

Special Event Authorization Guidelines

July, 2017



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CONTENTS

- VERSION CONTROL 3**
- INTRODUCTION..... 4**
- PLAN OBJECTIVES..... 4**
- SPECIAL EVENT AUTHORIZATION PROCESS 5**
 - Special Event Application 5**
 - Event Justification..... 5*
 - Event Analysis 5*
 - Additional Documentation 6*
 - Organizations Involved 6*
 - Submission of Application 6**
 - Submission Approved..... 6*
 - Submission Denied 7*
 - Special Event Passes 7**
 - Special Event Name List 7*
 - Special Event Pass Issuance Waiver 8*
- TRANSPORT CANADA 9**

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Plan Revision

The Manager, Security is responsible for establishing, administering and maintaining this plan. The plan will be reviewed annually and revised as required or following an event which identifies a requirement for immediate amendment. All revisions will be made in consultation with the stakeholders.

For information about this plan or obtaining an official copy, please contact:

Manager, Security
Calgary Airport Authority
2000 Airport Road NE
Calgary AB T2E 6W5
Phone: 403 735 1200



VERSION CONTROL

VERSION	DATE	CHANGES MADE	PREPARED BY	APPROVED BY
1.0	July 2017	NEW	Giovanni Perri	Dean Corradetti

INTRODUCTION

A special event is defined as any event which is outside of regular airport operations for the requesting company that occurs post-security. Approval to host a special event is required from the Calgary Airport Authority Security Department (The Authority). If the Requestor is unsure if their event qualifies as a special event, it is better to submit an application and have the Security Department advise on the best course of action.

Special Event Approval must be requested a **minimum of thirty (30) business days prior to event**

(Note: If the event is reoccurring and the Requestor would like to use the security plan submitted previously, re-submit the application form and indicate the event is reoccurring in the applicable portion of the application)

The Authority Security department, in consult with Transport Canada (TC), only considers special events that are in the interest of YYC and do not adversely affect daily operations, aviation security, or safety. The decision to grant approval for a special event is not automatic and therefore the onus is on the Requestor to establish the merit of the special event by providing justification and analysis.

This guide applies only to members of the Airport Community, including but not limited to: Air Carriers, Tenants, Calgary Airport Authority employees, Primary Security Line Partners (PSLP) and other government departments and agencies (e.g. TC, CBSA, US CBP) who want to host a special event on the secured side of the aerodrome.

PLAN OBJECTIVES

The purpose of this guide is to:

- Define a special event at the Calgary International Airport
- Identify and create the appropriate internal and external procedures to ensure compliance with legislation.
- Outline the procedures a requestor is required to follow in order to receive approval for a special event
- Explain the requirements for the day of the special event.

SPECIAL EVENT AUTHORIZATION PROCESS

Special Event Application

The Requestor of a special event is required to submit a [Special Event Application Form](#) to the YYC Security Department, via email at security@yyc.com, a **minimum of thirty (30) business prior** to actual event.

(Note: The Requestor is responsible to ensure they submit their request with sufficient time for the Security Department to process the application, prior to the proposed start date of the special event, and that all pertinent information on the application is sufficient, correct and easily understandable.)

Below provides information on what is expected and required within each section of the application form:

Event Justification

The Requestor applying for approval of a special event must make a compelling case as to why the event is required; this must include rationale as to why it is suitable and/or beneficial for the event to occur in the Restricted Area of the aerodrome and not Groundside.

Event Analysis

When developing a request for a special event, Requestors to consider the following questions and provide adequate detail based on these:

Operational Impacts	Event Details	Area Movement
Are operations directly impacted by the special event? (e.g., the traveling public, aerodrome operator, etc.).	Are any giveaways, food & beverages being given to departing passenger?	What areas will be accessed?
Would any daily operations be indirectly impacted? If so, how will operational impacts be minimized?	If food, or giveaways are involved, how will you get them to the Restricted Area?	How long will be spent in each area, if applicable?
Have you consulted with all agencies that could be impacted by the event?	Are you a member of the secure Supply Change Program?	What is the general location or address of where the event is happening?

(Note: this is not an exhaustive list and other details must be included in the application)

Additional Documentation

Any images, or applicable drawing that clarify where the event is to occur must be attached to the application form. Additionally, if the timeline for the event is complex, or cannot be effectively captured by the application form, attach a detailed timeline of the event to your application.

Organizations Involved

This section of the application is meant to document all organizations involved, and impacted by the event (e.g. CBSA, US CBP). Additionally, if one or more organizations are joint hosting the event, please indicate the organizations involved and supply all applicable contact information.

Submission of Application

Once an application has been submitted and received by the Security Department, a member of the department:

- Acknowledges the receipt via email **within two (2) business days**,
- Advises the Requestor if the application qualifies as a Special Event and,
- Advises if the Security Department will proceed with the application process, on your behalf, with Transport Canada.

The assessment to grant or deny the event is based on information provided by the Requestor, and if the Requestor failed to comply with any requirements in previous Special Events.

(Note: details submitted in the application are subject to local TC approval)

Submission Approved

If approved by the Security Department, **a minimum of eight (8) business days** is needed to liaise with the local Transport Canada Officials to complete a special event security plan. The length of time to develop a plan is impacted by the complexity of the request and the level of analysis required to develop a security plan.

Once a plan is completed, local Transport Canada Officials submit the security plan to the Regional Director for final approval. At this point, no further changes can be made to the special event. Approval for the security plan, from Transport Canada, could take a **maximum of twenty (20) business days**.

Once Security receives the approval letter from the Regional Director of Transport Canada, an email is sent to notify the Requestor that the plan has been approved; the email will include a modified copy of the plan and will state all approved security mandates. Depending on the complexity of the event, the Requestor or Security Department personnel may request a meeting between the parties to effectively communicate the details of the plan.

Submission Denied

If the request for a Special Event is denied by YYC Security, or Transport Canada, an email is sent to the Requestor with the rationale explaining the decision. If applicable, the email may propose alternatives to the special event. If the Requestor disagrees with the decision, and has additional information to strengthen their initial application, the Requestor may request to meet with the Security Department to present their case for a second consideration.

*(Note: second consideration meetings are **not** a guarantee)*

Special Event Passes

Once the submission is approved, the next step is acquiring special event passes. The passes are marked with an expiration date, on the front of the pass, and are only valid for the duration of the event as specified by the Requestor.

In order to receive Special Event Passes, the Requestor is required to complete the following:



Special Event Name List

The [Special Event Name List Form](#) must be submitted to the YYC Security Department **ten (10) business days prior to the event**, via email. Completed Special Event Name List must include:

- legal first and last names of guests attending the event, matching a valid government photo ID and,
- Date of birth.

Once Security has received the completed name list form, the Security Department vets the list to identify any individuals who may have been previously denied a security clearance, or currently possess a RAIC. In addition, Security issues corresponding serial numbered passes to the names of each participant.

(Note: Previously denied individuals are not allowed to participate in the event. Additionally, individuals who do not appear on the vetted name list, cannot participate in the event. No exceptions will be granted for either of the above stated points.)

The Security Department returns the vetted list, with corresponding pass numbers, **within five (5) business days prior to the event**, via email.

The Security Department arranges a time for the Requestor to pick up the YYC Special Event/Escort Required Passes from the Security Office.

On the day of the event, The Requestor and/or Sponsor(s) must:

- Verify individual(s) against government ID and the vetted name list,
- Record the government ID number used for verification on name list;
- Have the participant sign for the pass,
- Verbally confirm participants do not possess a valid RAIC or have been previously denied clearance,
- Ensure a copy of the name list is disseminated to all individuals acting as escorts to ensure participants can be easily identified,
- Return the completed name list to the Security Department by the **end of the second business day** after the event and,
- Return **ALL** Special Event Passes to the Security Department by the **end of the second business day** after the event.

On the day of the event, participants must:

- Provide valid government issued photo ID that matches the name used for vetting purposes and,
- Display Special Event passes on their outer clothing.

Special Event Pass Issuance Waiver

The Sponsor is required to submit a completed **Special Event Pass Issuance Waiver** **prior to the day the event**. The waiver must be signed, completed and submitted to the Security Office either when the Requestor picks up the YYC Special Event Passes, or via email prior to the event. Failure to do so may result a lack of consideration for future events.

The Special Event Pass Issuance waiver is designed to:

- Communicate the responsibilities mandated of the Sponsor(s) of the Special Event passes,
- Document first and last names of individuals acting as escorts on the day of the event and,
- Document the RAIC numbers of individuals acting as escorts on the day of the event.

(Note: The Requestor of the special event can act as the Sponsor for the YYC Special Event/Escort Required Passes, or, delegate a colleague or colleagues who are participating in the event to fulfil the Sponsor responsibilities)

TRANSPORT CANADA

On the day of the event, a Transport Canada Inspector is present to ensure compliance with all regulatory requirements. The inspector conducts an audit and focuses on the following areas:

- Ensures all security requirements stated in the security plan are adhered to,
- Name list is present, properly filled out, and disseminated to all RAIC holding escorts,
- No additional details, which were not included in the security plan, are present and,
- All passes are collected at the end of the event and returned to the Security Department.

Requestors who fail to comply with the terms stated in these guidelines may result in zero consideration for all future special events from The Calgary Airport Authority, and are subject to legislative fines under the *Aeronautics Act* and the *Canadian Security Regulations Act, 2012*.