

TOWN OF CARLYLE

BYLAW NO. 2713

A Bylaw authorizing the creation of the Town of Carlyle Airport Commission

The Council of the Town of Carlyle enacts as follows:

1. The Town of Carlyle Airport Commission is hereby created and established.
2. The objectives of the Town of Carlyle Airport Commission shall be:
 - a) to recommend to the Council maintenance and operational procedures for the Carlyle Regional Airport, together with such hangars and other buildings and facilities as are necessary or desirable for the efficient use and operation thereof;
 - b) to make recommendations to Council for the general maintenance, management, and conduct of the Carlyle Regional Airport, buildings and facilities so long as those recommendations are not contrary to any such Act of Parliament or regulations made thereunder;
 - c) to promote the development of aviation facilities and services at the Carlyle Regional Airport site as a means of encouraging economic growth in the community and enhancing the health and safety of the residents.
3. The Town of Carlyle Airport Commission shall consist of ten members. The Council of the Town of Carlyle shall appoint three council members. The R.M. of Moose Mountain #63 shall appoint three council members. The Carlyle Area Flying Club shall appoint three members. There will be one member at large.
4. Members of the Town of Carlyle Airport Commission shall serve terms of two years, expiring on the first Tuesday in November of each year, except that the first appointments shall be for varying terms of two and three years, so that the terms of not more than four members shall expire in one year. If any Council member appointed by Council is not re-elected, a new member of Council will be appointed for the remainder of that term.
5. Any member of the Town of Carlyle Airport Commission may have his appointment revoked by the organization that appointed him in the event of the unexcused absence from three consecutive meetings of the Commission or for any other reason deemed valid in its absolute discretion.
6. Before the last day in November in each year, the Commission shall meet and be organized for the coming year by appointing from among its members a vice chairperson and a secretary. The Chairperson will be appointed by the Mayor of the Town of Carlyle.
7. Members of the Commission shall serve without remuneration.
8. Members of the Commission shall be entitled to reimbursement of actual reasonable travel and living expenses incurred while attending to duly authorized business of the Commission.
9. The Commission may appoint committees to carry out projects or functions authorized by the Commission. Said committees may be composed of members and/or non-members of the Commission.
10. The Commission shall appoint a suitably skilled individual to act as treasurer and carry out the duties of the position as set out herein. The Commission may establish an honorarium for the treasurer.
11. The Commission shall meet not fewer than four times per year.
12. A Meeting of the Commission may be called at any time by the chairperson, and must be called by the chairperson if the chairperson receives a written request from at least three members stating the purpose.
13. Members of the Commission shall be given oral, written, or electronic notice of the meeting at least 24 hours prior to the scheduled time of the meeting.
14. The quorum for meetings of the Commission shall be five members.
15. The chairperson shall preside over all meetings of the Commission. In the absence of the chairperson, the vice-chairperson shall act in that capacity.

16. The Commission may only act by resolution.
17. The chairperson shall have the privilege of voting on all motions before the Commission.
18. In the event of an equality of votes for and against a motion, the motion shall be defeated.
19. The secretary appointed by the Commission shall cause minutes of every meeting thereof to be made and kept. A copy of the minutes of each meeting of the Commission shall forthwith be provided to the council of each participating municipality.
20. The conduct of the members of the Commission shall be guided by sections 141 to 146 of *The Municipalities Act*.
21. The Commission shall make recommendations to Council for the maintenance of the airport and related facilities that promote safe and efficient operations.
22. The Commission shall ensure that the airport facilities are kept in a neat, tidy, and attractive condition.
23. The Council of the Town of Carlyle delegates the Commission to lease hangar sites to individuals and corporations in accordance with the approved lease contract form at rates as established from time to time by the Town of Carlyle.
24. The Commission shall be responsible for notifying the Town of hangar building standard infractions as established from time to time by the Council of the Town of Carlyle.
25. This bylaw establishing the Town of Carlyle Airport Commission may be amended from time to time to provide for the participation of surrounding municipalities.
26. This bylaw shall come into force and take effect on the day of its final passing.

Mayor

S E A L

Administrator