

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.

As resolved by the Comox Valley Regional District (Comox Strathcona Waste Management) Board at its February 7, 2019 meeting, all appointed committee members present at the meeting are entitled to vote and each member has only one vote.

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.

Updated:	February 7, 2019
-----------------	------------------