



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

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

A G E N D A

1. AGENDA

1.1 March 7, 2023 Meeting Agenda

2. MINUTES

2.1 February 7, 2023 Meeting Minutes

3. 2023 Committee Member Introductions

4. REPORTS

4.1 2021 Solid Waste and Recycling Annual Report

Presentation

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

4.2 Regional Solid Waste System Assessment Study

Presentation

Designated Speaker: Allen Jensen, Senior Project Engineer, Zero Waste Implementation, Solid Waste Services

5. NEXT STEPS

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

Verbal Update

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

6. OTHER BUSINESS

6.1 Zero Waste Committee Updates

Verbal Update

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

6.2 2023 IAC Action Tracker and Summarize Meeting Action Items*Verbal Update**Designated Speaker: Brooke Atkinson, Engagement Specialist, Solid Waste Services***7. INFORMATION ITEMS****7.1 Regional Waste Flows****7.2 Industry Advisory Committee 2023 Work Plan****7.3 Updated Industry Advisory Committee Terms of Reference – February 2023****Committee Co-Chairs:**

Director Craig Hodge, Zero Waste

Committee Vice Chair

Polak, Mary - Waste Connections of
Canada**Membership:**Abrams, Izzie - Waste Connections
of CanadaAhmadi, Taufiq – Maple Leaf
DisposalBerkhof, Edwin – Evergen
Infrastructure Corp.Bryan, Lori - Waste Management
Association of BCCarrusca, Ken - Cement
Association of CanadaCollins, James - Tymac Launch
Service Ltd.Coutts, Cindy – Encorp Pacific
CanadaCrawford, Jeremy – Waste Control
ServicesDietrich, Christian – Ecowaste
IndustriesHankins, Grant - Waste Management
Association of BCJohnson, Gord - Empower
Environmental/ NorthstarJansenVandoorn, Josh - Anaconda
Systems Ltd.

Kaminski, Jamie - HSR Zero Waste

Kawakami, Sean - Convertus Group

Kiani, Aiden - Lock-Block Ltd.

Koehn, Leanne – Ridge Meadows
Recycling Society

Lannin, Mike – Super Save Group

Lotzkar, Jacqueline - Pacific Metals

Recycling Inc.

Mallari, Achilles - Sierra Waste

Services Ltd.

McAra, Matthew – GFL

McRae, Ralph – Revolution

Millman, David - Waste Management
of Canada

Moucachen, Maya - Merlin Plastics

Plotnikoff, Terryl - Canadian

Mattress Recycling Inc.

Prasad, Shad - Cascade Recovery +
Shore, Cynthia - Republic ServicesSigmund, Sandy – Encorp Pacific
CanadaStefenelli, Nicole - Urban Impact
Recycling Inc.

Victor, Nicole - Covanta

Zarbl, Michael - Major Appliances

Recycling Roundtable

Metro Vancouver and City of Vancouver Staff:

Allan, Chris – Metro Vancouver

Atkinson, Brooke - Metro

Vancouver

Belanger, Lynn – City of Vancouver

Doorn, Nanette van – Metro
Vancouver

Henderson, Paul – Metro Vancouver

McDermott, Jon – City of Vancouver

Mizan, Zeenia – Metro Vancouver

Underwood, Chris – Metro

Vancouver

Vidler, Lynne – Metro Vancouver

**METRO VANCOUVER REGIONAL DISTRICT
SOLID WASTE AND RECYCLING INDUSTRY ADVISORY COMMITTEE
MEETING #8**

Minutes of the Regular Meeting of the Solid Waste and Recycling Industry Advisory Committee Meeting #8 held at 2:00 p.m. on Tuesday, February 7, 2023, via Zoom Video Conference.

MEMBERS PRESENT:

Craig Hodge, Director, Metro Vancouver Board of Directors (Co-Chair)	Aiden Kiani, Lock-Block Ltd.
Mary Polak, Waste Connections of Canada (Co-Chair)	Jacqueline Lotzkar, Pacific Metals Recycling Inc.
Lori Bryan, Waste Management Assoc. of BC	Achilles Mallari, Sierra Waste Services Ltd.
Ken Carrusca, Cement Association of Canada	Ralph McRae, Revolution
James Collins, Tymac Launch Service Ltd.	David Millman, Waste Management Association of Canada
Jeremy Crawford, Waste Control Services	Maya Moucachen, Merlin Plastics
Grant Hankins, Waste Management Association of BC	Terryl Plotnikoff, Canadian Mattress Recycling Inc.
Gord Johnson, Empower Environmental/Northstar	Cynthia Shore, Republic Services
Jamie Kaminski, HSR Zero Waste	Michael Zarbl, Major Appliances Recycling Roundtable
Sean Kawakami, Convertus Group	

MEMBERS ABSENT

Izzie Abrams, Waste Connections of Canada	Nicole Peers, Queensborough Landing Recycling Depot
Binder Boora, BC Earth Exchange	Shad Prasad, Cascade Recovery+
Mannie Cheung, Product Care Assoc. of BC	Liliana Segal, Green Chair Recycling
Christian Dietrich, Ecowaste Industries	Nicole Stefenelli, Urban Impact Recycling
Robby Gill, Cloverdale Fuel Ltd.	Sebastian van Wollen, Blue Planet Recycling
Matthew McAra, GFL	

METRO VANCOUVER STAFF:

Brooke Atkinson, Engagement Specialist, 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
 Stephanie Liu, Senior Engagement Specialist, Strategy and Stakeholder Relations, Solid Waste Services
 Chris Underwood, Division Manager, Solid Waste Planning, Solid Waste Services
 Chris Allan, Director, Solid Waste Operations, Solid Waste Services
 Sandy Young, Engagement Specialist, Strategy and Stakeholder Relations, Solid Waste Services
 Jessica Yamamoto, Assistant Project Engineer, Zero Waste Implementation, Solid Waste Services
 Terry Fulton, Senior Project Engineer, Zero Waste Implementation, Solid Waste Services
 Karen Storry, Senior Engineer, Zero Waste Implementation, Solid Waste Services

CITY OF VANCOUVER STAFF:

Lynn Belanger, Manager, Transfer and Landfill Operations Branch, Engineering Services

PREPARATION OF MINUTES: Megan Krempel, Raincoast Ventures Ltd.

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

February 7, 2023

2:00 PM – 4:00 PM

Zoom

Agenda

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
 - 4.2. Solid Waste Management Plan Engagement: Vision and Guiding Principles
5. Next Steps
 - 5.1. 2023 IAC Membership Call for Submissions Reminder – Submission date February 17, 2023
 - 5.2. IAC Solid Waste Management Plan Engagement – Vision and Guiding Principles – April 4, 2023 Workshop In-Person
6. Other Business
 - 6.1. 2023 IAC Action Tracker and Summarize Meeting Action Items
 - 6.2. Disposal Ban Program Review – Industry Interviews
7. Information Items
 - 7.1. Regional Waste Flows
 - 7.2. Industry Advisory Committee 2023 Work Plan

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 2:00 p.m. and welcomed attendees to the Solid Waste and Recycling Industry Advisory Committee (IAC) meeting.

1. AGENDA

1.1 February 7, 2023 Meeting Agenda

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

2. MINUTES

2.1 January 10, 2023 Meeting Minutes

Co-Chair Polak called for errors or omissions in the minutes of the January 10, 2023 IAC meeting. No errors or omissions were identified by IAC members.

3. DRAFT UPDATED IAC TERMS OF REFERENCE: VOTING ITEM

Co-Chair Polak referenced the previously circulated draft Updated IAC Terms of Reference which included tracked minor changes. Quorum was confirmed.

It was MOVED (Dave Millman) and SECONDED (Cynthia Shore)

That the Metro Vancouver Solid Waste and Recycling Industry Advisory Committee accept the draft Updated IAC Terms of Reference as presented.

CARRIED

4. REPORTS

Agenda Varied

The meeting agenda varied to address Item 4.2 at this time.

4.2 Solid Waste Management Plan Engagement: Vision and Guiding Principles

Stephanie Liu, Senior Engagement Specialist, Strategy and Stakeholder Relations, Solid Waste Services, Metro Vancouver (MV), reviewed a presentation titled, “Solid Waste Management Plan Update – Vision and Guiding Principles Engagement” and provided an update on the timeline and approach to engaging on the vision and guiding principles for the updated plan.

Engagement will involve a series of meetings and workshops, including an IAC Workshop on April 4, 2023. Other engagement meetings and workshops will be held with governments including First Nations and local jurisdictions, advisory committees, and the public. An engagement report will be prepared, summarizing feedback and its application, where possible, in the development of the plan’s vision and guiding principles.

Discussion ensued on how the work would be integrated with the work of the National Zero Waste Council on waste reduction and reuse. It was noted the work of the National Zero Waste Council was primarily national in scope while the IAC’s work focused on the local level.

Action Item: *Metro Vancouver staff will invite the National Zero Waste Council to present to the IAC on how their work is incorporated into each phase of the solid waste management plan process*

4.1 Jurisdictional Scan of Recycling Statistics and Methodologies

Terry Fulton, Senior Project Engineer, Zero Waste Implementation, Solid Waste Services, shared the results of a jurisdictional scan of recycling statistics and methodologies and reviewed:

- Methodologies for calculating recycling rates
- Jurisdictional scan methodology
- Jurisdictional comparisons including on recycling rates, materials included, and processing methods.

Twelve jurisdictions in North America were studied and the jurisdictions of the Regional District of Nanaimo, City of Seattle, and Metro Oregon (Portland Metropolitan Area) were analyzed in more detail due to their similarities with Metro Vancouver.

Conclusions from the jurisdictional scan indicated:

- There was no standard methodology or terminology amongst the jurisdictions
- There was a lack of published detail on calculations and assumptions
- Jurisdictions that publicly report data typically reported up-to-date data (2020 or later)
- Many jurisdictions reported only on the single-family residential sector and did not include multi-family, commercial/institutional or construction and demolition sectors.

Performance metrics will be studied and considered to inform the update to the solid waste management plan.

During ensuing discussion, comments were offered related to:

- Opportunities to provide comment on the review of solid waste metrics and methodologies
- Opportunity for Metro Vancouver to exceed what is being done in other jurisdictions to maximize benefit of the data for decision making purposes
- The goal to ensure plans and targets are on track and there is accountability to reaching those targets
- An auditing standard and protocol should be considered.

Action Item: *Metro Vancouver will report back on scope of work and findings of a review of existing and future performance metrics including opportunities to improve tracking progress toward waste reduction and recycling goals.*

5. NEXT STEPS

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

Co-Chair Polak reminded IAC members wishing to continue participating on the IAC to complete the application process for participating in the 2023 IAC prior to February 17, 2023. Metro Vancouver staff offered support to members needing assistance with their submission.

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

Co-Chair Polak advised the April 4, 2023 workshop would be an in-person event with no option to attend via videoconference. Details and event location would be shared with IAC members once finalized. It was noted that only confirmed 2023 IAC members would be able to participate in the workshop. The workshop will be open to the public to observe on the same basis as all other IAC meetings.

6. OTHER BUSINESS

6.1 2023 IAC Action Tracker and Summarize Meeting Action Items

Brooke Atkinson, Engagement Specialist, Solid Waste Services, reviewed the 2023 IAC Committee Action Tracker and confirmed the completion of two actions related to the Jurisdictional Scan on Recycling Statistics and Methodologies and the IAC voting on the updated Terms of Reference.

6.2 Disposal Ban Program Review – Industry Interviews

Paul Henderson, General Manager, Solid Waste Services, encouraged IAC members to consider participating in industry interviews on the Disposal Ban Program Review. A request for interest would be sent to IAC members after the meeting and members should indicate that they are interested in being interviewed by February 15, 2023.

IAC members were additionally advised of:

- The next Zero Waste Committee on February 9, 2023, at 1:00 p.m.; meetings are open to the public and are livestreamed
- The publication of the 2021 Solid Waste and Recycling Annual Report and adjustments to the calculation methodology and assumptions
- A procurement report on award of contingency disposal contracts

7. INFORMATION ITEMS

7.1 Regional Waste Flows

7.2 Industry Advisory Committee 2023 Work Plan

8. ADJOURNMENT

The Solid Waste and Recycling Industry Advisory Committee meeting adjourned at 2:46 p.m.



4.1

Burnaby Eco-Centre

2021 Solid Waste and Recycling Annual Report

Terry Fulton, P.Eng

Senior Project Engineer, Solid Waste Services

Solid Waste and Recycling Industry Advisory Committee, March 7 2023

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ANNUAL REPORT UPDATES

Based on IAC feedback, the following information was added:

- Detailed methodology
- Assumptions
- Data sources
- Construction and demolition diversion rate with and without concrete and asphalt

SOLID WASTE MANAGEMENT PLAN TARGETS



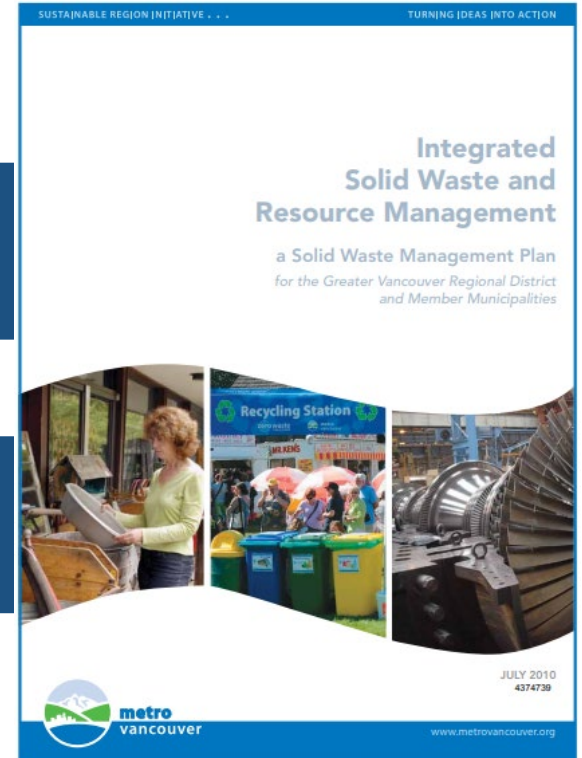
10% Reduction in Waste Generation

Generation = Recycled + Disposed

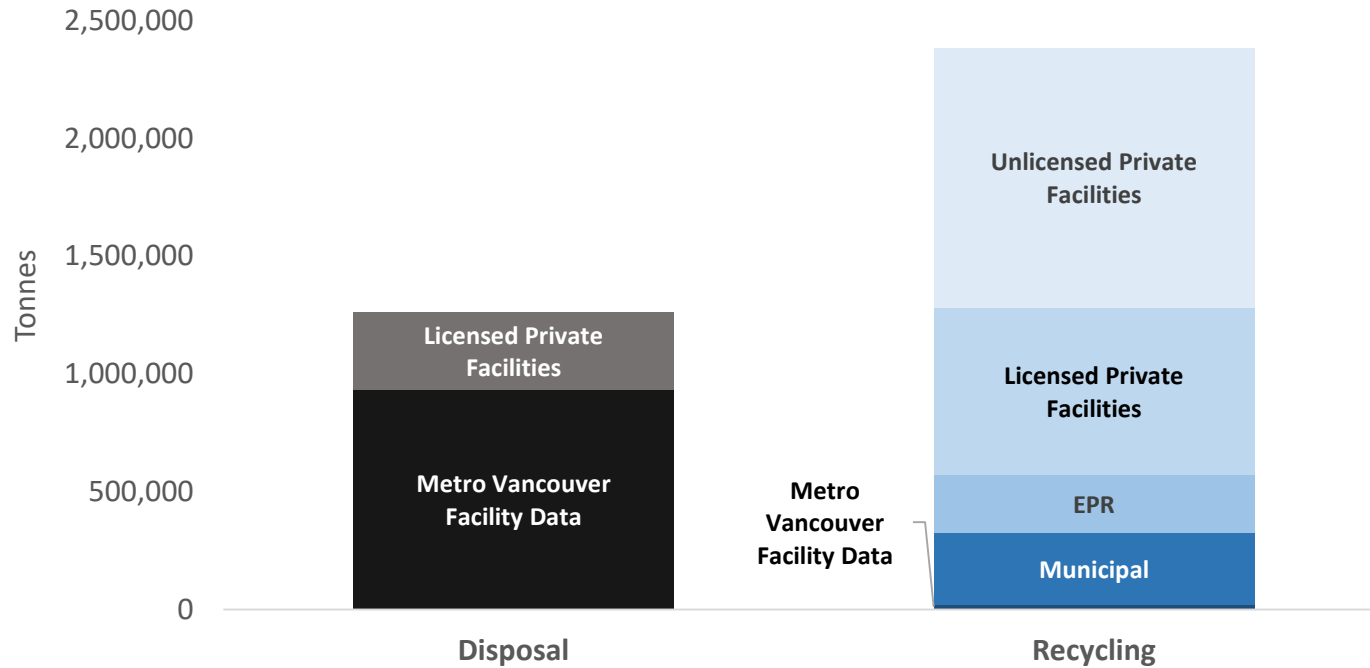


80% Recycling Rate

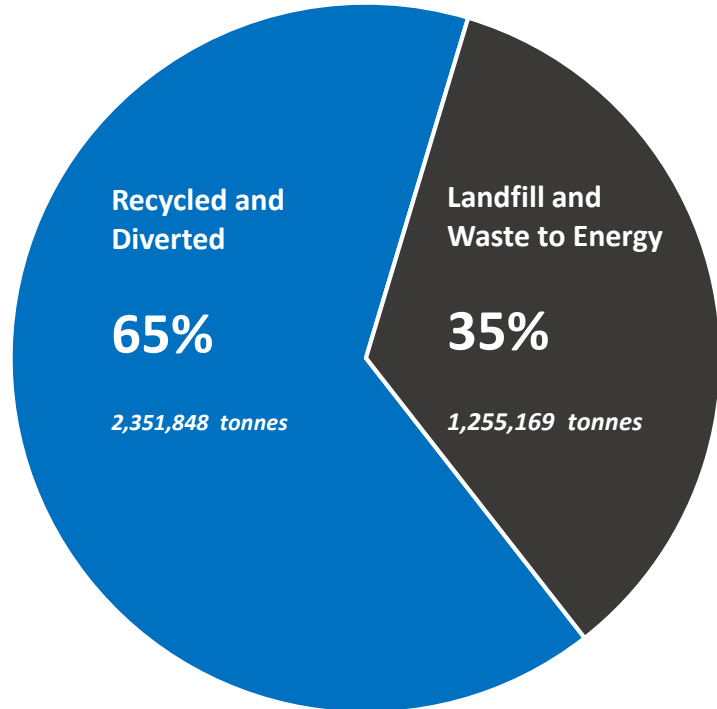
Recycling Rate = Recycled / Generated



INFORMATION SOURCES



RECYCLING RATE



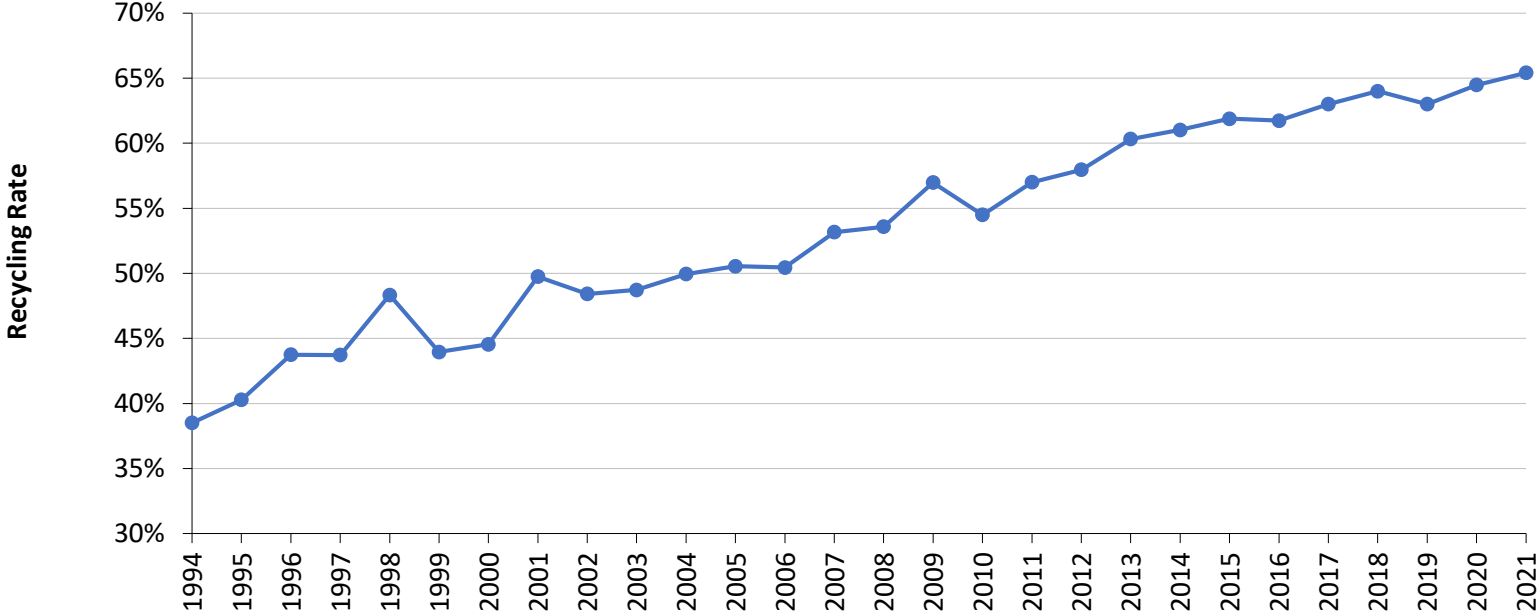
2021 Recycling Rate Highlights

- Recycling Rate increase of **1%**
- Commercial waste generation increased while residential waste generation decreased
 - Normalizing of habits following 2020
- Recycling increased at a greater rate than disposal

Year	Recycling Rate
2019	63%
2020	64%
2021	65%

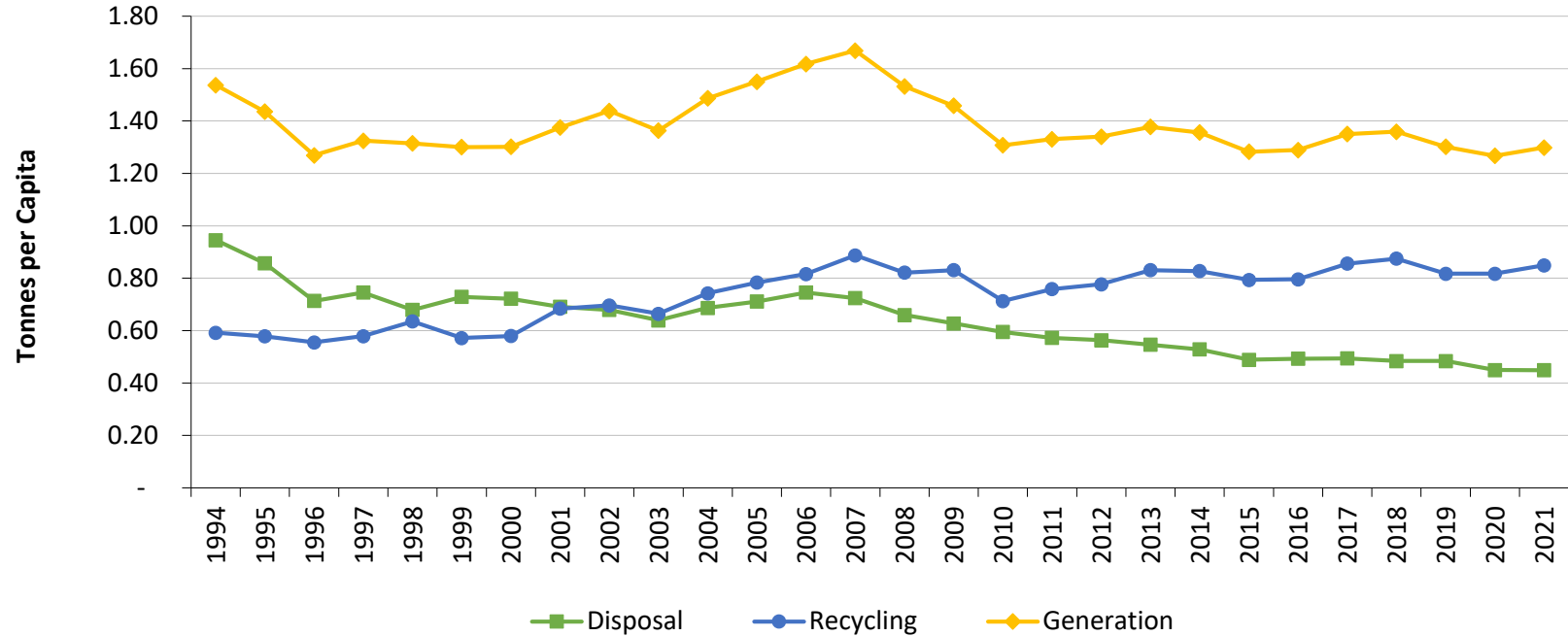
RECYCLING RATE OVER TIME

From all sectors



GENERATION & RECYCLING OVER TIME

From all sectors



2021 SUMMARY

WASTE SECTOR		DISPOSED (tonnes)			RECYCLED (tonnes)			RECYCLING RATE (%)			
		2019	2020	2021	2019	2020	2021	2019	2020	2021	% change (2020- 2021)
Residential	tonnes	488,218	509,038	510,337	571,961	631,627	601,509	54%	55%	54%	-1%
	tonnes/capita	0.18	0.18	0.18	0.21	0.23	0.21				
Single Family	tonnes	254,516	269,485	266,999	439,730	485,419	455,723	63%	64%	63%	-1%
Multi-Family	tonnes	233,702	239,554	243,337	132,231	146,208	145,786	36%	38%	37%	-1%
Commercial/ Institutional	tonnes	385,073	354,268	372,861	289,764	278,507	316,406	43%	44%	46%	2%
	tonnes/capita	0.14	0.13	0.13	0.11	0.10	0.11				
Construction & Demolition	tonnes	425,713	382,007	371,972	1,329,696	1,350,904	1,433,933	76%	78%	79%	1%
Total	tonnes	1,299,005	1,245,314	1,255,169	2,191,421	2,261,038	2,351,848	63%	64%	65%	1%

RECYCLING

Materials Type Recycled (tonnes)	2019	2020	2021
Asphalt	239,711	295,300	295,300
Concrete	825,896	802,701	866,363
Paper	255,263	313,830	328,065
Glass	55,718	57,267	49,786
Gypsum	62,904	56,782	63,533
Metal	55,708	73,636	73,369
Plastic	38,275	44,587	43,849
Wood	161,420	152,487	161,309
Yard & Food	412,556	389,732	401,890
All Other Materials	83,970	74,716	68,384
Total	2,191,421	2,261,038	2,351,848

2021 Recycling Highlights

- Increased construction & demolition material recycling
- Increase yard & food organics in commercial/institutional sector, decrease in residential sector
- Decreased glass recycling corresponding to catastrophic flooding November 2021

REUSE ESTIMATE

Material Category	2019 Annual Reuse (tonnes)	2020 Annual Reuse (tonnes)	2021 Annual Reuse (tonnes)
Textiles and Accessories	28,700	4,800	17,400
EPR Programs	20,400	17,200	17,300
Food	3,500	4,800	7,300
Hotels and Hospitality Sector	900	400	400
Office Furniture	1,300	1,200	1,400
IT Equipment	1,400	1,400	1,600
Construction/ Demolition Materials	5,100	4,800	4,800
On-Line for Selected Materials	26,200	27,000	27,400
Total	87,500	61,600	77,600

2021 Reuse Highlights

- Resumed textile donations
- Large increase in food donations
- Gradual return to office/conversion to hybrid workspaces
- Still lower than 2019 (87,500)



North Shore Recycling & Waste Centre

Questions?

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Traffic Zone Dataset Vancouver Map

Assessment of Regional Solid Waste System

DRIVE TIME ANALYSIS MODEL – SCENARIOS

Paul Henderson, P.Eng.

General Manager, Solid Waste Services

Allen Jensen, P.Eng. AScT

Senior Project Engineer, Solid Waste Planning

IAC Meeting March 7, 2023

[58405851](#)

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BACKGROUND

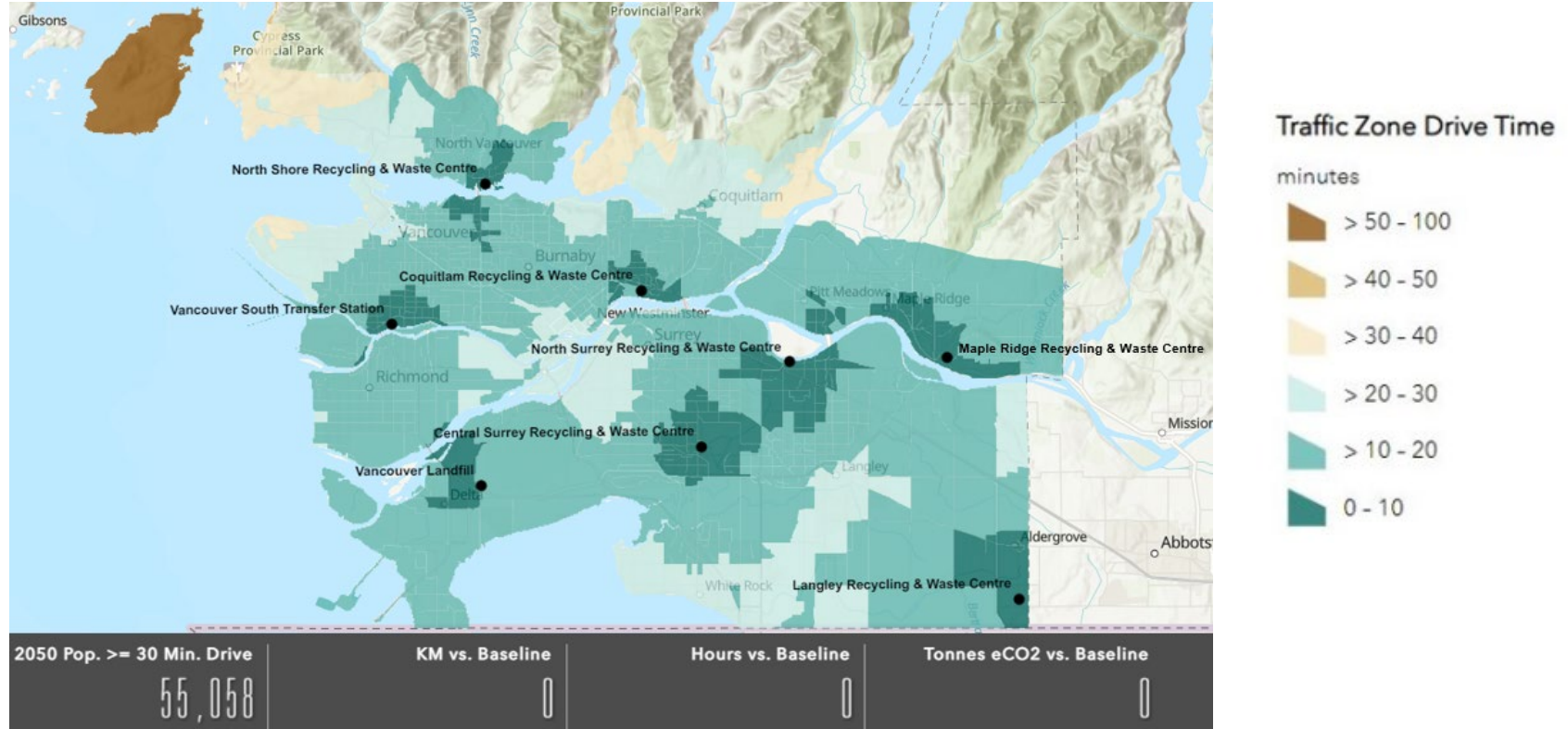
- Solid waste management plan update in progress
- Foundational studies are being conducted to support plan development
- System modelling has been completed to assist in future scenario planning
- Presentation shows drive-time, drive distance and GHG data for various facility scenarios
- Analysis makes no assumptions with respect to service delivery model

BASELINES & SCENARIOS

- Small Loads Baseline Waste (Current System)
- Vancouver South Transfer Station Closure
- Vancouver Landfill Closure
- Baseline without Central Surrey Recycling and Waste Centre
- False Creek Flats Recycling and Waste Centre
- Barnet/Lansdowne Recycling and Waste Centre
- Langley Recycling and Waste Centre Options
- Commercial Hauler Loads Baseline

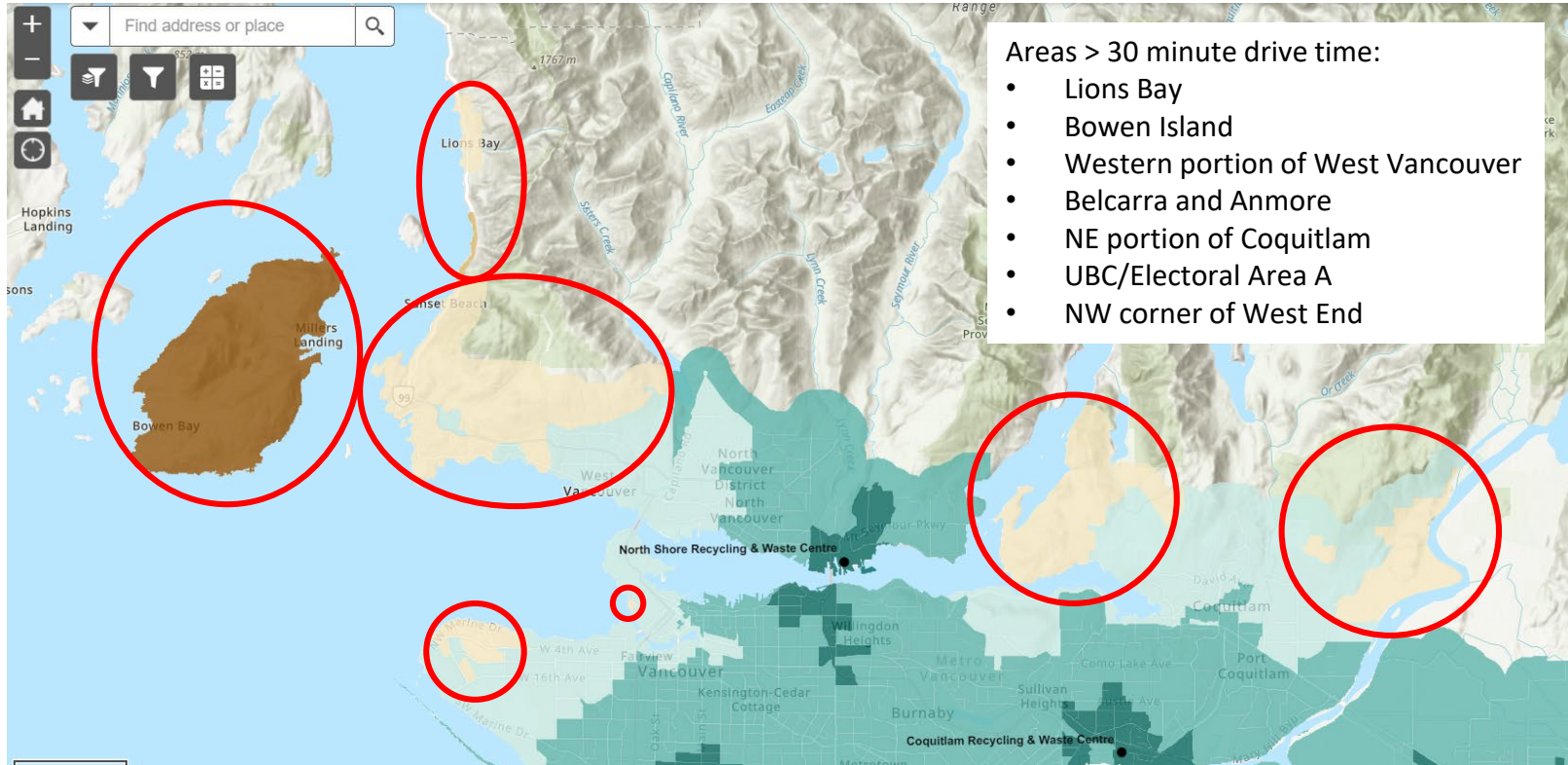
SMALL LOADS BASELINE WASTE (CURRENT SYSTEM)

2050 Population - 4:00 pm



BASELINE WASTE (CURRENT SYSTEM)

Areas > 30 minute drive time – Population: 55,058

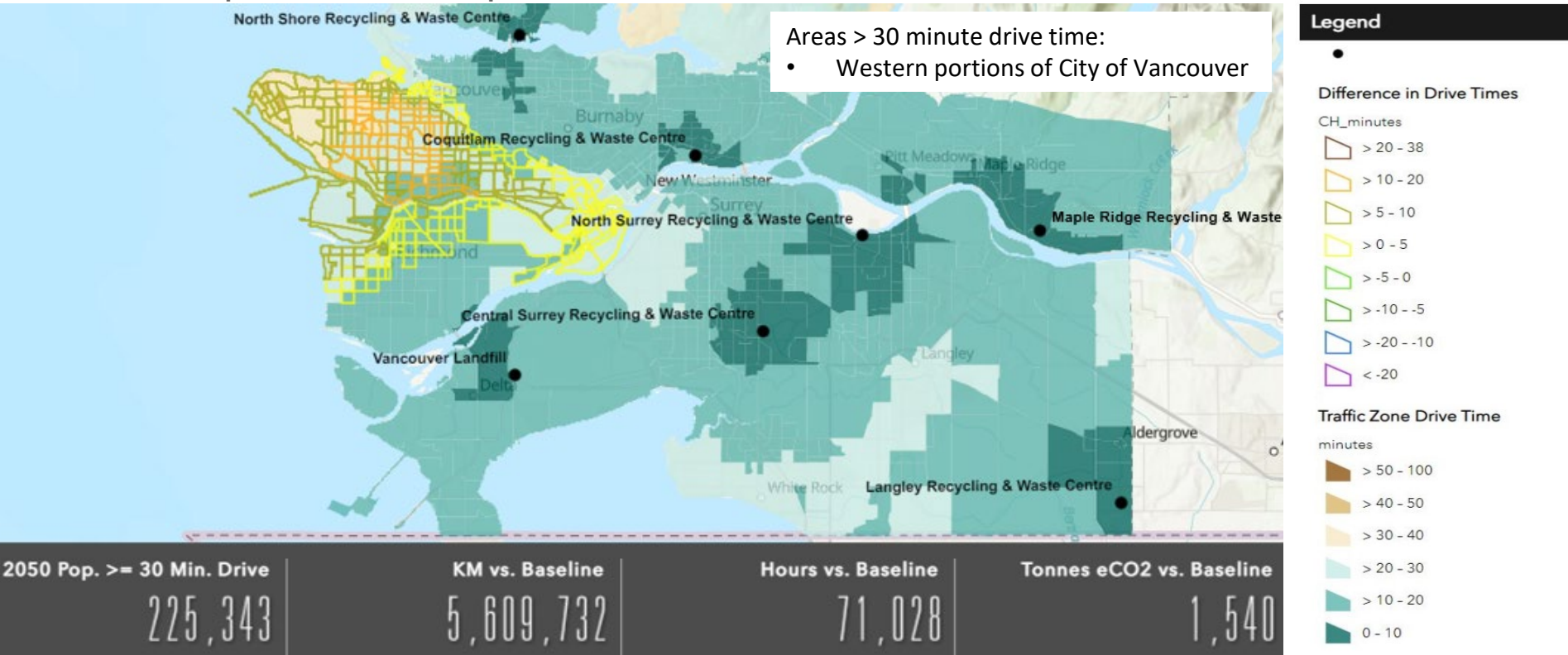


Areas > 30 minute drive time:

- Lions Bay
- Bowen Island
- Western portion of West Vancouver
- Belcarra and Anmore
- NE portion of Coquitlam
- UBC/Electoral Area A
- NW corner of West End

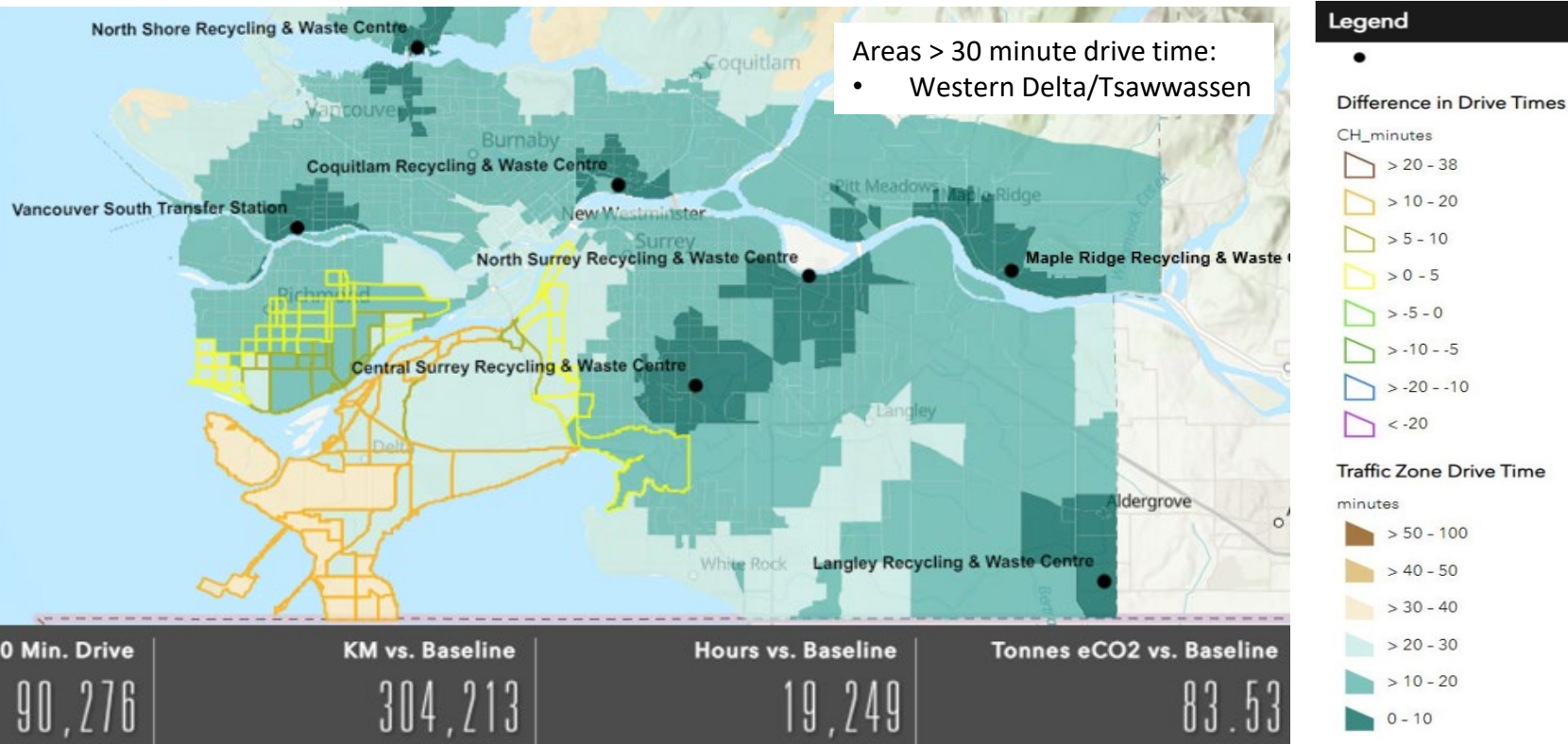
VANCOUVER SOUTH TRANSFER STATION CLOSED

2050 Population - 4:00 pm



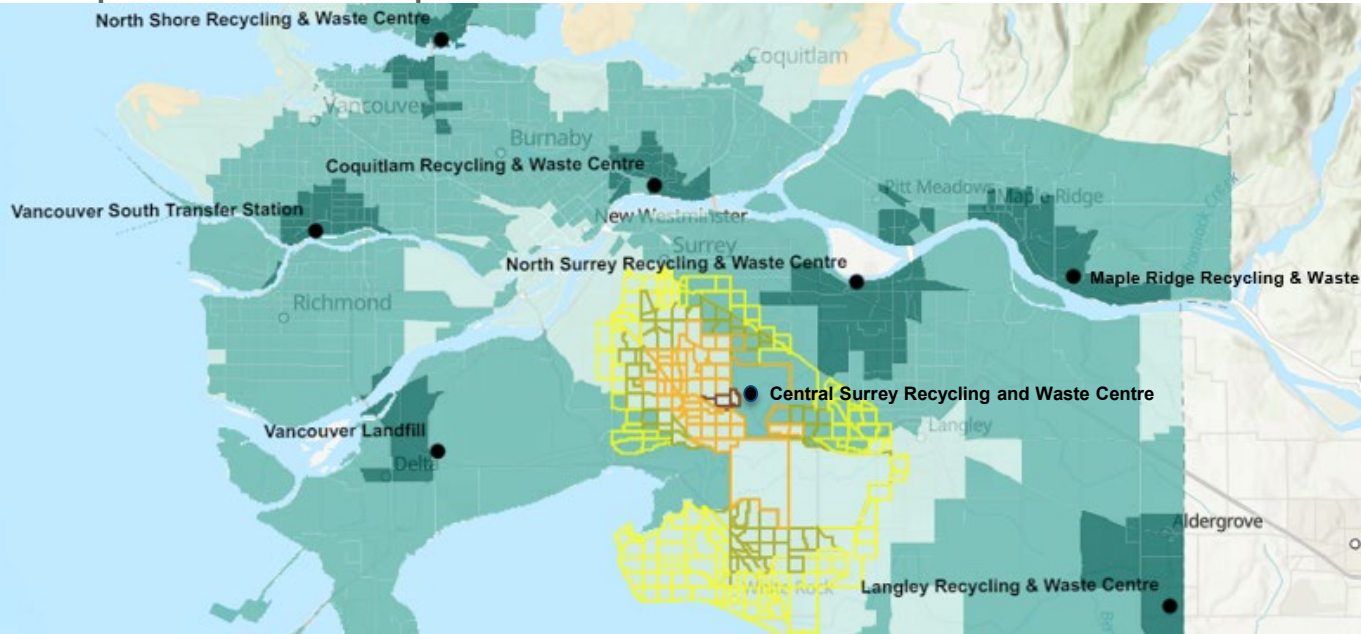
VANCOUVER LANDFILL CLOSED

2050 Population - 4:00 pm



BASELINE WITHOUT CENTRAL SURREY

2050 Population - 4:00 pm



Legend

●

Difference in Drive Times

CH_minutes

- > 20 - 38
- > 10 - 20
- > 5 - 10
- > 0 - 5
- > -5 - 0
- > -10 - -5
- > -20 - -10
- < -20

Traffic Zone Drive Time

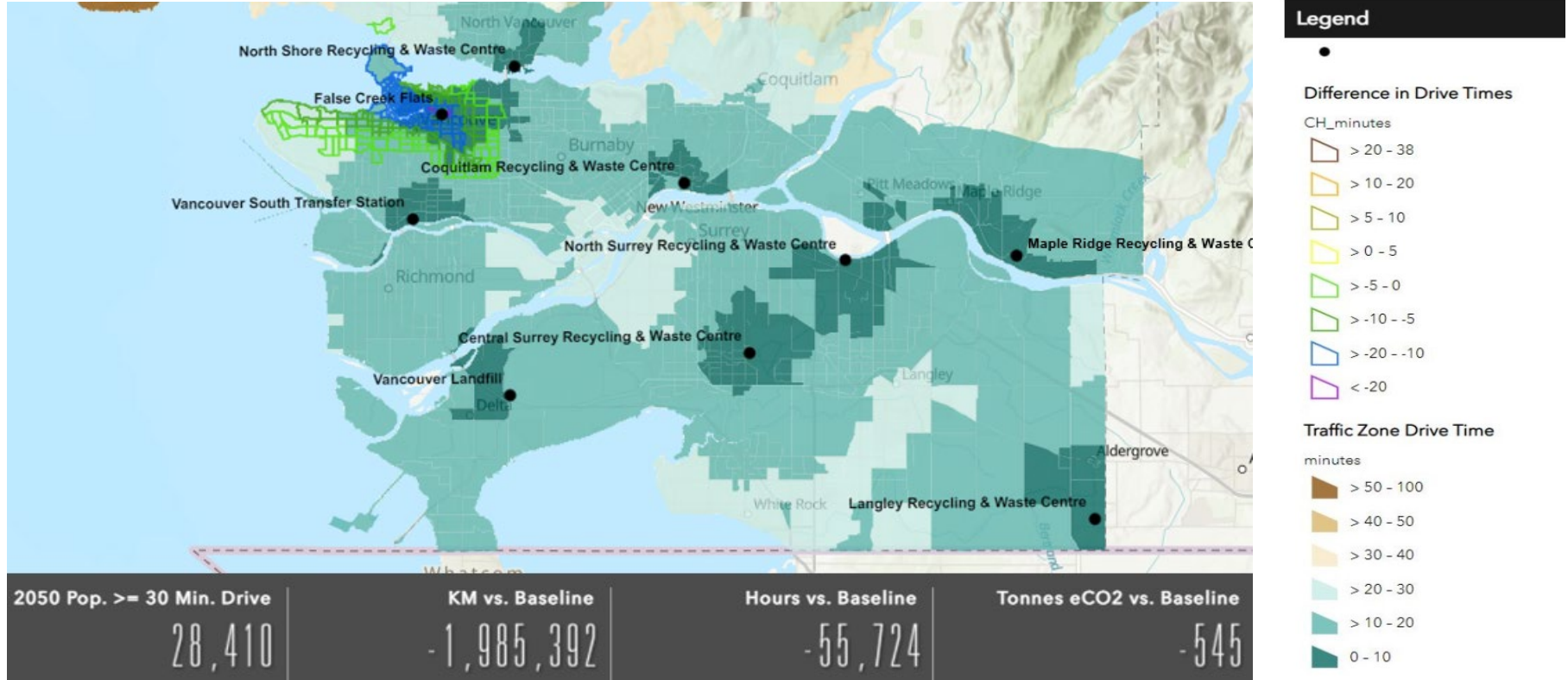
minutes

- > 50 - 100
- > 40 - 50
- > 30 - 40
- > 20 - 30
- > 10 - 20
- 0 - 10

2050 Population ≥ 30 Minute Drive	Kilometres Driven vs. Baseline	Hours Driven vs. Baseline	Tonnes eCO ₂ vs. Baseline
55,240	2,233,236	21,768	613

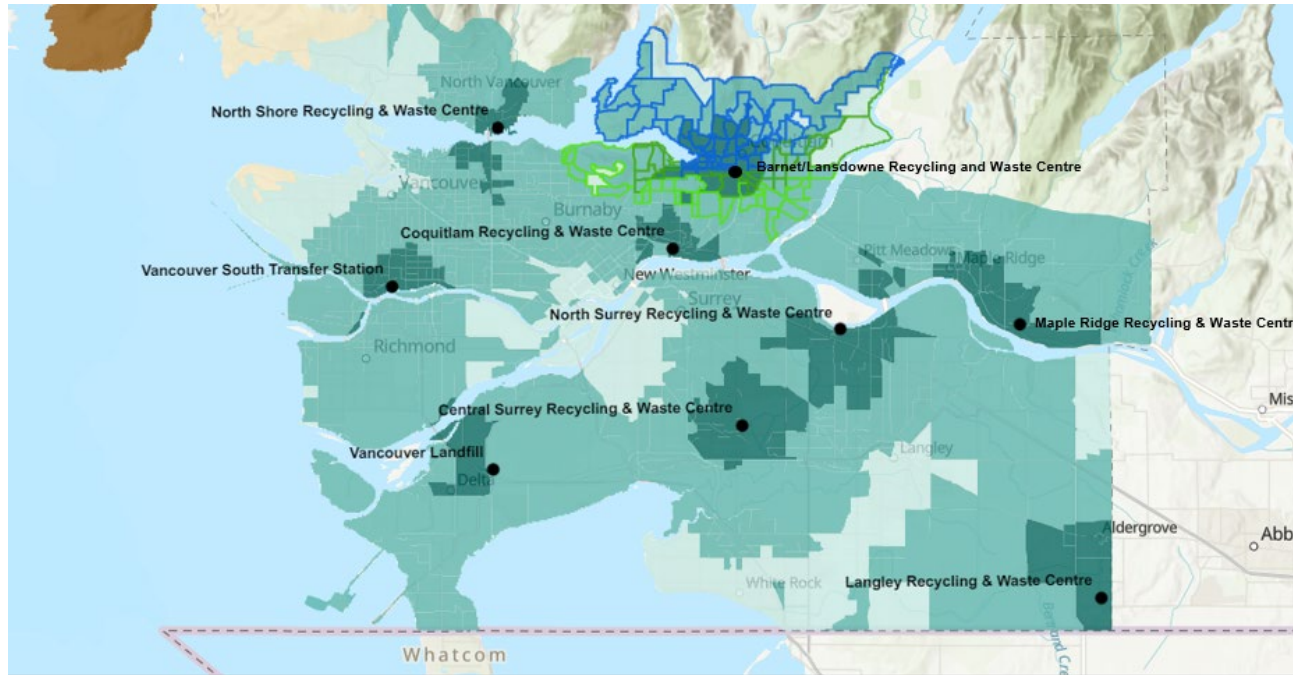
FALSE CREEK FLATS RECYCLING AND WASTE CENTRE

2050 Population - 4:00 pm - Site Option



BARNET/LANSDOWNE RECYCLING AND WASTE CENTRE

2050 Population - 4:00 pm - Site Option



Legend



Difference in Drive Times

CH_minutes

- > 20 - 38
- > 10 - 20
- > 5 - 10
- > 0 - 5
- > -5 - 0
- > -10 - -5
- > -20 - -10
- < -20

Traffic Zone Drive Time

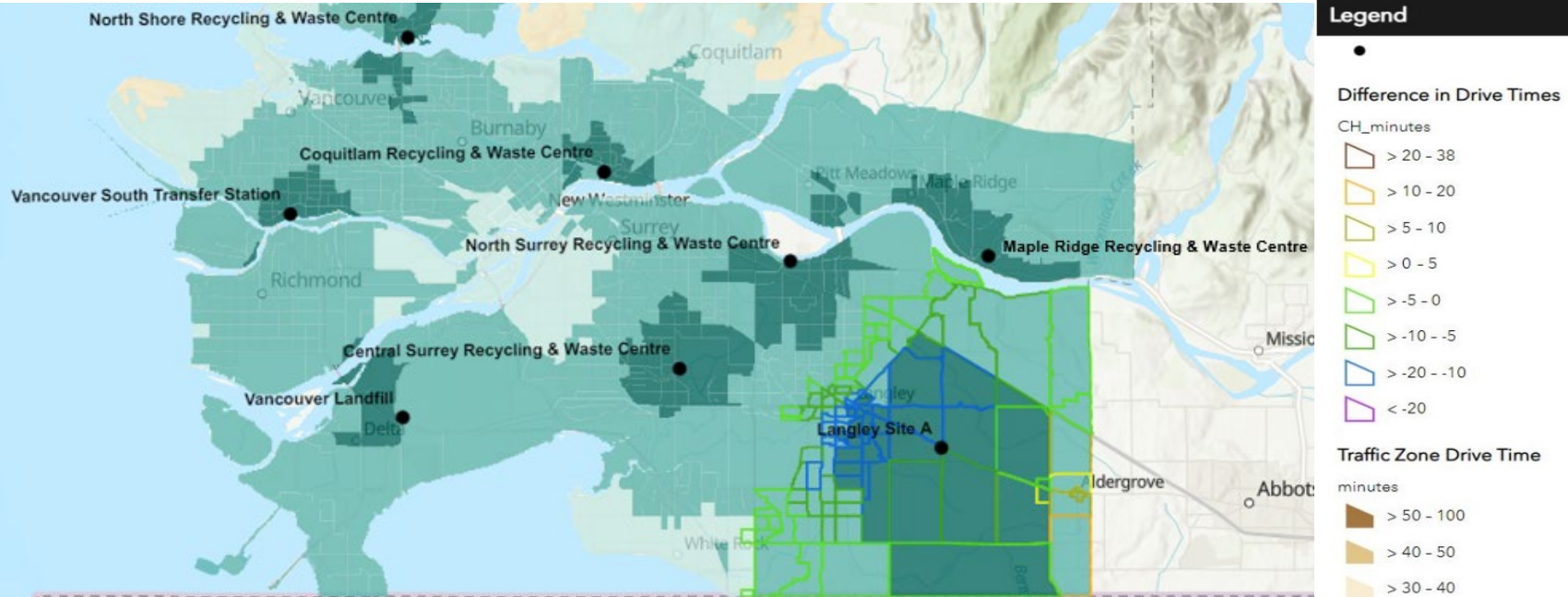
minutes

- > 50 - 100
- > 40 - 50
- > 30 - 40
- > 20 - 30
- > 10 - 20
- 0 - 10

2050 Pop. >= 30 Min. Drive	KM vs. Baseline	Hours vs. Baseline	Tonnes eCO2 vs. Baseline
50,977	-1,254,631	-29,901	-344

LANGLEY RECYCLING AND WASTE CENTRE

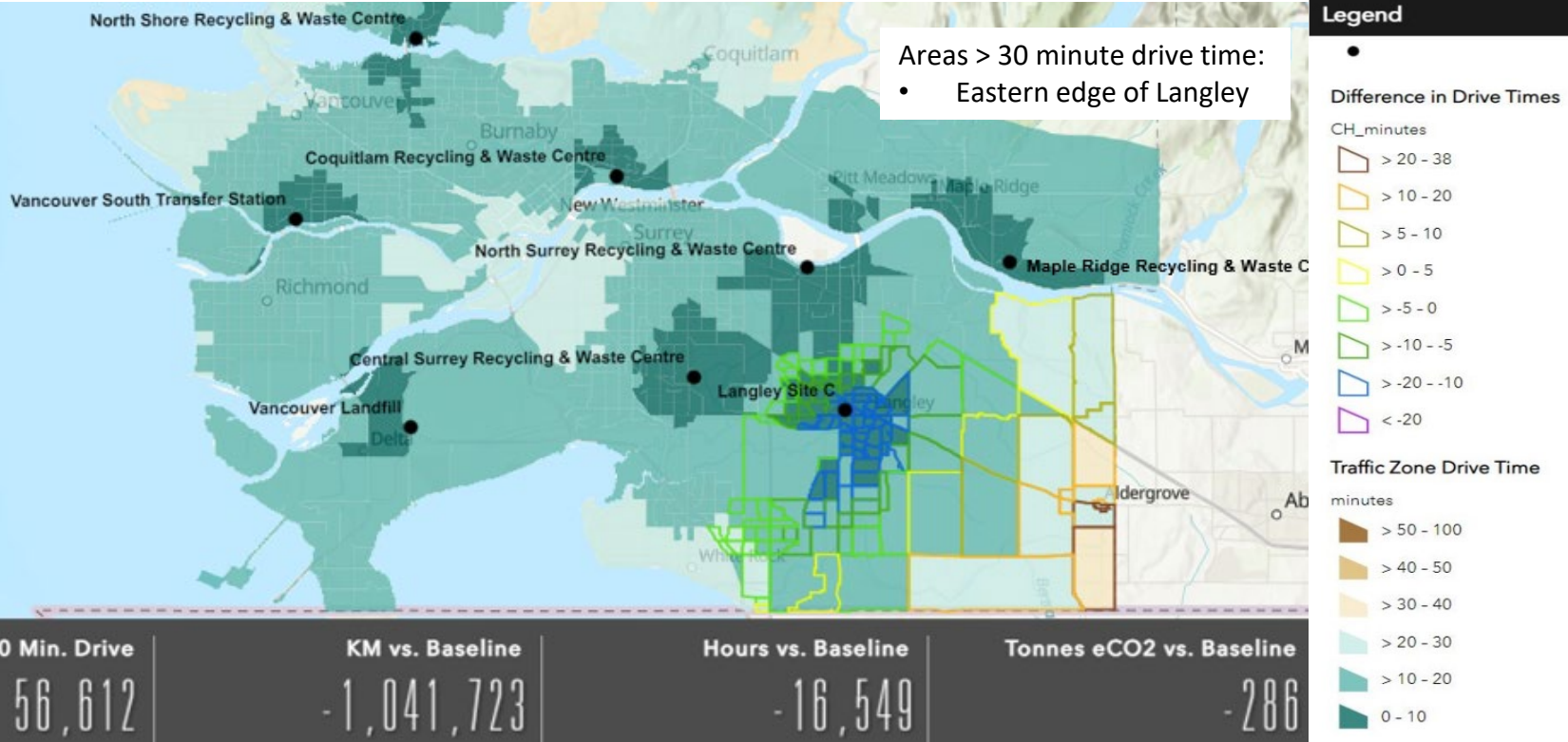
2050 Population - 4:00 pm - Site A Option



2050 Pop. >= 30 Min. Drive	KM vs. Baseline	Hours vs. Baseline	Tonnes eCO2 vs. Baseline
55,058	-658,835	-15,652	-181

LANGLEY RECYCLING AND WASTE CENTRE

2050 Population - 4:00 pm - Optimal Site Option



2050 Pop. >= 30 Min. Drive

56,612

KM vs. Baseline

-1,041,723

Hours vs. Baseline

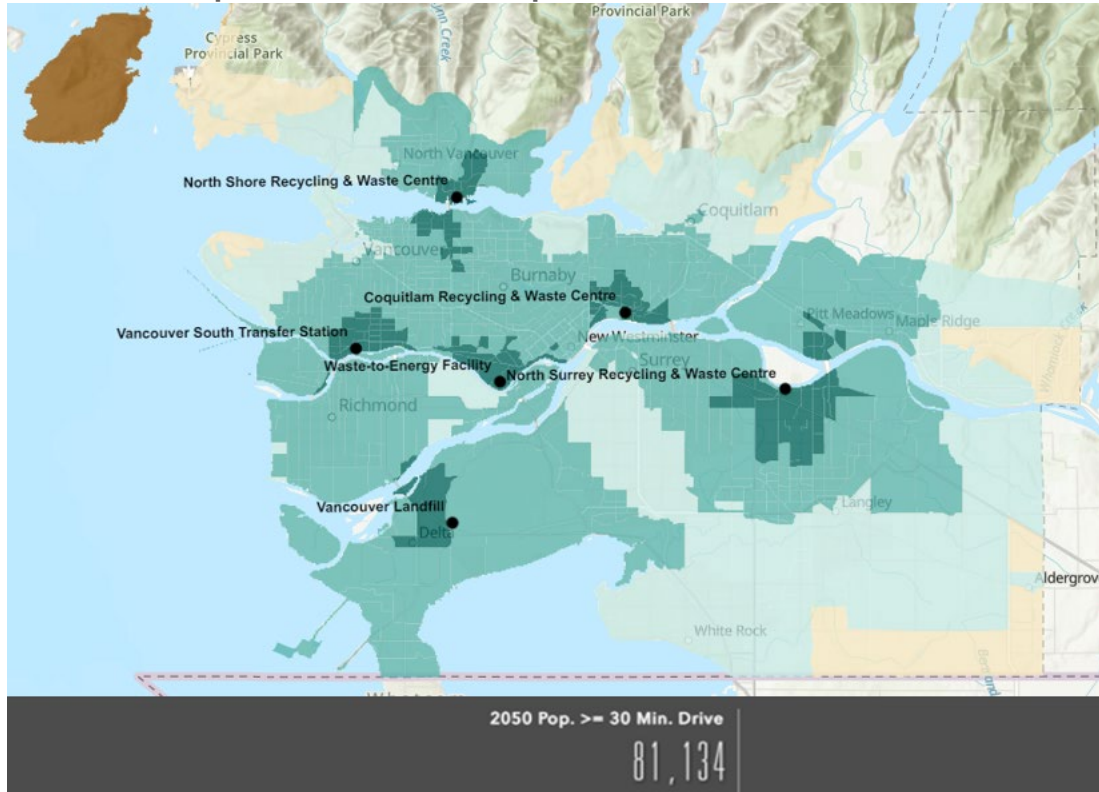
-16,549

Tonnes eCO2 vs. Baseline

-286

COMMERCIAL HAULER LOADS BASELINE (CURRENT SYSTEM)

2050 Population - 4:00 pm

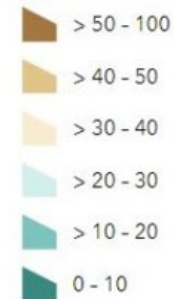


Areas > 30 minute drive time:

- Lions Bay
- Bowen Island
- Western portions of West Vancouver
- Belcarra and Anmore
- NE area of Coquitlam
- UBC
- Eastern regions of Maple Ridge
- Southern and eastern portions of Langley
- NW corner of West End

Traffic Zone Drive Time

minutes





Thank You

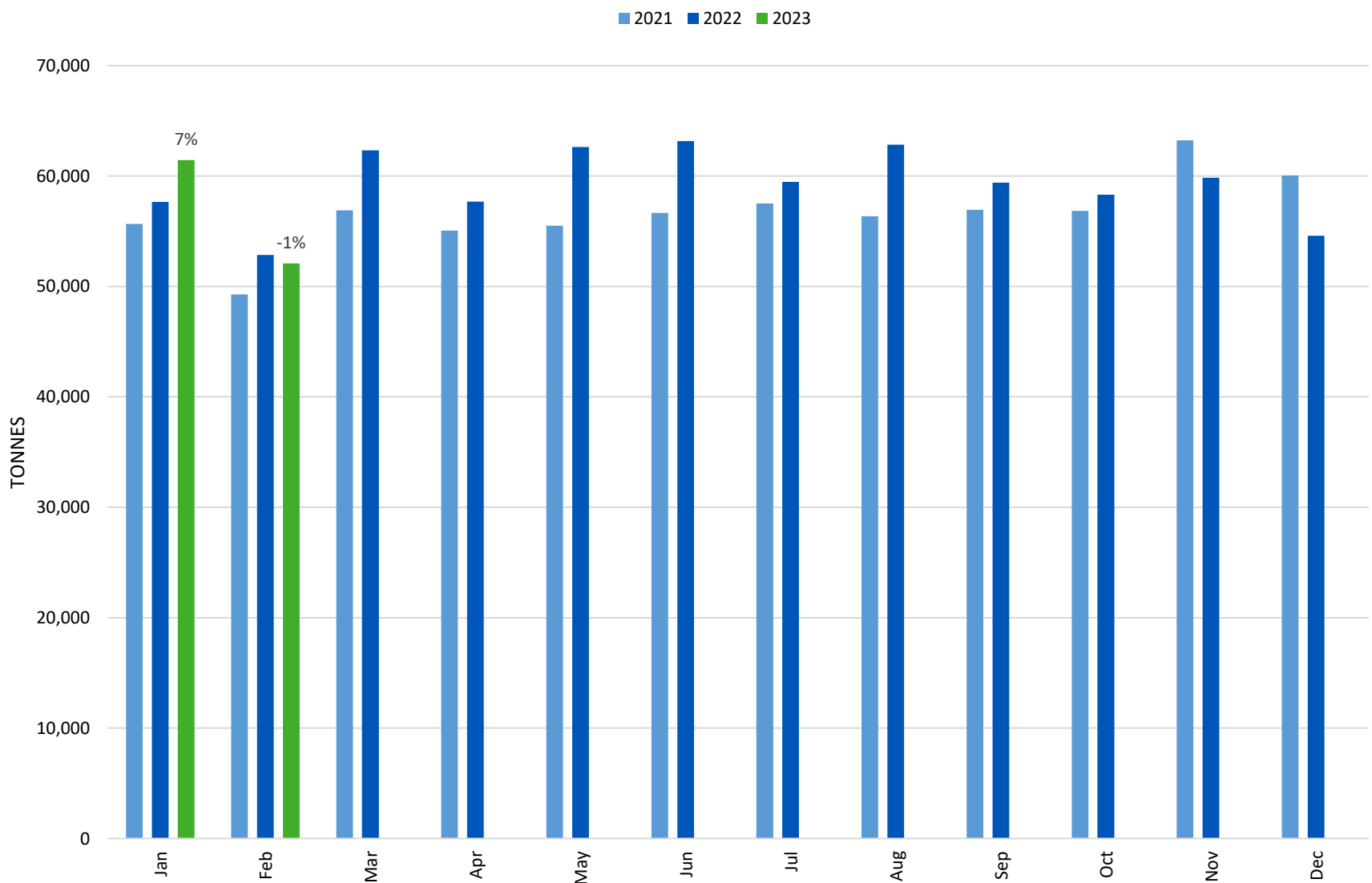
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2023 SOLID WASTE AND RECYCLING INDUSTRY ADVISORY COMMITTEE ACTION TRACKER

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
January 10, 2023	<ul style="list-style-type: none"> Bring forward draft updated IAC Terms of Reference to vote on next meeting 		Feb 2023	Complete
February 10, 2023	<ul style="list-style-type: none"> Metro Vancouver to invite members of the National Zero Waste Council to present on how their work gets incorporated into each phase of the solid waste management plan update process 	Paul Henderson	Q3	In progress
	<ul style="list-style-type: none"> Jurisdictional Scan of Recycling Statistics and Methodologies - Metro Vancouver will report back on scope of work and findings of a review of existing and future performance metrics including opportunities to improve tracking progress toward waste reduction and recycling goals 	Terry Fulton	Q2	In Progress

Metro Vancouver Waste Quantities* 2021 - 2023**

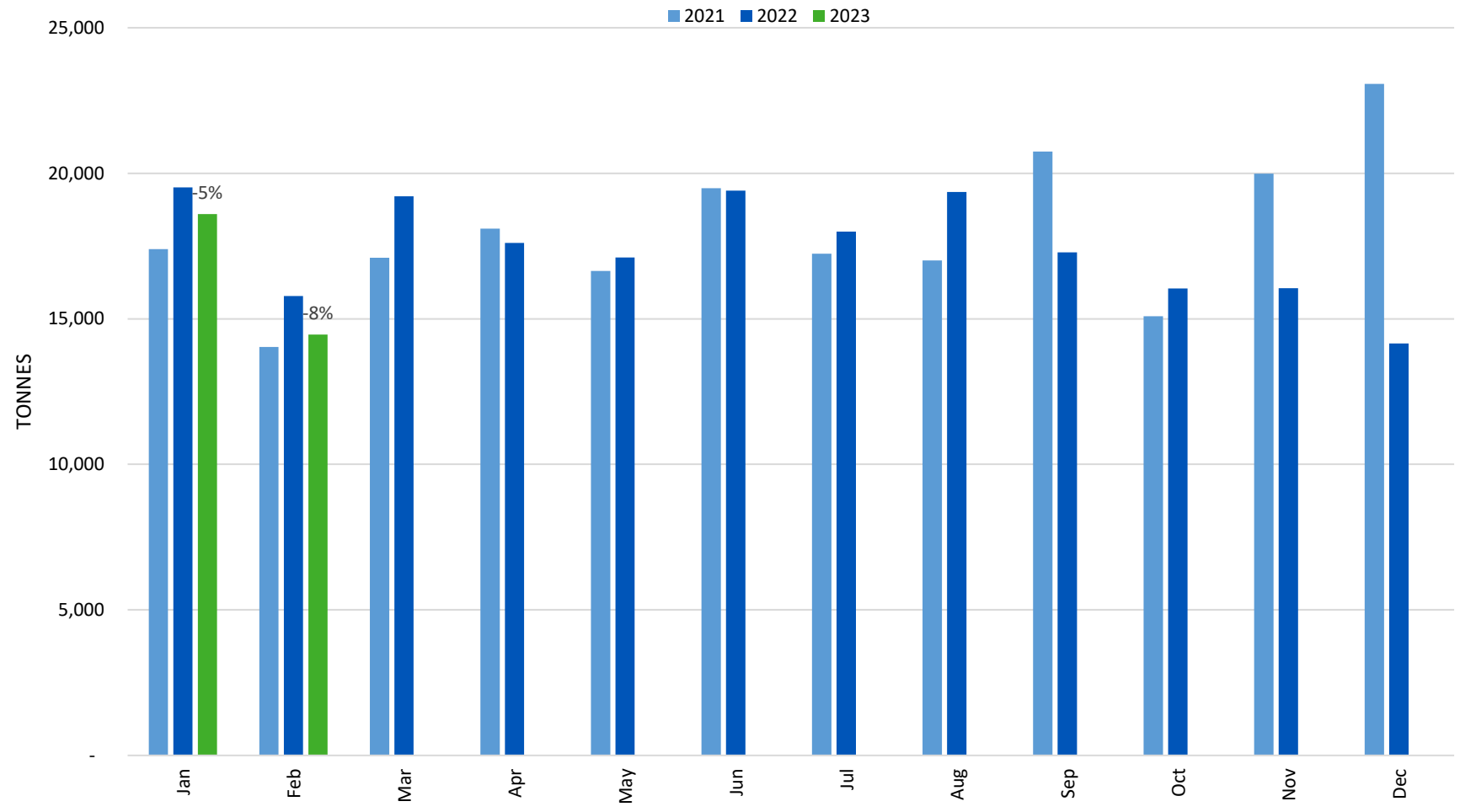


**Data reconciled to Dec 2022
*Metro Vancouver's Recycling and Waste Centres & the Waste-to-Energy Facility

City of Vancouver Waste Quantities*

2021 - 2023

(Demo garbage not included)

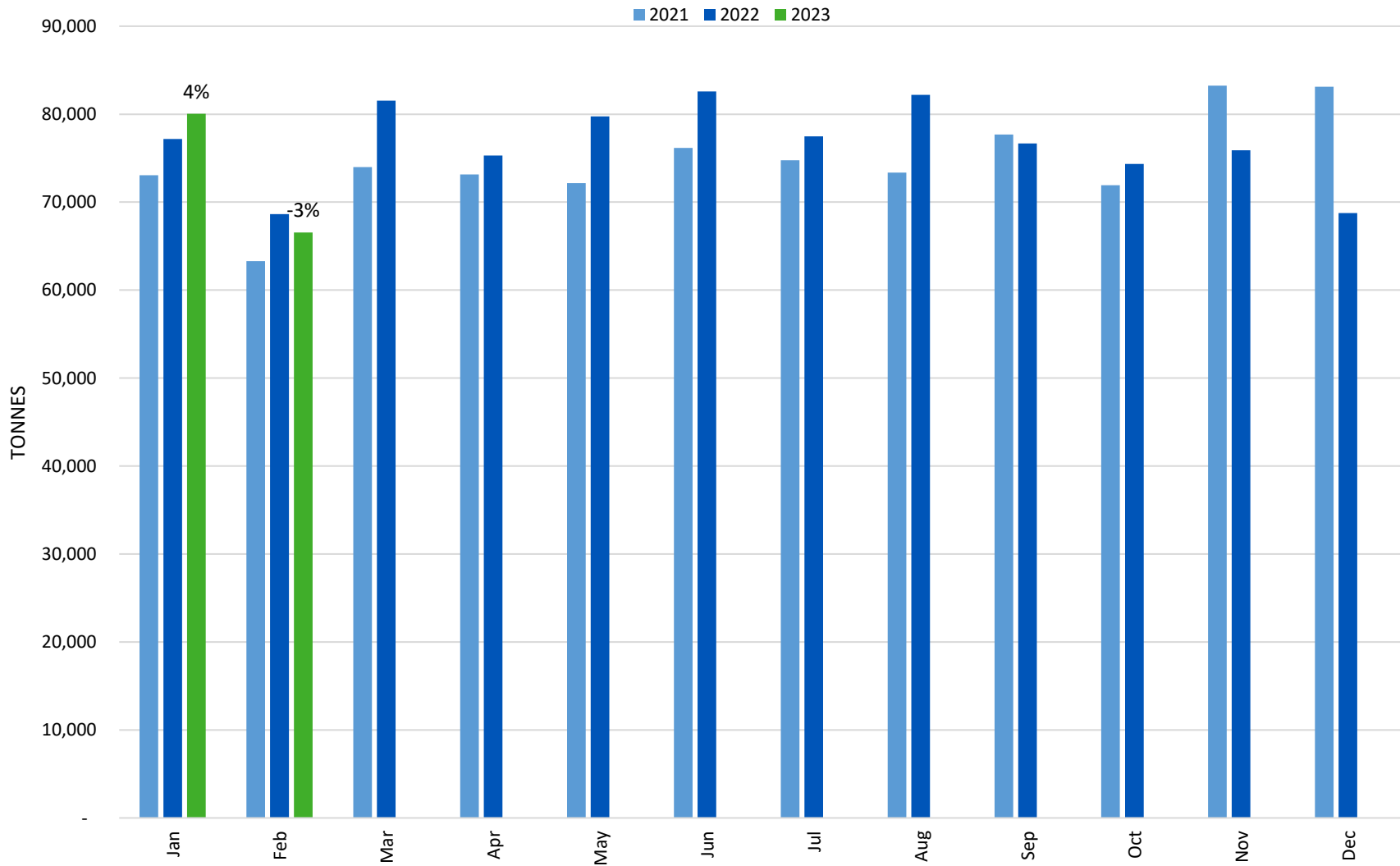


*Vancouver Landfill & Vancouver South Transfer Station

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 Draft Work Plan

Report Date: March 7, 2023

Priorities	
1st Quarter	Status
2021 Solid Waste and Recycling Annual Report	In Progress
Disposal Ban Program Review report out	Pending
Circular Economy/ 3Rs Study	Pending
Jurisdictional Scan of Recycling Statistics and Methodologies	Complete
Regional Solid Waste System Assessment Study	In Progress
Call for Submissions for 2023 IAC Membership	Complete
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
2022 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
National Zero Waste Council Presentation on Incorporating Input in the Solid Waste Management Plan Update	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

Solid Waste and Recycling Industry Advisory Committee

Terms of Reference

Updated February 7, 2023

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 permitted to send alternate representatives if they are unable to attend a meeting, members must provide advance written notice to the Co-Chairs advising the name and position title of their alternate.

5. CONFLICTS OF INTEREST

Members are to file with the IAC Co-Chairs a written 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.

² It 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 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.

8. WORK PLAN

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

9. MEETINGS

- Meetings will be 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. On agreement of both Co-Chairs, meetings may be added or 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. 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.
- 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.

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

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.

- 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.

10. CODE OF CONDUCT

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

1. **Respect and Collaboration:** Discussions and debates shall take place in an atmosphere of mutual respect and solutions-oriented collaboration, recognizing the value of different perspectives and seeking to understand the interests and needs of all affected parties.
2. **Transparency:** It is expected that all members speak honestly and transparently, engaging in good-faith dialogue and sharing information openly to encourage fact-based dialogue.
3. **Treatment of other Members:** Members of the committee have a duty to treat other members with respect during IAC meetings. Specifically, members have a duty to avoid:
 - a. Disrupting meetings by making continual interruptions or whispered asides;
 - b. Making offensive or abusive remarks directed at other members;
 - c. Impugning the motives of other IAC members or supporting staff;
 - d. Ignoring the legitimate direction of the Co-Chairs.

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

11. MEMBERSHIP DISMISSAL

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

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

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

12. MEMBERSHIP RESIGNATION

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

13. BUDGET AND RESOURCES

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

14. MEDIA PROTOCOL

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

15. REVIEW OF THE IAC TERMS OF REFERENCE

The IAC will review 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.