
CITY OF KELOWNA

MEMORANDUM

Date: April 15, 2008
File No.: 0550-05
0540-20
To: City Manager
From: Airport General Manager
Subject: Airport Advisory Committee – Amendments to Terms of Reference

RECOMMENDATION:

THAT Council increase the membership of the Airport Advisory Committee to include a representative from the District of Westside, Westbank First Nations and Tourism Kelowna;

AND THAT the Tourism Kelowna representative for the remainder of this Council term be Mr. Michael J. Ballingall;

AND THAT Council adopt the amended Terms of Reference for the Airport Advisory Committee as attached to the report from the Airport General Manager dated April 15, 2008.

BACKGROUND:

The membership of the Airport Advisory Committee provides representation from communities in addition to Kelowna that are also served by the Kelowna International Airport. With the incorporation of the District of Westside, it is recommended that one member nominated by the District of Westside be added to the Committee. An invitation to join the Committee was sent to Westbank First Nations and the Okanagan Indian Band. It is recommended that Westbank First Nations nominate one member to the Committee. The Okanagan Indian Band declined the City's invitation to join the Committee. If approved, the membership of the Committee would increase to sixteen (16) members.

Staff also recommends that a representative from Tourism Kelowna be added to the membership, and that Mr. Michael J. Ballingall, Senior Vice President Sales and Marketing, be named the representative for the remainder of this Council term. In early 2006, Mr. Ballingall was added to the committee as a representative of the Okanagan Ski Industry, but his appointment was not formally appointed by Council at that time.

The terms of reference state that members representing other local governments shall be appointed by their respective governments. It is recommended that this be the case for the District of Westside and the Westbank First Nations, and that the Terms of Reference be amended to reflect this. Council needs to appoint the representative from Tourism Kelowna, as they do for the Chamber of Commerce representatives.



There are some housekeeping amendments that need to be made updating references to legislation and City bylaws.

The amended Terms of Reference for the Committee are attached, with additions in *italics*.

INTERNAL CIRCULATION TO:

City Clerks Division

LEGAL/STATUTORY AUTHORITY:

Community Charter section 142 – Select Committees of Council

LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:

The Terms of Reference may be amended by Council resolution.

EXISTING POLICY:

Council Policy 285 – Council Committees

Considerations that were not applicable to this report:

FINANCIAL/BUDGETARY CONSIDERATIONS:

PERSONNEL IMPLICATIONS:


TECHNICAL REQUIREMENTS:

EXTERNAL AGENCY/PUBLIC COMMENTS:

COMMUNICATIONS CONSIDERATIONS:

ALTERNATE RECOMMENDATION:

Submitted by:


S. Samaddar, Interim Airport General Manager

Approved for Inclusion:



[the department director initials here]

cc: Deputy City Clerk



CITY OF KELOWNA

TERMS OF REFERENCE

AIRPORT ADVISORY COMMITTEE

INTRODUCTION

The Airport Advisory Committee was formed to facilitate participation from local government, business and community interests within the airport's catchment area on matters associated with the development of the Kelowna International Airport.

The Airport Advisory Committee is a **select committee** of Council.

OBJECTIVES

The objectives of the Committee are:

- To promote the development of the Kelowna International Airport as the major commercial hub airport in the southern interior
- To encourage the development of improved air services to the region
- To review and make recommendations on selected matters as requested by Kelowna City Council
- To represent the interests of the airport with the Federal and Provincial Governments
- To provide community input to airport management on airport activities

SCOPE OF WORK

To achieve these objectives, the Airport Advisory Committee reviews, reports and advises Council on matters concerning the long term development of the Kelowna International Airport.

MEMBERSHIP

In order to provide representation from other communities served by the airport, as well as business and community interests, the membership of the Committee is as follows:

- Mayor of City of Kelowna
- One City of Kelowna Councillor
- City of Kelowna - one member of the community-at-large appointed by the City
- Central Okanagan Regional District – one member nominated by the District
- City of Vernon – one member nominated by the City of Vernon
- District of Peachland – one member nominated by the District of Peachland
- District of Lake Country – one member nominated by the District of Lake Country
- District of Salmon Arm - one member nominated by the District of Salmon Arm
- *District of Westside – one member nominated by the District of Westside*
- Kelowna Chamber of Commerce – one member nominated by the Chamber Board
- Vernon Chamber of Commerce – one member nominated by the Chamber Board
- Westbank Chamber of Commerce – one member nominated by the Chamber Board
- *Westbank First Nations – one member nominated by Westbank First Nations*
- Economic Development Commission – one member nominated by the EDC Board
- *Tourism Kelowna – one member nominated by the Tourism Kelowna Board*

APPOINTMENT AND TERM

Members shall be appointed by Council for a three-year term, to run concurrent with the Council term. City of Kelowna community-at-large representatives and Councillors shall be appointed by Council. Members representing other local governments *or Indian Bands* shall be appointed by their respective *organization*. Members representing other business organizations (Chambers, EDC, and Tourism Kelowna) shall be appointed by the Council of the City of Kelowna from a minimum of two nominees proposed by the individual organizations

Council may, at any time, remove any member of the Committee and any member of the Committee may resign therefrom at any time upon sending written notice to the Chairperson of the Committee.

Committee members who are absent for three consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Committee.

Committee members may stand for re-appointment at the conclusion of their term.

Members of the Committee shall serve without remuneration.

In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term upon resolution of Council.

The Committee may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Committee.

CHAIR

The Mayor of the City of Kelowna shall be the Chairperson of the Committee. In the absence of the Mayor, the City of Kelowna Councillor shall serve as Acting Chairperson.

MEETING PROCEDURES

The Chairperson shall call meetings of the Committee semi-annually, provided that additional meetings will be called at the pleasure of the Chair.

Unless otherwise authorized by *Division 3 of Part 4 of the Community Charter* or City of Kelowna Council Procedure Bylaw No. 9200 all meetings will be held in open session and in a location accessible to the public.

Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the Committee shall represent a quorum.

The order of business is to be as set out in an agenda package to be provided to the committee members in advance of the meeting date. A copy of the agenda will be forwarded electronically to the City Clerks Department at least three complete working days prior to the meeting date. Minutes of the meetings will be prepared and then signed by the Committee Chair. Originals of the minutes will be forwarded to the City Clerk for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the City-at-large. Committee members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200. Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

Voting:

- All members of a committee, including the chair, vote on every question unless they have declared a conflict and left the meeting
- Any member who does not indicate how they vote, or has left the meeting without declaring a conflict, is counted as having voted for the question

- If the votes are equal for and against, the question is defeated:

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, or as a representative of another agency or community group, or as an individual. Committee members need to convey the public interest and remember that they represent the Corporation of the City of Kelowna. This means they must be consistent with the City's position on specific issues.

REPORTING TO COUNCIL

Recommendations of the Committee must be adopted by Committee resolution prior to presentation to Council.

The Committee Chairperson, or his designate, will report to Council on behalf of the Committee.

BUDGET

The routine operations and any special initiatives of the Committee will be funded by allocations within the Airport budget.

STAFF SUPPORT

The City Manager and the Airport General Manager shall attend the meetings in a resource capacity.

Airport staff shall provide administrative and technical support for the Committee. *The City Clerk's Division shall provide secretarial support for the Committee.*

Endorsed by Council: December 18, 2000

Revised: August 26, 2002

Revised & Endorsed by Council: