

## Stanhope Municipal Airport Events Committee

### 1. Title:

The name of the committee shall be the "Stanhope Municipal Airport Events Committee."

### 2. Purpose:

The purpose of the committee shall be to plan, organize and implement any and all aviation/social events to be held at the airport. Through the Airport Coordinator and its Council representatives, the committee may make recommendations to the Algonquin Highlands' Council regarding promotion initiatives and marketing of the airport.

### 3. Membership:

- A minimum of five members to a maximum of nine members of the public who have a specific interest in airport activities and the promotion of the airport.
- Two members of Council and the Airport Coordinator.
- The Committee shall be appointed by the Council of the Township of Algonquin Highlands for the term of Council or until their successors have been appointed should any member resign his or her position.
- A quorum or members (fifty percent plus one) and at least one member of Council must be present before a meeting can proceed.

The Airport Coordinator will be considered an additional non-voting member of the committee and will offer whatever support the committee requires within the limits of the annual budget and as authorized by the Council.

### 4. Administration:

- Meetings will be held at least quarterly. Additional meetings will be scheduled as required and agreed by a majority of committee members.
- Decisions will be made by majority vote and all members (excepting staff) will have voting rights.
- General rules of decorum shall apply during each meeting.

### 5. Chairperson:

A Chairperson and Vice Chairperson shall be elected by the Committee for a period of 12 months. The Chairperson's responsibilities will include:

- Scheduling meetings and notifying committee members.
- Inviting guests and/or specialists to attend meetings when required.
- Guide the meetings according to the agenda and time available.
- Ensure that all discussion items end with a decision, action or definite outcome, and
- Review & approve the draft minutes before distribution.

### 6. Secretary:

A Secretary shall be elected by the Committee for a period of 12 months. The Secretary's responsibilities shall include:

- Preparing agendas in discussion with the Chairperson and ensuring that all necessary documents requiring discussion or comment are attached to the agenda.
- Taking notes of every meeting and preparing minutes of the meeting.
- Distributing the minutes to all committee members one week after the meeting.

(Note: The minutes shall be checked in advance by the Chairperson and adopted by the committee members as an accurate record at the commencement of the next meeting.)

- Confirms deadlines and forwards the draft meeting minutes to the Clerk, upon review and approval of the Chair, for distribution to Council for inclusion on the next available Regular Council Meeting Agenda.
- Should the secretary be unavailable for any meeting, the committee shall appoint a secretary for that particular meeting and the normal responsibilities of the secretary shall apply.

7. Finance:

- On or before October 15, of each year, the committee shall submit a detailed estimate of costs for all planned airport activities for the fiscal year, to be considered for inclusion in the annual budget.
- The municipality shall advise the committee of the approved budget for the current year immediately after approval by Council.
- The committee may incur expenditures to the extent provided in the annual approved budget in accordance with normal municipal purchasing procedures. Any additional expenses must be approved in advance by Council.
- Invoices for all expenditures shall be forwarded to the Municipal office for payment upon approval of Council.

8. General:

- Meetings will last a maximum of two hours.
- From time to time the committee may be required by Council to submit additional or special reports. Such reports shall be submitted in a timely manner.
- The Committee shall have use of the Airport Terminal Building for its meetings and arrangements for use shall be pre-arranged by a council representative in consultation with the Airport Coordinator.