



Alberni-Clayoquot Regional District

Terms of Reference Transportation Advisory Committee

1. Purpose

- 1.1 The Transportation Advisory Committee has been established to consider issues and to make recommendations to the Alberni-Clayoquot Regional District (ACRD) Board pertaining to transportation options throughout the ACRD.

2. Duties/Mandate

- 2.1 The Transportation Advisory Committee is a standing committee of the Board that will work cooperatively with key partners in the region to advance transportation options throughout the ACRD.
- 2.2 The Committee will provide the Board with regular, ongoing updates on different activities and services with the areas defined in section 1.1.

3. Scope of Work

- 3.1 The scope of the work will be to prioritize transportation options in the Region, inform the ACRD Board and then collectively advocate for these options to higher levels of government. The scope of work could include prioritizing transportation options including a secondary route in and out of the Alberni Valley, the Bamfield Road, the Bamfield/Cowichan Route, and route to the West Coast.

4. Membership

- 4.1 Membership on the Committee is as follows:
 - One (1) municipal representative (each) from the City of Port Alberni, District of Tofino, and District of Ucluelet
 - Three (3) Directors from the ACRD representing Alberni Valley, Bamfield, and West Coast, Huu-ay-aht First Nations, Toquaht Nation, Yuułuʔiłʔatḥ, Uchucklesaht Tribe

- One (1) Port Alberni Port Authority representative
- One (1) representative (each) from Alberni Valley, Ucluelet, and Tofino-Long Beach Chamber of Commerce
- One (1) Ahousaht First Nation representative
- One (1) Ditidaht First Nation representative
- One (1) Hesquiaht First Nation representative
- One (1) Hupacasath First Nation representative
- One (1) Tla-o-qui-aht First Nation representative
- One (1) Tseshaht First Nation representative
- One (1) Nuu-Chah-Nulth Tribal Council
- One (1) First Nations Health Authority
- One (1) Health Representative
- One (1) Tsawak-qin Forestry (TFL44) representative
- One (1) Mosaic Forest Management representative
- One (1) Paper Excellence representative
- One (1) Ministry of Transportation and Infrastructure representative
- Two (2) Members at large from the business community in the Region

5. Appointment and Term

- 5.1 Appointments to this Committee shall be for the term they are representatives of the organizations listed in Sections 4.1.
- 5.2 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.
- 5.3 Non ACRD members of the Committee serve without remuneration.
- 5.4 Committee appointments are re-confirmed by the Chair of the Board at the Regular ACRD Board of Directors Meeting in January of each year.

6. Chair

- 6.1 The Chair of the Committee will be an ACRD Director as appointed by the Board in January of each year.

7. Meeting Procedures

- 7.1 The meetings of the Committee shall be held quarterly or at the call of the Committee Chairperson.
- 7.2 A majority of the Committee members shall represent a quorum, one of whom must be a Director of the ACRD Board.
- 7.3 Meetings of the Committee shall be conducted and held in accordance with the ACRD's Procedures Bylaw.
- 7.4 Staff or contracted resources will provide support to the Committee including preparing agendas, coordination of research and reports, recording minutes of all meetings and ensuring Committee agendas, minutes, etc. are forwarded electronically for circulation to all members.

8. Reporting to the Board

- 8.1 The Committee Chair will report to the ACRD Board on the activities of the Committee.
- 8.2 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the ACRD Board.

9. Resources

- 9.1 On behalf of the Committee, staff or contracted resources will provide advice and professional assistance to the Committee including writing letters and preparing reports to the ACRD Board.
- 9.2 Staff or contracted resources will provide support to the Committee including preparing agendas, recording the minutes of meetings and ensuring Committee agenda's, minutes etc. are circulated electronically to all Committee Members and the ACRD Board.
- 9.3 ACRD staff will coordinate the engagement of all and any contracted services.

Adopted by the ACRD Board:	July 26, 2023
Amended by the ACRD Board:	August 23, 2023