



E&E Fund - Standard Operating Procedures for WDO's Municipal- Industry Programs Committee – Fall 2004

1.0 Background

Stewardship Ontario's Efficiency and Effectiveness Fund (the E&E Fund) was approved as part of the Minister's approval of the overall Blue Box Program Plan in December 2003. The E&E Fund has been operational since July 1, 2004. The E&E Fund is described in detail in the Blue Box Program Plan and in WDO's Policies and Practices Report and Recommendations to the Minister re achieving 60% diversion of Blue Box Waste. Current information on the Fund is posted on Stewardship Ontario's website.

E&E projects progress through three stages of review:

- 1) **Peer Review** - An "intent to apply" is filed (electronically) with Stewardship Ontario and if the project concept fits with the program objectives, the applicant is invited to submit a detailed application. The detailed application is reviewed by two peer reviewers and their consensus review is submitted to WDO's Municipal-Industry Programs Committee (for more information on the peer review process see the Blue Box Program plan and the Peer Reviewer training manual posted on Stewardship Ontario's website).
- 2) **MIPC Review** – WDO's ten person MIPC committee (5 AMO representatives and 5 Stewardship Ontario representatives appointed by their respective Boards) reviews each proponent's detailed application (including a detailed budget), the peer reviewers consensus evaluation and a one page summary of the application prepared by Stewardship Ontario staff. The operating procedures for this segment of the review process is described below. The MIPC committee recommends to Stewardship Ontario whether a project be supported, revised, rejected or deferred for future consideration .
- 3) **Stewardship Ontario** - Each application and recommendation is reviewed by Stewardship Ontario's Projects Committee (a committee of the Board). This committee identifies any conditions of funding (e.g. that might have been recommended by peer reviewers or the MIPC committee) and makes its recommendation to the Stewardship Ontario Board. The Stewardship Ontario Board makes the final decision on E&E applications and informs WDO (and funding applicants) of its decisions.

The remainder of this document summarizes the operating procedures used to guide how MIPC reviews and make E&E funding recommendations to Stewardship Ontario's Project Committee and Board.

2.0 E&E Fund Management within MIPC Meetings

2.1 Fund Management

- MIPC meetings are called at the discretion of the (non-voting) Committee Chair (who is the executive Director of WDO).
- Stewardship Ontario is responsible for the overall management of the fund. A Stewardship Ontario staff person leads the E&E segment of each MIPC meeting. Stewardship Ontario is responsible for emailing E&E materials to be reviewed by Committee members in a timely manner in advance of each meeting (i.e. 4 or 5 days in advance).
- Each E&E MIPC meeting segment starts with declarations of conflicts of interest re upcoming agenda/projects (see below). MIPC committee members absent themselves from the relevant part of the agenda.
- The next item is a review of E&E policy issues identified by AMO or Stewardship Ontario committee members. Policies and procedures that are adopted by MIPC (relating to background issues, rationale, etc.) during MIPC meetings will be included in the application guidelines that are posted on Stewardship Ontario's website.
- The next business item in the E&E segment is an update by Stewardship Ontario on the status of intents to apply, detailed applications and approved, rejected and deferred proposals.
- The final item is a review of detailed applications and peer review comments. Stewardship Ontario staff lead this review beginning with a summary of each project (and how it relates to the objectives and priorities of the fund and to other projects, either approved or at the application or intent to apply stage.)
- To conduct this review, MIPC committee members receive in advance:
 - A one page summary of the application prepared by Stewardship Ontario staff
 - The proponent's detailed application, including a detailed budget summary
 - The peer reviewers consensus evaluation
- As a general rule, all E&E projects result from a funding application led by one or more municipalities. At its discretion, MIPC may require a competitive tender for any consulting services related to any E&E project where the value of these services is greater than \$25,000.

2.2 Minutes

- Minutes of the E&E segment are kept by WDO. WDO prepares a confidential set of meeting notes that are not distributed to any MIPC committee member who declared a conflict during the E&E segment of the meeting. A non-confidential set of meeting notes is also prepared and distributed to all MIPC Committee members.

2.3 Declaring conflict

Those who will be required to declare a conflict include:

- An AMO MIPC committee member whose municipality is an applicant to E&E or who is a member of the Board of Directors of an applying association;
- An AMO or Stewardship Ontario committee member who is related to or has a business relationship with an applicant, proponent team member or funding partner.

A MIPC member who is on the Board of Directors of an organization that is an applicant, directly or in partnership with others, for E&E funding must declare a conflict of interest but may participate in MIPC discussions (at the discretion of the other MIPC members) but must absent him/herself and refrain from participating in the decision regarding the application. MIPC members who are also peer reviewers must declare a conflict at MIPC when their peer reviewed project is considered.

MIPC committee members are bound by the same set of confidentiality and conflict of interest rules as peer reviewers.

2.4 E&E Voting and Appeal Procedures (from the BBPP)

- Recommendations supported by MIPC are forwarded to the Stewardship Ontario Board for review and approval. The Stewardship Ontario Board makes the final recommendations on funding and notifies the WDO Board.
- Disagreements on application recommendations at MIPC are referred back to Stewardship Ontario staff for further information and review. In the event that a consensus still cannot be reached when a recommendation from Stewardship Ontario staff returns to MIPC, the majority opinion (with dissenting comments) and split recommendations (with comments) are forwarded to WDO's Executive Director and the Stewardship Ontario's Board.
- The final decision on applications where a consensus can not be reached rests with the Stewardship Ontario Board.
- MIPC serves as the forum of appeal for applicants whose proposals have been rejected.

3.0 Information Flow and Priority Setting

- MIPC recommendations for funding are forwarded to Stewardship Ontario's Projects Committee and Board by Stewardship Ontario staff.
- Successful and unsuccessful applicants are informed of Stewardship Ontario's Board decisions by email and letter. WDO's Executive Director

is copied on this correspondence for the WDO Board's information. Conditions for funding recommended by MIPC and approved by the Stewardship Ontario Board are included in the Grant and consulting Agreements with successful applicants.

- Stewardship Ontario posts information on its website on successful applications and “intents to apply” that are proceeding to the detailed application stage.
- Progress reports on E&E projects will be presented on an as needed basis at MIPC meetings. Any MIPC committee member may request and receive an update on any E&E project provided there is five days of “warning” in advance of the meeting.
- MIPC approves the priority areas for E&E projects (i.e. projects for which more than 50% funding may be available). The list of priorities (and the success of the E&E fund in addressing each priority area) will be reviewed by MIPC in April and October each year.