

## **Terms of Reference**

### **Waste to Energy Select Committee**

**Mission:** Established by the Comox Valley Regional District (Comox Strathcona waste management (CSWM)) board and comprising CSWM elected officials, this committee considers matters relating to a review of waste to energy (WTE) and other emerging technologies and the development of a business case assessment in relation to the management of waste in the Comox Strathcona area;

**Authority:** The waste to energy select committee serves as an advisory body to the CSWM board.

**Mandate:** The waste to energy select committee will have the authority to provide advice to the CSWM board on matters pertaining to its mission. The select committee will meet six times from March to September 2017 with aim to make final recommendations to the CSWM board at its November 2017 meeting. The select committee will keep the board informed about its progress and regular updates or presentations may be used as education sessions to help ensure all directors share knowledge about WTE and other emerging technologies.

**Membership:** As a select committee of the CSWM board, the board has appointed the following to comprise the waste to energy select committee:

- Director Abram;
- Director Cornfield;
- Director Unger;
- Alternate Director Kishi;
- Director Nichol; and
- Director Wells.

**Committee chair:** The committee shall elect a chair and vice-chair from amongst its members at the first meeting of the committee. The chair and/or vice-chair serves until such time as the committee resolves to determine a new chair and/or vice-chair.

**Resources:** The CAO will determine and assign the following staff members as appropriate to advise the committee:

Marc Rutten, General Manager Engineering Services;  
James Mathers, Senior Manager of CSWM Services;  
Scott Hainsworth, Manager of Operating and Capital Procurement;  
Lisa Butler, Engineering Analyst;  
Beth Dunlop, Corporate Financial Officer;  
James Warren, Corporate Legislative Officer;  
Kelly Kenney, Manager of Legislative Services; and  
Antoinette Baldwin or Lisa Dennis, Recording Secretary.

The committee will also be accorded a budget to cover meeting expenses, meals/coffee, photocopying and other related activities. A consultant will be retained to assist the committee in the preparation of decision making criteria to be used in evaluating the waste to energy and emerging technologies considered by the committee and in the preparation of a business case assessment.

**Tenure:** This committee is a select committee and continues until such time as the committee reports its final findings to the CSWM board or until the CSWM board formally disbands the committee. The committee is intended to meet and deliberate on its mission from March 2017 to November 2017.

**Reporting:** The committee will provide its minutes to the corporate legislative officer within 48 hours of any committee meeting. Where the board feels it is necessary, the committee may be asked to meet with the board and brief the board on an issue(s) within its purview. This invitation shall be extended to the chair of the committee as the representative of the committee.

**Contact with the Media:** Any contact with the media regarding issues related to the work of this committee shall be handled by the committee chair or shall be referred by the committee chair to the CSWM board chair. If the matter under questioning by the media deals with CSWM board policy around issues related to the work of this committee, the matter shall be referred to the board chair. The chief administrative officer and general manager of corporate services will provide assistance and / or guidance to the board chair and committee chair in responding to the media.

**Public Meetings:** Unless otherwise provided for in the regional district procedure bylaw, the committee meetings are open to the public. Where the matter deals with an issue that is confidential, the committee may adjourn to an “in-camera” session to discuss that matter.