

Airport Sub-Committee

Terms of Reference

1. PURPOSE

To focus resources on the airport as a key economic node to future prosperity for the City of Hamilton; to pursue initiatives at the airport ensuring city-wide benefits; and to pursue strategic infrastructure investment attracting new non-residential business, for the Planning and Economic Development Committee's and Council's approval.

2. MANDATE

The mandate of the Sub-Committee shall be to:

- a) Provide overall guidance and direction to Staff on airport related initiatives ensuring city-wide benefits, and strategic infrastructure investment to attract new non-residential business.
- b) Provide recommendations to the General Issues Committee and Council respecting the aforementioned.
- c) Provide overall guidance and direction to Staff with the implementation of the Airport Master Plan municipal components.
- d) Provide guidance and direction to Staff on complex work in progress issues with straight forward, non-complicated matters going directly to the Planning & Economic Development Committee for their consideration. i.e. NEF Contours, Secondary Plan, Airport Master Plan, Airport Lease Agreement, Land Acquisitions/Disposals.

3. MEMBERSHIP

The Sub-Committee shall be composed of eight (8) members of Council plus the Mayor (ex-officio).

Staff support will be provided by the Clerk's, Economic Development, and Planning Divisions with additional staff representation at the discretion and direction of the Airport Sub-Committee.

4. FUNDING

The Clerk's Division shall provide for the administrative costs of operating the Sub-Committee, meetings and clerical support.

5. MEETINGS

- a) The Sub-Committee shall meet as necessary, but no less than three meetings shall be held per year. (End of March, September and June)
- b) The meetings will be scheduled at the call of the Chair.
- c) The meetings will be at locations designated by the Sub-Committee.

6. MINUTES AND AGENDAS

- a) The Chair shall propose the Sub-Committee agenda.
- b) The Chair may grant requests for discussion of items not on the agenda.
- c) The Minutes of the Sub-Committee meetings shall be prepared by Clerk's Division staff and forwarded to Sub-Committee members and Staff in attendance at the meeting within 14 days after a meeting.
- d) Amendments to the Minutes, as necessary, shall be included and dealt with in the subsequent meeting of the Sub-Committee.

7. AMENDMENTS TO THE TERMS OF REFERENCE

The Terms of Reference may be amended periodically by consensus of the Sub-Committee.

***Appendix 'B' to Item 6.1
Amended by Council June 8, 2022***

Amended: CM: June 8, 2022