



PortsToronto

Billy Bishop Toronto City Airport Community Liaison Committee

Terms of Reference

Approved October 19, 2010

As Amended: June 13, 2012

As Amended: May 15, 2015

1. ROLE

The PortsToronto, Billy Bishop Toronto City Airport (BBTCA) Community Liaison Committee (the committee) will provide a forum for a wide range of BBTCA stakeholders and nearby residents to communicate their perspectives and observations to airport management. Further, it will enable airport management to communicate proposals, planning issues and other relevant activities and information to stakeholders and the broader community.

2. MANDATE

The committee will be an advisory body to the BBTCA Director, providing comments, feedback and suggestions on airport development, operations and activities, including:

- Airport operations and plans that may affect health, safety, community and economic conditions in the surrounding area;
- Noise relating to aircraft and airport operations; and
- City building and environmental sustainability initiatives.

3. COMPOSITION

3.1 Membership

The committee will be comprised of members who are generally representative of the waterfront community, including persons representing the interests of waterfront residents, businesses, consumers, the travelling public and aviation industry representatives.

Committee members are guided by these Terms of Reference and participate on the committee at the discretion of BBTCA.

The committee will consist of a Chairperson and nineteen (19) volunteer members:

- Chairperson – PortsToronto - BBTCA Executive Vice President or designate. The Chairperson will be supported by the Vice President Public Affairs, and the Vice President of Infrastructure, Planning and Environment whom will attend all committee meetings.

- Four (4) local residents – Three (3) are to be appointed from each of the relevant neighbourhood associations – Bathurst Quay Residents’ Association, York Quay Residents’ Association, and Toronto Island Residents’ Association. An independent recruiter will work with the above-mentioned community groups, using the attached criteria, to select appropriate members. One (1) local resident at large will be selected through a PortsToronto selection process, based on the attached CLC member selection criteria.
- Two (2) business representatives – One (1) to be identified by the Toronto Board of Trade, and one (1) by the Waterfront BIA. In both cases these representatives must not be directly associated with BBTCA operations or capital projects.
- Two (2) BBTCA client stakeholders – To be identified by the BBTCA Director. At least one (1) of these members will be a representative of a commercial carrier serving the BBTCA.
- One (1) City of Toronto – Waterfront Secretariat representative.
- One (1) representative from Tourism Toronto – to be identified by the Board of Directors of Tourism Toronto.
- One (1) representative from Waterfront Toronto – to be identified by the CEO of Waterfront Toronto.
- Two (2) Councillors or designate, representing Wards 20 and 28.
- One (1) Representative from the Council of Commodores.
- One (1) Waterfront park trustee, representing Ireland Park.
- One (1) Representative from the Toronto District School Board (TDSB).
- One (1) Representative of the Toronto Passenger Vessel Association (TPVA).
- One (1) Representative from a Toronto Waterfront Hotel.

3.1.1. Alternates

If necessary, members may nominate an alternate from their organization to attend committee meetings in their place, provide that such alternates have similar expertise and experience as the members.

3.2 Term

Members will serve a two (2) year term, but may be reappointed for two additional terms. Reappointment recommendations will be made by the selecting organization in writing to PortsToronto.

If a member is absent for three consecutive meetings, that member will be contacted to discuss their participation on the committee, and asked to withdraw if the absences continue. Members will notify the Chairperson if they wish to withdraw from the committee for any

reason. Vacant positions will be filled as soon as possible.

3.3 Resource Representatives

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

Resource representatives are expected to include:

- Transport Canada regional staff representatives;
- NAV Canada staff representatives;
- Air Transport Association of Canada representatives;
- BBTCA and PortsToronto staff;
- Toronto Public Health; and
- Other City of Toronto staff.

From time to time, the committee may request the attendance of other relevant representatives from other BBTCA stakeholders to attend committee or subcommittee meetings for the purposes of receiving information or seeking staff input and recommendations.

3.4 Subcommittees

Standing subcommittees may be formed, as required, to manage the following:

- Noise management, transportation and environmental sustainability; and
- Planning and infrastructure.

Subcommittee members will be drawn from the overall committee. To the extent possible, the composition of each subcommittee will mirror that of the overall committee (i.e. mix of resident, business, and client representatives).

4 ROLES AND RESPONSIBILITIES

4.1 Committee Members

Committee members will:

- i. Be responsible for soliciting input and feedback from the broader constituencies and committees they represent, and for sharing this with the committee;
- ii. Provide advice, feedback and perspectives on questions, proposals or other matters provided by BBTCA management and PortsToronto for discussion;
- iii. Report, without bias, committee discussions and outcomes back to their organizations, communities and constituencies;
- iv. Attend committee and subcommittee meetings as required, and brief an alternate if necessary;
- v. Review the committee minutes to ensure that proceedings have been accurately recorded; and
- vi. Reflect a solution-oriented and fact-based approach that seeks to work

constructively and collaboratively towards identifying and adopting measures that will make the airport and the neighbourhood better.

5.1 BBTCA Management

BBTCA management commit to:

- vii. Provide accurate, understandable information to committee members, such that members can contribute informed advice and recommendations;
- viii. Help the committee function effectively by providing information, and offering suggestions and alternatives to address issues, concerns and problems being discussed;
- ix. Ensure that the appropriate staff or resource representatives with specific expertise are present at discussions on specific issues or matters to assist the committee with information and technical needs;
- x. Listen carefully to advice and perspectives of members and where feasible and appropriate, initiate action to address committee recommendations;
- xi. Provide appropriate, relevant materials to committee members for review in advance of meetings; and
- xii. Provide secretarial support for the committee.

5 OPERATING PROCEDURES

5.1 Committee Meetings

The committee will meet a minimum of four (4) times a year. Subcommittees will meet more frequently, as required. Meetings will be generally held in the evenings, with duration of no more than three (3) hours.

Meetings will be held at venues that are acceptable to the committee. Meetings will be open to the public, at the discretion of the committee.

Meeting agendas will be developed by the Chairperson, in consultation with committee members.

5.2 Mode of Operation

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

5.3 Meeting Management and Reporting

Meeting agendas and supporting materials will be circulated to members at least one (1) week in advance of meetings, to enable members to prepare fully and seek input or advice from their organizations or constituencies. Meeting minutes will be circulated to members within three (3) weeks of each meeting. Minutes are subject to email approval by members

followed by approval confirmation at the following meeting. Final minutes will be posted on PortsToronto website.

5.4.1 Conflict of Interest

Members must declare a conflict of interest prior to becoming a member of the committee and/or prior to addressing specific matters where an actual or perceived conflict of interest may exist.

5.5 Communications and Media

Committee members will abide by the committee communications protocol. This includes accurately reporting on the discussions and topics held within the meeting without bias or preference.

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

5.6 Funding

The annual operational costs of the committee will be paid for by PortsToronto.

No stipends or fees will be paid to members of the committee.

Recruitment and Appointment Process for Resident Representatives of the PortsToronto BBCTA Community Liaison Committee

Guiding Principles

The following principles will be applied to recruiting, selecting and appointing the three (3) BBCTA Community Liaison Committee resident members:

Openness: The application process should be open to all waterfront and BBCTA area residents who live within the bounds of the three residents' associations represented on the committee.

Transparency: The application and selection process should be made clear to those who wish to apply.

Replicability: The application process should follow a similar process used by the City of Toronto for citizen appointment to civic advisory committees.

Recruitment

The opportunity to apply for one of the three (3) resident seats on the committee will be publicized through:

- Direct contact with the three local resident associations' (TICA, BQNA, YQNA) executives
- Posting on the PortsToronto website
- Notices in relevant community association publications
- Liaison with local Ward 20 and 28 City Councillors

Committee Operating Criteria for all members of the BBCTA Community Liaison Committee

Membership on the committee will be open to those who:

- Are interested in working productively with the BBCTA on two-way communications between the BBCTA and its community
- 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 (plus potential subcommittee meetings)
- Agree to participate on the committee in accordance with the Terms of Reference