

# **BC Product Stewardship Council Terms of Reference**

(Updated - May 26, 2009)

The British Columbia Product Stewardship Council (BCPSC) is a coalition of 28 regional districts and provincial agencies and associations associated with solid waste management and waste reduction.

## **PURPOSE**

- a) To shift BC's product waste management system from one focused on government funded and ratepayer financed waste diversion to one that relies on producer responsibility in order to reduce public costs and drive improvements in product design that promote environmental sustainability
- b) To provide a forum for the exchange of information regarding existing and proposed Extended Producer Responsibility (EPR) Programs in British Columbia
- c) To provide information to the Ministry of Environment regarding the effectiveness of operations of existing EPR programs within Regional Districts
- d) To assist with developing a time line for the implementation of EPR programs for all product waste
- e) To liaise with product stewardship councils within British Columbia and in other jurisdictions

## **OBJECTIVES**

- a) To be granted formal consultative status by the Province of British Columbia in the review and approval of stewardship plans
- b) To ensure all British Columbia Local Governments are represented and have a voice on the Council.
- c) To liaise with other waste reduction and recycling agencies and societies to present a cooperative voice to regulators.
- d) To develop practical local and educational tools such as template by-laws, newsletters, articles, policy briefings, PowerPoint presentations, etc.

## **LEVEL OF AUTHORITY**

All correspondence and media releases containing opinions, statements, and decisions concerning the business of individual member's jurisdictions sent from the Council, require endorsement in writing from the entire supporting member's Board of Directors or a Committee delegated by a Board of Directors before it is sent or released to the public or an agency.

## **STRUCTURE OF THE COUNCIL**

### **1. Membership:**

- a) One representative from each Regional District (or alternate)
- b) UBCM
- c) Ministry of Environment
- d) Recycling Council of British Columbia

## **2. Election of Co-Chairs:**

One co-chair will be elected by the members annually for a two year term to ensure overlap of experience. If a member has been chair for two years and wishes to stay on for more years, they can be nominated as many times as they wish. At the 'face-to-face' spring meeting preferably, but at least once per year, the following procedure should be followed:

- a) Ensure a Co-Chair Election item is on the meeting agenda.
- b) Turn meeting over to a member that definitely will not be nominated for the position of Co-Chair to chair the election process.
- c) Call for nominations three times.
- d) If more than one person is nominated distribute ballots (blank slips of paper) and have each member write the name of their preferred Co-Chair on the ballot.
- e) The Chair should count the ballots and announce the winner.
- f) The new Co-Chair, if not experienced with the BCPSC, should be given some time before being asked to undertake leadership roles.

Co-Chair roles include but are not limited to: chairing meetings, approving agendas, assisting with the preparation of correspondence, signing correspondence, managing the Administration contract, attending other product stewardship meetings via teleconference or if there is budget, in person, liaising with the Ministry of Environment, being spokesperson for the BCPSC when needed by the media, agencies, or other organizations and generally inspiring the membership to accomplish the Council's goals.

The membership as of May 26, 2009 is attached as Appendix A. All Council members will be asked to sign a Pledge of Support (Appendix B).

## **MEETINGS OF THE COUNCIL**

### **1. Regular Meetings**

- a. Regular meetings of the BCPSC will be once every four months via conference call or as required.
- b. Special meetings may be convened as issues emerge at the discretion of the co-chairs.
- c. Meetings and regular Council business will be administered by co-chairs on a rotational basis (participant from a different Regional District each year).
- d. Roberts Rules of order will be followed as close as practical and possible.

### **2. Minutes**

Records of meetings (e.g. minutes) will be kept on a volunteer basis. The volunteer will be chosen at each meeting. Standard minute formats will be maintained as much as possible.

## **COUNCIL DECISION MAKING**

Ideally, decisions of the Council will be made by consensus. If necessary, a vote will be taken with 2/3 majority to pass. A quorum will be defined as 50% membership in attendance. Minority reports or information reflecting a different perspective may also be submitted if any

member wishes to do so. Voting will be conducted by one representative from each Regional District that has pledged.

## **COUNCIL PROTOCOL**

- a) All Council members are equal and have equal opportunity to contribute at meetings and responsibility to respect the opinions of others. Council members are encouraged to actively participate in the discussions and use their experience, education, and insight to speak freely about any issues or opportunities to be considered.
- b) Members are encouraged to work collaboratively and be committed to reaching consensus where possible, by using an interest based approach rather than a position based approach. Consensus will be formally recorded in the Minutes of Record of the meeting. In certain circumstances, issues raised during the course of a meeting may require a formal motion and vote. Any members unable to agree with the consensus decision may have their objections noted in the Minutes of Record.
- c) Council members may choose to express their personal views about the process to others outside the Council but may not speak on behalf of or in any way create the impression that they are speaking for the Council as a whole. In order to ensure open and honest dialogue, Council members should not discuss comments or opinions expressed by other Council members without their knowledge and consent.

## **RESOURCES**

Council should seek out methods to relieve members of the financial and time burden of administering the work of the BCPSC if and when possible.

### **1. Web Site**

A web site will be administered by Bill Sheehan of the Product Policy Institute (US) for an indefinite period of time [contact: [bill@productpolicy.org](mailto:bill@productpolicy.org) or by phone at 706.613.0710]. This service will be at no charge. The current link is: <http://www.bcproductstewardship.org>.

### **2. Staff Support**

If needed, the BCPSC will seek administrative support either from another non-profit organization that has capacity or from a contractor/consultant that is hired by the BCPSC. The administrator would provide:

- a) facilitation of conference calls
- b) facilitation of face to face meetings at conferences or at the contractors' offices
- c) preparation of meeting minutes and agendas
- d) preparation of policy papers, policies, letters, advocacy and lobbying literature, etc., all in consultation with the Council.

The administrative position would be funded through a funding scheme pre-approved by each Council member's Board of Directors or other specified authority. For example, each member

would pay the administrator \$1,000 annually by a specified date. The Council should also seek grant money for administrative work.

### **3. Budget**

An account should be established and funded through a formula that is fair to all members to cover the expenses of the Council, including but not limited to conference attendance where members are asked to speak about the Council, conference calls, and other administrative expenses approved by the Council from time to time. The account should be administered by one of the co-chairs, or the administrative support person/organization when applicable.

**APPENDIX A****MEMBERSHIP**

May 2009

<b>Regional District/Agency</b>	<b>PRIMARY CONTACT</b>	<b>TITLE</b>
Alberni Clayoquot	Janice Hill	Manager, Environmental Services
Bulkley-Nechako	Janine Dougall	Director, Environmental Services
Capital	Anke Bergner	Solid Waste Planner
Cariboo	Jeff Rahn	Supervisor, Solid Waste Management
Central Coast – Non Member	Joy Mackay	Administrator
Central Kootenay	Nicole Ward	Supervisor, Services & Waste Management
Central Okanagan	Peter Rotheisler	Coordinator, Waste Reduction
Columbia Shuswap	Darcy Mooney	Coordinator, Waste Management
Comox Valley	Drew Hadfield	Manager, Operational Services
Cowichan Valley	Bob McDonald	Manager, Solid Waste Reduction Program
East Kootenay	Eric Sharpe	Manager, Engineering & Environmental Services
Fraser Valley	Mike Hofer	Manager, Environmental Services & Operations
Fraser-Fort George	Petra Wildauer	General Manager, Environmental Services
Kitimat Stikine	Roger Tooms	Manager, Works and Services
Kitimat Stikine	Laurie Gallant	Consultant: Footprint Environmental
Kootenay-Boundary	Alan Stanley	Director, Environmental Services
Metro Vancouver	Andrew Doi	Environmental Planner

Ministry of Environment	David Lawes	Envtl Management Analyst
Mount Waddington	Greg Fletcher	Administrator
Nanaimo	Sharon Horsburgh	Sr. Zero Waste Coordinator
North Okanagan	Nicole Kohnert	Manager, Environmental Services
Northern Rockies	Jack Bowers	Director, Public Works
Okanagan-Similkameen	Don Hamilton	Superintendent, Solid Waste Management
Peace River	Shannon Anderson	Director, Field Services
Powell River	Frances Ladret	Administrator
RCBC	Brock McDonald	Executive Director
Skeena Queen Charlotte	Tim Des Champ	Supervisor, Waste Management
Squamish-Lillooet	Jesse Lee	Manager, Utilities & Community Services
Strathcona	Jennifer Brunn	Acting General Manager Operation Services
Sunshine Coast	Cathy Kenny	Coordinator, Solid Waste Management
Thompson-Nicola	Martin Dickson	Environmental Services Technician
UBCM	Jarred Wright	Senior Policy Analyst

**APPENDIX B****PLEDGE FORM**

The British Columbia Product Stewardship Council (BCPSC) is a coalition of 28 regional districts and provincial agencies and associations associated with solid waste management and waste reduction.

**PURPOSE**

- f) To shift BC's product waste management system from one focused on government funded and ratepayer financed waste diversion to one that relies on producer responsibility in order to reduce public costs and drive improvements in product design that promote environmental sustainability
- g) To provide a forum for the exchange of information regarding existing and proposed Extended Producer Responsibility (EPR) Programs in British Columbia
- h) To provide information to the Ministry of Environment regarding the effectiveness of operations of existing EPR programs within Regional Districts
- i) To assist with developing a time line for the implementation of EPR programs for all product waste
- j) To liaise with Product Stewardship Councils within British Columbia and in other jurisdictions.

We the undersigned support the Terms of Reference, including the Purpose and Objectives of the British Columbia Product Stewardship Council.

**Signed:**

<b>Signature</b>	<b>Date</b>
<b>Name</b>	<b>Title</b>
<b>Organization / Department</b>	<b>Jurisdiction</b>
<b>Mailing Address</b>	
<b>Telephone</b>	<b>Email</b>