

Complete all the fields on this form if you are applying to be a Steward under the program.
For more information, refer to www.ontarioTS.ca.

Please PRINT in black ink.

Business Location Address				
Legal Business Name				
Business Operating Name (if different from legal business name)			Franchise Name (if applicable)	
Location Address				
City		Province/State	Postal Code/Zip/Other	Country
Phone Number ()	Fax Number ()	E-mail Address		

Primary Contact Information (This is the primary contact information that should be used for communication)				
Name				
Position				
Contact Address	<input type="checkbox"/> Same as Business Location Address above, or complete details below			
City		Province/State	Postal Code/Zip/Other	Country
Phone Number ()	Fax Number ()	E-mail Address		
Preferred Contact Method				
<input type="checkbox"/> E-mail		<input type="checkbox"/> Fax (Note 1)		<input type="checkbox"/> Mail

Note 1: Fax number must not be on Canada's National Do Not Call List.

For OTS office use only		
Date received (DD MMM, YYYY)	Activation Date (DD MMM, YYYY)	Confirmation Mailed (DD MMM, YYYY)
Registration Number		



Steward Registration Form

Steward Details																												
Business Start Date (DD MMM, YYYY)	Ontario Business Number (please provide if applicable)																											
Steward Type Please check the one box which best describes your primary activity.																												
<input type="checkbox"/> Tire Manufacturer																												
<table><thead><tr><th>Vehicle Manufacturer</th><th>Vehicle Dealer</th><th>Other</th></tr></thead><tbody><tr><td><input type="checkbox"/> Car / Light Truck</td><td><input type="checkbox"/> Car / Light Truck</td><td><input type="checkbox"/> Mass Merchant (Retail)</td></tr><tr><td><input type="checkbox"/> Commercial Truck</td><td><input type="checkbox"/> Commercial Truck</td><td><input type="checkbox"/> Tire Dealer (Retail)</td></tr><tr><td><input type="checkbox"/> Trailer</td><td><input type="checkbox"/> Trailer</td><td><input type="checkbox"/> Tire Dealer (Wholesale)</td></tr><tr><td><input type="checkbox"/> Recreational Vehicle</td><td><input type="checkbox"/> Recreational Vehicle</td><td><input type="checkbox"/> Online Retailer</td></tr><tr><td><input type="checkbox"/> Agricultural Vehicle</td><td><input type="checkbox"/> Agricultural Vehicle</td><td><input type="checkbox"/> Other Tire Importer</td></tr><tr><td><input type="checkbox"/> Motorcycle or Moped</td><td><input type="checkbox"/> Motorcycle or Moped</td><td><input type="checkbox"/> Other - Please specify:</td></tr><tr><td><input type="checkbox"/> Industrial Vehicle</td><td><input type="checkbox"/> Industrial Vehicle</td><td></td></tr><tr><td><input type="checkbox"/> Off-the-Road Equipment</td><td><input type="checkbox"/> Off-the-Road Equipment</td><td></td></tr></tbody></table>		Vehicle Manufacturer	Vehicle Dealer	Other	<input type="checkbox"/> Car / Light Truck	<input type="checkbox"/> Car / Light Truck	<input type="checkbox"/> Mass Merchant (Retail)	<input type="checkbox"/> Commercial Truck	<input type="checkbox"/> Commercial Truck	<input type="checkbox"/> Tire Dealer (Retail)	<input type="checkbox"/> Trailer	<input type="checkbox"/> Trailer	<input type="checkbox"/> Tire Dealer (Wholesale)	<input type="checkbox"/> Recreational Vehicle	<input type="checkbox"/> Recreational Vehicle	<input type="checkbox"/> Online Retailer	<input type="checkbox"/> Agricultural Vehicle	<input type="checkbox"/> Agricultural Vehicle	<input type="checkbox"/> Other Tire Importer	<input type="checkbox"/> Motorcycle or Moped	<input type="checkbox"/> Motorcycle or Moped	<input type="checkbox"/> Other - Please specify:	<input type="checkbox"/> Industrial Vehicle	<input type="checkbox"/> Industrial Vehicle		<input type="checkbox"/> Off-the-Road Equipment	<input type="checkbox"/> Off-the-Road Equipment	
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Types of Tires Handled Check all boxes that apply. Definition of tire types available at www.ontarioTS.ca																												
<input type="checkbox"/> Passenger & Light Truck Tires	<input type="checkbox"/> Small OTR Tires																											
<input type="checkbox"/> Medium Truck Tires	<input type="checkbox"/> Medium OTR Tires																											
<input type="checkbox"/> Agricultural Drive and Logger Skidder Tires	<input type="checkbox"/> Large OTR Tires																											
<input type="checkbox"/> Small and Large Industrial Tires	<input type="checkbox"/> Giant OTR Tires																											
Are you planning to, or already registered for, another role in the program? Check all boxes that apply.																												
<input type="checkbox"/> Collector	<input type="checkbox"/> Hauler	<input type="checkbox"/> Recycled Product Manufacturer	<input type="checkbox"/> Processor																									
HST Registration Number																												

Acknowledgment of Rules for Stewards		
The applicant hereby acknowledges reading and understanding the Rules for Stewards and agrees to be bound by them.		
Authorized signature	Print name	Date
	Position	(DD MMM, YYYY)
Name (form completed by)	Phone (form completed by)	
	()	

Rules for Stewards

Please Note: The rules contained below are for reference purposes only. Please refer to section 8 of the Used Tires Program Plan for the full Rules. Should any discrepancy exist between the Rules found in the Program Plan and those provided here, the Rules in the Program Plan will prevail.

ONTARIO TIRE STEWARDSHIP RULES FOR STEWARDS WITH RESPECT TO PAYMENT OF TIRE STEWARDSHIP FEES

1. Interpretation

In these Rules, the following terms shall have the following meanings. A reference to a statute or act of any legislature shall, unless otherwise expressly provided, be deemed to refer to such statute or act as it existed at the date of these Rules and as it may be amended or replaced from time to time. The headings used throughout these Rules are solely for convenience and are not to be used as an aid in the interpretation of these Rules. The singular or masculine or neuter, as used in these Rules, shall be construed to mean the plural or feminine or body corporate where the context of these Rules may so require. Capitalized terms which are not otherwise defined will have the meaning given to them in the Waste Diversion Act, 2002:

Affiliate means an affiliated body corporate within the meaning of subsection 1(4) of the Business Corporations Act (Ontario).

Base Interest Rate means the interest rate established from time to time under the Rules of Civil Procedure of the Courts of Justice Act, as amended from time to time, for prejudgment interest;

Brand means a trademark within the meaning of the Trade-marks Act (Canada), whether or not registered pursuant thereto;

Brand Owner means, with respect to Branded Tires, during any time in the Data Period:

- (a) a Person Resident in Ontario who is the registered owner of the Brand, or
- (b) a Person Resident in Ontario who is a licensee of the registered owner of the Brand, or
- (c) a Person Resident in Ontario, who owns the intellectual property rights to the Brand, or
- (d) a Person Resident in Ontario, who is a licensee, in respect of the intellectual property rights to the Brand;

Branded means that a Brand is attached to or otherwise associated with Tires;

Commencement Date means the first day of the first calendar month which begins at least 120 days after the date of publication of the Regulation on the e-Laws Website designating OTS as the industry funding organization for Used Tires; provided that, if 120 days from such date of publication will fall in the months of October, November or December, then Commencement Date means January 1 of the next succeeding calendar year;

Commercial Connection, for the purposes of these Rules, means that a Person derives a direct economic benefit when the particular New Tires are Supplied in Ontario;

Commercial Tires means medium truck Tires as defined in Appendix A: OTS Definition of Program Tires;

Data Period means each one month period ending the last day of each calendar month starting on the Commencement Date;

e-Laws Website means the website of the Government of Ontario for statutes, regulations and related materials that is available on the Internet at www.e-laws.gov.on.ca or at another website address specified by a regulation made under subsection 1(3) of the Legislation Act, 2006;

Filed means electronically submitted or mailed to OTS at an address identified to the Stewards by mail or electronically, with confirmation of transmission in the case of sending by electronic means;

First Importer means a Person Resident in Ontario who imports New Tires into Ontario but is not a Brand Owner of such New Tires, and includes a Person Resident in Ontario who is the first to take title to or delivery or possession of such Tires, upon or after arrival in Ontario from elsewhere during the Data Period. A Person who takes delivery/possession of New Tires only for the purpose of transporting them to another Person in Ontario is not the First Importer of the Tires;

Light Truck Tires means Tires designed for light trucks as defined in Appendix A: OTS Definition of Program Tires;

New Tires means all Tires Supplied with a new vehicle, or new replacement Tires or new additional Tires Supplied separately or with used vehicles, but does not include Used Tires or Retreaded Tires;

OEM means a manufacturer or first importer of new vehicles for Supply in Ontario;

OTS means Ontario Tire Stewardship;

Passenger Tires means Tires designed for passenger vehicles as defined in Appendix A: OTS Definition of Program Tires;

Person includes an individual, partnership, joint venture, sole proprietorship, company or corporation, government (whether national, federal, provincial, state, municipal, city, county or otherwise and including any instrumentality, division, body, department, board or agency of any of them), trust, trustee, executor, administrator or any other kind of legal personal representative, unincorporated organization, association, institution, entity, however designated;

Published Address means an address in Ontario appearing in a current telephone directory or a recognized current published business directory;

Resident in Ontario means either of the following: (i) having a published address in Ontario; or (ii) having a permanent establishment in Ontario for the purposes of the *Corporations Tax Act (Ontario)*;

Retreaded Tires means Used Tires which have been reconditioned for the purpose of extending the useful life of the Tires, including replacement of the tread rubber only or replacement of tread and sidewall rubbers;

Rules means these rules, and includes additional rules or amendments to these Rules from time to time, as published by OTS on its website;

Steward means a Person designated as such under Rule 2; and "Stewards" means more than one Steward;

Steward's Report means a report prepared by a Steward and filed with OTS describing the aggregate amount of New Tires Supplied in the Data Period by the Steward and its Affiliates, containing the information required by Appendix B;

Supplied means:

- (i) sold or otherwise transferred (whether by transfer of possession or title);
- (ii) leased;
- (iii) donated;
- (iv) disposed of; or
- (v) otherwise made available or distributed

for use in the Province of Ontario, and includes an import of New Tires for a purpose set out in Rule 2(3)(b); **Supply** and **Supplies** have similar meanings;

Tire Stewardship Fees means the fees payable to OTS pursuant to Rule 4;

Tires means products comprised primarily of rubber for mounting on passenger vehicles, motorcycles, trucks, buses, mobile homes, trailers, aircraft, earthmoving, road building, mining, logging, agricultural, industrial and other vehicles to provide mobility, but does not include tires on or for toys, bicycles, personal mobility devices and commercial aircraft;

Unbranded means a Brand is not attached to or otherwise associated with Tires;

Used Tires means all Tires, including any part of a tire, that, for any reason, are not suitable for their originally intended purpose, but does not include Retreaded Tires.

2. Designation of Stewards

For the purposes of determining which Person shall be designated as a Steward for New Tires, the following provisions shall apply, in the order in which they are set out. If two or more Persons are designated as a Steward pursuant to the following, the earlier provision shall prevail.

- (1) An OEM is designated as the Steward with respect to all New Tires on vehicles Supplied by the OEM;
- (2) A Brand Owner is designated as a Steward with respect to all New Tires:
 - (a) Supplied in the Data Period in respect of which it is the Brand Owner; and
 - (b) to which it has a Commercial Connection;
- (3) A First Importer is designated as a Steward with respect to all New Tires:
 - (a) Supplied in the Data Period of which it is the First Importer; or
 - (b) of which it is the First Importer in the Data Period for use by it or its Affiliate in the Province of Ontario, other than New Tires purchased by an individual for personal use;
- (4) If there are Unbranded Tires Supplied in the Data Period, and if the manufacturer is Resident in Ontario, the manufacturer of such Tires shall be designated as the Steward for such Tires; otherwise the First Importer shall be designated as the Steward for such Tires;
- (5) If there are two or more Brand Owners for the same Tires Supplied in the same Data Period, the Brand Owner most directly connected to the manufacture of the Tires shall be designated as the Steward;
- (6) Where there is no Steward for a particular Supply of New Tires in Ontario, any Person who elects to become a Steward for such New Tires shall, upon obtaining the consent of OTS and executing an agreement to be bound by these Rules, be designated a Steward for such Supply.

3. Steward's Report

- (1) Every Steward shall file its first Steward's Report with OTS on or before the later of:
 - (a) the last day of the first calendar month after the end of the first Data Period after the Commencement Date; and
 - (b) 90 days after such Steward is notified of the existence of these Rules and how to obtain a copy of them.
- (2) Stewards may amend a Steward's Report with the consent of OTS to correct information in the Steward's Report that is in error or to replace data previously reported.
- (3) Once it has filed its first Steward's Report, a Steward shall file a Steward's Report in accordance with the schedule as set out in Appendix C.
- (4) Notwithstanding the above OTS may require a Steward to file a Steward's Report by sending a written request to the Steward.

4. Fees Payable

- (1) Stewards shall pay Tire Stewardship Fees to OTS on New Tires Supplied in the relevant Data Period in accordance with Appendix C. The amount of Tire Stewardship Fees shall be calculated in accordance with Appendix D by multiplying the number of units of each type of New Tires included in the Steward's Report by the Fee Rate set out opposite such type.
- (2) Notwithstanding that a Steward has not received the notice in Rule 3(1), it is responsible for payment of Tire Stewardship Fees for all New Tires for which it is a Steward from and after the Commencement Date to the date on which it receives such notice.
- (3) OTS may provide a credit for Tire Stewardship Fees which are overpaid, or which are for the same New Tires for which another Person has paid Tire Stewardship Fees.
- (4) A Person described in any provision of Rule 2 who receives a Supply of New Tires from a Person who may be a Brand Owner, First Importer or OEM (the "provider") must ensure that the provider is a Steward with an OTS identification number. The OTS identification number will be posted on the OTS website.
- (5) For remittance on tires supplied prior to July 1, 2010, a Steward shall remit GST applicable to the Tire Stewardship Fee to OTS with each monthly remittance of the Tire Stewardship Fee.
- (6) For remittance on tires supplied on or after July 1, 2010, a Steward shall remit HST applicable to the Tire Stewardship Fee to OTS with each monthly remittance of the Tire Stewardship Fee.

5. Penalties, Interest and Back Fees

- (1) Stewards who fail to pay Steward's Fees by the dates specified in Appendix D will be subject to a penalty calculated at 10% of Tire Stewardship Fees due and payable.
- (2) If the amounts reported in a Steward's Report are inaccurate, any deficiency in Tire Stewardship Fees resulting from such inaccuracies shall be immediately due and payable from the date of the filing of the correcting Steward's Report or the date the Steward first knew of such inaccuracy, whichever is earlier, and, if not paid within 30 days, will be subject to a penalty equal to 10% of such Tire Stewardship Fee deficiency.
- (3) Interest on the amounts payable under Rules 5(1) and 5(2) shall accrue from their respective due dates at the Base Interest Rate plus 3% per annum. In addition, a Steward shall pay all collection costs, including all proper and reasonable legal fees, incurred by OTS, whether or not an action or any other legal remedy has been commenced.
- (4) OTS may waive all or part of any penalty, interest or charges otherwise payable under this Rule 5.

6. Record Provision and Retention

- (1) Upon request from OTS, Stewards shall promptly provide data used in the preparation of the Steward's Report, including calculation methodology, product data, internal audit reports, list of Brands reported and list of Brands excluded from report and such other information or data in the Steward's possession or control as may be reasonably requested by OTS to substantiate the accuracy of the Steward's Report.
- (2) A Steward shall retain records or, on receipt of written request, provide records at an address in the Province of Ontario to substantiate and verify the amount set out in its Steward's Report for a period of not less than five years from the date of the Steward's Report to which they relate. A Steward shall grant access to OTS upon its request to examine its books and records to enable OTS to audit and inspect such records respecting a Steward's Report up to five years after the date of receipt of such Steward's Report by OTS.

7. Dispute Resolution

If any dispute arises between a Steward and OTS as to the amount of New Tires that is required to be included in a Steward's Report:

- (1) The parties shall attempt to resolve the dispute through designated representatives from each of OTS and the Steward within 30 days after written notice of the dispute was first given, or as otherwise agreed upon.
- (2) If the parties are unable to resolve the dispute within the above period, the Steward and OTS shall, within 30 days thereafter, jointly select an arbitrator to arbitrate the dispute. If the Steward does not nominate an arbitrator within the 30 day period, OTS shall nominate the arbitrator. The arbitration shall be conducted in accordance with the Arbitration Act, 1991.
- (3) The arbitrator shall render a written decision on the dispute within 14 days after the arbitration hearing or submission. The decision of the arbitrator shall be final and binding on the parties and shall be subject to appeal only on questions of law and not on questions of fact, in accordance with Section 45 of the Arbitration Act, 1991, and shall be enforceable against OTS and the Steward, as the case may be, immediately on the issue of such decision to the parties to the dispute.

8. Interpretive Memoranda

OTS may publish on its website non-binding interpretive memoranda on these Rules and how it proposes to administer them.

9. Publishing of Names

- (1) OTS will provide all Stewards with an identification number.
- (2) The names and identification numbers of Stewards filing Steward's Reports will be posted on the OTS website.
- (3) OTS may post a list on its website of all Brands reported in Steward's Reports from time to time, and all OEM's, Brand Owners, First Importers and other Stewards associated with such Brands.

10. Notice

Any notice, request or other communication from OTS to a Steward which is required or may be given under these Rules may be delivered or transmitted by means of electronic communication, personal service or by prepaid first class postage to the Steward at a Published Address in Ontario and shall be deemed to have been received on the third day after posting and on the first day after the date of electronic transmission, in each case which is not a Saturday, Sunday or public holiday in Ontario.

11. Amendments to Rules

These Rules may be amended by OTS from time to time. On receipt of any necessary approvals and the publication of the amended Rules on OTS' website, such amendments will come into effect and apply to all Stewards from and after the effective date.