
Call for Applications for the Resource Productivity and Recovery Authority Board of Directors

February 28, 2017

The Resource Productivity and Recovery Authority (RPRA or the “Authority”) invites interested candidates to serve on its Board of Directors (the “Board”). The Board works with the CEO and Registrar toward fulfilling the Authority’s mission, goals and objectives including its legislated mandate under the [Resource Recovery and Circular Economy Act, 2016](#) (RRCEA) and the [Waste Diversion Transition Act, 2016](#) (WDTA).

Board Composition

The five (5) members of the Initial Board of Directors were appointed by the Minister of the Environment and Climate Change on November 30, 2016. The Initial Board is seeking six (6) skills-based candidates that meet our requirements to expand the Authority’s Board.

The full Authority Board will be comprised of 11 members:

- Five (5) Directors appointed by the Minister of the Environment and Climate Change.
- Six (6) Elected Directors also selected based on their skills and governance experience. These are the 6 positions we are seeking to fill.

Resource Productivity and Recovery Authority Mandate

The Authority is responsible for administering a new producer responsibility regime under the *Resource Recovery and Circular Economy Act*. In so doing, the Authority will:

- Operate a registry to receive and store information related to resource recovery and waste reduction activities;
- Provide information to the Minister upon request;
- Provide information to the public in accordance with prescribed requirements; and
- Undertake compliance and enforcement against persons who do not meet the requirements prescribed in regulations using a range of tools including inspections, compliance orders, administrative penalties, and offence provisions.

The Authority is also responsible for administering the programs developed under the *Waste Diversion Act* and continued under the *Waste Diversion Transition Act* until these programs are transitioned to the RRCEA. These programs include the Blue Box Program, Municipal Hazardous or Special Waste Program, Used Tires Program, Waste Electronic and Electrical Equipment Program and the industry stewardship programs for: paints and coatings, solvents, fertilizers and pesticides; oil filters, oil containers and antifreeze; and, pressurized carbon dioxide containers. Administering these programs includes oversight of the industry funding organizations and industry stewardship organizations operating the programs.

The Board oversees the management of the Authority’s business and affairs and takes on a leadership role in the development of the Authority’s strategic direction. The Board sets the Authority’s bylaws, codes, policies and procedures, oversees the Authority’s finances and represents the Authority in its dealings with government, other regulatory agencies, and the public. The Board, through its Chair, is accountable to the Minister of the Environment and Climate Change for the performance of the Authority.

Terms of Office

The terms of office for Board members will be staggered. Of the six Elected Directors, two will have a three-year term, two will have a two-year term and two will have a one-year term.

The Chair of the Initial Board was appointed by the Minister of the Environment and Climate Change. Within 30 days following the election of the sixth member elected by the Board, the Board will elect a Chair. Other officers are selected from within the Board and serve a one-year term.

Application Process

A Human Resources and Nominations Committee comprised of two members of the Initial Board will review applications from candidates to serve on the Board. Candidates will be drawn from individuals who meet the skills based requirements and who do not have a direct personal or business interest in the resource recovery or waste management industry. Candidates considered most qualified will be interviewed to select a final slate of recommended candidates to be put forward to the Initial Board for consideration and election.

Application Process

If you are interested in participating, please complete an [application for Election to the Resource Recovery and Productivity Board](#) and submit together with a resume electronically or by mail.

By email:

applications@rpra.ca

By mail:

Resource Productivity and Recovery Authority
Attn: Human Resources and Nominations Committee
4711 Yonge Street, Suite 1102
Toronto ON M2N 6K8

Qualifications of Directors / Skills Matrix

The following skills matrix details the core competencies and attributes required by an Authority Board member. Competencies may be acquired through a combination of education, practical work experience, previous board experience and director training. The Authority's [Director Qualification Guide](#) describes a 'basic', 'good' and 'strong' level of understanding in each of the following areas:

- resource recovery and waste reduction;
- supply chain management;
- compliance and enforcement, including compliance auditing;
- data management systems and analysis, information technology issues and trends;
- information management, including privacy, security and data collection;
- finance;
- business and risk management;
- corporate governance and management;
- public administration and government relations; and
- stakeholder engagement and communications.

Important: Authority Board members must not have a personal or business interest in the resource recovery or waste management industry. This means that a member elected to the Board shall not, currently or within six months prior to the election, be:

- an employee of the Authority;
 - a director, officer or employee of a steward designated under the WDTA or an association representing
-

- stewards;
- a director, officer or employee of an industry funding organization or an industry stewardship organization;
 - a director, officer or employee of a corporation or other entity who on behalf of a steward remitted fees or other valuable consideration to an industry funding organization or an industry stewardship organization in the current calendar year or in the preceding 12 months;
 - a director, officer or employee of a corporation that is an owner or operator of a waste disposal site or waste management system within the meaning of Part V of the *Environmental Protection Act*;
 - an individual who is an owner or operator of a waste disposal site or waste management system within the meaning of Part V of the *Environmental Protection Act*;
 - a director, officer or employee of an association representing the interests of waste management service providers;
 - a member of a municipal council or an officer or employee of a municipality or the City of Toronto or of an association representing municipalities, members of municipal councils or officers or employees of municipalities;
 - an officer or employee of a local board as defined in the *Municipal Act, 2001* or the *City of Toronto Act, 2006*;
 - a director, officer or employee of a corporation or other entity established by a municipality where the corporation or entity's mandate relates to resource recovery and waste reduction;
 - a director, officer or employee of a local services board established under the *Northern Services Boards Act*; or
 - a lobbyist required to register under the *Lobbyists Registration Act, 1998*.

Expected Contribution

- Attendance at orientation and briefing sessions
- Attendance at 4 to 10 Board meetings per year (an alternate or delegate cannot replace a Director)
- Attendance at Board strategy sessions (up to two days per year)
- Participation on standing and, as required, ad hoc committees
- Adequate preparation time for meetings
- Timely response to board communication
- Participation in the annual evaluation of the Board

Compensation

The Authority pays a per diem and reimbursement for travel and out-of-pocket expenses associated with attendance at Board and Committee meetings and orientation, briefing and strategy sessions at rates set out in the Authority's [Director Remuneration Policy](#) and [Expense Policy](#).

Application Timeline

The Authority is required to elect six additional members by November 30, 2017. The Board may choose to elect all six members simultaneously or may choose to elect members in phases, for example two members every few months. Applications will be accepted until all six members are elected.

Questions

For more details on the composition, roles and responsibilities and overall structure of the Board, refer to the Authority's [Bylaw 2016-1](#). For other questions, call Sarrah Young, Board Secretariat, at 416 226 5113 ext 294 or by email at syoung@rpra.ca.
