



# **Appendix A** **Meeting Agenda**



## **Billy Bishop Toronto City Airport Noise Sub Committee Meeting 10**

Wednesday April 1st, 2020  
7:00 pm to 8:00 pm  
Microsoft Teams Meeting (Online)

### **AGENDA**

- 7:00 Agenda Review and Updates
  - Curfew Violations
  - Finalize Terms of Reference Review
  - Finalize Year in Review Summary
- 7:30 Ground Noise Study update (Michael David)
- 7:45 Permanent Noise Management Terminal update (Gary Colwell)
- 8:00 Adjourn



**Appendix B**  
**Dockwall Rehabilitation Communication,**  
**PortsToronto (April 2<sup>nd</sup>) and City of Toronto**  
**(April 4<sup>th</sup>)**

## **City of Toronto to Begin Scheduled Sheet Pile Installation on April 6 as part of Dock Wall Rehabilitation Project near Billy Bishop Airport**

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Beginning on or shortly after April 6 for an expected period of ten weeks, the City of Toronto will commence scheduled sheet pile installation as part of continuing construction activities related to the rehabilitation of the north dock wall of the Western Channel, adjacent to the Billy Bishop Toronto City Airport passenger transfer facility at the foot of Eireann Quay. The dock wall rehabilitation project and related sheet pile installation is part of the City-led Bathurst Quay Neighbourhood Plan (BQNP).

The public may notice increased noise throughout this phase of construction. To minimize community impact, City of Toronto construction activities will take place on weekdays within the hours of 7:00 a.m. and 7:00 p.m. Notices and contact information have been posted at visible locations around the project site.

PortsToronto is working closely with the City of Toronto on various elements of the city-led BQNP, which is a collaborative initiative that will transform the dock wall, currently an unwelcoming industrial piece of land on Toronto's waterfront, into a beautiful walkway where visitors can enjoy the sights of the harbour and surrounding area.

Project-related enquiries can be directed to 311 or [311@toronto.ca](mailto:311@toronto.ca).



**Appendix C**  
**Noise Management Subcommittee Terms**  
**of Reference – Revised July 2020**

**Billy Bishop Toronto City  
Airport Noise Management  
Subcommittee**

**Terms of  
Reference  
July 2020**

**1. ROLE**

The Billy Bishop Toronto City Airport (BBTCA) Noise Management Subcommittee is accountable to the Billy Bishop Airport Community Liaison Committee. The Noise Management Subcommittee will provide a forum to communicate the perspectives and concerns of nearby residents to airport management regarding airport related noise. It will also be a forum to improve literacy and understanding of technical noise issues. Further, it will enable airport management to communicate and discuss proposals, planning issues and other relevant information back to stakeholders and the broader community regarding airport related noise. All Noise Management Subcommittee members shall respect and understand their role and the process of reporting through the Community Liaison Committee.

**2. MANDATE**

The Noise Management Subcommittee will be an advisory body to the BBTCA Community Liaison Committee and the BBTCA Director, providing comments, feedback, recommendations, and advice on existing and planned airport noise associated with airport development, operations and activities, including but not limited to:

- Noise related to flyby noise, airport stationary source noise (includes ferry and supply truck noise), and airport maintenance activities
- Noise both on the airport lands and in the community associated with airport operations and development

**3. COMPOSITION**

**3.1 Membership**

The Noise Management Subcommittee will be comprised of members who are generally representative of the Toronto waterfront community in the vicinity of or in the noise envelope of the BBTCA. The subcommittee will include persons representing the interests of waterfront residents as they pertain to noise generation and propagation on the airport lands and in the community.

Noise Management Subcommittee members are guided by these 'Terms of Reference' and participate on the subcommittee at the pleasure of BBTCA.

The subcommittee will consist of the following members:

- Hal Beck (Co-Chair) – York Quay Neighbourhood Association member
- Angela Homewood (Co-Chair) – PortsToronto
- Bryan Bowen – City Planning, Waterfront Secretariat
- Gary Colwell - PortsToronto
- Max Moore - Bathurst Quay Neighbourhood Association member
- Lesley Monette –Bathurst Quay Neighbourhood Association member (King’s Landing Noise Committee Chair)

City Council or staff from the Councillor’s office are welcome but not required to attend, as they have representation on the CLC, to which this subcommittee reports. Further, the City of Toronto staff representative can brief the Councillor and staff if required.

### **3.1.1. Alternates**

If necessary, members may nominate an alternate from their organization to attend Noise Management Subcommittee meetings in their place, provided that such alternates are briefed on meetings to date.

### **3.1.2 Recommendations for Community Representatives**

It is recommended that the following principles and criteria be adhered to by members of the Noise Management Subcommittee:

#### **Guiding Principles**

The following principles will be applied to recommending Noise Management Subcommittee members;

*Openness:* The opportunity should be open to all waterfront and BBCTA area residents, that live in the vicinity of BBCTA.

*Transparency:* The Noise Management Subcommittee terms of reference, role and expected time commitment should be made clear to those who are interested.

*Commitment:* Community Members will be recommended based on their willingness and commitment to work productively with the BBCTA and the community to seek solutions to the noise agenda items that will be brought before this subcommittee.

#### **Recruitment**

Members of the Community Liaison Committee will recommend alternate community representatives, if required at the quarterly Community Liaison Committee meetings.

#### **Criteria**

Noise Management Subcommittee membership will be open to those who:

- Are interested in working productively with the BBCTA on two-way communications between the BBCTA and their community of interest, business or institution;
- Are interested in understanding the technical aspects of noise generation, propagation, quantification, assessment, and/or mitigation;
- Agree to solicit input and feedback from the broader communities they represent;
- Can demonstrate effective participation in community, consensus-based discussions;

- Can commit to meeting a minimum of 4 times a year and on an as agreed upon basis by the subcommittee; and
- Agree to participate on the subcommittee in accordance with this Terms of Reference.

Attached: Community Liaison Committee Protocol

### **3.1.3 Facilitators**

PortsToronto shall provide a neutral, third-party facilitator to help guide the conversations at each Noise Management Subcommittee. The facilitator is directed to maintain communication with the Noise Management Subcommittee members about planning upcoming meetings, facilitate each meeting, record meeting minutes, and draft a summary of the meeting for review by members of the subcommittee. The facilitators of the Noise Management Subcommittee are as follows:

- Jim Faught – LURA Consulting (Facilitator)
- Alexander Furneaux – LURA Consulting (Notetaking & Coordination)

### **3.2 Term**

The existence of the Noise Management Subcommittee will be reevaluated on an annual basis through the preparation of a summary of the Noise Management Subcommittee's accomplishments of the course of the preceding year. The annual review will function as a plain-language overview of the Noise Management Subcommittee's key discussions and areas of learning to be shared with the Community Liaison Committee and the members of the neighbourhood associations that sit on the Community Liaison Committee.

The annual review will be discussed at the first meeting of the Noise Management Subcommittee in the year and will be presented to the PortsToronto Community Liaison Committee at their second meeting of each year. During this annual review, the Noise Management Subcommittee as a whole will decide whether or not to renew its mandate. The next review of the Noise Management Subcommittee's mandate is scheduled for the first meeting in 2021.

If there is a desire for the Noise Management Subcommittee to continue with a new mandate, a new terms of reference would be required. The focus of the Noise Management Subcommittee is to fulfill the mandate outlined in this terms of reference.

If a member is absent for two consecutive meetings, that member will be contacted to discuss their participation on the Noise Management Subcommittee and asked to withdraw if a subsequent absence should occur. Members will notify the Co-Chairs if they wish to withdraw from the Noise Management Subcommittee for any reason. Vacant positions will be filled as soon as possible.

### **3.3 Resource Representatives**

Resource representatives will be available to the Noise Management Subcommittee on an as-required basis, as determined by the Noise Management Subcommittee. Resource representatives will be invited by the Chairperson to attend specific Noise Management Subcommittee meetings where their experience or expertise will be of interest or add value to the Noise Management Subcommittee's deliberations.

Resource representatives are expected to include:

BBTCA Noise Subcommittee Terms of Reference

May 2020



- Noise and acoustic experts
- Transport Canada regional staff representatives
- NAV Canada staff representatives
- PortsToronto or Airport staff
- Wayne Christian - Remote advisory and weather resource
- Other City of Toronto, provincial or federal government staff

From time to time, the Noise Management Subcommittee may request the attendance of other relevant noise expert representatives from other BBTCA stakeholders to attend the Noise Management Subcommittee meetings for the purposes of providing or receiving information or seeking staff input and recommendations.

## **4 ROLES AND RESPONSIBILITIES**

### **4.1 Subcommittee Members**

Noise Management Subcommittee members will:

- Be responsible for soliciting input and feedback from the broader constituencies and communities they represent, and for sharing this with the Noise Management Subcommittee.
- Provide advice, feedback and perspectives related to noise, on questions, proposals or other matters provided by BBTCA management or the community.
- Communicate Noise Management Subcommittee discussions and outcomes back to their organizations, communities and constituencies.
- Communicate advice and recommendations developed by the subcommittee to the BBTCA Community Liaison Committee.
- Attend meetings as required, and brief an alternate when necessary.
- Review the minutes to ensure that proceedings have been accurately documented.

### **4.2 BBTCA Management**

BBTCA management commit to:

- Provide accurate, understandable information to Noise Management Subcommittee members, such that members can contribute informed advice and recommendations.
- Help the Noise Management Subcommittee function effectively by providing information, and offering suggestions and alternatives to address issues, concerns and problems being discussed.
- Ensure that the appropriate staff or related experts with specific noise related expertise are present at discussions on specific noise issues or matters to assist the Noise Management Subcommittee with information and technical needs.
- Listen carefully to advice and perspectives of members and where feasible and appropriate, initiate action to address Noise Management Subcommittee recommendations that have been agreed to by the BBTCA Community Liaison Committee, or are otherwise required in absence of a committee.
- Provide appropriate, relevant materials to Noise Management Subcommittee members for review in advance of meetings.
- Provide secretarial support for the Noise Management Subcommittee.

## **5 OPERATING PROCEDURES**

### **5.1 Subcommittee Meetings**

The Noise Management Subcommittee will attempt to meet bi-monthly. The Noise Management Subcommittee may meet more frequently, as required and generally in advance of planned BBTCA CLC meetings. Meetings will generally be held in the evenings, with duration of no more than two (2) hours. Meetings will be held at venues that are acceptable to the Noise Management Subcommittee. Meetings will be open to the public, at the discretion of the Noise Management Subcommittee.

Meeting agendas will be developed by the Chairperson, in consultation with Noise Management Subcommittee members.

### **5.2 Method of Operation and Disbandment**

The Noise Management Subcommittee will operate on a consensus-based approach to provide advice and recommendations to PortsToronto and the BBTCA. The consensus approach is defined as the majority of members will be in general agreement on issues, advice and recommendations. If consensus is not achieved, differing perspectives and feedback will be reported in the Noise Management Subcommittee minutes. Given this, the Noise Management Subcommittee is not responsible for making decisions or passing motions regarding BBTCA or its operations. Decision of the subcommittee will not be legally binding on the BBTCA or PortsToronto.

The Noise Management Subcommittee will disband at the discretion of the Noise Management Subcommittee, once there are no noise related topics of interest brought forward by the subcommittee members or BBTCA and it is determined through discussion that the Noise Management Subcommittee has fulfilled the intend of its mandate. Reasons for disbanding will be given in writing, in the final meeting summary.

### **5.3 Meeting Management and Reporting**

Meeting agendas and supporting materials will be circulated to Noise Management Subcommittee members at least two weeks in advance of meetings, to enable members to prepare fully and seek input or advice from their organizations, noise experts or their constituencies. Meeting minutes will be circulated to members within two (2) weeks of each meeting. Minutes are subject to approval by members at the following meeting. Final Noise Management Subcommittee minutes will be posted on the PortsToronto website. The Noise Management Subcommittee will be provided with the services of an independent facilitator to help members achieve consensus on issues from time to time.

Given the technical nature of discussion anticipated, the notetaker may obtain electronic recordings of the proceedings, after receiving permission from committee members at the start of a meeting. The recording will not be shared with any other party, including BBTCA management, and will only be used for the purpose of ensuring accurate notes. The recording will be destroyed once the notes are finalized and no later than 3 months following the date of the meeting.

### **5.4 Conflict of Interest**

Members, resource representatives and experts must declare a conflict of interest prior to becoming a member of the Noise Management Subcommittee and/or at Noise Management Subcommittee meetings

or through correspondence, prior to addressing specific matters where an actual or perceived a conflict of interest may exist.

### **5.5 Communications and Media**

Noise Management Subcommittee members will abide by the BBTCA Community Liaison Committee Meeting Protocol and Procedures (Attached as Appendix A).

PortsToronto will establish a section for the Noise Management Subcommittee on its website to publish relevant documents (including meeting agendas and minutes) and to encourage feedback from non-members.

### **5.6 Funding**

The annual operational costs of the subcommittee will be paid for by PortsToronto. No stipends or fees will be paid.

## **APPENDIX A**

### **Airport Community Liaison Committee**

#### **Meeting Protocol and Procedures**

February 16, 2011

This Meeting Protocol expands upon the approved Airport Community Liaison Committee Terms of Reference (October 19, 2010) and is intended to guide the Chair and Committee members in conducting quarterly meetings of the Committee.

#### **1. Chair**

- Committee meetings will be chaired by the CEO of the Toronto Port Authority or designate.
- The Chair will open and adjourn each meeting. In consultation with members, the Chair will determine whether a meeting's duration should be lengthened or shortened.
- The Chair will seek members' approval of the agenda and meeting minutes.
- It is the Chair's responsibility to ensure that this Meeting Protocol is followed.

#### **2. Facilitator**

- On behalf of the Committee, the Chair may request the services of an independent facilitator to help members achieve consensus on particular issues.
- The independent facilitator will lead Committee discussions in an impartial manner.
- The facilitator will prepare minutes of Committee meetings, as requested by the Chair/Committee.

#### **3. Agendas**

- A draft meeting agenda and supporting materials will be circulated to members at least two (2) weeks in advance of each meeting, to enable members to prepare fully and seek input or advice from their organizations or constituencies.
- The Chair, in consultation with the independent facilitator, will develop draft agendas.
- Members will review and approve the agenda at the outset of each meeting.
- Members will be consulted on agenda items for subsequent meetings at the conclusion of each meeting.

#### **4. Conflict of Interest**

- Members must declare a conflict of interest prior to addressing specific matters or agenda items where an actual or perceived conflict of interest may exist.

## **5. Mode of Operation**

- A consensus-based approach – where members seek general agreement on issues and recommendations – will be the operating mode for the Committee.
- If consensus is not achieved, differing perspectives and feedback will be reported in the minutes.
- The Committee is not responsible for making decisions, voting or passing motions regarding the Airport or its operations.

## **6. Meeting Time and Duration**

- Meetings will generally be held in the evenings, with a duration of no more than three (3) hours.

## **7. Public Access**

- A portion of each meeting (duration to be confirmed) will be open to the public.
- Fifteen (15) minutes will be set aside for public deputations at each meeting. All deputations must be requested in writing and received two (2) weeks in advance by TPA.
- Public seating is on a first come first served basis.

## **8. Media**

- Media may attend the public portion of each meeting.
- Members are free to respond to media requests for comment on Committee matters, as they deem appropriate. A summary of comments made to the media regarding Committee matters must be provided [in advance] to TPA for distribution to all Committee members.

## **9. Minutes**

- Meeting minutes will be circulated to members within two (2) weeks of each meeting.
- Minutes are subject to approval by members at the following meeting. Final minutes and copies of presentations will be posted on TPA's website.
- Minutes will include: a synopsis of Committee discussions and recommendations; action items; list of members in attendance.



**Appendix D**  
**Noise Management Subcommittee 2019 Year in**  
**Review**

# PortsToronto Billy Bishop Toronto Centre Airport Noise Management Subcommittee 2019 Year in Review

Formed in 2018, the PortsToronto Billy Bishop Toronto Centre Airport (BBTCA) Noise Management Subcommittee (NMSC) is a standing committee reporting to the PortsToronto BBTCA Community Liaison Committee (CLC) with representation from the Bathurst Quay Neighbourhood Association (BQNA) and York Quay Neighbourhood Association (YQNA). As part of its mandate, the NMSC serves as a two-way communication platform to enable residents to communicate perspectives and concerns regarding airport related noise to airport management, and enable airport management to communicate and discuss proposals, planning issues, and other information to stakeholders and the broader community relating to airport noise. As such, NMSC representatives from the BQNA and YQNA regularly report on perspectives and concerns on technical matters pertaining to airport noise that exist in their neighbourhoods.

The NMSC also serves as a forum for learning about and dissecting existing noise management principles and their application in both the historic and current context to land development.

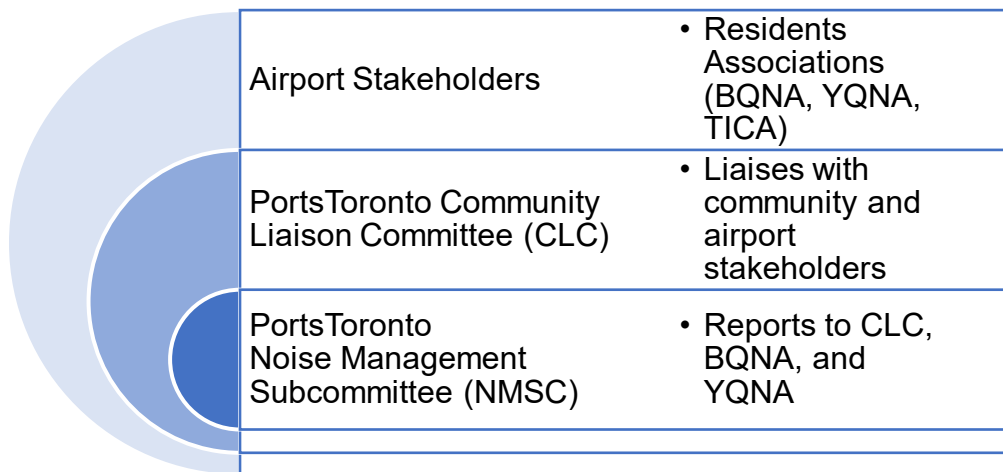


Figure 1. Reporting relationship of Billy Bishop Toronto Centre Airport stakeholders to the CLC and NMSC

In January 2020, the NMSC underwent the first review of its mandate to determine whether to renew the subcommittee’s term for another year. The following is a reflection on the past year’s work by the NMSC.

## Reflecting on a Year of Work

Over the past year, the NMSC met five times (this was preceded by one meeting in 2016 and two meetings in 2018). What follows are highlights from the NMSC’s efforts to learn about noise management principles surrounding noise mitigation:

- **Ground Noise Study (RFP)** – The NMSC provided comments on the initial draft of the RFP for the Ground Noise Study. Since awarding the RFP, the NMSC has met with one of the consultants, R.J. Burnside, to discuss their proposed methodology, preliminary data gathering strategy, and suggested locations for the placement of temporary noise monitors informed by community members’ experience of noise impacts.
- **Permanent Noise Management Monitor Installation** – The NMSC has worked with airport management and their connections within the community to acquire and install an additional permanent, real-time noise monitors on the Kings Landing Condominium. PortsToronto is currently awaiting installation of additional monitors at Ontario Place and Windward Co-op buildings.
- **Annual Noise Management Report** – The NMSC provided feedback on the [2018 Annual Noise Management Report](#). Several key areas of feedback emerged including the following:
  - The Annual Noise Management Report should include definitions and descriptions that clarify activities and operations commonly associated with noise complaints.
  - The current noise reporting process is complicated.
  - Data presentation can be simplified.
  - Additional technical data, airport procedures on mitigating noise impacts, and standards should be appended to improve transparency with the community.
  - Subcommittee members suggested data relating to noise decibels, busiest and quietest airport days, permanent noise management monitor data reported in dBA and dBZ weighted decibels, fly-by per hour data, and meteorological conditions to allow for comparison across years.
  - Concerns that the document functions more as a public relations piece and should be named a “Noise Complaint Report” to more accurately convey the content of the report.

This discussion along with subsequent discussions has compelled PortsToronto to consider refinements to the airport management’s approach for tackling annual noise reporting.

- **Researching Information on Noise and Improving Noise Literacy** – The NMSC continued to develop their collective knowledge on noise regulations and the effects of different variables that influence how noise is measured and perceived. Key discussions and presentations from this year (included as either hyperlinks to meeting minutes or attachments as follows):
  - Establishing a community agreement that PortsToronto’s future noise studies and Annual Noise Management Reports report noise measurements in both dBA and dBZ weighted decibels. Reporting both dBA and dBZ provides a more useful measure of noise by documenting bass frequencies generated by airport activity. This is a voluntary



approach that exceeds the minimum reporting requirements set out by the Province of Ontario.

- NMSC member Wayne Christian presented on the impact of meteorological variables impacting noise propagation and perception (Meeting #6, May 29<sup>th</sup>, 2019). Read NMSC Meeting #6 Minutes.
- Header Merza, Senior Noise Engineer with the Provincial Ministry of Environment, Conservation and Parks presented on Provincial Noise Standards in their historical context and current application as they relate to land development (Meeting #7, July 24<sup>th</sup>, 2019). Attached in *Appendix B* and included in NMSC Meeting #7 Minutes.

### Term Renewal

The NMSC agreed to renew its mandate for another year with respect to further clarifying and deepening its knowledge about environmental noise matters as they relate to land uses surrounding the Billy Bishop Toronto Centre Airport. The NMSC also discussed the timeline for the recently commenced noise study, and the anticipated completion date for this study being pushed further into 2021 in light of changes in the noise environment resulting from COVID-19 workplace initiatives. It was concluded that the NMSC term be extended to the beginning of 2021, acknowledging the likelihood that further work will be required by the sub-committee through 2021 and into 2022. It is with the optimistic anticipation that the PortsToronto will agree to continue to fund this important sub-committee for the duration. The sub-committee agreed to review the TOR as well as discussions, learning, and work completed in 2020 during the first meeting of 2021 to be held in January.

### Looking Forward

In the upcoming year, members of the NMSC anticipate fulfilling the mandate of the subcommittee through the following tasks:

- **Ground Noise Study (Implementation and Analysis)** – Beginning in January 2020, R.J. Burnside will begin their study of ground noise generated by BBTCA, developing a noise model for the airport including variables associated with weather and where noise is generated. The NMSC has expressed interest in continued input and discussion with airport management and the consultant to ensure the study accurately captures noise conditions experienced around the airport with the goal of informing prioritized mitigation measures to reduce noise exposure in nearby communities.
- **Permanent Noise Management Monitor Installation** – BBTCA airport management will continue to facilitate the expansion of the Permanent Noise Management Monitors including a new permanent noise monitor on the Kings Landing Condominium building. A second new permanent monitor will be installed at Ontario Place, as will the relocation of an existing permanent monitor from the mainland ferry terminal to Windward Coop building. The NMSC has

expressed interest in discussing how the collected data is filtered, presented, and assessed with respect to community impacts.

- **Annual Noise Management Report (ANMR)** – The NMSC will review the draft 2019 Annual Noise Management Report to provide feedback on the adequacy of data presentation and any potentially misleading information which can contribute to community mistrust and lack of confidence.
- **Researching Information on Noise and Improving Noise Literacy** –
  - The City of Toronto’s Waterfront Secretariat has expressed their willingness to present on the City’s Noise Study Requirements for new buildings.
  - The NMSC expressed interest in discussing topics such as: the technical criteria applied for assessing noise effects under federal and provincial EA processes; why and how aircraft slots are regulated and the related implications for fly-by noise impacts on the community; an overview of TP1247 and the purpose of NEF noise modelling; and the principles and assumptions underlying the NEF formula and understanding the noise level established by an NEF value.

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