

DATE: November 22, 2018

FILE: 0540-20/CSWM

TO: Chair and Directors
Comox Valley Regional District
(Comox Strathcona Waste Management) Board

FROM: Russell Dyson
Chief Administrative Officer

Supported by Russell Dyson
Chief Administrative Officer

R. Dyson

**RE: Comox Strathcona Solid Waste Advanced Technology Select Committee -
Appointments**

Purpose

The purpose of this report is to seek board appointments to the Comox Strathcona Solid Waste Advanced Technology Select Committee to fill the two vacancies following the 2018 general local elections.

Recommendation from the Chief Administrative Officer:

THAT the following members be appointed to the Comox Strathcona Solid Waste Advanced Technology Select Committee to fill the two vacant positions:

- Director _____; and
- Director _____.

Executive Summary

At the March 9, 2017 regular meeting, the Comox Valley Regional District (Comox Strathcona Waste Management) Board (CSWM) formally established the Waste to Energy Select Committee and appointed six members, comprised of three directors from the Strathcona Regional District and three from the Comox Valley Regional District (CVRD).

Based on the approved terms of reference, the select committee was established to consider matters relating to a review of waste to energy and other emerging solid waste technologies and the development of a business case assessment in relation to the management of waste in the Comox Strathcona area.

The committee has met regularly since its inception to advance its mission, with the following highlights noted:

- A [Waste to Energy Assessment report](#) dated April 9, 2018, prepared by Morrison Hershfield, was completed and subsequently referred for information to the Association of Vancouver Island Coastal Communities Special Committee on Solid Waste Management.
- Delegations were received describing current technologies, operations and provincial regulations.
- Directors that attended the 2018 Federation of Canadian Municipalities Conference toured the proposed Sustane Technologies Inc. (Sustane) facility in Chester, Nova Scotia,

At the September 6, 2018 regular meeting, the CSWM Board endorsed an update to the committee's terms of reference (attached as Appendix A) to:

- provide for the continuation of the committee until the conclusion of the board approved monitoring period of the technology proposed by Sustane;
- change the name of the committee to the Comox Strathcona Solid Waste Advanced Technology Select Committee; and
- update the CVRD personnel.

Direction was also provided at this meeting for staff to provide information on the timeframes for a potential procurement process for an alternative waste management solution.

Two appointments consisting of CVRD representatives have become vacant following the 2018 local government elections. The current sitting members of the committee are as follows:

- Director Abram;
- Director Cornfield;
- Director Unger; and
- Director Wells.

In accordance with the original establishment of the committee, appointments should seek directors who are interested in the topic at hand, are open to sharing information and learning about the topic from technical experts and are committed to putting forward recommendations to the board at the committee’s conclusion.

Procedurally, the appointments to the select committee must occur by board resolution. The board may consider interested directors and alternate directors who attend CSWM board meetings on a regular basis. Should more than two directors be nominated, an election may be conducted where every director or alternate director present at the meeting may cast a ballot and select up to two committee appointments. Elected committee members would then be announced at the meeting.

Prepared by:

J. Martens

Jake Martens
Manager of Legislative Services

Concurrence:

J. Warren

James Warren
General Manager of Corporate
Services

Attachments: Appendix A – Comox Strathcona Solid Waste Advanced Technology Select Committee Terms of Reference

Terms of Reference

Comox Strathcona Solid Waste Advanced Technology 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 solid waste technologies and the development of a business case assessment in relation to the management of waste in the Comox Strathcona area;

Authority: The Comox Strathcona Solid Waste Advanced Technology Select Committee serves as an advisory body to the CSWM board.

Mandate: The Comox Strathcona Solid Waste Advanced Technology Select Committee will have the authority to provide advice to the CSWM board on matters pertaining to its mission. The select committee will meet at the call of the chair until the conclusion of the identified technology monitoring period, as resolved by the board at their April 19, 2018 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 Comox Strathcona Solid Waste Advanced Technology 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;
Andrew McGifford, Senior Manager of CSWM Services;
Scott Hainsworth, Manager of Operating and Capital Procurement;
Vacant, Engineering Analyst;
Beth Dunlop, Corporate Financial Officer;
James Warren, Corporate Legislative Officer/General Manager of Corporate Services;
Jake Martens, 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’s mandate was updated in September 2018 to extend the tenure to allow for the monitoring and evaluation of certain solid waste technologies.

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.