Circular Economy Working Group: Meeting 5 Tuesday, June 23, 2020 1:00pm-2:30pm Virtual WebEx Meeting

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Welcome, Agenda and Introductions

The meeting was called to order at 1:00 pm

Robyn Shyllit (City of Toronto, Public Consultation Unit) welcomed the group and provided a land acknowledgement. Robyn then reviewed the meeting agenda and meeting objectives. Robyn explained that the meeting will be recorded for record keeping and will not be distributed publicly. Robyn reviewed WebEx functionality and best practices for effective virtual meetings.

Presentation: Circular Economy and Innovation Unit Update

Meaghan Davis (Manager, Circular Economy and Innovation (CEI) Unit) updated the group on **operational changes** due to COVID-19. The COVID-19 pandemic has led to the introduction of new processes for City Council meetings and modifications to the delivery of Solid Waste Management Services (SWMS), for example, the temporary cancellation of Community Environment Days. For the CEI unit, COVID-19 staff capacity was reduced for a period as a result of staff being redeployed to support the COVID-19 emergency response. More recently this has also involved supporting the Toronto Office of Recovery and Rebuild. Meaghan confirmed that we will pause the project-based approach that we began in March. We will revisit this idea in the future. We will be meeting in July to provide an update on the **Baselining Study** and to ask for feedback. Also, Council will consider the Mixed Waste Processing Report later in the month. CEI continued to support Transportation Services as they implemented the **King Street Parklets**. The call for parklet proposals encouraged circular design and environmental stewardship in the project. The first of the parklets, named Plant It Forward, was installed in June and features wheelbarrows as seats, a closed-loop plant watering system and reclaimed wood. The garden will be maintained by the Friends of St. James' Park. When this temporary parklet is removed, the wheelbarrows will be donated to school groups or community for reuse. This is an example of circular economy and social engagement.

At our last meeting we announced that the **World Circular Economic Forum** (WCEF) would be held in Toronto. Sitra and the Government of Canada have postponed this in-person meeting but is committed to holding the forum in Toronto when it is safe to do so. We are expecting a virtual WCEF in September. There aren't a lot of details yet, but we will share them with CEWG when we have them.

Question and Answer

Question: I have read that there will be a virtual circular economy event related to the World Circular Economy Forum. Do you have any more information on this?

Meaghan: We expect a virtual circular economy event in September, and we will provide more information to members when it is available. In the meantime, you can visit <u>https://www.sitra.fi/en/</u> or their Twitter account for more information.

Question: Which material flows are in the baseline landscape analysis?

Meaghan: That will be discussed later in my presentation.

Presentation: Extended Producer Responsibility (EPR) Update

Michelle Kane (Senior Project Manager, Business Transformation) provided an update on the transition of the Blue Box Program to extended producer responsibility.

In 2016, the Province of Ontario enacted the Waste-Free Ontario Act, 2016 and subsequently proclaimed the Resource Recovery and Circular Economy Act, 2016 and Waste Diversion Transition Act, 2016 statutes. Starting in 2016, the City of Toronto participated with other municipalities and Stewardship Ontario in an effort to amend the Blue Box Program. Unfortunately, this process did not result in an updated agreement. In June of last year, a special recycling advisor (David Lindsay) held mediation meetings between producers and municipalities to identify and resolve issues for the transition to take place. The final report included eights recommendations. In August 2019, the Minister of Environment, Conservation and Parks directed stakeholders to begin winding up the current Blue Box Program. In December 2019, working groups consisting of producers, municipalities and circular economy advisors (service providers) began providing content to the Ministry of the Environment, Conservation and Parks to inform the new regulations. Draft regulation on the Blue Bin Program is expected later this summer and the final regulation is expected to be released by the Ministry of the Environment, Conservation and Parks in early 2021 (note: as of August 2020, this timeline has changed to end of 2020). Each year about a third of municipal Blue Box programs in Ontario will be transitioned to producers, beginning in 2023. The entire Blue Bin recycling system in Ontario should be transitioned to Extended Producer Responsibility by December 2025. By 2026, producers will be completely responsible for the Blue Box Program

Michelle identified key points in the Ministry of the Environment, Conservation and Parks' proposed approach, including:

- Implement a "Common Collection System" that would make designated materials (i.e. items included in the Blue Bin Program) consistent across the province
- Define "Eligible Sources" so that producers will be responsible to service households that currently receive services. Currently, the plan would not extend to public space, litter or parks sources, however, the City of Toronto is advocating for these sources to be included
- Set targets and producer requirements. Currently, it is proposed that broad categories be used and that producers be credited for reaching the broad diversion targets, if they include post-consumer material in their products. Producers can reduce their targets if they include recycled content in their packaging. The City is concerned that this will result in lowering targets.

The City is working with staff leads within the different areas of SWMS to complete a readiness assessment for transition and to conduct a comprehensive review of the regulation. Following this, the next step will be for the City to develop a transition plan for the Blue Bin Program, which will be presented at City Council for review.

Question and Answer

Question: Would the province (province or municipalities) have a role to play in setting up reverse supply chains for the producers?

Annette Synowiec: This does not appear to be part of the regulations so it's up to the producers.

Question: Will producers be covering commercial collection too or just residential?

Michelle Kane: Just residential, not industrial, commercial and institutional.

Question: Is there a more robust and less vague list of designated materials?

Michelle Kane: Targets are not associated with specific materials but will be applied to the broad categories.

Question: What is the "common collection system" referring to?

Michelle Kane: The goal is to have the same recycling program across Ontario (the same list of materials will be collected from the same sources across the province). The type of collection containers used (bins versus carts) may be flexible.

Question: Were textiles not in the earlier draft and when will they be part of the EPR policy?

Michelle Kane: Additional materials will transition to EPR, but the focus right now is on Blue Box Program materials.

Question: Who is preparing the draft regulation?

Michelle Kane: The Ministry of the Environment, Conservation and Parks

Question: Will there be a policy for how the materials must be recycled? Additionally, will there be an auditing process?

Michelle Kane: The Resource Productivity and Recovery Authority, which is a separate entity from Province, will be tasked with ensuring materials are recycled properly. The province won't tell producers how to recycle but producers will have to prove their material is being recycled.

Presentation: Community Reduce and Reuse Program Update

Michael Skaljin (Manager, Solid Waste Policy and Planning) provided an update on the Community Reduce and Reuse Programs (CRRP), which have been in place for two years and were implemented as part of the Long Term Waste Management Strategy.

Community Reduce and Reuse Programs promote waste reduction, reuse and resource redistribution by providing do-it-yourself spaces, workshops and training opportunities for community members in Neighbourhood Improvement Areas (with a focus on multi-residential buildings). The five programs taking place at 14 different sites aim to build capacity and apply circular principles while achieving social and economic outcomes, including local employment. The five programs are:

- 1. Bike Repair Hubs trains people in multi-residential buildings to repair broken bikes; Solid Waste Management Services collects abandoned bikes and gives the ones that are salvageable to the Bike Repair Hubs
- 2. Sewing Repair Hubs trains people how to sew and repair their own clothes
- 3. Sharing and Reuse Spaces offers repair workshops; includes sharing libraries
- 4. Community Composting takes place in parks or on property of multi-residential buildings, alongside community gardens
- 5. Urban Harvest collects fruit and vegetables from private gardens and redistributes it; runs out of Blackcreek Community Farm and Rexdale Community Health Centre; uses cargo bikes

The five programs support one another, for example, volunteers use bikes from the Bicycle Repair Hub to collect fruit for Urban Harvest and use bags sewn by the Sewing Hub to collect fruit. The programs are based on Workforce Development Model and help to create local employment. Two thirds of the jobs are held by local residents.

Jedrek So (Senior Project Lead, Solid Waste Policy and Planning) provided an update on the program changes since COVID-19. The programs are very hands-on so COVID-19 had a major impact. Since the pandemic started, Jedrek has been meeting online once a week with all partners.

- 1. Bike Repair Hub mailed bike emergency repair kits to residents and hosted video tutorials; increased social media presence; created contactless bike repair hub with a drop off process; provided bikes to front-line workers; did a bike-match pilot.
- 2. Sewing Repair Hubs changed their processes so that they provided instructions virtually; people from across the city and Greater Toronto Area participated; volunteers made over 5000 masks and are embarking on a social enterprise initiative; has increased the number of people participating in the program from across the city; the program received almost 3000 pounds of textiles since COVID-19 started.
- 3. Sharing and Reuse Spaces robust outreach teams formed relationships with property owners, who purchased TVs for common areas to educate residents; provided contactless repairs
- 4. Community Composting Black Creek Farm and Rexdale Community Health Centre partnered with George Brown College to train community leaders to facilitate online courses (computer

literacy and online skills capacity building); there has been participation from people from across Southern Ontario

Question and Answer

Question: When in-person repair events and reuse spaces start up again, will there be any new COVID-19-related health & safety measures taken?

Jedrek: Yes - the measures are being discussed now

Presentation: Circular Economy COVID-19 Impact Survey

Meaghan Davis provided an update on the City's Circular Economy COVID-19 Impact Survey. The purpose of the survey is to assess how circular economy initiatives and champions have been impacted by the pandemic. We want to know how we can leverage circular economy to support a sustainable economic recovery. Questions will ask how businesses or programs have been impacted, how personal behaviours have (or have not) changed, and how circular economy can be used during the recovery. The survey will be sent to CEWG members, Community Reduce and Reuse Programs members and the internal Cross-Divisional Circular Economy working group. A summary of results will be shared with CEWG, City of Toronto staff and possibly the public. Will share results at the September meeting.

Member Updates

- 1. BOMA has created a Circular Building Operations Working Group.
- 2. There is a circular economy initiative being prioritized by the film and television industry.

Presentation: Circular Economy Baselining Study Update

We are currently working with the David Suzuki Foundation and Circle Economy on the Baselining Study. The three outcomes of the Baselining Study are:

- 1. a landscape analysis completed and to be presented at the July meeting
- 2. **baseline circularly analysis, including material flow analysis, for three sectors** The baseline circularity of three sectors within Toronto will be studied so we understand the context that we are working in from an economic, social and policy perspective. During the July meeting, we will present to you the landscape analysis results and will introduce a survey. The survey will ask for your input on which three sectors should be selected and which criteria should be used to select the sectors. We are also asking internal stakeholders to fill out this survey. The Project Steering Committee, made up of senior City of Toronto staff, will make the final decision on which three sectors to study based on information gathered in the survey. We will present the findings of the survey to you at the September meeting.
- 3. a **final report** that will provide a list of considerations and high level next steps.

The Baselining Study should be complete in early 2021, which will form the foundation of work on the Circular Economy Roadmap.

There were no member announcements.

Robyn Shyllit wrapped up the meeting, reminding members to:

- 1. Complete the Circular Economy and COVID-19 Impact Survey once they have been sent the link,
- 2. Fill in the member profile, and
- 3. Look out for a calendar invitation to the Circular Economy Baseline Study meeting in July.

The meeting was adjourned at 2:30pm.

Member Attendees

Alison Creba **Caroline Brooks** Emilia Hurd Fances Schagen Hazel Sutton Helene St.Jacques Ivan Wadgymar Jay Thakkar John Ashbee Katie Motta Keir Brownstone Kelly Drennan Kiera Toffelmiere Jacqui Hemingway (Sarah Margolius) Leah Barrett Lisa Sloan Lisa Vanlint (Edward Rubinstein) Lori Andrews Michael Zabaneh Rodney Yip Sarah Margolius Shirin Karoubi Sophi Robertson Steven Bourne Vanessa Farquharson Victoria Ho Wai Chu Cheng

City Staff

Annette Synowiec, Director, Policy, Planning and Outreach (PPO), Solid Waste Management Services (SWMS) Meaghan Davis, Acting Manager, Circular Economy and Innovation, PPO, SWMS Sumantra Datta-Ray, Senior Engineer, Circular Economy and Innovation, PPO, SWMS Kamara Jeffrey, Senior Project Manager, Circular Economy and Innovation, PPO, SWMS Sinead Murphy, Senior Project Manager, Circular Economy and Innovation, PPO, SWMS Kathy Raddon, Project Lead, Circular Economy and Innovation, PPO, SWMS Michael Skaljin, Acting Manager, Solid Waste Policy and Planning, PPO, SWMS Fenicia Lewis-Dowlin, Senior Project Manager, Solid Waste Policy and Planning, PPO, SWMS Jedrek So, Senior Project Lead, Solid Waste Policy and Planning, PPO, SWMS Robyn Shyllit, Senior Public Consultation Coordinator, Public Consultation Unit Carol Tsang, Coordinator, Public Consultation Unit

Circular Economy Working Group

Meeting 5 | Tuesday June 23, 2020 | 1:00pm | WebEx

Meeting Number: 284 051 562 Meeting Password: puGqngVc222	Via Phone
Via Computer	To receive a call back, provide your phone number when you join the meeting, or call the number below and enter the access code.
1. Go to	Canada Toll: +1-416-915-6530
https://toronto.webex.com/toronto/j.php?MTID=m7572563a4edad9e4d6bcb449959b6b6d	Canada Toll (Toronto): +1-647-484-1598
2. If requested, enter your name and email address.	
	Having trouble dialing in? Try these backup numbers:
	Canada Toll: +1-416-915-6530 Access code:284 051 562
1	Global call-in numbers: https://toronto.webex.com/toronto/globalcallin.php?MTID=m0705fedd23f82aa2575449c71
	POSSF19 POSSF1



Agenda

Time	Activity
1:00	Welcome, Introductions & WebEx meeting overview
	Presenter: Robyn Shyllit, Senior Coordinator, Public Consultation Unit
1:10	CEI Update
	Presenter: Meaghan Davis, Manager, Circular Economy Innovation Unit
1:20	Q&A
1:30	Community Reduce & Reuse Programs
	Presenter: Michael Skaljin, Manager, Solid Waste Policy and Planning
1:40	Extended Producer Responsibility
	Presenter: Charlotte Ueta, Project Director Business Transformation
1:50	Q&A
2:00	Circular Economy and COVID-19 Impact Survey
	Presenter: Meaghan Davis, Manager, Circular Economy Innovation Unit
2:10	Q&A
2:20	Member Updates
	Presenter: Meaghan Davis, Manager, Circular Economy Innovation Unit
2:25	Next Steps
2:30	Meeting Adjourns



Meeting 5 Objectives

1. Convene interactive virtual meeting using WebEx and develop CEWG WebEx meeting capacity

2. Continue Year 2 CEWG meeting schedule with modified meeting structure as a result of COVID-19

3. Provide an update on:

- Operating in the context of COVID-19
- CEI initiatives
- Community Reduce and Reuse Programs
- Extended Produce Responsibility
- 4. Present new initiative and receive member feedback on:
 - Circular Economy and COVID-19 Impact Survey



WebEx Privacy & Record Keeping

This meeting will be recorded.

- ALL questions and comments asked verbally, and in the chat will be included in the record.
- The record will not be shared externally, it is used for record keeping and to support internal notetaking for the meeting minutes.
- We will do our best to record attendance based on the meeting registration and participant list. CEWG members are asked to review the meeting minutes once they are sent to ensure your participation has been accurately recorded.



Meeting Roles

It takes a village to run a virtual meeting!

- Facilitator: Robyn Shyllit
- Presenters: Meaghan Davis, Michael Skaljin, Charlotte Ueta
- Technology Monitor: Carol Tsang, Carol.Tsang@Toronto.ca
- Chat Monitor: Sumantra Datta-Ray
- Notetaking: Sinead Murphy & Kathy Raddon
- Participants: CEWG Members

Observers: listen to the meeting via WebEx

- keep microphones muted
- video camera's off
- Do not participate in the chat and polling

🛍 Toronto

WebEx Meeting Basics

- 1. Stay focused and avoid multi-tasking while you are in the meeting.
- 2. Mute your microphone when not speaking to prevent background noise.

If participating via computer:

- ✓ Ask questions by using the chat feature OR click the hand icon, 5, beside your name in the participant list to notify the facilitator that you would like to speak.
- ✓ Remember to unmute before speaking.
- ✓ Turn on your camera, if comfortable.
- Computer audio issues? Use your phone for audio: click Audio Connection, Switch Connection, then Call Me.

If participating via phone:

- Please wait for the facilitator to ask for questions during a pause in the presentation.
- ✓ Press *6 to mute./unmute.



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Turn on your **Chat** window

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Type your questions and comments, and paste links into the **Chat** message box.

Send to everyone or select an individual.









Webex looks different in some browsers and on mobile.

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When we are not sharing content switch to **Grid View** to see everyone





Do you prefer dogs or cats?

A) Dogs

B) Cats

C) I like them both

D) I don't like house pets

E) Prefer not to say

You have 1 minute to complete the Poll. Remember to click 'submit' for your answer to be counted in the poll results.

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Operating in the Context of CoVid-19 - Council



City Council - April 30, 2020



Operating in the Context of CoVid-19 - Staff





CEI Initiatives Underway



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World Circular Economy Forum 2020





Questions?















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Bicycle Repair

Over **2,000** bicycles repaired and refurbished

Urban Harvest

More than **3,500 kgs** surplus produce diverted & **30** food preservation events



Sewing Repair

Over **4,000 kgs** of textiles diverted

Share & Reuse

Over **5,000** people engaged in DIY repair workshops

Community Composting

Composted **35,000 kgs** of food waste & **81,000 kgs** of carbon materials & **224,000** kgs of CO2 sequestration



Connecting all the five program areas and building the capacity of the community:

- educating residents about the importance of waste reduction and reuse
- providing opportunities for sharing and repairing
- offering skills training and creating job and economic opportunities
- creating spaces for community members to gather





COVID-19 Challenges

- Program continuity **without physical presence** of community members.
- Cultivate new tactics to continue to deliver CRRP mandate and engage the public.
- Need to respond to increased fears and perceptions of contracting the COVID19 virus and its negative impact on people's feelings and behaviour to waste reduction.



Coming Together During COVID-19

Bicycle Repair Hubs

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- Emergency Repair Kits DIY distributed toolkits mailed to community members participating in online workshops
- Social media video tutorials Youtube, Twitter and Instagram (Month of May a combined 5,000 impressions, over 10000 views) 20% increase in views and reach per week.
- **Contactless Bike Repair** effort to engage the public and support the cycling movement. 24 bikes per week
- **Bike Match pilot** Women's Cycling Network refurbishing bikes to give to community members
- Build & Repair Refurbished Bikes for Front Line Workers Physical Distancing Bicycle Giveway



Coming Together during COVID-19 – Share and Reuse Space



Share Reuse Space

- Posting daily Solid Waste PSA and **online repair tutorials**
- Both Share Reuse Spaces made several partnerships with Private Property Owner of Multi-residential towers to install display TV's to reinvent engagement with the public to promote Covid-19 safety measures, safe waste disposal tips and information on upcoming on-line events
- Contactless Repair's effort to engage the public and support the upcycling movement. Approximately 25 items repaired per week



Coming Together During COVID-19 – Sewing Repair Hub



Sewing Repair Hubs

- Having an **online presence** and various social media handles
- Providing five days of virtual sewing classes, one day of waste reduction tips and Q&A sessions per week
- Collectively the Sewing hubs have **over 10,000 interaction** on social media since mid April, from all parts of the City and world.
- **Volunteers** made fabric reusable masks for community members and handed out over 5000 masks since mid March.





Urban Harvest & Community Composting

- Developed a comprehensive work plan
- Through partnership with FoodShare, delivered first 3 pre-recorded & live workshops for public viewing and as training material for our leaders/ambassadors
- Training Community Leaders/Ambassadors online in computer literacy, digital content creation & online presentation skills
- **Expanded audience target** outside Black Creek & Rexdale to GTA and even Ajax, Barrie, Hamilton residents are signing up!
- Active social media presence generating upwards of 2000 + virtual impressions bi-weekly



QUICK POLL

Do you think the changes made to the Community Reduce and Reuse Programs as a result of COVID-19 will help ensure that the program continues to achieve its objective of building a culture of waste reduction, reuse, sharing and repairing in Toronto?

You have 1 minute to complete the Poll.

<u>Remember to click 'submit' for your answer to be counted in the poll results.</u>



Questions?



Transition of the Blue Box Program to Extended Producer Responsibility

Circular Economy Working Group Charlotte Ueta, Project Director Business Transformation

June 23, 2020





Background

In June 2016, Ontario proclaimed the Waste-Free Ontario Act, 2016, comprised of

- Resource Recovery and Circular Economy Act, 2016
 - development of regulations to make producers responsible for the collection, transfer and processing of their materials.
- Waste Diversion Transition Act, 2016
 - guides the wind up of existing waste diversion programs and the industry funding organization that operate them.



What's Happened to Date

Minister issues direction letter to wind-up Stewardship Ontario (August 15, 2019)

 Directs Stewardship Ontario to wind-up operations and end shared funding of Blue Box programs for municipalities that have transitioned to Extended Producer Responsibility (EPR)

Ministry of the Environment, Conservation & Parks launch stakeholder working group meetings

- Municipalities, Producers, and Circular Economy
- Meetings have been held from December 2019 and will end in June/July 2020



Transition Timeline




Elements of the Ministry's Proposed Approach to EPR

Producer Responsibility Scope

- Operationally and financially responsible to manage designated materials from eligible sources
- Responsibility is phased-in over 3 years (2023 to 2025), taking over 1/3 of the system each year
- Establish common collection system or alternate systems in 2026

Designated Materials

- ALL printed paper and packaging products supplied to residential consumers
- Unprinted paper, packaging-like products, food and beverage service products, compostable materials

Eligible Sources

- Municipally serviced residential households and multi-residential buildings
- No public space, litter or schools

Reporting and Targets

- Broad categories for targets (i.e. rigid plastic, paper, glass, metal)
- Proposing diversion rate targets for broad categories, potentially reducing targets for recycled content



Next Steps

Complete readiness assessment and financial analysis

Develop detailed transition workplan

Staff Report to Council



QUICK POLL

Are you encouraged to see that the Province is moving forward with the original timelines to transition to Extended Producer Responsibility despite COVID-19?

You have 1 minute to complete the Poll.

<u>Remember to click 'submit' for your answer to be counted in the poll results.</u>



Questions





GOOd BNE

COVID-19 & the Circular Economy



Circular Economy & COVID-19 Impact Survey



Member Updates

 "Thanks to the feedback provided by this group, BOMA Canada has formally established a Circular Building Operations Working Group. Following the inaugural kick-off meeting in April, the group will now begin tackling the creation of procurement guidelines for building operations and management." – Hazel M. Sutton, BOMA Canada



Future directions in circular economy





Baselining for a Circular Toronto Research Project

Research Questions

What is the City of Toronto's existing context for circularity? And, how does the City's existing context help or hinder the ability to transition to a circular economy?

How are the materials (used in three sectors) being consumed, processed and disposed of in Toronto?

What does the material flow for these three sectors look like Bus in 2030 if no action is taken?

What are some key focus areas/high-level next steps that could help transition Toronto to a circular economy?

Research Outputs

Landscape analysis	
Stakeholder	Current
engagement	Work

Material flow analysis

Business as usual analysis

Key considerations

Target project completion: 14 months

Baselining for a Circular Toronto Consultation

Meeting Objectives:

- 1. Present and validate key research findings to date
- 2. Provide an opportunity for you to ask the consultants questions
- 3. Solicit input from you on the criteria to select three sectors to focus on for the rest of the project to inform the decision by the Project Steering Committee

Meeting Details:

- Virtual WebEx
- Late July

Meeting Outcomes

 CEWG feedback will be considered alongside feedback from our internal stakeholder from across City divisions to inform the Project Steering Committee's decision on which sectors to conduct a material flow analysis on

Webinar: Cities going Circular





Announcements

London Circular Economy Week https://ceweek.london/

Netherlands Consul General 5-part Webinar Series

https://www.netherlandsandyou.nl/latest-news/events/2020/06/25/webinar-1-cities-goingcircular

Circular Economy Club Toronto network

https://www.circulareconomyclub.com/groups/circular-economy-club-cec-toronto/members/

C40's Women4 Climate Toronto

https://w4c.org/mentorship



Next Steps

Homework

✓ Circular Economy and COVID-19 Impact Survey

 \checkmark A link will be emailed to you shortly, and available for reply for 4 weeks.

Member Profile: https://cotsurvey.chkmkt.com/CEWGmemberprofiles
Complete form

✓ View completed profiles in excel file

Baselining for a Circular Toronto Consultation: Late July 2020

Meeting 6: September 16, 2020 (Format to be determined)