



TERMS OF REFERENCE

Watson Lake, YT Decommissioning of Lakeshore NDB

NAV CANADA
Level of Service and Aeronautical Studies
Air Operations Centre
Edmonton International Airport
Edmonton, AB
T5K 2J8

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

TABLE OF CONTENTS

1.0	Purpose	1
2.0	Background.....	1
3.0	Scope of the study.....	2
4.0	Methodology	2
5.0	Study Safety Management Plan	2
6.0	Human Resources	2
7.0	Finance	3
8.0	Materiality of the Change	3
9.0	Consultation.....	3
10.0	Work plan	3
11.0	Authority.....	3

Terms of Reference

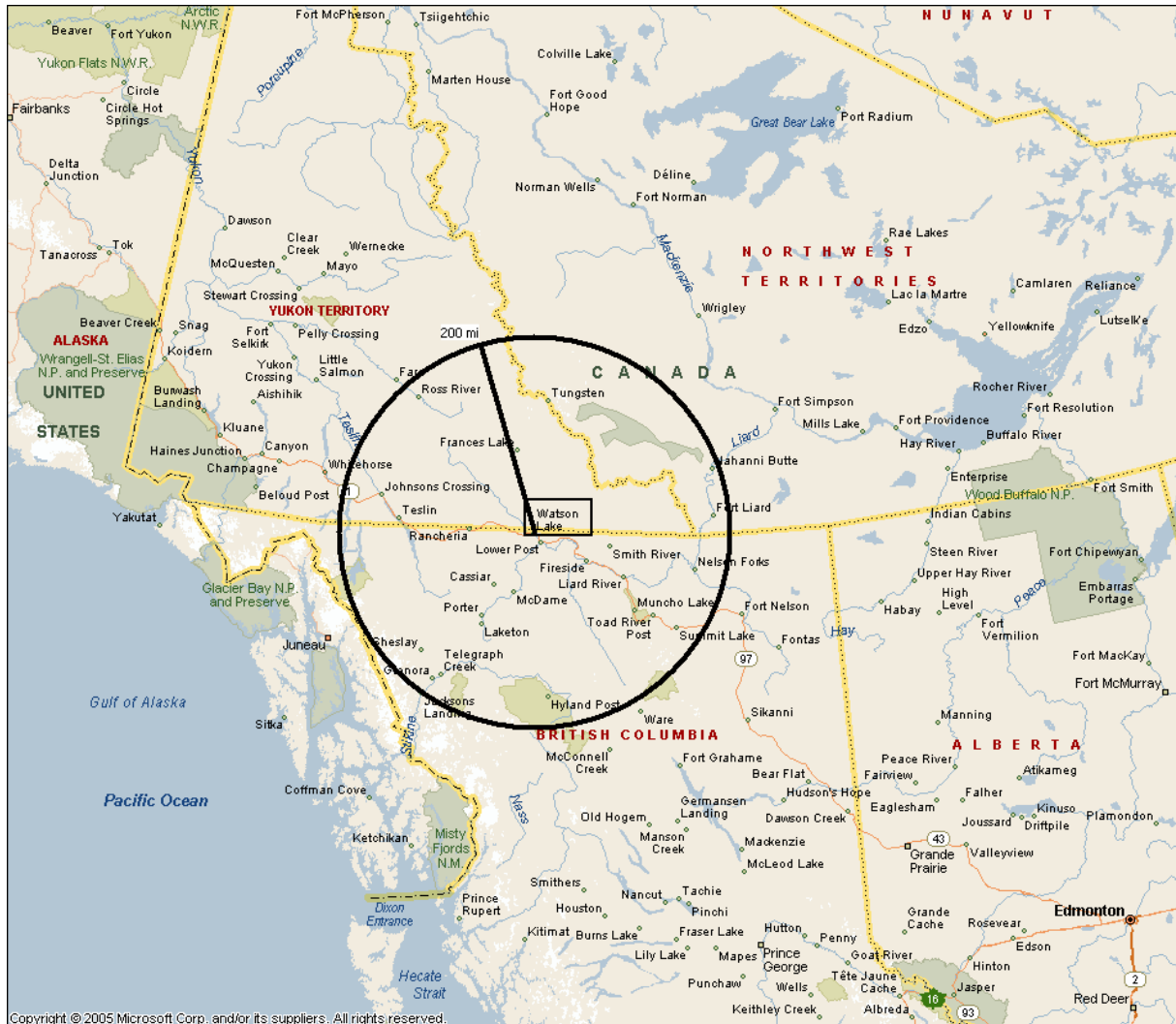
Lakeshore NDB – Watson Lake, YT - Aeronautical Study

1.0 Purpose

The purpose of this Terms of Reference (TOR) document is to initiate an aeronautical study examining decommissioning the Lakeshore Non Directional Beacon (NDB) at the Watson Lake, YT airport.

2.0 Background

Watson Lake is located in southeastern Yukon Territory, approximately 220 miles east of Whitehorse.



The airport is operated by the Government of Yukon and is identified as a Designated Northern and Remote Site as per the *Civil Air Navigation Services Commercialization Act*. The airport has one runway measuring 5500 feet long by 150 feet wide. Instrument Approach Procedures consist of a NDB A (GNSS), NDB/DME runway 08 (GNSS) and an ILS/DME runway 08.

3.0 Scope of the study

The study will make recommendations on the requirement for the Lakeshore NDB at Watson Lake, YT.

4.0 Methodology

The CSA Q850 Risk Management process will be followed.

The study team will:

- Interview customers and stakeholders to obtain issues and concerns;
- Analyze the concerns and issues raised;
- Analyze impact, if any, from the proposal;
- Conduct a HIRA;
- Prepare a final report;
- Present recommendation to senior management for approval;
- Co-ordinate with the appropriate managers who would be involved with the technical and operational implementation of the proposed service change;
- Ensure the maximum practical customer and user support for proposed changes; and
- Provide appropriate notice to Transport Canada as required by CANSCA.

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 if required.

A risk management team will conduct the risk assessment and may call upon stakeholders to contribute to the analysis of some risk scenarios.

5.0 Study Safety Management Plan

The manager responsible for implementing the results of this aeronautical study will prepare a project safety management plan. The plan will include mitigation and monitoring actions identified through this study that are required to implement the change in service. This includes short and long-term reviews following implementation.

In addition, the plan will include a methodology for responding to safety concerns emerging during this study, which require immediate action.

6.0 Human Resources

The Study Leader will rely upon and obtain the assistance of specialists in specific fields of expertise within NAV CANADA.

Team membership will be based on a multi-discipline, matrix organization. Representation will be obtained on an as needed basis for key technical, operational and support areas. Additional members will be identified during the course of the study and will be expected to participate in specific tasks on an as required basis. A key focus of the study project manager will be to minimize impact of all work assignments on other projects underway.

Terms of Reference

Lakeshore NDB – Watson Lake, YT - Aeronautical Study

The following resources will be required:

Project Manager	Brian Stockall	Manager, Aeronautical Studies and Analysis
Analyst	Andrew McKenzie	Analyst, Level of Service and Aeronautical Studies

The level of effort and duration will be calculated during the planning phase of the project.

7.0 Finance

It is not anticipated that there will be any travel associated with this review, but any costs related to the conduct of this study, travel and consultation will be budgeted by the appropriate Manager.

8.0 Materiality of the Change

A reduction in air traffic services may be considered to represent a material change. Should that occur, formal notifications per the *Civil Air Navigation Services Commercialization Act* will apply. While an MF facility (NDB) is specified as a part of the designation of Watson Lake as a 'Northern and Remote Site', it is unclear which NDB is referred to. Additional notifications and consultation with the Government of Yukon is likely required.

9.0 Consultation

The study team will ensure that consultation with customers and affected stakeholders is sufficient prior to making any recommendation to senior management. An appropriate communications plan incorporating a full consultation plan will be developed in coordination with the Director of Communications.

10.0 Work plan

If the decision is to proceed with the proposed aeronautical study, the following schedule is planned:

Timetable

- TOR Approval – January 2010
- Develop Communications Plan – January 2010
- Study Commencement – February 2010
 - Consultation will be initiated via email and teleconference
 - Duration – 3 days
- Conduct Analysis and HIRA – March 2010
 - Duration – 1 week
- Develop Final Report – April 2010
- Circulate Aeronautical Study for Approvals – April 2010
- Submit Aeronautical Study to Transport Canada for Review - June 2010

11.0 Authority

NAV CANADA, Vice President Operations