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Canada united in the achievement of zero waste, now and for future generations

## **National Zero Waste Council**

### **Construction and Demolition Waste Working Group Terms of Reference**

The National Zero Waste Council is a cross-sector leadership initiative bringing together governments, businesses, and non-government organizations to advance a national waste prevention and reduction agenda in Canada. Founded by Metro Vancouver in collaboration with the Federation of Canadian Municipalities, its mission is *to act collaboratively with business, government and the community, at the national and international level, as an agent of change for waste prevention and reduction in the design, production and use of goods.*

Working Groups are the Council's primary vehicle for collaborative project development and implementation – supporting the development of new solutions and activities that advance the Council's vision and mission. The Construction and Demolition Working Group is a working group of the National Zero Waste Council Management Board.

The **Construction and Demolition (C+D) Waste Working Group** will advance waste prevention and reduction in the construction and built environment sector in Canada through the National Zero Waste Council. It is estimated that as much as a third of municipal solid waste streams is generated by C+D activities. Working collaboratively, the C+D Working Group will assess opportunities to enhance waste prevention and circular economy approaches within the industry – such as designing with end-of-life in mind; designing for disassembly (modularity), and enhancing reuse. The Working Group will also look specifically at procurement as a potential driver for change in both the public and private sector.

#### **Working Group Roles and Responsibilities**

Within the scope of the National Zero Waste Council's Vision, Mission and Strategic Priorities, Working Group Members commit to actively participating and working collaboratively to advance projects that support the Council's objectives.

Specific responsibilities include the following:

- Attending meetings regularly, and respecting the confidentiality of meeting discussions.
- Acting in the best interests of the Council in championing progress on waste prevention as it relates to the Construction and Demolition Working Group.
- Development and implementation of an Annual Work Plan for approval by the Council Management Board, including the Construction and Demolition Working Group's long-term goals and targets, key projects and deliverables and a budget identifying required resources - both in kind and financial – from the Council and other sources.

### **Working Group Membership**

- Members of a Working Group must be a member of the National Zero Waste Council.
- Members of a Working Group must have knowledge and expertise that help advance the interest of the Council's role and position on issues related to the Construction and Demolition Working Group.
- A Working Group is ideally comprised of 8-12 organizations that, collectively provide cross sector and Canada wide expertise and representation.
- Working Group memberships are allocated to an organization rather than an individual, with an organization identifying a lead representative (and alternate).
- Working Groups serve at the pleasure of the Management Board who have the power to create and disband a Working Group based on the strategic priorities of the Council.

### **Working Group Management**

Working Groups are under the direction of two Co-Chairs. The selection of Co-Chairs is the responsibility of the Working Group. Co-Chairs are the representatives of the Working Group to the Management Board; in this capacity they report out on Working Group progress at each regularly scheduled Management Board meeting, and participate in joint Co-Chair meetings and Council strategic sessions, as needed.

Co-Chairs act as spokespersons for the Construction and Demolition Working Group – and may be asked to present at events, be available for media, and profile the Working Group's projects in various ways.

Co-Chairs set Working Group meeting agendas, chair meetings and lead on the development of the proposed annual work plans and budgets.

Co-Chairs lead in the review, approval and orientation of new members.

### **National Zero Waste Council Secretariat**

The Secretariat, housed at Metro Vancouver, provides support to the Management Board, Working Groups, Task Forces and other Council entities. The Secretariat also undertakes strategic initiatives and provides advice to ensure the effective delivery of projects in alignment with the Council's vision, mission, and overall work plan.

Support with respect to the Council Working Groups includes the provision of administrative support and coordination including note taking, setting meetings, managing contracts and reporting on Working Group expenditures. The Secretariat also plays a key role in providing advice re opportunities or possible synergies between the Working Group and other organizations/agencies.

### **Budget and Resources**

A budget and resources for the working group will be determined through the development of a workplan to be endorsed by the National Zero Waste Council Collaboration Board. Included will be anticipated financial support and resources from working group members and their staff, including in-kind support of time and expertise.

Additional in-kind support by members could include graphic design, web development and multi-media support, as well as in-house technical and subject matter expertise. Requests for project funds from the National Zero Waste Council budget will be made to the Management Board using the project proposal guidelines.