



AIRPORT WATCH

Members' Handbook

Revised August 2021

www.airportwatchcanada.com 



Radio Scanner Frequencies - YYZ

All frequencies are in the AM band.

Air Traffic Control

| | |
|------------------------------|----------------------------------|
| 120.825 . . . ATIS Primary | 121.650 . . . Ground North |
| 133.100 . . . ATIS Secondary | 119.100 . . . Ground Center |
| 118.700 . . . Tower North | 121.900 . . . Ground South |
| 118.350 . . . Tower South | 121.300 . . . Clearance Delivery |
| 118.000 . . . Tower Backup | |

Toronto Centre

| | |
|---------------------------|-------------------------------|
| 132.800 . . . Arrivals 1 | 127.575 . . . North Departure |
| 124.475 . . . Arrivals 2 | 128.800 . . . South Departure |
| 125.400 . . . Arrivals 3 | |
| 134.175 . . . ILS Monitor | |

Apron Control

| | |
|---|---|
| 122.875 . . . Apron Co-Ordinator | 122.275 . . . North Apron, Terminal 3, Cargo West, Fedex |
| 122.075 . . . South Apron, Terminal 1, East Satellite Ramp | 122.825 . . . Apron Backup |

Airport Services

| | |
|--|--|
| 123.275 . . . FSS, London Flight Information Centre (RCO) | 131.375 . . . Central De-Icing Facility, Pads 1, 2, 3 |
| 131.175 . . . Central De-Icing Facility | 129.625 . . . Central De-Icing Facility, Pads 4, 5, 6 |
| 131.950 . . . Central De-Icing Facility Backup | |

Introduction

YYZ Airport Watch (YYZAW) was founded in 2004 as a formal means of co-operation between local aviation enthusiasts, the airport, security agencies and police.

The concept for YYZAW resembles the highly successful Neighbourhood Watch programs—our members provide an additional set of eyes and ears while planespotting.

YYZAW is for serious aviation enthusiasts. Individuals that have only a casual or passing interest in aviation will not be approved for membership. This is not to create an elitist attitude but rather to reinforce the dedication and passion our members have for the program's success.

Situations may arise that will require the Greater Toronto Airports Authority (GTAA), Peel Regional Police (PRP) or YYZ Airport Watch to amend membership conditions without notice on either a permanent or temporary basis like, for example, during heightened security situations like the G20 summit in 2010.

Membership is a privilege and can be revoked if you are found in violation of the rules and regulations set forth in this handbook or as requested by authorities.

General

» Mandate

The YYZAW mandate currently applies only at Toronto Pearson. Presenting yourself as a YYZ Airport Watch member does not carry any recognition at other airports at this time.

» Identification

The only valid YYZAW identification will be your YYZAW photo ID card. Although dash banners, flags, hats, jackets, etc. help to identify you as a member, they do not serve as official identification of YYZAW membership.

Membership photo ID cards must be presented to any police officer or security personnel upon request. Police and GTAA representatives (e.g. security personnel) have authority to seize photo ID cards at any time. If your photo ID card is seized, obtain the officer's name and/or badge number, vehicle number (if applicable) and immediately report the incident to YYZAW.



» Conduct

Whether on or off airport property, members identifying themselves as such (i.e. wearing photo ID card, shirt or jacket bearing Airport Watch name; or displaying Airport Watch badging on their vehicles) and members known to others to be members of Airport Watch must conduct themselves in a manner representing YYZAW in a positive light.

We will not condone any form of objectionable statements regarding a person's racial or ethnic background, colour, creed, country of birth, citizenship, ancestry, sexual orientation, body, disability, or gender; nor will we tolerate verbal or physical abuse upon any person.

Members not meeting these standards will have their membership revoked and may be reported to authorities.

» Photography

Although we reference ‘photography’ in this handbook, this includes but is not limited to capturing an image or recording video by any electronic means.

Membership

- Membership is valid April 1 to March 31.
- Fees: See Fee Schedule on website.
- Lost ID cards can be replaced at a cost. See Fee Schedule on website.

» Enrollment

To become a YYZAW member you must complete the following:



- Be age of majority in the Province of Ontario at time of application.
- Fill out and submit application form found on YYZAW website.
- Pay new membership enrollment fee. See website for fee schedule.
- Submit a photo for YYZAW ID card. Photos can be emailed to membership@airportwatchcanada.com. Photos should be taken in ample light on a plain background.
- Fill out the Disclosure of Information form(s).
- Submit a basic Police Information Check from your local police service (where you live). This is at applicant’s own expense.
- Provide name of two existing members who sponsor your application.

Membership is granted only upon approval of the Police Information Check. Applicants whose Police Information Check is not approved will be denied membership and their enrollment fee will be refunded.

Disclosure of Information form(s) will be held in confidence by YYZAW and only submitted to the GTAA or partner airports pending Police Information Check approval.

New applicants wishing to enroll and obtain full membership, including ID card, outside of the Jan. 1 to March 31 period must meet all of the above enrollment requirements plus pay an additional administrative fee on top of the new member enrollment fee. See Fee Schedule on our website for details.

If the applicant is denied membership, the disclosure form(s) will be returned to the applicant. Copies will not be retained by YYZAW.

» Renewal



Membership is renewable yearly at the Annual General Meeting (AGM), typically held in February, or by mail (further information can be found on YYZAW website).

Renewal period begins Jan. 1 and runs to March 31. Renewal requirements must be fulfilled by March 31 each calendar year for membership beginning April 1 in that year.

The majority of members are expected to pay renewal fees at the AGM. The time period between the AGM and March 31 is considered a “grace period.”

Any renewal fees not paid by March 31 render membership null and void and the member must reapply for enrollment in the group and meet new member enrollment requirements (appropriate fees, disclosure form(s) and basic Police Information Check). See “Enrollment” above for details.

Effective Jan. 1, 2019, members who are renewing and have not had a basic Police Information Check done in the

previous five years must obtain a new one. This new check must be obtained, dated and received by YYZAW committee between Jan. 1 and March 31 of the calendar year in which the member is renewing.

» Police Information Check



A police background check will be required by each group member every five years. YYZAW requires you to provide a Police Information Check (PIC), not a Police Vulnerable Sector Check (PVSC). Some police jurisdictions may call these checks by different names, though Police Information Check (PIC) and Criminal Record Check are most common.

Effective April 1, 2019 any member who has not had a police background check in the previous five years (prior to 2014) will need to have a new one done before membership renewal in 2019. Reminders will be sent out approximately six and three months prior to March 31, 2019.

A Police Information Check is done at the member's expense and when required must be dated in the same year as membership enrollment or renewal (e.g. on or after January 1, 2019 for 2019 membership from April 1, 2019 to Mar 31, 2020.)

This will bring YYZAW in line with the policy of the International Airport Watch Association and with groups at other airports. It also matches Transport Canada's policy with regards to RAIC renewal period.

Airport Watch Issued Items

All items branded with the YYZ Airport Watch logo and name issued to members remain the property of YYZAW and are not to be defaced, altered, or loaned to anyone under any circumstances. They must be returned to YYZAW upon termination of membership.

These items are designed to help authorities identify members. If any item is lost or stolen please report it immediately to YYZAW.

Items include the following:

» ID Cards

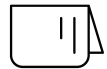


Members are issued photo ID cards shortly after enrollment or renewal and are valid until April 30 the following year.

Members should carry their ID cards at all times when on airport property or perimeter areas. Lost ID cards may be replaced, at member's expense, according to the fee schedule posted on our website.

The only valid YYZAW identification will be your YYZAW photo ID Card. Other materials (such as jackets, caps, flags, etc) will not be considered by authorities as valid identification.

» Dashboard Banners



Members may be issued a folded tent card that should be placed in a clearly visible area of their vehicle's dashboard or rear window.

The purpose of dashboard banners is to allow authorities to easily identify our members as they patrol the airport property and perimeter. There is a limited supply of banners and we encourage members to look after these.

» Vehicle Flags

First issued in 2014, these are a high-visibility way to identify group members to the various authorities. These should be affixed to your vehicle's window while you are spotting at YYZ.



» Caps & Jackets

YYZ Airport Watch committee was able to secure a one-time donation of caps and jackets when it initially formed. While we would like to see that every member receives such apparel, finances have not allowed us to provide it for free. We may from time-to-time be able to order clothing for members who do not have any. Costs will likely be passed on to the member. YYAW will advise when orders for gear can be taken and their associated costs.



Members are encouraged to wear the jackets while in the vicinity of the airport, perimeter areas, or at official YYZAW functions, per the advice of the National Airport Watch Co-ordinator.

» Car Magnets

These are no longer issued to new members. They were replaced by the vehicle flags (see above) but can still be used to increase the group's visibility and presence if you have them.

» Other

YYZAW may at any time acquire other materials to advertise its members presence when at the airport. If provided with any item not exclusively mentioned above, the same rules will apply to these items.

Airport Activities

YYZAW has made significant inroads with authorities. Much work has been done but it is an ongoing process.

Rules and regulations must be set forth, followed and enforced in order for the program to work for everybody.

Toronto Pearson is a community unto itself, with numerous tenants and employees. YYZAW is working on meeting with tenants to educate them on the YYZ Airport Watch program and its benefits, both for them and for us.

Members are encouraged to treat all airport personnel with respect and to immediately obey their instructions. If you have any problems, please report the incident to YYZAW so we can look into the matter.

Remember, you are an ambassador for the YYZ Airport Watch program. One bad incident can have serious ramifications for the entire group.

» Observe, Record, and Report



As a key component of the program, members are required to be on the lookout for suspicious activity.

If you witness anything out of the ordinary, you should immediately report it to the airport Security Operations Centre (SOC).

GTAA contact phone numbers appear on the back of your YYZAW photo ID card and dashboard banner. Use the numbers relative to the situation you are reporting.

If it is an emergency, call 416-776-3033. When calling in an emergency to the SOC, please state:

- Your name and that you are a YYZ Airport Watch member. You should

also provide your membership number, located on your ID card.

- Location. Use the nearest airside gate number if possible.
- Nature of suspicious activity or incident.

Members can also call the non-emergency number at 416-776-3055 to report the following:

- Unlocked or damaged gates, entrances, exits, fences.
- Large numbers of birds or wildlife on airport property.
- FOD – foreign objects debris blowing around the airport property that could affect aircraft movement.
- Property damage.

Remember, if in doubt, report it.

Any YYZAW member who has called the SOC to file a report must also submit a report of the event to YYZAW. See below for more information.

While we are entrusted as volunteers to watch for and report suspicious activity, airport employees are requested to do the same.

Employees who may not be aware of our group might perceive our activities as suspicious and report members to authorities. Members are reminded to treat all airport authorities with respect and do as instructed.

From time to time YYZ Airport Watch members may have a negative encounter with authorities. We request that in such occurrences, members make a report of the incident and send us a written copy so that we can investigate further.

» Submitting Reports

Reports can be sent to YYZAW by email to admin@airportwatchcanada.com and must include the following:

- Your name and membership number
- Date and Time
- Location
- Authority (i.e.; GTAA, Peel Regional Police, etc)
- Employee's badge, ID number and/or vehicle number
- Summary of incident

Litter

We expect all members to act responsibly and take with them any cans, bottles, or wrappers from items they have brought with them. If there is a garbage receptacle nearby, members are encouraged to use them.



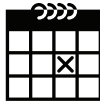
If you wish, keep a plastic bag in your trunk and pick up garbage while out at the airport. You might even set an example for others.

Litter can find its way onto the active taxiways or runways and cause damage to aircraft. (See FOD under Observe, Record and Report, above.) Additionally, litter attracts birds and other wildlife that can be a hazard for aircraft.





Events



As YYZ Airport Watch program gains more recognition, activities and events will be organized. YYZAW welcomes members to suggest, organize and participate in events in which they are interested.

Members have gone through a process that offers an increased level of credibility and all members agree to act responsibly while participating in any group-sanctioned event or activity.

Members who are interested in planning an event should contact YYZAW to discuss intentions. YYZAW will then co-ordinate the event with the proper authority.

No member or YYZAW committee director has the right to sanction an event of their own accord. Misrepresenting or using the YYZ Airport Watch name and logo without consent will result in immediate termination of your membership.

YYZAW has worked long and hard to establish a good name and image with the various airport authorities. One bad decision could derail the entire program.

We realize that group members have formed close friendships with one another and may participate in events not organized or sanctioned by YYZAW.

We have no issue with this but do remind members taking part in such events that the YYZ Airport Watch name and logo cannot be used as an umbrella for any event or activity that is not sanctioned by the committee. This is to ensure the group's name and reputation is protected.

Non-members are not permitted at group-sanctioned events without prior permission of the committee. We cannot permit minors due to liability.

Media Interviews



YYZAW is occasionally approached by media for commentary about the program, aviation events and incidents. Members may also be recognized by media looking for information.

Members may not comment to media without first obtaining authorization of YYZ Airport Watch.

It is imperative that all members refer media to YYZAW directors for official statements, policy, etc.

YYZAW may contact members to assist media looking for interviews. In this case, you are welcome to give insight into our hobbies and positive aspects of the group, as well as our partnership with the airport community.

Where to Watch or Photograph Aircraft



There are no officially designated viewing areas at Toronto Pearson. This may change in the future and we have in the past casually discussed this with authorities.

Members and the authorities have become quite familiar with the more popular spotting locations, all of which are groundside. No Airport Watch member is allowed to be airside (i.e. inside the customs controlled zone) without proper permission and paperwork, and without supervision.

Under no circumstances are members to proceed beyond any sign that indicates they are entering an area for "Authorized vehicles only," or any words to that effect. Here are some examples:



Members are to use common sense and obey all laws, including the Highway Traffic Act. If you are entering an area that you feel the general public would avoid, then you must also avoid it.

Members must also never stop on the intra-terminal bridge that runs from Terminal 3 Departures level to Terminal 1 Departures level, for any reason. GTAA Security have told us this roadway is completely off limits to everyone as it is a dangerous, high-traffic area.

Peel Regional Police have provided us with specific areas where we can—and can't—park in the region around the threshold of runways 06L and 06R. See the map on the page 13 for details.

Through our efforts we have established a level of co-operation with authorities regarding parking cars on the roadside and in parking lots around the airport. This doesn't mean we will not be asked to move or vacate an area. If you're at the airport spotting, make sure you're visible as a YYZAW member. Fly your vehicle flag!

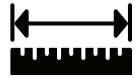
Keep in mind Toronto Pearson and the surrounding businesses are all private property. Also, day-to-day situations may arise that mean access to certain areas may be temporarily restricted.

Activity Logs



We have implemented a logging program for members to report the amount of time they spend at YYZ. We have spoken to authorities and they are interested in this data. The intention is to record and report the minimum amount of time our members spend at YYZ. Please go to www.airportwatchcanada.com and select the link for Member's Activity Logs, then follow the instructions.

Ladders and 10-Foot Rule



Due to the height of the fences around Toronto Pearson, and following the events of 9/11, ladders are largely a thing of the past.

There is a 10-foot rule surrounding the perimeter of the airport.

No person or object shall be within 10 feet of perimeter fences. Our arrangement with authorities allows for brief contact with fences for pictures, but we are not to park or linger in contact with or next to them. Ladders must not be used, at any time, against or within 10 feet of a fence.

FBO and General Aviation (North End)



Fixed Base Operators (FBO) such as Signature, SkyCharter and Chartright are very sensitive to the privacy of their clients. Their ramps, hangars and parking lots are considered private property. For the purpose of this section

we are including the areas around the Air Transat and Sunwing hangars.

FBO clients include heads of state, military, government, medivac, VIP, celebrity, sports charters, and corporate or privately owned aircraft.

Most clients are likely not aware of YYZ Airport Watch. Our presence may be seen as suspicious or threatening to their security or privacy. We may be perceived as paparazzi rather than aircraft enthusiasts.

You must refrain from being in the area or photographing activities while FBO clients are present.

It may be possible to obtain permission to photograph specific aircraft on FBO ramps from their staff. Identify yourself with your YYZAW photo ID and indicate your intentions. FBOs rarely allow this, however.

In some cases FBO staff will direct you to the owner or operator of the aircraft. Staff may not have authority to grant permission.

Above all, be polite, courteous, and respectful of all FBO staff and their property.

If asked to stop photographing or to leave an FBO area by a tenant, staff or security, do so without challenging their request. If you continue to photograph or remain in the area, you may face prosecution under trespass laws.

If a FBO grants permission to photograph a specific aircraft then avoid other aircraft in your photos.

FBOs are under no obligation to accommodate you. Please be polite with staff and clients at all times. Always thank them, whether your request is accommodated or not.

» Skyservice

Skyservice is choosing to not accommodate YYZAW requests for access. Members must not approach Skyservice facilities at YYZ.



Parking

Never park in front of a security access gate, whether it looks used or not. Security gates can be required for any reason at any time.



There are three areas of the airport in particular where both the GTAA and Peel Regional Police have asked us to obey parking regulations:

» 06L & 06R, Convair Dr.

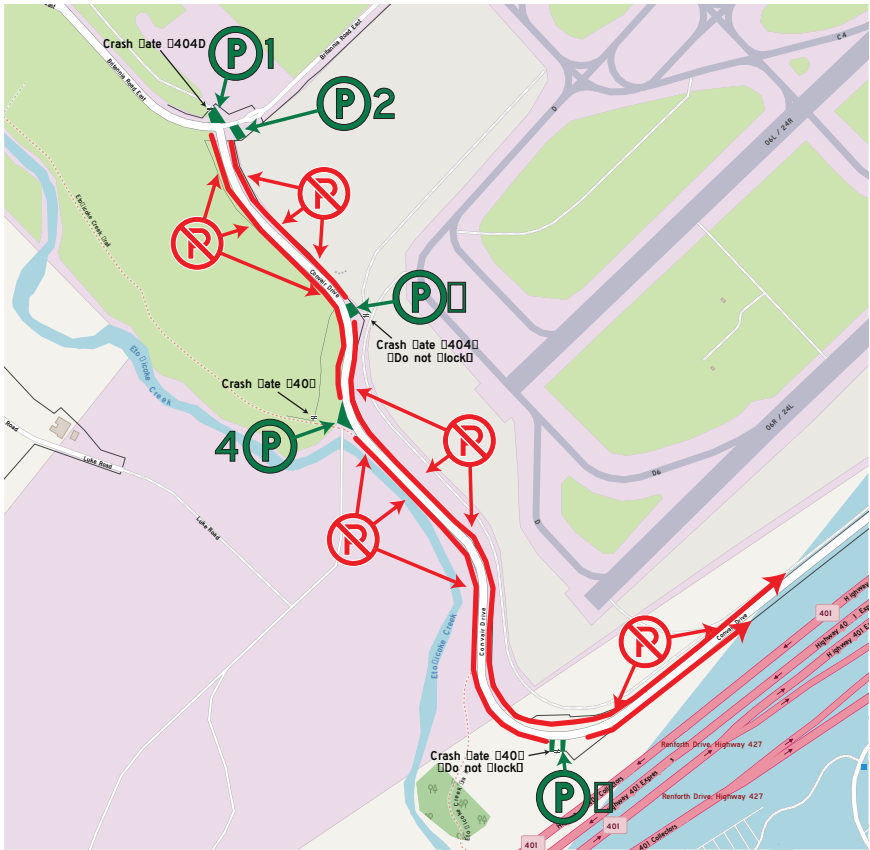
As shown on the next page, parking near the thresholds of 06L and 06R is restricted to five areas. Members must not park anywhere along the road in this area. Park in one of the five designated areas and then walk to a spotting location if you wish to spend time here.

» FedEx, Bramalea Rd

This road terminates at gate 322, adjacent to the FedEx apron. Parking is allowed only along the west side of the road in this area, with passenger side wheels along the curb. Do not park your vehicle sideways across the road as this will block access to the gate.

» Intra-Terminal Bridge

Members must never stop on the intra-terminal bridge that runs from Terminal 3 Departures level to Terminal 1 Departures level, for any reason or for any length of time. GTAA Security have told us this roadway is completely off limits to everyone as it is a dangerous, high-traffic area.

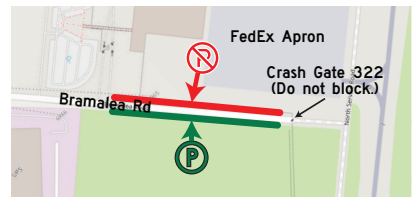


Parking at Threshold of 06L and 06R

- 1 Beside crash gate V404D at the intersection of Britannia and Convair, at the sides of the road
- 2 South of the guard shack at the intersection of Britannia and Convair
- 3 On the east side of Convair Dr. beside crash gate V404A. **DO NOT BLOCK THE GATE.**
- 4 Near crash gate V403 at the bottom of the hill, in the gully
- 5 On the south side of Convair Dr., on the bend, beside crash gate V402.

YYZAW members should not park along the side of the road along this stretch of Convair Dr. because it is not safe. This is a busy road with limited sightlines.

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Parking Beside FedEx

YYZAW members should park only along the west side on this stretch of Bramalea Rd., with passenger side wheels adjacent to the curb. Do not park your vehicle sideways across the road. Do not block access to crash gate 322, where the road terminates.

History



Founded in April 2004, YYZ Airport Watch recognized the need for a formal means of communication and co-operation between local aviation enthusiasts and the various airport authorities.

The group was modeled and structured after the highly successful program established in 2001 at the Ottawa International Airport.

With the help and guidance of the National Airport Watch co-ordinator, Constable Jacques Brunelle (RCMP, retired), a plan was developed to create a similar program in Toronto, though each group has to tailor the rules and regulations to meet the criteria of local airport and police authorities.

After several meetings with the Greater Toronto Airports Authority (GTAA), the proposal for YYZ Airport Watch was refined, adopted and ultimately supported by James Bertram, Director of Public Safety (GTAA).

The next order of business was to establish a partnership with Peel Regional Police (PRP), who is responsible for patrolling the airport and adjacent perimeter. An arrangement was made so that PRP officers on patrol are able to identify members of YYZ Airport Watch. Through the hard work of Sgt. Al Gorrill and staff at PRP, the airport watch committee was able to have our group and members recognized as volunteers.



» 2004



10 YEARS 2004 - 2014

» 2014



**AIRPORT
WATCH**

» 2017

YYZAW Committee



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Support

YYZ Airport Watch operates with the co-operation and support of the following:



Greater Toronto Airports Authority



Peel Regional Police



International Airport Watch Association



Royal Canadian Mounted Police

