
**Vancouver International Airport
Aeronautical Noise Management Committee**

Terms of Reference

Document Control

Latest revision issued: 10/27/2020 (Revision No. 1)

Document owner: Vancouver Airport Authority
Director - Environment

Document approver: Vancouver Airport Authority

Document distribution:

- Members – YVR Aeronautical Noise Management Committee
- YVR Website
- File

Revision History (once approved these revisions from the draft will disappear and any future changes will be tracked)

Revision No.	Date of Revision	Description
0	2/24/2009	Original draft issue
1	10/27/2020	YVR Noise Management Program information added, reformatted, membership section updated

Contact Information

YVR Aeronautical Noise Management Committee
c/o Environment Department
Vancouver Airport Authority
PO Box 44638
YVR Domestic Terminal RPO
Richmond BC V7B 1W2

Email: noise@yvr.ca

Web: www.yvr.ca

NOTE: the 5-year Noise Management Plan and Annual Noise Management Reports are complimentary documents and found separately at www.yvr.ca.

Table of Contents

1.0	Background.....	4
2.0	Introduction.....	5
3.0	Terms of Reference	5
3.1	Purpose	5
3.2	Scope.....	5
3.3	Role	5
3.4	Objectives	6
3.5	Membership and Representation	6
3.6	Basis of Understanding.....	6
3.7	Administration of Meetings.....	6
3.8	Membership Criteria.....	7
3.9	Accountability.....	7
3.10	Membership Appointment / Recruitment.....	8
3.11	Term	9
3.12	Resignations / Removal	9

1.0 Background

Vancouver International Airport (YVR) is located on the southwest coast of British Columbia and is Canada's second busiest airport. It has become a major port of entry to North America and supports the economic development of the region.

Vancouver Airport Authority (Airport Authority) is a community-based, not-for-profit organization that manages and operates YVR, which assumed management and operation of YVR from the Government of Canada in 1992 under a long-term ground lease. This lease requires the Airport Authority to manage noise associated with the operation of aircraft within ten nautical miles of YVR.

To meet this requirement, the Airport Authority maintains a comprehensive Aeronautical Noise Management Program. Major program elements include:

- Engaging the YVR Aeronautical Noise Management Committee on all aspects of noise management activities and soliciting their input on implementing initiatives outlined in the Noise Management Plan.
- Monitoring and assessing aircraft noise levels in the community.
- Maintaining relevant operating procedures (Noise Abatement Procedures, Airside Directives & Procedures) to minimize noise from aircraft operations.
- Responding and providing information to address community questions and concerns about aircraft noise.
- Participating in and supporting international efforts to develop new standards and technologies for aircraft noise mitigation.
- Partnering and working with stakeholders.

As part of the Airport Authority's sustainability commitments, non-aircraft related noise issues, such as noise associated with construction and development projects, will be dealt with separately from the Aeronautical Noise Management Program through the Airport Authority's environmental assessment program.

The YVR Aeronautical Noise Management Committee (ANMC) is a key component of the program and provides a forum for the discussion and consideration of all aeronautical noise management issues associated with YVR aircraft operations.

The ANMC evolved in early 1990 from technical working groups concerned with noise management at the airport. In 1992, the membership on the ANMC was expanded to include representation in accordance with the Federal Minister of Transport's commitments for the approval of the north parallel runway project.

2.0 Introduction

This Terms of Reference document provides a guide for ANMC members on the purpose, scope and role of the ANMC. It details the objectives of the ANMC and provides a common understanding from which all discussions are based.

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

3.0 Terms of Reference

3.1 Purpose

The purpose of the ANMC is to provide a balanced forum where interested stakeholders can discuss aeronautical noise management issues associated with YVR aircraft operations.

3.2 Scope

The scope of the ANMC is limited to aeronautical noise generated from aircraft operations associated with YVR. The ANMC will discuss, analyze, and provide advice on or make recommendations about aeronautical noise management to the Airport Authority, who are responsible for the all operational decisions related to aeronautical noise.

3.3 Role

The ANMC is consultative in nature and does not have executive authority. The main role of the ANMC is to:

- Provide a forum for the exchange of relevant information amongst all stakeholders.
- Enhance awareness and understanding of aeronautical noise management issues.
- Discuss, analyse and provide advice on noise management issues.
- Provide a consultation forum for the discussion of proposed changes to 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 ANMC are to:

- Assist with minimizing the aeronautical noise disturbance to those living in the vicinity of YVR, while recognizing the need for safe and efficient airport operations.
- Assist in the development of Noise Management Plans (NMP) and provide input on the implementation of initiatives contained in the NMP.
- Balance stakeholder demands and expectations of their airport.

3.5 Membership and Representation

The composition of the ANMC will consist of members from the following groups and will be reviewed every two-years.

Citizen representatives and municipal staff

- City of Richmond (two citizen and one staff)
- City of Vancouver (two citizen and one staff)
- City of Delta (two citizen and one staff)
- City of Surrey (one citizen and one staff)

Musqueam

Airlines and Aircraft Operators

Air Navigation Services (NAV CANADA)

Industry Associations

Transport Canada

Vancouver Airport Authority

3.6 Basis of Understanding

Each ANMC 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 the region.

3.7 Administration of Meetings

ANMC meetings are chaired by a member of the Airport Authority. Meetings are held three to four times a year at the airport and are typically 2½ to 3 hours in duration. If necessary, special meetings are scheduled throughout the year.

Meetings are closed to the public; however, meeting minutes are made available on the YVR website after each meeting.

Meeting reminders and a call for agenda items are sent to members approximately two weeks prior to the scheduled meeting date. A proposed agenda will be issued prior to the meeting.

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

Comments on the draft minutes will be requested by a specified date after which the minutes will be considered final and posted on the YVR website.

3.8 Membership Criteria

Each appointed member is deemed a fair representative of their appointing organization and knowledgeable about their own stakeholder group.

Regular attendance at meetings is expected. Members are asked to advise the 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 information received from the Airport Authority and discussions at ANMC meetings. Each member is further expected to engage with their stakeholder group where matters of ANMC business so require.

To provide a forum for citizen representatives to report back to their respective municipalities, a joint update by both citizen representatives and municipal staff is expected to be provided to municipal Councils on an annual basis. Airport Authority staff will assist and support these presentations with materials 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 planned future initiatives.

It is also expected that municipal 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 ANMC is voluntary. No members, other than those employed by the Airport Authority, shall be remunerated by the Airport Authority for their work on the ANMC.

Other than Airport Authority staff, appointments 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 ANMC to identify themselves. The appointing organization must inform the Airport Authority 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 join the ANMC must provide a request in writing to the Airport Authority detailing their interests and the benefits of their participation. The Chairperson will consider the request, consult with the ANMC, and then respond accordingly in writing.

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

3.11 Term

For Musqueam and municipal citizen representatives, each appointing organization shall define an appointment term that best suits its needs, within the provided guidelines:

- Terms ranging between 2 and 4 years are recommended.
- Members are eligible for reappointment at the end of their terms to support deeper knowledge and understanding of noise matters.
- Indefinite terms will not be accepted.
- Appointing organizations with more than one representative (e.g. municipalities with two citizen representatives) are encouraged to stagger each membership term period by no less than one year, to ensure continuity between appointments.
- The above guidelines do not apply to staff representatives who are required to sit on the ANMC as part of their job duties.

3.12 Resignations / Removal

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

The Airport Authority may request an appointing organization to remove or replace its member if the individual is deemed to not have fulfilled their duties on the ANMC.