

DECISION RECORD
CANADIAN AVIATION REGULATION ADVISORY COUNCIL (CARAC)
15th PLENARY – OCTOBER 25, 2013

Meeting Information:

Date: October 25, 2013

Time: 9 a.m. to 4 p.m.

Location: 330 Sparks Street, Tower C, Food Court Boardrooms (FC27/28/29/30)

Ottawa, ON and by videoconference at various Transport Canada locations across Canada (Atlantic Canada: Dartmouth; Québec: Québec, Dorval and Montréal; Ontario: Toronto; Prairies and Northern Region: Winnipeg and Calgary; British Columbia: Vancouver).

Reference Documents:

Note: the decision record is companion to the CARAC 15th Plenary Agenda. All documents are also available online at: <http://wwwapps.tc.gc.ca/Saf-Sec-Sur/2/NPA-APM/actr.aspx?id=5&aType=2&lang=eng>

Attendees

Present: See List of Attendees.

1. Opening Remarks (Martin Eley, Director General, Civil Aviation) item #2013-10-25-1

- Today's goal is to present Transport Canada Civil Aviation (TCCA) modernized consultation model which includes a new model; new tools; a new *CARAC Management Charter and Procedures*; and the results and way forward of the Notice of Proposed Amendment (NPA) Backlog Review Project.

2. Introduction & Agenda (Jean Soucy, Manager, CARAC) item #2013-10-25-2

- The Agenda was accepted as presented.

3. Decision Record from the December 4, 2012 CARAC Plenary Meeting (Marie-Anne Dromaguet, Chief, Regulatory Affairs, Civil Aviation) item #2013-10-25-3

- The Decision Record from the December 4, 2012 Plenary was reviewed and approved in principle. It was agreed that the record would be finalized secretarially, taking into consideration any comments received from CARAC members.

CARAC Modernization: New Model (Marie-Anne Dromaguet, Chief, Regulatory Affairs, Civil Aviation) item #2013-10-25-4

- The modernized CARAC model, based on the vision of "engaging the right people at the right time on the right issues on a timely basis", was presented to members.
- New tools for CARAC include a Preliminary Issue and Consultation Assessment (PICA); a revised template for the Notice of Proposed Amendment (NPA), the CARAC Activity Reporting System and a revised Management Charter and Procedures.
- Discussion focused on the time available in the new process for stakeholders to comment, the degree to which the department would be flexible in response to requests for more time or more information and focus group membership.

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CARAC Modernization: New Tools (Marie-Anne Dromaguet, Chief, Regulatory Affairs, Civil Aviation) item #2013-10-25-4

- Presentation and discussion on the new CARAC organizational structure and tools.
- Organizational Structure: :
 - A Civil Aviation Regulatory Committee (CARC) - composed of the respective Senior Executives representing all functional authorities of TCCA and chaired by the DGCA.
 - Focus Groups - established on an ad hoc basis, comprised of selected representatives from the aviation community and the government.
 - Special Technical Committees - established on an ad hoc basis, consisting of representatives from TCCA, the aviation community and other interested parties.
 - A CARAC Plenary - a general assembly of all members of the Council.
 - A Secretariat - role and responsibility is to provide support and management of CARAC on behalf of CARC.
- New Tools:
 - The PICA and NPA are complementary as the PICA indicates that CARAC has been triggered to address an issue and the NPA confirms that a regulatory solution is being proposed as the result of the CARAC process.
 - The new NPA template provides more information and the summary of analysis and activities that led to the publication of the NPA.
 - The new CARAC Activity Reporting System is an enhancement to the current NPA system to allow for an online information sharing from the PICA to the publication of an NPA. TCCA plans to continue to improve upon the system (improved technology) and eventually amalgamate the various existing databases into one system for all CARAC activities, consultation repository, NPAs and exemptions.
- Discussions focused on the role and behavior of focus group members, the need for balance and who would participate on focus groups.

Revised CARAC Management Charter and Procedures (Marie-Anne Dromaguet, Chief, Regulatory Affairs, Civil Aviation) item #2013-10-25-4

- Members were advised that the CARAC Charter will be revised to support the modernized model.
- Next steps: the new Charter will be uploaded on the web; CAR 103.01 will be abrogated
- Discussion focused on the continuing need to ensure adequate stakeholder consultations and the need for stakeholder involvement in revising the Charter.

CARAC Modernization to NPA Backlog (Aaron McCrorie, Director of Standards, Civil Aviation)

- Through consultations with major stakeholders 59 high priority NPAs from the backlog have been identified. These will be integrated into the TCCA workplan for further action.

Action:

TCCA to assess the remaining 77 NPAs and provide a status update of these as well as the priority 59 NPAs to CARAC members.

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List of Attendees / Liste des participants

LAST NAME / NOM DE FAMILLE	FIRST NAME / PRÉNOM	TITLE / TITRE	ORGANIZATION / ORGANISATION
AALDERS	LES	EXECUTIVE VICE PRESIDENT	AIRT TRANSPORT ASSOCIATION OF CANADA
ALF	EDUARD	AVIATION LIGHTING SYSTEMS ENGINEER	TRANSPORT CANADA
AMMELOOT	JEAN-LOUIS	REPRESENTATIVE IN MONTREAL	EUROPEAN AVIATION SAFETY AGENCY (EASA)
BALDWIN	JOHN	PRESIDENT	AIR TRAFFIC SPECIALISTS ASSOCIATION OF CANADA
BALNIS	RICHARD	SENIOR RESEARCH OFFICER	CANADIAN UNION OF PUBLIC EMPLOYEES
BARFOOT	MICHAEL	MANAGER, REGULATORY AFFAIRS	AIR CANADA FLIGHT OPERATIONS HEADQUARTERS
BARLOW	RICHARD	PRESIDENT	MODEL AERONAUTICS ASSOCIATION OF CANADA
BARTMAN	MARY	DIRECTOR	NORTHERN AIRPORTS AND MARINE OPERATIONS
BENSON	PHIL	LOBBYIST	TEAMSTERS CANADA
BOURGAULT	JUSTIN	MANAGER, GENERAL AVIAITON	TRANSPORT CANADA
BUCHANAN	TRICIA	QUALITY SYSTEMS ANALYST	MESSIER-DOWTY INC.
BUJOLD	DIANE	SPECIAL PROJECTS OFFICER	TRANSPORT CANADA
BURNS	DANIEL	INTEGRITY & AIRWORTHINESS	BOMBARDIER AEROSPACE
CHAMBERS	SHELLY	DIRECTOR, INTERNATIONAL OPERATIONS	TRANSPORT CANADA
CLITSOME	MARK	DIRECTOR, AIR INVESTIGATIONS BRANCH	TRANSPORTATION SAFETY BOARD
COATES	RYAN	SENIOR AVIATION SAFETY POLICY ANALYST	TRANSPORT CANADA
COLES	RON	EXECUTIVE DIRECTOR	MANITOBA AVIATION COUNCIL
CONSTANTIN	ROGER	CHIEF, AVIATION SAFETY POLICY	TRANSPORT CANADA
COTE	SERGE	AIRCRAFT MAINTENANCE PROFESSOR	ALGONQUIN COLLEGE
CROOM	JAMES	INGENIEUR	HYDRO-QUEBEC
CROTTY	JAMES	SR. TRANSPORTATION INDUSTRY ANALYST	FEDERAL AVIATION ADMINISTRATION (FAA)
CURRIE	SHARI	DIRECTOR, POLICY & REGULATORY SERVICES	TRANSPORT CANADA
DAVID	MICHEL	QUALITY ASSURANCE, REGULATORY AFFAIRS LIAISON	BOMBARDIER AEROSPACE
DE REPENTIGNY	CHANTAL	SR. REGULATORY AFFAIRS ANALYST	TRANSPORT CANADA
DIAMANT BOUSTEAD	JODI	AIRWORTHINESS AND CERTIFICATION	PRATT & WHITNEY CANANA

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DROMAGUET	MARIE-ANNE	CHIEF, REGULATORY AFFAIRS	TRANSPORT CANADA
DROVER	PAUL	EXECUTIVE DIRECTOR	UNMANNED SYSTEMS CANADA
DUCHESNE	JEAN-LOU	SERVICE DU TRANSPORT AERIEN	MINISTERE DES TRANSPORTS QUEBEC
DUEC	DAVE	PRESIDENT	DUECK AVIATION
MINGARELLI	GIOSAFAT	ON BEHALF OF GREG EAMON	CANADIAN TRANSPORTATION AGENCY
EINARSSON	GERRY	EXECUTIVE DIRECTOR	AIR PASSENGER SAFETY GROUP
ELFASSY	SAM	CORPORATE SAFETY, ENVIRONMENT & QUALITY	AIR CANADA
ELIE	JEAN-MARC	COMMERCIAL PILOT	
EYKING	MIEKA	ANALYST	TRANSPORT CANADA
FLETCHER	KATE	REGIONAL DIRECTOR, CIVIL AVIATION	TRANSPORT CANADA
FORGET	JOANNE	SR. REGULATORY AFFAIRS ANALYST	TRANSPORT CANADA
GILLIGAN	PATRICK	VICE PRESIDENT OF OPERATION	CANADIAN OWNERS AND PILOT ASSOCIATION
GUINDON	DENIS	DIRECTOR, NATIONAL OPERATIONS	TRANSPORT CANADA
HAENTJENS	BRAM		AIR CANADA
HAMMEL	JANICE	CARAC SECRETARIAT COORDINATION OFFICER	TRANSPORT CANADA
HARVEY	WAYNE	OPERATIONAL & TECHNICAL AFFAIRS	CANADIAN AIRPORTS COUNCIL
HERYET	TREVOR	REGIONAL DIRECTOR, CIVIL AVIATION	TRANSPORT CANADA
JONES	FRED	PRESIDENT & CEO	HELICOPTER ASSOCIATION OF CANADA (HAC)
LEGER	CHRISTIAN	PRESIDENT	SPRINT AVIATION INC.
LEVASSEUR	REAL		ALPA
LUBITZ	KATHRYN	PRESIDENT	ULTRALIGHT PILOTS ASSOCIATION OF CANADA
LYON	ALLEN	CHIEF, AIRCRAFT CERTIFICATION, STANDARDS	TRANSPORT CANADA
MACMILLAN	ROBERT	GM, REGULATORY COMPLIANCE	AIR CANADA
MACY	DARLENE	SR. ADVISOR, REGULATORY & ECONOMIC ANALYSIS	TRANSPORT CANADA
MARLEAU	GENEVIEVE	REPRESENTANTE	INERSIGNAL AVIATION OBSTRUCTION INC.
MAYNARD	ERIN	CERTIFICATION PROGRAM OFFICER	TRANSPORT CANADA
MCILWAINE	KELLY	INTERNATIONAL PLANNING SPECIALIST	NAV CANADA

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MCLEAN	DAVID	SENIOR DIRECTOR QUALITY	IMP AEROSPACE AND DEFENCE
MELOCHE	GUY	CONSEILLER	HYDRO-QUEBEC TRANSENERGIE
MILLER	SANDRA	CHIEF, REGULATORY PLANNING AND SERVICES	REGULATORY AFFAIRS SECURITY
NADEAU	ANDRE	TRANSPORT CANADA LIAISON	PARAGLIDING ASSOCIATION OF CANADA
NOURSE	STEPHEN	EXECUTIVE DIRECTOR	NORTHERN AIR TRANSPORT ASSOCIATION
OGILVIE	AL	LEGAL & GOVERNMENT AFFAIRS REPRESENTATIVE	AIRLINE PILOTS ASSOCIATION INTERNATIONAL
PARSONS	KEN	MANAGER, MAINTENANCE PROGRAMS, TECH PUBS	WESTJET ENCORE
PELLETIER	JULIE	AIRLINES DIVISION	CANADIAN UNION OF PUBLIC EMPLOYEES
PREUSS	MERLIN	VP GOV'T & REGULATORY AFFAIRS	CANADIAN BUSINESS AVIATION ASSOCIATION
PSUTKA	KEVIN	PRESIDENT & CEO	CANADIAN OWNERS AND PILOT ASSOCIATION
ROY-DAGENAIS	CHANTAL	AVIATION SAFETY PARTNERSHIP OFFICER	TRANSPORT CANADA
SOUCY	JEAN	MANAGER, CARAC	TRANSPORT CANADA
SPENCE	FRED	MANAGER ANS PLANNING	NAV CANADA
STIENE	WALT	MANAGER REGULATORY AFFAIRS	TRANSPORT CANADA - TORONTO
SWALEK	JOSEPH	REGIONAL DIRECTOR, CIVIL AVIATION	TRANSPORT CANADA
TANGUAY	FRANCOIS	CHIEF, AIRWORTHINESS	L-3 MAS CANADA
TEETER	MICHAEL	POLITICAL ADVISOR	TRANSPORTATION EMPLOYEES
THERIAULT	LOUIS	MANAGER, OPERATIONAL AND REGULATORY AFFAIRS	NATIONAL AIRLINES COUNCIL CANADA
THOMAS	DOUG	DIRECTOR	DSS AVIATION INC.
TINSON	JIM	DAR	VADARS
TURGEON	MARC	SR. REGULATORY AFFAIRS ANALYST	TRANSPORT CANADA
TURMEL	GILLES	DIRECTEUR GENERA	CONSEIL DES AEROPORTS DU QUEBEC
WAIGH	DAVID	REGULATORY AFFAIRS SPECIALIST	BOMBARDIER AEROSPACE
WAKULCZYK	MAREK	PRESIDENT	TVD SOLUTIONS CONSULTANTS INC.
WISZNIOWSKI	BARRY (CAPT.)	FLIGHT SAFETY DIVISION CHAIR	AIR CANADA PILOTS ASSOCIATION
ZANETTI	CARLO	COMMERCIAL & BUSINESS AVIATION	TRANSPORT CANADA