
Vancouver International Airport Authority

Vancouver International Airport Aeronautical Noise Management Committee

Terms of Reference



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The 5-year Noise Management Plan and Annual Noise Management Reports are complimentary documents and found separately at www.yvr.ca. These are included as part of the Member's Committee Manual. Members receive updated copies as required.

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1.0 Background

The Vancouver International Airport (YVR) Aeronautical Noise Management Committee evolved in early 1990 from technical working groups concerned with noise management at the airport. In 1992, the membership on the Committee was expanded in accordance with the Federal Minister of Transport's commitments for the approval of the north parallel runway.

The Committee provides a forum for the discussion and consideration of all aeronautical noise management issues at YVR.

2.0 Introduction

This Committee Manual and Terms of Reference document provides a guide for members of the YVR Aeronautical Noise Management Committee to the purpose, scope and role of the Committee. It details the Committee's objectives and provides a common foundation of understanding from which all discussions and initiatives are based.

The document also details expectations of accountability and the administrative processes of the Committee.

An appendix is updated as required to describe the most current Committee membership, including a photograph and brief professional biography of each stakeholder representative.

3.0 Terms of Reference – YVR Aeronautical Noise Management Committee (The Committee)

3.1 Purpose

The purpose of the Committee is to provide a balanced forum where parties with an interest in noise management issues can discuss aeronautical noise management at YVR.

3.2 Scope

The scope of the Committee shall be limited to aeronautical noise generated from operations associated with YVR. The scope of the Committee is to discuss, analyze, and provide advice on or make recommendations about noise management through the airport executives, who are accountable for the operational and business decisions on any matters pertaining to aeronautical noise associated with YVR.

3.3 Role

Through its ground lease with the Federal Government, the Vancouver International Airport Authority (Airport Authority) has responsibility for noise management activities at YVR, and has a comprehensive noise management program to undertake this responsibility. While the Committee is an integral component of the YVR Aeronautical Noise Management Program, the Committee is consultative in nature and does not have executive authority.

The role of the Committee is to:

- Act as a focal point on aeronautical noise management issues.
- Provide an interface between the Airport Authority and its stakeholders.
- Provide a forum for the exchange of relevant information amongst all stakeholders.
- Enhance awareness and understanding of aeronautical noise management issues.
- Discuss, analyze and provide advice on noise management issues.
- Provide a forum for appointing organizations and local stakeholders to provide input on matters related to changes of airport noise control regulations.
- Provide recommendations on noise abatement practices to guide efforts of the YVR Aeronautical Noise Management Program.

3.4 Objectives

The objectives of the Committee are to:

- Minimize the noise disturbance to those living in the vicinity of YVR, while recognizing the need for efficient and effective airport operations.
- Assist in the development of a Noise Management Plan and provide input on the implementation of Plan initiatives.
- Balance stakeholder demands and expectations of their airport.

3.5 Composition

The composition of the Committee will consist of members from the following groups. The composition of the Committee will be reviewed every two-years. Appendix A lists the organizations with current members on the Committee as well as a professional biography of all Committee members.

- **Representation**
 - **Airlines and Aircraft Operators**
 - **Air Navigation Services**
 - **Citizens**
 - City of Richmond
 - City of Vancouver
 - Corporation of Delta
 - **Community of First Nations**
 - **Industry Associations**
 - **Governments**
 - Federal
 - Provincial
 - Municipal
 - **Health Authority**
 - **Vancouver International Airport Authority**

3.6 Basis of Understanding

Each Committee member understands that the Airport Authority envisions a sustainable future for YVR. The Airport Authority will advance this vision by increasing its contribution to the economic, social and environmental well-being of its surrounding communities, the Lower Mainland, the Province of British Columbia, and Canada.

3.7 Administration and Process

The Committee is chaired by the Airport Authority. Regular meetings are held on a quarterly basis, typically on the second Wednesday in the months of March, June, September and December. Meetings are held at the airport, and start at 2:00PM and are typically 2½ to 3 hours in duration. If necessary, special meetings are scheduled throughout the year.

All effort is taken to provide advance notice to Committee members of changes to meeting dates and times. A minimum of two weeks notice is standard, and meeting reminders are sent approximately two weeks prior to the meeting. Proposed agendas are sent within the week prior to the meeting, and Committee members requesting items to be put onto the agenda are requested to contact the Committee Secretariat prior to the meeting.

A member of the Airport Authority is appointed as the Committee Secretariat and is responsible for producing minutes of the meeting. The Airport Authority will endeavor to draft and distribute the minutes along with any materials presented at the meeting within three weeks of the meeting date. Members are asked to identify materials they deem confidential or sensitive so that may be treated

as much in the meeting minutes. Meeting minutes can be made available to the public upon request.

The standard media of communication is email – unless an alternative is specifically requested for an individual member.

3.8 Membership Criteria

Each appointed member is deemed a fair representative of their appointing organization, knowledgeable in the common affairs of the Committee and its own stakeholder group.

Regular attendance at Committee meetings is expected. Members are asked to advise the Committee Secretariat of their intention to attend each meeting or the name and contact information of a suitable alternate if unable to attend.

3.9 Accountability

Each member is expected to be accountable to their appointing organization, demonstrated by a reporting process conducive to the dissemination of presented Committee information and discussion. Each member is further expected to engage with its stakeholder group where matters of Committee business so require.

To provide a forum for citizen representatives to report back to their respective Cities, a joint update by both citizen representatives and City staff is expected to be provided to City Councils on an annual basis. Airport Authority staff will assist and support these presentations as required. This is best scheduled after the annual noise management report has been published, as it will allow citizen and staff representatives to present a summary of work completed during the past year, as well as receive input on upcoming initiatives.

It is also expected that City staff and citizen representatives attend open houses and other public meetings to hear feedback from the community so that they may better represent their stakeholder groups.

3.10 Membership Appointment / Recruitment

Membership on the Committee is voluntary. No members, other than those employed by the Airport Authority, shall be remunerated by the Airport Authority for their work on the Committee. The Airport Authority may sponsor or subsidize attendance to relevant conferences, seminars or training courses for members, for the purposes of education and awareness.

Appointments to the Committee, other than those representing the Airport Authority, shall be made independently from the Airport Authority, per the process and requirements of each appointing organization.

The process to identify and select candidates should be fair and allow the opportunity for those interested in participating on the Committee to identify themselves. The appointing organization

must inform the Committee Chairperson in writing, of its chosen appointee and the term of their appointment. (See Section 3.11 Term.)

A description of the appointing organization's appointment process may be requested by the Airport Authority.

Organizations wishing to participate and be represented on the Committee must indicate such desire to the Chairperson in writing, detailing their interests and the beneficial value of their participation to the Committee. The Chairperson, in consultation with the Committee, will consider such request and respond accordingly in writing.

The Airport Authority may also invite any relevant organization to appoint a representative to the Committee; however, the Chairperson will advise the Committee in advance of such intention. The Airport Authority will endeavor to maintain a balance of stakeholder interests on the Committee.

3.11 Term

Each appointing organization, other than the Airport Authority, 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.
- Appointing organizations with more than one representative (e.g. cities with two citizen representatives) are encouraged to stagger each membership term period by no less than one year, to ensure continuity between appointments.

3.12 Resignations / Removal

Appointing organizations must inform the Chairperson in writing, of the resignation of an appointee or their intention to remove or replace the appointee.

The Chairperson, in support of the majority of the Committee, may request an appointing organization to remove or replace its member if the individual is deemed to not have fulfilled their duties on the Committee.