



Supersedes: 2022-D-007

Directive # 2026-D-007

Subject: Airport Reservation Office (ARO) – Revised Operating Restrictions for General/Business Aviation

Operators

From: Airport Operations

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Date of Issue: 2026-04-28

Effective Date: 2026-04-10 to 2026-07-04

Expected Action: Compliance with Airport Reservation Office procedures, including this directive, for all General Aviation and Business Aircraft.

Background and Impact: In order to support Airport Collaborative Decision Making (ACDM) and the most efficient use of Toronto Pearson's runway capacity, the Airport Reservation Office (ARO) was reinstated on February 18, 2019. Since being re-instated further restrictions have been implemented including **Directive # 2022-D-007**

The ARO processes reservation requests for General Aviation / Business Aviation (GA/BA) operations at Toronto Pearson Airport (CYYZ) and allocates reservations on a first-come, first-served basis.

Change for 2026 FIFA World Cup: To better manage GA/BA reservations and overall airport traffic volume throughout the World Cup period, all GA/BA arrival and departure reservations must be made through a local Fixed Base Operator (FBO).

Applicability / Operating Hours

General and Business Aviation aircraft are subject to the following reservation process during the ARO's normal operating hours of 0630–0029 local (YYZ)

This directive applies to all GA/BA arrival and departure reservation requests during the operating hours noted above. Any requests to operate outside of these hours must strictly follow the Night Flight Restrictions Program.

Mandatory Reservation Requirement

Effective April 10, 2026:

All GA/BA reservations for the World Cup period (June 10- July 4) must be submitted through a local FBO, via the Online Coordination System (OCS).

Reservations submitted directly by GA/BA operators (i.e., not through a local FBO) will not be accepted for processing.

The local FBO will act as the requesting party and will submit reservation requests via the OCS portal in accordance with the timelines below.

Note: This change is being implemented to improve coordination and manage total airport traffic demand during the FIFA World Cup period.

Reservation Request Windows

The reservation request windows shall be:

- From June 10 – July 4 reservation requests may be submitted up to 60 days in advance.
- From Now to June 9 and from July 5 onward reservation requests may be submitted up to 30 days in advance.

Allocation Method

The ARO allocates reservations on a first-come, first-served basis.

Reservation allocation supports the efficient use of runway capacity and overall airport operational performance. Therefore, hourly restrictions will remain in place as posted on the availability page of the OCS website. FBO's and operators are expected to make reservations only for confirmed flight requests. Deviation from this will be subject to penalties.

Responsibilities

GA/BA operators are responsible for:

- Coordinating with a local FBO to request arrival/departure reservations.
- Providing accurate operational details to the FBO within the applicable request window. Providing timely updates to any changing flight information. Providing accurate Target Off Blocks Times (TOBT) to your FBO provider for updates to A-CDM
- Planning appropriately to align with airport capacity and operational requirements.

Local FBOs are responsible for:

- Submitting reservation requests via the OCS portal on behalf of GA/BA operators.
- Ensuring submissions are complete and aligned to the requested operation time(s).
- Coordinating updates/changes as operational details evolve.
- Reservations on a first-come, first-served basis, consistent with airport capacity and operational needs.

Compliance

For the period of June 10 – July 4, 2026, GA/BA operators who do not submit reservations through a local FBO may experience:

- Non-acceptance of reservation requests, and/or
- Inability to secure a reservation for the requested time.
- As part of the operating window changes made October 21, 2025, General and Business Aviation flights must operate within +/- 30 minutes for their reservation time. If this cannot be met it is expected that the FBO will update the reservation accordingly on behalf of the operator.

Booking Fee

All GA/BA requests for reservations during the period of June 10, 2026, to July 4, 2026, are subject to:

- A slot reservation booking fee of \$1,000 per arrival slot, to be paid prior to slot approval, which will be used towards the final invoice of the operation after the slot is used.
- Loss of the reservation fee should the flights be cancelled within one week of operation or are non-operational flights (no shows).
- A penalty of \$2,500 for arrivals or departures operating without an approved slot.