

Zero Waste Committee

Terms of Reference

The Zero Waste Committee is the standing committee of the Metro Vancouver Regional District (MVRD) Board that provides advice and recommendations on policies, bylaws, plans, programs, budgets and issues related to solid waste management under the GVS&DD service, as well as the Zero Waste Communications Program under the MVRD General Government service.

Committee Responsibilities

Within the scope of the *Board Strategic Plan*, *Integrated Solid Waste and Resource Management Plan*, and *Metro Vancouver Financial Plan*, the Committee provides guidance and oversight to staff on the implementation of the annual work plan and business plans for the service. Specific Committee responsibilities include:

- Reviewing and endorsing the annual budget and five-year financial plan for the Solid Waste function;
- Overseeing and monitoring the implementation of the *Integrated Solid Waste and Resource Management Plan*;
- Providing governance and oversight over key major projects within the context of the approved budgets and financial plans;
- Overseeing implementation of the Solid Waste capital program, and development of significant works within the plan;
- Overseeing and guiding programs and initiatives aimed at reducing the volume of solid waste, enhancing recycling and diversion efforts, and promoting recovery; and
- Monitoring the operation of waste disposal and transfer station facilities, and the overall management of residuals.

Metro Vancouver has primary responsibility for ensuring implementation of the *Integrated Solid Waste and Resource Management Plan*. Metro Vancouver is also responsible for operating the regional systems for transfer and disposal of solid waste. Guiding these activities is the primary focus for the Committee.

Committee Membership and Meetings

The Chair, Vice Chair and members are appointed annually by the Chair of the Metro Vancouver Board. The Committee meets monthly, except for August and December, and holds special meetings as required. Members of the Committee must be members of the GVS&DD. A quorum of 50% plus one of the Committee membership is required to conduct Committee business.

Committee Management

The Committee Chair, or in the absence of the Chair, the Vice Chair is the chief spokesperson on matters of public interest within the Committee's purview. For high profile issues the role of spokesperson rests with the Metro Vancouver Board Chair or Vice Chair. On technical matters or in cases where an initiative is still at the staff proposal level, the Commissioner or designate is the

appropriate chief spokesperson. Where necessary and practical, the Board Chair, the Committee Chair and the Commissioner will confer to determine the most appropriate representative to speak.

The Chief Administrative Officer assigns a Committee Manager for the Committee. The Committee Manager is responsible for coordinating agendas and is the principal point of contact for Committee members.