

## **TEXADA ISLAND AIRPORT ADVISORY COMMITTEE TERMS OF REFERENCE**

### **1 Role and Responsibility**

- 1.1 To act as an advisory committee and provide advice to the Powell River Regional District (PRRD) Board and PRRD staff on matters pertaining to the Texada Island Airport.

### **2 Composition and Membership**

- 2.1 The Committee shall consist of:
  - a) Four (4) to seven (7) voting members at large who shall be residents of Texada Island (Electoral Area 'D');
  - b) Preferably, and whenever possible, a maximum of two (2) members who represent the hangar owners and who shall be residents of Texada Island (Electoral Area 'D'); and
  - c) Non-voting members: Electoral Area D Director and Airport Manager
- 2.2 Individuals who have an interest in a business that regularly operates from or near the airport or who may otherwise be in a conflict of interest are excluded from the Committee.
- 2.3 The PRRD will provide resources and carry out any actions required by the Committee, including presenting any resolutions requiring ratification to the Board or its Committees.

### **3 Committee Appointments**

- 3.1 The Regional District will advertise applications for membership through postings on Texada Island. Members will be selected in consultation with the Committee.
- 3.2 The Regional Board will appoint initial regular members upon completion of the selection process.
- 3.3 Subsequent regular appointments will be made at the December Inaugural Board meeting.
- 3.4 Vacancies may be filled as they arise.

### **4 Term of Office**

- 4.1 One-half of the regular members first appointed to the committee will hold office until December 2016; and one-half will hold office until December 2017.
- 4.2 All subsequent regular appointments will be for terms of 3 years.
- 4.3 Members may be re-appointed at the option of the Regional Board.

### **5 Regular Meetings**

- 5.1 The Committee shall hold meetings as required but will hold a minimum of two (2) meetings a year.
- 5.2 Notice of Committee meetings will be posted on the Regional District website.

- 5.3 Committee meetings will be open to the public except when dealing with issues where legislation in the *Local Government Act* relative to closed meetings applies.
- 5.4 The Committee will document and maintain a record of all meetings.
- 5.5 The Committee will forward a copy of all meeting minutes to the Regional District office.

## **6 General Responsibilities and Duties**

- 6.1 The Committee shall perform and include but not be limited to:
  - a) Annually review a draft annual operating budget and make recommendations to the Manager of Financial Services (budgeting schedule to be provided by the Regional District).
  - b) Annually review long term capital project construction and/or capital equipment acquisition and make recommendations to the Manager of Financial Services.
  - c) Annually review policies, procedures and regulations regarding airport use and operations.
  - d) Annually review revenue sources and evaluate the ongoing relevancy and where applicable make recommendations to the Manager of Financial Services.
  - e) Recommend to the PRRD business opportunities of the airport outside of physical operation management and maintenance, i.e. rental of facilities for special events, etc.
  - f) Be aware of and familiar with as well as observe and adhere to the requirements of any federal, provincial or local government bodies having jurisdictional enforcement on the airport.
  - g) Recommend footprint schemes for land development and improvements and recommend to the Manager of Planning Services.
  - h) Review development applications and make the necessary recommendations to the Manager of Planning Services.
  - i) Advise PRRD of public suggestions and complaints.
  - j) Participate in consultations with Texada Island residents regarding airport operations and capital plans. These consultations may be in the form of official public meetings to be held on Texada Island or other broad consultation methods that can reach a representative group of residents.
  - k) Meet, as required, with Regional District staff and elected officials.

## **7 Committee Expenses**

- 7.1 Committee members will serve without remuneration.
- 7.2 Costs of copying and circulating materials for agendas and miscellaneous expenses will be financed through the Texada Island Airport Service budget.

## **8 Committee Meeting Procedures**

- 8.1 The Committee shall conduct meetings in accordance with the Powell River Regional District Board Procedure Bylaw:

- a) **Meeting Schedule**  
The Committee will meet at least two (2) times per year with dates and location to be determined by Committee members. Additional meetings may be scheduled as required to deal with current business.
- b) **Agenda Preparation**  
The Chair will approve the agenda. Members are to contact the Chair at least one week in advance of the meeting to advise of items they would like included on the agenda.
- c) The Committee will be afforded one (1) staff liaison person for preparing agendas and minute taking.
- d) The staff liaison person shall prepare an agenda which shall be circulated to the Committee members at least 48 hours in advance. The Committee may waive the requirement for advance notice of the agenda in emergency situations requiring a special meeting.  
  
Wherever possible, information will be circulated in advance by e-mail or fax.
- e) **Minutes**  
The staff liaison person shall prepare minutes of Committee meetings. Copies of minutes shall be circulated to Committee members. Minutes of the prior meeting will be circulated as part of the agenda package and adopted at the following meeting.
- f) **Election of the Chair**  
The Committee will elect a chair annually.
- g) **Decision Making**  
The objective will be to make decisions by consensus. If a consensus cannot be reached, a majority vote will prevail.
- h) **Attendance**  
Members are expected to regularly attend the meetings. Absence from 3 consecutive meetings without notification to the Chair and without reasonable cause will be grounds for a member to be removed from the committee.
- i) **Quorum**  
A quorum will consist of a majority of members of the Committee.