

Date: Aug 14, 2024	Time: 1pm – 2:30pm
SPAC Co-Chairs: Jeffrey Steiner, Paulina Leung	SPAC Secretary: Cameron Parrack
<p>Attendees:</p> <p><u>Service Provider Advisory Council Members:</u> Paulina Leung, Emitterra Group Dave Gordon, Association of Municipalities of Ontario James Ewles, E360 Solutions Charlotte Ueta, City of Toronto Clayton Miller, Quantum Lifecycle Partners Ravneet Gill, Waste to Resource Ontario Norman Lee, Region of Peel Adam Moffatt, Ontario Tire Dealers Association Nicole Willett, GFL Environmental</p> <p><u>RPR Staff:</u> Noah Gitterman, Chief Executive Officer Wilson Lee, Chief of Programs and Public Affairs Mary Cummins, Registrar Cameron Parrack, Director of Programs and Stakeholder Relations Zoe Barlas, Policy Analyst Adeola Ayoade, Finance Manager Nandaraye Choi, Stakeholder Relations Advisor</p> <p><u>RPR Board:</u> Jeffrey Steiner, SPAC Co-Chair, RPR Board Director Ken Kawall, RPR Board Vice-Chair</p> <p><u>MECP Staff:</u> John Fox, Resource Recovery Policy Branch Marc Peverini, Resource Recovery Policy Branch</p>	
<p>Regrets: Adam McCue, Northumberland County Josh Wiwcharyk, Loop Recycled Products Izzie Abrams, Waste Connections of Canada Robert Poirier, RPR Board Chair</p>	
<p>Recording Secretary: Nandaraye Choi, Stakeholder Relations Advisor</p>	

1. Introductions and Co-Chairs' opening remarks

- Welcome and opening remarks by the IAC Co-Chairs.

2. CEO's remarks

- RPRA's CEO provided opening remarks, including reviewing the business planning process and context for development of the 2025 budget.
- RPRA's CEO noted that new resources are needed during the business planning period to address strategy and planning capacity, to help ensure RPRA is meeting registrant needs.

3. 2025-27 Business Plan, Budget and Forecasts

- RPRA's CFAO shared the key highlights of the draft 2025 Business Plan noting a 5% increase in the 2025 budget over the 2024 budget, consistent with the forecast for 2025 in the previous business plan.
- RPRA staff reviewed RPRA's strategic goals for the business planning period, which are consistent with the goals outlined in RPRA's strategic plan.
 - SPAC member shared that registrants should be considering holistic EPR system cost, including RPRA oversight cost and material management cost, and recognize that investments in RPRA could lead to reduced system costs in other areas.
 - RPRA staff acknowledged that some industry associations representing producers are supportive of increasing RPRA's budget to support compliance and enforcement activities. RPRA staff also noted that the organization's growth should be paced, well planned and strategic to ensure that it can absorb new resources.
- RPRA staff reviewed the proposed 2025 key performance indicators.
 - A SPAC member suggested RPRA consider a KPI to measure level of FTE support required per program.
 - RPRA staff clarified that RPRA's shared service model does not lend itself to adopting this type of KPI.
 - RPRA does track resource efficiency through registrants per FTE and registrant interactions per FTE.
 - SPAC members asked whether RPRA has considered measuring compliance and enforcement effectiveness by measuring and reporting total free-rider tonnage brought into the system annually.
 - RPRA agrees that this could be a useful measure and is investigating how this information could be reported.

4. Public Reporting Updates

- RPRA staff reviewed the schedule of recently published program data and anticipated data to be published for the remainder of 2024.
- SPAC members shared their support for RPRA's recent and planned public reporting activities.
 - A SPAC member suggested that RPRA display aggregate program performance data in table format for ease of use.

5. Enhancements to RPRA's risk-based compliance framework

- RPRA staff provided an update on the multi-year project to review and enhance the organization's risk-based compliance framework

6. SPAC member feedback on RPRA Technical Committees

- SPAC members reiterated their previous request for RPRA to establish program-specific technical committees to provide a forum for registrant businesses to share resource recovery system issues.

- RPRA indicated that it would continue to investigate how to respond to this request.
- In the interim, RPRA staff remain committed to being accessible and continuing to encourage council members, stakeholders and registrants to share resource recovery system challenges and market insights with the relevant RPRA staff.

7. Open Discussion

- A SPAC member requested that RPRA staff use the council meetings to review and discuss program performance.
 - RPRA staff noted that program performance data for most, if not all programs will be published by Q4 2024, and if supported by the council members, could dedicate time to reviewing publicly available program performance data during future council meetings.
- A SPAC member expressed that RPRA is not responsive to the council member's requests to address system and program oversight issues.
 - The council member suggested that RPRA track council members requests and provide regular updates on progress or rationale for why certain requests aren't being addressed.
 - RPRA staff noted that key SPAC issues will be tracked, and status updates will be provided during future council meeting.

8. Co-Chair's closing remarks

- SPAC Co-Chairs thanked the members for their participation and feedback.