Terms of Reference

Review of the Airspace within the Bagotville Military Terminal Control Area

Bagotville, Québec

NAV CANADA
Level of Service
77 Metcalfe Street
Ottawa, Ontario
K1P 5L6

April 2022

The information and diagrams contained in this Terms of Reference are for illustrative purposes only and are not to be used for navigation.

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1.0 Purpose

The purpose of this Terms of Reference document is to initiate an Aeronautical Study to review the proposal made by the Department of National Defense (DND) to modify the Bagotville Military Terminal Control Area (MTCA) airspace structure.

2.0 Scope of the study

The Aeronautical Study will assess the requirements for the provision of Air Traffic Control (ATC) service and the airspace classification requirements in the MTCA exclusive of the 10 NM CZ at Bagotville, QC and the 5 NM CZ at the Chicoutimi/Saint-Honoré Airport. This study will include formal stakeholder consultations to determine if any issues exist, and what mitigations may be required in the event that changes are recommended to the provision of ATC service and the airspace classification requirements in the MTCA exclusive of the 10 NM CZ at Bagotville and the 5 NM CZ at the Chicoutimi/Saint-Honoré Airport.

3.0 Background

Air traffic control services within the Bagotville MTCA are the responsibility of 3 Wing of the Royal Canadian Air Force (RCAF). This consists of 24 hour per day airport control services within the 10 NM Class D equivalent control zone (CZ) at the Bagotville Airport and terminal control services within a 45 NM radius of the Bagotville Airport with the exception of the 5 NM Class C CZ at the Chicoutimi/Saint-Honoré Airport.

The airspace in the Bagotville MTCA consists of:

- A 10 NM Class D equivalent CZ (shape irregular) from the surface to 6,000 feet ASL centred on the Bagotville Airport;
- A 5 NM Class C CZ (shape irregular) from the surface to 4,000 feet ASL centred on the Chicoutimi/Saint-Honoré Airport;
- A 30 NM diameter area of Class D equivalent airspace 1,200 feet AGL to 12,500 feet ASL centred on the Bagotville Airport; becoming 45 NM NW of the Bagotville Airport;
- A 45 NM diameter area of Class E equivalent airspace 700 feet AGL to 12,500 feet ASL and Class D equivalent airspace centred on the Bagotville Airport.

Air traffic services within the MTCA are provided via both Very High Frequency (VHF) and Ultra High Frequency (UHF) radio frequency bands. Radio communication coverage is variable depending on distance from the Bagotville Airport and altitude.

The Bagotville MTCA has surveillance coverage from a radar located at the Bagotville Airport but is variable depending on altitude and distance from the airport.

In addition to Chicoutimi/Saint-Honoré Airport (CYRC) and the Alma Airport (CYTF), within the Bagotville MTCA there are four registered water aerodromes located outside of the 10 NM Bagotville CZ. Additionally there are two flight training areas located WNW of the Bagotville and Chicoutimi/Saint-Honoré airports which are used by civilian student pilots.

Communication and surveillance coverage from Bagotville does not allow for the 3 Wing Bagotville Terminal staff to communicate with and provide traffic information to pilots operating at lower altitudes within the civilian training areas and in the vicinity of the Alma airport and the water aerodromes. Pilots flying within the civilian training areas monitor and

communicate with each other on a designated area traffic frequency (ATF) rather than the Bagotville Terminal frequency.

4.0 Methodology

An Aeronautical Study identifies, assesses, and analyzes information gathered through data collection and customer/stakeholder consultation.

The Aeronautical Study Team will:

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

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

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

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

5.0 Safety Management Plan

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

6.0 Human Resources

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

Team Leader: Manager, Level of Service

Advisor: Director, Stakeholder and Industry Relations

Contributors:
Specialist, Level of Service,
Corporate Performance and,
Others as required.

7.0 Work Management Plan

Terms of Reference approval: March 2022

When conducting an Aeronautical Study*, the following will be undertaken**:**

1. Develop Communication and Consultation Plan –April 2022
2. Study commencement – April 2022
3. Consultation – April 2022
4. Assess consultation input – April 2022
5. Conduct Issues Hazard Identification and Risk Assessment – April 2022
6. Finalize Aeronautical Study Report – April 2022
7. Executive Management and Board of Directors approval – Spring 2022
8. Issue Notice of Proposal (if required)
9. Circulate to Transport Canada for safety review – Summer 2022

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 (conducted 90 days after implementation and if required after one year)

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

8.0 Finance Resources

Responsible managers are accountable for any travel and related expenses of the study team including the management of overtime.

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 implementation of engineering-related recommendations from the study.

9.0 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.

10.0 Consultation

An appropriate 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.

Should you have any questions or wish to provide input into the Aeronautical Study, you may do so by emailing studies.etudes@navcanada.ca or by writing to:

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11.0 Authority

Assistant Vice President, Stakeholder and Industry Relations.