

Appendix 1 Peterborough Airport Noise Liaison Group Code of Conduct

The Peterborough Airport Noise Liaison Group (PANLG) provides a forum for liaison amongst area residents within the noise catchment area of the Peterborough Airport, key users of the airport, and airport management. In the development and operation of Peterborough Airport, it is recognized that good information exchange amongst these groups is important as we strive to better support and serve our existing businesses and airport users, to create new business opportunities for job creation, and to recognize sensitive land uses within the noise catchment area.

The purpose of the code of conduct is to foster a supportive environment for dealing with sensitive noise issues while exercising mutual respect in the conduct of the PANLG meetings. This conduct will also apply to the group member's interaction with the neighbouring residents, airport users, and airport officials. It applies to all members of the PANLG as a statement of the appropriate individual and collective behaviour of PANLG members at and away from meetings.

Basic Expectations

1. Become familiar with and committed to the responsibilities of the Peterborough Airport Noise Liaison Group.
2. Strive to attend all meetings, sending regrets in advance to the meeting organizer for necessary absences and contact the designated alternate to attend on your behalf.
3. Prepare for all meetings by reading all related information provided by the meeting organizer before the meetings.
4. Talk to the meeting organizer before the applicable meeting if you need to clarify anything.
5. Arrive on time and stay until the end of meetings.
6. Participate fully in the meetings.
7. Listen to what others have to say and keep an open mind.
8. Contribute constructively to discussions.
9. Try to be concise.
10. Have the best interests of the PANLG and its purposes in mind at all times.
11. Draw attention to any potential conflicts of interest that may arise at or away from the meetings.

12. Fulfill any responsibilities assigned to you at meetings and be prepared to report back on your progress at the following meeting.
13. Participate regularly in PANLG meetings, as chronic lack of participation may result in removal from the PANLG.

Accountability

PANLG members are accountable to the Peterborough Airport, to each other, and to the airport neighbourhood for their actions and comments. In addition to complying with the above basic expectations, this is demonstrated by:

1. Reflecting directly and in spirit, a working knowledge of this *Code of Conduct*;
2. Recognizing and respecting any confidential information that may be learned in the course of the work of the PANLG;
3. Demonstrating prior preparation, clarity of discussion, conciseness, and respect for the time of others;
4. Remaining flexible and open to others' ideas;
5. Supporting the PANLG meeting discussions; and
6. Identifying, disclosing and acting appropriately on real or perceived conflicts of interest.

Respect

PANLG members respect diversity of opinion, ideas and debate. In addition to complying with the above basic expectations, this is demonstrated by:

1. Being respectful with others and their perspectives in your discourse, even if they are contrary to your view – any disagreement is to be registered without disrespect;
2. Promoting collegial, collaborative behaviour characterized by mutual respect and efficient use of time;
3. Avoiding personal or group criticism of fellow PANLG members or Peterborough Airport staff in discussion or through innuendo both at and away from meetings; and
4. Recognizing that all PANLG members are to be heard and respected.