



City of  
Campbell  
River

AIRPORT ADVISORY  
COMMITTEE

**BYLAW 3642, 2016**

**Consolidated Version**

# BYLAWS



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## **Airport Advisory Committee**

### **Bylaw No. 3642, 2016**

**Revised: May 7, 2018**

### **Consolidated for Convenience Purposes to include Bylaw 3642, 3700**

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**ADOPTED January 9, 2017**

### **PURPOSE**

This bylaw sets out to provide the terms of reference for Council's Airport Advisory Committee.

# CONTENTS

<b>PART 1:</b>	Title.....	5
<b>PART 2:</b>	Definitions.....	5
<b>PART 3:</b>	Purpose.....	5
<b>PART 4:</b>	Membership .....	5
<b>PART 5:</b>	Appointment of Members .....	6
<b>PART 6:</b>	Term of Appointment.....	6
<b>PART 7:</b>	Chair .....	6
<b>PART 8:</b>	Meeting Procedures .....	7
<b>PART 9:</b>	Delegations and Correspondence .....	7
<b>PART 10:</b>	Sub-Committees .....	8
<b>PART 11:</b>	Conflict of Interest.....	8
<b>PART 12:</b>	Remuneration .....	9
<b>PART 13:</b>	Budget .....	9
<b>PART 14:</b>	Technical & Administrative Support.....	9
<b>PART 15:</b>	Reporting.....	9
<b>PART 16:</b>	Expectations .....	10
<b>PART 17:</b>	Repeal .....	10

The Council of the City of Campbell River enacts as follows:

## **PART 1: Title**

**1.1** This bylaw may be cited for all purposes as **Airport Advisory Committee Bylaw No. 3642, 2016**.

## **PART 2: Definitions**

**2.1** In this bylaw unless the context otherwise requires:

<b>Airport</b>	means all land and improvements known as Lot A, Sections 7, 8 and 18, Township 1, Comox Land District, Plan VIP74726;
<b>Committee</b>	means Airport Advisory Committee
<b>City</b>	means the City of Campbell River
<b>Council</b>	means the Council of the City of Campbell River

## **PART 3: Purpose**

**3.1** The purpose of the Committee is to provide policy advice and recommendations to Council, on various issues related to the airport including long range planning, economic development, marketing, air transportation planning, and environmental and sustainability issues. The following matters are within the mandate of the Committee to investigate and make recommendations to Council:

- a) Airport zoned lands for aerospace or any other aviation related or complimentary commercial venture that is consistent with the Airport Master Plan;
- b) Economic development and marketing for the airport;
- c) Air transportation services for Campbell River and region;
- d) Any other matter referred by Council.

**3.2** The Committee will receive and review information, correspondence and minutes from other external organizations/committees as requested by Council and forward them to Council with recommendations as required.

## **PART 4: Membership**

**4.1** The Committee shall consist of 12 members as follows:

- a) 2 (two) ex officio non-voting members of Council appointed by Council for a one year term;
- b) 1 (one) ex officio non-voting member, being the person who from time to time, holds the office of City Manager for the City, or designate;
- c) 9 (nine) voting voting members at large appointed by Council.

**4.2** Members will be selected who will be able to provide a balanced perspective on issues related to the airport including long range planning, economic development, marketing and environmental and sustainability issues.

- 4.3** The Council members shall play an important liaison role in ensuring the objectives of the Committee, as set by Council, are being met and in providing the direct communication link to Council.

## **PART 5: Appointment of Members**

- 5.1** The following shall apply to all appointments:

- a) Council will appoint members to the Committee;
- b) At least two-thirds (2/3) of the members appointed to the Committee shall be either residents or taxpayers of the City;
- c) In the event of a vacancy, Council may appoint a person for the unexpired term;
- d) Where a Committee member is requested to serve as a representative to another advisory body, the Committee is authorized to designate its representative.
- e) The Committee may make recommendation(s) to Council with respect to Committee appointees.

## **PART 6: Term of Appointment**

- 6.1** The following shall apply to all appointments:

- a) Members shall be appointed to the Committee for a term of three (3) years and may serve for a maximum of nine (9) consecutive years.
- b) Notwithstanding section 6.1 a), Council's inaugural appointments shall consist of three (3) one-year appointments, three (3) two-year appointments and three (3) three-year appointments.
- c) The Committee may review the attendance circumstances of any member who has missed three consecutive meetings without prior permission, and may recommend to Council that the membership of such member be terminated.
- d) Any appointee to the Committee may be removed by an affirmative vote of two-thirds (2/3) of all members of Council.
- e) A member of the Committee may not serve for more than three (3) consecutive terms. Council may, however, by two-thirds (2/3) majority present, reappoint a person who has served three (3) consecutive terms.

## **PART 7: Chair**

- 7.1** The Committee members will decide who will serve as Chair and Vice-Chair. The Chair and Vice-Chair will be existing voting members of the Committee.
- 7.2** The Chair is responsible for ensuring the rules of procedure are followed prior to and during each meeting, and, in consultation with the staff liaison that items on their meeting agenda fall within their mandate.
- 7.3** The Chair or Vice-Chair shall conduct the meeting in accordance with this bylaw, the *Community Charter*, *Local Government Act*, Council policy, Council's Procedure Bylaw and Roberts Rules of Order.

- 7.4** If the Chair or Vice-Chair are not present at the time appointed for the meeting, the staff liaison should call the meeting to order and the members present should immediately elect a Chair *pro tem* to preside over that meeting, or until the Chair or Vice-Chair arrives. Such office is terminated by the entrance of the Chair or Vice-Chair, the end of the meeting, or the election of another Chair *pro tem*.
- 7.5** The Chair's duties are:
- a) Check if a quorum is present and open the meeting at the prescribed time;
  - b) Announce the business in the proper sequence – as on the agenda;
  - c) Recognize members entitled to speak, in the order in which they request to speak;
  - d) State and put the questions (resolutions which have been moved and seconded) to a vote;
  - e) Enforce the rules of procedure and decorum;
  - f) Expedite business;
  - g) Decide questions of order and respond to parliamentary enquiries; and
  - h) Declare the meeting adjourned when the business is complete.
- 7.6** The Chair shall serve as a leader and facilitator who encourages people to participate, helps people listen to each other and reflects back the common threads of the discussion. The Chair should be prepared to put aside their personal interests in an effort to help the Committee reach general consensus.

## **PART 8: Meeting Procedures**

- 8.1** The Committee shall meet at least four (4) times per year on a quarterly basis.
- 8.2** The Committee should strive for consensus in their decision-making; however, final decisions are made by resolution adopted by majority vote.
- 8.3** A quorum for a meeting shall be a majority of voting members currently serving on the Committee.
- 8.4** Committee proceedings will be open to members of the public, unless authorized to be held in-camera by the *Community Charter*
- 8.5** The Committee meeting minutes shall be presented to Council for information and placed on the next regularly scheduled Committee agenda for review and adoption. Upon adoption, the minutes are to be signed by the Chair or member presiding and distributed to the Committee members.

## **PART 9: Delegations and Correspondence**

- 9.1** All delegations requesting permission to appear before the Committee shall submit a written request to the City Clerk, including a written synopsis clearly outlining their topic of concern by 3:00 p.m. on the Wednesday of the week preceding the meeting.
- 9.2** Delegations will be given 10 minutes to present, unless a longer period is agreed to by majority vote of those members present.
- 9.3** Where a request to present has not been received by the City Clerk as prescribed in section

9.1, an individual or delegation may present to the Committee if approved by majority vote of those members present.

- 9.4** The deadline for the public to submit items to the City Clerk for inclusion on the Committee agenda shall be 3:00 p.m. on the Wednesday of the week preceding the meeting.

## **PART 10: Sub-Committees**

- 10.1** The Committee may establish one or more sub-committees to consider or enquire into any matter which falls within the scope and jurisdiction of the Committee and report its findings back to the Committee.
- 10.2** The Committee shall advise Council of the establishment of sub-committees and their purpose.
- 10.3** The Committee shall provide the sub-committees with a specific mandate and timeframe to submit their recommendations.
- 10.4** The Committee may appoint members to sub-committees that are not members of the Committee.
- 10.5** Staff liaisons or recording secretaries will not be appointed to any sub-committee.
- 10.6** The majority composition of any sub-committee shall be non-council members.

## **PART 11: Conflict of Interest**

- 11.1** This section applies to a person appointed to the Committee under section 6 in relation to Committee meetings.
- 11.2** Where a member of a Committee attending a meeting of a Committee considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has
- a) a direct or indirect pecuniary interest in the matter, or
  - b) another interest in the matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case.
- 11.3** After making the declaration under section 11.2 of this Bylaw, the Committee member must not do anything referred to in section 101(2) of the *Community Charter*, as if that section applied to Committee members.
- 11.4** The official responsible for recording the minutes of a meeting of the Committee will record the declaration of a conflict by a member of the Committee, the reasons given for the declaration, the time of the member of the Committee's departure from the meeting room, and if applicable, of the member's return.
- 11.5** If Council considers that a member of the Committee has acted in breach of this section, it may remove the member from the Committee, unless Council considers that the breach was done inadvertently or resulted from an error of judgment in good faith or that the conflict of interest would be of a type described in section 104 of the *Community Charter* or a regulation under that section.

## **PART 12: Remuneration**

- 12.1** No member of the Committee will receive any remuneration for services, however, a member is entitled to reimbursement for any reasonable out-of-pocket expenses incurred on behalf of the Committee that were previously approved by the Committee.

## **PART 13: Budget**

- 13.1** The Committee's budget will be established by Council on an annual basis.
- 13.2** The Committee is authorized to spend up to \$5,000 on any one expenditure under the condition that the expenditure meets the objectives of the Committee as stated in Part 3 of this bylaw.

## **PART 14: Technical & Administrative Support**

- 14.1** The City Manager shall designate a staff liaison and recording secretary to aid the work of the Committee. Designated support staff may attend the Committee meetings in a resource capacity, but not be permitted to vote. The Committee does not direct the staff liaison, nor can they request other staff resources. Such requests must go through either the City Manager or Council.
- 14.2** The staff liaison provides support to the Committee on behalf of Council to ensure the mandate of the Committee is met. Acting in their capacity as liaison, staff provides Committees with technical and operational information that assists the Committee in their work on behalf of Council. The staff liaison will assist with the preparation of recommendations to Council as requested by the Committee.
- 14.3** Under the direction of the Chair, the recording secretary shall be responsible for the preparation of agendas, minutes and follow-up from the meetings.
- 14.4** The recording secretary will email meeting agendas to Committee members on Monday at noon prior to the meeting of the Committee.
- 14.5** The Committee is entitled to reasonable use of City services and facilities, such as meeting rooms, photocopying, stationery supplies, etc. for Committee business, which are to be arranged by the recording secretary.

## **PART 15: Reporting**

- 15.1** The Committee Chairperson, with the assistance of the staff liaison, will report to Council on behalf of the Committee utilizing the standard reporting format adopted by the City. If deemed appropriate by the City Manager, such reports shall be accompanied by a staff report.
- 15.2** To make a presentation before Council at a regular meeting, the request is made to the City Clerk by submitting the report or presentation in written form. The report must clearly state any requests being made of Council and any recommended Council resolutions for further action. Generally a report to Council will include background on the purpose of the report, facts or information, the findings or conclusions from the information (if required), and the recommendations of the Committee.

**15.3** Prior to October 1<sup>st</sup> each year, the Committee will present an annual report to Council, setting out its activities and accomplishments for the previous year. The report shall also present to Council for its approval, work plan and budget for the following year.

## **PART 16: Expectations**

**16.1** The Committee and its members are required to:

- a) be accountable and responsive to Council;
- b) be open and transparent by observing legislative meeting protocol and conducting their business in public meetings;
- c) be collaborative in nature and respectful;
- d) remain accessible to each other, and to the Committee;
- e) regularly consult with the peer groups that they represent; and
- f) regularly share, and disseminate information between all Committee members on a timely basis.

**16.2** As the Committee and its members are representatives of the City of Campbell River, members must distinguish when speaking in public, whether they are speaking as a member, a representative of another agency or community group, or as an individual. As a general rule, it is the Chair of a Committee that speaks publicly on behalf of the Committee when and where appropriate.

## **PART 17: Repeal**

**17.1** Campbell River Airport Authority Bylaw No. 3444, 2010 is hereby repealed.

READ THE FIRST TIME this 21<sup>st</sup> day of November, 2016

READ THE SECOND TIME this 21<sup>st</sup> day of November, 2016

READ THE THIRD TIME this 12<sup>th</sup> day of December, 2016

ADOPTED this 9<sup>th</sup> day of January, 2017

Signed by the Mayor and City Clerk this \_\_\_\_\_ day of \_\_\_\_\_ 2017

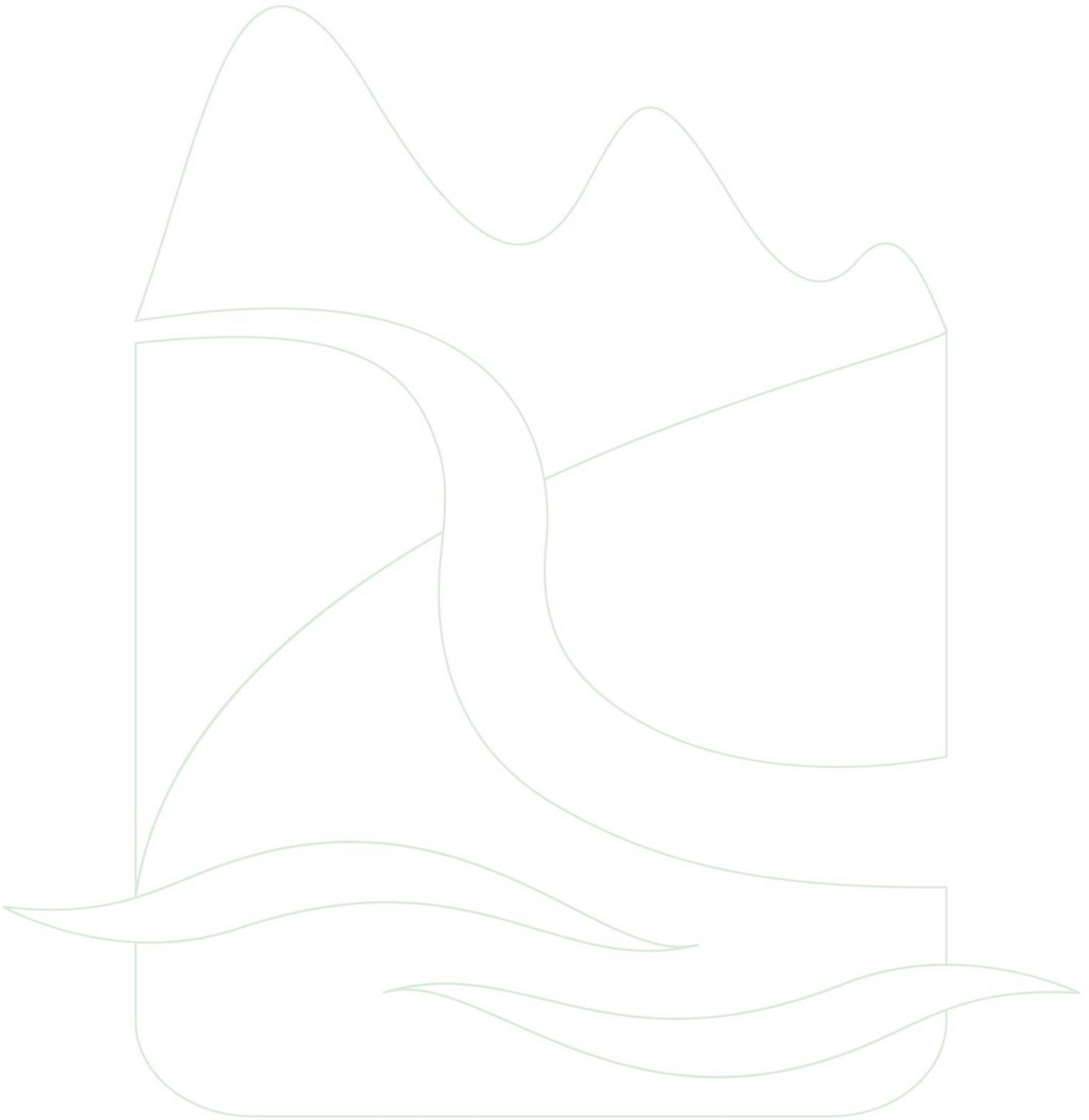
Original signed by:

Andy Adams

\_\_\_\_\_  
MAYOR

Peter F. Wipper

\_\_\_\_\_  
CITY CLERK



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