



TERMS OF REFERENCE

Review of the Aviation Weather Requirements

Red Lake, Ontario

NAV CANADA
Level of Service
77 Metcalfe Street, 7th Floor
Ottawa, Ontario
K1P 5L6

February 2019

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

TABLE OF CONTENTS

1.0	Purpose	3
2.0	Scope of the study	3
3.0	Background.....	3
4.0	Methodology	3
5.0	Safety Management Plan	3
6.0	Human Resources	4
7.0	Work Management Plan	4
8.0	Finance Resources.....	4
9.0	Materiality of the changes	5
10.0	Consultation.....	5
11.0	Authority.....	5

1.0 Purpose

The purpose of this Terms of Reference (TOR) document is to initiate an aeronautical study to review the aviation weather requirements for Red Lake, ON.

2.0 Scope of the study

The aeronautical study will determine if the NAV CANADA Automated Weather Observation System (AWOS) will be an acceptable alternative to the current Contract Weather Office (CWO) as the means of providing aviation weather observations at the Red Lake airport (CYRL).

3.0 Background

Weather observation services, at the Red Lake (CYRL) airport, are currently provided by the staff of a Contract Weather Office (CWO). They provide a 17-hour per day (10-03Z) aviation weather observation program supporting Aerodrome Routine/Special Meteorological Report (METAR/SPECI) and a 16-hour Aerodrome Forecast (TAF) (11-03Z).

4.0 Methodology

An aeronautical study assesses and analyzes information gathered through data collection and customer/stakeholder consultation.

The aeronautical study team will:

- Confirm stakeholder aviation weather service requirements at CYRL;
- Analyze the concerns and issues raised by the stakeholders;
- Develop possible solutions and/or options;
- Conduct a HIRA as required;
- Present recommendations to senior management for 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 customers and affected or interested stakeholders is sufficient prior to making any recommendations to senior management.

A business case will be developed to validate the recommendations.

The Study team will conduct the 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 team will be multi-disciplined with representation as required from key technical, operational and support areas. Where significant resources are required, this will be negotiated between the respective managers.

Team Leader: Manager, Level of Service and Aeronautical Studies

Other Team Members:

Manager, Level of Service & Aeronautical Studies
Manager, Aviation Weather Services
Analyst, Navigation and Airspace

7.0 Work Management Plan

TOR approval: January 2019

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

1. Develop Communication and Consultation Plan – Winter 2019
2. Study commencement – Winter 2019
3. Consultation – Winter/Spring 2019
4. Assess consultation input – Winter/Spring 2019
5. Conduct HIRA – Spring 2019
6. Finalize Aeronautical Study Report – Spring 2019
7. Management Approvals – Spring 2019
8. Circulate to Transport Canada for safety oversight review – Spring/Summer 2019

Following Transport Canada review

9. Coordinate implementation plan and dates with appropriate departments –TBD
10. Prepare AIM Submission –TBD
11. Prepare and publish AIC –TBD
12. Prepare and publish Notice –TBD
13. Implement –TBD
14. Monitoring – Post implementation Reviews (conducted at post 90 days and if required after 1-year)

8.0 Finance Resources

Each responsibility manager is 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 and an Opportunity Proposal (OP) generated to initiate project planning for implementing the 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. If this is the case formal notifications as per the Civil Air Navigation Services Commercialization Act will apply.

10.0 Consultation

An appropriate communications plan incorporating a full 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.

11.0 Authority

Vice President Operational Support