

# **Solid Waste Management Plan Independent Consultation and Engagement Panel**

## **Terms of Reference**

**September 18, 2020**

(Updated October 6, 2022)

### **PURPOSE**

The Solid Waste Management Plan Independent Consultation and Engagement Panel (Consultation and Engagement Panel) was established by the Greater Vancouver Sewerage and Drainage District Board to act as an independent, third party engagement group. The Consultation and Engagement Panel will provide advice and recommendations to staff and the Board on issues related to engagement on the development of an updated solid waste management plan.

### **SCOPE OF WORK**

At its November 15, 2019 Board meeting, the GVS&DD Board adopted the following resolution:

- a) authorize initiating an update of the regional solid waste management plan; and*
- b) direct staff to notify the public and First Nations of its intention to review the plan and bring an engagement plan to the Board in early 2020 in advance of initiating consultation on the plan update.*

The Consultation and Engagement Panel will review and advise on the development of the engagement plan and subsequently on the implementation of the engagement plan. The Consultation and Engagement Panel will advise staff and report out to the Board on engagement during all phases of the solid waste management plan development to ensure consultation is robust and adequate, and feedback is solicited from a variety of interested parties and stakeholders.

### **MEMBERSHIP**

Membership on the Consultation and Engagement Panel will consist of three to five external representatives, with support from Metro Vancouver staff. The Consultation and Engagement Panel members will have extensive experience in engagement and represent a diverse range of regional perspectives.

The Board Chair, in consultation with the Zero Waste Committee Chair, will select individuals to the Consultation and Engagement Panel based on their skill set and experience in engagement on large public planning processes.

The Zero Waste Committee Chair will act as a liaison to the Consultation and Engagement Panel and will attend meetings. Others may be permitted to attend Consultation and Engagement Panel meetings in an observer or advisory role, if expressly invited or authorized to attend by the Consultation and Engagement Panel.

The Board Chair will designate a Consultation and Engagement Panel Chair. The Consultation and Engagement Panel Chair is the chief spokesperson on matters of public interest within the

Consultation and Engagement Panel'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, a senior staff member is the appropriate chief spokesperson.

## **MEETINGS**

The Consultation and Engagement Panel will be engaged for the duration of the solid waste management plan update process, which is expected to take approximately three years. The Consultation and Engagement Panel will meet throughout the term, as required, by invitation of the Solid Waste Services General Manager. The Consultation and Engagement Panel will advise staff on a regular basis and report to the Board on its findings including any recommendations on proposed changes to the engagement plan or its implementation. Consultation and Engagement Panel members may also attend and observe engagement events. Consultation and Engagement Panel members will submit reports for each step of the engagement process, reflecting on the adequacy of the engagement.

Metro Vancouver staff will provide research, writing and administrative support to the Consultation and Engagement Panel.

Consultation and Engagement Panel meetings will be held virtually or at Metro Vancouver offices located at 4730 Kingsway in Burnaby, British Columbia. If unable to attend a meeting in person, a member may participate via videoconference, teleconference or other electronic means.

Records and information associated with the Consultation and Engagement Panel's efforts are considered confidential, and members will hold them in confidence, until such time that the records and information is released.

## **MANAGEMENT AND SUPPORT**

Metro Vancouver's General Manager of Solid Waste Services serves as manager for the Consultation and Engagement Panel. In that capacity, the manager is responsible for coordinating agendas and is the principal point of contact for members.

Staff from Metro Vancouver's Solid Waste Services Department will provide minute-taking and record-keeping services, as well as providing procedural advice at the meetings, as required.

## **COMPENSATION AND EXPENSES**

Independent Consultation and Engagement Panel members will be compensated on a per-meeting basis and for reasonable travel expenses. The Consultation and Engagement Panel Chair will also receive a monthly payment, equivalent to the remuneration received by a Consultation and Engagement Panel member for one meeting, for additional meetings with staff and routine business of the Consultation and Engagement Panel.

Funding for the Consultation and Engagement Panel is provided under Metro Vancouver's Solid Waste Services function to cover compensation, meeting expenses and travel costs or incidentals, consistent with Metro Vancouver's Travel and Business Expenses Policy.