



3Rs Working Group (3RWG)

Meeting #17 Minutes

June 4, 2009, 6:15-9:00 pm, Etobicoke Collegiate Cafeteria

Attendees

| | |
|--------------------------|------------------------|
| Boulos, Dan | Lysander, Nesamoni |
| Ducharme, Heather, Chair | Millescamps, Francesca |
| Higgins, Vince | Nambakkam, Madhusudan |
| Jeewa, Mohammed | Ryan, Cait |
| Lee, Edward | Ueta, Charlotte |
| Lepage, Elaine, Chair | Tanuan, Garry |

City of Toronto Staff and Consultants

Carruthers, Michelle – Solid Waste Management Services
 Green, Matthew – Solid Waste Management Services
 Kusiak, Kate - Public Consultation Unit
 Martins, Nancy - Public Consultation Unit
 Rathbone, Geoff - General Manager, Solid Waste Management Services

Regrets

Barnett, Melodie

Observers - 1

1. Adoption of June 4th meeting agenda, conflict of interest declarations

Heather Ducharme brought the meeting to order at 6:29 p.m.

There were 2 additions to the meeting agenda:

- Correspondence with New York City Department of Sanitation.
- Other Business: Membership Updates.

Francesca Millescamps moved that the agenda be adopted as revised.
 The agenda was adopted.

There were no conflict of interest declarations.

2. Adoption of May 7th minutes and review of key action items.

Heather Ducharme moved that the May 7th minutes be adopted as revised.

Vince Higgins seconded.

The May 7th minutes were adopted.

It was agreed that action item numbering would begin again at 1, starting this meeting.

Action Item #105:

Michelle Carruthers to provide regular updates on the HazMobile and ElectroVan projects.

Status: Ongoing.

Michelle Carruthers spoke about this project during agenda item 8 - Staff Updates.

Action Item #106:

3RWG to develop ideas about community outreach and partnerships at 3RWG's mid-year review meeting.

Status: Ongoing.

Discussed during agenda item 7 - 2010 Budget and new project ideas.

Action Item #107:

Staff to provide 3RWG with SWMS's 2009 tonnage map.

Status: Outstanding.

Matthew Green said he sent **Heather Ducharme** SWMS's 2008 tonnage map. The 2009 tonnage map is going through its second round of revisions and should be completed within a couple of weeks.

Action Item #108:

Staff to provide the deadline for the next edition of the multifamily calendar and the next couple editions of the City publication.

Status: Completed.

Michelle Carruthers said the next edition of "Our Toronto" will be published in the fall and will likely have a submission deadline in August/September. There is a quarterly online publication, "City Update", which is looking for stories about innovation and achievement. Its next few deadlines are: June 12 (July release), September 14 (October release), and December 4 (January 2010 release).

The multifamily calendar pilot will start again in August. The pilot has been ongoing for the last 5 years with calendars available for purchase. It is produced in conjunction with the Greater Toronto Apartment Association (GTAA) and is focused more on waste reduction tips than collection schedules. **Heather Ducharme** questioned what exactly is being "piloted".

Action Item #1:

Staff to find out how long the multi-family calendar pilot has been running, what is being tested, how success is being measured and when the pilot will end.

Action Item #109:

3RWG Project Teams to discuss whether they will be submitting new idea proposals for the 2010 SWMS budget.

Status: Ongoing.

Discussed during agenda items 5 and 7.

Action Item #110:

Nancy Martins to email groups and individuals who have expressed interest in the 3Rs Ambassador Program to find out what they would like to see in the training.

Status: Completed.

Heather Ducharme said responses have been forwarded over email.

3. Correspondence and member report-back

- New York City Department of Sanitation

Heather Ducharme and **Michelle Carruthers** spoke with a representative from the New York City Department of Sanitation about their ambassador-like program, called the Apartment Building Recycling Initiative. They did a citywide mail out about their program to 8.2 million people in 200,000 apartment buildings (70% of NYC's population lives in multifamily housing). **Michelle Carruthers** wrote up minutes about their conversation, which were sent out over e-mail. NYC also sent Toronto some of their materials, one of which is an order form for a toolkit-type package that volunteers can order for their buildings. **Michelle Carruthers** said the representative was very approachable and frank about their program and the budget cuts they are facing and she can be contacted on an ongoing basis.

- May 13 –Mayor's Tower Renewal and Wellesley Institute meetings

Heather Ducharme said **Cait Ryan** attended the Mayor's Tower Renewal meeting (see next paragraph). They also visited the Wellesley Institute as well after receiving contact from a staff member at the Institute who is interested in the Ambassador program and got the names of a half dozen interested people who are residents of St. Jamestown. Recycling capacity and tenant/landlord relationships are issues there. St. Jamestown is the densest neighbourhood in Toronto and would make a good pilot site.

Cait Ryan said she received an email from Eleanor McAteer, the Mayor's Tower Renewal director, saying the tenants involved in that program are very interested in recycling. She is going to meet with them and will let people know when the meetings are. **Heather Ducharme** said if the Ambassadors coordinator is on Staff by the time this meeting happens it would be a good opportunity for them to go as well.

- May 14 - Waste Diversion Educator's Workshop

Madhusudan Nambakkam attended this workshop, which involved representatives from Parks and Recreation from various cities to exchange ideas about recycling. They discussed coming up with one single 3Rs message to communicate to residents. He tried to sell the Ambassadors program and received some positive feedback, however people felt that outside of Toronto where there are far fewer multi-family buildings the program wouldn't have much of an impact. **Charlotte Ueta** also attended and will type up some feedback she received and distribute it to 3RWG members.

Action Item #2

Charlotte Ueta to share feedback on Ambassadors Program received at the Waste Diversion Educator's Workshop.

- May 27 – Multi-family waste diversion working group

Madhusudan Nambakkam attended and heard much positive feedback on the ElectroVan project from tenants, resident's groups, and the building managers association. There was discussion about the responsibility of building managers to keep their recycling areas clean and the communication gap between the City and individual buildings concerning their recycling plans. **Geoff Rathbone** said it's the building's responsibility to have an adequate number of recycling bins, but they are at the point where some buildings will need increased service, up to two collections per week. In order to increase collections the City will have to renegotiate with their contract hauler.

- May 29 – Reuse Centre facility tour

Half a dozen 3RWG members went on the Reuse Centre tour. **Heather Ducharme** said if the City is going to proceed with the storefront idea they need to consider location. The Cherry St. facility is not accessible except by car. She added that the tour served as a good reminder as to just how much we throw out. **Geoff Rathbone** said this centre is for behind-the-scenes sorting and management, as will be the ones being built at Bermondsey and Dufferin. They are looking at two more locations that could act more as storefronts, at Morningside/401 and

Evans/Islington. However, the service is not based on people bringing material to the centres, but on curbside collection.

Vince Higgins said he thought there would be more disassembling of large items into their component pieces. Other than separating wood from metal on some large items he did not see this being done. He said that some items that looked to be in good shape were breaking when they were thrown off the truck. **Geoff Rathbone** said disassembly takes place at other facilities; the Cherry St. facility is more of a "triage" centre. An RFP is going out shortly for a third company to contract mattress recycling to. One problem is that there is little interest in upholstered goods from a retail standpoint. The Furniture Bank, which the City sends reuse items to, is very particular about what they want.

Elaine Lepage said that as more people become aware of this service, the City needs to be educating people about the other options available before they put items out to the curb; that should be a last resort. She said while they saw material on the tour that to them looked fine, the workers had also been separating items ahead of time. She also noted the great quantity of electronics.

Dan Boulos said that when this project was first introduced there was talk of the City making a profit selling some of these items at a storefront location as well as teaming up with the Salvation Army or Goodwill to pass on items. **Geoff Rathbone** said that is still on the radar, but they have not been able to get charities other than the Furniture Bank that interested. They are looking to bring forward a report on charities. As it is now, a large portion of what people drop off to these charities just goes out as garbage. By the same token, the City doesn't want to take over their business.

Geoff Rathbone said they're going to have curbside collection fully rolled out by the end of July. Currently there are 15 soft loading trucks. They are adding a second shift at the Cherry St. facility so by the end of July, all residents will receive soft collection (handling by people and loading pieces into the truck, as opposed to compacting). They are also starting more selective collection and renaming the facilities "Durable Goods Reuse and Recycling Centres". The key to all this is to grow companies like mattress and sofa disassemblers who can count on a steady supply from the City.

Heather Ducharme said there is a potential communications issue if people are unclear whether the goods they put out are being reused or recycled. **Geoff Rathbone** said they still are going to try get some reusables, but items like BBQs are scrap and not reusable. They have connected with the Community Bicycle Network (CBN) and are trying to grow the capacity of that organization to help the City determine what bikes they collect are worth fixing. **Heather Ducharme** asked if they had considered offering CBN free space and **Geoff Rathbone** said they prefer to pay organizations tipping fees so they can build their own infrastructure.

Mohammed Jeewa asked if the City had plans to partner with Craigslist, Freecycle, or other community organizations. **Geoff Rathbone** said they are not opposed to that but don't have plans for those kinds of partnerships at this time. They are looking at possibilities for undersized collection in the future, items like toasters, etc. The CBN partnership came about through work on the City's cycling committees. They didn't put out a tender for that partnership since CBN is a not-for-profit, but for the mattresses contract they did tender.

Mohammed Jeewa asked about the process for forming partnerships. **Heather Ducharme** said 3RWG doesn't form partnerships as it is an advisory body but they can advise the City to form a partnership or invite guest speakers if they think it useful.

Nesamoni Lysander asked about the distinction between oversized and undersized items. **Geoff Rathbone** said if it doesn't fit into a garbage bin, it's oversized. They have an idea for collecting undersized durable goods that comes from Melbourne, Australia, where four times a year they do a small durable goods collection the day after regular collection occurs.

4. Hot drink cups

- Staff update on task force & next steps

Geoff Rathbone gave the Staff update.

- The City was close to coming up with a voluntary agreement with the coffee retail industry on hot drink cup reduction but ultimately the deal broke down at the last minute.
- They did receive 3RWG's draft letter to PW&I on the issue and this feedback was factored in.
- The negotiated deal fell short of the regulatory proposal but they did want a voluntary deal, the question was whether it was strong enough and in the end they decided it was not.
- Due to the summer break, Staff won't be bringing a coffee cup report to PW&I until the Fall when the committee next meets.
- Now they are back to considering all options, including regulations. While the door is open to negotiating another voluntary deal, this is unlikely.
- **Edward Lee** asked about the City's targets and **Geoff Rathbone** said the target in the voluntary plan was a 25% reduction over 6 years. The City's original plan didn't have a target, but proposed a 20¢ fee.
- Originally the voluntary agreement had included doing additional MRF (material recovery facility) and mill trials and these will continue. They are working with Atlantic Processing in Scarborough on mill processing.
- There may be one more meeting of the Hot Drink Cup Taskforce in July, which 3RWG members can attend.
- The relationships with individual companies are still good. Starbucks in particular still wants to do pilots in three North American cities, including Toronto. Starbucks recognizes Toronto has the best public space recycling and that will be the focus of the pilot here. The other two cities would be piloting reduction efforts in retail locations, but Toronto will focus on what comes into the public garbage system.

Heather Ducharme said she was in a Starbucks and everyone in the store was using a disposable cup. **Vince Higgins** said he was in a Timothy's and everyone was drinking out of a mug.

Mohammed Jeewa asked if there is any way to encourage the retail outlets to take more voluntary measures, such as posting signs encouraging their customers to bring a reusable cup. Is there something in between the voluntary and regulatory approaches? **Geoff Rathbone** said they are at a fork in road - continue to work with industry on a voluntary program where they use their marketing expertise to drive reduction, or proceed with a regulatory approach to drive source reduction and ensure that containers are recyclable. The latter is similar to what they did with plastic bags. Starbucks prefers a system where any monetary incentive goes to charity, not the individual and the voluntary plan left those decisions up to the retailers. **Mohammed Jeewa** said they could print tourist materials that highlight companies who encourage reduction. This would not involve a monetary incentive, just a form of recognition.

Madhusudan Nambakkam asked if 3RWG would have more representation in any future negotiations. **Geoff Rathbone** said the Taskforce was very industry dominated and it would be valuable if the group does meet again to increase the participation of people interested in source reduction.

Francesca Millescamps said that when going to PW&I in the Fall it would be important to recognize those people on the taskforce who were willing to work with the City, such as Starbucks. **Geoff Rathbone** said when they were negotiating the voluntary agreement it was with the industry as a whole. Behind the scenes there may have been disagreement between industry groups.

Dan Boulos asked if they are still moving forward with the pilot project to recycle cups and **Geoff Rathbone** said, yes. The expert reports are now posted on the City's website. AMEC has already given a Phase 2 proposal

to do a mill pilot and Entec is working on the MRFs. They need to set up sorting stations in the recycling plants to pull off a representative sample of cups for those trials.

Heather Ducharme said they have time at the subcommittee level to talk about 3RWG's recommendations. There is a draft position that was related to the voluntary agreement that fell apart, but they should have a formal recommendation to present to PW&I in September. The One team could begin work on a revised recommendation now, if they wanted, or could wait until September to react to the City's proposal. **Geoff Rathbone** said the City would prefer to hear from 3RWG sooner rather than later. Even having 3RWG's tentative position was very influential. **Heather Ducharme** said developing a recommendation now doesn't prevent the group from saying something later as well.

Action Item #3:

The One Project Team to revise 3RWG's draft coffee cup recommendation. Comments from 3RWG members should be sent to The One project team.

Heather Ducharme thanked everyone who gave input into the draft recommendation. Any more thoughts should be directed to The One project team.

5. Budget 2010 & current 3RWG projects

Geoff Rathbone spoke about SWMS's work on the 2010 budget:

- Since last meeting with 3RWG about the budget, Staff learned at a senior level budget meeting that the 2010-11 budget process is expected to be very challenging.
- Although SWMS is a self-funding utility, they are not off the hook for budget expectations.
- From a revenue standpoint, the ground has shifted financially for the City. Recycling revenue is down 30% from last year, from \$27M to around \$7-8M this year.
- The tone for the 2010-11 budget is much less buoyant than it was last year and that has to be considered when bringing forward ideas.
- There have been 3 positive initiatives from Waste Diversion Ontario (WDO) this past year: 100% funding for electronics, household hazardous waste and tires (come September). Funding for blue box recycling is 50%.
- Other areas are more challenging, such as organics, so they want to manage everyone's expectations.
- The 2009 budget was very strong and there is a substantial portion of the communication budget remaining that SWMS would like used.
- They want to do source reduction advertising in 2009, although it would not be appropriate to focus those ads solely on coffee cups. Coffee cup ads on their own would have to wait until after the Fall report on hot drink cups. **Mohammed Jeewa** asked why they needed to wait and **Geoff Rathbone** said that advertising has to follow a decision by Council, who could theoretically reject the Staff report.
- They would like 3RWG's involvement in framing the source reduction advertising.
- There is also money for the multi-family toolkit that can be used.
- There may be some spillover into 2010 but they should focus on the money that's in hand.
- Another major ad campaign they would like to do in 2009 is for residue reduction, i.e. "what can't be recycled", targeting items such as clam shells, coffee cups and potato chip bags. There is \$500,000 for this campaign.
- They are making progress implementing the Peel region on-line database software, which would work in conjunction with this campaign.
- **Francesca Millescamps** asked about doing a source reduction campaign without singling out coffee cups and **Geoff Rathbone** said Staff have no objection to ads on source reduction with spillover about coffee cups.
- **Garry Tanuan** asked if the 2009 dollars could be spent on soft investments like the Ambassador program network structure, curriculum development, recruitment, retention and training. Would those be considered as advertising? **Geoff Rathbone** said there is money from WDO that could go for

curriculum development and some of those other ideas, but on the whole they fall outside of advertising.

Heather Ducharme asked for project teams to discuss any potential 2010 budget requests for current projects. **Matthew Green** said SWMS directors are also at the conceptual stage of developing project ideas for 2010, so the July meeting would be a deadline for 3RWG to bring their ideas forward.

Ambassadors

Cait Ryan said they will need ongoing funding to pay the Ambassador coordinator and the toolkit fund may need to be replenished.

Vince Higgins said they anticipate that after a full year of operation, by mid-2010, they would be requesting another paid employee. **Garry Tanuan** said they don't want to budget for things next year that couldn't be handled by just one coordinator. Four coordinators would be ideal, but they will definitely need more than one. **Dan Boulos** said he would also like to see more than one coordinator; but since the program hasn't begun, there is nothing to back up such a request. **Heather Ducharme** said they do have more information about pilots that have worked in other cities.

Matthew Green said it is not necessary to focus on budgetary estimates when bringing proposals or recommendations forward and **Michelle Carruthers** said they have a rough idea of what hiring another coordinator would cost from this year's budget. **Cait Ryan** said the Ambassadors project team is currently looking at the training module, but can address 2010 budget proposals/recommendations and the available 2009 money at their next project team meeting.

Action Item #4

Ambassadors Project Team to discuss and formulate a proposal for hiring at least one more Ambassadors coordinator in 2010 and spending the rest of the 2009 budget to bring to the 3RWG July meeting.

Mohammed Jeewa asked if there has been discussion about the format of the Ambassador program. He inquired if the Ambassador committee is considering a lead Ambassador or maybe 2 for a building and if there are any further thoughts about an Ambassador committee for each building. **Heather Ducharme** said it is all in the original proposal. **Garry Tanuan** said they have been thinking ambassadors would be only multifamily, but they are likely to get applicants from single family as well. He suggested adding criteria to say ambassadors must put in time working with multifamily dwellings even if they live in single family.

Mohammed Jeewa asked how many buildings will be allowed into the program and what the honourarium will be on average per building. **Heather Ducharme** said all multifamily buildings would be allowed to join. **Vince Higgins** said they haven't decided on a honourarium yet but they intend to make it flexible, according to each building's need. **Mohammed Jeewa** said if there is no fixed amount some councillors might say that it is not equitable. He gave a calculation 5000 buildings at \$5000/building = \$2.5M. **Heather Ducharme** said that is far too high. In New York City they only spend money on staff and there are no other costs. It's low cost, volunteer-based and effective. **Michelle Carruthers** said those Staff also do other waste reduction outreach and **Heather Ducharme** said perhaps 3RWG could recommend SWMS hire outreach staff too.

Websites

Elaine Lepage said she didn't think the website project team will need money for 2010. Their ideas are still evolving and City IT Staff haven't received their grand request as of yet. They have a draft on their subject of choice but as a group they have not fully discussed and decided on it. **Heather Ducharme** asked the website project team to discuss any budget proposals at their next meeting and bring them back to the 3RWG meeting in July.

Garry Tanuan said they need to look at whether the City can manage developing software to integrate and keep

track of ambassadors, or whether they need to hire outside programmers or purchase a package from outside.

Heather Ducharme said they should consider whether that sort of recommendation would be coming from the ambassador or website team. **Elaine LePage** said they had talked about needing to reach certain threshold from a staff management perspective before needing to look at those resources and **Garry Tanuan** said he thinks that threshold is 100 ambassadors, since it's a hierarchical network. Volunteers can come in and out of the program and the coordinator could easily lose track of people and where referrals are going.

Madhusudan Nambakkam said they had talked before about putting ambassador applications on the website as well as videos.

Edward Lee said he couldn't provide any specific costs for the website at this time. He contacted people at TVO and Accenture who said their costs are relatively inexpensive. They cautioned that when using social media, much of the content becomes audience generated, which adds the cost of administrating the content, however the implementation software is generally free.

Dan Boulos said they had discussed bringing in consultants to get more clarification on what their requirements would be for using social media. **Heather Ducharme** said the website team should discuss implementation costs and bring them back to the July meeting. If they will be recommending social media for particular purposes, factor in that the City doesn't have a lot of expertise in house.

Action Item #5:

Website Project Team to discuss any proposals/recommendations for the 2010 budget to bring to the 3RWG July meeting.

The One

Francesca Millescamps said they haven't thought yet about costs but had discussed using social media as well. They also discussed conducting some public space audits to build their baseline. If they were going to focus on the life cycle of the coffee cup, perhaps they would want a consultant to do the LCA (Life Cycle Analysis).

Matthew Green said those kinds of research projects are valid suggestions for the upcoming budget and for an LCA it may be a good idea to get an independent opinion from a consultant or 3rd party.

Action Item #6:

The One Project Team to discuss any proposals/recommendations for the 2010 budget to bring to the 3RWG July meeting.

Heather Ducharme said she is going to try and meet with **Nicole Dufort** next week to talk about spending on The One in 2009. She said she felt they should get the coffee cup campaign out this year and doesn't want to see 2010 money spent on something that should happen now.

Heather Ducharme said budget proposals aren't going to PW&I at this time; they're going to Staff. If a group thinks they're recommending something that Staff won't go for, then 3RWG should pass a motion in support of the recommendation that can be shown to PW&I down the road.

6. Break / meet and greet

7. Budget 2010 & new project ideas

Heather Ducharme showed a series of PowerPoint slides detailing the Long List of ideas presented by 3RWG to PW&I in June 2008, noting those ideas that have been picked up and those that have not. She also showed

citizen input suggestions from the past year and asked for discussion on new project ideas that will cost money, are part of 3RWG's mandate, but which may or may not be projects on which the group itself focuses.

- **Mohammed Jeewa** proposed having an exhibit at the Ontario Science Centre on waste reduction, recycling, composting & recycling processes, and the MRF model, while inviting the public to share their ideas. This could be connected to public consultation. The Science Centre is located near a number of apartment buildings that could connect with the Ambassador program.
- **Vince Higgins** suggested the possibility of a creating a 3RWG speaker's bureau at little or no ongoing cost. There are enough opportunities between residents meetings, church groups, etc. If they made it known and available they would get a lot of requests to go speak. It would be 3RWG members speaking with somewhat of a loose structure. People often want a speaker to come and speak just for 20 minutes and then leave. He said the only cost would be initially to purchase a projector. **Matthew Green** said they could make the pitch to use the City's projectors, or focus on the benefits to the City of purchasing something like that for 3RWG members use. **Heather Ducharme** said this could be rolled in as program request for the Ambassadors.
- **Elaine Lepage** said 3RWG should be involved in the communication and promotion of the durable goods initiatives.

Action Item #7:

Heather Ducharme and **Elaine Lepage** (or no one) volunteered to help put some points together about communication and promotion of the durable goods initiatives.

- **Mohammed Jeewa** said 3RWG discussed at one point proposing an essay contest on topics such as, "How does my family reduce?", "How does my family organize our recycling?", etc. A writing contest for students would get families and youth engaged in thinking about reduction. They would need money for prizes and promotion. **Elaine Lepage** suggested the topic could be, "What do you want the City to do to increase reduction?" **Dan Boulos** said you would have to mention all the initiatives the City is already engaged in.

Action Item #8:

Mohammed Jeewa will put together some points on an essay contest.

- **Madhusudan Nambakkam** suggested creating a multifamily retrofit fund.
- **Francesca Millescamps** proposed a project similar to the Ambassadors for offices – 3Rs Ambassadors for office buildings. **Matthew Green** it would have to be specific to the building and the waste management system there. **Heather Ducharme** said she sent an email last fall to Tamara Balan from the Greening Greater Toronto Corporate Taskforce about the Ambassadors proposal. She didn't get a response, but they could look into contacting her again. The only limitation with this idea would be the City doesn't collect waste from a lot of private buildings. **Dan Boulos** said he thought of it more as going to people's places of work to talk about waste diversion at home.

Matthew Green said that when developing these proposals, don't get too hung up on cost estimates, focus on the conceptual aspect, the benefit the City would see from it and why.

Action item #9:

3RWG members with new project ideas to write a brief description of the project including: what it is, its benefits to the City and potential costs (1 page max). Circulate project ideas over email at least a week before the next meeting.

8. Staff update / Q&A

Michelle Carruthers gave the Staff update:

- The green bin rollout is continuing, with 500 buildings now working with the City. Staff have done

about 50 presentations to tenants and property managers and are receiving positive feedback, however the incentive to attend these meetings is up to the property managers.

- They now have 25 tonnes coming in everyday and are noticing increased participation from buildings on board.
- In-Unit Container deliveries are ahead of schedule. 100,000 hard shells and 50,000 soft shells have been delivered at a rate of 30-40 deliveries/day. Deliveries should be completed before year's end.
- The City is in the process of installing RFID tags for multifamily blue and garbage bulk bins (not carts). They are hoping to have this completed by the fall.
- ElectroVan and HazMobile Pilots are continuing for multi-res. By the end of June each pilot building will have been visited at least once. Feedback from residents has been positive overall. Weather does seem to have impact on turnout, so Staff are trying to keep track of those factors as well. There will be two more rounds of visits to each building.

Matthew Green gave an update on plastic bags:

- Many retailers are displaying City of Toronto signs advertising the 5¢ fee for plastic bags or making their own with similar information.
- Over the next several months the City will be taking an education approach to make sure retailers got the message and understand their obligations.
- The City is applying to the Ministry of the Attorney General to set the fines for non-compliance, which they suggested in their report be between \$100-400.
- The Canadian Council of Grocery Distributors, the City of Toronto and Peel Region are working on a campaign in grocery stores on how to recycle plastic bags properly. They want to get the word out at the point where people are purchasing plastic bags.

Matthew Green spoke about the PW&I meeting on June 3:

- He sent documents to **Heather Ducharme** about the Residual Waste Working Group's (RWWG) mixed waste facility proposal that went to PW&I. **Heather Ducharme** said RWWG has asked to come to the 3RWG July meeting to discuss their work.
- There was another presentation to PW&I about the SSO facility.
- There is a summary on the durable goods centre and a report about the 3rd MRF at Dufferin. They are asking in that report for Council's approval to issue RFPs for the design of that facility and asking for approval to have 2/3 of its capacity operated by the City and 1/3 operated privately.
- Any questions about these documents can be emailed to **Matthew Green**.

Matthew Green said the City been served by the Greater Toronto Apartment Association (GTAA) about the City's volume-based rate system. **Heather Ducharme** said she would read through the complaint and see if there's anything that is relevant to the 3RWG.

Action Item #10:

Heather Ducharme to report on anything relevant to the 3RWG that is mentioned in the GTAA's complaint against the City.

9. Upcoming events and other business

- Mid year retreat – July

Action Item #11:

Heather Ducharme will look at weekends in early July for the mid year retreat and will send out dates over email.

- Membership Updates

Heather Ducharme said **Sarah Webb** has resigned from 3RWG. She wishes the group the best and will be sending a note of resignation.

Charlotte Ueta said she has been offered a position with Solid Waste and will be resigning from the group to avoid a perceived conflict of interest.

Heather Ducharme said she is going back to school this fall in England. She will be looking for a new 3RWG Chair over the next couple of months and asked group members to consider taking over the job. Declarations of interest can be sent to **Heather Ducharme** and **Elaine Lepage** by the end of June. She is hoping to confirm a new Chair by July to allow for the summer to be a transition period.

Kate Kusiak introduced herself. She is a Public Consultation Facilitator who will be working with **Nancy Martins** on Solid Waste Management activities.

10. Adjourn meeting

The meeting was adjourned at 9:20 p.m.