Toronto Port Authority | Administration Portuaire de Toronto

TORONTO PORT AUTHORITY

AND

BILLY BISHOP TORONTO CITY AIRPORT

COMMUNITY LIAISON COMMITTEE
MEETING #12

MEETING MINUTES

Tuesday November 26, 2013
Harbourfront Community Centre
Toronto, Ontario

Minutes prepared by:

LURA
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These meeting minutes were prepared by Lura Consulting. Lura is providing neutral third-party consultation services for the Toronto Port Authority Community Liaison Committee (CLC). These minutes are not intended to provide verbatim accounts of committee discussions. Rather, they summarize and document the key points made during the discussions, as well as the outcomes and actions arising from the committee meetings. If you have any questions or comments regarding the Meeting Minutes, please contact either:

Gene Cabral
Executive Vice President, TPA and
Billy Bishop Toronto City Airport

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OR

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Facilitator
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Summary of Action Items from Meeting #12

Action Item #	Action Item Task	Who is Responsible for Action Item
M#12-A1	Upload TPA CLC Meeting #11 minutes to TPA website.	Lura /TPA
M#12-A2	Provide updated TPA organizational chart to CLC.	Lura / TPA
M#12-A3	Transport Canada to provide graphs of Q400 performance requirements.	TPA/Transport Canada
M#12-A4	Send out 2014 meeting dates and electronic poll.	Lura/TPA

Appendices
Appendix A1-1: Update on Porter Airlines Expansion
Appendix A1-2: Transport Canada Q400 Aircraft Regulation Letter
Appendix A1-3: TPA Organization Chart
Appendix A1-4: BBTCA Zoning Regulation Chart

List of Attendees

Name	Organization (if any)	Attendance
COMMITTEE MEMBERS		
Glenn Gustafson	Con. Pam McConnell's Office	Regrets
Hal Beck	York Quay Neighbourhood Association (YQNA)	Present
Brad Cicero	Porter Airlines	Present
Heino Molls	Bathurst Quay Neighbourhood Association (BQNA)	Present
Carol Jolly	Waterfront Business Improvement Area (WBIA)	Present
Con. Adam Vaughan	City of Toronto, Ward 20	
Con. Pam McConnell	City of Toronto, Ward 28	
Warren Lampitt	Air Canada	
David Whitaker	Tourism Toronto	
Christian Ilumin	Sky Regional Airlines	
Jennifer Chan	Con. Adam Vaughan's Office	Present
GUEST SPEAKERS, SUBJECT EXPERTS, DELEGATIONS and PUBLIC		
Chris Dunn (Invited)	City of Toronto, Waterfront Secretariat	Present
Joe Szwalek (Invited)	Transport Canada	Present
Joan Prowse (Delegation)	Bathurst Quay Neighbourhood Association (BQNA)	Present
V. Pappalardo (Public)	Stolport	Present
TPA REPRESENTATIVES		
Gene Cabral – Chair	Toronto Port Authority	Present
Helen Oel	Toronto Port Authority	Regrets
Ken Lundy	Toronto Port Authority	Present
Antonella Tarantino	Toronto Port Authority	Regrets
FACILITATION AND SECRETARIAT		
Jim Faught	Lura Consulting	Present
Lily D'Souza	Lura Consulting	Present

1. WELCOME AND INTRODUCTIONS

Gene Cabral, Executive Vice President, TPA and Billy Bishop Toronto City Airport (BBTCA), welcomed members of the Billy Bishop Airport Community Liaison Committee (BBTCA - CLC) to the 12th committee meeting. Mr. Cabral informed committee members that the draft meeting minutes from Meeting #11 were distributed via email for review, with a four week timeframe to provide comments, and were revised and finalized by Lura Consulting.

Mr. Faught then briefly reviewed the meeting agenda and welcomed representatives from Transport Canada and the Toronto Waterfront Secretariat for attending.

2. REVIEW OF PREVIOUS MEETING MINUTES

Jim Faught, Committee Facilitator, Lura Consulting, reviewed the minutes from meeting #11. The committee approved the minutes which will be posted on the TPA website.

Actions:
M#12-A1. Upload TPA CLC Meeting #11 minutes to TPA CLC website.

3. TPA UPDATE

Mr. Cabral provided a brief update about TPA operations. Key points from the update include:

- Mr. Cabral informed committee members that Pamela McDonald recently left the organization in her position as Director of Communications at TPA and has returned to her home province of British Columbia. Mr. Cabral reflected on Ms. McDonald's contributions to the TPA and wished her the best.. He noted that due to Ms. McDonald's departure, and given the number of existing TPA projects, TPA's corporate communications department will be expanding. Two new positions will be created – Vice President and Manager – to enhance the organization's existing media and government relations and community outreach efforts.
- Mr. Cabral also informed committee members that the TPA is working with B and K, a manufacturer and supplier of sound and vibration test and measurement equipment, to provide members of the public with the web based ability to monitor flight movements over their homes or neighbourhoods. Mr. Cabral noted that a similar initiative has been implemented in Vancouver, and that Pearson International Airport is also interested in making aircraft activity data available to the public. He added that making the information accessible will empower individuals to access information on an as needed basis, or to register noise complaints and provide complete transparency on our operations. In terms of timing, the TPA is working to secure funding and hopes to get approval for the initiative for the upcoming 2014 calendar year. Mr. Cabral noted that Pearson shares air space with the BBTCA which may leverage approval and implementation of the initiative.

Below is a summary of the comments and questions raised by committee members regarding the TPA update:

- *The BQNA representative conveyed his best wishes to Ms. McDonald and also inquired about the percentage of TPA staff involved in airport operations.* Mr. Cabral responded that approximately 50-60 percent of TPA's employees are directly involved in airport operations. *The BQNA representative followed up by asking if it would be possible for TPA to provide an organizational chart posted at the next CLC meeting..* Mr. Cabral responded that TPA would provide an update organizational chart.

Actions:

M#12-A2. Provide updated TPA organizational chart to the CLC

4. UPDATE ON PORTER AIRLINES EXPANSION

Chris Dunn, City of Toronto, Waterfront Secretariat, provided a brief update on the City of Toronto's review of Porter Airlines' Expansion Proposal. Key points from the update include:

- City staff have been working on this file for approximately six months at Council's direction and are currently finalizing their report to the Executive Committee. Mr. Dunn anticipates the report will be available to the public on the city website, as early as Friday November 29th, 2013. He also noted that a consolidated, public version of the consultant's reports will be available online.
- Toronto Public Health is also completing a health impact assessment requested by Council, which will be released to the public in the next few days. Both reports will be available online at http://app.toronto.ca/tmmis.
- Mr. Dunn also informed committee members of the following key dates:

November 28th or 29th, 2013	Staff report to December 5th Executive Committee is released.
December 2nd, 2013	Board of Health report is released.
December 3rd, 2013	Toronto & East York Community Council Sub Committee Meeting to Review BBTCA Consultant Reports
December 5th, 2013	Executive Committee Meeting
December 9th, 2013	Board of Health Meeting
December 16th, 2013	City Council Meeting

Below is a summary of the comments and questions raised by committee members regarding the Porter Airlines Expansion update:

- *A BQNA representative asked for clarification regarding reports which were released on a draft basis.* Mr. Dunn explained the City has asked the consultants to provide a consolidated version of the draft reports previously released as individual documents.
- *The BQNA representative inquired whether Executive Committee meetings tend to be longer than one day.* Mr. Dunn responded the duration of the meeting is typically longer than one day, but not

more than 24 hours. Mr. Dunn informed committee members that he did request this item at the top of the agenda, but noted it depends how the City Clerk sets up the agenda and what else is on it.

- *The BQNA guest speaker inquired about the establishment of the Toronto and East York sub-committees.* Ms. Jennifer Chan, Councillor Adam Vaughan's Office, responded that Councillor Vaughan requested the establishment of the sub-committee with the intent to meet twice. *The BQNA representation inquired why the final public consultation was cancelled in a follow-up question.* Mr. Dunn responded that the consultation event was cancelled as there was no new information to share with the public. *The BQNA representative commented that she was disappointed the final public consultation event was not held considering she missed the previous ones due to scheduling conflicts. She added that the community she represents feels that their concerns have not been heard.*
- *The BQNA representative commented that the speed at which the recommendation to Council is being made is of concern to him. He noted that despite the three levels of government and the number of stakeholders involved, he believes the airport expansion study is preceding too quickly, particularly given the community's health related concerns. The BQNA delegate added that community members were not given adequate time to voice their concerns in person or in writing and emphasized that residents who live near the airport are worried about their health.* Mr. Dunn informed committee members that Council's direction was to report back on the proposed expansion by the end of the year, and that's what city staff are doing. He noted the concerns raised by the BQNA representatives have been raised consistently by other stakeholder throughout the study process. In response to comments made by the BQNA representatives, Mr. Cabral clarified that the tri-partite agreement is between three parties, not three levels of government, including the TPA, the federal government, represented by Transport Canada and the City of Toronto. He also noted that the TPA had not attended the consultations and has not taken a position on the expansion. The TPA is waiting for City Council to make a decision and will provide city staff with any information or support they request. The *BQNA representative responded that he believes the provincial government is involved in terms of land and water ownership.* Mr. Cabral responded that the TPA has not engaged the province in any discussions, nor is he aware of the City reaching out to the province either.
- *The BQNA representative inquired whether Council could choose to defer the decision to a later date.* Mr. Dunn responded that a deferral is possible.

5. TRANSPORT CANADA

Joe Szwalek, Transport Canada, was invited to the meeting to address questions raised during previous CLC meetings. The questions and the discussion that followed are summarized below:

I. Does transporting fuel on a ferry with passengers and vehicles violate safety legislation such the Marine Act?
    - Mr. Szwalek informed the committee that in this instance, fuel on the ferry is exempted from the Dangerous Goods and Marine Act because it travels less than 3 km from the shoreline. Mr. Szwalek added there is no regulation that says you cannot transport fuel and passengers on a ferry. He also noted that if a fuel truck has a license to drive on roads it has

been regulated by the province, while fuel trucks that operate on an airport runway are inspected by Transport Canada and must meet certain criteria. The last time the fuel trucks were inspected at the BBTCA was in 2011.

- *One of the BQNA representatives stated that transporting a fuel truck on a ferry in this case is a unique situation, particularly given the residences, schools and cars nearby, and inquired what it would take for Transport Canada to review the situation and find an alternative. He added that security appears to be a higher priority at Pearson than at the BBTCA.* Mr. Szwalek responded that it depends on the jurisdictional order, and in this case it's a provincial matter because the fuel truck is being driven on roadways with a licence. If the truck was being driven on the airport side, Transport Canada would have jurisdiction, however while the truck is on the ferry it's exempted from the Marine Act. Mr. Cabral assured the committee that airport operations are monitored regularly. He noted that the TPA completes annual inspections in compliance with the Marine Act and are required to randomly screen vehicles boarding the ferry for security purposes per Transport Canada regulations. He added that the fuel truck delivery route is also inspected annually.
- *The BQNA representative also inquired whether the province regularly inspects the fuel trucks before they board the ferry.* Mr. Szwalek responded that as a commercial vehicle operated by Imperial Oil, there is an obligation to comply with provincial regulations. Mr. Pappalardo, the public member from Stolport, added that he has seen Ministry of Transportation officials inspecting trucks in the finger lots.
- *The BQNA representative also inquired who has authority over the truck when it's on the ferry.* Mr. Szwalek responded the federal government would have jurisdiction over the truck.

II. Could you clarify what Transport Canada's building height regulations are around the airport?

- Mr. Szwalek informed the committee that Transport Canada does not regulate the height of buildings and that development around the airport is regulated through the municipal zoning approval process. Mr. Szwalek brought a diagram of the airport zoning regulation to show committee members. He explained that the city had already been developed when the zoning regulation came into effect in the 1980s, which is why it does not extend the full 4km radius around the airport, specifically north of the shoreline. He added that as you move north of the shoreline, the building heights gradually increase to accommodate flight paths. He also noted that any proposals to redevelop land included within the airport zoning regulation must comply with the height restrictions which are noted in the property titles. Mr. Szwalek added that every airport has an airport zoning regulation. As an example, Mr. Szwalek explained that Transport Canada is working with wind farmers in Chatham-Kent to remove wind turbines which impede the airport zoning regulation. For more information on Transport Canada's Airport Zoning Regulations: http://laws-lois.justice.gc.ca/eng/regulations/sor-85-515/page-1.html
- *The BQNA representatives inquired about the distance covered by the airport zoning regulation.* Mr. Szwalek confirmed the airport zoning regulation covers a radius of 4 km around the BBTCA.

- *The BQNA representative suggested that while Transport Canada is requiring the removal of wind turbines in Chatham-Kent, the agency is making an exception in Toronto because the City was developed before the regulation came into effect.* Mr. Szwalek provided another example about trees on farmland near an airport in Stratford. He explained that the trees were there before airport operations began. As the trees matured they began to impede the airport zoning regulation. Transport Canada addressed the matter by trimming the tree heights, not removal of the trees, so they were within the zoning regulation. Mr. Szwalek also clarified that there was never an airport zoning regulation over the entire city.
- *The BQNA representative maintained that Transport Canada is making exceptions to accommodate BBTCA operations.* Mr. Szwalek expressed that he did not agree. Mr. Dunn added that he would look at it from the perspective that it's to accommodate the city's desire to grow. Mr. Szwalek also noted that the airport zoning regulation is not applied in a 4 km radius in every situation, and depends on local conditions.
- *The same BQNA representative expressed concerns that airport regulations are not being applied consistently at different airports.* Mr. Szwalek assured him that airport regulations and zoning are applied consistently at different airports, and explained that any variations in their application are due to differences in local conditions.

III. Can you address the concern that the runway specifications for the Q400 call for a longer runway than what is available at BBTCA.

- Mr. Faught reminded committee members that in previous discussions with Mr. Deluce and Mr. Cicero, the Q400 specifications do call for a longer runway when it is fully loaded and fuelled. He added that Porter representatives have already pointed out that take-off and landings requirements are mission based and that fuel and weight, and therefore runway length vary for each flight. Mr. Szwalek agreed that if the plane was at full capacity in terms of passengers and fuel on a hot day, it would not be able to take-off from BBTCA. He added that Transport Canada has inspectors that fly out of BBTCA airport every day. The inspectors review the credentials of pilots, screen the aircraft weight and balance calculations, taking into consideration several factors including the destination, weather conditions, number of passengers, etc. The plane is permitted to fly out of the island airport only if it meets all the safety criteria.
- *The BQNA representative commented that everything he has read about the Q400 specifications indicate that it requires over 1400m of runway space to take-off, and that the current 1200m is too short. He is concerned that the planes used by Porter are too big to fly out of the BBTCA.* Mr. Szwalek responded a lot of factors are considered before each take-off/landing, not just the length of the runway. Mr. Cabral also added that the TPA has taken great efforts to ensure the concerns of the BQNA have been addressed, including inviting the regulator, Transport Canada, to speak to these issues. He noted that we have heard from all parties involved that the BBTCA and Port Airlines comply with the necessary regulations and that credibility should be given to the regulator.
- *The BQNA representative stated that he sincerely appreciates the presence of Transport Canada at the meeting, but would like to see some literature or documentation regarding the Q400 take-off/landing requirements.* Mr. Szwalek responded that he will ask his

inspection staff to put together graphs of the Q400 performance requirements which he will then send to the BQNA representative.

Actions:

M#12-A3. Transport Canada to provide graphs of Q400 performance requirements.

IV. NEF and general noise contours.

- At the suggestion of the YQNA representative, the committee agreed that the issues relating to the NEF and general noise contours would be better addressed during a meeting of the Noise Subcommittee.
- *The BQNA representative inquired in addition to the airport zoning regulation whether there are any regulations which take into consideration distance requirements relating to wildlife habitat.* Mr. Szwalek responded that while there is no regulation that specifies a minimum distance from the airport to wildlife habitat, there are regulations that require a wildlife management plan at airports. He added that Transport Canada employs wildlife management staff. Mr. Cabral also noted that the TPA has its own wildlife management officers on the island and have also hired a third party to help them meet the Transport Canada regulations.
- *The BQNA representative asked for confirmation that managing wildlife falls under the jurisdiction of the federal government, specifically Transport Canada.* Mr. Szwalek responded that the TRCA is responsible for managing wildlife.
- *The BQNA representative commented that the bird sanctuary near the airport is located on City of Toronto property.* Mr. Dunn responded that the City is well aware of the concern, particularly given that it is an internationally recognized migration route for birds. He added that the City of Toronto has been working with the TRCA to address potential impacts (e.g. bird strikes) that result from the airport and bird sanctuary being located near each other.
- *The YQNA representative inquired about the studies being conducted by the TRCA.* Mr. Dunn responded that the TRCA is highlighting the need for a better understanding of the impact of the airport's operations on birds and bird habitat.

6. NOISE SUBCOMMITTEE: APPROVAL OF TERMS OF REFERENCE

Mr. Faught reminded committee members that the Noise Subcommittee Terms of Reference (ToR) was circulated at the last meeting. He noted no comments were received, and that he would like to proceed with approving the ToR and begin recruiting members for the committee. Mr. Cabral added that the YQNA representative should take a few moments to review the ToR before the committee moves to approve them.

The committee agreed that recruitment for the Noise Subcommittee would begin in January 2014 given that December is a difficult time of year to recruit members. Mr. Faught also added that the inaugural meeting would be used to outline an appropriate agenda for subsequent meetings and when to invite representatives from other organizations to speak to noise-related issues (e.g. Transport Canada, Noise Experts, City Solicitor's Office, etc.).

7. NOISE MANAGEMENT AND COMMUNICIATIONS PROTOCOL

The YQNA representative raised two issues for discussion: 1) construction notice protocol, which he expressed disappointment with, and 2) the future of the noise management office.

The first issue was discussed at the meeting and is summarized below, while the second issue was deferred to the Noise Sub-Committee.

- Mr. Cabral assured the committee that the TPA's construction notice protocol has evolved and improved based on the feedback provided by the YQNA representative. He added that he welcomes ongoing feedback and comments from the YQNA representative and the broader committee.
- *The YQNA representative noted that while there has been some improvement in the delivery of notices, they are sometimes delivered at 5:00 PM on the same day when there will be an overnight construction event. He stated a minimum notice of three days is in line with best practices.* Mr. Cabral responded that last minute construction notices are delivered in response to emergency or ad hoc construction work to something that has occurred unexpectedly.
- *The YQNA representative referenced an event from September 27, 2013 stating that no notice was given, although he did receive an email after the fact.* Mr. Cabral maintained that notice was given and that he will confirm the date/time stamp of the email with his staff.
- *The YQNA representative indicated that he will outline additional information that he would like added to construction notices in an email to Mr. Faught and Mr. Cabral.*

8. DELEGATION: BQNA

In a delegation to the committee, a BQNA representative played a short film she produced about residents of Windward Co-op in the Bathurst Quay Neighbourhood. She explained the intent of the film is to:

- Convey the sense of community in the neighbourhood;
- Ensure that the tri-partite agreement is respected;
- Question why a decision about the proposed airport expansion is being made without adequate consideration to the health of nearby residents;
- Implore the TPA to consider the health of residents as being more than the absence of disease.

The questions and the discussion that following the film screening are summarized below:

- The CLC BQNA representative thanked the filmmaker for highlighting that the co-op community has been in the neighbourhood for 30 years. He noted that The BBTC airport has been operating at its current level has since 2006. He commented that people who have lived in the community for a long time did not expect the airport's operations to increase the way it has recently.
- The BQNA delegate who presented the film commented that the TPA still has a voice to protect people that live in the community regardless of what the city decides. She noted that some people don't have the option of relocating to other neighbourhoods. She added that if more flights, particularly jets, are added the airport then the co-op community will not be able to sustain itself.

- Mr. Cicero noted that Porter Airlines considers itself to be part of the community, and noted that the official representative of the BQNA has previously stated that the airport should be closed.
- Mr. Cabral commented that committees like the CLC ensure constructive dialogue between stakeholders. He added that the TPA will continue to support this dialogue.
- In response to a comment made by Mr. Cicero stating that certain stakeholders have taken the position that the airport should be closed, the BQNA delegation commented that we have to work together to understand each other's needs. She added that the community would like the tripartite agreement to be respected as it was put in place to protect the neighbourhood. She also stated that while she would like to see the airport closed, maintaining a collaborative process is important to focus efforts to ensure the tri-partite agreement is honoured.

9. COMMUNITY LIAISON COMMITTEE 2014 MEETINGS

Mr. Cabral informed committee members the tentative meeting dates for the 2014 calendar year are: Feb 11, May 27, Sept 16, Nov 25. Committee members were asked to submit feedback about the proposed dates. In response to disagreement between committee members about the appropriate meeting start time, Mr. Faught stated that he will send out another electronic poll to settle the matter.

Actions:

M#12-A4. Send out 2014 meeting dates and electronic poll.

10. PEDESTRIAN TUNNEL UPDATE – FORUM EQUITY PARTNERS

Ryan Gow of Forum Equity Partners gave a brief update on progress with the Pedestrian Tunnel being constructed from the mainland to BBTCA. Key points from the update include the following:

- Tunnel excavation is complete;
- Waterproofing work on the tunnel will continue for approximately two months;
- Work on the cement base of the tunnel is also expected to continue for two months; and
- Crews will be installing a curtain wall at the end of January.

The questions and the discussion following the construction update are summarized below:

- *The YQNA representative raised concerns about noise related to the ferry idling the previous night.* Mr. Cabral responded that the ferry was not in operation the previous night and could not comment on what caused the noise. He noted that sometimes a crew is on site to secure the ferry during extreme weather related events. *The YQNA representative suggested idling the ferry at the island slip rather than mainland slip if it is required for precautionary reasons.* Mr. Cabral stated that it was a good suggestion and that he would raise it internally at the TPA.
- *The BQNA representative inquired about the hours during which the City's noise bylaw applies.* Ms. Chan responded that noise is permitted between 7:00 AM and 7:00 PM, Monday to Friday; 9:00 AM to 7:00 PM on Saturdays and no noise is permitted on Sundays. *The BQNA*

representative suggested that even if there is advanced notice for overnight construction it is still in violation of the bylaw.

ADJOURN

Mr. Faught thanked committee members as well as representatives from the City of Toronto, Transport Canada, the BQNA delegation and the Toronto Port Authority for attending and adjourned the meeting.

Appendix A1-1
Update on Porter Airlines Expansion

BBTCA / Porter Airlines Expansion Request Review

Status:

- City staff have completed their preliminary review and will report to Executive Committee and City Council in December.
- Toronto Public Health staff have completed a Health Impact Assessment of the proposal and will report to the Board of Health and City Council in December.
- Reports and information on Committee Meetings can be found here:
http://app.toronto.ca/tmmis/

BBTCA / Porter Airlines Expansion Request Review

Key Upcoming Dates:

November 28th or 29th, 2013	Staff report to December 5th Executive Committee is released.
December 2nd, 2013	Board of Health report is released.
December 3rd, 2013	Toronto & East York Community Council Sub Committee Meeting to Review BBTCA Consultant Reports
December 5th, 2013	Executive Committee Meeting
December 9th, 2013	Board of Health Meeting
December 16th, 2013	City Council Meeting

BBTCA / Porter Airlines Expansion Request Review

Contact:

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Waterfront Secretariat
City of Toronto
Tel: 416-395-1211
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General Email for Correspondence: wps@toronto.ca

Appendix A1-2
Transport Canada Q400 Aircraft Regulation Letter

Transport Canada / Transports Canada

4900 Yonge St.
Toronto, ON
M2N 6A5

Your file / Votre référence

Our file / Notre référence
RDIMS 8970831

December 11, 2013

Gene Cabral
Executive Vice President
Toronto Port Authority and Billy Bishop Toronto City Airport
60 Harbour Street
Toronto, ON M5J 1B7

Dear Gene,

As per the questions raised at your recent meeting with members of the community regarding how a Q400 aircraft can operate safely out of Billy Bishop Toronto City Airport, I'd like to provide you with the following information.

Every airline that operates a Q400 must calculate the required distance each time the aircraft takes off or lands. This is done by using an Operational Control System (OCS) as required by the Canadian Aviation Regulations (CARs). The OCS contains an approved process for the dispatch of an aircraft.

Dispatchers, who are licensed by Transport Canada, calculate every aircraft's performance distance for every runway an airline is approved to operate on. Those distances include various considerations including: weight of the aircraft, runway conditions, temperature, air pressure, weather, and any safety concerns. As conditions can change rapidly, the dispatchers are required to compute each take-off and landing prior to the aircraft's departure, and update the crew while en route to ensure the most current conditions are communicated for consideration prior to landing.

These calculations consider the most restrictive operating conditions and dictate the maximum allowable weight for both take-off and landing on a given runway. A detailed analysis is created and provided to the crew for every flight. The crew must review the analysis to ensure it is correct and if any additional safety considerations should be added to the calculated numbers. The data can be altered to be more restrictive if the Pilot-in-Command feels it is necessary, however, it cannot be made less restrictive.

The maximum weight must be demonstrated by the manufacturer to be sufficient in the event of an emergency for the aircraft to either stop suddenly or continue to take off safely. That decision is to be made on a situational basis, depending on at what point in the runway the emergency takes place. Canadian Airline crews are trained

and tested every six months in flight simulators to ensure they can recognize and react to potential emergency situations appropriately.
I would like to give some examples that may provide more clarity. These examples have been somewhat simplified for ease in comprehension. The process is explained in greater detail in the Canadian Aviation Regulations (CARs) for 705 Air Operators.

Example #1: Take-off from a 4,000 foot runway for an approximate 1 hour flight, landing on an 8,000 foot runway.

The Q400 has a maximum take-off weight of 64,000 lbs, as per the manufacturer's restriction. After all required take-off numbers are calculated for the particular runway, the maximum possible weight is calculated to be 61,000 lbs.

The runway and weather conditions are then factored in, which reduces the maximum weight further to 57,500 lbs. The Captain then decides, based on a review of the possible weather, he/she would like 1,500 lbs more fuel than required. The maximum take-off weight remains 57,500 lbs, but 1,500 lbs of payload must be removed.

The landing is not an issue as there is 8,000 feet of runway, but the calculations are made as required and the maximum landing weight becomes 61,750 lbs. The most restrictive number is the 57,500 lbs and it is communicated back to the dispatchers that the aircraft cannot depart over that weight. The only variable left is the maximum number of passengers. In some cases, if the weather changes at the last minute, passengers may be removed before departure to ensure the safe operation of the aircraft.

Example #2: The reverse trip than indicated above – departure from an 8,000 foot runway for an approximate 1 hour flight, landing on a 4,000 foot runway.

After all factors are considered, the landing weight is calculated as a maximum of 58,000 lbs. The fuel proposed to be used en route (1,500 lbs) can be added to the maximum weight, but all extra fuel cannot be added, therefore the maximum take-off weight is calculated as 59,500 lbs.

While en route, the dispatchers are required to monitor the landing conditions and communicate any changes via the Aircraft Communications Addressing and Reporting System (ACARS). If there are any changes, the dispatchers will re-calculate the maximum landing weight before the descent is initiated and the aircraft's Flight Management System (FMS) will give the crew the exact proposed landing weight (note that the FMS monitors fuel flow to within 1 lb). If the new landing weight becomes more restrictive, the aircraft will divert to a suitable airport. Potential diversions are also calculated on flight plans and monitored by dispatch throughout the flight.

For all airline operations, the entire process is approved and monitored by Transport Canada Civil Aviation to ensure compliance with the regulations and to enhance aviation safety.

Below are some reference materials that are typically used by airlines and Transport Canada Civil Aviation Inspectors when approving and monitoring airline operations:

TP 3783 - Air Carrier Inspector Manual
http://www.tc.gc.ca/eng/civilaviation/publications/tp3783-menu-4337.htm

TP 13498 - Generic Dispatchers Training Manual for Air Operators
http://www.tc.gc.ca/eng/civilaviation/publications/tp13498-menu-2338.htm

TP 13561 - Generic Operational Control Manual (Dispatcher Manual) for Air Operators
http://www.tc.gc.ca/eng/civilaviation/publications/tp13561-menu-2200.htm

TP 14052 - Guidelines for Aircraft Ground - Icing Operations
http://www.tc.gc.ca/eng/civilaviation/publications/tp14052-menu-314.htm

Operational Control System (OCS) Flight Dispatcher - PART 705 OF THE CANADIAN AVIATION REGULATIONS (CARs)
http://www.tc.gc.ca/eng/civilaviation/publications/tp14216-menu-5318.htm

TP 1490 - Manual of All Weather Operations
(CATEGORIES II AND III)
http://www.tc.gc.ca/eng/civilaviation/publications/tp1490-menu-2861.htm

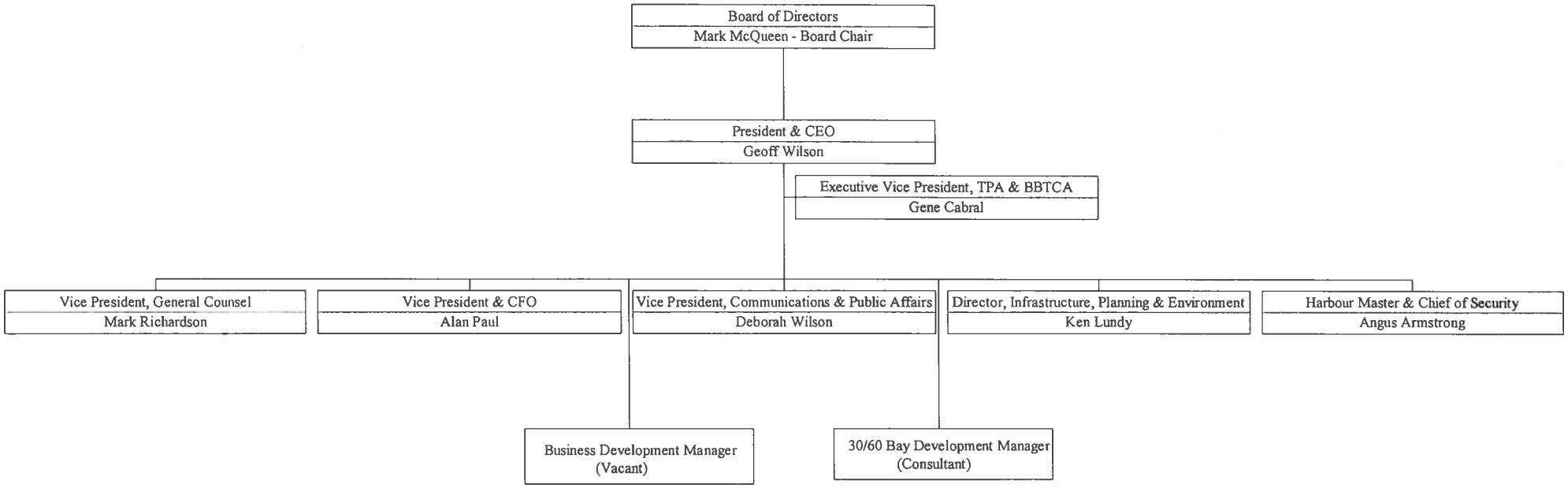
I trust you will find the foregoing information useful. Please do not hesitate to contact me if you require further information.

Regards,

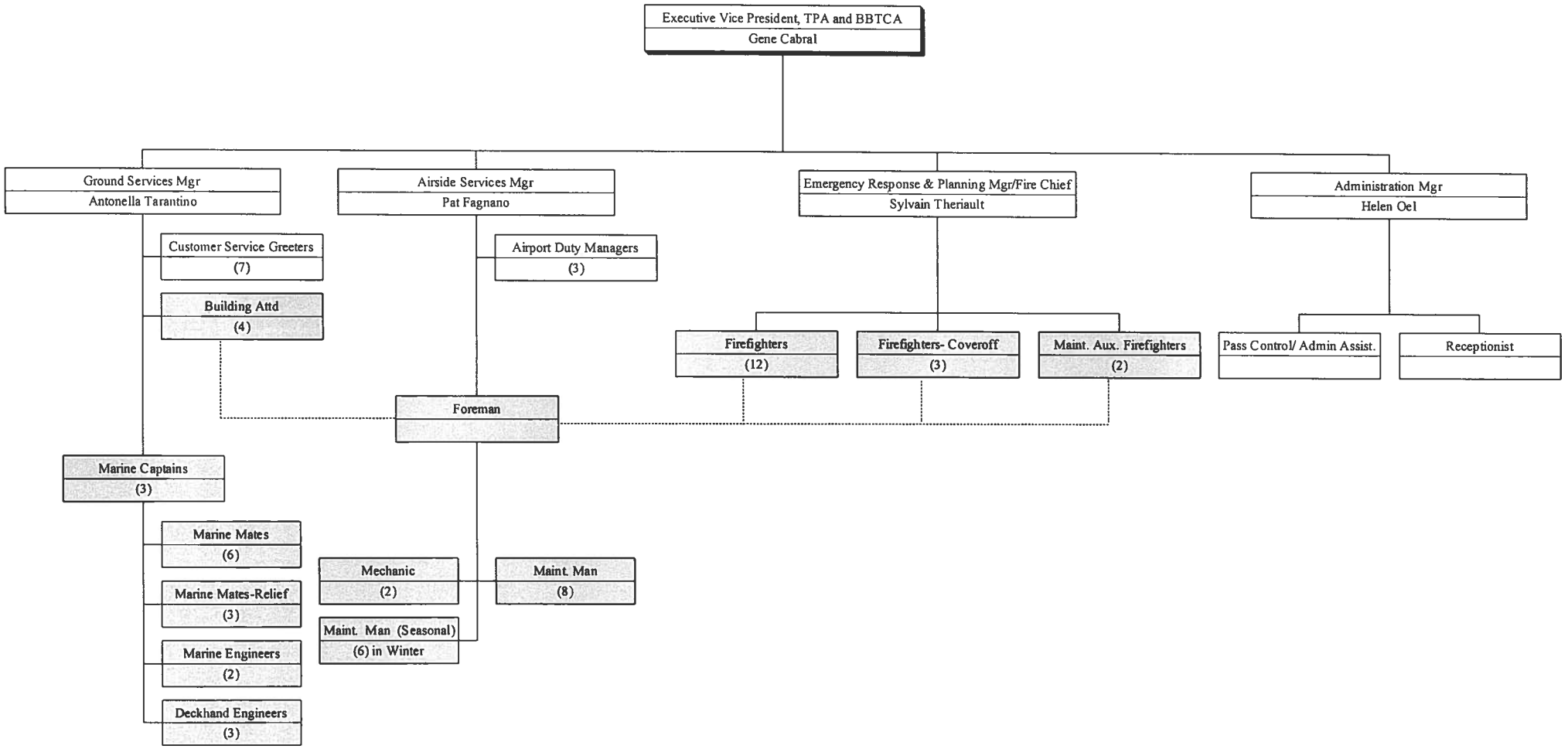
Joseph M. Szwalek
Regional Director, Civil Aviation
Transport Canada
Ontario Region

Appendix A1-3
TPA Organizational Chart

TORONTO PORT AUTHORITY
MARCH 2014
BOARD OF DIRECTORS & SENIOR MANAGEMENT



TORONTO PORT AUTHORITY
MARCH 2014
BILLY BISHOP TORONTO CITY AIRPORT



Appendix A1-4
BBTCA Zoning Regulation Chart

TORONTO ISLAND AIRPORT

ZONING REGULATIONS

AÉROPORT DE L'ÎLE DE TORONTO

RÈGLEMENT DE ZONE

