Terms of Reference

Review of Weather Requirements

Chevery, Quebec

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

October 2021

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 (TOR) document is to initiate an Aeronautical Study to review the aviation weather requirements at Chevery, Quebec.

2.0 Scope of the study

The Aeronautical Study will assess the requirements for the provision of an aviation weather observation program and aerodrome forecast (TAF) at Chevery. 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 aviation weather services at Chevery, QC.

3.0 Background

The Chevery Airport (CYHR) is a certified airport with an asphalt 4,500 by 150 foot non-precision instrument runway (07/25) owned by Transport Canada but operated by the Municipalité de la Côte-Nord-du-Golfe-du-Saint-Laurent.

Weather observations for the airport are conducted by an automatic weather observation system (AWOS), owned by Transport Canada, which produces hourly routine aviation weather observations (METAR) but does not produce special weather observations (SPECI). The AWOS does therefore not meet the exemption to CARs 804; the consequence being that the AWOS cannot be used to create an aerodrome forecast (TAF).

Transport Canada has advised that the AWOS is becoming increasingly difficult to maintain and must be decommissioned or replaced soon.

Scheduled air service to the community is provided 6 days per week and the airport is also used for MEDEVAC flights due to the remoteness and the limited medical facilities in Chevery and the neighbouring communities of Harrington Harbour and Tête-à-la-Baleine.

There are currently four instrument approach procedures (IAP) which provide IFR access to the community:

RNAV (GNSS) RWY 07 (LPV, LNAV/VNAV, LNAV)
RNAV (GNSS) RWY 25 (LPV, LNAV/VNAV, LNAV)
NDB RWY 07
NDB RWY 25

The altimeter setting used for the IAPs is provided by the Chevery AWOS. If the altimeter setting from the Chevery AWOS is not available, the St-Augustin (CYIF) altimeter setting is used for instrument approaches to Chevery. A height penalty of 140 feet is added to minima for all IAPs. The information is obtained from the part-time UNICOM operator and is only available during limited hours, Monday to Friday. If the Chevery altimeter setting in not available outside of these hours, no IFR flights to Chevery are possible as there is no alternate altimeter setting available.

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 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 the 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,
Managers/Staff Montreal FIR,
Aeronautical Information Management and Engineering,
Corporate Performance, Stakeholder Relations and Communications, and,
Others as required.

7.0 Work Management Plan

TOR approval: October 2021

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

1. Develop Communication and Consultation Plan – November 2021
2. Study commencement – November 2021
3. Consultation –November/December 2021
4. Assess consultation input – December 2021
5. Conduct Issues Hazard Identification and Risk Assessment – January 2022
6. Finalize Aeronautical Study Report – February 2022
7. Executive Management and Board of Directors approval – February 2022
8. Issue Notice of Proposal (if required)
9. Circulate to Transport Canada for safety review – TBD

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 in to 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 Relations and Communications.