

## **GTAA ACTIVITY PERMIT PROTOCOL**

### **BACKGROUND**

The purpose of an Activity Permit is to ensure that the GTAA is aware of all non-standard operational events/activities conducted at Toronto Pearson International Airport to address all safety and security concerns and minimize the operational impact of such activities.

### **ACTIVITY PERMIT PROCESS**

The following outlines the application process:

- a. Activity Permit applications may be obtained from the website [www.gtaa.com](http://www.gtaa.com), or by contacting the GTAA Activities Coordinator at 416-776-7398. All application inquiries or requests made to GTAA personnel through any other means, including e-mail, phone or personal contacts should be directed immediately to the Activities Coordinator and the applicant advised to direct any and all further correspondence to the Activities Coordinator.
- b. Upon submission of a request the Activities Coordinator shall acknowledge receipt of the Activity Permit Application, review, assess and ensure that all relevant information has been provided to accurately determine and classify the type of event being requested. GTAA Departments shall provide to the Activities Coordinator, upon request, any relevant documentation, which can then be forwarded to the applicant for completion.
- c. The Activities Coordinator distributes the Application to the appropriate departments for review and comment.
- d. The Activities Coordinator reviews all restrictions and requirements and, in consultation with the stakeholders, ensures that all interests are addressed, including the provision of any necessary life-safety or operational protocols.
- e. Once complete, the Activities Coordinator prepares the Activity Permit, submitting it through Legal to the CEO, or designate, for authorizing signature.
- f. If time, safety and/or operational considerations permit, the Activities Coordinator is to be advised immediately of any serious or irresolvable compliance issues prior to terminating the Activity Permit or the Event. AOCC Duty Manager is to be contacted in the absence of the Activities Coordinator, or outside of normal working hours.

**Confidentiality Statement-** Although the nature of some events may entail a certain level of confidentiality, no specific element of the activity should be intentionally omitted from the application nor withheld from the controlling stakeholders, particularly those with safety or security responsibilities. Though it may not be necessary to know the 'who', it is of the utmost importance to know the 'what' in order to guarantee that all appropriate safety and security measures are in place.

## **ROLES AND RESPONSIBILITIES**

The roles and responsibilities of the parties involved in the Activity Permit process include, but are not limited to:

### **Activities Coordinator – GTAA Activities Coordinator**

- Acts as primary contact for all requests and provides initial assessment of the application.
- Initiates contact with Stakeholders List appropriate to the proposed Activity.
- Notifies all relevant Internal/External Stakeholders on the Master List of the specific Activity Permit Application.
- Acts as a liaison between stakeholders and the applicant.
- Controls the electronic distribution of details.
- Provides Document control of the process.
- Prepares Activity Permit.
- Re-issues Protocol Document and revised Stakeholders List to relevant staff.
- Revises the content of the Activity Permit and supporting legal statements accordingly.
- Sends follow-up e-mail to stakeholders after the event calling for any significant comments/observations.
- Identifies and coordinates any requirements for follow-up debriefs.
- Ensures that all stakeholders' concerns are addressed prior to and on the day of the event.

### **Stakeholders**

- Identify to the Activities Coordinator any additional individual(s) acting as departmental representative(s).
- Review the Application and provides documentation and/or a detailed check list of any concerns, outlining necessary restrictions.
- Lend expertise prior to and on the day of the event as required.
- Advise the Activities Coordinator (or AOCC Duty Manager), immediately on observing non-compliance issues or unsuccessful operations of the event.
- Maintain internal checklists to ensure that all required information has been submitted, no important steps omitted, comments/ concerns addressed and corrected.
- Provide Activities Coordinator with revised checklists to enable the tenants to be aware of any pertinent details at an early stage; to reinforce the need that such detail is provided in a timely manner and to clearly articulate responsibilities and assist with determining needs for pre-event inspections, training and briefings.

## **DEFINITIONS**

**Airside:** areas of the airport used for taxiing, take-off and landing of aircraft, including adjacent terrain, buildings or portions of the airport to which public access is restricted.

**Commercial Activity:** any non-standard operational events / activities being conducted on Airport property that does not readily fall under an “Operational or News Media Activity” for profit gain.

**GTAA Controlled:** any building, area or facility for which the GTAA assumes sole responsibility for upkeep and control of activities.

**GTAA Leased:** any building, area or facility occupied by an airport tenant, either solely owned or operated under a lease with the GTAA .

**Groundside:** the area outside the Primary Security Line which provides access to facilities associated with the operations of the airport.

**News Media Activity:** any activity involving participation of media representatives without directly impacting airport operations.

**Operational Activity:** any business conducted that is directly associated with the regular or standard daily operation of the airport.

**Special Event:** any non-standard operational events / activities being conducted on Airport property, includes promotional and social events.

**Stakeholder:** any department and /or their nominated representatives who are directly involved or impacted by an activity or event.

**Terminal:** the facility provided for processing departing/arriving aircraft passengers/freight for which the facility already has established controls to monitor airside access.