

<b>Date:</b>	2021-Dec-15	<b>Time:</b>	2:00-3:30 p.m.
<b>Lead:</b>	Cameron Parrack	<b>Location:</b>	Teams Meeting
<b>Attendees:</b>			
<u>IAC Members:</u>			
Carol Hochu, Tire and Rubber Association of Canada			
Shelagh Kerr, Electronic Products Stewardship of Canada			
Andrew Mackinnon, Global Automakers of Canada			
Julie Kwiecinski, Canadian Federation of Independent Business			
Sebastian Prins, Retail Council of Canada			
Mark Kohorst, National Electrical Manufacturers Association			
<u>RPRA Staff:</u>			
Frank Denton, Chief Executive Officer			
Noah Gitterman, Registrar and General Counsel			
Lorella Hayes, Chief Financial Officer (Interim)			
Cameron Parrack, Manager, Programs and Planning			
Sophia Shahabadi, Programs and Planning Coordinator			
<u>RPRA Board:</u>			
Robert Poirier, Chair			
Tom Wright, Vice-Chair			
<u>MECP:</u>			
Charles O'Hara, Resource Recovery Policy Branch			
John Fox, Resource Recovery Policy Branch			
<b>Guests:</b> N/A			
<b>Regrets:</b> Cherith Sinasac, ElectroFederation of Canada, Shannon Coombs, Canadian Consumer Specialty Products Association, Caroline Medwell, Ontario Community Newspapers Association, Paul Deegan, News Media Canada, Michelle Saunders, Food, Health & Consumer Products of Canada, Shane Buckingham, Canadian Beverage Association			
<b>Recording Secretary:</b> Susan Selby, Scheduling and Administrative Coordinator			

### 1. Co-Chairs Opening Remarks

- Welcome and opening remarks by the IAC Co-Chairs

### 2. Recap of the Business Planning Process

- The CEO explained that the delay in posting of the Business Plan, was to allow the new Minister to be thoroughly briefed on the content of the plan prior to posting.
- Staff reviewed RPRA's business planning process and key assumptions

- A Council member requested the names of the Co-Chairs and members of the new Service Provider Advisory Council
  - Authority staff noted that the names of the appointed Co-Chairs, members and final terms of reference for the Council would be posted to the Authority's website following approval by the Board

### **3. The Authority's Strategic Priorities for 2022-2024**

- Staff reviewed strategic priorities previously consulted upon during the April and July 2021 Council meetings
- An IAC member asked about the timing of the Organizational Review deliverable under the Organizational Efficiency and Sustainability strategic priority.
  - Authority staff noted that an RFP for this project is planned to be released in Q1 2022

### **4. Review of 2022-2024 Business Plan**

#### **a) Assumptions**

- Staff reviewed the assumptions that provided the framework for the development of the 2022–2024 Business Plan
- A Council member inquired as to why the estimated number of registrants in each program for 2022 had declined since the 2021 Business Plan and will this reduction in expected registrants impact fees
  - Authority staff explained these updated estimates in program registrants are a result of the Authority's learnings through the first steps of implementation of the new RRCEA programs
  - A proposal for 2022 RRCEA fees, including estimates of program registrants, will be developed in early 2022 for consultation
  - For the HWP program, registrant numbers have been refined based on a better understanding of the data we have from Ministry related to the number of active registrants

#### **b) Budget and FTEs**

- Staff reviewed the HR requirements, 2022 Budget and 2023-2024 Forecasts required to fulfil the Authority's mandate
- A question was asked about the rationale for the increase in FTEs from the information provided in the previous year's business plan for 2022, as well as from the numbers provided in July 2021 for 2022.
  - Authority staff explained that the 2021-2023 Business Plan and early drafts of the 2022-2024 Business Plan included conservative staffing estimates; subsequent business planning led to an upward correction to provide sufficient resources to deliver on the mandate, including ensuring that functions such as registrant support are adequate.
- A Council member asked about the Strategic Initiatives headcount.
  - Authority staff explained that a pending new Executive position (Chief of Strategic Initiatives) is being considered, with two direct reports
- A Council member reminded the Authority that EEE program registrants have expertise on IT and could support future Registry build decision making.
- A Council member raised that although the Authority's Operating Agreement with the ministry permits the maintenance of an Operating Reserve of 50%, it is not

required, and questioned if the maintenance of a reserve at this level was necessary

- Authority staff noted that a 50% operating reserve has not yet been established, but the Authority is on a pathway to establishing a reserve at that level
- The Authority's Finance and Technology Committee is in the process of reviewing the organization's risk profile and determining a reasonable reserve amount
- Authority staff noted that the Committee's feedback has been passed on to the Finance and Technology Committee and will be considered, along with best practices of other similar organizations, during the review of the operating reserve policy
- A discussion was had about the FTE efficiency gains that are being realized as additional programs and registrants are added each year
- A Council member noted that given all the program changes and shifts during the transition of Ontario's resource recovery programs to individual producer responsibility – especially for the Blue Box program – it is suggested that Communications be a stand-alone Strategic Priority in future Business Plans
  - Staff explained that in addition to communications resources, which are now part of a larger team labelled Programs and Public Affairs, the Authority's Compliance and Registry department undertakes targeted outreach campaigns to support producers in registering and understanding their compliance obligations
  - These campaigns have also included webinars offered directly to associations
  - Blue Box campaigns to date have been focused on the Blue Box regulation's current needs, like registration and rule creation. Campaigns will continue as implementation of the Blue Box regulation is rolled out over time.

## **5. Open Discussion**

- A Council member requested to better understand how registrants could connect with the Authority's registry support
  - Authority staff clarified that all requests for support need to be submitted via [registry@rpra.ca](mailto:registry@rpra.ca) following which a compliance officer will be assigned to the file to work directly with the registrant
- A Council member asked if it was necessary that registrant contact information (name and email) is made public on the Registry
  - Authority staff will review whether there are alternative ways to make this information available for the proper implementation of the regulations

## **6. Co-Chairs Closing Remarks**

- The CEO thanked the IAC members for their participation and feedback
- The IAC Co-Chairs thanked the members for their participation and adjourned the meeting