Terms of Reference

AIRPORT ADVISORY COMMITTEE

INTRODUCTION

The Airport Advisory Committee was formed to facilitate participation from local government, business and community interests within the airport catchment area on matters associated with the development of the Kelowna International Airport.

The Airport Advisory Committee is a **Select Committee** of Council.

OBJECTIVE

The Airport Advisory Committee reviews, reports and advises Council on matters concerning the long term development of the Kelowna International Airport.

SCOPE OF WORK

To achieve this objective, the Airport Advisory Committee will undertake the following activities:

- Promote the development of the Kelowna International Airport as the major commercial hub airport in the Thomson / Okanagan Region
- Encourage the development of improved air services to the region
- Review and make recommendations on selected matters as requested by Kelowna City Council
- Represent the interests of the airport with the Federal and Provincial Governments
- Provide community input to airport management on airport activities

MEMBERSHIP

In order to provide representation from other communities served by the airport, as well as business and community interests, the membership of the Committee is as follows:

- Mayor of City of Kelowna
- One City of Kelowna Councillor
- City of Kelowna - one member of the community-at-large appointed by the City
- City of Kelowna – one Aviation Industry representative
- City of Kelowna – one University of British Columbia Okanagan representative appointed by the City
- Central Okanagan Regional District – one member nominated by the District
- City of Vernon – one member nominated by the City of Vernon
- City of Penticton – one member nominated by the City of Penticton
- City of Salmon Arm - one member nominated by the City of Salmon Arm
- District of Peachland – one member nominated by the District of Peachland
- District of Lake Country – one member nominated by the District of Lake Country
- District of West Kelowna – one member nominated by the District of West Kelowna
- Kelowna Chamber of Commerce – one member nominated by the Chamber Board
- South Okanagan Chamber of Commerce – one member nominated by the Chamber Board
- Summerland Chamber of Economic Development & Tourism – one member nominated by the Chamber Board
- Vernon Chamber of Commerce – one member nominated by the Chamber Board
- Greater Westside Board of Trade – one member nominated by the Board

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- Westbank First Nations – one member nominated by Westbank First Nations
- Economic Development Commission – one member nominated by the EDC Board
- Tourism Kelowna – one member nominated by the Tourism Kelowna Board

APPOINTMENT AND TERM

Members shall be appointed by Council for a four-year term, to run concurrent with the Council term. City of Kelowna community-at-large and University of British Columbia Okanagan representatives and Councillors shall be appointed by Council. Representatives from other member local governments and community groups shall be appointed by their respective organization.

Council 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.

Committee members who are absent for three consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Committee.

Committee members may stand for re-appointment at the conclusion of their term.

Members of the Committee shall serve without remuneration.

In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term by an alternate if appointed by the member local governments, or organization.

The Committee may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Committee. Any sub-committee so created will report to the Committee.

CHAIR

The Mayor of the City of Kelowna shall be the Chairperson of the Committee. In the absence of the Mayor, the City of Kelowna Councillor shall serve as Acting Chairperson.

MEETING PROCEDURES

The Chairperson shall call meetings of the Committee semi-annually, provided that additional meetings will be called at the pleasure of the Chair.

A special meeting may be called by the Chairperson or at the request of any three members of the Committee. Notice of the day, hour, and place of special meeting shall be given at least three days prior to the meeting, by leaving a copy of the notice for each member of the Committee and by delivering a copy of the notice to the Office of the City Clerk for posting.

Unless otherwise authorized by the *Community Charter* or City of Kelowna Council Procedure Bylaw No. 9200 all meetings will be held in open session and in a location accessible to the public.

A meeting or part of a meeting may be closed to the public if the subject matter being considered relates to one or more of the matters referred to in section 90 of the *Community Charter*. Before a meeting or part of a meeting is closed to the public, the committee must state, by resolution, the fact that the meeting is to be closed, and the basis under Section 90 of the *Community Charter* on which the meeting or that portion of the meeting is to be closed.

Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the Committee shall represent a quorum. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

The order of business is to be as set out in an agenda package to be provided to the committee members in advance of the meeting date. A copy of the agenda will be forwarded electronically to the Office of the City Clerk at least three complete working days prior to the meeting date. Minutes of the meetings will be prepared and then signed by the Committee Chair. Originals of the minutes will be forwarded to the Office of the City Clerk for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the City-at-large.

Conflict of Interest

Committee members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200. Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

Voting

All members of a committee, including the chair, vote on every question unless they have declared a conflict and left the meeting.

Members who do not indicate their vote, or have left the meeting without declaring a conflict, are counted as having voted in favour of the question.

If the votes are equal for and against, the question is defeated.

Comments in Public or to the Media

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, a representative of another agency or community group, or as an individual. Committee members need to convey the public interest and remember that they represent the Corporation of the City of Kelowna. This means they must be consistent with the City's position on specific issues.

REPORTING TO COUNCIL

Recommendations of the Committee must be adopted by Committee motion prior to presentation to Council.

The Committee will provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff time.

The Committee Chairperson, or his designate, will report to Council on behalf of the Committee.

The Office of the City Clerk will ensure Committee Agendas and Minutes are forwarded electronically for circulation to all Council members.

BUDGET

The routine operations and any special initiatives of the Committee will be funded by allocations within the Airport budget.

STAFF SUPPORT

The City Manager and the Airport Director shall attend the meetings in a resource capacity.

The **Airport** staff shall provide support for the Committee to undertake work assigned by Council within the Committee's scope of work. Support functions may include the following:

- Organizing and preparing the agenda, in conjunction with the Committee Chairperson & staff liaison;
- distributing the agenda packages to Committee members;
- forwarding the agenda to the Office of the City Clerk for posting as a public notice;
- mailing or delivering all meeting notices and agendas;
- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee;
- reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Committee;
- managing the files of the Committee, as necessary;
- maintaining a list of outstanding issues for committee action in accordance with the Committee's scope of work and Council's direction.

The staff liaison shall initiate recommendations to Council for committee appointments and maintain an updated list of appointees, the date they were appointed whenever changes occur, and provide a copy of the updated list to the Office of the City Clerk.

The **Office of the City Clerk** shall provide secretarial support for the Committee. Support functions include the following:

- Taking and preparing draft minutes, and providing the final minutes to the Office of the City Clerk and Committee members
- Maintaining the records of the Committee, including posting and filing of minutes for the public record

Other support functions may include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair & staff liaison
- Receiving and organizing all related presentation materials and/or correspondence prior to the meeting date to ensure inclusion with the committee member's agenda package, and for the public record
- Distributing the agenda packages to committee members

Endorsed by Council: December 18, 2000
Revised: August 26, 2002
Revised & Endorsed by Council: May 5, 2008

Revised & Endorsed by Council: October 19, 2009
Revised & Endorsed by Council: May 28, 2012
Revised & Endorsed by Council: April 13, 2015
Revised & Endorsed by Council: December 10, 2018