



Agreement

BETWEEN: NAV CANADA Victoria Control Tower and
Victoria CYA Airspace Delegates

EFFECTIVE: Sept 5, 2018

SUBJECT: CYA110(H) & CYA145(H) Operating procedures

A. PURPOSE

To delineate responsibilities, procedures and operating restrictions within both CYA110(H) and CYA145(H).

B. RESPONSIBILITIES

- B1. (For either CYA regardless of altitude) **Victoria CYA Airspace Delegate shall:**
- a.i.1. Contact Victoria Tower Cab (phone # below) to request approval for CYA activation not less than 2 hours in advance of activation. Include:
 - a.i.1.a. CYA #;
 - a.i.1.b. Time and duration of the proposed activation period;
 - a.i.1.c. Maximum altitude in the CYA;
 - a.i.1.d. VHF frequency in use for period of activation;
 - a.i.1.e. Name of delegate responsible for activation and name.

a.i.2. Once approval for activation is granted, contact Kamloops FIC to file activation NOTAM not less than 1 hour prior to planned activity in designated area. Include:

a.i.2.a. CYA #;

a.i.2.b. Maximum altitude in the CYA;

a.i.2.c. Time and duration of the activation period;

a.i.2.d. Name of the delegate responsible for activation.

a.i.3. The "on site" person MUST be reachable by cell phone and/or VHF radio at all times during activation period (for the purposes of recall of airspace by Victoria Tower or Terminal (See - limiting factors));

a.i.4. In the event operations will terminate more than 30 mins before planned termination, the "on site" delegate will cancel NOTAM through Kamloops FIC and advise Victoria Tower.

*** Planned activations (Annual Soaring event etc.) shall be coordinated with as much advance notice as possible through the Victoria Tower Manager or Tower UOS (Contact #s below).

B2. Victoria Tower shall:

1. Coordinate with Victoria Terminal for activation requests up to 2,500' ASL (c/w activation start/stop times);
2. Obtain approval from Victoria Terminal for activation requests up to 4,000' (c/w activation start/stop times) prior to approving the activation with the Victoria CYA Airspace Delegate (this may require a call back from Delegate);
3. Notify Victoria Terminal if operations terminate more than 30 mins before planned termination time;
4. Enter information into WDE "CYA Checklist";
5. Include the Paragliding activity in CYA145(H) or CYA110(H) on the Victoria D-ATIS.



c. Limiting factors

Approval for the activation or recall of either CYA may be determined by any one of the following:

- a. R-27 active:
 - a.i. RNAV Z R-27 not authorized when CYA145(H) active;
 - a.ii. ILS R-27 not authorized when CYA145(H) active above 2,500'.
- b. Staffing of YJ Terminal when CYA145(H) active to 4000';
- c. Special flight operations within or close proximity to either CYA (e.g. firefighting etc)

d. review

The operation of CYA 145 & CYA110 may be reviewed or amended by either party upon mutual consultation, but may be terminated at any time by the controlling agency.