

<b>Date:</b>	2021-July-26	<b>Time:</b>	10:30-12:00 p.m.
<b>Lead:</b>	Cameron Parrack	<b>Location:</b>	Teams Meeting
<b>Attendees:</b>			
<p><u>Service Providers:</u>  Mike Chopowick, Ontario Waste Management Association (OWMA)  Paulina Leung, Emterra  Stephen Miranda, GFL Environmental,  James Ewles, Raw Materials Company (RMC)  Brent Bolger, Brendar Environmental  Norm Lee, Region of Peel  Annette Synowiec, City of Toronto  Francis Veilleux, Bluewater Recycling Association  Michael Collins, eCycle Solutions  Josh Wiwcharyk, Loop Recycled Products</p> <p><u>RPRRA:</u>  Tom Wright, SPAG Co-Chair, RPRRA Board of Director  Christine Bome, RPRRA Board of Director  Robert Poirier, Chair, RPRRA Board of Directors  Frank Denton, Chief Executive Officer  Noah Gitterman, Registrar and General Counsel  Wilson Lee, Chief of Communications and Stakeholder Relations  Cameron Parrack, Manager of Programs and Planning  Stacey Bowman, Senior Resource Recovery Analyst</p> <p><u>MECP Representative:</u>  Krista Friesen, Resource Recovery Policy Branch</p>			
<b>Guests:</b> None			
<b>Regrets:</b> Dave Gordon, AMO; Bob Martin, Pnewko Bros			
<b>Recording Secretary:</b> Stacey Bowman, Senior Resource Recovery Analyst			

### 1. Introductions

- Welcome and opening remarks by the SPAG Co-Chairs
- SPAG Terms of Reference has now been finalized and is posted to the RPRRA Advisory Councils page

### 2. Refresh of Business Planning Process

- RPRRA staff reviewed RPRRA's business planning process and key assumptions, including the process to reset or adjust budget new information arises

### 3. Overview of Board Approved Strategic Priorities

- RPRRA staff reviewed strategic priorities previously consulted upon during April 2021 SPAG meeting.

- Strategic priorities have been reviewed and supported by the RPRA Board
- Activities supporting the strategic priority of 'Responsible Management of Data' including performance reporting, analytics and public information were discussed
- RPRA committed to consult on the above in early 2022
- City of Toronto representative requested clarification on the RPRA process of interpreting regulations, including documentation of decisions, as well as the process for creating registry procedures and compliance bulletins. For both functions, the SPAG member emphasized the importance of RPRA being adequately resourced to complete these functions
  - RPRA staff noted that the Authority publishes registry procedures and compliance bulletins that reflect RPRA's view of the regulations and how they should be implemented when there's an issue that affects many producers in the same way – e.g., what materials are in or out of the regulation

#### **4. Public Reporting**

- RPRA reviewed the timing of submission of producer performance data and audit reports as prescribed by each regulation made under the RRCEA
- A discussion was had regarding the timing and accuracy of publicly reported data and the need for RPRA to ensure data completeness and conduct analysis prior to publishing
- Brendar Environmental representative inquired as to whether reporting of in year performance data was possible
  - The Authority noted that the regulations made under the RRCEA do not require interim reporting of performance data, but the Authority does undertake ongoing compliance activities to monitor market activity
- Representatives from Loop Recycled Paint and RMC noted that monthly, quarterly or bi-annual material management is currently reported to PROs (under the RRCEA and ISOs (under the WDTA)
- RPRA acknowledged receipt of April 2021 letter from AMO, the City of Toronto and the OWMA on the topic of public reporting and indicated that the Authority would consult with stakeholders on the process of publicly reporting producer performance information following the publishing of the business plan in October

#### **5. Proposed Resourcing Requirements**

- Emterra representative requested that RPRA staff clarify how the Authority monitors the market impacts of the RRCEA regulations and communicates this information to the ministry?
  - The Authority communicates with the Ministry regularly about the impacts of the regulations that we are observing in the marketplace or hearing from our stakeholders and anticipate that communication frequency will increase as programs become more mature and the HSP and BB regulations come into force
  - RPRA's planned analytics function will serve to better understand the market impacts of the RRCEA regulations and communicate findings to the ministry

- RPRA staff reviewed the proposed HR requirements, 2022 Budget and 2023-2024 Forecasts
- SPAG members questioned whether proposed resources are sufficient, and whether the proposed staffing requirements account for required adjustments in functions and/or expansion of Authority mandate?
  - RPRA staff noted that the proposed HR requirements are projections of the resources the Authority will need given the assumptions considered
  - If the Authority determines that additional resources are required to fulfill our mandate (i.e., increase in Registry and Compliance activity), the Authority has the option to seek Board approval for budget/HR revisions due to unexpected events
- Emterra representative requested a clarification of contingency vs. reserve contribution
  - RPRA staff explained that contingency funds are to be used for minor unanticipated in-year, while the reserve fund is being built up to 50% of annual operating expenses, as required by the terms of the RPRA-MECP Operating Agreement.
  - Reserve funds are to be used in the event of significant changes to the operating environment
- Region of Peel representative asked whether programs operating at surplus a surplus level can subsidize a program operating at a deficit?
  - RPRA staff explained that the Authority budgets program by program to ensure no cross-subsidization. However, compliance resources are deployed to the programs where the greatest risk is present (risk-based compliance approach)
- City of Toronto representative asked whether the revenue line item in the budget and forecasts include anticipated amounts generated from monetary penalties?
  - RPRA staff explained that the penalties regulation is not finalized yet, but even if it was, the Authority would not attempt to project administrative penalty revenue
  - Once the regulation is finalized the Authority will develop policy and procedures related to collection of administrative penalties

## **6. Open Discussion**

- There was a discussion about the process of establishing commercial agreements between PROs and Service Providers
  - RPRA's Compliance Team will follow up with stakeholders directly on operational matters

## **7. Closing Remarks**

- The Authority's CEO thanked the SPAG members for their participation and feedback which will be considered as the Authority develops a draft Business Plan
- The SPAG Co-Chairs thanked the members for their participation and adjourned the meeting