



Government of Nunavut

## **PUBLIC WORKS & SERVICES**

## **Aircraft Charter Policy**

06.02

### **1. STATEMENT OF POLICY**

On behalf of the Government of Nunavut (GN), the Department of Public Works and Services (PWS) centrally coordinates and administers the purchase of aircraft charter services valued over \$5,000, for all departments of the GN.

### **2. PRINCIPLES**

The GN recognizes that:

- (a) the charter of aircraft services within Nunavut is critical to the widespread delivery of GN programs and services across the territory, due to the limited availability of alternate means of transportation to most communities.
- (b) air charters should be used only when more economical travel, such as scheduled air service, is unavailable or impractical. The most economical and practical air charter available should be used.
- (c) there should be consistent government-wide procedures in place for the purchase of aircraft charter services to ensure cost-effectiveness and consistency in the provision of these services to users.
- (d) the purchase of aircraft charter services must be conducted in accordance with GN contracting procedures and the provisions of the Nunavummi Nangminiqaqtunik Ikajuuti (NNI Policy).

### **3. APPLICATION**

This Policy applies to all GN departments.

### **4. DEFINITIONS**

Aircraft charter - the purchase of air travel services from a carrier for travel at a specified timeframe to and from specified locations. Aircraft charters are used for reasons such as cost-effectiveness and flexibility in scheduling.

Air Charter Liaison Officer - one or more employees appointed by a Deputy Minister to coordinate departmental air charter requirements and record

information including the purpose, flight details and cost of each departmental air charter. Deputy Ministers may choose to appoint Air Charter Liaison Officers at the regional level.

Carrier's Tariff - a schedule of rates, terms and conditions applicable to the services provided by the carrier.

Incidental passenger- a passenger who otherwise would not be travelling on a chartered flight, but who can be accommodated due to availability of space or for reasons of cost-effectiveness, in accordance with the incidental traffic rules in the aircraft carrier's tariff.

## **5. ROLES AND RESPONSIBILITIES**

- (a) This Policy is issued under the authority of the Executive Council. The authority to make exceptions and approve revisions to the Policy rests with the Executive Council.
- (b) The Minister of PWS is accountable to the Executive Council for the implementation of this Policy.
- (c) The Deputy Minister of PWS is responsible to the Minister of PWS for the administration of this Policy.
- (d) The PWS Traffic Manager coordinates and arranges the purchase of all chartered aircraft services required by the GN where the value is in excess of \$5,000. The Traffic Manager interacts with carriers on behalf of the other departments to negotiate a range of standard rates and to handle complaints on behalf of GN Departments.
- (e) The Air Charter Liaison Officer(s) within each department advises the PWS Traffic Manager of aircraft travel requirements for his or her department where the value is in excess of \$5,000. The PWS Traffic Manager makes arrangements for the purchase of chartered services to meet the requirements specified by the client department.

## **6.0 PROVISIONS**

### **6.1 Authority to Charter Aircraft**

- (a) All GN departments may charter aircraft for departmental use under established standing offer agreements where the cost of such a charter is \$5,000 or less.
- (b) The Department of PWS purchases and coordinates all chartered aircraft services required by the GN, where the value is in excess of \$5,000. Exceptions to this \$5,000 limit are as follows:

The following departments may charter aircraft under an established standing offer agreement to a maximum dollar limit that is delegated in accordance with the standard expenditure limits of Directive 802-1 (Signing Authorities) of the Financial Administration Manual:

- Department of Executive and Intergovernmental Affairs
- Department of Health and Social Services (for medivac or emergency services)
- Department of CG&T (for search and rescue operations and fire inspections)
- The Speaker of the Legislative Assembly

The Clerk of the Nunavut Court of Justice may charter aircraft under an established standing offer agreement to a maximum value of \$20,000.

- (c) Each department shall appoint an Air Charter Liaison Officer to coordinate departmental charter requirements and advise the PWS Traffic Manager of these requirements, where the value is in excess of \$5,000, so that arrangements for the purchase of the required services can be made.
- (d) Deputy Minister approval is required when there are daily scheduled services to the community(s) on the day of the intended charter.

## **6.2 Air Carriers**

- (a) PWS shall establish and maintain a list of approved air carriers and set standards for the contracting of air carrier services purchased by the Government of Nunavut.
- (b) Exclusive of the exceptions named in 6.1(b), all communication with air carriers for charter services valued over \$5,000, including negotiations for the adjustment of planned itineraries prior to the commencement of the charter, shall be conducted by the PWS Traffic Manager.

## **6.3 Sharing Aircraft Charters**

When acquiring air charter services for a government department, PWS may arrange for the sharing of charters with other GN users or incidental passengers in an effort to ensure cost-effectiveness.

- (a) Incidental passengers may travel on a charter by a GN department when convenient to the GN. Incidental passengers are allowed to travel on GN chartered aircraft under rules governing incidental traffic in the selected carrier's tariff and with approval of the Deputy Minister of the requisitioning department.

- (b) The GN shall not be liable in any way for incidental traffic. In accordance with the carrier's tariff, the carrier assumes responsibility for incidental passengers and/or freight and directly bills the incidental party for their share of the associated costs.
- (c) Where the GN adds passengers or cargo or changes flight plans for the benefit of an incidental party, the GN's charter cost should be reduced by the proportion of costs attributable to that party's use of the aircraft unless it is in the public interest for the GN to pay those costs.

## **7. PREROGATIVE OF EXECUTIVE COUNCIL**

Nothing in this Policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or take actions regarding the purchase of aircraft charter services for use by GN departments, outside the provisions of this Policy.

---

Approved by:  
The Honourable Paul Okalik  
Premier