



## **Tillsonburg Airport Advisory Committee**

### **Terms of Reference**

#### **Mandate:**

To advise and make recommendations to Council on matters related to the Tillsonburg Regional Airport. To provide a forum for receiving input and advice from aviation stakeholder groups and the community with respect to the Airport Master Plan and strategic initiatives and to provide a forum for dialogue and communication. Day to day operations of the airport is the responsibility of Town staff or designated Airport Management firm

#### **1.0 Role of the Tillsonburg Airport Advisory Committee**

- 1.1 To advise Council on matters relating to the Airport Master Plan.
- 1.2 To develop long term strategies to expand the airport and promote growth including infrastructure improvements and services.
- 1.3 To develop opportunities to support the financial self-sufficiency of the airport, including researching ways to increase revenue and decrease expenses.
- 1.4 To advise Council on aviation matters or initiatives.
- 1.5 To advise and inform Council on issues related to the Tillsonburg Regional Airport as they arise.
- 1.6 To advise Council with regard to the Community Strategic Plan.
- 1.7 To set out clear goals for the committee for the term.

#### **2.0 Organization of the Committee**

The Committee should be composed of people within Tillsonburg who demonstrate a strong commitment to the Terms of Reference. A cross section of individuals should attempt to be chosen in order to bring to the committee relevant technical and professional expertise, as well as strong advocacy, communication and organizational skills.

- 2.1 Vacancies for citizen appointments will be advertised as per the Town's procedures for Committees of Council.
- 2.2 Committee members will be appointed by Council.
- 2.3 The Committee shall have a minimum of eight members and a maximum of nine members. The Committee should be composed of, but not restricted to, members from the following categories:
  - Airport commercial tenants (minimum 2)
  - Airport non-commercial tenants (1)
  - Pilots (1)
  - Tillsonburg residents (2)
  - Tillsonburg Town Councillor (1)
  - Township of Southwest Oxford Councillor (1)

Staff Liaisons:

- Public Works Manager
- Airport Administrator/Manager or designated Airport Management firm
- Director of Operations and Development

2.4 The term of a Committee Member is four years, concurrent with the term of Council.

2.5 Additional members may be appointed throughout the term.

2.6 One member will be appointed by vote of the committee at the first meeting of each term to Chair the meetings for that term. At this time, they will select a vice-chair for the same duration. These appointees shall not be staff members or Council representatives.

2.7 Municipal staff shall act in an advisory manner to the committee and the role of staff liaison shall be fulfilled by the Manager of Public Works.

### **3.0 Meetings**

3.1 The Committee will hold a minimum of four quarterly meetings a year and a maximum of one meeting every other month.

3.2 The date and time of the regular meetings will be established at the first meeting of each term.

3.3 Meetings will have a formal agenda.

3.4 Agendas and information packages (including previous meeting minutes) will be sent electronically to Committee Members prior to each meeting.

3.5 A majority of Council appointed Committee Members will constitute quorum for the transaction of business.

### **4.0 Role of the Chair**

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

4.1 Calling the meetings to order.

4.2 Encouraging an informal atmosphere to encourage the exchange of ideas.

4.3 Creating an agenda in consultation with the Secretary and staff liaison.

4.4 Chairing the meetings to ensure business is carried out efficiently and effectively.

4.5 Acting as spokesperson.

4.6 Representing the Committee on other committees when necessary.

4.7 The Chair shall conduct meetings in accordance with the Town's Procedural By-Law.

4.8 In the absence of the Chair, these responsibilities will be undertaken by the Vice-Chair.

## **5.0 Role of the Secretary**

The Secretary is responsible for ensuring a complete up-to-date record for the Committee. The Secretary will be the staff liaison for the Committee.

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

## **6.0 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:

- 6.1 Attend all regularly scheduled meetings. Members shall notify the Chair and Secretary if they are unable to attend a meeting.
- 6.2 Adhere to the provisions set out in the Policy for Boards and Committees of Council. If a member has an unexplained absence of three or more consecutive meetings then their seat on the Committee shall be declared vacant.
- 6.3 Review all information supplied to them.
- 6.4 Prepare information for use in the development of materials for the Committee.
- 6.5 Promote the role of the Committee and its' decisions made.
- 6.6 Offer input to committee reports to Council.
- 6.7 Attend training as required to effectively perform their role as a committee member.
- 6.8 Committee Members are subject to the *Municipal Conflict of Interest Act R.S.O. 1990, c. M50* and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting.

## **7.0 Role of Municipal Staff**

The Town of Tillsonburg, 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:

- 7.1 Act as an information resource.
- 7.2 Orientation of Committee members by the Clerk's Department at the first meeting after Council appointment.
- 7.3 Assist the Committee in its' reporting to Council.
- 7.4 Provide correspondence to the Committee.
- 7.5 Responsible for maintaining accurate and up-to-date committee records and providing minutes to Council.

## **8.0 Reports to Council**

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

- 8.1 Verbally by a Council representative.
- 8.2 Written Report from the staff liaison and presented by the Chair or the designated representative to Council.

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