



---

**DATE:** February 12, 2021

**TO:** Depot Network

**RE:** **Disclosure of Information to the BCMB**

---

**Attention Depot Operators,**

This notice serves as a reminder to all Depot Operators that any changes to Management at your Depot are to be disclosed immediately to the BCMB.

Depot By-law Section 8.5. states that:

*An individual Permit Holder who is not primarily responsible for operating the Depot for which the Permit has been issued, shall provide the BCMB with the name of the Depot Manager when the Permit is issued and upon request by the BCMB and shall immediately advise the BCMB of any change in the identity or contact information of the Depot Manager.*

This means that any Depot employee who is responsible for the daily operations of the Depot, full-time or part-time, should be disclosed as soon as the change occurs. Daily operations would include supervision of staff, handling of customer complaints and general oversight of operational tasks.

All Managers are required to provide the following information:

- Contact Information (full name, phone number, email address)
- Criminal Record Check completed within the last 3 months
- Proof of English Proficiency in the form of:
  - proof of birth or education in an English-speaking country;
  - or a Canadian Language Benchmark score of six (6) or better on speaking and listening and a score of four (4) on reading and writing.

If you have any questions, please direct them to a Compliance Officer at [permits@bcmb.ab.ca](mailto:permits@bcmb.ab.ca) to ensure our records are updated accordingly.

