



## DEPARTMENT OF COMMUNITY AND GOVERNMENT SERVICES (CGS)

### AIRCRAFT CHARTER POLICY

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#### POLICY STATEMENT

On behalf of the Government of Nunavut (GN), the Department of Community & Government Services (CGS) centrally coordinates and administers the purchase of aircraft charter services for all departments of the GN.

#### PRINCIPLES

The policy is based on the following principles:

- 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.
- 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 service available should be used.
- 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.
- 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).

#### APPLICATION

This Policy applies to all GN departments.

#### 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.

#### ROLES AND RESPONSIBILITIES

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.

The Minister of CGS is accountable to the Executive Council for the implementation of this Policy.

The Deputy Minister of CGS is responsible to the Minister of CGS for the administration of this Policy.

The CGS Manager of Logistics coordinates and arranges the purchase of all chartered aircraft services required by the GN. The Manager of Logistics 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.

The Air Charter Liaison Officer(s) within each department advise(s) the CGS Manager of Logistics of aircraft travel requirements for his or her department. The CGS Manager of Logistics makes arrangements for the purchase of chartered services to meet the requirements specified by the client department.

## **PROVISIONS**

### **Authority to Charter Aircraft**

The Department of CGS purchases and coordinates all chartered aircraft services required by the GN. Exceptions to this are as follows:

The following government entities may charter aircraft under an established standing offer agreement held by the Department of Justice, 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 CGS (for search and rescue operations)
- The Speaker of the Legislative Assembly
- The Clerk of the Nunavut Court of Justice may charter aircraft under an established
- Standing offer agreement with no limits.

Each department shall appoint an Air Charter Liaison Officer to coordinate departmental charter requirements and advise the CGS Manager of Logistics of these requirements, so that arrangements for the purchase of the required services can be made.

Deputy Minister approval is required when there are daily scheduled services to the community(s) on the day of the intended charter.

### **Air Carriers**

CGS 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.

Exclusive of the exceptions named in 6.1(b), all communication with air carriers for charter services, including negotiations for the adjustment of planned itineraries prior to the commencement of the charter, shall be conducted by the CGS Manager of Logistics.

### **Sharing Aircraft Charters**

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

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 (as outlined in Aircraft Charter Tender document) in the selected carrier's tariff and with approval of the Deputy Minister of the requisitioning department.

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 bills the incidental party directly for their share of the associated costs.

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.

### **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.

### **SUNSET CLAUSE**

This policy shall be in effect from the date of the signature until December 31, 2023.

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The Honorable Joe Savikataaq, Premier