How to submit a Recycling Rebate Report in the online WRARS system

- 1. Visit https://wrars.ca in an Internet browser.
- 2. Click the **Login** button on the right.



WASTE REDUCTION & RECYCLING SUPPORT PROGRAM

Home



Welcome to the WRARS Program

The Waste Reduction and Recycling Support (WRARS) Program was established to improve Manitoba's waste diversion rate, encourage sustainable waste management practices and enhance municipal waste diversion activities.

Beginning July 1, 2009, all solid waste disposed at Manitoba landfills is subject to a \$10 per Tonne WRARS Levy. The Levy applies to all residential waste, industrial, commercial and institutional waste, construction, renovation and demolition waste, and other solid waste materials.

The WRARS Levy functions as a disincentive to waste disposal by increasing waste disposal costs. The program rewards municipal recycling efforts through a revenue sharing formula. Municipal governments and businesses can reduce their waste bill by reducing the amount of waste sent to landfill and municipalities can increase their financial reward through enhanced recycling and waste diversion activities.

All WRARS Levy revenues are deposited in the WRARS Fund established under The Waste Reduction and Prevention Act. Eighty per cent of the revenues is rebated to municipalities to further promote recycling in Manitoba. The remaining twenty per cent is used to support provincial waste management program priorities of the Manitoba government.

3. Enter account name (username or email address) and password.

If you forget your password, click "Forgot your password?" to receive an email to reset the account holder's password.

To request an account or to ask for help, contact recyclemb@gov.mb.ca.



4. Click Municipalities.

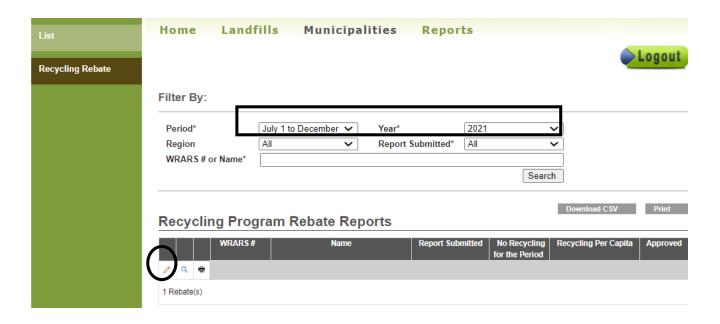


5. Click **Recycling Rebate** on left side.



- 6. Select the appropriate reporting period (January 1 to June 30 or July 1 to December 31) and year.
- 7. Under **Recycling Program Rebate Reports**, click the **pencil icon** on the left of the listed municipality or community. This takes you to the reporting form.

If there is more than one municipality or community listed, submit a Recycling Rebate Report for each one.

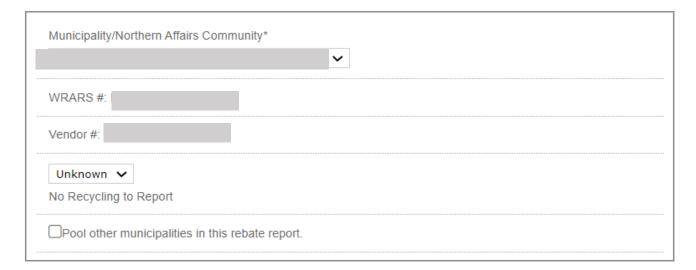


8. Section one of four:

The first three fields will be pre-populated. Select No for "No Recycling to Report".

Only select **Pool other municipalities in this rebate report** if you have an agreement with another municipality or community to do so. This will only be applicable to a few municipalities. Contact recyclemb@gov.mb.ca if you have questions about this.

Part B: Recycling Program Rebate Report



9. Section two of four:

Enter the name, title and contact information of your municipal or community elected official (e.g., mayor, reeve, deputy mayor, head of council).

Once the recycling rebates applications are approved, the Manitoba government will notify your elected official with the good news.

Upon the successful evaluation of your application, your elected municipal or community official will be notified by the Manitoba Government. Please provide the name, title and contact information of your elected official.

Title of Elected Official (e.g. May	r, Reeve, Deputy Mayor, Head of Council)*	
Address*	Postal Code*	
Town/City*	Province* Manitoba	
Phone Number*		
Formatted like this: (xxx) xxx-xxxx		

10. Section three of four:

Enter the weights for each category of recycled items. Select **Tonnes** or **Kgs** from the drop-down menus below **Curbside**, **Depots**, and **Total**. Under **Population**, choose the most recent census population from the drop-down menu.

Materials	Curbside*	Depots*	Total*
	~	~	~
Newsprint & Flyers (ONP)	0	0	0
Magazines (OMG)	0	0	0
Telephone Directories (OTD)	0	0	0
Boxboard (OBB)	0	0	0
Gable Top Cartons	0	0	0
Aseptic Containers	0	0	0
Steel Food & Beverage Containers	0	0	0
Aluminum Beverage Containers	0	0	0
PET #1 Plastic Bottles	0	0	0
HDPE #2 Plastic Containers	0	0	0
#4, 5 & 7 Plastic Containers	0	0	0
Glass Containers	0	0	0
Old Corrugated Cardboard (OCC)	0	0	0
Other Eligible Materials	0	0	0
Other Ineligible Materials (Residue)	0	0	0
Total	0.000	0.000	0.000
Specify Other Eligible Material			
Specify Other Ineligible Material			
Population	Overriding	g/Pooled Population	
	(required fi Capita)	or pooled municipalities to	calculate the Waste Per

11. Section four of four:

Enter the name, title and contact information of your municipal or community's Chief Administrative Officer or similar position.

This person will be copied on the notification letter to your elected official once the recycling rebate applications are approved.

Chief Administrative Officer (First and Last Name)*	Title (if other than Chief Administrative Officer)*
Phone Number*	
Formatted like this: (xxx) xxx-xxxx	
Email Address*	
Date signed* (select a date)	
	itutes a logal signature confirming that this
I understand that typing my name above consti report is accurate to the best of my knowledge represent.*	
The Disclaimer must be accepted before you may submit	your data.

Click the **Submit** button once finished.

Ensure the recycling rebate reports are submitted by the deadlines:

- July 31 for the January to June reporting period
- <u>January 31</u> of the following year for the July to December reporting period