



# **Service Provider Advisory Council Terms of Reference and Membership**

## **Consultation Report**

**March 4, 2022**

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## Introduction and context

On October 15, 2021, the Authority received a letter from the Minister of the Environment, Conservation and Parks directing it to establish a Service Provider Advisory Council (SPAC or Council) under S.30 of the *Resource Recovery and Circular Economy Act, 2016* (RRCEA).

The Council will consist of a maximum of 11 members from the waste management sector representing a cross-section of the service provider community, which could include municipal representation, determined by the Authority in consultation with industry and the ministry.

The Minister also directed the Authority to consult with service providers in the waste management community on the Council's Terms of Reference.

This report details the Authority's consultation process and the feedback received. Questions about this report can be emailed to [consultations@rpra.ca](mailto:consultations@rpra.ca).

## About the Authority

The Authority is the regulator created by the Ontario Government to enforce the requirements of the RRCEA and the *Waste Diversion Transition Act, 2016* (WDTA).

The RRCEA establishes a new resource management regime where producers are individually accountable and financially responsible for their products and packaging, recovering resources and reducing waste. The WDTA allows for the continuation of Ontario's legacy waste diversion programs and sets out provisions to wind up those programs and the industry funding organizations responsible for operating them as directed by the Minister of the Environment, Conservation and Parks.

## Principles for public consultation

The Authority's consultations are guided by the following best practice principles developed by the Organization for Economic Cooperation and Development (OECD):

***Inclusiveness and openness:*** Engage broadly with a wide variety of stakeholders, provide clear and understandable information, and make the consultation process accessible, comprehensible and responsive.

***Timeliness:*** Engage stakeholders early before decisions are made and provide regular opportunities for engagement on key program and policy matters.

***Accessible and cost effective:*** Consider a variety of tools and methods to gather feedback that promote efficient and cost-effective consultations.

***Balance:*** Provide opportunities for diverse perspectives and opinions to be heard and considered.

**Transparent:** Record feedback, report back a summary to stakeholders, and synthesize feedback into programs and policies as appropriate.

**Evaluation:** Demonstrate the impact of public consultations on program delivery and policy development.

## Consultation process

The Authority's consultation on the proposed Terms of Reference for the Authority's Industry Advisory Council began on November 3, 2021 and ended on November 15, 2021.

On November 3, 2021, the Authority announced the start of the consultation period to the Authority's stakeholders via the RPRA Monthly Newsletter.

The Authority's Advisory Councils webpage was also updated to communicate the Minister's direction to the Authority to establish the Service Provider Advisory Council, including the posting of the Minister's direction letter and the Council's draft Terms of Reference. The website also served to notify stakeholders of the Authority's consultation on the Council's Terms of Reference and solicit interest from members of the service provider community interested in participating on the Council.

A dedicated [consultation page](#) was also created with background information on the consultation, how to provide feedback on the proposed Terms of Reference and to solicit interest from members of the service provider community interested in participating on the Council.

Additionally, Authority staff engaged stakeholders directly to solicit interest in participating on the Council, the proposed terms of reference and the membership list. Authority staff also consulted directly with ministry staff on the proposed Terms of Reference and the membership list.

## What we heard

The Authority received two written submissions via email during the consultation period related to the Council's draft Terms of Reference.

The Authority also received interest from 19 organizations who wished to participate on the Council.

The feedback received is summarized below:

- The Terms of Reference should be explicit in permitting the number of representatives from an appointed Service Provider Advisory Council member organization that can attend each Council meeting, including whether a delegate is able to attend a Council meeting as a representative.

The feedback received during the Authority's consultation supported the development of the Council's Terms of Reference and the Authority's determination of the Council's membership.

For a list of stakeholders that submitted written feedback, see [Appendix A](#).

## Conclusion

The Authority considered all stakeholder feedback as it finalized the Council's Terms of Reference and determined the Council's membership. The Authority finalized the Terms of Reference and Council membership, in consultation with the ministry, and posted the Council membership list and final Terms of Reference to the Advisory Council's webpage on March 4, 2022.

## **Appendix A: Stakeholders that submitted written feedback**

The one written submission was submitted by the following stakeholder:

- Emterra Group