



CIF Project #1152: Transition Working Group, Contracts Subcommittee

Background

On June 3, 2021, the Ontario government announced a new Blue Box regulation that makes producers responsible for Blue Box materials under the *Resource Recovery and Circular Economy Act, 2016*. The CIF, in partnership with AMO's Municipal Resource Recovery and Research Collaborative (M3RC), launched a Transition Working Group (TWG). The TWG is comprised of five subcommittees, coordinated by a Transition Steering Committee. Subcommittee areas of focus are: 1) contracts, 2) fair compensation, 3) collection & communications, 4) post collections, and 5) data monitoring & reporting. Subcommittees are made up of Municipal and First Nations (FN) staff, tasked with creating plans to support program hand off to producers.

The Contracts subcommittee was tasked with developing procurement guidance and contract management resources, with a focus on pre- and post-transition related issues.

Summary of Results

The CIF sought a subject matter expert to develop and deliver curriculum to address municipal and FN objectives of pre-transition procurement & contract management issues. Four main areas of concern were addressed: 1) price adjustments, 2) scope of work adjustments, 3) lack of competition, and 4) off ramp clauses.

Four training workshops were delivered and attended by 72 individuals representing 57 municipal and FN communities. The municipal grouping representation is as follows: six large urban, six urban regional, four medium urban, eight rural regional, three small urban, five rural collection, N, eleven rural collection, S, seven rural depot, N, two rural depot, S, and five FN.

The curriculum focused on contract management challenges leading up to transition. Participants asked for an additional course in the future to address contract concerns that may arise during transition for communities seeking to reassign or amend existing contracts. Staff will explore opportunities this request as part of its 2022 operations.

The choice to deliver course content over Zoom was well received as it cut down on time away and did not incur costs for travel and accommodation. It also allowed greater scheduling flexibility. The contract course was delivered in four, two-hour intervals, over multiple days, allowing for participants to keep up with other responsibilities while completing the session.

To promote interaction between participants, the Zoom 'breakout room' feature was used. This offered participants the chances to talk in smaller group settings. Participants have asked that future course activities include this format.

The CIF will maintain an online format and similar schedule for workshop deliveries going forward. Staff will work to incorporate opportunities for group interaction.

Financials

The CIF contributed approximately \$23,000 towards this work.

Learnings

The Contracts subcommittee will play an active role going forward. It will provide a forum for facilitated sessions around the municipalities and FN communities' engagement with the PRO in the collection marketplace (e.g., RFPs, contract extensions, and reassignments). It recommended that the Contracts and Fair Compensation subcommittees work jointly on these efforts.