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To: John Elvidge, City Clerk

From: Matt Keliher, General Manager, Solid Waste Management Services

Re: Public Release of Item – 2023.IE6.3 Confidential Attachment 1

On August 23, 2023, the Issuing Authority, comprised of Circular Materials as the System Administrator and Reverse Logistics Group (RLG) as the System Operator, issued a Request for Proposals (RFP) seeking recycling collection service providers in the City of Toronto beginning in 2026. To gain access to the RFP, all potential proponents were required to first execute a Confidentiality Agreement (CA). Circular Materials advised a CA was required to view the RFP to ensure their compliance with a non-disclosure agreement they signed with the [Resource Productivity and Recovery Authority \(RPRA\)](#)¹ to gain access to Toronto's eligible source data that was provided to RPRA to support extended producer responsibility transition for the Provincial Blue Box Program.

At its meeting of September 20, 2023, the Infrastructure and Environment Committee considered [Item – 2023.IE6.3 Transition of Toronto's Blue Bin Recycling Program to Extended Producer Responsibility](#) in which staff provided an overview of the Collections RFP and their associated recommendations to City Council. Since the RFP was issued under a CA, staff comments and considerations pertaining to the RFP were contained in *Confidential Attachment 1 – Issuing Authority's Procurement for Collection Services in Toronto* to ensure Toronto's compliance with its CA with the Issuing Authority.

Among other recommendations, the Infrastructure and Environment Committee requested that:

“the Province require the Issuing Authority for Producers as it relates to the implementation of Ontario Regulation 391/21: Blue Box program to make public the Request for Proposals: Collection of Blue Box Material from Residences and Facilities in City of Toronto Districts document to support public access and transparency as the relates to the future delivery of Blue Box collections services in the City of Toronto.”

¹ <https://rpra.ca/>

Following the Committee meeting, staff engaged RPRA on the matter and requested the RFP be made public. On October 5, 2023, the RPRA Registrar issued a letter to the City of Toronto with a copy to Circular Materials, providing their consent under its NDA to release Toronto specific data, should the City consent to the release of their own information. The City subsequently issued a letter to Circular Materials consenting to the release of its information and requested Circular Materials to disclose the RFP in its entirety. Circular Materials agreed to publicly release the RFP on October 11, 2023. With the RFP made public, the content of Confidential Attachment 1 can also be made public.

Direction to City Clerk: Please accept this memorandum as confirmation that “*Confidential Attachment 1 – Issuing Authority’s Procurement for Collection Services in Toronto*”, from staff report Item – 2023.IE6.3, can be publicly disclosed on the City’s website upon receipt of this communication.

Yours truly,



Matt Keliher
General Manager, Solid Waste Management Services

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