

**Board of Directors Meeting  
Minutes – Approved**

<b>DATE:</b> Wednesday, August 11, 2021	<b>TIME:</b> 9:00am – 2:57pm
<b>Meeting conducted online</b>	
<p><b>Chair:</b> Robert Poirier <b>Directors:</b> Tom Wright (Vice-Chair), Mary Shenstone (Secretary), Ken Kawall (Treasurer), Saqib Cheema, Tanweer Gilani, Andrea Nemtin, Rajesh Sharma, Marnie Silver, Jeffrey Steiner</p> <p><b>Guests:</b> Christine Bomé Charles O’Hara Resource Recovery Policy Branch, MECP</p> <p><b>RPRA:</b> Frank Denton, Wassim Attalla, Gail Cosman, Noah Gitterman, Wilson Lee, Sandra Montague, Emily Rix</p> <p><b>Board Secretariat:</b> Andrea Abraham</p>	

**1.0 Call to Order**

With a quorum present, the meeting was called to order at 9:00 a.m.

**1.1 Adoption of the Agenda**

**Motion:** To adopt the meeting agenda as presented.

**It was duly Moved, Seconded and Carried.**

**1.2 Declaration of Real, Potential or Apparent Conflict of Interest**

No conflicts were declared.

**1.3 Indigenous Land Acknowledgement Statement**

The Chair offered a Land Acknowledgement:

The Authority is hosting this meeting from Toronto and wants to acknowledge that traditionally, Toronto was a gathering place for many nations including the Anishinabek, the Haudenosaunee, and the Wendat peoples. The Authority also acknowledges that it is meeting in the area covered by Treaty 13, also known as the Toronto Purchase, and pays its respects to the Mississaugas of the Credit First Nation.



Ontario is unique in that its land base is covered by Treaty and land purchase agreements between the original occupants of the land, the First Nations, who continue to care for this land and continue to shape Ontario today – and the Authority wants to show its respect for this.

## **2.0 Board In Camera Session**

**Motion:** To move In Camera.

**It was duly Moved, Seconded and Carried.**

**Motion:** To move out of In Camera

**It was duly Moved, Seconded and Carried.**

## **3.0 CEO Report**

The CEO presented his report, which focused on ministry updates, stakeholder engagement, and staff updates.

The CEO also provided an update on COVID-19 and the workplace. Management is working with the Staff Engagement Committee and Joint Health and Safety Committee to determine a future hybrid work model. Any arrangements will comply with both provincial and City of Toronto laws and guidelines.

## **4.0 Consent Items**

There was a discussion on the HR Performance Report and feedback received from the Industry Advisory Council and Service Provider Advisory Group on the business plan.

**Motion:** IT IS RESOLVED:

1. That the Board of Directors approve the following minutes:
  - 4.1 Minutes of the June 22, 2021 Board Meeting
2. That the Board receive the remaining consent items:
  - 4.2 Business Arising
  - 4.3 Correspondence
  - 4.4 Finance and Technology Committee Report Information Items
    - a) Fees Pre-Meeting Discussion
    - b) Minutes of the June 8, 2021 Meeting
    - c) Minutes of the July 21, 2021 Meeting
  - 4.5 Human Resources Committee Report Information Items
    - a) Minutes of May 6, 2021 Meeting



- b) Minutes of June 8, 2021 Meeting
  - c) HR Performance Report
  - d) Committee Charter Review
- 4.6 WDTA Transition and Oversight Committee Report Information Items
    - a) Minutes of the June 21, 2021 Meeting
    - b) Enterprise Risk Management – Mitigation Measures for Risks assigned to the WDTA Transition and Oversight Committee
    - c) Committee Charter Review

**It was duly Moved, Seconded and Carried.**

## **5.0 Board Committee Reports**

### **5.1 Finance and Technology Committee Report**

- a) Draft 2022 Budget and 2023 – 2024 Forecast

The Finance and Technology Committee Chair summarized the Committee's discussion on the draft 2022 budget and 2023-2024 forecast. He reminded the Board that following today's meeting the draft business plan would be submitted to the ministry for their six-week review period as required by the Operating Agreement.

The Board discussed the budget, including assumptions, FTEs, and reserve funds.

- b) 2021 Registry Fees for Blue Box and Hazardous and Special Products

The Finance and Technology Committee Chair provided an update on the Committee's deliberations regarding the 2021 Registry Fees.

The CEO provided a status update on the proposed fees, consultation process, and fee-setting methodology. He informed the Board that a vendor has been procured to assist in reviewing the fee model for the 2022 fee-setting process.

### **5.2 Human Resources Committee Report**

- a) HR Strategy for 2022 and 2024 Business Plan / 2021 Compensation Review Update

The Human Resources Committee Chair summarized the Committee's discussions and recommendations, including the compensation review, organizational design, and FTE assumptions.

There was also a discussion about workload and the need to resource appropriately to be able to deliver on the Authority's mandate.

The Board discussed the Committee's recommendation.

**Motion**

That the Committee recommends that the Board approve the following motion:

IT IS RESOLVED that the CEO has approval to hire additional in-year staff as reflected in the updated HR FTE 2022 draft Budget presented to the board.

**It was duly Moved, Seconded and Carried.**

**5.3 WDTA Transition and Oversight Committee Report**

a) Municipal Funding Allocation Model (MFAM)

The WDTA Transition and Oversight Committee Chair presented the report and the Committee's recommendation. She discussed stakeholder support for simplifying the methodology. The Committee also discussed how robust the consultation process was.

The Board discussed the Committee's recommendation.

**Motion**

The Committee recommends the Board approve the following motion:

IT IS RESOLVED that the Board approves the proposal to replace the existing MFAM allocation methodologies with a fixed percentage approach (whereby all municipalities are paid an equal percentage of their net verified costs based on the percentage of the steward funding obligation over the total reported net costs), effective as of the 2022 funding year.

**It was duly Moved, Seconded and Carried.**

b) Update on WDTA Activities

The WDTA Transition and Oversight Committee Chair summarized the Committee's discussion on the various wind up plans and GFL's announcement of its agreement to acquire CSSA.

The Board discussed the potential implications of the GFL transaction on the transition to the RRCEA and the Blue Box windup plan.



## **6.0 Stewardship Ontario Administrator Report (Verbal)**

The CEO introduced Ms. S. Lo and welcomed her to the meeting.

The SO Administrator presented her report, providing an update on the wind up of the Municipal Hazardous or Special Waste Program and actions Stewardship Ontario is undertaking in light of GFL's announcement of its agreement to acquire CSSA.

The Chair thanked Ms. Lo and she departed the meeting.

## **7.0 Other Business**

No new business was brought forward for discussion.

## **8.0 In Camera Discussion**

**Motion:** To move In Camera.

**It was duly Moved, Seconded and Carried.**

The Board requested that the following record of in camera activities be added to the public minutes.

### **8.1 In Camera Finance and Technology Committee Report**

The Board requested that the CEO, Registrar, CIO, CFAO, Chief of Communications and Stakeholder Relations, and Board Secretariat be present for this agenda item.

- a) Update on Registry Project Challenges

The Board received and discussed the report on Registry Project Challenges.

### **8.2 In Camera Human Resources Committee Report**

The Board requested that the CEO and CFAO be present for this agenda item.

- a) Update on 2021 Staffing

The Board discussed 2021 staff requirements.

- b) Update on Mid-year Performances

The Board received and discussed the report on the mid-year performances.



**Motion:** To move out of In Camera.

**It was duly Moved, Seconded and Carried.**

**9.0 Adjournment**

The meeting was adjourned at 2:57 p.m.

Robert Poirier

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Chair

Mary Shenstone

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Corporate Secretary