

Billy Bishop Toronto City Airport Noise Management Subcommittee

FINAL Terms of Reference January 2019

1. ROLE

The Billy Bishop Toronto City Airport (BBTCA) Noise Management Subcommittee is accountable to the Billy Bishop Airport Community Liaison Committee. The Noise Management Subcommittee will provide a forum to communicate the perspectives and concerns of nearby residents to airport management regarding airport related noise. It will also be a forum to improve literacy and understanding of technical noise issues. Further, it will enable airport management to communicate and discuss proposals, planning issues and other relevant information back to stakeholders and the broader community regarding airport related noise. All Noise Management Subcommittee members shall respect and understand their role and the process of reporting through the Community Liaison Committee.

2. MANDATE

The Subcommittee will be an advisory body to the BBTCA Community Liaison Committee and the BBTCA Director, providing comments, feedback, recommendations, and advice on existing and planned airport noise associated with airport development, operations and activities, including but not limited to:

- Noise related to flyby noise, airport stationary source noise (includes ferry and supply truck noise), and airport maintenance activities
- Noise both on the airport lands and in the community associated with airport operations and development

3. COMPOSITION

3.1 Membership

The Subcommittee will be comprised of members who are generally representative of the Toronto waterfront community in the vicinity of or in the noise envelope of the BBTCA. The subcommittee will include persons representing the interests of waterfront residents.

Subcommittee members are guided by these 'Terms of Reference' and participate on the subcommittee at the pleasure of BBTCA.

The subcommittee will consist of the following members:

- Hal Beck (Co-Chair) – York Quay Neighbourhood Association member
- Angela Homewood (Co-Chair) - PortsToronto
- Bryan Bowen – City Planning, Waterfront Secretariat
- Gary Colwell - PortsToronto
- Max Moore - Bathurst Quay Neighbourhood Association member
- Lesley Monette – King’s Landing Noise Committee Chair and Bathurst Quay Neighbourhood Association member
- Wayne Christian – York Quay Neighbourhood Association
- Alex Lavasidis – Lura Consulting (notetaking)

City Council or staff from the Councilor’s office are welcome but not required to attend, as they have representation on the CLC, to which this subcommittee reports. Further, the City of Toronto staff representative can brief the Councilor and staff if required.

3.1.1. Alternates

If necessary, members may nominate an alternate from their organization to attend subcommittee meetings in their place, provided that such alternates are briefed on meetings to date.

3.2 Term

It is anticipated that it will take a period of approximately one year to fulfill the mandate of this committee, at which point the existence of the committee will be reevaluated. If there is a desire for the committee to continue with a new mandate, a new terms of reference would be required. The focus of this committee is to fulfill the mandate outlined in this terms of reference.

If a member is absent for two consecutive meetings, that member will be contacted to discuss their participation on the subcommittee, and asked to withdraw if a subsequent absence should occur. Members will notify the Co-Chairs if they wish to withdraw from the subcommittee for any reason. Vacant positions will be filled as soon as possible.

3.3 Resource Representatives

Resource representatives will be available to the subcommittee on an as-required basis, as determined by the subcommittee. Resource representatives will be invited by the Chairperson to attend specific subcommittee meetings where their experience or expertise will be of interest or add value to the subcommittee’s deliberations.

Resource representatives are expected to include:

- Noise and acoustic experts
- Transport Canada regional staff representatives
- NAV Canada staff representatives
- PortsToronto or Airport staff
- Other City of Toronto, provincial or federal government staff

From time to time, the subcommittee may request the attendance of other relevant noise expert representatives from other BBTCA stakeholders to attend the Noise Management Subcommittee meetings for the purposes of providing or receiving information or seeking staff input and recommendations.

4 ROLES AND RESPONSIBILITIES

4.1 Subcommittee Members

Subcommittee members will:

- i) Be responsible for soliciting input and feedback from the broader constituencies and communities they represent, and for sharing this with the subcommittee.
- ii) Provide advice, feedback and perspectives related to noise, on questions, proposals or other matters provided by BBTCA management or the community.
- iii) Communicate subcommittee discussions and outcomes back to their organizations, communities and constituencies.
- iv) Communicate advice and recommendations developed by the subcommittee to the BBTCA Community Liaison Committee.
- v) Attend meetings as required, and brief an alternate when necessary.
- vi) Review the minutes to ensure that proceedings have been accurately documented.

5.1 BBTCA Management

BBTCA management commit to:

- i) Provide accurate, understandable information to subcommittee members, such that members can contribute informed advice and recommendations.
- ii) Help the subcommittee function effectively by providing information, and offering suggestions and alternatives to address issues, concerns and problems being discussed.
- iii) Ensure that the appropriate staff or related experts with specific noise related expertise are present at discussions on specific noise issues or matters to assist the subcommittee with information and technical needs.
- iv) Listen carefully to advice and perspectives of members and where feasible and appropriate, initiate action to address subcommittee recommendations that have been agreed to by the BBTCA Community Liaison Committee, or are otherwise required in absence of a committee.
- v) Provide appropriate, relevant materials to subcommittee members for review in advance of meetings.
- vi) Provide secretarial support for the subcommittee.

5 OPERATING PROCEDURES

5.1 Subcommittee Meetings

The subcommittee will attempt to meet bi-monthly. The subcommittee may meet more frequently, as required and generally in advance of planned BBTCA CLC meetings. Meetings will generally be held in the evenings, with duration of no more than two (2) hours. Meetings will be held at venues that are acceptable to the subcommittee. Meetings will be open to the public, at the discretion of the subcommittee.

Meeting agendas will be developed by the Chairperson, in consultation with Subcommittee members.

5.2 Method of Operation and Disbandment

The committee will operate on a consensus-based approach to provide advice and recommendations to PortsToronto and the BBTCA. The consensus approach is defined as the majority of members will be in general agreement on issues, advice and recommendations. If consensus is not achieved, differing perspectives and feedback will be reported in the subcommittee minutes. Given this, the subcommittee is not responsible for making decisions or passing motions regarding BBTCA or its operations. Decision of the subcommittee will not be legally binding on the BBTCA or PortsToronto.

The Noise Management Subcommittee will disband at the discretion of the BBTCA, once there are no noise related topics of interest brought forward by the subcommittee members or BBTCA. Reasons for disbanding will be given in writing, in the final meeting summary.

5.3 Meeting Management and Reporting

Meeting agendas and supporting materials will be circulated to subcommittee members at least two weeks in advance of meetings, to enable members to prepare fully and seek input or advice from their organizations, noise experts or their constituencies. Meeting minutes will be circulated to members within two (2) weeks of each meeting. Minutes are subject to approval by members at the following meeting. Final subcommittee minutes will be posted on the PortsToronto website. The subcommittee will be provided with the services of an independent facilitator to help members achieve consensus on particular issues from time to time.

Given the technical nature of discussion anticipated, the notetaker may obtain electronic recordings of the proceedings, after receiving permission from committee members at the start of a meeting. The recording will not be shared with any other party, including BBTCA management, and will only be used for the purpose of ensuring accurate notes. The recording will be destroyed once the notes are finalized and no later than 3 months following the date of the meeting.

5.4.1 Conflict of Interest

Members, resource representatives and experts must declare a conflict of interest prior to becoming a member of the subcommittee and/or at subcommittee meetings or through correspondence, prior to addressing specific matters where an actual or perceived a conflict of interest may exist.

5.5 Communications and Media

PortsToronto will establish a section for the subcommittee on its website to publish relevant documents (including meeting agendas and minutes) and to encourage feedback from non-members.

5.6 Funding

The annual operational costs of the subcommittee will be paid for by PortsToronto. No stipends or fees will be paid.

Recommendations for Community Representatives on the Noise Management Subcommittee

Guiding Principles

The following principles will be applied to recommending Noise Management Subcommittee members;

Openness: The opportunity should be open to all waterfront and BBCTA area residents, that live in the vicinity of BBCTA.

Transparency: The subcommittee terms of reference, role and expected time commitment should be made clear to those who are interested.

Commitment: Community Members will be recommended based on their willingness and commitment to work productively with the BBCTA and the community to seek solutions to the noise agenda items that will be brought before this subcommittee.

Recruitment

Members of the Community Liaison Committee will recommend alternate community representatives, if required at the quarterly Community Liaison Committee meetings.

Criteria

Noise Management Subcommittee membership will be open to those who;

- Are interested in working productively with the BBCTA on two-way communications between the BBCTA and their community of interest, business or institution;
- Agree to solicit input and feedback from the broader communities they represent;
- Can demonstrate effective participation in community, consensus-based discussions;
- Can commit to meeting a minimum of 4 times a year and on an as agreed upon basis by the subcommittee; and
- Agree to participate on the subcommittee in accordance with this Terms of Reference.