

To: Development Services Committee

From: Warren Munro, HBA, RPP, Commissioner,
Development Services Department

Report Number: DS-21-23

Date of Report: February 3, 2021

Date of Meeting: February 8, 2021

Subject: Process to Establish a New Noise Abatement Procedure at the
Oshawa Executive Airport

File: F-2510

1.0 Purpose

The purpose of this Report is to respond to Part 1 of the following direction approved by Council on October 26, 2020 (DS-20-124):

“Whereas on October 15, 2019, City Council directed staff to, amongst other matters, review the issues raised at the September 24, 2019 Airport Community Liaison Committee Town Hall meeting and specifically review issues concerning flight training with a view of reducing the amount of flight training aircraft traffic, altering the circuit patterns, addressing hours of operation, addressing noise mitigation opportunities and obtain input from NAV Canada and Transport Canada as appropriate in order to provide better balance and respect of Oshawa residents quality of life; and,

Whereas on September 29, 2020 and October 1, 2020, the City hosted virtual workshops on the development of the 2020-2024 Airport Business Plan (the “Business Plan”) in response to Council’s October 15, 2019 direction; and,

Whereas the virtual workshops were held to obtain stakeholder input on what should be included or addressed in the Business Plan; and,

Whereas approximately 80 people attended the virtual workshops which included Oshawa residents, aviation industry representatives and other stakeholders; and,

Whereas a number of Oshawa residents passionately and clearly expressed significant concerns with airplane noise, safety, and air quality, and in particular, concerns with the amount of flight training traffic; the circuit patterns; and the operating hours of the flight training schools; and,

Whereas it is critical that there be better balance between the quality of life of Oshawa residents and the economic benefits of the Oshawa Executive Airport; and,

Whereas Transport Canada Aviation has issued an Advisory Circular entitled Implementation of New or Amended Noise Abatement Procedures which sets out the implementation process for noise abatement procedures and restrictions at airports; and,

Whereas the Advisory Circular was prepared by a multi-disciplinary working group including Transport Canada Aviation, NAV Canada, the Air Transport Association of Canada, the Canadian Business Aircraft Association, the Federation of Canadian Municipalities, the Canadian Airlines Council and individual airport operators; and,

Whereas the Oshawa Executive Airport only operates a voluntary Good Community Neighbour policy, which established certain rules and regulations; and,

Whereas, it is appropriate for Council to obtain information on the Transport Canada Aviation Advisory Circular process;

Therefore, be it resolved:

1. That staff be directed to report back to the Development Services Committee on the process identified by Transport Canada Aviation Advisory Circular 302-002 to establish noise abatement procedures and restrictions at the Oshawa Executive Airport and make a recommendation on what is required for the City to advance that process; and,
2. That the Mayor, in consultation with the Ward 2 Councillors, be authorized to send a letter to the Honourable Marc Garneau, the Federal Minister of Transport asking for his support to address residents concerns regarding noise, air quality and safety at the Oshawa Executive Airport; and,
3. That the Mayor, in consultation with the Ward 2 Councillors, be authorized to send letters to all Oshawa M.P.s and M.P.P.s asking for their support to address residents concerns regarding noise, air quality and safety at the Oshawa Executive Airport.”

Canadian Aviation Regulation 602.105 (the “Regulation”) serves to establish noise operating criteria that operators of aircraft at or in the vicinity of an aerodrome must comply with. Advisory Circular 302-002 (the “Circular”), as referenced under Part 1 of the above noted Council directive, outlines the process involved in requesting Transport Canada to establish a new noise abatement procedure in accordance with the Regulation.

Attachment 1 is a map showing the runways, taxiways and noise berms at the Airport.

Attachment 2 is a copy of the Regulation dealing with noise operating criteria under the Canadian Aviation Regulations respecting aviation and activities relating to aeronautics.

Attachment 3 is a copy of the Circular dealing with the implementation of new noise abatement procedures.

2.0 Recommendation

That the Development Services Committee recommend to City Council:

1. That, pursuant to Report DS-21-23 dated February 3, 2021, the Commissioner of Development Services, in consultation with the City's Airport Manager, be authorized to advance the process prescribed in Advisory Circular 302-002 to request Transport Canada to establish a new noise abatement procedure at the Oshawa Executive Airport.
2. That, the Airport Manager, in consultation with the Commissioner of Development Services, be authorized to engage a qualified, independent consultant with familiarity of the requirements of Advisory Circular 302-002 to assist in the advancement of Part 1 of the recommendation, at an upset limit of \$60,000 exclusive of H.S.T.
3. That copies of this Report and associated resolution be forwarded to all Oshawa and Whitby MPs and MPPs as well as to the Town of Whitby.

3.0 Executive Summary

Not applicable.

4.0 Input From Other Sources

- Commissioner, Finance Services
- Commissioner, Corporate Services
- Airport Manager
- Multiple Aviation Planners

5.0 Analysis

5.1 Background

The 2015-2019 Oshawa Executive Airport Business Plan (the "2015-2019 Plan") included a commitment to ensure that the Airport operate within the context of being a "Good Community Neighbour".

The 2015-2019 Plan further identified that the City is sensitive to the noise impacts associated with flight training.

5.1.1 Airport Business Plan Update

On June 24, 2019, Council considered Report DS-19-129 dated June 19, 2019 and authorized staff to proceed with the public consultation plan for the updated Oshawa Executive Airport Business Plan as outlined in said Report.

Accordingly, on September 24, 2019, pursuant to the public consultation plan approved by City Council through Report DS-19-129, the Airport Community Liaison Committee (the “A.C.L.C.”) held a Town Hall meeting attended by approximately 175 participants.

On October 15, 2019, Council passed Resolution DS-19-183 which directed staff to undertake, among other matters, a series of small workshops with residents, Airport businesses and stakeholders to discuss matters raised at the September 24, 2019 A.C.L.C. town hall meeting. The small workshops therefore provided an additional opportunity to elicit input with respect to matters to be addressed in the update to the Oshawa Executive Airport Business Plan.

On September 29, 2020 and October 1, 2020, Development Services staff and the Airport Manager hosted two virtual Airport workshops for a combined total of 80 participants. The delay in holding the workshops is related to the COVID-19 pandemic.

At both the A.C.L.C. Town Hall meeting and the workshops, concerns were raised regarding aircraft noise, the amount of flight training aircraft traffic and circuit patterns, and operating hours of flight training aircraft traffic, among other matters.

5.1.2 Flight and Noise Complaint Activity

All aircraft activity at the Airport is tracked. Each take-off or landing represents one aircraft movement.

A flight circuit occurs when an aircraft departs the runway, circles the Airport and lands without leaving the Airport traffic pattern. One flight circuit therefore represents two aircraft movements (i.e. the departure and the landing).

An itinerant movement is an aircraft departure where the aircraft departs the Airport area or an aircraft arrival from outside the Airport area. Itinerant movements include flight training aircraft movements that are not otherwise classified as circuit movements.

Table 1 below provides a breakdown of flight activity at the Airport for the most recent five-year period, identifying both circuit movements and itinerant movements undertaken by both flight school and non-flight school aircraft.

Table 1: Flight Activity at the Airport

Year	2016	2017	2018	2019	2020
Circuit Movements	25,413	30,046	32,788	34,170	28,343
Itinerant Movements	41,812	40,644	45,575	55,730	51,671
Total Movements	67,225	70,690	78,363	89,900	80,014

Note: 2020 movements are based on a combination of data from Statistics Canada and NAV CANADA.

In the past 5 years, noise complaints relating to aircraft activity at and around the Airport have grown from a 10-year average (for the 2006-2015 period) of approximately

50 complaints a year to a total of 273 complaints filed in 2020. Table 2 below provides a breakdown of the number of complaints filed for the most recent five-year period:

Table 2: Noise Complaints Filed at the Airport

Year	2016	2017	2018	2019	2020
Noise Complaints Filed	29	49	57	132	273

5.2 Noise and Traffic Management

In 2000, an Airport noise management review was undertaken by the City. As a result of this review, the following noise and traffic measures were put in place:

- Flights between 10:30 p.m. and 6:30 a.m. are restricted to police, medical and industrial emergency flights as well as any returning Oshawa-based aircraft.
- While the left-hand circuit is the regular circuit, a right-hand circuit pattern will be used for Runway 30 (see Attachment 1) in order to minimize the effects of aircraft traffic on the existing residential area located immediately south of the Airport. Similarly, a right-hand circuit pattern will be used for Runway 23 (see Attachment 1) in order to minimize the effects of aircraft traffic on the existing residential area located immediately south and southeast of the Airport.
- Aircraft will climb to a minimum of 1,000 feet Above Sea Level (A.S.L.) [540 feet Above Ground Level (A.G.L.)] on the runway heading before making their first turn when leaving the Airport area or when turning into the circuit pattern.

In 2008, the first Business Plan for the Airport was approved by Council for the 2008-2012 timeframe. A component of this Business Plan involved the establishment of a voluntary noise and traffic management plan for pilots which was implemented in 2009, and included the noise and traffic measures originally established in 2000. Under the voluntary noise and traffic management plan, the onus is on the pilots to comply with the measures put in place. Generally, where a situation/action of potential non-compliance on the part of the pilot is observed by Airport staff or NAV CANADA, personnel at the Airport control tower will alert the pilot in question to the potential non-compliance but leave the decision as to whether or not to comply to the pilot.

From 2009 to the most recent update in 2016, the voluntary noise and traffic management plan has evolved to include the following additional measures:

- The installation of a noise berm located at the northeast corner of the Airport, designed to mitigate ground noise associated with Apron 2 and the hangarminium complex.
- The installation of a noise berm located at the southwest end of the Airport, designed to mitigate ground noise associated with the use of Runway 05/23.
- The installation of a noise berm located north of the homes fronting onto the north side of Jane Avenue, designed to mitigate ground noise associated with the use of Runway 12/30.

- The installation of Taxiway Charlie South to allow for improved traffic management of Runway 05/23.
- The use of Runway 30 as the preferential runway when the winds are less than 5 knots (one knot is equivalent to 1.85 kilometres per hour).
- The reclassification of the threshold 30 stopway so that corporate aircraft comply with the requirement to use Runway 30 as a preferential runway.
- The prohibition of touch-and-go flight training circuits after 4 p.m. on Saturday and Sunday year-round.
- The prohibition of flight training circuits of any kind on the Sunday and Monday of all long weekends.

The primary focus of the noise and traffic management plan has been to limit the growth in flight training circuit aircraft activity. A flight training circuit occurs when an aircraft departs the runway, circles the Airport and lands without leaving the Airport traffic pattern.

The noise traffic management plan was last updated in 2016 and does not take into consideration a number of matters such as the following:

- The growth in annual aircraft movements from a 10-year average of 61,469 (for the 2006-2015 period) to 89,900 annual aircraft movements in 2019;
- The increase in flight training activity;
- The effects of changing climatic conditions (e.g. shifts in wind direction) which has resulted in an increased use of runways in a manner that has exacerbated the effects of aircraft traffic on adjacent residential areas, particularly to the south and southeast of the Airport, which require aircraft to depart over the residential areas; and,
- The impact of the COVID-19 pandemic and the potential that a significant number of office workers will continue to work from home once the pandemic is over.

In keeping with the Airport's commitment to be a good community neighbour, it is appropriate that the noise and traffic management plan be reviewed and updated, as appropriate, to reflect changes approved through the Advisory Circular process.

5.3 Regulatory Framework

The Airport is owned by the City of Oshawa.

The Airport is operated and managed by Total Aviation and Airport Solutions (T.A.A.S.) under contract with the City.

NAV CANADA owns and operates the control tower and manages all aircraft arrivals, departures and ground movements between 6:30 a.m. and 10:30 p.m. daily.

Between 10:30 p.m. and 6:30 a.m. all aircraft report their activity on a mandatory frequency.

Transport Canada is the regulator and only the federal government can regulate aircraft activity. Consequently, municipal by-laws (e.g. Noise By-law 112-82, as amended) cannot be used to regulate aircraft activity, and neither City staff nor T.A.A.S. have the authority to regulate aircraft activity.

There are two methods available to the City for the establishment of a new noise abatement procedure at the Airport: a voluntary process and a formal process. The voluntary process has been used to establish the current noise and traffic management plan at the Airport.

In order to advance a new noise abatement procedure using the formal process within the context of the Regulation, the Airport must comply with Transport Canada's requirements as contained in the Circular (see Attachment 3).

5.3.1 Advisory Circular 302-002 – Noise Abatement Procedures and Restrictions Implementation Process

Aircraft noise concerns at airports are local in nature. Measures to address these concerns inevitably have impacts that reach beyond the local area. In order to deal fairly with the concerns of all affected parties and yet achieve effective and enforceable measures that address noise issues, Transport Canada has established a process (i.e. the Circular) for implementing or modifying noise abatement procedures and restrictions which requires the exercise of Transport Canada's regulatory authority.

The process is one that originates at the airport level and proceeds from the site to the Transport Canada regional office and eventually makes its way to the national regulatory process centre in Ottawa. The various stages of the process (11 in total) are designed to ensure that equity and fairness are observed and that consultation with the affected parties is completed.

The process is extensive and is usually undertaken by an independent consultant, retained by the Airport Operator, with a background in airport planning and a familiarity with the requirements of the Circular.

5.3.1.1 Part 1 of the Advisory Circular 302-002 Process

The initial step under Part 1 of the process is to clearly identify the noise issue, and thereby provide a description of the problem. In this regard, it should be noted that City staff and the Airport Manager have compiled an extensive list of noise complaints and related data that can be provided to the consultant for consideration.

The second step under Part 1 of the process is for the consultant to propose a solution including alternatives (such as alternative procedures or land uses in the community) and exceptions.

The third step under Part 1 of the process involves identifying the impacts associated with the proposed solution including, but not limited to, the costs, noise impacts, aircraft emissions, airport capacity, safety and air traffic management.

Prior to advancing to Part 2 of the process, the proposed solution would need to be approved by Council, in principle, for the purpose of obtaining public and stakeholder input.

5.3.1.2 Part 2 of the Advisory Circular 302-002 Process

Under Part 2, the consultant is required to conduct consultation on the proposal with all affected parties including, but not limited to, the following:

- Airport Management/Operator;
- Noise Management Committee (where applicable);
- Community Representatives;
- NAV CANADA;
- Air Transport Association of Canada;
- Canadian Business Aircraft Association;
- Canadian Owners and Pilots Association;
- All scheduled Operators who operate at the Airport (none of the Oshawa Executive Airport);
- Transport Canada; and,
- All Fixed Base Operators on the Airport.

5.3.1.3 Parts 3 and 4 of the Advisory Circular 302-002 Process

Under Parts 3 and 4, the consultant is required to fully and clearly explain the impacts to all parties, documenting the consultation and the information produced by this process such that it is clear what has been transmitted, to whom and any relevant reactions received.

Where there is consensus on the proposed solution from all parties, the consensus is to be documented as prescribed.

Where there is no consensus on the proposed solution, the consultant shall include any dissenting views and the dissents shall contain all reasons for the position taken.

In the event that there are changes to the proposed solution as a result of public and stakeholder input, staff would report back to the Development Services Committee and Council on the proposed changes for Council's approval.

Upon the completion of Parts 1, 2, 3 and 4, a report containing all of the above noted information is to be submitted to the Transport Canada Ontario Regional Aerodrome and Air Navigation Division ("T.C.O.R.").

5.3.1.4 Part 5 of the Advisory Circular 302-002 Process

Under Part 5, the T.C.O.R. is responsible for reviewing the report to ensure that the report has followed the prescribed process and is complete and accurate.

The T.C.O.R. will determine if they concur or disagree with the solution. Once the T.C.O.R. has determined their position on the solution, the report and T.C.O.R.'s position is forwarded to the Director, Civil Aviation Standards (the "A.A.R.T.").

More recently, pursuant to Resolution DS-19-183 adopted by Council on October 15, 2019, the Commissioner of Development Services, the Director of Planning Services and the Airport Manager met with senior T.C.O.R. staff on September 21, 2020. The purpose of the meeting was to obtain T.C.O.R.'s input regarding issues relating to flight training, including reducing the amount of flight training aircraft traffic, altering the circuit patterns and addressing hours of operation and noise mitigation opportunities, in order to provide better balance and respect of Oshawa residents' quality of life. On the issue of seeking to establish a new noise abatement procedure, T.C.O.R. senior staff advised of the Advisory Circular process.

5.3.1.5 Parts 6 and 7 of the Advisory Circular 302-002 Process

Under Parts 6 and 7, the A.A.R.T. is responsible for reviewing the submission and obtaining headquarters Office of Technical interest signoff to ensure that the proposal meets the national policy and verifies the national airport system effects, if applicable.

If there is consensus from all parties, then the solution is published and becomes law in accordance with the Regulation.

5.3.1.6 Parts 8 to 11 of the Advisory Circular 302-002 Process

In the event consensus cannot be reached, the A.A.R.T. is required to prepare a briefing note and call a meeting of the Aircraft Noise and Emission Committee (the "A.N.E.C.") for consideration of the report.

Once the report is reviewed by the A.N.E.C., the A.A.R.T. is required to prepare notes and forward an issue paper to the Secretariat of the Civil Aviation Regulatory Committee (the "C.A.R.C.") for inclusion on a C.A.R.C. meeting agenda.

The C.A.R.C. is an internal Transport Canada committee and includes senior Transport Canada staff and senior executive staff from the Minister of Transportation's office. C.A.R.C. will review the notes and the issue paper submitted by A.A.R.T. and render a final decision.

6.0 Financial Implications

The cost of retaining a qualified consultant to advance a new noise abatement procedure through the Circular is estimated to be \$60,000 exclusive of H.S.T.

Funds for the consultant have been approved in the 2021 Budget.

7.0 Relationship to the Oshawa Strategic Plan

The Recommendation in this Report advances the Accountable Leadership and Economic Prosperity and Financial Stewardship goals of the Oshawa Strategic Plan.



Tom Goodeve, M.Sc.Pl., MCIP, RPP, Director,
Planning Services



Warren Munro, HBA, RPP, Commissioner,
Development Services Department

Subject: Process to Establish a New Noise Abatement Procedure at the Oshawa Executive Airport
Address: Oshawa Executive Airport
File: F-2510

City of Oshawa
Development Services Department



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Noise Operating Criteria

CAR 602.105 No person shall operate an aircraft at or in the vicinity of an aerodrome except in accordance with the applicable noise abatement procedures and noise control requirements specified by the Minister in the *Canada Air Pilot* or *Canada Flight Supplement*, including the procedures and requirements relating to

- a) preferential runways;
- b) minimum noise routes;
- c) hours when aircraft operations are prohibited or restricted;
- d) arrival procedures;
- e)) departure procedures;
- f) duration of flights;
- g) the prohibition or restriction of training flights;
- h) VFR or visual approaches;
- i) simulated approach procedures; and
- j) the minimum altitude for the operation of aircraft in the vicinity of the aerodrome.

Advisory Circular

Subject: Implementation of New or Amended Noise Abatement Procedures

Issuing Office:	Standards	AC No.:	302-002
Activity Area:	Oversight	Issue No.:	01
File No.:	A 5140-14	Effective Date:	2008-10-15
RDIMS No.:	4340985v6		

TABLE OF CONTENTS

1.0	INTRODUCTION.....	2
1.1	Purpose	2
1.2	Applicability	2
1.3	Description of Changes.....	2
2.0	REFERENCES AND REQUIREMENTS	2
2.1	Reference Documents	2
2.2	Cancelled Documents	2
2.3	Definitions and Abbreviations	2
3.0	BACKGROUND.....	2
4.0	INFORMATION.....	3
4.1	Precedence	3
4.2	Process	3
4.3	Summary	3
5.0	CONTACT OFFICE	4
APPENDIX A – NOISE ABATEMENT PROCEDURES & RESTRICTIONS IMPLEMENTATION PROCESS.....		5
APPENDIX B – TRANSPORT CANADA REGIONAL OFFICES		8

1.0 INTRODUCTION

This Advisory Circular (AC) is provided for information and guidance purposes. It may describe an example of an acceptable means, but not the only means of demonstrating compliance with regulations and standards. This AC on its own does not change, create, amend or permit deviations from regulatory requirements nor does it establish minimum standards.

1.1 Purpose

- (1) The purpose of this Advisory Circular (AC) is to introduce the new *Noise Abatement Procedures and Restrictions Implementation Process*, the completion of which is now required to implement new or amended noise abatement procedures and noise control measures made pursuant to CAR 602.105, at airports and aerodromes.

1.2 Applicability

- (1) This document is applicable to all Transport Canada Civil Aviation (TCCA) employees, to Canadian airport and aerodrome operators, air operators, ATS personnel, and is also available to the aviation industry for information purposes.

1.3 Description of Changes

- (1) This document, formerly Aerodrome Safety Circular (ASC) 2002-018, Issue 1, has been reissued as Advisory Circular (AC) 302-001. With the exception of minor editorial changes and updated references, the content is unaltered.

2.0 REFERENCES AND REQUIREMENTS

2.1 Reference Documents

- (1) It is intended that the following reference materials be used in conjunction with this document:
 - (a) Part VI subpart 02 of the Canadian Aviation Regulations (CARs) – *Operating and Flight Rules*;
 - (b) CAR [602.105](#) - *Noise Operating Criteria*;
 - (c) TP 14371 – *Transport Canada – Aeronautical Information Manual (TC-AIM)*;

2.2 Cancelled Documents

- (1) As of the effective date of this document, the following documents are cancelled:
 - (a) Aerodrome Safety Circular (ASC) 2002-018, Issue 1, dated 2002-11-26—*Implementation of New or Amended Noise Abatement Procedures*.

2.3 Definitions and Abbreviations

The following definitions and abbreviations are used in this document:

- (a) **CARC** means the Civil Aviation Regulatory Committee;
- (b) **ANEC** means the Aircraft Noise and Emissions Committee;

3.0 BACKGROUND

- (1) In response to concerns expressed over the application of the *Noise Abatement Checklist* contained in Section RAC 4.1.2 of the TC-AIM (TP 14371), a multi-disciplinary working group composed of representation from Federal government departments, NAV CANADA, the Air Transport Association of Canada (ATAC), the Canadian Business Aircraft Association (CBAA), the Federation of Canadian Municipalities, the Canadian Airports Council (CAC) and individual airport operators was formed to review the entire noise abatement procedure implementation process.

- (2) This Working Group, operating under the aegis of the Aircraft Noise and Emissions Committee (ANEC), developed and agreed to a revised process that will ensure full consultation with all stakeholders, that all necessary information is collected and that decisions are made in an informed, fair, participative and transparent manner prior to the implementation of new or changes to the noise abatement procedures at an airport or aerodrome.

4.0 INFORMATION

4.1 Precedence

- (1) The moratorium, instituted on September 15, 2000, on the implementation new or changes to an airport or aerodrome's noise abatement procedures is now rescinded.

4.2 Process

- (1) This AC covers new or amended noise abatement procedures made pursuant to the *Canadian Aviation Regulation* 602.105 authority. The process described in the attached document shall be applied in all cases to enable publication of new or amended noise abatement procedures.
- (2) Proposals for new or amended noise abatement procedures shall be submitted to the Regional Aerodrome and Air Navigation office of Transport Canada and must be completed as outlined in the attached process description.
- (3) This information will be contained in the TC-AIM publication.

4.3 Summary

- (1) Implementation of new or amendments to noise abatement procedures made pursuant to *Canadian Aviation Regulation* 602.105 must be the subject of consultation with all affected parties.
- (2) Appendix A defines the process, the consultation subjects, and participants in the implementation of noise abatement procedures.

5.0 CONTACT OFFICE

For more information please contact the appropriate TC Regional Office – *Aerodromes and Air Navigation*, (Appendix B).

Suggestions for amendment to this document are invited and should be submitted via the Transport Canada Civil Aviation Issues Reporting System (CAIRS) at the following Internet address:

www.tc.gc.ca/CAIRS

or by e-mail at: CAIRS_NCR@tc.gc.ca

New and amended Advisory Circulars (ACs) and/or Staff Instructions (SIs) can be viewed on the Transport Canada website at <http://www.tc.gc.ca/CivilAviation/IMSdoc/menu.htm>.

D.B. Sherritt
Director, Standards (AART)
Civil Aviation

APPENDIX A – NOISE ABATEMENT PROCEDURES & RESTRICTIONS IMPLEMENTATION PROCESS

Aircraft noise concerns at airports are local in nature. Certain airports have an obligation to manage local noise issues associated with activity at airports. Measures to address these concerns inevitably have impacts that reach beyond the local area. In order to deal fairly with the concerns of all affected parties and yet achieve effective and enforceable measures that address noise issues, Transport Canada has made revisions to the process for implementing or modifying noise abatement procedures and restrictions which will require the exercise of Transport Canada's regulatory authority. The information to be considered as part of the process has been defined by an industry/government working group reporting to Transport Canada's Aircraft Noise and Emissions Committee.

The process is one that originates at the airport level and proceeds from the site to the Transport Canada regional office and eventually makes its way to the national regulatory process centred in Ottawa. The various stages are designed to ensure that equity and fairness are observed and that consultation with the affected parties is completed. Integral to the implementation/modification of noise abatement procedures and restrictions is the assurance that the process has been followed.

The individual steps in the process are:

1. The noise issue is clearly identified by the proponent. Supporting documentation shall consider (where applicable) but not limited to the following, where applicable:
 - a. Description of the problem;
 - b. Proposed solution (including exceptions);
 - c. Alternatives (such as alternative procedures or land uses in the community);
 - d. Costs (such as revenue impact, direct and indirect costs to the community, airport operator and airport users);
 - e. Noise impacts of the proposed solution;
 - f. Effects on aircraft emissions;
 - g. Effect on current and future airport capacity;
 - h. Implications of not proceeding with the proposal;
 - i. Implementation issues (e.g.; aircraft technology; availability of replacement aircraft; ground facilities);
 - j. Impact on the Aviation System;
 - k. Safety implications;
 - l. Air traffic management;
 - m. Fleet impact.
2. The proponent conducts consultation on the proposal with all affected parties to include the following:
 - a. Airport management/operator;
 - b. Noise management committee (where applicable);
 - c. Community representatives;
 - d. NAV CANADA;

- e. Air transport Association of Canada (ATAC)(secretari ally or by delegate);
 - f. Canadian Business Aircraft Association (CBAA)(secretari ally or by delegate);
 - g. Canadian Owners and Pilots Association (COPA)(secretari ally or by delegate);
 - h. All scheduled Operators who operate at the airport;
 - i. Transport Canada;
 - j. All Fixed Base operators on the airport.
3. The proponent:
- a. Fully and clearly explains the impacts to all parties, documenting this consultation and the information produced by this process such that it is clear what has been transmitted to whom and any reactions received.
 - b. Where all parties agree with the proposal, the airport operator shall submit a description of the proposal and the consultation process. Included in the package will be a signoff indicating agreement of the participants
 - c. The consultation process will include descriptions of what information was considered and an explicit indication of agreement to not consider particular items.
4. Where there is no consensus, the proponent shall document the consultation in the same manner as b) above, include any dissenting views, and will forward this information to the airport operator for onward transmission to Transport Canada. Dissents should contain all reasons for the position taken.
5. Regional Aerodrome and Air Navigation Division reviews the documentation and the proposal to ensure that the consultation process has been followed and that the report is complete and accurate, and then refers it to the Director, Civil Aviation Standards (AART) with its recommendation. This report shall include the Regional concurrence or disagreement with the proposal, along with supporting rationale.
6. The Director, Civil Aviation Standards (AART) reviews the submission and obtains headquarters Office of Technical Interest signoff to ensure that the proposal meets the national policy and verifies the national airport system effects, if applicable.
7. Where there is consensus, the proposal will be sent for publication.
8. If there is no agreement, the Director, Civil Aviation Standards (AART) prepares briefing explanatory notes for forwarding to the Aircraft Noise and Emissions Committee (ANEC) members.
9. The Director, Civil Aviation Standards (AART) will call a meeting of the ANEC to schedule a proposal review.
10. Where dissents have been forwarded, the Director, Civil Aviation Standards (AART) prepares notes and forwards an issue paper to the Secretariat of the Civil Aviation Regulatory Committee (CARC) for inclusion on a CARC meeting agenda.
11. If no dissents or CARC has rendered a decision, the Director, Civil Aviation Standards (AART) arranges with the region to publish procedure or restriction.

SUMMARY OF HEADQUARTERS PROCESS

Submission Receipt

No Dissent → Publish

→ c.c. CARC

Dissent → CARC Approves → Publish

↓ NO

Return to Airport Operator

APPENDIX B – TRANSPORT CANADA REGIONAL OFFICES

1) Pacific Region

Aerodromes and Air Navigation
620-800 Burrard St.
Vancouver, B.C.
V6Z 2J8
Phone (604) 666-2103
Fax (604) 666-1175

2) Prairie & Northern Region

Aerodromes and Air Navigation
PO Box 8550
344 Edmonton
Winnipeg, Manitoba
R3C 0P6
Phone (204) 983-4335
Fax (204) 983-0281

1100 Canada Place
9700 Jasper Avenue
Edmonton, Alberta
T5J 4E6
Phone (780) 495-3850
Fax (780) 495-5190

3) Ontario Region

Aerodromes and Air Navigation
4900 Yonge St.
Suite 300
North York, Ontario
M2N 6A5
Phone (416) 952-0335
Fax (416) 952-0050

4) Quebec Region

Aerodromes and Air Navigation
700 Leigh Capr  ol, Suite 4086
Dorval, Quebec
H4Y 1G7
Phone (514) 633-3252
Fax (514) 633-3052

5) Atlantic Region

Aerodromes and Air Navigation
P.O. Box 42
95 Foundry Street
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E1C 8K6
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