

**Town of Oxbow**  
**Bylaw # 1104**

**A Bylaw to Establish the Oxbow Airport Authority.**

The Council of the Town of Oxbow hereby enacts as follows:

1. The **Oxbow Airport Authority** is hereby established.
2. **Purpose**
  - a. To develop and recommend to Councils maintenance and operational guidelines and schedules for the Oxbow Airport, together with such hangars and other buildings and facilities, as are necessary or desirable for the efficient use and operation thereof.
  - b. To ensure the general maintenance, management, and conduct of the Oxbow Airport so long as those recommendations are not contrary to any governing body.
  - c. To promote the development of aviation facilities and services at the Oxbow Airport site as a means of encouraging economic growth and enhancing the health and safety of the residents.

**3. Powers and Responsibilities**

The Council of the Town of Oxbow grants the Oxbow Airport Authority the powers to:

- a. lease hangar sites to individuals and corporations in accordance with the approved lease contract and rates as set by the Authority.
- b. collect and manage all lease fees for maintenance and development of the Oxbow Airport.
- c. undertake or contract all building and maintenance responsibilities for the Airport and related facilities, that promotes safe and efficient operations, and ensure that hangars are used only for airplane storage.
- d. appoint committees to carry out projects or functions authorized by the Authority. Said committees may be composed of members and/or non-members of the Authority.

**The Oxbow Airport Authority shall:**

- a. ensure that the airport facilities are kept in a neat, tidy and attractive condition.
- b. ensure that all buildings are compliant with provincial building codes, and are in receipt of a building permit prior to any new construction or renovation.
- c. ensure that all general maintenance, management and conduct at the Oxbow Airport is in compliance with all relevant Laws, Acts, Codes, and Bylaws.

**4. Structure**

- a. The Oxbow Airport Authority shall consist of seven members. The Council of the Town of Oxbow will appoint one council member. The Council of the RM of Enniskillen No. 3 will appoint one council member. Four members will be appointed from the current hangar leaseholders of the Oxbow Airport plus one member at large.
- b. Members of the Airport Authority will serve terms of two years, expiring on December 31<sup>st</sup> 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 the term.

- c. Any member of the Oxbow Airport Authority may have his appointment revoked by the organization that appointed him in the event of the unexcused absence from three consecutive meetings of the Authority or for any other reason deemed valid in its discretion.
- d. Members of the Authority will serve without remuneration.
- e. Members of the Authority shall be entitled to reimbursement of actual reasonable travel and living expenses incurred while attending to duly authorized business of the Authority. These will be reimbursed from the operating accounts of the Oxbow Airport Authority.
- f. At its first meeting in January, the Authority will appoint from its members a Chairperson, a Vice Chairperson, a Secretary and a Treasurer.
  - i. The signing authority will be any two of the Chairperson, Vice Chairperson and Treasurer.
  - ii. The Secretary will ensure minutes of every meeting will be made and kept. A copy of the minutes of each meeting of the Authority shall forthwith be provided to the Council of each participating municipality.
  - iii. The Treasurer will ensure a financial statement is produced annually and shall forthwith be provided to the Council of each participating municipality. The financial year of the Authority will be the same as the participating municipalities, ending December 31.

## **5. Meetings and Procedures**

- a. The Oxbow Airport Authority shall meet a minimum of twice annually, with one meeting held before the end of January. This meeting shall be considered the "Annual Meeting".
- b. A meeting of the Authority may be called at any time by the Chairperson, and must be called by the Chairperson if he/she receives a written request from at least three members stating the purpose.
- c. Members of the Authority shall be given oral, written or electronic notice of the meeting at least 24 hours prior to the schedule time of the meeting.
- d. The quorum for meetings shall be four members.
- e. The Chairperson shall preside over the meetings of the Authority. In the absence of the Chairperson, the Vice Chairperson shall act in that capacity.
- f. The Authority may only act by resolution.
- g. The Chairperson shall have the privilege of voting on all motions before the Authority.
- h. In the event of equal votes for and against a motion, the motion shall be defeated.

## **6. Oversight**

- a. Nothing set out herein shall prevent the Council of the Town of Oxbow the right of jurisdiction and oversight.

- 7. This bylaw shall come into force and take effect when adopted by Council.

1<sup>st</sup> Reading: July 10, 2017

2<sup>nd</sup> Reading: July 10, 2017

3<sup>rd</sup> Reading: July 10, 2017

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER