

Date:	2021-July-27	Time:	10:30-12:00 p.m.
Lead:	Cameron Parrack	Location:	Teams Meeting
Attendees:			
<u>IAC Members:</u>			
Carol Hochu, Tire and Rubber Association of Canada			
Shelagh Kerr, Electronic Products Stewardship of Canada			
Cherith Sinasac, ElectroFederation of Canada			
Andrew Mackinnon, Global Automakers of Canada			
Julie Kwiecinski, Canadian Federation of Independent Business			
Sebastian Prins, Retail Council of Canada			
Anne McConnel (DELEGATE), Canadian Consumer Specialty Products Association			
Caroline Medwell, Ontario Community Newspapers Association/News Media Canada			
Michelle Saunders, Food, Health & Consumer Products of Canada			
<u>RPRA Staff:</u>			
Frank Denton, Chief Executive Officer			
Noah Gitterman, Registrar and General Counsel			
Wilson Lee, Chief of Communications and Stakeholder Relations			
Cameron Parrack, Manager, Programs and Planning			
Stacey Bowman, Sr. Resource Recovery Analyst			
<u>RPRA Board:</u>			
Robert Poirier, Chair			
Tom Wright, Vice-Chair			
Christine Bome, Director			
<u>MECP:</u>			
Charles O'Hara, Resource Recovery Policy Branch			
Carolina Huignard, Resource Recovery Policy Branch			
Guests:			
Regrets: John Hinds, NewsMedia Canada, Mark Kohorst, National Electrical Manufacturers Association, Shane Buckingham, Canadian Beverage Association			
Recording Secretary: Stacey Bowman, Senior Resource Recovery Analyst			

1. Introductions

- Welcome and opening remarks by the IAC Co-Chairs

2. Refresh of Business Planning Process

- RPRA staff reviewed RPRA's business planning process and key assumptions

3. Overview of Board Approved Strategic Priorities

- RPRA staff reviewed strategic priorities previously consulted upon during April 2021 IAC meeting
- An IAC member asked why RPRA aims to maintain an operating reserve of 50%?
 - RPRA staff noted that the Authority's operating agreement with the ministry permits the establishment of an operating reserve of up to 50%, which is a prudent reserve amount for a non-profit and would avoid the requirement to increase producer fees in the event of significant changes to the operating environment
 - Any interest earned by this reserve amount is applied back to the fund
 - Staff will consider the feedback received on contributions to and maintenance of the Authority's operating reserve
- Suggestion that the Authority establish a new strategic priority focused on "operational efficiency"
- An IAC member asked if the Authority had undertaken a cybersecurity audit
 - RPRA staff committed to sending a follow up email to the IAC membership which will indicate where to find all of RPRA's Registry Cybersecurity and Privacy Policy, Access and Privacy Code, Records Retention Policy as well as provide an overview of RPRA's current and planned cybersecurity measures

4. Proposed Resourcing Requirements

- RPRA staff reviewed the proposed HR requirements, 2022 Budget and 2023-2024 Forecasts
- Question asked about the planned salary increases over the planning period
 - RPRA staff noted that decisions on increases will wait until forecast information is available in Q4.
 - In 2021, RPRA's merit budget was 1.5%.
- Suggestion that RPRA should benchmark against OPS salaries, not private sector salaries
 - RPRA noted that DAAs are exempt from BPS Executive compensation legislation
- Question from a member as to why there is an increase in the numbers of FTEs?
 - RPRA staff highlighted the Authority's requirement to fulfill our legislated responsibilities
 - The finalization of the batteries, EEE, BB and HSP legislation as well as the minister's direction to build and operate an excess soil registry have required the hiring of additional resources
- A request was made to understand how the Excess Soil Program is being funded
 - RPRA staff noted that similar to the digital reporting service for the Hazardous Waste Program, the Excess Soil registry is currently being debt financed and when each registry system is financed by a separate fee charged to industry users of that system. Fees are designed to avoid cross-subsidization
- An IAC member communicated that the association's members have appreciated the responsiveness and support provided by RPRA's compliance team during the transition period from WDTA to RRCEA programs

- Question asked whether RPRA would work collaboratively with PROs on RRCEA communications?
 - RPRA staff noted that the Authority works closely with PROs on a number of items, including coordination of communications, but as a regulator our communications are fundamentally different than what a PRO might be communicating to their clients, being a business operating in a competitive market
 - RPRA's mandate under the RRCEA is to make sure that producers and obligated entities are complying with the law
- Question was asked about the total value of the loan being amortized?
 - RPRA's 2020 Annual Report provides that as of December 31, 2020, \$8M has been drawn from RPRA's operating credit facilities
- An IAC member asked how RPRA's staffing compares to other similar organizations (i.e., government, other DAAs, etc.)
 - RPRA has explored benchmarking our resources against other similar authorities and agencies, but have found this challenging because of the uniqueness of RPRA's mandate
 - RPRA staff also noted that the Authority continues to expect the increase in staffing requirements to level off near the end of the business planning period, assuming no new mandates are received from the ministry
- IAC members inquired about how many registrants have registered and how many are expected going forward?
 - RPRA indicated that there will be approximately 28,000 registrants between all RPRA programs, but HWP represents the vast majority (25,000)
 - As the programs mature and through ongoing outreach efforts, the Authority will better understand how many registrants we have in each program and who they are; including identifying who is not obligated and who is out of compliance
- Request made that the Authority consider instituting a flat or tiered flat fee for producers
 - RPRA staff noted that the Authority is trying very hard to apply principles of fairness and equity and taking into consideration the ability of smaller operators to pay our fees
 - RPRA is currently reviewing our fee model and will be consulting on 2022 fees in the fall
- An IAC member asked if RPRA can identify activities undertaken to find producers in other provinces that wouldn't know about their obligations? The new BB regulation introduces obligation for producers resident in Canada, as opposed to Ontario
 - RPRA staff indicated that we are finalizing our compliance plans for producers under the BB regulation, which will include working with industry associations and PROs to make sure we're capturing the right groups and communicating who will be obligated under the RRCEA and who is no longer obligated
- RPRA staff indicated that stakeholder comments on the proposed 2022-2024 Business Plan can be provided to the Authority until the end of August, ahead of the RPRA Board's consideration of approval in September

- An IAC member asked if RPRA would share the draft Business Plan prior to final approval by the RPRA Board
 - RPRA staff indicated that a draft Business Plan would not be published or circulated
- Once approved, the final Business Plan will be submitted to the Minister by October 1st and posted online on October 2nd

5. Closing Remarks

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