

Date: Aug 16, 2023	Time: 11:00pm – 12:30pm
SPAC Co-Chairs: Paulina Leung, Tom Wright	SPAC Secretary: Cameron Parrack
<p>Attendees:</p> <p><u>Service Provider Advisory Council Members:</u> Dave Gordon, Association of Municipalities of Ontario Paulina Leung, Emterra Group Annette Synowiec, City of Toronto James Ewles, Raw Materials Company Izzie Abrams, Waste Connections of Canada Clayton Miller, Quantum Lifecycle Partners Adam Moffatt, Ontario Tire Dealers Association Nicole Willett, GFL Environmental Josh Wiwcharyk, Loop Recycled Products</p> <p><u>RPRRA Staff:</u> Frank Denton, Chief Executive Officer Noah Gitterman, Chief of Strategic Initiatives and General Counsel Wilson Lee, Chief of Programs and Public Affairs Lorella Hayes, Chief Financial and Administrative Officer Mary Cummins, Registrar Cameron Parrack, Manager of Programs and Stakeholder Relations Adeola Ayoade, Manager of Finance Stacey Bowman, Senior Resource Recovery Program Analyst Nandaraye Choi, Coordinator, Programs and Public Affairs</p> <p><u>RPRRA Board:</u> Tom Wright, RPRRA Board Vice-Chair Robert Poirier, RPRRA Board Chair</p> <p><u>MECP Representative:</u> Stephen Jones, Resource Recovery Policy Branch</p>	
<p>Regrets: Norm Lee, Region of Peel Adam McCue, Northumberland County Ashley De Souza, Waste to Resource Ontario</p>	
<p>Recording Secretary: Nandaraye Choi, Coordinator, Programs and Public Affairs</p>	

1. Introductions and Co-Chair’s Remarks

- Welcome and opening remarks by the SPAC Co-Chairs.

2. CEO’s Remarks

- RPRA's CEO provided opening remarks including reviewing this year's business planning process; gathering feedback on RPRA's resourcing plan to deliver on strategic priorities; public reporting; and IT/registry enhancements.
 - SPAC member noted the importance of public reporting and expressed concern for the loss of detailed Blue Box Program information when the Datacall ends with the wind up of the legacy Blue Box program at the end of 2025.
 - SPAC member also expressed need for more publicly reported resident disposal and ICI sector data.
 - RPRA staff indicated that the ministry is aware of this data loss as the Blue Box program transitions.
- RPRA's CEO also noted the ministry's review of producer responsibility regulations, including consultation with stakeholders.
 - SPAC members asked about the impact of future regulatory amendments such as a deposit system for beverage containers or other significant program changes, and how these will be considered in the 2024 business plan.
 - SPAC members expressed concern about the financial impact of abrupt changes to the organization's mandate and/or strategic priorities, specifically impacting the organization's efficiency.
 - RPRA's CEO reminded the advisory council that the published business plan assumes no new programs or regulatory amendments and any in-year changes that affect RPRA operations (e.g., changes due to Minister's direction or regulations) will be reviewed to determine if in year changes to the budget are required.

3. 2024-2026 Business Planning Process

- RPRA staff reviewed the business planning process, current assumptions, and draft strategic priorities, which are the same as last year as RPRA continues to focus on refining service delivery.
- RPRA staff shared proposed performance measures for 2024, which have been streamlined and organized according to each strategic priority.
 - RPRA will continue to track other measures, including activity-based measures, and report on these measures directly to the advisory councils and via the public reporting webpage.
- RPRA's CFAO presented draft 2024-2026 budget and forecasts focusing on the following highlights:
 - 2024 budget is aligned with last year's 2024 forecast. The 4% increase over the 2023 budget is related to investments in salaries and benefits, professional fees and IT and registry related expenses.
 - Contribution to contingency reserve budgeted at 36% of total expenses in 2024, tracking to 40% in 2026 forecast.
- SPAC member asked whether anticipated revenue from administrative penalties is accounted for in budget and forecasts:
 - RPRA CFAO clarified that revenue from administrative penalties is not included in the budget and forecasts.
 - RPRA staff noted that a consultation on the use of administrative penalties' revenue is anticipated to take place in Q4 2023.
- SPAC member requested that RPRA include information on the delta between 2023 forecast provided in 2022-2024 business plan and the current 2023 budget to provide insights into planning shortfalls or overages, especially important for salaries and benefits expenditures.

- SPAC member suggested RPRA utilize a metric to convey productivity per FTE to justify current staffing allocations.
 - RPRA staff noted that the final business plan may include additional data tracking activity volumes by FTE.

4. Public Reporting

- RPRA staff provided an update on recent enhancements to RPRA's public reporting webpage, including a new section on compliance activities.
 - SPAC members expressed appreciation for RPRA's responsiveness and ongoing efforts to enhance public reporting, including making it a strategic priority.
- RPRA requested feedback from council members on what additional enhancements to public reporting would be valuable (i.e., analysis, visualizations of trends, enhancement to collection site map).
 - SPAC member requested more detail related to management target reductions, especially for ITT/AV program, including how each reduction is calculated and analysis of what may be driving reductions.
 - SPAC member requested broad breakdown of market composition of PROs by program to provide greater market dynamic insights.
 - RPRA staff indicated that the internal public reporting working group is investigating how this request can be actioned while maintaining confidentiality of commercially sensitive information.
 - SPAC members requested more analysis of performance trends, especially WDTA programs contrasted against RRCEA programs.
 - RPRA staff indicated that legacy program performance data is publicly available and conveying historical trending of program performance data in an accessible format is a reasonable request, so long as appropriate caveats are provided to note program differences.
 - SPAC member expressed support for RPRA acting as the central source for collection site information to the public, as opposed to the current approach of multiple PROs and producers communicating with residents.
 - RPRA staff noted that RPRA is working on enhancements to its current tires collection site map to include other designated materials with an end of 2023 or early 2024 completion date.
 - SPAC member expressed interest in an analysis of producer reported repair, extended warranty, and recycled content data from WDTA programs compared to RRCEA programs.
 - RPRA staff noted that this additional information was not required to be reported under WDTA programs.

5. Update on RPRA Program Technical Committees

- RPRA staff provided an update on the planning and resourcing of RPRA program technical committees and noted the launch of the first technical committee is planned for 2024.
- It is anticipated that the technical committees would be a forum for RPRA to gather input from registrants on program implementation issues.
- SPAC members asked for clarification on whether municipalities would be eligible to participate.
 - RPRA staff clarified that municipalities would qualify as service providers.
- SPAC member inquired whether industry associations would be able to participate.

- RPRA clarified that such details would be defined in the committee's terms of reference, but it is anticipated that there is likely value in industry associations participating as observers.

6. RPRA Strategic Planning

- RPRA CEO provided an update on its strategic planning exercise noting that it will extend beyond the current three-year business planning period.
- RPRA is inviting external experts to help understand its place within the broader world of resource recovery and waste, as well as the political, economic, social, and technological factors that may affect RPRA's work in the future.
- Annette Synowiec (City of Toronto) and James Ewles (Raw Materials Corporation) both expressed interest in participating.

7. Co-Chair's Closing Remarks

- SPAC Co-Chairs thanked the members for their participation and feedback.