Alberni-Clayoquot Regional District

Terms of Reference
Alberni Valley Regional Airport Advisory Committee

Introduction

The Alberni-Clayoquot Regional District has formed the Alberni Valley Regional Airport Advisory Committee to facilitate participation from local government, First Nations, business and community interests within the Alberni Valley on matters associated with the development of the Alberni Valley Regional Airport.

The Airport Advisory Committee is a standing committee of the ACRD and reports directly to the Alberni-Clayoquot Regional District Board.

Definitions

ACRD means the Alberni-Clayoquot Regional District.

Airport means the Alberni Valley Regional Airport.

Board means the Alberni-Clayoquot Regional District Board of Directors.

Committee means the Alberni Valley Regional Airport Advisory Committee.

Objective

The Committee reviews, reports and advises the Board on matters concerning the long-term development of the Airport.

Scope of Work

To achieve this objective, the Committee will review and advise the ACRD Board on the following:

a. Promoting and marketing the Airport
b. Encouraging the development of improved air services to the region
c. Review and make recommendations on identified Airport matters as requested by the Board
d. Gather and provide community input with respect to Airport plans and activities impacting the community
e. Review and provide input on issues impacting the Airport and Airport lands

f. Advise on matters relating to Airport services such as; development planning, economic development, operations, maintenance and safety.

All Committee deliberations and recommendations to the Board will be guided by the ACRD's Strategic Plan.

Membership

In order to provide representation from all areas served by the Airport, as well as business and community interests, membership of the Committee is as follows:

a. One (1) member nominated from the Tseshaht First Nation
b. One (1) member nominated from the Hupacasath First Nation
c. One (1) member nominated from the Alberni Valley Chamber of Commerce
d. One (1) member nominated from the Port Alberni Port Authority
e. Two (2) members at-large representing the business community in the Alberni Valley
f. One (1) member at-large representing Electoral Area "D" (Sproat Lake)
g. One (1) ACRD Director from the City of Port Alberni nominated by the City of Port Alberni
h. Two (2) ACRD Directors from the Alberni Valley Electoral Areas (Beaufort, Sproat Lake, Beaver Creek, Cherry Creek)
i. The ACRD Director (1) from the Uchucklesaht Tribe Government
j. One (1) member representing AVRA's anchor tenant, Coulson Aircrane Ltd.

Appointment and Term

Members shall be appointed by the ACRD Board of Directors for a two-year term.

The ACRD Board may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.

Members may stand for re-appointment by the ACRD Board at the conclusion of their term.

Non-ACRD members of the Committee serve without remuneration.

In the event of a vacancy occurring during the regular term of office, the vacancy may be filled for the remainder of the term by an alternate nominated by the Committee and approved by the ACRD Board of Directors.

Chair

The Committee shall, at its first inaugural meeting annually, elect a Chairperson from amongst its members.

Meeting Procedures

The meetings of the Committee shall be called by the Committee Chairperson and shall be held quarterly on the day and time agreed to by the Committee members.

The Chair of the Committee may call a special meeting of the Committee.

A majority of the Committee members shall represent a quorum, one of whom must be a Director of the ACRD Board.

Meetings of the Committee shall be conducted and held in accordance with the ACRD's Procedures Bylaw.

ACRD staff will provide support to the Committee including preparing agendas and reports, recording minutes of all meetings and ensuring Committee agendas, minutes, etc. are forwarded electronically for circulation to all members.

Reporting

Committee recommendations must be adopted by the Committee by way of motions, prior to presentation for consideration by the Board.

The Committee will provide a status report to the Board following each meeting. The Committee will report to the ACRD Board annually on the activities of the Committee.

Regional District staff will provide advice and professional assistance to the Committee including drafting correspondence and reports.

Amended by the ACRD Board	May 13, 2020, February 10, 2021, May 25, 2022, January 25, 2023 March 27, 2024, February 12, 2025