



City of
Peterborough

To: **Members of General Committee**

From: **John Kennedy, City Clerk**

Meeting Date: **January 18, 2021**

Subject: **Report CLSCLK21-002**
Terms of Reference for Proposed Airport Strategic Initiatives Committee

Purpose

A report to seek approval of the Terms of Reference for the proposed Airport Strategic Initiatives Committee.

Recommendation

That Council approve the recommendation outlined in Report CLSCLK21-002 dated January 18, 2021, of the City Clerk, as follows:

That the proposed Terms of Reference for an Airport Strategic Initiatives Committee, as set out in Appendix A, be approved.

Budget and Financial Implications

There are no budget or financial implications associated with the recommendations in this report.

Background

Council at its meeting of July 27, 2020 passed a motion that included recommendation b) as follows:

Whereas the Peterborough Municipal Airport is of significant importance to economic growth and job creation for the City and County of Peterborough and we must ensure that this asset is efficiently, effectively and safely operated in a manner to optimize opportunity for the citizens and visitors of our area. The success of our airport has resulted in increased activity which requires appropriate oversight and governance in order to maintain an excellent facility.

Be it resolved:

b) That staff provide a report on a terms of reference for an advisory committee for the airport by January 2021. This board shall provide oversight and direction to the Peterborough Airport management and include 2 members of Council and 5 members from the community with expertise in finance, law, tourism, marketing and economic development.

This report is in response to the above-mentioned resolution of Council and provides a proposed Terms of Reference (TOR) for this committee. Staff from the CAO's Office, Infrastructure and Planning Services, the Airport, Legal Services and the Clerks Office, in consultation with the Mayor's Office created the draft TOR, as attached in Appendix A of this report.

The purpose of the new Airport Strategic Initiatives Committee (ASIC) is to provide advice to staff and Council on Airport strategic initiatives. It is proposed that the committee be comprised of seven voting members. The Mayor or a Deputy Mayor would hold a seat for the term of Council. Up to two members of Council would be appointed to one-year term(s) (for 2021 the appointment would commence in the second quarter). The remaining four public positions would consist of one member who is connected to the aerospace industry and three community members of the City of Peterborough. When choosing the community members of the City of Peterborough, preference shall be given to applicants with proven track record in, or knowledge of, the aviation and aerospace industry, finance, legal, business, noise management and economic development. These public positions would have staggered terms to assist the committee in retaining continuity of information. ASIC members would serve without remuneration.

It is proposed that staff from Infrastructure and Planning Services (IPS), the Airport Administrator and/or a representative, Legal Services, the Airport Management Firm – Loomex and Peterborough & the Kawarthas Economic Development would provide support to ASIC on an as-needed basis.

It is anticipated that ASIC would meeting quarterly or on an as-needed basis. In consultation with the Mayor's Office the day and time of the meetings will be determined and made public prior to seeking applications from the public for membership on the committee. Meetings would be open to the public, meaning members of the public could attend the meeting to observe the proceedings. ASIC, however, does not meet the threshold for the definition of a "committee" or "meeting" as identified by the **Municipal Act, 2001**. Therefore, the typical notice provisions required for a meeting of Council do not apply to ASIC. Information related to the committee, such as meeting dates/times, agenda topics and minutes will be posted to the Airport web page. Support for the committee will be provided by IPS staff not the Clerks Office.

This report is presented to Committee in conjunction with Mayor Therrien's report COU21-001, Council Appointments to Airport Strategic Initiatives Committee, which recommends the appointment of members of Council to the Committee.

Next Steps

If Committee approves the TOR a by-law will be added to the January 25, 2021 Council agenda for final approval. Once the TOR has been adopted by Council, staff from the Clerk's Office will begin the process to advertise for community members. The Citizen Appointment Selection Committee would review applications from interested citizens and make their recommendations to Council. Upon Council's approval of ASIC's membership a committee meeting could be convened. It is anticipated that meetings could commence in the second quarter of 2021.

Submitted by,

John Kennedy
City Clerk

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Attachment:
Appendix A – Draft Terms of Reference – Airport Strategic Initiatives Committee

Appendix A

Draft Terms of Reference – Airport Strategic Initiatives Committee