



## **TERMS OF REFERENCE PROJECT CHARTER**

### **Control Zone Dimensions Langley, BC**

NAV CANADA  
Aeronautical Studies and Analysis  
Edmonton ACC  
PO Box 9867  
Edmonton International Airport  
Edmonton, AB T5J 2T2

September 2011

**The information and diagrams contained in this document are for illustrative purposes only and are not to be used for navigation.**

# TABLE OF CONTENTS

1.0 Purpose ..... 1

2.0 Background..... 1

3.0 Scope of the study..... 1

4.0 Methodology ..... 1

5.0 Study Safety Management Plan ..... 1

6.0 Human Resources ..... 1

7.0 Finance ..... 2

8.0 Materiality of the Change ..... 2

9.0 Consultation ..... 2

10.0 Work plan ..... 3

11.0 Authority ..... 3

## 1.0 Purpose

The purpose of this Project Charter document is to initiate an aeronautical study evaluating the control zone dimensions of the Langley Control Zone.

## 2.0 Background

To further improve efficiency, the *Vancouver, Victoria & Lower Mainland - Phase II Aeronautical Study post-implementation review* recommended the Langley Control Zone dimensions be reviewed.

## 3.0 Scope of the study

The study will make recommendations on the size and shape of the Langley Control Zone.

## 4.0 Methodology

The CSA Q850 Risk Management process will be followed.

The study team will:

- Interview customers and stakeholders to obtain issues and concerns;
- Analyze the concerns and issues raised;
- Analyze impact, if any, from the proposal;
- Conduct a HIRA;
- Prepare a final report;
- Present recommendation to senior management for approval;
- Co-ordinate with the appropriate managers who would be involved with the technical and operational implementation of the proposed service change;
- Ensure the maximum practical customer and user support for proposed changes; and
- Provide appropriate notice to Transport Canada as required by CANSCA.

The study team will ensure that consultation with customers and affected or interested stakeholders is sufficient prior to making any recommendations to senior management.

A business case will be developed to validate the recommendations if required.

A risk management team will conduct the risk assessment and may call upon stakeholders to contribute to the analysis of some risk scenarios.

## 5.0 Study Safety Management Plan

The manager responsible for implementing the results of this aeronautical study will prepare a project safety management plan. The plan will include mitigation and monitoring actions identified through this study that are required to implement the change in service. This includes short and long-term reviews following implementation.

In addition, the plan will include a methodology for responding to safety concerns emerging during this study, which require immediate action.

## 6.0 Human Resources

The Study Leader will rely upon and obtain the assistance of specialists in specific fields of expertise within NAV CANADA.

Team membership will be based on a multi-discipline, matrix organization. Representation will be obtained on an as needed basis for key technical, operational and support areas. Additional members will be identified during the course of the study and will be expected to participate in specific tasks on an as required basis. A key focus of the study project manager will be to minimize impact of all work assignments on other projects underway.

The following NAV CANADA resources will be required:

Project Leader – Manager, Aeronautical Studies and Analysis

Project Analyst – Specialist, Airspace and Service Requirements

Contributor – Manager, Airspace and Service Requirements

Contributor – Manager, Area Control Centre Operations, Vancouver ACC

Contributor – Manager, Langley Control Tower

Contributor – Manager, Abbotsford Control Tower

Contributor – Manager, Government and Public Relations

Contributor – Aeronautical Information Service

The level of effort and duration will be calculated during the planning phase of the project.

## **7.0 Finance**

It is anticipated that consultation will be conducted concurrently with the study examining Primary Surveillance Radar (PSR) requirements for Prince George; no overtime is expected, but any costs related to the conduct of this study, travel and consultation will be budgeted by the appropriate Manager.

## **8.0 Materiality of the Change**

A reduction in air traffic services may be considered to represent a material change. Should that occur, formal notifications per the *Civil Air Navigation Services Commercialization Act* would apply.

## **9.0 Consultation**

The study team will ensure that consultation with customers and affected stakeholders is sufficient prior to making any recommendation to senior management. An appropriate communications plan incorporating a full consultation plan will be prepared. Aviation organizations representing airport, general aviation, business aviation and others as appropriate will be consulted during the Aeronautical Study. A complete list of customers and stakeholders consulted will be attached to the aeronautical study. The following is a preliminary list of stakeholders:

Air Transport Association of Canada (ATAC)

British Columbia Aviation Council (BCAC)

Canadian Business Aviation Association (CBAA)

Canadian Owners and Pilots Association (COPA)

Canadian Flight Centre

Helicopter Association of Canada (HAC)

International Flight Centre

Montair Aviation

National Airlines Council of Canada (NACC)

Pacific Flying Club

Professional Flight Centre

Sea Land Air Flight Training Centre

## 10.0 Work plan

If the decision is to proceed with the proposed aeronautical study, the following schedule is planned:

### Timetable

- TOR Approval – September 2011
- Develop Communications Plan – September 2011
- Study Commencement – November 2011
  - Consultation will be initiated
  - Duration – 4 weeks
- Conduct Analysis and HIRA – December 2011
  - Duration – 1 week
- Develop Final Report – December 2011
- Circulate Aeronautical Study for Approvals – February 2012
- Submit Aeronautical Study to Transport Canada for Review - February 2012

## 11.0 Authority

NAV CANADA, Vice President Operations