Solid Waste Management Plan

Public/Technical Advisory Committee

Terms of Reference

Updated January 17, 2025

1. PURPOSE

For the duration of the solid waste management plan update, Metro Vancouver will engage with governments (including First Nations), government and regulatory agencies, waste and recycling industry representatives, waste producers, businesses, communities of interest, and Metro Vancouver residents to review and update the current *Integrated Solid Waste and Resource Management Plan* (2011). The updated solid waste management plan will build on the strengths of the current plan and identify opportunities for accelerated waste reduction and recycling, while reducing greenhouse gases and promoting a circular economy.

The purpose of the solid waste management plan public/technical advisory committee (committee) is to provide a forum for contribution from individuals from a range of backgrounds to inform the review and update of the solid waste management plan. The purpose of these terms of reference is to describe role of the committee.

2. TIMEFRAME

The committee will exist for the duration of the solid waste management plan update process.

3. SCOPE OF WORK

The committee will receive and review information, and advise on topics related to the development of the solid waste management plan. Committee members will be invited to pose questions, engage in discussion, and provide comments for consideration as the plan is developed. Potential topics for engagement with the committee include the circular economy, waste reduction and recycling, greenhouse gas emissions reduction, residuals management, asset and risk management, innovation, resilience, affordability, and collaboration and engagement.

A separate First Nations engagement strategy will help ensure a collaborative government-to-government engagement approach with First Nations whose territories include all or part of the Metro Vancouver region as well as a community engagement approach with urban Indigenous organizations, off-reserve and non-status First Nations, Métis, and Inuit.

4. MEMBERSHIP

The committee will be composed of members representing a diversity of sectors and interests, who bring a variety of personal qualities, perspectives, and experiences to solid waste and recycling issues.

The following is a list of sectors/interests that could be represented by committee members:

- Adjacent regional district elected official
- Agriculture
- Circular economy

- Construction and demolition
- Extended producer responsibility programs
- Food service
- Government agencies and health authorities
- Healthcare
- Housing
- Large waste generators (e.g. academic institutions, school boards, transportation hubs, entertainment sector)
- Multi-family residences (e.g. residents, landlords, property management associations)
- Non-governmental/non-profit organizations and environmental stewardship groups
- Organics processing
- Public members-at-large (e.g. youth, seniors, and multicultural, accessibility, and resident/community associations)
- Recycling industry
- Reduction/repair/refill industry
- Retail/grocery
- Small- and medium-sized businesses, and business improvement associations, chambers of commerce, boards of trade
- Tourism and hospitality
- Underrepresented or equity-denied groups
- Urban Indigenous people
- Waste industry
- Workers/unions
- Youth

The following is a list of possible desired personal qualities, perspectives and experience of committee members:

- Demonstrates community/committee involvement and the ability to work collaboratively with others (e.g. openness to different/opposing views)
- Demonstrates personal commitment to zero waste, circular economy goals, sustainability, and climate action
- Demonstrates the ability to advance innovation
- Experienced with waste, waste reduction and recycling (i.e. lived experience, technical expertise, or both)
- Belongs to a community that is typically underrepresented (e.g. women, LGBTQ2S+, Indigenous persons, immigrants, visible minority, persons with disabilities, youth, etc.)
- Represents the interests/perspectives of a group of people/sector

To encourage diversity, equity[1], and inclusion on the Solid Waste Management Plan Public/Technical Advisory Committee, financial support is available to enable member participation, including funding for attending meetings, transportation allowance, child care, access to technology, and more.

[1] Equity is the fair distribution of opportunity, privilege and resources to meet the needs of all people, regardless of age, ability, gender, income, education level, culture, geographic location or background. Equity recognizes that services and resources can also be distributed based on need. Adopting an equity-centered approach ensures that equity-denied groups are not disproportionately impacted by Metro Vancouver operations and that initiatives within Metro Vancouver's mandate have the opportunity to contribute to the advancement of equity in the region.

The elected Co-Chair of the Solid Waste and Recycling Industry Advisory Committee will automatically be a member of the Public/Technical Advisory Committee.

5. SELECTION PROCESS

Membership will last the duration of the solid waste management plan update process. Committee members should be prepared to participate through the full term.

Committee members with the exception of the chair and vice-chair will be filled through a call for applications. Potential committee members who belong to typically underrepresented or equity-denied communities will be identified through recruitment, with support mechanisms put in place to lower barriers to participation. Metro Vancouver may recruit new committee members during the solid waste management update process as required.

Calls for applications will be promoted publically, and shared with our member jurisdictions and partners. Potential committee members will be asked to specify their sector/interest during the call for applications and an individual could identify more than one sector/interest. Not all sectors/interests will necessarily be represented on the committee, and more than one individual could be selected to represent a sector/interest. Following receipt of applications, the applicants will be evaluated based on the personal characteristics outlined in the above section on membership. Member jurisdiction staff are engaged through other channels, and therefore are not considered for membership on the Public/Technical Advisory Committee. Recommendations for members will be reviewed by the Independent Consultation and Engagement Panel in advance of the recommendations being considered by the Zero Waste Committee and Board in closed meetings, before being released to the public.

6. CHAIRS

The committee chair and vice-chair will be members of the Zero Waste Committee, recommended by the Board Chair and selected by the Board in a closed meeting. The committee vice-chair may fulfil the role of the chair in the event that the chair is unavailable.

7. ADVISORY ROLE OF COMMITTEE

The role of the committee is advisory to Metro Vancouver. No votes will be held to determine the group's position on issues or recommendations to Metro Vancouver. Where consensus exists, it will be noted; minority opinions will be considered to have merit and will be noted.

8. MEETINGS

a. Meetings will be held approximately 4–6 times per year for the duration of the solid waste management plan update process.
b. The meeting dates and times will be determined by the chair and vice-chair in consultation with committee members, and will be scheduled at intervals relevant for the solid waste management plan development.
c. Meeting times may be held during normal business hours.
d. The chair and vice-chair will work with Metro Vancouver staff to draft meeting agendas and coordinate meeting materials, which will be circulated to the committee in advance of meetings.
e. The meetings will be structured to encourage dialogue and collaboration on relevant issues within the constraints of the planned agendas.
f. Meeting notes and action trackers will be kept for each meeting. Meeting notes 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.

g. Meetings will be held virtually or in person at Metro Vancouver offices located at 4515 Central Boulevard in Burnaby, British Columbia or an alternative location.
h. Virtual meetings will be livestreamed on the committee website and the recording will be posted on the website after each meeting. In-person meetings will not be recorded or livestreamed and will not have an online participation option.
i. If a minimum of 5 members are not in attendance at a meeting, the committee chair and vice-chair may choose to defer or cancel the meeting.
j. Meetings will be open to any individual who wishes to observe the discussions either in person or through the livestream link, although only committee members will be provided standing to participate in the discussion. Non-members may request an opportunity to present to the committee through two weeks' advance written submission for consideration by the chair and vice-chair.
k. The committee may invite groups and subject matter experts to present and provide advice and feedback on specific agenda items, at the discretion of the chair and vice-chair.
l. Metro Vancouver staff are not members of the committee, but will attend meetings to provide information on various topics, respond to questions, take meeting notes, etc.
m. All committee agendas will be published and publicly available in advance of meetings, and meeting notes posted thereafter on Metro Vancouver's website.
n. Metro Vancouver will coordinate the venue and meeting logistics, invitations, notetaker, refreshments, and other requests received for the committee.
o. Committee members may be reimbursed by Metro Vancouver for reasonable, out-of-pocket expenses associated with participating in meetings.

9. WORK PLAN

An annual work plan for the committee will be developed by Metro Vancouver staff based on deliverables in the solid waste management plan development. The work plan will be reviewed annually by the committee, and will guide development of meeting agendas.

10. CODE OF CONDUCT

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

a. *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.
b. *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.
c. *Treatment of other Members*: Members have a duty to treat other members with respect during committee meetings. Specifically, members have a duty to avoid:
    - disrupting meetings by making continual interruptions or whispered asides
    - making offensive or abusive remarks directed at other members
    - impugning the motives of other members or supporting staff
    - ignoring the legitimate direction of the chair or vice-chair

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 committee chair and vice-chair. A member whose behavior repeatedly does not meet the code of conduct requirements may be asked to resign or be removed from the committee by the chair or vice-chair.

11. MEMBERSHIP ATTENDANCE AND RESIGNATION

Members are expected to make best efforts to attend all committee meetings. Members who miss half or more of the meetings in a calendar year, without reasonable explanation, may be removed from the committee. Members should inform Metro Vancouver staff if there is a specific reason for the missed meetings. Members who feel they have been unfairly removed from the committee will have an opportunity to appeal to the chair.

Members wishing to resign from committee membership should provide written notice of their intent to resign, including the effective date of their resignation, addressed to the committee chair and vice-chair.

Following a member's resignation, the organization represented by that member can recommend a replacement from the same organization. A formal call for applications would not be required. The recommended replacement would be considered by the Zero Waste Committee and would require approval by the Board.

Members who relocate to outside of the Metro Vancouver Regional District during their membership on the committee must notify Metro Vancouver staff of their relocation and their intent to continue on the committee or to resign. It is expected that members have interests in or connections to the Metro Vancouver region.

12. BUDGET AND RESOURCES

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

13. MEDIA PROTOCOL

Media requests will be directed to Metro Vancouver's media relations team. Individual members will not speak on behalf of the committee, unless it has been discussed and approved by the committee chair and vice-chair in advance.

The committee chair and vice-chair will be the chief spokespeople on behalf of the committee. For high profile issues, the role of spokesperson rests with the Board chair, vice-chair or the chair of the Zero Waste Committee. 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.

14. DECLARING CONFLICT OF INTEREST

Committee members must declare any conflicts of interest, real or perceived, at the outset of the process or as soon as it becomes known to the member.