

**Waste Diversion Ontario  
Board Meeting Minutes  
Wednesday, January 21, 2004  
AMO Boardroom, Toronto, Ontario**

**In attendance:**

Gemma Zecchini (CSR), Refreshments Canada  
Deb Haswell (AMO), City of Own Sound  
Dr. P.K. Misra for Keith West, Public Service of Ontario  
John Jackson, Recycling Council of Ontario  
Beth Goodger (AMO), for Peter Crockett, City of Hamilton  
Anne Kothawala, Canadian Newspaper Association  
Diane Brisebois, Retail Council of Canada  
Steve Butland (AMO), City of Sault Ste. Marie  
Bas Balkissoon (AMO), City of Toronto  
Dennis Darby (CSR), Procter & Gamble  
Lyle Clarke, for Andrew Brandt, LCBO  
Nick Jennery (CSR), Canadian Council of Grocery Distributors

**Observers:**

John Mullinder, PPEC  
Rob Cook (OWMA), for Blair McArthur

**Regrets:**

Jeff Newton, Brewers of Canada  
Marina Kovrig (CCSPA), Recochem Inc.  
Brian Palardy (CPCA), Benjamin Moore Company  
Don Lamont, OCNA  
Gail Bolubash, CPPI

**Staff:**

Glenda Gies, Executive Director  
Anne Mathewson, Executive Assistant

**1. Call to Order**

The Chair called the meeting to order at 9:25.a.m.

With quorum present the Chair convened the meeting, and requested that the Executive Assistant take Minutes for this meeting.

**1.1 Adoption of the Agenda**

The Chair requested three additions to "Other business".

**Motion:** *To adopt the agenda.*

*Moved by Bas Balkissoon, seconded Diane Brisebois. Carried.*

## **1.2 Resignation and Alternatives**

Resignations: Geoff Wilson (CSR-Loblaws), Cam McKnight (OCNA)  
Appointments from AMO: Deb Haswell and Steven Butland  
Appointment from CSR: Nick Jennery (Canadian Council of Grocery Distributors)  
Appointment from OCNA: Don Lamont (OCNA)

**Motion:** *To appoint Deb Haswell and Steve Butland, Nick Jennery and Don Lamont to the Board.*

*Moved by Bas Balkissoon; seconded Diane Brisebois. Carried.*

**Motion:** *To nominate Bas Balkissoon as Chair of Waste Diversion Ontario.*

*Moved by Deb Haswell; seconded by Anne Kothawala. Carried.*

**Motion:** *To appoint Gemma Zecchini as Vice-Chair until the Annual General Meeting.*

*Moved by Diane Brisebois; seconded by John Jackson. Carried.*

## **2. Approval of Meeting Minutes**

### **2.1. Approval of Minutes of December 17, 2003**

Item 4.1 (a) last line on page 3: “designed “ to “designated”,  
Item 5.1 (a) page 4 “Pollack” to “Pollock”

**Motion:** *To approve the minutes as corrected.*

*Moved by Bas Balkissoon; seconded Dennis Darby. Carried.*

### **2.1. (a) Business Arising from the Minutes of December 17, 2003**

Item 3.2 IFO Appointments pending  
Item 3.2 Used Tire Appointment to Board pending  
Item 3.2. Refer to Minister’s letter dated January 14, 2004  
Item 5.3 Minister’s signature pending  
Item 5.5 Completed: Letters following minutes

The Executive Director advised that recommendations regarding legal counsel are pending.

### **2.1.b Approval of Minutes of January 9, 2004**

Dennis Darby requested that the editorial corrections to references to packaging types (e.g. insertion of ‘old’ before Boxboard and corrugated and reference to Gabletop Cartons rather than Containers) should not be incorporated in the revised rules as these terms are not consistently used in the Blue Box Program Plan.

**Motion:** *To approve the minutes as amended.*  
*Moved by Dennis Darby; seconded by John Jackson. Carried:*

### **3. Committee Reports**

#### **3.1 Municipal Industry Program Committee**

John Jackson requested that diversion rate be calculated and provided. The ED advised that the measurement methodology for municipal diversion rates would be considered during development of a response to the Minister's request for new measures and enhancements including targets and municipal benchmarks. John suggested that a press release would be in order to publicize the information.

**Motion:** *To receive the revised posting format information for the Residential Blue Box system and the posting format information for Electronic Waste and Other Recyclable Materials, Organics and HSW, for information.*  
*Moved by Diane Brisebois; seconded by John Jackson. Carried.*

#### **3.2 Public Affairs Committee**

**Motion:** *To receive the report for information.*  
*Moved by Bas Balkissoon; seconded by Anne Kothawala. Carried.*

### **4.0 Executive Director's Report**

#### **4.1 Blue Box Program Plan - Workplan re New Measures and Enhancements**

Dennis Darby indicated that the consultation on the 2004 stewards fees within the timeframe requested by the Minister is feasible, but completion of the tasks associated with developing a response and carrying out public consultation the additional measures and enhancements cannot reasonably be completed in the next ten weeks.

Diane Brisebois reminded the Board that the Cost Effectiveness Committee (CEC) may be required to support development of cost containment principles and strategy and time is constrained.

John Jackson felt that the time constraint creates a perception that the issues do not warrant adequate time for consultation, even within the Board.

Bas Balkissoon requested that item 1 in the Appendix to the Minister's December 22/03 letter requires clarification. Bas also pointed out that Used tires and Used Oil Material programs must also be reviewed in the next ten weeks, further straining WDO's resources and that budget implications from meeting the Minister's submission deadline

may affect the organization's administration budget and contribute to pushing the combined WDO and Stewardship Ontario administration budget beyond the 5% limit requested by the Minister.

Deb Haswell suggested that a 30 to 60 day extension to the Minister's submission deadline would be in order.

The Executive Director clarified that the work of the CEC will be used as the basis for the cost containment background paper and documents have been developed over the past number of months on the Efficiency and Effectiveness fund that will act as the basis for this background paper. A targets working group has been reconvened to begin discussions to develop the Targets and Benchmarks background. This latter background likely requires the largest amount of work prior to consultation. The background on small business issues, to be developed in co-ordination with Stewardship Ontario's Materials and Packaging Advisory Committee, will likely also require substantial work. Anne Kothawala indicated that there is still significant work required to detail the cost containment strategy developed by the CES.

The Minister's request for new measures and enhancements for the Blue Box Program Plan appears to focus on residential Blue Box materials, whether they are collected in the municipal Blue Box system, the municipal disposal system or the small business recyclable or disposal system. It was noted that clarification of the scope of material to be considered should be requested of the Minister.

Dr. Misra indicated that March 31/04 is the Minister's timeline, and that an extension may be requested.

**Motion:** *To request from the Minister a 60 day extension to the submission deadline for the items that will be submitted to public and affected stakeholder consultation (items 1 to 5 and 8 in the Executive Director's report) and clarification of the scope of materials to be considered in the new measures and enhancements and to provide the Minister with a proposed alternate timeline.*

*Moved by Bas Balkissoon; seconded by Deb Haswell. Carried.*

John Jackson requested a quick turn around time from the Ministry to ensure that the Board receives approval for the extension in sufficient time to adjust the consultation process and schedule.

Diane Brisebois requested that a draft letter to the Minister be circulated to the Board for review with the understanding that Board members will respond within 24 hours. Diane also indicated that the February Board meeting remain on February 26 and a decision regarding the proposed additional March 23, 2004 meeting be deferred.

The Executive Director advised that WDO, MOE and Stewardship Ontario are meeting and communicating frequently in order to ensure that efforts are co-ordinated.

#### **4.1 (b) Blue Box Program Plan - Implementation Schedule**

It was noted that some dates must be adjusted, if the Minister approves the request for an extension to the submission deadline for the new measures and enhancements that will be submitted to consultation with the public and affected stakeholders..

**Motion:** *To receive.*

*Moved by Bas Balkissoon; seconded by Deb Haswell. Carried.*

#### **4.2 Staffing**

**Motion:** *To approve:*

- *hiring the Executive Asistant on a full tiem basis as of February 1, 2004; and*
- *hiring the Communications Co-orinator on a full-time basis as of March 1, 2004.,*

*Moved by Diane Brisebois; seconded by John Jackson. Carried.*

#### **4.3 Annual General Meeting**

**Motion:** *To hold the WDO Annual General Meeting prior to the April 29 Board Meeting; and to direct the ED to prepare the necessary documents and motions required for the AGM,*

*Moved by John Jackson; seconded by Deb Haswell. Carried.*

#### **4.4 ISP Consultation Workshop**

**Motion:** *To receive for information.*

*Moved by John Jackson; seconded by Deb Haswell. Carried.*

### **5. Correspondence**

**Motion:** *To receive.*

*Moved by Dennis Darby; seconded by Diane Brisebois. Carried.*

### **6. Other Business**

6.1. The draft report from C.N. Watson on the Financial Datacall verification has been received and will be reviewed by the Financial Datacall Team and by MIPC on January

23/04. The final adjustments to the Financial Data submissions are to be completed this month and the data will then be posted on the WDO web site.

6.2. Beth Goodger shared a “Letter to the Editor” written by Colin Isaacs, and recommended that a timely response be prepared co-operatively between the Executive Director and Stewardship Ontario, that this draft response be circulated to the Board and following review be sent to the Editors of the Hamilton Spectator and the Toronto Star to clarify the inaccuracies in Mr. Isaac’s editorial.

6.3. Governance Working Group: Diane Brisebois reported that a number of governance issues are not addressed by WDO’s By-laws or other documentation. Diane recommended striking a five member working group to consider outstanding governance issues in co-operation with the Executive Director, and to bring a report to the Board in advance of the AGM. Bas Balkissoon requested that the working group consider Board representation as additional IFOs are established. It was determined that the working group would include Diane Brisebois, Gemma Zecchini, Bas Balkissoon, John Jackson and Peter Crockett.

**Motion:** *To create a Governance Working Group.  
Moved by Anne Kothawala; seconded by Dennis Darby. Carried.*

**Motion:** *To move in camera.  
Moved by Dennis Darby; seconded by Anne Kothawala. Carried.*

**Motion:** *The Chair entertained a motion to adjourn at 11.25 a.m.*

“Gemma Zecchini”  
.....  
Chair

“Anne Mathewson”  
.....  
Secretary

## **Business Arising from the Minutes of January 21, 2004**

| <b>Item</b> | <b>Description</b>                     | <b>Responsible</b> |
|-------------|--|--------------------|
| 2.1 (a).    | IFO Appointment to MIPC and PAC        | OTS/OUOMA          |
| 2.1 (a)     | Used Tire Appointment to Board         | MOE                |
| 2.1 (a)     | Signing of Operating Agreement         | MOE                |
| 2.1 (b)     | Forward documents to Stewardship Ont.  | ED                 |
| 4.1         | Request 60 day extension from Minister | Chair              |
| 4.3.        | Prepare materials for AGM              | ED                 |
| 6.2         | Prepare response to Isaacs editorial   | ED                 |

