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Terms of Reference

Review of Air Traffic Service and Aviation Weather Requirements

at

Gatineau, Quebec

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

January 2024

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1.0 Purpose

The objective of this Terms of Reference (TOR) is to initiate an Aeronautical Study to review the Air Traffic Service (ATS) and Aviation Weather requirements at Ottawa / Gatineau Airport (CYND).

2.0 Scope of Study

The Study will assess the requirements for the provision of Air Traffic Services (ATS) and Aviation Weather requirements.

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

NAV CANADA operates a limited-hour Flight Service Station (FSS) at Ottawa / Gatineau Airport, providing Airport Advisory Services (AAS) and Vehicle Control Services (VCS) 14.75 hours per day from 1130Z to 0215Z+ (0630 to 2115 local). The FSS staff are also responsible for conducting a surface weather observation program for 14-hour METAR and SPECI, which supports a 12-hour Aerodrome Forecast (TAF). Outside of the hours of operation of the FSS, weather information (wind, temperature, dew point and altimeter setting) is provided by a Limited Weather Information System (LWIS). A 2007 Aeronautical Study reduced the FSS hours of operation by two hours per day to align with customer requirements more efficiently.

In June 2023, a new Ground Advisory frequency of 122.6 MHz was introduced to be available during FSS hours to mitigate frequency congestion on the Mandatory Frequency in periods of heavy traffic.

The Ottawa / Gatineau Airport is home to several tenants, including an organization which owns and operates historic aircraft, a skydiving company, flight schools, and numerous private operators.

In 2020, Ottawa / Gatineau Airport saw approximately 43,000 aircraft movements, and traffic has consistently increased annually to just over 60,000 movements in 2023.

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;

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- 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 Montreal 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: January 2024

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

1. Develop a Communication and Consultation Plan – Winter 2024
2. Study commencement – Winter 2024
3. Consultation – Winter/Spring 2024
4. Assess consultation input – Winter/Spring 2024
5. Conduct Issues Hazard Identification and Risk Assessment – Summer 2024
6. Finalize Aeronautical Study Report – Summer/Autumn 2024
7. Executive Management and Board of Directors approval – Autumn 2024
8. Issue a Notice of Proposal (if required) – TBD
9. Circulate to Transport Canada for safety review – Autumn 2024/Winter 2025

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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 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

A project safety management plan will include required mitigation and monitoring actions to implement any service change recommendation. NAV CANADA would be responsible for initiating the implementation of decisions resulting from the approved Study.

11.0 Authority

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