

CONSULTATIVE COMMITTEE

TERMS OF REFERENCE

PURPOSE

The Consultative Committee (CC) will provide a consultative / communication forum for community stakeholders to meet with Greater Toronto Airports Authority (GTAA) Management and other aviation community representatives. The committee will discuss issues relating to the ongoing operation of Toronto Pearson International Airport and the activities of the GTAA.

The CC will be an advisory body for the GTAA President & Chief Executive Officer. The committee will include a broad group of airport, community and government partners and allow for the GTAA to hear concerns expressed in a public forum and to take action as agreed and considered appropriate.

COMMITTEE RESPONSIBILITIES

MANDATE

The GTAA Consultative Committee is a forum to provide effective dialogue and dissemination of information on matters relating to Toronto Pearson International Airport, including, but not limited to:

- airport planning
- operational aspects of the Airport
- Economic development
- regional/municipal concerns
- noise and environmental issues with potential economic impacts

The CC shall meet not less than twice each year and shall be comprised of members who are generally representative of the community, including persons representing the interests of consumers, the travelling public and organized labour, aviation industry representatives and appropriate provincial and municipal government representatives.

This mandate is consistent with the requirements set out in the GTAA's Ground Lease with the federal government (Article 9.04).

COMMUNICATION AND DISSEMINATION / EDUCATION OF STAKEHOLDERS

The CC will be a communication conduit to and from the community on airport matters and general airport policies that affect the community and will act in a consultative capacity to GTAA management.

Each member will decide on the most appropriate methods of disseminating information to their respective constituents on an issue by issue basis. The CC will decide what needs to be communicated as well as how to communicate effectively.

LINKAGES

The CC will provide the communication liaison between the community and the GTAA Board of Directors through GTAA management.

Committee members will act in a liaison capacity with their community constituent groups and will be active participants in committee meetings.

Committee members will be linked to the GTAA Noise Management Forums, (Toronto Pearson's consultative forum on noise mitigation and environment issues), through the committee chair.

SCOPE

To fulfill its purpose, the CC will discuss on an ongoing, proactive basis, matters related to the planning, development, economic viability and operation of the airport and will promote the airport as an economic asset for the Greater Toronto Area and as a major hub within the Canadian and international airport transportation system.

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

- Regional Airport System
- Economic Development Issues
- Airport Planning and Development Plans
- Operational matters and noise initiatives that have potential economic impact
- Regional/Municipal Concerns
- Customer Service Issues
- Transportation and Transit Issues, particularly access to/from the Airport

The CC will receive a report annually with respect to the economic value of the Airport's restricted hours operations, including any increase to the annual maximum number of flights in the restricted hours.

Members will be involved in: suggesting items for the agenda; presenting and discussing issues; deciding on recommendations; seeking input from their constituent groups on issues, concerns and recommendations; and effectively disseminating information to their respective groups.

The CC will consult with and make recommendations to the GTAA on airport matters that impact the community. The President and CEO may refer recommendations from the CC to the appropriate committee of the GTAA Board of Directors, to the Noise Management Forums, or to other bodies, as appropriate, for consideration. The GTAA will provide feedback to the CC on these recommendations.

The CC 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 CC mandate and membership remain current and appropriate.

Not in Scope: Individual/specific resident concerns are to be addressed to and by the Toronto Pearson Noise Management Office or at Pearson Public Meetings.

MEMBERSHIP

CHAIR: (Voting)

- The GTAA President and CEO or his designate **(1)**:

COMMUNITY MEMBERS: (Voting)

- Provincial Government **(1)**
One elected or staff representative from the Government of Ontario, to be nominated by the Ministry of Transportation
- Local Municipalities **(3)**:
One elected or staff representative from the Cities of Brampton, Mississauga, and Toronto to be nominated by the municipalities
- Regional Municipalities **(4)**:
One representative each from Durham, Halton, Peel, and York to be nominated by the regions
- Local Residents **(3)**:
One resident each from Brampton, Mississauga, and Toronto, to be nominated by the municipalities
- Business **(3)**:
One representative each from Brampton, Mississauga, and Toronto, to be nominated by the respective Boards of Trade
- Labour **(1)**:
One representative nominated by the Brampton/Mississauga or Toronto/York labour councils
- Consumer **(1)**:
One representative be nominated by the Association of Canadian Travel Agencies (ACTA)
- Post-Secondary Education **(2)**
Two representatives to be nominated by the GTAA on the advice of the education sector to represent students as consumers and airport employees

Municipalities will be permitted to designate alternate councillors, residents, or councillors' staff representatives to stand in 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 two years.

RESOURCE MEMBERS (Non-Voting)

- Transport Canada regional staff representative
- NAV Canada representative
- National Airlines Council of Canada (NACC) representative
- Cities of Brampton, Mississauga, and Toronto staff representatives (one per city)

- Airline Operations Committee (AOC) representative
- Tourism Toronto representative
- Ontario Ministry of Tourism, Culture and Sport staff representative
- Ontario Ministry of Transportation staff representative

Resource Members will support the CC and will be appointed to the committee by their constituent group, who will set the term of membership.

GTAA MEMBERS (Non-Voting)

- As Required

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 on a semi-annual or quarterly basis primarily virtually with a minimum of one (1) meeting in person per year in the Administrative Offices of the GTAA. The Committee will meet on Tuesdays at 4:00 p.m. 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 meeting dates. Items for discussion from committee members or from across the GTAA organization should be submitted to the Committee Chair two weeks prior to meeting.

Agenda items will regularly include:

- Regional Airport System
- Economic Development Issues
- Airport Planning and Development Plans
- Operational matters and noise initiatives that have potential economic impact
- Ground Transportation/Airport Access Issues
- Regional/Municipal Concerns
- Public Comment Period

Quorum shall consist of nine 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 CC business, a consensus approach will be followed. For those issues where a vote is requested, only Community members and the committee Chair will have voting rights. Where possible, items requiring a vote will be outlined on the agenda, and material will be provided to members in advance of meetings.

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

Members of the public or media that wish to provide comments or ask questions in regard to meeting agenda items will have time in the Public Question Period at the end of each meeting – it is a 15 minute period at the end of each Consultative Committee Meeting. Each individual will be allocated up to 5 minutes to comment/ask questions. It is an opportunity for any person attending the meeting to come forward and ask a question about the contents of the meeting, comments or decisions made.

The person asking the question states their name (for the public meeting record) and asks or comments about meeting topics. A committee member or GTAA staff will provide an answer immediately at the meeting, or if required, will provide the information directly to the person after the meeting via email correspondence.

Minutes of the meetings will be circulated to CC members within four (4) weeks after each meeting. Further distribution of the minutes will be decided by the CC.

The GTAA will provide secretariat services. The GTAA will provide a budget for the administrative support of this Committee.