

Level of Service

Terms of Reference

Review of Navigational Aids

at

Waskaganish, Quebec

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

June 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 navigation aid requirements at the Waskaganish Airport (CYKQ).

2. Scope of Study

The Study will assess the requirements for the Waskaganish (YKQ) Non-Directional Beacon (NDB).

3. Background

Waskaganish Airport is a certified airport operated by Transport Canada located 380 nautical miles (NM) north of Ottawa on the southeast corner of Rupert Bay. The Waskaganish NDB is the sole conventional navigation aid (NAVAID) at the Waskaganish Airport. There are two area navigation (RNAV) instrument approach procedures (IAP) with minimum approach altitudes of 250 feet above ground level (AGL) serving Waskaganish.

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 service 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 the Montreal Flight Information Region,
- 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: June 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 – (Summer 2025)
- 4) Assess consultation input – (Fall 2025)
- 5) Conduct Issues Hazard Identification and Risk Assessment – (Fall 2025)
- 6) Finalize Aeronautical Study report – (Winter 2025)
- 7) Executive Management and Board of Directors approval – (Winter 2025)

If a change proposal is approved:

- 8) Issue a Notice of Proposal – (Winter 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 users. 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.

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.