

# **Outdoor Power Equipment Institute of Canada (OPEIC)**

## **Annual Report to the Director 2013**

**Submitted to: Mr. David Ranson**  
Director, Waste Management  
PO Box 9341, STN PROV GOVT  
Victoria, BC V8W 9M1

**Submitted by: Mr. Gerry Coons**  
Outdoor Power Equipment Institute of Canada (OPEIC)  
130 Adelaide Street West, Suite 701  
Toronto, ON, M5H 2K4  
703-549-7600

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**OUTDOOR POWER EQUIPMENT  
INSTITUTE OF CANADA**



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# OPEIC 2013 Report to Director, Waste Management

## 1. Executive Summary

The product stewardship program for electric outdoor power equipment is managed by the Outdoor Power Equipment Institute of Canada (OPEIC). The program launched on July 1, 2012 and this report covers the period of January to December 2013.

Products within plan	Electric outdoor power equipment is covered under the program plan and is broken into four categories: hand-held, walk-behind, free-standing and lawn tractors.
Program website	OPEIC's website is <a href="http://www.opec.ca">www.opec.ca</a> .

Recycling Regulation Reference	Topic	Summary
<b>Part 2, section 8(2)(a)</b>	Public Education Materials and Strategies	<ul style="list-style-type: none"> <li>• Maintained easy-to-use website <a href="http://www.opec.ca">www.opec.ca</a> with an up-to-date Depot Finder.</li> <li>• Renewed contract with Recycling Council of BC (RCBC) for hotline, website and Recyclepedia services.</li> <li>• Issued press release and story pitch highlighting first-year successes of the program.</li> <li>• Advertised in municipal media calendars across five Regional Districts.</li> <li>• Launched a Facebook advertising campaign and a Google AdWords campaign to help raise awareness about the program.</li> <li>• Distributed an OPEIC communications package to local governments which included point-of-sale material (rack cards), closest depot flyers, social media content, website copy and more.</li> <li>• Participated in two awareness surveys in 2013. OPEIC completed a Recycling Awareness Study for electric outdoor power equipment, achieving a base awareness level of 46%. Stewardship Agencies of BC (SABC) completed a Consumer Benchmark Survey for all SABC members, achieving a base awareness level of 32% for electric outdoor power equipment.</li> <li>• Member of Stewardship Association of BC <a href="http://www.bcstewards.com/">http://www.bcstewards.com/</a></li> </ul>

Recycling Regulation Reference	Topic	Summary
<b>Part 2, section 8(2)(b)</b>	Collection System and Facilities	<ul style="list-style-type: none"> <li>• OPEIC partnered with the Canadian Association of Recycling Industries (CARI) to provide recommendations for the network of collection and processing facilities</li> <li>• OPEIC collection depots are located at metal recycling facilities, depots, local government sites and retailers of electric outdoor power equipment.</li> <li>• 14 new collection sites were established from January to December 2013.</li> <li>• Consumers can drop-off their broken or old outdoor power equipment at OPEIC sites at no charge.</li> </ul>
<b>Part 2, section 8(2)(c)</b>	Product Environmental Impact Reduction, Reusability and Recyclability	<ul style="list-style-type: none"> <li>• Producers maximize the use of materials that can be recycled and reused.</li> <li>• Producers optimize product designs to reduce the materials used, reducing product weight, material content and product volume.</li> <li>• Product designs eliminate wherever possible the use of hazardous substances, replacing with non-hazardous materials that can be reprocessed and reused.</li> <li>• Supply chain initiatives include the use of returnable-reusable packaging for components from suppliers.</li> </ul>
<b>Part 2, section 8(2)(d)</b>	Pollution Prevention Hierarchy and Product / Component Management	<ul style="list-style-type: none"> <li>• At OPEIC collection sites, electric OPE is combined with other metal accumulated on-site, which is then eventually sold to a larger metal recycler, who is usually a member of CARI.</li> <li>• Metals and plastics are the primary commodities recovered from electric outdoor power equipment.</li> <li>• The shredders successfully pull out approximately 99% of the metal; this material is then shipped to smelters and formed into ingots.</li> <li>• The metals in electric outdoor power equipment are primarily steel, aluminum and copper and it is possible to recover and sell over 90% of the metals for their commodity value.</li> </ul>
<b>Part 2, section 8(2)(e)</b>	Product Sold and Collected and Recovery Rate	<ul style="list-style-type: none"> <li>• 146,912 units of outdoor power equipment were sold between January and December 2013 based on program participant reports.</li> <li>• In 2013, 10 metal recycling facilities were sampled for electric outdoor power equipment. These sampling studies were conducted to estimate the quantity of electric outdoor power equipment that is managed through the scrap metal system as part of the program's collection system, as per the approved program plan.</li> <li>• 2013 sampling studies showed that approximately 0.12 % of the sampled material was electric outdoor power equipment.</li> <li>• No commitment was made for recovery rate reporting in the approved stewardship plan; therefore recovery rate is not applicable.</li> </ul>

Recycling Regulation Reference	Topic	Summary
		<ul style="list-style-type: none"> <li>Absolute collection rate targets will be re-evaluated over the next two to three years.</li> </ul>
<b>Part 2, section 8(2) (e.1)</b>		<ul style="list-style-type: none"> <li>The approved program plan committed to providing collection volumes province-wide and not by regional district.</li> </ul>
<b>Part 2, section 8(2)(f)</b>	Summary of Deposits, Refunds, Revenues and Expenses	<ul style="list-style-type: none"> <li>The program is funded by environmental handling fees applied to electric outdoor power equipment.</li> <li>Retailers may choose to build the environmental handling fee into the product's price or display it as a separate charge to consumers at check out.</li> <li>See Appendix C for the independent financial audit for the reporting year.</li> </ul>

## Comparison of Key Performance Targets

Part 2 section 8(2)(g)		
Priority Stewardship Plan Targets	Performance	Strategies for Improvement
1. Contract with over 80 return collection facilities across BC by the end of 2013.	By the end of 2013 OPEIC had over 115 contracted collection sites	Even though the program is ahead of target, OPEIC continues to expand the network and fill collection site gaps.
2. Absolute collection rate targets will be developed after a baseline of 18 months of program operation have occurred (December 2013).	OPEIC has completed initial evaluations of the data and believes that the current set of data is not sufficient to set meaningful and relevant targets.	OPEIC will continue to collect further data, through sampling, over the next two to three years to establish meaningful targets.
3. Achieve a baseline target awareness level of 25% in 2013.	Achieved a baseline awareness level of 46% in the OPEIC Recycling Awareness Survey and 32% in the SABC Consumer Benchmark Survey	n/a
4. Distribute 5,000 information materials (e.g. rack cards) annually to consumers as point of sale material (POS), collection locations, local governments and RCBC, as well as any additional opportunities that arise.	Over 5,000 rack cards and FAQ sheets were distributed amongst stakeholders	n/a

## 2. Program Outline

The Outdoor Power Equipment Institute of Canada (OPEIC) has developed and implemented a stewardship program for electric outdoor power equipment (OPE) in BC to ensure compliance with the requirements of the British Columbia Ministry of Environment's *Recycling Regulation* (B.C. Reg. 449/2004). Electric outdoor power equipment is included in Schedule 3, Electronic and Electrical Product Category, Article 2.3 and includes items such as electric snow blowers, electric lawn mowers and other electric gardening tools. These products have been broken down into four categories of electric OPE: hand-held, walk-behind, free-standing and lawn tractors.

OPEIC is a Canadian federal non-profit organization under Part 2 of the *Canada Corporations Act* that was formed as the legal entity to govern OPE stewardship program. As of December, 2013, OPEIC had 73 participants who represented the majority of the electric outdoor power equipment market in British Columbia. Participants included manufacturers, distributors and dealers. Product Care Association (PCA), continues to be engaged as Program Manager, by OPEIC. The stewardship program will be implemented in three phases. The first phase of the stewardship program is focused on electrical-powered OPE. The second phase will research the ongoing recycling of fuel-powered OPE. OPEIC has begun to conduct the two-year study to quantify the existing recycling network of fuel-powered OPE in British Columbia. A final report on the study will be submitted to the Ministry of Environment in April 2015. The third phase will be a review and evaluation of the stewardship programs for the two product types.

OPEIC's collection network spans the province, providing easy-to-use drop-off locations, which include: retailers, local governments, metal recycling facilities and depots. Consumers can drop off their electric outdoor power equipment at any of the 116 contracted collection sites without charge. OPEIC has taken an environmentally-conscious non-conventional approach and utilizes the existing collection and transportation network operated by the steel recycling business, unlike traditional stewardship programs where a separate collection system is developed to pull the products from the waste stream.

OPEIC's website can be viewed here: [www.opeic.ca](http://www.opeic.ca), where there is an up-to-date depot finder with the current collection network, OPEIC's policies for participants and information for consumers and retailers.

### 3. Public Education Strategies

OPEIC is committed to engaging with stakeholders such as consumers, collection locations, municipalities and retailers to maintain a level of consumer awareness about the program. The following is a summary of the public education strategies used in 2013.

#### Media Coverage

On August 2013, a press release was shared on MarketWire and pitched to BC home and garden publications. It highlighted some of the successes from the first year of the program, namely exceeding the collection site target for year one by 20 per cent. The release was picked up by EnergyDigital.com and DigitalJournal.com and shared by Coast Waste Management. In addition, daily media monitoring for mention of OPEIC and related programs was carried out in 2013.

#### Consumer Communications

New collection locations and depot changes are regularly updated on OPEIC's easy-to-use website ([www.opeic.ca](http://www.opeic.ca)). Through this portal, consumers are able to ask questions or submit comments to the program. The OPEIC website includes a general information email address, [info@opeic.ca](mailto:info@opeic.ca), and a consumer inquiry toll-free phone number, 1-888-772-9772 ext. 219. Product Care staff respond to consumer phone calls and email inquiries. All consumer concerns and questions were dealt with in a timely manner.

In addition, OPEIC continues to contract with the RCBC to provide Hotline and Recyclepedia services. RCBC is a trusted public information resource used by consumers to learn about the recycling options available in their community. RCBC hotline staff have been trained on program key messaging and have been provided with an OPEIC-specific script. The Recyclepedia is a user-friendly online/web feature and mobile app established by RCBC to help consumers find recycling information 24/7.

Between January 1, 2013 and December 31, 2013, Product Care and RCBC collectively answered over 400 phone and email consumer inquiries on products included in OPEIC. In addition, the RCBC Recyclepedia received nearly 500 web hits/searches for OPEIC.\*

\* In spring 2013, the RCBC Recycling Hotline upgraded to a new database system with enhanced features and functionality. While the new database has allowed frontline agents to better serve callers, a programming error was discovered in May 2014, specifically for the collection of Hotline query data. As such, the numbers outlined above are likely under-reported. Accurate numbers are currently being compiled and an addendum will be provided upon completion.

#### Marketing Materials

An OPEIC communications and information package was distributed to 46 municipalities across BC where OPEIC collection sites are located. It included an informational letter about the program, rack cards, closest depot flyers, social media content, website copy and sample copy for a municipal newsletter.

An informational letter about the program was also sent to 1,400 landscaping companies and arborists across the province. It included information about collection locations, a FAQ sheet and an easy-to-use re-order form for program promotional materials (e.g. rack cards).

Any stakeholder is able to re-order promotional material free of charge, and is able to do so simply by filling out a supplied re-order form, by emailing [reorder@opeic.ca](mailto:reorder@opeic.ca) or by phoning in an order. Digital files of the program rack cards, shelf-talkers and FAQ sheets are made available online at [www.opeic.ca/program-participants.html#material](http://www.opeic.ca/program-participants.html#material). Examples of public education materials can be found in Appendix A.

## **Advertising**

Understanding that outdoor power equipment is a seasonal product with the majority of sales occurring in the spring and fall, paid advertising efforts to help raise awareness about the program were concentrated in the spring and fall.

Through municipal calendars, OPEIC advertised the program in five regional districts (selected based on collection locations) in 2013, as follows:

- District of Mission—13,500 calendars printed
- Central Okanagan—30,000 calendars printed
- Kootenay Boundary—14,000 calendars printed
- Peace River Regional District—20,000 calendars printed
- Regional District of North Okanagan—18,000 calendars printed

To raise awareness about the program by driving consumers to [www.opeic.ca](http://www.opeic.ca) and to educate them about the program's accepted products and drop-off locations, a series of Facebook ads ran from June 6 through to June 30 and again in the fall from November 14 to November 29. The first phase of ads targeted dads and consumers buying for dads around Father's Day. The second phase focused on the positive impact recycling outdoor power equipment has on the environment and the ease and convenience of recycling such equipment through OPEIC.

Search ads through Google AdWords supplemented the fall Facebook campaign. The search ads regionally targeted individuals in BC searching for electric outdoor power equipment, garden and lawn maintenance tools and snow blowers.

Information about the program was also shared on Product Care's Twitter and Facebook channels as well as through the free online classified ad site Kijiji.

## **Consumer Awareness Survey**

Two consumer awareness studies were completed for 2013. To establish baseline data and benchmarks for future program measurements and to meet program plan requirements, Product Care Association commissioned a recycling awareness survey on behalf of OPEIC in September 2013. The survey targeted 1,000 British Columbians across Metro Vancouver, Vancouver Island,



Interior South and BC North. Through this survey, the program achieved an awareness level of 46%.

In addition, as a member of Stewardship Agencies of BC (SABC), OPEIC participated in a second consumer benchmark survey in November 2013. Through SABC, stewardship agencies jointly developed and funded the survey. The survey was carried out online from November 21 to 27, 2013 among 1,271 adults aged 18 and over in B.C. Through the SABC survey, the OPEIC program achieved a base awareness level of 32%.

## 4. Collection System and Facilities

OPEIC has developed a permanent recycling network that provides year-round recycling options for consumers wishing to return their broken or unwanted electric outdoor power equipment. Return collection facilities have contracted with OPEIC and include metal recycling facilities, local governments, recycling depots and return-to-retail locations. OPEIC has partnered with the organization of steel recyclers, Canadian Association of Recycling Industries (CARI), to establish the network of collection and processing facilities. OPEIC has taken an environmentally-conscious non-conventional approach and utilized the existing collection and transportation network operated by the steel recycling business. OPEIC has complemented the metal recycling facilities with additional types of contracted return facilities to create an elaborate collection network where the public can drop off unwanted electric outdoor power equipment at no charge.

The CARI metal recyclers in BC are ideal return collection facilities for electric outdoor power equipment because they are regulated by the Ministry of Environment and have established Environmental Management Programs to ensure proper handling of hazardous wastes. In 2013 the OPEIC collection network consisted of 116 contracted collection sites, Appendix B lists all of the OPEIC collection sites contracted in 2013 as well as a breakdown of collection sites per regional district. OPEIC continues work towards establishing collection sites in underserved areas. Table 1 provides a breakdown of the different types of collection sites across the province.

OPEIC committed in the approved program plan to contract with over 80 return collection facilities across BC by the end of 2013. By December 31, 2013, the OPEIC collection network consisted of 116 collection sites, exceeding the 2013 collection rate target by 36 sites.

**Table 1: OPEIC Collection Sites by Type, 2012 & 2013**

Type of Collection Site	# of Collection Sites in 2012	# of Collection Sites in 2013
Retailer	8	10
Recycling Depot	15	18
Metal Recycling Facility	51	57
Local Government Facility	28	31
<b>Total</b>	<b>102</b>	<b>116</b>

## 5. Product Environmental Impact Reduction, Reusability and Recyclability

The following is a summary of the efforts by producers to reduce the environmental impact associated with the production, use and end-of-life processing of electric outdoor power equipment. Recycling efforts save energy, as materials recovered can be used to create new useful products, ultimately reducing the energy demands associated with the extraction and processing of new raw material.

### Product Design

Product designs increase durability and reliability of products. This extends the length of life and reduces annual end of life disposal of products.

Producers optimize product designs to reduce the materials used, reducing product weight, material content and product volume.

Producers maximize the use of materials that can be recycled and reused. Manufacturers conduct analyses on the use of plastics and other materials in the design and manufacture of electric outdoor power equipment. This leads to a shift towards the use of recyclable metals and other materials. This also leads to the use of generic plastics and a reduction in the overall weight of products to reduce the environmental impact associated with these materials.

Product designs eliminate wherever possible the use of hazardous substances, replacing with non-hazardous materials that can be reprocessed and reused.

Producers actively work to reduce the environmental impact associated with product packaging waste. Trends include the reduction in packaging weight and volume, more efficient use of packaging materials, the use of recycled content and recyclable materials.

### Manufacturing Processes

In the manufacturing processes, producers have ongoing initiatives to reduce waste associated with the manufacture of products.

These efforts include the collection, recycling and reuse of remnant ferrous and non-ferrous metals that result from the manufacture of components. Other materials that can be recovered and recycled for productive uses, including plastic, corrugated and paper materials are collected for processing and alternate uses.

Supply chain initiatives include the use of returnable-reusable packaging for components from suppliers. Suppliers are encouraged to locate support operations in close proximity to manufacturing operations. This reduces transportation related energy use in the delivery of components supporting the manufacture of products.

Manufacturing processes that depend on the use of water include initiatives to reduce water use through improved process efficiencies. Projects also include the treatment and reuse of process water to reduce total needs.

## 6. Pollution Prevention Hierarchy and Product / Component Management

Electric-powered outdoor power equipment includes, amongst others, electric lawn mowers, electric snow blowers and electric-powered garden equipment. They can be battery powered (primarily Lithium Ion and perhaps some Lead-Acid) or electric powered (primarily 110V that are plugged into a regular electrical socket). Metals and plastics are the primary commodities recovered from electric-powered outdoor power equipment. Metals are divided into two primary classifications: ferrous metals (constituting about 90% of the metal waste stream) that can be sorted through electromagnetic separation, and non-ferrous metals (~10% of total metals). Ferrous metals include mainly steel and cast iron; non-ferrous metals include aluminum, lead, copper, nickel and zinc. The metals in electric outdoor power equipment are primarily steel, aluminum and copper and it is possible to recover and sell over 90% of the metals for their commodity value.

Individuals and commercial entities typically deliver electric outdoor power equipment to an OPEIC collection site either loose or in a bin. The collected OPE is combined with other metal accumulated on-site, which is then eventually sold to a larger metal recycler, who is usually a member of the Canadian Association of Recycling Industries (CARI). The majority of metal-bearing products collected in BC for recycling are eventually processed by a member of the CARI network. After the sale of the metal, the OPE products are sorted by commodity and loaded into bins or baled on-site. Most whole OPE is categorised as tin, a low grade ferrous metal commodity which is usually shredded here in BC, but can also be barged or trucked to a nearby facility in Alberta or Washington State. All electric OPE material is sent to a shredder due to the high cost of dismantling by hand or with other tools. After shredding, the resulting material is sorted into ferrous metal, non-ferrous metal and waste material (plastics, fabrics, etc.). The shredders successfully pull out approximately 99% of the metal; this material is then shipped to smelters and formed into ingots. Ingots are then sold to manufacturers to make consumer and/or industrial goods such as cellphones and vehicles.

All metal recycling facilities are subject to regulation by the BC Ministry of Environment and have established environmental management programs for hazardous wastes to ensure proper recycling methods are employed. Careful separation and decontamination measures are crucial in metal recycling. Some plastic components are removed prior to shipping to metal recyclers, e.g. when they are dismantled by a repair shop, these components are sold to plastic recyclers depending on grade and market conditions. The plastic that is not removed prior to shipping is shredded on-site. Plastic shredder residue left over from the shredding operation contains plastic mixed with other non-metallic materials. This small percentage of left over shredder material has traditionally been landfilled, as it is deemed contaminated and not recyclable.

Outdoor power equipment comes in a wide range of shapes and sizes, from a very simple machine to a larger and more complex product. The larger outdoor power equipment may have components that are included in other stewardship programs. The CARI return collection facilities that provide the collection and processing network with recyclables are linked with the collection networks for other stewarded products, such as tires, as these components are segregated due to their higher intrinsic value for recycling.

The estimated greenhouse gas (GHG) impact of the recycling of outdoor power equipment was calculated using a GHG emission inventory tool developed by a third party based on reference protocols. Based on the limited available information from downstream processors and the numerous assumptions that had to be made to determine the GHG impact. GHG emissions for 2013 were proposed in three scenarios: a low, mid and high scenario. Using the mid scenario, estimated GHG emissions for 2013 were about 800 tonnes of equivalent carbon dioxide (CO<sub>2</sub>e). This value is estimated based on the assumption that 2 tonnes of CO<sub>2</sub>e is generated per tonne of material managed.

## 7. Products Sold

Table 2 displays the number of units of electric outdoor power equipment sold in BC from January to December 2013, as reported by OPEIC participants. The findings of the 2013 OPEIC non-financial audit can be found in Appendix D.

**Table 2: Total Amount of Sales of Electric Outdoor Power Equipment in BC in 2013**

OPE Category	Total Amount of Sales in Units
<b>Hand-Held OPE</b>	98,972
<b>Walk-Behind OPE</b>	21,306
<b>Free-Standing OPE</b>	26,614
<b>Lawn Tractors</b>	20
<b>Total</b>	<b>146,912</b>

## 8. Collection Volumes

By the end 2013, OPEIC had established 116 contracted collection sites across British Columbia. This collection network consists of retailers, scrap metal recyclers, depots and local government sites. A full detailed list can be found in Appendix B along with a breakdown of collection sites per regional district.

As electric outdoor power equipment is recycled through the CARI network, which manages various types of scrap metal, it is not possible to segregate all outdoor power equipment from the mixed-stream of recycled metal products. OPEIC has committed in its approved program plan to conduct sampling studies to estimate the quantity of OPE that is managed through the scrap metal system as part of the program’s collection system. Therefore, in 2013 OPEIC conducted a sampling study to estimate the quantity of OPE that is managed through the scrap metal system as part of the program’s collection system.

It is understood by OPEIC that the vast majority of scrap metal recycled in BC moves through eight CARI member companies. These eight companies represent 18 locations, of which ten sites were selected as sampling sites for the four sampling events (April, June, September and October). Selection was based on the facilities of each site, the ability to safely complete a sampling program and geographic location. A specific contract was signed by the sites which are to act as a sampling site for the OPEIC program. Table 3 provides a list of the metal recycling facilities where the sampling events in 2013 were conducted.

**Table 3: 2013 Sampling Locations**

OPEIC Sampling Site	Site Address	City
ABC Metals Recycling	8081 Meadow Ave	Burnaby
Schnitzer Steel Pacific Recycling	5551 Duncan Bay Road	Campbell River
ABC Metals Recycling	4318 Terminal Place	Campbell River
Schnitzer Steel Pacific Recycling	13271 Trans Canada Hwy	Cassidy
Schnitzer Steel Pacific Recycling	3015 Boys Road	Duncan
Rypac Aluminum Recycling Ltd.	11849 Tannery Road	Surrey
Amix Recycling (Schnitzer)	12301 Musqueam Dr.	Surrey
Davis Trading & Supply Ltd.	1100 Grant Street	Vancouver
Schnitzer Steel Pacific Recycling	307 David Street	Victoria
Richmond Steel Recycling	11760 Mitchell Road	Richmond

While all of the sampling locations are within the Lower Mainland and Vancouver Island, it is known that these locations also receive materials from smaller scrap metal collectors located in other jurisdictions. The results of the sampling events showed that approximately 0.12 % of the sampled material was electric outdoor power equipment. This result was based on the inclusion of all sampled material, actual and estimated weights. Sampling focused on three waste streams (tin, electric motors and breakage) which were identified by CARI as being the most likely to contain electric OPEIC products. Table 4 provides a comparison of the percentages of sampled material that was electric outdoor power equipment in 2012 and 2013.

**Table 4: Percentage of Sampled Material that was Electric Outdoor Power Equipment**

Year	Percentage (%)
2012	0.2
2013	0.12

OPEIC’s Stewardship Plan outlined the setting of absolute collection rates targets following the first 18 months of the program (April, 2014). OPEIC has been analyzing and evaluating the data compiled to date, and believes that setting absolute target rates at this point is not appropriate. Limitations such as the number of sampling events, the high variability (e.g. weather, time of year, access) of these events and the limited sampling periods, indicate that additional samples are needed to obtain sufficient data to set meaningful and relevant targets. OPEIC is proposing to continue sampling efforts and data collection until adequate data levels have been collected before creating absolute collection rate targets. This process is estimated to take about two to three additional years to complete, in order to allow for appropriate statistical relevance. Public consultation will occur following the development of collection rate targets, as is indicated in the stewardship plan.

## 9. Revenues and Expenditures

OPEIC is funded by environmental handling fees (EHFs), which are remitted to OPEIC by its participants based on the volume of sales of new electric outdoor power equipment in British Columbia. The environmental handling fee rates were set by OPEIC in consultation with industry and retailers. In some cases, retailers recover the fees from consumers as a separate visible environmental handling fee. Program revenues are applied to the management of the program, including education and outreach and administration. Table 5 illustrates the environmental handling fee rates for program products effective since July 1, 2012.

**Table 5: Environmental Handling Fees for Electric Outdoor Power Equipment per Category**

Product Category	Fee Per Unit
<b>Hand-Held OPE</b>	\$ 2.50
<b>Walk-Behind OPE</b>	\$ 10.00
<b>Free-Standing OPE</b>	\$ 7.70
<b>Lawn Tractors</b>	\$40.00

A copy of the audited financial statement can be found in Appendix C.


## 10. Plan Performance

OPEIC's stewardship program for recycling electric outdoor power equipment was launched on July 1, 2012. The following is a comparison of the program to the targets stated in the approved Program Plan.

Plan Target	2013 Results	Strategies for Improvement
1. Contract with over 80 return collection facilities across BC by the end of 2013.	By the end of 2013, OPEIC had over 115 contracted collection sites.	Even though the program is ahead of target, OPEIC continues to expand the network and fill collection site gaps.
2. Absolute collection rate targets will be developed after a baseline of 18 months of program operation have occurred (July 2012-December 2013).	OPEIC has completed initial evaluations of the data and believes that the current set of data is not sufficient to set meaningful and relevant targets.	OPEIC will continue to collect further data, through sampling, over the next two to three years to establish meaningful targets.
3. 25% of the BC's population is aware that they can recycle electric outdoor power equipment by end of 2013; 35% of the population by end of 2015, 45% of the population by end of 2017.	Achieved a baseline awareness level of 46% in the OPEIC Recycling Awareness Survey and 32% in the SABC Consumer Benchmark Survey.	n/a
4. Program targets accessibility of 90% of the BC population by the end of 2015, where access is defined as within a 45 minute drive for those in rural areas and within a 30 minute drive for those in urban areas.	Will be completed before end of 2015	n/a
5. Undertake a two year study for mapping of the existing recycling network of fuel-powered outdoor power equipment, evaluation of the product life cycles, and provide data assessing the effectiveness of the existing recycling process for these products.	In Progress – As stated in the Program Plan, the report will be submitted in April, 2015.	n/a





## APPENDIX A – Educational Materials

Following is an example of the shelf-talkers distributed to retailers for use:



**OUTDOOR POWER EQUIPMENT**  
INSTITUTE OF CANADA

### RECYCLE YOUR ELECTRICAL OUTDOOR POWER EQUIPMENT

OPEIC is a non-profit program funded by a recycling fee applied on the sale of new electrical outdoor power equipment products in B.C. The fee is used to covers all costs associated with managing the program, and may be included in the product's price or displayed as a separate charge at check-out.

Now you can recycle your old and broken electrical outdoor power equipment at drop-off locations across British Columbia.

For more information, visit [www.opec.ca](http://www.opec.ca)

#### ACCEPTED PRODUCTS

PRODUCT CATEGORY	RECYCLING FEE
Hand-Held Equipment (e.g. electric grass trimmers)	\$2.50
Free-Standing Equipment (e.g. pressure washer)	\$7.70
Walk Behind Equipment (e.g. electric lawn mowers)	\$10.00
Lawn Tractors	\$40.00

Following is an example of the rack cards distributed to different stakeholders:

## RECYCLE YOUR ELECTRICAL OUTDOOR POWER EQUIPMENT








OUTDOOR POWER EQUIPMENT  
INSTITUTE OF CANADA


Find your nearest drop-off location  
[www.opec.ca](http://www.opec.ca) | 1-800-667-4321  
604-732-9253 in the Lower Mainland.

The Outdoor Power Equipment Institute of Canada (OPEIC) gives British Columbians an environmentally friendly recycling alternative for old or broken electrical outdoor power equipment.

Products including lawn mowers, grass trimmers and pressure washers can be recycled for free at drop-off locations across B.C.

Like other non-profit recycling programs, the OPEIC program is funded by a recycling fee on the sale of new electrical outdoor power equipment products in B.C. The fee may be included in a product's price or displayed as a separate charge at check-out. The fee is used to cover all costs associated with managing the program.

PRODUCT CATEGORY	RECYCLING FEE
Hand-Held Equipment (e.g. electric grass trimmers)	\$2.50
Free-Standing Equipment (e.g. pressure washer)	\$7.70
Walk-Behind Equipment (e.g. electric lawn mowers)	\$10.00
Lawn Tractors	\$40.00



OUTDOOR POWER EQUIPMENT  
INSTITUTE OF CANADA

For a full list of accepted products and to find a drop-off location near you, visit [www.opec.ca](http://www.opec.ca) or call 1-800-667-4321 and 604-732-9253 in the Lower Mainland.



## APPENDIX B – Detailed OPEIC Collection Site Breakdown

### OPEIC 2013 Collection Sites

Collection Site Name	City	Regional District
Sherwood Auto Recyclers	Port Alberni	Alberni-Clayoquot
Sun Coast Waste	Port Alberni	Alberni-Clayoquot
Alpine Recycling	Langford	Capital
Sandy's Auto Wreckers	Langford	Capital
District of Oak Bay Public Works Yard	Oak Bay	Capital
Brentwood Auto and Metal Recyclers	Saanichton	Capital
Salt Spring Recycling Depot	Salt Spring Island	Capital
Hartland Landfill & Recycling Depot	Victoria	Capital
Schnitzer Steel Pacific Recycling	Victoria	Capital
Williams Scrap Metal Recycling	Victoria	Capital
Gold Trail Recycling	100 Mile House	Cariboo
South Cariboo Central Landfill	100 Mile House	Cariboo
150 Mile House Transfer Station	150 Mile House	Cariboo
Watch Lake Landfill	70 Mile House	Cariboo
Alexis Creek Transfer Station	Alexis Creek	Cariboo
Baker Creek Transfer Station	Baker Creek	Cariboo
Big Lake Landfill	Big Lake	Cariboo
Chimney Lake Transfer Station	Chimney Lake	Cariboo
Cochin Lake Landfill	Cochin Lake	Cariboo
Forest Grove Transfer Station	Forest Grove	Cariboo
Horsefly Transfer Station	Horsefly	Cariboo
Kleena Kleene Landfill	Kleena Kleene	Cariboo
Lac La Hache Transfer Station	Lac La Hache	Cariboo
Likely Landfill	Likely	Cariboo
Inter-Lakes Landfill	Lone Butte	Cariboo
Mahood Lake Landfill	Mahood Lake	Cariboo
McLeese Lake Transfer Station	McLeese Lake	Cariboo
Nazko Landfill	Nazko	Cariboo
Nemaiah Valley Landfill	Nemaiah Valley	Cariboo
Puntzi Lake Landfill	Puntzi Lake	Cariboo
Riske Creek Transfer Station	Riske Creek	Cariboo
Tatla Lake Landfill	Tatla Lake	Cariboo
Wells Landfill	Wells	Cariboo
West Chilcotin Landfill	West Chilcotin	Cariboo
Wildwood Transfer Station	Wildwood	Cariboo

Collection Site Name	City	Regional District
Bella Coola Recycling Depot	Bella Coola	Central Coast
Balfour Towing and Salvage	Balfour	Central Kootenay
Ernie's Towing Inc.	Castlegar	Central Kootenay
Starlight Tool Services Ltd	Nelson	Central Kootenay
Western Auto Wreckers Ltd	Nelson	Central Kootenay
Scrap King Auto Wrecking & Towing Ltd	Salmo	Central Kootenay
Smokey Creek Salvage Ltd.	South Slocan	Central Kootenay
ABC Metals Recycling	Kelowna	Central Okanagan
Action Metals Recycling Inc.	Kelowna	Central Okanagan
Knox Mountain Metals	Kelowna	Central Okanagan
Westside Sales & Rentals	Kelowna	Central Okanagan
Planet Earth Recycling	Westbank	Central Okanagan
Comox Valley Auto & Metal Recyclers	Courtenay	Comox Valley
Comox Valley Waste Management Centre	Cumberland	Comox Valley
Powerhouse Auto Recycler	Cumberland	Comox Valley
Bings Creek Recycling Depot	Duncan	Cowichan Valley
Island Return It	Duncan	Cowichan Valley
Schnitzer Steel Pacific Recycling	Duncan	Cowichan Valley
Peerless Road Recycling Drop-off Depot	Ladysmith	Cowichan Valley
Meade Creek Recycling Drop-off Depot	Lake Cowichan	Cowichan Valley
Kool Country Auto Parts	Invermere	East Kootenay
Columbia Recycle Ltd	Kimberly	East Kootenay
CCON Steel Inc	Abbotsford	Fraser Valley
Regional Recycling Abbotsford	Abbotsford	Fraser Valley
Aldergrove Auto Wrecking	Aldergrove	Fraser Valley
Stave Falls Auto Recyclers	Mission	Fraser Valley
ABC Metals Recycling	Prince George	Fraser-Fort George
Allen's Scrap & Salvage Ltd.	Prince George	Fraser-Fort George
PG Recycling and Return It Centre	Prince George	Fraser-Fort George
Richmond Steel Recycling	Prince George	Fraser-Fort George
The Salvation Army	Prince George	Fraser-Fort George
Western Equipment	Prince George	Fraser-Fort George
ABC Metals Recycling	Burnaby	Metro Vancouver
Foreshore Equipment & Supply	Burnaby	Metro Vancouver
Regional Recycling Burnaby	Burnaby	Metro Vancouver
Ladner Bottle Depot	Ladner	Metro Vancouver
Westcoast Metal Recycling	Langley	Metro Vancouver
Happy Stan's Recycling Services Ltd.	Port Coquitlam	Metro Vancouver

Collection Site Name	City	Regional District
Allied Salvage & Metals	Richmond	Metro Vancouver
Regional Recycling Richmond	Richmond	Metro Vancouver
Richmond Steel Recycling	Richmond	Metro Vancouver
ABC Metals Recycling	Surrey	Metro Vancouver
Amix Recycling	Surrey	Metro Vancouver
Rypac Aluminum Recycling Ltd.	Surrey	Metro Vancouver
Scott Rd. Trading Ltd.	Surrey	Metro Vancouver
Arnold's Equipment & Supplies	Vancouver	Metro Vancouver
Capital Salvage Co. Ltd.	Vancouver	Metro Vancouver
Davis Trading & Supply	Vancouver	Metro Vancouver
Regional Recycling Vancouver	Vancouver	Metro Vancouver
Semiahmoo Bottle Depot	White Rock	Metro Vancouver
ABC Metals Recycling	Terrace	Kitimat-Stikine
Allen's Scrap & Salvage Ltd.	Terrace	Kitimat-Stikine
Western Equipment	Terrace	Kitimat-Stikine
Big Y Auto Recycling	Grand Forks	Kootenay Boundary
Alpine Recycling	Trail	Kootenay Boundary
Highway 4 Auto Recyclers	Coombs	Nanaimo
Alpine Recycling	Nanaimo	Nanaimo
Amix Salvage & Sales	Nanaimo	Nanaimo
Nanaimo Recycling Exchange	Nanaimo	Nanaimo
Regional Recycling Nanaimo	Nanaimo	Nanaimo
Enderby Rentals	Enderby	North Okanagan
Venture Training	Vernon	North Okanagan
Wide Sky Disposal	Fort Nelson	Northern Rockies
Action Steel Sales	Penticton	Okanagan-Similkameen
DC Campbell Recycling	Dawson Creek	Peace River
ABC Metals Recycling	Fort St. John	Peace River
Richmond Steel Recycling	Fort St. John	Peace River
Augusta Recyclers Inc.	Powell River	Powell River
Blackpoint Auto Recyclers	Powell River	Powell River
Seasport Outboard Marina Ltd.	Prince Rupert	Skeena-Queen Charlotte
Rev It Up	Lillooet	Squamish-Lillooet
Pemberton Recycling Centre	Pemberton	Squamish-Lillooet
ASM Squamish Scrap Metals Ltd.	Squamish	Squamish-Lillooet
Regional Recycling Whistler	Whistler	Squamish-Lillooet
ABC Metals Recycling	Campbell River	Strathcona
Campbell River Waste Management Centre	Campbell River	Strathcona

Collection Site Name	City	Regional District
Island Return It	Campbell River	Strathcona
Schnitzer Steel Pacific Recycling	Campbell River	Strathcona
W. T. M. Recycling Services Ltd	Gibsons	Sunshine Coast
Sechelt Radiators	Sechelt	Sunshine Coast
Kamloops Scrap Iron Ltd	Kamloops	Thompson-Nicola

## Breakdown of OPEIC Collection Sites per Regional District

Regional District	# of Collection Sites
Alberni-Clayoquot	2
Bulkley-Nechako*	0
Capital	8
Cariboo	25
Central Coast	1
Central Kootenay	6
Central Okanagan	5
Columbia Shuswap*	0
Comox	3
Cowichan Valley	5
East Kootenay	2
Fraser-Fort George	6
Fraser Valley	4
Metro Vancouver	18
Kitimat-Stikine	3
Kootenay Boundary	2
Mount Waddington*	0
Nanaimo	5
North Okanagan	2
Northern Rockies	1
Okanagan-Similkameen	1
Peace River	3
Powell River	2
Skeena-Queen Charlotte	1
Squamish Lillooet	4
Strathcona	4
Sunshine Coast	2
Thompson Nicola	1
<b>TOTAL</b>	<b>116</b>

\* Ongoing recruitment is being conducted to find appropriate collection sites in these Regional Districts.



OUTDOOR POWER EQUIPMENT  
INSTITUTE OF CANADA

## APPENDIX C – 2013 OPEIC Financial Statements

**OUTDOOR POWER EQUIPMENT  
INSTITUTE OF CANADA**

**FINANCIAL STATEMENTS**

**31 DECEMBER 2013**

# **OUTDOOR POWER EQUIPMENT INSTITUTE OF CANADA**

## **Financial Statements**

For the year ended 31 December 2013

### **Contents**

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**ROLFE, BENSON LLP**

CHARTERED ACCOUNTANTS

1500 – 1090 West Georgia Street  
Vancouver, B.C. V6E 3V7

Telephone: 604-684-1101

Fax: 604-684-7937

E-mail: [admin@rolfebenson.com](mailto:admin@rolfebenson.com)

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## INDEPENDENT AUDITORS' REPORT

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To the Members,  
Outdoor Power Equipment Institute of Canada

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Outdoor Power Equipment Institute of Canada, which comprise the statement of financial position as at 31 December 2013, and the statements of changes in net assets, operations and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.





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**INDEPENDENT AUDITORS' REPORT - Continued**

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We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of Outdoor Power Equipment Institute of Canada as at 31 December 2013, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*Rolfe Benson LLP*

CHARTERED ACCOUNTANTS

Vancouver, Canada  
17 June 2014



**OUTDOOR POWER EQUIPMENT INSTITUTE OF CANADA**  
**Statement of Financial Position**  
**31 December 2013**

	<u>2013</u>	<u>2012</u>
		(Restated - Note 6)
<b>Assets</b>		
<b>Current</b>		
Cash	\$ 301,161	\$ 207,042
Accounts receivable	18,836	43,460
Prepaid expenses	817	-
	<u>\$ 320,814</u>	<u>\$ 250,502</u>
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accrued liabilities	\$ 45,434	\$ 231,924
GST/HST payable	22,115	2,371
Current portion of Due to OPEI (Note 4)	96,969	104,263
	<u>164,518</u>	<u>338,558</u>
Due to OPEI (Note 4)	86,471	161,771
	<u>250,989</u>	<u>500,329</u>
<b>Net Assets</b>		
Unrestricted	<u>69,825</u>	<u>(249,827)</u>
	<u>\$ 320,814</u>	<u>\$ 250,502</u>

APPROVED BY THE DIRECTORS:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

The accompanying notes are an integral part of these financial statements.

**OUTDOOR POWER EQUIPMENT INSTITUTE OF CANADA**  
**Statement of Changes in Net Assets**  
**For the year ended 31 December 2013**

	2013 (12 months)	2012 (Restated - Note 6) (6 months)
<b>Balance, beginning of year</b>	<b>\$ 10,187</b>	<b>\$ -</b>
Prior period adjustment (Note 6)	<u>(260,014)</u>	-
Balance, as restated	(249,827)	-
Excess (deficiency) of revenues over expenses for the year	<u>319,652</u>	<u>(249,827)</u>
<b>Balance - end of year</b>	<b>\$ 69,825</b>	<b>\$ (249,827)</b>

The accompanying notes are an integral part of these financial statements.

**OUTDOOR POWER EQUIPMENT INSTITUTE OF CANADA**  
**Statement of Operations**  
For the year ended 31 December 2013

	2013 (12 months)	2012 (Restated - Note 6) (6 months)
<b>Revenues</b>	<b>\$ 666,253</b>	<b>\$ 230,235</b>
<b>Expenses</b>		
Program administration	336,789	464,768
Communications	9,812	15,294
	<u>346,601</u>	<u>480,062</u>
<b>Excess (deficiency) of revenues over expenses for the year</b>	<b>\$ 319,652</b>	<b>\$ (249,827)</b>

The accompanying notes are an integral part of these financial statements.

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# OUTDOOR POWER EQUIPMENT INSTITUTE OF CANADA

## Statement of Cash Flows For the year ended 31 December 2013

	2013	2012
	(12 months)	(Restated - Note 6) (6 months)
<b>Cash provided by (used in):</b>		
<b>Operating activities</b>		
Excess (deficiency) of revenues over expenses for the year	\$ 319,652	\$ (249,827)
Changes in non-cash working capital balances		
Accounts receivable	24,624	(43,460)
Prepaid expenses	(817)	-
Accounts payable and accrued liabilities	(186,490)	231,924
GST/HST payable	19,744	2,371
	<u>176,713</u>	<u>(58,992)</u>
<b>Financing activity</b>		
Advances from (to) OPEI	<u>(82,594)</u>	266,034
<b>Net increase in cash</b>	94,119	207,042
<b>Cash - beginning of year</b>	<u>207,042</u>	-
<b>Cash - end of year</b>	<u>\$ 301,161</u>	<u>\$ 207,042</u>

The accompanying notes are an integral part of these financial statements.

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**OUTDOOR POWER EQUIPMENT INSTITUTE OF CANADA**  
**Notes to the Financial Statements**  
**For the year ended 31 December 2013**

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**1. Incorporation**

Outdoor Power Equipment Institute of Canada ("OPEIC") was incorporated under the Canada Corporations Act on 15 February 2012 and commenced operations on 1 July 2012. As such, 2012 includes only 6 months of operations. OPEIC is a not-for-profit organization and it is not subject to income taxes. OPEIC currently operates a stewardship program in the Province of British Columbia to assist the outdoor power equipment industry in discharging its obligation to establish end of life product collection and recycling programs under the British Columbia Recycling Regulations.

**2. Summary of significant accounting policies**

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed as follows:

(a) Revenue recognition

Revenue from recycling fees is recognized at the time a recycling fee applicable product is sold by a member of OPEIC, and the recycling fee becomes due and payable.

(b) Cash and cash equivalents

OPEIC's policy is to disclose bank balances under cash and cash equivalents, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn and term deposits with a maturity period of three months or less from the date of acquisition.

(c) Financial instruments

(i) Measurement of financial instruments

OPEIC initially measures its financial assets and liabilities at fair value and subsequently measures all of its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and amount due to OPEI.

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**OUTDOOR POWER EQUIPMENT INSTITUTE OF CANADA**  
**Notes to the Financial Statements**  
**For the year ended 31 December 2013**

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**2. Summary of significant accounting policies - Continued**

(c) Financial instruments - Continued

(ii) Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in the statement of operations. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operations.

(iii) Transaction costs

OPEI recognizes its transaction costs in the statement of operations in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

(d) Use of estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reported period. Actual results could differ from these estimates.

(e) Foreign exchange

Transactions denominated in foreign currencies are recorded in Canadian dollars at the exchange rate prevailing at the time of the transaction. Monetary assets and liabilities denominated in foreign currencies are converted to Canadian dollars at the exchange rate prevailing at year end. Exchange gains and losses are recorded in the statement of operations for the year.

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**OUTDOOR POWER EQUIPMENT INSTITUTE OF CANADA**  
**Notes to the Financial Statements**  
**For the year ended 31 December 2013**

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**3. Financial instruments**

OPEIC is exposed to various risks through its financial instruments. The following analysis provides a measure of OPEIC's risk exposure and concentrations at the statement of financial position date, 31 December 2013.

(a) Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. OPEIC's main credit risks relate to its cash and cash equivalents and accounts receivable. Cash is in place with major financial institutions. Concentrations of credit risk with respect to accounts receivable are limited due to the large number of customers. OPEIC has evaluation and monitoring processes in place and writes off accounts when they are determined to be uncollectible.

(b) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. OPEIC is exposed to this risk mainly in respect of its accounts payable and accrued liabilities.

(c) Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. Consequently, some assets and liabilities are exposed to foreign exchange fluctuations. OPEIC does not utilize any derivative instruments to mitigate this currency risk.

**4. Due to OPEI**

The amount is unsecured, non-interest bearing until 1 April 2014 at which time interest will be charged at rates agreed upon by the acting parties and with the following terms of repayment:

2014	\$ 96,969
2015	<u>86,471</u>
	<u>\$ 183,440</u>



**OUTDOOR POWER EQUIPMENT INSTITUTE OF CANADA**  
**Notes to the Financial Statements**  
For the year ended 31 December 2013

**5. Related party transactions**

OPEIC is related to Outdoor Power Equipment Institute ("OPEI"), an organization incorporated in the United States, through a common Board of Directors.

During the year, program administration expenses of \$41,384 (2012 - \$241,510) were provided by OPEI to OPEIC.

These transactions are in the normal course of operations and have been valued in these financial statements at the exchange amount which is the amount of consideration established and agreed to by the related parties.

**6. Prior period adjustment**

During the year, OPEIC determined that \$260,014 of program administration expenses due to OPEI related to 2012 were not recorded in the prior year. This error has been recorded as a prior period adjustment with a restatement of prior years financial statements. As a result, the program administration expense for the period ended 31 December 2012 have increased by \$260,014, accounts payable as at 31 December 2012 have increased by \$260,014 and net assets as at 1 January 2013 has decreased by \$260,014.

**7. Common control**

By virtue of a common Board of Directors, OPEIC and OPEI are under common control.

OPEI has not been consolidated in OPEIC's financial statements. OPEI's year end is 31 August and its financial statements are prepared in accordance with US generally accepted accounting principles FASB ASC 958, not-for-profit entities. The financial summary as at 31 August 2013 and for the year then ended are based on the audited financial statements. All amounts are presented in US dollars.

OPEI

	<u>31 August 2013</u>	<u>31 August 2012</u>
	(audited)	(audited)
Financial Position		
Total assets	<u>\$ 11,132,004</u>	<u>\$ 10,134,058</u>
Total liabilities	5,187,679	4,885,533
Total net assets	<u>5,944,325</u>	<u>5,248,525</u>
	<u>\$ 11,132,004</u>	<u>\$ 10,134,058</u>

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# OUTDOOR POWER EQUIPMENT INSTITUTE OF CANADA

## Notes to the Financial Statements

For the year ended 31 December 2013

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7. Common control - Continued

	<u>31 August 2013</u>	<u>31 August 2012</u>
Results of Operations		
Total revenues	<u>\$ 4,283,891</u>	<u>\$ 4,073,943</u>
Total expenses	<u>3,588,051</u>	<u>3,740,345</u>
Excess of revenue over expenses	<u>\$ 695,800</u>	<u>\$ 333,598</u>
	<u>31 August 2013</u>	<u>31 August 2012</u>
Cash Flows		
Cash from operations	<u>\$ 645,518</u>	<u>\$ 65,915</u>
Cash used in investing activities	<u>(771,562)</u>	<u>147,584</u>
Increase (decrease) in cash	<u>\$ (126,044)</u>	<u>\$ 213,499</u>





OUTDOOR POWER EQUIPMENT  
INSTITUTE OF CANADA

## APPENDIX D – Third Party Assurance Statement for Non-Financial Information

**OUTDOOR POWER EQUIPMENT  
RECYCLING PROGRAM**

**INDEPENDENT AUDITORS' REPORT**

**31 DECEMBER 2013**



1500 – 1090 West Georgia Street

Vancouver, B.C. V6E 3V7

Telephone: 604-684-1101

Fax: 604-684-7937

E-mail: admin@rollebenson.com

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## **INDEPENDENT AUDITORS' REPORT**

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To the British Columbia Ministry of Environment:

We have audited the following Sections within Outdoor Power Equipment Institute of Canada's ("OPEIC") Annual Report for the Outdoor Power Equipment Recycling Program for the year ended 31 December 2013 (together the "Subject Matter"):

- Table 1 and Appendix B - *Collection facilities*;
- Table 2 - *Product sold*;
- Table 4 - *Product collected*; and
- Description of performance for the year in relation to target 1 on pages 5 and 15 of the Annual Report.

The objective of this Report is to disclose how OPEIC's management has discharged its responsibility to report on the Subject Matter in accordance with Sections 8(2)(b), and (e) of the Recycling Regulation.

The Subject Matter is the responsibility of OPEIC's management who have prepared the Subject Matter in accordance with the evaluation criteria which are an integral part of the Subject Matter. Our responsibility is to express an opinion on this Subject Matter based on our audit. Our audit does not constitute a legal determination on OPEIC's compliance with the Recycling Regulation.

### **Evaluation Criteria**

The suitability of the evaluation criteria is the responsibility of management. The evaluation criteria presented in Attachment 1 are an integral part of the Subject Matter and address the relevance, completeness, reliability, neutrality and understandability of the Subject Matter.

### **Scope of the Audit**

We carried out our audit in accordance with Canadian Auditing Standard 5025, published by the Chartered Professional Accountants of Canada. This Standard requires, amongst others, that the assurance team possesses the specific knowledge, skills and professional competencies needed to understand and audit the information included within the Subject Matter, and that they comply with specific requirements to ensure their independence.





An audit includes examining, on a test basis, evidence supporting the amounts and disclosures within the Subject Matter. An audit also includes assessing the evaluation criteria used and significant estimates made by management, as well as evaluating the overall presentation of the Subject Matter. The main elements of our work were:

- confirming the existence of collection facilities and their understanding of the program by reviewing contracts, performing site visits, telephone contact with the facilities and internet research;
- comparing the number of collection facilities to the prior year and investigating the reasons for any changes;
- checking the units of product sold during the year and agreeing to the audit work performed in relation to OPEIC's audited financial statements;
- reviewing the supporting documentation and methodology used to estimate collection volumes;
- re-performing conversion calculations on a test basis; and
- ensuring wording of Annual Report is reflective of audit findings.

#### Opinion

In our opinion, the Subject Matter within OPEIC's Annual Report for the Outdoor Power Equipment Recycling Program for the year ended 31 December 2013 presents fairly in accordance with the evaluation criteria, in all material respects:

- the location of collection facilities, and any changes in the number and location of collection facilities from the previous report in accordance with Section 8(2)(b) of the Recycling Regulation;
- the description of how total amounts of the producer's product sold and collected has been calculated in accordance with Section 8(2)(e) of the Recycling Program; and
- the description of performance for the year in relation to targets in the approved stewardship plan under Section 8(2)(b) and (e) of the Recycling Regulation.

Our report has been prepared solely for the purposes of management's stewardship under the Recycling Regulation and is not intended to be and should not be used for any other purpose. Our duties in relation to this report are owed solely to OPEIC, and accordingly, we do not accept any responsibility for loss occasioned to any other party acting or refraining from acting based on this report.

*Rolfe, Benson LLP*  
CHARTERED ACCOUNTANTS

Vancouver, Canada  
27 June 2014



## Attachment 1

### Evaluation Criteria

The following evaluation criteria were applied to the assessment of the location of collection facilities, and any changes in the number and location of collection facilities from the previous report in accordance with Section 8(2)(b) of the Recycling Regulation:

- OPEIC maintains a listing of all collection facilities for the program, including the location of the collection facility, the total of which agrees to the number of collection facilities as disclosed in the Annual Report.
- Collection facilities have a signed contract with OPEIC, a physical location that is available to collect program material, and the staff of the facility has an adequate understanding of the program.
- Reasons for any changes in the number of collection facilities from the previous annual report are supported by valid business purposes and adequately disclosed in the Annual Report.
- The definition of a collection facility as disclosed in the Annual Report is accurate.

The following evaluation criteria were applied to the assessment of the description of how total amounts of the producer's product sold and collected has been calculated in accordance with Section 8(2)(e) of the Recycling Regulation:

- OPEIC maintains a listing of product sold by product category for the fiscal year which agrees to the amounts disclosed in the Annual Report.
- The units of product sold per program category have been recalculated using the data included the audit work performed in relation to OPEIC's audited financial statements.
- OPEIC has performed sampling procedures to identify program material collected at the various collection facilities as described in the Annual Report.
- The calculation of the estimated collection volume as included in the Annual Report is based on the sampling data described above and has been calculated accordingly.

The following evaluation criteria were applied to the assessment of the description of performance for the year in relation to targets in the approved stewardship plan under Section 8(2)(b) and (e) of the Recycling Regulation:

- All stewardship plan targets relating to Section 8(2)(b) and (e) of the Recycling Regulation have been identified and disclosed in the Annual Report.
- The expected outcomes and target dates as included in the Annual Report are consistent with the targets in the approved stewardship plan.
- The facts disclosed in the annual update on progress are supportable by evidence, neutral and understandable.