

Terms of Reference

Yukon Aviation Advisory Committee

Organization:

Authority:

The Yukon Aviation Advisory Committee is established under the *Public Airports Act* to act in an advisory capacity in respect of any matter for which advice is sought by the Minister related to the administration of the Act in accordance with these terms of reference.

Mandate:

The committee reports and is accountable to the Minister. The committee makes recommendations to the Minister on the following matters in relation to the administration of the *Public Airports Act*:

- Development of and changes to service levels to capitalize on opportunities for economic growth.
- Proposed regulatory changes affecting Yukon airports and aerodromes.

The committee's mandate and terms of reference may be reviewed by the Minister at any time, according to the policy objectives and priorities of government.

Governance:

The committee will attempt to reach consensus on recommendations. It is recognized that the group represents a diversity of perspectives and that, on occasion, its advice will not be unanimously endorsed by all members. These dissenting views will be recorded and presented to the Minister along with the recommendations.

Accountability:

Following meetings, the committee will submit a copy of the meeting minutes and a written summary of its recommendations to the Minister.

Members will keep their respective organization informed of committee discussions and recommendations, while respecting the confidentiality of matters under consideration by the committee. Upon appointment to the committee, all members will be required to sign a confidentiality agreement. In the event of a breach of confidentiality, the committee may recommend that the Minister remove the offending member.

Membership:

Members will be appointed by the Minister for terms not exceeding two years. Members may be reappointed. The Minister will appoint no more than ten members to the committee, and must make a reasonable effort to ensure that the membership of the committee reflects the cultural, regional and gender diversity of Yukon.

Highways and Public Works, Transportation Aviation Branch will appoint an *ex-officio* representative to attend committee meetings in order to provide committee members with background information and operational context. The *ex-officio* representative will not be granted voting rights and, when requested to do so by the committee, will leave the room to allow for private discussions among committee members.

The Minister will appoint one member to act as chair, and the committee may select one representative to act as an alternate chair. The role of the chair (or alternate, should the chair be unavailable) will be to facilitate committee members' discussion during meetings, meet with the Highways and Public Works, Transportation Aviation Branch *ex-officio* representative during agenda development, and communicate recommendations made by the committee to the Minister.

The committee will be composed of members from each of the following bodies, groups, businesses or organizations, who will represent the views of that body, group, business or organization, and of whom:

- Five members must be individuals, each of whom has been determined by the Minister to be qualified to represent the views of the aviation sector.
- The balance of the members must be individuals, each of whom has been determined by the Minister to be qualified to represent the views of one or more of the following:
 - (i) the tourism industry,
 - (ii) the business community,
 - (iii) the mining sector,
 - (iv) Yukon communities,
 - (v) the general public.

Vacancy in the membership of the committee does not impair the ability of the remaining members to act.

Proceedings:

Meetings:

The committee will meet at least once per year and no more than four times per year, unless additional meetings are requested by the department or the Minister. Apart from the Highways and Public Works, Transportation Aviation Branch *ex-officio* representative, no other individuals will be permitted to join, participate in or observe committee meetings unless otherwise requested by committee and/or invited by the Government of Yukon in consultation with the committee.

Members who exhibit poor attendance may be removed from the committee by the Minister, at the advice of the chair, to ensure active engagement by all present.

Highways and Public Works, Transportation Aviation Branch will provide the committee with resources to procure secretariat service.

Quorum:

A majority of the committee constitutes a quorum, whether or not the chair is present.

Committee Procedures:

The committee may establish procedures and rules governing the conduct of its business.

Conflict of Interest:

If a member of the committee believes they may have a material conflict of interest, they must disclose it to the Minister.

A member of the committee will not be considered to have a material conflict of interest if:

- The member has a financial interest in an aviation company operating in Yukon;
- The member has an interest in an aviation company receiving financial assistance from the Yukon government;
- The member has an interest in an aviation company with regulatory applications and authorizations under consideration by the Yukon government.

Subject to the final approval of the Minister, the committee may develop practices or procedures to codify how conflicts of interest will be determined, reviewed, and disclosed.

Communications:

The committee will report to the Minister through the chair, who will be responsible for speaking on behalf of the committee. The Minister:

- reserves the exclusive right to make the recommendations of the committee public, and

- must be advised of any communication that may attract significant public attention before that communication is made.