

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

**Tuesday, February 7, 2023
2:00 p.m. – 4:00 p.m.
Zoom Teleconference**

A G E N D A

1. AGENDA

1.1 February 7, 2023 Meeting Agenda

2. MINUTES

2.1 January 10, 2023 Meeting Minutes

3. Draft Updated IAC Terms of Reference: Voting Item

4. REPORTS

4.1 Jurisdictional Scan of Recycling Statistics and Methodologies

Presentation

Designated Speaker: Terry Fulton, Senior Project Engineer, Zero Waste Implementation, Solid Waste Services

4.2 Solid Waste Management Plan Engagement: Vision and Guiding Principles

Presentation

Designated Speaker: Stephanie Liu, Senior Engagement Specialist, Strategy and Stakeholder Relations, Solid Waste Services

5. NEXT STEPS

5.1 2023 IAC Membership Call for Submissions Reminder – Submission date February 17, 2023

Verbal Update

Designated Speaker: Mary Polak, Industry Advisory Committee Co-Chair

5.2 IAC Solid Waste Management Plan Engagement: Vision and Guiding Principles – April 4, 2023 Workshop In-Person

Verbal Update

Designated Speaker: Mary Polak, Industry Advisory Committee Co-Chair

6. OTHER BUSINESS**6.1 2023 IAC Action Tracker and Summarize Meeting Action Items***Verbal Update**Designated Speaker: Brooke Atkinson, Engagement Specialist, Solid Waste Services***6.2 Disposal Ban Program Review – Industry Interviews***Verbal Update**Designated Speaker: Lynne Vidler, Lead Senior Engineer, Operations and Planning, Solid Waste Services***7. INFORMATION ITEMS****7.1 Regional Waste Flows****7.2 Industry Advisory Committee 2023 Work Plan****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, Terry - 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, Jon – City of Vancouver	

**METRO VANCOUVER REGIONAL DISTRICT
SOLID WASTE AND RECYCLING INDUSTRY ADVISORY COMMITTEE
MEETING #7**

Minutes of the Regular Meeting of the Solid Waste and Recycling Industry Advisory Committee Meeting #7 held at 2:00 p.m. on Tuesday, January 10, 2023, via Zoom Video Conference.

MEMBERS PRESENT:

Craig Hodge, Director, Metro Vancouver Board of Directors (Co-Chair)	Jamie Kaminski, HSR Zero Waste
Mary Polak, Waste Connections of Canada (Co-Chair)	Sean Kawakami, Convertus Group
Lori Bryan, Waste Management Assoc. of BC	Matthew McAra, GFL
Ken Carrusca, Cement Association of Canada	Ralph McRae, Revolution
Mannie Cheung, Product Care Assoc. of BC	David Millman, Waste Management Association of Canada
James Collins, Tymac Launch Service Ltd.	Maya Moucachen, Merlin Plastics
Jeremy Crawford, Waste Control Services	Shad Prasad, Cascade Recovery+
Christian Dietrich, Ecowaste Industries	Cynthia Shore, Republic Services
Gord Johnson, Empower Environmental/Northstar	Nicole Stefenelli, Urban Impact Recycling
	Sebastien van Wollen, Blue Planet Recycling

MEMBERS ABSENT

Izzie Abrams, Waste Connections of Canada	Achilles Mallari, Sierra Waste Services Ltd.
Binder Boora, BC Earth Exchange	Nicole Peers, Queensborough Landing Recycling Depot
Robby Gill, Cloverdale Fuel Ltd.	Terryl Plotnikoff, Canadian Mattress Recycling Inc.
Grant Hankins, Waste Management Association of BC	Liliana Segal, Green Chair Recycling
Aiden Kiani, Lock-Block Ltd.	Michael Zarbl, Major Appliances Recycling Roundtable
Jacqueline Lotzkar, Pacific Metals Recycling Inc.	

METRO VANCOUVER STAFF:

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

CITY OF VANCOUVER STAFF:

Lynn Belanger, Manager, Transfer and Landfill Operations Branch

PREPARATION OF MINUTES: Kelsey Guenette, Raincoast Ventures Ltd.

AGENDA:

Solid Waste and Recycling Industry Advisory Committee Meeting

January 10, 2023

2:00 PM – 4:00 PM

Zoom

Agenda

1. Agenda
 - 1.1. January 10, 2023 Meeting Agenda
2. Minutes
 - 2.1. November 1, 2022 Meeting Minutes
3. Draft 2023 Industry Advisory Committee Work Plan: Voting Item
4. Reports
 - 4.1. Zero Waste Committee Membership List
 - 4.2. Draft Updates Terms of Reference
5. Next Steps
 - 5.1. 2023 IAC Membership Call for Submissions – February 2023
6. Other Business
 - 6.1. 2023 IAC Action Tracker and Summarize Meeting Action Items
 - 6.2. IAC 2022 Membership Biographies
7. Information Items
 - 7.1. 2023 IAC Meeting Schedule
 - 7.2. Regional Waste Flows

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

Craig Hodge, Co-Chair, called the meeting to order at 2:02 p.m. and welcomed attendees to the Solid Waste Industry and Recycling Advisory Committee (IAC) meeting.

1. AGENDA

1.1 January 10, 2023 Meeting Agenda

Co-Chair Hodge called for additions or changes to the agenda. There was one addition of Item 7.3, City of Vancouver's Project Green Light Initiative.

2. MINUTES

2.1 November 1, 2022 Meeting Minutes

Co-Chair Hodge called for errors or omissions in the minutes of the November 1, 2022 IAC meeting. No errors or omissions were identified by IAC members.

3. DRAFT 2023 IAC WORK PLAN: VOTING ITEM

Paul Henderson, General Manager, Solid Waste Services, reviewed the Draft 2023 IAC Work Plan, circulated with meeting materials. As requested by IAC members, the jurisdictional scan of recycling statistics and methodologies had been added to the Work Plan.

Co-Chair Hodge asked IAC members to move and second beginning the voting process on the Draft 2023 IAC Work Plan.

It was MOVED (Lori Bryan) and SECONDED (Cynthia Shore)

Co-Chair Hodge asked IAC members if they had any proposed amendments to the draft 2023 IAC work plan. There were no amendments proposed.

Co-Chair Hodge asked IAC members to raise their hand to vote to approve the draft 2023 IAC work plan. Members voted in favour that the Metro Vancouver Solid Waste and Recycling Industry Advisory Committee accept the draft 2023 IAC Work Plan as presented.

CARRIED

4. REPORTS

4.1 Zero Waste Committee Membership List

With reference to the 2023 Zero Waste Committee Membership list included with meeting materials, the General Manager of Solid Waste Services noted the new committee members. The first meeting is scheduled to occur on January 19, 2022.

4.2 Draft Updated Terms of Reference

The General Manager of Solid Waste Services reviewed the updated Draft IAC Terms of Reference, circulated with meeting materials, and noted that voting would occur at the February 2023 meeting. The following updates were proposed:

- 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
- If agreed upon by both Co-Chairs, IAC meetings may be cancelled or added as appropriate
- IAC meetings in 2023 will be held online for members, except two workshops to be held in-person

5. NEXT STEPS

5.1 2023 IAC Membership Call for Submissions – February 2023

Co-Chair Hodge invited IAC members wishing to continue on the 2023 IAC to fill out a submissions form once it is posted on the IAC website. IAC members will be notified once the submission process has started.

6. OTHER BUSINESS

6.1 2023 IAC Action Tracker and Summarize Meeting Action Items

With reference to the 2023 IAC Committee Action Tracker, Brooke Atkinson, Engagement Specialist, Solid Waste Services, indicated that the summary would be included in agenda packages going forward. There were no action items noted coming out of this meeting.

6.2 IAC 2022 Membership Biographies

The Engagement Specialist for Solid Waste Services requested IAC members to submit membership biographies by January 17, 2023 and reviewed the list of biographies currently posted on the IAC website.

***Action:** It was requested that IAC members submit membership biographies by January 17, 2023.*

7. INFORMATION ITEMS

7.1 2023 IAC Meeting Schedule

Co-Chair Hodge reviewed the proposed 2023 meeting schedule and advised that the next meeting is scheduled to occur on February 7, 2023.

7.2 Regional Waste Flows

Regional Waste Flow charts were provided for information in the agenda package.

7.3 City of Vancouver's Project Green Light Initiative

Lynn Belanger, Manager, Transfer and Landfill Operations Branch, City of Vancouver, informed that the City of Vancouver is collaborating with the Vancouver Economic Commission to transform a receiving yard into a zero-waste demonstration site. Through an application process, selective innovators will be invited to provide demonstrations at the site

for a period of 18-24 months. The targeted market call closes on January 31, 2023 at 11:59 p.m.

8. ADJOURNMENT

The Solid Waste and Recycling Industry Advisory Committee meeting adjourned at 2:30 p.m.

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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. Individuals interested in observing can request meeting information two weeks in advance of the meeting time and date. 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 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.

Solid Waste and Recycling Industry Advisory Committee

Terms of Reference

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8. MEETINGS

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- Metro Vancouver will provide a venue, a third party note taker and refreshments for meetings, or as determined otherwise by the IAC. Through 2023, all meetings will be held virtually for IAC members, with the 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.
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- 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.

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.

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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.



Jurisdictional Scan of Recycling Statistics and Methodologies

RECYCLING RATE METHODOLOGY AND REPORTING FROM ONLINE REVIEW

Terry Fulton
Senior Project Engineer, Solid Waste Services
57239193



OUTLINE

- Methodologies for Calculating Recycling Rate
- Jurisdictional Scan Methodology
- Jurisdictional Comparison
 - Overall Recycling Rate
 - Materials Included
 - Processing Methods Included
 - Summary and Next Steps

EXISTING METHODOLOGIES

Published Procedures for Diversion Calculations

[Residential GAP – Manual on Generally Accepted Principles \(GAP\) for Calculating Municipal Solid Waste System Flow:](#)

- Used in City of Toronto and City of Edmonton
- Only applicable to residential sources
- Materials counted for recycling in addition to those by Metro Vancouver include:
 - Landfill cover materials
 - On-property management (backyard composting, garburators etc.)
 - Reuse
- Residential concrete from do-it-yourself projects is included

RECYCLING RATES REVIEW

Methodology Overview

- Reviewed publicly available documentation from 12 jurisdictions across North America with published recycling rates:
 - Annual Reports
 - Solid Waste Management Plans
 - Waste Composition Studies
 - Websites
- Reviewed recycling rate, materials and processing methods counted, accessibility and methodology, if available
- Information presented is based on publicly available data and has not been confirmed with the individual jurisdictions

METHODOLOGY SCAN CONCLUSIONS

- No standardized methodology or terminology
- Frequently, lack of published detail on calculations and assumptions
- Ten jurisdictions of 12 publicly reported up-to-date data (2020 or later)
- Nine jurisdictions of 12 specify at least some of which materials are included in recycling calculations

PUBLISHED RECYCLING RATES

Sectors Included and Publication Year for Jurisdictional Recycling Rates

Jurisdiction	Recycling Rate	Date of Rate	Sectors Included
Metro Vancouver	65%	2021	Residential*, Commercial/Institutional, C&D
Regional District of Nanaimo	68%	2015	Residential*, Commercial/Institutional, C&D
Halifax	60%	2017	Residential
Seattle	53%/68%	2021	Residential*, Commercial/Institutional, C&D**
San Francisco	52%	2022	Residential*, Commercial/Institutional
Toronto	52%	2021	Residential
Fraser Valley Regional District	51%	2016	Residential, Commercial/Institutional
Calgary	50%	2021	Residential
Metro Oregon	47%	2020	Residential*, Commercial/Institutional, C&D
Montreal	37%	2021	Not Specified
Edmonton	32%	2021	Residential
Winnipeg	30%	2021	Residential

Residential – Municipal curbside collection
 Commercial/Institutional – Businesses and institutions
 C&D – Construction and demolition projects

**Includes privately collected multi-family properties*

***Reported separately*

MATERIALS INCLUDED IN RECYCLING RATE CALCULATIONS

MATERIAL TYPE	Metro Vancouver	Regional District of Nanaimo	Seattle	Metro Oregon
Asphalt	Y	Y	Y	N
Batteries	Y	Y	Y	Y
Concrete	Y	Y	Y	N
Electronic & Electrical Equipment	Y	Y	Y	Y
Paper/Paper Products	Y	Y	Y	Y
Glass	Y	Y	Y	Y
Gypsum	Y	Y	Y	Y
Household Hazardous Waste	Y	Y	Y	Y
Metal	Y	Y	Y	Y
Plastic	Y	Y	Y	Y
Textiles	Y	Y	Y	Y
Tires	Y	Y	Y	Y
Wood	Y	Y	Y	Y
Yard & Food	Y	Y	Y	Y

PROCESSES INCLUDED IN RECYCLING RATE CALCULATIONS

CATEGORY/PROCESSING METHOD	Metro Vancouver	Regional District of Nanaimo	Seattle	Metro Oregon
Conventional Recycling	Y	Y	Y	Y
Composting	Y	Y	Y	Y
Fuel Materials	Y	?	?	Y
Waste-to-Energy	N	N	N	N
Landfill Cover	N	Y	?	N
Backyard Composting	N	Y	?	N
Reuse	N	N	Y	N

PERFORMANCE METRICS

Jurisdiction	Is Data Published Annually?	Other Primary Metrics
Metro Vancouver	Y	Per Capita and Total: Generation, Recycling and Disposal
Regional District of Nanaimo	N	N/A
Halifax	N	N/A
Seattle	Y	Total Generation
San Francisco	Y	Total Disposal
Toronto	Y	Total Collected and Recycling
Fraser Valley Regional District	N	N/A
Calgary	Y	Per Capita Disposal
Metro Oregon	Y	Per Capital and Total Disposal and Recycling
Montreal	Unknown	N/A
Winnipeg	Y	Per Capita Disposal
Edmonton	Y	Per Capita Disposal and Recycling

SUMMARY

Overall Conclusions

- There is no standardized, widely adopted recycling rate calculation methodology
- Many jurisdictions only report on recycling and disposal from the residential sector and do not include other waste produced
- Public accessibility of recycling rates varies significantly

NEXT STEPS

- Study performance metrics to inform solid waste management plan update
- New and updated metrics and targets will be an important consideration for updated solid waste management plan



Thank You

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RECYCLING RATE REFERENCES

Jurisdiction	Reference
Metro Vancouver	2021 Annual Recycling and Solid Waste Management Summary
Regional District of Nanaimo	Solid Waste Management Plan Stage 2 Report
Halifax	Overview of Diversion Programs
Seattle	2021 Waste Prevention & Recycling Report
San Francisco	Residential and Small Business Refuse Recovery Rate City Performance Scorecards
Toronto	Solid Waste Reports & Diversion Rates – City of Toronto
Fraser Valley Regional District	Solid Waste Management Plan Update
Calgary	Waste & Recycling plan and budget (calgary.ca)
Metro Oregon	Material Recovery and Waste Generation Rates Report
Montreal	St. Laurent encouraged by 2021 waste management report
Winnipeg	2020 Municipal Diversion Rates
Edmonton	2021-2022 Waste Services Annual Service Plan



Solid Waste Management Plan Update

VISION AND GUIDING PRINCIPLES ENGAGEMENT

Stephanie Liu, MEnvSc, EPt

Senior Engagement Specialist, Strategy and Stakeholder Relations, Solid Waste Services

Industry Advisory Committee Meeting February 7, 2023

57958615

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AGENDA

- Timeline and approach
- Vision and guiding principles engagement

PLAN DEVELOPMENT AND ENGAGEMENT PHASES



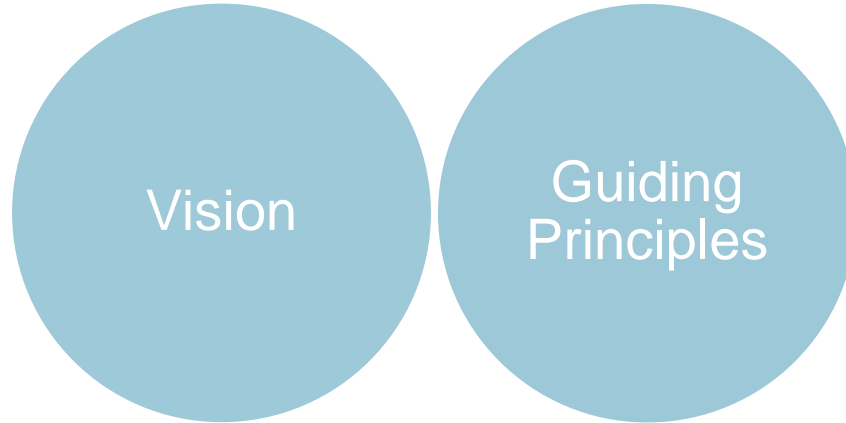
PLAN APPROACH

- Build from existing plan
- Align with provincial guidelines
- Follow Metro Vancouver management planning framework
- Incorporate global best practices



North Shore Recycling and Waste Centre

VISION AND GUIDING PRINCIPLES DEVELOPMENT



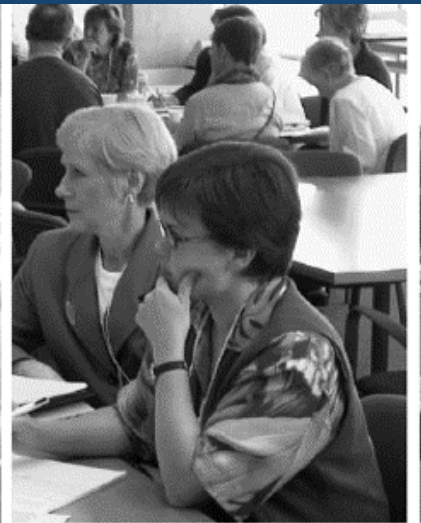
- Planning Inputs**
- Engagement input/feedback
 - Current plan review and Metro Vancouver guiding documents
 - Provincial guidelines
 - Solid waste management planning literature review

VISION AND GUIDING PRINCIPLES ENGAGEMENT

- 
- Engagement preparation and material development
 - Indigenous, government, committee engagement
 - Public engagement
 - Analysis and reporting back

ENGAGEMENT MATERIAL DEVELOPMENT

- Backgrounder and discussion guide
- Online engagement platform
- Engagement toolkits



INDIGENOUS, GOVERNMENT AND COMMITTEE ENGAGEMENT

Indigenous Nations,
member
jurisdictions,
adjacent regional
districts

Municipal staff
workshop

Zero Waste
Committee meeting
with Climate Action
Committee invited

Other Metro
Vancouver advisory
committees

**Industry Advisory
Committee
Workshop**
April 4

Public/Technical
Advisory Committee
Workshop

PUBLIC ENGAGEMENT

Engagement

- Collaborate with organizations to host workshops/deliver engagement toolkits; financial support available
- Advisory committee associations engagement
- Online engagement platform/survey
- Public webinars/workshops
- Offer one-on-one meetings
- In-person at events
- Presentations to Consultation & Engagement Panel

Outreach

- Traditional and social media
- Email notifications
- Website
- Facility handouts
- Language and accessibility considerations



ANALYSIS AND REPORTING BACK

- Engagement report (what we did, heard, and how was used)
- Develop vision and guiding principles

United Boulevard Recycling and Waste Centre



Thank you

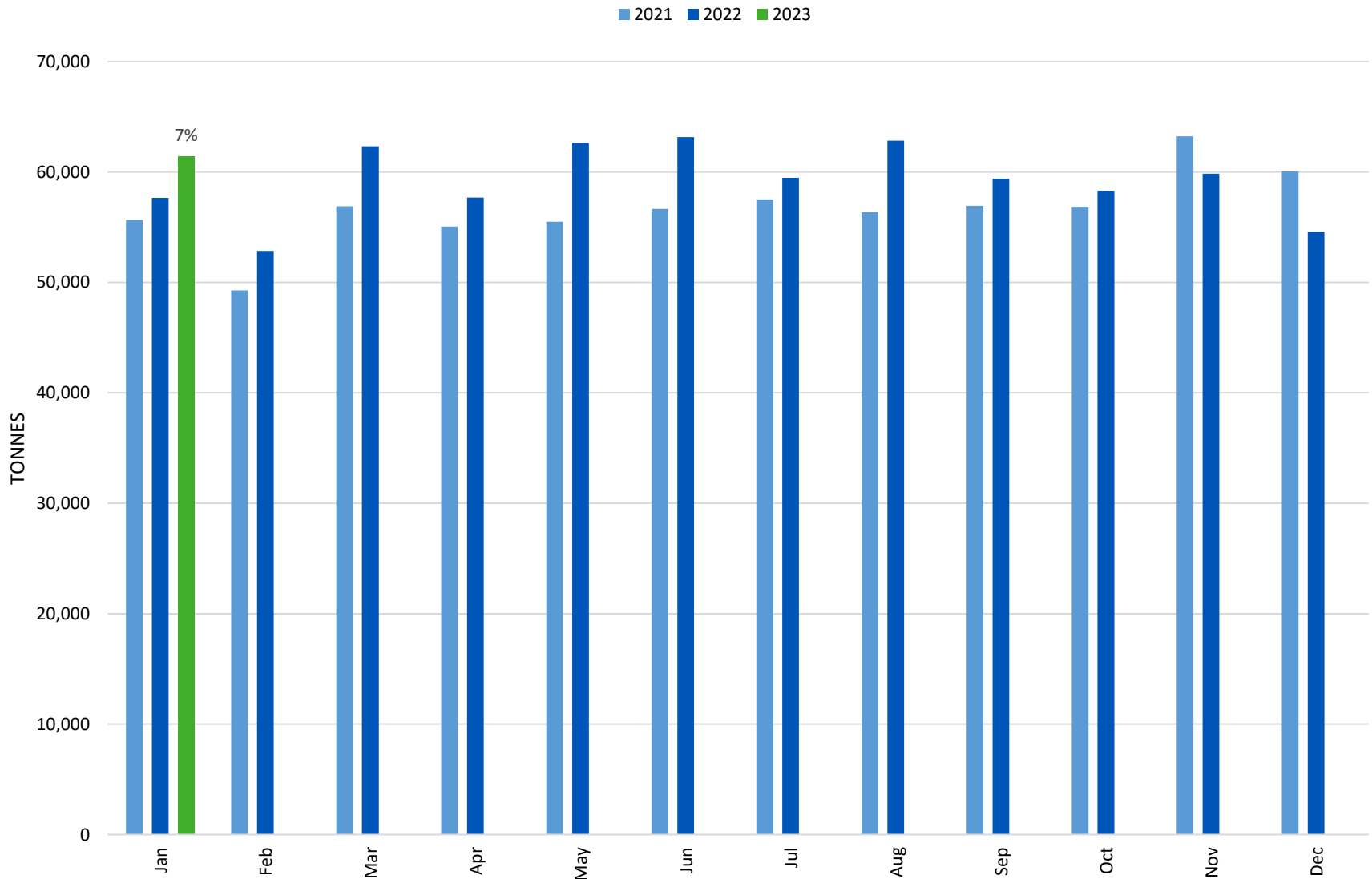
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2023 SOLID WASTE AND RECYCLING INDUSTRY ADVISORY COMMITTEE ACTION TRACKER

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
January 10, 2023	<ul style="list-style-type: none"> Bring forward draft updated IAC Terms of Reference to vote on next meeting 		Feb 2023	In progress

Metro Vancouver Waste Quantities* 2021 - 2023**



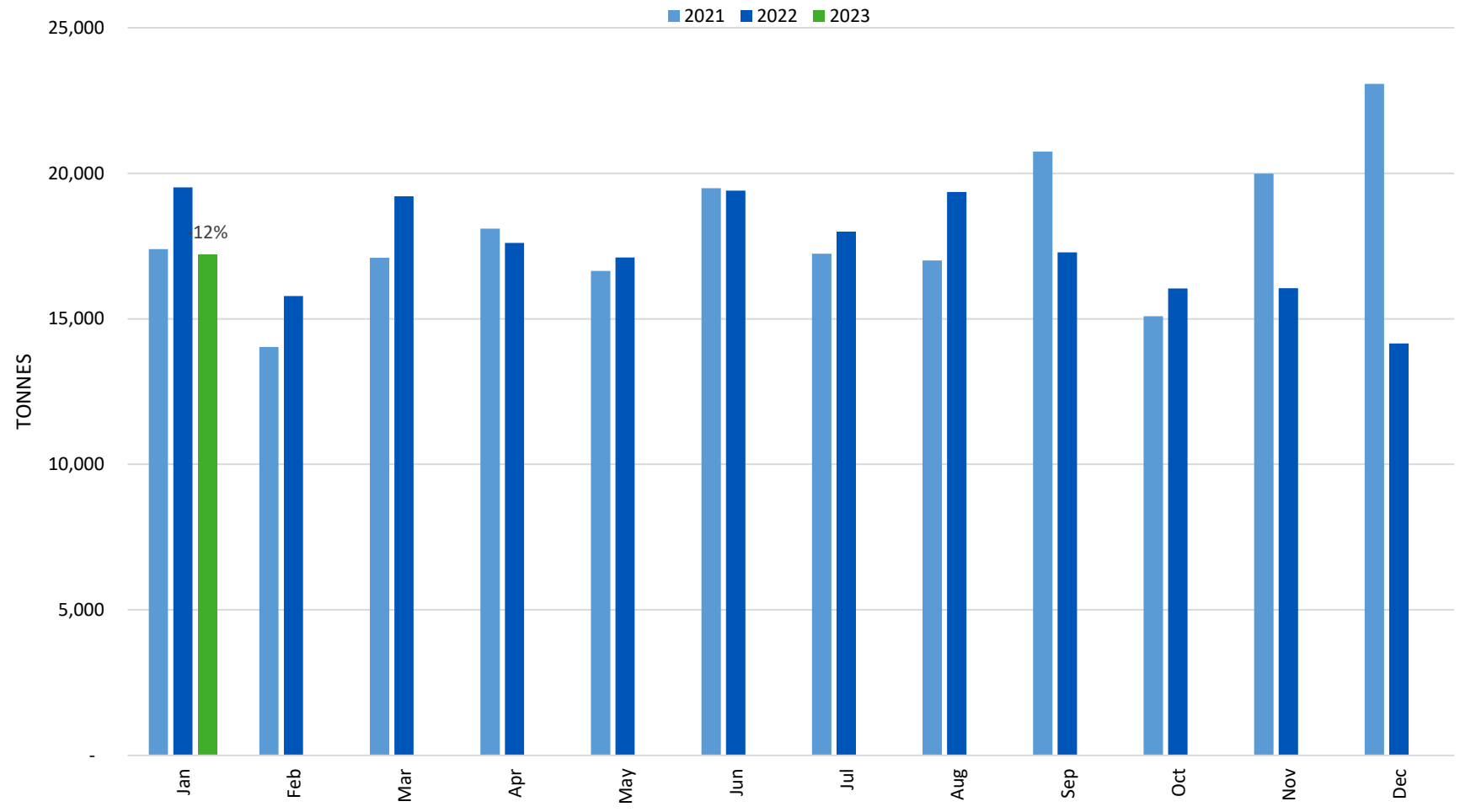
**Data reconciled to Dec 2022

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

City of Vancouver Waste Quantities*

2021 - 2023

(Demo garbage not included)

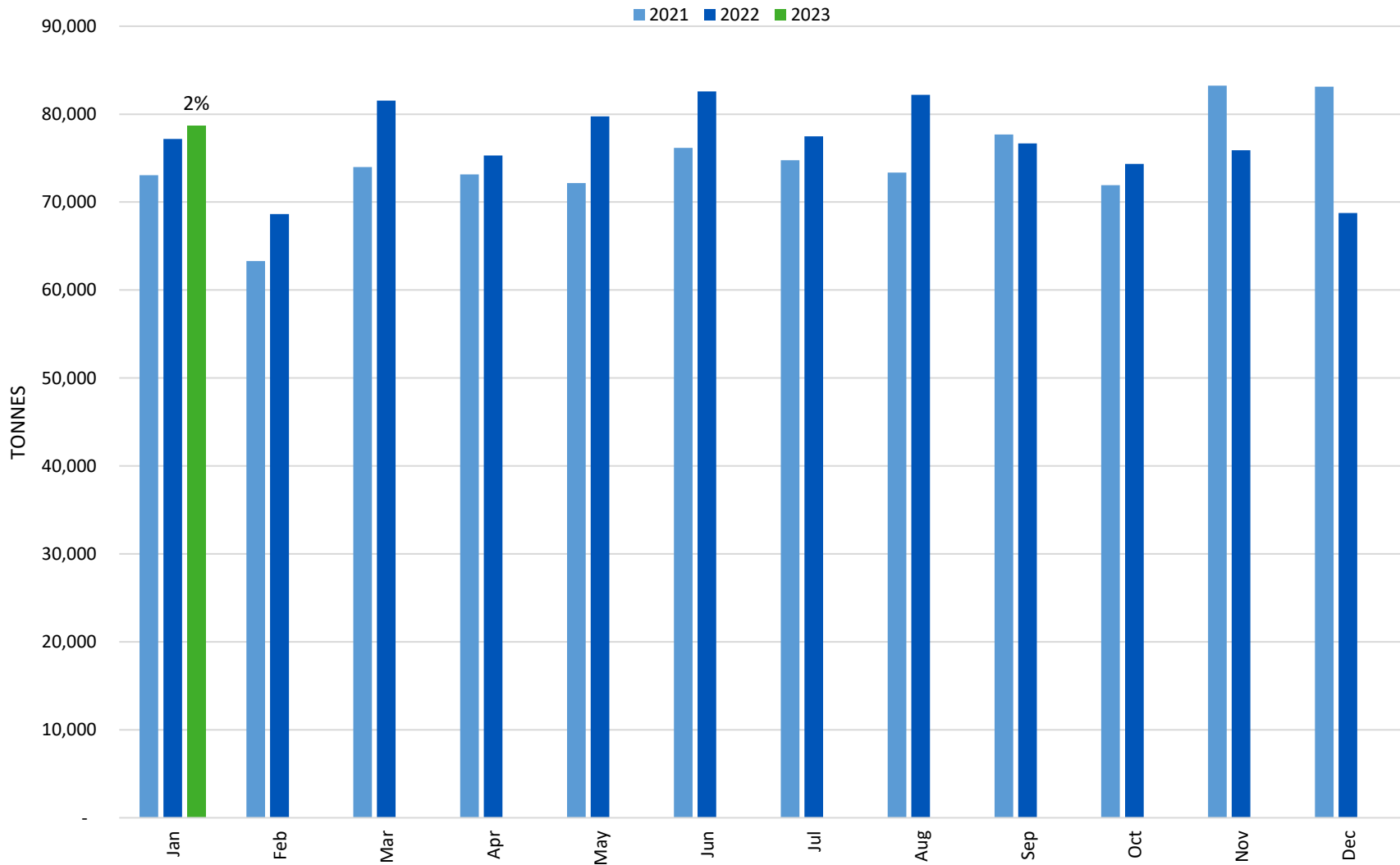


*Vancouver Landfill & Vancouver South Transfer Station

Metro Vancouver and City of Vancouver Waste Quantities

2021 - 2023*

(Demo garbage not included)



*Metro Vancouver data reconciled to Dec 2022

Solid Waste and Recycling Industry Advisory Committee 2023 Work Plan

Report Date: February 7, 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
Jurisdictional Scan of Recycling Statistics and Methodologies	In progress
Regional Solid Waste System Assessment Study	Pending
Call for Submissions for 2023 IAC Membership	In progress
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
2021 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