

# Level of Service

Terms of Reference

Review of Aviation Weather Requirements

at

Sable Island, Nova Scotia

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

October 2024

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# 1. Purpose

The objective of this Terms of Reference is to initiate an Aeronautical Study (the “Study”) to review the aviation weather requirements at the Sable Island, Nova Scotia, Aerodrome (CSB2) and Heliport (CST5).

## 2. Scope of Study

The Study will assess the aviation weather requirements at Sable Island to determine if a change to the current level of aviation weather service is appropriate, including the requirement for the NAV CANADA Automated Weather Observation System (AWOS) that produces the aerodrome routine meteorological report (METAR) using the weather identifier (CWSA).

The study will include formal stakeholder consultations to determine if any issues exist and what mitigations may be required if a recommendation is made to decommission the NAV CANADA AWOS at Sable Island.

## 3. Background

Sable Island is located in the North Atlantic Ocean, at the edge of the Continental Shelf, approximately 160 NM east-southeast of Halifax, Nova Scotia and approximately 90 NM south-southeast of the closest point of mainland Nova Scotia.

The Sable Island Aerodrome (CSB2) has one sand runway (1,500 feet by 40 feet) located in the approximate centre of the island. There are two instrument approach procedures (IAP) published in the Canada Air Pilot (CAP) that provide access to Sable Island under instrument flight rules (IFR).

The Sable Island Heliport (CST5) is located approximately 2.1 NM west of the runway, adjacent to the scientific research buildings and residences. Prior permission is required from Parks Canada to access the aerodrome and heliport.

In June 2014, a NAV CANADA AWOS was installed on Sable Island to maintain the METAR/SPECI to support the aerodrome forecast (TAF) and helicopter operations, serving oil rig crew changes and providing essential support services for the Sable Offshore Energy Project.

The Sable Offshore Energy Project began reducing operations in 2019 with operations ceasing entirely by November 2020. The post-abandonment safety monitoring program is now complete, and the operations authorization was revoked and officially closed in September 2023

During the 2023 hurricane season, some of the NAV CANADA AWOS sensor installations fell into disrepair, and temporary repairs were made to restore the METAR and TAF.

Knowing the site's history and prior to committing resources for permanent repairs, NAV CANADA management has requested that Level of Service determine the aviation weather service requirements on Sable Island.

## 4. Methodology

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

- 1) Confirm stakeholder requirements for the service under review,
- 2) Analyze the concerns and issues raised by the stakeholders,
- 3) Develop possible solutions and 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.

## 5. Human Resources

The Study team will be multidisciplinary, with representation as required from crucial operational, technical and support areas.

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

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

Team Leader: Manager, Level of Service

Contributors:

- Specialist, Level of Service,
- Managers/Staff in Moncton 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. Work Management Plan

Terms of Reference approval: October 2024

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

- 1) Develop a Communication and Consultation Plan – Fall 2024
- 2) Study commencement – Fall 2024
- 3) Consultation – Fall 2024
- 4) Assess consultation input – Winter 2025

- 5) Conduct Issues Hazard Identification and Risk Assessment – Winter 2025
- 6) Finalize Aeronautical Study report – Spring 2025
- 7) Executive Management and Board of Directors approval – Spring 2025

If a change proposal is approved:

- 8) Issue a Notice of Proposal – Spring 2025
- 9) Circulate concluded assessment to Transport Canada for safety review – Summer 2025

Following Transport Canada concurrence:

- 10) Coordinate implementation plan and dates with appropriate departments – TBD
- 11) Prepare the Aeronautical Information Management submission – TBD
- 12) Prepare and publish an 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. Materiality of the changes

Some proposed service delivery options may represent a material change to a significant group of users. If this is the case, formal notifications per the Civil Air Navigation Services Commercialization Act will apply.

## 8. 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 implementing engineering-related recommendations from the study.

## 9. Consultations

An appropriate consultation plan will be prepared. It will include formal stakeholder consultations to determine if any issues exist and what mitigations may be required if changes are recommended to provide air traffic services and airspace classification or structure.

Aviation organizations representing airports, general aviation, business aviation and others, as appropriate, will be consulted during the Study. A list of users 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
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## 10. Safety Management Plan

NAV CANADA will prepare a project safety management plan that identifies implementation responsibilities resulting from the Study, including mitigation and monitoring actions to implement any service change.

## 11. Authority

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