

Date:	2021-December-15	Time:	3:30-5:00 p.m.
Lead:	Cameron Parrack	Location:	Teams Meeting
Attendees:			
<p><u>Service Providers:</u> Mike Chopowick, Ontario Waste Management Association (OWMA) Dave Gordon, Association of Municipalities of Ontario (AMO) Paulina Leung, Emterra Norm Lee, Region of Peel Annette Synowiec, City of Toronto Michael Collins, eCycle Solutions</p> <p><u>RPRA:</u> Frank Denton, Chief Executive Officer Noah Gitterman, Registrar and General Counsel Lorella Hayes, Chief Financial Officer (Interim) Cameron Parrack, Manager of Programs and Planning Barbora Grochalova, Senior Resource Recovery Analyst</p> <p><u>RPRA Board:</u> Robert Poirier, Chair Tom Wright, Vice-Chair</p> <p><u>MECP Representative:</u> Krista Friesen, Resource Recovery Policy Branch</p>			
Guests: None			
Regrets: ; Bob Martin, Pnewko Bros, Stephen Miranda, GFL Environmental, James Ewles, Raw Materials Company (RMC), Brent Bolger, Brendar Environmental, Francis Veilleux, Bluewater Recycling Association, Josh Wiwcharyk, Loop Recycled Products			
Recording Secretary: Susan Selby, Scheduling and Administrative Coordinator			

1. Introductions

- Welcome and opening remarks by the SPAG Co-Chairs

2. Minister's Direction to form the Service Provider Advisory Council

- Authority staff reviewed the requirements of the Minister's direction to the Authority to establish a Service Provider Advisory Council, including the requirement to consult on the terms of reference and membership, the structure of the Council and the other requirements outlined in the direction letter
- 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

- Authority staff thanked the members of the SPAG for their participation in the advisory group to date and noted that this will be the last meeting of the group, after which the SPAG will be dissolved

3. 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
- Authority staff reviewed RPRA's business planning process and key assumptions

4. The Authority's Strategic Priorities for 2022-2024

- RPRA staff reviewed strategic priorities previously consulted upon during the April and July 2021 Council meetings
- An advisory group member raised that the strategic priority titled "Responsible Management of Data" should be considered to be renamed to better reflect the deliverables outlined in the business plan such as the analytics, performance reporting and public information functions
 - Suggestion to revise the title to "Progress Towards Creation of a Circular Economy" to move away from a focus on data confidentiality and towards increasing transparency and creating accountability for obligated parties
 - Authority staff noted that the strategic priority headings were developed in 2017 and small changes were made during the development of the 2022-2024 Business Plan, based on feedback received from stakeholders during the business planning process (revision to "Organizational Efficiency and Sustainability")
 - When the advisory councils are engaged in 2022, to advise on the development of the 2023-2025 Business Plan, the Authority will look for feedback on how we structure the plan going forward
- There was a discussion of the 2022 deliverable for an organizational review that will be undertaken with a consultant with the goal of understanding RPRA's shift from start-up to a more stable mode, which was supported by the advisory group members
- Advisory group members also expressed support for the analytics and performance reporting functions
 - An advisory group member suggested that when the Authority engages stakeholders in 2022 to develop an approach to reporting on producer performance that all program participants from all programs be consulted, not just the programs with immediate performance requirements, to increase efficiency (i.e., consult with HSP and BB stakeholders in addition to tires, batteries and ITT/AV stakeholders as part this engagement activity)

5. Review of 2022-2024 Business Plan

a) Assumptions

- Authority staff reviewed the assumptions that provided the framework for the development of the 2022–2024 Business Plan

b) Budget and FTEs

- Authority staff reviewed the HR requirements, 2022 Budget and 2023-2024 Forecasts required to fulfil the Authority’s mandate
- Advisory group members discussed the importance of adequately resourcing the Authority’s communications function
 - Authority staff clarified that in addition to broad communications provided to the stakeholder community, the Authority’s compliance and registry team makes great efforts to engage directly with obligated parties via compliance campaigns to assist producers in understanding their compliance obligations, including the expanded Registry Support (call centre) function
- Advisory group members expressed concern that there may be a gap in responsibility for communications directed to consumers and residents (i.e., media buys) and that the Authority should take on this role
 - Authority staff noted that to date our focus has been on communications to registrants, and will be relying on PROs/producers to fulfill their promotion and education requirements to consumers defined in each regulation
 - As described in the business plan, the Authority plans to support Ontarian’s recycling efforts by enhancing the Authority’s online tool that currently maps drop off locations for used tires to include other materials and provide information about recyclable materials

6. Open Discussion

7. Co-Chairs Closing Remarks

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