



## Region of Waterloo International Airport Aeronautical Noise Advisory Committee

### Terms of Reference

#### OVERVIEW

The Aeronautical Noise Advisory Committee (ANAC) is a consultative/ communication forum. It provides members of the community the opportunity to meet with the Region of Waterloo International Airport Management and other aviation community representatives to discuss communication strategies and to provide advice to Airport staff on the collection of noise data and the mitigation of aircraft noise.

The Committee is to make best efforts to mitigate the effect of airport related noise without unduly disadvantaging one community over another, and to discuss broader communication needs for the community and other interests.

#### COMMITTEE RESPONSIBILITIES

##### Mandate

The ANAC has two key roles in its mandate, as follows:

1. To advise Regional staff on ways of informing the public about the importance of the Region of Waterloo International Airport to the community through a variety of communication tools; and
2. To advise Regional staff regarding noise complaints and the means of mitigating and communicating responses, when such noise emanates from Region of Waterloo International Airport operations.

The Aeronautical Noise Advisory Committee will receive input from interested stakeholders for the purpose of collecting data and make recommendations which may impact published aviation operating procedures and regulations.

##### Communication and Dissemination

The ANAC typically meets quarterly with Airport staff on issues relating to The Region of Waterloo International Airport Aeronautical Noise Management Program.

By meeting quarterly, operational concerns such as complaints about aircraft noise will be reviewed by the Aeronautical Noise Advisory Committee. The ANAC will also provide a forum for the discussion of these noise related matters.

All releases and information exchanges with the media will be through the Airport General Manager.

## Scope

The ANAC will advise on matters including but not limited to the following:

- Aircraft Operating procedures impacting aircraft noise in the Region of Waterloo International Airport Operating Area (which consists primarily of a 5 nautical mile radius from the airport but also includes the path of any aircraft arriving at or departing from the airport).
- The collection and examination of pertinent noise data
- The examination of alternatives for noise mitigation
- The co-ordination of stakeholder interests in aeronautical noise abatement
- The development of new communication tools by the Airport to advance the community understanding of its role and operations

The recommendations from the ANAC will be made to the Airport General Manager. The Airport General Manager will refer the recommendations to the Commissioner of Planning, Development and Legal Services and/or such other appropriate authority for necessary action as required (e.g. Regional Council, Area municipalities, Transport Canada, etc.).

## MINIMIZING NOISE IMPACTS

The Aeronautical Noise Advisory Committee serves as a forum for open discussion and consultation between local residents, businesses and airport users on noise issues in and around the Region of Waterloo International Airport. Prior to putting forth any recommendations, the Committee is required to thoroughly review all available data, including but not limited to, Complaint Data Analysis and measured data from the Noise Monitoring system.

In cases where measures to minimize aircraft noise are not within the authority of Regional Council, comments may be forwarded in writing to Transport Canada or other agency as appropriate by the Airport General Manager or designate.

## COMMITTEE STRUCTURE

The ANAC shall be comprised of the following (voting) representatives:

- 1 One elected Official from the Region of Waterloo;
- 2 Two representatives from the City of Cambridge;
- 2 Two representatives from Woolwich Township;
- 3 Three representatives from the City of Kitchener

The selection of the foregoing municipal ANAC representatives shall be according to area municipal policy and procedures (ie. the City Clerk's office in each municipality will place appropriate public advertisements in the media and ask for volunteers in accordance with existing policies for citizen appointments to committees). The Cities and Woolwich Township may determine their representatives (eg. elected officials and/or citizens) as they see fit.

- 3 One representative from each of the Greater Kitchener/Waterloo, Cambridge, & Guelph Chambers of Commerce.
- 1 Airport Operations Committee (“the AOC”) representative;
- 1 Canadian Business Aircraft Association representative;
- 1 Air Transport Association of Canada (ATAC) representative;

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Total 14 voting members  
Quorum is 8 members

Elected officials are permitted to designate area municipal staff representatives to stand-in as an alternate (as non-voting members) on an occasional basis only, should he/she be unable to attend a meeting.

Quorum shall consist of at least eight (8) voting members, including the Chairperson. In the event quorum is not attained, meetings will proceed on an informal basis. Regular attendance is expected of members.

A reduced quorum may be considered when a member has formally resigned from the Committee or when fewer than fourteen (14) members have been appointed to the Committee.

The following non-voting representatives will be invited to participate as regular members and provide technical support to the Aeronautical Noise Management Committee:

- Transport Canada
- NAV Canada
- Airport General Manager & Airport Staff

The term of office for representatives shall be determined by the municipality, association or agency appointing the representative(s) with a suggested minimum of two years, but shall not exceed the term of Regional Council.

The Chairperson will be elected by the voting committee members for a term not to exceed the term of the existing Regional Council. The Chairperson must be a voting member of the committee and not an employee of the Region Of Waterloo.

The ANAC may appoint ad-hoc sub-committees (Technical, Communications) to deal with specific issues as they may arise. These sub committees will report back through the Chair of the ANAC.

### **MEETING TIME / LOCATION**

Meetings of the Aeronautical Noise Advisory Committee will be typically held quarterly (March, June, September and December) in the Regional Headquarters building located at 150 Frederick St., Kitchener, unless otherwise required. Meetings will normally be held at 5:00 p.m. on the first Thursday of the month. Meeting dates will be confirmed with the ANAC members by Airport Staff.

Additional meetings or Sub-Committee meetings may be called by the Chair of the Aeronautical Noise Advisory Committee. Any voting member of the Committee may request the Chair to call a special meeting and shall include a brief outline of the topic to be considered. The request for an unscheduled meeting should be received by the Chair at least two weeks before the meeting date to allow for Regional Staff to notify and prepare material for the meeting, unless the matter is deemed more urgent by the Chair and Airport General Manager.

## **MEETING FORMAT**

The Aeronautical Noise Management Committee meetings will be open to the public. Non-members shall not be entitled to participate in meetings unless they are registered delegations or are invited to speak by the Committee. Delegations to the Committee shall be in accordance with the Region's Procedural By-law 00-031, as amended from time to time.

Delegations shall be limited to a maximum of ten (10) minutes. Requests to make a presentation to the Committee shall be submitted to the Clerk and must include a brief outline of the topic to be presented. The deadline to register as a delegation is Monday at 4:30 p.m. of the week preceding the meeting. Delegations that have not notified the Clerk of their intention to address the Committee, shall be limited to a maximum of five (5) minutes.

Delegations may only speak to the item listed on the agenda. Delegations that have previously addressed the ANAC on a subject matter shall be permitted to address the ANAC again only if they provide new information relating to that matter, including any new noise occurrences. Any request for a subsequent appearance must be made following the process defined above.

A meeting or part of a meeting, of the Aeronautical Noise Advisory Committee may be closed to the public and the media if the subject matter being considered by the Committee falls within Section 239(2) of the *Municipal Act*, S.O. 2001 c. 25, as amended.

The Chair will be responsible for ensuring that the agenda items are dealt with in a timely manner at each meeting. For most ANAC business, a consensus approach will be followed and all issues will be discussed and resolved when a general consensus is reached that is acceptable to the Committee. For those matters where a vote is requested, voting members, which includes the Chair, shall determine the outcome by a vote. Whenever possible, matters requiring a vote shall be included on the agenda and, where possible, material will be provided in advance of the meetings. The recommendations of the ANAC will be used to advise the Region of Waterloo as described in these Terms of Reference.

The Regional Clerk, or designated person from the Region's Council and Administrative Services department, will provide meeting secretariat services and, when necessary, shall provide advice on a point of order or conduct raised during a Committee meeting. As a minimum, the following items shall appear on each agenda.

1. Review and Approval of Minutes of Last Meeting
2. Correspondence
3. Aviation Complaint Statistics
4. Other Business

## **CONFLICT OF INTEREST POLICY**

All members shall adhere to the Conflict of Interest Policy for Advisory Committees, approved by Council on May 28, 2003. All members shall review and complete the agreement and signature form attached to the policy for the term of their appointment. Signature forms are to be returned to the Committee Clerk for safe keeping.

Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interests could be in conflict with the interests of the ANMC or Region of Waterloo is obliged to disclose the same at the meeting. Members will not participate in any recommendation in which they or their immediate family has any financial interest except in common with residents of the municipality.