

**Billy Bishop Toronto City
Airport Noise Management
Subcommittee**

**Terms of
Reference
February 2022**

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 Noise Management 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 Noise Management 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 as they pertain to noise generation and propagation on the airport lands and in the community.

Noise Management 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) – Billy Bishop Airport
- Michael MacWilliam – Billy Bishop Airport
- Mike David - PortsToronto
- Bryan Bowen – City Planning, Waterfront Secretariat
- Max Moore - Bathurst Quay Neighbourhood Association member
- Lesley Monette –Bathurst Quay Neighbourhood Association member (King’s Landing Noise Committee Chair)
- *Vacant – York Quay Neighbourhood Association*
- Alexander Furneaux – LURA Consulting (Facilitator)
Sayan Sivanesan – LURA Consulting (Notetaking & Coordination)

City Council or staff from the Councillor’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 Councillor and staff if required.

1.13.1.1. Alternates

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

3.2 Term

The existence of the Noise Management Subcommittee will be reevaluated on an annual basis through the preparation of a summary of the Noise Management Subcommittee’s accomplishments of the course of the preceding year. The annual review will function as a plain-language overview of the Noise Management Subcommittee’s key discussions and areas of learning to be shared with the Community Liaison Committee and the members of the three neighbourhood associations that sit on the Community Liaison Committee.

The annual review will be discussed at the first meeting of the Noise Management Subcommittee in the year and will be presented to the PortsToronto Community Liaison Committee at their second meeting of each year. During this annual review, the Noise Management Subcommittee as a whole will decide whether or not to renew its mandate. The next review of the Noise Management Subcommittee’s mandate is scheduled for the first meeting in 2023.

If there is a desire for the Noise Management Subcommittee to continue with a new mandate, a new terms of reference would be required. The focus of the Noise Management Subcommittee 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 Noise Management Subcommittee and asked to withdraw if a subsequent absence should occur. Members will notify the Co-Chairs if they wish to withdraw from the Noise Management Subcommittee for any reason. Vacant positions will be filled as soon as possible.

3.3 Resource Representatives

Resource representatives will be available to the Noise Management Subcommittee on an as-required basis, as determined by the Noise Management Subcommittee. Resource representatives will be invited by the Airport Co-Chair to attend specific Noise Management Subcommittee meetings where their experience or expertise will be of interest or add value to the Noise Management 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 Noise Management 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

Noise Management 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 Noise Management 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 Noise Management 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.

4.2 BBTCA Management

BBTCA management commit to:

- i) Provide accurate, understandable information to Noise Management Subcommittee members, such that members can contribute informed advice and recommendations.
- ii) Help the Noise Management 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 Noise Management Subcommittee with information and technical needs.
- iv) Listen carefully to advice and perspectives of members and where feasible and appropriate, initiate action to address Noise Management 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 Noise Management Subcommittee members for review in advance of meetings.
- vi) Provide secretarial support for the Noise Management Subcommittee.

5 OPERATING PROCEDURES

5.1 Subcommittee Meetings

The Noise Management Subcommittee will attempt to meet quarterly. The Noise Management 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 Noise Management Subcommittee. Meetings will be open to the public, at the discretion of the Noise Management Subcommittee.

Meeting agendas will be developed by the Facilitator and Airport Co-Chair, in consultation with Noise Management Subcommittee members.

5.2 Method of Operation and Disbandment

The Noise Management Subcommittee 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 Noise Management Subcommittee minutes. Given this, the Noise Management 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 Noise Management

Subcommittee, once there are no noise related topics of interest brought forward by the subcommittee members or BBTCA and it is determined through discussion that the Noise Management Subcommittee has fulfilled the intend of its mandate. 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 Noise Management 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 Noise Management Subcommittee minutes will be posted on the PortsToronto website. The Noise Management Subcommittee will be provided with the services of an independent facilitator to help members achieve consensus on 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. Conflict of Interest

Members, resource representatives and experts must declare a conflict of interest prior to becoming a member of the Noise Management Subcommittee and/or at Noise Management 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

Noise Management Subcommittee members will abide by the BBTCA Community Liaison Committee Communications Protocol (Attached as Appendix A).

PortsToronto will establish a section for the Noise Management 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.

2 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 Noise Management 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.

3 Recruitment

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

4 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.

Attached: Community Liaison Committee Protocol

APPENDIX A

Airport Community Liaison Committee Meeting Protocol and Procedures

February 16, 2011

This Meeting Protocol expands upon the approved Airport Community Liaison Committee Terms of Reference (October 19, 2010) and is intended to guide the Chair and Committee members in conducting quarterly meetings of the Committee.

1. Chair

- Committee meetings will be chaired by the CEO of the Toronto Port Authority or designate.
- The Chair will open and adjourn each meeting. In consultation with members, the Chair will determine whether a meeting's duration should be lengthened or shortened.
- The Chair will seek members' approval of the agenda and meeting minutes.
- It is the Chair's responsibility to ensure that this Meeting Protocol is followed.

2. Facilitator

- On behalf of the Committee, the Chair may request the services of an independent facilitator to help members achieve consensus on particular issues.
- The independent facilitator will lead Committee discussions in an impartial manner.
- The facilitator will prepare minutes of Committee meetings, as requested by the Chair/Committee.

3. Agendas

- A draft meeting agenda and supporting materials will be circulated to members at least two (2) weeks in advance of each meeting, to enable members to prepare fully and seek input or advice from their organizations or constituencies.
- The Chair, in consultation with the independent facilitator, will develop draft agendas.
- Members will review and approve the agenda at the outset of each meeting.
- Members will be consulted on agenda items for subsequent meetings at the conclusion of each meeting.

4. Conflict of Interest

- Members must declare a conflict of interest prior to addressing specific matters or agenda items where an actual or perceived conflict of interest may exist.

5. Mode of Operation

- A consensus-based approach – where members seek general agreement on issues and recommendations – will be the operating mode for the Committee.
- If consensus is not achieved, differing perspectives and feedback will be reported in the minutes.
- The Committee is not responsible for making decisions, voting or passing motions regarding the Airport or its operations.

6. Meeting Time and Duration

- Meetings will generally be held in the evenings, with a duration of no more than three (3) hours.

7. Public Access

- A portion of each meeting (duration to be confirmed) will be open to the public.
- Fifteen (15) minutes will be set aside for public deputations at each meeting. All deputations must be requested in writing and received two (2) weeks in advance by TPA.
- Public seating is on a first come first served basis.

8. Media

- Media may attend the public portion of each meeting.
- Members are free to respond to media requests for comment on Committee matters, as they deem appropriate. A summary of comments made to the media regarding Committee matters must be provided [in advance] to TPA for distribution to all Committee members.

9. Minutes

- 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 minutes and copies of presentations will be posted on TPA's website.
- Minutes will include: a synopsis of Committee discussions and recommendations; action items; list of members in attendance.