

DATE: January 28, 2019

FILE: 5360-60

TO: Chair and Directors
Solid Waste Advanced Technology Select Committee

Supported by Russell Dyson
Chief Administrative Officer

FROM: Russell Dyson
Chief Administrative Officer

R. Dyson

RE: Solid Waste Advanced Technology (SWAT) – Terms of Reference

Purpose

To review the Terms of Reference for the Comox Strathcona SWAT Select Committee and identify specifics that require additional time and resources for the board's consideration.

Recommendation from the Chief Administrative Officer:

For information only and to discuss potential additional work beyond what is currently identified.

Executive Summary

The Terms of Reference provide for the SWAT Committee to complete reviews of Chester/Sustane and other advanced technology assigned by the Comox Valley Regional District (Comox Strathcona Waste Management) Board (Board). However, if the committee is contemplating additional analysis/work, the Board should be informed of the resources and staff needs for the project.

The Board has an interest in reducing waste disposal volumes and providing the lowest cost effective alternatives to landfilling. In support of these objectives the Board established the committee to complete an assessment and review of alternative, advanced technologies for solid waste disposal.

The Select Committee is an effective and efficient way for the Board to investigate advanced technologies. The Board sets the direction while the Select Committee and staff work to complete the required analysis and provide reports and recommendations to the Board.

The SWAT Terms of Reference are attached as Appendix A for the SWAT Select Committee to review and confirm, or amend as required.

Over the past 18 months the Select Committee and Board have completed the following work:

- Prepared and issued a request for information for advanced technology to the marketplace, received and evaluated responses and then shortlisted three technologies for evaluation and assessment;
- Developed a full cost model for each of the three short listed technologies, analyzing a series of locations and time horizons to compare the alternatives to the status quo. Further short listed two of the technologies – Waste Treatment Technologies (WTT) and Sustane Technologies Inc. (Sustane);
- Analyzed various rates of diversion in order to understand the financial and operational impacts to the technologies;
- Presented the business case final results and recommendations to the Board April 19, 2018;

- Developed the full cost analysis of the current solid waste service based on \$243¹ per tonne; and
- Implemented a name change for the Select Committee to more accurately reflect the true nature of the committee work.

Following presentation of the above findings, the Board directed that the following be completed:

- That WTT and Sustane be invited to present to the Board. ***These presentations were completed at the June 7, 2018 and September 6, 2018 Board meetings. One other technology also presented at their request.***
- That the Ministry of Environment and Climate Change Strategy be invited to present to the Board. ***The presentation was completed at the October 11, 2018 meeting.***
- That staff monitor the waste management technology by Sustane currently being installed in Chester, Nova Scotia. ***Outstanding*** (Staff received a status update that the facility is expected to be operational in April of 2019.) ***Specific motion - THAT the Comox Strathcona Waste Management Board direct staff to monitor waste management technology proposed by Sustane Technologies Inc., in Nova Scotia, for up to one year of full operations.***

On January 10, 2019, the Board passed the following motion:

THAT the Solid Waste Advanced Technology Select Committee review their past work and their Terms of Reference and propose to the Comox Strathcona Waste Management Board any additional work with consideration to the resources required for support.

Staff will present proposed tasks to complete the monitoring and evaluation of the Sustane facility for the committees input. This will be brought back to the SWAT/Board for endorsement at a future meeting. If the SWAT committee seeks a change in mandate, those proposed changes can be discussed and potential changes/recommendations within Terms of Reference confirmed, then submitted to the Board for approval.

Should the Board wish to complete additional analysis beyond the monitoring of Sustane's new facility in Chester, Nova Scotia, the additional resources identified in the staff report titled 'Monitoring of Waste Management Technology – Chester, Nova Scotia' must be approved and Financial Plan amended to reflect additional required for this work. Beyond the proposed, the SWAT committee and staff should identify further appropriate resources required and included in the Financial Plan.

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 – SWAT Select Committee Terms of Reference

¹ Based on 10 year modelling

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 Bissinger;
- Director Hamir; and
- Alternate Director Cole-Hamilton.

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.