

Level of Service

Terms of Reference

Review of Communication and Aviation Weather Service Requirements at Airports with Community Aerodrome Radio Stations

in Nunavut

NAV CANADA
Level of Service
151 Slater Street
Ottawa, ON K1P 5H3

July 2025

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1. Purpose

The objective of this Terms of Reference is to initiate an Aeronautical Study (the “Study”) to review the communication and aviation weather requirements at the 23 airports in Nunavut currently provided by the staff of a Community Aerodrome Radio Station (CARS).

2. Scope of Study

The Study will assess the requirements for the for the provision of communication and aviation weather services at the 23 airports in Nunavut currently provided by the staff of a CARS and the methods of doing so. The study will include formal stakeholder consultations to determine if any issues exist, and what mitigations may be required if changes are recommended to the provision of the communication and aviation weather services at the 23 airports in Nunavut currently provided by the staff of a CARS.

3. Background

CARS were established by Transport Canada in the late 1970's and early 1980's to provide local aviation weather and communication services in smaller communities without Flight Service Stations (FSS) in Yukon and the Northwest Territories. At 15 airports in the part of the Northwest Territories that separated and became Nunavut on April 1, 1999 (Arviat, Clyde River, Gjoa Haven, Grise Fiord, Igloodik, Kimmirut, Kinngait, Kugaaruk, Naujaat, Pangnirtung, Pond Inlet, Qikiqtarjuaq, Sanikiluaq, Taloyoak, and Whale Cove) CARS were established to augment the services provided by the staff of the FSS. An additional five CARS were created by Transport Canada during the late 1980's and early 1990's in what is now Nunavut when the FSS at Cambridge Bay, Chesterfield Inlet, Coral Harbour, Kugluktuk and Nanisivik (seasonal) were closed and CARS established to replace them.

In 1998, NAV CANADA undertook an aeronautical study titled *Service Review of Northern and Remote Areas* to review the services provided by NAV CANADA in the north which included the area that is now Nunavut. While there have been subsequent studies to review aids to navigation in Nunavut, there has been have no further reviews of the provision of weather and communication services.

Since 2015, 22 of the CARS have been administered and operated by ATS Services under a contract issued by NAV CANADA. The CARS at Sanirajak is operated by the Meteorological Service of Canada (MSC) under a contract issued by NAV CANADA.

In the years following the initial aeronautical study, changes have occurred to air transportation in Nunavut. As a result of discussions with aircraft operators, it was confirmed that a review the weather and communication services in Nunavut was required to evaluate that the needs of those using these services.

4. Methodology

The Study will identify, assess, and analyze information gathered through data collection and user and stakeholder consultation. The Study will:

- 1) Confirm stakeholder requirements for the services under review,
- 2) Analyze the concerns and issues raised by the stakeholders,
- 3) Develop possible solutions and options,
- 4) Conduct a Hazard Identification and Risk Assessment on issues, as required,
- 5) Present recommendations for Executive Management and Board of Directors approval,
- 6) Coordinate with the appropriate managers who would be involved with the technical and operational implementation of any proposed service change and,
- 7) Coordinate with Transport Canada.

A business case will be developed to validate the recommendations as needed.

5. Human Resources

The Study team will be multidisciplinary, with representation as required from crucial operational, technical and support areas.

The Study team will ensure that consultation with affected or interested stakeholders is sufficient before making recommendations to senior management.

The Study team will conduct a risk analysis and may call upon stakeholders to contribute to assessing some risk scenarios.

Team Leader: Manager, Level of Service

Contributors:

- Specialist, Level of Service,
- Managers/Staff in Edmonton and Montréal Flight Information Regions,
- Aeronautical Information Management,
- NAV CANADA Technology Group,
- NAV CANADA Corporate Performance,
- NAV CANADA Stakeholder and Industry Relations and,
- Others as required.

6. Work Management Plan

Terms of Reference approval: July 2025

When conducting the Study*, the following will be undertaken:

- 1) Develop a Communication and Consultation Plan – Summer 2025
- 2) Study commencement – Summer 2025
- 3) Consultation – Fall 2025
- 4) Assess consultation input – Fall 2025
- 5) Conduct Issues Hazard Identification and Risk Assessment – Fall 2025
- 6) Finalize Aeronautical Study report – Fall 2025
- 7) Executive Management and Board of Directors approval – Winter 2025

If a change proposal is approved:

- 8) Issue a Notice of Proposal – Winter 2025/2026
- 9) Circulate concluded assessment to Transport Canada for safety review – Winter 2026

Following Transport Canada concurrence:

- 10) Coordinate implementation plan and dates with appropriate departments – TBD
- 11) Prepare the Aeronautical Information Management submission – TBD
- 12) Prepare and publish an Aeronautical Information Circular – TBD
- 13) Prepare and publish Notice –TBD
- 14) Implement – TBD
- 15) Monitoring / Post-Implementation Reviews – TBD

* Study timelines may be subject to adjustment.

7. Materiality of the changes

Some proposed service delivery options may represent a material change to a significant group of users. If this is the case, formal notifications per the Civil Air Navigation Services Commercialization Act will apply.

8. Finance Resources

Service design changes may generate an engineering support requirement. These requirements will be identified as the study progresses in support of initiating project planning for implementing engineering-related recommendations from the study.

9. Consultations

An appropriate consultation plan will be prepared. It will include formal stakeholder consultations to determine if any issues exist and what mitigations may be required if changes are recommended to provide air traffic services and airspace classification or structure.

Aviation organizations representing airports, general aviation, business aviation and others, as appropriate, will be consulted during the Study. A list of users and stakeholders consulted will be attached to the Study.

Should you have any questions or wish to provide input to the Study, you may do so by emailing studies.etudes@navcanada.ca or by writing to:

Courier/Civic Address	Mailing Address
NAV CANADA Level of Service 151 Slater Street Ottawa, ON K1P 5H3	NAV CANADA Level of Service PO Box 3411, Station T Ottawa, ON K1P 5L6

10. Safety Management Plan

NAV CANADA will prepare a project safety management plan that identifies implementation responsibilities resulting from the Study, including mitigation and monitoring actions to implement any service change.

11. Authority

This document has been issued under the authority of the Assistant Vice President, Stakeholder and Industry Relations.