



SAUGEEN MUNICIPAL AIRPORT

Agenda

**Airport Commission Regular Meeting
Wednesday, June 19, 2024 1:00 p.m.
Boardroom, Saugeen Municipal Airport**

1. Call To Order
2. Approval of Agenda
3. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest
4. Adoption of Minutes of May 15 and June 3, 2024
5. Review of Code of Conduct
6. Business Arising from Minutes
 - A. Town of Hanover Economic Development Committee Meeting at the Airport, June 19, 2024
 - B. First Responders' Day
 - C. Response to "Airport Would Be Better under Private Ownership"
7. Reports
 - A. APM's Report
 - B. COPA 54/Friends of the Saugeen Municipal Airport Update
8. Accounts
 - A. Financial Statements as of May 31, 2024
9. New Business
 - A. SMA Investment Readiness Assessment
 - B. Surplus Land
 - C. By-law No. 2, a By-law Relating to the Transaction of the Business and Affairs of the Saugeen Municipal Airport
 - D. By-law No. 1 (formerly Procedural By-law 2021-01)
10. Adjournment

Dates to Remember

Kids Fly at SMA, Saturday, June 22, 2024, Saugeen Municipal Airport

SMA Regular Meeting, Wednesday, July 17, 2024, Saugeen Municipal Airport, 1:00 p.m.

SMA Regular Meeting, Wednesday, August 18, 2024, Saugeen Municipal Airport, 1:00 p.m.



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION
REGULAR MEETING MINUTES
Wednesday, May 15, 2024, 1:00 p.m.
Boardroom, Saugeen Municipal Airport

Commissioners Present: Dave Hocking, Chair
Tom Hutchinson, Vice Chair
Victor Danielli
Moe Hanif
Carl Kuhnke

Absent: None

Others: Tim Olds, Airport Manager
Catherine McKay, Secretary

1. Call to Order

The Chair called the meeting to order at 1:00 p.m..

2. Approval of the Agenda

Motion Moved by M. Hanif

Seconded by C. Kuhnke

That the agenda for May 15, 2024 be amended to add item 8C, By-laws, and that the agenda be approved as so amended.

Carried

3. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest - None declared.

4. Adoption of Minutes

Motion Moved by T. Hutchinson

Seconded by M. Hanif

That the minutes of the April 17 and 21, 2024 meetings be approved as circulated.

Carried

5. Business Arising from Minutes

A. First Responders' Day

Arrangements are in place for the event but noted that first responders may have to leave if they get a call. The airport will remain open during the event which will be promoted as a destination at other area airports. Volunteers have been recruited but more are required. The Walkerton Fire Department has another event the same day and will promote SMA's First Responders Day at that event. Carl Kuhnke agreed to approach Fiona Hamilton, Clerk of Brockton to request that Brockton sponsor a sign for the event.

6. Reports

A. APM's Report

Photos of the visit to the Airport by The Village Retirement residents were posted on SMA's Facebook page. The Commission discussed the quote to replace leaking windows in the Manager's office. The leaking causes condensation that obscures the view of the runway, creating a safety issue. Mineral deposits in the water have caused damage to restaurant equipment and the terminal building plumbing. The Commission discussed buying a water softener for \$2,500 plus tax or renting for \$30.00 per month plus tax. It was noted that the real cost would be less than the noted amounts due to the GST rebate.

The Chair attended the Town of Hanover's Economic Development Committee as a substitute member and requested that the Secretary add Hanover's Economic Development Manager to the distribution list for SMA minutes. Hanover's Economic Development Committee will tour the airport on June 19, 2024.

The Commission discussed the budget for runway crack sealing which was set at \$10,000. There are some significant cracks in need of repair, and it was noted that the runways and the apron are the airport's most significant assets. Crack sealing needs to be done on a regular basis and if done this year, may not be necessary next year. In the past, \$20,000 was budgeted each year for crack sealing and the Commission discussed the 2024 budget for runway maintenance.

Motion Moved by T. Hutchinson

Seconded by C. Kuhnke

That the Commission authorize the Airport Manager to enter into a contract for the rental of a water softener at \$30.00 per month plus tax with a decision to buy out the equipment to be made in the future.

Carried

Motion Moved by V. Danielli

Seconded by M. Hanif

That the Commission authorize the Airport Manager to enter into a contract with Georgian Bay Window & Door for the replacement of the windows in the Airport Manager's office at \$2,829.52, to be paid from the capital budget.

Carried

Motion Moved by T. Hutchinson

Seconded by M. Hanif

That the Commission authorize changes to the 2024 budget as follows: the amount for Legal Services be reduced to \$5,000 from \$10,000; the amount for Maintenance – Grounds be reduced from \$5,000 to \$2,500; and that the amount for Maintenance – Equipment be reduced from \$5,000 to \$2,500; and that the budget allocation for Maintenance – Runways be increased by \$10,000 to \$20,000.

Carried

Motion Moved by M. Hanif

Seconded by T. Hutchinson

That the Commission authorize the Airport Manager to enter into a contract for crack sealing on runways to a maximum of \$20,000.

Carried

Motion Moved by M. Hanif

Seconded by C. Kuhnke

That the APM's report for April 2024 be received for information..

Carried

B. COPA 54/Friends of the Saugeen Municipal Airport Update

Victor Danielli reported that the Friends of the Saugeen Municipal Airport met on May 11, 2024 and discussed the First Responders Day on June 8, fundraising for the CIFIB system (Canadian In-Flight Information Broadcasting Association). The Kids Fly event is set to go, and there will be a fundraising pork dinner with live music on August 24, 2024.

Motion Moved by C. Kuhnke

Seconded by M. Hanif

That the COPA54/Friends of the Saugeen Municipal report be received for information.

Carried

7. Accounts

Motion Moved by V. Danielli

Seconded by C. Kuhnke

That the financial statements dated April 30, 2024 be approved as presented.

Carried

8. New Business

A. "Airport Would Be Better Under Private Ownership" Column by Carl Kuhnke, April 25, 2024, Walkerton Herald-Times

Carl Kuhnke reviewed the article, noting that it aimed to present a number of perspectives and was his personal opinion, rather than his opinion as a Commissioner. He reviewed the three options presented by the

Municipality of Brockton at the tri-municipal meeting on April 17, 2024: Brockton can give up its share in the Airport with 24 months' notice; the cost sharing agreement amongst the municipalities can be reviewed, and the airport could be sold, but the three municipalities would all have to agree. Commissioner Kuhnke noted that of the feedback he received in response to the article, about half were in favour of Brockton remaining in the airport partnership. The Chair clarified that he verified with airport management in Kincardine that Bruce Power does not in fact subsidize the Kincardine airport through landing fees. Commissioner Kuhnke stated that his intention in mentioning this was to note that Bruce Power generates a considerable amount of revenue for the Kincardine Airport through landing fees. In further discussion of the article, Commissioners expressed dismay about the article and felt that it was incomplete and misleading. The Chair thanked Commissioners for the full and frank dialogue on the matter and noted that the Municipality of Kincardine contributes \$150,000 annually to its airport.

- B. "Airport is Hardly a Burden", Letter to the Editor, Walkerton Herald Times, May 2, 2024**
Commissioners noted the letter.

C. By-Laws

The Chair reviewed the history of the by-laws noting that Pooran Law had been retained to update them and drafts had been sent to the municipal clerks for review and comment but had been put on hold due to uncertainty around the airport's future. The Secretary explained that there are two by-laws to be considered, one as required under the Ontario Corporations Act and a second procedural by-law governing the Commission's procedures. It was agreed that the by-laws will be submitted for the Commission's consideration at its June meeting.

9. Closed Session

Motion Moved by T. Hutchinson

Seconded by V. Danielli

That the Commissioners of the Saugeen Municipal Airport enter into Closed Session at 2:20 p.m. in accordance with Section 239 (1) of the Municipal Act in order to address matters pertaining to: litigation or potential litigation, including matters before administrative tribunals and advice that is subject to solicitor/client privilege, including communications necessary for that purpose, specifically, a small claims court action.

Carried

The Airport Manager and the Secretary remained for the closed session.

The Saugeen Municipal Airport Commission reconvened in open session at 2:30 p.m. and the Chair confirmed that the Commission had gone in closed session in accordance with Section 239 (1) of the Municipal Act and discussed matters pertaining to litigation or potential litigation, including matters before administrative tribunals and advice that is subject to solicitor/client privilege, including communications necessary for that purpose, specifically a small claims court action, and that no other matters were discussed.

10. Direction Coming Out of Closed Session

There was no direction coming out of closed session.

11. Confirmation of Proceedings Resolution

Resolution Moved by C. Kuhnke

Seconded by V. Danielli

The Saugeen Municipal Airport Commission By-law 2021-01 requires that there shall be enacted a resolution at the end of each Commission meeting to confirm every decision of the Commission at the meeting, except where the prior approval of another body or agency is required. Now therefore the Saugeen Municipal Airport Commission enacts as follows:

That the decisions of the Commission made at its meeting held on May 15, 2024 are hereby confirmed and;

That the Chair and Vice Chair and appropriate representatives are hereby authorized and directed to do all things necessary to give effect to the said decisions referred to in the proceeding, and;

This Resolution may be cited as the May 15, 2024 Confirmation of Proceedings Resolution.

Carried

12. Adjournment

Motion Moved by M. Hanif

Seconded by V. Danielli

That the Commission adjourn at 2:33 p.m..

Carried

Dates to Remember

Visioning Session, Monday, June 3, 2024, 9:00 a.m. Saugeen Municipal Airport

First Responders' Day, Saturday, June 8, 2024, Saugeen Municipal Airport

SMA Regular Meeting, Wednesday, June 19, 2024, Saugeen Municipal Airport

Kids Fly at SMA, Saturday, June 22, 2024, Saugeen Municipal Airport

David Hocking, Chair

Catherine McKay, Recording Secretary



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION SPECIAL MEETING MINUTES

Monday, June 3, 2024, 9:00 a.m., Saugeen Municipal Airport

Commissioners Present: Dave Hocking, Chair
Tom Hutchinson, Vice Chair
Victor Danielli
Moe Hanif

Absent: Carl Kuhnke

Others: Tim Olds, Airport Manager
Catherine McKay, Secretary

Guests: Sherri Walden, Chief Administrative Officer, Town of Hanover
Steve Furness, Senior Economic Development Officer, Grey County
Kody Hewlett, Corporate and Community Initiatives Officer, Municipality of West Grey
April Marshall, Economic Development Manager, Town of Hanover
Susan Sakal, Councillor, Town of Hanover
Anne Danielli
Connie Sancu
Bill Smith

1. Call to Order

The Chair called the meeting to order at 9:08 a.m., welcomed the guests and provided background information on the airport's economic development efforts.

2. Approval of the Agenda

Motion Moved by M. Hanif

Seconded by V. Danielli

That the agenda for June 3, 2024 be accepted as circulated.

Carried

3. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest

None declared.

4. Economic Development Visioning Session

This portion of the meeting was led by Steve Furness, Manager of Economic Development for Grey County. He explained that Luigi Presta, Managing Partner, thinkCOMPASS who was involved in the previous economic development visioning session was to present a preliminary development plan but was unable to attend.

Mr. Furness displayed the map of the airport lands that was shown at the previous visioning session. His presentation and the discussion covered the following points.

- The purpose of pursuing economic development at the airport is to get to the point where it breaks even and eventually generates a profit. This requires land to be developed to generate lease rates to cover costs, a process which will take time.
- Serviced land is required for development and the easiest parcels to develop are on the east side of the property where there are services and road access. Wastewater services will not be required but it is important to know the costs of servicing the land. Preliminary costs of a water line can be estimated in consultation with the Town of Hanover. Capital cost estimates will have to be prepared and the numbers are likely to be large, although government financial assistance is available to airports.
- The issue arose as to whether the 1.3 acre parcel on the north side should be kept. It was suggested that it should be divested if it does not fit in with development, although further study is required on access to the

parcel, and the involvement, if any, of the Saugeen Valley Conservation Authority. Only if a parcel of land is an “orphan” or of no use, should it be sold.

- There are also environmental issues and archeological studies which would be required by Bruce County Planning regulations. Any information would be helpful to clarify past studies, what was at the airport location when it was built, whether the ground was disturbed, if fill was brought in, and so on. It was suggested that the former owner could be contacted to get more background details. Steve Furness will contact other area planners to obtain further information.
- Dave Hocking reviewed the Airport’s 10 year asset management plan, which includes \$12 – 14,000 for a new lawnmower, updates to two hangers, \$25,000 for a new terminal roof and \$100,000 in preventative maintenance for the runways. A new hydro transformer will be required if hangars are to be built, but its capacity is not known. An estimate of the cost and size of a new transformer would have to be done and there should be three phase power to attract manufacturing and airport service businesses.
- The Saugeen Economic Development Corporation participated in the sale the airport from the federal government in 1990, so there is an opportunity to follow-up with them to better learn the process and history of the transaction.
- Dave Hocking referred to the meeting regarding the future of the airport held with the three municipal owners of the airport at the Elmwood Community Centre on April 7, 2024. He noted that evidence must be shown that development is possible at the airport and building two hangars will not satisfy those who do not believe that the airport has potential for future development. Steve Furness said that if property is “investment ready” there will always be interested parties, but the emphasis has to be on “ready”. He said that about two years ago, the province declared that there was not enough industrial land, and there were 94 available sites of over 10 acres. Even if interested parties are willing to do business, it will take a couple of years to see development. He suggested that a small group be convened, possibly to include planners and people who know industrial real estate, and who will know potentially interested parties.
- Discussion turned to extending the runways and Victor Danielli indicated that there is some room at the north end, but most of the room is at the south end. The runway is 4,000 ft. and an extension of 1,000 ft. is possible although no studies have been done. It is difficult to know if there is a demand for a longer runway, since the length of the runway is well known to pilots in advance and they have no reason to inquire about the runway length or suggest that it should be longer. The Airport Manager said that there are certain jets that need 5 – 6,000 ft. and it is possible to extend the runway. Steve Furness will ask Grey County GIS staff to look into the question of how much room there might be for an extension. Costing roads and water lines can be done using standard rates, but the cost of extending a runway is a different matter and money might have to be spent on consultants.
- Tom Hutchinson raised the question of which government would have jurisdiction regarding archeological studies since airports are federally regulated. He mentioned the Owen Sound Harbour which is also federally regulated and consequently may not have to follow provincial and municipal legislation. Steve Furness is aware of a legal opinion regarding airports and provincial laws and regulations, adding that any studies of the airport done in the past, will have to be updated. Answers to these questions are required in order to create a path forward for development. Steve Furness will review the legal opinion and confer with a consultant engaged by Grey County to clarify the federal versus provincial jurisdiction.
- Steve Furness suggested that phase one could consist of the two eastern parcels and by September, he will compile a list of studies, costing estimates for the two eastern parcels and the runway extension, and then a process can begin to gauge investor interest. Ideally, this would lead to something in the way of an agreement to be in place a year from now. Any investor group will raise challenges and issues that have not so far been considered and that process will then clarify what needs to be done. Steve Furness said that the Saugeen Municipal Airport is a unique property and the development prospects are manageable.
- The possibility of a public-private partnership was raised whereby, as an example, an equity partner might cover the costs of putting in a road or hydro, but would then not pay any lease fees.
- Discussion turned to the northwest parcel which had been had previously been discussed as possibly residential with hangar-homes. An entrance to the parcel would be required which might have to cross hazard land which is likely possible.
- Steve Furness said that by the end of the year, enough work will have been done so that SMA can include funds in the budget for the studies required to advance the project and preliminary discussion with

influencers/investors will provide a sense of the level of interest. Dave Hocking noted that funds were included in the 2024 budget for an appraisal of the airport, but in light of Brockton's position that the airport should be sold, the appraisal was put on hold. April Marshall proposed that a goal for the end of the year should be to have a tangible development plan that identifies parcels where work is to be done. A small group is required to work with Steve Furness and Luigi Presta to identify potential interest and develop contacts. Steve Furness will work on this in the next two weeks.

- Dave Hocking noted that Sherri Walden, Hanover's CAO, is preparing a report for later in June setting out Hanover's position on the future of the airport following the tri-municipal meeting in Elmwood. The Municipality of West Grey will also produce a report. Each municipality will provide its report to the other two. He added that the term of the current Airport Commission has two years remaining, and he feels that a plan for development has to be in place before the term ends. He expressed concern about the pace of the project and the apparent lack of urgency in moving it forward.
- Dave Hocking noted that the airport has more than \$3 million in assets and if the airport is sold, those assets will be gone.
- A plan is required to ensure that land is ready for development to move the airport forward and comparisons were made to Waterloo which is one of the fastest growing areas because it has land that is ready for business. The Airport Manager noted that Amazon recently rented a hangar at the airport and there is water, gas and power near the hangar so it could be developed. It was also noted that the airport's maintenance garage could be relocated freeing up that building to lease to a business.
- Dave Hocking said that it will be known by the end of September what it takes to be "ready" so that things can move ahead in 2024. He then thanked Steve Furness and Grey County's Economic development Department for their work.

5. Confirmation of Proceedings Resolution

Resolution Moved by V. Danielli

Seconded by M. Hanif

The Saugeen Municipal Airport Commission By-law 2021-01 requires that there shall be enacted a resolution at the end of each Commission meeting to confirm every decision of the Commission at the meeting, except where the prior approval of another body or agency is required.

Now therefore the Saugeen Municipal Airport Commission enacts as follows:

That the decisions of the Commission made at its meeting held on June 3, 2024 are hereby confirmed and;
That the Chair and Vice Chair and appropriate representatives are hereby authorized and directed to do all things necessary to give effect to the said decisions referred to in the proceeding, and;

This Resolution may be cited as the June 3, 2024 Confirmation of Proceedings Resolution.

Carried

6. Adjournment

Motion Moved by V. Danielli

Seconded by M. Hanif

That the Commission adjourn at 10:15 a.m..

Carried

Dates to Remember

SMA Regular Meeting, Wednesday, June 19, 2024, Saugeen Municipal Airport

Kids Fly at SMA, Saturday, June 22, 2024, Saugeen Municipal Airport

David Hocking, Chair

Catherine McKay, Recording Secretary



SAUGEEN
MUNICIPAL AIRPORT

SAUGEEN MUNICIPAL AIRPORT CODE OF CONDUCT

1.0 COMMITMENT AND PURPOSE

- 1.1 The Saugeen Municipal Airport (“SMA”) is committed to conducting its business with integrity, honesty, and professionalism consistent with this Code of Conduct (“Code”), and in compliance with the law.
- 1.2 This Code governs both SMA’s operations and the conduct of its employees, contractors and individuals who are party to an Airport Right of Access Agreement with the SMA and all airport users. This Code also applies to members of the Saugeen Airport Commission (“SAC”).
- 1.3 All contractors will be advised of the applicable provisions of this Code and will be expected to enforce these requirements for their employees, sub-contractors and agents.

2.0 GENERAL PRINCIPLES

- 2.1 SMA employees, contractors, airport users and members of the SAC shall:
 - (a) act with integrity, honesty, and professionalism and in the best interests of the SMA;
 - (b) prioritize the safety of employees, contractors, airport users and members of the public at all times;
 - (c) be scrupulous in the proper use and protection of SMA information, funds, equipment, facilities, and other assets;
 - (d) exercise fairness, equity, courtesy, and sensitivity in dealing with employees, customers, contractors, airport users and other stakeholders;
 - (e) respect the dignity and rights of others and without discrimination;
 - (f) avoid conflicts of interest or the appearance of a conflict of interest; and promote a safe and secure work environment.

3.0 UNACCEPTABLE BEHAVIOUR

- 3.1 No employee, contractor, airport user or member of the SAC may engage in unacceptable behaviour. Unacceptable behaviour includes but is not limited to:
 - (a) breach of relevant laws, regulations or provisions of Airport Right of Access Agreements with Saugeen Municipal Airport, Lease Agreements with Saugeen Municipal Airport, and Facility Rental Agreements with the Saugeen Municipal Airport.

- (b) abuse (verbal, written or physical) or assault by any means, including by social media;
- (c) failure to adhere to safety and/or security procedures and standards;
- (d) discrimination including harassment or bullying by any means including by social media against any person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy), sexual orientation, gender identity, gender expression, age (18 years or more), record of offences (in the employment context), marital status, family status and disability; and
- (e) directly or indirectly stating or implying, without authority, that they are representing SMA or its position in respect of any matter.

4.0 VIOLATIONS

- 4.1 Any violation of this Code by an employee may result in discipline, up to and including dismissal.
- 4.2 Any violation of this Code by a contractor may result in the termination of their contract.
- 4.3 Any violation of this Code by an airport user may result in the termination of their Airport Right of Access Agreement, Lease Agreement, Facility Rental Agreement, or User Agreement.

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Dear Editor,

Please allow me space to reply to Brockton Councillor Carl Kuhnke's article published in your paper on April 24th2024 "Airport would be better under private ownership".

Mr. Kuhnke is also a commissioner on the Saugeen Airport Commission; after reading this article it is evident that his understanding of an airport's operation is very limited. Mr. Kuhnke's statements regarding Saugeen Municipal Airport (SMA) are misleading and based solely on conjecture. His knowledge of SMA appears to be limited to the meeting room, he has no idea of the airport layout, never took the time to visit the facility even when invited; yet he makes bold negative statements in his article. His knowledge of circumstances faced by other airports in Southwestern Ontario is even more limited, since SMA has being far less of a drain on municipal resources than they are.

I will try to clarify some of his misleading statements.

The heading "**Airport would be better under private ownership.**"

I am a pilot, aircraft and hanger owner at SMA for more than twenty years, I have flown to all those airports that were recently sold and I can say that their operation is a disaster under private ownership. Owen Sound sold twice in three years and what was once a bustling airport is now deserted and provides no reason for pilots to use the airport – not even offering fuel for sale. I ask Mr. Kuhnke what yardstick you are using to suggest communities are "Better" without a thriving airport.

Conversely; SMA is one of only two airports in this area where Ornge (emergency air ambulance) can get fuel 24/7. SMA is also equipped with instrument approaches to accommodate these flights in extreme weather conditions and can offer two runways which is a rarity in small rural airports. If one ever experience the feeling of seeing that Ornge Helicopter arriving to air-lift a family member to a trauma center, you will appreciate an airport---I have and what a comforting feeling that was.

Mr. Kuhnke's statement that Kincardine airport is heavily subsidize by Bruce Power is more than misleading and baseless. All commercial landings at either SMA or Kincardine pay according to the weight of the aircraft; the number of commercial landings at SMA can be verified anytime by contacting the airport manager.

"Subsidize by three municipalities to the tune of one million dollars in ten years" While the subsidy over ten years might sound sizeable, Mr. Kuhnke fails to recognize that SMA generates an equivalent amount to offset the operating costs. He also fails to acknowledge the fact that Brockton's contribution for the year 2024 of approximately \$60K, Brockton receives in return \$48K in taxes from SMA. Therefore, the actual cost to Brockton is \$12K; quite minimal for such an important infrastructure.

There are 27 thousands parcels of land in Brockton of which fifteen hundred such as churches are exempt from taxes; for a quick calculation let's use Twenty five Thousand as tax paying parcels; a quick calculation $12000 / 25000 = .48$ which is less than 50 cents per year for such an important facility.

I now ask Mr. Kuhnke what is the cost to municipalities for running a Splash Pad or a Swimming pool for four months of a year compared to an airport that serves the community 24/7 for medical emergency; Hydro One Power line maintenance; crop dusting operations; Ministry of Natural Resources Rabies control program; Training future pilots for the airline; Supporting construction business operating out of Hanover.

Cedar Crest Trout Farms is looking at SMA as base for its northern operations---instead of driving more than eight hours to their northern facilities; they are now looking to operate out of SMA which is an hour and a half flight.

Comparing a splash pad to the airport **“Thousands of kids with hard working parents who pay taxes enjoy them” and his references to 50 or so pilots who already have considerable funds, or they would not be able to enjoy \$50,000 to \$250,000 hobbies.”** A more accurate comparison would be that the splash pad, like the arena, other community centres and the airport would not exist without thousands of hours of volunteer commitment.

May I remind you Mr. Kuhnke that those people you refer to that have “considerable funds” are hardworking citizens of these three municipalities, and many employ people (taxpayers) throughout these communities as well. They helped to create not only the infrastructure of the airport, but also the economic base of our three communities.

They are farmers, contractors, businessmen, wives, and students, all highly respected contributors to the quality of life within our communities. They pay their fair share of taxes and land leases. They support a restaurant and flight school at SMA, both employing more people in this area. The economic ripple effect generated by SMA should not be underestimated.

I believe all reasonable citizens of Brockton should know what is behind this negativity towards SMA. During tough times the SMA may be an easy target, however, it is at precisely those times that Council needs to recognize the wisdom of previous councils and the value of cooperating with neighboring communities. They should take into account how much more opportunity is available to the citizens of our communities because of the wisdom and vision of previous Councils and the volunteers that supported the development of the Saugeen Municipal Airport.

Faham (Moe) Hanif is a Brocton resident; a local pilot, Aircraft and hanger owner. He serves on the SMA commission. The opinions expressed here are his own and in no way represents the SMA commission.



SAUGEEN
MUNICIPAL AIRPORT

Manager's Report May 2024

Fuel Sales

- 100 LL: \$24,018.68 (8,714.000 units)
- Jet A: \$7,719.83 (3,585.300 units)
- Total: \$31,738.51 (12,299.300 units)

Fuel Inspection was done, and filter media was changed. Tanks are in good shape, there is some debris in the bottom and was recommended we get it cleaned in the next few years. Pumps, mechanical and housing are all in good shape. If we upgrade the 100LL tank the cleaning would be done at that time.

We had a total of 194 Aircraft visit during regular business hours

Multiple landing fees charged out.

First Responders Days was a success, we plan on having something similar every 2-3 years.

Kids Fly SMA is coming up on the 22nd.

Windows have been ordered for the office, they should be in soon depending on manufacturer.

A couple runway lights have been repaired, and a new windsock is up.

General Ledger

Balance Sheet for Period Ending 2024-05-31

Account	Description	Current Yr. Balance
71	Saugeen Municipal Airport	
71-0000-0011	Main Operating Bank Account	11,135.87
71-0001-0001	Petty Cash	200.00
71-0001-0007	Meridian Membership Shares	1.00
71-0003-0013	HST Collected	(8,660.09)
71-0003-0014	HST Federal Rebate	2,610.24
71-0003-0015	HST Provincial Rebate	4,036.70
71-0003-0021	Accounts Receivable	12,110.72
71-0012-0455	Inventory - Jet A	6,882.12
71-0012-0456	Inventory - 100L	17,183.40
71-0012-0458	Inventory - Merchandise for Resale	2,048.24
71-0029-6420	Capital - Land/Land Improvements	429,022.00
71-0029-6421	Land Improvements - Accumulated Amortization	(11,777.20)
71-0029-6430	Capital - Buildings	448,535.00
71-0029-6431	Buildings - Accumulated Amortization	(271,642.94)
71-0029-6440	Capital - Equipment & Machinery	232,197.00
71-0029-6441	Equipment & Machinery - Accumulated Amortization	(152,689.40)
71-0029-6480	Capital - Infrastructure	1,970,979.72
71-0029-6481	Infrastructure - Accumulated Amortization	(1,887,552.18)
TOTAL ASSETS		804,620.20
71-0133-0150	Accrued Expenses	6,200.00
71-0134-0061	Prepayments on Fuel Accounts (Def Rev)	12,946.91
71-0135-0080	Loan - Hangar (Meridian)	49,672.36
71-0135-0081	Loan - Tractor (Brockton)	29,372.01
71-0160-0149	Amounts to be Recovered - Long Term Debt	(79,044.37)
71-0199-9998	Investment in TCA's	757,072.00
TOTAL LIABILITIES		776,218.91
71-0199-9999	Surplus/(Deficit)	(12,775.89)
Excess Revenue over (under) Expenditures		41,177.18
Total Fund Balance		28,401.29
Total Liabilities and Fund Balance		804,620.20

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2024 - From Period 1 To Period 5 Ending MAY 31,2024

Account	Description	Period	Previous Year Total		Current Year To Date			Budget Pct Used
			Actual	Budget	Period	Actual	Budget	
Fund: 71 Saugeen Municipal Airport								
Category: 3???								
3800 Saugeen Municipal Airport								
Revenue								
71-3800-0518	Donations	101.55	19,856.55	60,000.00	16,000.00	16,000.00	20,000.00	80.00
71-3800-0559	Sales - Diesel Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71-3800-0560	Sales - Aircraft Jet A	6,097.27	36,382.88	45,000.00	7,527.18	18,345.94	33,000.00	55.59
71-3800-0561	Sales - Aircraft 100LL	13,647.38	141,419.38	140,000.00	20,491.82	57,825.37	135,000.00	42.83
71-3800-0562	Sales - Aircraft Oil	10.50	70.65	100.00	0.00	0.00	100.00	0.00
71-3800-0563	Fees - Tie Down	30.00	260.00	500.00	0.00	0.00	500.00	0.00
71-3800-0564	Fees - Commercial Landing	1,350.00	3,600.00	1,000.00	300.00	1,800.00	4,000.00	45.00
71-3800-0565	Fees - Access	0.00	2,197.95	2,100.00	0.00	2,241.89	2,200.00	101.90
71-3800-0579	Misc Fees	10,327.74	43,803.73	12,700.00	560.10	(446.62)	12,700.00	(3.52)
71-3800-0610	Rentals - Rooms	212.00	3,844.00	5,000.00	312.00	1,248.00	4,000.00	31.20
71-3800-0611	Rentals - Kitchen	442.50	5,310.00	5,000.00	442.50	2,212.50	5,000.00	44.25
71-3800-0741	Lease - Hangars	0.00	16,221.44	17,000.00	0.00	17,131.13	17,000.00	100.77
71-3800-0742	Rentals - Hangars	0.00	20,932.80	22,000.00	590.12	6,818.71	20,000.00	34.09
71-3800-0747	Rentals - Farmland	0.00	16,395.24	25,000.00	0.00	0.00	20,000.00	0.00
71-3800-0881	A/R Penalty/Interest Charges	(4.59)	56.97	100.00	2.12	2.12	0.00	0.00
71-3800-0922	Bank Interest	2.83	765.72	500.00	44.86	131.50	500.00	26.30
71-3800-0934	Transfer from Reserves	0.00	14,429.36	14,400.00	0.00	0.00	0.00	0.00
71-3800-0945	Municipal Contributions	0.00	154,530.00	154,500.00	0.00	77,265.00	162,200.00	47.64
71-3800-0999	Proceeds on TCA Disposals	0.00	3,214.53	0.00	0.00	0.00	0.00	0.00
Total Revenue		32,217.18	483,291.20	504,900.00	46,270.70	200,575.54	436,200.00	45.98
Expense								
71-3800-2130	Supplies - Office	15.40	930.87	1,400.00	332.49	601.82	700.00	85.97
71-3800-2415	Purchases - Aircraft Jet A	0.00	30,189.24	30,000.00	5,424.70	9,639.22	27,000.00	35.70
71-3800-2416	Purchases - Aircraft 100LL	13,678.71	129,419.60	110,000.00	31,480.26	44,632.54	120,000.00	37.19
71-3800-2417	Purchases - Oil	0.00	89.52	0.00	0.00	0.00	1,000.00	0.00
71-3800-2418	Purchases - Diesel	0.00	6,849.79	7,000.00	0.00	1,570.83	6,500.00	24.17
71-3800-3005	Misc. Expenses	800.00	2,637.56	500.00	0.00	859.66	500.00	171.93
71-3800-3008	Service Agreements	8,461.54	114,537.28	124,100.00	13,624.75	50,096.50	120,000.00	41.75
71-3800-3128	Memberships	0.00	155.00	0.00	0.00	1,020.00	200.00	510.00
71-3800-3212	Telephone	89.40	1,385.12	1,000.00	172.80	438.75	1,200.00	36.56
71-3800-3213	Internet	59.90	642.40	1,000.00	119.80	299.50	1,000.00	29.95

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2024 - From Period 1 To Period 5 Ending MAY 31,2024

Account	Description	Period	Previous Year Total		Current Year To Date			Budget Pct Used
			Actual	Budget	Period	Actual	Budget	
71-3800-3214	Web Maintenance	180.00	2,372.48	1,500.00	39.94	811.94	2,500.00	32.48
71-3800-3234	Advertising & Promotions	200.00	1,632.50	2,000.00	282.00	282.00	500.00	56.40
71-3800-3300	Services - Bookkeeping	0.00	11,200.00	11,200.00	0.00	0.00	11,500.00	0.00
71-3800-3310	Services - Audit	0.00	7,466.43	6,200.00	0.00	0.00	6,900.00	0.00
71-3800-3311	Legal Services	0.00	6,441.00	9,000.00	0.00	3,500.00	10,000.00	35.00
71-3800-3312	Services - RNAV Maintenance	0.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
71-3800-3316	Consultant Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71-3800-3400	Maintenance - Grounds	0.00	8,878.24	9,800.00	53.10	877.14	5,000.00	17.54
71-3800-3405	Maintenance - Farmlands	0.00	0.00	5,500.00	0.00	0.00	5,000.00	0.00
71-3800-3410	Maintenance - SMA Building	23.98	3,654.44	3,000.00	256.99	667.55	3,500.00	19.07
71-3800-3411	Maintenance - Runways	0.00	61.96	20,000.00	35.44	88.54	10,000.00	0.89
71-3800-3413	Maintenance - Equipment	31.99	3,610.02	8,000.00	0.00	423.98	5,000.00	8.48
71-3800-3415	Maintenance - SMA Shop	186.99	931.07	2,500.00	111.97	2,119.32	2,500.00	84.77
71-3800-3627	Property Development	0.00	0.00	20,000.00	0.00	0.00	3,000.00	0.00
71-3800-3710	Insurance	0.00	12,849.84	13,000.00	0.00	13,835.88	13,000.00	106.43
71-3800-3712	Utilities - Water	58.13	195.26	400.00	18.74	34.89	500.00	6.98
71-3800-3713	Utilities - Gas - Terminal (0616)	76.42	917.49	2,200.00	63.39	486.08	2,500.00	19.44
71-3800-3714	Utilities - Gas - Garage (7504)	110.14	1,280.41	1,300.00	26.28	163.72	1,300.00	12.59
71-3800-3715	Utilities - Gas - Hangar (8140)	179.43	1,414.54	2,000.00	113.85	673.95	1,500.00	44.93
71-3800-3716	Utilities - Hydro Terminal (64112)	148.32	2,309.65	4,000.00	135.55	573.39	2,000.00	28.67
71-3800-3717	Utilities - Hydro Hangar (15965)	161.99	1,976.43	1,500.00	150.90	664.66	1,500.00	44.31
71-3800-3726	Property Taxes	415.89	24,066.80	19,300.00	6,329.00	12,658.00	25,000.00	50.63
71-3800-4110	Service Charges - Bank and Global	440.89	8,031.43	8,000.00	538.87	2,032.33	6,000.00	33.87
71-3800-4220	Interest Expense - Hangar & Tractor	419.13	5,077.97	4,800.00	366.70	1,918.33	4,800.00	39.97
71-3800-4410	Cashier (Over)/Short	0.05	0.45	0.00	(0.01)	0.02	0.00	0.00
71-3800-5210	Tangible Capital Asset - Purchases	0.00	38,250.00	7,000.00	0.00	0.00	0.00	0.00
71-3800-5213	Transfer to Reserve	0.00	0.00	44,200.00	0.00	0.00	10,800.00	0.00
71-3800-5230	Principal Payments on Loan	1,663.82	20,004.97	20,000.00	1,689.97	8,427.82	20,300.00	41.52
71-3800-6000	Amortization Expense - TCA	0.00	32,241.29	0.00	0.00	0.00	0.00	0.00
71-3800-6100	Change in Investment of Capital Ass	0.00	(32,241.29)	0.00	0.00	0.00	0.00	0.00
Total Expense		27,402.12	452,959.76	504,900.00	61,367.48	159,398.36	436,200.00	36.54
Dept Excess Revenue Over (Under) Expenditures		4,815.06	30,331.44	0.00	(15,096.78)	41,177.18	0.00	0.00
Category Excess Revenue Over (Under) Expenditures		4,815.06	30,331.44	0.00	(15,096.78)	41,177.18	0.00	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2024 - From Period 1 To Period 5 Ending MAY 31,2024

Account	Description	Period	Previous Year Total		Current Year To Date			Budget Pct Used
			Actual	Budget	Period	Actual	Budget	
REPORT SUMMARY								
71-3800	Saugeen Municipal Airport	32,217.18	483,291.20	504,900.00	46,270.70	200,575.54	436,200.00	45.98
Fund 71 Total Revenue		32,217.18	483,291.20	504,900.00	46,270.70	200,575.54	436,200.00	45.98
71-3800	Saugeen Municipal Airport	27,402.12	452,959.76	504,900.00	61,367.48	159,398.36	436,200.00	36.54
Fund 71 Total Expenditure		27,402.12	452,959.76	504,900.00	61,367.48	159,398.36	436,200.00	36.54
Fund 71 Excess Revenue Over (Under) Expenditures		4,815.06	30,331.44	0.00	(15,096.78)	41,177.18	0.00	0.00
Report Total Revenue		32,217.18	483,291.20	504,900.00	46,270.70	200,575.54	436,200.00	45.98
Report Total Expenditure		27,402.12	452,959.76	504,900.00	61,367.48	159,398.36	436,200.00	36.54
Report Excess Revenue Over (Under) Expenditures		4,815.06	30,331.44	0.00	(15,096.78)	41,177.18	0.00	0.00

From: Steve Furness <Steve.Furness@grey.ca>

Date: June 13, 2024 at 1:53:00 PM EDT

To: April Marshall <amarshall@hanover.ca>, Sherri Walden <swalden@hanover.ca>, Kodey Hewlett <khewlett@westgrey.com>, Michele Harris <harrism@greyhighlands.ca>, Savanna Myers <Savanna.Myers@grey.ca>, Dave Hocking <dhocking@hanover.ca>, swatson@brockton.ca

Subject: EXTERNAL: FW: Update on Saugeen Airport Review

THIS MESSAGE IS FROM AN EXTERNAL SOURCE. PLEASE DO NOT OPEN ATTACHMENTS OR CLICK LINKS UNLESS YOU KNOW THE CONTENT IS SAFE.

Below is a brief update on the Saugeen Municipal Airport and the next steps. These are preliminary and need to be further analysed and verified.

It is meant to provide guidance and understanding of the existing assets and their potential.

Regards

Steve Furness

Manager of Economic Development and Tourism

Grey County

Saugeen Municipal Airport Investment Readiness Assessment

Attention CAOs: Update on Process

Background

Grey County Economic Development has provided a preliminary assessment on the Saugeen Municipal Airport to the Saugeen Airport Commission that is owed and managed by three municipalities. The Saugeen Airport Commission is investigating ways to make the airport more financially self sufficient and broaden its economic impact and importance to the region. Important public services are currently provided through the airport and having an airport improves the overall attractiveness to investors considering the region. Aligning the financial contributions from the municipalities with the economic impacts is important.

Purpose of Investment Readiness Assessment

The assessment is to determine the degree to which the airport can become self sufficient and to determine its potential as an economic driver.

The first step is to understand the airport asset, assessing the market potential and develop a vision to realize that potential.

The following has been completed with input from Bruce County Planning, Saugeen Airport Commission, third party planning consultant and Think Compass (Grey County's consultant).

1. Vision for airport – To attract and develop a mix of new businesses focussed on airport related uses such as manufacturers, warehouse, business services, and training as well as opportunities to enhance the recreation and tourism potential of existing tourism assets.
2. Built Assets - Recognize the significant infrastructure that exists at the airport including the runway, navigation facilities, airport lounge and hall, parking lots, services, and hangars. These assets are in relatively good condition and can be sustained with regular maintenance and replacement.
3. Lands – A preliminary site plan was prepared highlighting various setbacks (hazard, runway, residential). There is at least 25 acres of lands available for development that is relatively close to services, and another 30 plus acres potentially available upon further studies. Access through hazard lands needs to be assessed. Of the 25 acres, there are two parcels (6 acres parcel and 1 acre parcel) could be brought to market relatively

quickly. All sites are within the height restrictions and could accommodate a minimum of 3 storey building depending on the configuration.

4. Road access to the smallest parcel near the entrance already exists at the lot line, the 6 acre parcels fronts an existing road and the larger 18 acre parcel has right of way to an existing road and is within the setbacks of the runway. A full site plan from a professional planning firm would have to verify the specific requirements of each parcel. Other planning requirements like an archeological study would also have to be determined.
5. The three immediate sites have water, gas, and electricity relatively close and could be serviceable. Capacity of these services would have to be assessed. No sanitary services are available and may restrict the types of uses that can be attracted.
6. Expanding the airport runway to 5000 ft needs to be determined as it expands the potential to attract a broader range of users and aircraft.
7. Preliminary costing of servicing of the 3 parcels is being undertaken as is basic road infrastructure and entrances. This will be used to undertake a financial analysis against potential revenues to assess the viability of each parcel and the phasing of development.
8. The first phase of development will start with the 2 most market ready sites: 1 acre parcel at the entrance, 6 acre parcel with road frontage.
9. The airport needs cash flow and therefore a land lease model typical at airports is the most financially advantageous. Land lease rates have been determined at .40 cents per sq ft which would generate in theory approximately \$18,000 per acre or \$470,000 annually if all 26 acres were leased.
10. Next steps
 1. Preliminary costing of services to phase 1 and 2.
 2. Identify other development costs such as planning fees, planning studies
 3. Prepare site drawing for each land parcel showing access, maximum building potential and parking
 4. Preliminary meetings and discussions with investors for initial feedback and market potential
 5. Revise site plans and financial model based on feedback from investors, determine debt servicing ability and options to finance.
 6. Decision of board based on financial model on next steps.

Steve Furness

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SAUGEEN MUNICIPAL AIRPORT

REPORT TO SMA COMMISSION

FROM: Catherine McKay, Secretary
DATE: June 19, 2024
SUBJECT: By-laws

RECOMMENDATIONS

1. That the SMA Commission adopt By-law No. 2, a By-law Relating to the Transaction of the Business and Affairs of the Saugeen Municipal Airport; and
2. That the SMA Commission adopt By-law No. 1 (formerly Procedural By-law 2021-01) As Amended, June 19, 2024

BACKGROUND and DISCUSSION

In December of 2021, the Ontario Not for Profit Corporations Act (ONCA) came into force. It was believed that this legislation would apply to the Saugeen Municipal Airport Commission. As the result of a Request for Quotation process, Pooran Law was chosen to update the bylaw. During its review, it was discovered that ONCA does not apply to municipal organizations such as the SMA and so Pooran Law agreed to draft a by-law to comply with the *Corporations Act* and the *Municipal Act*.

The draft by-law was circulated for comment to the Clerks of the Town of Hanover, the Municipality of Brockton and the Municipality of West Grey and revised to align with the comments received.

In a letter dated January 30, 2024, Fiona Hamilton, Director of Legislative and Legal Services (Clerk) Municipality of Brockton, advised the Commission Chair that Brockton Council supports the revised corporate by-laws but requests that a Recorded Vote provision similar to the former by-law be inserted allowing each Commissioner representing a municipality two votes and the pilot representatives one vote in the event of a recorded vote. Brockton Council supports including this provision to ensure appropriate municipal control and oversight for important decisions, such as the annual budget.

Since the three Municipal representatives on the five member Commission are in the majority, they can ensure appropriate control and oversight through their votes if all are present. If only two municipal representatives are present, and the two pilot representatives do not vote with them, this results in a tie vote which according to the Procedural By-law results in the motion being lost. Specifically, the by-law states that If there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost. In addition, the by-law defines a quorum as a majority of the commissioners, **at least two of whom** must be representatives of the municipalities. Consequently, allowing each municipal representative two votes in the event of a recorded vote is not necessary to ensure appropriate municipal control since the municipal

representatives will always be in the majority if there is a quorum and if there is not a quorum, no votes can be held. Therefore the provision requested by Brockton has not been included in the by-law.

ATTACHMENT

1. By-law No. 2, a By-law Relating to the Transaction of the Business and Affairs of the Saugeen Municipal Airport; and
2. By-law No. 1 (formerly Procedural By-law 2021-01) As Amended, March 20, 2024 with revisions shown to ensure compliance with By-law No. 2
3. Letter from dated January 30, 2024, Fiona Hamilton, Director of Legislative and Legal Services (Clerk) Municipality of Brockton.

FINANCIAL IMPLICATIONS

There are no financial implications to the above recommendations.

BY-LAW NO. 2

A by-law relating generally to the
transaction of the business and
affairs of

**Saugeen Municipal Airport
(the “Corporation”)**

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DRAFT

BE IT ENACTED as a by-law of the Corporation as follows:

SECTION 1 – GENERAL

1.01 Definitions

In this by-law and all other by-laws of the Corporation, unless the context otherwise requires:

- (a) "**Act**" means the Ontario *Corporations Act*, R.S.O. 1990, c. C.38 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
- (b) "**articles**" means the letters patent, the supplementary letters patent, the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation;
- (c) "**Board**" means the Board of commissioners of the Corporation;
- (d) "**by-law**" means this by-law and any other by-law of the Corporation as amended and which are, from time to time, in force and effect;
- (e) "**chair**" means the chair of the Board;
- (f) "**commissioner**" means a director of the Board;
- (g) "**Corporation**" means the corporation that has passed these by-laws under the Act or that is deemed to have passed these by-laws under the Act;
- (h) "**director**" means an individual occupying the position of the director of the Corporation by whatever name they are called;
- (i) "**ex-officio commissioner**" means an ex-officio director; an individual occupying the position of commissioner by virtue of their office;
- (j) "**member**" means a member of the Corporation;
- (k) "**members**" means the collective membership of the Corporation;
- (l) "**meeting of members**" includes an annual meeting of members or a special meeting of members; "**special meeting of members**" includes a special meeting of all members entitled to vote at an annual meeting of members;
- (m) "**Municipal Act**" means the Ontario *Municipal Act, 2001*, S.O. 2001, c.25, including the

Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;

(n) **“officer”** means an officer of the Corporation; and

(o) **"Regulations"** means the regulations made under the Act or the Municipal Act, as amended, restated or in effect from time to time.

1.02 Interpretation

In the interpretation of the by-laws, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.

Other than as specified in 1.01 above, words and expressions defined in the Act have the same meanings when used in the by-laws.

1.03 Severability

The invalidity or unenforceability of any provision of these by-laws shall not affect the validity or enforceability of the remaining provisions of the by-laws. If any of the provisions contained in the by-laws are inconsistent with those contained in the articles or the Act, the provisions contained in the articles or the Act, as the case may be, shall prevail.

1.04 Corporate Seal

The Corporation may have a corporate seal in the form approved from time to time by the Board. If a corporate seal is approved by the Board, the secretary of the Corporation shall be the custodian of the corporate seal.

1.05 Execution of Documents

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by the chair or vice-chair and by the secretary. Contracts in the ordinary course of the Corporation's operations requiring execution may be signed by the chair, vice-chair, treasurer or by any person authorized by the Board. In addition, the Board may from time to time direct the manner in which and the person or persons by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal (if any) to the document. Any commissioner or officer may certify a copy of any instrument, resolution, by-law or other document of the Corporation to be a true copy thereof.

1.06 Financial Year End

In accordance with the Municipal Act, the financial year end of the Corporation shall be December 31st in each year.

1.07 Banking Arrangements

The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the Board may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by those officers or other persons as the Board may designate, appoint or authorize from time to time by resolution.

1.08 Appointment of Auditors

The members shall at each annual meeting of members appoint an auditor or auditors to hold office until the next annual meeting of members, provided that the commissioners may fill any casual vacancy in the office of auditor. The remuneration of the auditor shall be fixed by the Board of commissioners.

1.09 Head Office

The head office of the Corporation shall be in the Municipality of Brockton, in the Province of Ontario, or, at such other location as the Board may determine from time to time.

SECTION 2 – MEMBERS

2.01 Membership Conditions

Subject to the articles, there shall be one class of members in the Corporation. The Municipality of West Grey, Town of Hanover, and Municipality of Brockton shall each be admitted as a voting member of the Corporation without further action or formality. Each member shall be entitled to receive notice of, attend and vote at all meetings of the members of the Corporation.

2.02 Termination of Membership

A membership in the Corporation is terminated when:

- a. a member fails to maintain any qualifications for membership described in the articles or by-laws;
- b. the member resigns by delivering a written resignation to the chair of the Board of the Corporation in which case such resignation shall be effective on the date specified in the resignation; or
- c. the Corporation is liquidated or dissolved under the Act.

Subject to the articles, upon any termination of membership, the rights of the member, including any rights in the property of the Corporation, automatically cease to exist. The member will not be entitled to any compensation upon termination.

SECTION 3 - MEETINGS OF MEMBERS

3.01 Notice of Meeting of Members

Subject to the Act, not less than twenty-one (21) days written notice of any annual or special members' meeting shall be given in the manner specified in the Act to each member and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the members to form a reasoned judgment on the decision to be taken.

The Corporation's procedural by-law shall provide for public notice of meetings.

3.02 Persons Entitled to be Present

The persons entitled to vote at the meeting of members, the commissioners and the auditors of the Corporation (or the person who has been appointed to conduct a review engagement, if any) and such other persons who are entitled or required under any provision of the Act, articles or by-laws of the Corporation shall be present at the meeting.

In accordance with the *Municipal Act*, a meeting of members shall be open to the public, subject to certain exceptions as provided by the *Municipal Act*.

3.03 Chair of the Meeting

In the event that the chair and the vice-chair of the Board are absent, the members who are present and entitled to vote at the meeting shall choose one of the members to chair the meeting.

3.04 Quorum

A quorum for the transaction of business at a meeting of members is a majority of the members entitled to vote at the meeting. A quorum must be present throughout the meeting in order for the members to proceed with the business of the meeting.

3.05 Voting of Members

Business arising at any members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the by-law provided that:

- a. Each member shall be entitled to one vote at any meeting;
- b. Votes shall be taken by a show of hands among all members present and the chair of the meeting, if a member, shall have a vote;

- c. An abstention shall not be considered a vote cast;
- d. Before or after a show of hands has been taken on any question, the chair of the meeting may require, or any member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
- e. If there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
- f. Whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

3.06 Participation by Electronic Means

Participation at any meeting of members may be by telephonic, electronic or other communication facility.

3.07 Virtual Meetings

Any meeting of members may be held entirely by means of a telephonic, an electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

3.08 Annual Meeting of Members

The annual meeting of members shall be held on a day and at a place within Ontario fixed by the Board. An annual meeting of members must be called no later than fifteen (15) months after the preceding annual meeting of members.

An annual meeting of members shall be held for the transaction of the following business:

- a. Approval of the Minutes of the previous annual meeting of members;
- b. Receiving reports of the activities of the Corporation during the previous year, the Annual Financial Statement and the Audit Report;
- c. The appointment of auditors for the current year;
- d. The election of commissioners;
- e. Transaction of any other business, either special or general which is pertinent to the interests of the membership and which may properly come before the annual meeting of members with at least ten (10) days notice before the meeting.

The commissioners shall make available a copy of the approved financial statements, auditor's

report or review engagement report and other financial information required by the by-laws or articles to the members at least twenty-one (21) days before the annual meeting.

3.09 Special Meetings

The Board, chair or vice-chair may call a special meeting of the members. The Board shall call a special meeting on written requisition of members, of not less than one-tenth (1/10) of the members entitled to vote at a meeting of members, for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within twenty-one (21) days from the date of the deposit of the requisition.

3.10 Adjournments

The chair may, with the majority consent of any members' meeting, adjourn the same from time to time and no notice of such adjournment need be given to the members, unless the meeting is adjourned by one or more adjournments for an aggregate of 30 days or more. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

SECTION 4 – COMMISSIONERS

4.01 Board of Commissioners

The Board shall consist of five (5) commissioners. The representatives of the members shall be appointed as ex-officio commissioners.

4.02 Nomination to the Board

Nominations made for the election of commissioners must be made in accordance with the nominating procedure prescribed by the Board from time to time and must be received at the head office of the Corporation at least twenty-one (21) days prior to the annual meeting of members.

4.03 Election and Term

Subject to the articles, the members will elect the commissioners at the first meeting of members and at each succeeding meeting at which an election of commissioners is required. The term of office of each commissioner is four (4) years. Each commissioner shall be eligible to serve for a maximum of two (2) consecutive terms. After a period of one (1) year's absence, a commissioner may be eligible for re-election.

4.04 Vacancies

The office of a commissioner shall be vacated immediately:

- a. if the commissioner resigns office by written notice to the Corporation, which resignation shall be effective at the time it is received by the Corporation or at the time specified in the notice, whichever is later;
- b. if the commissioner dies;
- c. if the commissioner becomes bankrupt; or
- d. if, at a meeting of the members, a resolution is passed by at least two-thirds (2/3) of the votes cast by the members removing the commissioner before the expiration of the commissioner's term of office.

If a commissioner misses three (3) consecutive meetings of commissioners, the Board shall request that the commissioner resign, or recommend to the members that the commissioner be removed from the Board at a meeting of members.

4.05 Filling Vacancies

A vacancy on the Board shall be filled as follows:

- a. a quorum of commissioners may fill a vacancy among the commissioners, for the remainder of the term by the commissioners then in office;
- b. if there is not a quorum of commissioners, the commissioners in office shall, without delay, call a special meeting of members to fill the vacancy and, if there are no commissioners in office, the meeting may be called by any member.

4.06 Remuneration of Commissioners

The commissioners shall serve as such without remuneration and no commissioner shall directly or indirectly receive any profit from occupying the position of commissioner, provided that commissioners may be reimbursed for reasonable expenses they incur in the performance of their commissioners' duties.

SECTION 5 – MEETING OF COMMISSIONERS

5.01 Regular Meetings

The Board may appoint a day or days in any month or months for regular meetings of the Board at any time and any place on notice as required by this by-law. A copy of any resolution of the Board fixing the place and time of such regular meetings of the Board shall be sent to each commissioner forthwith after being passed.

In accordance with the *Municipal Act*, a regular meeting of the Board shall be open to the public, subject to certain exceptions as provided by the *Municipal Act*.

5.02 Special Meetings

The chair, vice-chair or if two (2) commissioners so request in writing, may call a special meeting of the Board, at any time and any place on notice as required by this by-law.

In accordance with the *Municipal Act*, a special meeting of the Board shall be open to the public, subject to certain exceptions as provided by the *Municipal Act*.

5.03 Notice of Meeting

Notice of the time and place for the holding of a regular meeting of the Board shall be given to every commissioner of the Corporation not less than five (5) five days before the time when the meeting is to be held.

Notice of the time and place for the holding of a special meeting of the Board shall be given to every commissioner of the Corporation not less than two (2) two days before the time when the meeting is to be held.

The Corporation's procedural by-law shall provide for public notice of meetings.

5.04 Waiver of Notice

No error or omission in giving notice for a meeting of the Board shall invalidate such meeting or invalidate or make void any proceedings of the meeting and any commissioner may at any time waive notice of a meeting of the Board and may ratify and approve of any or all proceedings of the meeting. Attendance of a commissioner at a Board meeting is a waiver of notice of the meeting, except if the commissioner attends for the express purpose of objecting to the transaction of business on the grounds that the meeting was not lawfully called.

5.05 Quorum

A quorum for transaction of business at any meeting of commissioners shall be a majority of the commissioners, at least two of whom must be representatives of the municipalities.

5.06 Chair

The chair shall preside at Board meetings. In the absence of the chair, the vice-chair shall preside at Board meetings. In the absence of the chair or vice-chair, the commissioners present shall choose one of their number to act as the chair.

5.07 Voting

At all meetings of the Board, every question or motion shall be decided by a majority of the votes cast on the question. Each commissioner shall be entitled to one vote. In the event of an equality of votes, the chair shall not have a second or casting vote and the motion is lost.

5.08 Committees

The Board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the Board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Board may from time to time make. Any committee member may be removed by resolution of the Board.

5.09 Participation by Electronic Means

A commissioner may participate in a meeting of the Board by telephonic, electronic or other communications facilities as permit all persons participating in the meeting to communicate with each other, and a commissioner participating in such a meeting by such means is deemed to be present at the meeting.

SECTION 6– OFFICERS

6.01 Officers

The Board shall appoint from amongst the commissioners a chair and appoint any other person to be vice-chair, secretary and treasurer at its first meeting following the annual meeting of members of the Corporation. The office of secretary and treasurer may be held by the same person. The Board may appoint such other officers and agents as it deems necessary, and who shall have the authority and shall perform such duties as the Board may prescribe from time to time.

6.02 Duties of the Airport Manager

The Airport Manager of the Corporation shall be appointed by the Board. The Airport Manager shall be responsible to the Board for the direction and management of the affairs and undertakings of the Corporation within the limitations of the mission statement and policies of the Corporation. All staff members shall be under the direction of and be responsible to the Airport Manager.

6.03 Vacancy in Office

In the absence of a written agreement to the contrary, the Board of commissioners may remove, whether for cause or without cause, any officer of the Corporation. Unless so removed, an officer shall hold office until the earlier of:

- a. the officer's successor being appointed,
- b. the officer's resignation,
- c. such officer ceasing to be a commissioner (if a necessary qualification of appointment) or
- d. such officer's death.

If the office of any officer of the Corporation shall be or become vacant, the commissioners may, by ordinary resolution, appoint a person to fill such vacancy.

SECTION 7 – INDEMNITIES TO COMMISSIONERS AND OTHERS

7.01 Indemnification of Commissioners and Officers

Every commissioner and officer of the Corporation, and their heirs, executors and administrators, and estate and effects, respectively, may, with the consent of the Corporation, given at any meeting of the members, from time to time and at all times, be indemnified and saved harmless out of the funds of the company, from and against:

- a. all costs, charges and expenses whatsoever that they sustain or incur in or about any action, suit or proceeding that is brought, commenced or prosecuted against them, for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by them, in or about the execution of the duties of their office; and
- b. all other costs, charges and expenses that they sustain or incur in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own wilful neglect or default.

7.02 Insurance

The Board shall cause to be purchased and maintained as it considers advisable and necessary insurance coverage to ensure that commissioners and officers will be indemnified and saved harmless in accordance with this by-law, except where any liability relates to the person's failure to act honestly and in good faith with a view to the best interests of the Corporation. The premiums for such insurance coverage shall be paid from the funds of the Corporation.

SECTION 8 - NOTICES

8.01 Method of Giving Notices

Any notice (which term includes any communication or document) to be given (which term includes sent, delivered or served) pursuant to the Act, the articles, the by-laws or otherwise to a member, commissioner, officer or to the auditor or person who has been appointed to conduct a review engagement shall be sufficiently given:

- a. if delivered personally to the person to whom it is to be given or if delivered to such

person's address as shown in the records of the Corporation or in the case of notice to a commissioner to the latest address as shown in the last notice that was sent by the Corporation; or

- b. if mailed to such person at such person's recorded address by prepaid ordinary or air mail; or
- c. if sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose.

A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch.

The secretary may change or cause to be changed the recorded address of any member, commissioner, officer, or auditor or person who has been appointed to conduct a review engagement in accordance with any information believed by the secretary to be reliable. The declaration by the secretary that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The signature of any commissioner or officer of the Corporation to any notice or other document to be given by the Corporation may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

8.02 Omissions and Errors

The accidental omission to give any notice to any member, commissioner, officer, auditor or person who has been appointed to conduct a review engagement, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the by-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

SECTION 9 – CONFLICT OF INTEREST

9.01 Conflict of Interest

A commissioner or officer who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the Corporation shall make the disclosure required by the Act and the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M. 50*. Except as provided by the Act or the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M. 50*, no such commissioner shall attend any part of a meeting of commissioners or vote on any resolution to approve any such contract or transaction.

SECTION 10 - DISPUTE RESOLUTION

10.01 Dispute Resolution Mechanism

In the event that a dispute or controversy among members, commissioners, officers, committee members or volunteers of the Corporation arising out of or related to the articles or by-laws, or out of any aspect of the operations of the Corporation is not resolved in private meetings between the parties, then without prejudice to or in any other way derogating from the rights of the members, commissioners, officers, committee members, employees or volunteers of the Corporation as set out in the articles, by-laws or the Act, and as an alternative to such person instituting a law suit or legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

- a. the dispute or controversy shall be settled by mediation, and in the event that the dispute or controversy is not resolved, then:
- b. the dispute or controversy shall be settled by arbitration before a single arbitrator, in accordance with the *Arbitration Act, 1991* (Ontario) or as otherwise agreed upon by the parties to the dispute. All proceedings relating to arbitration shall be kept confidential, and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law. All costs of the arbitrator shall be borne by such parties as may be determined by the arbitrator.

SECTION 11 - EFFECTIVE DATE

11.01 Effective Date

Subject to matters requiring a special resolution, this by-law shall be effective when made by the Board. All previous by-laws of the Corporation are repealed as of the coming into force of this by-law.

CERTIFIED to be By-Law No. 2 of the Corporation, as enacted by the commissioners of the Corporation by resolution on the 20th day of March, 2024.

David Hocking
Board Chair
Saugeen Municipal Airport

Tom Hutchinson
Commissioner, Board Vice Chair
Saugeen Municipal Airport



SAUGEEN
MUNICIPAL AIRPORT

Procedural By-Law

By-Law 2021 - 01

2024 Proposed Amendments

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**Saugeen Municipal Airport Commission
By-Law 2021- 01**

Being a By-Law to govern the proceedings of the Commission and the conduct of its members and the calling of the meetings of The Saugeen Municipal Airport and its Committees and Boards.

Whereas Section 238 (2) of the *Municipal Act, 2001* S.O. 2001, c.25, as amended states that every municipality and local board shall pass a procedural By-Law for governing the calling, place and the proceedings of meetings;

And Whereas Section 238 (2.1) of the *Municipal Act, 2001* S.O. 2001, c 25, as amended requires that the Procedural By-Law provides for public notice of meetings;

And Whereas The Saugeen Municipal Airport Commission deems it advisable to enact a new By-Law to govern the proceedings of the Commission, the conduct of its members and the calling of meetings and to provide for procedures and statutory requirements in accordance with the Act;

Now Therefore the Saugeen Municipal Airport Commission enacts as follows:

Section 1: Definitions

For the purposes of this By-Law, the following definitions shall apply and have the following meanings:

- 1.1 **"Abstain"**
Shall mean a Member who is lawfully entitled to vote but chooses not to exercise their right to vote on a matter, and in such cases an abstention shall be deemed as a negative vote.
- 1.2 **"Act"**
Shall mean the *Municipal Act, 2001* S.O. 2001, c.25, as amended from time to time.
- 1.3 **"Acting Chair"**
Shall mean the Member who is temporarily appointed to serve in the Chair's place.
- 1.4 **"Acting Chair"**
Shall mean the Member of the Commission appointed by By-Law or Resolution under the Act, to act from time to time in the place and stead of the Chair and Vice Chair.
- 1.5 **"Ad Hoc Committee"**
Shall mean a special purpose committee of limited duration, appointed by the Commission to consider a specific matter and which is dissolved automatically upon submitting its final report to the Commission, unless otherwise directed by the Commission.
- 1.6 **"Agenda"**
Shall mean the written Order of Business.
- 1.7 **"The Commission"**
Shall mean the Saugeen Municipal Airport Commission
- 1.8 **"By-Law"**
Shall mean a local law that has been enacted by the Commission in order to exercise a power provided in the Act.
- 1.9 **"Chair" ("Presiding Officer")**
Shall mean the member who presides at a Commission or Committee meeting and may also be the Presiding Officer as defined below.

- 1.10 "Airport Manager"**
Shall mean the Airport Manager or designate duly appointed by the Commission as prescribed in Section 229 of the Act as defined above and designated by By-Law.
- 1.11 "Secretary"**
Shall mean the Commission Secretary or Deputy Secretary or designate duly appointed by the Commission as prescribed in Section 228 of the Act as defined above and designated by By-law.
- 1.12 "Closed Session Meeting"**
Shall mean a meeting, or portion thereof, closed to the public in accordance with Section 239(2) of the Act and Section 2.24 of this By-Law.
- 1.13 "Committee"**
Shall mean persons appointed by the Commission to a Commission Committee or Local Board to review and report on an area of ongoing interest to the Commission and that continues to do so for the Term of the Commission or on an indefinite basis according to the Terms of Reference; all members will be appointed by By-Law.
- 1.14 "Communication"**
Shall include correspondence but is not limited to; letters, memos, notices, emails, faxes, petitions, brochures, newspaper/magazine articles etc.
- ~~**1.15 "Confirming By-Law"**
Shall mean a By-Law passed prior to adjournment of every Commission meeting to confirm each report, Motion, resolution or other actions recorded by the Commission at its meetings.~~
- 1.461.15 "Commission"**
Shall mean the Saugeen Municipal Airport Commission consisting of the Chair, Vice Chair and five Commissioners.
- 1.471.16 "Commission Chambers"**
Shall mean the Airport Board Room located at 34 Airport Road Brockton, Ontario.
- 1.481.17 "Commission Meetings"**
Shall include Regular, Special and Emergency Meetings of the Commission.
- 1.491.18 "Commissioner"**
Shall mean a person elected or lawfully appointed to the Saugeen Municipal Airport Commission, but does not include the Chair or Vice Chair.
- 1.201.19 "Debate"**
Shall mean discussion on the merits of a question/Motion and whether the proposed action should or should not be taken.
- 1.211.20 "Delegation"**
Shall mean a person or group of persons who are not Members of the Commission or Commission staff who have requested and are permitted to address the Commission or Committee, individually or on behalf of a group.
- 1.221.21 "Vice-Chair"**
Shall mean the Member of the Commission elected by general vote as the Vice Chair.
- 1.231.22 "Emergency"**
Shall mean a situation that poses, in the opinion of the Commission, an immediate threat to the people or property.
- 1.241.23 "Ex-Officio"**
Shall mean the Chair who by virtue of office, shall be a member of all Committees and shall have the same rights and privileges as other members of the respective Committee, who is

Commented [CM1]: There is no legal requirement for a confirming by-law and municipalities do not pass such a by-law.

entitled to vote but does not form part of the quorum.

4.251.24 "External Committee/Board/Authority"

Shall mean Members appointed by the Commission by resolution to sit on various external Boards, Authorities, or Committees with a Commission interest. Appointment shall be for the term of the Commission unless the By-Law specifies a shorter time and where a re-appointment shall be made.

4.261.25 "Friendly Amendment"

Shall mean a proposal by a member to make an uncontroversial amendment to a Motion while not changing the general intent of the Motion.

4.271.26 "Intranet"

Shall mean a portion of the Commission's Official Website that serves the Commission and staff and is not exposed to, or is accessed by, the general public.

4.281.27 "Improper Conduct"

Shall mean conduct that obstructs in any way the deliberations and/or proper action of Committee or the Commission or contravenes any section of the Commission Code of Conduct as may be amended.

4.291.28 "Improper Language"

Shall mean the use of profane, indecent or obscene language.

4.301.29 "Inaugural Meeting"

Shall mean the first meeting of a new Commission after a regular election held in accordance with the Act and Procedural By-Law.

4.311.30 "Local Board"

Shall mean any board established by the Commission.

4.321.31 "Majority Vote"

Shall mean a vote where over half of the Members present, and eligible to vote, vote in the same manner.

4.331.32 "Chair"

Shall mean the Member of the Commission elected by general vote as the Chair and is Chair of the Commission, the Ex-Officio and who normally presides at all Regular and Special Meetings of the Commission.

4.341.33 "Meeting Schedule"

Shall be deemed the Commission schedule containing the meeting dates of the Commission and will include other reserved dates as specified.

4.351.34 "Member"

Shall mean a Member of the Commission, and its Committees, including Committee of the Whole and any Standing Committee, Ad Hoc Committee, or Local Board.

4.361.35 "Meeting"

Shall mean any regular, special or other meeting of the Commission, of a local board or of a committee of either of them, where,

- (a) A quorum of members is present, and
- (b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Commission, local board or committee.

4.371.36 "MFIPPA"

Shall mean the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990,c. M.56.

4.381.37 "Minutes"

Shall mean a record of the proceedings of a meeting, and shall be made by the Secretary without note or comment.

4.391.38 "Motion"

Shall mean a proposal or question considered by the Commission or a Committee which is read, moved and seconded, and is subject to debate. When a Motion is passed it becomes a resolution.

4.401.39 "Motion to defer"

Shall mean a Motion to delay consideration of a matter until later in the same Meeting or to a future Meeting of the Commission or a Committee.

4.411.40 "Motion to receive"

Shall mean a Motion to acknowledge an item, report or recommendation under consideration and to have it placed in the records of the Commission with no additional action being taken.

4.421.41 "Motion to refer"

Shall mean a Motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and, if deemed desirable, one or more reports from any Committee, body or official.

4.431.42 "Motion to table"

Shall mean a Motion to postpone without setting a definite date as to when the matter will be considered again.

4.441.43 "Conflict of Interest Act"

Shall mean the *Municipal Conflict of Interest Act*, R.S.O. 1990 c. M.50

4.451.44 "Notice of Motion"

Shall mean a written Notice of a Motion respecting a substantive matter not on the Agenda for a Meeting of the Commission which is received by the Secretary, for inclusion on the Agenda for a future meeting of the Commission, unless notice thereof is waived pursuant to Section 3.17 of this By-Law.

4.461.45 "Official Website"

Shall mean the Commission's public and intranet based domain.

4.471.46 "Order of Business"

Shall mean the sequence of business under consideration at a meeting.

4.481.47 "Presiding Officer"

Shall have the meaning ascribed in Section 238(4) of the Act as shall be the Chair of the meeting.

4.491.48 "Pecuniary Interest"

Shall mean a direct or indirect pecuniary (monetary) interest within the meaning of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended.

4.501.49 "Point of Order"

Shall mean any alleged breach of the rules or irregularity in the proceedings of a meeting.

4.511.50 "Point of Privilege or Personal Privilege"

Shall mean a statement by a Member calling attention to a matter where the integrity of an individual (personal) or the entire Commission or Committee is perceived to be in question.

4.521.51 "Public Information Session/Open House"

Shall be deemed a meeting held for the purpose of presenting proposals and issues, educating and informing and/or receiving input.

4.531.52 "Public Meeting (Statutory)"

Shall be deemed a meeting held for the purposes required under an Act or Regulation.

1.541.53 "Quorum"

Shall mean the number of Members required to be present in the meeting room, in order that business may be conducted.

1.551.54 "Recorded Vote"

Shall mean a written record of the name and vote of every Member on any matter or question conducted by the Secretary.

1.561.55 "Recording/Electronic Device"

Shall mean any device used for the purpose of recording or streaming whether it be analogue, digital or other means of recording, including but not limited to MP3 players, computers, cell phones, voice recorders, and cameras.

1.571.56 "Regular Meeting"

Shall mean a scheduled meeting held in accordance with Section 2.5 of this By-Law.

1.581.57 "Reports"

Shall mean a written document by staff, consultant, solicitor or other person for the purpose of providing advice, alternatives/recommendations on various matters.

1.591.58 "Resolution"

Shall mean a Motion that has been passed by the Commission.

1.601.59 "Rules of Procedure"

Shall mean the rules of procedure as set out in this By-Law.

1.611.60 "Secretary"

Shall mean the person appointed to record the proceedings of any meeting constituted pursuant to this By-Law.

1.621.61 "Special Meeting"

Shall mean a meeting not scheduled in accordance with the approved Meeting Schedule for which notice has been given in accordance with this By-Law.

1.631.62 "Staff"

Shall mean employee(s) of the Commission.

1.641.63 "Substantive Motion"

Shall mean any Motion except a Motion to:

- (a) Table;
- (b) Refer;
- (c) Extend the meeting;
- (d) Put the question;
- (e) Rise and report;
- (f) Change the order of business; or
- (g) Adjourn.

Section 2: Calling of Meetings

Application

2.1 The rules of procedure set out in this By-Law shall govern all proceedings of the Commission and its Committees and all Ad Hoc Committees, and Local Boards and shall be the rules for the order and dispatch of business.

Inaugural Meeting

2.2 The Inaugural Meeting of the Commission shall be held at 7:00 p.m. or at such other time as determined by the Commission, on the third Wednesday following a regular election.

- 2.3 The Chair-elect and the Secretary shall be responsible for the content of the Agenda for the Inaugural Meeting and the arrangements for the Inaugural proceedings.

Commission Meetings

- 2.4 Each Regular Commission Meeting shall be held in the Commission Chambers, except as otherwise provided for in this By-Law, or by resolution of the Commission, and shall be held in accordance with the Meeting Schedule of the Commission as prepared by the Secretary and adopted by resolution of the Commission. Commission meetings shall take place on the third Wednesday of each month, unless a meeting ~~date~~ falls on a Statutory or any other Holiday, in such case it will be held on ~~the immediate following calendar day~~ another day as determined by the Commission. Commission meetings will be held at 7:00 p.m. ~~or at another time as determined by the Commission unless otherwise established by resolution.~~
- 2.5 In the event of a declared emergency by the Chair of the Commission or any other Lead Agency in relation to a set of circumstances that meets the definition of "emergency" in the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, the Commission shall be asked to meet at an identified location accessible by Members of the Commission.

Electronic Meetings

- 2.5.1 the Commission may hold meetings by electronic means such as videoconference or teleconference.
- 2.5.2 The Commission may hold Closed Sessions of any meeting by electronic means.
- 2.5.3 A Member participating in a meeting by electronic means shall be considered to be present at such meeting and counted towards quorum and provided with all rights and considerations as any member participating in an "in person" meeting.
- 2.5.4 Delegations and Deputations may participate and make presentations by electronic means.
- 2.5.5 If a meeting is held "in person" and a Commissioner requests to participate in the meeting by electronic means, he or she must make a request to the Chair of the Commission ~~at least three (3) business days before in advance of~~ the meeting.
- ~~2.5.6 A Commissioner may participate through electronic means in a maximum of two (2) "in person" meetings per calendar year. Electronic participation in more than the prescribed maximum number of meetings shall be at the discretion of the Chair.~~
- 2.5.7 The following practices will be followed in meetings held by electronic means:
- Each Member participating in a meeting by electronic means shall be available at least fifteen (15) minutes before the beginning of the meeting to assist in establishing the electronic connection.
 - Each Member participating by electronic means will mute his or her electronic device when he or she is not speaking.
 - The Chair will canvass Members participating by electronic means about their intention to speak to a matter on the floor and will notify each Member when it is his or her turn to speak.
 - After putting a motion on a vote, each Member participating by electronic means will be required to identify how he or she wishes to vote.
 - Each Member participating by electronic means shall inform the Chair about his or her intentions to leave the meeting either on a temporary or permanent basis.
 - A Member participating by electronic means will be deemed to have left the meeting when they are no longer electronically connected to the meeting.
 - In the case of a loss of connection, or any connection issue which impedes the ability of a Member to participate in the meeting in real time, the meeting will continue without attempts to reconnect. The Member may attempt to reconnect and rejoin the meeting.
- 2.5.8 During an emergency existing in all or part of the Municipality, declared either by the Province or local Municipality under sections 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, the Commission shall allow for electronic participation of Members in both open and closed meetings, and such members shall be counted in determining whether or not a quorum of members is present.

Commented [CM2]: Given the distances some Commissioners have to travel to attend in person, it does not seem reasonable to limit the number of meetings they can participate in electronically.

Special Meetings

- 2.6 A Special Meeting of the Commission may be called in the following circumstances:
- (a) The Chair of the Commission may at any time call a Special Meeting by giving direction to the Secretary stating the date, time and purpose of the Special Meeting; or
 - (b) Upon receipt of a petition of the majority of the Members of the Commission, the Secretary shall call a Special Meeting for the purpose and the time mentioned in the petition.

Special Commission Agenda

- 2.7 The Secretary, when it is reasonably possible, shall cause an Agenda to be prepared, in the following order, for the use of Members at Special Meetings of the Commission:
- (a) Call to Order
 - (b) Disclosure of Pecuniary Interest
 - (c) Delegations
 - (d) Consideration of business for which notice was given
 - (e) By-Laws
 - (f) Adjournment
- 2.8 No business may be transacted at a Special Meeting of the Commission other than that specified in the notice of the meeting or Agenda.
- 2.9 No Special Meeting shall be held unless and until every Member of the Commission shall be present or have had written or verbal notice of such meeting.

Notice to Members

- 2.10 The posting of the Agenda on the Official Website shall be considered as adequate notice of Regular Meetings of the Commission, except for Special Meetings held on a day or at a time other than on the approved meeting schedule.
- 2.11 The Secretary shall endeavor to ensure that the Agenda for each Regular Meeting of the Commission will be made available no later than 5:00 p.m. on the Friday preceding a Regular Meeting.
- 2.12 The Secretary shall deliver notice of each Special Meeting of the Commission to each member personally or leave notice at his or her residence or place of business by telephone, facsimile or electronic mail at least twenty-four (24) hours before the time set for such Special Meeting. The notice shall specify the business to be transacted. An Agenda constitutes such notice.
- 2.13 Notice for Public Meetings shall be as prescribed.
- 2.14 In the case of an electronic system failure, or power interruption that hinders the posting of the Agenda, the Secretary shall post the Agenda as soon as possible prior to the meeting and or provide a paper copy as soon as possible prior to the meeting. Commission Members will be notified of such.
- 2.15 Notwithstanding any other provision of this By-Law, an Emergency Meeting may be held without written notice, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Secretary or his/her designate to notify the Commission about the meeting as soon as possible and in the most expedient manner available.

Notice to Media and Public

- 2.16 The Secretary shall provide notice to the public and media of all meetings by:
- (a) Posting the annual Meeting Schedule on the Commission's Official Website and by distributing copies upon request;
 - (b) Notice of Special Meetings will be provided according to the Commission's Notice By-Law.
 - (c) Posting the Agenda on the Commission's Official Website by 5:00 p.m. on the Friday preceding a Regular Meeting.
 - (d) Notice shall also be provided to the public. Attachments and Reports may be provided upon request, provided such request is in writing in advance, to the Secretary.

Cancellation/Postponement

- 2.17** Any meeting may be cancelled or rescheduled to a day, time and place set out in a written notice from the Chair or the Secretary, sent to each member as provided for in Sections 2.12 or 2.14 at least twenty-four (24) hours before the scheduled date of the meeting and posted on the Official Website.
- 2.18** The Chair may, in the case of severe inclement weather or like occurrence that will prevent the Members from attending a meeting, postpone that meeting by advising the Secretary, who shall advise as many Members as they are able to reach. Postponement shall not be for any longer than the next Regular Meeting of the Commission.
- 2.19** The Secretary shall provide notice of cancellation to the Commission, Staff, the press and all other interested parties a minimum of three (3) hours in advance of any meeting or Information Session in the case of severe inclement weather.

Failure to Meet Notice Provisions

- 2.20** Lack of receipt of the notice shall not affect the validity of holding the meeting nor any action taken at the meeting.

Meetings Open to the Public

- 2.21** All meetings shall be open to the public except as provided for in Section 2.24 below.

Closed Session Meetings

- 2.22** A meeting or a part of a meeting may be closed to the public and the media by majority vote of the Members present at such meeting if the subject matter being considered relates to the following categories as designated in Section 239(1) of the Act:
- (a) The security of property of the Commission or Local Board;
 - (b) Personal matters about an identifiable individual, including Commission or Local Board employees;
 - (c) A proposed or pending acquisition or disposition of land by the Commission or a Local Board;
 - (d) Labour relations or employee negotiations;
 - (e) Litigation or potential litigation including matters before administrative tribunals, affecting the Commission or a Local Board.
 - (f) The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (g) A matter in respect of which the Commission, its board, committee or other body may hold a closed meeting under another act.
 - (h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - (i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group or persons, or organization;
 - (j) A trade secret or scientific, technical, commercial or financial information that belongs to the Commission or a Local Board and has monetary value or potential monetary value; or
 - (k) A position, plan, procedure, criteria or instruction to be applied to any negotiation carried on or to be carried on by or on behalf of the Commission or a Local Board.
- 2.23** A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,
- (a) A request under MFIPPA, if the Commission, board, commission or other body is the head of an institution for the purposes of that Act; or
 - (b) An ongoing investigation respecting the Commission, a local board or a Commission - controlled corporation by the Ombudsman appointed under the Ombudsman Act, R.S.O 1990, c. 06, an Ombudsman referred to in subsection 223.13 (1) of the Act or the investigator referred to in subsection 239.3(1) of the Act.
- 2.24** A meeting of the Commission or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
- (a) The meeting is held for the purpose of educating or training the members; and

- (b) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Commission, local board or committee.

2.25 The Chair of every Closed Session Meeting shall be the Chair. In the absence or unavailability of the Chair, the Chair shall be the Vice Chair. In the absence or unavailability of the Chair or Vice Chair, the Commission Appointee shall be the Acting Chair.

2.26 The Secretary shall remain in the room for all Closed Session Meetings.

Closed Session Meeting Resolution

2.27 Before holding a meeting or part of a meeting that is to be closed to the public, the Commission or Local Board or Committee or any of them shall state by public resolution:

- (a) The fact of holding the Closed Session;
- (b) The general nature of the matter to be considered;
- (c) The specific provision of the Act under which the meeting in Closed Session is permitted; and
- (d) What the purpose is, for education or training that the meeting is to be held in Closed Session pursuant to Section 239 (3.1) of the Act.

2.28 The Secretary shall advise the Chair if, in his/her opinion, the issue being discussed at a Closed Session is not procedurally appropriate in accordance with the terms of the Act and in accordance with Section 2.24 of this By-Law.

2.29 Subject to the provisions of this section, the Commission may hear Delegations in Closed Session Meetings.

Media and Public Must Leave Closed Session Meetings

2.30 Upon passage of a Motion under Section 2.29, all members of the media and public shall be required to leave the room. The Secretary shall remain, and any members of Staff or Commission consultants who are required for the purpose of the deliberations, may be requested to remain.

Open Votes

2.31 A meeting shall not be closed to the public during the taking of a vote.

Closed Session Meeting Votes

2.32 Despite Section 2.33, a meeting may be closed to the public during a vote if the subject matter falls into a category where a Closed Session Meeting is allowed and:

- (a) Section 239(2) of the Act permits or requires a meeting to be closed to the public; and
- (b) The vote is for a procedural matter or for giving directions or instruction to officials, Staff or agents of the Commission, or Local Board or Committee or persons retained by or under contract with the Commission.

Record of Closed Session Meeting

2.33 The Secretary shall prepare a record of each Closed Session Commission Meeting held indicating:

- (a) The matter(s) discussed;
- (b) The members in attendance;
- (c) The disposition of the matter(s);
- (d) The minutes are to be adopted at the next Closed Session Meeting.

2.34 Upon reconvening to open session, the Commission may confirm or report on matters from the Closed Session Meeting by way of a Motion.

2.35 Recording of a Closed Session Meeting is not permitted unless authorized by the Secretary and shall not be conducted in a manner that interferes with proceedings of the meeting.

Closed Session Meeting Items

- 2.36** The Secretary shall be responsible for maintaining a confidential copy of all original documentation distributed, relating to Closed Session Meetings, and for keeping Confidential Minutes of all Closed Session Meetings.
- 2.37** The Secretary shall endeavor to ensure that the Agenda for each Closed Session Meeting of the Commission will be made available no later than 5:00 p.m. on the Monday preceding a regular meeting to the Commission and will be provided on the intranet or in another electronic and secure method.
- 2.38** Members shall ensure that confidential matters disclosed to them and all materials provided to them for Closed Session Meetings are kept confidential in accordance with the Code of Conduct. Members are encouraged not to save, print or retain any confidential material and all paper copies should be returned to the Secretary or Airport Manager for destruction.
- 2.39** Closed Session Meetings will not be recorded, streamed or otherwise communicated using a Recording/Electronic Device. Members of the Commission or others in attendance at a Closed Session Meeting may be required to close all laptops and remove all Recording/Electronic Devices from the room, at the discretion of the Chair.
- 2.40** Notwithstanding the foregoing, the Secretary may use a Recording/Electronic Device to record the minutes of the Closed Session Meeting proceedings using a computer or other such Recording Device as deemed appropriate for the corporate files.
- 2.41** Any violation of this Section may be dealt with according to the procedures outlined in the "Commission Code of Conduct".

Public Meetings, Hearings or Information Sessions

- 2.42** Public Meetings held for the purpose of discussing planning matters and other matters described in any other applicable legislation will be held at 7:00 p.m. and in accordance with the following provisions.
- 2.43** The Commission from time to time may conduct Public Meetings, Hearings or other Information Sessions for any purpose by giving such notice as may be deemed necessary or required by legislation or the Commission's Notice By-Law currently in effect.
- 2.44** The Secretary shall endeavor to ensure that the Agenda for each public meeting will be made available no later than 5:00 p.m. on the Friday preceding a Regular Meeting on the Commission's Official Website.
- 2.45** The Commission shall consider planning applications at Commission meetings that shall be held in the Commission Chambers or as provided in the Public Notice, except as otherwise provided for in this By-Law, and shall be held in accordance with the Meeting Schedule as prepared by the Secretary at 7:00 p.m. based on applications received unless it falls on a Statutory or other Holiday in such case it will be held on the immediately following calendar day.
- 2.46** If the Commission holds a hearing or gives interested parties an opportunity to be heard, the Commission is not required to hold a second hearing.
- 2.47** The question of whether any further notice is to be given shall be amendable and debatable.

Education and Training Sessions

- 2.48** An Education and Training Session shall not be subject to the rules and regulations applicable to meetings contained in this By-Law.
- 2.49** The Commission shall provide notice at a Commission meeting open to the public on the Agenda, that an informal gathering of its Members, or the Members of a Committee, to receive and discuss information or advice of a general nature involving subject matters of interest to the Members, shall take place at a time and place designated at that time by the Commission.

- 2.50 The Commission, in deciding to convene an Education and Training Session, shall designate the general purpose or purposes for which the session is to be held.
- 2.51 An Education and Training Session may be held at any place designated by the Commission at the time at which it makes its decision to convene the session, whether or not within the boundaries of any adjacent municipality.
- 2.52 All Members of the Commission ~~respectively~~ are entitled to attend the session, together with designated staff or consultants retained by the Commission, but the Commission, in deciding to convene the session, may decide to exclude the public therefrom.
- 2.53 No Motion, resolution, By-Law, debate, agreement in principle, consensus, straw-vote, report, and recommendation or other action or decision may be proposed, discussed, decided upon, adopted, taken or made at an Education and Training Session.
- 2.54 The Secretary or designate shall take notes describing in general terms each subject matter dealt with at the Education and Training Session.
- 2.55 The notes taken pursuant to Section 2.55 shall, after the conclusion of the session, be maintained as a public record under the control of the Secretary.

Section 3: Roles

3.1 Role of The Commission

It is the role of the Commission:

- (a) To represent the public and to consider the wellbeing and interest of the Saugeen Municipal Airport;
- (b) To develop and evaluate the policies and programs of the Commission and the Saugeen Municipal Airport
- (c) To determine which services the Saugeen Municipal Airport will provide;
- (d) To ensure that administrative practices and procedures are in place to implement the decisions of the Commission;
- (e) To ensure the accountability and transparency of the operations of the Commission, including the activities of the senior management of the Saugeen Municipal Airport;
- (f) To maintain the financial integrity of the Commission; and
- (g) To carry out the duties of the Commission under this or any other Act.
- (h) To direct staff, by majority vote, to perform such duties as is necessary to the efficient management of the affairs of the community.
- (i) To direct staff, by majority vote, to research such matters as the Commission deems necessary.

3.2 Individual Authority - not provided

No individual Commissioner may direct any Member of the Staff to perform a duty.

3.3 Established Policies - Members - Respect

Members of the Commission shall respect and adhere to the Policies set by the Commission and will under no circumstances take it upon themselves, individually to circumvent established Policies.

3.4 Commission - Liaison - with Airport Manager

Commission Members will liaise primarily with the Airport Manager as required.

3.5 Information - by Staff - Commissioners

Commissioners may request information from members of staff who have been assigned the responsibility of providing information, such as meeting times, copies of documents, information of standard operating procedures.

3.6 Questions - Operational Concerns - Complaints

Questions or issues surrounding operational concerns, complaints or opportunities, excluding

basic issues covered in the preceding paragraph shall be primarily directed to the Airport Manager, who will then direct the questions or issues to the appropriate person.

3.7 Role of the Chair of the Commission

It is the role of the Chair of the Commission:

- (a) To preside over Commission meetings so that its business can be carried out efficiently and effectively;
- (b) To provide leadership to the Commission;
- (c) Without limiting clause (b) to provide information and recommendations to the Commission with respect to the role of the Commission described in the previous sections;
- (d) To represent the Commission at official functions; and
- (e) To carry out the duties of the Chair of the Commission under this or any other Act.

3.8 Role of Airport Manager

It is the role of the Airport Manager:

- (a) To exercise general control and management of the affairs of the Commission for the purpose of ensuring the efficient and effective operation of the Saugeen Municipal Airport; and
- (b) To perform such other duties as assigned by the Commission.

3.9 Role of Secretary

It is the role of the Secretary:

- (a) To record without note or comment, all resolutions, decisions and other proceedings of the Commission;
- (b) If required by any Member present at a vote, to record the name and vote of every Member voting on any matter or question;
- (c) To ensure that keep the originals or copies of all By-Laws and ~~of~~ all minutes of the proceedings of the Commission are properly stored;
- (d) To make such minor clerical, typographical or grammatical corrections in form to any By-Law, motion or resolution and/or minutes as they may be required for the purpose of ensuring correct and complete implementation of the actions of the Commission;
- (e) To perform any other duties required under the Act or under any other Act; and
- (f) To perform such other duties as are assigned by the Commission.

Commented [CM3]: I do not do this myself, but rather provide documents to the APM who files them.

3.10 Role of Administration

It is the role of the officers and staff of the Commission:

- (a) To implement the Commission's decisions and establish administrative practices and procedures to carry out the Commission's decisions;
- (b) To undertake research and provide advice to the Commission on the policies and programs of the Saugeen Municipal Airport; and
- (c) To carry out other duties required under this or any act and other duties assigned by the Commission.

3.11 The Acting Chair of the Commission

In the case of the absence of the Chair of the Commission or if he or she is absent through illness, or he or she refuses to act or his or her office is vacant, the Vice Chair shall act from time to time in the place and stead of the Chair of the Commission and shall have all rights, powers and authority of the Chair of the Commission, while so acting.

Section 4: Order of Business The Commission

Commission Meetings

4.1 The Commission shall deal with matters in the following order, unless otherwise decided by the majority of the Members present

- (a) Call to Order and Acceptance of Agenda
- (b) Declaration of Pecuniary Interest and the General Nature Thereof
- (c) Public Meetings Required Under the Planning Act
- (d) Delegations
- (e) Adoption of the Minutes

- (f) Business Arising from the Minutes
- (g) Reports
- (h) Public Notification
- (i) Accounts
- (j) Correspondence Requiring Action
- (k) Information
- (l) By-Laws
- (m) Committee Minutes
- (n) New Business Brought Forward
- (o) Closed Session
- ~~(p) Confirmation of Proceedings~~
- ~~(q)(p)~~ Adjournment

Quorum

- 4.2 ~~The A~~ majority of the Members shall constitute a quorum, at least two of whom must be representatives of the municipalities. ~~Four (4) members must be present to form a quorum.~~
- 4.3 If there is no quorum present within fifteen (15) minutes after the time fixed for holding the meeting, the Secretary shall record the names of the Members present and the meeting shall immediately stand adjourned until the date of the next Regular Meeting or other meeting called in accordance with the provisions of this By-Law.
- 4.4 If during the course of a Commission meeting, a Quorum is lost, the Chair shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next Regular Meeting or other meeting called in accordance with the provisions of this By-Law.
- 4.5 In the case of the Presiding Officer not attending within fifteen (15) minutes after the hour fixed for holding the meeting, and provided that a quorum is present, the Vice Chair or Acting Chair shall take the Chair and call the Members to order; and he or she shall preside until the arrival of the Presiding Officer.
- 4.6 Where the number of members who, by reason of the provisions of the Conflict of Interest Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other Act, any number that is not less than one-third of the total number of the members of the Commission, committee or board shall be deemed to constitute a quorum, provided such number is not less than two (2).
- 4.7 If members are not going to be in attendance or are going to be late for a meeting, they shall contact the office of the Secretary in advance of the meeting.

Commented [CM4]: This is consistent with the corporate by-law.

Absenteeism or Leave of Absence

- 4.8 No member shall be absent from any Regular Commission meeting without endeavoring to provide substantive notice of such absence to the Chair of the Commission or the Secretary at least 24 hours prior to commencement of the meeting from which the member shall be absent when possible.
- 4.9 Where a member is absent from the Regular Meeting of the Commission for three (3) consecutive months without being authorized to do so by resolution of the Commission, that member seat shall be declared to be vacant in accordance with the provisions of Section 259 (1) of the Act, unless one of the exceptions designated in Section 259 (1.1), (2), (3) apply. The procedure established in Section 263 (1) of the Act shall apply to any vacancy resulting from these enumerated exceptions.

Revised Agenda or Addendum

- 4.10 After the posting of the Commission Agenda, the Secretary may amend the Agenda by way of a revised Agenda or an Addendum by adding or deleting matters from the prepared Agenda in consultation with the Chair and/or Airport Manager. In this case, the Secretary shall endeavor to forward additional Agenda material to the Members prior to the meeting. The revised Agenda or Addendum will be posted prior to the meeting if possible and is not subject to the Notice

requirements as set out in Section 2 of this By-Law.

Delegations

- 4.11 (a) Anyone wishing to appear before the Commission shall submit a request to the Chair or Airport Manager, on the prescribed form which is attached hereto as Schedule "A" no later than 1:00 p.m. in the afternoon on the ~~Thursday~~ Monday of the week prior to the meeting. The request to appear shall be in writing using the form Saugeen Municipal Airport Commission Request for Delegation Form included as Schedule "A" to this by-law ~~and shall state in detail the nature of the matter to be presented by the spokesperson~~. Staff are not required to submit such form for any person invited by staff to speak as a third party to any report or matter.
- (b) The Chair or Airport Manager shall give due consideration to the length of the Agenda and the number of Delegations and shall recommend to the requester the earliest possible date their Delegation may be accommodated on a first come first serve basis. A maximum of four (4) Delegations shall be allowed per meeting unless otherwise approved by the Chair and/or Airport Manager to deal with matters of an urgent nature.
- (c) No person other than the designated spokesperson may speak on the matter and not for more than ten (10) minutes, except that a Delegation consisting of three (3) or more persons who are present at the meeting and wish to discuss the same issue may have more than one (1) speaker provided that the speaking time collectively does not exceed ten (10) minutes.
- (d) Delegations shall not be permitted to appear before the Commission if the subject matter relates to:
- A tender or request for proposal which is either proposed, pending, or actually before the Commission or a Committee of the Commission for its consideration;
 - Labour Relations;
 - Legal issues including litigation and potential litigation, and matters currently before the courts or any administrative tribunal.
 - Insurance Claims; or
 - Contract negotiations.
- (e) Delegations will not be scheduled whose subject matter relates to private matters not common to all Members of the Commission. The subject matter of a delegation must be relevant to conducting the business of the Commission, promoting the work of partners of the Commission, work or events being undertaken by individuals or groups which benefit the community or topics of community interest
- (f) When it is deemed inappropriate that a delegation address the Commission, the Secretary shall so notify the delegation and the Commission with a supporting explanation. Such written explanation shall be delivered with the Agenda and the Commission, if it so wishes to hear the delegation, shall by majority vote of the Commission Members in attendance, introduce a motion to suspend the rules to allow the delegation to be heard.
- (g) Notwithstanding the foregoing, presentations such as consultants' reports or deputations, which are made at the request of the Commission or the Airport Manager (i.e. Engineers, Conservation Authorities) are not considered to be the same as Delegations and are not subject to the time limit.
- (h) The Secretary shall keep account of the time expended by Delegations and at the completion of the allotted time, the Chair shall advise the individual to cease.
- (i) Delegations shall be advised of the time limitation in advance of the appearance.
- (j) All Delegations appearing before the Commission shall be permitted to speak only once on an item. Once discussion in respect of a Motion or resolution has commenced, no further presentation shall be made by the delegate or by any other person other than a Member of the Commission.
- (k) Municipal audio visual equipment may be used to assist in Delegations, provided that permission has been obtained for use of such equipment from the Secretary, or designate, at the time the Delegation contacts the Secretary to register for the meeting. Delegate presentations must be provided to the ~~Secretary's Department~~ no later than 1:00 p.m. on the Thursday preceding the meeting. Presentations will not be installed once the meeting has begun.
- (l) Members of the Commission shall only ask questions for clarification from delegates and

Commented [CM5]: Agenda management meetings with the Chair are held on the Tuesday before the meeting, so requests for delegations should be received on the Monday before to be discussed at the agenda management meeting.

- shall not engage in any debate with delegates.
- (m) Any person may speak on the matter at a meeting to which the public has been invited to make comment or has been given notice of the meeting under the *Planning Act* or any other Act. The delegate shall not speak for more than five (5) minutes, but may have an opportunity speak more than once on the item.
 - (n) Where there is no accompanying Staff report dealing with the specific subject of the Delegation, the Presiding Officer will make it clear to the group presenting that the Commission is receiving information at this time and that the Commission will not attempt to establish a position at this time on the subject matter of the Delegation, but the matter may be referred to Staff to report at a future meeting prior to taking a position.
 - (o) A Delegation appearing before the Commission shall not be placed on an Agenda to discuss the same matter within six (6) months of the last appearance by the same delegate, unless otherwise approved by the Chair ~~and/or Airport Manager~~.
 - (p) Refusal of a request to appear as a Delegation may be appealed to the Chair and by way of a resolution of the majority of the Commission the Delegation may be permitted to speak.
 - (q) The Commission may refuse to hear Delegations when in the opinion of the Commission, the subject of the presentation is beyond the jurisdiction of the Commission.
 - (r) The Commission may permit a Delegation not complying with the previous sections at the meeting if the Commission considers such Delegation to have an urgent or necessary matter to bring forward that cannot wait until a subsequent meeting. The Chair will announce the Delegation and matter for consideration and seek the consent of the majority of the Commission through a show of hands in order for the Delegation to proceed.

Behaviour

4.12 No delegate shall:

- (a) Speak disrespectfully of any person, Member or Staff;
- (b) Use offensive words or unparliamentary language;
- (c) Speak on any subject other than the subject for which he or she has received approval to address the Commission;
- (d) Disobey the rules of procedure or a decision of the Chair or the Commission; or
- (e) ~~Shall not p~~Proceed beyond the place allotted to them speaker's podium during a Commission meeting.

Curtailment of Time

- 4.13 The Chair may curtail any Delegation, any questions of a delegate or debate during a Delegation for disorder or any other breach of this By- Law. If the Chair rules that the Delegation is concluded, the person or persons appearing shall withdraw.

Expulsion

- 4.15 The Chair may cause to be expelled and exclude any member of the public who creates any disturbance or acts improperly, during a meeting of the Commission and If necessary the Chair may call upon the Secretary to seek the appropriate assistance from the local police service.

Communications to the Commission

- 4.16 Every letter, petition and other communication addressed to the Commission shall be received by the Secretary who shall deal with them as follows:
- (a) Resolutions from Municipalities shall be provided to the Commission as information items for consideration.
 - (b) Every communication or petition intended for inclusion on the Agenda for the Commission must be legibly written, typed or printed and signed by at least one (1) person. The Secretary shall list within the Agenda only those communications and petitions received prior to one o'clock in the afternoon (1:00 p.m.) on the ~~Thursday-Monday of the week~~ preceding the regular Commission meeting unless deemed to be of an urgent nature. All communications or petitions received after one o'clock in the afternoon (1:00 p.m.) on the ~~Thursday-Monday of the week~~ preceding the day of the Commission meetings shall be held over for subsequent consideration by the Commission or appropriate committee, board or commission.
 - (c) Correspondence unsigned or containing obscene or defamatory language or impertinent or improper matter shall not be presented to the Commission.

- (d) Every communication, written or otherwise, addressed to the Commission and included on an Agenda for consideration in open session of the Commission or Committee thereof shall be deemed to be a communication in the public domain.
- (e) Correspondence, including emails, intended for the Commission and/or a Committee of the Commission is generally received as public information subject to MFIPPA. The ~~Airport Manager and/or Secretary~~ shall be advised of any confidential items, the general nature of the confidential item and will determine if the item meets identified criteria for confidential correspondence and whether it will be included within the public Agenda, circulated under separate cover or included on the Closed Session Meeting Agenda.

Commented [CM6]: The Secretary will be in a better position than the Airport Manager to know the Municipal Act requirements about what can be considered in a closed session.

By-Laws

- 4.17** (a) Every By-Law, when introduced, shall be in typewritten form and complete, and shall contain no blanks except as may be required to conform to accepted procedure or to comply with provisions of any applicable legislation.
- (b) Every By-Law enacted by the Commission shall be numbered dated and signed by the Secretary and Chair and shall be filed and referenced by the Secretary.
- (c) Any proposed By-Law may be referred to a committee, staff or other officer for review and comment, including the Solicitor for the Commission.
- (d) All amendments to any By-Law approved by the Commission shall be deemed to be incorporated into the By-Law and if the By-Law is enacted and passed by the Commission, the amendments shall be inserted therein by the Secretary.

Confirmation By-Law

~~**4.19** There shall be enacted a resolution at the end of each Commission Meeting to confirm every decision of the Commission at the Meeting, except where the prior approval of another body or agency is required.~~

Commented [CM7]: There is no legal requirement for a confirming by-law and municipalities do not pass such a by-law.

Notice of Motion

- ~~**4.204.19**~~ (a) A Member may introduce a Notice of Motion at a meeting regarding a matter that would not otherwise be considered by the Commission at such meeting, by delivering a written copy of the Motion, signed by the mover and seconder, to the Secretary.
- (b) The Secretary shall note the Notice of Motion described in the preceding paragraph on the Commission Agenda for information only and it shall not be debated until the next regular meeting of the Commission.
- (c) The Motions received prior to 1:00 p.m. on the Thursday preceding the meeting shall be included on the next Commission Agenda for consideration and disposition.
- (d) A Notice of Motion shall not be considered or otherwise disposed of by the Commission unless the mover of the Motion is in attendance at the meeting.
- (e) A Notice of Motion can be considered in Closed Session if the subject matter meets the requirements of the Act and this Procedural By-Law.
- (f) A Notice of Motion which contains unparliamentary, deprecating, abusive or inappropriate language will not be placed on the Agenda.
- (g) Any motion may be introduced without notice if the Commission, without debate, dispenses with notice on the affirmative vote of at least a simple majority of the Members present and voting. The motion shall be submitted to the Secretary in writing over the signature of the mover and seconder and shall be complete and correct.

New Business Brought Forward

~~**4.214.20**~~ This section shall contain items which a Member or Staff may introduce, which were not circulated with the Agenda and which, due to their nature cannot be properly presented at a subsequent meeting of the Commission. Members may raise questions regarding matters that may be appropriate for staff comment in the form of immediate response or subsequent follow-up. This section shall also be used to report on recent conferences or meetings to be recorded in the minutes.

~~**4.224.21**~~ Items of a minor operational nature that should be attended to by staff should be directed to the Airport Manager on a regular basis, and not brought up at the Commission if not pertinent to the material advancement of the Saugeen Municipal Airport.

Adjournment

- 4.234.22** (a) No item of business shall be considered at a meeting of the Commission after 11:00 p.m. local time, unless a majority of the Members present pass a resolution to extend the hour.
- (b) Unfinished business shall be adjourned to the next Regular Meeting.

Minutes of Commission Meetings

- 4.24** The minutes of each Commission meeting shall record:
- (a) The place, date and time of the meeting.
 - (b) The name of the Chair and the attendance of the Members, and Staff.
 - (c) Each item considered by the Commission and the decision of the meeting without note or comment.
 - (d) The results of a recorded vote.
 - (e) The correction and adoption of the Minutes of prior meetings.
 - (f) It shall be the duty of the Secretary to ensure that the Minutes of each Regular and Special Commission Meeting are made available to each Member and senior Staff within a reasonable amount of time after the holding of such meeting.

Administrative Authority of the Secretary

- 4.25** The Secretary shall be authorized to make minor corrections to any resolution, Minutes or other Commission document to eliminate technical or typographical errors prior to the minutes being signed.

Approval

- 4.26** The Minutes of each Regular and Special Commission Meeting shall be presented to the Commission for adoption at the next Regular Meeting.

Section 5: Conduct of Meetings

- 5.1** The rules of procedure contained in this By-Law shall be observed in all proceedings of the Commission and shall be the rules for the order and dispatch of business for the Commission.

Duties of the Chair

- 5.2** The Chair of every Commission meeting shall be the Chair. In the absence or unavailability of the Chair, the Chair shall be the Vice Chair. In the absence or unavailability of the Chair or Vice Chair the Commission appointee shall be the Acting Chair.
- 5.3** As soon as there is a quorum after the time set for the meeting, the Chair shall call the Members to order.
- 5.4** The Chair shall:
- (a) Maintain order and preserve decorum of the meeting;
 - (b) Rule on all procedural matters, without debate or comment;
 - (c) Receive and submit to a vote all Motions presented by the Members that do not contravene the rules of procedure;
 - (d) Decline to put to a vote Motions which do not comply with the rules of procedure, or which are not within the jurisdiction of the Commission;
 - (e) Announce the results of the vote on any Motions presented for a vote;
 - (f) Expel or exclude from any meeting any person or Member whom the Chair feels has exhibited improper conduct at the meeting;
 - (g) Adjourn or suspend the meeting if he or she considers it necessary because of grave disorder; and
 - (h) Close the meeting when business is concluded or recess the meeting as may be required.
- 5.5** If a Member disagrees with the ruling of the Chair, he or she may appeal the ruling of the Chair immediately. The Chair, in response, shall call a vote on the question of sustaining the ruling of the Chair. The Chair may provide further explanation of the ruling prior to calling the vote.

- 5.6 The Chair shall vote on all Motions.
- 5.7 The Chair shall call a recess when required.
- 5.8 The Chair may answer questions and comment in a general way, but the Chair may leave the chair for the purpose of taking part in a debate or otherwise. The Chair may first appoint a member of the Commission, who has not spoken to the question, to take the chair until the Chair resumes the chair, after the question has been decided.
- 5.9 The Chair and Secretary shall authenticate by signature all By-Laws and Minutes of the Commission.
- 5.10 The Chair shall ensure that all decisions of the Commission are in conformity with the laws and By-laws governing the activities of the Commission.

Duty of Members

- 5.11 It shall be the duty of Members to:
- (a) Make every effort to attend all Commission meetings;
 - (b) Come prepared for meetings by having read all the material supplied, including meeting Agendas and Staff Reports to facilitate discussion and the determination of action at the meeting, in advance of the meeting;
 - (c) Speak only to the subject under debate;
 - (d) Vote on all Motions before the Commission unless prohibited from voting by law;
 - (e) Observe the Rules of Procedure at all meetings;
 - (f) Work through the Chair at all meetings;
 - (g) Support the Commission by accurately communicating the decision of the Commission even if he or she disagrees with the majority decision;
 - (h) Attend all meetings of Committees and local boards to which the Member has been appointed by the Commission; and
 - (i) Carry out the duties set out in the Act and all other applicable statutes.
- 5.12 Should any Commissioner be unable to perform any of their duties for an extended period of time, the Commissioner shall advise the Chair forthwith, and in the case of the Chair being unable to perform any of his/her duties for an extended period of time, the Chair shall advise the Commission.
- 5.13 Members shall abide by the Commission Code of Conduct in representing the Saugeen Municipal Airport.

Conduct of Members

- 5.14 No member shall:
- (a) Use offensive words, inappropriate actions or unparliamentary language in or against the Commission or against any Member of the Commission or any Staff member or any member of the public, or act against the Commission Code of Conduct.
 - (b) Speak disrespectfully of any member of the Royal Family, the Governor General, the Lieutenant Governor, the Head of Government of Canada and the Province of Ontario, the Commission, any municipality, any Member or any official or employee of the Saugeen Municipal Airport;
 - (c) Engage in private conversation while in the Commission meeting;
 - (d) Leave his or her seat or make any noise or disturbance while a vote is being taken and until the result of the vote is announced;
 - (e) Speak on any subject other than the subject under debate;
 - (f) Where a matter has been discussed in Closed Session, and where the matter remains confidential, disclose a confidential matter or the substance of deliberations at a Closed Session, except to the extent that the Commission has previously released or disclosed the matter in public;
 - (g) Criticize any decision of the Commission except for the purpose of moving that the question be reconsidered.
 - (h) Disobey the rules of the Commission or a decision of the Chair or of the Commission on

questions of order or practice or upon the interpretation of the rules of the Commission. In case a Member persists in any such disobedience, after having been called to order by the Chair, the Chair shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at that meeting or any subsequent meeting;

Use of Recording/Electronic Device

5.15 The use of cellular phones, pagers and other electronic devices, with the exception of laptops, tablets or computers, or assistive devices required by persons with disabilities or emergency response pagers, by members of staff during meetings is discouraged. With the exception of assistive devices required by persons with disabilities or emergency response pagers, electronic devices shall be turned off during the meeting or otherwise set so as not to emit any audible sound and their use shall be limited so as not to distract in any way from the business of the meeting. In the event that the Chair determines that the use of an electronic device does distract from the business of a meeting, he/she may direct the Member in question to turn off or cease the use of such electronic device.

5.16 In the case where any Member should breach such rules as outlined in the Procedural By-law, the Member may be ordered by the Chair, to refrain from any further comment. In the event such Member continues to commit a breach of protocol, he/she will be asked to leave their seat for that meeting. No Member shall be permitted to retake their seat at any meeting after being ordered by the Chair to vacate for committing a breach of any rule or order of the Commission, without making an apology and receiving the consent of the Commission, expressed by a majority of the Members present determined without debate. The Chair may direct the Secretary to seek the appropriate assistance from the local police service where required for infractions under this section.

Suspension of Procedural Requirements

5.17 Any procedure required in this By-Law may be suspended at any time with consent of a 2/3 majority of the member of the Commission present at a meeting.

Rules of Order

5.18 In all circumstances in the proceedings of the Commission or its Committees not provided for in this By-Law, resort shall be had to Robert's Rules of Order, 11th Edition, as a rule for guidance on the question, and in such cases, the decision of the Chair shall be final and binding without debate.

5.19 In the event of conflict between the provisions of this Procedural By-Law and relevant legislation, the provision of the legislation shall prevail.

Disclosures of Pecuniary Interest and Nature Thereof

5.20 Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest and general nature thereof, direct or indirect, in any matter and is present at a meeting at which the matter is the subject of consideration, the Member shall, in accordance with the Conflict of Interest Act:

- Prior to the meeting where the matter will be considered, or as soon as possible after the meeting, provide the Secretary with a written statement of the interest and its general nature.
- Prior to any consideration of the matter at the meeting, disclose the Member's interest and the general nature thereof; and
- Not take part in the discussion of, or vote on any question in respect of the matter; and
- Not attempt in any way whether before, during or after the meeting to influence the voting on the matter.

5.21 Where a meeting is not open to the public, in addition to complying with the requirement set out in 5.20 above, the Member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

5.22 Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the Member's interest and otherwise comply at the first meeting of the Commission, as the case may be, attended by the Member

after the particular meeting.

- 5.23 The Secretary shall record the particulars of any disclosure of pecuniary interest and general nature thereof made by a Member, and this record shall appear in the minutes of that meeting.
- 5.24 The Secretary shall establish and maintain a registry of each written statement declaring a conflict of interest and each declaration made pursuant to s. 5.20(b). The Secretary shall make the registry available for public viewing at the Airport Office during regular business hours.

Section 6: Rules of Debate

- 6.1 To address the Commission, a Member shall request to speak by raising their hand and when so recognized by the Chair shall speak.
- 6.2 When two or more Members indicate their desire to speak at the same time, the Chair shall designate the order of speakers.
- 6.3 When a Motion is presented, it shall be read by the Chair or the Secretary, before debating.
- 6.4 When a Member is speaking, no other Member shall interrupt the Member speaking except to raise a point of order, privilege or personal privilege.
- 6.5 Any Member may require a Motion or question under discussion to be read at any time during the debate but not so as to interrupt the Member speaking.
- 6.6 No Member shall speak for longer than five (5) minutes on a question without the Commission's permission.
- 6.7 No Member shall speak more than twice to the same question without the Chair's permission, except that a reply shall be permitted only from a Member who has presented the main Motion.
- 6.8 When a Member wishes to raise a point of order, point of privilege, or point of personal privilege, the Member shall ask leave of the Chair to raise the point. After leave is granted, the Member shall state the point to the Chair and then remain silent until the Chair has ruled upon the point.
- 6.9 Subject to being overruled by the Commission on a vote which shall be taken immediately and without debate, the Chair shall rule on the point.
- 6.10 Any Member may challenge the ruling of the Chair immediately following the ruling.
- 6.11 The Chair's ruling is final unless it is challenged.
- 6.12 The Commission's decision is final if the Chair is challenged.

Section 7: Motions

Must be Seconded

- 7.1 A Motion shall be moved and seconded before the Chair shall put the question and the Motion is recorded in the Minutes of the meeting.
- 7.2 A Friendly Amendment may be proposed by a member providing it is uncontroversial and does not change the proposed intent of the Motion and all members agree by a show of hands. A friendly amendment shall not be recorded in the minutes.

Mover and Seconder May Vote in Opposition

- 7.3 A Member may move a Motion in order to initiate discussion and debate and that Member may vote in opposition to the Motion. A seconder of a Motion may vote against the Motion.

Withdrawal of Motion

7.4 After a Motion is moved and seconded at a meeting, it may not be withdrawn without the consent of the mover and seconder.

Ultra Vires

7.5 A Motion in respect of a matter which is ultra vires of the jurisdiction of the Commission shall not be in order.

Section 8: Specific Motions**Motion to Adjourn**

8.1 A Motion to adjourn a meeting is not debatable and shall always be in order except when:

- (a) Another Member is in possession of the floor;
- (b) A vote has been called;
- (c) Members are voting; or
- (d) A Member has indicated to the Chair his or her desire to speak on the matter before the meeting.

8.2 A Motion to adjourn shall take precedence over any other Motion and shall be put immediately without debate.

Motion to Recess

8.3 A motion to recess when other business is before the meeting shall specify the length of time of the recess.

8.4 A motion to recess when other business is before the meeting shall not be debatable and shall only be amendable with respect to the length of the recess.

Motion to Table

8.5 A Motion to Table shall be debatable and not amendable, and may be reconsidered, and shall apply to the Motion and any amendments under debate when the Motion to Table is made.

8.6 If the Motion to Table carries, in the absence of any direction from the Commission, the matter may not be discussed until the Secretary or a Member through a Notice of Motion, brings it forward to a subsequent meeting.

Motion to Defer

8.7 A Motion to Defer or any amendment to it is debatable and shall include:

- (a) The time period within which consideration of the matter is to be deferred; and
- (b) Whatever explanation is necessary to demonstrate the purpose of the Motion to Defer.

Motion to Refer

8.8 A Motion to Refer or any amendment to it is debatable and shall include:

- (a) The name of the Committee or official to whom the Motion or amendment is to be referred; and
- (b) The terms upon which it is to be referred and the time or period, if any, on or within which the matter is to be returned.

Motion to Amend

8.9 A Motion to amend:

- (a) Shall be open to debate and shall be relevant to the main Motion; and
- (b) Shall not propose a direct negative to the main Motion.
- (c) Only one Motion to amend to Motion shall be on the floor at any one time.

8.10 After the Motion to amend has been voted on, the main Motion (as amended) shall, if no other amendment is proposed, be put to a vote.

Motion to Reconsider

8.11 **Reconsideration of a Matter**

After the Commission determines the final outcome of a matter, such matter shall not be reconsidered within six (6) months unless there is a Motion, which has been seconded, to reconsider the matter and it carries by a majority vote of the Members present.

8.12 Amend Something Previously Adopted or Rescind

A motion to reconsider any matter already disposed of by the current Commission at a previous meeting shall require a two-thirds (2/3) vote at a future meeting.

8.13 Member - on prevailing side - moves to reconsider

A motion to reconsider can be made only by a Member who voted with the prevailing side or a Member who did not vote.

8.14 Motion to reconsider adopted

If a motion to reconsider has been adopted, it temporarily nullifies the previous decision and places the meeting back at the point prior to taking the vote on the original motion.

8.15 Adoption of motion - for reconsideration

If a motion to reconsider has been adopted at a meeting, then consideration of the original matter shall become the next order of business.

8.16 Motion to reconsider - becomes main motion

The main motion originally voted on is once again pending; procedurally, it is considered a newly made main motion.

8.17 No discussion - unless reconsideration adopted

There shall be no discussion on the main question permitted until the motion for reconsideration is adopted.

Section 9: Voting

Order of Votes

9.1 Motions relating to an item under consideration shall be voted on in the following order:

- (a) Motion to waive or suspend the rules of procedure;
- (b) Motion to adjourn;
- (c) Motion to receive an item;
- (d) Motion to table an item;
- (e) Motion to defer;
- (f) Motion to refer;
- (g) Motion to amend; and
- (h) Main Motion.

Members Must Vote

9.2 Every Member present at a meeting where a question is put shall vote on the question, unless the Member has a pecuniary interest, direct or indirect, in which case the Secretary shall so record. The Chair may not move or second any Motion. The Chair shall vote on a Motion but shall not have a second or casting vote in the event of an equality of votes on any Motion.

Actions During Votes

9.3 When the Chair calls for the vote on a question:

- (a) Each Member shall occupy his or her seat and shall remain in place until the result of the vote has been declared by the Chair; and
- (b) During this time no Member shall walk across the room or make any other Motion or speak to the question or any other Member or make any noise or disturbance.

Split Votes

9.4 Upon the request of any Member, and when the Chair is satisfied that a matter under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.

- 9.5 A vote on the main Motion, as amended, may be split for the purpose of complying with the Conflict of Interest Act.

Failure to Vote Deemed Negative

- 9.6 If any Member present does not vote at a meeting of the Commission where a question is put and a recorded vote is taken, he or she shall be deemed to vote in the negative except where the Member is prohibited from voting by statute.

Majority Vote

- 9.7 All decisions of the meeting shall require a majority vote except as otherwise set out in this By-Law or legislation.

Tie Vote

- 9.8 Any Motion that receives a tie vote shall be deemed to have been decided in the negative.

Method of Voting

- 9.9 A Member shall vote by raising a hand or otherwise indicating the Member's vote, except where a recorded vote is requested. The Chair shall announce the result of all votes taken.

Recorded Vote

- 9.10 A request by a Member for a recorded vote shall be made prior to the commencement of the vote being taken or immediately thereafter.
- 9.11 Where a vote is to be taken for any purpose, a Member may request that the vote be recorded immediately before or after the taking of the vote, but prior to any consideration of another matter of the Commission, and each Member present, except a Member who is disqualified from voting by statute, shall announce their vote openly and any failure to vote by a Member who is not disqualified, shall be deemed to be a negative vote. Members shall vote at the call of the Secretary by surname, in random order. The Chair shall always vote last. The Secretary shall record each member's vote as having voted "YES" or "NO" and each member's surname shall be recorded in the minutes.
- 9.12 The Secretary shall announce the results of the recorded vote.

Section 10: General Committees

- 10.1 The Commission may create Committees. Each Committee shall be given a clear mandate and well defined Terms of Reference, approved by the Commission, which will include among other things, the composition, reporting relationship and resources available to the committee.
- 10.2 All Committees created by the Commission shall conduct their meetings in accordance with the procedures set forth herein, unless a separate Rules of Procedure has been established.
- 10.3 It shall be the responsibility of all Committees of the Commission:
- (a) To take into consideration during deliberations and any resulting recommendations the Commission's policies and budget;
 - (b) To consider and report on all matters referred to it by the Commission;
 - (c) To provide a forum for public input;
 - (d) To promote accountability.
- 10.4 At the start of a new term of the Commission, the Chair in consultation with the Airport Manager and/or Secretary shall determine the interest of members by contacting the Secretary of each Committee and/or seeking expressions of interest.
- 10.5 All individuals appointed to any Committee by resolution shall be governed by and abide by the Commission Code of Conduct and the Conflict of Interest Act.

Section 11: Ad-Hoc Committees

- 11.1 Ad-Hoc Committees may be established by the Commission to consider a specific matter of municipal concern.
- 11.2 A Commission Member may be appointed to Ad-Hoc Committees as required.
- 11.3 When an Ad-Hoc Committee is established by the Commission, the members need not be members of the Commission and shall be confirmed by resolution or By-Law of the Commission prior to final approval.
- 11.4 A Chair, Vice Chair and Recording Secretary shall be appointed from amongst the Committee members.
- 11.5 Reports of the Committee meeting shall be circulated to the Commission on an ongoing basis, and once this task has been completed they will present a final report to the Commission.
- 11.6 When an Ad-Hoc Committee has made final report and completed its work, the Committee shall be deemed to be dissolved unless otherwise determined by the Commission.

Duties of the Ad-Hoc Committee Chair

- 11.7 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meetings; subject to an appeal by any Member to the Committee or the Commission of any ruling of the Chair.
- 11.8 If the Chair desires to leave the Chair for the purpose of taking part in the debate or otherwise, they shall call on the Vice Chair, or in the absence of the Vice Chair on another Member, to fill their place until resuming the Chair.
- 11.9 When two or more Members wish to speak, the Chair shall name the Member who, in their opinion, should speak first.

Section 12: Appointments of Members to Committees and Local Boards

- 12.1 The Commission may from time to time, appoint certain Commission Members, ratepayers, Staff or professionals etc. to serve on Committees to deal with the specific issues, and report to the Commission.
- 12.2 The Commission Member appointed as a liaison, or voting member for Committee is required to attend meetings, take part in Committee and sub-committee meetings, and report to the Commission.
- 12.3 At the start of every new Term of the Commission, The Chair in consultation with elected Commission Members, shall determine and appoint individual Commission Members to sit on various Committees as appropriate. The appointments shall be endorsed by resolution.
- 12.4 A By-Law establishing all Committees and outlining the duties, responsibilities and mandates of the Committee shall be passed by the Commission.
- 12.5 Each Committee shall consist of not less than three (3) Members, except where otherwise provided in the Committee Terms of Reference.
- 12.6 The Chair or designate shall be an ex-officio member of every Committee, in addition to the appointed Members. However, the Chair or designate does not count for quorum (is not counted in determining the number required for quorum or whether a quorum is present at the meeting).
- 12.7 In the event of a Commission vacancy occurring in the office of the Member of the Committee during the term of the Commission, the Commission shall appoint a substitute member to

the Committee for the remainder of the term.

- 12.8** The Chairperson and Members of each Committee shall hold office until their successors are appointed.
- 12.9** It shall be the responsibility of the Staff person appointed to each Committee
- (a) To advertise any vacant at large positions for a minimum of one (1) week in the local newspapers and on the Commission's website. All names received will be presented to the Commission for consideration unless otherwise specified in the Terms of Reference passed by resolution for the Committee.
 - (b) To advise by correspondence associations or organizations to submit not more than two (2) representative names for the Commission's consideration. It is at the Commission's discretion to accept or reject any recommendation.
- 12.10** Citizen appointments to Committees of the Commission shall be selected by the Commission and all appointments to Committees for at large positions, association or organizational representatives shall be enacted by resolution unless otherwise stated in the Terms of Reference for the Committee
- 12.11** A quorum in any Committee is the majority of the voting members of the Committee.
- 12.12** A Committee of the Commission shall meet at the summons of its chairperson, or at such predetermined time as determined by the accepted practice of that Committee.
- 12.13** The chairperson of the Committee may, at their discretion, refer a matter of urgent nature to the Commission which due to the time element cannot be properly presented to the next regular meeting of a Committee.
- 12.14** The Committee chairperson shall be entitled to vote at meetings as a member of such Committee but shall not have a second or casting vote in the event of an equality of votes on any question.
- 12.15** The Committee chairperson or in their absence, the vice-chairperson, shall act as spokesperson for the Committee at Commission and other appropriate meetings.
- 12.16** The Secretary duties may be assigned to another Staff member or a member of the Committee as outlined in the Terms of Reference.
- 12.17** Members of the Commission may attend meetings of any Committee of which they are not a member but shall not have the privilege of voting or addressing the Committee, without the consent of the Committee members.
- 12.18** All Committees, recognized as a Committee of the Commission shall conduct their meetings in accordance with the adopted Terms of Reference and this Procedural By-Law.
- 12.19** A Committee or Committee member, which refuses or neglects to give due consideration to any matter assigned to it or before it, may by resolution of the Commission be discharged of such responsibilities.
- 12.20** All Committees are subject to the control and direction of the Commission, and all Corporate Policies conditional on compliance with the provisions of other statutes or regulations of the Province of Ontario or the Dominion of Canada.
- 12.21** A copy of all typewritten approved minutes of each Committee will be presented to the Commission at the Commission meeting following the Committee meeting.

Section 13: Appointments of Members to External Committees, Boards, and Authorities

- 13.1** the Commission may from time to time, appoint certain Commission Members, ratepayers, Staff or professionals etc. to serve on an External Committee/Board/Authority to deal with

the specific issues, and report to the Commission. In the event of a Commission vacancy occurring in the office of the Member of the External Committee/Board/Authority during the term of the Commission, the Commission shall appoint a substitute member to the External Committee/Board/Authority for the remainder of the term.

- 13.2** The Chairperson and Members of each Committee/Board/Authority shall hold office until their successors are appointed.
- 13.3** Citizen appointments to Committee/Board/Authority shall be selected by the Commission and all appointments to Committee/Board/Authority for at large positions, association or organizational representatives shall be enacted by resolution unless otherwise stated in the Terms of Reference for the Committee/Board/Authority.
- 13.4** A Committee/Board/Authority shall meet at the summons of its chairperson, or at such predetermined time as determined by the accepted practice of that Committee/Board/Authority.
- 13.5** A copy of all typewritten minutes of each Committee/Board/Authority received will be presented to the Commission on the Commission Agenda.

Section 14: Video Equipment and Recording Devices

- 14.1** The use of cameras, electric lighting equipment, television cameras and any other device of mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by accredited and other representatives of any news media is permitted with advance notice and approval from the Secretary, Chair of the Commission or Chair of the Committee as the case may be.
- 14.2** Should the recording interfere with the proceedings of the Commission meeting, the recording privileges may be withdrawn. The ruling of the Chair shall be final unless appealed to the Commission which shall decide upon the question without debate.
- 14.3** At meetings of the Commission, the use of camera, electric lighting equipment, flash bulbs Recording/Electronic Devices and any other device of a mechanical, electronic or similar nature used for transcribing or recording the proceeding by auditory or visual means by any person other than approved media or the recording secretary of the meeting, including but not limited to members of the public is prohibited unless authorized in advance by the Secretary or the Chair of the Commission.
- 14.4** When exercising the discretion to authorize the use of equipment such as described above, regard shall be had as to whether the use will be a distraction to the meeting whether the use is required for an accessibility reason and also as to whether there is a recording secretary present with the capability of providing a complete record of the meeting.

Section 15: Review of the Commission Code of Conduct

- 15.1** Members of the Commission shall review the Commission Code of Conduct within the first six (6) months of the first year of each term of the Commission.
- 15.2** the Commission shall at all times abide by and govern themselves in accordance with the Commission Code of Conduct.

Section 16: Gender and Number

- 16.1 Reference to Gender and Number**
In this By-Law, words importing the singular number include the plural and vice versa and words

importing the masculine gender include the feminine and neuter genders.

Section 17: Severability

17.1 Each and every one of the provisions of this By-Law is severable and if any provisions of this By-Law should, for any reason, be declared invalid by any Court, it is the intention and desire of the Commission that each and every one of the then remaining provisions hereof shall remain in full force and effect.

Section 18: Conflict

18.1 If there is any conflict between this By-Law and any statute, the provisions of the statute shall prevail.

Section 19: Effective Date

19.1 This By-Law shall come into full force and effect upon its final passage.

Section 20: Repeal

20.1 By-Law 2018-004 passed by the Saugeen Municipal Airport Commission on the 8th day of January, 2018 and all adhering amendments made thereto, be and the same are hereby repealed.

Section 21: Amendment - Procedure

21.1 Notice - Required

No amendment or repeal of this By-Law or any part thereof shall be considered at any meeting of the Commission, unless notice of proposed amendment or repeal has been given at a previous regular meeting of the Commission, and the waiving of this notice by the Commission is prohibited.

Section 22: Title

22.1 This By-Law may be cited as the "Saugeen Municipal Airport Procedural By-Law".

Read, Enacted, Signed and Sealed this 15th day of December 2021.

Dan Gieruszak, Chair

Catherine McKay, Secretary



SAUGEEN
MUNICIPAL AIRPORT

**Saugeen Municipal Airport Commission
Request for Delegation Form**

Schedule "A" to By-law 2021 - 01 As Amended

Attention: Airport Manager
34 Saugeen Airport Road, Walkerton, Ontario N0G 2V0
Phone: 519-364-3220
Email: mgr@saugeenmunicipalairport.com

Requested Meeting Date: _____

Name of Individual(s) Presenting to the Commission: _____

Position/Title: _____

Name of Organization or Person Being Represented: _____

Phone: _____ **Email:** _____

Subject Matter to be Discussed: _____

Note: The Commission may request more information before scheduling a Delegation.

Action Requested: _____

Background and Presentation Materials

- Please provide the Airport Manager’s Office with a copy of all background material and/or presentations **before noon on the ~~Thursday~~ Monday of the week prior to the Commission Meeting**, for inclusion in the Commission Package.
- Please provide any Power Point presentations in .PPT format for presentation during the meeting.

Meeting Details

Meeting Time: ~~7:00 p.m.~~

Meeting Location: ~~Commission meetings are held in the~~ Boardroom, Saugeen Municipal Airport or via Zoom. Please consult the Commission’s web site at saugeenmunicipalairport.com to confirm the date and time of the meeting.

Note: The Airport Manager or the Commission Secretary will confirm your placement on a Commission Agenda once all information and materials are received and the Commission has agreed to your request for delegation.

Personal information on this form is collected under authority of the Municipal Act, SO 2001, c.25 and will be used in the preparation of the applicable Commission agenda.