

In a letter dated January 29, 2021, the Minister of the Environment, Conservation and Parks, per s. 30 of the *Resource Recovery and Circular Economy Act, 2016*, directed the Authority to establish an Industry Advisory Council to provide advice to the Authority on matters related to carrying out its objects.

As outlined in the direction letter, the role and purpose of the Council is to:

- Provide advice and feedback to the Authority during the business planning process
- Provide feedback on matters the Authority is consulting on
- Provide feedback on other matters as determined by the Council.

The Council, however, does not:

- Make decisions pertaining to the operations and finances of the Authority
- Discuss specific compliance matters.

Code of Conduct

Council members will conduct themselves consistent with the Council's code of conduct:

- Engage in open and constructive dialogue
- Act ethically and with respect and courtesy
- Refrain from using abusive or insulting language
- Don't engage in threatening, violent or harassing behaviour.
- Respect Council decisions
- Refrain from publicly criticizing and undermining the work of the Council

Membership and Council Structure

As outlined in the Minister's direction letter, the Authority is responsible for appointing Council members, as well as the Chair and/or Vice-Chair and/or Co-Chair in consultation with industry and the Ministry.

In accordance with the Minister's direction, the Council will be comprised of:

- A maximum membership of 11 industry members representing a cross-section of the regulated producer community
- At minimum, one member for each regulation made under Part IV of the *Resource Recovery and Circular Economy Act, 2016* (RRCEA) and for each existing *Waste Diversion Transition Act, 2016* (WDTA) program.

Council members will be appointed to a 2-year term, renewable at the discretion of the Authority in consultation with industry and the Ministry.

Membership can be terminated by the Authority, in consultation with the Council Chair, Vice-Chair and/or Co-Chair and the Ministry.

The Authority's Board Chair and/or his designate will be responsible for:

- Attending Council meetings
- Meeting directly with representatives of the Council at least once a year
- Meeting with the Minister, the Council Chair, and one other Council member at least once a year to discuss the work of the Council.

The Council will be supported by Authority staff, who will be responsible for:

- Serving as the Council Secretary
- Scheduling meetings
- Supporting the Chair and/or Vice-Chair and/or Co-Chair in creating an agenda and distributing
- Capturing Council meeting minutes

The Council Chair and/or Vice-Chair and/or Co-Chair will be responsible for:

- Presiding over meetings
- Setting Council meeting agendas in consultation with Authority staff
- Ensuring the Council operates in accordance with the Terms of Reference
- Addressing issues of non-performance/participation of Council members
- Enforcing the Council's code of conduct
- Meeting with the Minister, the Chair of the Authority Board, and at least one other Council member at least once a year to discuss the work of the Council
- Meeting with the Authority Board and at least one industry representative from the Council at least once a year to discuss the work of the Council.

Council Members will be responsible for:

- Actively participating in Council meetings
- Providing advice to the Authority during the Authority's business planning process
- Providing feedback on matters the Authority is consulting on and other matters as determined by the Council
- Meeting with the Authority's Board and the Minister as a representative of the Council

Ministry Staff will be responsible for:

- Providing feedback to the Authority to assist in appointing Council members, including the appointment of the Chair and/or Vice Chair and/or Co-Chair
- Attending Council meetings as an observer

Organization and Administration of Council Meetings

The Council will meet a minimum of twice annually and all meetings will be supported by the Council Secretary. Additionally:

- The Chair and/or Vice Chair and/or Co-Chair will be responsible for working with the Council Secretary to schedule meetings and set meeting agendas
- The Council secretary will distribute meeting agendas and related materials to Council members in advance of each meeting
- The Council secretary, will be responsible for capturing meeting minutes and will work with the Council Chair and/or Vice-Chair and/or Co-Chair to ensure that draft minutes are reviewed, finalized and posted to the Authority's website within two weeks of the meeting.

Membership Expenses and Honoraria

Any expenses related to the running of the Council will be paid by the Authority, taking into consideration the government's Travel, Meal and Expenses Directive, 2020.

Council members will not be remunerated for their participation.

Transparency Measures

The Council will operate transparently as a representative body of the Authority's broader regulated producer community. As such, the following transparency measures will be established:

- Council membership will be posted to the Authority's website
- Minutes will be taken at all meetings and posted to the Authority's website
- The Council's Terms of Reference will be posted to the Authority's website

Conflict of Interest

It is recognized that members of the Council may ultimately derive either direct or indirect benefit from the outcome of specific deliberations of the Council. All council members are required to refrain from using their position to gain benefit from or influence any other member, organization or industry sector.