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**To:** Richmond City Council  
**From:** Mayor Malcolm D. Brodie  
Chair, General Purposes Committee  
**Date:** April 21, 2006  
**File:** 6125-03-02  
**Re:** **UPDATE: AIRCRAFT NOISE AND AIRPORT PLANNING MANAGEMENT**

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The General Purposes Committee, at its meeting held on Tuesday, April 18<sup>th</sup>, 2006, considered the attached report, and recommends as follows:

**Committee Recommendation**

- (1) That, (as per Option 1 in the report dated April 7<sup>h</sup>, 2006 from the Manager, Policy Planning, entitled: Update: Aircraft Noise and Airport Planning Management), as the Vancouver International Airport Authority [VIAA] has agreed to hold a public meeting soon in 2006, to enable aircraft noise and airport planning issues to be discussed, the City not establish a City Airport Committee and await the VIAA to brief them on the findings of the public meeting.*
- (2) That staff speak to the City's YVR Noise Management Committee members regarding their role in communicating issues relating to airport noise complaints, and seek an up-to-date status report.*
- (3) That the VIAA be asked to report to Council as soon as possible regarding flight paths over the City and the related regulations.*
- (4) That these matters be reviewed in six months.*
- (5) That City Council recommend to the YVR that the public be allowed to attend the Airport Noise Management Committee meetings.*

Mayor Malcolm D. Brodie, Chair  
General Purposes Committee

Attach.

VARIANCE

Please note that staff recommended Part (1) only.

## Staff Report

### Origin

On March 29, 2005, at Council, following the presentation of the report "Coordination of Community and Airport Interests," dated March 10, 2005, from the Manager, Policy Planning, the following referral motion was introduced and carried:

*That:*

- (1) *a committee be constituted, that would include those residents living under flight paths, to address airport noise issues;*
- (2) *the committee hold regular meetings with the Vancouver International Airport Authority;*
- (3) *staff provide comment on whether the committee could be incorporated into the Terms of Reference of the Advisory Committee on the Environment; and*
- (4) *staff report to the General Purposes Committee on these issues within 2 months.*

### Synopsis

- Since the referral, the Vancouver International Airport Authority [VIAA] has agreed to hold a public meeting in 2006, to enable residents to learn more about and discuss aircraft noise and airport planning matters, City staff recommend that the Council:
  - not establish a City Airport Committee, and
  - await the VIAA's briefing of the public meeting.
- As well, later in April 2006, senior City staff will meet with senior VIAA staff, to discuss various City - airport matters including that the City has been dissatisfied with the VIAA's lack of public meetings and will be requesting the VIAA to hold more public meetings.

### Purpose Of Report

The purpose of this report is to consider whether or not Richmond City Council should:

- rely on improved VIAA public consultation [e.g., public meetings not open houses], or
- proceed to establish a City airport noise and planning committee.

### **Findings Of Fact**

#### Initial Issues

Over time, Council has received complaints from Richmond residents regarding aircraft noise, particularly night aircraft noise, and VIAA airport planning.

The underlying issues which gave rise to the above referral include:

- Residents' concerns regarding:
  - Aircraft noise during the day; and
  - Night noise created by aircraft and airport operations;
- Burkeville residents' 2005 concerns about proposed nearby VIAA airport development (e.g., the WestJet proposal);
- The inadequacy of Vancouver International Airport Authority's (VIAA) general public consultation (e.g., the need for more public meetings); and
- The City being unsatisfied with some of the VIAA's aircraft noise management and airport land use decisions.

## Facts

### 1. Aircraft Noise and Airport Planning – A VIAA Responsibility

The management of aircraft noise and complaints, and airport planning is a Vancouver International Airport Authority (VIAA) responsibility. Co-operation with the City is encouraged.

### 2. VIAA and City Airport Related Committees - see **Attachment 1**.

### 3. City Requests

In 2005, the City requested improvements to the proposed 2006 VIAA Communications Plan for Richmond, which contains VIAA contact information regarding managing aircraft noise complaints (**Attachment 2**).

### 4. VIAA 2006 Communications Plan

On January 4, 2006, the VIAA agreed to improve its 2006 Communications Plan for Richmond (**Attachment 3**) regarding aircraft noise and complaint management, and airport planning efforts by:

- making an annual presentation to Council's General Purposes Committee,
- holding two community forums on aircraft noise and land use planning matters,
- improving its aircraft noise complaint contact information and management,
- reviewing its 2006 efforts and results, and
- adjusting its efforts accordingly.

### 5. February 2, 2006 YVR Master Plan Public Information Session [open house]

See **Attachment 4** for the results of the VIAA's February 2, 2006 YVR Master Plan Public Information Session [open house].

### 6. The City's Ongoing Concerns:

Some members of Council have expressed concern that:

- The City continues to receive complaints from Richmond residents regarding aircraft noise, particularly night aircraft noise, and airport planning,
- The VIAA's open house format is not sufficient to address the community's aircraft noise and airport planning concerns, and that public meetings are required.

### 7. Augmented VIAA Consultation

As a result, City staff asked the VIAA to hold in 2006, a public meeting regarding aircraft noise.

On April 4, 2006, the VIAA stated that, in 2006, they will hold a public meeting, to discuss airport noise [**Attachment 5**].

## **Analysis**

To assist in improving matters, City staff have identified the following incremental options:

1. Option 1 Augmented VIAA 2006 Consultation Program: [Recommended]

- Defer establishing a City Airport Committee
- As agreed by the VIAA, the VIAA augments its 2006 Improved Communications Plan, by holding, in 2006, a dedicated public meeting [not an open house], where public questions and answers can occur regarding aircraft noise and VIAA airport planning,
- VIAA staff briefs Council afterwards, on the results;
- Pros:
  - VIAA has the authority,
  - The VIAA agrees [**Attachment 5**],
  - The VIAA holds a public meeting in 2006,
  - Avoids extra City costs and efforts, for a VIAA responsibility,
  - Council can review the findings in 2006,
- Cons:
  - None.

2. Option 2 – Establish A City of Richmond Airport Committee

(1) Establish a Richmond Airport Committee, which would:

- Hold two public meetings, each year, regarding aircraft noise, and VIAA airport planning concerns,
- Report the findings to Council, who would review the information and advise the VIAA of any next steps.

(2) Note: Existing City staff cannot accommodate this extra work due to their existing work priorities.

(3) Allocate \$10,000, per year, to hire part time professional liaison assistance (e.g., communications, administrative), to assist City staff in establishing and supporting the Committee, and implementing its Council approved work program which assumes a limited scope of work (e.g., each year, organize the City's two public meeting to discuss aircraft noise and airport planning concerns, preparing summary public meeting briefing notes, preparing reports to the General Purposes Committee and Council, managing some of the City and VIAA follow-up, liaising with the YVR Aeronautical Noise Management Committee, co-ordinating activities and findings with the City's Advisory Committee on the Environment [ACE]).

- Pros:
  - Would achieve two City public meetings per year.
- Cons:
  - City does not have authority regarding aircraft noise and airport planning,
  - Would cost the City an extra \$10,000, in 2006, and in each subsequent year,
  - Would involve City staff in managing the RAC support and liaising with RAC, which would detract from achieving other Council priorities,
  - Would duplicate a VIAA responsibility,
  - Could falsely raise community expectations regarding solutions.

(4) Proposed RAC Terms Of Reference

- **Attachment 6** contains the Proposed Richmond Airport Committee Terms Of Reference, which are similar to other City advisory committees.

- It is proposed that RAC would have a limited focus, specifically to hold two City public meetings each year regarding aircraft noise and airport planning matters.

(5) City YVR Committee Appointees' Relationship to ACE and RAC

- If Option 1 is chosen [Status Quo]

It Option 1 is chosen, it is proposed that the current City's representatives on the YVR Aeronautical Noise Management Committee and YVR Environmental Advisory Committee continue to be members of ACE:

- To achieve City accountability, and
- As the aircraft noise and airport planning workload would be less.

- If Option 2 is chosen

- As the City Airport Committee would be directly responsible to Council through City staff, it is proposed that the City's YVR Aeronautical Noise Management Committee and YVR Environmental Advisory Committee representatives would become members of the new Committee, and not continue as ACE members.
- The Airport Committee members would co-ordinate with ACE, as necessary.
- This arrangement is deemed practical, as:
  - Aircraft noise and VIAA airport planning concerns are specialized topics, and
  - ACE's workload is full with non-aircraft noise airport planning issues.

(6) Implementation Of Option 2

If Council selects Option 2, it can:

- (1.) Approve the Proposed Terms Of Reference for the Richmond Airport Committee **[Attachment 6]**,
- (2.) Rescind the Existing ACE Terms Of Reference **[Attachment 7]**,
- (3.) Approve the Proposed Revised ACE Terms of Reference **[Attachment 8]**,
- (4.) Approve the 2006 RAC budget, as outlined, below.

### **Financial Impact**

- For Option 1 – None – **[Recommended]**
- For Option 2 – If chosen:
  - For 2006, \$10,000 is needed from the 2006 Council Contingency Account,
  - For 2007 and subsequent years, the funding source would be determined by Council.

### **Conclusion**

- Richmond residents continue to complain regarding aircraft noise and airport planning.
- Two options are presented.
- Staff recommend Option 1 – Augmented VIAA 2006 Consultation Program, which involves the VIAA:
  - augmenting its 2006 Improved Communications Plan, by holding a public meeting [not open house], to discuss aircraft noise and airport planning concerns, so that public questions and answers can occur,
  - briefing Council afterwards, on the results;

- Council reviewing the effectiveness of Option 1, at the end of 2006.



Terry Crowe, Manager, Policy Planning [4139]

<b>ATTACHMENTS</b>	
<b>ATTACHMENT 1</b>	- <b>VIAA and City Aircraft and Airport Committees</b>
<b>ATTACHMENT 2</b>	- <b>City requested improvements to the proposed 2006 VIAA Communications Plan for Richmond</b>
<b>ATTACHMENT 3</b>	- <b>2006 VIAA Communications Plan</b>
<b>ATTACHMENT 4</b>	- <b>February 2, 2006 YVR Master Plan Public Information Session [open house]</b>
<b>ATTACHMENT 5</b>	- <b>April 4, 2006, VIAA letter stating that, in 2006, it will hold a public meeting to discuss airport noise</b>
<b>ATTACHMENT 6</b>	- <b>Proposed Richmond Airport Committee Terms Of Reference</b>
<b>ATTACHMENT 7</b>	- <b>Existing ACE Terms Of Reference</b>
<b>ATTACHMENT 8</b>	- <b>Proposed Revised ACE Terms of Reference</b>

**VIAA and City Aircraft and Airport Committees**

**1. Council Appointed Representative on The VIAA Board**

Council has appointed Peter Dhillon, as the City's representative to the VIAA Board.

The VIAA Board has established a:

- YVR Aeronautical Noise Management Committee to assist in managing aircraft noise;
- YVR Environmental Advisory Committee to assist in managing airport environmental [and community planning] matters.

**2. Council Appointed Representatives on The VIAA Committees**

Council has appointed the following representatives to these Committees:

- YVR Aeronautical Noise Management Committee: Tom Chan and James Watson.
- YVR Environmental Advisory Committee: James Collins and Paul Schaap.

**3. The City's Advisory Committee on the Environment [ACE]**

The City has established ACE, which provides advice to Council regarding a wide range of environmental issues including aircraft noise.

Members of ACE include the City's representatives on the:

- YVR Aeronautical Noise Management Committee: Tom Chan and James Watson.
- YVR Environmental Advisory Committee: James Collins and Paul Schaap.



## City of RICHMOND

6911 No. 3 Road  
Richmond, B.C. V6Y 2C1  
Telephone: (604) 276-4123  
Fax No: (604) 276-4332

0153-01

MALCOLM BRODIE  
MAYOR

November 3, 2005

Mr. Peter Dhillon  
Vancouver International Airport Authority (VIAA)  
PO Box 2370 Postal Outlet  
Richmond, BC V7B 1Y7

Dear Mr. Dhillon:

**Re: Proposed 2005 – 2006 Vancouver International Airport Authority (VIAA) Communications Plan with the City of Richmond**

Thank you for your recent letter, regarding the proposed 2005-2006 Vancouver International Airport Authority (VIAA) Communications Plan with the City of Richmond.

Upon review of the proposed Communications Plan Checklist, Richmond has the following comments. Items 1-7, 10, 13 and 14 are acceptable. Regarding Item 8, it is suggested that VIAA Board representatives and staff make one annual presentation to the Richmond General Purposes Committee (Council sitting as a committee) regarding the VIAA's activities and plans. At these annual meetings, copies of the latest Master Plan and Land Use Plan (Item 9), major updates to the 10 year Capital Plan (Item 11), and copies of the latest Environmental Management Plan and Noise Management Plan (Item 12) can be provided. Notifying Council of all public meetings and open houses is appreciated (Item 13), as well as providing Council with copies of the VIAA's 5-year performance review (Item 14).

In addition, it is suggested that:


- (1) annually, the VIAA provide Council and staff with information regarding how the VIAA manages airport noise complaints, including contact information.
- (2) at the above mentioned annual General Purposes Committee meeting, the VIAA present information regarding how the VIAA has improved airport noise management in the community, and
- (3) each year, two annual community forums be held by the VIAA staff and the YVR Aeronautical Noise Management Committee, to inform the public and enable them to comment regarding day time and night time aircraft noise matters, and airport land use planning matters.

These comments reflect recent Council discussions regarding the need for VIAA to improve communications with the community. Such improvements will avoid the City of Richmond having to establish a new, separate City advisory committee to advise Council and the community regarding airport land use planning and aircraft noise issues.



Your efforts in establishing an improved 2005-2006 Vancouver International Airport Authority (VIAA) Communications Plan with the City of Richmond are greatly appreciated and will help strengthen the City-VIAA partnership. For clarification, please contact me at 604-276-4123.

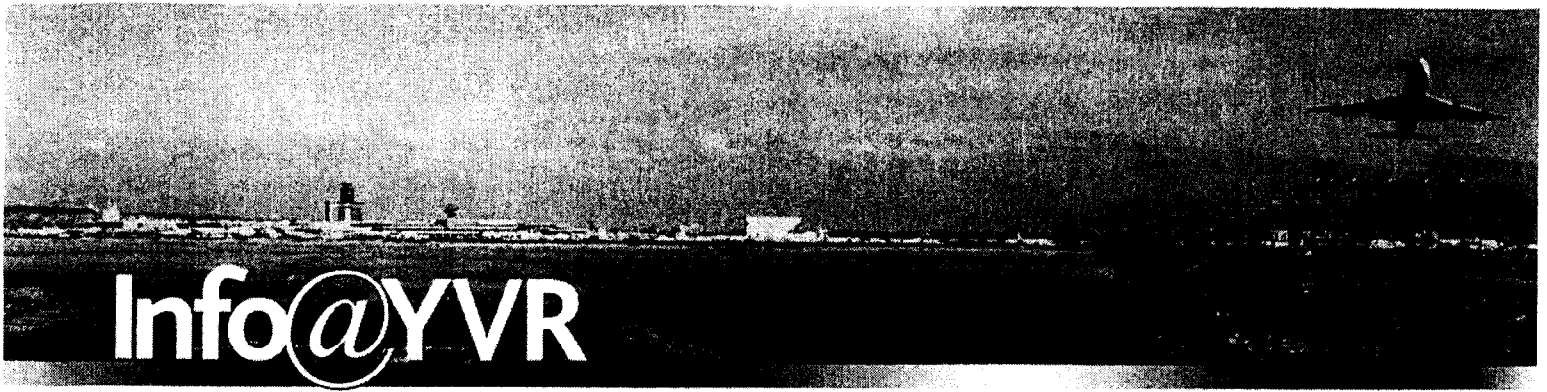
Yours truly,



Malcolm D. Brodie  
Mayor

pc: Richmond City Councillors  
Anne Murray, VIAA  
Tom Chan, YVR Noise Mgmt. Cte.  
James Watson, YVR Noise Mgmt. Cte.  
James Collins, YVR Environmental Advisory Cte.

Paul Schaap, YVR Environmental Advisory Cte.  
George Duncan, CAO, City of Richmond  
Joe Erceg, GM, Urban Development Division  
Terry Crowe, Manager, Policy Planning  
Eric Fiss, Planner 2, Policy Planning



## Noise Management Contact Information

Managing aircraft noise to balance the community's desire for safe, convenient air travel with enjoyable urban living is Vancouver International Airport Authority's commitment to our neighbouring communities.

The Airport Authority has a comprehensive Noise Management Program that includes noise abatement procedures to minimize disturbance from aircraft operations both day and night. Like most international airports, Vancouver International Airport (YVR) is open 24-hours a day.

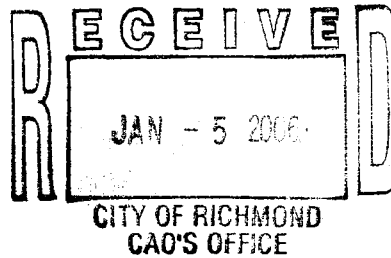
### **Contact Us – 24 hours a day**

→ Noise Information Line	604.207.7097 (staffed 24 hours a day)
→ Website	<a href="http://www.yvr.ca">www.yvr.ca</a> , click <u>Environment</u>
→ Email	<a href="mailto:noise@yvr.ca">noise@yvr.ca</a>
→ Fax	604.276.6699
→ Mail	P.O. Box 23750 APO Richmond B.C. V7B 1Y7

Airport Authority noise management experts are happy to respond to questions or concerns about aircraft operations. The YVR Noise Information Line is staffed 24 hours a day. Callers can speak directly to an Airport Operations Officer for real time response to immediate activities. Answers to more detailed noise questions and concerns are directed to the Airport Authority's noise management staff for investigation and follow-up during regular business hours (Monday to Friday, 8 a.m. – 4 p.m.). The Airport Authority's website also contains useful information about our program and noise management practices.



Vancouver International Airport Authority  
 Administration de l'aéroport international de Vancouver  
 P.O. Box 23750  
 Airport Postal Outlet  
 Richmond, B.C. Canada V7B 1Y7  
 Website: www.yvr.ca



January 4, 2006

Mr. Joe Erceg  
 General Manager, Urban Development Division  
 City of Richmond  
 6911 No. 3 Road  
 Richmond, B.C. V6Y 2C1

Dear Mr. Erceg,

**Re: Managing Aircraft Noise Complaints**

I am writing in reply to your letter of November 1, 2005 that continued our discussions and correspondence over the past several months regarding aircraft noise management. We are pleased that you found the noise complaint handling and contact information useful. We would propose to send such an update at least annually to City staff and Council for their use in responding to any aircraft noise related enquiries.

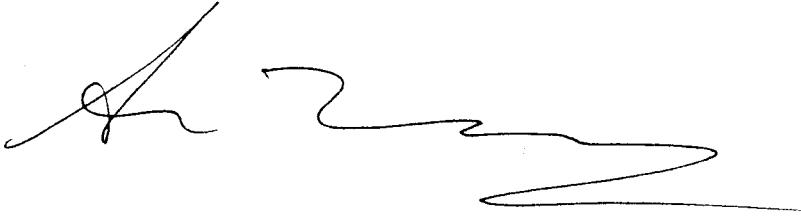
I would also like to confirm the following:

- Annual presentations on noise management will be made to the General Purposes Committee of Council by Airport Authority staff and the City's citizen and staff representatives to the Aeronautical Noise Management Committee.
- The Airport Authority will hold two community forums on aircraft noise and land use planning matters in 2006. The schedule for such community forums will be reviewed and adjusted accordingly for 2007 based on the experience gained next year.

The Airport Authority will continue to implement a comprehensive aircraft noise management program. However, the City needs to do its part to prevent future problems by prohibiting new residential development in high aircraft noise areas. Compatible land use planning is the best long term solution to aircraft noise issues.

If you have any questions, or would like to discuss this further, please contact me at 604.276.6357.

Yours truly,

A handwritten signature in black ink, consisting of a stylized 'A' followed by a long, wavy horizontal line.

Anne Murray  
Vice President, Community and Environmental Affairs

ACM;caw

CC: Peter Dhillon, Director, Vancouver International Airport Authority  
George Duncan, CAO, City of Richmond  
Tom Chan, Citizen Representative, YVR Aeronautical Noise Mgmt. Cte.  
James Watson, Citizen Representative, YVR Aeronautical Noise Mgmt. Cte.  
James Collins, Citizen Representative, YVR Environmental Advisory Cte.  
Paul Schaap, Citizen Representative, YVR Environmental Advisory Cte.  
Terry Crowe, Manager, Policy Planning, City of Richmond  
Eric Fiss, Policy Planning, City of Richmond Staff Representative YVR  
Aeronautical Noise Mgmt. Cte., and Environmental Advisory Cte.

**Summary**  
**2006 YVR Master Plan Public Information Session [Open House]**

On February 2, 2006 the VIAA held a YVR Master Plan Public Information Session [open house] in Richmond (see **Attachment 3**).

On February 14, 2006, the VIAA forwarded the following summary of their YVR Master Plan Public Information Session, which is summarized below:

- Open House - Thompson Community Centre Boardroom
- Date: Thursday Feb 2, 2006, 4.30 p.m. – 8.30pm
- Topic: Noise Management & YVR-Your Airport 2027
- VIAA staff: Mark Cheng; Fred Tewfik; Sue Ross, Artie Chumpol
- Drop-ins: Included other VIAA staff
- Visitors:
  - Approx 50 visitors - steady flow all evening, including: Doug Louth, Mr & Mrs Hollick-Kenyon (Burkeville); Peter Mitchell, Gerry Galasso, President Thompson Community Centre, City of Richmond staff.
- 2027 Master Plan Feedback Form summary completed: - 7
  - The 2027 display created interest,
  - No significant new reactions,
  - Most interest shown:
    - in ground access (particularly Templeton Rd south extension);
    - south parallel runway, and
    - projected increase in flights & noise.
- Noise Management comment form summary completed: 3
  - The majority of noise concerns that were raised by area residents related to:
    - run-ups, and night-time operations, and
    - sea-plane operations.
  - One noted concern with the City's land use planning policy to allow additional residential development – particularly high rises – in high noise areas.
- Venue:
  - Good venue – although space limited by size of display,
  - Users of Community Centre drawn to display,
  - Boardroom held two popup displays, 3-D model and 9 noise info boards on easels - limited space to view popup displays,
  - 3rd popup set up in reception area,
  - Community Center Staff were proactive and helpful.
- Event Promotion
  - Richmond News, Richmond Review and Sing Tao ran ads during previous week.
  - YVR Aeronautical Noise Management Committee (Richmond citizen reps., City of Richmond Planning)
  - Sea Island, West Richmond and Richmond Centre community centres were informed and placed flyers on notice boards.

Source; VIAA



**Vancouver International Airport Authority**  
**Administration de l'aéroport international de Vancouver**  
P.O. Box 23750  
Airport Postal Outlet  
Richmond, B.C. Canada V7B 1Y7  
Website: [www.yvr.ca](http://www.yvr.ca)

April 4, 2006

Mr. Joe Erceg  
General Manager, Urban Development Division  
City of Richmond  
6911 No. 3 Road  
Richmond, B.C. V6Y 2C1

Dear Mr. Erceg,

**Re: Public Input on Airport Noise**

In my letter of January 4<sup>th</sup>, 2006, the Vancouver International Airport Authority committed to holding two public "forums" in 2006, at which aircraft noise would be discussed. Staff have requested clarification on this.

The Airport Authority held one Open House on February 2<sup>nd</sup>, 2006 at Thompson Community Centre. We provided information on noise management and long term airport development options, received input from citizens and answered questions.

The next "forum" we are planning is a public meeting and open house likely in June or September. The format contemplated would be an open house starting at 5:00pm with a presentation on general noise management practices at 7:00pm, followed by a question and answer session.

The Airport Authority provides a multitude of opportunities for citizens to provide input and receive information on aircraft noise. These are outlined in the attachment.

If you have any questions, or would like to discuss this further, please contact me at 604.276.6357.

Yours truly,

A handwritten signature in black ink, appearing to read 'Anne Murray', is written over a horizontal line.

Anne Murray  
Vice President, Community and Environmental Affairs

ACM;caw  
Cc; Terry Crowe

Encls.

0042700003      TYRAN EXECUTIVE OF      03 05 00 p.m.      03-04-2006      0/4

## Public Input Opportunities – Aircraft Noise

- Citizens can contact the Airport Authority directly via phone, fax or email 24-hours a day (see attached for details)
- Citizens can contact City of Richmond staff and citizen representatives on the Aeronautical Noise Management Committee (see attached for details)
- Citizen concerns are considered at quarterly meetings of the Aeronautical Noise Management Committee
- Airport Authority staff and City of Richmond staff and citizen representatives present annually to the General Purposes Committee. Citizens may attend and speak
- The Airport Authority will hold two community “forums” on noise and land use planning in 2006 – one open house (completed) and one public meeting (to follow)
- Annual Public Meeting of Airport Authority includes presentations and a question and answer session
- The Airport Authority President and City of Richmond Nominated Director provide annual update to General Purposes Committee

April 4, 2006 attachment  
Letter to Joe Erceg



# Info@YVR

## Noise Management - Contact Information

Managing aircraft noise to balance the community's desire for safe, convenient air travel with enjoyable urban living is Vancouver International Airport Authority's commitment to our neighbouring communities.

Like most international airports, Vancouver International Airport (YVR) is open 24-hours a day, and the Airport Authority has a comprehensive Noise Management Program that includes noise abatement procedures to minimize disturbance from aircraft operations.

### Contact Us - 24 hours a day

- Noise Information Line 604.207.7097 (staffed 24 hours a day)
- Website [www.yvr.ca](http://www.yvr.ca), click Environment
- Email [noise@yvr.ca](mailto:noise@yvr.ca)
- Fax 604.276.6699
- Mail P.O. Box 23750 APO  
Richmond B.C. V7B 1Y7

Noise management staff are happy to respond to questions about aircraft operations. The YVR Noise Information Line is staffed 24 hours a day. Callers can speak directly to an Airport Operations Officer for real time response to immediate activities. Answers to more detailed noise questions and concerns are directed to the Airport Authority's noise management staff for investigation and follow-up during regular business hours. The Airport Authority's website also contains useful information about our program and noise management practices.

### YVR Noise Management Committee

The Committee provides a forum to discuss noise management issues with all affected stakeholders. Membership on the Committee includes: citizens (Richmond, Vancouver, and Delta); City staff; airlines; industry associations; air traffic control; Transport Canada; and the Airport Authority. Residents are encouraged to speak with their representatives on the Committee to ensure their concerns are represented at Committee meetings.

The current City of Richmond staff and citizen representatives are: Mr. Eric Fiss, Policy Planner; Mr. James Watson, Citizen Representative; and, Mr. Tom Chan, Citizen Representative. These individuals can be contacted through the City's Clerks Office (604.276.4000)



**Proposed Terms Of Reference  
Proposed Richmond Airport Committee**

**1. Application**

These terms of reference shall apply to the Richmond Airport Committee (RAC).

**2. Purpose:**

The purpose of the Richmond Airport Committee is to provide a City forum for community discussion, consideration, and coordination of aircraft noise and airport land use planning issues affecting the City of Richmond, in order to improve aircraft noise and airport planning management.

**3. Role:**

The focussed role of the RAC is to:

- (1.) advise City Council regarding aircraft noise and airport land use planning issues by providing information, options, analysis, and recommendations [e.g., solutions] including:
  - daytime aircraft noise;
  - night time aircraft noise; and
  - airport land use planning issues of concern to Richmond (e.g., on Sea Island);
- (2.) hold two public meetings each year, advise Council on the findings and make recommendations, as necessary,
- (3.) assist Council in periodically reviewing City and VIAA policies and procedures pertaining to aircraft noise and airport land use planning issues;
- (4.) coordinate community interests, public participation and networking to identify issues and develop solutions regarding aircraft noise and City airport land use planning issues;
- (5.) enhance public awareness of and involvement in City aircraft noise and airport land use planning concerns;
- (6.) coordinate its activities and information with the Advisory Committee on the Environment (ACE), as necessary; and
- (7.) represent the City on the Vancouver International Airport Authority:
  - YVR Aeronautical Noise Management Committee (ANMC); and
  - YVR Environmental Advisory Committee (EAC).

**4. Composition**

**(1.) Voting Members**

The Committee shall consist of up to ten [10] voting members appointed by Council, including:

- Residents from Sea Island (e.g., Burkeville);
- Residents from the remainder of Richmond;
- the two representatives appointed by Council to the YVR Aeronautical Noise Management Committee (ANMC);
- the one representative appointed by Council to the YVR Environmental Advisory Committee (EAC).

**(2.) Council and Staff Liaisons [non-voting]**

The Committee shall be supported by:

- a City Council liaison;
- City staff and resources from the Urban Development Department;
- If the VIAA chooses, one VIAA Board of Directors nominee who may be either, a VIAA Board member, or a person interested in the RAC activities, but not including VIAA staff.
- If the VIAA chooses, VIAA staff, as necessary.

**5. Recruitment**

- (1.) The selection of RAC members shall occur according to Council policy and procedures, (e.g., The City Clerk's office will place appropriate public advertisements in the press and media) to ask for volunteers for:
  - RAC (7 positions);
  - the Vancouver International Airport Authority (VIAA):
    - YVR Aeronautical Noise Management Committee (2 positions); and
    - YVR Environmental Advisory Committee (1 position).
- (2.) The City will request the VIAA Board to nominate one member and VIAA staff as non-voting VIAA liaisons to RAC.

**6. RAC Membership Criteria**

RAC members [voting] shall meet the following criteria:

- (1.) be anyone who demonstrates an interest in and commitment to City aircraft noise and City airport land use planning;
- (2.) be appointed on the basis of their experience, consensus building, the expertise which they can bring to the work of RAC and not as formal representatives of particular organizations, and availability;
- (3.) represent knowledge, experience and perspectives of various interests including:
  - aircraft noise mitigation;
  - airport planning,
  - community planning,
  - health and the human environment,
  - communications,
  - other, as deemed necessary.

**7. Selection**

The selection of RAC members shall be based on the above criteria.

**8. Appointment**

- (1.) General  
All RAC appointments shall be made by City Council.
- (2.) RAC Representatives to the YVR ANMC and EAC
  - Council shall determine the City's appointments to the:
    - YVR Aeronautical Noise Management Committee (2 persons); and
    - YVR Environmental Advisory Committee (1 person).
  - Once appointed by Council, the City's representatives to the YVR:
    - Aeronautical Noise Management Committee; and
    - Environmental Advisory Committee,shall automatically be full members of RAC with voting privileges.
- (3.) RAC Alternate Representatives to the VIAA ANMC and EAC:  
The RAC Committee members may select alternate representatives, from its membership, when the Council appointed representatives are unavailable, as follows:
  - YVR Aeronautical Noise Management Committee (2 Alternates); and
  - YVR Environmental Advisory Committee (1 Alternate).

**9. Appointment Terms:**

- (1.) Members shall be appointed for 2-year terms.
- (2.) RAC shall have rotating membership so that:
  - four members shall initially be appointed for a two-year term;
  - three shall initially be appointed for a one-year term; and
  - the current VIAA Committee members shall serve for the duration of their current terms.

(3.) When these respective initial terms expire, each appointment shall be for a two-year term.

## 10. Committee Responsibilities

### (1.) Operation

- Each year, in January, RAC shall appoint a Chair, Vice Chair and Secretary.
- The RAC Secretary shall be responsible for keeping RAC minutes.
- The RAC shall hold two public meetings each year.
- The RAC may establish sub-committees, as necessary with membership not restricted to the Council appointed RAC members, who will report to and take direction from the RAC.

### (2.) Accountability

- RAC shall produce annual reports, public meeting reports, work programs and budgets, for Council's consideration.
- RAC members shall be required to follow conflict of interest guidelines as established in the Community Charter.

### (3.) Communication

- RAC shall report to Council through the City staff liaison to Planning Committee and then to Council.
- RAC may communicate regularly with the public.
- RAC meetings shall be open to the public and only be closed in accordance with the Community Charter.

### (4.) Decision-Making Process

- Members of RAC shall:
  - follow the Council Procedure bylaw, as far as applicable (e.g., quorums shall be 50%+1);
  - strive for consensus; and
- Each RAC member is entitled to one vote.

## 11. Resources

### (1.) RAC shall prepare and submit:

- For the Year Just Completed:
  - an annual report; and
  - a financial statement.
- For the Upcoming Year
  - a proposed work plan; and
  - a proposed budget.

(2.) Richmond City Council will review the RAC proposed annual work program and budget submission and may provide funding in addition to the committee's base operating budget, subject to City budgetary priorities.

(3.) RAC may incur expenses for items, which are consistent with the Council approved annual work program, and City policy and procedures shall be followed.

(4.) RAC may seek volunteers to assist in fulfilling its mandate, provided that any expenditure can be accommodated within the approved annual RAC budget.

## 12. Review

Council may review the RAC terms of reference from time to time, and may terminate the Committee if it is found to be unnecessary.

**Existing Terms Of Reference  
Richmond Advisory Committee on the Environment (ACE)**

**October 3, 2003**

**Adopted by Council on October 27, 2003**



**Advisory Committee on the Environment (ACE)  
Revised Terms of Reference**

(NOTE: **BOLD letters** indicate the main revisions.)

**1. Purpose**

These terms of reference shall apply to the “Advisory Committee on the Environment” (ACE).

**2. Name:**

The community-based advisory committee shall be called the “Advisory Committee on the Environment” (ACE).

**3. Mandate:**

ACE shall:

- provide advice (e.g., information, options and recommendations) to City Council on environmental issues of concern to the community
- provide advice to Council to assist in:
  - developing a vision for a sustainable environment in Richmond
  - determining appropriate goals, objectives, policies and guiding principles to achieve a sustainable environment.
  - Note: “The State of Environment Report” and the “Richmond Official Community Plan” are the two main City documents for articulating this vision.
- generate independent and credible information on key environmental issues
- anticipate and advise Council and staff of potential problems and opportunities for environmental sustainability
- review and monitor the existing situation and trends to identify environmental concerns  
Note: One of ACE’s primary tools for doing so will be the “State of the Environment Report”.
- work with City staff to encourage and co-ordinate public participation in the identification and development of solutions to environmental issues.
- help enhance public awareness of environmental issues.
- provide environmental information to the Agricultural Advisory Committee (AAC).
- represent the City on the Vancouver International Airport Authority (YVRAA):
  - Environmental Advisory Committee
  - Noise Management Committee.

**4. City Councillor Liaison To ACE**

There shall be one Councillor Liaison to ACE.

**5. Composition**

- ACE shall be comprised of up to 15 citizen members.
- An additional 2 members will sit as Alternates to
  - (i) the YVRAA Environmental Advisory Committee and
  - (ii) the YVRAA Noise Management Committee.

Members of the ACE shall:

- reflect a broad cross-section of Richmond citizens.
- be, either Richmond residents, or non-residents who demonstrate an interest in and commitment to environmental issues in Richmond.
- be appointed on the basis of their availability, experience and the expertise which they can bring to the work of ACE and not as formal representatives of particular organizations.
- not have a conflict of interest with Council or ACE **and should advise the members when a potential conflict may exist on a specific issue and recuse themselves for the duration of the discussions on the issue to which they have declared a conflict of interest.**
- represent knowledge, experience and perspectives of various sectors including:
  - agriculture;
  - fishing;
  - aquatic ecology;
  - terrestrial ecology;
  - health and the human environment;
  - environmental mitigation;
  - business;
  - communications;
  - community planning;
  - students;
  - the community-at-large.

## 6. Selection

### a) Recruiting

- The selection of 15 ACE members shall be according to Council policy and procedures. (e.g., The City Clerk's office will place appropriate public advertisements in the press and media to ask for volunteers to:
  - ACE (13 positions), and
  - the Vancouver International Airport (YVRAA):
    - Environmental Advisory Committee (1 position & 1 Alternate), and
    - Noise Management Committee (1 position & 1 Alternate).
- To achieve a viable ACE committee, ACE members and staff may encourage:
  - individuals to apply to ACE, and
  - applicants from particular groups, organizations, or sectors (e.g., Kwantlen College, UBC).
- Staff may place additional advertisements in other media (e.g., university & college media).

### b) Appointing

- I. ACE appointments shall be made by City Council.
- II. ACE Members on the Vancouver International Airport (YVRAA):
  - Environmental Advisory Committee, and
  - Noise Management Committee

I. General

- Council shall determine the City's appointments to the Vancouver International Airport:
  - Environmental Advisory Committee (1 person), and
  - Noise Management Committee (1 person).
  
- Once appointed by Council, the City's representatives to the Vancouver International Airport:
  - Environmental Advisory Committee, and
  - Noise Management Committee,shall automatically be full members of ACE with voting privileges.

II. Alternates to City YVRAA Appointments

Council may appoint alternate representatives to the YVRAA committees each year (1 Alternate to each committee).

III. ACE Representative to the Agricultural Advisory Committee (AAC)

The ACE Committee members may select a representative to sit on the Agricultural Advisory Committee.

**7. Term:**

General – 2 Year Terms

Normally, ACE members shall be appointed for 2-year terms.

Rotating Membership

ACE shall have rotating membership as follows:

Group 1:

- Total: 8 ACE members
- Period: from January 1, 2002, to December 31, 2004
- Composition:
  - 7 basic ACE members
  - 1 ACE member who is appointed by Council to the YVRAA Environmental Advisory Committee.

Group 2:

- Total: 7 ACE members
- Period: from January 1, 2003, to December 31, 2005
- Composition:
  - 6 basic ACE members
  - 1 ACE member who is appointed by Council to the YVRAA Noise Management Committee.

Subsequent appointments are to be made for two year terms. The ACE appointed representative to the Agricultural Advisory Committee may be drawn from either Group 1 or Group 2. The actual number of members in the two groups may be periodically adjusted in order to reasonably maintain the overall number of members.

## **8. Operation and Process**

### **a) Authority**

ACE:

- shall address environmental issues referred by City Council
- may prepare information, options and recommendations for City Council
- may recommend, steps for addressing environmental issues which:
  - ACE deems a priority, or
  - have been identified as a significant public concern
- shall have access to all publicly accessible information available to Council that relates to the environment
- may request staff to undertake work regarding particular environmental concerns, subject to City staff workload and priorities
- may request that any specific environmental policy initiative to be considered by Council be referred to ACE for timely review and comment prior to a final decision by Council
- may make recommendations regarding its terms of reference.

### **b) Accountability**

#### **I. Basic**

ACE shall:

- be accountable to Council
- produce annual reports, work programs, budgets and other reports for Council
- be required to disclose the nature of their interests and involvement in Richmond to identify any potential conflict of interest.

#### **II. YVRAA Committee Representatives**

The City's representatives on YVRAA committees shall:

- co-ordinate their activities with ACE prior to and after each YVRAA committee meeting
- report to Council through ACE.

#### **III. Agricultural Advisory Committee Representatives (AAC)**

The City's representatives on AAC committees shall:

- co-ordinate their activities with ACE prior to and after each AAC committee meeting
- report to and through ACE.

### **c) Communication**

- ACE members normally shall normally communicate through the staff liaison, to Planning Committee and then to Council.
- Council may ask ACE (and vice versa) to make presentations to Council directly.



- ACE may communicate regularly with the public.
- ACE meetings shall be open to the public.

**d) Decision-Making Process**

- Members of ACE shall:
  - follow Council decision making policy and procedures
  - meet regularly, at least eight times annually
  - ensure a quorum of at least 8 appointed ACE members exists for any recommendations or decisions made by the Committee.
  - normally make decisions on a consensus basis.
- Where ACE recommendations are brought forward on a basis other than consensus, the submission of minority ACE member opinions shall be permitted.
- Alternates to either YVRAA committee or the AAC committee shall have voting privileges only when the appointed representative is unable to fulfill his/her obligations.

**9. Resources**

ACE shall prepare and submit:

- For the Year Just Completed;
  - an annual report
  - a financial statement
- For the Upcoming Year
  - a proposed work program
  - a proposed budget.

ACE shall incur expenses only for Council authorized items, and City policy and procedures shall be followed.

ACE may draw upon external consultants and volunteers to assist in fulfilling its mandate, provided that any expenditure can be accommodated within the approved ACE budget.

Richmond City Council shall review ACE's annual budget submission and provide funding based on City budgetary priorities.

**10. Implementation**

ACE shall implement a Council approved work program and fulfil its mandate incrementally as tasks are matched by available resources, and as skills, knowledge and experience develop.

**a) Setting Environmental Goals, Objectives and Policies**

ACE shall provide advice to City Council on appropriate goals, objectives and objectives for the achievement of a sustainable environment; for example, ACE may provide advice to Council and staff which assists in:

- developing a vision for a sustainable environment in Richmond; and
- determining appropriate goals, policies, objectives and guiding principles to achieve a Sustainable Environment.
- Note: The State of Environment Report and Richmond Official Community Plan are the two main City documents for articulating this vision.

**b) Environmental Data Gathering, Information Exchange and Research**

ACE shall gather information on environmental issues and provide Council and the public with credible, independent information, options and recommendations on key issues of concern, for example ACE may:

- invite information, opinions, options and recommendations from independent sources,
- such as consultants, academics, industry, business, community groups and environmental organizations
- convene public forums on environmental issues
- make recommendations to Council regarding the necessity for reports and studies on particular environmental issues.

Having participated in creating a State of the Environment Report for Richmond, ACE shall:

- continue to assist in regular updates of this report; and
- will recommend to Council appropriate programs for preparing such updates.

**c) Environmental Issue Response Co-ordination**

ACE shall co-ordinate public responses to significant environmental issues, for example:

- receive referrals from Council for the consideration of significant environmental issues
- invite submissions from individuals, groups and organizations
- respond through recommendations and proposals to Council
- establish task forces or sub-committees to address key issues of concern in detail as required
- initiate and co-ordinate additional environmental management measures and initiatives;

In the longer term, the ACE may make recommendations to City Council on a wider range of environmental issues and co-ordinate additional measures or initiatives as required, for example:

- recommend priorities for managing environmental issues;
- recommend long term strategies for environmental protection, sustainability, conservation and mitigation;
- suggest processes for facilitation, assisted negotiations (mediation) or other forms of dispute resolution where a significant dispute or conflict is a component of an environmental issue which is brought to its attention.

**d) Environmental Policy Review**

ACE shall identify environmental issues and evaluate if they are adequately or appropriately addressed by the policies, programs and practices of the City of Richmond.

ACE may, for example:

- collect and submit evidence of environmental problems or foregone environmental opportunities which would be addressed by a change in City or agency policies, programs and practices,
- present evidence and reasoned arguments on potential future environmental problems or opportunities that could be addressed by changes in City or agency policies, programs and practices.

In the longer term, ACE may recommend to Council a periodic review of policies, programs and practices that affect the environment and propose terms of reference for such reviews.

**Proposed Revised Terms Of Reference  
Advisory Committee On The Environment**

**1. Purpose**

These terms of reference shall apply to the "Advisory Committee on the Environment" (ACE).

**2. Name:**

The community-based advisory committee shall be called the "Advisory Committee on the Environment" (ACE).

**3. Mandate:**

ACE shall:

- (1.) provide advice (e.g., information, options and recommendations) to City Council on environmental issues of concern to the community
- (2.) provide advice to Council to assist in:
  - developing a vision for a sustainable environment in Richmond
  - determining appropriate goals, objectives, policies and guiding principles to achieve a sustainable environment.
  - Note: "The State of Environment Report" and the "Richmond Official Community Plan" are the two main City documents for articulating this vision.
- (3.) generate independent and credible information on key environmental issues
- (4.) anticipate and advise Council and staff of potential problems and opportunities for environmental sustainability
- (5.) review and monitor the existing situation and trends to identify environmental concerns
- (6.) Note: One of ACE's primary tools for doing so will be the "State of the Environment Report".
- (7.) work with City staff to encourage and co-ordinate public participation in the identification and development of solutions to environmental issues.
- (8.) help enhance public awareness of environmental issues.
- (9.) provide environmental information to the Agricultural Advisory Committee (AAC).

**4. City Councillor Liaison To ACE**

There shall be one Councillor Liaison to ACE.

**5. Composition**

- (1.) ACE shall be comprised of up to 13 citizen members.
- (2.) Members of the ACE shall:
  - reflect a broad cross-section of Richmond citizens.
  - be, either Richmond residents, or non-residents who demonstrate an interest in and commitment to environmental issues in Richmond.
  - be appointed on the basis of their availability, experience and the expertise which they can bring to the work of ACE and not as formal representatives of particular organizations.
  - not have a conflict of interest with Council or ACE and should advise the members when a potential conflict may exist on a specific issue and recuse themselves for the duration of the discussions on the issue to which they have declared a conflict of interest.[DJM2]
  - represent knowledge, experience and perspectives of various sectors including:
    - agriculture;
    - fishing;
    - aquatic ecology;
    - terrestrial ecology;
    - health and the human environment;
    - environmental mitigation;
    - business;

- communications;
- community planning;
- students;
- the community-at-large.

## 6. Selection

### (1.) Recruiting

- The selection of 13 ACE members shall be according to Council policy and procedures. (e.g., The City Clerk's office will place appropriate public advertisements in the press and media to ask for volunteers to ACE (13 positions), and
- To achieve a viable ACE committee, ACE members and staff may encourage:
  - individuals to apply to ACE, and
  - applicants from particular groups, organizations, or sectors (e.g., Kwantlen College, UBC).
- Staff may place additional advertisements in other media (e.g., university & college media).

### (2.) Appointing

- ACE appointments shall be made by City Council.
- ACE Representative to the Agricultural Advisory Committee (AAC)  
The ACE Committee members may select a representative to sit on the Agricultural Advisory Committee.

## 7. Term:

### (1.) General – 2 Year Terms

- Normally, ACE members shall be appointed for 2-year terms.

### (2.) Rotating Membership

- ACE shall have rotating membership as follows:

### (3.) Group 1:

- Total: 7 ACE members
- Period: from January 1, 2002, to December 31, 2004
- Composition: 7 basic ACE members

### (4.) Group 2:

- Total: 6 ACE members
- Period: from January 1, 2003, to December 31, 2005
- Composition: 6 basic ACE members

### (5.) Subsequent appointments are to be made for two year terms.

- The ACE appointed representative to the Agricultural Advisory Committee may be drawn from either Group 1 or Group 2.
- The actual number of members in the two groups may be periodically adjusted in order to reasonably maintain the overall number of members.

## 8. Operation and Process

### (1.) Authority

#### ACE:

- shall address environmental issues referred by City Council
- may prepare information, options and recommendations for City Council
- may recommend, steps for addressing environmental issues which:
  - ACE deems a priority, or
  - have been identified as a significant public concern
- shall have access to all publicly accessible information available to Council that relates to the environment

- may request staff to undertake work regarding particular environmental concerns, subject to City staff workload and priorities
- may request that any specific environmental policy initiative to be considered by Council be referred to ACE for timely review and comment prior to a final decision by Council
- may make recommendations regarding its terms of reference.

(2.) Accountability

(a.) Basic

ACE shall:

- be accountable to Council
- produce annual reports, work programs, budgets and other reports for Council
- be required to disclose the nature of their interests and involvement in Richmond to identify any potential conflict of interest.

(b.) Agricultural Advisory Committee Representatives (AAC)

The City's representatives on AAC committees shall:

- co-ordinate their activities with ACE prior to and after each AAC committee meeting
- report to and through ACE.

(c.) Communication

- ACE members normally shall normally communicate through the staff liaison, to Planning Committee and then to Council.
- Council may ask ACE (and vice versa) to make presentations to Council directly.
- ACE may communicate regularly with the public.
- ACE meetings shall be open to the public.

(d.) Decision-Making Process

- Members of ACE shall:
  - follow Council decision making policy and procedures
  - meet regularly, at least eight times annually
  - ensure a quorum of at least 7 appointed ACE members exists for any recommendations or decisions made by the Committee.
  - normally make decisions on a consensus basis.
- Where ACE recommendations are brought forward on a basis other than consensus, the submission of minority ACE member opinions shall be permitted.

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Richmond City Council shall review ACE's annual budget submission and provide funding based on City budgetary priorities.

**10. Implementation**

(1.) General

ACE shall implement a Council approved work program and fulfil its mandate incrementally as tasks are matched by available resources, and as skills, knowledge and experience develop.

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- convene public forums on environmental issues
- make recommendations to Council regarding the necessity for reports and studies on particular environmental issues.

(2.) Having participated in creating a State of the Environment Report for Richmond, ACE shall:

- continue to assist in regular updates of this report; and
- will recommend to Council appropriate programs for preparing such updates.

(4.) Environmental Issue Response Co-ordination

(1.) ACE shall co-ordinate public responses to significant environmental issues, for example:

- receive referrals from Council for the consideration of significant environmental issues
- invite submissions from individuals, groups and organizations
- respond through recommendations and proposals to Council
- establish task forces or sub-committees to address key issues of concern in detail as required
- initiate and co-ordinate additional environmental management measures and initiatives;

(2.) In the longer term, the ACE may make recommendations to City Council on a wider range of environmental issues and co-ordinate additional measures or initiatives as required, for example:

- recommend priorities for managing environmental issues;
- recommend long term strategies for environmental protection, sustainability, conservation and mitigation;
- suggest processes for facilitation, assisted negotiations (mediation) or other forms of dispute resolution where a significant dispute or conflict is a component of an environmental issue which is brought to its attention.

(5.) Environmental Policy Review

(1.) ACE shall identify environmental issues and evaluate if they are adequately or appropriately addressed by the policies, programs and practices of the City of Richmond.

(2.) ACE may, for example:

- collect and submit evidence of environmental problems or foregone environmental opportunities which would be addressed by a change in City or agency policies, programs and practices,
- present evidence and reasoned arguments on potential future environmental problems or opportunities that could be addressed by changes in City or agency policies, programs and practices.

(3.) In the longer term, ACE may recommend to Council a periodic review of policies, programs and practices that affect the environment and propose terms of reference for such reviews.

#### **11. Review**

Council may review the ACE terms of reference from time to time, and may terminate the Committee if it is found to be unnecessary.