



GREATER TORONTO AIRPORTS AUTHORITY

COMMUNITY ENVIRONMENT & NOISE ADVISORY COMMITTEE

TERMS OF REFERENCE

PURPOSE

The Greater Toronto Airports Authority (GTAA) Community Environment and Noise Advisory Committee (CENAC) provides a forum for discussion between community constituents and the GTAA about matters relating to the mitigation of aircraft noise in the community and the operation of Toronto Pearson International Airport in an environmentally responsible manner.

The GTAA established this Advisory Committee in accordance with the requirements of the [Pearson Ground Lease with Transport Canada](#).

The CENAC will be an advisory body for the GTAA Chief Executive Officer. The committee will include representatives of the three surrounding municipalities and allow for the GTAA to hear concerns expressed in a public forum and to take action as considered appropriate.

COMMITTEE RESPONSIBILITIES

MANDATE OF COMMITTEE

The CENAC mandate is set out in the Ground Lease (section 8.12.02) as follows:

“The Tenant shall ensure that mitigation of noise emanating from aircraft in the takeoff, ascent, descent, approach and terminal phases of flight is a part of the mandate of a noise management committee which the Tenant shall establish and which shall include at a minimum, the Tenant, the Minister or his designate, aviation industry representatives and appropriate provincial and municipal government representatives.”

COMMUNICATION AND DISSEMINATION / EDUCATION OF STAKEHOLDERS

The CENAC will provide a forum for the discussion of noise and environment related matters and will decide on the best methods of distributing information to stakeholders and to stakeholder groups on an issue by issue basis.

The CENAC will issue a report on an annual basis summarizing the GTAA’s ongoing noise mitigation initiatives and the work of CENAC.

LINKAGES

The CENAC members that represent community stakeholders will be required to actively seek the opinions of their constituents on noise related matters and to represent these concerns in the committee forum. Similarly, committee members will be required to disseminate the results of committee discussions to their constituent bodies.

Linkage to the GTAA Consultative Committee (CC), Toronto Pearson’s main consultative communication forum, will be provided through common membership. The GTAA will continue to perform this liaison through the committee chair.

The CENAC will also have linkage to the Technical Noise Management Committee (TNC) to provide a two-way communication on the operational aspects of noise monitoring, enforcement, and mitigation.

ROLES & RESPONSIBILITIES OF COMMITTEE MEMBERS

The CENAC will advise on matters related but not limited to the following:

- Aircraft Operation procedures impacting aircraft noise in Toronto Pearson’s Operating Area (AOA)
- The examination of alternatives for noise mitigation
- The enforcement of aircraft noise violations
- Municipal land use within the GTAA AOA
- The review of the GTAA’s environmental programs and adherence to ISO targets
- The examination of potential environmentally sensitive measures at Toronto Pearson

ROLES & RESPONSIBILITIES OF THE GTAA

- Provide the committee support, be responsive to community concerns and provide responses to requests for information
- Provide reports and statistics relevant to the work of the committee
- Coordinate and facilitate the meetings
- Produce agenda and record of each meeting in a timely fashion

The CENAC will report and make recommendations to the GTAA Chief Executive Officer. The CEO may refer recommendations to the appropriate committee of the GTAA Board of Directors, to the GTAA CC, to the TNC or other bodies as appropriate for consideration.

Members will have the opportunity to vote on recommendations and minutes will show conclusion and resolution. The Committee will be given feedback on these recommendations.

The CENAC may appoint ad-hoc sub-committees to deal with specific issues as they arise.

Terms of Reference will be reviewed and updated as required to ensure that the GTAA CC mandate and membership remain current and appropriate.

MEMBERSHIP

CHAIR: (Voting Member) The GTAA President and CEO or his designate (1): Committee Chair

Citizen and/or elected official representation	Technical Members
Toronto (3) – one elected official, one resident, one appointed at Council discretion	Transport Canada
Mississauga (4) – one elected officials, two residents, one appointed at Council discretion	NAV CANADA
Brampton (3) – one elected official, one resident, one appointed at Council discretion	Airline Representative
Halton Region (1) – one representative at	Staff representatives – Brampton, Mississauga,

Region's discretion	Toronto
York Region (1) - one representative at Region's discretion	Representative from the Province of Ontario
Durham Region (1) - one representative at Region's discretion	Additional technical membership as required (acoustician)
	Greater Toronto Airports Authority

Municipalities will be permitted to designate alternates when a member is unable to attend a meeting. Councillors, residents, or Councillors' staff representatives are permitted to stand-in as an alternate for an elected representative who is unable to attend a meeting. Designated alternates are encouraged to attend meetings regularly and can vote in absence of the regular member.

Each nominating body will set the term of membership with a suggested minimum of (4) four years.

PROCEDURES / OPERATION

By the last meeting of the calendar year, the committee will approve a meeting schedule for the following year. Meetings will be held at least on a quarterly basis in the Administrative Offices of the GTAA. Meetings can be rescheduled at the discretion of the committee at least two weeks in advance of the scheduled meeting date. The meeting schedule, and any subsequent changes, shall be made publicly available.

There will be a published agenda, which will be delivered one week in advance of published meetings dates. Items for discussion should be submitted to the Committee Chair prior to meeting.

Quorum shall consist of six voting members, including the chair. In the event quorum is not attained, meetings will proceed on an informal basis. Regular attendance is expected of members. If a member, and/or their alternate, misses more than two consecutive regularly scheduled meetings, then the appointing community will be advised.

For most CENAC business, a consensus approach will be followed. For those issues where a vote is requested, only "Committee" members and the committee chair will have voting rights. Items requiring a vote will be outlined on the agenda, and where possible, material will be provided to members in advance of meetings

Meetings will be open to the public and to the media.

Minutes of the meetings will be circulated to CENAC members as early as possible after each meeting. Further distribution of the minutes will be decided by the CENAC.

The GTAA Stakeholder Relations and Communications Department will provide secretariat services. The GTAA will provide a budget for the administrative support of this Committee.

- April 2015-