

# Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy

(VICC-CSWCE)

## Terms of Reference

**\*DATE ADOPTED\***

### **Vision**

That local governments on Vancouver Island, Qathet and the Sunshine Coast are working together to address the opportunities and challenges of managing solid waste. Our residents are aware of, and support the need to reduce and manage our waste in a sustainable manner as we work toward achieving a circular-economy through the application of zero-waste principles.

### **Goals**

1. Ensure information is shared between Vancouver Island and Coastal Community (VICC) local governments to encourage best practices and common solutions in solid waste management and consistent messaging to our residents.
2. Collect and maintain appropriate and consistent data associated with solid waste management within the VICC.
3. Support an informed and unified voice to assist efforts with the Province, non-governmental organizations and other partners in developing effective waste management solutions and policies towards the development of a regional circular economy.

### **Special Committee Membership**

The Committee membership will be composed of one elected representative and alternate from each VICC regional district board. Each elected representative will be accompanied by a staff member from their member regional district.

### **Term**

The VICC Special Committee on Solid Waste and Circular Economy will begin **\*DATE TBD\*** and review its Terms of Reference during the year following each provincial municipal election.

### **Special Committee Chair and Vice-Chair**

A Chair and Vice-Chair will be elected by the Committee at the Committee's annual elected official and staff meeting for a two-year term. The Chair is responsible for establishing the meeting schedule, reviewing agendas and minutes, facilitating and managing meetings, contact with media, and presenting to AVICC, UBCM and the Province of BC as required.

### **Administrative Support**

- Meeting support will be provided by a lead regional district or by a third-party secretariate.
- Administrative and technical support shall be provided by VICC member regional districts as assigned by the Chief Administrative Officer for each regional district.
- The Special Committee may contract with any person, so long as that contract is within its budget allocation, and approved by the Committee

### **Expert Members and Invited Guests**

The Special Committee on Solid Waste and Circular Economy may, from time-to-time, require experts, academics, or other government/voluntary sector representatives to attend meetings, as presenters, advisors or observers because of their knowledge of the topic, subject to working within its budget allocation.

### **Confidentiality**

While the results of the special committee will be presented in a public forum and community engagement will be important if any outcomes are proposed for implementation, the deliberations of the special committee are to be confidential. Members are committed to respecting the personal privacy of the Special Committee on Solid Waste and Circular Economy and agree not to disclose personal information or views expressed during meetings. Deliberations may be shared within the various agencies represented by the Committee but should remain confidential until there is general agreement and consensus to make them public.

### **Agendas and Minutes**

Agendas shall be approved by the Chair and provided to committee members a minimum of three days in advance of the meeting. A copy of the approved minutes shall be forwarded to VICC member regional districts to ensure that all regional district elected officials are informed of the Special Committee's proceedings.

### **Deliverables**

1. Partnership – Compile annually comparative solid waste metrics of member regional districts and produce an annual “State of VICC Solid Waste” Report. Continue to work on standardizing comparative metrics across regional districts.
2. Partnership – meet at a minimum annually – to discuss comparative metrics, identify issues and challenges, identify areas of collaboration, discuss best practices for alignment and identify points of advocacy.
3. Partnership – member regional district staff meet twice annually to compile comparative data, identify points of collaboration and advocacy
4. Advocacy – engage the British Columbia Ministry of Environment and industry groups to review and expand waste reduction and diversion policies.
5. Long-term Disposal – review annual opportunities for collaboration.
6. Regulations and Enforcement – ensure that, where practicable, disposal bans and bylaws are consistent across regions to reduce leakage across borders.

## **Resources and Funding**

The VICC member led Special committee on solid waste will utilize the \$12,374 originally allocated to fund programming and administration of the AVICC Special Committee on Solid Waste Management to:

1. administer a base level of activity of an annual staff and elected representative meeting/workshop to discuss comparative metrics, identify issues and challenges, identify areas of collaboration, discuss best practice and identify areas of advocacy;
2. administer two staff meetings to discuss technical elements of alignment, collaboration and advocacy; and
3. compile annual comparative solid waste metrics of member regional districts and produce an annual “State of VICC Solid Waste” Report.

Once a preliminary budget has been established and agreed upon by Committee members, funds remaining after 4 years of base level administration will be held in reserve to be used for any identified shared initiatives approved by the Committee. If potential collaborative project budgets exceed the reserve funds, participating member regional districts will be asked to contribute the remainder of the funding to complete the deliverables based on a fair cost-sharing formula to be established through discussion with the CAOs and approved by the Committee. In-kind contributions may be considered in the funding formula if the contributions will be substantial and measurable.

## **Meetings**

Staff and elected representatives meet once a year in a workshop environment for a review of comparative data and effectiveness of local policy and programs, discuss current issues, new and emerging issues, areas of overlap with opportunities for collaborations and identify year's points of advocacy and potential area association resolutions. The annual meeting will be held in a hybrid format to accommodate all forms of participation.

It is expected that two virtual staff meetings will take place. Other than the annual meeting/workshop of elected officials and staff, meetings will be held virtually to minimize time commitment.

Wherever possible and feasible, in-kind contributions of technical and administrative support will be utilized.

Outside of the baseline activity of one annual meeting and two virtual staff meetings, CAOs and staff can meet as needed to discuss current issues, new and emerging issues, areas of overlap with opportunities for collaboration.

## **Quorum and Voting**

A majority of appointed elected official Committee members present and voting at the annual meeting of elected officials and staff constitutes a quorum. A simple majority of

Committee members present at a meeting is sufficient to pass a resolution of the Committee, however consensus decision making may be given priority.

**Code of Conduct (Bill 14 WorkSafe BC)**

It is the responsibility of all participants to act in accordance with WorkSafe BC legislation, with specific attention to Bill 14 requirements, (s 5.1 WCA Pt II) to ensure the work environment is free of discrimination, bullying and harassment. The committee will support an atmosphere of understanding and respect for the rights and dignity of all individuals. All members must carry out their responsibilities professionally and to the highest standard of integrity to ensure that all actions of the committee are conducive to a positive collaborative working relationship. This will require consistent adherence to legislation to support principles of respect and professional veracity

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