

NANAIMO AIRPORT LAND USE AND DEVELOPMENT PRINCIPLES

Nanaimo Airport Commission (the “Commission”)

Nanaimo Airport (“YCD”) is owned by the Nanaimo Airport Commission, incorporated under the *Canada Not-for-Profit Corporations Act*.

The Commission is governed by a Board of Directors responsible for its corporate mandate, including airport development. The Board is comprised of nine directors. Five directors are nominated by entities and appointed by the Board. The five nominating entities are:

- City of Nanaimo
- Cowichan Valley Regional District
- Nanaimo Chamber of Commerce
- Regional District of Nanaimo
- Town of Ladysmith

The remaining four directors are appointed to represent the Community at Large.

Mission Statement

“To provide a safe, efficient and financially viable airport, offering excellent services and value to all users while fostering economic development.”

Vision Statement

“The Nanaimo Airport will be a safe, reliable, air services gateway effectively meeting customer’s needs.”

Under direction from the Board, the President/CEO manages the affairs of the Commission, and directs staff in the daily operation of the airport.

Based on its Mission and Vision, the Commission has developed the following guiding principles to assist airport management in its decision-making process. As guiding principles, they must be conscientiously done in good faith, taking into consideration social, economic, and political factors.

- *The Commission aspires to be a respectful good neighbor within the region by adhering to its mandate as an airport authority and its regulatory obligation to support airport development;*
- *The Commission will protect and enhance its lands to support well planned airport development and associated infrastructure, ensuring long term airport viability;*
- *The Commission will plan and develop a multi-modal transportation hub that better serves the regional community;*
- *The Commission will communicate its plans and aspirations as a key economic partner that serves Vancouver Island needs.*

LAND USE AND DEVELOPMENT PRINCIPLES

These Land Use and Development Principles are intended to provide information to the public, and to parties interested in the development of commercial land at the Airport. These principles do not modify any applicable laws or regulations.

Legal and Regulatory Background

Federal jurisdiction

Under Section 91 of the *Constitution Act*, aeronautics is a matter of national concern. An airport is also a federal work or undertaking pursuant to Section 92(10)(a) of the *Constitution Act*. The airport operates in an area of federal competence and comes under the legislative authority of the Parliament of Canada. The Government of Canada transferred Nanaimo Airport to the Commission, subject to all the laws of Canada regarding aeronautics, airports, and federal undertakings. This includes airport construction and occupational health and safety.

Airport Operator Certificate and Airport Operations Manual

The Commission must hold and maintain an Airport Operator Certificate issued by the federal Minister of Transport to manage, operate and maintain Nanaimo Airport subject to an Airport Operations Manual approved by the Minister of Transport.

Master Plan

Airport development is based on an Airport Master Plan, which is the airport operator's public document providing the strategy for the development of the airport regarding land use, facilities, and services to meet its objectives and accommodate expected levels of activity and traffic over a number of horizon years. It incorporates the key planning principles of adaptability, balance and hierarchy. As such, the Master Plan must integrate the airport community with its greater community. It is a tool for budgeting, expansion, organization and for balancing competing interests, such as use of airport land. It is also an instrument of control since each of the airport's policies and objectives must be consistent with the Master Plan, for example, runway capacity and land use.

The Master Plan is not an action plan. It only restricts any undertaking that is not consistent with the Master Plan. It is not about airport operations, because it does not deal with the type or quality of work to be performed.

Land Use Plan

The Land Use Plan is an integral part of the Master Plan, and is updated from time to time, to be consistent with the Master Plan. The primary purpose of the Land Use Plan is to define the uses to which airport lands are to be put.

Nanaimo Airport Land Use Principles

The issuance and updating of the Master Plan and the Land Use Plan shall be the responsibility of the Commission.

The process for updating the Master Plan and the Land Use Plan for the Airport lands shall include the following principles:

- Opportunities for the public, stakeholders and other interested parties to provide input shall be provided.
- Protection of environmentally sensitive resources including the Cassidy Aquifer will be a key consideration in determining future land use.
- The objectives of the consultation process will be clearly established.
- The process shall allow for a meaningful level of involvement.
- All positions and input shall be considered; not all input can and will be accommodated.
- The integrity of broad public involvement must be paramount to the process and must not be superseded by any individual or interest group.
- Technical information used in decision making shall be made available to the public.
- Airport operations will be paramount and all uses shall either be airport related or complimentary.
- A timeline for the process will be clearly communicated.

Nanaimo Airport Land Development Principles and Process

Community Engagement

The Cowichan Valley Regional District, the Regional District of Nanaimo, Stz'uminus First Nation and affected stakeholders will be consulted regarding all significant planned airport development or construction. The Commission will also inform the community of all such developments or construction. Where appropriate, the Commission will consult with the community in a manner consistent with its process for updating its Master Plan and Land Use Plan as set out above in this document.

Nanaimo Airport Construction and Permitting Principles and Process

The issuance of leases, licences, and permits for airport land development, including building construction and alteration permits, shall be the responsibility of the Commission in accordance with the following.

Airport Development Requirements

- Developments must comply with the Master Plan and Land Use Plan.
- NAV Canada technical review is required to ensure all new developments do not unduly impact air navigation facilities or services, or impair line of sight.
- Industry Canada must be consulted for communications towers proposals.
- Transport Canada review is required to ensure obstacle limitation zoning is complied with to ensure no structures penetrate safe zones or aircraft corridors.
- Developments must comply with TP1247 – *Land Use in the Vicinity of Airports*.
- A “Plan of Operations” is required by Transport Canada in advance for airside works to minimize impact to airside operations.
- A Servicing and Utility Plan must be submitted to the Commission.
- A Dig Permit must be obtained from the Commission before any below ground work.
- A Permit must be completed for the Commission to review to determine special building, lease or operational conditions attached to construction approval.
- An YCD Building Permit is required.
- An environmental impact analysis report will generally be required.

Applicable Codes and Standards

Construction must meet all applicable codes and standards applicable to airports in Canada.

Schedule 1 sets out Applicable Codes and Standards that apply at Nanaimo Airport.

SCHEDULE 1 APPLICABLE CODES AND STANDARDS

- *Aeronautics Act*
- *Canadian Aviation Regulations*
- *TP 312 – Aerodrome Standards and Recommended Practices*
- *TP 2586 – Heliport and Helideck Standards and Recommended Practices*
- *TP 7775 – Procedures for the Certification of Aerodromes as Airports*
- *TP 1247 – Land Use in the Vicinity of Airports*
- *Canadian Aviation Security Regulations*
- *2015 National Building Code of Canada*
- *2015 National Fire Code of Canada*
- *2015 Canadian Electrical Code*
- *Canada Labour Code – Part II*
- *Canada Occupational Health and Safety Regulations*
- *Roads and Transportation Association of Canada Standards*
- *Canadian Transportation Association – Code of Practice: Passenger Terminal Accessibility*
- *CSA Standard B836-05 – Storage, handling, and dispensing of aviation fuels at aerodromes*
- *Sanitation Code of the Canadian Restaurant Association*
- *Transportation of Dangerous Goods Act*
- *Department of Health Act*
- *Non-Smokers Health Act*
- *Canadian Environmental Assessment Act*
- *Canadian Environmental Protection Act*
- *Fisheries Act*
- *Hazardous Products Act*
- *Migratory Birds Convention Act*
- *Pest Control Products Act*

This list is not intended to be a comprehensive list of all laws, regulations, codes and standards that may apply at Nanaimo Airport.