

TOWN OF LA RONGE  
Airport Committee Bylaw 696, 2024

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*A Bylaw establishing the La Ronge Airport Committee, and to set forth the duties and responsibilities thereof.*

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The Council of the Town of La Ronge, in the Province of Saskatchewan hereby enact as follows:

## **PART 1 TITLE**

1.1. This bylaw may be cited as “Airport Committee Bylaw 696, 2024.”

## **PART 2 INTERPRETATION**

### **2.1. General**

- 2.1.1. The headings used in this bylaw are for convenience only and do not form part of this bylaw and are not to be used in the interpretation of this bylaw.
- 2.1.2. Any enactment referred to herein is a reference to an enactment of the Province of Saskatchewan and regulations thereto, as amended, revised, consolidated, or replaced from time to time, and any bylaw referred to herein is a reference to a bylaw of the Town, as amended, revised, consolidated, or replaced from time to time.
- 2.1.3. Unless otherwise defined in this bylaw, terms herein shall have the meanings as set out in the *Act*.
- 2.1.4. Every provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.
- 2.1.5. Nothing in this bylaw relieves a Person from complying with any federal, provincial, or Municipal law or regulation, order, or other lawful direction.

### **2.2. Purpose and Scope**

2.2.1. The provisions of this bylaw govern the Airport Committee.

### **2.3. Definitions**

2.3.1. In this bylaw:

“**Act**” means the *Northern Municipalities Act 2010* of the Province of Saskatchewan.

“**CAO**” or “**Chief Administrative Officer**” means the person appointed by Council as the CAO for the Town, or their lawful deputy, including any person appointed as Acting Chief Administrative Officer by Council or CAO.

“**Committee**” means the La Ronge Airport Committee.

“**Council**” means the duly elected Council members of the Town of La Ronge

“**Manager**” means the Airport Manager as designated by the CAO.

“**Town**”, “**Municipality**”, or “**Municipal**” means the Town of La Ronge.

## **PART 3 ESTABLISHMENT**

3.1. The Committee is hereby established and constituted to exercise the duties, powers, and functions as prescribed by this bylaw.

## **PART 4 MEMBERSHIP**

- 4.1 The Committee shall consist of 9 voting members, all of which shall be appointed by Council. These members will be comprised of 1 member of Council (and any assigned alternate) and 8 members-at-large consisting of the following representation:
- 1 representative from Saskatchewan Public Safety Agency;
  - 1 representative from an ATB tenant airline;
  - 1 representative from Nav Canada;
  - 1 representative from the Chamber of Commerce;
  - 4 representatives that are private users, lease holders, and/or Town residents.
- 4.2 The CAO and Manager shall serve an advisory and administrative support role to the Committee.
- 4.3 Each member of the Committee shall hold office for a term. The inaugural term of office shall be from January 1, 2024 to December 31, 2024. Subsequent terms of office shall be for a 2 year period commencing on January 1<sup>st</sup> of the applicable year. Where a member appointment has been made to fill a vacancy for the balance of a term, the term will commence immediately upon member appointment.
- 4.4 Any member of the Committee may resign at any time by forwarding written notice to that effect to the Chairperson and/or Manager.
- 4.5 A member ceases to be a member of the Committee when:
1. They fail to attend three (3) consecutive regular meetings of the Committee, unless such absence is authorized by resolution of the Committee;
  2. They are hired as an employee of the Town;
  3. Removed from the Committee by resolution of Council;
  4. In the case of the member of Council, they cease to be a member of Council.
- 4.6 The Town will advertise any current and impending vacancies of the Committee, and applicants shall be forwarded to Council for appointment. Outgoing Committee Members are entitled to reapply.
- 4.7 All members-at-large of the Committee shall hold their positions on the Committee, and attend Committee meetings, without remuneration.

## **PART 5 OFFICES**

- 5.1. The appointed Council representative shall serve as Chairperson of the Committee.
- 5.2. The Chairperson shall preside at all meetings of the Committee when present, and shall be responsible for supervising the conduct of the Committee members in the performance of their duties. In addition, the Chairperson is the spokesperson for the Committee, especially on matters that come before Council or matters that are contentious in nature.
- 5.3. If the Chairperson is unavailable to preside at a meeting, the CAO or Manager may act as Chairperson.

## **PART 6 DUTIES AND AUTHORITIES**

- 6.1. The mandate of the Committee is to oversee the operation of, and advise Council on the capital and long term development related to, all Airport services, facilities, and amenities.
- 6.2. Unless authorized by Council herein, or explicitly, the Committee or any member thereof shall not have the power to pledge the credit of the Municipality, authorize expenditures, or expend public monies.
- 6.3. The duties of the Committee shall be as follows:

1. **Annual Budget** – In accordance with the Town’s budget development process and approval timelines, recommend to Council an Airport annual operating and capital budget that incorporates Airport services, service levels, and priorities. If and when they occur, the Committee may recommend to Council any Airport expenditure above and beyond the scope of the approved Airport budgets.
  2. **Finances** – Review Airport quarterly variance reports and work with the Manager to ensure the Airport budget is adhered to.
  3. **Planning** – Establish priorities, objectives, and plans for the provision and future development of Airport facilities and services. Such planning shall take into consideration Municipal and Provincial strategic plans in areas related to the Airport. Further, the Committee may assist in the planning and implementation of Airport events.
  4. **Rules and Policies** – Establish and approve rules and policies governing Airport operations and services, except where such rules and policies conflict with those of the Town.
  5. **Contracts, Leases, and Agreements** – Review and make recommendations to Council regarding all contracts, leases, and agreements, all of which require Council approval.
  6. **Reporting** – The Committee shall provide reports and recommendations to Council on relevant issues upon Council request. The Committee shall provide reports and recommendations to Council on matters such as strategic plans and substantive changes to Airport service levels.
  7. **Evaluation** – Evaluate the performance of Airport plans, budgets, services, and initiatives.
- 6.4. In carrying out Committee responsibilities and functions, Committee members shall:
1. Unless specifically provided for herein, comply with the Council Procedure Bylaw.
  2. Comply with Town/Council bylaws and policies, as well as Airport specific policies and procedures.
  3. Comply with the Act and other applicable legislation.
  4. Build and maintain a positive working relationship with the Manager, staff, Council, and the community.

## **PART 7 MEETINGS AND VOTING**

- 7.1. Regular Committee meetings shall be held quarterly unless otherwise decided by resolution of the Committee, provided that a minimum of 3 regular meetings are held each year. Meetings shall take place at a time and place so designated by the Committee.
- 7.2. A quorum of the Committee shall be the majority of members appointed to the Committee at any time, provided that a minimum of 3 Committee members are present. A meeting shall not be cancelled due to a lack of quorum until 15 minutes after the scheduled time of the meeting has elapsed.
- 7.3. A simple majority vote of present Committee members shall determine the outcome of motions. In the event of a tie vote, the motion shall be defeated.
- 7.4. Except where specifically provided herein, all other Committee procedures and rules of order shall be the same as those in the Council Procedure Bylaw.

## **PART 8 EFFECTIVE DATE**

- 8.1. This bylaw shall come into full force and effect upon final passage of Council.
- 8.2. Bylaw 401/00 and 506/10 are hereby repealed.

Read a first time this 23<sup>rd</sup> day of January, 2024.

Read a second time this 23<sup>rd</sup> day of January, 2024.

Read a third and final time this 23<sup>rd</sup> day of January, 2024.



*Jose Hordycki*  
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Mayor

*[Signature]*  
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CAO