

Solid Waste and Recycling Industry Advisory Committee

Terms of Reference

Updated January 13, 2026

1. PURPOSE

The purpose of the Solid Waste and Recycling Industry Advisory Committee (IAC) is to provide a forum for industry contribution, discussion, and advice on management planning, operations, and policy issues related to solid waste and recycling services in Metro Vancouver.

The purpose of these terms of reference is to describe the role of the committee.

2. OBJECTIVES

The IAC will:

- Provide industry representatives with a formal structure through which they can receive information and provide advice on management planning, operations, and policy related to solid waste and recycling in Metro Vancouver;
- Provide Metro Vancouver with a venue to engage the private waste services sector on solid waste and recycling plans, policies, and services within the region; and
- Provide affected industry stakeholders with the opportunity to be heard and to channel ongoing feedback to Metro Vancouver, including engagement and implementation of the updated solid waste management plan as well as other waste management issues of regional importance.¹

3. MEMBERSHIP

The IAC membership is comprised of representatives of private waste and recycling collection and processing companies and their industry associations affected by existing and proposed operational and policy items related to solid waste and recycling plans, policies, and services within Metro Vancouver. A representative from the Zero Waste Committee will attend all IAC meetings and will be one of the Co-Chairs for the IAC.

Membership is voluntary, self-selecting, and carries a term of one year. The initial open call for membership will be advertised on Metro Vancouver's website and through Metro Vancouver's solid waste industry mailing list a minimum of 45 days prior to the inaugural IAC meeting. An annual open call for new members will be advertised a minimum of 30 days prior to each anniversary of the inaugural committee meeting. Existing members that wish to continue participation in the IAC will be asked to re-submit their statement of interest annually.

All private waste and recycling collection and processing industry representatives who express interest in participating in the IAC will be required to review the IAC Self-Selection Assessment Framework and complete the Statement of Interest Declaration confirming agreement and expressed intention, to work within the Terms of Reference. All persons who complete this process and meet the self-selection criteria will become members of the IAC for a term of one year.

¹ The IAC is not intended to be the sole venue or mechanism for industry consultation and engagement on the solid waste management plan update. Although the IAC will provide feedback and advice related to the plan update process, the scope of the committee includes other regional solid waste management considerations and will continue beyond the plan approval.

4. EXPECTATIONS OF MEMBERS

- Members must be prepared to invest time and energy towards learning and understanding existing and proposed solid waste and recycling policies, practices, and bylaws, as well as the regional waste management system and issues associated with their administration and implementation.
- Members must be prepared to work constructively and collaboratively at committee meetings to address areas of mutual concern, recognizing the multi-faceted issues and interests of all impacted stakeholders.
- While it is recognized that private companies are not accountable to other members of their same industry, it is expected that all IAC members act in good faith to present the experience and concerns that are reflective of their broader community.
- Members must be prepared to commit the time required to attend monthly committee meetings, pre-read the agenda and all supporting material provided for each meeting, participate fully and constructively in committee discussions, and complete required actions and tasks on time.² Members must provide advance written notice to the Co-Chairs if they are unable to attend a meeting. Members are permitted to send alternate representatives if they are unable to attend a meeting, members must provide advance written notice to the Co-Chairs advising the name and position title of their alternate.

5. CONFLICTS OF INTEREST

Members are to file with the IAC Co-Chairs a written disclosure statement detailing their relationship with Metro Vancouver.

Examples of information that would be expected to be shared in the disclosure statements include:

- Contracts with Metro Vancouver entities;
- Contracts providing services to Metro Vancouver facilities as a sub-contractor;
- Addresses of facilities that are licensed under Metro Vancouver's Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996; and
- The submission of a proposal in connection with a Metro Vancouver procurement process.

Any member or principal who does not have a relationship with Metro Vancouver must file a NIL disclosure statement to that effect. Members are asked to update that disclosure statement in a timely fashion to reflect any change of circumstances or if the IAC's deliberations expose relationships that may not have been initially apparent. Members who fail to file the requisite disclosure statement and updates will be excluded from the IAC and its deliberations until such time as they fully comply.

Alternate representatives are not required to provide a disclosure statement to the Co-Chairs unless the alternate representative is attending three or more IAC meetings within the year. IAC member disclosure statements will be posted online on the IAC website and publically available.

Members should excuse themselves from any IAC discussions or matters that may place them in a conflict of interest, unless explicitly requested to speak. A conflict of interest is considered to be a pecuniary or other interest in the business of a Metro Vancouver entity that would cause a real or perceived conflict of interest in the member's ability to carry out his or her duties in connection with the IAC.

The Co-Chairs also have the power to remove any IAC member whose actual or potential conflicts of interest are

² It is anticipated that this may represent a time commitment of 6 hours+ per month.



inconsistent with a fair and objective deliberation of the issues that may come before the IAC. The Co-Chairs will rely exclusively on the information provided by members in their disclosure statements to inform such decisions.

6. CHAIRS

There will be two IAC Co-Chairs. The Zero Waste Committee representative will be a Co-Chair and a second Co-Chair will be elected annually for a term of one year by a 50%+1 majority vote of voting members present.

Voting members are defined as IAC members who have held membership for at least one month prior to the day of the vote.

Co-Chair elections will take place at the meeting on the one-year anniversary of the member Co-Chair's appointment. Nominations will be called at the previous meeting, with additional nominations allowed on the day of the election.

7. ADVISORY STRUCTURE & DECISION MAKING

The IAC is an advisory body, providing advice and recommendations to Metro Vancouver staff and, through the IAC Co-Chairs, to the Independent Consultation and Engagement Panel and the Zero Waste Committee. While sincere efforts will be made to achieve consensus on recommendations and advice, consensus is not a precondition to advancing committee recommendations. Where consensus exists it will be noted, and where it does not exist, all perspectives will be included in the meeting minutes. The IAC is not generally a voting body. Voting will only occur in the following four circumstances, and in these circumstances, there will be one vote allocated per company/entity represented:³

1. annual election of the second Co-Chair;
2. updates to the terms of reference;
3. confirmation of the annual work plan; and
4. during the appeal of member's dismissal, as described in section 11 of this Terms of Reference.

In each of these scenarios, voting will be a 50% +1 majority decision-making model of votes cast.

8. WORK PLAN

A work plan for the IAC will be developed by Metro Vancouver staff based on an annual call for work plan topics submitted by IAC members reflecting priority issues they would like to see considered during the year. The work plan, once confirmed by the IAC, will guide the development of meeting agendas for the year. The work plan may be amended during the year, at the agreement of both Co-Chairs, to allow for flexibility to address emerging issues or unanticipated, time-sensitive topics. Implementation of the annual work plan is at the prerogative of IAC members and does not direct activities of Metro Vancouver staff or resources, beyond the provision of committee secretariat support functions.

9. MEETINGS

- Meetings will be scheduled monthly, except in July, August, and December. The meeting dates and times will be determined by the Co-Chairs in consultation with IAC members, with a confirmed pre-set schedule for all meetings within the calendar year. On agreement of both Co-Chairs, meetings may be added or canceled as appropriate.

³ If there are multiple members representing a single company, they will be asked to convene among themselves to determine their collective vote.



- Metro Vancouver will provide a venue and a third-party note taker.
- Meetings can be held virtually or in person.
- The Co-Chairs will work with Metro Vancouver staff to draft meeting agendas and coordinate any necessary meeting materials, which will be circulated to meeting participants a minimum of 72 hours in advance of the meeting.
- The meetings will be structured to encourage free and open discussion of relevant issues within the constraints of the planned agendas.
- Meeting minutes and action trackers will be kept for each meeting, through secretariat support provided by Metro Vancouver staff.⁴ Minutes shall not reflect the names of individual speakers or their stance on issues; rather, they shall reflect the issues discussed, significant points of view on the issues and the resolutions or actions to be taken.
- A meeting quorum will be 50%+1 of active members. The IAC may establish other meeting procedures, which will be considered as an appendix to these terms of reference.
- Meetings will be open to any individuals who wish to observe the discussions either in person or through livestream, although only IAC members will be provided standing to participate in the discussion. Individuals interested in observing in-person meetings can request meeting information two weeks in advance of the meeting time and date. Individuals interested in observing online meetings can access the livestream through the committee webpage. Non-member stakeholders may request an opportunity to present to the IAC, through two weeks' advance written submission for consideration by the Co-Chairs.
- The IAC may invite groups and subject-matter experts to present to the IAC and provide advice and feedback on specific IAC agenda items, at the discretion of the Co-Chairs.
- All IAC agendas will be published and publicly available in advance of meetings, with IAC presentations and meeting minutes posted for information on Metro Vancouver's website.
- If both Co-Chairs are unable to attend a meeting or portion of a meeting, the committee will elect a temporary chair to preside. Generally, following the approach outlined Robert's Rules of Order Newly Revised, the meeting will be called to order by one of the Co-Chairs, or by staff if no Co-Chair is present, with the first order of business being the appointment of a temporary chair. Any member may nominate a committee member including nominating themselves to serve as temporary chair; nominations do not require a seconder. The temporary chair will be elected by majority vote of members present and serve only for the duration of the Co-Chairs' absence, relinquishing the role upon the arrival of a Co-Chair. The name of the temporary chair and the start and stop time that they act as Chair will be recorded in the meeting minutes.

10. CODE OF CONDUCT

This code is intended to serve as a framework to guide the spirit and intent of how IAC members are expected to deliver on the IAC's purpose, objectives, and intent in an ethical and respectful manner.

1. **Respect and Collaboration:** Discussions and debates shall take place in an atmosphere of mutual respect and solutions-oriented collaboration, recognizing the value of different perspectives and seeking to understand the interests and needs of all affected parties.
2. **Transparency:** It is expected that all members speak honestly and transparently, engaging in good-faith dialogue and sharing information openly to encourage fact-based dialogue.
3. **Treatment of other Members:** Members of the committee have a duty to treat other members with respect during

⁴ Metro Vancouver staff are not members of the IAC, but will attend meetings of the IAC to provide information on various issues, respond to questions etc.



IAC meetings. Specifically, members have a duty to avoid:

- a. Disrupting meetings by making continual interruptions or whispered asides;
- b. Making offensive or abusive remarks directed at other members;
- c. Impugning the motives of other IAC members or supporting staff;
- d. Ignoring the legitimate direction of the Co-Chairs.

Members who object to the behaviour of another member as identified in this code of conduct are asked to identify their concerns immediately to the IAC Co-Chairs.

11. MEMBERSHIP DISMISSAL

IAC members must recognize the importance of their commitment through active participation, regular attendance, and adherence to the IAC Terms of Reference. The following are potential reasons for membership dismissal.

- Failure to attend two or more consecutive monthly meetings, or,
- Lack of adherence to the IAC Terms of Reference, specifically including section 10: Code of Conduct, and Section 14: Media Protocol.

At the agreement of both Co-Chairs, members who have committed one or more of the potential reasons for losing membership may be dismissed from the committee by way of written notification. The dismissed member is ineligible for reinstatement at the subsequent annual call for membership.

If the member wishes to appeal the dismissal, they can request a vote from the IAC membership, to be undertaken using secret ballot. Voting will be a 50% +1 majority decision-making model. The impacted member is not eligible to vote in this process.

12. MEMBERSHIP RESIGNATION

Members wishing to resign from IAC committee membership should provide written notice of their intent to resign, including the effective date of their resignation, addressed to the IAC Co-Chairs.

If a member leaves the IAC, the company or association the member represents can appoint another representative for the remainder of the IAC term.

13. BUDGET AND RESOURCES

Funding for general meetings, secretariat, and support expenses is provided by Metro Vancouver. Any additional funding for special projects or studies is subject to Metro Vancouver approval.

14. MEDIA PROTOCOL

Individual IAC members will not speak on behalf of the IAC unless it has been approved by the Co-Chairs in advance.

15. REVIEW OF THE IAC TERMS OF REFERENCE

The IAC will review these Terms of Reference at least every 18 months to determine if any amendments or modifications to the process are required. Amendments will be provided to the Zero Waste Committee for information.

