



BYLAW 2018-18

Office Consolidation Current as of June 9, 2022

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING THE HELIPORT MONITORING COMMITTEE

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

- 1 This bylaw shall be known as the “Heliport Monitoring Committee Establishment Bylaw.”

INTERPRETATION

- 2 In this bylaw, “committee” means the Heliport Monitoring Committee.
- 3 Where a bylaw references a Town staff position, department or committee, the reference is deemed to be to the current name that the staff position, department or committee is known by.

ESTABLISHMENT

- 4 The Heliport Monitoring Committee is hereby established.
- 5 The purpose of the committee is to monitor and review the business operations in accordance with the “Conduct of a Helicopter Business” schedule as set out in the Heliport Lease.

2022-15

AUTHORITY

- 6 The committee shall meet with representatives from the heliport operator a minimum of once per year to determine whether or not operations are in accordance with the “Conduct of a Helicopter Business” as set out in the Heliport Lease.
- 7 The committee shall review the nature of complaints regarding the operation of the heliport that have been deemed valid by the Town with the intent of making recommendations, if any, for changes to the Conduct of Helicopter Business Schedule.
- 8 The committee shall provide a written annual report to Council containing:
 - a) The number of complaints about the business operations at the heliport received by the Town;
 - b) The committee’s determination of whether or not Alpine Helicopters is operating in compliance with the Conduct of a Helicopter Business Schedule; and
 - c) The committee’s recommendations, if any, for changes to the Conduct of Helicopter Business Schedule.

2022-15

MEMBERSHIP AND TERM

- 9 The committee shall be comprised of five voting members as follows:
 - a) One member of Council;
 - b) Three members of the public; and
 - c) One representative appointed by Alpine Helicopters.
- 10 The committee shall include the General Manager of Municipal Infrastructure or designate in a non-voting capacity. 2022-15
- 11 Council shall appoint public members and the Council member at Council’s annual organizational meeting.
- 12 The term of membership for public members shall be three years, beginning on the date following Council’s annual organizational meeting and terminating on the date of annual organizational meeting three years later.

ELIGIBILITY

- 13 To be eligible for public membership on the committee, a person must:
 - a) be a permanent resident of Canmore or own property in Canmore,
 - b) where possible, not reside in the same neighbourhood or area as other committee members, and
 - b.1) be at least 18 years of age. 2022-15
- 14 A public member is not eligible for continuing a term on the committee and/or for reapplying for the next subsequent term on that committee if the public member:
 - a) fails to attend three consecutive meetings of the committee, unless that absence is caused through illness or is authorized in advance by resolution of the committee; or
 - b) ceases to meet the eligibility requirements set out in this bylaw.

RESIGNATIONS AND REMOVALS

- 15 Any public member may resign from the committee at any time by sending written notice to the municipal clerk or designate. 2022-15
- 16 If a vacancy occurs before Council’s annual organizational meeting, Council may appoint a replacement for the remainder of the term.

MEETING SCHEDULE AND PROCEDURES

- 17 Quorum shall be three voting members.

- 18 The committee shall meet a minimum of once per year, and whenever a complaint is received pursuant to this bylaw. 2022-15
- 19 Public notice of a meeting shall be provided on the Town's website at least 24 hours prior to the meeting. 2022-15
- 20 The committee shall conduct its meetings in public except where authorized by the municipal Government Act to close a meeting to the public. 2022-15
- 21 The committee chair shall be a public member elected by a majority vote of committee members.
- 22 Matters shall be decided by one of the following methods, in order of priority:
- a) Consensus, where all voting members agree with all aspects of the decision;
 - b) Agreement, where all voting members agree with the decision in general, but disagree with certain aspects; or
 - c) Majority vote of voting members present.
- 23 Members who disagree with a prevailing decision may provide a dissenting option with the committee's recommendation.

MEETING RECORDS

- 24 Agendas shall be made available to committee members at least three days prior to a meeting and made available to the public at least one day prior to a meeting.
- 25 Minutes shall be prepared for every committee meeting and contain the following:
- a) The date, time and location of the meeting;
 - b) The names of all committee members present;
 - c) The name of anyone other than a committee member who participated in the meeting; and
 - d) Any motions made at the meeting, along with the results of the vote on the motion.
- 26 Questions and debate shall not be recorded in committee minutes.
- 27 Minutes of a meeting shall be approved by the General Manager of Infrastructure Services or designate.

2022-15

ENACTMENT/TRANSITION

- 28 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

- 29 Heliport Monitoring Committee Terms of Reference approved October 18, 2016 is repealed.

- 30 This bylaw comes into force on the date it is passed.

FIRST READING: October 16, 2018

SECOND READING: October 16, 2018

THIRD READING: October 16, 2018

OFFICE CONSOLIDATION

This document is a consolidation of a bylaw with one or more amending bylaws. Anyone making use of this consolidation is reminded that it has no legislative sanction. Amendments have been included for convenience of reference only. The approved bylaws should be consulted for all purposes of interpreting and applying the law.

Bylaws included in this consolidation:

- 2018-18 Heliport Monitoring Committee Establishment
- 2022-15 Amending Bylaw – Editorial Corrections