

This document provides compliance guidance to producers who are required to establish and operate an information technology, telecommunications and audio visual equipment (ITT/AV) collection system under the [Electrical and Electronic Equipment \(EEE\) Regulation - O. Reg. 522/20](#).

Under the EEE Regulation, beginning January 1, 2021, producers of ITT/AV are required to establish and operate a collection system for ITT/AV that meets each individual producer's requirements as outlined below. The requirements to establish and operate a collection system can be achieved by the producer or by a Producer Responsibility Organization (PRO) on the producer's behalf.

Collection system requirements for producers of lighting under the EEE Regulation take effect January 1, 2023, and the Authority will provide guidance before that date.

Large Producer Requirements

[Under the EEE Regulation](#), a large producer is any producer who must manage, or make best efforts to manage, 700 tonnes or more of ITT/AV in a performance period. The regulation requires each large producer to ensure that a compliant *Public Collection System* exists, as defined below. The number of sites required in each municipality in the Public Collection System is determined based on population requirements, found in Schedule A.

Public Collection System

The intent of the public collection system requirement is to ensure that the public can have access to collection sites to drop off their used ITT/AV throughout Ontario. This requirement is separate from a producer's requirement to manage used ITT/AV and to manage everything collected from a collection site.

While the EEE Regulation requires each producer to establish and operate a compliant public collection system, the regulation also allows multiple producers to rely on the same collection site to help satisfy the requirement to set up a public collection system. It is not necessary for a producer to have an agreement with every producer or PRO who operates a site that is included in the public collection system.

Public collection system sites are required to:

- accept all ITT/AV, including components, parts or peripherals;
- be open to the public and operated during regular business hours;
- accept up to 50 kg of ITT/AV from any person;
- record the name and contact information of any person who drops off more than 50 kg; of ITT/AV in a single day, including the weight of the ITT/AV dropped off;
- not charge consumers to drop off the ITT/AV; and
- be serviced in order to continue operating (i.e., ITT/AV continues to be collected and hauled to a processor or refurbisher).
 - The requirement to continue to service these sites is required even if the public collection system produces more ITT/AV than is required to meet a producer's minimum management requirement.

It is the responsibility of the producers to ensure these collection system sites are in compliance with the above requirements.

Producers or PRO on their behalf) may set up collection sites that do not meet the above requirements (such as a private business not available to the public). These sites may be used to achieve producer management requirements, but cannot be used to meet the requirements of a public collection system.

Producers that have minimum management requirements under the EEE Regulation (or PROs on their behalf) must manage (i.e., process or refurbish) all ITT/AV collected at an ITT/AV collection site within three months from the date the ITT/AV is picked up from the collection site. All sites that are used to meet a producer's management requirements, whether part of the public collection system or not, must meet this requirement.

Additional collection site system requirements for large producers

ITT/AV collection from Ontario Crown sites, municipal sites with populations of less than 1,000, and sites located on reserves (with the exception of the Far North, as defined in the [Far North Act, 2010](#)) as defined in the [Indian Act \(Canada\)](#), may notify a PRO or a large producer once they have collected more than four tonnes of ITT/AV. Once notified, the PRO or producer must collect the ITT/AV within one year.

Small Producer Requirements

[Under the EEE Regulation](#), a small producer is any producer who is required to manage more than 3.5 tonnes and less than 700 tonnes of ITT/AV in a performance period. The regulation requires all small producers to either:

1. ensure that a compliant public collection system exists as is required by the large producers (see large producer requirements above), or
2. establish a *Retail Collection System*, as defined below.

Retail Collection System

A small producer can meet their collection system requirements by establishing as many ITT/AV collection sites equal to or greater than 75% of the number of retail locations in the municipality or territorial district that supply the producer's ITT/AV, rounded up to the nearest whole number.

For example, if there are 10 retail locations in the municipality or district, 75% would equal 7.5 ITT/AV collection sites, rounded up to the nearest whole number for a total of 8 ITT/AV collection sites required.

Producers should use the number of retail locations in the municipality or territorial district that were operating in the calendar year immediately preceding the performance period to determine the number of collection sites required. If there is no retail location in the municipality or territorial district, then no collection site is required.

Retail collection system sites are required to:

- be open to the public and operate during the retail stores regular business hours;
- accept, at a minimum, ITT/AV that is a similar size and function to the ITT/AV supplied by the retailer;
- accept up to 50 kg of ITT/AV from any person;

- not charge consumers to drop off the ITT/AV; and
- be serviced in order to continue operating (i.e., ITT/AV continues to be collected and is hauled to a process or refurbisher)
 - The requirement to continue to service these sites is required even if the retail collection system produces more ITT/AV than is required to meet a producer's minimum management requirements.

It is the responsibility of the producer who is relying on these retail collection sites to ensure these retail collection system sites are in compliance with the above requirements.

It is recognized that a producer or PRO may set up collection sites that do not meet the above requirements (e.g., a private business not available to the public). These sites may be used to achieve producer management requirements, but cannot be used to meet the requirements of a retail collection system. All sites that are used to meet a producer's management requirements whether part of the retail collection system or not, must meet this requirement.

Producers that have minimum management requirements under the EEE Regulation (or PROs on their behalf) must manage (i.e., process or refurbish) all ITT/AV collected at an ITT/AV retail collection system within three months from the date an EEE hauler picks up the ITT/AV.

Reducing the Number of Sites

A producer may reduce the number of sites they are required to establish and operate in either a public collection system or a retail collection system by offering: curbside collection, direct collection programs or collection events.

Curbside Collection

A producer may reduce the number of collection sites required in a specific municipality or territorial district by the percentage of residences, including residences in a multi-unit building, from which the producer collects ITT/AV at least 4 times per year (adequate collection containers must be provided at no charge).

Direct Collection Programs

A producer may reduce the number of collection sites in a municipality or territorial district by the percentage of ITT/AV that the producer supplied in Ontario that was subject to a direct collection program that allowed consumers to return the used ITT/AV in the manner in which the ITT/AV was supplied, at no charge (including providing at no charge the packaging or shipping materials required to return the ITT/AV). For example, collecting a printer from a business in the same manner that it was initially provided to the business.

Collection Events

Province-wide, a producer may replace up to 25 per cent of the total number of collection sites the producer is required to provide in Ontario (regardless of any reductions through curbside collection or direct collection programs), with the same number of public collection events. For example, if the producer is required to establish 100 sites in Ontario, the producer could replace up to 25 sites, regardless of their location, with collection events.

Collection events held on separate days are considered separate events (e.g., collection events held over a Saturday and Sunday count as two events).

Regardless of whether a producer, or PRO on their behalf, implements any of the above collection site reduction initiatives, they must establish and operate at least one collection site or one public

collection event in each local municipality or territorial district with a population of 1,000 or more in which the producer supplied ITT/AV to a retail location in the previous calendar year. For clarity, a producer who does not supply ITT/AV through retail locations, may eliminate the requirement to establish and operate a retail or public collection system if they otherwise meet the requirements for reducing the number of collection sites to zero.

Producers or PROs must contact the Authority to review the details of any of the above collection site reduction initiatives to confirm it will decrease the producers' collection site requirements.

ITT/AV Collection System Reporting

By April 30, 2021, ITT/AV producers (either directly or through a PRO) were required to report the following to RPRA (as applicable):

1. The name, address, email, phone number, including a primary contact person for each site that is part of a public collection system
 - Reporting of this information by a producer or PRO also indicates that this producer or PRO will ensure these public collection system sites are in compliance
2. The name, address, email, phone number, including a primary contact person for each site that is part of a retail collection system
 - Reporting of this information by a producer or PRO also indicates that this producer or PRO will ensure these retail collection system sites are in compliance
3. A description of any curbside collection services
4. A description of any direct collection programs services
5. A description of any or collection events services

The EEE Regulation also required that producers or PROs on their behalf, submit to the Registry a report identifying every hauler, processor and refurbisher that they are using to rely on for performance on or before **April 30, 2021**.

Schedule A

Municipality	2021 Census	Large Producers s. 10 (2)	Small Producers s. 11 (2)(2)
Name	Population	Collection Sites Required	Collection Sites Required
Addington Highlands	2,534	1	0
Adelaide-Metcalfe	3,011	1	0
Adjala-Tosorontio	10,989	1	1
Admaston/Bromley	2,995	1	0
Ajax	126,666	9	9
Alberton	954	0	0
Alfred and Plantagenet	9,949	1	1
Algonquin Highlands	2,588	1	0
Alnwick/Haldimand	7,473	1	1
Amaranth	4,327	1	0
Amherstburg	23,524	2	2
Armour	1,459	1	0
Armstrong	1,199	1	0
Arnprior	9,629	1	1
Arran-Elderslie	6,913	1	1
Ashfield-Colborne-Wawanosh	5,884	1	1
Asphodel-Norwood	4,658	1	0
Assiginack	1,008	1	0
Athens	3,042	1	0
Atikokan	2,642	1	0
Augusta	7,386	1	1
Aurora	62,057	5	5
Aylmer	7,699	1	1
Baldwin	579	0	0
Bancroft	4,065	1	0
Barrie	147,829	10	10
Bayham	7,096	1	1
Beckwith	9,021	1	1
Belleville	55,071	4	4
Billings	753	0	0
Black River-Matheson	2,572	1	0
Blandford-Blenheim	7,565	1	1
Blind River	3,422	1	0
Bluewater	7,540	1	1
Bonfield	2,146	1	0
Bonnechere Valley	3,898	1	0
Bracebridge	17,305	2	2
Bradford West Gwillimbury	42,880	3	3

Brampton	656,480	38	38
Brant	39,474	3	3
Brantford	104,688	7	7
Brethour	105	0	0
Brighton	12,108	1	1
Brock	12,567	1	1
Brockton	9,784	1	1
Brockville	22,116	2	2
Brooke-Alvinston	2,359	1	0
Bruce Mines	582	0	0
Brudenell, Lyndoch and Raglan	1,552	1	0
Burk's Falls	957	0	0
Burlington	186,948	13	13
Burpee and Mills	382	0	0
Caledon	76,581	6	6
Callander	3,964	1	0
Calvin	557	0	0
Cambridge	138,479	10	10
Carleton Place	12,517	1	1
Carling	1,491	1	0
Carlow/Mayo	953	0	0
Casey	341	0	0
Casselman	3,960	1	0
Cavan-Monaghan	10,016	1	1
Central Elgin	13,746	1	1
Central Frontenac	4,892	1	0
Central Huron	7,799	1	1
Central Manitoulin	2,235	1	0
Centre Hastings	4,801	1	0
Centre Wellington	31,093	3	3
Chamberlain	311	0	0
Champlain	8,665	1	1
Chapleau	1,942	1	0
Chapple	763	0	0
Charlton and Dack	686	0	0
Chatham-Kent	103,988	7	7
Chatsworth	7,080	1	1
Chisholm	1,312	1	0
Clarence-Rockland	26,505	2	2
Clarington	101,427	7	7
Clearview	14,814	1	1
Cobalt	989	0	0
Cobourg	20,519	2	2
Cochrane	5,390	1	1
Cockburn Island	16	0	0

Coleman	517	0	0
Collingwood	24,811	2	2
Conmee	798	0	0
Cornwall	47,845	4	4
Cramahe	6,509	1	1
Dawn-Euphemia	1,968	1	0
Dawson	399	0	0
Deep River	4,175	1	0
Deseronto	1,747	1	0
Dorion	375	0	0
Douro-Dummer	7,632	1	1
Drummond/North Elmsley	8,183	1	1
Dryden	7,388	1	1
Dubreuilville	576	0	0
Dutton/Dunwich	4,152	1	0
Dysart, Dudley, Harcourt, Guilford, Harburn, Bruton, Havelock, Eyre and Clyde	7,182	1	1
Ear Falls	924	0	0
East Ferris	4,946	1	0
East Garafraxa	2,794	1	0
East Gwillimbury	34,637	3	3
East Hawkesbury	3,418	1	0
East Zorra-Tavistock	7,841	1	1
Edwardsburgh/Cardinal	7,505	1	1
Elizabethtown-Kitley	9,545	1	1
Elliot Lake	11,372	1	1
Emo	1,204	1	0
Englehart	1,442	1	0
Enniskillen	2,825	1	0
Erin	11,981	1	1
Espanola	5,185	1	1
Essa	22,970	2	2
Essex	21,216	2	2
Evanturel	502	0	0
Faraday	1,612	1	0
Fauquier-Strickland	467	0	0
Fort Erie	32,901	3	3
Fort Frances	7,466	1	1
French River	2,828	1	0
Front of Yonge	2,595	1	0
Frontenac Islands	1,930	1	0
Gananoque	5,383	1	1
Gauthier	151	0	0
Georgian Bay	3,441	1	0

Georgian Bluffs	11,100	1	1
Georgina	47,642	4	4
Gillies	441	0	0
Goderich	7,881	1	1
Gordon/Barrie Island	613	0	0
Gore Bay	808	0	0
Grand Valley	3,851	1	0
Gravenhurst	13,157	1	1
Greater Madawaska	2,864	1	0
Greater Napanee	16,879	2	2
Greater Sudbury	166,004	12	12
Greenstone	4,309	1	0
Grey Highlands	10,424	1	1
Grimsby	28,883	2	2
Guelph	143,740	10	10
Guelph/Eramosa	13,904	1	1
Haldimand	49,216	4	4
Halton Hills	62,951	5	5
Hamilton	569,353	36	36
Hamilton/Northumberland	11,059	1	1
Hanover	7,967	1	1
Harley	524	0	0
Harris	530	0	0
Hastings Highlands	4,385	1	0
Havelock-Belmont-Methuen	5,083	1	1
Hawkesbury	10,194	1	1
Head, Clara and Maria	267	0	0
Hearst	4,794	1	0
Highlands East	3,830	1	0
Hilliard	215	0	0
Hilton	382	0	0
Hilton Beach	198	0	0
Hornepayne	968	0	0
Horton	3,182	1	0
Howick	4,045	1	0
Hudson	530	0	0
Huntsville	21,147	2	2
Huron East	9,512	1	1
Huron Shores	1,860	1	0
Huron-Kinloss	7,723	1	1
Ignace	1,206	1	0
Ingersoll	13,693	1	1
Innisfil	43,326	3	3
Iroquois Falls	4,418	1	0
James	348	0	0

Jocelyn	314	0	0
Johnson	749	0	0
Joly	293	0	0
Kapusking	8,057	1	1
Kawartha Lakes	79,247	6	6
Kearney	974	0	0
Kenora	14,967	1	1
Kerns	330	0	0
Killaloe, Hagarty and Richards	2,410	1	0
Killarney	397	0	0
Kincardine	12,268	1	1
King	27,333	2	2
Kingston	132,485	9	9
Kingsville	22,119	2	2
Kirkland Lake	7,750	1	1
Kitchener	256,885	18	18
La Vallee	788	0	0
Laird	1,121	1	0
Lake of Bays	3,759	1	0
Lake of the Woods	308	0	0
Lakeshore	40,410	3	3
Lambton Shores	11,876	1	1
Lanark Highlands	5,737	1	1
Larder Lake	745	0	0
LaSalle	32,721	3	3
Latchford	355	0	0
Laurentian Hills	2,885	1	0
Laurentian Valley	9,450	1	1
Leamington	29,680	2	2
Leeds and the Thousand Islands	9,804	1	1
Limerick	436	0	0
Lincoln	25,719	2	2
London	422,324	29	29
Loyalist	17,943	2	2
Lucan Biddulph	5,680	1	1
Macdonald, Meredith and Aberdeen Additional	1,513	1	0
Machar	969	0	0
Machin	1,012	1	0
Madawaska Valley	3,927	1	0
Madoc	2,233	1	0
Magnetawan	1,753	1	0
Malahide	9,308	1	1
Manitouwadge	1,974	1	0
Mapleton	10,839	1	1

Marathon	3,138	1	0
Markham	338,503	23	23
Markstay-Warren	2,708	1	0
Marmora and Lake	4,267	1	0
Matachewan	268	0	0
Mattawa	1,881	1	0
Mattawan	153	0	0
Mattice-Val Côté	542	0	0
McDougall	2,744	1	0
McGarry	579	0	0
McKellar	1,419	1	0
McMurrich/Monteith	907	0	0
McNab/Braeside	7,591	1	1
Meaford	11,485	1	1
Melancthon	3,132	1	0
Merrickville-Wolford	3,135	1	0
Middlesex Centre	18,928	2	2
Midland	17,817	2	2
Milton	132,979	9	9
Minden Hills	6,971	1	1
Minto	9,094	1	1
Mississauga	717,961	39	39
Mississippi Mills	14,740	1	1
Mono	9,421	1	1
Montague	3,914	1	0
Moonbeam	1,157	1	0
Moosonee	1,512	1	0
Morley	493	0	0
Morris-Turnberry	3,590	1	0
Mulmur	3,571	1	0
Muskoka Lakes	7,652	1	1
Nairn and Hyman	373	0	0
Neebing	2,241	1	0
New Tecumseth	43,948	3	3
Newbury	440	0	0
Newmarket	87,942	6	6
Niagara Falls	94,415	7	7
Niagara-on-the-Lake	19,088	2	2
Nipigon	1,473	1	0
Nipissing	1,769	1	0
Norfolk	67,490	5	5
North Algona Wilberforce	3,111	1	0
North Bay	52,662	4	4
North Dumfries	10,619	1	1
North Dundas	11,304	1	1

North Frontenac	2,285	1	0
North Glengarry	10,144	1	1
North Grenville	17,964	2	2
North Huron	5,052	1	1
North Kawartha	2,877	1	0
North Middlesex	6,307	1	1
North Perth	15,538	2	2
North Stormont	7,400	1	1
Northeastern Manitoulin and the Islands	2,641	1	0
Northern Bruce Peninsula	4,404	1	0
Norwich	11,151	1	1
Oakville	213,759	15	15
O'Connor	689	0	0
Oil Springs	647	0	0
Oliver Paipoonge	6,035	1	1
Opasatika	200	0	0
Orangeville	30,167	3	3
Orillia	33,411	3	3
Oro-Medonte	23,017	2	2
Oshawa	175,383	12	12
Otonabee-South Monaghan	7,087	1	1
Ottawa	1,017,449	45	45
Owen Sound	21,612	2	2
Papineau-Cameron	982	0	0
Parry Sound	6,879	1	1
Pelee	230	0	0
Pelham	18,192	2	2
Pembroke	14,364	1	1
Penetanguishene	10,077	1	1
Perry	2,650	1	0
Perth	6,469	1	1
Perth East	12,595	1	1
Perth South	3,776	1	0
Petawawa	18,160	2	2
Peterborough	83,651	6	6
Petrolia	6,013	1	1
Pickering	99,186	7	7
Pickle Lake	398	0	0
Plummer Additional	757	0	0
Plympton-Wyoming	8,308	1	1
Point Edward	1,930	1	0
Port Colborne	20,033	2	2
Port Hope	17,294	2	2
Powassan	3,346	1	0

Prescott	4,078	1	0
Prince	975	0	0
Prince Edward	25,704	2	2
Puslinch	7,944	1	1
Quinte West	46,560	4	4
Rainy River	752	0	0
Ramara	10,377	1	1
Red Lake	4,094	1	0
Red Rock	895	0	0
Renfrew	8,190	1	1
Richmond Hill	202,022	14	14
Rideau Lakes	10,883	1	1
Russell	19,598	2	2
Ryerson	745	0	0
Sables-Spanish Rivers	3,237	1	0
Sarnia	72,047	5	5
Saugeen Shores	15,908	2	2
Sault Ste. Marie	72,051	5	5
Schreiber	1,039	1	0
Scugog	21,581	2	2
Seguin	5,280	1	1
Selwyn	18,653	2	2
Severn	14,576	1	1
Shelburne	8,994	1	1
Shuniah	3,247	1	0
Sioux Lookout	5,839	1	1
Sioux Narrows-Nestor Falls	727	0	0
Smiths Falls	9,254	1	1
Smooth Rock Falls	1,200	1	0
South Algonquin	1,055	1	0
South Bruce	5,880	1	1
South Bruce Peninsula	9,137	1	1
South Dundas	11,044	1	1
South Frontenac	20,188	2	2
South Glengarry	13,330	1	1
South Huron	10,063	1	1
South River	1,101	1	0
South Stormont	13,570	1	1
Southgate	8,716	1	1
Southwest Middlesex	5,893	1	1
South-West Oxford	7,583	1	1
Southwold	4,851	1	0
Spanish	670	0	0
Springwater	21,701	2	2
St. Catharines	136,803	10	10

St. Charles	1,357	1	0
St. Clair	14,659	1	1
St. Joseph	1,426	1	0
St. Marys	7,386	1	1
St. Thomas	42,840	3	3
Stirling-Rawdon	5,015	1	1
Stone Mills	7,826	1	1
Stratford	33,232	3	3
Strathroy-Caradoc	23,871	2	2
Strong	1,566	1	0
Sundridge	938	0	0
Tarbutt and Tarbutt Additional	573	0	0
Tay	11,091	1	1
Tay Valley	5,925	1	1
Tecumseh	23,300	2	2
Tehkummah	450	0	0
Temagami	862	0	0
Temiskaming Shores	9,634	1	1
Terrace Bay	1,528	1	0
Thames Centre	13,980	1	1
The Archipelago	979	0	0
The Blue Mountains	9,390	1	1
The Nation	13,350	1	1
The North Shore	531	0	0
Thessalon	1,260	1	0
Thornloe	92	0	0
Thorold	23,816	2	2
Thunder Bay	108,843	8	8
Tillsonburg	18,615	2	2
Timmins	41,145	3	3
Tiny	12,966	1	1
Toronto	2,794,356	80	80
Trent Hills	13,861	1	1
Trent Lakes	6,439	1	1
Tudor and Cashel	740	0	0
Tweed	6,067	1	1
Tyendinaga	4,538	1	0
Uxbridge	21,556	2	2
Val Rita-Harty	757	0	0
Vaughan	323,103	22	22
Wainfleet	6,887	1	1
Warwick	3,641	1	0
Wasaga Beach	24,862	2	2
Waterloo	121,436	9	9
Wawa	2,705	1	0

Welland	55,750	4	4
Wellesley	11,318	1	1
Wellington North	12,431	1	1
West Elgin	5,060	1	1
West Grey	13,131	1	1
West Lincoln	15,454	2	2
West Nipissing	14,583	1	1
West Perth	9,038	1	1
Westport	634	0	0
Whitby	138,501	10	10
Whitchurch-Stouffville	49,864	4	4
White River	557	0	0
Whitestone	1,075	1	0
Whitewater	7,225	1	1
Wilmot	21,429	2	2
Windsor	229,660	16	16
Wollaston	721	0	0
Woodstock	46,705	4	4
Woolwich	26,999	2	2
Zorra	8,628	1	1
Territorial Districts	Population	Large Producers s. 10 (2)	Small Producers s. 11 (2)(2)
Name	2021 Census	Collection Sites Required 2021 Census	Collection Sites Required 2021 Census
Kenora	29,445	1	1
Thunder Bay	9,837	1	1
Algoma	9,215	1	1
Cochrane	5,752	1	1
Manitoulin	5,029	1	1
Sudbury	3,762	1	1
Rainy River	3,668	1	1
Parry Sound	3,651	1	1
Nipissing	3,577	1	1
Timiskaming	3,281	1	1
Muskoka	213	0	0

Date	Revisions
Issued March 2021	N/A
Reviewed September 2021	Provided clarification on the Collection Event section
Reviewed June 2022	Population data and collection site requirements updated with 2021 Census information.