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# Terms of Reference

Review of Air Traffic Service Requirements

for

Peterborough, Ontario

NAV CANADA  
Level of Service  
151 Slater Street  
Ottawa, ON K1P 5H3

September 2023

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## 1.0 Purpose

The objective of this Terms of Reference (TOR) is to initiate an Aeronautical Study (the “Study”) to review the Air Traffic Service (ATS) requirements at the Peterborough Airport (CYPQ).

## 2.0 Scope of Study

The Study will assess the requirements for the provision of ATS at the Peterborough Airport. The study will include formal stakeholder consultations to determine if any issues exist, and what mitigations may be required if changes are recommended.

## 3.0 Background

An Aeronautical Study was conducted in 2020 to review the airspace and ATS requirements at the Peterborough Airport. The recommendation was to closely monitor airport operations and aircraft activity by maintaining contact with Seneca College, the airport operator, and other key stakeholders to review any issues or concerns. The majority of the traffic at Peterborough Airport is from Seneca College and the general aviation.

Total annual aircraft movements have remained above 40,000 per year since 2015, except in 2020 during the COVID pandemic which saw lower traffic levels. Stakeholders project that traffic will increase due to high demand for new pilots within the aviation industry. Seneca College continues to maintain a pilot training program. Based on its Safety Management System (SMS) program, there appears to be an increase in aviation occurrences reported.

## 4.0 Methodology

The Study will identify, assess, and analyze information gathered through data collection, and customer and stakeholder consultation. The Study will:

- 1) Confirm stakeholder requirements for the service(s) under review;
- 2) Analyze the concerns and issues raised by the stakeholders;
- 3) Develop possible solutions and/or options;
- 4) Conduct a Hazard Identification and Risk Assessment on issues, as required;
- 5) Present recommendations for Executive Management and Board of Directors approval;
- 6) Coordinate with the appropriate managers who would be involved with the technical and operational implementation of any proposed service change; and,
- 7) Coordinate with Transport Canada.

A business case will be developed to validate the recommendations as needed.

## 5.0 Human Resources

The Study team will be multi-disciplined, with representation as required from key technical, operational and support areas.

The Study team will ensure that consultation with affected or interested stakeholders is sufficient before making any recommendations to senior management.

The Study team will conduct a risk analysis and may call upon stakeholders to contribute to the assessment of some risk scenarios.

Team Leader: Manager, Level of Service

Advisor: Director, Stakeholder and Industry Relations

Contributors:

Specialist, Level of Service,  
Managers/Staff in the Central Flight Information Region,  
Aeronautical Information Management,  
NAV CANADA Technology Group,  
NAV CANADA Corporate Performance,  
NAV CANADA Stakeholder and Industry Relations, and  
Others as required.

## 6.0 Work Management Plan

TOR approval: June 2023

When conducting the Study\*, the following will be undertaken:

1. Develop a Communication and Consultation Plan – June 2023
2. Study commencement – August/September 2023
3. Consultation – Fall 2023
4. Assess consultation input – Fall/Winter 2023/2024
5. Conduct Issues Hazard Identification and Risk Assessment – Fall/Winter 2023/2024
6. Finalize Aeronautical Study Report – Winter/Spring 2023/2024
7. Executive Management and Board of Directors approval – Winter/Spring 2023/2024
8. Issue a Notice of Proposal (if required) – Spring 2024
9. Circulate to Transport Canada for safety review – Spring 2024

Following Transport Canada review:

10. Coordinate implementation plan and dates with appropriate departments – TBD
11. Prepare Aeronautical Information Management Submission – TBD
12. Prepare and publish Aeronautical Information Circular – TBD
13. Prepare and publish Notice – TBD
14. Implement – TBD
15. Monitoring / Post-Implementation Reviews – TBD

*\* Study timelines may be subject to adjustment.*

## 7.0 Materiality of the changes

There is the potential that some of the service delivery options may represent a material change to a significant group of users. If this is the case formal notifications as per the Civil Air Navigation Services Commercialization Act will apply.

## 8.0 Finance Resources

Service design changes may generate an engineering support requirement. These requirements will be identified as the study progresses in support of initiating project planning for the implementation of engineering-related recommendations from the study.

## 9.0 Consultation

An appropriate consultation plan will be prepared.

Aviation organizations representing airports, general aviation, business aviation and others as appropriate, will be consulted during the Study. A complete list of customers and stakeholders consulted will be attached to the Study.

Should you have any questions or wish to provide input to the Study, you may do so by emailing [studies.etudes@navcanada.ca](mailto:studies.etudes@navcanada.ca) or by writing to:

Courier/Civic Address	Mailing Address
NAV CANADA Level of Service 151 Slater Street Ottawa, ON K1P 5H3	NAV CANADA Level of Service PO Box 3411, Station T Ottawa, ON K1P 5L6

## 10.0 Safety Management Plan

The manager is responsible for implementing any decisions resulting from the Study and will prepare a project safety management plan. The plan will include mitigation and monitoring actions that are required to implement the service change.

## 11.0 Authority

This document has been issued under the authority of the Assistant Vice President, Stakeholder and Industry Relations.