

Are you passionate about protecting the environment? Do you go out of your way to reduce, reuse, and recycle? Do you envision a waste-free future?

If you answered yes to those questions, then we would like to hear from you.

We are the Resource Productivity and Recovery Authority (RPRA), Ontario's circular economy regulator.

As RPRA is committed to best practices in governance, an important prerequisite to strong governance is having a board that comprises individual directors who, collectively, have the full range of skills, expertise, and experience necessary to oversee leadership and otherwise fulfil its regulatory duties and responsibilities. While the appropriate technical skills and experience are essential, equally important are the diverse personal attributes and competencies a prospective board director will bring to the table. In particular, individuals with an understanding of modern regulatory principles and governance are of interest as are those who bring knowledge around the circular economy. Due to an upcoming vacancy, there is a need for one new board elected director. [Please note this is not a Government appointed position.]

This is an exceptional opportunity to contribute to the oversight and continued development of a regulatory organization committed to support the government's efforts to protect the environment and advance a new economy in which all waste is reused, recycled, and reintegrated.

### **RPRA Overview**

RPRA is the regulator mandated by the Government of Ontario to enforce the province's circular economy laws and play a key role in reducing waste and litter through resource recovery.

RPRA is overseen by the Ontario Ministry of the Environment, Conservation and Parks and is accountable to the Minister of the Environment, Conservation and Parks.

RPRA is mandated to administer the requirements of the Resource Recovery and Circular Economy Act, 2016 (RRCEA) and the Waste Diversion Transition Act, 2016 (WDTA), and their associated regulations. In addition, RPRA is responsible for providing digital reporting services for a wider range of waste and resource recovery programs.

Under the RRCEA, RPRA enforces individual producer responsibility (IPR) requirements for collecting and managing waste associated with products and packaging. RPRA also operates an electronic registry to provide information and assist with the enforcement of laws relating to resource recovery and waste in Ontario.

Our vision is: "A waste-free and prosperous Ontario."

And our mission is: "To support waste reduction and resource recovery by enforcing compliance with Ontario's producer responsibility laws, providing registry services to our regulated community, and reporting publicly on Ontario's progress towards a circular economy."

## **Role of the Board**

RPRA's board of directors consists of 11 members. Five members are appointed by the Minister and six members are elected by the board. The Minister may appoint a chair from among the members of the board.

The board provides oversight and supervision of the management of the organization. The board appoints the CEO and the Registrar, who has the statutory authority to make independent compliance and enforcement decisions.

Board directors are required to abide by RPRA's [Code of Conduct](#). The board's responsibilities include:

- a) hiring, exiting, and monitoring the performance of the CEO and Registrar
- b) evaluating and approving RPRA's mission, vision, values, strategic plans, and key performance indicators to be achieved
- c) approving budgets and monitoring RPRA's operations, compliance with a comprehensive policy setup, systems of internal controls and financial soundness
- d) satisfying that the company is operating in accordance with the legislation, by-laws, minister's orders, administrative agreement with the Province of Ontario, terms of its mandate, and approved strategic and business plans
- e) reviewing RPRA's approach to identifying monitoring, managing risks and reporting matters affecting its stakeholders

## **Board and Committee Activities**

The board's work is carried out at meetings of the board and its four committees. Directors are provided with meeting agendas and background materials in advance of meetings to inform them of the issues and staff recommendations.

A considerable amount of the board's work is carried out by four committees, each made up of directors selected by the Governance, Regulatory, and Stakeholder Affairs Committee, and approved by the board. Committee members are selected based on their expertise and the duties and responsibilities outlined in the terms of reference for a particular committee.

Each committee comprises a minimum of five members, and each is led by a chair.

The four current standing committees are:

- Audit & Risk
- Finance and Technology
- Governance, Regulatory, and Stakeholder Affairs
- Human Resources

Learn more about our board and committees on our [website](#).

## **Commitment**

Directors attend six to eight board meetings per year and a similar number of committee meetings. The board also holds strategic planning meetings, attends RPRA's Annual Public Meeting, and convenes for other meetings that may be scheduled by the board chair, one of the committee chairs, or the corporate secretary. Board meetings last on average six hours and committee meetings run between three to five hours. Directors are expected to sit on at least two committees.

Board and committee meetings are scheduled well in advance of each new year to ensure directors can schedule their calendars. Meetings are held both in person and virtually. In person meetings are hosted in Toronto and travel and accommodation expenses, if required, are reimbursed.

## **Compensation**

Directors are paid per diems for each board and committee meeting attended. Directors are also compensated for preparation time. Reasonable out-of-pocket expenses related to board and committee work are reimbursed, according to RPRA's [Director Remuneration Policy](#) and [Travel, Meal and Hospitality Expense Policy](#). Per diems are aligned with rates set out in the [Ontario Public Services Agencies & Appointment Directive](#) for Adjudicative Tribunals and Regulatory Agencies. Director remuneration and meeting attendance are subject to public disclosure in RPRA's Annual Report and on its website.

## **Director Qualifications and Eligibility Criteria**

As per RPRA's **General By-Law**:

In addition to any requirements set out in the RRCEA, the regulations and the Operating Agreement, each Director shall:

- be at least 18 years of age; and
- not be an undischarged bankrupt or a mentally incompetent person.

The **Operating Agreement** between the Minister of the Environment, Conservation and Parks and the Resource Productivity and Recovery Authority outlines requirements for board composition, appointments and elections:

- Unless superseded by a regulation under the RRCEA, when the Board elects individuals to the Board, and when the Minister appoints individuals to the Board, the Board and the Minister shall endeavor to select persons who will:
  - (a) assist the Authority in effectively carrying out its objects;
  - (b) collectively form a Board that has experience and practical expertise in the following areas:
    - (i) resource recovery and waste reduction;
    - (ii) supply chain management;
    - (iii) compliance and enforcement, including compliance auditing;
    - (iv) data management systems and analysis, information technology issues and trends;
    - (v) information management, including privacy, security and data collection;
    - (vi) finance and auditing;
    - (vii) business and risk management;
    - (viii) corporate governance and management;
    - (ix) public administration and government relations
    - (x) stakeholder engagement and communications; and
    - (xi) subject to 7.4, experience working for a corporation or other entity, or an individual, with respect to a product, primary packaging, convenience packaging or transport packaging as set out in sections 61 and 62 of the RRCEA.
- When the Minister appoints members and when the Board elects members, attention will be given to ensuring that the collective mix of skills and experience supports the Board's ability to add strategic value to the Authority. The Minister and the Board will also seek to achieve diversity in the Board's membership composition.

The Operating Agreement also sets limits and outlines disqualifications:

- A person shall not be appointed by the Minister or elected by the Board to the Board if the person has been or would be upon the termination of their current term of appointment, a member of the Board for a total of more than nine years.
- A member appointed by the Minister or elected by the Board to the Board shall not, currently or within six months prior to the appointment or election, be:
  - (a) an employee of the Authority;
  - (b) a director, officer or employee of a steward designated under the WDTA or an association representing stewards;
  - (c) a director, officer or employee of an Industry Funding Organization or an Industry Stewardship Organization;
  - (d) a director, officer or employee of a corporation or other entity who on behalf of a steward remitted fees or other valuable consideration to an Industry Funding Organization or an Industry Stewardship Organization in the current calendar year or in the preceding 12 months;
  - (e) a director, officer or employee of a corporation or other entity or an individual who has responsibilities with respect to a product, primary packaging, convenience packaging or transport packaging as set out in sections 61 or 62 of the RRCEA;
  - (f) a director, officer or employee of a corporation, association or other entity who is retained for the purpose of meeting a person's responsibilities with respect to a product, primary packaging, convenience packaging or transport packaging as set out in sections 61 or 62 of the RRCEA, such as a producer responsibility organization;
  - (g) a director, officer or employee of an association representing the interests of a person described in paragraph (e) with respect to resource recovery and waste reduction;
  - (h) a director, officer or employee of a corporation that is an owner or operator of a waste disposal site or waste management system within the meaning of Part V of the Environmental Protection Act;
  - (i) an individual who is an owner or operator of a waste disposal site or waste management system within the meaning of Part V of the Environmental Protection Act;
  - (j) a director, officer or employee of an association representing the interests of waste management service providers;
  - (k) a member of a municipal council or an officer or employee of a municipality or of an association representing municipalities, members of municipal councils or officers or employees of municipalities;
  - (l) an officer or employee of a local board as defined in the Municipal Act, 2001 or the City of Toronto Act, 2006;
  - (m) a director, officer or employee of a corporation or other entity established by a municipality where the corporation or entity's mandate relates to resource recovery and waste reduction;
  - (n) a director, officer or employee of a local services board established under the Northern Services Boards Act;
  - (o) a Member of Parliament or Member of Provincial Parliament; or
  - (p) a lobbyist required to register under the Lobbyists Registration Act, 1998 as a result of activities related to the RRCEA, WDTA or the Environmental Protection Act.
- A member appointed by the Minister or elected by the Board is not disqualified if he or she is:
  - (a) an employee of a registered charity, university, college, or hospital;
  - (b) a public servant as defined under the Public Service of Ontario Act, 2006; or,
  - (c) a person who has been approved, in writing, by both the Minister and the Chair.

## **Application Process**

If you are interested, qualified, and eligible, you can apply by taking the following steps:

1. Completion of the application and submission of your résumé is mandatory. Click [HERE](#) to view and submit the application form.
2. If you wish to submit your application and résumé in French, please click [HERE](#).
3. **The application period closes by the end of day on Wednesday, December 18, 2024.**
4. Please note that candidates who make the short-list will be expected to meet with the board chair, the CEO, and the Governance, Regulatory, and Stakeholder Affairs Committee in mid-January (January 16 – 22, 2025). During the interview, candidates will be asked about their areas of expertise, experience, and their skills/capabilities.
5. If you have any questions, contact Andrea Abraham, corporate secretary, at: [aabraham@rpra.ca](mailto:aabraham@rpra.ca).

## **Anticipated Timeline**

Interviews are expected to take place in January 2025. It is expected that the successful candidate will be offered the role in February 2025, with their term beginning at the RPR board meeting in February 2025.

## **Commitment to Diversity**

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as 2SLGBTQ+, veterans, and people with disabilities.

RPR welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in the selection process.

RPR thanks all applicants for their interest.