

# VAA Noise Management Committee

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## Terms of Reference 2021

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## **1. Role**

The Victoria Airport Authority (VAA) Noise Management Committee will provide a forum to communicate the perspectives and concerns of the local community, stakeholders and airport tenants to the 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, development plans and other relevant information back to stakeholders and the broader community regarding airport related noise. All Noise Management Committee members shall respect and understand their role.

## **2. Mandate**

### **2.1 Obligations**

The committee will be an advisory body 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, and airport maintenance activities
- Noise both on the airport lands and in the community associated with airport operations and development

### **2.2 Regulations**

#### **Transport Canada Ground Lease Agreement 1997**

#### **Section 8.11 Noise Management**

The Tenant shall adopt as its own the preferential runway policies and noise abatement flight procedures in use at the Airport immediately prior to the Date of Commencement. The Tenant shall not change any preferential runway policy or noise abatement flight procedure in respect of the Airport without obtaining the prior written approval of the Minister.

## **Section 8.12 Noise Management Procedures**

**8.12.1** The Tenant shall adopt as its own the noise mitigation procedures which are in use at the Airport immediately prior to the Date of Commencement and shall include such noise mitigation procedures in any on-Airport noise mitigation program. The Tenant shall not change any noise mitigation procedures in respect of the Airport without obtaining the prior written approval of the Minister. The Tenant shall provide to the Minister any plans for the management of noise on the Airport prior to releasing same to the public.

**8.12.2** The Tenant shall ensure that mitigation of noise emanating from aircraft in the takeoff, ascent, descent, approach and terminal phases of flight is a part of the mandate of a noise management committee which the Tenant shall establish and which shall include at a minimum, the Tenant, the Minister or his designate, aviation industry representatives and appropriate provincial and municipal government representatives.

**8.12.3** The Tenant shall be responsible for dealing with and shall, in accordance with its powers, deal with any noise complaints and for determining the need for and undertaking noise monitoring related to aircraft operations within a distance of ten (10) nautical miles from any point on the perimeter of the Demised Premises, except where such noise is related to aircraft en-route operations.

**8.12.4** The Tenant shall forthwith report to the Minister any violation of any regulation or order respecting noise made under the Aeronautics Act.

### **3. Composition**

#### **3.1 Membership**

The committee will be comprised of members who are generally representative of the community in the vicinity of or in the noise envelope of the Victoria International Airport.

This is a closed committee

The committee will consist of the following members:

- Victoria Airport Authority
- Air Carrier Representatives
- Airport Flight Training School(s)
- Local Municipal Representatives
- Local Citizen Representatives (Sidney, North Saanich, Central Saanich)
- NAV Canada YYJ Control Tower
- Transport Canada – Civil Aviation
- Department of National Defence – 443 Maritime Helicopter Squadron

#### **3.1.1 Alternates**

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

#### **3.2 Term**

Each appointing organization, other than VAA, shall define a term of appointment that best suits its needs, within the provided guidelines:

- Terms ranging between 2 and 4 years are recommended.
- Indefinite or terms exceeding 4 years will not be accepted.
- Members are eligible for reappointment upon notification to VAA.

Members will notify the Chair if they wish to withdraw from the committee for any reason.

Vacant positions will be filled as soon as possible.

### **3.3 Resource Representatives**

Resource representatives will be available to the committee on an as-required basis, as determined by the committee. Committee members can suggest resource representatives to the Chair. Resource representatives will be invited by the Chair to attend specific committee meetings where their experience or expertise will be of interest or add value to the committee's deliberations.

Examples of resource representatives include:

- Noise and acoustic experts
- Transport Canada regional staff representatives
- NAV Canada staff representatives
- VAA Staff
- Airport Tenants
- Other Airports and or aviation related experts

## **4. Roles and Responsibilities**

### **4.1 Committee Members**

Committee members will:

- Be responsible for soliciting input and feedback from the broader constituencies and communities they represent, and for sharing this with the committee.
- Provide advice, feedback and perspectives related to noise, on questions, proposals or other matters provided by VAA management or the community.
- Communicate committee discussions and outcomes back to their organizations, communities, and constituencies.
- Attend meetings as required and brief an alternate when necessary.
- Review the minutes to ensure that proceedings have been accurately documented.

VAA Management will:

- Provide accurate, understandable information to committee members, such that members can contribute informed advice and recommendations.
- Help the committee function effectively by providing information and offering suggestions and alternatives to concerns and problems being discussed.
- 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 committee with information and technical needs.
- Listen carefully to advice and perspectives of members and where feasible and



- appropriate, initiate action to address committee recommendations that have been agreed to
- Provide appropriate, relevant materials to committee members for review in advance of meetings.
  - Provide secretarial support for the committee.

## **5. Operating Procedures**

### **5.1 Committee Meetings**

The committee will meet semi-annually. The committee may meet more frequently as required. Meetings will generally be held in the afternoons, with duration of no more than two (2) hours.

The committee will operate on a consensus-based approach to provide advice and recommendations to VAA. 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 committee minutes. Given this, the committee is not responsible for making decisions or passing motions regarding VAA or its operations. Decision of the committee will not be legally binding on the VAA.

### **5.2 Meeting Management and Reporting**

Meeting agendas and supporting materials will be circulated to committee 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 four (4) weeks of each meeting. Minutes are subject to approval by members at the following meeting.

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 and will only be used for the purpose of ensuring accurate notes.



### **5.3 Conflict of Interest**

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

### **5.4 Communications and Media**

It is the sole responsibility of VAA to engage with media in regard to the activities of the committee.

VAA will establish an electronic forum to publish relevant documents (including meeting agendas and minutes).

### **5.5 Funding**

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