



OES Stakeholder Forum Terms of Reference

Revised January 18, 2011

Members

- 1 representative of each Approved Processor
- 1 representative of each Approved Reuse/Refurbishment Organization
- 6 Approved Collectors comprised of
 - 2 municipal collectors
 - 1 approved retail collector
 - 1 not-for-profit collector that is not a municipal collector or an Approved Reuse/Refurbishment Organization
 - 2 business/for profit collectors that are not retail collectors or Approved Processors or Approved Reuse/Refurbishment Organizations

The OES Stakeholder Forum will be supported by staff representatives from OES and StewardEdge and will include two WDO staff as observers.

Representatives may attend in person or by phone.

If a service provider falls into more than one category, they must self declare the category with which they most strongly identify and can only be represented in that category.

Appendix A contains the list of members as specified above.

Goals

1. Provide input on implementation of program plan changes including the RFP for material from OES-Approved Collectors and Roundup Events, processor incentives, reuse incentives and other issues related to the WEEE program plan implementation and operation.
2. Review and comment on policies and procedures, forms and agreements, and other operational matters prior to consideration by the OES Technical Committee.
3. Contribute to periodic reviews of operational policies to improve the overall effectiveness of the WEEE Program Plan.

Scope / Jurisdiction

The OES Stakeholder Forum will support OES staff in the development of operational policies and procedures and support the OES Technical committee in contemplating issues such as:

- Providing expert input into procedural or technological program enhancements

- Providing recommendations on measures to improve overall program efficiency, cost effectiveness and to support the achievement of diversion objectives
- Identifying and addressing unintended marketplace effects of the program

Resources and Budget

OES will provide:

- A physical place for the meetings
- Administrative support in maintaining Agendas, meeting Minutes and correspondence with the OES Technical Committee
- Telecommunication support to allow for Stakeholder Forum members to call in to meetings as needed from time-to-time
- Refreshments appropriate to the time and duration of the meetings

Governance

The OES Stakeholder Forum will be chaired by the OES Executive Director. The Executive Director may participate in discussions but will not vote.

The OES Stakeholder Forum will strive to operate on a consensus basis. However, where consensus cannot be reached on a given matter, the OES Executive Director will take both the majority view of the Forum and dissenting views into account in making a recommendation to the OES Technical Committee. Should a vote be called on an issue, each representative is entitled to one vote.

Recommendations should further the achievement of the WEEE Program Plan, must be in accordance with the approved Program Plan and provisions of the Waste Diversion Act and may not affect the marketplace in an unfair manner.

Meetings of the Stakeholder Forum will be conducted biweekly (every 2 weeks) between September 14 and December 1 and as needed after that but not more than quarterly.

OES will maintain all records, agendas, minutes and documents generated or employed by the Forum in electronic format.

The OES Service Providers Forum is governed by these Terms of Reference, the OES By-Laws and OES Code of Conduct as amended from time-to-time.



Appendix A: Stakeholder Forum Members

Representatives of Reuse/Refurbishment organizations and Processors include:

Kurt	Altinbilek	Toronto Recycling Inc.
Peters	Barths	Target Recycling*
Michael	Bernhard	The Working Centre*
Alain	Breton	CFER Outaouais
Cindy	Coutts	Sims Recycling Solutions Canada
Mario	D'Alfonso	ADL Process Inc.
Nora	Gavarre	GEEP
Bryan	Harding	Konnected Tech
Hugh	Hinrichs	Electro-Shred Ltd.
Kevin	Kuipers	Refreshtek
Raymond	Long	RDLong Computers Limited
Dean	MacMurtry	Artex Environmental
William	Marvel	CompuCorps Mentoring
Dennis	Maslo	Computation Limited
Clayton	Miller	Ecycle Solutions
Tony	Perotta	Greentec
Jennifer	Renda	NESA
Mitchell	Rothstein	FCM Recycling
Jim	Sanderson	Electronic Recycling Services
Raymond	Saulnier	La Relance Outaouais*
Wayne	Smith	CyberEquality o/a Free Geek Toronto
Dave	Watson	Goodwill Industries Essex Kent Lambton, Inc.
Rudy	Westerneng	Green Go Recycling Solutions Inc.
Dana	Wright	Mida RPM

Representatives of Collectors include:

David	Barnes	Manufacturing & Technology Centre
Bo	Brody	Computer Recyclers
Dennis	Lam	City of Toronto
Patrick	Fenlon	Pack Pros Plus Ltd.
Carol	Potter	Habitat for Humanity
Jennifer	Salutari	Quinte Waste Solutions