



TOWN OF SAUGEEN SHORES

AIRPORT COMMITTEE

M A N D A T E

Town of Saugeen Shores
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THE CORPORATION OF THE TOWN OF SAUGEEN SHORES

AIRPORT COMMITTEE

MANDATE

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The Airport Committee is to provide the overall policy direction for the management, maintenance, operation and promotion of the Port Elgin Airport.

Mission Statement

“To continue to be a preferred location for recreational and commercial flying and to be financially viable.”

Committee Responsibilities

The Committee shall:

- Manage the operation, maintenance and promotion the Port Elgin Airport.
- Management of the Airport includes the preparation of an annual plan, budget and year end operating statement for Council's approval.
- Recommend policy and direction for managing and operating the Port Elgin Airport. The Airport Committee will remain at all times accountable to Council.
- To ensure the Port Elgin Airport is operated and managed in accordance with all provincial and federal regulations.
- Provide the Airport Staff with the policies and direction necessary for the performance of the Airport Staff's duties.
- Recommend improvements needed at the Airport which would require capital funding.
- To maintain a level of service acceptable to the users while working within the budget approved by Council.
- Recommend the types and levels of fees to be charged at the Airport. Changes to the fees and receivables will require the approval of Council.
- To co-operate with other organizations or municipalities which have goals similar in whole or in part to the Airport Committee.
- Organize and lead volunteers' activities where significant cost reductions can be achieved i.e., grass cutting, building upkeep and maintenance.
- Ensure adequate training is provided to staff and volunteers.
- The Committee will regularly review and assess the Airport objectives, strategy, pattern, policies, procedures, programs and performance. Input from the Airport users will be considered when making decisions.

Committee Composition

The Airport Committee shall consist of four (4) volunteer members, plus one (1) Council Member. An alternate member of Council shall also be appointed to fill a vacancy of the Council Representative.

Replacement of Members

Any member who fails to attend three (3) meetings without notice will be considered to have resigned from the Committee. Prior notice to the Secretary and/or Chair of inability to attend will be accepted as absence with notice.

A formal request from the Committee may be made to the Council for replacement of resigned members.

Membership Term

Council appoints the members of the Airport Committee for a two (2) year term. Members may be re-appointed to the Committee.

Where a member of the Airport Committee ceases to be a member of the Committee before the expiration of a term of office, the Municipal Council may appoint another eligible person for the unexpired portion of that term.

Meeting Time Frames

Meetings are held monthly, or at the call of the Chair or by the Staff Resource Person at least three times per year. Meetings may be cancelled or additional meetings may be held depending on the workload of the Committee which will be determined by consensus of the Committee. Notice will be provided 48 hours in advance. Meeting times will be determined by consensus of the Committee.

Role of Council Representative

The Council Representative is a participating member of the Committee, with voting privileges, without specific reporting requirements but may include the normal liaison and interpretational role for Council.

The Committee Chair shall

- Be appointed by vote of members present at the first Meeting of the year.
- Preside at all Meetings.
- Control proceedings and discussion to ensure smooth transition of the business as listed on the Agenda.
- Work co-operatively with the Secretary in the preparation of the Agenda.
- Vote on all matters requiring a formal Motion.

- Resolve disputes by reference of rules of order.

Vice Chair shall

- Be appointed by vote of the members present at the first Meeting of the year.
- Act as Committee Chair in the absence of the Chair.

Secretary

- Be appointed by vote of the members present at the first Meeting of the year.
- Record the Minutes of each Committee Meeting.
- Prepare Meeting Packages in co-operation with the Chair for delivery to all members at least two (2) working days prior to the Meeting.
- The Meeting Package should include the previous Minutes and copies of any information for discussion
- Give notice of Meetings and prepare all correspondence as directed by the Committee.
- Preserve all records and correspondence in an organized manner.
- Acting as resource personnel for Town Policies and Procedures.

Treasurer

- Be appointed by vote of the members present at the first Meeting of the year.

The duties of the Treasurer include but are not limited to:

- Responsible for monitoring the financial aspects of the Airport operation and keeping the Committee advised of the financial situation.
- Ensure that no unauthorized budget variance occurs and shall notify the Town's Treasurer as soon as possible with respect to forecast under funding.
- Preparing the annual operating budget for submission to Council.
- Preparing the annual statement of the Airport financial position.
- Other duties as assigned by the Committee.

Committee Members shall

- Try to attend every meeting at the time established.
- Be prepared for the Meeting by reading the Meeting Package contents ahead of time and be prepared to discuss Agenda items.
- Be courteous and respect other people's opinions.
- Keep discussions to the topic being dealt with at the time.
- Make sure that their information and facts are correct and are submitted objectively in order to assist in a good decision.
- Members shall declare any situation that is, or has the potential to be, a conflict of interest.

Reporting Requirements

Committee Minutes are to be provided to the Clerk for insertion on the Council's Agenda. Recommendations for Council's consideration are to be presented to Council in a Report format.

Financial Planning

The Committee will prepare annually an operating and capital budget which will meet objectives set by Council. The budget will be subject to the approval of Council. The Committee's proposed budget items are to be submitted to the Director of Community Services no later than November 15th in each year for discussion in the draft administration budget.

The Committee will be empowered by Council to authorize expenditures of municipal funds only through two means; as set by an approved budget, or; through specific Council approval.