

## **Terms of Reference**

**Name: Kawartha Lakes Airport Advisory Committee**

Date Established by Council: December 11, 2018

### **Mission:**

The Kawartha Lakes Airport Advisory Committee is established to provide advice and recommendations to the Airport Manager and Council on the operation and strategic development of the Kawartha Lakes Municipal Airport.

### **Roles and Responsibilities:**

It is the responsibility of all appointed members to comply with:

- the City Code of Conduct for Committee Members
- the City Procedural By-law
- Other applicable City by-laws and policies
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

No individual member or the Committee as a whole has the authority to make direct representations of the City to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Recording Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The Committee will abide by any terms and conditions which may be set out by the City's Council, CAO, City Clerk, City Solicitor, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee's Terms of Reference and established Policies.

**Activities:**

The following represent the general activities of the Committee:

- a) The Airport Manager and Department of Engineering and Corporate Assets to prepare an annual written report to Council by the end of Q1 each calendar year to outline the Committee's achievements from the previous year in line with their approved work plan and to present to Council their current year work plan to include details on promotion of public education programs, review of other government reports, programs and legislation for any impacts on the City or its programs, and future City policy direction all with the view of advancing the City's adopted strategic priorities and the proposed budget.
- b) To make recommendations to Council on strategy, policies and various issues to achieve Council's strategic priorities relating to the Committee's established scope of work as defined in the Terms of Reference.
- c) To review Airport Strategic Plans and make recommendations regarding the long-term development of the Kawartha Lakes Municipal Airport.
- d) To review Airport Operating and Capital Budgets and make recommendations.
- e) To be cognizant of day-to-day Airport operations and make recommendations that may be of assistance to the Airport Manager.
- f) To provide a source of expertise that can be called upon by Council or the Airport Manager when required.

**Composition:**

The Committee shall be comprised of a maximum of 5 members consisting of up to 4 members of the public with aviation and/or management experience and 1 Council representative all of whom will have full authority to debate and vote. The Committee shall consist of a minimum of 3 members. Committee members will be appointed by Council in accordance with established policy.

**Appointment of Officers:**

The Committee shall, at its first meeting in each year, elect from its membership a Chair, and Vice-Chair. It is acknowledged that there are no

per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Committee members are considered volunteer positions.

**Term of Appointment:**

Unless exempted by legislation, members will be appointed for the full term of Council. Members shall continue to serve beyond the end of their term until the appointments of their successors have been approved by Council.

**Resources:**

The Airport Manager and Department of Engineering and Corporate Assets will provide support in the form of advice, day-to-day liaison with the City, updates on program and promotional ideas and initial assistance in their implementation to the degree resources are available. The liaison department will also assist in the preparation and submission of budget recommendations/grant submissions, if needed and attend meetings of the Committee.

A member of staff shall be designated as Recording Secretary by the liaison department. The Recording Secretary shall prepare and publish agendas; attend all formal business Committee Meetings for the purpose of taking Minutes; and prepare and publish minutes in an accessible format acceptable to the City Clerk's Office.

The Recording Secretary shall ensure that a current Terms of Reference for the Committee has been provided to the City Clerk's Office and is posted on the City website.

**Timing of Meetings:**

Meetings will be held on a set day and time at the call of the Chair.

**Location of Meetings:**

The location of the meetings will be determined by the Chair and must be held in an accessible City facility.

### **Meetings:**

Meetings of the Kawartha Lakes Airport Advisory Committee are intended to be informal discussions resulting in an exchange of ideas and providing an opportunity to explore various options regarding Airport daily operations and long-term strategic plans.

Work of the Committee can be done through working groups. No formal minutes are required to be taken at working meetings; however, notes shall be taken.

The Committee shall hold a minimum of 2 formal business meetings – one to review the annual operational plan of the Airport and one to conclude the year end activities. The Chair, through the liaison department, shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee and posted to the City website a minimum of three (3) business days prior to the date of each meeting through the Recording Secretary. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

### **Procedures:**

Procedures for the formal business meetings of the Committee shall be governed by the City's Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

### **Closed Meetings:**

The Committee shall not be permitted to hold Closed Meetings.

### **Agendas and Minutes:**

A copy of the Agenda shall be provided to the City Clerk's office at the same time it is provided to Committee Members. The City Clerk's office will distribute the agenda to Council members as per established procedures.

Minutes of all formal business meetings and notes from working meetings of the Committee shall be forwarded to the liaison department, and to the City Clerk's Office, not later than two weeks after the meeting. Action items requested of staff and/or Council will be brought to the attention of the Engineering and Corporate Assets Department at that time. The City

Clerk's Office will electronically circulate the formal business meeting minutes to all members of Council for their information. The City Clerk's Office will maintain a set of printed minutes on file for public review.

The Recording Secretary shall ensure that all Committee Agendas and Minutes are posted to the City website at the same times as they are circulated to the City Clerk's Office.

**Reports:**

One written report to Council is required per year from the Airport Manager and Department of Engineering and Corporate Assets, being the work plan/budget and the previous year's annual report.

If there are recommendations of the Kawartha Lakes Airport Advisory Committee that fall outside of this report, they are to be forwarded to Council, through the liaison department in a formal written report on the City report template. It will be the responsibility of the Airport Manager to provide a memo to the liaison department identifying the Committee recommendations for final preparation of the report.

**Purchasing Policy:**

This Committee has no purchasing or procurement responsibilities.

**Insurance:**

The City of Kawartha Lakes' Aviation General Liability Policy and Directors and Officers Liability Policy will extend to this Committee and its members provided that the Kawartha Lakes Airport Advisory Committee is under the control of, answerable to, or the responsibility of the City of Kawartha Lakes and Council. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the City of Kawartha Lakes and Council. Members must adhere to the policies and procedures of the City of Kawartha Lakes and Council, including the Terms of Reference.

The Committee must provide, via the liaison department an annual updated listing of all members, including member positions, to the City of Kawartha Lakes to ensure the applicable insurance coverage remains in force.

Committee members are not entitled to any benefits normally provided by the Corporation of the City of Kawartha Lakes, including those provided by the Workplace Safety and Insurance Board of Ontario (“WSIB”) and are responsible for their own medical, disability or health insurance coverage.

**Expulsion of Member:**

Any member of the Committee who misses three consecutive formal business meetings, without being excused by the Committee, may be removed from the Committee in accordance with adopted policy.

Any member of the Committee may be removed from the Committee at the discretion of Council for reasons including, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, The Municipal Conflict of Interest Act or the Code of Conduct for Committee Members; disrupting the work of the Committee; or other legal issues. The process for expulsion of a Committee member is outlined in the City’s **Council Committee, Board and Task Force Policy**.

**Terms of Reference:**

The Recording Secretary shall ensure that a current Terms of Reference for the Committee has been provided to the City Clerk’s Office and is posted on the City website.

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the liaison department through a report to Council.

**At the discretion of Council the Committee may be dissolved by resolution of Council.**