

The Authority established the Service Producer Advisory Group (SPAG) in 2019 in order to establish a forum to solicit advice on the Authority's work from service providers in the broader waste management sector.

The role and purpose of the SPAG is to:

- Provide a forum for service provider stakeholders to engage directly with the Authority on activities that affect service providers
- Explore opportunities to use service provider expertise to support the Authority's implementation work
- Provide advice and feedback to the Authority during the business planning process
- Provide feedback on matters the Authority is consulting on
- Allow stakeholders to raise issues for discussion
- Identify implementation issues that could require ad hoc working groups

The SPAG, however, does not:

- Make decisions pertaining to the operations and finances of the Authority
- Discuss specific compliance matters
- Discuss company-specific issues
- Debate Ministry policy decisions
- Create and execute on projects
- Act as the only or sole conduit for dialogue between the Authority and service provider stakeholders

Code of Conduct

Advisory group members will conduct themselves consistent with the SPAG's code of conduct:

- Engage in open and constructive dialogue
- Act ethically and with respect and courtesy
- Act professionally in language and behaviour
- Support the work of the group
- Do not discuss or exchange competitively sensitive information that may or will in fact breach the Competition Act

Membership and SPAG Structure

The Authority is responsible for appointing SPAG members, as well as the Co-Chairs, in consultation with key stakeholders. The SPAG will be comprised of:

- Ontario-based service providers in the waste management sector, municipalities and First Nation communities representing a cross-section of the broader service provider community
- A maximum membership of 14 members

Additionally:

- SPAG memberships will be assigned to organizations, not individuals.
- SPAG members will be appointed to a 3-year term, renewable at the discretion of the Authority in consultation with the service provider community.

Membership may be terminated by the Authority, in consultation with the Co-Chairs for the following reasons:

- Poor attendance
- Not participating in SPAG activities
- Violating the Code of Conduct
- No longer a member of the service provider community
- Other reasons as determined by the Authority

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

- Serving as the SPAG Secretary
- Scheduling meetings
- Supporting the Co-Chairs in creating and distributing agendas
- Taking SPAG meeting minutes
- Communicating the Authority's responses to SPAG recommendations

The SPAG shall be chaired by Co-Chairs selected by the Authority, with one Co-Chair from the Authority and one Service Provider Co-Chair.

The group Co-Chairs will be responsible for:

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

SPAG Members will be responsible for:

- Actively participate in SPAG 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 SPAG
- Approving draft meeting minutes
- On request, meeting with the Authority's Board as a representative of the SPAG

The Authority's Board Chair and/or his/her designate and representatives of the Ministry of the Environment, Conservation and Parks are ex officio members of the SPAG and may attend any meetings.

Organization and Administration of SPAG Meetings

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

- The Co-Chairs will be responsible for working with the SPAG Secretary to schedule meetings and set meeting agendas
- The SPAG secretary will distribute meeting agendas and related materials to SPAG members in advance of each meeting
- Quorum of 50% plus one, including the Co-Chairs, must be met prior to commencement of a group meetings
- The SPAG secretary will be responsible for capturing meeting minutes and will work with the Co-Chairs to ensure that draft minutes are reviewed by SPAG members, finalized and posted to the Authority's website within two weeks of the meeting
- Performance of the SPAG may be reviewed by the SPAG from time to time, to gauge effectiveness and identify opportunities for improvement
- The Authority's Board Chair and/or his designate will meet with the SPAG Service Provider Co-Chair and at least one service provider representative to discuss SPAG-related work at least annually.

Membership Expenses and Honoraria

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

SPAG members will not be remunerated for their participation.

Transparency Measures

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

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

Review of Terms of Reference

These Terms of Reference may be reviewed from time to time, to ensure their relevance.