

Panel 2: Overview of CIF IPR Resources & Group Discussions

March 4, 2021
1:00 p.m. – 2:30 p.m.

Panelists

Geoff Rathbone



**CIF
Managing Director**

Carrie Nash



**CIF
Associate Director**

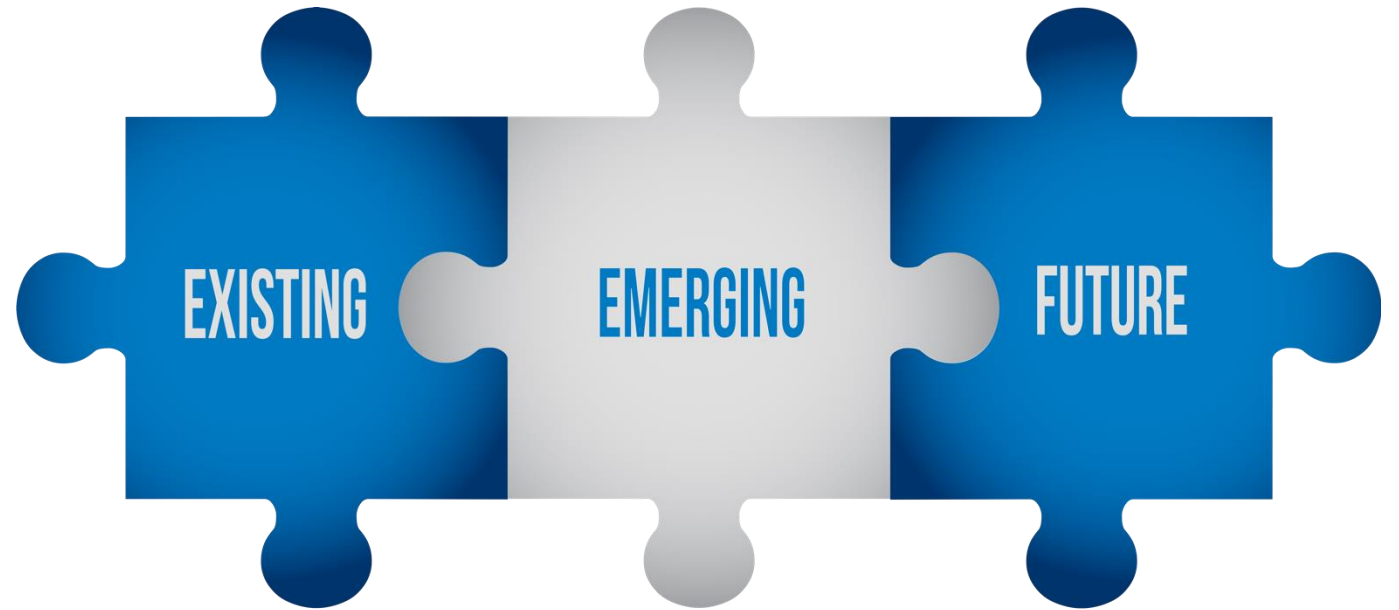
Laurie Westaway



**CIF
Project Manager**

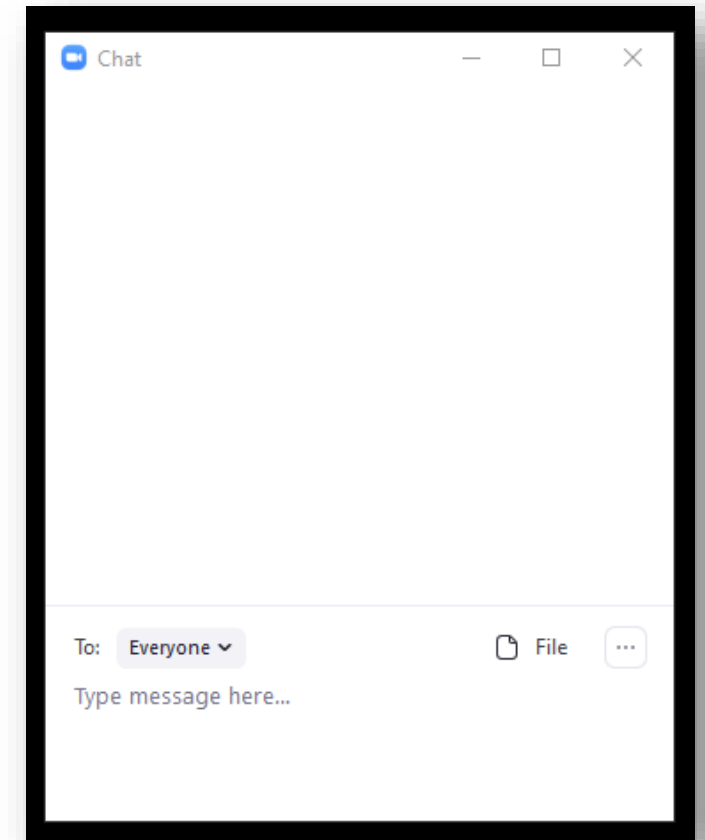
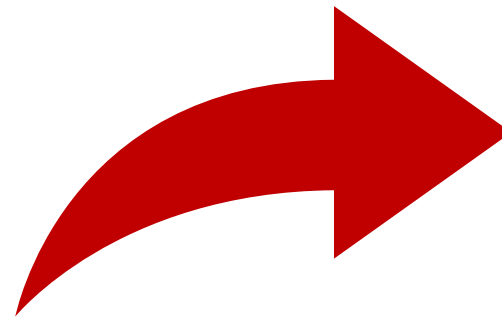
CIF Transitional Support Services

- Existing & Emerging
 - Reports
 - Blog posts
 - Models
 - Training & events
 - Outreach
 - One-on-one
- Future
 - Based on feedback from Breakout Rooms



A Few Words on Participation

- All panels will be recorded & posted
- Submit comments/questions via **Chat** at the bottom of your browser



Audio Settings



Chat

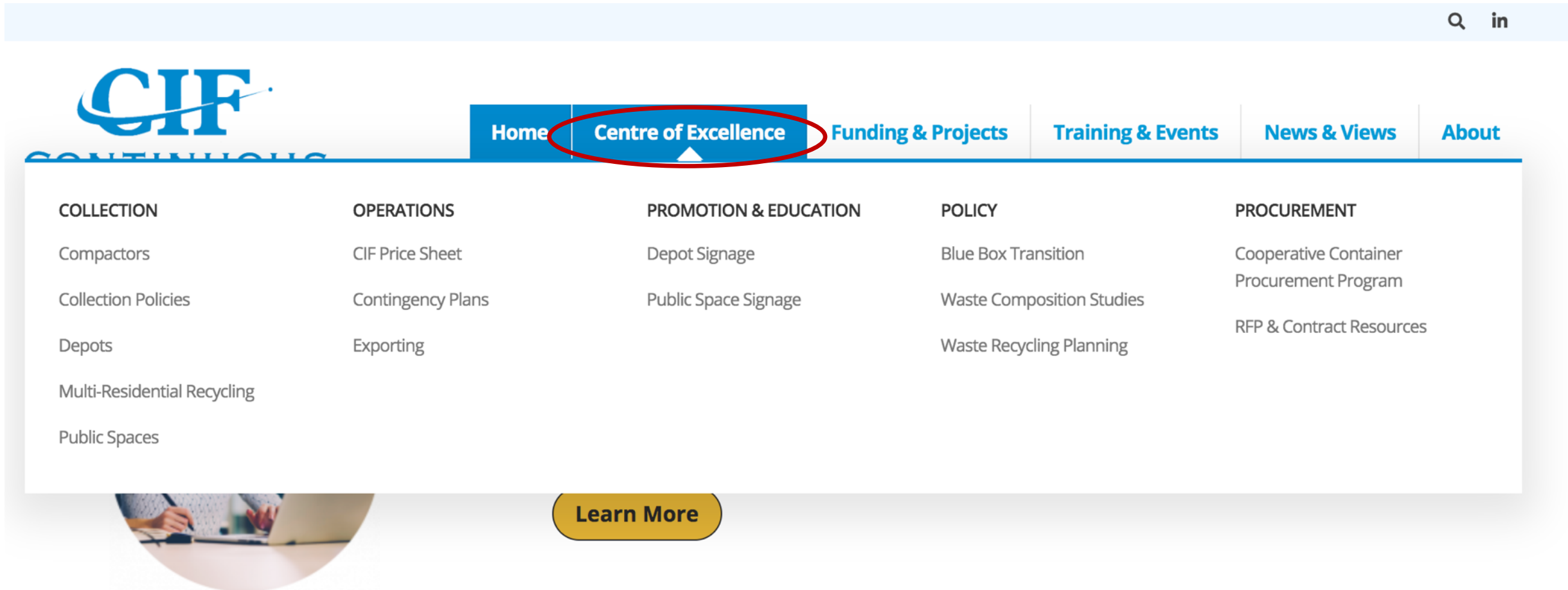
Leave

CIF Priorities

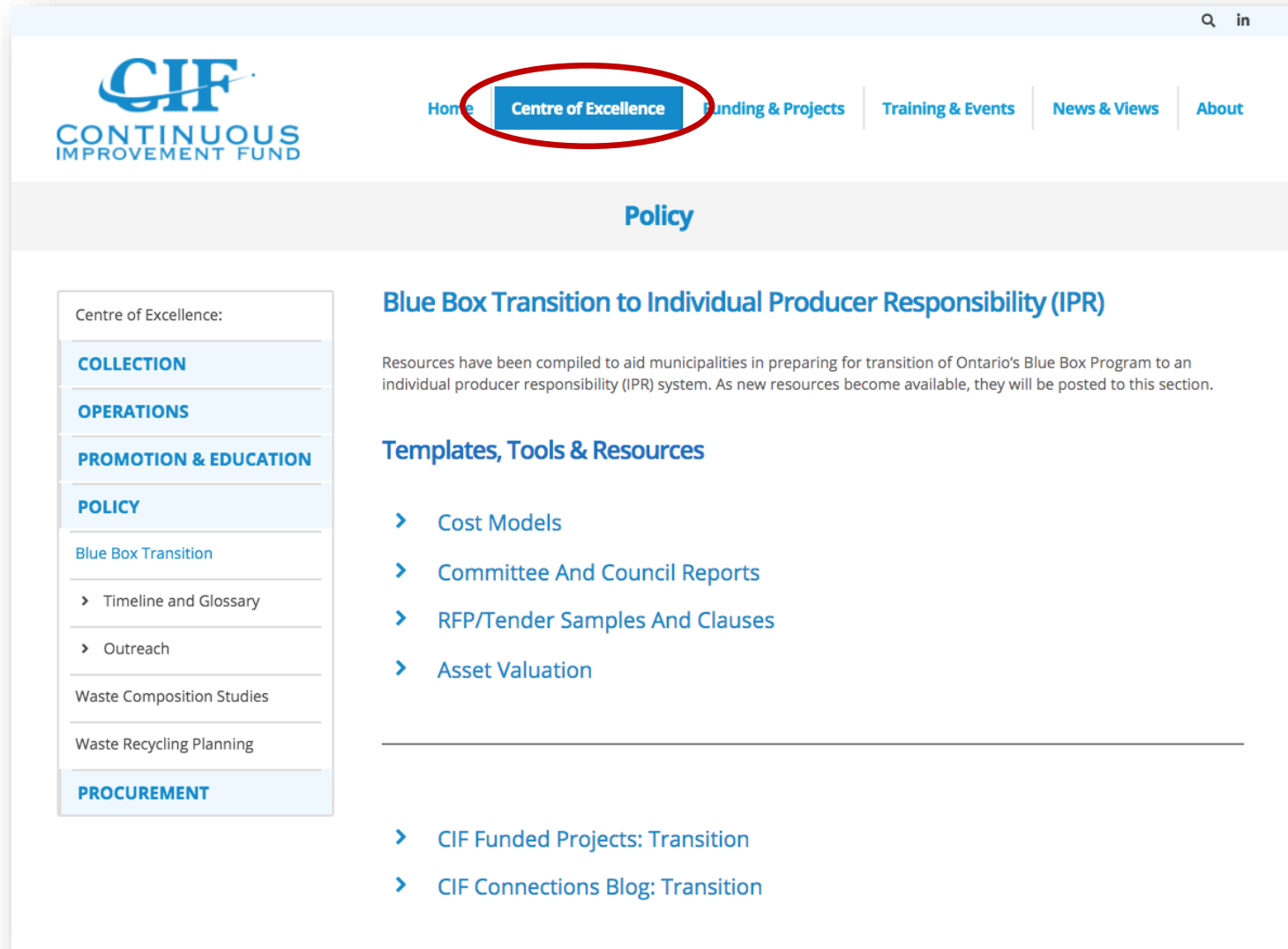
- Collective works to improve programs as a whole across Province
- Preparing individual municipalities to make important transition decisions
- Continued efforts that aid in developing sustainable markets



EXISTING: Centre of Excellence



EXISTING: Transition Assistance



The screenshot shows the CIF (Continuous Improvement Fund) website. The navigation bar at the top includes links for Home, Centre of Excellence (highlighted with a red circle), Funding & Projects, Training & Events, News & Views, and About. The main content area is titled 'Policy' and features a sidebar with categories: COLLECTION, OPERATIONS, PROMOTION & EDUCATION, POLICY, Blue Box Transition, Timeline and Glossary, Outreach, Waste Composition Studies, Waste Recycling Planning, and PROCUREMENT. The main content area displays the 'Blue Box Transition to Individual Producer Responsibility (IPR)' section, which includes a paragraph about resources compiled for municipalities and a list of templates, tools, and resources.

CIF
CONTINUOUS
IMPROVEMENT FUND

Home **Centre of Excellence** Funding & Projects Training & Events News & Views About

Policy

Centre of Excellence:

- COLLECTION**
- OPERATIONS**
- PROMOTION & EDUCATION**
- POLICY**
- Blue Box Transition
 - > Timeline and Glossary
 - > Outreach
- Waste Composition Studies
- Waste Recycling Planning
- PROCUREMENT**

Blue Box Transition to Individual Producer Responsibility (IPR)

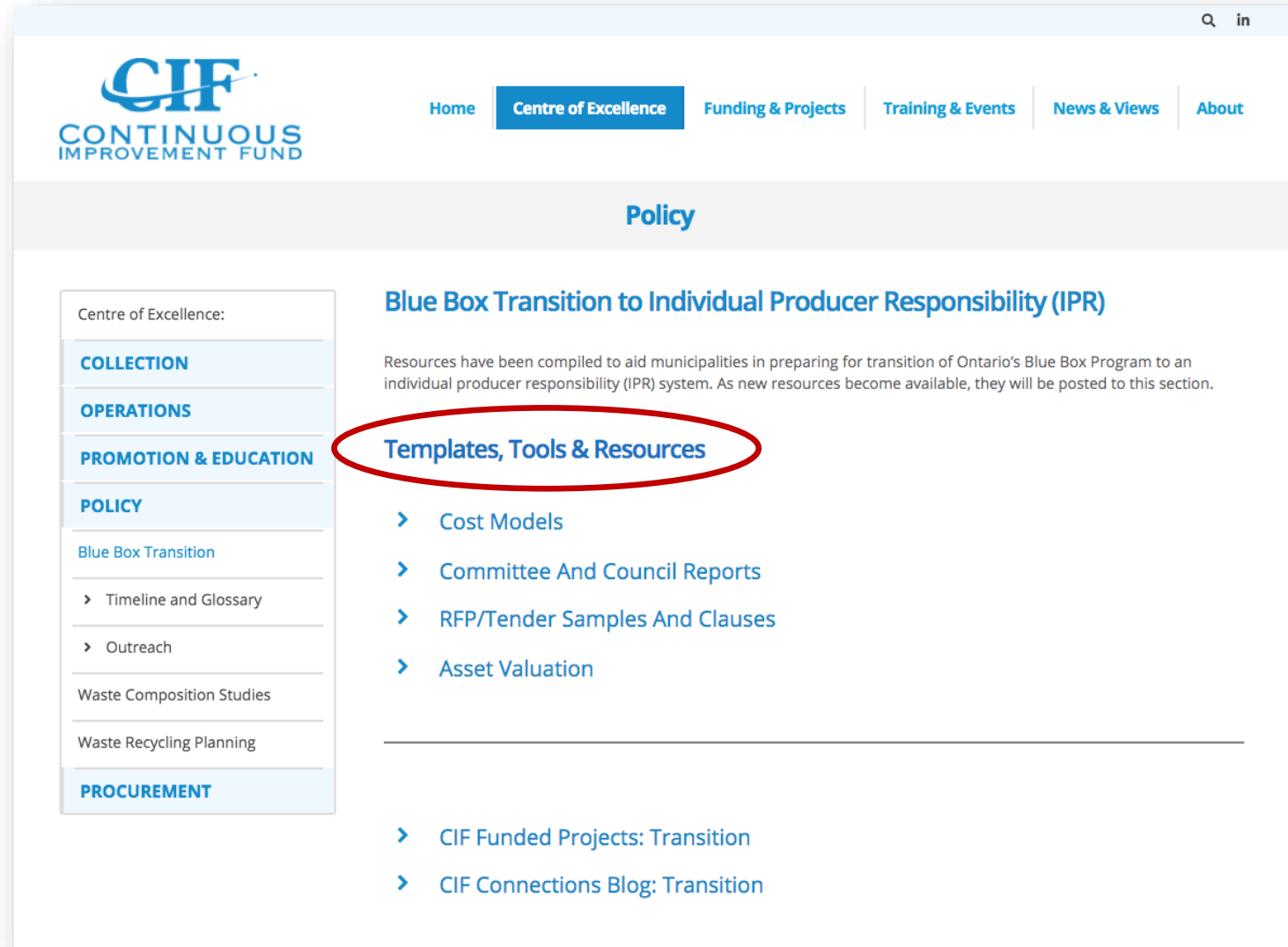
Resources have been compiled to aid municipalities in preparing for transition of Ontario's Blue Box Program to an individual producer responsibility (IPR) system. As new resources become available, they will be posted to this section.

Templates, Tools & Resources

- > Cost Models
- > Committee And Council Reports
- > RFP/Tender Samples And Clauses
- > Asset Valuation

- > CIF Funded Projects: Transition
- > CIF Connections Blog: Transition

EXISTING: Templates, Tools & Resources



The screenshot shows the CIF (Continuous Improvement Fund) website. The header includes the CIF logo and navigation links: Home, Centre of Excellence, Funding & Projects, Training & Events, News & Views, and About. The main content area is titled 'Policy'. On the left, a sidebar lists categories: COLLECTION, OPERATIONS, PROMOTION & EDUCATION, POLICY, Blue Box Transition, Timeline and Glossary, Outreach, Waste Composition Studies, Waste Recycling Planning, and PROCUREMENT. The 'POLICY' category is selected. The main content area displays the title 'Blue Box Transition to Individual Producer Responsibility (IPR)' and a paragraph of text. Below this, a red circle highlights the link 'Templates, Tools & Resources'. Underneath the circle, there are two lists of links: one for 'Blue Box Transition' (Cost Models, Committee And Council Reports, RFP/Tender Samples And Clauses, Asset Valuation) and one for 'CIF' (CIF Funded Projects: Transition, CIF Connections Blog: Transition).

Centre of Excellence:

- [COLLECTION](#)
- [OPERATIONS](#)
- [PROMOTION & EDUCATION](#)
- [POLICY](#)
- [Blue Box Transition](#)
 - [Timeline and Glossary](#)
 - [Outreach](#)
- [Waste Composition Studies](#)
- [Waste Recycling Planning](#)
- [PROCUREMENT](#)

Policy

Blue Box Transition to Individual Producer Responsibility (IPR)

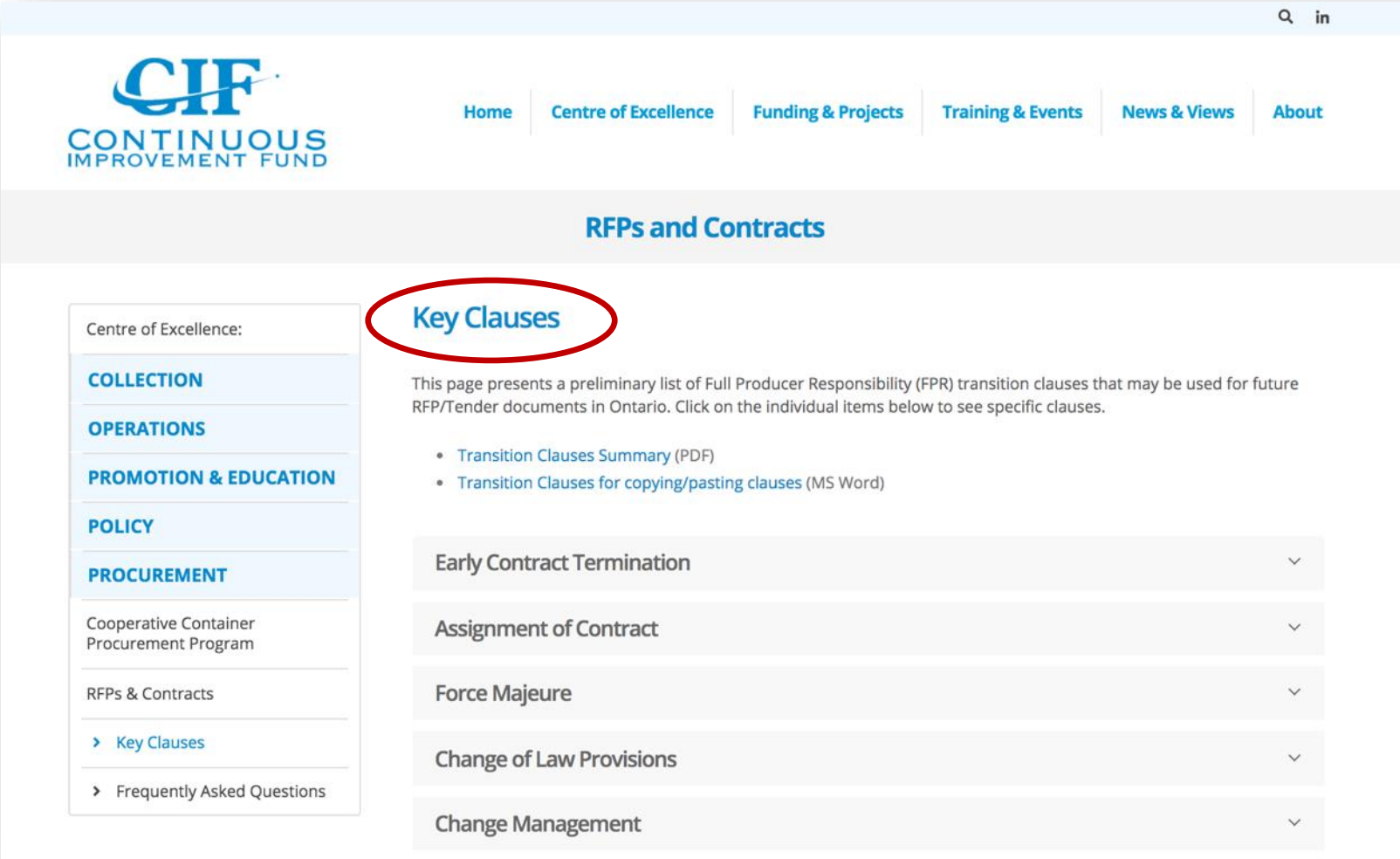
Resources have been compiled to aid municipalities in preparing for transition of Ontario's Blue Box Program to an individual producer responsibility (IPR) system. As new resources become available, they will be posted to this section.

[Templates, Tools & Resources](#)

- [Cost Models](#)
- [Committee And Council Reports](#)
- [RFP/Tender Samples And Clauses](#)
- [Asset Valuation](#)

- [CIF Funded Projects: Transition](#)
- [CIF Connections Blog: Transition](#)

EXISTING: Contracts



The screenshot displays the CIF (Continuous Improvement Fund) website. The header includes the CIF logo and navigation links: Home, Centre of Excellence, Funding & Projects, Training & Events, News & Views, and About. A search icon and 'in' are also present. The main content area is titled 'RFPs and Contracts'. On the left, a 'Centre of Excellence' sidebar lists categories: COLLECTION, OPERATIONS, PROMOTION & EDUCATION, POLICY, and PROCUREMENT. Under PROCUREMENT, there are links for 'Cooperative Container Procurement Program', 'RFPs & Contracts', 'Key Clauses' (highlighted with a red circle), and 'Frequently Asked Questions'. The main content area under 'RFPs and Contracts' provides a preliminary list of Full Producer Responsibility (FPR) transition clauses. It includes a paragraph explaining the purpose and a list of two documents: 'Transition Clauses Summary (PDF)' and 'Transition Clauses for copying/pasting clauses (MS Word)'. Below this, a list of contract clauses is shown with expandable dropdown arrows: Early Contract Termination, Assignment of Contract, Force Majeure, Change of Law Provisions, and Change Management.

Centre of Excellence:

- COLLECTION**
- OPERATIONS**
- PROMOTION & EDUCATION**
- POLICY**
- PROCUREMENT**
 - Cooperative Container Procurement Program
 - RFPs & Contracts
 - > **Key Clauses**
 - > Frequently Asked Questions


RFPs and Contracts

This page presents a preliminary list of Full Producer Responsibility (FPR) transition clauses that may be used for future RFP/Tender documents in Ontario. Click on the individual items below to see specific clauses.

- [Transition Clauses Summary \(PDF\)](#)
- [Transition Clauses for copying/pasting clauses \(MS Word\)](#)

- Early Contract Termination
- Assignment of Contract
- Force Majeure
- Change of Law Provisions
- Change Management

EXISTING: Operations



[Home](#)[Centre of Excellence](#)[Funding & Projects](#)[Training & Events](#)[News & Views](#)[About](#)

Operations

Centre of Excellence:

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[CIF Price Sheet](#)

[Contingency Plans](#)

[Exporting](#)

[PROMOTION & EDUCATION](#)

[POLICY](#)


[PROCUREMENT](#)

Contingency Plans


Over the years a number of municipalities have encountered challenges related to labour disruptions, contractor performance issues, or shutdowns at processing facilities associated with Blue Box program operations. While no one can anticipate every possible situation, a contingency plan can help prepare a municipality for when these challenges arise.

The CIF has developed a [Guide for Developing a Waste Management Service Contingency Plan](#), which provides the principles, considerations and structure needed to prepare a basic contingency plan, tailored to the needs of a local municipality. While the focus of the guide is on Blue Box programs, its guidance is expected to be applicable to management of other waste streams.

The guide organizes service disruptions into two main types: short term and long term, which can be applied to either collection or processing services.



EXISTING: Promotion & Education



Centre of Excellence: **PROMOTION & EDUCATION**

Depot Signage

Public Space Signage

POLICY

PROCUREMENT

Promotion

Municipal blue bins are an effective P&E effort for recycling, particularly in urban areas.

Templates

Relationships

In 2016, the CIF funded a project to develop a new set of relationships with municipalities.







P&E training

This training course covers the basics of recycling as well as how to manage waste in a course is currently being developed.


Shared Experiences and Examples


These samples were generously shared by municipalities to leverage and further MR recycling efforts across the province. In addition to the images themselves, many municipalities have provided distribution, cost and evaluation information for the images. Some materials are associated with CIF-funded projects, others are not.


- > P&E Project Summaries
- ▼ P&E Examples: Promotional Posters




EXISTING: Past ORW Recordings







 2020 ORW Online. Panel 4: Ask an expert. Operational transition guid...


 Watch later

 Share



Panelists

Procurement & Contracts	Contract Management	Collections	Promotion & Education	Transitional Planning	IPR Engagement
					
<i>Gary Everett</i> The Emerald Group	<i>Mike Birett</i> Continuous Improvement Fund	<i>Joe Hall</i> Emterra Environmental	<i>Barb McConnell</i> McConnell Weaver Strategic Communication	<i>Dave Yousif</i> Region of Peel	<i>Mike Chopowick</i> Ontario Waste Management Association

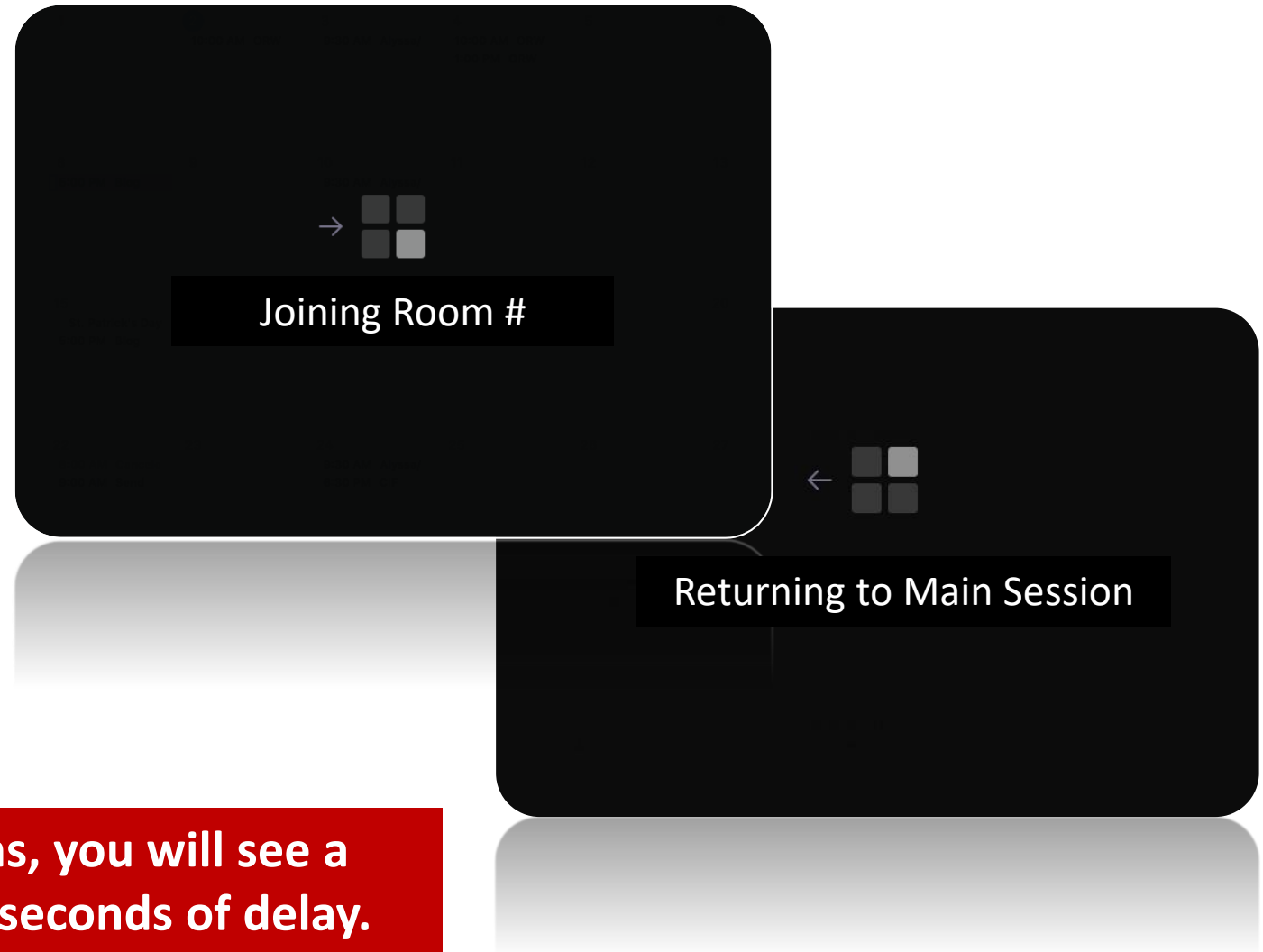
Watch on  YouTube

[View the slides \(PDF\)](#)

Breakout Rooms: Talk About Transition

- Let's discuss potential impact of transition on your...
 - Contracts
 - Operations
 - P&E

As you are moved into breakout rooms, you will see a dark screen. There may also be a few seconds of delay.



Welcome back!

What did we learn/hear...



CIF Has Models & Tools

- **Existing Models & Tools to Support Transition**

- Modify as required to align with final regulation

- **Emerging Models**

- WAMT (Waste Analysis Management Tool)

- **Future/New Tools**

- As needs identified by collections committees or individual municipalities
- As required to support strategy & engagement

CIF has budgeted financial resources for 2021 to support model & tool development for training.

EMERGING: The 2021 CIF Operations Plan Supports

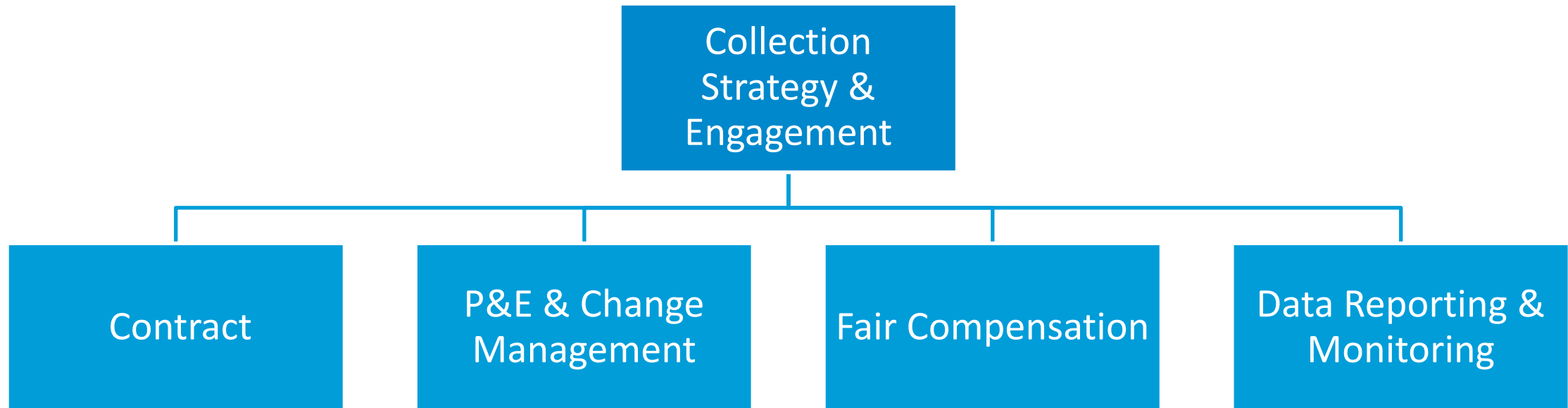
- **Events & Outreach Continues**

- ORW events including today
- Periodic special transition support outreach

- **Training Initiatives**

- Multi Phase transition training in 2021
 - Phase 1 – Spring 2021 course/workshop (2 days)
 - Transition & regulation requirements
 - Tools & models to assist local decisions
 - Input from Municipal Collection Group learnings & members

EMERGING: Municipal Collections Group



1. Contracts Sub-Committee

Membership	Proposed Deliverables
<ul style="list-style-type: none">• Municipal waste & speciality staff (e.g., purchasing, legal)• Expert resources as required	<ul style="list-style-type: none">• Template RFP & contract documents & strategies for curbside, depot & multi-res services• Cost analysis & risk management tools for assessing contract option impacts through transition
Proposed Timeline	Resources
<ul style="list-style-type: none">• Phase 1 – February to May 2021• Training – Spring 2021	<ul style="list-style-type: none">• Update documentation prepared for aBBPP & training materials• Existing CIF tools updated to reflect final Regulation – new tools as required

2. P&E & Change Management Sub-Committee

Membership	Proposed Deliverables
<ul style="list-style-type: none">▪ Municipal waste & specialized staff (e.g., communications)▪ Expert resources as required	<ul style="list-style-type: none">▪ Development of a change management strategy toolkit▪ Development of communications tools to support<ul style="list-style-type: none">– Stakeholders– Asset assessment & management– Budget preparation– Transition monitoring & measuring
Proposed Timeline	Resources
<ul style="list-style-type: none">▪ Phase 1 – February to May 2021▪ Training – Spring 2021	<ul style="list-style-type: none">▪ Draft course already prepared under 2020 CIF budget

3. Fair Compensation Sub-Committee

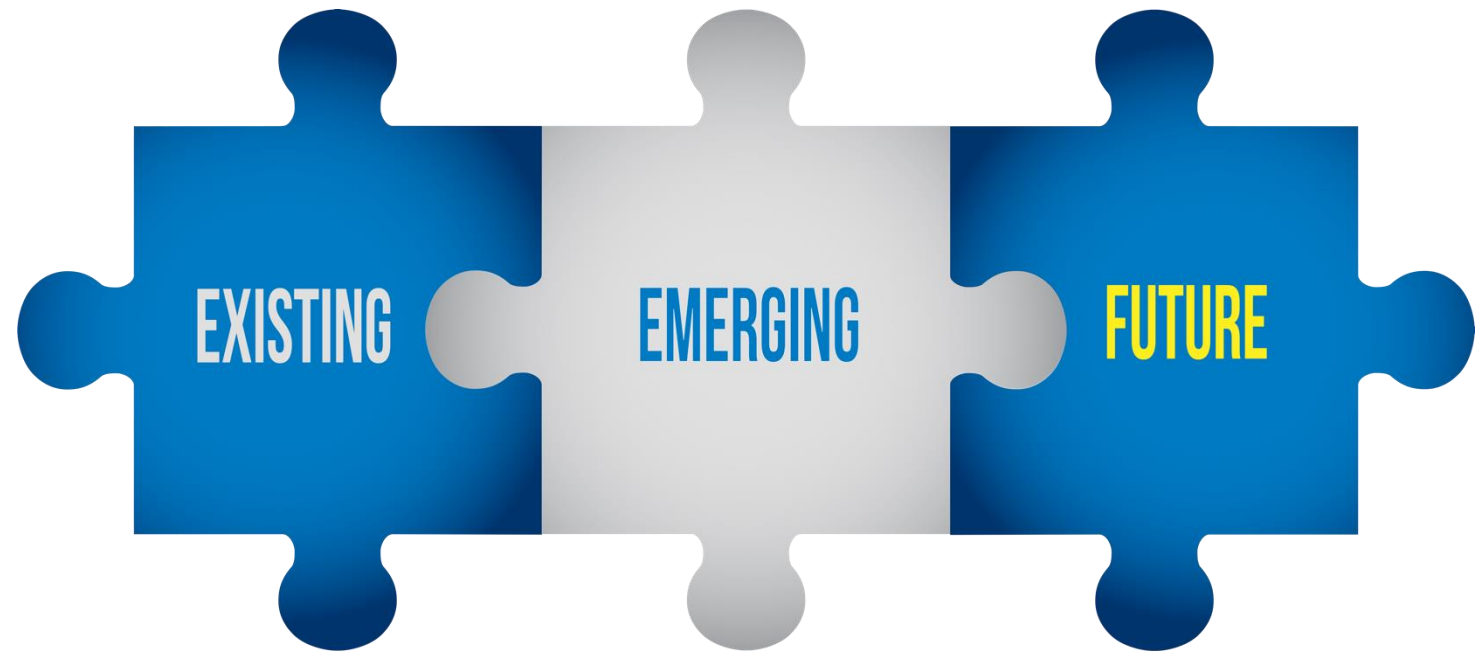
Membership	Proposed Deliverables
<ul style="list-style-type: none">▪ Municipal waste & specialty staff (e.g., finance)▪ Expert resources as required	<ul style="list-style-type: none">▪ Identification of key program metrics for contract negotiations (i.e., how do I ensure all my costs are covered)
Proposed Timeline	Resources
<ul style="list-style-type: none">▪ Phase 1 – February to May 2021▪ Training – Spring 2021	<ul style="list-style-type: none">▪ Work with Strategy & Engagement & Contracts Committees to pull content▪ CIF financial models & pilot municipalities – update to reflect final Regulation

4. Data Reporting & Monitoring Sub-Committee

Membership	Proposed Deliverables
<ul style="list-style-type: none">▪ Municipal waste & specialty staff▪ Expert resources as required	<ul style="list-style-type: none">▪ Identification of key program metrics for evaluating post-transitional performance by the PROs
Proposed Timeline	Resources
<ul style="list-style-type: none">▪ TBD	<ul style="list-style-type: none">▪ Datacall & CIF Data Management Training Course▪ KPIs

Recap...

- Existing CIF Resources
- Emerging – in development
 - Transition training
 - CIF/M3RC/AMO
- Future – based on feedback from breakout room discussions



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Geoff Rathbone
Managing Director
grathbone@thecif.ca
(416) 464-7455

Carrie Nash
Associate Director
cnash@thecif.ca
(519) 858-2396



thecif.ca

Laurie Westaway
Project Manager
lwestaway@thecif.ca
(705) 868-2719

Alyssa Broadfoot
Communications
communications@thecif.ca
(519) 323-6197



Thank you!

Watch your email for follow up information.