

Level of Service

Terms of Reference

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

Yukon

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

July 2024

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1. Purpose

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

2. Scope of Study

The Study will assess the requirements for the provision of the communication and aviation weather services at the eight airports in Yukon 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 eight airports in Yukon currently provided by the staff of a CARS.

3. Background

CARS were established by Transport Canada in the late 1970's to provide local aviation weather and communication services in smaller communities without Flight Service Stations (FSS) in Yukon and the Northwest Territories. At three airports in Yukon (Beaver Creek, Faro and Old Crow) Transport Canada established CARS to augment the services provided by the staff of the FSS. During the 1980's five FSS in Yukon (Burwash, Dawson City, Mayo, Teslin and Watson Lake) were closed and CARS established to replace them.

The eight CARS are administered by the Yukon Government Department of Highways & Public Works, Transportation Aviation Branch under a contract issued by NAV Canada. The operations of the CARS at each of the airports is sub-contracted to individuals or organisations in the community.

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. While there have been subsequent studies to review aids to navigation in Yukon, there have been no further reviews of the provision of weather and communication services.

In the years following the initial aeronautical study, changes have occurred to air and ground transportation in Yukon. As a result of discussions with the Yukon Government, it was decided that a review of the weather and communication services in Yukon was required to ensure that the needs of those using the service are being effectively and efficiently met.

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(s) 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 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: August 2024

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

- 1) Develop a Communication and Consultation Plan – Summer 2024
- 2) Study commencement – Summer 2024

- 3) Consultation – Fall 2024
- 4) Assess consultation input – Fall 2024
- 5) Conduct Issues Hazard Identification and Risk Assessment – Fall 2024
- 6) Finalize Aeronautical Study report – Fall 2024
- 7) Executive Management and Board of Directors approval – Fall 2024

If a change proposal is approved:

- 8) Issue a Notice of Proposal – Winter 2024/2025
- 9) Circulate concluded assessment to Transport Canada for safety review – Winter 2025

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 aviation weather and communication service.

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.