits it may have under that act in the event Alberta Recycling has a claim for unpaid Advance Disposal Surcharges;



Supplier Registration Application Terms and Conditions cont'd

- 16 Alberta Recycling may cancel or suspend the Supplier's registration if the Supplier:
- a) fails to remit to Alberta Recycling or to the person designated by Alberta Recycling all Advance Disposal Surcharges the Supplier is required to remit;
 - b) ceases to carry on business;
 - c) applies to surrender the Supplier's registration to Alberta Recycling;
 - d) contravenes the Act, the Regulations or the Bylaws; or
 - e) provides inadequate, false or misleading information or representation in any application or Advance Disposal Surcharge Return;
- 17 The Supplier agrees to surrender the Supplier's certificate of registration to Alberta Recycling if the Supplier registration is cancelled or suspended. The Supplier understands that it may not carry on business as a supplier of paint in Alberta unless the Supplier is registered and the Supplier's registration is not under suspension. The Supplier understands that failure to maintain a registration where it is required is an offence under the Designation Material Recycling and Management Regulation, and subject to a fine up to \$50,000 for an individual and \$500,000 for a corporation;
- 18 All information and documents submitted to Alberta Recycling or to the person designated by Alberta Recycling will be in the custody of Alberta Recycling and therefore subject to the access and privacy provisions of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c.F-25 (the "FOIP Act");
- 19 Unless otherwise required or authorized by law, Alberta Recycling shall not disclose to a third party personal information supplied by the Supplier where, as determined by Alberta Recycling, such disclosure would constitute an unreasonable invasion of personal privacy in accordance with s.17 of the FOIP Act;
- 20 Alberta Recycling reserves all rights and remedies provided to it under law that may be in addition to any terms contained herein.

Authorized Signature	Date
For internal use only Date :	Reference ID

Table of Fees for Paint Products

The following table helps clarify which paint products should be charged Advance Disposal Surcharges ('environmental fees') when sold or supplied in or into Alberta and which products should not be charged.

This is not considered an exhaustive list - if you have a question regarding the eligibility of a product not found in this table please contact Alberta Recycling toll-free at 1-888-999-8762 or via email at paint@albertarecycling.ca

The current environmental fees per size of container are:

- a) 100ml – 250ml \$0.10
- b) 251ml – 1L \$0.25
- c) 1.01L – 5L \$0.75
- d) 5.01L – 23L \$2.00
- e) Aerosol paint (all sizes) \$0.10

Eligible Paint and Paint Containers
Blank aerosol cans
Concrete sealers & driveway (non-tar based) paints
Empty paint cans & pails of eligible product
Enamels
Interior & Exterior latex, alkyd (oil) & solvent based paints and stains
Interior & Exterior varnishes & single component urethanes
Marine paint (non anti-fouling)
Paint-based aerosols
Porch, floor, fence, barn & deck paints and stains

Date published: April 13, 2012. This table does not include changes made after the date published. For the most up-to-date information, please refer to Alberta Recycling's website at www.albertarecycling.ca or call the office toll-free at 1-888-999-8762.



Pre-catalyzed and nitrocellulose lacquers
Pre-catalyzed epoxies
Primers, undercoats & water repellent sealers
Rust & decorative metal paints
Scenic, movie set paint
Shellac and shellac-based products
Stone effects coating
Traffic marking paints
Tree marking paint
Water borne lacquers
Wood finishing oils and stains

Date published: April 13, 2012. This table does not include changes made after the date published. For the most up-to-date information, please refer to Alberta Recycling's website at www.albertarecycling.ca or call the office toll-free at 1-888-999-8762.



Environmental fees do not apply to:
All paints less than 100ml or greater than 23L in size
Brushes, rags & rollers
Chalk-based aerosol or liquid
Colorants and tints (this refers to the pigments which are added to paint bases to give paint a color; paint which has been colored or tinted is applicable for an environmental fee)
Corrosive products
Deck cleaners
Glues, fiberglass resins, adhesives & caulking compounds (aerosol or liquid)
Ink based aerosol or liquid
Milk-based aerosol or liquid
Non-aerosol automotive paints
Non-aerosol craft & artist paints
Paint specifically formulated for industrial application (for more information pls. see Industrial Paint Definition)
Roof patch tars & greases
Solvents, thinners and mineral spirits
Tar-based aerosol or liquid
Two-part / multi component paints
Wood preservatives (e.g. creosote)

Pursuant to the Environmental Protection and Enhancement Act Paint and Paint Container Designation Regulation and the Paint Recycling Bylaw, environmental fees must be remitted on all sales/supplies of designated eligible paint in or into Alberta. “Paint and paint container” includes with limitations, latex, oil or solvent based coatings, stains, finishing oils, varnishes, lacquers, wood or masonry treatment products and the container in which paint is supplied.

For more information, please refer to our website www.albertarecycling.ca for information bulletins, bylaws and regulations or call us toll-free at 1-888-999-8762.

Date published: April 13, 2012. This table does not include changes made after the date published. For the most up-to-date information, please refer to Alberta Recycling’s website at www.albertarecycling.ca or call the office toll-free at 1-888-999-8762.

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ALBERTA RECYCLING MANAGEMENT AUTHORITY

Paint and Paint Container Recycling Bylaw

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1. DEFINITIONS

1.1 In this Bylaw,

- (a) "advance disposal surcharge" means the advance disposal surcharge referred to in section 4.1;
- (b) "applicant" means a supplier who applies for registration with the Authority;
- (c) "Authority" means the Alberta Recycling Management Authority;
- (d) "Designated Material Regulation" means the *Designated Material Recycling and Management Regulation* (Alta. Reg. 93/2004) or any replacement thereof as may be amended from time to time;
- (e) "end user" means a person who purchases new paint for the end user's intended use;
- (f) "POP registrant" has the meaning set out in section 4.7 of this Bylaw;
- (g) "Regulation" means the *Paint and Paint Container Designation Regulation* (Alta. Reg. 200/2007) or any replacement thereof as may be amended from time to time;

Approved July 15, 2009, Amended August 1, 2011, Amended November 16, 2011, Amended July 8, 2014.

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- (h) “security interest” means a security interest within the meaning of the Personal Property Security Act (Alberta) (R.S.A. 2000, c P-7) or Bank Act (Canada) (S.C. 1991, c 46) or any replacement thereof as may be amended from time to time;
- (i) “supplier” means
 - (i) a manufacturer of paint who supplies the manufacturer’s own brand of paint to a retailer, or an end user, in or into Alberta;
 - (ii) a marketer who supplies paint to a retailer, or an end user, in or into Alberta, where the paint was manufactured for the marketer by another person and the marketer owns the brand or is the licensee of the brand;
 - (iii) a wholesaler, including a retail distributor, who supplies paint to a retailer, or an end user, in or into Alberta;
 - (iv) a retailer who supplies to the end user paint that the retailer has imported in or into Alberta;
 - (v) any other supplier of paint in or into Alberta; or
 - (vi) an end user who is described in section 4.6 of this Bylaw.

1.2 Terms that are defined in the Regulation have the same meaning when they are used in this Bylaw.

1.3 For the purposes of this Bylaw, all references to “Alberta” include the whole of the City of Lloydminster.

2. REGISTRATION

2.1 All suppliers shall be registered with the Authority.

2.2 The Authority may cancel or suspend a supplier’s registration if the supplier:

- (a) fails to remit to the Authority or to the person designated by the Authority all advance disposal surcharges the supplier is required to remit under this Bylaw;
- (b) ceases to carry on business as a supplier;
- (c) applies to surrender the supplier’s registration with the Authority and the supplier does not carry on business as a supplier;

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- (d) contravenes the Act, the Designated Material Regulation, the Regulation or this Bylaw; or
 - (e) provides inadequate, false or misleading information or representations in any application, return or other form required by the Authority.
- 2.3 The Authority may withhold any registration until sufficient verification or information has been provided by the supplier in relation to any matter reasonably requested by the Authority to be verified or supplied.
- 2.4 An application for registration by a supplier must be in a form acceptable to, or provided by, the Authority and must contain the information required by the Authority.
- 2.5 If the Authority registers an applicant it shall assign a registration number and shall notify the supplier in writing of the number and the effective date of registration.
- 2.6 A supplier who supplies new paint prior to the supplier's registration with the Authority is required to:
- (a) complete any and all reports that may be required by the Authority with respect to such supply of paint prior to the supplier's registration;
 - (b) remit to the Authority any outstanding advance disposal surcharges that arise from such supply of paint prior to registration, regardless of whether the supplier has collected the advance disposal surcharges in respect of such supply; and
 - (c) pay to the Authority any interest that has accrued on any outstanding advance disposal surcharges as calculated in accordance with this Bylaw.

3. SECURITY INTEREST

- 3.1 The Authority may require an applicant or a supplier:
- (a) to provide a security interest to the Authority, or
 - (b) to provide to the Authority evidence of a security interest in a form and amount that is acceptable to the Authority for the purpose of ensuring that the applicant or supplier exercises the powers and carries out the duties as supplier in accordance with the Act, the Designated Material Regulation, the Regulation and this Bylaw.

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4. ADVANCE DISPOSAL SURCHARGE

4.1 The advance disposal surcharge to be remitted by a supplier is:

- (a) unpressurized paint containers
 - (i) 100 ml to 250 ml \$0.10
 - (ii) 251 ml to 1 L \$0.25
 - (iii) 1.01 L to 5 L \$0.75
 - (iv) 5.01 L to 23 L \$2.00
- (b) aerosol paint containers all sizes \$0.10

4.2 Subject to section 5, below, the advance disposal surcharge applies to any supply of new paint, regardless of where the sale, gift or transfer occurs.

4.3 A supplier who supplies paint through any of the transactions described in section 1.1(i)(i)-(v) of this Bylaw shall levy and collect as a surcharge from the person to whom the paint is supplied an advance disposal surcharge in the amount prescribed for that class or type of paint as set out in this Bylaw.

4.4 A supplier in section 4.3 of this Bylaw shall remit to the Authority with the returns required by the Authority all advance disposal surcharges the supplier has collected or for which the supplier is required to have collected under section 4.3 of this Bylaw.

4.5 A supplier or end user who purchases paint from someone who is not registered with the Authority is required to remit the advance disposal surcharge in the amount prescribed for that class or type of paint as set out in this Bylaw

4.6 An end user who imports paint into Alberta for the end user's own use shall pay to the Authority as a surcharge an advance disposal surcharge in the amount prescribed for that class or type of paint or paint container as set out in this Bylaw.

4.7 A supplier may be registered by the Authority as a "Payment on Purchase" or "POP registrant" where that supplier meets the criteria for such registration as established by the Authority from time to time.

4.8 Where a supplier is a POP registrant, that supplier shall remit all advance disposal surcharges to a registered supplier. Where a POP registrant purchases paint from a supplier which is not a registered supplier, the POP registrant shall remit all applicable advance disposal surcharges to the Authority.

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- 4.9 Without limiting the generality of sections 4.3 and 4.4, a supplier who supplies to a POP registrant described in section 4.7 of this Bylaw is liable to remit to the Authority all advance disposal surcharges applicable to supplies of paint made to the POP registrant.
- 4.10 A supplier is required to remit the advance disposal surcharge to the Authority unless that supplier supplies to another supplier who is registered with the Authority under this Bylaw and who provides evidence of his registration number and certifies in writing that the paint is not to be used by him, but is for supply to a third person.
- 4.11 A supplier or end user in sections 4.4 or 4.6 of this Bylaw is not required to remit the advance disposal surcharge to the Authority where the supplier or end user has paid the advance disposal surcharge to a supplier registered with the Authority.
- 4.12 A courier, transporter, carrier or mail service who carries or supplies paint in or into Alberta shall be liable to remit the advance disposal surcharge in respect of that paint where the supplier on whose behalf or under whose direction the paint is supplied or carried, is not registered with the Authority or the advance disposal surcharge is not paid by that supplier to the Authority.
- 4.13 It is the intent of this Bylaw that the advance disposal surcharge in respect of a particular paint material be paid to the Authority only once.

5. EXEMPTIONS

- 5.1 Suppliers who supply less than the amount of paint prescribed by the Authority from time to time in or into the Province of Alberta may be exempt from the requirement to pay the surcharge to the Authority, upon application by the supplier and acceptance in writing by the Authority, and other terms acceptable to the Authority.
- 5.2 No advance disposal surcharge is payable in the following supply transactions:
- (a) where the supply is effected solely to create a security interest;
 - (b) where the paint is supplied directly to a point outside of Alberta; or
 - (c) in any other transaction where the Authority determines, and which otherwise give effect to the Designated Material Regulation, the Regulation and this Bylaw.

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6. RETURN AND PAYMENT OF SURCHARGE

- 6.1 Each supplier required to pay to the Authority the advance disposal surcharge under this Bylaw shall
- (a) complete and file with the Authority at its head office a return in respect of a reporting period not later than 30 days after the end of a reporting period, and
 - (b) remit to the Authority at its head office with the return all advance disposal surcharges owing in respect of all supplies by the supplier during the reporting period.
- 6.2 A return shall be in a form acceptable to the Authority.
- 6.3 Unless the Authority directs otherwise, the reporting period for the purposes of this section is a calendar month.
- 6.4 Notwithstanding section 6.3 above, a reporting period for a POP registrant shall be annually, unless the Authority otherwise directs.
- 6.5 The Authority may in writing at any time extend the time for filing a return.
- 6.6 At its sole discretion, the Authority may apply any amount remitted by a supplier first to the supplier's outstanding debts to the Authority (including, without limitation, unpaid advance disposal surcharges and interest) with the amount remitted being applied to the oldest debts first, and second to the amounts owing by the supplier for the current reporting period.

7. RECORDS

- 7.1 A supplier shall:
- (a) keep records of the supplier's transactions in paint and of the amount of the applicable advance disposal surcharge, and
 - (b) make such records available:
 - (i) for inspection by the Authority and representatives of the Ministry of Environment and Sustainable Resource Development, and
 - (ii) for audit at the times and by a person designated by the Authority, and
 - (iii) provide to the Authority on request information in respect of the supplier's transactions in paint.

Approved July 15, 2009, Amended August 1, 2011, Amended November 16, 2011, Amended July 8, 2014.

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8. ASSESSMENTS

8.1 Where:

- (a) a supplier fails to file a return in accordance with section 6.1, or
- (b) the Authority reasonably believes a return that has been filed is incorrect or misleading, or
- (c) the Authority reasonably believes any person or organization required to remit the advance disposal surcharge under this Bylaw has failed to do so in whole or in part,

the Authority may assess the amount of advance disposal surcharges to be remitted by the supplier in respect of a reporting period or reporting periods.

8.2 Where a supplier fails to collect or remit an advance disposal surcharge with respect to a reporting period, the Authority may assess the advance disposal surcharge in an amount equal to the amount of the advance disposal surcharge that the supplier failed to collect or remit.

8.3 Where the Authority makes an assessment under section 8.1 or 8.2, the supplier shall remit:

- (a) the amount of the assessment, or
- (b) where a return has been filed and a remittance made, the amount, if any, by which the amount of the assessment exceeds the amount remitted,

and the remittance is due and payable from the time the supplier receives notice of the assessment.

9. INTEREST

9.1 Interest is payable by a supplier on advance disposal surcharges that the supplier fails to remit as required by this Bylaw, and is payable at the rate per annum established by the Authority from time to time, from the date the unpaid amount is due until it is paid.

10. CHARGES IN TRUST

10.1 A supplier holds all advance disposal surcharges in trust for the Authority.

11. RECOVERY OF CHARGE

11.1 An advance disposal surcharge and any interest owing in respect of it are recoverable by the Authority in an action in debt.

Approved July 15, 2009, Amended August 1, 2011, Amended November 16, 2011, Amended July 8, 2014.