



To: Richmond City Council **Date:** April 22, 2008
From: Councillor Bill McNulty, Acting Chair **File:** 01-0100-01
General Purposes Committee
Re: **RICHMOND AIRPORT NOISE CITIZENS ADVISORY TASK FORCE –
PROPOSED TERMS OF REFERENCE**

The General Purposes Committee, at its meeting held on Monday, April 21, 2008, considered the attached report, and recommends as follows:

Committee Recommendation

That:

- (1) the Richmond Airport Noise Citizens Advisory Task Force be established with a dialogue-based approach to provide a forum for open discussions and sharing of community concerns on airport-related noise pertaining to Richmond as outlined in the proposed Terms of Reference (Attachment 3 and Attachment 4 of the report dated April 18, 2008, from the Director, Transportation);*
- (2) staff report back on the recommended Richmond Airport Noise Citizens Advisory Task Force appointees for Council's consideration and approval;*
- (3) the City request the Vancouver Airport Authority (VAA) to take the lead in initiating a regional Air Traffic Strategy; and*
- (4) a consultant be hired to assist the Task Force.*

Councillor Bill McNulty, Acting Chair
General Purposes Committee

Attach.

VARIANCE

Please note that staff recommended the following:

That:

- (1) the Richmond Airport Noise Citizens Advisory Task Force be established with a dialogue-based approach to provide a forum for open discussions and sharing of community concerns on airport-related noise pertaining to Richmond as outlined in the proposed Terms of Reference (Attachment 3 of the report dated April 18, 2008, from the Director, Transportation); and
- (2) staff report back on the recommended Richmond Airport Noise Citizens Advisory Task Force appointees for Council's consideration and approval.

Staff Report

Origin

At the November 5, 2007 General Purposes Committee meeting, following a presentation by the Vancouver Airport Authority (VAA) on airport issues and development, the following referral motion was introduced and carried:

That the matter of airport noise, flight paths and regional aircraft movement be referred to staff to contact:

- (1) *NAV Canada to arrange a meeting with representatives of that organization to discuss these issues, and to report to Council through Committee on the outcome; and*
- (2) *the proprietors of the Boundary Bay and Abbotsford airports regarding issues relating to regional aircraft movements.*

In addition, after presentations by delegations on airport noise-related issues, the following referral motion was introduced and carried:

- (1) *That the establishment of a citizens airport advisory committee be referred to staff for the preparation of the appropriate terms of reference.*
- (2) *That staff monitor the delegation procedures and follow up at the December meeting of the YVR Aeronautical Noise Management Committee.*

This report presents a summary of staff contacts with NAV Canada and the Boundary Bay and Abbotsford airports, the results of the December 2007 meeting of the VAA Aeronautical Noise Management Committee and presents a proposed terms of reference for the Richmond Airport Noise Citizens Advisory Task Force.

Analysis

1. Existing VAA-City Liaison

The Vancouver Airport Authority (VAA) is responsible for managing airport noise and land use planning at the airport, including the area around Burkeville. The VAA has a Land Use Plan and Noise Management Plan, which are approved by the federal Minister of Transport. As shown in the table below, the VAA has also established the following committees, at which Richmond airport noise and land use issues can be discussed.

Committee	City Liaison
VAA Board of Directors	<ul style="list-style-type: none"> • City Appointee: Mr. Peter Dhillon
VAA Aeronautical Noise Management Committee (ANMC)	<ul style="list-style-type: none"> • City Appointee (Regular ACE Member): Mr. Mike Radu • City Appointee (Alternate ACE Member): currently vacant • City staff from Policy Planning also attend
VAA Environmental Advisory Committee (EAC)	<ul style="list-style-type: none"> • City Appointee (Regular ACE Member): Mr. Saleh Haidar • City Appointee (Alternate ACE Member): currently vacant • City staff from Policy Planning also attend

The City's Advisory Committee on the Environment (ACE) currently includes the Richmond representatives who are members of the VAA Aeronautical Noise Management Committee and the VAA Environmental Advisory Committee.

In addition, the City and VAA have signed the "*Accord between the City of Richmond and the Vancouver International Airport Authority, November 28, 1994.*" This Accord sets out basic City and VAA co-operation policies and states that the VAA and City will have opportunities to comment on each others' respective plans such as the City's OCP, the VAA Airport Land Use Plan, a joint City-VAA recreation plan, and a City-VAA walking trail network. This protocol has been followed, and VAA and City staff continue to meet regularly to discuss matters of mutual concern including transportation, airport noise and land use issues. In addition, senior VAA staff provide periodic updates to Councillors at Committee meetings.

2. December 2007 Meeting of the VAA Aeronautical Noise Management Committee

In addition to regular meetings, the VAA Board and the VAA ANMC and EAC periodically consult with the public. At the November 5, 2007 General Purposes Committee meeting, the VAA advised that a pilot project is being initiated that would allow delegations to speak to the next three VAA ANMC meetings, commencing on December 3, 2007 (see **Attachment 1** for the delegation procedure, as posted on the VAA website).

Staff attended the December 12, 2007 meeting at which VAA staff advised that no delegations had registered to appear at the meeting. VAA staff noted that the registration information for delegations was posted on the VAA website in early November 2007 and a communication piece regarding the trial delegation procedure would be placed in the next YVR Airmail e-newsletter. The results of the pilot project are to be reviewed after its conclusion in June 2008.

3. Proposed Richmond Airport Noise Citizens Advisory Task Force

3.1 City Advisory Task Force versus City Advisory Committee

As the VAA already has an established on-going advisory committee (the VAA Aeronautical Noise Management Committee) whose explicit mandate is to address airport noise issues, staff recommend that a one-time City advisory task force be established to avoid a continuing redundancy of mandates and resources. An on-going City advisory committee would require sustained staff and financial resources as well as impact existing programs. Current staff workload cannot accommodate an additional on-going advisory committee on this subject without impacting long-term work priorities.

Moreover, two parallel committees may result in a disjointed process for addressing public concerns regarding aeronautical noise. A task force structure typically allows for a focussed approach to specific issues and deliverables with a defined timeline to ensure that the key issues are addressed in a timely manner. It is anticipated that a primary recommendation of the Task Force would be related to how the VAA can improve its existing public consultation process with respect to aeronautical noise and possible changes to public delegation procedures at VAA ANMC meetings.

3.2 Role of the Task Force

The major issues that gave rise to the cited referral to staff include:

- residents' concerns regarding aircraft noise during the day and night;
- aircraft flight path management;
- the extent of VAA public consultation (e.g., frequency of open houses, a lack of public meetings, public delegation at ANMC); and
- the resulting VAA airport noise and land use impacts.

As such, the role of the Task Force (assisted by staff) will be focussed specifically, with a target timeline and specific deliverables to:

- (1) gather information on:
 - daytime and night time airport and aircraft noise; and
 - aircraft flight path management;
- (2) hold public meetings,
- (3) summarize the public issues, and
- (4) advise Council by providing information, options and recommendations.

The intent is for the proposed Task Force to better assist Council and the community in understanding issues, coordinating community interests, examining options, and recommending both short and long term solutions to address aeronautical noise in Richmond while adhering to the fundamental principle of sustainability to achieve social, environmental and economic benefits. As identified in Section 3.5, the information gathering will include the results of staff's discussions with NAV Canada and the operators of the Boundary Bay and Abbotsford airports, which occurred during January and February 2008 and are summarized in **Attachment 2**.

3.3 Composition of the Task Force

Staff recommend that the Task Force be comprised of the following Council-appointed, voting members (up to nine in total):

- two Richmond citizens representing Sea Island (e.g., Burkeville); and
- seven Richmond citizens representing the remainder of Richmond.

If sufficient members are not selected from each of the above categories, the Task Force may be comprised of representatives from the other categories (e.g., if only one member representing Sea Island is appointed, then eight members would be appointed from the remainder of Richmond).

In addition, the Task Force would include a non-voting Council-appointed Council liaison. Staff resources would primarily be drawn from Transportation and Policy Planning, with occasional staff support from other divisions as required.

3.4 Task Force Advisors

The Task Force may request the participation of the following advisors and resources at its meetings to provide information to the Task Force:

- the two Richmond citizens appointed by Council to the VAA ANMC;
- the two Richmond citizens appointed by Council to the VAA EAC; and
- staff from VAA, NAV Canada and Transport Canada, pilots, and other agencies.

3.5 Technical Expertise on Tangible Solutions

The Task Force can be established without the assistance of a consultant. This approach would only allow for general discussions among Task Force members and public feedback on this topic with no expert technical assessment of the resulted recommendations. This is consistent with staff's understanding of the intent of Council's referral.

Alternatively, in order to expedite a tangible solution-based process, a consultant can also be retained to provide guidance and expertise in the areas of aeronautical noise issues, the planning and management of aircraft flight paths and related public consultation. The assistance of the consultant is desirable in order to develop, evaluate and advise on technical solutions, as staff would require expertise in this specialized area so as to ensure workable recommendations are delivered at the outcome.

Furthermore, upon discussions with NAV Canada, other regional airports and City of Surrey staff who have recently carried out similar work on aircraft noise, staff recognize the added value from retaining an aeronautical noise consultant to assist staff in working with the Task Force to provide technical advice on the following areas with a Richmond focus:

- provide an objective and factual overview of issues related to aeronautical noise;
- summarize relevant regulations related to air traffic and environmental impacts;
- conduct research of best practices by airport industry and governments to address issues;
- evaluate the existing flight paths and usage of runways at the airport and the resulting impacts on Richmond vis-à-vis Vancouver;
- estimate future air traffic pattern and noise implications;
- provide and assess options for actions proposed by the Task Force;
- attend Task Force, public, City Committee and Council meetings; and
- prepare final reports for the Task Force.

3.6 Terms of Reference

The Terms of Reference for the "Richmond Airport Noise Citizens Advisory Task Force" are outlined in **Attachment 3**. An option to include the assistance of an aeronautical noise consultant in the Terms of Reference is outlined in **Attachment 4**.

At this time, the Task Force is intended to be active until June 2009, after which it would be reviewed as to whether or not it should be continued. The Task Force may be terminated by Council at this time. Table 1 identifies the anticipated timeline for establishing the Task Force and its major work items.

Table 1 - Anticipated Timeline of Major Work Items

Work Item	Anticipated Timeline
1. Staff meet with NAV Canada	January 2008 (Done)
2. Staff meet with Boundary Bay & Abbotsford Airports	February 2008 (Done)
3. Staff Report on Task Force Terms of Reference for Council Approval	April 2008
4. Advertise for Task Force Members	May 2008
5. Staff Report on Recommended Appointees for Council Approval	June 2008
6. First Task Force Meeting & Gather Information	July 2008
7. Task Force Holds Public Meeting to Hear Issues	September 2008
8. Task Force Summarizes Issues & Drafts Recommended Strategies	October-November 2008
9. Task Force Holds Public Meeting to Present Draft Strategies	January 2009
10. Task Force Evaluates Public Feedback & Refines Strategies	February-March 2009
11. Task Force Holds Public Meeting (if required) to Present Refined Strategies	April 2009
12. Present Task Force's Final Recommended Strategies to Council	June 2009

Financial Impact

None, if the Terms of Reference for the proposed Richmond Airport Noise Citizens Advisory Task Force are approved excluding the assistance of an aeronautical noise consultant. Additional City resources, including staff overtime at evening meetings and Task Force expenses such as publications, printing, notices, meetings, advertising would be drawn from existing 2008 divisional operating budgets.

If the Terms of Reference are approved with the assistance of an aeronautical noise consultant, the cost of \$50,000 to retain the consultant is proposed to be provided from the 2008 City Contingency Fund. The proposed amount represents the minimal amount of consultant resources required to carry out a solution-based approach over the duration of the Task Force.

Conclusion

To address community concerns regarding aeronautical noise and aircraft flight paths as directed by Council, staff recommend that the "Richmond Airport Noise Citizens Advisory Task Force" be established and its proposed terms of reference be approved.

Joan Caravan
 Transportation Planner
 (4035)
 JC:lce

Delegation Procedure to Appear at VAA Aeronautical Noise Management Committee

Beginning December 2007, the YVR Aeronautical Noise Management Committee will invite selected citizens to present their views and ask questions to the Committee on topics related to noise management at YVR. This process will be available on a trial basis until June 2008 and presentation slots are limited. After the completion of the trials, the presentation concept will be assessed.

Citizen Delegations Application Process

The YVR Aeronautical Noise Management Committee (Committee) provides a balanced forum where stakeholders with an interest in aircraft noise can discuss noise management practices at YVR. The scope of the Committee is limited to aeronautical noise generated from operations associated with YVR, and the Committee discusses, analyzes, and provides advice on or makes recommendations about noise management efforts at YVR. The Committee meets quarterly or more often as needed. View The Terms of Reference, which includes a list of current members.

Committee Schedule

- December 12, 2007
- March 12, 2008
- June 11, 2008

Application Process

Due to time constraints, each Committee meeting will accommodate one presentation at the beginning of the meeting. Citizens who submit a request to appear at the Committee will be notified if their request can be accommodated. To qualify for the selection process, please read the following instructions and complete all sections of the citizen presentation application form.

How to Apply

- Individuals wishing to present to the Committee must register by fax, mail, or online at www.yvr.ca a minimum of 30 days prior to the next scheduled Committee meeting.
- The Airport Authority will contact the individual no later than 14 days prior to the meeting to advise the candidate that they have been added to the agenda. Only those individuals selected to present will be contacted.
- The nature of the presentation and questions for the Committee must be included on the registration form.
- The Individual may address the Committee once on a specific issue.
- The Individual is required to sign an agreement on code of conduct and time allotment prior to presenting to the Committee.
- The Airport Authority may exclude certain individuals from presenting if the individual has a history of abusive or negative interactions with Airport Authority staff.

Candidate Presentation Format

- The individual may be accompanied at the presentation by one other individual.
- The individual (and guest) must sign-in prior to commencing the presentation.
- The questions to the committee, copied from the registration form, will be distributed to the Committee members at the beginning of the meeting.
- The first 10 minutes of the Committee meeting will be dedicated to hear one presentation from the delegate. The delegate is allotted 5 minutes, followed by a 5 minute discussion period.
- Airport Authority staff will follow up with a written response to the questions within 30 days of the presentation.
- The individual will be excused from the Committee meeting once the presentation and discussion period has ended.
- The Airport Authority reserves the right to postpone presentations if the meeting agenda is full.

Delegation Procedure to Appear at VAA Aeronautical Noise Management Committee



Citizen Delegation Application Form

please print clearly	
Last Name	First Name
Home Address	
City	Postal Code
Telephone (Day)	Telephone (Night)
Email Address	
Please outline the issue(s) that you wish to bring forward to the Committee	
Please outline the questions you would like to raise with the Committee	

Will you require audio visual equipment for your presentation?
No <input type="checkbox"/> If Yes, please specify what equipment you require: _____
Do you wish to be accompanied by one additional guest? No <input type="checkbox"/> Yes <input type="checkbox"/>
If Yes, please provide name/address/telephone:

Submit your form by mail or fax to:

Environment
 Vancouver Airport Authority
 PO Box 23750
 Airport Postal Outlet
 Richmond, BC Canada V7B 1Y7

Fax to: 604.276.6699

Summary of Staff Discussions with NAV Canada, Abbotsford International Airport and Boundary Bay Airport

NAV Canada – January 9, 2008

- Private, not-for-profit agency that provides air navigation services (ANS) to airports; currently the only provider but competition is possible
- Operate at 140 airports across Canada where level of activity warrants ANS (i.e., at 20,000 annual movements, ANS is required and at 60,000 annual movements, a tower is also required)
- Charges aircraft operators for ANS, not the airport
- Does not approve/deny flights to operate in the area – Transport Canada regulates this
- Provides a service by advising operators how they will be accommodated in the air space
- Responds to market as it evolves; does not directly influence growth
- VAA is responsible for managing growth and capacity of airport as well as its hours of operation
- VAA liaised with NAV Canada during development of the YVR Master Plan (e.g., identified need for 4th runway to accommodate future movements)
- Flight paths are established based on the physics of flight and local geography; they are not exact
- Cannot impose flight paths but can make changes to flight paths if they are acceptable to its customers (aircraft operators)
- Large ripple effects if a flight path is changed – need to keep as standardized as possible to lessen burden on air traffic controllers
- Most flights (larger aircraft) at YVR use IFR (Instrument Flight Rules) and thus arrival and departures routes are known in advance
- Main work is handling flights using VFR (Visual Flight Rules) and fitting in these flights between the known IFR flights
- Aircraft must take off into the wind so try to keep departures over the water when wind direction permits (i.e., from the west); when wind is from the east there are more flights over Richmond
- When calm, try to route both arrivals and departures over the water
- Most jet aircraft fly over the Fraser Valley and Vancouver when arriving to YVR and depart over the water
- Turboprop planes flying over Richmond generally originate from the south (e.g., Victoria and the US)
- There is a lot of flyover traffic over Richmond that is not destined to YVR; these smaller planes using VFR must fly at an altitude of around 2500 feet as this is the safest space available in between arriving and departing aircraft
- All major airports operate 24 hours and allow night flights with the prior approval of Transport Canada
- VAA has guidelines but not a policy regarding night flights; typically allow flights carrying passenger or cargo into YVR but not transit only or technical stops
- VAA has always had right to operate night flights but used more now due to growth

Abbotsford International Airport – February 11, 2008

- Airport owned by City of Abbotsford; have established an Airport Authority and Board of Directors
- 6th busiest airport in Canada based on annual movements (170,000) due to flight training operations
- Have daily scheduled flights to other cities in Canada plus will start charter flights to Mexico next year
- Have accommodated passenger traffic for 10 years (currently 500,000 passengers/year); little cargo traffic
- Longest runway at 9600 feet (longest outside of YVR) can accommodate up to a 767 aircraft
- In long-term, can extend this runway to 11,000 feet, which could then accommodate all aircraft and be equivalent to YVR
- Currently underutilized plus have lots of land for future development
- Planned expansion of terminal building could handle up to 1.5 million passengers/year
- Seeking a balance of regional, national and international flights; could play role in international charter flights
- Flight paths mostly over farmland in ALR so protected from future development; do not allow take-offs to the north as would pass over populated area
- Would support regional airport strategy as there should be synergy amongst all the airports
- Lower Mainland Airport Working Group, which has membership of all area airports, recently reconstituted to discuss Olympic Games related issues but could be venue for discussion of regional airport strategy
- Believe that VAA should lead discussion and development of regional airport strategy

**Summary of Staff Discussions
NAV Canada, Abbotsford International Airport and Boundary Bay Airport**

Boundary Bay Airport – February 13, 2008

- Airport owned by Corporation of Delta and operated by Alpha Aviation as a PPP on a long-term lease
- 4th busiest airport in Canada based on annual movements due to flight training operations, which generate 99% of the traffic
- Have 167 acre parcel of land to develop for tenants and facilities; also upgrading infrastructure and services including new terminal building of up to 20,000 sq ft by end of 2008
- Recently extended main runway from 3700 feet to 5600 feet; can accommodate any corporate jet with Dash 8 likely being the largest aircraft (maximum size of aircraft is 100,000 lbs)
- Focus for future growth of business is corporate business jets and air traffic currently operating out of YVR's south terminal that flies to lodges and resorts in northern BC
- No scheduled services as yet but intend to start service to Victoria later in 2008
- Bounded by environmentally sensitive areas on all sides so unlikely to grow beyond current boundaries
- Flight paths and air space are dictated by requirements of aircraft approaching/departing YVR; little flexibility
- Do not route flights over east Ladner as it is a noise sensitive area
- Do not do noise monitoring; do not believe there is increased noise, just more noise sensitivity
- Typical hours of operation are 7:00 am to 11:00 pm
- YVR will likely reach capacity due to air space limitations rather than physical land available
- Support a regional airport strategy and believe Lower Mainland Airport Working Group could be a venue for this discussion
- VAA should lead the strategy but may need to be prompted to do so

**Terms of Reference
Richmond Airport Noise Citizens Advisory Task Force**

1. Application

These terms of reference shall apply to the Richmond Airport Noise Citizens Advisory Task Force.

2. Purpose

The purpose of the Richmond Airport Noise Citizens Advisory Task Force is to advise Council by providing a City forum for the discussion, consideration and co-ordination of aeronautical (e.g., aircraft and airport) noise and aircraft flight path issues affecting the City of Richmond.

3. Role

The role of the Richmond Airport Noise Citizens Advisory Task Force is to:

- a) advise City Council through City staff by providing information, options, analysis, and recommendations regarding aeronautical noise and flight path issues of concern to the Richmond community, including:
 - daytime and night time aeronautical noise; and
 - aircraft flight path location
 while adhering to the fundamental principle of sustainability to achieve social, environmental and economic benefits;
- b) hold public meetings to listen to public ideas, concerns and suggestions;
- c) co-ordinate community interests and public participation to identify issues and develop feasible solutions regarding aeronautical noise and aircraft flight path issues;
- d) enhance public awareness of and involvement in City aeronautical noise and aircraft flight path policies; and
- e) coordinate its activities and information with the Advisory Committee on the Environment (ACE), as necessary.

4. Primary Work Items

With staff support, the anticipated major work items of the Task Force are:

- a) identify aeronautical noise complaint sources (e.g., aircraft take-offs and landings, flight path locations);
- b) gather information from stakeholders (e.g., NAV Canada, Vancouver Airport Authority (VAA), Transport Canada) regarding the regulation and practices of YVR hours of operation and aircraft flight paths;
- c) hold public meetings to hear public concerns and suggested solutions regarding aeronautical noise and aircraft flight path issues;
- d) summarize the public concerns and any suggested solutions identified at the public meeting;
- e) evaluate the public concerns and develop options and strategies to address the concerns;
- f) hold public meetings to present draft options and strategies to address the concerns for public comment and feedback; and
- g) present to Council its final recommendations regarding the issues and identify what actions the City, the VAA and others might do to address them.

5. CompositionVoting Members

The Task Force shall consist of up to nine voting members appointed by Council, including generally:

- two Richmond citizens representing Sea Island (e.g., Burkeville); and
- seven Richmond citizens representing the remainder of Richmond.

**Terms of Reference
Richmond Airport Noise Advisory Task Force**

If sufficient members are not selected from each of the above categories, the Task Force may be comprised of representatives from the other categories (e.g., if only one member representing Sea Island is appointed, then eight members would be appointed from the remainder of Richmond).

Non-Voting Member

The Task Force shall have one non-voting member:

- one City Council liaison appointed by Council

The Task Force shall be supported by City staff, primarily from Transportation (lead), Policy Planning, and occasional staff support from other divisions as required.

The Task Force may request the participation of the following advisors and resources at its meetings to provide information to the Task Force:

- a) the two Richmond citizens appointed by Council to the VAA Aeronautical Noise Management Committee (ANMC);
- b) the two Richmond citizens appointed by Council to the VAA Environmental Advisory Committee (EAC); and
- c) others (e.g., VAA, NAV Canada and Transport Canada staff) as necessary.

6. Recruitment

The selection of Task Force members shall be according to Council policy and procedures, (i.e., the City Clerk's office will place appropriate public advertisements in the press and media) to ask for volunteers for the Task Force (9 positions).

7. Task Force Membership Criteria

Members of the Task Force shall meet the following criteria:

- a) be a Richmond citizen;
- b) be anyone who demonstrates an interest in and commitment to City aeronautical noise and aircraft flight path planning for the overall benefit of the Richmond community;
- c) be appointed on the basis of their experience, collaboration, consensus building, availability, the expertise which they can bring to the work of the Task Force and not as representatives of particular organizations or self-interest;
- d) represent knowledge, experience and perspectives of various sectors including:
 - i) aeronautical noise mitigation;
 - ii) aircraft flight path management
 - iii) health and the human environment;
 - iv) business;
 - v) communications; and
 - vi) community planning.

8. Selection

All members of the Task Force shall be selected based on this Terms of Reference.

9. Appointment

All Task Force appointments shall be made by City Council.

10. Term

Task Force members shall be appointed for a term to expire June 30, 2009, unless it is extended by Council otherwise.

**Terms of Reference
Richmond Airport Noise Advisory Task Force**

11. Operation and Process

Operation

- a) The Task Force shall appoint a Chair and a Vice Chair.
- b) City staff shall be responsible for keeping Task Force minutes.
- c) Generally, the Task Force shall meet a minimum of monthly and more frequently as required to complete its work program within its term of activity.
- d) Task Force working groups may be appointed by the Task Force as necessary, with membership in the working groups restricted to Council-appointed Task Force members only. The working groups will report to and take direction from the Task Force.

Accountability

- a) The Task Force shall produce final reports and recommendations and if necessary, interim reports for Council's consideration.
- b) Task Force members shall be required to follow conflict of interest guidelines as established in the Community Charter.

Communication

- a) The Task Force shall report to Council through the City staff liaison to City Committees and then to Council.
- b) The Task Force as a whole may communicate regularly with the public for the purpose of holding public meetings. Individual members of the Task Force shall not communicate with the public representing the views of the Task Force without the prior consent of the Task Force as a whole.
- c) Task Force meetings shall be open to the public and only be closed in accordance with the Community Charter.

Decision-Making Process

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

12. Resources

- a) The Task Force shall operate within the approved terms of reference, work program and budget by Richmond City Council.
- b) Council will review any changes proposed by the Task Force to the approved work program and budget and may provide funding in addition to the approved base operating budget, subject to City budgetary priorities.
- c) The Task Force may incur expenses for items, which are consistent with the approved budget, and City policy and procedures shall be followed.
- d) The Task Force may seek volunteers to assist in providing additional supporting resources to fulfill its mandate, provided that any expenditure can be accommodated within the approved Task Force budget.

**Terms of Reference
Richmond Airport Noise Citizens Advisory Task Force**

Option to Include Assistance of Aeronautical Noise Consultant

The Task Force may be assisted by an aeronautical noise/aircraft flight path management consultant to provide technical advice on the following areas with a Richmond focus:

- provide an objective and factual overview of issues related to aeronautical noise;
- summarize relevant regulations related to air traffic and environmental impacts;
- conduct research of best practices by airport industry and governments to address issues;
- evaluate the existing flight paths and usage of runways at the airport and the resulting impacts on Richmond vis-à-vis Vancouver;
- estimate future air traffic pattern and noise implications;
- provide and assess options for actions proposed by the Task Force;
- attend Task Force, public, City Committee and Council meetings; and
- prepare final reports for the Task Force.