

# City of Peterborough Airport Strategic Initiatives Committee

## Terms of Reference

### 1.0 Committee Name and Mandate

An advisory committee to be called Airport Strategic Initiatives Committee or “ASIC” is hereby established to provide advice to staff and Council on Airport strategic initiatives.

### 2.0 Roles and Responsibilities

ASIC shall be an advisory committee of Council, and through staff shall report to Council via General Committee, as required.

- 2.1 Provide a source of ideas and guidance on Airport strategic initiatives related to positioning of this corporate asset in the regional, provincial, and national markets.
- 2.2 Provide input for; strategic, business, and marketing plans, capital and operating budgets, level of service and business development efforts.
- 2.3 Keep abreast of aerospace industry trends, best practices, and opportunities and provide input and recommendations on aerospace development matters.
- 2.4 Review the Peterborough Airport Strategic Development Plan and assist in formulating annual recommendations for strategic business focus of the industrial/business park and the airport business.
- 2.5 Make recommendations with the best long-term interest of the City of Peterborough taxpayers as the overarching principle.
- 2.6 Airport sustainability and revenue generation would be a key mandate of the Committee.
- 2.7 Suggest strategies for airport noise reduction.
- 2.8 Members do not have any spending or decision-making authority.

### 3.0 Membership

ASIC shall be composed of seven members, appointed by Council as follows:

- 3.1 The Mayor or Deputy Mayor appointed for the term of Council and up to two members of Council appointed to one-year term(s).
- 3.2 Two community members of the City of Peterborough.
- 3.3 Two members from or connected to the aerospace industry.

When choosing the community members of the City of Peterborough, preference shall be given to applicants with proven track record in, or knowledge of, the aviation and aerospace industry, finance, legal, business, noise management and economic development. Members do not have any spending or decision-making authority.

#### **4.0 Term of Appointment**

- 4.1 The term for community/industry member appointments shall be staggered. Two appointments shall serve a two-year term, and one appointment shall serve a three-year term.
- 4.2 The term of appointment shall expire within a year on November 30th. Each ASIC member shall continue in their role until their successor is appointed.
- 4.3 Any member of ASIC whose term of office has expired may be eligible for reappointment for the next term, up to a maximum of 8 years.
- 4.4 ASIC, upon becoming aware of a vacancy, shall notify the Clerk's Office in writing.

#### **5.0 Remuneration**

ASIC members shall serve without remuneration.

#### **6.0 Committee Chair and Vice-Chair**

- 6.1 The Chair of the ASIC is the Mayor or Deputy Mayor. ASIC, at its first meeting in each calendar year, shall appoint from its membership a Vice-Chair. The Vice-Chair shall hold their position for one-year, renewable terms.
- 6.2 The Chair shall preside over each meeting, ensuring the rules of procedure are followed in the City's Procedure By-law. The Chair, where required, shall serve as the committee's representative and signing officer. The Chair shall assist staff in identifying items for the meeting agenda and liaise with staff as required.

The Vice-Chair, in the absence of the Chair, shall have all the same rights and privileges as the Chair.

#### **7.0 Sub-Committees**

ASIC may, from time to time, temporarily establish sub-committees, of not fewer than three people appointed at ASIC's discretion, with such terms of reference as ASIC considers desirable. At least one member of each sub-committee shall be a member of ASIC.

#### **8.0 Meetings**

- 8.1 Meetings are open to the public and shall be held quarterly or on an as needed basis. Where possible, meetings shall not be scheduled in July, August and December.

8.2 The rules of procedure of the City of Peterborough Procedure By-law shall govern the meeting proceedings of ASIC.

## **9.0 Role of Staff**

9.1 Staff from Infrastructure and Planning Services shall provide support to ASIC, including the attendance at meetings.

9.2 The Chair and the Commissioner of Infrastructure and Planning Services and/or his/her designate shall identify matters for consideration by ASIC.

9.3 Staff from other divisions will support the committee and attend meetings as required.

9.4 Where required, staff will bring forward to Council, matters from ASIC, through a staff report to General Committee.

9.5 Staff may arrange for presentations from industry groups and agencies and bring reports to ASIC seeking advice before taking a matter to General Committee.

9.6 Staff may circulate items to ASIC for advice and comment at the same time comments are being sought from other internal/external organizations and bodies.

9.7 Staff from IPS will provide support to this committee and other staff resource will be used on an as-needed basis.