

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

**Tuesday, July 11, 2023
2:00 pm – 4:00 pm
A G E N D A**

1. AGENDA

1.1 July 11, 2023 Meeting Agenda

2. MINUTES

2.1 June 6, 2023 Meeting Minutes

3. Republic Services Representation on Industry Advisory Committee

4. Zero Waste Committee Updates

[*Zero Waste Committee meeting agenda – July 13, 2023*](#)

5.4 Tipping Fee Bylaw Updates

5.5 Smart Waste Program

Verbal Update

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

**5. PROPOSED UPDATES TO INDUSTRY ADVISORY COMMITTEE TERMS OF REFERENCE –
VOTING ITEM**

5.1 Proposed Updated Terms of Reference

**5.2 Proposed Updated Terms of Reference – Blackline version (compared to version
included in the May 9, 2023 agenda package)**

**5.3 Proposed Updated Terms of Reference – Blackline version (compared with Feb 7,
2023 approved version)**

6. REPORTS

**6.1 Solid Waste and Recycling Industry Advisory Committee 2022/23 Summary – Draft
report to Zero Waste Committee**

Verbal update

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

7. OTHER BUSINESS

7.1 2023 IAC Work Plan updates

Verbal Update

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

7.2 2023 IAC Action Tracker and Summarize Meeting Action Items

Verbal Update

Designated Speaker: Samantha Joy, Engagement Specialist, Solid Waste Services

8. NEXT STEPS

8.1 Upcoming Meeting Schedule

9. INFORMATION ITEMS

9.1 Regional Waste Flows

9.2 Proposed Updated 2023 Meeting Schedule

Committee Co-Chairs:

Director Craig Hodge, Zero Waste

Committee Vice Chair

Polak, Mary - Waste Connections of Canada

Membership:

Abrams, Izzie - Waste Connections of Canada

Ahmadi, Taufiq – Maple Leaf Disposal

Berkhof, Edwin – Evergen Infrastructure Corp.

Bryan, Lori - Waste Management Association of BC

Carrusca, Ken - Cement Association of Canada

Collins, James - Tymac Launch Service Ltd.

Coutts, Cindy – Encorp Pacific Canada

Crawford, Jeremy – Waste Control Services

Dietrich, Christian – Ecowaste Industries

Hankins, Grant – Canada Minibins Johnson, Gord - Empower

Environmental/ Northstar

JansenVandoorn, 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 Infrastructure Inc.

Millman, David - Waste Management of Canada

Moucachen, Maya - Merlin Plastics

Plotnikoff, Terry - Canadian Mattress Recycling Inc.

Prasad, Shad - Cascade Recovery + Shore, Cynthia - Republic Services

Sigmund, Sandy – Encorp Pacific Canada

Stefenelli, 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

Henderson, Paul – Metro Vancouver

Mizan, Zeenia – Metro Vancouver

Belanger, Lynn – City of Vancouver

Joy, Samantha - Metro Vancouver

Underwood, Chris – Metro Vancouver

Doorn, Nanette van – Metro

McDermott, Jon – City of Vancouver

Vidler, Lynne – Metro Vancouver

Vancouver

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

Minutes of the Solid Waste and Recycling Industry Advisory Committee Meeting held at 1:00 p.m. on Tuesday, June 6, 2023, at the Anvil Centre.

MEMBERS PRESENT:

Craig Hodge, Director, Metro Vancouver
Board of Directors (Co-Chair)
Mary Polak, Waste Connections of Canada
(Co-Chair)
Achilles Mallari, Sierra Waste Services Ltd.
Aiden Kiani, Lock-Block Ltd.
Christian Dietrich, Ecowaste Industries
David Millman, Waste Management of
Canada
Edwin Berkhof, Evergen Infrastructure Corp.
Grant Hankins, Minibins
Gord Johnson, Empower Environmental /
Northstar
Izzie Abrams, Waste Connections of Canada
Jacqueline Lotzkar, Pacific Metals Recycling
International

Jamie Kaminski, HSR Zero Waste
Jeremy Crawford, Waste Control Services Inc.
Ken Carrusca, Cement Association of Canada
Matthew McAra, GFL Environmental Inc.
Maya Moucachen, Merlin Plastics
Michael Zarbl, Major Appliances Recycling
Mike Lannin, Super Save Group
Nicole Stefenelli, Urban Impact Recycling
Nicole Victor, Covanta
Pinky Vargas, Republic Services
Ralph McRae, Revolution
Sandy Sigmund, Encorp Pacific Canada
Shad Prasad, Cascade Recovery +
Terryl Plotnikoff, Canadian Mattress Recycling
Inc.

MEMBERS ABSENT

Jacqueline Lotzkar, Pacific Metals Recycling
International
James Collins, Tymac Launch Service Ltd.
Josh Jansen Vandoorn, Anaconda Systems Ltd.
Leanne Koehn, Ridge Meadows Recycling
Society

Lori Bryan, Waste Management Association
of BC
Sean Kawakami, Convertus Canada Ltd.
Taufiq Ahmadi, Maple Leaf Disposal

METRO VANCOUVER (MV) STAFF:

Paul Henderson, General Manager, Solid
Waste Services
Adriana Velasquez, Senior Project Engineer
Allen Jensen, Senior Project Engineer
Chris Allan, Director, Solid Waste Operations
Chris Underwood, Division Manager

Karen Storry, Senior Engineer
Mani Massah, Project Engineer
Samantha Joy, Engagement Specialist
Stephanie Liu, Senior Engagement Specialist
Terry Fulton, P.Eng., Senior Project Engineer
Zeenia Mizan, Communications Officer

PREPARATION OF MINUTES: Jasmeen Dhillon, Raincoast Ventures Ltd.

Solid Waste and Recycling Industry Advisory Committee Meeting

Tuesday, June 6, 2023

1:00 PM – 4:00 PM

Anvil Centre

777 Columbia St, New Westminster, BC

Agenda

1. Agenda
 - 1.1. June 6, 2023 Meeting Agenda
2. Minutes
 - 2.1. May 9, 2023 Meeting Minutes
3. Solid Waste Management Plan Update and Guiding Principles Workshop
 - 3.1 Discussion Guide and Backgrounder
4. Industry Advisory Committee Co-Chair Election
 - 4.1. Voting Process
 - 4.2. Nominations
 - 4.3. Election
5. Other Business
 - 5.1. Zero Waste Committee Updates
Verbal Update
Designated Speaker: Paul Henderson, General Manager, Solid Waste Services
 - 5.2. IAC Solid Waste Management Plan Update Vision and Guiding Principles Workshop Planning
Verbal Update
Designated Speaker: Samantha Joy, Engagement Specialist, Solid Waste Services
6. Information Items
 - 6.1. Regional Waste Flows – May
 - 6.2. Industry Advisory Committee 2023 Work Plan
 - 6.3. Collaborative Engagement RFI Announcement
7. Next Steps

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 1:10 p.m. and welcomed attendees to the Solid Waste Industry and Recycling Advisory Committee (IAC) Meeting. Housekeeping items were relayed, Co-Chair Polak acknowledged that the meeting was being held on the traditional territories of local First Nations.

The Co-Chair noted that there were observers from the Ministry of Environment and Climate Change Strategy and the City of Vancouver present at the meeting and reminded members that observers are welcome at every meeting as per the terms of reference.

1. AGENDA

1.1 June 6, 2023 Meeting Agenda

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

2. MINUTES

2.1 May 9, 2023 Meeting Minutes

Co-Chair Polak called for errors or omissions in the minutes of the May 9, 2023 IAC meeting.

During the review of the minutes, a member made a point of information and requested to speak. The member referenced his ongoing concerns around transparency and alleged member conflict of interest. The member presented a box of approximately 1,500 documents related to these issues to Co-Chair Polak.

No errors or omissions were identified by IAC members.

3. SOLID WASTE MANAGEMENT PLAN UPDATE VISION AND GUIDING PRINCIPLES WORKSHOP

3.1 Discussion Guide and Backgrounder

The committee received an overview presentation on the regional recycling and waste system, and a presentation on the approach to discussing vision and guiding principles for the solid waste management plan update.

Four questions were discussed by committee members, including small group and large group discussions:

1. What waste reduction, recycling and garbage disposal topics are most important, now and into the future?
2. List words or phrases that describe what matters, when deciding what to do with products, packaging and materials that are no longer needed.
3. The updated solid waste management plan is intended to reflect the values of everyone in the region. What values, interests, and priorities can be considered?
4. Thinking of how we purchase, use, reuse, repurpose, recycle and throw things away in the Metro Vancouver region, what could be better in the future than it is today?

A high-level summary of the feedback received during the workshop is attached. Detailed discussion notes are being retained as part of the full engagement record, and individual comments will be included in feedback logs as part of an engagement report at the end of this phase on vision and guiding principles.

4. INDUSTRY ADVISORY COMMITTEE CO-CHAIR ELECTION

4.1 Voting Process

The election process was explained: the election of one Co-chair will be based on a majority vote (50% + 1 of all attending members) among the IAC members.

The Committee appointed Co-Chair will call for nominations from the floor and then IAC members will be invited to vote by show of hands for the candidates of their choice.

One member brought to attention that the Co-Chair election procedure was different in 2022 and it was suggested that for the nominations to proceed the committee would allow time for nominees to give a short personal introduction before voting began.

4.2 Nominations

Co-Chair Hodge informed that he would call three times for nominations from the floor:

- Co-Chair incumbent, Mary Polak, was nominated to be re-elected Co-Chair

4.3 Election

There being only one nominee, Co-Chair Hodge announced that Mary Polak was acclaimed Co-Chair for 2023/24.

5. OTHER BUSINESS

5.1 Zero Waste Committee Updates

Paul Henderson informed that the next Zero Waste Committee meeting is scheduled for Thursday, June 15, 2023 and provided an overview of some of the items to be considered at the meeting.

5.2 2023 IAC Action Tracker and Summarize Meeting Action Items

This item was included in the agenda package. Samantha Joy also provided a verbal update relating to ongoing exploration of potential ways for Metro Vancouver to support recycling facility insurance applications. This item is in progress and will be discussed further as new details become available.

5.2 Collaborative Engagement

Stephanie Liu provided the following updates:

- Initiative to provide funding to not-for-profit organizations to gather feedback and engage with their communities on the Solid Waste Management Plan update.
- Goal to leverage the networks of not-profit entities including entities representing equity denied and underrepresented populations, and to expand the reach of Metro Vancouver engagement.

Request for information (RFI) has been adapted to allow an easier application process. Organizations can fill out a 2-page form to advise of their interest in participating.

6. INFORMATION ITEMS

6.1 Regional Waste Flows – May

- Item was included in the agenda package.
- No further comments

6.2 Industry Advisory Committee 2023 Work Plan

- Included in the agenda package
- No further comments

7. NEXT STEPS

- Mary Polak, Co-Chair, announced the addition of a meeting on July 11, 2023 - invitations will be forwarded to members.
- Announcement regarding the 2023 Zero Waste Conference: IAC members are invited to attend the Zero Waste Conference which is scheduled for November 1 – 2, 2023. Members are able to attend the conference at no cost.
- Members can share any additional comments or questions via email.

8. ADJOURNMENT

The Solid Waste and Recycling Industry Advisory Committee meeting adjourned at 3:10 p.m.



North Shore Recycling and Waste Centre

Draft Tipping Fee Bylaw Updates

Paul Henderson, P.Eng.

General Manager, Solid Waste Services

Zero Waste Committee, July 13, 2023

Orbit Link

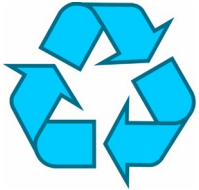
metrovancouver

WASTE REDUCTION AND RECYCLING ACHIEVEMENTS



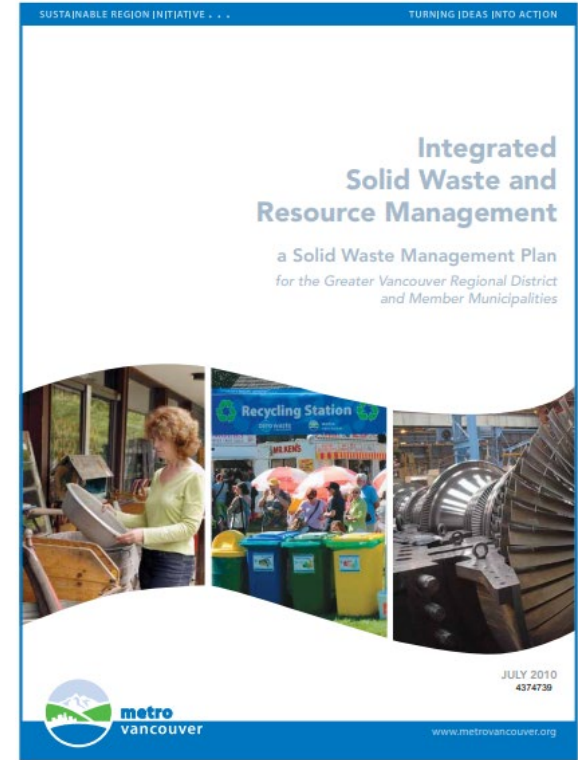
Goal: 10% Reduction Waste Generation (Achieved 11%)

Generation = Recycled + Disposed



Goal: 80% Recycling Rate (Achieved 65%)

Recycling Rate = Recycled / Generated



REGIONAL SOLID WASTE SYSTEM

Reliable and resilient waste and recycling services that benefit and are available to all

Disposal bans at regional facilities – surcharges on garbage loads containing recyclables or hazardous materials

Education and behavior change campaigns

Waste reduction initiatives and planning



65% recycling rate and achievements in waste reduction, recycling, greenhouse gas emission reduction, and advancing a circular economy

Regional Solid Waste Facilities



BENCHMARK OF UTILITY COSTS - 2023

Solid Waste (\$ CAD / tonne)

| Solid Waste | |
|---------------------------------------|-------|
| Metro Vancouver (average tipping fee) | \$136 |
| Toronto | \$171 |
| Seattle | \$218 |
| San Francisco | \$291 |

TIPPING FEE AND SOLID WASTE DISPOSAL REGULATION

Bylaw No. 306, 2017

- Establishes fees for garbage and recycling at Metro Vancouver and City of Vancouver solid waste facilities (regional facilities)
- Identifies recyclable and hazardous materials banned from disposal at regional facilities
- Implements the generator levy

TIPPING FEE COMPONENTS

Generator Levy

Fixed costs

- Solid waste planning
- Fixed costs of recycling and waste centre network.



Variable costs

- Transportation and disposal
- Dependent on amount of waste managed

GENERATOR LEVY - \$59 / TONNE

Waste delivered to regional facilities

Generator levy included in the tipping fee

Waste delivered to other facilities

Generator levy must be remitted to Metro Vancouver

NO GENERATOR LEVY

Dry Recyclables



Residential and Commercial Organics



Construction and Demolition



Industrial



Agricultural



To processors for recycling and disposal

GENERATOR LEVY Mixed Municipal Solid Waste

METRO VANCOUVER
OR
CITY OF VANCOUVER
disposal facilities

TIPPING FEE includes
GENERATOR LEVY
-NO IMPACT ON COST



FACILITIES
OTHER THAN
METRO VANCOUVER
OR
CITY OF VANCOUVER

Haulers remit
GENERATOR LEVY
to Metro Vancouver

GENERATOR LEVY BENEFITS

- All waste generators contribute to cost of solid waste system
- Disposal bans can be applied
- Reliable data collection
- Competition among waste haulers

DRAFT TIPPING FEE BYLAW UPDATES

- Simplify and improve consistency of definitions
- Strengthen record management requirements
- Establish maximum fine
- Enhance inspection powers

ENGAGEMENT



Engage with the solid waste and recycling industry to:

Ensure updated definitions are complete and logical

Ensure enhanced record keeping requirements are practical for the waste and recycling industry

Ensure exemptions are clear and appropriate

Increase awareness of generator levy requirements

NEXT STEPS

- Engage with solid waste and recycling industry
- Provide engagement feedback to Zero Waste Committee
- Bring forward proposed updates to Tipping Fee Bylaw for Board's consideration





Questions?

metrovancouver

Solid Waste and Recycling Industry Advisory Committee

Terms of Reference

Updated June 30, 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 in 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.



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 disclosure statement detailing their relationship with Metro Vancouver.

Examples of information that would be expected to be shared in the disclosure statements include:

- Contracts with Metro Vancouver entities;
- Contracts providing services to Metro Vancouver facilities as a sub-contractor;
- Addresses of facilities that are licensed under Metro Vancouver's Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996; and
- The submission of a proposal in connection with a Metro Vancouver procurement process.

Any member or principal who does not have a relationship with Metro Vancouver must file a NIL disclosure statement to that effect. Members are asked to update that disclosure statement in a timely fashion to reflect any change of circumstances or if the IAC's deliberations expose relationships that may not have been initially apparent. Members who fail to file the requisite disclosure statement and updates will be excluded from the IAC and its deliberations until such time as he or she fully complies.

Alternate representatives are not required to provide a disclosure statement to the Co-Chairs unless the alternate representative is attending three or more IAC meetings within the year. IAC member disclosure statements will be posted online on the IAC website and publically available.

Members should excuse themselves from any IAC discussions or matters that may place them in a conflict of interest, unless explicitly requested to speak, on a majority vote of the IAC to do so. A conflict of interest is considered to be a pecuniary or other interest in the business of a Metro Vancouver entity that would cause a real or perceived conflict of interest in the member's ability to carry out his or her duties in connection with the IAC.

The Co-Chairs also 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. The Co-Chairs will rely exclusively on the information provided by members in their disclosure statements to inform such decisions.

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

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 elected 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.

Co-Chair elections will take place at the meeting on the one-year anniversary of the member Co-Chair's appointment. Nominations will be called at the previous meeting, with additional nominations allowed on the day of the election.

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 11 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 the 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 canceled 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.

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

- 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. 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 meeting 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.

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.

- 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 reinstatement 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 these 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

Updated ~~May 4~~ June 30, 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

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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~~ in 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.

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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 disclosure statement detailing their relationship with Metro Vancouver. ~~Members are asked to update that disclosure 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. A conflict of interest is considered to be a pecuniary or other interest in the business of a Metro Vancouver entity that would cause a conflict of interest, or be seen to cause a conflict of interest, in the member's ability to carry out his or her duties in connection with the IAC.~~

Examples of information that would be expected to be shared in the disclosure statements include:

- Contracts with Metro Vancouver entities;
- Contracts providing services to Metro Vancouver facilities as a sub-contractor;
- Addresses of facilities that are licensed under Metro Vancouver's Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996; and
- ~~Public information related to participation~~The submission of a proposal in connection with a Metro Vancouver procurement ~~processes~~process.

~~The IAC Co-Chairs have no mechanism to protect confidential information, as such no confidential information should be shared with the IAC Co-Chairs or in disclosure statements. Examples of confidential information that should not be shared with the IAC Co-Chairs or included in disclosure statements include:~~

- ~~• Participation in Metro Vancouver procurement processes where that information is not public;~~
- ~~• Names of entities that a member provides consulting services to unless that information is publicly available; and~~
- ~~• For industry association representatives, information with respect to the activities of members of the organization.~~

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

Any member or principal who does not have a ~~conflict of interest relationship with Metro Vancouver~~ must file a NIL disclosure statement to that effect. Members are asked to update that disclosure statement in a timely fashion to reflect any change of circumstances or if the IAC's deliberations expose relationships that may not have been initially apparent. Members who fail to file the requisite disclosure statement and updates will be excluded from the IAC and its deliberations until such time as he or she fully complies.

~~IAC member disclosure statements will be posted online on the IAC website and publically available.~~

Alternate representatives are not required to provide a disclosure statement to the Co-Chairs unless the alternate representative is attending three or more IAC meetings within the year. IAC member disclosure statements will be posted online on the IAC website and publically available.

Members should excuse themselves from any IAC discussions or matters that may place them in a conflict of interest, unless explicitly requested to speak, on a majority vote of the IAC to do so. A conflict of interest is considered to be a pecuniary or other interest in the business of a Metro Vancouver entity that would cause a real or perceived conflict of interest in the member's ability to carry out his or her duties in connection with the IAC.

The Co-Chairs also 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. The Co-Chairs will rely exclusively on the information provided by members in ~~the conflict~~their disclosure statements to inform ~~their~~such decisions.

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~~elected 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.~~

Co-Chair elections will take place at the meeting on the one-year anniversary of the member Co-Chair's appointment. Nominations will be at the previous meeting, with additional nominations allowed on the day of the election.

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

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

4. during the appeal of member's dismissal, as described in section 11 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 ~~the~~ 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~~ canceled 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. 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~~meeting minutes posted for information on Metro Vancouver's website.

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.

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 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~~reinstatement 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

The IAC will review ~~this~~these 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

Updated ~~February 7~~ June 30, 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~~ in 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. ~~²It 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 disclosure 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.

Examples of information that would be expected to be shared in the disclosure statements include:

- Contracts with Metro Vancouver entities;
- Contracts providing services to Metro Vancouver facilities as a sub-contractor;
- Addresses of facilities that are licensed under Metro Vancouver's Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996; and
- The submission of a proposal in connection with a Metro Vancouver procurement process.

Any member or principal who does not have a relationship with Metro Vancouver must file a NIL disclosure statement to that effect. Members are asked to update that disclosure statement in a timely fashion to reflect any change of circumstances or if the IAC's deliberations expose ~~conflicts of interest~~relationships 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 disclosure 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~~disclosure statement to the Co-Chairs unless the alternate representative is attending three or more IAC meetings within the year. IAC member disclosure statements will be posted online on the IAC website and publically available.

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

Members should excuse themselves from any IAC discussions or matters that may place them in a conflict of interest, unless explicitly requested to speak, on a majority vote of the IAC to do so. A conflict of interest is considered to be a pecuniary or other interest in the business of a Metro Vancouver entity that would cause a real or perceived conflict of interest in the member's ability to carry out his or her duties in connection with the IAC.

The Co-Chairs also 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. The Co-Chairs will rely exclusively on the information provided by members in their disclosure statements to inform such decisions.

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~~elected 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.~~

Co-Chair elections will take place at the meeting on the one-year anniversary of the member Co-Chair's appointment. Nominations will be at the previous meeting, with additional nominations allowed on the day of the election.

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 ~~40~~11 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 the 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.

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

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- 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.
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- 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.
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- 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.
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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~~ to avoid:
 - a. Disrupting meetings by making continual interruptions or whispered asides;
 - b. Making offensive or abusive remarks directed at other members;

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.

- c. Impugning the motives of other IAC members or supporting staff;
- d. Ignoring the legitimate direction of the Co-Chairs.

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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~~ reinstatement 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.

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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.

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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~~ these 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.

To: Zero Waste Committee

From: Paul Henderson, General Manager, Solid Waste Services

Date: June 29, 2023 Meeting Date: September 14, 2023

Subject: **Solid Waste and Recycling Industry Advisory Committee 2022/23 Summary**

RECOMMENDATION

That the Zero Waste Committee receive for information the report dated June 29, 2023, titled “Solid Waste and Recycling Industry Advisory Committee 2022/23 Summary”.

EXECUTIVE SUMMARY

The Solid Waste and Recycling Industry Advisory Committee (Industry Advisory Committee) was formed in 2022 as a forum for industry contribution, discussion, and advice to Metro Vancouver on solid waste and recycling planning, operations, and policy. Director Craig Hodge is the Metro Vancouver Board appointed Co-Chair. Mary Polak was elected by Industry Advisory Committee members in 2022 as the Co-Chair and was reelected to the position in June 2023. Committee membership carries a one-year term, with interested members applying to participate annually.

Since its formation, topics of discussion at Industry Advisory Committee meetings have included:

- Waste and recycling data and calculation methodologies
- Disposal ban program
- Extended producer responsibility programs
- Vision and guiding principles for an updated solid waste management plan
- Updates to the committee terms of reference

PURPOSE

To provide the Zero Waste Committee with an update on the activities of the Solid Waste and Recycling Industry Advisory Committee since its formation in early 2022.

BACKGROUND

In July 2021 the Board received for information the terms of reference for the Solid Waste and Recycling Industry Advisory Committee (Industry Advisory Committee). The Industry Advisory Committee reports through its Co-Chairs to the Zero Waste Committee in addition to providing advice and recommendations to Metro Vancouver staff. Director Hodge is the Metro Vancouver Board appointed Co-Chair. Under the terms of reference, the second Co-Chair is elected by the Industry Advisory Committee members.

INDUSTRY ADVISORY COMMITTEE

Industry Advisory Committee Formation

To initiate the formation of the Industry Advisory Committee, Metro Vancouver invited submissions from representatives of private waste and recycling collection and processing companies and their industry associations to join the committee during a seven-week period from December 10, 2021 to February 14, 2022. In February 2022 the Zero Waste Committee received a report with information on the submission process for Industry Advisory Committee membership.

The Industry Advisory Committee is open to participation by representatives of private waste and recycling collection and processing companies and their industry associations. The purpose of the Industry Advisory Committee 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. All potential participants that completed the self-selection assessment framework, and submitted a statement of interest declaration were able to participate in the Industry Advisory Committee.

Individuals representing waste and recycling collectors and processors who completed the submission process to participate in the Industry Advisory Committee were welcomed as members. The Industry Advisory Committee held its inaugural meeting on March 1, 2022 with 32 members and Director Craig Hodge as the Metro Vancouver Board appointed committee Co-Chair. At the May 3, 2022 meeting Mary Polak, representing Maple Leaf Strategies, was elected by the committee to serve as Co-Chair for the committee for one year. The Industry Advisory Committee held nine meetings in 2022 on roughly a monthly schedule.

Transparency

All Industry Advisory Committee information is provided publically on the Metro Vancouver website, including the following:

- Solid Waste and Recycling Industry Advisory Terms of Reference
- Meeting Agendas, Minutes, and Presentations
- Industry Advisory Committee Member's Existing or Potential Conflict Statements
- Industry Advisory Committee Membership List
- Industry Advisory Committee Membership Biographies

The Industry Advisory Committee meetings are open to the public and anyone interested in observing a meeting can request an invitation via the website. Per the Industry Advisory Committee terms of reference, meeting agendas, including the presentations, are posted to the website at least 72 hours before the meeting to provide members time to review.

Key Topics of Discussion

Metro Vancouver received feedback on priority topics and themes that Industry Advisory Committee members are most interested in discussing, and subsequently facilitated a hybrid workshop on September 7, 2022 to delve deeper into a few of the key priority topics. Topics and interests discussed at the workshop and subsequent Industry Advisory Committee meetings in 2022/23 include:

- Waste reduction and recycling data including calculation methodology
- Metro Vancouver disposal ban program
- Extended producer responsibility
- Construction and demolition waste management
- Zero waste and circular economy
- Public education and communications regarding contamination, behaviour change
- Role of public and private sectors in delivering solid waste services and advancing zero waste and the circular economy
- Residential and commercial/institutional residual garbage management
- Waste flows
- Waste composition study results
- Solid waste management plan vision and guiding principles
- Recycling rates and statistics – metrics and transparency
- Generator Levy
- Metro Vancouver procurement process
- Rising insurance rates for operators and facilities

There was considerable interest in discussing recycling and garbage disposal data and methodology, with some members suggesting specific materials such as concrete and any materials used as fuel not be included in recycling statistics. Metro Vancouver includes those materials as they are municipal solid waste materials, and the materials are managed for recycling and beneficially used. Additional clarity was provided within Metro Vancouver *2021 Solid Waste Management Annual Summary* with respect to calculation methodology.

Industry Advisory Committee Actions

In 2022, Members of the Industry Advisory Committee suggested and subsequently approved a motion to update the committee terms of reference to require committee members to submit a *Committee Member Existing or Potential Conflict Statement* regarding their relationship with Metro Vancouver. As a result, the terms of reference of the Industry Advisory Committee was updated and Metro Vancouver created the *Committee Member Existing or Potential Conflict Statement* that is now required to be completed by all committee members before they participate in meetings, as well as shared with the Co-Chairs. Subsequently, concerns were raised by a member regarding conflict statements that have been submitted, and work has been ongoing to provide clearer guidance with respect to the information that members are expected to disclose.

In January 2023, Industry Advisory Committee members voted on a draft 2023 work plan to scope out the work for the year. At the February 2023 meeting, based on Industry Advisory Committee feedback, staff supporting the committee suggested a number of changes to the terms of reference to make committee membership easier, including allowing members to send alternates to meetings they are unable to attend. The committee membership has voted to support these changes and Attachment 2 includes the updated terms of reference.

After a call for submission process in January and February, the 2023 Industry Advisory Committee held its first meeting on March 7, 2023. There are 30 members participating in the 2023 committee including 24 returning and six new members.

The Industry Advisory Committee held an in-person workshop in April 2023 to engage members in providing feedback on the creation of a vision and guiding principles for the solid waste management plan update. Shortly following the beginning of the meeting, a member brought forward a point of order around concerns related to potential lack of transparency and conflict of interest of other committee members. The member suggested that a number of members should not be able to participate in future Industry Advisory Committee meetings due to issues with respect to their conflict of interest statements. The meeting was adjourned by the Co-Chairs without proceeding to the workshop. At the May meeting, the Co-chairs confirmed that all members of the Industry Advisory Committee would be eligible to continue to participate in the Industry Advisory Committee.

In June Metro Vancouver staff hosted the rescheduled engagement workshop with 22 of 30 members in attendance. Key themes were identified that will be considered in the development of a vision and guiding principles for the solid waste management plan update (attachment 3). At the meeting a member continued to express concerns with respect to alleged conflicts and produced a box of documents that was provided to Co-Chair Polak which he alleged concerned information demonstrating the conflicts.

Industry Advisory Committee members have one-year terms with a requirement to reapply each year. The 2023 Industry Advisory Committee has now held four meetings and one workshop. At the June 6 meeting, Mary Polak was re-elected Co-Chair for the 2023/2024 term.

Feedback from Co-Chairs

Attachment 1 includes feedback from the committee Co-Chairs, Director Hodge and Mary Polak on the 2022/23 Industry Advisory Committee.

ALTERNATIVES

This is an information report. No alternatives are presented.

FINANCIAL IMPLICATIONS

Coordination of the Industry Advisory Committee is included in the current Solid Waste Services work plan and budget.

CONCLUSION

The Solid Waste and Recycling Industry Advisory Committee was formed in 2022 to create a forum for engagement with private recycling and waste industry representatives. The purpose of the Industry Advisory Committee is to act as a forum through which industry representatives receive information, provide advice, in management planning, operations and policy issues related to solid waste and recycling services in the Metro Vancouver region, as well as the ongoing solid waste management plan update. The Industry Advisory Committee has discussed many topics since its formation including the role of public and private sectors in delivering solid waste services and

advancing zero waste and the circular economy, waste reduction and recycling data including calculation methodology, the generator levy, and the vision and guiding principles for the solid waste management plan update.

Attachment 1: Industry Advisory Committee Co-Chairs Feedback

Attachment 2: Industry Advisory Committee Updated Terms of Reference (February 2023)

Attachment 3: IAC Vision and Guiding Principles Workshop Summary

References

[Solid Waste and Recycling Industry Advisory Committee \(metrovancover.org\)](https://www.metrovancouver.org)

58773216

Solid Waste and Recycling Industry Advisory Committee 2023 Draft Work Plan

Report Date: July 11, 2023

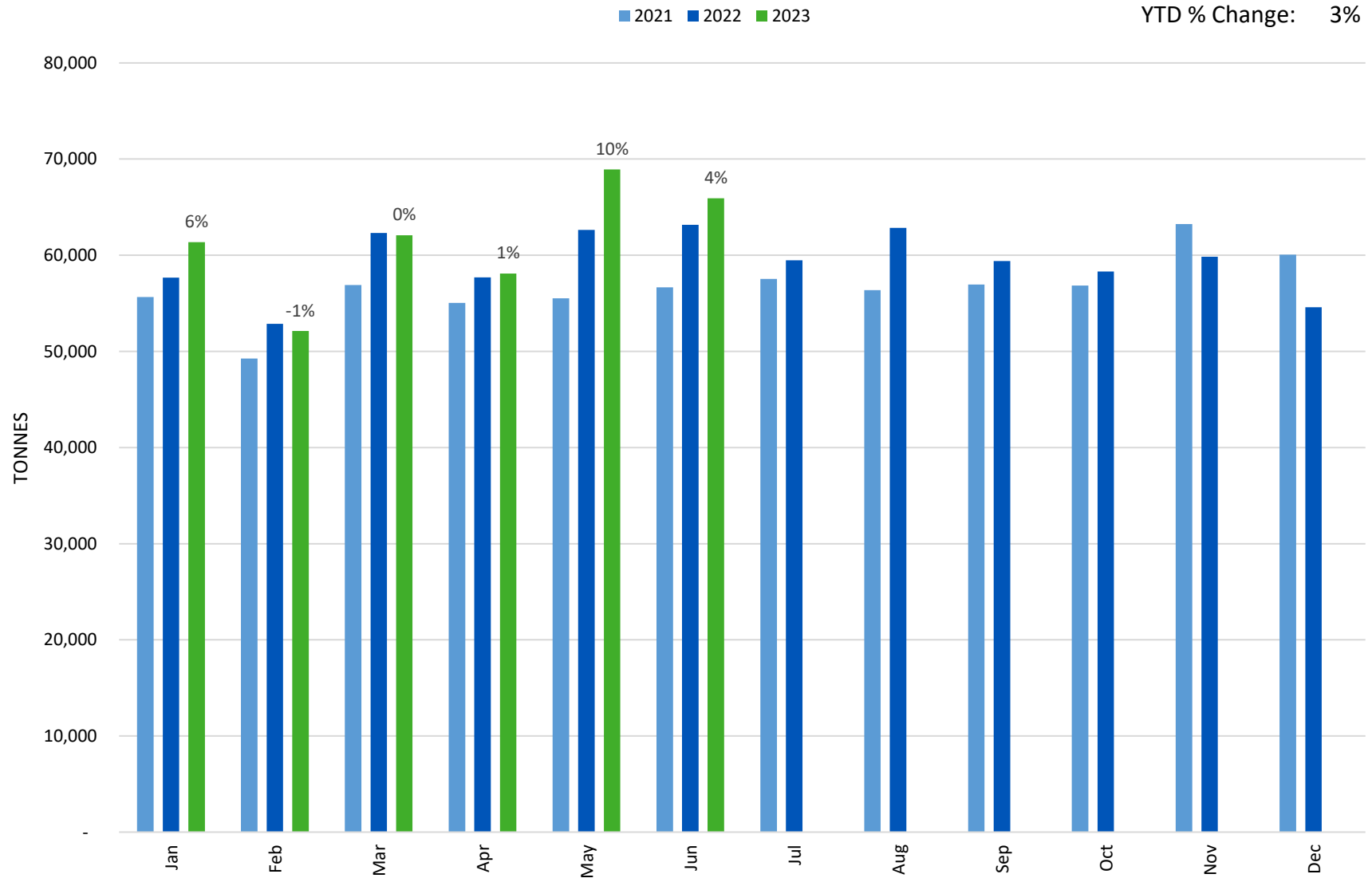
| Priorities | |
|--|--------------------|
| 1st Quarter | Status |
| 2021 Solid Waste and Recycling Annual Report | Complete |
| Call for Submissions for 2023 IAC Membership | Complete |
| Jurisdictional Scan of Recycling Statistics and Methodologies | Complete |
| Regional Solid Waste System Assessment Study | Complete |
| 2nd Quarter | Status |
| Disposal Ban Program Review report out | In Progress |
| IAC Co-Chair Election | Complete |
| Workshop 1: Solid Waste Management Plan Update Vision and Guiding Principles | Complete |
| Zero Waste Committee/Public and Technical Advisory Committee Co-Chair Report out on Industry Advisory Committee Activities | In Progress |
| 3rd Quarter | Status |
| 2022 Disposal Ban Program Update | In Progress |
| 2022 Waste Composition Program Results | In Progress |
| National Zero Waste Council Presentation on Incorporating Input in the Solid Waste Management Plan Update | 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 Regulatory Framework | In Progress |
| Solid Waste Residual Management Options Study Update | Pending |
| Workshop 2: Topics to be determined | Pending |
| 4th Quarter | Status |
| Circular Economy/ 3Rs Study | Pending |
| Metro Vancouver Procurement process – Presentation and Discussion | Pending |
| Recycling statistics – Presentation and Discussion | Pending |
| Solid Waste Management Plan Update – Guiding Principles Report Back | Pending |
| Solid Waste Services 2024 Budget and Capital Plan | In Progress |
| Solid Waste Services Financial Plan/2024 Proposed Garbage Tipping Fees | Pending |

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 |
|-------------------|---|----------------|--------------------------|-------------|
| 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 |
| May 9, 2023 | Find out if the inclusion of an inspection report and/or Metro Vancouver licensing program for solid waste facilities could mitigate significantly high insurance premiums and challenges obtaining insurance coverage for operators and facilities. | Paul Henderson | Q2 | In Progress |

Metro Vancouver Waste Quantities* 2021 - 2023**



**Data reconciled to Apr 2023

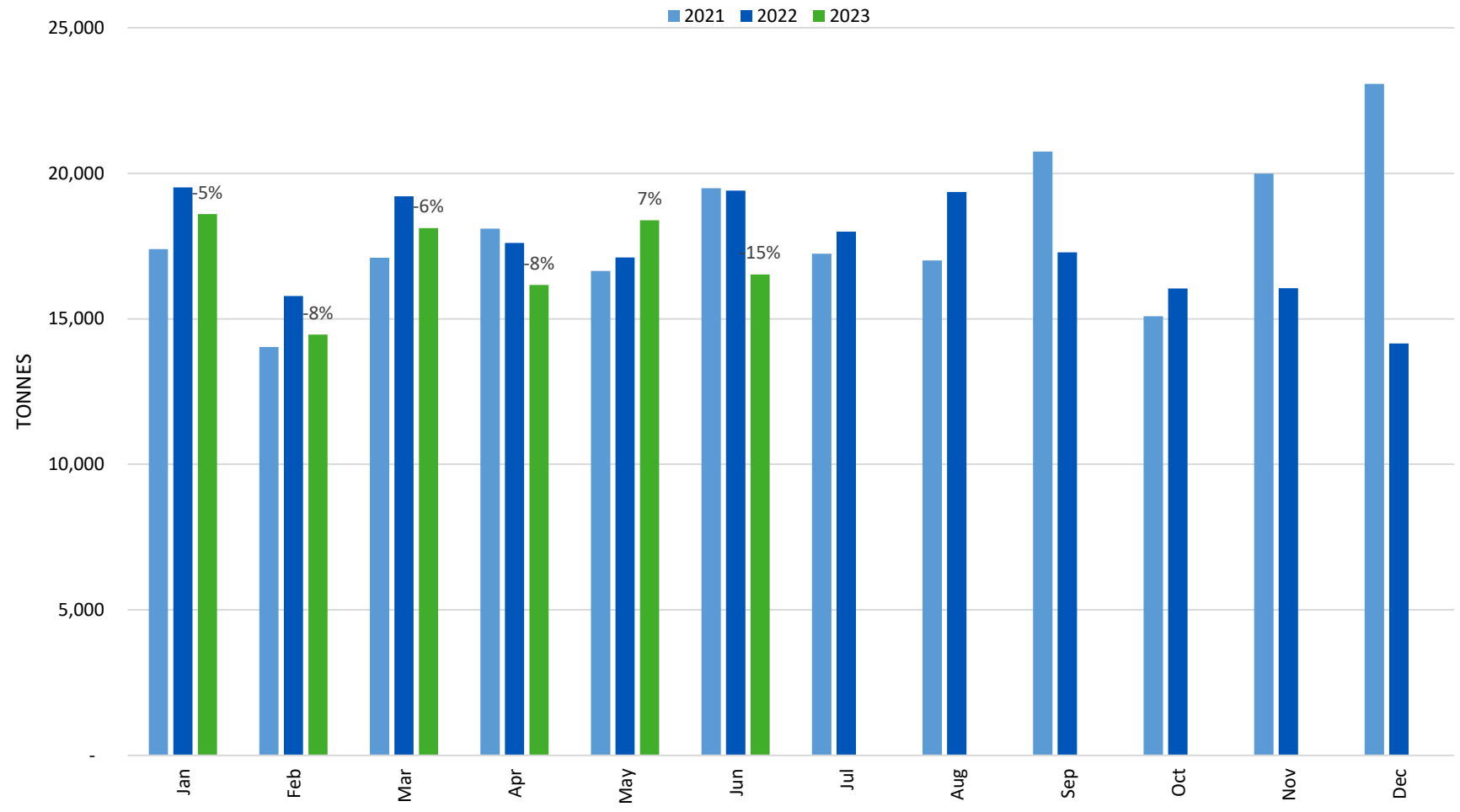
*Metro Vancouver's Six Recycling and Waste Centres & the Waste-to-Energy Facility

City of Vancouver Waste Quantities*

2021 - 2023

(Demo garbage not included)

YTD % Change: -6%



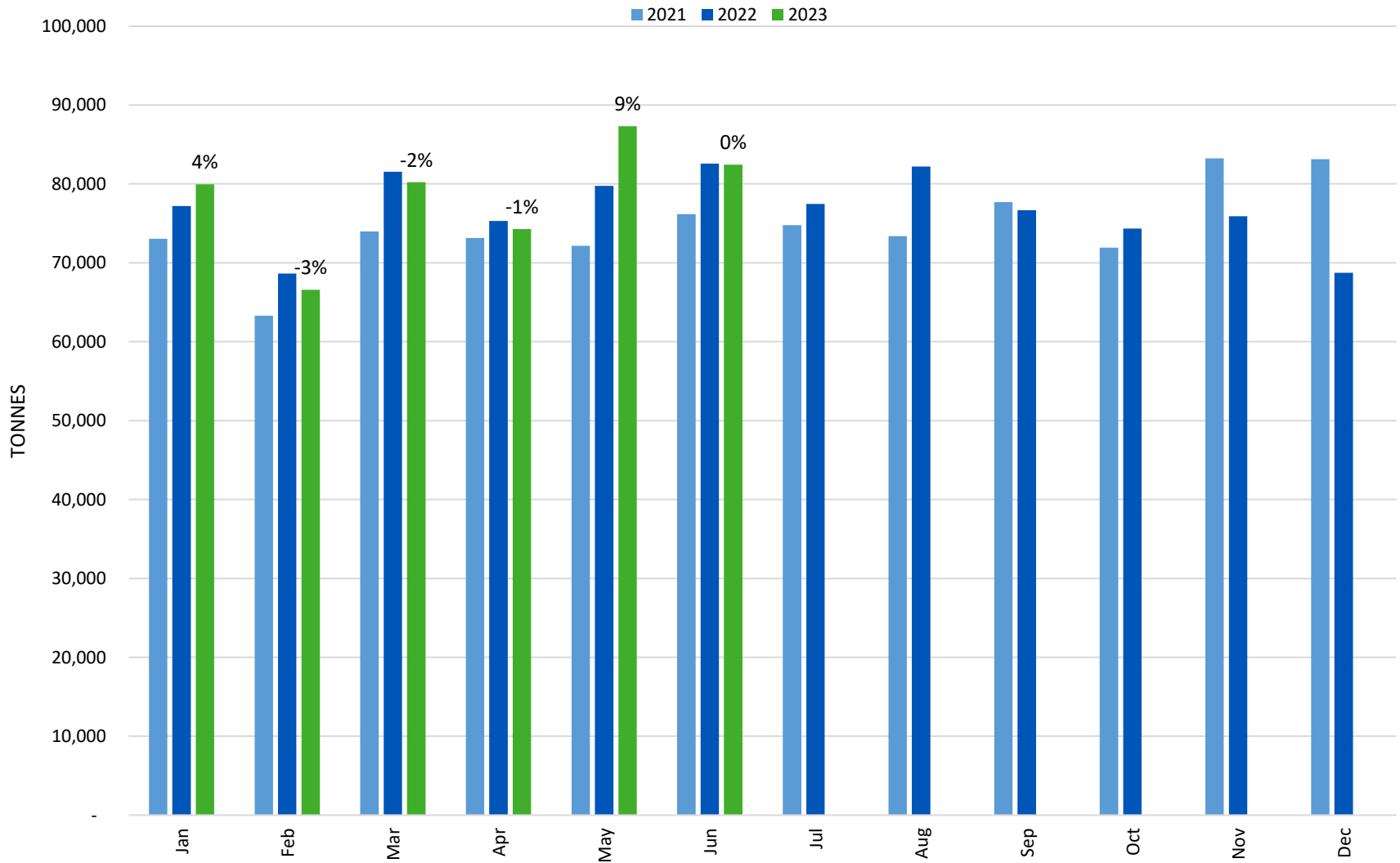
*Vancouver Landfill & Vancouver South Transfer Station

Metro Vancouver and City of Vancouver Waste Quantities

2021 - 2023*

(Demo garbage not included)

YTD % Change: 1%



*Metro Vancouver data reconciled to May 2023

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 |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| April | | | | | | |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
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| July | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
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| October | | | | | | |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| February | | | | | | |
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| May | | | | | | |
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| August | | | | | | |
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| November | | | | | | |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
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| March | | | | | | |
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| June | | | | | | |
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| September | | | | | | |
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| December | | | | | | |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

- Meeting Dates - Zoom
- Workshop Dates - In Person