



WESTLOCK COUNTY BYLAW NO. 74-2025
WESTLOCK, ALBERTA

Being a bylaw of Westlock County, in the Province of Alberta, that authorizes Westlock County to establish a Westlock Regional Municipal Airport Advisory Board.

WHEREAS pursuant to Section 7(f) of the *Municipal Government Act*, RSA 2000 c M-26 and amendments thereto (the "MGA"), a municipality has jurisdiction to pass bylaws for municipal purposes respecting services provided by or on behalf of the municipality;

WHEREAS, pursuant to the MGA, a Council may pass bylaws for the establishment and function of Council Committees and other bodies, and;

WHEREAS, the Westlock Municipal Airport located on the South Half of 31-59-25-W4 (containing 164.97 acres) is equally owned by the Town of Westlock and Westlock County, and;

WHEREAS, the Town of Westlock, by virtue of an agreement has granted all authority to Westlock County for the purpose of operating the Westlock Regional Municipal Airport, and;

WHEREAS, Westlock County has the authority of the matter of the operation of the Westlock Regional Municipal Airport, and;

WHEREAS, the Town and County agree to establish the Westlock Regional Municipal Airport Advisory Committee with the mandate and membership as set out in Westlock Regional Municipal Airport Operation Agreement. The Committee shall continue for as long as this Agreement is in effect.

NOW, THEREFORE, THE COUNCIL OF WESTLOCK COUNTY, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. Title

- 1.1 This bylaw may be cited as the "Westlock Regional Municipal Airport Advisory Board Bylaw".

2. Definitions

In this bylaw:

- 2.1 "Airport" means the Westlock Regional Municipal Airport which is located on the Lands.
- 2.2 "Administrative Assistant - Airport" means a unionized employee reporting to the Chief Administrative Officer of Westlock County, who is not part of the Westlock Regional Municipal Airport Advisory Committee and provides all administrative support to the Committee.
- 2.3 "Board" means the Westlock County Municipal Regional Airport Advisory Board.


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- 2.4 "County Chief Administrative Officer" or "County CAO" means the individual appointed by County Council as the Chief Administrative Officer for the County, or their designate.
- 2.5 "Committee" means members appointed by Town and County Councils as established within this agreement.
- 2.6 "Committee Chairperson" means the individual elected by the Westlock Regional Municipal Airport Advisory Committee as the Chairperson for the committee or their designate.
- 2.7 "County Council" means the Council of Westlock County.
- 2.8 "County" means the municipal corporation of Westlock County.
- 2.9 "Joint Council" means the County Council and the Town Council sitting together as one body.
- 2.10 "Town" means the municipal corporation of the Town of Westlock.
- 2.11 "Town Chief Administrative Officer" or "Town CAO" means the individual appointed by Town Council as the Chief Administrative Officer for the Town or their designate.
- 2.12 "Town Council" means the Council of the Town of Westlock.

3. Preamble and Schedules

- 3.1 The preamble and any schedules hereto form a part of this bylaw.

4. Westlock Regional Municipal Airport Advisory Committee Appointees

- 4.1 The Committee shall have a maximum of seven (7) voting members:
 - 4.1.1 A maximum of three (3) public members at large who are owners, leaseholders, or users of the Westlock Regional Municipal Airport appointed by the County.
 - 4.1.2 A maximum of two (2) public members at large, one (1) resident from the County appointed by the County, and one (1) resident from the Town appointed by the Town.
 - 4.1.3 One (1) elected official from the County and one (1) elected official from the Town.
- 4.2 The Administrative Assistant – Airport and the Chief Administrative Officers for the Town and the County, or their designates, are advisors to the Committee and non-voting members.

5. Committee Operations

- 5.1 The business of the Committee shall be conducted at meetings of the Committee.
- 5.2 The Committee shall meet a minimum of at least 2 times per year.


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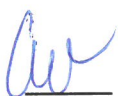
- 5.3 The Committee shall determine meeting dates, locations, and times and send out notification to the Town and the County in a timely fashion.
- 5.4 A majority of all voting members of the Committee constitutes quorum.
- 5.5 The Committee shall follow the County's Procedure Bylaw during its meetings.
- 5.6 The Committee, through the Administrative Assistant - Airport, shall keep the agendas and minutes of meetings of the Committee and shall provide copies to the Town and County in a timely fashion.
- 5.7 The Committee may request individuals or representatives from other organizations to attend meetings to serve as a resource to the Committee.

6. Functions of the Chair and Vice Chair

- 6.1 The Chair of the Committee shall be elected from the voting members of the Committee at the first meeting of each calendar year.
- 6.2 The Vice Chair shall be elected from the voting members of the Committee at the first meeting of each calendar year.
- 6.3 The Chair shall:
 - 6.3.1 determine each regular meeting agenda, including but not limited to:
 - 6.3.2 items from the Chief Administrative Officers,
 - 6.3.3 items from members of the Committee,
 - 6.3.4 date of next regular meeting,
 - 6.3.5 call and preside at meetings of the Committee,
 - 6.3.6 ensure that Committee members and County-Town Council are given one (1) week advance notice of non-emergency meetings,
 - 6.3.7 use their best efforts to provide the members and County-Town Council with at least three business days' notice for emergency meetings. If it is not possible to provide three business days' notice for emergency meetings, the Chair may provide less notice to the members and each Council, and
 - 6.3.8 decide on questions of order, subject to an appeal to the Committee.
- 6.4 In the absence of the Chair, the Vice-chair shall preside at meetings of the Committee.

7. Severability

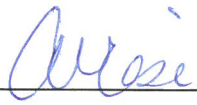
- 7.1 Should any portion of this Bylaw be declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.


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8. Bylaw 26-2021 is hereby repealed.

READ A FIRST TIME THIS 9TH DAY OF SEPTEMBER, 2025.

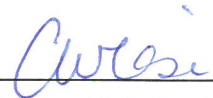


Reeve, Christine Wiese



Chief Administrative Officer
Tony Kulbisky

READ A SECOND TIME THIS 9TH DAY OF SEPTEMBER, 2025.



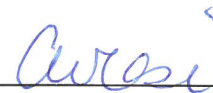
Reeve, Christine Wiese



Chief Administrative Officer
Tony Kulbisky

RECEIVED UNANIMOUS CONSENT FOR CONSIDERATION OF THREE READINGS IN ONE MEETING
VIA COUNCIL RESOLUTION # 245, THIS 9TH DAY OF SEPTEMBER, 2025.

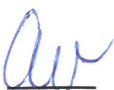
READ A THIRD TIME AND PASSED THIS 9TH DAY OF SEPTEMBER, 2025.



Reeve, Christine Wiese



Chief Administrative Officer
Tony Kulbisky



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