



**Canadian Stewardship
Services Alliance**

Dear Steward,

Thank you to those who have already submitted your annual steward reports before the May 31st deadline.

The National Steward Services team has begun its review of submitted steward reports for the MMBC, MMSW, MMSM and Stewardship Ontario programs in order to understand and validate any year-over-year differences because the kilograms you report are critical to the 2017 fee setting process.

To enable accurate fee setting, please ensure that any significant year-over-year increases or decreases are stated in your methodology to help us understand any fluctuations in your reported kilograms. A Steward Services representative may contact you for further clarification as part of our report validation process.

It's important to note that all steward information and data remains confidential during the review process. The report reviews are a normal part of the annual steward reporting cycle, and are not related to compliance activities, audits, or third-party reviews.

2017 fee schedules for each of the four packaging and printed paper programs will be published at the Annual Steward Meeting in October, along with the 2017 program budgets and program performance updates. Our objective is to ensure that all stewards have the information they need to plan their 2017 budgets early in Q4 of 2016.

If you are preparing your reports and require assistance, or if you have questions about reviews, the fee setting process, or reporting in general, please contact the National Steward Services team at 1-888-980-9549 or stewards@cssalliance.ca and someone will be glad to assist you.

Regards,
National Steward Services

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