

Food and Organic Waste Framework

Stakeholder Working Group

Terms of Reference

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1. Background / Context

The Resource Recovery and Circular Economy Act, 2016 and the Waste Diversion Transition Act 2016 came into force on November 30, 2016. The Resource Recovery and Circular Economy Act, 2016 identifies the provincial interest in the establishment of resource recovery and waste reduction system and establishes a new producer responsibility regime and requires the province to develop the “Strategy for a Waste-Free Ontario: Building the Circular Economy” (the Strategy).

In December 2016, the province released its proposed “Strategy for a Waste-Free Ontario: Building a Circular Economy” for public comments. The proposed Strategy recognizes that the current “produce-use-dispose” model is not sustainable. The strategy will move Ontario toward a circular economy – a system where nothing is wasted and valuable materials destined for landfill are put back into the economy without negative effects on the environment.

The proposed strategy embraces a vision for Ontario “*where waste is seen as a resource that can be recovered, reused and reintegrated into the economy to achieve a circular economy.*”

A key action in the strategy (Action #10) is developing and implementing a Food and Organic Waste Action Plan. The ministry proposes that the Food and Organic Waste Action Plan will:

- Reduce the amount of food that becomes waste
- Remove food and appropriate organic materials from the disposal stream
- Reduce GHG emissions from food and organic waste
- Support and stimulate end markets to recover the value from food and organic wastes
- Increase accountability of responsible parties
- Improve data on food and organic materials

Ontario’s Climate Change Action Plan (CCAP) commits to implementing the Strategy and working with the waste sector to reduce the amount of organic materials going into landfills, which would reduce greenhouse gas (GHG) emissions. The CCAP also proposes potential targets of 40% of organics diverted by 2025 and 60% by 2035. The CCAP reiterated Ontario’s commitment in developing an organic action plan.

The issue of food and organic wastes is multi-layered and involves a number of key decision makers such as the province, municipalities, food waste generators and organic waste processors. Any action taken on the issue of food and organic wastes will need to address the complexity and integrated nature across the product and value chain. To develop a strong food and organic waste framework, the ministry is establishing this stakeholder working group to provide advice on the development of the Framework to ensure unique considerations inherent to food and organic wastes are addressed and to provide advice to the ministry.

2. Terms of Reference

Using an open and collaborative process, the ministry is establishing a stakeholder working group that enables: open discussion of the issues; solutions associated with tools; and, actions to increase diversion of food and organic waste.

3. Membership, Roles and Responsibilities

3.1. Membership:

The Stakeholder Working Group will include representatives with significant economic, environmental and / or social interest in preventing food waste and increasing organic materials diversion. The list of members is in the appendix.

3.2. Roles and Responsibilities:

3.2.1. Stakeholder Working Group Members

The Stakeholder Working Group, chaired by the ministry, will discuss current and emerging barriers/challenges and opportunities associated with reducing food waste and increasing diversion of organic materials in the residential and IC&I sectors, as well as discuss tools and actions that may be considered to increase organics diversion. The members will provide advice on the:

- Issues facing food and organic waste reduction and resource recovery
- Outcomes setting and tools/actions identification to increase organic materials diversion
- Opportunities to stimulate end-markets for by-products of organic materials diversion
- Complementary measures to support increased organics diversion (e.g. streamlining approvals to support increased organics processing capacity)

The Stakeholder Working Group will also:

- Assist in data compilation and cost/benefit analysis
- Discuss feedback from broader public consultation on the Framework and provide advice to finalize the Framework
- Provide updates to their association and seek input as appropriate on discussion topics
- Assist in ongoing roll-out of the Food and Organics Waste Framework (e.g. supporting implementation, monitoring results)

Members have the responsibility of representing their respective associations' views and to share information about the meetings with their members. Please note that when sharing materials provided by the ministry, these materials are to aid in the discussion during meeting and should be considered draft and may not be the ministry's final product.

Members will participate in a series of facilitated meetings. If members wish to provide materials, they must be submitted 7 days before the meeting.

3.2.2. Role of the Ministry:

The ministry will chair the stakeholder working group:

- **Chair:** Wendy Ren, Director, Resource Recovery Policy Branch
- **Co-Vice Chairs:**
 - Theresa Gavin, Manager, Special Projects, Resource Recovery Policy Branch
 - Atif Durrani, Manager, Policy Development, Resource Recovery Policy Branch

The Vice Chairs will act in the absence of the Chair and perform the duties as required.

The ministry will:

- Oversee meetings and guide the Stakeholder Working Group through agenda items
- Assist the Stakeholder Working Group to establish common ground on the wide range of stakeholder interests
- Facilitate discussion to develop advice and recommendations for the Framework
- Organize meeting logistics, prepare meeting materials and meeting summaries

Ministry staff will provide support to the Chair and Vice Chairs and stakeholders working group where possible.

This ministry may invite additional attendees with specialized knowledge to help discussion at the meetings. The ministry may invite observers from other ministries who have an interest on food and organic waste matters.

4. Processes

4.1. Host

Meetings will be hosted by the ministry. Members should be aware that all materials provided to the ministry are considered public documents and may be requested by other interested parties. The ministry will supply the meeting room. Participants will not receive any reimbursement for attending the meetings.

4.2. Agenda Items

The ministry will determine the agenda for the meetings. The ministry will provide agenda and meeting material in advance of meetings by approximately 24 hours, where possible. Stakeholder members may also be asked to provide materials and / or input on materials on an as-needed basis.

Members may request specific topics for discussion by contacting the Chair and suggest agenda items for discussion. Anyone bringing forward items for discussion should provide the Chair with background material for the stakeholder advisory committee 7 days in advance of the meeting.

4.3. Meeting Process and Format

Ministry staff will work to develop a work plan that articulates expected outcomes of each meeting to ensure the discussion remains on track and within scope.

Each member organization has a representative to present their views. Members are able to meet with other members of the group in-between meetings if they feel it is appropriate.

The Chair will help facilitate discussion on the topics outlined in the agenda and overall work plan.

4.4. Ad Hoc Meetings

The ministry recognizes that ad hoc meetings and/or workshops may be required that will consist of additional stakeholder representation in various sectors and other areas of interest.

4.5. Frequency of Meetings

The frequency of meetings will be approximately once per month from January – December 2017 but specific schedules will be determined by the ministry in consultation with Stakeholder Working Group members.

The meetings will be face-to-face, where possible. Members are encouraged to send an appropriate senior-level staff alternative if they are unavailable to attend meetings.

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APPENDIX – STAKEHOLDER WORKING GROUP MEMBERS

- Association of Municipalities of Ontario
- City of Toronto
- Regional Public Works Commissioners of Ontario
- Rural Ontario Municipal Association
- Canadian Federation of Independent Grocers
- Food & Consumer Products of Canada
- Grocery Manufacture Collaboration
- Ontario Federation of Agriculture
- Retail Council of Canada
- Provision Coalition
- Association of Condo Managers of Ontario
- Building Owners and Managers Association
- Ontario Environment Industry Association
- Ontario Restaurant Hotel and Motel Association
- Restaurants Canada
- Canadian Biogas Association
- Compost Council of Canada
- Municipal Waste Association
- Ontario Waste Management Association
- Canadian Environmental Law Association
- Second Harvest
- Toronto Environmental Alliance
- 2cg
- Food Systems Lab, University of Toronto