

DATE: April 4, 2019 **FILE:** 360-30

TO: Chair and Directors
Comox Strathcona Waste Management Board

FROM: Russell Dyson
Chief Administrative Officer

RE: **Comox Strathcona Waste Management Advisory Committee – Terms of Reference**

Supported by Russell Dyson
Chief Administrative Officer

R. Dyson

Purpose

To provide an overview of the Comox Strathcona Waste Management Advisory Committee (CSWMAC) and identify Terms of Reference (ToR) updates as requested at the March 2019 Strategic Planning session.

Recommendation from the Chief Administrative Officer:

For information only.

Executive Summary

The CSWMAC was established in the late 2000's and began as a group of Chief Administrative Officer's (CAO's) and operations staff, to review the overall operation of the service prior to the 2012 Solid Waste Management Plan (SWMP) update. The CSWMAC has evolved since inception:

- The CSWMAC continued through the 2012 SWMP;
- The Plan Monitoring Advisory Committee (PMAC) was established for the SWMP update;
- CSWMAC remained active while PMAC was active;
- Shortly after adoption of the updated SWMP the PMAC was discontinued;
- In 2013, the CSWMAC updated the ToR to advise the Comox Valley Regional District on all matters involving monitoring the implementation of the plan and evaluating its effectiveness and participate in resolving disputes associated with the implementation of the SWMP;
- Initially, written reports were not prepared prior to meetings and verbal reports were given, which did not provide opportunity to review prior to the meeting and understand the issues being discussed.

The Committee has evolved into a Technical Advisory Committee and current practice is to meet prior to each Board meeting in order to review and discuss draft staff reports prior to being presented to the Board. The Committee provides technical feedback and comments to help shape the final report. Open dialogue prior to finalizing reports has provided sound insight and advice. Recently, the ToR were updated to include a code of conduct.

At a recent meeting, Committee members expressed concern that their comments and interests were not accurately reflected in the minutes or the final reports to the Board. In order to ensure that input and differing views are captured, the ToR includes a requirement to summarize the Committee's

feedback in the staff report. Comox Strathcona Waste Management (CSWM) staff will ensure that feedback from the Advisory Committee is clear and that both supporting and dissenting views are accurately reflected. The CSWMAC is a Committee of the CAO's. The minutes are public and they will be circulated to advisory members.

At the March 21, 2019 CSWMAC meeting, this report was discussed and the proposed change to not provide the CSWMAC minutes to the CSWM Board was highlighted. The Town of Comox, City of Courtenay, Village of Cumberland and City of Campbell River operations staff were in support of the minutes going forward to the Board. The Tahsis and Gold River CAO's supported following the current ToR. The Strathcona Regional District staff were neutral on the matter.

The CAO's recommendation on this matter is to follow the ToR and emphasize CSWMAC input clearly on all reports.

Prepared by:

A. McGifford

Andrew McGifford, CPA, CGA
Senior Manager of CSWM Services

Concurrence:

M. Rutten

Marc Rutten, P.Eng.
General Manager of Engineering Services

Attachments: Appendix A – “Terms of Reference – Comox Strathcona Waste Management
Advisory Committee (Revised)”
Appendix B – “Terms of Reference – Comox Strathcona Waste Management
Advisory Committee (w/ marked changes)”

Terms of Reference
Comox Strathcona Waste Management Advisory Committee
(MAC)

Purpose:

The key objectives:

- To advise the regional district on matters involving monitoring the implementation of the Solid Waste Management Plan and evaluating its effectiveness.
- To review staff reports for the CSWM Board and provide insight and advice in the interest of the service and the participants.
- To act as a forum for sharing information regarding Comox Strathcona Waste Management (CSWM) services in the Comox Valley and Strathcona regional districts.
- To provide local data on waste management services to CSWM in support of their preparation of an annual report on solid waste management for the solid waste board (this report will also act as a progress report on the implementation of the Solid Waste Management Plan [SWMP]).
- To identify opportunities for collaboration on waste management services and studies.

Committee Representation:

The membership of the committee shall include representatives of each member municipality and regional district. As this committee is intended to consider both technical and non-technical aspects of solid waste management, representatives from each organization shall include a senior staff member responsible for solid waste management services **and/or** a senior staff member responsible for administration (e.g. Chief Administrative Officer). The management advisory committee shall comprise of the following organizations:

- Comox Strathcona Solid Waste Service (CVRD)
- Strathcona Regional District
- City of Courtenay
- Town of Comox
- Village of Cumberland
- City of Campbell River
- Village of Sayward
- Village of Gold River
- Village of Zeballos
- Village of Tahsis

Committee membership is also open to local First Nations representatives with an interest in solid waste services.

Frequency of Meetings:

Meetings are expected to occur in advance of the scheduled CSWM Board meetings and as required to respond to urgent matters.

Committee meetings are not meant to replace open dialogue between the members. Regular communication and collaboration between relevant CSWM, municipal and regional staff is encouraged to support the technical analysis and recommended solutions being developed.

Process Management:

The Comox Strathcona Waste Management service will manage and schedule all meetings and provide administrative support such as minute taking. Upon request, the CSWM, under the solid waste management service, will pay for meeting expenses including transportation costs for meeting participants. Meetings will be held at the Comox Valley Regional District Boardroom.

Code of Conduct

All participants of the committee will endeavor to:

- Support an open and inclusive process
- Treat others with courtesy and respect
- Listen attentively with an aim to understand
- Speak in terms of interests versus positions
- Be open to outcomes, not attached to outcomes
- Focus on service provision
- Share and discuss ideas from a professional perspective

This advisory committee shall operate in compliance with the Comox Valley Regional District Code of Conduct and Respect in the Workplace policies.

Expectations/Outcomes:

The MAC will provide input, perspective, specific expertise and recommendations related to solid waste issues of a regional nature to the CSWM board. MAC input will be provided to the board via related CSWM staff reports. Relevant CSWM staff reports shall include a discussion under the heading of “Inter-Government/Regional Implications” that shall include a summary of MAC’s views on the matter (whether these views represent consensus or otherwise).

Recognizing the value of information sharing between all committee representatives, the agenda for all meetings shall include an opportunity prior to adjournment for a representative of each participating jurisdiction/organization to provide an update on services, projects or other topics that have relevance to the waste management service.

Confidentiality

Members are to be aware that from time-to-time subject matters considered at committee meetings, including reports, presentations and other information, are confidential private matters, as outlined in section 90 of the *Community Charter*. Therefore, all such information should be kept secure to ensure that this confidentiality is maintained. The release of in-camera information can only be made with the approval of the CSWM Board.

It is recognized that members will need to discuss issues and/or recommendations with colleagues in order to gain feedback and properly assess the matters at hand. It is not the purpose of this confidentiality clause to prevent this from occurring, but to protect sensitive information from being publically released and harming the interests of all parties.

Terms of Reference
Comox Strathcona Waste Management Advisory Committee
(MAC)

Purpose:

The key objectives:

- To advise the regional district on ~~all~~ matters involving monitoring the implementation of the Solid Waste Management Plan and evaluating its effectiveness.
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- To identify opportunities for collaboration on waste management services and studies.~~and~~
- ~~to participate in resolving disputes associated with the implementation of the SWMP as described in the plan.~~

Committee Representation:

The membership of the committee shall include representatives of each member municipality and regional district. As this committee is intended to consider both technical and non-technical aspects of solid waste management, representatives from each organization shall include a senior staff member responsible for solid waste management services **and/or** a senior staff member responsible for administration (e.g. Chief Administrative Officer). The management advisory committee shall comprise of the following organizations:

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- Village of Cumberland
- City of Campbell River
- Village of Sayward
- Village of Gold River
- Village of Zeballos
- Village of Tahsis

Committee membership is also open to local First Nations representatives with an interest in solid waste services.

Frequency of Meetings:

Meetings are expected to occur ~~both on an ongoing basis (approximately twice annually)~~ in advance of the scheduled CSWM Board meetings and as required to respond to urgent matters.

Committee meetings are not meant to replace open dialogue between the members. Regular communication and collaboration between relevant ~~regional district~~ CSWM, municipal and regional staff is encouraged to support the technical analysis and recommended solutions being developed.

Process Management:

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