



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

As Amended: July 19, 2023

## 1 ROLE

PortsToronto's Billy Bishop Toronto City Airport (Billy Bishop Airport) Community Liaison Committee (CLC) will provide a forum for a wide range of Billy Bishop Airport stakeholders (defined in Section 3) to engage in a two-way dialogue with PortsToronto staff regarding ongoing operations of the airport. Each party will have the opportunity to communicate their perspectives and observations to airport management. Further, it will enable airport management to communicate plans and information, planning issues and other relevant activities and information to stakeholders and the broader community.

PortsToronto established the CLC in 2010 as a non-statutory forum for dialogue with airport stakeholders to share information and receive feedback on the airport's operations and growth plans in downtown Toronto. PortsToronto (rebranded in 2015 from Toronto Port Authority) is the successor to the Toronto Harbour Commission and a signatory to the 1983 Tripartite Agreement executed jointly with the City of Toronto and the federal Minister of Transport. PortsToronto is responsible for the management and operation of the Billy Bishop Airport. Both PortsToronto and Billy Bishop Airport are required to comply with regulatory requirements.

## 2 MANDATE

The CLC will be an advisory body to the Billy Bishop Airport Senior Management Team, providing an opportunity to ask questions, seek clarity, and work in the spirit of collaboration to provide constructive comments, feedback and suggestions on the airport's growth, operations, and activities which implement its Master Plan's directions including:

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

The CLC is **NOT** a venue focused on:

- PortsToronto's operations affiliated with the Port of Toronto, Cruise Ship Terminal, or Outer Harbour Marina.
- Making decisions about the current or future operations of the airport.
- Reopening the directions established through the Master Plan – the Master Plan is a separate and distinct process for establishing direction of the airport.

- Airing individual member concerns that are not reflective of their broader constituencies.

### 3 COMPOSITION

#### 3.1 Membership

- The CLC 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. Membership is guided by eligibility criteria and the process described in **Schedule A**.
- CLC members are guided by these Terms of Reference and participate on the CLC at the discretion of Billy Bishop Airport.

##### 3.1.1 Membership Format

The CLC will consist of a meeting Facilitator, PortsToronto's VP Billy Bishop Airport and Supporting Staff, and up to twenty-seven (27) standing members, including:

- One (1) meeting Facilitator accompanied by one (1) notetaker, retained by PortsToronto
- One (1) PortsToronto's VP Billy Bishop Airport, designated by the CEO of PortsToronto. This person will be supported by PortsToronto staff ranging in expertise and roles encompassing communications and public affairs; infrastructure, planning, and environment; and airport operations and security, who will attend all committee meetings.
- Four (4) local residents, appointed by their respective boards, representing Bathurst Quay Neighbourhood Association (BQNA), York Quay Neighbourhood Association (YQNA), Toronto Island Community Association (TICA), and East Waterfront Community Association (EWCA).
  - Resident association may choose to send up to two (2) representatives of their association to the CLC in recognition that topics of interest are delegated among members.
- Three (3) business representatives – One (1) to be identified by the Toronto Board of Trade, one (1) by the Waterfront BIA, and (1) by a waterfront business. In all cases, these representatives must not be directly associated with Billy Bishop Airport operations or capital projects.
- One (1) representative from the City of Toronto, Waterfront Secretariat – to be identified by the Waterfront Secretariat Director, or their designate.
- One (1) representative from Waterfront Toronto – to be identified by the VP of Communications and Engagement from Waterfront Toronto, or their designate.
- One (1) Councillor representing Ward 10 Spadina-Fort York, or their designate.
- One (1) Member of Parliament representing the Spadina-Fort York riding, or their designate.
- One (1) representative from a Toronto waterfront hotel operating in the Toronto Harbour area.
- One (1) representative from the Waterfront Neighbourhood Centre.
- One (1) representative from the Arts, Culture, and Tourism sector operating in the Toronto Harbour area.

- xii. One (1) representative from the Ireland Park Foundation.
- xiii. One (1) representative from the Toronto District School Board (TDSB).
- xiv. One (1) representative of a yacht club operating in the Toronto Harbour area.
- xv. One (1) representative of the HMCS York.
- xvi. One (1) representative of a Toronto University or College with a campus or research facility on the waterfront.

### **3.1.2 Alternates**

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

### **3.1.3 Recruitment**

Recruitment of stakeholders will be conducted by the Facilitator and will follow the recruitment procedure outlined in **Schedule A**.

## **3.2 Term**

- i. Members will serve a four (4) year term. Members are will, where possible, respect these term limits, allowing for the renewal of CLC members.
  - a. Ahead of the term expiration, the Facilitator will notify the member's organization indicating that they are required to review their representative to the CLC.
  - b. Existing CLC representatives may be reappointed by their organization. Reappointment recommendations will be made by the representative's organization in writing to the Facilitator and shared with PortsToronto.
- ii. If a member is absent for three consecutive meetings (approximately 8 months of inactivity on the committee), the Facilitator will contact the member's organization leadership body (board, manager, or applicable contact) to discuss the member's participation and involvement of the organization on the CLC.
- iii. Members will notify the Facilitator 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 CLC on an as required or ad hoc basis, as suggested through the CLC. Resource representatives will be invited by the Billy Bishop Airport VP to attend specific CLC meetings where their experience or expertise will be of interest or add value to the CLC's deliberations.

Resource representatives may include:

- Billy Bishop Airport and PortsToronto staff;
- Transport Canada regional staff;
- Ministry of Environment, Conservation, and Parks (MECP);
- NAV Canada staff;

- Air Transport Association of Canada;
- Toronto Public Health;
- Toronto Police Service;
- Individuals with relevant expertise, including but not limited to air quality and noise evaluation;
- City of Toronto staff; and
- Other consultants of the Tripartite Signatories

From time to time, the CLC may request the attendance of other relevant representatives from other Billy Bishop Airport stakeholders to attend CLC 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 discuss focused topics requiring additional attention, including but not limited to: noise management, transportation, air quality, environmental sustainability, and planning and infrastructure.
- The mandate of subcommittees must relate to and may not contradict the overall mandate of the CLC. A subcommittee-specific Terms of Reference will be prepared to define the specific sub-mandate of the subcommittee.
- Subcommittee members will be drawn from and nominated by the overall committee and approved by the VP Billy Bishop Airport. To the extent possible, the composition of each subcommittee will mirror that of the overall CLC.
- Subcommittees shall provide an annual Year-In-Review report to the CLC documenting key topics of discussion from the preceding year.

## **4 ROLES AND RESPONSIBILITIES**

### **4.1 Facilitator**

The Billy Bishop Airport CLC Facilitator will lead the meeting and endeavour to:

- Identify the purpose, objectives, and opportunities for input into agenda items at each meeting to ensure they meet the intended mandate of the CLC TOR.
- Keep meeting items on-time within the allocated time set in the agenda.
- Ensure that the roles and responsibilities are upheld.
- Seek a plurality of voices and opinions are heard throughout the meeting.
  - The Facilitator will actively call upon individuals to ask if they have questions or comments on an item and keep the discussion moving along to welcome broad participation
- Ensure productive discussion
  - Remind participants of previous conversations and topics that are beyond the scope of the committee's mandate to avoid repetitive conversations.
- Document a complete and accurate record of CLC meetings.

### **4.2 Billy Bishop Airport VP and Supporting Staff**

The VP Billy Bishop Airport and Supporting Staff commit to:

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

#### **4.3 Committee Members**

Committee members will:

- i. Be responsible for soliciting input and feedback from the broader constituencies and committees they represent, and convey the consensus approach in their association on an agenda topic, or else clarify the differing perspectives in the association when there is not a consensus for sharing this with the CLC;
- ii. Provide advice, feedback and perspectives on questions, proposals or other matters provided by Billy Bishop Airport management and PortsToronto for discussion;
- iii. Report, without bias, committee discussions and outcomes back to their organizations, communities and constituencies;
- iv. Attend CLC meetings as required, and brief an alternate if necessary;
- v. Review the CLC 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 to discuss practices and measures to mitigate local effects of airport operations with the goal of enhancing the airport's ability to act as a good neighbour.

### **5 OPERATING PROCEDURES**

#### **5.1 Committee Meetings**

- i. The CLC will meet four (4) times a year.
  - a. Subcommittees may meet more frequently, as required.
- ii. Meetings may be held online or in-person at venues that are acceptable to the CLC.
- iii. Meetings will be generally held in the evenings, with duration of no more than two and a half (2.5) hours.
- iv. Meetings will be open to the public at the discretion of the committee. Meeting observers are required to abide by provisions in **Schedule B**.
- v. Meeting agendas will be developed by the Facilitator, in consultation with the Billy Bishop Airport VP and Committee Members.
- vi. CLC meetings are, in principle, public meetings with open dialogue and information that can be

shared outside of the committee, however on occasion there may be matters requiring confidentiality. Should the need for confidentiality arise, an appropriate approach will be discussed in advance to determine how to preserve the confidentiality of the matter being discussed.

- vii. Meeting will be recorded for notetaking purposes only. Recordings of the meeting will be kept by the Facilitator in a password-protected folder and destroyed six (6) months after the publication of the meeting minutes.

## **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 CLC. If consensus is not achieved, differing perspectives and feedback will be reported in CLC minutes. Given this, the CLC is not responsible for making decisions or passing motions regarding Billy Bishop Airport or its operations.

## **5.3 Meeting Management and Reporting**

- i. Meeting agendas will be circulated to members at least one (1) week in advance of meetings.
- ii. Presentation slides will be circulated to members after each CLC meeting and included in the meeting appendix.
- iii. Supporting materials being solicited for input will be circulated to members at least three (3) weeks in advance of meetings to enable members to prepare fully and seek input or advice from their organizations or constituencies.
- iv. 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 Conflict of Interest**

Members must declare a conflict of interest prior to becoming a member of the CLC 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 included in **Schedule C**. 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**

- i. The annual operational costs of the committee will be paid for by PortsToronto.
- ii. No stipends or fees will be paid to members of the committee.

## **6 Review of the Terms of Reference**

These Terms of Reference shall be reviewed every 5 years (or 20 meetings).

## SCHEDULE A

### **Recruitment and Appointment Process for PortsToronto Billy Bishop Airport Community Liaison Committee Members**

#### **Guiding Principles**

The following principles will be applied to recruiting, selecting and appointing Billy Bishop Airport Community Liaison Committee members:

- *Openness*: The application process should be open to organizations and interests that can demonstrate eligibility
- *Transparency*: The application and selection process should be made clear to those who wish to apply.
- *Replicability*: The application process should follow a replicable process when new representatives are required.

#### **Eligibility**

Membership on the committee will be open to those who meet all of the following criteria:

- Are generally geographically located along the ascent/descent flight paths of aircraft, meaning no further north than the Gardiner Expressway (approximately 300 metres of Lake Ontario), no further east than Leslie Street, no further south than the furthest southern extent of the Leslie Street Spit (Tommy Thompson Park), and no further west than Ontario Place Boulevard AND who can demonstrate an environmental, economic, or social interest in the airport's role on the waterfront.
  - A map of this geographic area is included on Page 9, or by [link to Google Earth](#).
- Are interested in working productively with the Billy Bishop Airport on two-way communications between the Billy Bishop Airport 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 four (4) times a year (plus potential subcommittee meetings).
- Agree to participate on the committee in accordance with the Terms of Reference.

#### **Process**

*Vacancies*: Vacancies will arise at the end of a member's term or when a member indicates they no longer wish to participate in the CLC.

*Recruitment and Applications*: Interested organizations may apply to participate on the CLC at any time by email to the Facilitator.

CLC members will be recruited using a combination of the following approaches to fill vacancies, as required:

- Referral by an existing member of the CLC committee.
- Outreach at large, which may include direct outreach and advertised openings through PortsToronto's website (supported by communications tactics to raise awareness of the opportunity to get involved).

*Interviews*: All applicants will conduct an interview with the Facilitator to review their interest in participating on the committee. Each prospective member will be asked to identify:

- Information about their organization and their role within it.
- Their reason/interest in participating on the committee as a representative of their organization.
- Any previous experience or interactions they have participated in with the airport, if applicable.

*Appointments:* For members who are to represent a specific organization, the facilitator will consult with the organization prior to finalizing the appointment.



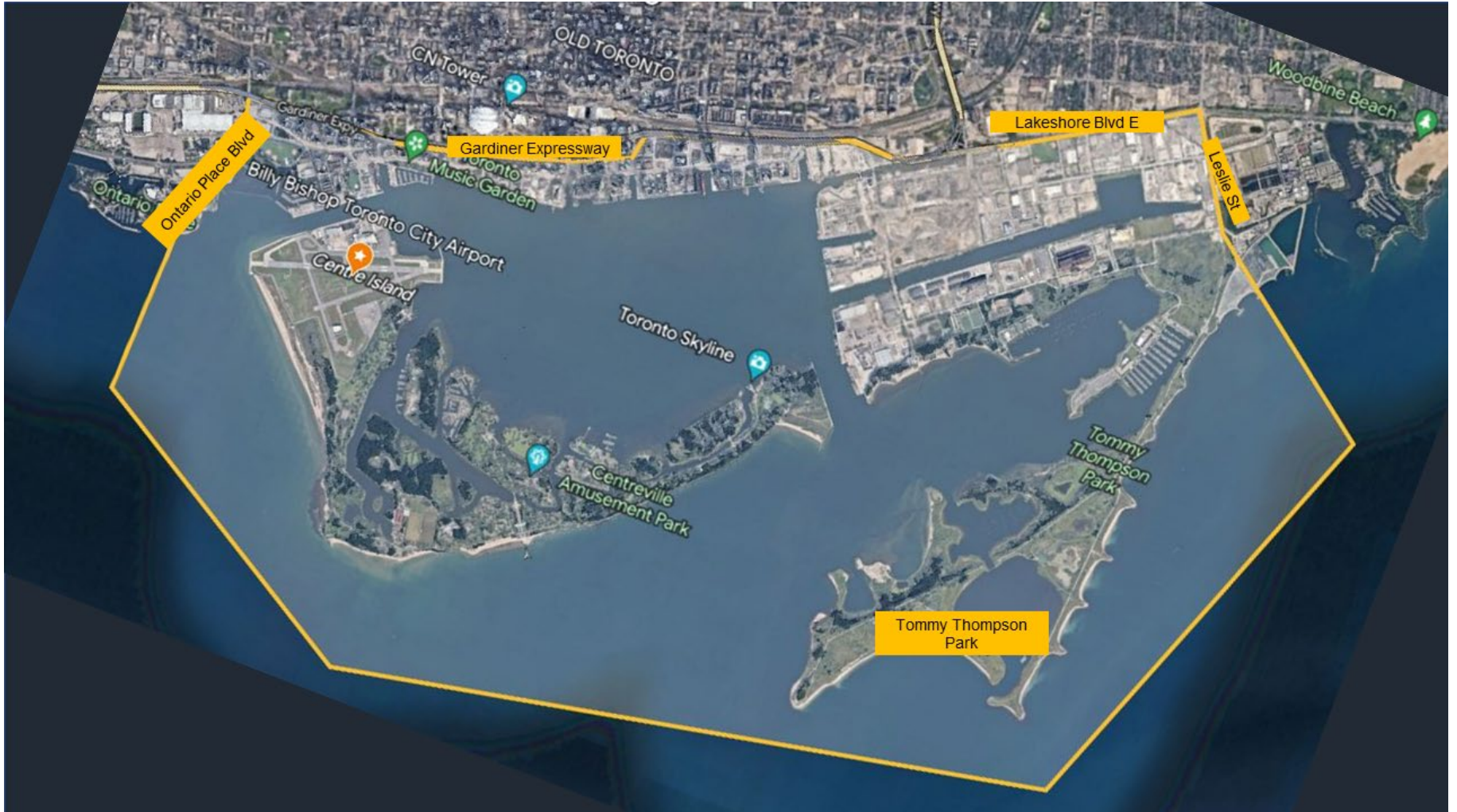


Figure 1. Geographic Area of Interest of the Billy Bishop Toronto City Airport Community Liaison Committee

## SCHEDULE B

### **Observing Participants**

Members of the public can attend the Community Liaison Committee to observe only.

### **How to Attend**

Members of the public may attend as an Observing Participant through one of the following channels:

- Contacting the Facilitator
- Requesting to attend through their representative at the CLC
  - Representatives are requested to alert the Facilitator if they have received requests from their membership to attend as Observing Participants.

### **Code of Conduct**

- Observing Participants agree to attend the meeting in a listening capacity only.
- Observing Participants may provide questions, comments, or statements to a CLC Committee Member prior to the meeting if they wish.
- An Observing Participant who participates in the meeting discussion will receive one reminder from the Facilitator regarding the Code of Conduct. Subsequent participation in the discussion after the reminder will result in the Facilitator asking the Observing Participant to leave the meeting.

## Schedule C

### Communication Protocols of the PortsToronto Billy Bishop Airport Community Liaison Committee

#### Privacy

- The Facilitator will maintain a current list of the contact information for Committee Members.
- All communication between the Facilitator and the entire CLC membership will be by email.
- Communication delivered to all Committee Members will be through Blind Carbon Copy (BCC).
- Committee Members may request the contact information of fellow Committee Members through the Facilitator. The Facilitator will forward this request to the requested Committee Member. If agreed to by the requested Committee Member, the Facilitator will share the contact information for both the Requesting and Requested Committee Member.

#### Media

- Media may attend the CLC meetings.
- Comments made by Committee Members to the media must be shared as soon as possible with the Facilitator and the VP Billy Bishop Airport.