REGISTRATION GUIDE & FORMS

Recycle Manitoba

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Recycle Manitoba

REGISTRATION GUIDE & FORMS

Recycle Manitoba

Recycle Manitoba is a not-for-profit, industry-funded organization that provides support and funding for the province's residential recycling programs. The program is operated under the Packaging and Printed Paper Stewardship Regulation 195/2008, a regulation under the Waste Reduction and Prevention (WRAP) Act.

Recycle Manitoba works on behalf of manufacturers, retailers and other organizations that supply packaging and printed paper to Manitobans. These businesses pay fees to Recycle Manitoba, which are used to
reimburse communities for up to 80% of the net cost of their residential recycling system.

The organization is governed by a Board of Directors that represent:

- Grocers
- Consumer products
- Beverages
- Alcohol beverages
- Retailers
- Printed paper
- Restaurants

What is the Recycle Manitoba Community Services Program?

The Community Services Program was introduced on April 1, 2010.

The overall objectives of the Community Services Program are to:

- Promote the Reduction, Reuse and Recycling of designated packaging and printed paper in Manitoba.
- Provide stable, long term funding for Community recycling programs.
- Through Community 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 the Recycle Manitoba Community Services Program help Residential Recycling Programs?

The Community Services Program allows participating communities and local governments, including First Nations, and parks, to design their recycling program to meet the specific needs of their community. Recycling programs can be operated by
community employees or contracted to private suppliers. Each community is responsible for establishing, promoting and maintaining their own recycling services on an ongoing basis.

The Community Services Program provides community participants with:

- Funding for recycling programs through Community Recycling Funding Payments, which are reimbursed after the program has been operating for 12-18 months.
- Technical support and assistance for promoting local recycling programs.

What are the funding rates per metric tonne?

Recycle Manitoba's Community Services Program bases its funding rates on the outcome of cost monitoring studies that are undertaken annually.

Based on the results of these studies and keeping to the cost sharing rule, the current rates are outlined in the table below.

These rates are in effect from January 1, 2026 to December 31, 2026.

Population	Rate per metric
0 - 5,000	$499.38
5,001 - 20,000	$395.02

*Rates current as of January 1, 2026

Community Recycling Funding Payments

Recycle Manitoba's Community Services Program is a voluntary, incentive-driven program, which requires that communities share the cost of providing recycling services to their residents. Community Recycling Funding 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.

Communities are grouped by population and must submit regular reports/claims for reimbursement. The costs of operating the program are collected annually through the Cost Monitoring Survey. Recycle Manitoba calculates the median net cost per group and funds up to 80% based on the net median cost three year rolling average.

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

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

Who can apply?

Participation in the Recycle Manitoba Community Services Program is voluntary. All Manitoba communities and local governments including First Nations and parks that meet the requirements set out below are eligible. Private and not-for-profit recyclers are not eligible to apply for funding.

Eligibility Requirements

To qualify, communities & local governments must:
- Operate or contract for residential recycling services.
- Collect all mandatory materials.
- Ensure that recovered materials are recycled into acceptable end-uses.
- Cooperate in Recycle Manitoba cost-monitoring activities.
- Promote the local Community recycling program.

What products are eligible?

Recycle Manitoba's Community Recycling Funding Payments may be claimed for each metric tonne of eligible materials that is diverted from the waste stream and recycled into an acceptable end-use. Your recycling program must collect all mandatory materials to be eligible.

Mandatory Materials

- Newsprint and flyers
- Aluminum food & beverage containers
- Glass food & beverage containers
- Steel food & beverage containers
- Magazines & catalogues
- Gable top containers (eg. milk cartons)
- Boxboard (eg. cereal boxes)
- Paper cups
- Telephone directories
- Residential corrugated cardboard
- Aseptic packaging (eg. juice boxes)
- Household plastics #1-5 & #7



COMMUNITY RECYCLING PROGRAM REGISTRATION PROCEDURES

Communities must register with Recycle Manitoba to be considered for recycling program funding.

1. Fill out and submit the attached Registration and Application Form.

2. Complete and submit the attached Recycling Program Information Form. This form will be reviewed by Recycle Manitoba to ensure your program meets the eligibility requirements of Recycle Manitoba.

3. Recycle Manitoba and the applicant will execute a Community Agreement.

Registration and Application Form

(Page 5)

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

Recycling Program Information Form

(Page 7)

Communities 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.

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

Confirmation of Eligibility

Once an applicant's eligibility is confirmed, Recycle Manitoba will email you your log in information to be used to submit your claims. Communities are required to use the online system to report recycled materials. Payments will only be paid for materials collected after the date that the Community Agreement has been executed.

REGISTRATION AND APPLICATION FORM

Community Name: _____

List all Towns, Villages, and Local Urban Districts in the community which will be provided recycling services:

_____

_____

Authorized Official: _____

Title: _____

Address: _____

Town/City: _____ Postal Code: _____

Phone Number: _____ Fax Number: _____

Email Address: _____ Website: _____

Population: _____

Number of single family dwellings (include duplexes): _____

Number of multi-family dwellings (i.e. Apartment 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 Recycle Manitoba.

No - Indicate the projected start date for the recycling program: _____

REGISTRATION AND APPLICATION FORM

Complete the section below and return this form to Recycle Manitoba. You will be assigned an account number and sent further information. Submit the Recycling Program Information Form (page 7-9) when your recycling program is operational.

Recycle Manitoba Eligibility Requirements and Agreement of Terms

Recycle Manitoba funding is set annually to offset up to 80% of the net cost of operating efficient recycling programs. Communityities are responsible for recycling costs beyond the Recycle Manitoba Community recycling funding payments.

Participation in Recycle Manitoba's program is voluntary and all Manitoba communities are eligible. Participating communities must:

- Operate or contract for residential recycling services.
- Collect all mandatory recyclable materials (see the Registration Guide for a list of mandatory and optional materials.)
- Ensure that recovered materials are recycled into acceptable end uses.
- Complete the annual cost monitoring survey.

The Community of: _____ understands the eligibility requirements for Recycle Manitoba and agrees to cooperate with all Recycle Manitoba policies and procedures.

_____ _____

Signature of Authorized Official Date

RECYCLING PROGRAM INFORMATION FORM

Community: _____

Authorized Official: _____

Phone Number: _____ Email Address: _____

Recycling Program Information

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

☐ Provides services with own forces

☐ Contracts with private sector

☐ Contracts with non-profit group

☐ Other, please describe: _____

_____

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

Contractor Name: _____ Length of Contract: _____

Name of Contact: _____

Mailing Address: _____

Town/City: _____

Postal Code: _____

Phone Number: _____

Fax Number: _____

Services Provided (check all that apply)

☐ Collection of Material

☐ Processing of Materials

☐ Promotion and Education

Question 1b continued on page 9.

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

Contractor Name: _____ Length of Contract: _____

Name of Contact: _____

Mailing Address: _____

Town/City: _____

Postal Code: _____

Phone Number: _____

Fax Number: _____

Services Provided (check all that apply)

- ☐ Collection of Material
- ☐ Processing of Materials
- ☐ Promotion and Education

2a. Indicate the type of residential recycling services in place in your community. (Check all that apply.)

☐ Curbside Recycling System (☐ Bag Collection ☐ Bin Collection ☐ Cart Collection)

Number of households serviced at curbside: _____

Communities receiving curbside recycling service: _____

_____

☐ Depot Recycling System (☐ Central Depot ☐ Multiple Depot Locations)

Number of Depots throughout community: _____

Location of Depot(s): _____

_____

_____

2b. Identify all materials collected in your residential recycling program.

MATERIAL	CURBSIDE	ALL DEPOTS	SOME DEPOTS
#1 PET Plastic Containers & Bottles	☐	☐	☐
#2 HDPE Plastic Containers & Bottles	☐	☐	☐
#4, #5, #6 and #7 Household Plastic Containers	☐	☐	☐
Aluminum Beverage Containers	☐	☐	☐
Aseptic Containers	☐	☐	☐
Boxboard (OBB)	☐	☐	☐
Gable Top Cartons	☐	☐	☐
Glass Containers	☐	☐	☐
Magazines (OMG)	☐	☐	☐
Newsprint and Flyers (ONP)	☐	☐	☐
Paper Cups	☐	☐	☐
Old Corrogated Cardboard (OCC)	☐	☐	☐
Steel Food and Beverage Containers	☐	☐	☐
Telephone Directories (OTD)	☐	☐	☐
Other:			

Please email or mail the completed form to Recycle Manitoba.
CommunitySupport@RecycleManitoba.ca