

Guidance Document National Used Oil Management Associations of Canada (UOMA Canada)

Approval: August 27, 2024

Section I. About UOMA Canada

Inter-provincial cooperation of the provincial automotive waste associations is formalized through **UOMA Canada** which coordinates the Canadian used oil and antifreeze materials recycling effort and encourages national standards. The waste streams include used oil, used oil filters, used antifreeze, used plastic oil/antifreeze/DEF containers and pails, and aerosol cans. Operational and day-to-day costs, as described in the following sections, are shared proportionately by the participants. Participants of UOMA Canada operate producer responsibility organizations and/or stewardship plans for the collection, management and recovery of used oil materials and antifreeze materials, as designated by provincial regulations.

Special projects are funded voluntarily by provinces willing to participate, based on the benefits they may receive.

Section II. Eligible participants in UOMA Canada agree to the following Principles:

- i. To work toward enhancing the effectiveness of each participants program through the sharing of information, expertise and resources. This is UOMA Canada's **Mission**.
- ii. To be committed to strong partnerships, enhancing value for its participants, aiming for a cleaner environment and creating a sustainable, positive value for end-of-life products managed by the different participants. This is UOMA Canada's **Vision**.
- iii. To not use participation in UOMA Canada to undermine or disadvantage other UOMA Canada participants.
- iv. To coordinate industry (i.e., first sellers, association Members, etc) facing interactions common to all participants, when possible. This coordination does not limit participants from direct contact with their stakeholders. Industry facing interactions include:
 - product definitions,
 - environmental handling charge reporting,
 - compliance reviews and reporting,
 - industry registrations.
- v. To coordinate messaging for national and multi-jurisdictional issues.

- vi. To participate openly and collaboratively in the National Used Oil Materials and Antifreeze Advisory Committee (NUOMAAC) and the Strategic Planning Session as described below.
- vii. To participate openly and collaboratively in Executive Directors/CEO meetings as described below.
- viii. To develop and provide input to short and medium term workplans and where appropriate for each participant, commit to cost and data sharing for joint projects where there is mutual benefit.
- ix. To share aggregate data (subject to confidentiality and conflict of interest provisions) to enhance program delivery for all participants.

Section III. UOMA Canada Participants

A. UOMA Canada Eligibility

- i. Must be incorporated as a not-for-Profit Organization, and unaffiliated with a for-profit entity.
- ii. Must represent obligated stewards/producers/first sellers (Members) that are active in multiple jurisdictions.
- iii. Agreement with the conditions and principles listed in Section II.
- iv. Does not provide hauling or processing services either directly or through an affiliate organization.
- v. Signatory to a non-disclosure and confidentiality agreement (including provisions in Section VI)
- vi. Agreement with the Conflict-of-Interest Section (Section VII)
- vii. Participation would not create, or give the appearance of creating, a violation of the Competition Act with respect to one or more of the activities, responsibilities, and goals of UOMA Canada.

Applications for participation in UOMA Canada must provide documentation confirming the above requirements to the existing participants.

B. Revocation of Participation

Participation in UOMA Canada ceases immediately in the event of a breach of eligibility criteria (i). Participants will have 60 days to remedy breaches of other eligibility criteria before their participation ceases.

C. Current participants

Participants, as of June 2024, include the following programs:

- i. Interchange Recycling formerly British Columbia Used Oil Management Association (BCUOMA)
- ii. Alberta Recycling Management Authority (ARMA)
- iii. Saskatchewan Association for Resource Recovery Corp. (SARRC)
- iv. Manitoba Association for Resource Recovery Corp. (MARRC)
- v. Société de Gestion Des Huiles Usagées (SOGHU)
- vi. Atlantic Used Oil Management Association (Atlantic UOMA)

Section IV. Purpose, goals and responsibilities of UOMA Canada

A. Purpose

The Purpose of UOMA Canada is:

- To provide opportunities for Director's and Staff of each participant to collaborate, advise, discuss and plan projects and initiatives of national interest.

Through collaboration, the participants will work toward the following:

- i. Enhance the effectiveness and best practice of the Members' recycling program through harmonization, collaboration, the sharing of information, expertise, and resources.
- ii. Be a catalyst for the research and development to increase the effectiveness and efficiency of sustainable diversion.
- iii. Organize and promote educational opportunities for sustainable used oil materials diversion.
- iv. Support collective communication and public information initiatives by the Members in Canada.
- v. Enhance harmonization where possible to support material recovery and improve stakeholder satisfaction.
- vi. Explore opportunities to improve the effectiveness and efficiency of material management practices, including but not limited to sharing best practices, joint procurement, pilot programs, and end market investments.

B. Goals

- i. Develop a statistical database which will help support responsible end-of-life material management.
- ii. Provide information and resources to support the material collection and recovery markets.
- iii. Develop, produce and distribute information about material management and promote best practices.
- iv. Act as a resource to outside groups interested in end-of-life material management practices.
- v. Promote a clear and positive image for recycling and its benefits to the environment.

C. Responsibilities

All participants are responsible to ensure good governance practices are followed. Meetings will be supported by:

- i. Providing agendas in advance and having minutes taken
- ii. Records, including minutes, will be maintained in a location accessible to all participants.
- iii. All participants will act in accordance with the principles of UOMA Canada
- iv. Participants will review all materials distributed in advance of meetings and participate in a respectful manner.

Section V. Meetings and Committees

The goals and objectives of UOMA Canada will be supported by participation in the following three endeavours: the National Used Oil and antifreeze Advisory Committee (NUOMAAC), an annual Strategic Planning Session (SPS), and by Executive Director/CEO meetings.

A. National Used Oil Materials and Antifreeze Advisory Committee (NUOMAAC) Meeting

NUOMAAC meetings provide an opportunity for the Board Chairs, Executive Directors/CEOs of each participant to meet regularly to advance the purpose and goals of UOMA Canada.

NUOMAAC is a forum for Board Chairs to provide advice to participants on matters of common interest that fall within the mandate of UOMA Canada.

1. Meeting Schedule and Chair
 - i. Meetings are held semi-annually with in-person meetings at each SPS and virtually in spring (See Appendix A for rotation).

- ii. Meeting Chair is rotated annually following the SPS schedule. The host organization leads the planning, prepares the draft agenda, chairs the meeting and covers the meeting costs. Each participant is responsible for its own travel costs.

B. Annual Strategic Planning Session (SPS)

The SPS provides an annual opportunity for all Board members and staff of each participant to engage in-person with each other, to discuss current market trends or potential changes to the industry and contributes to the goals of UOMA Canada in a conference setting.

The SPS offers an opportunity to recognize and provide appreciation for the efforts of UOMA participant Board directors in each province, most of whom are volunteers.

The SPS is:

- i. Held annually at the end of August with a rotating host (See Appendix A for rotation).
- ii. Planned and organized by the host participant.
- iii. Funded on a cost-sharing method by each UOMA Canada participant. The amount is decided annually by the participants. Excess expenditures become the onus of the host organization. Each participant is responsible for its own travel and accommodation costs.

C. UOMA Canada Executive Director/CEO's Meeting

The Executive Director/CEO's meeting provides opportunities for participants to plan, discuss, execute and follow up on projects or initiative of national interests. These meetings focus on more operational topics guided by the advice obtained through NUOMAAAC and the SPS and

- i. Be attended by the Executive Director/CEO and invited Sr. staff of each participant.
- ii. Consist of monthly conference calls on the 3rd Tuesday of each month or as scheduled by the participants. Three of the meetings will be full-day in-person sessions, held in or around February, August (in conjunction with the SPS), and November. (See Appendix A for rotation).
- iii. The hosting association participant will lead the planning and logistics of the meeting. The monthly calls are supported by administrative staff, who may assist with agenda building and take minutes, on a cost-share basis.
- iv. The meeting costs will be covered by the hosting association for in-person meetings. Each participant is responsible for its own travel costs, if applicable.
- v. To develop and review a workplan for joint projects (Appendix B).

Section VI. Confidentiality

Participants are responsible for maintaining the privacy, security and confidentiality of information and data received either in written, oral, electronic or other forms. This duty of confidence extends beyond the end of the participant's relationship with UOMA Canada.

Participants must execute a mutual confidentiality agreement.

Section VII. Conflict of Interest Policy

A conflict of interest means an interest or activity that influences or appears to influence an individual's ability to exercise objectivity or impairs the individual's ability to perform his or her duties and responsibilities in the best interests of UOMA Canada. A conflict of interest arises when an individual put personal interests in conflict with the interests of the UOMA Canada. In general, a conflict of interest is considered to have arisen when:

- i. an individual or a member of the individuals' family, including spouses, common-law partners, parents, siblings, children and other immediate relatives, may receive a financial or other significant benefit.
- ii. an individual has an opportunity to influence UOMA Canada material decisions in a manner that leads to personal gain or advantage; and

an individual has an existing or potential financial or other significant interest which impairs or appears to impair the individual's independence in the performance of his or her duties and responsibilities to UOMA Canada.

Avoidance and Disclosure - Individuals are obligated to avoid conflicts of interest. Should a conflict of interest or circumstances that could be construed or perceived as a conflict of interest arises, individuals must immediately and fully disclose this to the Chair, which may recommend any actions needed to eliminate a conflict of interest. Individuals understand that disclosure itself does not remove a conflict of interest.

APENDIX A

UOMA Canada Meetings Calendar

(INTERNAL ONLY)

APENDIX B
UOMA Canada Workplan

(INTERNAL ONLY)