



Reference: 167140

June 28, 2013

Mike Hennessy  
Executive Director  
Tire Stewardship BC  
PO Box 5366  
Victoria BC V8R 6S4

Dear Mr. Hennessy:

### **Stewardship Plan Approval**

Thank you for submitting the five-year renewal of the Tire Stewardship Plan on September 21, 2011, and the subsequent revised and finalized document on June 19, 2013, in fulfillment of the requirement under section 6 of the Recycling Regulation.

I have completed my review of the submission and hereby approve the Tire Stewardship Plan. Please be advised that this approval applies only to materials or content contained in the plan that pertains to the requirements of section 5 of the Recycling Regulation.

### **Program Communication and Public Awareness**

Ongoing communication and public awareness are important to a successful stewardship program. We expect you to strive to exceed and continuously improve in this area in your plan. Given the importance of public awareness, the Ministry is considering establishing a consumer awareness target for eventual incorporation into the Recycling Regulation. We will keep you apprised on the development of this initiative.

### **Third Party Independent Assurance for Non-financial Information in Annual Reports**

Third party assurance for non-financial information in Annual Reports is required through Section 8(2)(h) of the Recycling Regulation. The assurance must be conducted in accordance with the procedure, "Third Party Assurance Requirements for Non-Financial Information in Annual Reports", dated July 31, 2012 (enclosed and [online](#), beginning on page 1). The schedule for implementing the procedure is outlined in Table 1 at the end of this letter.

Ideally, audit opinions will not be qualified. To minimize or eliminate the potential for qualifications, stewardship programs must exercise due diligence, work closely with assurance providers to develop appropriate assurance criteria, provide their assurance providers with full and timely access to all relevant records (including obtaining records from contractors) and if



necessary make revisions to their Annual Reports. Assurance statements should only include qualifications in exceptional circumstances and when such qualification can be justified. Even in these circumstances, audit opinions must include as few qualifications as possible.

I look forward to working with you to ensure your programs continued success. If you have any questions about this approval, third party assurance requirements or the implementation of your plan, please contact Julia Ratcliffe (250) 387-9774 or [Julia.Ratcliffe@gov.bc.ca](mailto:Julia.Ratcliffe@gov.bc.ca).

Sincerely,

David Lawes  
Director, Waste Management  
Environmental Standards Branch

cc: Meegan Armstrong, A/Section Head, Industry Product Stewardship  
Julia Ratcliffe, Environmental Management Analyst

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**Table 1: Third party assurance implementation schedule**

Data from reporting year	Deadline for submission	Content
2012	Auditor's report including audit opinion due July 1, 2013	Reasonable level of assurance on: <ul style="list-style-type: none"> <li>• Collection facilities<sup>1</sup></li> <li>• Product sold and collected<sup>2</sup></li> </ul>
2013	Auditor's report including audit opinion due July 1, 2014	
2012	<ul style="list-style-type: none"> <li>• Plan for the pre-audit due September 28, 2012</li> <li>• Progress update on pre-audit due November 30, 2012</li> <li>• Pre-audit report due January 31, 2013</li> <li>• Action plan statement on progress made in 2013 due July 1, 2014</li> </ul>	<p>Pre-audit of how recovered product was managed in accordance with the pollution prevention hierarchy under Section 8(2)(d) of the Recycling Regulation. The purpose of the pre-audit is to prepare the program to have a successful audit of product management end fate for 2014 data.</p> <p>The pre-audit will include:</p> <ul style="list-style-type: none"> <li>• Identification of targets in the approved plan (to be reported against);</li> <li>• The development of appropriate assurance criteria by the stewardship agency and their assurance provider, with agreement to the assurance criteria by the assurance provider;</li> <li>• Identification of gaps in the stewardship program's ability to meet the criteria; and</li> <li>• Action plan including a timeline for the stewardship program to address the gaps.</li> </ul>
2013	<ul style="list-style-type: none"> <li>• Notification of intention due September 28, 2012</li> <li>• Auditor's report including audit opinion due July 1, 2014</li> </ul>	Stewardship programs can choose to include product management in accordance with the pollution prevention hierarchy <sup>3</sup> in their audit of 2013 data. The pre-audit is not required if a full audit is conducted for 2013 data. However, stewardship programs may wish to engage an auditor in 2012 to conduct pre-audit work to prepare their data tracking systems for a successful audit of 2013 data.

<sup>1</sup> Whether the location of collection facilities, and any changes in the number and location of collection facilities from the previous report are fairly stated in the Annual Report in accordance with Section 8(2)(b) of the Recycling Regulation

<sup>2</sup> Whether the description of how total amounts of the producer's product sold and collected and, if applicable, the producer's recovery rate has been calculated is fairly stated in the Annual Report in accordance with Section 8(2)(e) of the Recycling Regulation

<sup>3</sup> Whether the description of how the recovered product was managed in accordance with the pollution prevention hierarchy under Section 8(2)(d) of the Recycling Regulation is fairly stated in the Annual Report

2014 and future years	Auditor's report including audit opinion due July 1 of the year following the reporting year	Reasonable level of assurance on: <ul style="list-style-type: none"> <li>• Collection facilities<sup>1</sup></li> <li>• Product sold and collected<sup>2</sup></li> <li>• Product management in accordance with the pollution prevention hierarchy<sup>3</sup></li> </ul>
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Auditor's reports including audit opinions are to be embedded in or attached to Annual Reports. Notifications of intention, as well as pre-audit plans, progress updates, reports and action plan statements, should be submitted to the Director, Waste Management, as separate documents in electronic or hard copy form. Third party assurance providers prepare the auditor's reports. Stewardship programs may prepare all other documents with input from their assurance provider. Notifications of intention, as well as the pre-audit plans, progress updates and action plan statements should be brief (for example, bullet format, 1 – 2 pages maximum).