

Commercial Vehicle Safety Committee

Terms of Reference

1. Purpose:

The Commercial Vehicle Safety Committee's (the 'Committee') purpose is to provide an effective mechanism between the BC Forestry industry and the Ministry of Transportation and Infrastructure (MOTI) in addressing specific issues, building a stronger working relationship, providing efficiencies for resolutions & communications, and exploring safety improvements for commercial vehicles operating within the Forestry Industry. This Committee will not duplicate other efforts already undertaken by others.

2. Governance

- 2.1 The BC Forest Safety Council (**BCFSC**) will provide support and governance for the groups representing commercial vehicle safety interests within the Forest Sector.
- 2.2 The **Committee** will consist of Safety Leaders from the BCFSC, respective Forest Industry Advisory Groups, Industry associations, and MOTI. Each member must be able to speak and make decisions on behalf of their respective organizations/groups. (See Appendix A).
- 2.3 The **BCFSC** will designate a representative to support the logistics and planning required for the Committee. The designated BCFSC representative will attend and chair all meetings; ensure that all required activities are completed and that the Committee is both productive and supported.
- 2.4 **MOTI** will designate representatives to serve as standing members for the Committee. The designated representatives will attend all meetings; ensure that applicable actions are completed and internal communications keep respective MOTI staff informed of concerns, projects/initiatives, and updates from the Committee.
- 2.5 Each **BCFSC Advisory Group and Industry Association** will designate a representative as a standing member for the Committee. The designated representative will attend all meetings; ensure that all required activities are completed and that the Committee is supported. He/she will also ensure that the respective Advisory Groups and Associations are adequately informed of concerns, projects/initiatives, and updates.



- 2.6 The Committee will have three primary areas of focus with regards to commercial vehicle safety:
- Existing Issues,
 - Emerging Issues, and
 - Performance/Compliance.
- 2.7 Additional guests and/or stakeholders may be invited to attend a meeting to provide additional information or engage in discussion for specific agenda items. i.e. subject matter experts, consultants and local knowledge/operational owners.
- 2.8 Each Committee member will attend meetings, or will send delegates on their behalf.
- 2.9 As needed, smaller project focused groups may be organized to facilitate the implementation of initiatives arising from the Committee.

3. Standards of Conduct

All Committee members and Observers agree to operate consistent with the following guidelines:

- Conduct themselves in a courteous, respectful manner,
- Be prepared to communicate take away information and key learnings as needed,
- Act in good faith,
- Listen actively to the range of perspectives,
- Be given opportunities to speak,
- Provide others with fair opportunities to express their views,
- Ask for clarification if unclear, and
- Accept the concerns, views and objectives of others at face value, and acknowledge them as valid for consideration.

4. Logistics / Meeting Times / Dates:

- 4.1 **Schedule:** Committee meetings will occur at least quarterly and accommodate attendance from all members.
- 4.2 **Preparation:** The BCFSC will coordinate the scheduling and preparation activities for each Committee meeting and will send out a request for agenda items two weeks prior to each meeting. The BCFSC will distribute the agenda, action items and any supporting documentation a minimum of one week prior to the meeting.
- 4.3 **Format:** Face to face and on-line meeting to enable sharing of information.
- 4.4 **Timing:** Committee meetings will be held at a consistent day and time of each quarter to allow for maximum participation.

4.5 **Record Keeping:** The BCFSC chair will track action items and related progress.

5. Meeting Structure

5.1. **Agenda:**

Each meeting will follow an established agenda. This agenda will be set prior to each meeting and will, at a minimum, consist of the following items:

- Existing Issues
- Compliance/performance
- Actions and updates
- Emerging Issues
- Recommended topics and related actions
- Ad Hoc/Roundtable

5.2. **Action Items:**

- Action items generated from the Committee meetings will be captured, assigned, tracked and status relayed as part of each Committee meeting.
- An updated action item list will be made available to the Committee prior to each meeting. This updated list will be the basis for the discussion as noted in the agenda.
- Each member will keep its respective advisory working group, association and organization informed of the Committees status and actions as deemed appropriate.

5.3. **Project/Action Updates:**

Each project/action lead will provide an update at the Committee meeting advising on progress.



Appendix A – Committee Membership

Organization	Representative(s)
BCFSC	Dustin Meierhofer , Trish Kohorst
MOTI	Samantha Eburne, Jan Lansing
Trucking and Harvesting Advisory Group	Ken Pedersen
Log Truck Technical Advisory Committee	Greg Munden
Coast Harvesting Advisory Group	John Shearing
Interior Logging Association	Todd Chamberlain
Truck Loggers Association	Bob Brash

