



Issue Date: <b>August 2007</b>	Effective Date: <b>August 29, 2007</b>	Responsible Agency: <b>CGS</b>	Directive No: <b>815</b>
Chapter: <b>Control of Expenditures</b>			
Directive Title: <b>AIRCRAFT CHARTERING</b>			

## 1. POLICY

The purchase of aircraft charter services by GN departments is permitted where economic and/or logistical justification can be provided.

## 2. DIRECTIVE

The purchase of aircraft charter services by the GN departments must be in accordance with this directive. Such procurement is subject to the Government Contract Regulations and the Nunavummi Nangminiaqtunik Ikajuuti (NNI Policy).

### 2.1. Economy and Practicality

Air charters may be used only when more economical travel, e.g., scheduled air service, is unavailable or impractical. The most economical and practical air charter available must be used. Minister or Deputy Head approval is required when there is scheduled service to the community on the day of the intended charter.

### 2.2. Authority to Contract

#### 1) Charters of \$5,000 and under –

GN departments may charter aircraft under established standing offer agreements.

#### 2) Charters of over \$5,000 –

The authority for aircraft chartering services costing in excess of \$5,000 (and for all communications and negotiations of adjustments to planned itineraries prior to the commencement of the charter) rests with the Department of Community and Government Services

(CGS). Charter requirements for departments shall be coordinated with CGS.

Exceptions to this are that the following departments may charter aircraft under an established standing offer agreement:

- a) Department of Executive and Intergovernmental Affairs;
- b) Department of Health and Social Services (for Medivac and Emergency services);
- c) Department of Community and Government Services (for search and rescue operations and fire inspections);
- d) The Speaker of the Legislative Assembly; and,
- e) The Clerk of the Nunavut Court of Justice (Maximum \$20,000).

### 2.3. Sharing of GN Aircraft Charters

- 1) To ensure cost effectiveness and with the approval of the Minister or Deputy Head of the requisitioning department, CGS may arrange for sharing of charters with other departments or incidental passengers.
- 2) The incidental passenger will travel under rules governing incidental traffic in the selected carrier's tariff. The carrier will assume responsibility for incidental passengers and/or freight and will directly bill the incidental party for its share of the associated costs.
- 3) 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. Such determination of public interest is to be made by the Minister or Deputy Head of the chartering department. This authority may not be delegated.
- 4) The GN assumes no liability for such incidental traffic; however all incidental passengers must sign an insurance waiver absolving the GN from any liability from their using the GN charter.