

Date: November 4, 2022	Time: 1:00-2:30pm
SPAC Co-Chairs: Paulina Leung, Tom Wright	Council Secretary: Cameron Parrack
<p>Attendees:</p> <p><u>Service Providers Advisory Council Members:</u> Ashley De Souza, Ontario Waste Management Association (OWMA) Annette Synowiec, City of Toronto James Ewles, Raw Materials Company (RMC) Paulina Leung, Emterra Clayton Miller, Quantum Lifecycle Partners Izzie Abrams, Waste Connections of Canada Adam Moffatt, Ontario Tire Dealers Association (OTDA) Dave Gordon, Association of Municipalities of Ontario (AMO) Adam McCue, Northumberland County Norm Lee, Region of Peel</p> <p><u>RPRA:</u> Frank Denton, Chief Executive Officer Lorella Hayes, Chief Financial and Administrative Officer Mary Cummins, Registrar Ellen White, Manager of Compliance and HWP Project Lead Cameron Parrack, Manager of Programs and Stakeholder Relations Stacey Bowman, Senior Resource Recovery Program Analyst</p> <p><u>RPRA Board:</u> Tom Wright, Vice-Chair</p> <p><u>MECP Representative:</u> Charles O'Hara, Resource Recovery Policy Branch Jon Fox, Resource Recovery Policy Branch Krista Friesen, Resource Recovery Policy Branch</p>	
Guests: Nicole Willett, GFL Environmental	
Regrets: Noah Gitterman, General Counsel and Chief of Strategic Initiatives, Wilson Lee, Chief of Programs and Public Affairs, Josh Wiwcharyk, Loop Recycled Products, Robert Poirier, RPRA Board Chair	
Recording Secretary: Susan Selby, Scheduling and Administrative Coordinator	

1. Introductions and Co-Chair's Remarks

- Welcome and opening remarks by the SPAC Co-Chairs
- Co-Chairs welcomed the new representative from OWMA (Ashley De Souza) and guest GFL Environmental (Nicole Willett).

2. CEO's Remarks

- RPRA's CEO provided opening remarks, including, the consultation on enhancing public reporting of resource recovery data and RPRA compliance activities and the resulting consultation report and Public Reporting Action Plan.
- RPRA's CEO proposed an approach for the SPAC to engage with the Minister, through a letter from the co-chairs, and RPRA Board, with a target date of February 14, 2023, as described in the SPAC ToR.
- RPRA's CEO shared that the Minister of the Environment, Conservation and Parks directed the RPRA to expand the membership of the SPAC by up to a total of 15 members. New Council members may be appointed by RPRA at the November 29th meeting of the RPRA Board of Directors.

3. Hazardous Waste Program (HWP) Registry Update

- RPRA staff provided an update on the HWP Registry, noting that it will launch on Nov 15th to enable generators, carriers, and receivers of hazardous and liquid industrial waste to set up their registry accounts, so they are ready to meet their reporting requirements and begin manifesting on January 1, 2023.
- RPRA staff noted the availability of role-based training materials designed to help HWP users access the new registry and mobile app and complete common activities
- RPRA staff also shared ongoing efforts to support high volume registry users with account creation and data integration.

4. Registrar's Update

- RPRA's Registrar responded to a Council member's request for clarification related to the Batteries Program management requirement for the 2020-2021 data years.
- RPRA's Registrar provided a brief update related to the inspection of battery producer compliance under the Batteries Regulation noting that none of the information being provided is not already publicly available on the website
- SPAC members requested an update on the backlog of compliance cases
 - RPRA staff indicated that RPRA continues to work through compliance cases, using RPRA's existing Risk-Based Compliance Framework, but the organization is facing many competing priorities and is allocating resources accordingly and that this won't be addressed until next year
- SPAC members indicated that service providers continue to advocate to the government that RPRA requires ability to issue Administrative Penalties as a tool to support compliance
- SPAC members requested that enhancements to public reporting of compliance activity data could help to identify RPRA resourcing needs and support and inform service provider advocacy of this need to ensure RPRA can deliver on mandate.
- SPAC members suggested that compliance activity be reported more frequently (i.e, monthly update), by program, by severity (i.e., major or minor) and by role (i.e., producer, service provider, PRO).
 - RPRA will consider this feedback as the organization develops its Public Reporting Action Plan.
- SPAC member expressed concern with how accessibility requirements are being met by producers/PROs under the HSP regulation (permanent collect sites

supplemented by collection events), as well as exclusivity terms written into contracts between PROs and collection site operators.

- RPRA Registrar advised she is engaging with PROs and will be sending a bulletin to clarify accessibility requirements.
- Registrar clarified that issues with exclusivity terms contained in contracts would need to be raised to the Competition Bureau.

5. Review of Business Planning Process

- RPRA's CEO reviewed the business planning process, including highlighting the changes to the final Business Plan, budget and in response to feedback from MECF, RPRA's Advisory Councils, and the RPRA Board.

6. Review of 2023-2025 Business Plan

- RPRA staff led SPAC members through final business plan including status of programs, strategic priorities, performance measures, final budget and forecasts, highlighting rationale for increases:
 - Additional frontline staff in compliance team to address increasing demands as programs operationalize
 - Additional investments in IT area
 - Inflationary impacts
- SPAC member sought the rationale for RPRA's FTE projections remaining flat through the business planning period considering the current resourcing challenges
 - RPRA's resourcing plan assumes no additional programs be added
 - RPRA believes that the organization can maintain sufficient level of service delivery with existing resources, assuming no additional programs are added.
 - RPRA's CEO noted that with greater organizational maturity and more programs entering a steady state, RPRA is getting better at forecasting as we gain access to more data to support our planning.

7. Co-Chair's Closing Remarks

- The CEO and SPAC Co-Chairs thanked the members for their participation and feedback and to give additional thought to the questions that were presented.