



MEMBER RELEASE

December 21, 2011

TO: Chief Administrative Officer
FROM: UBCM Secretariat
RE: Packaging & Printed Paper Working Group

1. Purpose

At its November 2011 meeting, the UBCM Executive approved the creation of a Packaging & Printed Paper (PPP) Working Group as part of the UBCM Environment Committee's 2011/2012 priorities. UBCM is working with the Ministry of Environment to establish a PPP Working Group in response to local government concerns and issues with the inclusion of packaging and printed paper within the Recycling Regulation. The Working Group is designed to support a smooth transition in transferring the responsibility for managing packaging and printed paper to producers.

The purpose of the Packaging & Printed Paper Working Group is to:

- provide a voice for local government and their expectations of an industry product stewardship program for PPP;
- provide information to build local government understanding of Extended Producer Responsibility as it applies to PPP; and
- build local government capacity to negotiate community interests effectively with the producers.

2. Scope & Composition

The PPP Working Group will be comprised of representatives from the Ministry of Environment responsible for extended producer responsibility programs as well as from the BC Product Stewardship Council. UBCM will have five (5) local government representatives on the Working Group.

The Working Group will be struck in January 2012, will identify a clear and succinct work plan, and will complete the plan prior to October 2012. The Working Group will meet monthly or at the call of the chair, if an emergency meeting is required. Following an initial in-person meeting, all subsequent meetings may occur in-person or through teleconference.

A copy of the draft terms of reference for the Working Group is attached for information.

3. Nominations

UBCM is seeking nominations for five (5) local government staff representatives to sit on the PPP Working Group.

Please email nominations for staff representatives to sit on the PPP Working Group to UBCM.

Email should be sent to: jwright@ubcm.ca

The deadline for submission of nominations is **Wednesday, January 25, 2012**.

UBCM Contact

If your local government has any questions regarding this communication, please contact:

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PACKAGING & PRINTED PAPER (PPP) WORKING GROUP
TERMS OF REFERENCE
- DRAFT ONLY -

Background

In May 2011, the Recycling Regulation was amended to include packaging and printed paper. The amendment shifts financial and administrative responsibility for managing these materials from local governments to the producers of packaging and printed paper (PPP). This transfer of responsibility is intended to incent producers of PPP to incorporate environmental considerations in the design of their products.

Under the amended Regulation, producers of PPP are required to:

- (a) submit a stewardship plan detailing how they will finance and manage the recycling of packaging and printed paper to the Ministry by November 19, 2012; and
- (b) have, and comply with, an approved stewardship plan by May 19, 2014.

Since the amendment to the Regulation, several local governments have raised concerns over what service levels and targets will be included in the program. These concerns include, but are not limited to: how the program will work with local governments to ensure there is not a decline in service levels; how the interface with collection systems under union contracts will be managed; how collected materials will be managed; local capacity to manage any increase in collected materials; how the program will incent more recyclable packaging; and how local governments could be compensated for the capital investments that have been made in the existing collection infrastructure.

Purpose

The purpose of the PPP working group is to support a smooth transition in the responsibility of managing PPP to producers by:

- Providing a voice for local government on their expectations of an industry product stewardship program for PPP;
- Providing information to build capacity in local government understanding of Extended Producer Responsibility as it applies to PPP; and
- Building local government capacity to effectively negotiate community interests with the producers.

Functions

Specific functions of the PPP working group are to:

- Act as a forum for discussing local government issues, both individual and collective, with the producers;
- Identify relevant issues pertinent to the materials/products and scope in the May 2011 amendment that may require negotiating with industry; and
- Identify and propose recommendations to the producers for resolving potential local government issues with the PPP program implementation.

Composition

The PPP working group will be comprised of:

- five (5) staff representatives from local governments;
- one (1) representative from the BC Product Stewardship Council;
- one (1) representative from the Union of BC Municipalities; and
- one (1) representative from the BC Ministry of Environment.

Structure & Reporting Processes

The PPP working group will be comprised of representatives from each region of the province as local governments are an integral part in the transition of responsibility for PPP materials. The working group will include a member of the BC Product Stewardship Council, as this group provides a forum for exchange of information regarding all existing and proposed EPR programs in BC. UBCM and BC Ministry of Environment will support the working group on policy clarity, and engaging with other stakeholders that the group may wish to connect with (e.g., Multi-Materials BC).

UBCM will appoint a local government representative as the chair of the working group.

Decision-making

Members will seek to reach consensus wherever possible.

Duration

The PPP working group will be struck in January 2012, and will identify a clear and succinct work plan that outlines the groups activities and complete the plan by September 2012 (the industry product stewardship plan for PPP is due to the Ministry by November 15, 2012).

These timelines do not negate the opportunity to develop additional actions with alternative timelines either during the implementation of the initial action plan and/or after the completion of the initial action plan. Continuation of the Working Group beyond the initial timelines and delivery of the initial action plan is at the discretion of the participants.

Deliverables & Timelines

- March 2012 - develop a work plan.
- April/May 2012 – complete a draft policy paper for consideration at September convention and provide updates at association and council meetings.
- September 2012 – provide policy paper to producers of PPP.

Support to the Working Group

UBCM will provide secretariat services to the working group. This function will include setting meeting dates, coordinating agendas, arranging meeting venues, providing minutes, and tracking action items.

Ministry of Environment Staff will engage with the working group as subject matter experts on PPP.

Expenses Incurred by Working Group Members

Working group members will be responsible for any travel expenses incurred by members.

Meetings

The PPP working group will meet monthly or at the call of the chair, if an emergency meeting is required. Following an in person meeting to start, subsequent meetings may occur in-person or through teleconference.

Confidentiality

Members are expected to be open and candid in discussing items before the table. For this reason it is important to maintain confidentiality. Members are committed to respecting the personal privacy of PPP working group participants and agree not to disclose personal information or views expressed during meetings. Deliberations may be shared within the various agencies represented by the PPP working group but should remain publicly confidential until there is general agreement and consensus to make them public. Approved minutes will form the public record for the meetings.

Transparency

Regular communications about the progress of work being undertaken by the PPP working group is a priority and should be part of the regular work of the working group. All efforts should be taken to communicate the progress of the working group at regional workshops, conferences, forums, and through print and electronic communication mediums.

Expert Members & Invited Guests

The PPP working group may, from time to time, require experts, academics or other government/voluntary sector representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject. The working group will agree to such invitations in advance.