

**VILLAGE OF EMPRESS**  
In the Province of Alberta

**BY-LAW No. 2017-08**

**A BY-LAW TO ESTABLISH A MUNICIPAL AIRPORT ADVISORY COMMITTEE AND PROVIDE FOR THE APPOINTMENT OF MEMBERS THERETO**

WHEREAS section 145 of the *Municipal government Act Revised Statutes of Alberta*, CHAPTER M-26, provides that the council of municipality may, by by-law, establish a municipal committee to advise and assist the council on all matters relating to the Municipal Airport; and

WHEREAS the Council of the Village of Empress deems it advisable to establish such a committee and provide for the appointment of members thereto;

THEREFORE the Council of the Corporation of the Village of Empress enacts as follows:

1. A municipal Airport Advisory committee is hereby established, to be known as the "Empress Airport Advisory Committee".
2. That the Empress Airport Advisory Committee is established to advise and assist Council on all matters within the jurisdiction of the Council of the Corporation of the Village of Empress under the *Municipal government Act Revised Statutes of Alberta*, as amended from time to time.
3. The committee shall consist of a minimum of three members. Members shall be appointed by Council who are residents and/or ratepayers of the Village and surrounding Municipalities, being a minimum of 18 years of age, and are not employees of the Municipality.
4. The Council of the Corporation of the Village of Empress may, by resolution, replace members as terms of membership expire, or appoint from time to time such new members as it considers desirable.
5. That the Terms of Reference of the Empress Airport Advisory Committee are set out in Schedule "A" attached hereto and forming part of this By-law.
6. This by-law shall come into force and take effect on the date of its passing.

7. Read a first time this 17th day of August, 2017.

Read a second time this 17th day of August, 2017.

Presented for third reading this 17<sup>th</sup> day of August, 2017.

Read a third and final time this 17th day of August, 2017.

**VILLAGE OF EMPRESS**

*Chad Van dam*

\_\_\_\_\_  
Chad Van Dam, Mayor

*Debbie Ross*

\_\_\_\_\_  
Debbie Ross, CAO

**Appendix “A”**  
**THE EMPRESS AIRPORT ADVISORY COMMITTEE OF**  
**COUNCIL**

**TERMS OF REFERENCE**

**To advise and assist the Village of Empress on matters pertaining to the Empress Municipal Airport. The Airport Advisory Committee will provide a forum for receiving input and advice from aviation stakeholder groups and the community with respect to the Airport Master Plan, strategic initiatives and operational improvements. The Committee will also provide a forum for dialogue, communication and education.**

**1. Role of the Airport Advisory Committee**

The Airport Advisory Committee’s role is to provide input and advice on Airport matters as follows:

- Airport policies including master plan implementation and updates;
- Long term strategies to grow and expand the airport including infrastructure improvements/expansions and services;
- Opportunities to support the financial self-sufficiency of the airport including increased revenues and decreased costs;
  - Research potential opportunities and uses of the airport;
  - Analysis of potential uses including cost analysis;
  - Business cases to support opportunities;
- Community engagement
- Airport awareness including marketing and promotion initiatives;
- Airport initiatives and events;
- Tourism initiatives related to the Airport;
- Advise on aviation matters or initiatives including existing and regulations proposed by external agencies; and,
- Matters referred to the Advisory Committee by Council.
- Only carry out work as defined within the Terms of Reference

**2. Authority**

- The Committee is authorized by Council to undertake work to effectively and efficiently meet the objectives described of its role;
- The Committee will refer all relevant decisions to Council unless Council has resolved to delegate the decision on the agenda to the Committee;
- No authority to purchase or commit anything under the name of, or on behalf of the Village of Empress

### 3. Meetings

- The Committee will meet and report at least 4 times per year;
- Notice of any meeting must be given to Committee members and posted for the public a minimum of 24 hours prior to the meeting;
- Meetings must be held in a public place accessible to the public;
- Minutes of meetings (in accordance with legislative requirements) will be kept and provided to all Committee Members and Council within three working days of the meeting;

### 4. Membership

- The Committee is comprised of members from the following categories:
  - Airport tenant
  - Pilots
  - Town councillor (1)
  - Special Areas representative
  - Members at large
- Members are appointed for a four year term, and are eligible to be reappointed;
- A Chair, Deputy Chair, Secretary must be elected from within the membership of the Committee at its inaugural meeting after having been established by bylaw of Council, and shall be known as the officers of the committee;
- **The membership of the Committee will be reviewed annually by the Committee and recommendations for appointments made to Council prior to the Council Organizational meeting in October;**
- The term of office for all office bearers is one year and concludes at the anniversary date of its establishment;
- Officers are eligible to be reelected.

### 5. Quorum

- The prescribed number of members of the Committee constitutes a quorum of the Committee and no business can be transacted at a meeting unless a quorum is present. The prescribed number of members of a Committee is  $\frac{1}{2} + 1$ ;
- If at the commencement of the Committee Meeting (as advertised in the Notice of Meeting) a quorum cannot be obtained, the Chair shall wait for 15 minutes from the advertised time of Notice of Meeting to allow for a quorum to be obtained;
- If after the prescribed 15 minutes has lapsed and a quorum is not present, the Committee shall adjourn to another time and date.

## 6. Meetings

- One member will be appointed by vote of the committee at the first meeting of each term to chair the meetings for that term. The committee will also, at this time, select a vice-chair and secretary for the same duration

- The Committee will hold a minimum of four (4) quarterly meetings with additional meetings at the call of the Chair.
- The date and time of the regular meetings will be established at the first meeting of each term.
- Meetings will have a formal agenda.
- Agendas and information packages, that will include the minutes from the previous meeting, will be sent (via mail, e-mail, or fax) to Committee Members prior to each meeting.

## **7. Role of the Chair**

The Chair is responsible for insuring the smooth and effective operation of the Committee and its roles. This will include responsibility for:

- Calling the meetings to order.
- The Chair is encouraged to create an informal atmosphere to encourage the exchange of ideas such as, using a roundtable format.
- Creating an agenda in consultation with the Secretary.
- Chairing the meetings.
- Acting as spokesperson.
- Representing the Committee on other committees when necessary.
- The Chair shall conduct meetings in accordance with the Town's Procedural By-law
- In the absence of the Chair, these responsibilities will be undertaken by the Vice- Chair.

## **8. Role of the Secretary**

The Secretary is responsible for ensuring a complete up to date record for the Committee.

- In liaison with the Chair, arrange date, time and venue for meetings.
- In liaison with the Chair, set agendas and circulate to the members two business days prior to the meeting.
- Circulate draft minutes to the members.
- Keep a complete up to date record of the committee minutes.

## **9. Role of Members**

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- Attend all regular scheduled meetings. Members are required to notify the Chair, Secretary or the designated municipal staff liaison if they are unable to attend a meeting.
- Review all information supplied to them.
- Prepare information for use in the development of materials for the Committee.
- Promote the role of the Committee.
- Offer input to committee reports to Council.

## **10. Role of Municipal Staff**

The Village of Empress, by its nature and purpose, affects and is affected by many different Municipal departments. Assistance will be provided on an as required basis from various departments. Municipal staff will be responsible for carrying out the following functions with respect to the Committee:

- Acting as an information resource.
- Orientation of Committee members at the first meeting after Council appointment.
- Assist the Committee in its reporting to Council
- Provide correspondence to the Committee.

## **11. Reports to Council**

The Committee may advise and make recommendations to Council in accordance with its role. Reports may be submitted as follows:

- By a Council representative.
- By the Chair or the designated representative.
- Minutes from the Committee meetings.
- Written reports.

An annual report will also be submitted to Council at the beginning of each new year outlining the Committee's accomplishments in the previous twelve months.