



# **RCA**

# **ANNUAL REPORT**

## **2022 - 2023**

RECYCLING  
COUNCIL  
OF ALBERTA

**RCA**

# TABLE OF CONTENTS



2022-2023 Board Of Directors _____	1
Extended Producer Responsibility _____	2
RCA Webinars _____	3
Circular Cities and Regions Initiative _____	4
2022 Rs of Excellence Award Winners _____	5
RCA 2022-2023 Conference _____	8
Building a Circular Food Supply Chain _____	10
2022 Summer Ambassadors _____	11
New RCA Website _____	12
2022 - 2023 Financial Statements _____	13
2022 - 2023 Auditors Engagement Letter _____	25

# 2022-2023 BOARD OF DIRECTORS

## **PRESIDENT:**

**Jeannie Bertrand**

Dillon Consulting

## **VICE-PRESIDENT:**

**Tammy Burke**

## **TREASURER:**

**André Joseph**

GHD



---

## **DIRECTORS:**

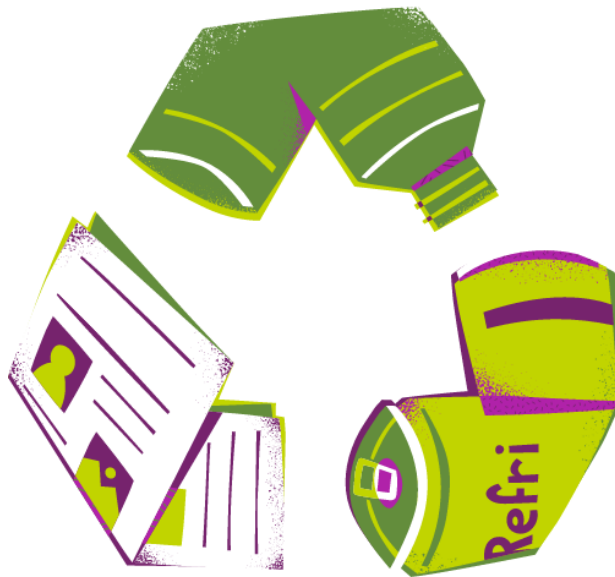
- **Mortimer Capriles**  
Goodwill Industries of Alberta
- **Amy Donahoe**  
Cascades
- **Corey Popick**  
Claystone Waste Ltd
- **Corey Saban**  
[Re] Waste
- **Jodi Tomchyshyn London**  
JTL Squared Consulting Inc.
- **Joshua Shitta-Bey**  
City of Fort Saskatchewan
- **Sarah Wilmot**  
City of Edmonton
- **Roxanne Molnar**

# EXTENDED PRODUCER RESPONSIBILITY

Extended Producer Responsibility regulations went into effect in Alberta on November 30, 2022. The RCA played a key role in helping EPR become a reality by working with various stakeholders and government officials to carve out the new regulations.

One of the aims of EPR is to give producers an incentive to change product design for reuse as well as make it easier to recycle packaging and shift the responsibility to product manufacturers to recycle their own packaging and divert it from landfills.

To support the implementation of EPR in Alberta, the RCA hosted a series of webinars focusing on the challenges and opportunities Alberta municipalities face as they roll out EPR in their respective jurisdictions. More information on these webinars can be found in the next section.





# RCA WEBINARS

The first webinar on Alberta's EPR transition was hosted by the RCA in collaboration with Alberta Municipalities on April 24. The session was moderated by Leah Seabrook from Strathcona County and featured speakers from Ontario and BC who shared their own experience transitioning to EPR. The primary focus was on service contracts and infrastructure as well as covering challenges unique to rural communities such as staffing and depots. Presenters provided tips and advice to attendees learned as their respective provinces and municipalities went through their own EPR transition. Other panel members included:

- Ben Van Nostrand, Columbia Shuswap Regional District
- Laura Zapotichny, Regional District of Fraser Fort George
- John Watson, Municipality of Dysart et al
- Laura Barrett, Simcoe County
- Melissa Kovacs Reid, County of Dufferin
- David McKenna, Alberta Environment and Protected Areas

---

The next EPR webinar took place on June 2<sup>nd</sup> and examined the role of oversight bodies and producer responsibility organizations. This session was moderated by RCA Executive Director, Christina Seidel and focused on the different roles that organizations will play, especially with the oversight and operation of EPR roll out. Other presenters included:

- Ed Gugenheimer, CEO, ARMA
- Allen Langdon, CEO, Circular Materials
- Mannie Cheung, VP Operations, Product Care
- Jason Brown, Director of Program and Project Management, Call2Recycle

# CIRCULAR CITIES AND REGIONS INITIATIVE

Momentum towards a circular economy in Canada is building, and Canadian cities and regions are helping to lead the way through the Circular Cities and Regions Initiative (CCRI).

The CCRI, which was launched by the National Zero Waste Council, the Federation of Canadian Municipalities' (FCM) Green Municipal Fund, the Recycling Council of Alberta, and RECYC-QUÉBEC in 2021, aims to advance circular economy knowledge and capacity in Canadian communities of all sizes.



In the CCRI's first 12 months, 15 cities and regions participated in an immersive year of circular economy knowledge sharing and capacity building. Ten more communities have now completed a similar year of activities and are taking the next steps on their own circular economy journey. Over its initial two years, the CCRI has spearheaded a nationwide discussion on best practices, resulting in measurable impacts across 25 cities and regions. These communities have developed individualized action plans and seamlessly integrated circular economy initiatives into their existing strategies.

## **During this period, the CCRI has accomplished the following:**

- Conducted 7 National Webinars
- Organized 22 Peer-to-Peer Network Sessions and Workshops
- Facilitated 38 Community Action Planning Workshops
- Produced 25 Community Roadmaps and Strategic Opportunity Reports
- Conducted 25 one-on-one community interviews
- Engaged in over 130 hours of interactions with the P2P Network

# 2022 RS OF EXCELLENCE AWARD WINNERS

The Rs of Excellence Awards have been designed to recognize the special contributions RCA members are making to promote, facilitate, and advocate for a Circular Economy in Alberta through waste reduction and resource conservation. Here are the organizations and individuals that were awarded the 2022 Rs of Excellence Awards.

---

## Lifetime Achievement Award - Peter Duck



Peter Duck has been tackling waste management issues with the Bow Valley Waste Management Commission for over 15 years, building on a lifetime commitment to environmental protection. Peter also developed a thriving local “Toward Zero Waste” program and coordinated and collaborated with waste managers all over the

province on regional issues through his role as Coordinator of the Calgary and Region Waste Managers Working Group (CRWMWG), all while managing a successful compost program at Francis Cooke landfill site. RCA conference attendees have also had the pleasure of learning from his compelling nature hikes.

---

## Waste Reduction Leadership Award - Green Calgary Association Rain Barrel Program

For over 25 years, Green Calgary has been selling locally manufactured rain barrels. Each barrel is upcycled from food barrels—previously used to store condiments, soda syrup, and other foodstuffs—and are acquired directly from businesses. In the last 8 years, Green Calgary has sold 9,500 barrels, diverting 14 tons of plastic from waste and recycling facilities each year.



The long lifespan and ability to capture over 3,000 litres of water a year makes this high quality upcycled barrel symbolic of what a sustainable, local economy looks like. Green Calgary's rain barrels not only keep food grade plastic out of the waste system, but they are also better for plants and support watershed health, too. The program's success can be seen in rain

barrels all over the city, some of which are over 15 years old, continuing to harvest thousands of litres of rainwater every year.

---

### **Business Waste Reduction Award - Green Circle Salons (GCS)**

Green Circle Salons (GCS) is a movement designed to keep beauty waste, including hair clippings, used foils, color tubes, paper, and plastic, out of landfills. GCS diverts approximately 85 tons of hair per year from landfills across North America.



GCS is also in the process of creating an exciting new bio-composite material that combines human hair waste with reprocessed polypropylene to manufacture products for their clients. To date, GCS has produced 5,000 bio-composite hair bins, each containing 1.5 pounds of human hair. The next iteration of their bins will be made using recycled HDPE material sourced from their salons.

---

### **Lifetime Achievement Award - Brad Schultz**

The impact Brad Schultz has had since joining Alberta Recycling Management Authority (ARMA) 18 years ago is profound. His influence permeates all aspects of the programs and the organization. It reaches out through his vital connections with key program stakeholders - municipalities, processors, provincial government, the public, and programs in other jurisdictions. **Continued...**

That is why the RCA is delighted to select Brad Schultz as the recipient of the 2022 Lifetime Achievement Award for Excellence in Recycling. Brad was very successful in building the awareness, support and participation of Albertans that is crucial to successful recycling programs.

The results embraced all regions of the province, all stakeholders, and all designated materials at end-of-life. Brad got things done. His strength was implementation at the ground level. He had great respect for those in the field. He grabs every opportunity to talk with stakeholders to find out what is working and what needs to be better.

Brad consistently prioritized the organization's best interests, making staff well-being a top priority. Moreover, he fostered strong relationships with municipal leaders and administrators, as well as processors and provincial officials.





# 2022 RCA CONFERENCE

In October 2022, RCA members took a trip to Oz, also known as Jasper, Alberta for our 12<sup>th</sup> annual Circular Economy Conference. This year's theme was "Somewhere Over the Rainbow" and we truly got to peek behind the curtain of circular economies with many exciting speakers, presenters and of course, the annual banquet and costume party.



Lions and tigers and bears oh my! Well; maybe not tigers and bears, but definitely a few brave lions, a flying monkey and Dorothys, Totos and Tin Men too. And that was just Thursday night!

EPR, technology, organics and innovations in circular economies were just a few of the educational, informative, and inspiring topics presented. Food waste expert and cookbook author Christine Tizzard teamed with the chefs at Jasper Park Lodge to peek behind the culinary curtain of Oz and showed participants how to make amazing gourmet meals using food scraps while other participants got a behind-the-curtains tour of JPL's award-winning sustainability program. Of course, no conference is complete without a brewery tour, giant lollipops, lots of networking and opportunities to catch up with colleagues.



**Continued...**

The conference also featured two remarkable keynote speakers who covered developments in circular economies from California to the Cosmos. Heidi Sanborn, the Founding Director of the California Product Stewardship Council and The National Stewardship Council provided an amazing and inspiring overview of the many circular economy concepts being implemented and embraced in California while Emma Cain Loudin provided an eye-opening and thought-provoking overview of a habitat we may not think of when it comes to circular economies. Emma is an Astrophysicist with a Ph.D. from Yale University who challenged everyone's perspective and engaged their imagination taking us on a trip down the yellow brick road all the way into space itself!

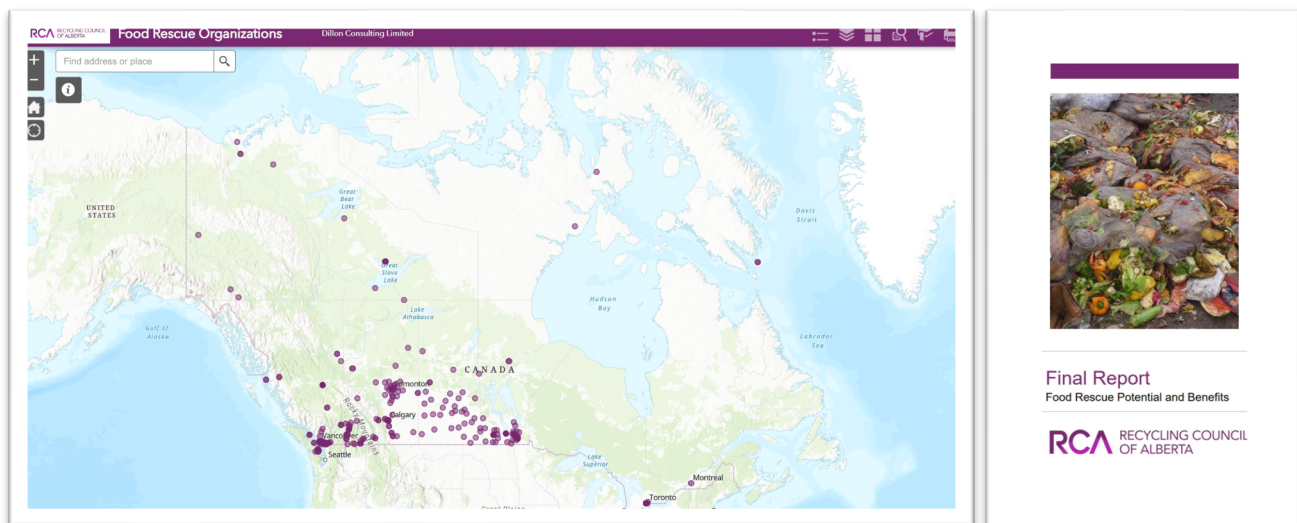


*The RCA would like to thank the sponsors, presenters and participants who made the 2022 conference a huge success!*

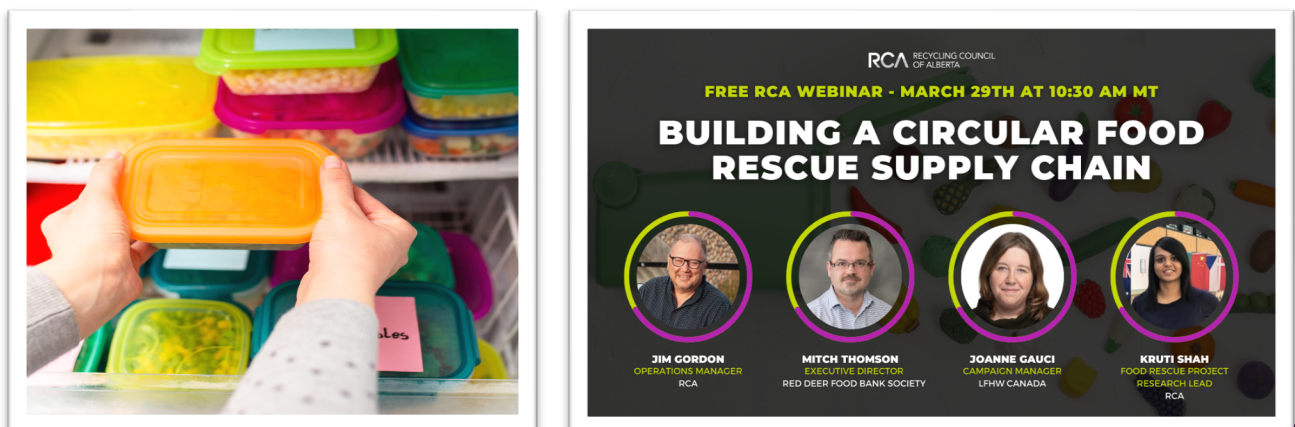


# BUILDING A CIRCULAR FOOD SUPPLY CHAIN

Christmas came early for the RCA when we received a grant from Environment and Climate Change Canada on December 23rd to create a food waste project that supports Second Harvest's report on reducing methane gas. Our project focused on identifying challenges and opportunities to create a more efficient and circular food value supply chain. This would divert more edible food to families to combat food insecurity, direct more inedible food to farms for feeding and composting, and reduce the amount going to landfills, where it contributes to methane gas emissions.



The first phase of the project concluded with a webinar held on March 30th, the publication of a food rescue report, and the establishment of an interactive map on our website, featuring the names and locations of 401 food banks spanning Western Canada and the three Territories.



# 2023 SUMMER AMBASSADORS



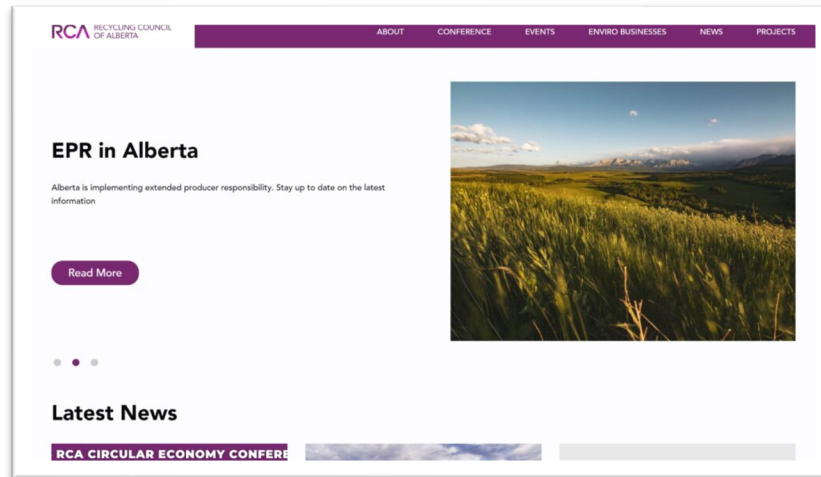
Since 1999, during the summer season, the RCA has selected a team of conscientious, dynamic, and environmentally conscious post-secondary students to execute significant waste reduction initiatives on behalf of our members.

This year, the RCA hired three Calgary Ambassadors and two Edmonton Ambassadors to work on a variety of projects across Alberta. The summer for the RCA Ambassadors started with compost roundups in Cochrane and Langdon staffed by the Calgary team; Swroop, Victor, and Sosan. Our Edmonton Ambassadors, Audrey and Krystal worked several Ag Plastic giveaways with Cleanfarms as well as waste audits in Rocky Mountain House and Banff. A residential waste audit for Skyline was our largest project this summer. The Calgary team spent one month sorting, documenting, and generating a report for a 192-residential complex in Airdrie.

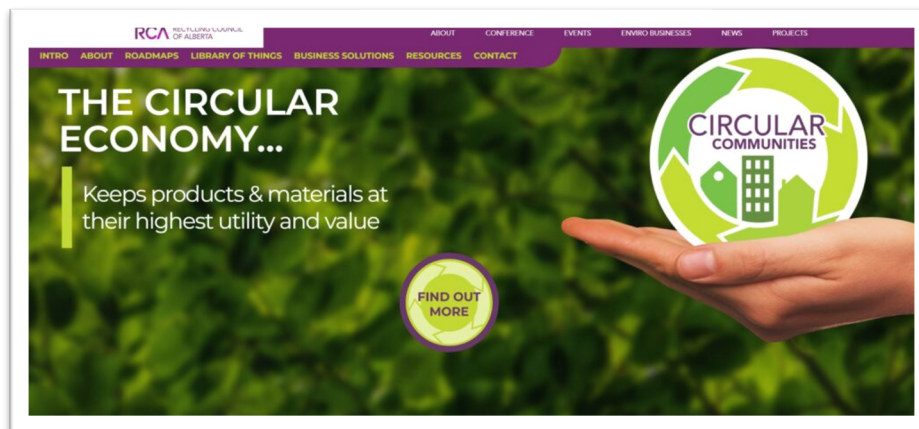
Our Ambassadors also collaborated with S-cubed Environmental on a waste audit in Chestermere, conducted an audit of the Fort Saskatchewan waste app to update curbside material collection information, and spearheaded a range of research and communications projects for the RCA. As we conclude another successful summer with the RCA Ambassadors, our gratitude extends to the Ambassadors for their dedication, RCA members for their support, and the program's partnering organizations for fostering exceptional learning experiences.

# NEW RCA WEBSITE

This July, the RCA went live with a new, refreshed, and updated website. Our RCA Communications team worked long and hard to give the site a fresh look while maintaining the existing RCA brand and identity.



At the end of May, we also launched a new webpage dedicated to Circular Communities. The new page can be found under the "Projects" tab on our new, main website and features some of the Circular Communities initiatives we have participated in as well as ideas for Alberta municipalities to start creating some of their own circular community ideas and initiatives.





# 2022 – 2023 FINANCIAL STATEMENTS



---

## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

---

To the Members of Recycling Council of Alberta

We have reviewed the accompanying financial statements of Recycling Council of Alberta (the council) that comprise the statement of financial position as at March 31, 2023, and the statements of revenues and expenditures, changes in net assets 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 (ASNPO), 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.

### *Practitioner's Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### *Basis for Qualified Conclusion*

In common with many not-for-profit organizations, the council derives revenue from donations and fundraising activities, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the records of the council. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the year ended March 31, 2023, current assets and net assets as at March 31, 2023. Our review conclusion on the financial statements for the year ended March 31, 2022 was modified accordingly because of the possible effects of this limitation of scope.

(continues)

Independent Practitioner's Review Engagement Report to the Members of Recycling Council of Alberta  
(continued)

*Qualified Conclusion*

Based on our review, except for the possible effects of the matter described in the *Basis for Qualified Conclusion* paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Recycling Council of Alberta as at March 31, 2023, 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 (ASNPO).

Edmonton , Alberta  
September 12, 2023

  
VKO LLP  
CHARTERED PROFESSIONAL ACCOUNTANTS

**RECYCLING COUNCIL OF ALBERTA**  
**Statement of Financial Position**  
**March 31, 2023**

	2023	2022
<b>ASSETS</b>		
CURRENT		
Cash	\$ 389,374	\$ 507,520
Term deposits (Note 2)	162,063	160,865
Accounts receivable (Note 3)	20,860	23,288
Goods and services tax recoverable (Note 4)	12,119	6,024
Prepaid expenses	22,750	6,000
	<u>607,166</u>	<u>703,697</u>
PROPERTY AND EQUIPMENT (Note 5)	590	737
	<u>\$ 607,756</u>	<u>\$ 704,434</u>
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT		
Accounts payable	\$ 29,341	\$ 24,880
Deferred income (Note 6)	42,970	45,324
Deferred contributions (Note 7)	66,592	169,917
	<u>138,903</u>	<u>240,121</u>
NET ASSETS		
Unrestricted	468,263	463,576
Invested in property and equipment	590	737
	<u>468,853</u>	<u>464,313</u>
	<u>\$ 607,756</u>	<u>\$ 704,434</u>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

See notes to financial statements

**RECYCLING COUNCIL OF ALBERTA**  
**Statement of Revenues and Expenditures**  
**Year Ended March 31, 2023**

	2023	2022
<b>REVENUES</b>		
Sponsorship	\$ 248,511	\$ 210,826
Registration fees	183,316	99,762
Anonymous foundation (Note 7)	127,519	23,850
Membership dues	92,309	84,828
Consulting	32,315	1,807
Environment and Climate Change Canada (Note 7)	30,877	-
Federation of Canadian Municipalities (Note 7)	16,162	-
Interest income	7,292	2,748
Rupertsland Institute (Note 7)	6,405	-
Government of Canada: Canada Summer Jobs	4,800	-
Advertising	4,028	22,190
Alberta Ecotrust Foundation (Note 7)	3,402	3,993
Donations	2,773	2,558
Plastic-Free YYC (Note 7)	365	730
Government of Alberta: Canadian Agricultural Partnership	-	51,257
	<b>760,074</b>	<b>504,549</b>
<b>EXPENDITURES</b>		
Sub-contracts (Schedule 1)	309,025	309,977
Meals and entertainment	154,710	76,658
Salaries and wages	149,457	21,053
Rental	47,301	49,886
Travel (Schedule 2)	39,795	7,406
Other conference, event and workshop	18,294	10,123
Advertising and promotion	12,051	19,228
Office	10,942	1,578
Interest and bank charges	6,763	6,303
Professional fees	4,915	4,793
Insurance	2,133	2,031
Amortization	148	4,834
	<b>755,534</b>	<b>513,870</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 4,540</b>	<b>\$ (9,321)</b>

See notes to financial statements



**RECYCLING COUNCIL OF ALBERTA**  
**Statement of Changes in Net Assets**  
**Year Ended March 31, 2023**

	Unrestricted	Invested in property and equipment	<b>2023</b>	2022
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 463,576	\$ 737	<b>\$ 464,313</b>	\$ 473,634
Excess of revenues over expenditures	4,687	(147)	<b>4,540</b>	(9,321)
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 468,263</b>	<b>\$ 590</b>	<b>\$ 468,853</b>	<b>\$ 464,313</b>

See notes to financial statements

**RECYCLING COUNCIL OF ALBERTA**  
**Statement of Cash Flows**  
**Year Ended March 31, 2023**

	2023	2022
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenues over expenditures	\$ 4,540	\$ (9,321)
Item not affecting cash:		
Amortization	148	4,834
	<u>4,688</u>	<u>(4,487)</u>
Changes in non-cash working capital:		
Accounts receivable	2,428	39,216
Accounts payable	4,460	(15,488)
Deferred income	(2,354)	(93,258)
Prepaid expenses	(16,750)	13,354
Goods and services tax payable	(6,095)	(2,936)
Deferred contributions	(103,325)	118,660
	<u>(121,636)</u>	<u>59,548</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>(116,948)</b>	<b>55,061</b>
Cash - beginning of year	<u>668,385</u>	<u>613,324</u>
<b>CASH - END OF YEAR</b>	<b>\$ 551,437</b>	<b>\$ 668,385</b>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 389,374	\$ 507,520
Term deposits	<u>162,063</u>	<u>160,865</u>
	<u>\$ 551,437</u>	<u>\$ 668,385</u>

See notes to financial statements

**RECYCLING COUNCIL OF ALBERTA**  
**Notes to Financial Statements**  
**Year Ended March 31, 2023**

---

**PURPOSE OF THE COUNCIL**

Recycling Council of Alberta (the "council") is a not-for-profit organization incorporated provincially under the Societies Act of Alberta. As a registered charity the council is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The council promotes and facilitates waste reduction, recycling and resource conservation in the Province of Alberta. The council was formed in 1987 and was registered as a charity in 1995.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Fund accounting

The financial statements have been classified into the following funds:

The unrestricted fund accounts for the council's program delivery, support and administrative activities.

The invested in property and equipment fund reports the assets, liabilities, revenues and expenditures related to the council's capital assets.

Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life at the following rates and methods:

Computer equipment	55% declining balance method
Equipment	20% declining balance method
Website	25% declining balance method

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition

Recycling Council of Alberta follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Membership fee revenue is recognized based upon the membership year.

Other revenues are recognized in the period it is earned and collection is reasonably assured.

Contributed services

The fair value of contributed or volunteer services cannot be reasonably determined and are therefore not reflected in these financial statements.

*(continues)*

**RECYCLING COUNCIL OF ALBERTA**  
**Notes to Financial Statements**  
**Year Ended March 31, 2023**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Measurement uncertainty

The preparation of financial statements in conformity 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 amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Significant items subject to such estimates and assumptions include the estimated useful lives of property and equipment; allowance for doubtful accounts; and accrued liabilities.

**2. TERM DEPOSITS**

Term deposits bearing interest at 0.75% per annum, maturing April 2023.

**3. ACCOUNTS RECEIVABLE**

	2023	2022
Trade	\$ 15,860	\$ 17,359
Anonymous foundation	5,000	5,000
Alberta Ecotrust Foundation	-	1,479
Plastic-Free YYC	-	1,095
	20,860	24,933
Allowance for doubtful accounts	-	(1,645)
	<u>\$ 20,860</u>	<u>\$ 23,288</u>

**4. GOODS AND SERVICES TAX**

The council qualifies for purposes of claiming a rebate of a portion of the goods and services tax that it pays on its purchases. The council has applied for a rebate of goods and services tax paid during the year. The rebates which total \$12,119 are included in current years operations.

**RECYCLING COUNCIL OF ALBERTA**  
**Notes to Financial Statements**  
**Year Ended March 31, 2023**

**5. PROPERTY AND EQUIPMENT**

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Computer equipment	\$ 501	\$ 501	\$ -	\$ -
Equipment	14,705	14,115	590	737
Website	37,200	37,200	-	-
	<u>\$ 52,406</u>	<u>\$ 51,816</u>	<u>\$ 590</u>	<u>\$ 737</u>

**6. DEFERRED INCOME**

	2023	2022
Membership dues	<u>\$ 42,970</u>	<u>\$ 45,324</u>

**7. DEFERRED CONTRIBUTIONS**

	Balance, beginning of year	Received during year	Recognized to revenue	Balance, end of year
Anonymous foundation	\$ 166,150	\$ -	\$ (127,519)	\$ 38,631
Environment and Climate Change Canada	-	45,000	(30,877)	14,123
Federation of Canadian Municipalities	-	30,000	(16,162)	13,838
Rupertsland Insitute	-	6,405	(6,405)	-
Alberta Ecotrust Foundation	3,402	-	(3,402)	-
Plastic-Free YYC	365	-	(365)	-
	<u>\$ 169,917</u>	<u>\$ 81,405</u>	<u>\$ (184,730)</u>	<u>\$ 66,592</u>

**8. COMPARATIVE FIGURES**

Some of the comparative figures have been reclassified to conform to the current year's presentation.

**RECYCLING COUNCIL OF ALBERTA**  
**Notes to Financial Statements**  
**Year Ended March 31, 2023**

---

**9. FINANCIAL INSTRUMENTS**

The council is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the council's risk exposure and concentration as of March 31, 2023.

**Credit risk**

Credit risk is the risk that a third party to a financial instrument might fail to meet its obligations under the terms of the financial instrument. The council's financial assets that are exposed to credit risk consist primarily of cash, term deposits and accounts receivable. The council's cash and term deposits are maintained with a large federally regulated financial institution. The council, in its normal course of operations, is exposed to credit risk from its customers. The amounts due are from a variety of customers and government agencies. The council is not subject to significant concentration of credit risk with respect to its members.

**Liquidity risk**

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The council is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources and accounts payable.

**Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The council's interest-bearing assets include cash and term deposits.

Unless otherwise noted, it is management's opinion that the council is not exposed to significant other price risks arising from these financial instruments.

**RECYCLING COUNCIL OF ALBERTA****Sub-contracts****(Schedule 1)****Year Ended March 31, 2023***(Unaudited)*

	<b>2023</b>	<b>2022</b>
Consulting	<b>\$ 278,719</b>	\$ 244,600
Accounting and bookkeeping	<b>30,306</b>	28,601
Communications	-	24,353
Social media	-	12,423
	<b>\$ 309,025</b>	<b>\$ 309,977</b>

See notes to financial statements



**RECYCLING COUNCIL OF ALBERTA****Travel****(Schedule 2)****Year Ended March 31, 2023***(Unaudited)*

	<b>2023</b>	<b>2022</b>
Accommodations	\$ <b>23,369</b>	\$ 4,383
Mileage/fuel	<b>11,493</b>	2,240
Travel	<b>4,933</b>	783
	<b>\$ 39,795</b>	\$ 7,406

See notes to financial statements

# 2022 – 2023 AUDITORS ENGAGEMENT LETTER

October 11, 2023

To: The Board of Directors of the Recycling Council of Alberta

We have completed our audit of the financial records for the Recycling Council of Alberta (herein after called the "RCA") for the year ending March 31, 2023. We have reviewed the following statements dated September 12, 2023 (and associated financial materials, bank statements, and records):

- Statement of Financial Position;
- Statement of Revenues and Expenditures;
- Statement of Changes in Net Assets; and
- Statement of Cash Flows.

Based on our audit, nothing has come to our attention that causes us to believe that these financial statements are not in accordance with generally accepted principles.

In addition, the following is noted as a result of this audit:

- We are not aware of any significant unusual transactions recorded by the RCA; and
- There are no findings or issues arising from the audit that are, in our judgment, significant and relevant to the Board of Directors regarding the financial reporting process.

Regards,



Michel Lefebvre



Kris Samraj