



**METRO VANCOUVER REGIONAL DISTRICT
SOLID WASTE AND RECYCLING INDUSTRY ADVISORY COMMITTEE**

**Tuesday, January 10, 2023
2:00 p.m. – 4:00 p.m.
Zoom Teleconference**

A G E N D A

1. AGENDA

1.1 January 10, 2023 Meeting Agenda

2. MINUTES

2.1 November 1, 2022 Meeting Minutes

3. Draft 2023 IAC Work Plan: Voting Item

4. REPORTS

4.1 Zero Waste Committee Membership List

Verbal Update

Designated Speaker: Paul Henderson, General Manager, Solid Waste Services

4.2 Draft Updated Terms of Reference (draft to be voted on at February meeting)

Presentation

Designated Speaker: Paul Henderson, General Manager, Solid Waste Services

5. NEXT STEPS

5.1 2023 IAC Membership Call for Submissions – February 2023

Verbal Update

Designated Speaker: Director Craig Hodge, Industry Advisory Committee Co-Chair

6. OTHER BUSINESS

6.1 2023 IAC Action Tracker and Summarize Meeting Action Items – New Standing Item

Verbal Update

Designated Speaker: Brooke Atkinson, Engagement Specialist, Solid Waste Services

6.2 IAC 2022 Membership Biographies

Verbal Update

Designated Speaker: Brooke Atkinson, Engagement Specialist, Solid Waste Services

7. INFORMATION ITEMS

7.1 2023 IAC Meeting Schedule

7.2 Regional Waste Flows

Committee Co-Chairs:

Director Craig Hodge, Zero Waste
Committee Vice Chair
Polak, Mary - Waste Connections of
Canada

Membership:

Abrams, Izzie - Waste Connections of Canada	Gill, Robby - Cloverdale Fuel Ltd.	Moucachen, Maya - Merlin Plastics
Boora, Binder - BC Earth Exchange & Saskay Earth Exchange Ltd.	Hankins, Grant - Waste Management Association of BC	Peers, Nicole - Queensborough Landing Recycling Depot
Bryan, Lori - Waste Management Association of BC	Johnson, Gord - Empower Environmental/ Northstar	Plotnikoff, Terryl - Canadian Mattress Recycling Inc.
Carrusca, Ken - Cement Association of Canada	Kaminski, Jamie - HSR Zero Waste	Prasad, Shad - Cascade Recovery + Segal, Liliana - Green Chair Recycling
Cheung, Mannie - Product Care Association of BC	Kawakami, Sean - Convertus Group	Shore, Cynthia - Republic Services
Collins, James - Tymac Launch Service Ltd.	Kiani, Aiden - Lock-Block Ltd.	Stefenelli, Nicole - Urban Impact Recycling Inc.
Crawford, Jeremy – Waste Control Services	Lotzkar, Jacqueline - Pacific Metals Recycling Inc.	Wollen, Sebastian van - Blue Planet Recycling
Dietrich, Christian – Ecowaste Industries	Mallari, Achilles - Sierra Waste Services Ltd.	Zarbl, Michael - Major Appliances Recycling Roundtable
	McAra, Matthew – GFL	
	McRae, Ralph – Revolution	
	Millman, David - Waste Management of Canada	

Metro Vancouver and City of Vancouver Staff:

Allan, Chris – Metro Vancouver	Doorn, Nanette van – Metro Vancouver	Mizan, Zeenia – Metro Vancouver
Atkinson, Brooke - Metro Vancouver	Evanetz, Sarah – Metro Vancouver	Underwood, Chris – Metro Vancouver
Belanger, Lynn – City of Vancouver	Henderson, Paul – Metro Vancouver	Vidler, Lynne – Metro Vancouver
	McDermott, John – City of Vancouver	

**METRO VANCOUVER REGIONAL DISTRICT
SOLID WASTE AND RECYCLING INDUSTRY ADVISORY COMMITTEE
MEETING #6**

Minutes of the Regular Meeting of the Solid Waste and Recycling Industry Advisory Committee Meeting #6 held at 1:00 p.m. on Tuesday, November 1, 2022, via Zoom Video Conference.

MEMBERS PRESENT:

Craig Hodge, Director, Metro Vancouver
Board of Directors (Co-Chair)

Mary Polak, Waste Connections of Canada
(Co-Chair)

Izzie Abrams, Waste Connections of Canada
Lori Bryan, Waste Management Assoc. of BC
Ken Carrusca, Cement Association of Canada
Mannie Cheung, Product Care Assoc. of BC
James Collins, Tymac Launch Service Ltd.
Jeremy Crawford, Waste Control Services
Grant Hankins,

Waste Management Association of BC
Christian Dietrich, Ecowaste Industries
Gord Johnson,

Empower Environmental/Northstar
Jamie Kaminski, HSR Zero Waste
Sean Kawakami, Convertus Group
Aiden Kiani, Lock-Block Ltd.

Matthew McAra, GFL

Jacqueline Lotzkar,

Pacific Metals Recycling Inc.

Achilles Mallari, Sierra Waste Services Ltd.

Ralph McRae, Revolution

David Millman,

Waste Management Association of Canada

Maya Mouchachen, Merlin Plastics

Nicole Peers,

Queensborough Landing Recycling Depot

Shad Prasad, Cascade Recovery+

Liliana Segal, Green Chair Recycling

Cynthia Shore, Republic Services

Nicole Stefenelli, Urban Impact Recycling

Sebastian van Wollen, Blue Planet Recycling

Michael Zarbl,

Major Appliances Recycling Roundtable

MEMBERS ABSENT

Binder Boora, BC Earth Exchange

Robbie Gill, Cloverdale Fuel Ltd.

Terryl Plotnikoff, Canadian Mattress
Recycling Inc.

METRO VANCOUVER STAFF:

Brooke Atkinson, Communications and Education Coordinator Strategy and Stakeholder Relations, Solid Waste Services

Sarah Evanetz, Division Manager, Strategy and Stakeholder Relations, Solid Waste Services

Terry Fulton, Senior Project Engineer, Zero Waste Implementation, Solid Waste Services

Paul Henderson, General Manager, Solid Waste Services

Zeenia Mizan, Communications Officer, Strategy and Stakeholder Relations, Solid Waste Services

Nanette van Doorn, Strategy and Stakeholder Relations

Chris Allan, Director, Solid Waste Operations, Solid Waste Services

Chris Underwood, Division Manager, Solid Waste Planning, Solid Waste Services

Allen Jensen, Senior Project Engineer, Zero Waste Implementation, Solid Waste Services

Lynne Vidler, Lead Senior Engineer, Solid Waste Operations and Planning, Solid Waste Services

CITY OF VANCOUVER STAFF:

Jon McDermott, Manager, Solid Waste Strategic Services Branch

Mike Budzik, Senior Engineer, Environmental Programs Transfer & Landfill Operations, City of Vancouver

GUESTS:

Klaryssa Lawrie, Associate, Dillon Consulting

PREPARATION OF MINUTES: Kelsey Guenette, Raincoast Ventures Ltd.

AGENDA:**Solid Waste and Recycling Industry Advisory Committee Meeting**

November 1, 2022

1:00 PM – 3:00 PM

Zoom

Agenda

1. Agenda
 - 1.1. November 1, 2022 Meeting Agenda
2. Minutes
 - 2.1. September 7, 2022 Meeting Minutes
3. 2023 Industry Advisory Committee Meeting Format
4. Reports
 - 4.1. September 7, 2022 Workshop Summary and Follow-Up
 - 4.2. Disposal Ban Program Review
 - 4.3. Waste Reduction and Recycling Data – Follow-Up
 - 4.4. Solid Waste and Recycling Industry Advisory Committee – 2023 Draft Work Plan

4.5. Zero Waste Committee Updates

4.5.1. 2023-2027 Financial Plan – Solid Waste Services

4.5.2. GVS&DD Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 361,
October 6, 2022

4.6. Metro Vancouver Updates

4.6.1. Regional Waste Flows

5. Next Steps

5.1. 2022 IAC Member Biographies

6. Other Business

6.1. Next meeting is on January 10, 2023

References:

- 1) IAC 2022 Committee Members List: <http://www.metrovancouver.org/services/solid-waste/SolidWastePublications/SolidWasteRecycling-IAC-2022MembershipList.pdf>
- 2) IAC Terms of Reference: <http://www.metrovancouver.org/services/solid-waste/SolidWastePublications/ToR-IAC.pdf>

MEETING MINUTES

Mary Polak, Co-Chair, called the meeting to order at 1:02 p.m. and welcomed attendees to the Solid Waste Industry and Recycling Advisory Committee (IAC) meeting.

1. AGENDA

1.1 November 1, 2022 Meeting Agenda

Co-Chair Polak called for additions or changes to the agenda. No additions or changes were identified.

2. MINUTES

2.1 September 7, 2022 Meeting Minutes

Co-Chair Polak called for errors or omissions in the minutes of the September 7, 2022 IAC meeting. No errors or omissions were identified by IAC members.

3. 2023 INDUSTRY ADVISORY COMMITTEE MEETING FORMAT

Mary Polak, Co-Chair, noted that responses to a survey circulated to the IAC by Metro Vancouver staff indicated a preference to hold workshops in-person with no hybrid option. Two workshops tentatively scheduled for 2023 would be in-person while regular meetings would continue to be held on Zoom.

Additionally, it was noted that a relatively small number of responses to the survey were received, and IAC members were requested to provide their feedback to the surveys to ensure a general consensus is heard.

4. REPORTS

4.1 September 7, 2022 Workshop Summary and Follow-Up

Paul Henderson, General Manager, Solid Waste Services, reviewed a summary from the September 7, 2022 Workshop, and highlighted feedback received on the disposal ban program, recycling data, circular economy, and residuals management. Next steps include an update of data presentation in the annual report, consultant review of disposal ban program, and determining potential surcharges at different organics disposal ban thresholds.

During discussion, the following questions/comments and *responses* were noted:

- An IAC member noted that they did not expect removal of concrete recycling from recycling statistics to become part of the summary of the workshop as that perspective was only expressed by one individual, and concrete is a critical construction material.
 - *Staff noted that Metro Vancouver's intent is to continue to report concrete recycling as part of the data, and that work would focus on increasing transparency of the data and highlighting opportunities for recycling of other materials such as wood.*

4.2 Disposal Ban Program Review

Klaryssa Lawrie, Associate, Dillon Consulting, gave a presentation on the Disposal Ban Program review, noting that the purpose of the review is to focus on efficiencies of the inspection program and application of surcharges. The project scope includes review of the inspection process and visual audit process and will include interviews with inspectors and observations at nine facilities to develop an understanding of the amount of banned materials within surcharged loads.

Additionally, the General Manager of Solid Waste Services invited interested IAC members to contact Metro Vancouver to be interviewed as part of the review. Metro Vancouver's facility operating contractors will also be interviewed as part of the processes.

During discussion, the following questions/comments and *responses* were noted:

- Will a surcharged load be audited to determine the actual percentage of banned material in the load?
 - *Yes, we are trying to connect visual inspections to actual waste composition.*
- What will be the process for a surcharged load tagged as contaminated? How will it be pulled out and separated at the Waste-to-Energy Facility?
 - *The goal of the review is to be representative; it would be very challenging to do composition analysis of material once it is in the Waste-to-Energy Facility pit, but the approach should apply across the system. Inspection processes at the Waste-to-Energy Facility will be reviewed as part of the consultant's work.*
- This review could be taken a step further to work with commercial haulers to target the customers directly, rather than fining the haulers.
 - *That task is outside of the scope of this review, but staff will review options to engage generators.*
- Will the packaging of the waste be taken into consideration? Soft plastics, paper bags, etc. are recyclable, sometimes haulers have been surcharged in the past for having garbage packaged in paper bags.
 - *Given the visual inspection process, if there are many paper bags in a load, the inspector may determine the amount to be over 5%, even if the bags are full of non-recyclable material. This study should help to determine if this is a gap in the current processes.*
 - *The types of waste that the question is referring to are very specific and Metro Vancouver would be happy to include you in the consultant interview to understand how that waste type is best considered in the disposal ban program.*

4.3 Waste Reduction and Recycling Data – Follow-Up

Terry Fulton, Senior Project Engineer, Planning and Zero Waste Implementation, Solid Waste Services, gave a presentation on waste reduction and recycling data, highlighting the process for development of content for the Recycling and Solid Waste Management Annual Report. Proposed updates based on IAC feedback include clear delineation of data in terms of tonnage, and providing two recycling rates for the construction and demolition sector: one for all construction and demolition material and one for materials other than concrete and asphalt. This approach will help

highlight opportunities for increasing recycling of other construction and demolition materials such as wood.

During discussion, the following questions/comments and *responses* were noted:

- Is Landfill cover counted as recycling?
 - *Landfill cover materials are not counted as recycling. On a follow-up question: The exception would be compost used as part of final cover. The compost would have been counted as recycling at the composting facility producing it.*
- Does that include materials burned for fuels?
 - *Materials used as alternative fuel offsetting fossil fuels count as recycling. On a follow-up question staff indicated that their understanding was this would include plastic from either multi-material recycling sources or construction and demolition sources, but would confirm. Subsequent analysis concluded that plastics used as fuel are included in recycling data.*
- A member noted that he believes that construction and demolition material recycling statistics are overstated, and that Metro Vancouver's approach to what information is included is not accurate or fulsome. For instance, the member's position is that alternative fuel should not be counted as recycling because that is inconsistent with the waste management hierarchy.
- How accurate is the data currently collected?
 - *Currently under Bylaw 181, the processors of concrete and asphalt are not required to be licensed or to report to Metro Vancouver; therefore, we have to request that they voluntarily provide data. Licensed facilities are required to report out on data, which is passed to Metro Vancouver. As part of this process, we will specifically include all assumptions in the report to explain our sources of data and what is counted and what is not to continue to enhance transparency.*
- What is the reliability of data (i.e., 100%, 90%)?
 - *Because of the many data sources including unlicensed facilities, it is difficult to be specific, but the data improves every year.*
- A member suggested that including concrete and asphalt in the data artificially inflates recycling data, and that the recycling data presented included residuals from recycling facilities inflating the calculations
 - *Metro Vancouver has among the most comprehensive recycling report of any jurisdiction in North America; An important aspect is that all data is available for anyone to perform their own calculations. For recycling facilities within Metro Vancouver, residuals are not included in recycling statistics.*

4.4 Solid Waste and Recycling Industry Advisory Committee – 2023 Draft Work Plan

Co-Chair Polak reviewed the 2023 IAC Draft Work Plan and advised that an email would be circulated to IAC members to gather feedback on the Work Plan prior to November 30, 2022. The Work Plan would be presented to the IAC for approval at the January 2023 meeting.

Action: It was requested that the topic of contextualizing data and reviewing other jurisdictions' reporting recycling statistics and methodologies be added to the 2023 Draft IAC Work Plan.

4.5 Zero Waste Committee Updates

4.5.1 2023-2027 Financial Plan – Solid Waste Services

The 2023-2027 Financial Plan – Solid Waste Services and the GVS&DD Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 361 were provided as information items to the IAC. The General Manager of Solid Waste Services noted that both reports were on a recent agenda of the Zero Waste Committee. Additionally, IAC members were advised that a \$6 increase per tonne across all tipping fees would be effective January 1, 2023; previous projections had predicted a \$7 increase.

During discussion, the following questions/comments and *responses* were noted:

- What is the thought process behind decreasing flows? The report notes that flows are budgeted to decrease in 2023 to 915,000 tonnes.
 - *The expenditure and revenue budget is built based on expected waste flows and we try to be conservative because the system needs to be cost neutral over the course of the year. We have seen increases in waste quantities this year compared to the last two years and there is high volatility with respect to the economy and its impacts on the amount of waste generated. Our approach is to project waste quantities conservatively so that a balanced budget can be achieved independent of short-term economic changes.*
- Is there a blackline comparison version of the tipping fee bylaw amendment?
 - *The blackline comparison is included in the report.*

4.5.2 GVS&DD Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 361, October 6, 2022

This item was discussed together with Item 4.5.1.

4.6 Metro Vancouver Updates

4.6.1 Regional Waste Flows

Charts on regional waste flows that offer comparisons between 2021 and 2022 for Metro Vancouver and City of Vancouver systems were included in the agenda for information.

5. NEXT STEPS

5.1 2022 IAC Member Biographies

Brooke Atkinson, Communications and Education Coordinator, requested IAC members who had not yet submitted biographies to email a 100–150-word biography including a high-resolution headshot.

6. OTHER BUSINESS

Co-Chair Polak reviewed the proposed 2023 meeting schedule and advised that the next meeting was proposed to occur on January 10, 2023.

7. ADJOURNMENT

The Solid Waste and Recycling Industry Advisory Committee meeting adjourned at 2:22 p.m.

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Solid Waste and Recycling Industry Advisory Committee 2023 Draft Work Plan

Report Date: January 10, 2023

Priorities	
1st Quarter	Status
2021 Solid Waste and Recycling Annual Report	Pending
Disposal Ban Program Review report out	Pending
Circular Economy/ 3Rs Study	Pending
<u>Jurisdictional Scan of Recycling Statistics and Methodologies</u>	<u>Pending</u>
Regional Solid Waste System Assessment Study	Pending
Call for Submissions for 2023 IAC Membership	Pending
2nd Quarter	Status
Workshop 1: Solid Waste Management Plan Update Phase 1: Vision and Guiding Principles	Pending
Zero Waste Committee/Public and Technical Advisory Committee Co-Chair Report out on Industry Advisory Committee Activities	Pending
IAC Co-Chair Election	Pending
202 2 ₁ Waste Composition Program Results	Pending
3rd Quarter	Status
Workshop 2: Topics to be determined	Pending
Roles of public and private sector in providing essential solid waste management services and advancing zero waste and the circular economy – potential workshop topic	Pending
Solid Waste Residual Management Options Study Update	Pending
2022 Disposal Ban Program Update	Pending
4th Quarter	Status
Solid Waste Services Financial Plan/2024 Proposed Garbage Tipping Fees	Pending
Solid Waste Management Plan Update – Guiding Principles Report Back	Pending



2023 Zero Waste Committee Membership List:

Kirby-Yung, Sarah (C) – Vancouver
Hodge, Craig (VC) – Coquitlam
Calendino, Pietro – Burnaby
Darling, Steve – Port Coquitlam
Ferguson, Steve – Langley Township
Fry, Pete – Vancouver
Knight, Megan – White Rock
Muri, Lisa – North Vancouver District
Wallace, Rosemary – Langley City
Weverink, Paul – Anmore

IAC Draft Updated Terms of Reference

Paul Henderson

General Manager, Solid Waste Services

January 10, 2023

PROPOSED UPDATES TO INDUSTRY ADVISORY COMMITTEE TERMS OF REFERENCE

- Propose updates to the Terms of Reference for Committee consideration:
 - Address issues experienced over the first year of the IAC
 - Minor corrections to text
- Draft discussed today with any changes to Terms of Reference voted on at the February meeting
- Blackline version of the draft Terms of Reference included as attachment in the agenda package

ALTERNATES/CONFLICT OF INTEREST STATEMENTS

- Alternates to be allowed to participate in meetings subject to member providing written notice in advance of the meeting
- Alternates required to provide conflict of interest statements if attending three or more meetings in a year
- Conflict of interest statements for all members posted on internet

MEETINGS

- If agreed on by both Co-Chairs, IAC meetings can be canceled or added as appropriate
- IAC meetings in 2023 will be held online for members, except the two workshops to be held in-person



Thank You!

metrovancouver

Solid Waste and Recycling Industry Advisory Committee

Terms of Reference

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 management planning, operational and policy advice related to solid waste and recycling within 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 on Metro Vancouver's solid waste management plan update process 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 on 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 will become members of the IAC for a term of one year.



¹The 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 approval of the solid waste management plan.² It is anticipated that this may represent a time commitment of 6 hours+ per month.

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 ~~not~~ 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 *(Section added following a vote at the April 5, 2022 meeting)*

Members are to file with the IAC Co-Chairs a written statement detailing all existing or potential conflicts of interest that the member and the organization they represent may have in regards to their relationship with Metro Vancouver. Members are asked to update that statement in a timely fashion to reflect any change of circumstances or if the IAC's deliberations expose conflicts of interest that may not have been initially apparent.

The IAC Co-Chairs will compile a record of all reported conflicts and deliver them to all IAC members and such record will be neither confidential nor privileged. Any member or principal who does not have a conflict of interest must file a NIL statement to that effect. Members who fail to file the requisite statement and updates will be excluded from the IAC and its deliberations until such time as he or she fully complies.

IAC member conflict of interest statements will be posted online on the IAC website and publically available.

Alternate representatives are not required to provide a conflict of interest statement to the Co-Chairs unless the alternate representative is attending three or more IAC meetings within the year.

The Co-Chairs have the power to remove any IAC member whose actual or potential conflicts of interest are inconsistent with a fair and objective deliberation of the issues that may come before the IAC.

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 selected 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. The initial nominations for the Co-Chair will be held at the inaugural IAC meeting, with a vote to be held at the following IAC meeting. Subsequent Co-Chair selections will take place on the one-year anniversary of the member Co-Chair's appointment.

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

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 ~~workplan~~work plan; and
4. during the appeal of member's dismissal, as described in section 10 of this Terms of Reference.

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

7. WORK PLAN

A work plan for the IAC will be developed by Metro Vancouver staff based on an annual call for ~~workplan~~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 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 ~~workplan~~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.

8. MEETINGS

- Meetings will be held monthly, except in July, August, and December, where no meetings will be held. 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. ~~The IAC may determine to hold additional~~On agreement of both Co-Chairs, meetings may be added or ~~cancel meetings~~cancelled as appropriate.
- Metro Vancouver will provide a venue, a third party note taker and refreshments for meetings, or as determined otherwise by the IAC. ~~Where possible, virtual participation through video or teleconference will be provided as an option.~~ Through ~~2022~~2023, all meetings ~~may~~will be held virtually ~~depending on health protocols communicated by~~for IAC members, with the Provincial Health Officer exception of two workshops to be held 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.

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

- 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 video or teleconference, although only IAC members will be provided standing to participate in the discussion. Non-member stakeholders may request an opportunity to present to the IAC, through 2 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 meetings minutes posted for information on Metro Vancouver's website.

9. 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 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.

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.

10. 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 9: Code of Conduct, and Section 13: 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 re-instatement 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.

11. 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.

12. 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.

13. MEDIA PROTOCOL

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

14. REVIEW OF THE IAC TERMS OF REFERENCE *(Section revised following the June 7, 2022 meeting)*

The IAC will review this Terms of Reference at least every 18 months, for consideration on whether any amendments or modifications to the process are required. Amendments will be provided to the Zero Waste Committee for information.

2023 SOLID WASTE AND RECYCLING INDUSTRY ADVISORY COMMITTEE ACTION TRACKER

To be updated after every Solid Waste and Recycling Industry Advisory Committee (IAC) meeting to keep track of the actions or tasks that Metro Vancouver staff are responsible for.

Meeting Date	Requested Action/Item	Assigned Staff	Target / Completion Date	Status
November 1, 2022	<ul style="list-style-type: none"> Metro Vancouver to start a jurisdictional scan of recycling statistics and methodologies 	Terry Fulton/ Jessica Yamamoto	Feb 2023	In progress
	<ul style="list-style-type: none"> Report back on whether plastics used as engineered fuel are included in recycling data 	Terry Fulton	Jan 2023	Complete

Solid Waste and Recycling Industry Advisory Committee 2023 Meeting Schedule

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

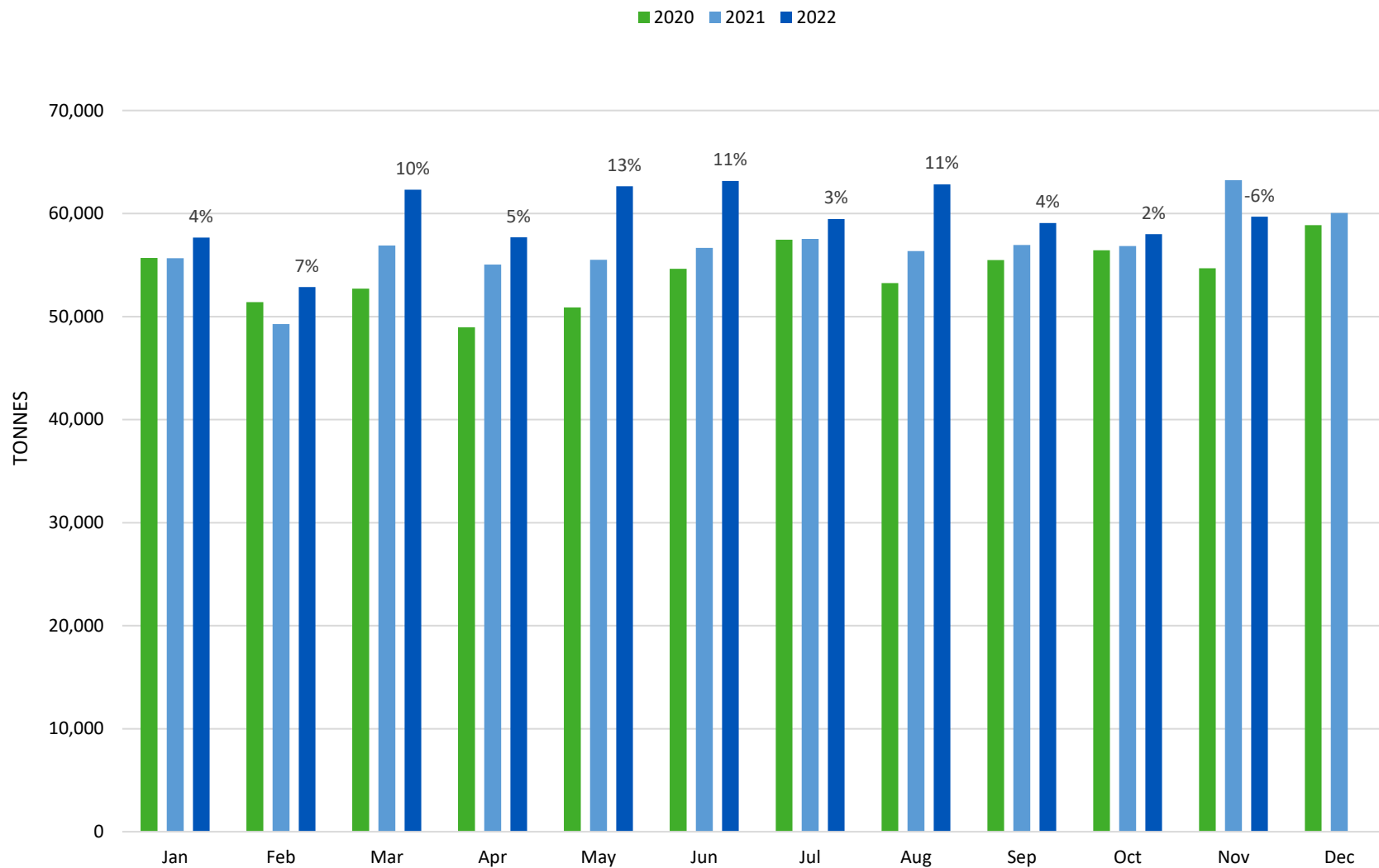
June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- Meeting Dates - Zoom
- Workshop Dates - In Person

Metro Vancouver Waste Quantities* Monthly Inbound Garbage Tonnage

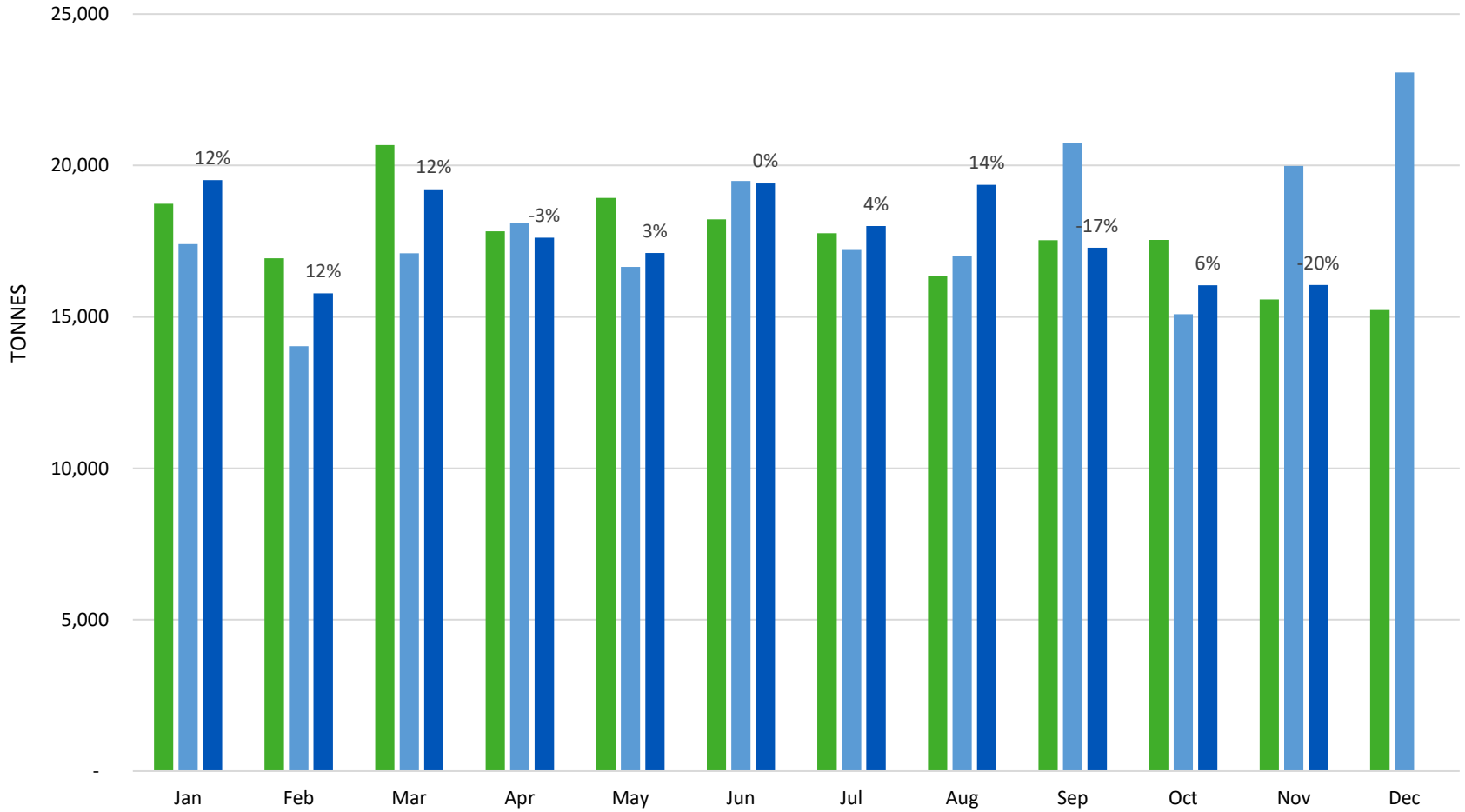


*Metro Vancouver's Five Recycling and Waste Centres & the Waste-to-Energy Facility

*data reconciled to October 2022

City of Vancouver Waste Quantities* Monthly Inbound Garbage Tonnage (Demo garbage not included)

■ 2020 ■ 2021 ■ 2022

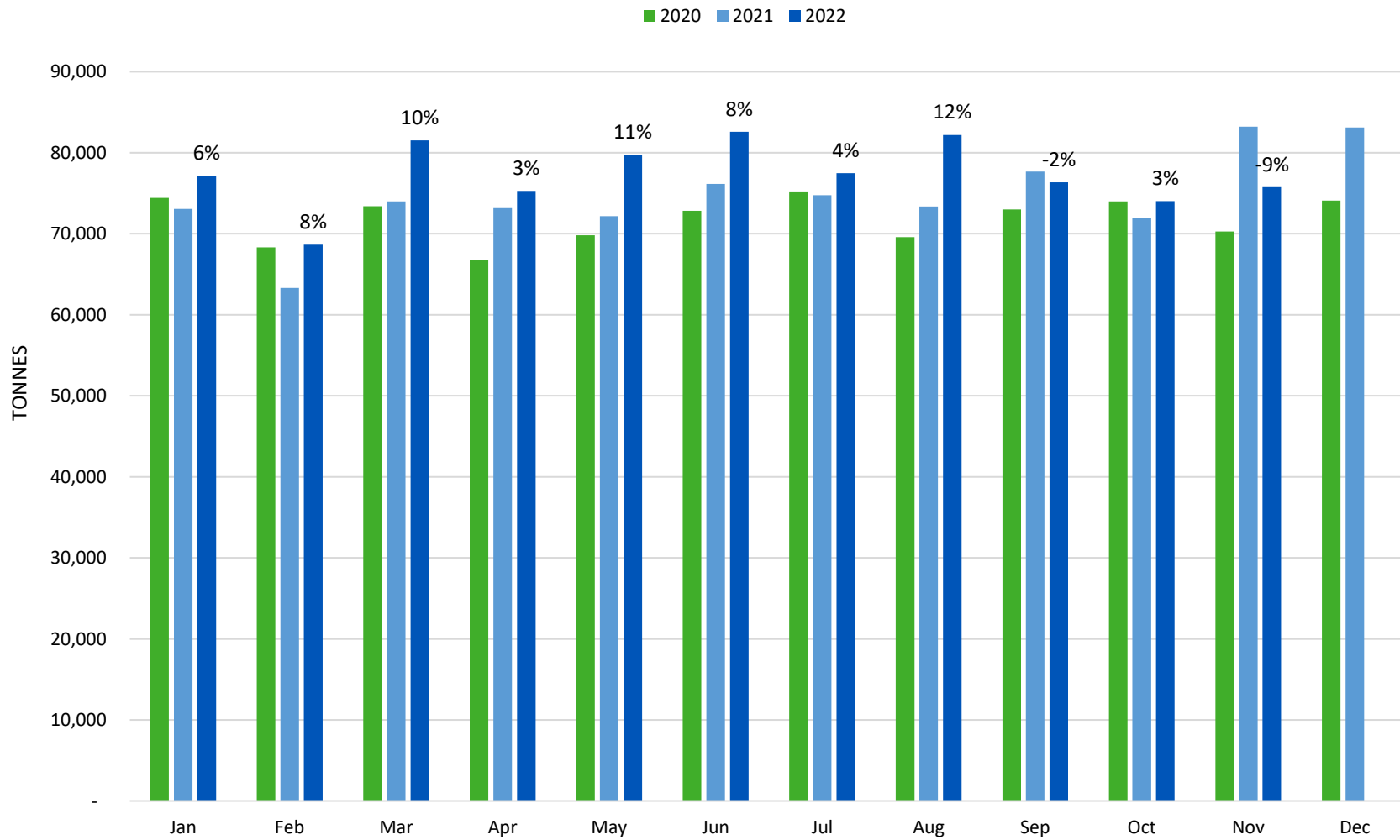


*Vancouver Landfill & Vancouver South Transfer Station

Metro Vancouver* and City of Vancouver Waste Quantities

Monthly Inbound Garbage Tonnage

(Demo garbage not included)



* Metro Vancouver data reconciled to October 2022