



WASTE REDUCTION AND RECOVERY ADVISORY COMMITTEE TERMS OF REFERENCE

Authority

Under Section 2(1) of the *Waste Reduction and Recovery Act* (WRRRA), the Minister of Environment and Natural Resources (ENR) (the Minister) may establish an advisory committee to provide advice and assistance relating to the establishment and operation of programs in respect of the reduction and recovery of waste.

The Minister may appoint or provide for the appointment of members of the Waste Reduction and Recovery Advisory Committee (the Committee), establish the members' terms of office and designate a chairperson from the membership.

Section 2(2) Selection of the chairperson shall be by nomination. If more than one person is interested, the Committee shall select the chairperson by means of a vote.

Section 2(3) of the WRRRA allows the Minister to specify the functions that the Committee is to perform and the manner in which the functions are to be performed.

Mandate

The purpose of the Committee is to advise ENR on the establishment and operation of programs to ensure improved reduction and recovery of waste in the NWT. Advice may reflect individual expertise in topics or a collective position on an initiative.

In fulfilling this mandate, using the experience and knowledge of members, the Committee will provide advice and assistance on waste reduction and recovery programs and initiatives including:

- Research and design
- Implementation and operations
- Legislation and regulations
- Agreements with federal, provincial, territorial or municipal governments
- Report to be tabled in the Legislative Assembly
- Public consultation
- Other areas as specified through the Minister or ENR staff

Composition

Membership will, as much as possible consider the demographics of the NWT and reflect the following sectors and organizations from a cross-section of small and large communities:

- Retailers (includes representatives of retailer associations)
- Distributors/manufacturers (includes representatives of distributor/manufacturer associations)
- Environmental organizations
- Community governments and associated organizations
- Public at large



- ENR
- Department of Municipal and Community Affairs
- Waste haulers, processors and recyclers

Members submit an expression of interest to the Minister who makes a determination on who is appointed to the Committee and extends an invitation to become a member in writing. Membership remains with the appointee for the term; or until revoked in writing by the Minister; or at the request of the Member.

Operations

1. The WRRAC shall consist of not less than six and not more than 12 members.
2. The Minister shall appoint members for a term up to four years. Consideration will be given to maintaining continuity of, expertise and experience on the committee.
3. In the event of a vacancy, the Minister may appoint a person to fill the vacancy for the remainder of the term.
4. Any member of WRRAC may resign at any time by sending written notice to the Minister.
5. A member of WRRAC shall be deemed to have resigned his/her position upon missing three (3) consecutive meetings without a valid reason.
6. Committee discussions will be free, open and respectful of all members. Formal communication from the Committee to the Minister will occur through written correspondence from the Chairperson. Individual members may submit comments directly to ENR staff.
7. Requested input and advice will be timely.
8. ENR will provide secretariat services, including the preparation of meeting minutes. The Committee will approve draft minutes, as appropriate. From time to time, such as with confidentiality issues, minutes may state only that discussion was held.
9. ENR will cover all reasonable costs of travel, accommodation, meals and other remuneration as per Government of the Northwest Territories guidelines.
10. Confidentiality requests by ENR and other members shall be kept. All confidential documents distributed to members, as well as comments provided to the Committee by members, shall be identified as such.
11. Members will declare any potential conflict of interest and withdraw from subsequent discussions where appropriate. Committee Members with doubts regarding what may be considered a conflict of interest can seek clarification from ENR staff.
12. The Committee shall endeavour to provide advice and recommendations based on consensus. Where it is not possible to achieve a consensus, the range of perspectives presented by members shall be recorded in the meeting minutes.



13. ENR staff shall endeavour to provide advance reading materials for meetings a minimum of seven days prior to meetings.
14. For items requiring a vote from WRRAC members, voting can occur in person, electronically or via teleconference. Once approved by the Committee, meeting minutes should be signed by the Committee Chair.
15. These Terms of Reference may be reviewed from time to time, to ensure their relevance.

Meetings

Meetings, including teleconference calls, shall be scheduled on an as-required basis. It is anticipated that the Committee will meet in person at least once per year.

Any member may request to the Chairperson that a meeting or teleconference call be held to discuss matters of mutual interest.

Quorum for meetings or teleconference calls is 60% of the membership, including the Chairperson.