



## TERMS OF REFERENCE

## ZERO WASTE SELECT COMMITTEE OF COUNCIL

Council Adoption Date: October 22, 2019

### BACKGROUND

The Resort Municipality of Whistler (RMOW) has a goal of “In 2020, Whistler’s material flows are managed in comprehensive, convenient and upstream way, and the resort community is well on its way to embracing the concept of a ‘zero waste’ society.” In 2018, our updated OCP includes the following objective and policy regarding waste:

**Objective:** Continue to develop policies, practices and targets designed to help Whistler meet its zero waste goal.

**Policy:** Develop, expand and promote programs and infrastructure that increase local recycling diversion rates, especially of organics, and encourage the reduction and reuse of products and materials.

Although the community of Whistler continues to reduce waste going to landfill, more coordinated efforts are required within the community to move towards our goal of being a Zero Waste Community.

### ROLE AND MANDATE

The Zero Waste Select Committee (ZWSC) of Council is to be comprised of appointed local stakeholders, each in a unique position to contribute to the planning of Whistler’s zero waste future. The committee will be advising municipal Council on waste reduction actions in Whistler related to the solid waste hierarchy while considering implications and opportunities to changing waste management systems at a federal, provincial and regional level.

### RESPONSIBILITIES

ZWSC is responsible for meeting on a regular basis to:

- Develop a community-wide Zero Waste Plan identifying initiatives to bring Whistler towards a zero waste designation
- Share understanding of the solid waste management systems in Whistler and around BC
- Advise Council on matters related to waste management best practice(s)
- Develop partnerships to coordinated actions for achieving waste reduction in the community.

### GUIDING PRINCIPLES

- Use the zero waste hierarchy “Refuse, Reduce, Reuse, Repair, Recycle” in the development of the plan and all actions
- Encourage progressive long-term thinking for the benefit of the resort community as a whole, in agreement with waste management best practice development

- Promote effective partnerships to decisively support community waste reduction and diversion.
- Learn from, and build upon, leading zero waste practices from other communities/sectors.

## **COMPOSITION OF THE ZERO WASTE SELECT COMMITTEE (ZWSC)**

### **ZWSC Voting Members:**

- Two (2) representatives from the RMOW Council
- Two (2) representatives from the RMOW Infrastructure Services Department
- One (1) representative from the Association of Whistler Area Residents for the Environment (AWARE)
- One (1) representative from Whistler Blackcomb (Vail Resorts)
- One (1) representative from Whistler Community Services Society (WCSS)
- Three (3) representatives from the business sector - Hotel Association, Restaurant Association, and Home Builders Association.
- One (1) Citizen-at-Large.

### **ZWSC Non-Voting Members:**

- One (1) representative from the Squamish-Lillooet Regional District (SLRD)
- One (1) Administrative Assistant from the RMOW present for minute-taking.

## **LENGTH OF TERM**

### **Council members:**

- ZWSC members representing municipal council shall be appointed by the Mayor and will serve a two-year term running concurrently with their election to Council, or until determined otherwise by the Mayor.

### **Other Committee members shall be appointed as follows:**

- By municipal Council
- Citizens-at-Large will be appointed for a two-year term, for not more than two consecutive terms, unless otherwise authorized by Council under exceptional circumstances; and
- No individual may be appointed as a Citizen-at-Large if that person is an elected representative of local government or an employee of the Resort Municipality of Whistler.
- Any Citizen-at-Large vacancies will be advertised by the Municipality. Council will review the applications and select the required new members.
- Committee members (or designates) will assign an alternate to represent their group in case the member (or designate) cannot attend a scheduled committee meeting.
- Committee members (or designates) must attend a minimum of fifty percent (50%) of meetings each year to maintain their eligibility for membership. Members (or designates) that fail to attend a minimum of fifty percent of meetings each year will be deemed ineligible to continue serving on the ZWSC and will be removed by the Committee Chair and will be replaced by a new applicant on the committee through the public notice process.
- The ZWSC will review membership against criteria, length of term, and expectations each year and advise Council on membership status. If a committee member is deemed to be ineligible to continue serving on the ZWSC the Committee Chair will remove and replace with a new applicant through the public notice process.
- The committee Chair will be appointed by municipal Council.
- The General Manager of Infrastructure Services is the primary staff liaison for the ZWSC and shall ensure there are adequate resources for meetings and that meeting minutes are properly recorded and submitted to Council.

## **KEY SUBJECT MATTER EXPERTS**

- The Committee shall invite subject matter experts (SME) to committee meetings to inform the committee on specific topics from time to time.
- SME may include, but are not limited to, representatives from a wide range of community interests including waste reduction, reuse, repair, recycling, extended producer responsibility (EPR) programs, sharing programs, wildlife programs, strata management, and businesses including accommodations, restaurants, grocers, retailers, construction companies, local government and communications.
- Citizens-at-Large shall be selected based on their qualifications and experience pertaining to matters addressed by the committee.

## **WORKING GROUP SUB-COMMITTEE**

The ZWSC may convene sub-committees to deal with specific waste related issues. Sub-committee members are not required to be members of the ZWSC.

ZWSC Sub-Committee Procedures:

- The proceedings of a ZWSC Sub-Committee will be of a working session format and will follow the agreed upon meeting agenda.
- In addition to regular meetings of the Sub-Committee, substantial Sub-Committee activity may be completed independently and shared digitally with other Sub-Committee members.

## **MEETINGS**

The ZWSC will meet quarterly or as required by the Chair.

ZWSC members are expected to:

- Review distributed material prior to meetings and to keep up to date on issues.
- RSVP to RMOW staff whether they will be able to attend the meeting or not, and who their alternate representative will be if they cannot attend.
- Attend the majority of meetings.
- Exhibit co-operative interactions with other members.
- Foster trust and openness.

## **ZWSC PROCEDURES**

The proceedings of the ZWSC will be of a working session format and will comply with sections of the Council Procedure Bylaw No. 2207, 2018 that apply to Select Committees of Council.

## **QUORUM**

- Recommendations of the ZWSC shall be agreed on by consensus of members in attendance at a meeting, provided a quorum is present at the meeting.
- If consensus cannot be reached, a majority opinion will form the recommendation of the ZWSC. Dissenting views will be noted and presented alongside the recommendation.
- A quorum includes at least six (6) members of the committee.

## **CONFLICT OF INTEREST**

A Committee member who is involved in a topic under review by the Committee:

1. Must declare his/her conflict and not take part in the discussion of the topic or vote on any question in respect of the topic;
2. Must leave the meeting for the period of time during which the topic is under consideration, and;
3. Must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in relation to the topic.

## **CODE OF CONDUCT**

1. Each participant of the ZWSC and any ZWSC Sub-Committee must at all times fully comply with applicable federal, provincial and municipal laws and should avoid any situation, that could be perceived as improper or unethical.
2. All participants must not engage in any financial transactions, contracts, or private arrangements for personal profit, which accrue from or are based upon confidential or non-public information, which the member gains by reason of his/her position as a participant on ZWSC.
3. Confidential information that members receive through their position on the ZWSC and/or a ZWSC Sub-Committee must not be divulged to anyone other than persons who are authorized by Council to receive the information. A member of ZWSC or a ZWSC Sub-Committee must not use information that is gained due to his or her position or authority, which is not available to the general public, in order to further the members' private interest. Members must not offer such information to spouses, associates, immediate family, friends, or persons with whom the member is connected by frequent or close association.
4. If a committee member fails to conduct their behavior in a professional manner as per section 4.17 of the Council Procedures Bylaw No. 2207, 2018, the committee chair has the authority to remove that committee member from the meeting. That member can return at the next committee meeting. If upon a subsequent committee meeting the same committee member continues to fail in conducting themselves in a professional manner that committee member can be removed by the committee Chair and prohibited from attending future ZWSC meetings.

## **ADMINISTRATIVE DUTIES AND RESPONSIBILITIES**

The RMOW will arrange for administrative support to the ZWSC and Sub-Committees including:

- Preparing the agenda for each meeting.
- Keeping the minutes of all meetings and proceedings. Minutes will list meeting attendees, a general summary of discussions, resolutions to ZWSC Committee and next steps.
- Providing each participant with notice of meetings, the agenda and any pertinent material for the meeting.
- Providing each participant with a copy of the minutes.

## **COMMITTEE REIMBURSEMENTS**

- All members of the ZWSC shall serve without financial remuneration.